

## City Council Agenda

April 14, 2026

6:30 PM

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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.)

**PROCLAMATION**

**1. THE MATTER OF THE MAYOR PROCLAIMING APRIL AS CHILD ABUSE PREVENTION AND AWARENESS MONTH**

**STAFF REPORT:**

Exhibit A: Proclamation for April 2026  
(To be handed out at the meeting and included in the minutes)

**ACTION: THE MAYOR OR HIS DESIGNEE WILL READ THE PROCLAMATION ALOUD THAT WILL PROCLAIM APRIL 2026 AS CHILD ABUSE PREVENTION AND AWARENESS MONTH IN HARRISBURG**

**NEW BUSINESS**

**2. THE MATTER OF A REQUEST FROM THE EDITOR OF THE BROWNSVILLE TIMES TO PRESENT INFORMATION ABOUT THE NEWSPAPER TO THE CITY COUNCIL**

**STAFF REPORT:**

Exhibits: None

**ACTION: FOR INFORMATION ONLY**

**3. THE MATTER OF A REQUEST FOR AN INCREASE IN OPERATIONAL FEES PAID TO THE TRI-COUNTY CHAMBER OF COMMERCE FOR OPERATING THE SUMMER SOUNDS CONCERT SERIES PROGRAM**

**STAFF REPORT:**

Exhibit A: Letter from the Tri-County Chamber of Commerce

Exhibit B: Redlined MOU for the Summer Concert Series

**ACTION: MOTION TO APPROVE OR DENY THE REQUEST FOR AN ADDITIONAL \$500 TO BE PAID FOR THE SUMMER SOUNDS PROGRAM. A MOTION TO APPROVE SHALL AUTHORIZE THE CITY ADMINISTRATOR TO SIGN THE AMENDED MOU**

**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.

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

**STAFF REPORT:**

Exhibit A: City Council Minutes for February 10, 2026, and March 10, 2026

Exhibit B: Payment Approval Report for March 2026

Exhibit C: Municipal Court Collections Report for March 2026

Exhibit D: Municipal Court Citation Report for March 2026

Exhibit E: Code Enforcement Report for March 2026

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

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

**The City Council Minutes for February 10, 2026 and March 10, 2026**

**The Payment Approval Report for March 2026**

**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

- Meals on Wheels, Annual \$2K Request
- Mayfest-HART Community Center, May 2<sup>nd</sup>, 1pm-4pm
- The Gallery, 294 Smith St, April 18<sup>th</sup>, 11am to 4pm
- Meeting with Junction City Interim City Administrator Spence Nebel
- June 13<sup>th</sup> Veterans Memorial
- Policies for Advocacy Efforts-April 28th

**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**

- 5. 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 PROCLAIMING APRIL AS CHILD ABUSE PREVENTION AND AWARENESS MONTH**

**STAFF REPORT:**

Exhibit A: Proclamation for April 2026 (To be handed out at the meeting and included in the minutes)

**ACTION: THE MAYOR OR HIS DESIGNEE WILL READ THE PROCLAMATION ALOUD THAT WILL PROCLAIM APRIL 2026 AS CHILD ABUSE PREVENTION AND AWARENESS MONTH IN HARRISBURG**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – April 14, 2026

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
n/a	n/a	n/a

**STAFF RECOMMENDATION:**

**Staff recommends the Mayor Proclaim April 2026 as Child Abuse Prevention and Awareness Month.**

**BACKGROUND INFORMATION:**

The City of Harrisburg participates in the Linn County Child Abuse Network (CAN) efforts, on an annual basis. Once received, the blue pinwheels displayed at the Gazebo, the Library and City Hall, are placed to encourage people to be aware of and to prevent Child Abuse. The information to be provided in this year’s Proclamation is based on the most recent stats available.

The Mayor or his designee will read this year’s Proclamation, proclaiming April 2026 as Child Abuse Prevention and Awareness Month.

**REVIEW AND APPROVAL:**

*Lori Ross*                      04/08/2026

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Lori Ross    Date  
City Recorder

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

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**THE MATTER OF A REQUEST FROM THE EDITOR OF THE BROWNSVILLE TIMES TO PRESENT INFORMATION ABOUT THE NEWSPAPER TO THE CITY COUNCIL**

**STAFF REPORT:**

Exhibits:      None

**ACTION:                    FOR INFORMATION ONLY**

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**THIS AGENDA BILL IS DESTINED FOR:** Agenda – April 14, 2026

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

**BACKGROUND INFORMATION:**

The editor of the Brownsville Times has asked to make a presentation to the City Council about their non-profit organization, and the newspaper that they are now making available through both online and print versions.

Unfortunately, the Tribune finally was discontinued, due to deaths in the family of the editor. The reporters tried to keep it running, but having volunteers to write articles, work on subscriptions, and on selling ads, remained problematic. We've missed having a 'local' newspaper and are thrilled with the Brownsville Times filling that need.

**REVIEW AND APPROVAL:**



04.07.26

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Michele Eldridge      Date  
City Administrator

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

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**THE MATTER OF A REQUEST FOR AN INCREASE IN OPERATIONAL FEES PAID TO THE TRI-COUNTY CHAMBER OF COMMERCE FOR OPERATING THE SUMMER SOUNDS CONCERT SERIES PROGRAM**

**STAFF REPORT:**

- Exhibit A: Letter from the Tri-County Chamber of Commerce
- Exhibit B: Redlined MOU for the Summer Concert Series

**ACTION: MOTION TO APPROVE OR DENY THE REQUEST FOR AN ADDITIONAL \$500 TO BE PAID FOR THE SUMMER SOUNDS PROGRAM. A MOTION TO APPROVE SHALL AUTHORIZE THE CITY ADMINISTRATOR TO SIGN THE AMENDED MOU.**

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**THIS AGENDA BILL IS DESTINED FOR:** Agenda – April 14, 2026

<b>BUDGET IMPACT</b>		
COST	BUDGETED?	SOURCE OF FUNDS
\$500	If approved 2026-2027	Community & Economic Development 23-70-6850

**BACKGROUND INFORMATION:**

Since John Hitt proposed a partnership to the City Council and the Tri-County Chamber of Commerce, the City has worked with the Chamber to run the Summer Sounds Concerts. The City pays \$1,000 to the Chamber on an annual basis and helps the Chamber with the fundraising aspect of the series.

