



Harrisburg City Council Minutes December 09, 2025

Mayor: Robert Duncan, Presiding
Council President: Mike Caughey, Absent (Excused)
Councilors Present: Kimberly Downey, Charlotte Thomas, Cindy Knox, and Dana Henry
Councilors Absent: Randy Klemm (Excused)
Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Director/Deputy City Recorder Cathy Nelson, City Recorder/Municipal Court Administrator Lori Ross and City Attorney Sean Kidd
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

The Pledge of Allegiance was led by Mayor Robert Duncan

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan at the hour of 6:44pm following the HRA Board Meeting.

CONCERNED CITIZEN(S) IN THE AUDIENCE: All in attendance were there for items on the agenda.

THE MATTER OF APPOINTING KENT WULLENWABER AND SUSAN JACKSON TO THE PLANNING COMMISSION FOR TERMS ENDING DECEMBER 31, 2029: No discussion.

- Thomas **motioned to appoint Kent Wullenwaber and Susan Jackson to the Planning Commission for terms ending December 31, 2029 and was seconded by Henry. The motion passed unanimously by a vote of 4-0.** (Yes: Thomas, Henry, Downey and Knox. No: None.)

THE MATTER OF SELECTING AN ENGINEERING FIRM OR PROPOSER TO COMPLETE A STORM WATER MASTER PLAN FOR THE CITY OF HARRISBURG: Scholz informed Council that the state requires a Storm Water Masterplan be less than 20 years old in order to use System Development Charges (SDC) on Capital Improvement Projects (CIP). The City received one bid that met all the requirements from Oregon Water Rights Solution and Planning LLC in the amount

of \$87,000 as shown in **Exhibit A**. (Exhibit A included with the minutes). Scholz added there would be an additional expense due to using Branch Engineering instead of an outside surveyor.

- Thomas **motioned to approve the recommended Intent to Award Storm Water Masterplan RFP and was seconded by Henry. The motion passed unanimously by a vote of 4-0.** (Yes: Thomas, Henry, Downey and Knox. No: None.)

THE MATTER OF APPROVING AN IGA WITH THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE RECREATIONAL TRAILS PROGRAM (RTP) GRANT AGREEMENT:

Eldridge reminded Council this RTP Grant was awarded previously and that the City has now completed the regulatory requirements for the grant, therefore, the City has been provided with the grant agreement. Eldridge informed Council a change has been made to the agreement that is not included in Exhibit A and referred to page 14, section 9 noting the word "signage" has been removed as it's mentioned elsewhere in the agreement. Eldridge added the project cost is \$196,367.47 with a maximum reimbursement of \$149,667.47 and a grant match of \$46,700. The grant will add 1.8 miles of trails to Eagle Park.

- Henry **motioned to approve the IGA and to authorize the Mayor to sign the RTP Grant Agreement as amended and was seconded by Knox. The motion passed unanimously by a vote of 4-0.** (Yes: Henry, Knox, Downey and Thomas. No: None.)

THE MATTER OF AUTHORIZING AMENDMENT NO. 1 TO THE SPECIAL PUBLIC WORKS FUND INTERIM CONTRACT, OTHERWISE KNOWN AS WATER SYSTEM IMPROVEMENT PROJECT NUMBER B25004: Nelson reminded Council this was for the \$3.5M loan for the Water Bond Project. The previous contract didn't include Well No. 9 at that time. Due to the cost being lower now, we are able to include it in the loan.

- Knox **motioned to authorize the Mayor to sign Amendment No. 1 to the Project B25004 and was seconded by Henry. The motion passed unanimously by a vote of 4-0.** (Yes: Knox, Henry, Downey and Thomas. No: None.)

THE MATTER OF BUDGET FORECAST DISCUSSIONS: Eldridge reminded Council that any changes to the LCSO contract need to be made by December of each year. Eldridge added that Staff has reviewed the General Fund, COLI, the increases on revenue and insurance and has determined that the City is able to maintain the current number of contracted hours.

