

## City Council Agenda

March 10, 2026

6:30 PM

(Immediately Following the HRA Board Meeting)

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Mayor: Robert Duncan  
Council President: Mike Caughey  
Councilors: Kimberly Downey, Randy Klemm, Charlotte Thomas,  
Cindy Knox, and Dana Henry  
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

### **PUBLIC NOTICES:**

1. *This meeting is open to the public and will be tape-recorded.*
2. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices, sign language assistance or interpreter services are requested to contact the City Recorder, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement does not apply to an emergency meeting as per ORS 192.630(5).*
3. *If you wish to testify, and are unable to attend, please contact the City Recorder to be placed on a Conference Call list during the meeting.*
4. *The City of Harrisburg does not discriminate against individuals with disabilities and is an equal opportunity provider.*
5. *For more information regarding items of discussion on this agenda, or to be added to our email distribution list please contact City Recorder Lori Ross, at 541-995-6655 or at [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us).*

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** (Please limit presentation to two minutes per issue.)

**NEW BUSINESS**

**1. THE MATTER OF THE MAYOR APPOINTING BUDGET COMMITTEE MEMBER DAN MEYERS TO A TERM ENDING DECEMBER 31, 2027**

**STAFF REPORT:**

Exhibit A: Budget Committee Application for Dan Meyers

**MAYOR ACTION: I, MAYOR ROBERT DUNCAN, APPOINT DAN MEYERS TO SERVE ON THE BUDGET COMMITTEE FOR A TERM ENDING DECEMBER 31, 2027**

**2. THE MATTER OF CONSIDERATION OF ADDING A VETERAN'S MEMORIAL TO RIVERFRONT PARK**

**STAFF REPORT:**

Exhibit A: Sample Picture

Exhibit B: Location Picture

Exhibit C: Representations of Eagles & Flags

**ACTION: TBD**

**3. THE MATTER OF APPROVING THE 2<sup>ND</sup> QUARTER 2025/2026 EXPENSE REPORT**

Exhibit A: 2<sup>nd</sup> Quarter Expense Report Ending December 31, 2025

**ACTION: MOTION TO APPROVE THE 2ND QUARTER 2025/2026 EXPENSE REPORT**

**4. THE MATTER OF APPROVING THE ANNUAL EVALUATION AND A PROPOSED WAGE INCREASE FOR THE CITY ADMINISTRATOR**

**STAFF REPORT:**

Exhibit A: Personnel Committee Staff Report for February 18, 2026

Exhibit B: Memo from City Administrator

Exhibit C: Red-lined City Administrator Employment Agreement with Code of Ethics

Exhibit D: City Administrator Job Description

**ACTION: MOTION TO**

- 1. APPROVE THE ANNUAL EVALUATION FOR CITY ADMINISTRATOR, MICHELE ELDRIDGE, AT A SCORE OF 4.34 OUT OF 5; AND**
- 2. APPROVE THAT THE CITY ADMINISTRATOR BE GIVEN A COST-OF-LIVING INCREASE OF 2.9% IF THE BUDGET ALLOWS**

**CONSENT LIST:** Consent list materials are included in the Council Packet. Approval of items on the consent list will be enacted in one motion. Any member of the public, or City Council, can ask for an item to be removed from the consent list for discussion during the 'Other' segment.

**5. THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

Exhibit A: Payment Approval Report for February 2026

Exhibit B: Out of State Travel for Cathy Nelson

Exhibit C: Planning Commission Minutes for July 15, 2026

Exhibit D: Municipal Court Collections Report for February 2026

Exhibit E: Municipal Court Citation Report for February 2026

Exhibit F: Code Enforcement Report for February 2026

**ACTION: MOTION TO APPROVE THE CONSENT LIST**

A motion to approve the consent list will approve the following:

- **The Payment Approval Report for February 2026**
- **The Out of State Travel for Cathy Nelson for the amount of \$750 to Reno, Nevada.**

**VERBAL REPORT:** Discussions below should be limited to five minutes of conversation per topic. Topics of interest that require more than five minutes of conversation should be moved to a future meeting where possible

- Sign on City Property
- OCWCOG IGA
- Community Project Funding Appropriation Requests (Bynum)
- Butterfly Gardens
- SMAC-April 9<sup>th</sup> in Halsy! Time TBD

**OTHER ITEMS**

**AN EXECUTIVE SESSION WILL NOW BE OPENED 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**

- 6. 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**

**STAFF REPORT:**

Exhibits: None

**ACTION: TBD – ANY MOTIONS MUST BE MADE IN PUBLIC SESSION**

**ADJOURN**

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**THE MATTER OF THE MAYOR APPOINTING BUDGET COMMITTEE MEMBER DAN MEYERS TO A TERM ENDING DECEMBER 31, 2027**

**STAFF REPORT:**

Exhibit A: Budget Committee Application for Dan Meyers

**MAYOR ACTION: I, MAYOR ROBERT DUNCAN, APPOINT DAN MEYERS TO SERVE ON THE BUDGET COMMITTEE FOR A TERM ENDING DECEMBER 31, 2027**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda March 10, 2026

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
N/A	N/A	N/A

**STAFF RECOMMENDATION:**

**Staff recommends the Mayor appoint Dan Meyers to serve on the Budget Committee**

**BACKGROUND INFORMATION:**

The Budget Committee has had a vacancy since the resignation of Committee Member Amanda Greene in 2024. Staff was very excited to have resident Dan Meyers, submit his application (**Exhibit A**) last month. Dan has been a Harrisburg resident for 25 years and has a background in financing.

Budget Committee Members are appointed by the Mayor and serve a three-year term.

**REVIEW AND APPROVAL:**

*Lori Ross*                      03/02/2026

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Lori Ross                                      Date  
City Recorder



City of Harrisburg  
120 Smith Street  
Harrisburg, OR 97446  
Phone (541) 995-6655  
[www.ci.harrisburg.or.us](http://www.ci.harrisburg.or.us)

**BOARD & COMMITTEE APPLICATION FORM**  
Planning Commission, Budget Committee, and Library Board

Name:

Address:

Phone Number:

Email:

Are you a Harrisburg resident?      Yes       No

Employment:

In which position are you interested?\*

Tell us why you would like to be included on the Board or Committee of your choice and what you will contribute:

Please list any schooling, hobbies, prior experience or any other information that would indicate how you would contribute to the Board or Committee.

Please list a personal/professional reference that we may contact:

Name:

Address:

Phone Number:

Relation to you:

By providing your signature below, you acknowledge that you are the applicant for the committee position and authorize the City to contact your references.

Date:

\*Please be aware that candidates for City Council and Planning Commission are subject to State Ethic Law Requirements. For further information on ethics laws and what the requirements are, please ask for Lori Ross, City Recorder.

\*\*Please submit completed applications to PO Box 378, Harrisburg, Oregon 97446 or in person at 354 Smith St or by emailing to [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us).

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

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**THE MATTER OF CONSIDERATION OF ADDING A VETERAN’S MEMORIAL TO RIVERFRONT PARK**

**STAFF REPORT:**

- Exhibit A: Sample Picture
- Exhibit B: Location Picture
- Exhibit C: Representations of Eagles & Flags

**ACTION: TBD**

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**THIS AGENDA BILL IS DESTINED FOR:** Agenda – March 10, 2026

<b>BUDGET IMPACT</b>		
COST	BUDGETED?	SOURCE OF FUNDS
\$13,992 + Delivery & Installation	Yes (\$72,658)	Community & Economic Development

**STAFF RECOMMENDATION:**

**Staff recommends that City Council discuss this project and determine if it’s one worthy of being awarded with a plan of action and the use of City funds.**

**BACKGROUND INFORMATION:**

As a City that believes it is one of the most patriotic on the west coast, as well as one who deeply honors our veterans, it seems odd that we don’t have much in the way of memorials for our veterans. Staff, starting with Bruce Cleeton has always wanted a larger memorial in town, but seeing the price tags in other cities, they had been told that it would be out of our price range.

When researching other ways in which we can honor our veterans, Staff decided to research current pricing structures. While doing so, Staff found an Oregon based company who provides veterans memorials, such as the one shown in **Exhibit A**. Staff was surprised to find the initial cost was affordable, at \$13,992. That provides text and design on one side. Delivery, and installation, etc., is not included in this price, and at the time of this Staff Report, hadn’t yet been provided. If the additional information arrives before the Council meeting, Staff will share it with Council and will bring it to this meeting.

Staff believes delivery and installation, at a minimum, could double the total cost of the project, as a small crane will be needed to install the memorial. The company believes that if they have the components that they need in stock, that it’s very likely this could be installed by the 4<sup>th</sup> of July. Otherwise, it could take up to four months until installation.

Staff considered the Museum as the location of this memorial; however, they are not open to the public 24/7. Because of this, Staff, consisting of the Public Works Director (Veteran), and City Administrator looked at the brick courtyard next to the Gazebo (**Exhibit B**) and considered this an ideal location for the location of a memorial. It is accessible to Veterans any time day or night. It would be placed adjacent to the flagpole, which means that it would be lighted, with this location being highly visible. In addition, it's under direct observation of the City's video cameras.

Because this is a marble/stone/glass composition, Staff believes it could technically be considered an art installation. As such, it can fall under the exemption of a contract for the purchase or commissioning of works of art. Because the City of Halsey has gone through this process, Staff has asked how they fared with the project and will also bring information from our attorney. If it appears that we must go through the public contracting process, it will hopefully fall below the \$25,000 level, which would qualify for an informal quote process.

**Other Considerations:**

1. The City Council will need to consider wording for the Memorial. Because we want to be inclusive, Staff suggests that to start, please consider the words of '*This Monument is dedicated to the Men and Women who served the United States of America in the Armed Services, During Times of War and Peace*'. We also suggest that '*All Gave Some. Some Gave All.*' be included, under the insignia of the armed forces. (Please note that the agency of 'Space Force' is now technically considered an armed service; the monument shown in **Exhibit A** was created before that change was made).
2. Some prep work by the City is needed in addition to the installation as we would need to install a new base for the memorial.
3. The Eagle is a symbol of Freedom, and as the home of the Eagles, we might want to have the flag image modified to include one. Some examples are in **Exhibit C**. (When the Public Works Director returns from vacation, he might have other examples to show the City Council). A stone eagle would qualify as art, but could also increase expenses, as well as being a target for more vandalism.
4. We have not consulted with any of our local Veterans groups, or with members of the Public in relation to a Veterans Memorial. Staff believes that the design shown in **Exhibit A**, is one that most Veterans would be in favor of. However, Council should consider including the public, and Veterans in this endeavor. Doing so will definitely add time to the project's completion.
5. The Council could decide to improve the courtyard as part of this project, and/or a larger veterans display. This could result in added expenses, but could also provide the public, but most importantly, our Veterans, with a memorial more expressive than what is shown. The City could also choose to do this in phases in the future, allowing for grant possibilities.

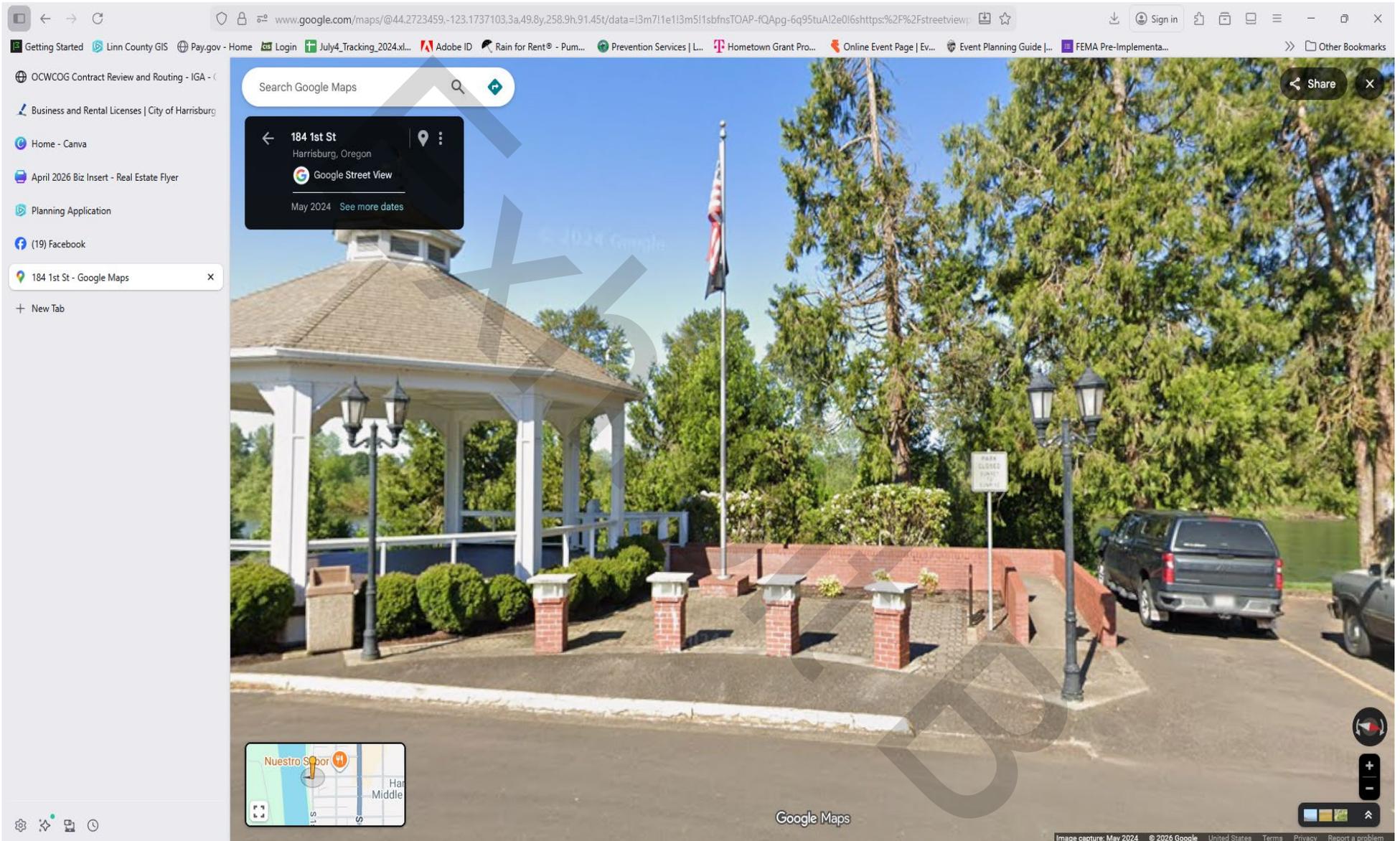
REVIEW AND APPROVAL:

  
 \_\_\_\_\_  
 Michele Eldridge 03.04.26  
 City Administrator



*GLASS Art Flag and Military Emblems with Sandblasted Text on Upright Monument*

## Frequently Asked



A.



B.

C.



Note: The thin green line represents veterans and active service members of all branches of the US Military.

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**THE MATTER OF APPROVING THE 2<sup>ND</sup> QUARTER 2025/2026 EXPENSE REPORT  
STAFF REPORT:**

Exhibit A: 2nd Quarter Expense Report Ending December 31, 2025

**ACTION: MOTION TO APPROVE THE 2<sup>ND</sup> QUARTER 2025/2026  
EXPENSE REPORT.**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – March 10, 2026

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
N/A	N/A	N/A

**STAFF RECOMMENDATION:**  
**Staff recommends Council reviews and approves the 2<sup>nd</sup> Quarter 2025/2026 Expense Report.**

**BACKGROUND INFORMATION:**  
The City’s Finance Officer has prepared the 2<sup>nd</sup> Quarter 2025/2026 Expense Report for review by the City Council. The report shows all revenues and expenditures for the 2<sup>nd</sup> quarter for fiscal year 2025/2026 ending December 31, 2025. We are on track to hit all our budgeted revenue other than Intergovernmental Revenue in General Fund and Miscellaneous Revenue in Library Fund that includes grants that we were not awarded. All expenditures are tracking to be within budget levels. The Building Permit Fund and Electrical Permit Fund are still being fine-tuned. They are within five years of creation and are now starting to show trends.