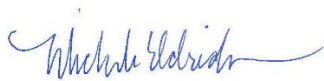
The Summer Sounds Concerts are increasingly popular, with more citizens aware of, and attending the concerts than ever before. The costs of the event have also increased, as ASCAP (American Society of Composers, Authors, and Publishers) fees have increased since the City last paid for it, as has the marketing expenses for the event (tripled). Bands are also charging more for the same amount of time, making it more difficult to break even after collecting revenue from the sponsors. Therefore, a letter requesting an additional \$500 to cover additional operational costs is shown in **Exhibit A**.

The Summer Sounds Promotion is terrific for the community. The additional traffic in town certainly benefits our businesses. One of the biggest advantages to the City is in terms of avoiding the Staff time needed to run it. It takes quite a lot of time to plan the event, choosing bands, marketing the program, and dealing with citizens, band members, and vendors for the event. The Memorandum of Understanding, shown in **Exhibit B**, shows that the City pays the Chamber of Commerce to operate the event for the City.

City Public Works crew does put out the barricades and road closure signs, but technically, the Chamber puts all of these out and up at the beginning and end of the event. (Sometimes City Staff will close the road earlier, depending upon when the bands and food trucks arrive). At the end of the event, the Chamber either stacks the barricades for PW to gather the next morning, or they are put in storage at City Hall. If the City Council approves the increase in operational funds for this program, then the amended MOU as modified in **Exhibit B** in the redlined version shall be approved and updated accordingly. Some older language was updated in this document as well.

Because our budget can support the increase at this time, through the Community & Economic Development Fund, Staff is in favor of allowing the request for additional funding for this promotion. The Tri-County Chamber of Commerce Director, Rhonda Giles, and the event chair, Shaun Davis, will be present for this meeting. As President Elect for the Chamber, Staff is obviously biased. Therefore, this decision should come from the City Council.

REVIEW AND APPROVAL:



04.07.26

Michele Eldridge      Date  
City Administrator



**SUMMER SOUNDS**  
**THURSDAYS, JULY 9 - AUGUST 6**  
**ON HARRISBURG RIVERFRONT**

FREE

www.tri-countychamber.com      www.ci.harrisburg.or.us

TRI-COUNTY CHAMBER OF COMMERCE (JUNCTION CITY, HARRISBURG, HONORE)

HARRISBURG (Established 1862)



April 7, 2026

Robert Duncan, Mayor  
City of Harrisburg  
PO Box 378  
Harrisburg, OR 97446

Dear Mr. Duncan:

Hi! I hope this letter finds you well.

The City of Harrisburg entered into an agreement with the Tri-County Chamber of Commerce to manage the Summer Sounds concert series. Under this arrangement, the Chamber receives an annual payment of \$1,000 for overseeing the administration and marketing of the five-week concert series.

We have also stepped up our marketing efforts in the last few years with a series of ads that we create, contracted with higher quality bands that appeal to a majority, added food trucks and vendors, and increased signage and banners to be displayed beginning on the July 1<sup>st</sup> and through the events. As a regular attendee, I am sure you have noticed the significant increase in attendance that these efforts have created.

We have higher expenses, including increased payments to the American Society of Composers, Authors, and Publishers based on attendee numbers. We've added liquor liability to our policy, purchased more A-frame signs and banners, and dedicated additional staff time for ads, marketing, contracting bands, and recruiting food trucks. Our staff and committee also attend each event to assist bands and attendees.

The Chamber asks for an extra \$500 to help cover operations, staff, and marketing costs.

We appreciate the City's partnership with the Chamber on the Summer Sounds and look forward to another successful concert series in 2026!

Please feel free to contact me with any questions.

Sincerely,

Rhonda Giles, Executive Director  
Tri-County Chamber of Commerce  
director@tri-countychamber.com  
541.998.6154

**MEMORANDUM OF UNDERSTANDING BETWEEN THE TRI-COUNTY CHAMBER OF COMMERCE AND THE CITY OF HARRISBURG REGARDING THE COLLABORATIVE PARTNERSHIP BETWEEN THE TWO ORGANIZATIONS TO SUPPORT THE ANNUAL SUMMER CONCERT SERIES**

This Memorandum of Understanding (MOU) is made and entered into on April 13, 2021 between the Tri-County Chamber of Commerce, hereafter referred to as "Chamber" and the City of Harrisburg, hereafter referred to as "City", an Oregon Municipal Corporation, collectively referred to as the "Parties".

RECITALS:

1. The Summer Sounds Concert Series is an annual event that is known on a regional basis and has become a tourism destination in the City of Harrisburg during the summer months.
2. This MOU is entered into to document the intention of the Parties to coordinate and collaborate on related efforts needed to support the Summer Sounds Concert Series that are held annually.
3. This MOU sets out the responsibilities of both Parties in relation to the Summer Sounds Concert Series.

4. CHAMBER RESPONSIBILITIES:

- a. The Chamber will be required to organize and set up the concert series, including entering into performance agreements with the bands, paying the bands, and working with them on the evening of performances.
- b. The Chamber will be responsible for Emceeding the event on the nights of the concerts, including announcements, and thanking sponsors for their support.
- c. The Chamber is responsible for any decisions in relation to cancellation of any concert event due to inclement weather. This includes publication of the cancelled event, and communicating this information to the City.
- d. The Chamber will be responsible for paying any required music licensing fees.
- e. The Chamber will be responsible for set-up and break-down of the event.
- f. The Chamber will develop marketing materials, posters, and flyers, and the distribution of such through their normal media (Distribution Lists/Newsletters, Facebook, webpage and for distribution to businesses for posting at their locations).
- g. The Chamber will refer to the City of Harrisburg as a sponsor of the Summer Sounds Concert series.
- h. The Chamber will be allowed to provide food booths/trailers for the event if desired, strictly adhering to the requirements of ~~the Oregon Health Authority Linn County Environmental Health. (Vendors must maintain and require people waiting in lines to 6' of separation.)~~ They shall be responsible for verifying that outside food vendors have a certificate of liability insurance, in a minimum amount of \$1,000,000 showing both the Chamber and the City as Additional Insureds. A copy of this document shall be filed with the City for each food vendor. Craft/business booths, if allowed, shall sign a hold harmless agreement that protects the City, and Chamber. The Chamber

is encouraged to give Harrisburg businesses the priority over those from other communities, while still providing a quality event.