- Knox asked what the City is getting for being a contracted City verses what we pay out of our taxes? Eldridge responded that we receive better access to Deputies in our area with faster response times.
- Mayor Duncan added that he is tired of this fight and is confident that if services are cut, they will respond.
- Knox added that she is thankful for their presence and isn't saying that she doesn't want them here at all.
- Thomas feels their reporting hours and numbers are better than previously.

THE MATTER OF REVIEWING THE STRATEGIC PLAN: Eldridge informed Council the 2026-2031 Strategic Plan will be coming to Council the second meeting of January, She reminded Council that last year's copy is available online and encouraged reviewing for possible suggestions, prior to the meeting.

THE MATTER OF APPROVING THE CONSENT LIST: No comments or concerns.

- Downey **motioned to approve the consent list and was seconded by Thomas. The motion passed unanimously by a vote of 4-0.** (Yes: Downey, Thomas,

Knox and Henry. No: None.) **A motion to approve the consent list approved the following:**

- **City Council Minutes for November 12, 2025**
- **The Payment Approval Report for November 2025**

CITY ADMINISTRATOR VERBAL REPORT:

- Eldridge informed Council the City will be changing the procedure process for towing vehicles. LCSO will be taking the lead on tagging and towing of vehicles due to county limitations for Coburg PD.
- City Hall will be closing at noon on the 24th and the 31st and all day Christmas and New Year Day.
- The City will be purchasing a new memorial plaque for the David Githens riverfront bench adding longtime Harrisburg employee and resident Patsy Githens (VanLeeuwen) who passed away November 25th.
- The City's portion of the REAL invoice, at this time, will be \$400 of the \$2,022 total cost which covers incidentals and the intern, Ellie McConnell.
- Henry asked about the Facebook post from a resident whose vehicle received damage from the track. Eldridge stated she informed the resident they need to speak with UPPR as it's their responsibility. Scholz added that residents should be contacting UPPR directly and the phone number and identification number is listed on each railroad crossing.

The City Council meeting recessed at the hour of 7:23pm to prepare for the City Council Executive Session #1. All citizens in the audience left the meeting.

The City Council Executive Session #1 was called to order at the hour of 7:27pm.

THE MATTER OF HOLDING AN EXECUTIVE SESSION UNDER ORS 192.660(2)(H) TO CONSULT WITH COUNSEL CONCERNING THE LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED

The City Council Executive Session # 1 adjourned at the hour of 8:10pm and returned to the City Council meeting.

With no recommendation's made, the City Council meeting recessed at the hour of 8:10pm to prepare for the City Council Executive Session #2.

The City Council Executive Session #2 was called to order at the hour of 8:11pm.

**THE MATTER OF HOLDING AN EXECUTIVE SESSION UNDER ORS 192.660(2)(H) TO CONSULT WITH COUNSEL CONCERNING THE LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED
OTHER ITEMS**

The City Council Executive Session # 2 adjourned at the hour of 9:03pm and returned to the City Council meeting.

With no recommendations made, the City Council Meeting adjourned at the hour of 9:04pm.

Mayor

City Recorder



December 5, 2025

City of Harrisburg
120 Smith Street
Harrisburg, OR 97446
Attn: Chuck Scholz, Public Works Director

RE: Notice of Proposers and Engineer's Recommendation for Award of Contract

The City received the following proposals for:

Professional Engineering Services-Master Plan Development, Stormwater Drainage System.

<u>Company Name</u>	<u>Fee Proposal</u>
1. <u>Oregon Water Rights Solutions and Planning LLC</u>	<u>\$ 87,750.00</u>
2. <u>Civil West Engineering Services, Inc</u>	<u>\$ 197,800.00</u>
3. <u>RH2</u>	<u>\$ 235,409.00</u>

I have reviewed all proposal packages and found all to be responsible and responsive. There were some minor variations in proposed tasks and the associated fees for the project, such as including or not including surveying, which was not a requirement in the Request for Proposals (RFP).

Oregon Water Rights Solutions and Planning LLC responded to the criteria in the RFP the strongest, is well qualified, and the most cost-effective of the proposers.

I recommend that the contract be awarded to Oregon Water Rights Solutions and Planning LLC in the amount of \$87,750.00.

Sincerely,

Branch Engineering Inc.
Damien Gilbert, P.E.
City Engineer