When looking at percentages, please remember we are only 50% of the way through the fiscal year. All fund revenues and expenditures are presented as projected during the budget process. The Council should review the document and raise any questions or concerns they may have to city staff. **Be aware that these numbers could change after fiscal year 2024-2025 is audited due to any auditor adjustments or reclassifications.**

**REVIEW AND APPROVAL:**

**Cathy Nelson**

03/03/26  
Date

Cathy Nelson, Finance Officer

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**GENERAL FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	1,078,920.00	1,078,922.64	1,059,765.00	19,157.64	101.81%
TAXES	838,543.55	840,250.30	909,430.00	(69,179.70)	92.39%
FRANCHISE FEES	97,473.98	189,654.63	429,725.00	(240,070.37)	44.13%
LICENSES AND PERMITS	1,000.00	3,930.00	9,000.00	(5,070.00)	43.67%
INTERGOVERNMENTAL REVENUE	54,298.75	80,883.27	462,885.00	(382,001.73)	17.47%
FINES AND FORFEITURES	6,310.68	28,341.19	90,100.00	(61,758.81)	31.46%
INVESTMENT REVENUE	6,449.10	13,892.87	23,610.00	(9,717.13)	58.84%
MISCELLANEOUS REVENUE	6,814.66	9,014.94	15,800.00	(6,785.06)	57.06%
<b>TOTAL FUND REVENUE</b>	<b>2,089,810.72</b>	<b>2,244,889.84</b>	<b>3,000,315.00</b>	<b>(755,425.16)</b>	<b>74.82%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL	156,608.24	303,799.34	654,730.00	350,930.66	46.40%
MATERIALS & SERVICE	173,827.86	344,882.95	955,040.00	610,157.05	36.11%
CAPITAL OUTLAY	2,128.38	2,128.38	40,000.00	37,871.62	5.32%
SPECIAL PAYMENTS	0.00	5,000.00	5,000.00	0.00	100.00%
TRANSFERS OUT	111,125.01	267,250.02	490,000.00	222,749.98	54.54%
CONTINGENCY	2,787.00	2,787.00	292,000.00	289,213.00	0.95%
<b>TOTAL FUND EXPENDITURES</b>	<b>446,476.49</b>	<b>925,847.69</b>	<b>3,000,315.00</b>	<b>2,074,467.31</b>	<b>30.86%</b>

**NET REVENUES OVER EXPENDITURES**      **1,643,334.23**      **1,319,042.15**      **0.00**

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**STREET FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	737,950.00	737,950.00	642,755.00	95,195.00	114.81%
INTERGOVERNMENTAL REVENUE	80,490.37	152,243.39	290,515.00	(138,271.61)	52.40%
INVESTMENT REVENUE	5,628.26	12,124.62	20,605.00	(8,480.38)	58.84%
MISCELLANEOUS REVENUE	50.00	135.00	1,000.00	(865.00)	13.50%
TRANSFERS IN	42,499.98	84,999.96	170,000.00	(85,000.04)	50.00%
<b>TOTAL FUND REVENUE</b>	<b>866,618.61</b>	<b>987,452.97</b>	<b>1,124,875.00</b>	<b>(137,422.03)</b>	<b>87.78%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
PERSONNEL	12,508.92	23,592.77	55,605.00	32,012.23	42.43%
MATERIALS & SERVICE	26,797.60	57,999.36	129,000.00	71,000.64	44.96%
CAPITAL OUTLAY	26,952.25	59,837.09	706,970.00	647,132.91	8.46%
TRANSFERS OUT	6,575.01	13,150.02	26,300.00	13,149.98	50.00%
CONTINGENCY	0.00	0.00	57,000.00	57,000.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>72,833.78</b>	<b>154,579.24</b>	<b>1,124,875.00</b>	<b>970,295.76</b>	<b>13.74%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>793,784.83</b>	<b>832,873.73</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**BIKE FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	50,705.00	50,705.00	54,930.00	(4,225.00)	92.31%
TAX REVENUE	813.03	1,537.81	2,930.00	(1,392.19)	52.48%
INVESTMENT REVENUE	233.54	503.10	855.00	(351.90)	58.84%
<b>TOTAL FUND REVENUE</b>	<b>51,751.57</b>	<b>52,745.91</b>	<b>58,715.00</b>	<b>(5,969.09)</b>	<b>89.83%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	58,715.00	58,715.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>58,715.00</b>	<b>58,715.00</b>	<b>0.00%</b>

**NET REVENUES OVER EXPENDITURES**      51,751.57      52,745.91      0.00

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**COMMUNITY AND ECONOMIC DEVELOPMENT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	553,540.00	553,540.00	553,605.00	(65.00)	99.99%
INVESTMENT REVENUE	1,856.06	3,998.39	6,795.00	(2,796.61)	58.84%
MISCELLANEOUS REVENUE	7,240.00	8,337.00	13,500.00	(5,163.00)	61.76%
INTERFUND TRANSFER	8,000.01	16,000.02	32,000.00	(15,999.98)	50.00%
<b>TOTAL FUND REVENUE</b>	<b>570,636.07</b>	<b>581,875.41</b>	<b>605,900.00</b>	<b>(24,024.59)</b>	<b>96.03%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	3,390.58	9,406.64	273,000.00	263,593.36	3.45%
CAPITAL OUTLAY	0.00	11,456.63	332,900.00	321,443.37	3.44%
<b>TOTAL FUND EXPENDITURES</b>	<b>3,390.58</b>	<b>20,863.27</b>	<b>605,900.00</b>	<b>585,036.73</b>	<b>3.44%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>567,245.49</b>	<b>561,012.14</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**LIBRARY FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	124,930.00	124,930.00	117,370.00	7,560.00	106.44%
INVESTMENT REVENUE	390.61	841.47	1,430.00	(588.53)	58.84%
MISCELLANEOUS REVENUE	1,155.85	2,355.30	12,600.00	(10,244.70)	18.69%
TRANSFERS IN	21,875.01	43,750.02	87,500.00	(43,749.98)	50.00%
<b>TOTAL FUND REVENUE</b>	<b>148,351.47</b>	<b>171,876.79</b>	<b>218,900.00</b>	<b>(47,023.21)</b>	<b>78.52%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
PERSONNEL	15,771.59	32,302.27	63,045.00	30,742.73	51.24%
MATERIALS & SERVICE	11,808.96	16,798.74	51,250.00	34,451.26	32.78%
CAPITAL OUTLAY	0.00	0.00	8,000.00	8,000.00	0.00%
CONTINGENCY	0.00	0.00	11,000.00	11,000.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>27,580.55</b>	<b>49,101.01</b>	<b>218,900.00</b>	<b>169,798.99</b>	<b>22.43%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>120,770.92</b>	<b>122,775.78</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**STORM DRAIN FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	263,310.00	263,310.00	278,405.00	(15,095.00)	94.58%
STORM WATER ASSESSMENT REVENUES	19,737.26	39,942.62	78,855.00	(38,912.38)	50.65%
INVESTMENT REVENUE	2,187.94	4,713.34	8,010.00	(3,296.66)	58.84%
<b>TOTAL FUND REVENUE</b>	<b>285,235.20</b>	<b>307,965.96</b>	<b>365,270.00</b>	<b>(57,304.04)</b>	<b>84.31%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	1,119.34	7,476.38	30,000.00	22,523.62	24.92%
CAPITAL OUTLAY	1,737.88	22,493.57	335,270.00	312,776.43	6.71%
<b>TOTAL FUND EXPENDITURES</b>	<b>2,857.22</b>	<b>29,969.95</b>	<b>365,270.00</b>	<b>335,300.05</b>	<b>8.20%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>282,377.98</b>	<b>277,996.01</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**BUILDING PERMIT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	76,055.00	76,055.00	65,265.00	10,790.00	116.53%
PERMIT REVENUE	16,763.78	21,985.63	35,200.00	(13,214.37)	62.46%
<b>TOTAL FUND REVENUE</b>	<b>92,818.78</b>	<b>98,040.63</b>	<b>100,465.00</b>	<b>(2,424.37)</b>	<b>97.59%</b>

**EXPENDITURES  
(REQUIREMENTS)**

REVENUES (RESOURCES)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	5,573.52	11,484.48	20,700.00	9,215.52	55.48%
INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00%
CONTINGENCY	0.00	0.00	79,765.00	79,765.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>5,573.52</b>	<b>11,484.48</b>	<b>100,465.00</b>	<b>88,980.52</b>	<b>11.43%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>87,245.26</b>	<b>86,556.15</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**ELECTRICAL PERMIT FUND**

**REVENUES (RESOURCES)**

NET REVENUES OVER EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	15,625.00	15,625.00	13,340.00	2,285.00	117.13%
PERMIT REVENUE	1,413.50	3,284.50	2,700.00	584.50	121.65%
<b>TOTAL FUND REVENUE</b>	<b><u>17,038.50</u></b>	<b><u>18,909.50</u></b>	<b><u>16,040.00</u></b>	<b><u>2,869.50</u></b>	<b><u>117.89%</u></b>

**EXPENDITURES  
(REQUIREMENTS)**

CITY OF HARRISBURG	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	1,286.95	2,764.56	2,300.00	(464.56)	120.20%
INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00%
CONTINGENCY	0.00	0.00	13,740.00	13,740.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b><u>1,286.95</u></b>	<b><u>2,764.56</u></b>	<b><u>16,040.00</u></b>	<b><u>13,275.44</u></b>	<b><u>17.24%</u></b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b><u>15,751.55</u></b>	<b><u>16,144.94</u></b>	<b><u>0.00</u></b>		

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**DEBT SERVICES FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	133,895.00	133,895.00	143,995.00	(10,100.00)	92.99%
TAXES	284,130.15	285,130.89	472,458.00	(187,327.11)	60.35%
INVESTMENT REVENUE	1,700.35	3,662.98	6,225.00	(2,562.02)	58.84%
<b>TOTAL FUND REVENUE</b>	<b>419,725.50</b>	<b>422,688.87</b>	<b>622,678.00</b>	<b>(199,989.13)</b>	<b>67.88%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PRINCIPLE	0.00	0.00	140,000.00	140,000.00	0.00%
INTEREST	158,380.75	158,380.75	316,760.00	158,379.25	50.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>158,380.75</b>	<b>158,380.75</b>	<b>622,678.00</b>	<b>464,297.25</b>	<b>25.44%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>261,344.75</b>	<b>264,308.12</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**OFFICE EQUIPMENT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	39,695.00	39,695.00	33,005.00	6,690.00	120.27%
INVESTMENT REVENUE	117.45	253.02	430.00	(176.98)	58.84%
TRANSFERS IN	0.00	75,000.00	75,000.00	0.00	100.00%
<b>TOTAL FUND REVENUE</b>	<b>39,812.45</b>	<b>114,948.02</b>	<b>108,435.00</b>	<b>6,513.02</b>	<b>106.01%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	5,616.39	44,747.80	87,755.00	43,007.20	50.99%
CAPITAL OUTLAY	1,232.51	1,922.53	20,680.00	18,757.47	9.30%
<b>TOTAL FUND EXPENDITURES</b>	<b>6,848.90</b>	<b>46,670.33</b>	<b>108,435.00</b>	<b>61,764.67</b>	<b>43.04%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>32,963.55</b>	<b>68,277.69</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**EQUIPMENT FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	427,015.00	427,015.00	422,480.00	4,535.00	101.07%
INVESTMENT REVENUE	1,524.18	3,283.46	5,580.00	(2,296.54)	58.84%
TRANSFERS IN	19,725.03	39,450.06	78,900.00	(39,449.94)	50.00%
<b>TOTAL FUND REVENUE</b>	<b>448,264.21</b>	<b>469,748.52</b>	<b>506,960.00</b>	<b>(37,211.48)</b>	<b>92.66%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	612.85	9,380.55	506,960.00	497,579.45	1.85%
<b>TOTAL FUND EXPENDITURES</b>	<b>612.85</b>	<b>9,380.55</b>	<b>506,960.00</b>	<b>497,579.45</b>	<b>1.85%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>447,651.36</b>	<b>460,367.97</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**WATER FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	1,809,470.00	1,809,470.00	1,878,450.00	(68,980.00)	96.33%
SERVICES REVENUE	164,425.90	386,866.20	742,160.00	(355,293.80)	52.13%
INVESTMENT REVENUE	25,550.98	57,624.67	176,460.00	(118,835.33)	32.66%
MISCELLANEOUS REVENUE	259,134.00	266,679.00	3,527,600.00	(3,260,921.00)	7.56%
INTERFUND TRANSFERS	43,749.99	87,499.98	175,500.00	(88,000.02)	49.86%
<b>TOTAL FUND REVENUE</b>	<b>2,302,330.87</b>	<b>2,608,139.85</b>	<b>6,500,170.00</b>	<b>(3,892,030.15)</b>	<b>40.12%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
PERSONNEL SERVICES	126,465.98	234,767.31	546,715.00	311,947.69	42.94%
MATERIALS & SERVICE	86,368.30	163,530.43	322,535.00	159,004.57	50.70%
CAPITAL OUTLAY	1,408,697.15	1,935,803.41	5,229,500.00	3,293,696.59	37.02%
DEBT SERVICES	0.00	0.00	107,655.00	107,655.00	0.00%
TRANSFERS OUT	9,075.00	33,150.00	51,300.00	18,150.00	64.62%
CONTINGENCY	0.00	26,719.49	20,000.00	(6,719.49)	133.60%
<b>TOTAL FUND EXPENDITURES</b>	<b>1,630,606.43</b>	<b>2,393,970.64</b>	<b>6,500,170.00</b>	<b>4,106,199.36</b>	<b>36.83%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>671,724.44</b>	<b>214,169.21</b>	<b>0.00</b>		