- i. The Chamber is required to comply with all federal, state, and local laws, codes, regulations and ordinances applicable to the Summer Sounds Concert Series.

5. CITY RESPONSIBILITIES:

- a. The City will pay the Chamber a \$1,5000 sponsorship fee on an annual basis to run and organize the Summer Sounds Concert Event. This fee is in addition to the normal annual support that the City provides to the Chamber.
  - b. The City shall not be liable for the debts or obligations of the Chamber beyond the amount paid to the Chamber on an annual basis.
  - c. The City and Chamber will work on a collaborative sponsorship letter which will be mailed by the City to possible sponsors on an annual basis.
  - d. The City shall function as a fiduciary entity and will forward sponsorship fees to the Chamber.
  - e. The City will provide necessary liability coverage naming Tri-County Chamber as an 'additional insured' on the City's insurance coverage.
  - f. The City will work with the Chamber to distribute marketing materials through the normal channels (Webpage, Facebook, Reader Board, Newsletters).
  - g. The City will provide garbage containers, barricades, traffic cones, and other supplies which the Chamber will use to shut down the street and city parking/driveway at Riverfront Park.
  - h. The City will refer to the Chamber as a sponsor of the Summer Sounds Concert series.
6. This agreement may be amended by mutual written agreement of the Parties. The contract shall automatically renew for 12 months on January 1<sup>st</sup> of each year, unless the Parties provide written notice of termination.
7. Disputes: In the event of any dispute, the City Administrator and the Chamber Executive Director and Chamber President shall meet to discuss and mediate any issues.
8. Termination: Either Party may terminate this contract at any time upon 60 days written notice to either Party.
9. The provisions of this agreement shall be severable. The invalidity or unenforceability of any particular provision of this agreement shall not affect its other provisions, and this agreement shall be construed in all respects as if such valid or unenforceable provision had been omitted.

9.10. Amendments: This document was amended on April 14, 2026, to reflect an increase in the sponsorship fee, and to reflect updated language changed in section 4.h.

The parties signing the contract are authorized to sign and to bind the contracting party to the terms of the contract.

On behalf of the Tri-County Chamber of Commerce:

\_\_\_\_\_  
Executive Director                      Date

\_\_\_\_\_  
Chamber President                      Date

On behalf of the City of Harrisburg:

\_\_\_\_\_  
City Administrator                      Date

Attest:

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

Exhibit B

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

**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

- Exhibit A: City Council Minutes for February 10, 2026, and March 10, 2026
- Exhibit B: Payment Approval Report for March 2026
- Exhibit C: Municipal Court Collections Report for March 2026
- Exhibit D: Municipal Court Citation Report for March 2026
- Exhibit E: Code Enforcement Report for March 2026

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

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

- 1. The City Council Minutes for February 10, 2026 and March 10, 2026**
- 2. The Payment Approval Report for March 2026**

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**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda –April 14, 2026

**STAFF RECOMMENDATION:**

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

**Building Permits:**

March 2026: Submitted: 8  
                  Issued: 6  
New Homes: Issued: 0

**Residential Valuation:** \$.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:**

- Gary Sullivan CPA, operates a bookkeeping/tax prepping Home Occupational Business located at 955 Territorial St.
- Michael Short, owner of WCI OFFROAD; operates a UTV Roll Cages Retail Business located at 642 Hwy 99E.

**Harrisburg Municipal Court:**

- The Collection Report (**EXHIBIT C**) for the month of March 2026 is \$15,296.34 which includes \$3,425.61 from collections.
- The Citation Report (**EXHIBIT D**) shows there were 22 citations issued in the month of March 2026 for a total of 24 offenses. There were three defendants charged with Failure to Appear on a Criminal Citation, one charged with Theft III.

**Monthly Code Enforcement:** Exhibit E shows the monthly code enforcement action taken during the month of March 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*

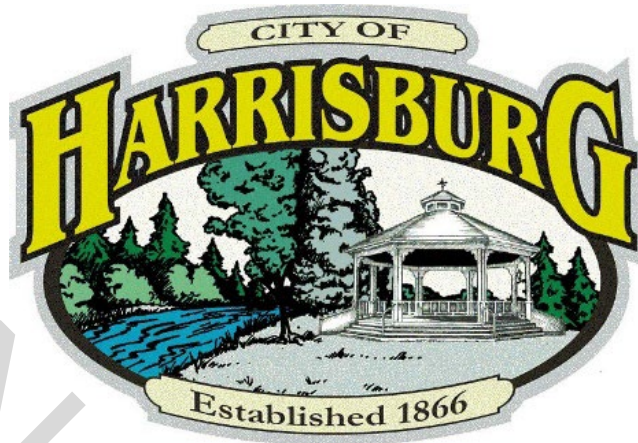
**Personnel Committee:** Chairperson Kimberly Downey  
The Personnel Committee last met on February 18, 2026. Those minutes are not yet available.  
*Next Scheduled Meeting: TBD*

**Planning Commission:** Chairperson Todd Culver  
The Planning Commission last met on September 16, 2025. Those minutes are not yet available.  
*Next Scheduled Meeting: April 21, 2026*

**REVIEW AND APPROVAL:**

<i>Lori Ross</i>	04/02/2026
_____ Lori Ross	_____ Date
City Recorder	

This document is supplemented by agenda packet materials, meeting materials distributed and audio recordings of the meeting and may be reviewed upon request to the City Recorder.



City Council Minutes  
February 10, 2026

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

The Pledge of Allegiance was led by Mayor Robert Duncan.

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan at the hour of 6:33pm

**CONCERNED CITIZEN(S) IN THE AUDIENCE:**

- Bradley Helms, of Junction City, handed out **Addendum 1** to Council. He stated the *No Trespassing Sign* at the northern part of Riverfront Park was illegal as he felt it was below the high-water mark and would like it removed.
- Scholz informed Council and Mr. Helms, the sign was placed by Gheen Irrigation as a request from LCSO (Linn County Sheriff Office) to help with enforcement of excessive illegal camping.
- There was discussion on changing the wording of the sign. Scholz stated the City cannot tell the owner of a property what the sign can say. Scholz added he would check out whether the sign was illegally placed below the high-water mark.

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

- Henry **motioned to approve the consent list and was seconded by** Caughey. **The motion passed unanimously by a vote of 5-0.** (Yes: Henry, Caughey, Downey, Thomas and Knox. No: None.) A motion to approve the consent list approved the following:
  - **City Council Minutes for January 13th and January 27th, 2026**
  - **The Payment Approval Report for January 2026**

**CITY ADMINISTRATOR VERBAL REPORT:**

- The February 24<sup>th</sup> work session has been cancelled due to staff being away at training and no scheduled business.
- Public Notices for Castleberry Crossing have been mailed out to request a one-year extension. Eldridge is expecting a possible zone change/modification adjustment application in the future.
- Eldridge informed Council she was contacted by the Democrat Herald regarding the Berg Solar Project, which is located about 1-mile out of town on Coburg Rd. The project includes 12-acres of solar panels on property owned by the Bowers. The project was approved by Linn County in 2021.
- Ross reminded Council that the Statement of Economic Interest (SEI) opens on March 15<sup>th</sup> and to please verify accurate email addresses prior to the 15<sup>th</sup> of February in order to receive notifications.
- Ross informed Council the Budget Committee meeting has been set for May 11<sup>th</sup> and there is still one vacancy.

**The City Council meeting recessed at the hour of 6:50pm to prepare for the City Council Executive.** All citizens in the audience left the meeting.

**The City Council Executive was called to order at the hour of 6:55pm.**

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

**The City Council Executive Session adjourned at the hour of 7:56pm and returned to the City Council meeting.**

**With no recommendations made, the City Council Meeting adjourned at the hour of 7:56pm.**

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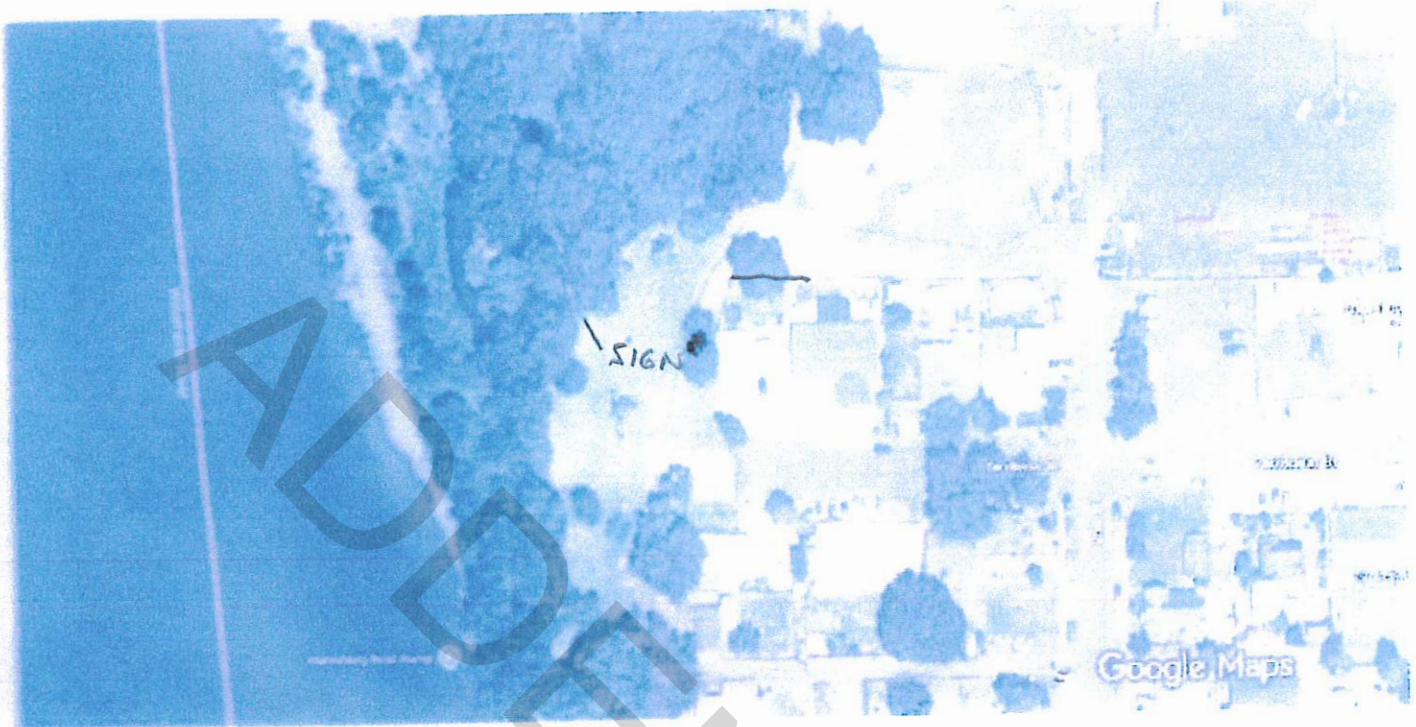
**Mayor**

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**City Recorder**

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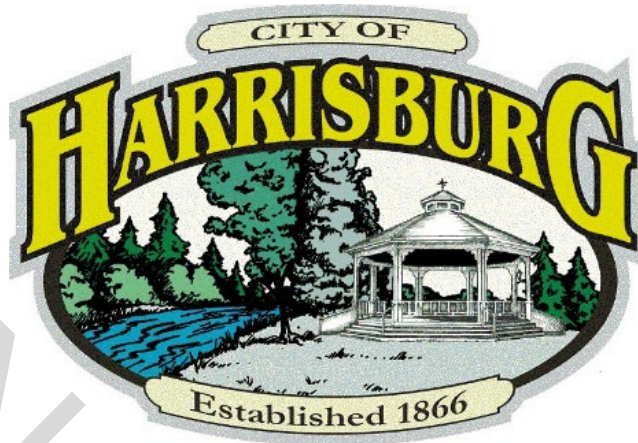
Harrisburg



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City Council Minutes  
March 10, 2026

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

The Pledge of Allegiance was led by Mayor Robert Duncan

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan at the hour of 6:48pm following the HRA Board Meeting.

**CONCERNED CITIZEN(S) IN THE AUDIENCE:**

- *Mayor Ken Jackola* of Lebanon introduced himself to Council informing them he is a Republican running for House District #11. He stated his three priorities are being a voice for small communities, the 2<sup>nd</sup> Amendment and pro-business.
  - Downey asked if he would stand strong for his beliefs if elected. Jackola replied, he would stand strong and is not afraid to stir the pot.
  - Jackola handed out his business cards as shown in **Addendum 1**.
- *Troy Jones*, of Gap Rd and representative of Friends of Gap Rd (FOGR), approached Council with an update on the Muddy Creek Energy Park.
  - Jones stated no application has been submitted yet after receiving a 1-year extension, which ends May 19, 2026.