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**SEWER FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	274,150.00	274,150.00	217,295.00	56,855.00	126.16%
SERVICES REVENUE	227,907.21	458,641.64	884,105.00	(425,463.36)	51.88%
INVESTMENT REVENUE	4,259.78	9,176.58	15,595.00	(6,418.42)	58.84%
MISCELLANEOUS REVENUE	0.00	6,432.00	7,430.00	(998.00)	86.57%
<b>TOTAL FUND REVENUE</b>	<b>506,316.99</b>	<b>748,400.22</b>	<b>1,124,425.00</b>	<b>(376,024.78)</b>	<b>66.56%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL SERVICES	126,465.83	234,766.95	548,805.00	314,038.05	42.78%
MATERIALS & SERVICE	70,909.17	121,304.84	252,535.00	131,230.16	48.03%
CAPITAL OUTLAY	2,951.15	10,486.35	65,000.00	54,513.65	16.13%
DEBT SERVICES	33,699.38	33,699.38	122,400.00	88,700.62	27.53%
TRANSFERS OUT	9,075.00	33,150.00	51,300.00	18,150.00	64.62%
CONTINGENCY	0.00	0.00	10,000.00	10,000.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>243,100.53</b>	<b>433,407.52</b>	<b>1,124,425.00</b>	<b>691,017.48</b>	<b>38.54%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>263,216.46</b>	<b>314,992.70</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**WATER RESERVE FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	192,765.00	192,765.00	160,820.00	31,945.00	119.86%
INVESTMENT REVENUE	1,700.35	3,662.98	6,225.00	(2,562.02)	58.84%
<b>TOTAL FUND REVENUE</b>	<b>194,465.35</b>	<b>196,427.98</b>	<b>167,045.00</b>	<b>29,382.98</b>	<b>117.59%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	0.00	0.00	167,045.00	167,045.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>167,045.00</b>	<b>167,045.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>194,465.35</b>	<b>196,427.98</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**SEWER RESERVE FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	280,865.00	280,865.00	226,575.00	54,290.00	123.96%
INVESTMENT REVENUE	1,700.35	3,662.98	6,225.00	(2,562.02)	58.84%
<b>TOTAL FUND REVENUE</b>	<b>282,565.35</b>	<b>284,527.98</b>	<b>232,800.00</b>	<b>51,727.98</b>	<b>122.22%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	232,800.00	232,800.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>232,800.00</b>	<b>232,800.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>282,565.35</b>	<b>284,527.98</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**TRANSPORTATION SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	200,820.00	200,820.00	197,920.00	2,900.00	101.47%
ASSESSMENTS	0.00	0.00	33,490.00	(33,490.00)	0.00%
INVESTMENT REVENUE	2,540.30	5,472.42	9,300.00	(3,827.58)	58.84%
<b>TOTAL FUND REVENUE</b>	<b>203,360.30</b>	<b>206,292.42</b>	<b>240,710.00</b>	<b>(34,417.58)</b>	<b>85.70%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	240,710.00	240,710.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>240,710.00</b>	<b>240,710.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>203,360.30</b>	<b>206,292.42</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**PARKS SDC FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	176,355.00	176,355.00	182,025.00	(5,670.00)	96.89%
ASSESSMENTS	0.00	0.00	19,790.00	(19,790.00)	0.00%
INVESTMENT REVENUE	1,856.06	3,998.39	6,795.00	(2,796.61)	58.84%
<b>TOTAL FUND REVENUE</b>	<b>178,211.06</b>	<b>180,353.39</b>	<b>208,610.00</b>	<b>(28,256.61)</b>	<b>86.45%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	4,884.89	23,170.89	208,610.00	185,439.11	11.11%
UNAPPROPRIATED FUND BALANCE	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>4,884.89</b>	<b>23,170.89</b>	<b>208,610.00</b>	<b>185,439.11</b>	<b>11.11%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>173,326.17</b>	<b>157,182.50</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**STORM DRAIN SDC FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	46,750.00	46,750.00	46,320.00	430.00	100.93%
ASSESSMENTS	0.00	0.00	4,945.00	(4,945.00)	0.00%
INVESTMENT REVENUE	663.76	1,429.89	2,430.00	(1,000.11)	58.84%
<b>TOTAL FUND REVENUE</b>	<b>47,413.76</b>	<b>48,179.89</b>	<b>53,695.00</b>	<b>(5,515.11)</b>	<b>89.73%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	0.00	0.00	53,695.00	53,695.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>53,695.00</b>	<b>53,695.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>47,413.76</b>	<b>48,179.89</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**WATER SDC FUND**

**REVENUES (RESOURCES)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>DIFFERENCE</b>	<b>PERCENTAGE</b>
BEGINNING FUND BALANCE	506,045.00	506,045.00	502,030.00	4,015.00	100.80%
ASSESSMENTS	0.00	0.00	46,440.00	(46,440.00)	0.00%
INVESTMENT REVENUE	1,700.35	3,662.98	6,225.00	(2,562.02)	58.84%
<b>TOTAL FUND REVENUE</b>	<b>507,745.35</b>	<b>509,707.98</b>	<b>554,695.00</b>	<b>(44,987.02)</b>	<b>91.89%</b>

**EXPENDITURES  
(REQUIREMENTS)**

<b>OBJECT CLASSIFICATION (DESCRIPTION)</b>	<b>PERIOD ACTUAL</b>	<b>YTD ACTUAL</b>	<b>BUDGET</b>	<b>REMAINING</b>	<b>PERCENTAGE</b>
CAPITAL OUTLAY	0.00	0.00	554,695.00	554,695.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>554,695.00</b>	<b>554,695.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>507,745.35</b>	<b>509,707.98</b>	<b>0.00</b>		

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2025**

**SEWER SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	906,285.00	906,285.00	902,875.00	3,410.00	100.38%
ASSESSMENTS	0.00	0.00	39,485.00	(39,485.00)	0.00%
INVESTMENT REVENUE	5,101.08	10,988.96	18,675.00	(7,686.04)	58.84%
<b>TOTAL FUND REVENUE</b>	<b>911,386.08</b>	<b>917,273.96</b>	<b>961,035.00</b>	<b>(43,761.04)</b>	<b>95.45%</b>

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	961,035.00	961,035.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>961,035.00</b>	<b>961,035.00</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>911,386.08</b>	<b>917,273.96</b>	<b>0.00</b>		

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**THE MATTER OF APPROVING THE ANNUAL EVALUATION AND A PROPOSED WAGE INCREASE FOR THE CITY ADMINISTRATOR**

**STAFF REPORT:**

Exhibit A: Personnel Committee Staff Report for February 18, 2026

Exhibit B: Memo from City Administrator

Exhibit C: Red-lined City Administrator Employment Agreement with Code of Ethics

Exhibit D: City Administrator Job Description

**ACTION: MOTION TO:**

- 1. APPROVE THE ANNUAL EVALUATION FOR CITY ADMINISTRATOR, MICHELE ELDRIDGE, AT A SCORE OF 4.34 OUT OF 5; AND**
- 2. APPROVE THAT THE CITY ADMINISTRATOR BE GIVEN A COST-OF-LIVING INCREASE OF 2.9% IF THE BUDGET ALLOWS**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda March 10, 2026

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$16,097	Yes	General Funds

**STAFF RECOMMENDATION:**

**Staff recommends that the City Council approve the recommendations made by the Personnel Committee.**

**BACKGROUND INFORMATION:**

**Evaluation:** This is Michele’s Eldridge’s 5th year as the City Administrator for the City of Harrisburg. City Staff, Michele Eldridge, and the Personnel Committee met on Tuesday, February 18, 2026, to review the evaluations received from City Council Members, Planning Commissioners and Department Heads. The staff report for the Personnel Committee meeting (**Exhibit A**) and the City Administrators Memo (**Exhibit B**), are included as exhibits for the City Council’s review.

This year, there was once again a total of 11 evaluations reviewed including seven from City Council, one from Planning Commission and three from Department Heads. The Personnel Committee recommended that City Council approve the evaluation as a score of 4.34 out of a possible 5 compared to a score of 4.3 out of 5 last year.

**Compensation:** The Personnel Committee reviews the compensation levels of the City Administrator as required in section 4 of the employment agreement. As per section 4, compensation shall be paid pursuant to payroll policies and practices applicable to other City employees. In addition, bonuses, pay increases, and fringe benefits can be considered by the Council at any time.

The Personnel Committee motioned to recommend to the City Council that the City Administrator be given a cost-of living increase of 2.9% for FY 2026/2027, for a salary of \$132,740, if the City Budget allows.

In 2025, City Council approved an increase from \$118,258 to \$129,000, for FY 2025/2026.

**Bonus:** The Personnel Committee did not recommend a bonus at this time. The Committee did encourage the City Administrator to address a request with City Council if she feels it's warranted.

**Employment Agreement:** The City Administrator's Employment Agreement (**EXHIBIT C**) is reviewed on an annual basis. The recommended changes, by the Personnel Committee, for FY 2026/2027 are as follows:

- **Section 4.1; Salary:** Updating the City Administrator salary from \$129,000 to \$132,740 if the budget allows.
- **Section 7.2, Benefits:** The removal of cell phone benefits. All Department Heads and Public Works employees now receive work phone calls paid for by the City.
- **Section 9.1, Termination & Severance Pay:** Upon termination, the City will cover the cost of COBRA premiums as part of the severance package for the same duration.

Please note that the City Administrator Employment Agreement for FY 2026/2027 will be brought back to Council for approval, after the approval of the City Budget.

**Job Description:** There were no changes made to the City Administrator Job Description (**EXHIBIT D**).

REVIEW AND APPROVAL

Lori Ross                      03/10/2026  
Lori Ross/City Recorder      Date

Agenda Bill  
**Harrisburg Personnel Committee**  
Harrisburg, Oregon

**THE MATTER OF THE ANNUAL EVALUATION OF THE HARRISBURG CITY ADMINISTRATOR**

**STAFF REPORT:**

- Exhibit A: Performance Review Memo from Michele Eldridge
- Exhibit B: Blank City Administrator Job Evaluation
- Exhibit C: City Administrator Employment Agreement-Redlined
- Exhibit D: Strategic Plan Priorities
- Exhibit E: City Administrator Job Description

**ACTION:**

1. MOTION TO GIVE THE CITY ADMINISTRATOR A RATING OF \_\_\_\_\_ OUT OF 5 AND TO FORWARD THE RESULTS OF THE ANNUAL EVALUATION TO THE CITY COUNCIL MEETING SCHEDULED FOR MARCH 10, 2026.
2. IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR BE GIVEN A SALARY INCREASE OF \$ \_\_\_\_\_ FOR HER PERFORMANCE IN 2025, WITH AN EFFECTIVE DATE OF \_\_\_\_\_
3. IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR BE GIVEN A COST-OF-LIVING INCREASE OF \_\_\_\_\_ %, IF THE BUDGET ALLOWS
4. IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR BE AWARDED A BONUS IN THE AMOUNT OF \$ \_\_\_\_\_, IF THE BUDGET ALLOWS, WITH AN EFFECTIVE DATE OF \_\_\_\_\_
5. IF APPLICABLE: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THE CITY ADMINISTRATOR EMPLOYMENT AGREEMENT IS UPDATED IN SECTION 7.2 AND SECTION 9.1

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – February 18, 2026

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
n/a	n/a	n/a

STAFF RECOMMENDATION:

**Staff recommends the Personnel Committee review the evaluations of the City Administrator and make a recommendation of their findings to the City Council.**

BACKGROUND INFORMATION:

General Notes:

Under Oregon Statutes, all employees, including the City Administrator, have the right to hear their evaluation at an executive session. The current City Administrator believes that her job evaluation should be public, as the citizens have the right to know how this staff member is performing their job. **Exhibit A** is a memo from the City Administrator, Michele Eldridge, indicating her highlights for the last 12 months.

Annual Evaluation for the City Administrator:

Evaluations (**Exhibit B**) were distributed February 17<sup>th</sup>, 2026, to all Department Heads, City Council Members and Planning Commissioners. The Personnel Committee should open the sealed envelopes and share the evaluations with the City Administrator. The results of the evaluations will be tallied, and a rating score will be presented to the City Council on March 10, 2026.

City Administrator Employment Agreement (**Exhibit C**):

Section 4, Salary and Compensation. The City Administrator has been in this position for five years effective February 23, 2021. Her annual salaries are as follows:

- \$95,000 for the first two years (\$3,000 bonus for FY 2022/2023)
- \$106,500 for FY 2023/2024 which included a 6.5% COLI
- \$115,403 for FY 2024/2025 which includes a 3.5% COLI (A bonus was provided for \$3,000 in 2022 and was provided in lieu of a wage increase).
- \$129,000 for FY 2025/2026 plus a \$2,500 bonus for assisting in the wage study.

Bonuses, pay increases and fringe benefits may be considered by the City Council at any time. If the Personnel Committee and the City Council feel that an increase is merited at this time, we must remember that it is dependent on the City’s ability to have a budget that allows us to do so. If the Personnel Committee chooses to adjust her salary, that change, and any other changes will be made and brought before Council for approval at the March 10, 2026, City Council Meeting.

Below are the recommended changes by the City Administrator for her Employment Agreement:

- **Section 7.2, Benefits.** In relation to cell phone allowances, we’ve removed that benefit for all department heads and public works employees, since we now have City issued cell phones. That is being updated in this employment agreement as well.
- **Section 9.1, Termination & Severance Pay.** As per recent surveys amongst City Managers, it’s now considered reasonable and prudent, considering the cost of health care, to request that the City cover the cost of COBRA premiums for extending health care as part of the severance package for the same duration.

Section 8 of the CA Employment Agreement also references the goals and objectives established for the Administrator for that year of the evaluation. As such, the Personnel Committee will find the priority pages from the Strategic Plan for 2025-2030 in **Exhibit D**. If the Personnel Committee should wish to review the objectives in its entirety, it is available on the City’s website, or by clicking this [link](#).

Job Description (**Exhibit E**): There are no changes recommended at this time

REVIEW AND APPROVAL:

*Lori Ross*

02/11/2026

Lori Ross

Date

City Recorder/Municipal Court Administrator

EXHIBIT A



**MEMORANDUM**

**FROM THE OFFICE OF THE CITY ADMINISTRATOR**

**TO:** PERSONNEL COMMITTEE

**FROM:** MICHELE ELDRIDGE, CITY ADMINISTRATOR – HARRISBURG

**SUBJECT:** PERFORMANCE REVIEW

**DATE:** FEBRUARY 9, 2026

Thank you for taking the time to evaluate my work performance over the last 12 months. I value your involvement and support in making sure that I remain a good leader for the City of Harrisburg. That falls right into one of my favorite sayings of Mayor Duncan’s, let’s always make sure it remains better than when we started.

Amongst many other tasks, the City Administrator is responsible for carrying out the Strategic Plan. These priorities are defined by the City Council on an annual basis, while the remainder of my time is also filled with the day-to-day regular duties of running a city. This last year has been one of the most challenging years of my time with the City. We continue to fight against other state agencies, continuing the battle with the DEQ over TMDL requirements, and continued overbearing standards typical to the State of Oregon, such as the Middle Housing requirement.

Amongst other critical requirements of my position as City Administrator is working with developers who are doing business here. I worked hard with Hayden Homes over a two-month period to keep Castleberry Crossing subdivision moving forward, while maintaining the principles and requirements desired by the City Council, Planning Commission, and citizens in the community. This took many hours of analyzing current code, and finding a way for them to move ahead in what I hope is a win-win solution. They have moved forward with an extension of the period in which to record the final plat, and are in the process of submitting a zone change, modification and alteration, to allow for smaller single family homes on smaller lots, while still maintaining the same design and street patterns.

With Butterfly Gardens, we worked through challenges, including coming up with a SDC deferral program which would benefit the contractor and the City, allowing them a way to work through the high cost of construction. Unfortunately, they are having a difficult time with cash flow, and have yet to enroll in the program, while they look for investors. Likewise, Sommerville Meadows has decided to slow the process, by filing minor partitions over the next few years in order to create a build-out of the property which avoids a street. While the street would be wonderful to have, the new design allows for better use of infrastructure already in place, that the City specifically installed when 9<sup>th</sup> St was extended.

I continue to work with the developer planning on installing a new subdivision on the 40-acre Poulblon Parcel, and have worked on a way to use our Master Planned municipal code to allow for open space. If successful, this might help to create another park in this area, which would meet one of the objectives of the Master Park Plan.

**Requested Contract Changes:**

I am asking for only one change to my current contract. We changed it in the previous year to reflect a severance package of six months in section 9.1. As per recent surveys amongst City Managers, it's now considered reasonable and prudent, considering the cost of health care, to request that the City cover the cost of COBRA premiums for extending health care for that same period of time.

SECTION 9.1: In the event the Administrator is terminated by the City while the Administrator is willing and able to perform her duties under this agreement, then the City agrees to pay the Administrator a lump sum payment equal to six (6) months of her aggregate salary and benefits, **including the payment of COBRA premiums for continuation of health care for the same six (6) month period.**

In Section 7, Benefits, we will also be removing 7.2, as all Department Heads and Public Works Employees now have cell phones supplied by the City. We discontinued the cell phone payments once per quarter once we started using the new cell phones.