March 10, 2026

- The applicant would need a construction contract by July 4, 2026, in order to qualify for any federal subsidies.
- FOGR continues to push back and offers updates by email, on their website or Facebook page.
- Jones finished with informing Council if Muddy Creek does meet their deadlines, a Town Hall Meeting will be held at Harrisburg High and noted his appreciation for Council's continued support.
- Knox thanked Jones for everything FOGR has done for this cause.
- *Bryan Shaddy* of S 4<sup>th</sup> St, approached Council asking for a status update on BNSF in regard to the condition of 4<sup>th</sup> St. Some of his concerns included residents not having the funds to help pay for infrastructure costs and not being able to drive directly across the street.
  - Eldridge informed Shaddy that the original agreement ends at the end of the fiscal year. The City is currently working with BNSF on grant funding opportunities and has been meeting regularly with the next meeting scheduled for April. Eldridge added that once we have potential plans in place, the City will hold a Town Hall Meeting, possibly several, giving all residents an opportunity to voice their opinions or concerns before anything is final.
  - Henry added that even though we have no plans, there has not been any discussion about charging residents for infrastructure.
  - Shaddy confirmed that the City will notify residents by mail when a Town Hall is scheduled. Eldridge confirmed, adding that no final decisions will be made until residents are informed.

**THE MATTER OF THE MAYOR APPOINTING BUDGET COMMITTEE MEMBER DAN MEYERS TO A TERM ENDING DECEMBER 31, 2027:** Mayor Duncan introduced Dan Meyers.

- Meyers stated that he has been a Harrisburg resident for over 25 years and has worked in accounting for 40 years. He is delighted to have this opportunity to be a part of the Budget Committee.
  - **Mayor Duncan appointed Dan Meyers to serve on the Budget Committee for a term ending December 31, 2027.**

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

Eldridge referred to the picture of the memorial on page 10, and stated the final quote received was \$17,182 which is within budget. She added her preference of having the memorial placed at the gazebo at Riverfront Park, as shown on page 11, due to accessibility for the public and added security. City Attorney Sean Kidd has stated that due to the memorial being art, no public contracting process is required.

- Thomas would like to honor all members of the Armed Forces including the Space Force.
- Henry likes the design, with or without the flag, and the location. Henry would like to have input from our Veterans Group.
- Caughey likes the design with the flag, the wording, adding Space Force and the proposed location.
- Thomas agrees with Caughey.
- Knox thinks the flag might be more appropriate as a singular focus; likes the location and agrees the veterans should have input.
- Downey and Mayor Duncan agree with the consensus.

March 10, 2026

- Thomas would like the veterans to have a voice but thinks the location of the memorial should be left to Council and placed at the river.
- Eldridge to reach out to our local veterans association and will bring back to Council.

**THE MATTER OF APPROVING THE 2<sup>ND</sup> QUARTER 2025/2026 EXPENSE REPORT:** Nelson referred to page 14, Intergovernmental Revenue, and noted 17% reflects grants budgeted for that were not received. For Licenses and Permit, trends should be more evident allowing for a more realistic projection for next fiscal year.

- Downey **motioned to approve the 2<sup>nd</sup> Quarter 2025/2026 Expense Report and was seconded by Henry. The motion passed unanimously by a vote of 5-0.** (Yes: Downey, Henry, Caughey, Thomas, and Knox. No: None.)

**THE MATTER OF APPROVING THE ANNUAL EVALUATION AND A PROPOSED WAGE INCREASE FOR THE CITY ADMINISTRATOR:** Downey reviewed the results of the Personnel Committee Meeting, held on February 18<sup>th</sup>, noting they received a lot of good feedback. Downey pointed out the changes made to the agreement as shown in Exhibit C, which include a salary increase to \$132,740 to reflect the Cost-of-Living Increase (COLI) if the budget allows, and changes to the severance package which includes COBRA premiums.

- Ross pointed out the agreement will come back to Council in June for approval of the suggested changes, after the Budget Committee approves the 2026/2027 FY Budget.
- Eldridge noted her appreciation for her Department Heads and Council for allowing her to be able to continue serving the City. She added a final comment of her work on the Floodplain Development and Hazard Mitigation Report for Linn County, saving the City \$6,800 to \$7,500.
- Thomas **motioned to approve the annual evaluation for City Administrator, Michele Eldridge, at a score of 4.34 out of 5 and to approve the City Administrator be given a cost-of-living increase of 2.9% if the budget allows and was seconded by Downey. The motion passed unanimously by a vote of 5-0.** (Yes: Thomas, Downey, Caughey, Knox and Henry. No: None.)

**THE MATTER OF APPROVING THE CONSENT LIST:** Caughey pointed out page 59 of the agenda noting the date for Exhibit C should say July 15, 2025, and not 2026. Ross will make the appropriate changes to the original and online versions. [City Recorder note that this change did not need to be amended in the motion as it's information only.]

- Thomas **motioned to approve the consent list and was seconded by Caughey. The motion passed unanimously by a vote of 5-0.** (Yes: Thomas, Caughey, Downey, Knox and Henry. No: None.) A motion to approve the consent list approved 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.**

**CITY ADMINISTRATOR VERBAL REPORT:**

- Eldridge informed Council the sign down by Gheen Irrigation and Riverfront Park was on City property and will be removed.
- The OCWCOG IGA will come back to a future meeting as they are currently reviewing the agreement.
- A Community Project Funding Appropriations request has been submitted to Congresswoman Bynum for \$2.2M for Eagle Park. Eldridge is uncertain about the outcome as our eligibility still needs to be verified by USDARD (United States Department of Agriculture Rural Development).

- Eldridge informed Council she has received a foreclosure notice for Butterfly Gardens who has a deadline of June 2, 2026, to prevent it. Eldridge added the foreclosure doesn't effect residents who have already purchased their homes and the City isn't out any money, except for the unfinished sidewalks, storm drains and a few outstanding nuisances. It's possible the City will have to utilize the surety bond to complete the unfinished work required by the City.
- SMAC is holding a meeting on April 9<sup>th</sup> in Halsey regarding the long session for next year. Eldridge would like Council to attend.

**OTHERS:**

- City-wide flushing will take place next week.
- The LOC Small City Meeting will be held on May 15<sup>th</sup> at City Hall. Nuestro Sabor will be catering.
- Eldridge will be taking vacation from March 26<sup>th</sup> to April 6<sup>th</sup>.
- Ross reminded Council that the Statement of Economic Interest (SEI) opens March 15<sup>th</sup> and ends April 15<sup>th</sup>.

**The City Council meeting recessed at the hour of 8:14pm to prepare for the City Council Executive Session.** All citizens in the audience left the meeting.

**The City Council Executive Session was called to order at the hour of 8:16pm.**

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

**The City Council Executive Session adjourned at the hour of 8:48pm and returned to the City Council meeting.**

Knox informed Council that she received a grant from AG West Farm Credit in the amount of \$2,500 for the playground on Smith St.

**With no recommendations made, and no further business, the City Council Meeting adjourned at the hour of 8:48pm.**

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Mayor

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City Recorder

**Ken**  
**Jackola**  4.

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for

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**OREGON HOUSE ★ DISTRICT 11**

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**REPUBLICAN**

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**Ken Jackola**

(541) 224-6940

[ken@votekenjackola.com](mailto:ken@votekenjackola.com)

[VoteKenJackola.com](http://VoteKenJackola.com)