**The following are the highlights of the last year, from the last evaluation through the end of January 2026:**

**Advocacy for the City of Harrisburg.**

- As a founding member of the Small Municipality Advocacy Coalition (SMAC), we continue to work hard on our priorities, including making our small town voices heard. We worked hard with the senators and representatives, meeting with them, and testifying in several cases over the summer. Our grants bill, HB 3654 was passed through the house, but failed in the Senate last year. However, Senator Manning is now co-chief sponsoring the bill through the short session; as SB 1585. I was able to get co-chief sponsorship from Senator Prozansky, and helped gain Senator Anderson. It's now a true bi-partisan bill, with Senator Sollman, and of course, Representative Diehl joining as well (he created most of the language in this bill). An additional 17 senators have now signed on as sponsors of the bill, including our own Cedric Hayden. I've recently submitted more testimony, and was able to encourage more cities to submit testimony in favor of this senate bill.
- Continue to work with the LOC and OCWCOG to provide more services for cities under populations of 5,000.
- Served on the 2024-2025 LOC Water and Wastewater Policy Committee through last years long session. I've also been accepted to the 2025-2026 Water and Wastewater Policy Committee for this next year.
- Continue to serve as Treasurer, and participate as a member of the CWRC, (Cascade West Regional Consortium), in relation to fighting to change how the State of Oregon processes wetlands. We recently increased our dues, in order to create a reserve fund to build match grant capabilities. We hope to reduce the impact of meeting grant match requirements without prevailing as much as before upon our cities.

**Grant Funding:**

- **Applied for Main Street Revitalization Grant – a grant partially written by Patrick Freeman. \$255,708.** The project wasn't for a truly historical building, so even though they said it was a worthy project, it *wasn't funded*.

- **Large LGGP Grant through OPRD - \$250,000.** Made it through the 2<sup>nd</sup> round of grant applications, with a presentation in Salem to the OPRD Board. Unfortunately, it was *not funded*.
- **Wetlands Grant - \$40,000.** We (Susan at OCWCOG & I ) went through three different meetings, including one with Patrick at DLCDD, and spent about ten hours going through statutes and legislative information, only to finally determine that this grant wasn't a good fit for the properties that we had available for to apply it to. It was meant for property that had already gone through land use and permitting but had been held up due to small wetlands. Harrisburg doesn't really have 'small' wetlands.
- **Oregon Community Foundation Grant Meetings:** I spoke with the Executive Director for the OCF and with one of her board members, went out and toured Eagle Park, with RST Chairperson from our area. This is setting the stage for future development.

**Water Bond Project: (Priority Objective 9):**

- From December 2024 through May 2025, spent countless hours working with RST team members and BIZ Oregon in order to finalize the SPWF \$3.5M Loan. With Cathy working the financials, and Chuck providing more information, finalized our application. This included a presentation in front of the Infrastructure Finance Authority Board on June 13<sup>th</sup>, 2025, and meeting stringent funding reviews by State of Oregon underwriters. We were able to amend our agreement and overall application to include the work of Well No. 9. I continue to notify the public about steps that we are taking, but at this point, it's finish work inside the reservoirs and water filtration plants, so there isn't much to share.

**Economic Development:**

- Working with the REAL (Rural Economic Alliance) group as the City of Harrisburg representative. (Priority Objective No. 13) Continued to work with 9 other cities to promote our regional area. We are working through our strategic plan requirements, and have hired in a high level consultant to work on our brochure, and to engage with our businesses, providing them with more resources. REAL recently met with LBCC representatives to work on workforce training initiatives, and to focus them on providing training really intensive to the types of industries that all of us have in our region.
- Utilized the REAL Intern to visit all the businesses during the holiday period, including teaching her how to use the website. We updated hours of operation, updated contacts, and verified links to businesses. Personally took the business marketing flyer to businesses and explained the program, had the intern continue with this when I was focused on the erosion nightmare.
- Continued utilizing the Business Marketing Program, providing free advertisements for Harrisburg businesses that are sent with all 1,300+ utility bills. This program is paid for through Transient Room Tax funding. Continue to work with local businesses – have promoted businesses through newsletters, Facebook posts, and Friday Updates.
- Continue to serve a current 3-year term as a Tri-County Chamber of Commerce Board Member; appointed as President Elect this year. I continue to promote the City of Harrisburg while doing so. I'm also still Chairing the Tri-County Expo Event.
- Attended the 2025 Main St. Conference in Albany, networking with program leaders in cities throughout our region.

### Land Use Cases & Planning:

- Legislative Amendment: Finished the PICM Process (2 public hearings) for the FEMA/Safe Flood Hazard Areas in town.
  - A Site Plan/Conditional Use Permit for Isovolta
  - 5 Type I and II Applications. This included a Special Use in the commercial zone, the Safe Harbor Permit for Life Bible Emergency Erosion Repair, a Minor Modification to slightly increase the size of a shop from what was approved during the variance procedure, a Lot Line Adjustment; and a Minor Modification to extend the Final Plat period for Castleberry Crossing Subdivision
  - Legislative Amendment: Finished the TSP Adoption Process (2 public hearings + committee meetings) for finalization of the TSP Master Plan.
- (Priority Objective 3) Worked extensively with Hayden Homes over a two-month period; analyzed code, and determined what would work best for them to continue forward with the Castleberry Crossing subdivision. Worked out a way to keep the same configuration of streets, but with a zone change, could lower the size of the lots, as well as the homes, and plugged in single-family dwellings, rather than shared wall single family dwellings.
  - (Priority Objective 3) Working with Sommerville Meadows developers to assist them in changing the method of development from subdivision to minor partition and saving the City past investments into the infrastructure on 9<sup>th</sup> St., as well as preserving the ultimate build out of homes in this area.
  - (Priority Objective 3) Analyzed and worked through the Middle Housing ‘Hell’ Scenario, how it would apply to Harrisburg, and what we would need to change to come into compliance with the legislative amendments made in Salem.
  - (Objective 1 & 19) Finalized the TSP Project, which was legislative amendment No. 2 this year, requiring two public hearings through the Planning Commission and City Council. Completed the process through ODOT, and finalized the TGM Grant, although it had to be extended for a month to meet contractual requirements through ODOT.
  - Worked to protect the City of Harrisburg when DLCD, USACE, OSMB, ODFW, DEQ and other regulatory agencies wanted the City to take the point for work being done in the Willamette River to assist in the erosion control situation with Life Bible. The property and river bank is not located in the SFHA, and with the continued way that all of these agencies were involved with the boat landing, applied the same logic to this situation. This took two months, and support from DLCD/RST member Patrick Wingard.
  - Once the erosion project had a different contractor involved, and a different solution for emergency erosion control was provided, the process switched to the City of Harrisburg, because it had moved from the Willamette River to the property located inside the City of Harrisburg’s jurisdictional authority. The Safe Harbor Permit for Life Bible was one of the hardest applications that I have ever processed. This required analyzing our code, to determine which section of the municipal code best applied to their property and situation. I had to consult with the City Attorney, and with our Planning Consultants, to make sure that I was taking the right path forward, protecting the City in the best manner. This was a balancing act, as we were also trying to be supportive, and to help Life Bible solve their erosion problem.

- Working now with Linn County, and Rep Bynum's office, as well as Wyden and Merkley, to apply for a 2026-2027 CPI application with Congress. If successful, this will pay for the more than \$10M project to change the main flow of the Willamette River from the east bank, to the middle channel, and western bank. This will redirect the main current away from Life Bible and City property, both experiencing increased erosion damage, and will also create a better fish habitat. This ecological/environmental project is acceptable and championed by both the Calapooia Watershed Council and the Long Tom Watershed Council. I am also reviewing with both Watershed Council's a secondary application through WRDA, and still another one (CAP) from the Army Corp of Engineers.
- **NHMP:** Finished the adoption of the NHMP process, adopting and updating the Harrisburg Natural Hazard Mitigation Plan through FEMA approval.
- (Objective 6b) BNSF Franchise Agreement/Meetings: Continue to negotiate with BNSF over repairing 4<sup>th</sup> St., and continuing with their agreement to complete the 4<sup>th</sup> St./Rail Improvement Project. Now working on the BUILD grant, and meeting with them to continue this project as per Council instructions.
- Compliments to Public Works Director Chuck Scholz for the most recent TMDL report submitted to the DEQ, as well as the Final Order from the Water Resources Dept Approving the Water Management and Conservation Plan, all the other reporting requirements that are met, keeping the City out of hot water, so to speak.
- Working with Priscilla (!) at DEQ to understand the new Streamside Mapping Tool, as part of our 2025 Willamette Subbasins Temperature TMDL & WQMP. (Taking one for the team as we are still protesting all the regulatory requirements.)
- (Priority Objective 8B) LCSO & Coburg Police – Worked with both of our law enforcement partners on new 3-year programs. Tracking services and verifying statistics. Continue to work on current practices, especially in relation to homelessness, and crime in Harrisburg. In addition, beefing up code enforcement, and tackling some problems that have been on the back burner due to all the above. This included working through our first dangerous house abatement, and working with the family of the property owner to move forward.
- (Priority Objective 8B) Held another very successful National Night Out Event with multiple taxing agencies, two law enforcement agencies, as well as feeding and entertaining Harrisburg citizens. (Priority No. 8), thanks to the hard work of Jamie Knox who put this together (and was given a bonus for her hard work)!
- It took **three months, emails, and phone calls**, to obtain a \$1,000 refund of our DPSST Fee's, now that the legislature finally changed the laws so that a municipality wouldn't need to masquerade as a private entity. The City submitted our renewal, and fees for 2026, and was informed in the next few days that there was no longer a need for us to renew the program.
- HRA: Worked with two property owners on property improvement grants. One is for the former VFW Quonset Hut, and the other for property on 3<sup>rd</sup> St. Both of these will help to substantially stop blight in both buildings. Also worked on a commercial code allowance for VFW building owners to allow for a motel/VRBO/AIRBNB type of use.
- Helping Citizens: Worked with a property owner in town to come up with a solution for her to add a mixed-use development on her commercial property, which is located outside of the historical zone. (It allows a SFD to be placed on the lot as long as it's

**Park Development: (Objective 4(c))**

- Worked on Flood Development/Hazard Mitigation Plan for Linn County, saving the City about \$2k by doing the work myself. (Thanks(?) PICM process, for training me on this awful no net loss (ahem) stuff!).
- Chuck and his team finished installing pads for the picnic tables, which came in during 2025, as well as placing our donation of concrete barricades throughout the park to prevent more damage.
- Requested an extension to finish the LGGP Small grant of \$75k, as environmental conditions stopped work in the fall. Two Signs have been delivered, and along with benches, & picnic tables, will be installed this spring. City will also be finalizing the parking lot improvements, and ADA Spaces.
- Submitted the Wetlands delineation report to the RTP folks, along with the approved Greenway/Floodplain Development Permit, Conditional Use Permit, and Mitigation Plan for lower Eagle Park. RTP provided a Notice to Proceed in mid-December, 2025 for work to be done later this summer.

**Land Use Fees/SDC's/CIP:**

- Engaged with our City Engineer to determine the Transportation SDC's, have asked for a quote based on finishing the process, and working with area developers through the statutory public process.

**Sister City Celebration & More:**

- Working with Thierry and with our friends in France, on June 20, 2025, with a live meeting with our counterparts in Breal-sous-Montfort, France. Development of the website in which we share information about the relationship. I've added links to their Facebook page, and have asked for feedback from citizens interested in making friends in France. We are working on a memorial on June 13<sup>th</sup> this year, as well as a presentation during the 4<sup>th</sup> of July.



## CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

**PARTIES:**

City of Harrisburg, Oregon (“the City”), & Michele Eldridge (“the Administrator”)

**RECITAL:**

The purpose of this agreement is to establish the mutual and respective responsibilities, terms, and conditions under which the Administrator will serve the City as its Administrator. Therefore, the parties agree as follows:

1. **DUTIES AND RESPONSIBILITIES.**
  - 1.1 The City agrees to employ the Administrator as City Administrator to perform (1) the functions and duties specified in the Charter, the Ordinances, and the resolutions of the City, (2) as required by state and federal laws, and (3) to perform other legally permissible and proper duties and functions as the City Council shall assign from time to time as more fully stated in the Job Description.
  - 1.2 The Administrator shall also serve as City Planner, Enterprise Zone manager, and Executive Director of the Harrisburg Redevelopment Agency.
2. **LENGTH OF EMPLOYMENT.**
  - 2.1 This employment agreement shall continue indefinitely.
  - 2.2 The City shall have the right to end this agreement at any time, subject only to the provisions set forth in Section 9 of this agreement.
  - 2.3 The Administrator shall have the right to end this agreement at any time, subject only to the provisions set forth in section 9 of this agreement.
3. **START DATE.** The date the Administrator will begin working for the City under this capacity is March 1, 2021.
4. **SALARY.**
  - 4.1 The City agrees to pay the Administrator for her services rendered an annual sum of ~~\$129,000~~ 132,740 for FY20256/20267.
  - 4.2 Bonuses, pay increases, and fringe benefits may be considered by the City Council at any time.
  - 4.3 Compensation shall be paid pursuant to the City’s payroll policies and practices applicable to other city employees.
  - 4.4 Any adjustment in salary made during the life of this agreement shall be in the form of a written amendment and shall become part of the agreement.
5. **RESIDENCY.** The Administrator shall reside within 15 miles or 20 minutes of the City of Harrisburg within one year.

6. **HOURS OF WORK.** The minimum expected work hours for the Administrator are 40 hours per week. Effective July 1st of each fiscal year, Administrator shall receive paid administrative leave in addition to vacation, sick and holiday leave as follows:

- 5 days per year (40 hours)

Administrative leave must be taken by June 30th of each year. Unused administrative leave days will not be cashed out and will not accrue from year to year and shall be forfeited if not used.

Effective October 31st of each fiscal year, Administrator shall receive 40 hours of paid compensation.

7. **BENEFITS.**

~~7.1~~ The Administrator shall be entitled to the same benefits as provided to other employees of the City. As the Administrator is currently a senior employee with the City of Harrisburg, she will be entitled to keep her leave banks and seniority with the City, based upon the original employment date of November 30, 2001.

~~7.27.1~~ The City agrees to pay the Administrator \$25 per month, paid quarterly, for use of her personal cell phone in the discharge of her duties.

~~7.37.2~~ The City shall be a member of the League of Oregon Cities; and, the City agrees to pay for the Administrator's membership in the Oregon City County Managers' Association, ICMA, and OEDA.

~~7.47.3~~ The City agrees to pay for all costs related to attending the Oregon City County Managers' Association annual conference, and the ICMA annual conference.

~~7.57.4~~ If funds are available, the City Council will consider authorizing the Administrator's attendance at other professional development opportunities.

8. **PERFORMANCE EVALUATION.** The council shall meet annually, no later than the 2<sup>nd</sup> meeting of March each year, with the Administrator to discuss Administrator-Council relationships, to assess the Administrator's job performance and to review her annual salary. Said meeting shall be in executive session unless an open meeting is requested by the Administrator. The evaluation shall be made in reference to the job description of the Administrator and goals and objectives established for the Administrator for that year of evaluation. The purposes of the evaluation are to improve administrative leadership, maintain open lines of communication, and to enhance relations between the Council and the Administrator. The Administrator shall be entitled to meet with the Council to review its evaluation and supply any information that he may deem pertinent. The mayor may assign some of the performance evaluation duties to the Personnel Committee so long as final decisions are made by the Council after the Administrator has had an opportunity to meet with the Council to discuss matters of mutual interest.

9. **TERMINATION AND SEVERANCE PAY.**

9.1 In the event the Administrator is terminated by the City while the Administrator is willing and able to perform her duties under this agreement, then the City agrees to pay the Administrator a severance package equal to six (6) months of her aggregate salary and benefits, including the payment of COBRA premiums for continuation of health care for the same six (6) month period.

9.2 In the event the Administrator is terminated because she willfully and repeatedly fails or refuses to adequately meet the requirements of her job description or comply with the

policies, rules, regulations, and standards established by the Council in accordance with the City Charter and which have been communicated to her, or because she commits any felony or other acts of willful misconduct connected with employment, the City shall be relieved of any responsibility to pay the severance pay referenced in section 9.1 above.

**9.3** In the event the Administrator voluntarily resigns her position while this agreement is in effect, then the Administrator shall not be entitled to severance pay in accordance with this section.

**9.4** In the event the Administrator voluntarily resigns her position with City then the Administrator shall give City two (2) month notice in advance, unless the parties agree otherwise in writing.

**9.5** If the Administrator is permanently disabled or is otherwise unable to perform her duties without reasonable accommodation because of sickness, accident, injury, mental incapacity or health for a period of ten (10) successive weeks, City shall have the option to terminate this agreement subject to the severance pay requirements of this section.

**10. ATTORNEY FEES.** In the event any action, suit, arbitration or other proceeding shall be instituted by either party to this Agreement to enforce any provision of this Agreement or any matter arising therefrom or to interpret any provision of this Agreement, including any proceeding to compel arbitration, the prevailing party shall be entitled to recover from the other a reasonable attorney fee and related costs, including appellate costs, to be determined by the Court or Arbitrator(s).

**11. ETHICAL COMMITMENTS.** The Administrator will at all times uphold the tenets of the ICMA Code of Ethics, a copy of which is attached hereto and incorporated herein. Specifically, Administrator shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fundraising activities for individuals seeking or holding elected office, nor seek or accept any personal enrichment or profit derived from confidential information or misuse of public time.

The City shall support the Administrator in keeping these commitments by refraining from any order, direction or request that would require Administrator to violate the ICMA Code of Ethics. Specifically, neither the governing body nor any individual member thereof shall request Administrator to endorse any candidate, make any financial contribution, sign or circulate any petition, or participate in any fundraising activity for individuals seeking or holding elected office, nor to handle any matter of personnel on a basis other than fairness, impartiality and merit.

**12. AMENDMENTS.** This Agreement may be amended only by an instrument in writing executed by all the parties.

**13. ENTIRE AGREEMENT.** This Agreement sets forth the entire understanding of the parties with respect to the subject matter of this Agreement and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.

**14. SEVERABILITY.** If any provision of this Agreement shall be invalid or unenforceable in respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement shall not be in any way impaired.

15. **WAIVER.** A provision of this Agreement may be waived only by a written instrument executed by the party waiving compliance. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. Failure to enforce any provision of this Agreement shall not operate as a waiver of such provision or any other provision.

Agreed on this 25<sup>th</sup> day of March, 2025.

\_\_\_\_\_  
City of Harrisburg by Robert Duncan, Mayor

\_\_\_\_\_  
Michele Eldridge

Attachments: ICMA Code of Ethics

EXHIBIT C

Appointment Commitment. Members who accept an appointment to a position should report to that position. This does not preclude the possibility of a member considering several offers or seeking several positions at the same time. However, once a member has accepted a formal offer of employment, that commitment is considered binding unless the employer makes fundamental changes in the negotiated terms of employment.

Credentials. A member's resume for employment or application for ICMA's Voluntary Credentialing Program shall completely and accurately reflect the member's education, work experience, and personal history. Omissions and inaccuracies must be avoided.

Professional Respect. Members seeking a position should show professional respect for persons formerly holding the position, successors holding the position, or for others who might be applying for the same position. Professional respect does not preclude honest differences of opinion; it does preclude attacking a person's motives or integrity.

Reporting Ethics Violations. When becoming aware of a possible violation of the ICMA Code of Ethics, members are encouraged to report possible violations to ICMA. In reporting the possible violation, members may choose to go on record as the complainant or report the matter on a confidential basis.

Confidentiality. Members shall not discuss or divulge information with anyone about pending or completed ethics cases, except as specifically authorized by the Rules of Procedure for Enforcement of the Code of Ethics.

Seeking Employment. Members should not seek employment for a position that has an incumbent who has not announced his or her separation or been officially informed by the appointive entity that his or her services are to be terminated. Members should not initiate contact with representatives of the appointive entity. Members contacted by representatives of the appointive entity body regarding prospective interest in the position should decline to have a conversation until the incumbent's separation from employment is publicly known.

Relationships in the Workplace. Members should not engage in an intimate or romantic relationship with any elected official or board appointee, employee they report to, one they appoint and/or supervise, either directly or indirectly, within the organization.

This guideline does not restrict personal friendships, professional mentoring, or social interactions with employees, elected officials and Board appointees.

Influence. Members should conduct their professional and personal affairs in a manner that demonstrates that they cannot be improperly influenced in the performance of their official duties.

Conflicting Roles. Members who serve multiple roles – either within the local government

organization or externally – should avoid participating in matters that create either a conflict of interest or the perception of one. They should disclose any potential conflict to the governing body so that it can be managed appropriately.

Conduct Unbecoming. Members should treat people fairly, with dignity and respect and should not engage in, or condone bullying behavior, harassment, sexual harassment or discrimination on the basis of race, religion, national origin, age, disability, gender, gender identity, or sexual orientation.

**Tenet 4.** Serve the best interests of all community members.

#### GUIDELINES

Effects of Decisions. Members should inform the appropriate elected or appointed official(s) of a decision's anticipated effects on community members.

Promote Equity. Members should ensure fairness and impartiality in accessing programs and services and in the enforcement of laws and regulations. Members should assess and propose solutions to strive to eliminate disparities.

**Tenet 5.** Submit policy proposals to elected officials; provide them with facts, and technical and professional advice about policy options; and collaborate with them in setting goals for the community and organization.

**Tenet 6.** Recognize that elected representatives are accountable to their community for the decisions they make; members are responsible for implementing those decisions.

**Tenet 7.** Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

#### GUIDELINES

Elections of the Governing Body. Members should maintain a reputation for serving equally and impartially all members of the governing body of the local government they serve, regardless of party. To this end, they should not participate in an election campaign on behalf of or in opposition to candidates for the governing body.

Elections of Elected Executives. Members shall not participate in the election campaign of any candidate for mayor or elected county executive.

Running for Office. Members shall not run for elected office or become involved in political activities related to running for elected office, or accept appointment to an elected office. They shall not seek political endorsements, financial contributions or engage in other campaign activities.

Elections. Members share with their fellow citizens the right and responsibility to vote. However, in order not to impair their effectiveness on behalf of the local governments they serve, they shall not participate in political activities to support the candidacy of individuals running for any city, county, special district, school, state or federal offices. Specifically, they shall not endorse candidates, make financial contributions, sign or circulate petitions, or participate in fund-raising activities for individuals seeking or holding elected office.

Elections relating to the Form of Government. Members may assist in preparing and presenting materials that explain the form of government to the public prior to a form of government election. If assistance is required by another community, members may respond.

Presentation of Issues. Members may assist their governing body in the presentation of issues involved in referenda such as bond issues, annexations, and other matters that affect the government entity's operations and/or fiscal capacity.

Personal Advocacy of Issues. Members share with their fellow citizens the right and responsibility to voice their opinion on public issues. Members may advocate for issues of personal interest only when doing so does not conflict with the performance of their official duties.

**Tenet 8.** Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

#### GUIDELINES

Self-Assessment. Each member should assess his or her professional skills and abilities on a periodic basis.

Professional Development. Each member should commit at least 40 hours per year to professional development activities that are based on the practices identified by the members of ICMA.

**Tenet 9.** Keep the community informed on local government affairs. Encourage and facilitate active engagement and constructive communication between community members and all local government officials.

#### GUIDELINE

Engagement. Members should ensure community members can actively engage with their local government as well as eliminate barriers and support involvement of the community in the governance process.

**Tenet 10.** Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

**GUIDELINE**

Information Sharing. The member should openly share information with the governing body while diligently carrying out the member's responsibilities as set forth in the charter or enabling legislation.

**Tenet 11.** Manage all personnel matters with fairness and impartiality.

**GUIDELINE**

Diversity and Inclusion. It is the member's responsibility to recruit, hire, promote, retain, train, and support a diverse workforce at all levels of the organization.

**Tenet 12.** Public office is a public trust. A member shall not leverage his or her position for personal gain or benefit.

**GUIDELINES**

Gifts. Members shall not directly or indirectly solicit, accept or receive any gift if it could reasonably be perceived or inferred that the gift was intended to influence them in the performance of their official duties; or if the gift was intended to serve as a reward for any official action on their part.

The term "Gift" includes but is not limited to services, travel, meals, gift cards, tickets, or other entertainment or hospitality. Gifts of money or loans from persons other than the local government jurisdiction pursuant to normal employment practices are not acceptable.

Members should not accept any gift that could undermine public confidence. De minimus gifts may be accepted in circumstances that support the execution of the member's official duties or serve a legitimate public purpose. In those cases, the member should determine a modest maximum dollar value based on guidance from the governing body or any applicable state or local law.

The guideline is not intended to apply to normal social practices, not associated with the member's official duties, where gifts are exchanged among friends, associates and relatives.

Investments in Conflict with Official Duties. Members should refrain from any investment activity which would compromise the impartial and objective performance of their duties. Members should not invest or hold any investment, directly or indirectly, in any financial business, commercial, or other private transaction that creates a conflict of interest, in fact or appearance, with their official duties.

In the case of real estate, the use of confidential information and knowledge to further a member's personal interest is not permitted. Purchases and sales which might be

interpreted as speculation for quick profit should be avoided (see the guideline on “Confidential Information”). Because personal investments may appear to influence official actions and decisions, or create the appearance of impropriety, members should disclose or dispose of such investments prior to accepting a position in a local government. Should the conflict of interest arise during employment, the member should make full disclosure and/or recuse themselves prior to any official action by the governing body that may affect such investments.

This guideline is not intended to prohibit a member from having or acquiring an interest in or deriving a benefit from any investment when the interest or benefit is due to ownership by the member or the member’s family of a de minimus percentage of a corporation traded on a recognized stock exchange even though the corporation or its subsidiaries may do business with the local government.

Personal Relationships. In any instance where there is a conflict of interest, appearance of a conflict of interest, or personal financial gain of a member by virtue of a relationship with any individual, spouse/partner, group, agency, vendor or other entity, the member shall disclose the relationship to the organization. For example, if the member has a relative that works for a developer doing business with the local government, that fact should be disclosed.

Confidential Information. Members shall not disclose to others, or use to advance their personal interest, intellectual property, confidential information, or information that is not yet public knowledge, that has been acquired by them in the course of their official duties.

Information that may be in the public domain or accessible by means of an open records request, is not confidential.

Private Employment. Members should not engage in, solicit, negotiate for, or promise to accept private employment, nor should they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.

Teaching, lecturing, writing, or consulting are typical activities that may not involve conflict of interest, or impair the proper discharge of their official duties. Prior notification of the appointing authority is appropriate in all cases of outside employment.

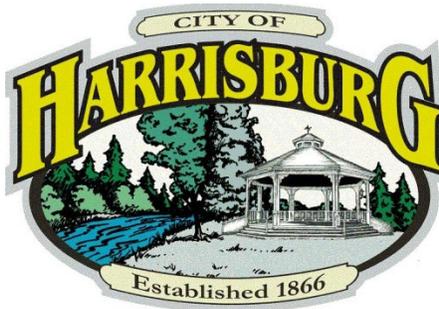
Representation. Members should not represent any outside interest before any agency, whether public or private, except with the authorization of or at the direction of the appointing authority they serve.

Endorsements. Members should not endorse commercial products or services by agreeing to use their photograph, endorsement, or quotation in paid or other commercial advertisements, marketing materials, social media, or other documents, whether the

member is compensated or not for the member's support. Members may, however, provide verbal professional references as part of the due diligence phase of competitive process or in response to a direct inquiry.

Members may agree to endorse the following, provided they do not receive any compensation: (1) books or other publications; (2) professional development or educational services provided by nonprofit membership organizations or recognized educational institutions; (3) products and/or services in which the local government has a direct economic interest.

Members' observations, opinions, and analyses of commercial products used or tested by their local governments are appropriate and useful to the profession when included as part of professional articles and reports.



**City Administrator**  
 Position Description

**Reports to:** City Council

**Job Summary:** The City Administrator is responsible for the effective and efficient delivery of all municipal services. Work is performed under the policy guidance of the City Council, who holds the employee accountable for achieving Council goals and directives.

This position is salaried and exempt from overtime wages.

**Supervisory Responsibility:** The incumbent supervises the City Recorder/Municipal Court Administrator, Finance Director/Deputy City Recorder, Public Works Director, and the Administrative Assistant.

**Essential Duties/Functions and Responsibilities**

1. Respond with patience and diplomacy to customer questions, concerns, complaints and requests regarding city matters over the telephone, in person, and by electronic communication.
2. Keeps the Council informed of city matters. Willingly accepts direction from the Council and advice from subordinates.
3. Coordinates the activity, planning, and financial performance of all city departments.
4. Advises the City Council at all times of the affairs and needs of the city.
5. Assures compliance with the City Employee Manual and recommends changes to the Personnel Committee.
6. Consult with department heads and others on varied operating and administrative problems.
7. Reviews departmental plans, programs, and procedures.
8. Suggests innovations and methods to improve the standard of services rendered.
9. Formulates and proposes ordinance changes and policy alternatives to the City Council.
10. Recommends citywide goals and objectives to the City Council annually in the 5-year Strategic Plan.
11. Attends and participates in public meetings, as required.
12. Reviews and approves personnel evaluations.
13. Responsible for all hiring and disciplinary procedures.
14. Provides training opportunities for city staff and city officials.
15. Searches for and applies for appropriate grants and administers awarded grants.
16. Advises Council members in deliberations on policy and ordinance issues.
17. Responsible for enforcing code violations and verifying that City departments are following Council policy.
18. Encourages and develops city-wide economic development projects. This includes business retention, recruitment and expansion with citizens and businesses, including commercial and industrial development in the Harrisburg Urban Renewal Agency boundaries. Actively markets the

City of Harrisburg to developers and as part of regional and state economic development projects.

- 19. Represents the city in hearings with other governmental entities.
- 20. Counsels the Finance Director/Deputy City Recorder in presenting the budget proposals to the Budget Committee and the City Council.
- 21. Responsible for renewing and negotiating franchise agreements and IGA's with other governmental bodies and agencies.
- 22. Provides information to and answers questions of media representatives.
- 23. Manages Harrisburg Redevelopment Agency, Harrisburg Enterprise Zone, and the Planning and Building permit programs (see detail below).
- 24. Performs other duties as assigned.

**Non-essential Duties:**

- 1. May attend off-site trainings and conferences.
- 2. May serve as a member of the Safety Committee and other employee committees.

**Other Significant Duties:**

City Planner:

Makes recommendations to the Planning Commission and the City Council, where appropriate, on development related issues, zoning, and Comprehensive Plan matters. Provides staff support to the Planning Commission. Reviews land use application for compliance with code provisions and prepares staff reports for the Planning Commission and City Council. Works with and advises the Contract Planner employed by the City when needed. Advises citizens on city ordinance requirements. Prepares and reviews improvement agreements between the city and developers. Advises the Planning Commission and the City Council on long range planning considerations and changes to land use ordinances. Performs field inspections of land use sites, as needed. Responsible for supervising the Administrative Assistant and the performance of the building permits department in relation to meeting City code provisions and land use approvals and works effectively with the planning and building department the City contracts with.

Harrisburg Redevelopment Agency Director:

Oversees appropriate commercial and industrial development. Prepares agendas and provides guidance to the Agency. Works with property owners and industrial properties within the Urban Renewal District, along with state and county officials, to provide the most meaningful economic development possible.

Harrisburg Enterprise Zone Manager:

Advises the City Council on the goals and the use of the program. Provides review and approval of Authorization Applications. Works with authorized companies to ensure timely claim filing and assisting with other needs. Keeps current and prospective industries informed of the purposes of the program. Prepares reports associated with the program.