**SCAN ME**



Addendum 1

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	180983	Water Testing	02/13/2026	802.00	52-65-4200
1206	Analytical Lab & Consultants	181050	Water Testing	02/18/2026	119.00	52-65-4200
1206	Analytical Lab & Consultants	181051	Water Testing	02/18/2026	326.00	52-65-4200
1206	Analytical Lab & Consultants	181198	Water Testing	02/26/2026	326.00	52-65-4200
1206	Analytical Lab & Consultants	181271	Water Testing	02/27/2026	272.00	51-65-4200
1206	Analytical Lab & Consultants	181391	Water Testing	02/28/2026	384.00	51-65-4200
Total 1206:					2,229.00	
<b>1212</b>						
1212	Bob Dickman Tire Center	368709	Repair Service	03/04/2026	691.94	11-45-3000
1212	Bob Dickman Tire Center	850007480048	Repair Service	11/18/2025	363.94	11-45-3000
Total 1212:					328.00	
<b>3693</b>						
3693	Branch Engineering Inc	24268	Engineering Services	02/26/2026	1,985.04	11-42-2100
3693	Branch Engineering Inc	24270	Engineering Services	02/26/2026	910.00	10-41-4000
3693	Branch Engineering Inc	24271	Engineering Services	02/26/2026	1,330.00	51-71-2100
3693	Branch Engineering Inc	24272	Engineering Services	02/26/2026	3,252.50	25-70-8000
3693	Branch Engineering Inc	24273	Engineering Services	02/26/2026	2,246.25	11-60-7975
3693	Branch Engineering Inc	24274	Engineering Services	02/26/2026	6,585.87	51-78-8015
Total 3693:					16,309.66	
<b>2549</b>						
2549	Cascade Columbia Distribution	948078	Misc. P/W Expense	03/12/2026	2,818.88	52-65-4000
Total 2549:					2,818.88	
<b>3407</b>						
3407	Cascade Health Solutions	119216	Exam	03/04/2026	166.00	51-65-4000
3407	Cascade Health Solutions	119216	Exam	03/04/2026	166.00	52-65-4000
Total 3407:					332.00	
<b>3732</b>						
3732	Cash	304261	Jury Duty Payment	03/04/2026	300.00	10-42-2800
Total 3732:					300.00	
<b>3773</b>						
3773	CenturyLink	FEB 2026	Phone Bill	02/28/2026	17.28	10-69-3500
3773	CenturyLink	FEB 2026	Phone Bill	02/28/2026	41.88	52-65-3500
3773	CenturyLink	FEB 2026	Phone Bill	02/28/2026	45.53	52-65-3500
3773	CenturyLink	FEB 2026	Phone Bill	02/28/2026	41.01	10-69-3500
3773	CenturyLink	FEB 2026	Phone Bill	02/28/2026	45.53	52-65-3500
3773	CenturyLink	FEB 2026	Phone Bill	02/28/2026	41.88	52-65-3500
3773	CenturyLink	FEB 2026	Phone Bill	02/28/2026	45.53	52-65-3500
3773	CenturyLink	FEB 2026	Phone Bill	02/28/2026	40.33	52-65-3500
3773	CenturyLink	FEB 2026	Phone Bill	02/28/2026	41.01	51-65-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3773	CenturyLink	FEB 2026	Phone Bill	02/28/2026	43.98	51-65-3500
Total 3773:					403.96	
<b>2939</b>						
2939	Cobalt Computer Services, Inc.	34190	Computer Service	02/28/2026	284.70	40-65-8015
2939	Cobalt Computer Services, Inc.	34301	Computer Purchase	02/28/2026	810.00	40-65-8045
2939	Cobalt Computer Services, Inc.	34301	Computer Service	02/28/2026	1,215.00	40-65-8015
2939	Cobalt Computer Services, Inc.	34414	Computer Hardware	03/20/2026	900.00	40-65-8050
Total 2939:					3,209.70	
<b>2720</b>						
2720	Comcast	MAR 2026	Internet Service	03/02/2026	435.23	10-60-2000
2720	Comcast	MAR 2026 LIB	Internet Service	02/23/2026	286.85	24-60-2525
2720	Comcast	MAR 2026 PW	Internet Service	03/01/2026	157.43	51-65-3550
2720	Comcast	MAR 2026 PW	Internet Service	03/01/2026	157.42	52-65-3550
Total 2720:					1,036.93	
<b>3913</b>						
3913	DataBar Inc	274195	Utility Billing Statements	02/27/2026	443.11	52-74-2200
3913	DataBar Inc	274195	Utility Billing Statements	02/27/2026	443.11	51-74-2200
3913	DataBar Inc	274195	Utility Billing Statements	02/27/2026	101.25	23-70-2500
3913	DataBar Inc	274232	W/S Utility Statements	03/03/2026	199.85	51-74-2200
3913	DataBar Inc	274232	W/S Utility Statements	03/03/2026	199.85	52-74-2200
3913	DataBar Inc	274382	Utility Billing Statements	03/18/2026	291.00	23-70-2500
Total 3913:					1,678.17	
<b>3966</b>						
3966	DCBS Fiscal Services	FEBRUARY 20	State Surcharge - Building/Electric	02/28/2026	36.99	27-70-1050
3966	DCBS Fiscal Services	FEBRUARY 20	State Surcharge - Building/Electric	02/28/2026	96.42	26-70-1050
Total 3966:					133.41	
<b>3896</b>						
3896	Delapoer Kidd PC	2206	Attorney Fees	03/02/2026	1,050.00	10-42-2700
3896	Delapoer Kidd PC	2206	Attorney Fees	03/02/2026	2,887.50	10-42-2500
Total 3896:					3,937.50	
<b>4042</b>						
4042	Ericson Electric, Inc.	15430	Electrician	02/26/2026	650.05	10-72-4000
Total 4042:					650.05	
<b>1946</b>						
1946	Ferguson Waterworks	1356641	P/W Misc. Expense	03/06/2026	108.87	51-78-7400
1946	Ferguson Waterworks	1356641	P/W Misc. Expense	03/06/2026	108.87	52-78-7400
1946	Ferguson Waterworks	1357058	P/W Misc. Expense	02/02/2026	371.49	51-78-7400
1946	Ferguson Waterworks	1357058	P/W Misc. Expense	02/02/2026	371.49	52-78-7400
Total 1946:					960.72	
<b>1947</b>						
1947	H & J Construction, Inc.	5718	Pipe Burst	03/11/2026	600.00	52-65-4600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1947:					600.00	
<b>4071</b>						
4071	HP Civil, Inc.	REQUEST #18	Water Treatment Project	03/02/2026	107,294.57	51-78-8015
Total 4071:					107,294.57	
<b>1220</b>						
1220	Hurd's Custom Machinery, Inc.	47583	Public Works Supplies	01/30/2026	222.97	10-72-4000
1220	Hurd's Custom Machinery, Inc.	47707	Public Works Supplies	02/11/2026	72.73	10-72-4000
1220	Hurd's Custom Machinery, Inc.	47751	Public Works Supplies	02/19/2026	17.55	52-65-2400
Total 1220:					313.25	
<b>2543</b>						
2543	Industrial Source	2538051	Misc. P/W Supplies	02/28/2026	19.52	51-65-4600
2543	Industrial Source	2538051	Misc. P/W Supplies	02/28/2026	19.52	52-65-4600
Total 2543:					39.04	
<b>1221</b>						
1221	Jerry's Home Improvement	333533	Misc Public Works Supplies	02/26/2026	171.95	10-72-4000
Total 1221:					171.95	
<b>3432</b>						
3432	John Deere Financial	6643417	Misc P/W Exp	02/03/2026	202.61	25-65-2000
3432	John Deere Financial	6656215	Misc P/W Exp	02/16/2026	26.60	25-65-2000
Total 3432:					229.21	
<b>3968</b>						
3968	Junction City	FEBRUARY 20	Building/Electrical Permit Fees	02/28/2026	568.29	26-70-1000
3968	Junction City	FEBRUARY 20	Building/Electrical Permit Fees	02/28/2026	184.11	27-70-1000
Total 3968:					752.40	
<b>4048</b>						
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	42.00	10-53-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	135.50	10-63-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	260.00	10-63-2000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	78.00	10-60-2400
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	25.00	10-53-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	25.00	10-53-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	25.00	10-53-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	250.00	10-63-2100
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	677.44	24-60-2000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	25.98	24-60-3050
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	19.99	24-60-3050
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	75.00	10-53-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	44.77	24-60-2000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	750.00	10-53-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	476.40	10-53-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	14.99	24-60-2000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	7.43	24-60-2000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	430.54	10-63-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	11.31	24-60-2000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	247.50	10-63-2000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	350.00	10-41-2000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	150.00	10-37-2100
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	117.76	24-60-3050
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	10.19	24-60-2000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	42.48	24-60-3050
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	7.44	24-60-2000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	107.96	10-72-4000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	100.00	10-53-2000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	151.85	10-53-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	260.00	10-63-2000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	33.00	10-53-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	33.00	10-53-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	33.00	10-53-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	33.00	10-53-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	79.74	10-72-4000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	289.00	10-37-2100
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	20.48	10-37-2100
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	300.00	10-63-2000
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	25.00	10-53-2200
4048	KeyBank Key Card	FEBRUARY 20	Misc Credit Card Charges	02/28/2026	20.00	10-53-2200
Total 4048:					5,290.75	
<b>3819</b>						
3819	Linn County Treasurer	FEB 2026	Court Revenue Payout	02/28/2026	224.00	10-42-2200
Total 3819:					224.00	
<b>2489</b>						
2489	Lori Ross	324261	Reimbursement	03/24/2026	69.75	10-60-2300
Total 2489:					69.75	
<b>2644</b>						
2644	Net Assets	54-202602	Lien Searches	03/02/2026	108.00	10-53-2250
Total 2644:					108.00	
<b>1102</b>						
1102	NW Natural Gas Co.	MAR 2026 PU	Utilities	03/13/2026	55.57	52-65-2700
1102	NW Natural Gas Co.	MARCH 2026	Utilities	03/12/2026	224.14	10-69-2000
1102	NW Natural Gas Co.	MARCH 2026	Utilities	03/12/2026	341.77	51-65-2700
Total 1102:					621.48	
<b>4097</b>						
4097	OM Stone	416808	Veterans Monument	03/17/2026	10,786.50	23-70-2500
Total 4097:					10,786.50	
<b>1033</b>						
1033	Oregon Department of Revenue	FEB 2026	Court Revenue Payout	02/28/2026	805.00	10-42-2200
Total 1033:					805.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1862</b>						
1862	Oregon DMV	L0075232548	Record Inquiry	02/27/2026	14.95	10-42-2800
Total 1862:					14.95	
<b>4096</b>						
4096	OWRSP	REQUEST #1	Stormwater Master Plan Project	03/11/2026	17,150.00	25-70-8000
Total 4096:					17,150.00	
<b>3096</b>						
3096	Pacific Office Automation	5038046501	Copier Contract	03/14/2026	162.24	52-74-2000
3096	Pacific Office Automation	5038046501	Copier Contract	03/14/2026	162.24	51-74-2000
3096	Pacific Office Automation	5038046501	Copier Contract	03/14/2026	162.23	10-60-2100
3096	Pacific Office Automation	5038046501	Copier Contract	03/14/2026	345.01	40-67-8000
3096	Pacific Office Automation	AR00100709	Telephone	02/23/2026	131.47	52-65-3500
3096	Pacific Office Automation	AR00100709	Telephone	02/23/2026	131.47	51-65-3500
3096	Pacific Office Automation	AR00100709	Telephone	02/23/2026	35.21	24-60-2500
3096	Pacific Office Automation	AR00100709	Telephone	02/23/2026	131.48	10-69-3500
Total 3096:					1,261.35	
<b>1079</b>						
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	56.41	52-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	25.09	10-69-2500
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	8.33	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	12.51	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	25.03	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	143.84	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	49.95	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	116.48	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	21.66	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	17.17	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	423.02	51-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	372.84	51-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	21.74	51-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	30.73	51-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	103.46	51-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	1,665.56	51-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	105.55	52-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	246.83	52-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	2,115.44	52-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	80.32	52-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	23.21	52-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	46.62	52-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	103.30	10-72-6700
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	818.27	25-65-2500
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	40.53	25-65-2500
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	151.79	25-65-2500
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	74.94	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	58.28	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	14.55	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	349.43	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	49.95	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	973.32	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	43.32	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	137.61	10-69-3000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	223.25	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	27.03	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	404.14	10-69-3000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	44.86	11-44-2000
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	4,808.29	51-65-2600
1079	Pacific Power & Light Company	MARCH 2026	UTILITIES	02/18/2026	1,575.38	51-65-2600
Total 1079:					15,610.03	
<b>1814</b>						
1814	Peterson CAT	SW290109484	Public Works Supplies	02/19/2026	482.50	51-65-2500
1814	Peterson CAT	SW290109484	Public Works Supplies	02/19/2026	482.50	52-65-2500
1814	Peterson CAT	SW290110070	Public Works Supplies	03/13/2026	565.00	51-65-2500
1814	Peterson CAT	SW290110070	Public Works Supplies	03/13/2026	565.00	52-65-2500
1814	Peterson CAT	SW290110071	Public Works Supplies	03/13/2026	482.50	51-65-2500
1814	Peterson CAT	SW290110071	Public Works Supplies	03/13/2026	482.50	52-65-2500
1814	Peterson CAT	SW510091096	Public Works Supplies	03/10/2026	761.90	52-65-5400
Total 1814:					3,821.90	
<b>3959</b>						
3959	SAIF Corporation	1001977851	Worker's Compensation	03/01/2026	220.41	52-55-1510
3959	SAIF Corporation	1001977851	Worker's Compensation	03/01/2026	220.41	51-55-1510
3959	SAIF Corporation	1001977851	Worker's Compensation	03/01/2026	12.24	24-41-1510
3959	SAIF Corporation	1001977851	Worker's Compensation	03/01/2026	61.22	11-41-1510
3959	SAIF Corporation	1001977851	Worker's Compensation	03/01/2026	97.96	10-40-1510
Total 3959:					612.24	
<b>2927</b>						
2927	Staples Business Advantage	6056230731	Office Supplies	02/20/2026	2.73	10-60-2300
2927	Staples Business Advantage	6056230731	Office Supplies	02/20/2026	2.73	51-74-2400
2927	Staples Business Advantage	6056230731	Office Supplies	02/20/2026	2.73	52-74-2400
2927	Staples Business Advantage	6056230732	Office Supplies	02/20/2026	22.36	10-60-2300
2927	Staples Business Advantage	6056230732	Office Supplies	02/20/2026	22.35	51-74-2400
2927	Staples Business Advantage	6056230732	Office Supplies	02/20/2026	22.35	52-74-2400
2927	Staples Business Advantage	6058187219	Office Supplies	03/11/2026	8.80	10-60-2300
2927	Staples Business Advantage	6058187219	Office Supplies	03/11/2026	8.80	51-74-2400
2927	Staples Business Advantage	6058187219	Office Supplies	03/11/2026	8.79	52-74-2400
2927	Staples Business Advantage	6058336527	Office Supplies	03/13/2026	30.99	10-60-2300
2927	Staples Business Advantage	6058336527	Office Supplies	03/13/2026	30.98	51-74-2400
2927	Staples Business Advantage	6058336527	Office Supplies	03/13/2026	30.99	52-74-2400
Total 2927:					194.60	
<b>1144</b>						
1144	Suzan Jackson	261	Janitor Services	02/28/2026	1,180.00	10-72-4100
Total 1144:					1,180.00	
<b>4094</b>						
4094	T-Mobile	210753589-6	Cell Phones	03/11/2026	70.47	10-40-1901
4094	T-Mobile	210753589-6	Cell Phones	03/11/2026	14.09	11-41-1901
4094	T-Mobile	210753589-6	Cell Phones	03/11/2026	98.66	51-55-1901
4094	T-Mobile	210753589-6	Cell Phones	03/11/2026	98.66	52-55-1901