**Education, Qualifications and Experience:**

To perform this job successfully, an individual must be able to perform each of the essential and other significant duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability demanded by this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**Education and Experience:** Master's degree in public administration, business administration, or planning, and five years progressively responsible administrative experience, preferably in municipal government; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

Knowledge of municipal government organizations, public financing and budgeting, personnel management, labor law, and land use planning. Abilities to appraise the quality of varied municipal services through inspection and review of work reports and effectively initiate improvements in management methods. Experience interpreting and applying laws, rules, and regulations. Ability to recognize and analyze situations, problems, and financial statements. Ability to direct supervise, and evaluate the work of others, and establish and maintain cooperative and harmonious working relationships with city officials, department heads, employees, business and government organizations, and the general public.

**Language Skills:** Ability to read, analyze, and interpret reports, legal documents and government records. Ability to respond to frequent inquiries and complaints from the public, regulatory agencies, supervisor, subordinates, members of the business community, etc. Ability to effectively present information to supervisor, public, and elected and appointed government bodies.

**Reasoning Ability:** Ability to identify and solve complex problems and deal with a variety of variables in situations where only a limited standardization exists. Ability to interpret information and instructions furnished in written, verbal, diagram, or schedule form.

**Computer Skills:** Ability to operate a computer. Expert in using word processing, spreadsheets, and government software. Ability to use email communication, geographic information systems, and other online applications and software.

**Work Relationships:** Ability to effectively delegate assignments, prioritize work, and communicate with subordinates. The employee will have frequent contact with the public both inside and outside the office environment. The employee will have frequent contact with elected and appointed government officials, and the business community. Ability to motivate employees and maintain a positive workplace. The employee is part of a team and will contribute accordingly.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, and hear. The employee will use hands to handle objects, tools, or controls. The employee is occasionally required to balance, stoop, kneel, crouch or crawl.

The employee will regularly lift and/or move objects or materials up to 10 pounds, and occasionally to lift and/or move objects up to 50 pounds. Specific vision requirements to perform this job include both far away and close up vision, color vision, peripheral vision and depth perception. The employee may be required to operate a computer up to six hours or more a day.

**Working Conditions:** Work is performed both in a climate controlled office environment and outdoors. Employee will be required to drive a city vehicle.

Attendance  
Requirements:

Work is during the daytime, with frequent evening and weekend work required. Employee is expected to be at work during the operating hours of city hall.

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Approved by the City Administrator on 3.25.25

EXHIBIT D

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

- Exhibit A: Payment Approval Report for February 2026
- Exhibit B: Out of State Travel for Cathy Nelson
- Exhibit C: Planning Commission Minutes for July 15, 2026
- Exhibit D: Municipal Court Collections Report for February 2026
- Exhibit E: Municipal Court Citation Report for February 2026
- Exhibit F: Code Enforcement Report for February 2026

**ACTION: MOTION TO APPROVE THE CONSENT LIST**

A motion to approve the consent list will approve the following:

1. **The Payment Approval Report for February 2026**
2. **The Out of State Travel for Cathy Nelson for the amount of \$750 to Reno, Nevada.**

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**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda –March 10, 2026

**STAFF RECOMMENDATION:**

**Staff recommends the City Council approve the consent list.**

**Building Permits:**

February 2026: Submitted: 10

Issued: 9

New Homes: Issued: 0

**Residential Valuation:** \$101,624.00

**Commercial Valuation:** \$.00

**2026 YTD Valuation:** \$101,624.00

*Please note valuation is not added to the City's property tax base until the fall period following when the permit is finalized. As such, the typical timeframe for most construction to show up on our tax base is the following year in November. The valuation figure includes new home values, the value of commercial or industrial construction, and the value of extensive remodels.*

**Business Licenses Issued:**

- Solicitation Licenses for Dabella Exteriors. This information has been updated on our City website for the following approved applicants:
  - Edward Pollick
  - Evan Dorsey
  - Kyle Hight
  - Gabriel Barley

**Harrisburg Municipal Court:**

- The Collection Report (**EXHIBIT D**) for the month of February 2026 is \$10,155.55 which includes \$2,264.55 from collections.
- The Citation Report (**EXHIBIT E**) shows there were 27 citations issued in the month of February 2026 for a total of 37 offenses. There were two defendants charged with Failure to Appear on a Criminal Citation, one charged with Offensive Littering and one for Prohibited Parking on LaSalle St.

**Monthly Code Enforcement:** Exhibit F shows the monthly code enforcement action taken during the month of February 2026.

**Committee Minutes:** Please note all committee/board minutes are approved by the individual committee, and not by the City Council consent agenda approval.

**Harrisburg and HRA Budget Committee:** Chairperson Dana Henry  
The Harrisburg and HRA Budget Committee last met on May 12, 2025. Those minutes are not yet available.  
*Next Scheduled Meeting: May 11, 2026*

**Library Board:** Chairperson Alexandria Bennett  
The Library Board last met on March 3, 2026. Those minutes are not yet available.  
*Next Scheduled Meeting: May 5, 2026*

**Personnel Committee:** Chairperson Kimberly Downey  
The Personnel Committee last met on February 18, 2026. Those minutes are not yet available.  
*Next Scheduled Meeting: TBD*

**Planning Commission:** Chairperson Todd Culver  
The Planning Commission last met on September 16, 2025. Those minutes are not yet available.  
*Next Scheduled Meeting: March 17, 2026*

**REVIEW AND APPROVAL:**

*Lori Ross*      03/03/2026  
 \_\_\_\_\_  
 Lori Ross                      Date  
 City Recorder

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1206</b>						
1206	Analytical Lab & Consultants	180240	Water Testing	01/08/2026	384.00	52-65-4200
1206	Analytical Lab & Consultants	180241	Water Testing	01/08/2026	418.00	52-65-4200
1206	Analytical Lab & Consultants	180474	Water Testing	01/19/2026	272.00	51-65-4200
1206	Analytical Lab & Consultants	180475	Water Testing	01/19/2026	1,271.00	52-65-4200
1206	Analytical Lab & Consultants	180476	Water Testing	01/19/2026	471.00	52-65-4200
1206	Analytical Lab & Consultants	180819	Water Testing	01/31/2026	418.00	52-65-4200
1206	Analytical Lab & Consultants	180820	Water Testing	01/31/2026	238.00	52-65-4200
1206	Analytical Lab & Consultants	180821	Water Testing	01/31/2026	384.00	52-65-4200
1206	Analytical Lab & Consultants	180822	Water Testing	01/31/2026	418.00	52-65-4200
Total 1206:					4,274.00	
<b>3693</b>						
3693	Branch Engineering Inc	24146	Engineering Services	01/28/2026	1,595.00	10-41-4000
3693	Branch Engineering Inc	24147	Engineering Services	01/28/2026	1,985.04	25-70-8000
3693	Branch Engineering Inc	24148	Engineering Services	01/28/2026	1,007.50	11-42-2100
3693	Branch Engineering Inc	24161	Engineering Services	01/28/2026	4,182.12	51-78-8015
3693	Branch Engineering Inc	24162	Engineering Services	01/28/2026	2,515.00	11-42-2100
Total 3693:					11,284.66	
<b>2549</b>						
2549	Cascade Columbia Distribution	943744	Misc. P/W Expense	01/22/2026	2,418.88	52-65-4000
2549	Cascade Columbia Distribution	945390	Misc. P/W Expense	02/05/2026	3,218.88	52-65-4000
Total 2549:					5,637.76	
<b>3407</b>						
3407	Cascade Health Solutions	116279	CDL Consortium Requirements	02/04/2026	556.00	51-65-4600
3407	Cascade Health Solutions	116279	CDL Consortium Requirements	02/04/2026	556.00	52-65-4600
Total 3407:					1,112.00	
<b>3920</b>						
3920	Cathy Nelson	02102026-1	Mileage	02/10/2026	45.17	10-63-2300
3920	Cathy Nelson	PER DIEM 3.8.	Per Diem	02/26/2026	138.00	10-63-2200
Total 3920:					183.17	
<b>3773</b>						
3773	CenturyLink	JANUARY 202	Phone Bill	01/31/2026	17.28	10-69-3500
3773	CenturyLink	JANUARY 202	Phone Bill	01/31/2026	41.88	52-65-3500
3773	CenturyLink	JANUARY 202	Phone Bill	01/31/2026	45.53	52-65-3500
3773	CenturyLink	JANUARY 202	Phone Bill	01/31/2026	41.01	10-69-3500
3773	CenturyLink	JANUARY 202	Phone Bill	01/31/2026	45.53	52-65-3500
3773	CenturyLink	JANUARY 202	Phone Bill	01/31/2026	41.88	52-65-3500
3773	CenturyLink	JANUARY 202	Phone Bill	01/31/2026	45.53	52-65-3500
3773	CenturyLink	JANUARY 202	Phone Bill	01/31/2026	40.33	52-65-3500
3773	CenturyLink	JANUARY 202	Phone Bill	01/31/2026	41.01	51-65-3500
3773	CenturyLink	JANUARY 202	Phone Bill	01/31/2026	43.98	51-65-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3773:					403.96	
<b>1290</b>						
1290	CIS	HAR-GASB75-	GASB 75	02/18/2026	628.50	10-41-2600
Total 1290:					628.50	
<b>2939</b>						
2939	Cobalt Computer Services, Inc.	33918	Computer Service	01/31/2026	290.45	40-65-8015
2939	Cobalt Computer Services, Inc.	34040	Computer Service	01/31/2026	168.75	24-60-2300
2939	Cobalt Computer Services, Inc.	34040	Computer Service	01/31/2026	405.00	40-65-8045
2939	Cobalt Computer Services, Inc.	34040	Computer Service	01/31/2026	810.00	40-65-8015
2939	Cobalt Computer Services, Inc.	34142	Computer Purchase	02/19/2026	3,920.00	40-65-8045
2939	Cobalt Computer Services, Inc.	34155	Computer Service	02/26/2026	50.00	40-65-8015
Total 2939:					5,644.20	
<b>2720</b>						
2720	Comcast	FEB 2026	Internet Service	02/02/2026	435.23	10-60-2000
2720	Comcast	FEB 2026 LIB	Internet Service	01/23/2026	286.85	24-60-2525
2720	Comcast	FEB 2026 PW	Internet Service	02/01/2026	157.43	51-65-3550
2720	Comcast	FEB 2026 PW	Internet Service	02/01/2026	157.42	52-65-3550
Total 2720:					1,036.93	
<b>1210</b>						
1210	Conser Quarry Company	01138453	Gravel	02/09/2026	579.49	51-65-2400
1210	Conser Quarry Company	01138453	Gravel	02/09/2026	579.48	52-65-2400
Total 1210:					1,158.97	
<b>3913</b>						
3913	DataBar Inc	273910	Utility Billing Statements	01/30/2026	32.81	23-70-2500
3913	DataBar Inc	273910	Utility Billing Statements	01/30/2026	458.80	51-74-2200
3913	DataBar Inc	273910	Utility Billing Statements	01/30/2026	458.80	52-74-2200
3913	DataBar Inc	273933	Utility Billing Statements	02/02/2026	291.00	23-70-2500
3913	DataBar Inc	274147	W/S Utility Statements	02/23/2026	162.50	51-74-2200
3913	DataBar Inc	274147	W/S Utility Statements	02/23/2026	162.50	52-74-2200
Total 3913:					1,566.41	
<b>3966</b>						
3966	DCBS Fiscal Services	JANUARY 202	State Surcharge - Building/Eletric	01/31/2026	175.52	26-70-1050
3966	DCBS Fiscal Services	JANUARY 202	State Surcharge - Building/Eletric	01/31/2026	51.54	27-70-1050
Total 3966:					227.06	
<b>3896</b>						
3896	Delapoer Kidd PC	2198	Attorney Fees	02/02/2026	945.00	10-42-2700
3896	Delapoer Kidd PC	2198	Attorney Fees	02/02/2026	1,575.00	10-42-2500
Total 3896:					2,520.00	
<b>4042</b>						
4042	Ericson Electric, Inc.	15398	Electrician	02/11/2026	1,781.71	10-72-4000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 4042:					1,781.71	
<b>1946</b>						
1946	Ferguson Waterworks	1359431	P/W Misc. Expense	01/29/2026	1,679.80	51-78-7400
1946	Ferguson Waterworks	1359431	P/W Misc. Expense	01/29/2026	1,679.79	52-78-7400
Total 1946:					3,359.59	
<b>1947</b>						
1947	H & J Construction, Inc.	5689	Storm Line	01/20/2026	51,601.00	25-70-8000
1947	H & J Construction, Inc.	5695	P/W Misc Expense	01/28/2026	13,584.50	25-70-8000
1947	H & J Construction, Inc.	5697	P/W Misc Expense	01/30/2026	288.56	51-65-4600
1947	H & J Construction, Inc.	5698	P/W Misc Expense	01/15/2026	400.00	25-65-2000
1947	H & J Construction, Inc.	5699	P/W Misc Expense	01/30/2026	3,824.08	25-65-2000
1947	H & J Construction, Inc.	5700	P/W Misc Expense	01/30/2026	4,975.50	11-60-7975
Total 1947:					74,673.64	
<b>2271</b>						
2271	Home Comfort Heating & A/C	119567852	City Hall Heat System	01/29/2026	6,759.61	10-85-3150
Total 2271:					6,759.61	
<b>4071</b>						
4071	HP Civil, Inc.	20-009C REQ	Water Treatment Project	02/09/2026	304,764.91	51-78-8015
Total 4071:					304,764.91	
<b>1220</b>						
1220	Hurd's Custom Machinery, Inc.	47434	Public Works Supplies	01/09/2026	33.33	10-72-4000
Total 1220:					33.33	
<b>2543</b>						
2543	Industrial Source	2526704	Misc. P/W Supplies	01/31/2026	19.52	51-65-4600
2543	Industrial Source	2526704	Misc. P/W Supplies	01/31/2026	19.52	52-65-4600
Total 2543:					39.04	
<b>3964</b>						
3964	Jamie Knox	2.19.26	Milage	02/19/2026	39.20	10-63-2200
Total 3964:					39.20	
<b>3968</b>						
3968	Junction City	JANUARY 202	Building/Electrical Permit Fees	01/31/2026	201.18	27-70-1000
3968	Junction City	JANUARY 202	Building/Electrical Permit Fees	01/31/2026	1,291.27	26-70-1000
Total 3968:					1,492.45	
<b>1479</b>						
1479	Junction City Farm & Garden	4109	Misc Public Works Supplies	01/31/2026	21.50	10-72-6700
Total 1479:					21.50	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>4048</b>						
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	2,597.31	10-72-6750
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	55.20	11-60-7975
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	195.00	10-63-2000
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	78.00	10-60-2400
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	128.69	10-63-2100
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	550.00	23-70-2500
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	967.15	10-60-2400
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	37.50	24-60-3050
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	15.38	24-60-3050
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	16.99	24-60-3050
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	19.99	24-60-3050
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	15.99	24-60-3050
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	11.30	24-60-3050
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	19.90	24-60-3050
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	9.98	24-60-2800
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	495.00	10-63-2000
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	173.42	10-63-2200
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	50.97	24-60-3050
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	59.97	24-60-3050
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	22.00	24-60-2000
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	12.99	24-60-2800
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	22.18	24-60-3050
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	22.97	10-37-2100
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	14.01	10-37-2100
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	18.98	24-60-2800
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	26.99	24-60-3050
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	128.69	10-63-2100
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	46.98	10-60-2300
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	33.00	10-53-2200
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	131.72	10-60-2300
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	87.75	10-60-2300
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	44.98	10-72-6700
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	56.63	10-72-4000
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	4,440.48	52-78-7035
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	99.29	10-72-4000
4048	KeyBank Key Card	JANUARY 202	Misc Credit Card Charges	01/31/2026	1,764.85	10-85-3150
Total 4048:					12,472.23	
<b>1253</b>						
1253	Linn County Sheriff's Office	001188	Law Enforcement Contract	02/12/2026	76,411.50	10-66-3000
Total 1253:					76,411.50	
<b>3819</b>						
3819	Linn County Treasurer	JAN 2026	Court Revenue Payout	01/31/2026	144.00	10-42-2200
Total 3819:					144.00	
<b>2489</b>						
2489	Lori Ross	2.24.26	Per Diem	02/19/2026	73.00	10-63-2200
2489	Lori Ross	219261	Reimbursement	02/19/2026	14.50	10-42-2800
Total 2489:					87.50	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1077</b>						
1077	Michele Eldridge	2.24.26	Per Diem	02/19/2026	73.00	10-63-2200
Total 1077:					73.00	
<b>2644</b>						
2644	Net Assets	54-202601	Lien Searches	02/02/2026	109.00	10-53-2250
Total 2644:					109.00	
<b>1102</b>						
1102	NW Natural Gas Co.	FEB 2026	Utilities	02/11/2026	261.29	10-69-2000
1102	NW Natural Gas Co.	FEB 2026 PUM	Utilities	02/11/2026	55.52	52-65-2700
1102	NW Natural Gas Co.	FEB 2026 PW	Utilities	02/11/2026	419.54	51-65-2700
Total 1102:					736.35	
<b>1033</b>						
1033	Oregon Department of Revenue	JAN 2026	Court Revenue Payout	01/31/2026	720.00	10-42-2200
Total 1033:					720.00	
<b>1862</b>						
1862	Oregon DMV	L0074366334	Record Inquiry	01/30/2026	13.65	10-42-2800
Total 1862:					13.65	
<b>3096</b>						
3096	Pacific Office Automation	5037674961	Copier Contract	02/11/2026	345.01	40-67-8000
3096	Pacific Office Automation	5037674961	Copier Contract	02/11/2026	162.23	10-60-2100
3096	Pacific Office Automation	5037674961	Copier Contract	02/11/2026	162.24	51-74-2000
3096	Pacific Office Automation	5037674961	Copier Contract	02/11/2026	162.24	52-74-2000
3096	Pacific Office Automation	AR00015638	Copier Contract	01/28/2026	12.79	40-67-8000
Total 3096:					844.51	
<b>1079</b>						
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	59.15	52-65-2600
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	25.56	10-69-2500
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	8.32	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	12.50	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	24.98	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	135.59	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	49.93	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	116.30	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	21.63	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	17.14	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	521.47	51-65-2600
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	623.38	10-69-2500
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	21.74	10-69-2500
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	32.54	10-69-2500
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	105.05	10-69-2500
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	1,553.83	10-69-2500
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	71.86	52-65-2600
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	700.21	52-65-2600
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	2,895.38	52-65-2600
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	72.41	52-65-2600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	23.35	52-65-2600
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	57.80	52-65-2600
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	63.86	10-72-6700
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	849.77	25-65-2500
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	36.65	25-65-2500
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	153.33	25-65-2500
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	74.91	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	58.26	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	14.53	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	348.90	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	49.93	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	980.64	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	43.23	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	137.40	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	222.84	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	28.57	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	403.71	10-69-3000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	48.00	11-44-2000
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	5,289.99	51-65-2600
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	1,453.33	51-65-2600
1079	Pacific Power & Light Company	FEB 2026	UTILITIES	01/20/2026	4,350.00	51-65-2600
Total 1079:					13,057.97	
<b>1814</b>						
1814	Peterson CAT	SW290108936	Public Works Supplies	01/26/2026	3,450.00	52-65-5400
1814	Peterson CAT	SW290109311	Public Works Supplies	02/12/2026	999.07	51-65-2500
1814	Peterson CAT	SW290109311	Public Works Supplies	02/12/2026	999.06	52-65-2500
Total 1814:					5,448.13	
<b>3582</b>						
3582	Sierra Springs	21792967 0131	Bottled Water	01/31/2026	114.89	10-53-2200
Total 3582:					114.89	
<b>2927</b>						
2927	Staples Business Advantage	6053659469	Office Supplies	01/24/2026	48.44	10-60-2300
2927	Staples Business Advantage	6053659469	Office Supplies	01/24/2026	48.43	51-74-2400
2927	Staples Business Advantage	6053659469	Office Supplies	01/24/2026	48.43	52-74-2400
Total 2927:					145.30	
<b>1144</b>						
1144	Suzan Jackson	260	Janitor Services	01/31/2026	1,180.00	10-72-4100
Total 1144:					1,180.00	
<b>3243</b>						
3243	Synergy Security Solutions	17756	City Hall Monitoring	02/24/2026	315.00	10-72-4000
Total 3243:					315.00	
<b>3976</b>						
3976	TBG Community Planning Group	20260201	Planning Review	02/10/2026	203.75	10-50-2100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3976:					203.75	
<b>4094</b>						
4094	T-Mobile	210753589-5	Cell Phones	02/11/2026	94.71	52-55-1901
4094	T-Mobile	210753589-5	Cell Phones	02/11/2026	94.71	51-55-1901
4094	T-Mobile	210753589-5	Cell Phones	02/11/2026	13.54	11-41-1901
4094	T-Mobile	210753589-5	Cell Phones	02/11/2026	67.65	10-40-1901
Total 4094:					270.61	
<b>4043</b>						
4043	TWGW, Inc. Napa Auto Parts	749583	Repairs	12/29/2025	25.74	51-65-4600
4043	TWGW, Inc. Napa Auto Parts	749583	Repairs	12/29/2025	25.74	52-65-4600
4043	TWGW, Inc. Napa Auto Parts	750080	Repairs	01/06/2026	9.40	11-45-2100
4043	TWGW, Inc. Napa Auto Parts	750080	Repairs	01/06/2026	10.97	51-73-2100
4043	TWGW, Inc. Napa Auto Parts	750080	Repairs	01/06/2026	10.97	52-73-2100
Total 4043:					82.82	
<b>3866</b>						
3866	Umpqua Valley Financial, LLC	10375	Audit Services	02/23/2026	4,851.70	52-60-2000
3866	Umpqua Valley Financial, LLC	10375	Audit Services	02/23/2026	4,517.10	51-60-2000
3866	Umpqua Valley Financial, LLC	10375	Audit Services	02/23/2026	2,174.90	11-42-2000
3866	Umpqua Valley Financial, LLC	10375	Audit Services	02/23/2026	5,186.30	10-41-2000
Total 3866:					16,730.00	
<b>3663</b>						
3663	Water Refunds	#11852.01	Utility Billing Overpayment	02/02/2026	4.20	01-1075
3663	Water Refunds	#11852.01A	Utility Billing Overpayment	02/18/2026	92.08	01-1075
3663	Water Refunds	#125.05	Utility Billing Overpayment	02/03/2026	16.60	01-1075
3663	Water Refunds	#247.08	Utility Billing Overpayment	02/23/2026	57.05	01-1075
3663	Water Refunds	#307.08	Utility Billing Overpayment	02/18/2026	37.37	01-1075
3663	Water Refunds	#64.07	Utility Billing Overpayment	02/05/2026	17.90	01-1075
Total 3663:					225.20	
<b>2661</b>						
2661	WCP Solutions	14359370	Office Supplies	01/28/2026	51.50	10-60-2300
2661	WCP Solutions	14359370	Office Supplies	01/28/2026	51.50	51-74-2400
2661	WCP Solutions	14359370	Office Supplies	01/28/2026	51.50	52-74-2400
2661	WCP Solutions	14359370	Office Supplies	01/28/2026	325.30	10-72-6650
2661	WCP Solutions	14359371	Office Supplies	01/28/2026	694.35	10-72-6650
2661	WCP Solutions	14359372	Office Supplies	01/28/2026	346.04	10-72-6650
Total 2661:					1,520.19	
<b>1239</b>						
1239	WECO	CP-00343247	PW Gas Exp	01/31/2026	402.75	11-45-2000
1239	WECO	CP-00343247	PW Gas Exp	01/31/2026	469.85	51-73-2000
1239	WECO	CP-00343247	PW Gas Exp	01/31/2026	469.85	52-73-2000
Total 1239:					1,342.45	
Grand Totals:					560,890.65	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
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Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

Payment Approval Report  
Expense Account Key

City Council: \_\_\_\_\_

General Fund

Fund Number

G.L. Number Acct

10

10-XX- XXXX

Street Fund

11

11-XX- XXXX

CED Fund

23

23-XX- XXXX

Library Fund

24

24-XX- XXXX

Storm Fund

25

25-XX- XXXX

Building Permit Fund

26

26-XX- XXXX

Electrical Permit Fund

27

27-XX- XXXX

Debt Services Fund

30

30-XX- XXXX

Office Equip. Fund

40

40-XX- XXXX

Equipment Fund

41

41-XX- XXXX

Water Fund

51

51-XX- XXXX

Sewer Fund

52

52-XX- XXXX

Sewer Resv Fund

56

56-XX- XXXX

City Recorder: \_\_\_\_\_

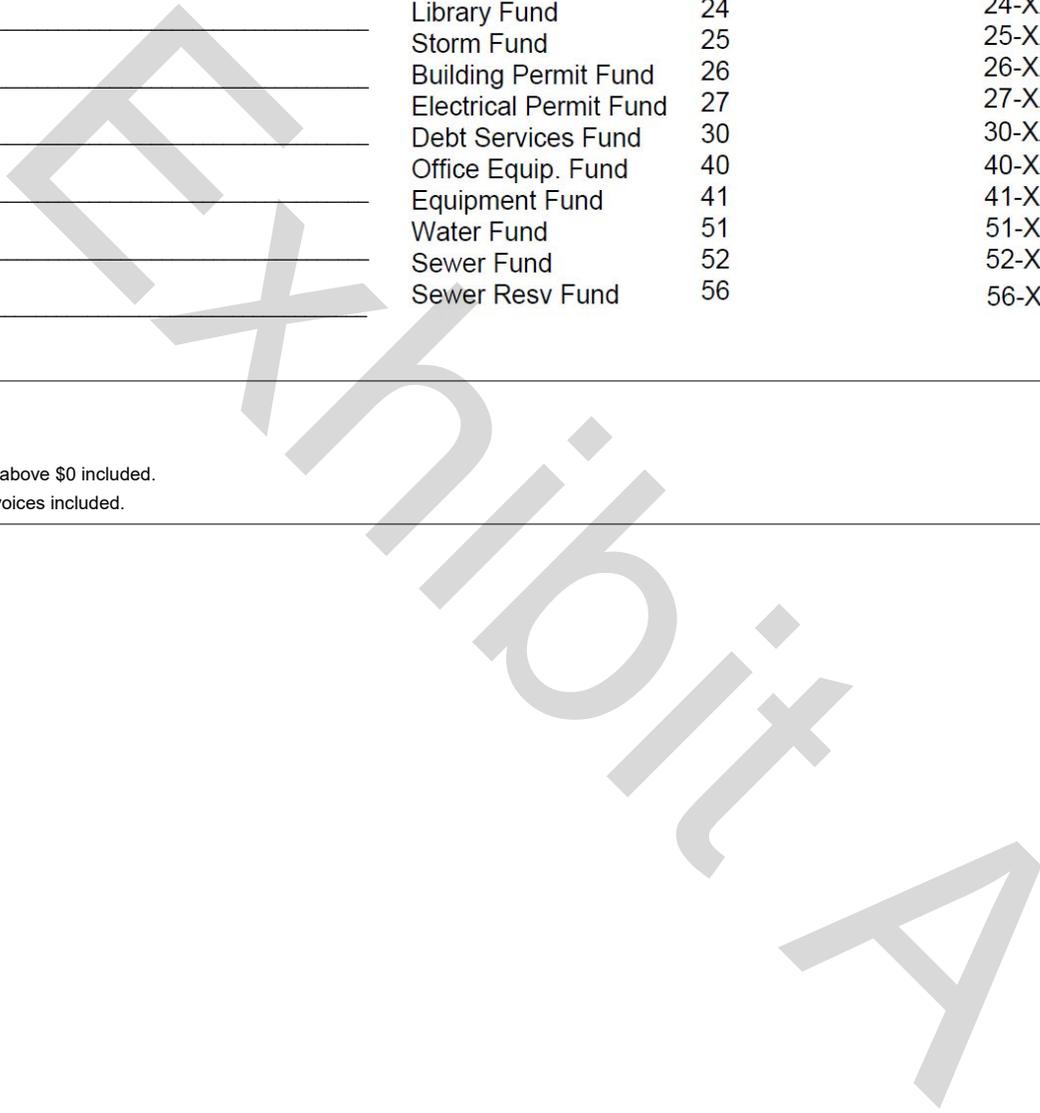
City Treasurer: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**THE MATTER OF APPROVING OUT OF STATE TRAINING AND TRAVEL EXPENSES FOR THE DEPUTY CITY RECORDER**

**STAFF REPORT:**

Exhibits: None

**ACTION: THE MOTION TO APPROVE THE CONSENT LIST WILL APPROVE THE OUT OF STATE TRAVEL COSTS TO ALLOW CATHY NELSON TO ATTEND THE IIMC CONFERENCE IN RENO, NEVADA.**

**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda – March 10, 2026

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$750.00	Yes	General Fund

**STAFF RECOMMENDATION:**

**Staff recommends the City Council approve the travel request for Cathy Nelson to attend the IIMC Conference in Reno, Nevada in May 2026.**

**BACKGROUND INFORMATION:**

The Deputy City Recorder requests approval to attend the annual IIMC (International Institute of Municipal Clerks) conference in Reno, NV on May 18<sup>th</sup> through the 21<sup>st</sup> of 2026. This conference is a great educational opportunity for our Deputy Recorder at an International conference. The conference will include 3 General Sessions and 10 different educational breakout sessions.

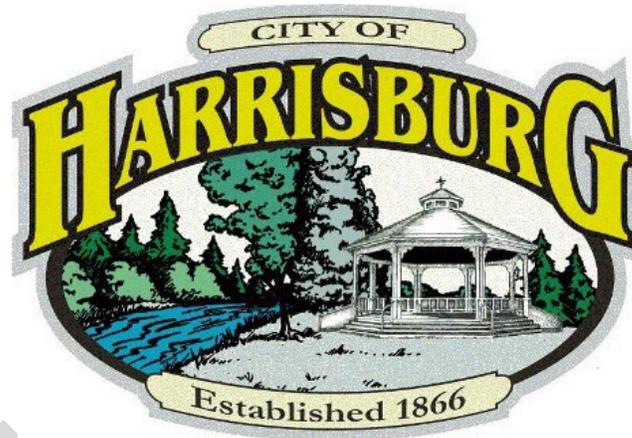
This conference offers diversified educational sessions. It increases our overall productivity in Administration for the City of Harrisburg

Because the Deputy Recorder is the authorized delegate for OAMR (Oregon Association of Municipal Recorders), that organization will be paying for her Air Travel, Ground Transportation, Hotel, Per Diem and other event costs. The city will be responsible for the registration costs for the conference up to \$750.00.

**REVIEW AND APPROVAL:**

<i>Michele Eldridge</i>	03/03/2026
Michele Eldridge	Date
City Administrator	

July 15, 2025



## Planning Commission Meeting Minutes

July 15, 2025

Vice-Chairperson: Jeremy Moritz, Presiding  
 Commissioners Present: Kurt Kayner, Rhonda Giles, Kent Wullenwaber, Susan Jackson, and Joe Neely  
 Commissioners Absent: Chairperson Todd Culver  
 Staff Present: City Administrator/Planner Michele Eldridge, Finance Director/Deputy City Recorder Cathy Nelson, and Planning Consultant Zach Galloway  
 Meeting Location: Harrisburg Municipal Center located at 354 Smith St.

**CALL TO ORDER AND ROLL CALL:** Order was called at 7:02pm by Vice-Chairperson Jeremy Moritz.

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** Everyone present was there for items on the agenda.

### PUBLIC HEARING

**THE MATTER OF THE PROPOSED SITE PLAN REVIEW AND CONDITIONAL USE PERMIT FOR THE PROPOSED ISOVOLTA HT1 PLANT EXPANSION (LU 464-2025 & 465-2025) LOCATED AT 495 TERRITIRIAL STREET.**

Vice-Chairperson Jeremy Moritz read aloud the order of proceedings, and noted the procedures for continuance, and the process to keep the record open.

**At the hour of 7:04pm, the Public Hearing was opened.**

**Moritz asked if there were any Conflicts of Interest or any Ex Parte contacts.**

None reported.

**There were no rebuttals in relation to Conflicts of Interest, or Ex Parte Contacts.**

**Moritz then read aloud the criteria that were relied upon for this land use hearing and noted additional copies of criteria near the door. He also directed the audience on how they would need to direct testimony towards the applicable criteria, and how an appeal could be made.**

**STAFF REPORT:** Eldridge introduced planning consultant, Zach Galloway. Galloway gave a brief overview of the application. The applicant is requesting a conditional use permit that will allow them

1

July 15, 2025

to add an 32,000 sq. ft. addition to their existing facility.

Galloway highlighted the following criteria:

- Criterion 19.15.050 - 1 – Met, 2 – Met, 3 – N/A, 4a – Met with the following conditions:
  - Condition No. 1: Consistency with plans,
  - Condition No. 2: Shared access acceptance,
  - Condition No. 3: Shared access easement,
  - Condition No. 4: Vision Clearance.
- 4b – Met with the following condition:
  - Condition No. 5: Outdoor lighting.
- 4c – Met with the following conditions:
  - Condition No. 6: Parking. Amended to read “the additional 16 required parking spaces, dependent on removal of square footage of non-leasable floor spaces.”
- 4d – Met with the following conditions:
  - Condition No. 7: Sand filter inspection,
  - Condition No. 8: Sand filter O&M,
  - Condition No. 9: Sedimentation and erosion control plan,
  - Condition No. 10: Formal Documentation on RTO emissions/odors.
- 5 – Met, 6 – N/A, 7 – N/A.
- Criterion 19.25.040 – 1a – Met with complete CUP application, 1b – N/A, 1c – Met, 1d – Met.

Staff feel that all requirements are met and recommends approval.

- Moritz clarified that the parking condition of an additional 16 spaces was before the non/leasable floor space was removed. Eldridge said that was correct and the actual number would be decided later.

**APPLICANT PRESENTATION:** Property Representative Jim Woodall and Engineer Eric Favreau gave a presentation of the new product that will be manufactured.

**TESTIMONY IN FAVOR WAS ASKED FOR.**

- None given.

**TESTIMONY IN OPPOSITION WAS ASKED FOR.**

- None given.

**NUETRAL TESTIMONY WAS ASKED FOR.**

- None given.

The public hearing was closed at the hour of 7:42pm.

- Giles motioned to approve with conditions as amended the Isovolta Site Plan Review and Conditional Use Permit (LU-464-2025 & 465-2025), subject to the conditions of approval contained in the July 1, 2025, staff report. This motion is based on findings contained in the July 1, 2025, Staff Report, and on findings made during deliberations on the request. The motion was seconded by Kayner. The Planning Commission then voted unanimously to approve with conditions as amended the Isovolta Site Plan Review and Conditional Use Permit (LU-464-2025 & 465-2025), subject to the conditions of approval contained in the July 1, 2025, staff report. This motion is based on findings contained in the July 1, 2025, Staff Report, and on findings made during deliberations on the request.

**OTHERS:** None

**With no further discussion, the meeting was adjourned at the hour of 8:11 pm.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
City Recorder

UNAPPROVED

**City of Harrisburg  
PLANNING COMMISSION**

**NOTICE OF DECISION**

**REQUEST:** The applicant requests approval of a Site Plan and Conditional Use Permit (LU #464-2025) that will allow a 32,000 sq. ft. expansion and a new manufacturing process to the current Isovolta Facility.

**LOCATION:** 495 Territorial St., Linn County Assessor's Map 15S 04W 10CC, Tax Lot 02300

**HEARING DATE:** July 15, 2025

**ZONING:** M-1 (Limited Industrial)

**APPLICANT/OWNER**

Jim Woodall/Isovolta  
495 Territorial St.  
Harrisburg, OR 97446

**APPEAL DEADLINE:** August 4, 9:00AM: 2025

**DECISION:** The Harrisburg Planning Commission conducted a public hearing on July 15, 2025 and voted to approve the request with conditions of approval. The Planning Commission adopted the findings contained in the July 15, 2025 Staff Report to the Planning Commission, and portions of the minutes from the meeting that demonstrate support for the Planning Commission's actions. Criteria relied upon for review is found in HMC 18.45, 18.55, 18.70, 18.75, 18.80, 18.85, 19.15, and 19.25.

**APPEALS:** The decisions may be appealed by filing a Notice of Appeal with the City Recorder at 120 Smith Street. The Notice of Appeal should be filed by the Appeal Deadline date listed above. All persons entitled to notice, and who testified during the Planning Commission Hearing specifically addressing the applicable criteria may appeal the Planning Commission's decision to the City Council pursuant to subsection (5) of HMC 19.10.40. The City Council's decision may also be appealed to

the State Land Use Board of Appeals, as applicable. A copy of the complete file of this land use action may be obtained at Harrisburg City Hall. There is a fee of \$1,000 plus actual expenses for appealing a Planning Commission decision to the City Council. The appeal filing procedure is available in HMC 19.10.040.(5)(b).

**EFFECTIVE DATE:** August 5, 2025, unless an appeal has been filed with the City Recorder.

**EFFECTIVE PERIOD:** Site Plan approval shall be effective for eighteen (18) months from the date of approval. If the applicant can show intent of initiating construction on the site within the 18-month period, such as applying for a building permit, or making site improvements consistent with the approved development plan, or provides other evidence of working in good faith towards completing the project, and/or can demonstrate failure to obtain building permits and substantially begin construction within 18 months of site design approval was beyond the applicant's immediate control, and if there have been no changes to the applicable code provisions, the City Administrator may extend an approval for an additional 18 months when requested.

A Conditional Use Permit can be suspended or revoked at any time upon findings and actions by the City Administrator as noted in HMC 19.25.050

  
\_\_\_\_\_  
Jeremy Moritz  
Planning Commission Vice-Chair

**CONDITIONS OF APPROVAL**

**CONDITION NO. 1: CONSISTENCY WITH PLANS.** Development shall comply with the plans and narrative in the applicant's proposal, except where modified by the Planning Commission through conditions of approval.

**CONDITION NO. 2: SHARED ACCESS ACCEPTANCE:** Prior to the Building Permit Submittal, the Applicant shall provide documentation that the abutting property owner accepts the proposed asphalt paving improvement and shared access or remove the proposed off-site paving.

**CONDITION NO. 3: SHARED ACCESS EASEMENT** Before submittal of the Building Permit, the Applicant shall provide a revised Site Plan showing the shared access easement between the site and abutting parcel.

**CONDITION NO. 4: VISION CLEARANCE:** Before submittal of the Building Permit, the Applicant shall provide a revised Site Plan to clearly show the required vision clearance area, within which there can be no visual obstruction between three feet and eight feet in height above grade.

**CONDITION NO. 5: OUTDOOR LIGHTING:** Any future outdoor lighting installation is subject to and must demonstrate consistency with HMC 18.75.050 at the time of Building Permit submittal. The Applicant shall provide an outdoor lighting plan signed and sealed by the engineer of record or other licensed professional, as necessary.

**CONDITION NO. 6: PARKING:** Before submittal of the Building Permit, the Applicant shall provide a revised Site Plan to show the location of the additional required parking spaces dependent upon removal of non-leasable floor spaces, consistent with the City codified dimensional standards at HMC 18.80.030(4).

**CONDITION NO. 7: SAND FILTER INSPECTION:** Prior to issuance of a Certificate of Occupancy, the Applicant shall allow City personnel to access the sand filter during normal business hours and the open the ditch area pre- and post-filter for the required inspections.

**CONDITION NO. 8: SAND FILTER O&M:** Prior to Building Permit submittal, the Applicant shall provide to the City a copy of sand filter Operations and Maintenance plan.

**CONDITION NO. 9: SEDIMENTATION AND EROSION CONTROL PLAN:** At the time of Building Permit submittal, the Applicant shall provide to the City a Sedimentation and erosion control plan.

**CONDITION NO. 10: FORMAL DOCUMENTATION ON RTO EMISSIONS/ODORS:** Prior to submittal of the Building Permit, the Applicant shall provide formal documentation

about the regenerative thermal oxidizer that verifies odors are sufficiently removed from emissions as asserted in the written narrative.

**OTHER DEVELOPMENT CONSIDERATIONS** (*Informational Only*)

1. The Applicant shall acquire all required permits, including but not limited to those related to demolition and site preparation, building, electrical, mechanical, and plumbing, before beginning construction of different project components, public improvements as required by HMC Title 15.
2. Additional Design Information is necessary to determine what kinds of building permit changes are required. Most buildings of this size and/or occupancy will require a licensed architect and a licensed engineer. More detailed information on the specifics of the building such as occupancy classification, construction type and fire separation distances are required in order determine if there are any known building code issues. This will also determine if the existing building is already sprinklered, which would then be required of the new addition.
3. Be advised that a 1200-C Permit may be required.
4. Any new fencing will be required to meet the height and landscape standards per HMC 18.75.040(3)(b).

NOTICE OF DECISION



Code	Description	Count	Amount	GL Account
<b>Court Costs</b>				
AF	ATTORNEY FEE	5	47.41	
CF	COLLECTION FEE	3	264.50	
COSTS	COURT COSTS	11	2,079.12	
DEF-ADJUD	DEF ADJUDICATION	6	1,025.00	
LPF	LATE PAYMENT FEE	26	208.61	
PA	PAYMENT ARRANGEMENT- FEE	12	101.42	
SCF	SHOW CAUSE FEE	10	102.87	
SUSP	SUSPENSION FEE	6	61.37	
WF	WARRANT FEE	63	574.70	
Total Court Costs:		142	4,465.00	
<b>Fines</b>				
DISM	CHARGE DISMISSED	3	104.56	
DIV	DIVERSION AGREEMENT	1	115.00	
GBD	GUILTY BY DEFAULT	29	2,726.55	
GUILTY	FOUND GUILTY	25	1,715.44	
Total Fines:		58	4,661.55	
<b>Surcharges</b>				
COUNTY	COUNTY ASSESSMENT	18	224.00	
STATE	STATE ASSESSMENT	22	805.00	
Total Surcharges:		40	1,029.00	
Grand Totals:		240	10,155.55	

Report Criteria:

Case.Violation date = 02/01/2026-02/28/2026

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
COBURG PD	26-T-0020	1487	02/01/2026	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	7th ST & TERRITORIAL
COBURG PD	26-T-0021	1488	02/01/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	N. 9TH ST & DIAMOND HILL
COBURG PD	26-T-0022	1489	02/01/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST NEAR SOMMERVILLE
LCSO	26-T-0024	233801	02/06/2026	DRIVING WHILE UNINSURED	839 LASALLE ST & EAGLES WAY
COBURG PD	26-T-0025	200931	02/11/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 9TH ST
COHB	26-M-0007	26-M-0007	02/11/2026	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	26-M-0008	26-M-0008	02/11/2026	FAILURE TO APPEAR ON CRIMINAL CITATION	
LCSO	26-T-0026	233856	02/12/2026	DRIVING WHILE UNINSURED	878 DIAMOND HILL DR
LCSO	26-T-0027	233857	02/12/2026	DWS/REVOKED; DRIVE UNINSURED	899 DIAMOND HILL DR & N. 9TH ST
COBURG PD	26-T-0032	1491	02/15/2026	VIOLATING SPEED 11-20 MPH; FTR VEHICLE	DIAMOND HILL & N. 8TH ST
COBURG PD	26-T-0033	1492	02/15/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST NEAR SOMMERVILLE
COBURG PD	26-T-0031	C5310	02/15/2026	VIOLATING SPEED 11-20 MPH; DWS; FTI IID	S. 6TH NEAR SOMMERVILLE
COBURG PD	26-T-0028	200902	02/16/2026	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	9TH ST & LASALLE ST
COBURG PD	26-T-0029	200903	02/16/2026	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	9TH ST & LASALLE ST
COBURG PD	26-T-0030	200904	02/16/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST & SOMMERVILLE LP
LCSO	26-P-0002	233898	02/16/2026	ILLEGAL STOPPING, STANDING OR PARKING	686 LASALLE ST
LCS	26-T-0034	233917	02/17/2026	DWS/REVOKED; DRIVE UNINSURED	399 FOUNTAIN ST & S. 4TH ST
COBURG PD	26-T-0036	1493	02/19/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 8TH ST
LCSO	26-T-0038	233985	02/21/2026	DRIVING WHILE UNINSURED	702 LASALLE ST
COBURG PD	26-T-0037	1494	02/22/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 8TH ST
COBURG PD	26-T-0035	1536	02/22/2026	VIOLATING SPEED 11-20 MPH; ILLEGAL WINDOW TINT	S. 6TH ST & PRICEBORO
LCSO	26-T-0039	233992	02/23/2026	DRIVING WHILE UNINSURED; DWS	30508 DIAMOND HILL DR
LCSO	26-T-0040	233993	02/23/2026	EXPIRED VEHICLE REGISTRATION	6TH ST & SOMMERVILLE LP
LCSO	26-T-0041	233996	02/23/2026	DRIVING WHILE UNINSURED; DWS; FTR VEHICLE	399 TERRITORIAL ST & N. 4TH ST
LCSO	26-M-0009	234005	02/23/2026	OFFENSIVE LITTERING	100 SMITH ST
LCSO	26-T-0042	234025	02/24/2026	FAILURE TO USE SAFETY BELT	523 N. 7TH ST & DEMPSEY ST
LCSO	26-T-0043	234026	02/24/2026	DRIVING WHILE UNINSURED; NO OPER LICENSE	292 N. 3RD ST

Grand Totals:

27 CITATIONS ISSUED FOR A TOTAL OF 37 OFFENSES

## Monthly Code Enforcement Report February 2026

<b>Area/Location:</b>	<b>Issue:</b>	<b>Action(s) taken:</b>
8 <sup>th</sup> & Burton	Junk/Nuisance Vegetation	2/11/26, property is now in compliance with a six-month check-in for continued compliance.
N 6 <sup>th</sup> Place	Junk/inoperable vehicles	Significant improvement, gave additional time for compliance
4 <sup>th</sup> & Schooling	Vegetation/Prohibited parking	Notifications sent
500 Blk N 6 <sup>th</sup> St	RV Stored on street	Vehicle gone on follow up inspection
100 Blk Macy St	Inoperable vehicle stored On street	Warning letter sent
Lasalle St, 9 <sup>th</sup> to 6 <sup>th</sup>	New no parking restrictions	street clear on inspection 2/10/26
Sommerville Lp	Parking violations	Referred for Coburg PD for door knocks/warning
100 Blk Smith St	Noise Violations	Spoke with ownership, will turn down music

**Overall narrative:**

Slower month for Code Enforcement. Continuing to warn citizens regarding updated parking ordinance. Follow up on multiple property violations is ongoing due to the extensive nature of each situation. CPD is also enhancing the “good neighbor” messaging with their patrols for code issues.

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**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**

**STAFF REPORT:**

Exhibits:       None

**ACTION:               TBD – ANY MOTIONS MUST BE MADE IN PUBLIC SESSION**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – March 10, 2026

<b>BUDGET IMPACT</b>		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	Yes/No	N/A

**BACKGROUND INFORMATION:**

City Staff will be meeting with BNSF on Tuesday, March 10<sup>th</sup>, 2026. This Executive Session will be needed, if something arises that needs discussion by the City Council in an Executive Session.

**REVIEW AND APPROVAL:**



03.03.26

Michele Eldridge       Date  
City Administrator