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 4094:					281.88	
<b>2052</b>						
2052	Tri-County	112969	Membership Dues	12/31/2025	130.00	23-70-3000
2052	Tri-County	113161	Annual Contribution	03/13/2026	1,000.00	23-70-3000
Total 2052:					1,130.00	
<b>4043</b>						
4043	TWGW, Inc. Napa Auto Parts	752838	Repairs	02/10/2026	257.31	11-44-6000
4043	TWGW, Inc. Napa Auto Parts	753056	Repairs	02/12/2026	256.34	11-44-6000
4043	TWGW, Inc. Napa Auto Parts	753057	Repairs	02/12/2026	128.17	11-44-6000
Total 4043:					641.82	
<b>3663</b>						
3663	Water Refunds	#468.01	Utility Billing Overpayment	03/03/2026	11.68	01-1075
3663	Water Refunds	#774.10	Utility Billing Overpayment	03/17/2026	52.06	01-1075
3663	Water Refunds	468.01A	Utility Billing Overpayment	03/17/2026	1.00	01-1075
Total 3663:					64.74	
<b>2661</b>						
2661	WCP Solutions	14382612	Office Supplies	02/24/2026	221.00	10-72-6700
Total 2661:					221.00	
<b>1239</b>						
1239	WECO	CP-00346797	PW Gas Exp	02/28/2026	585.91	11-45-2000
1239	WECO	CP-00346797	PW Gas Exp	02/28/2026	683.56	51-73-2000
1239	WECO	CP-00346797	PW Gas Exp	02/28/2026	683.55	52-73-2000
Total 1239:					1,953.02	
Grand Totals:					205,771.41	

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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

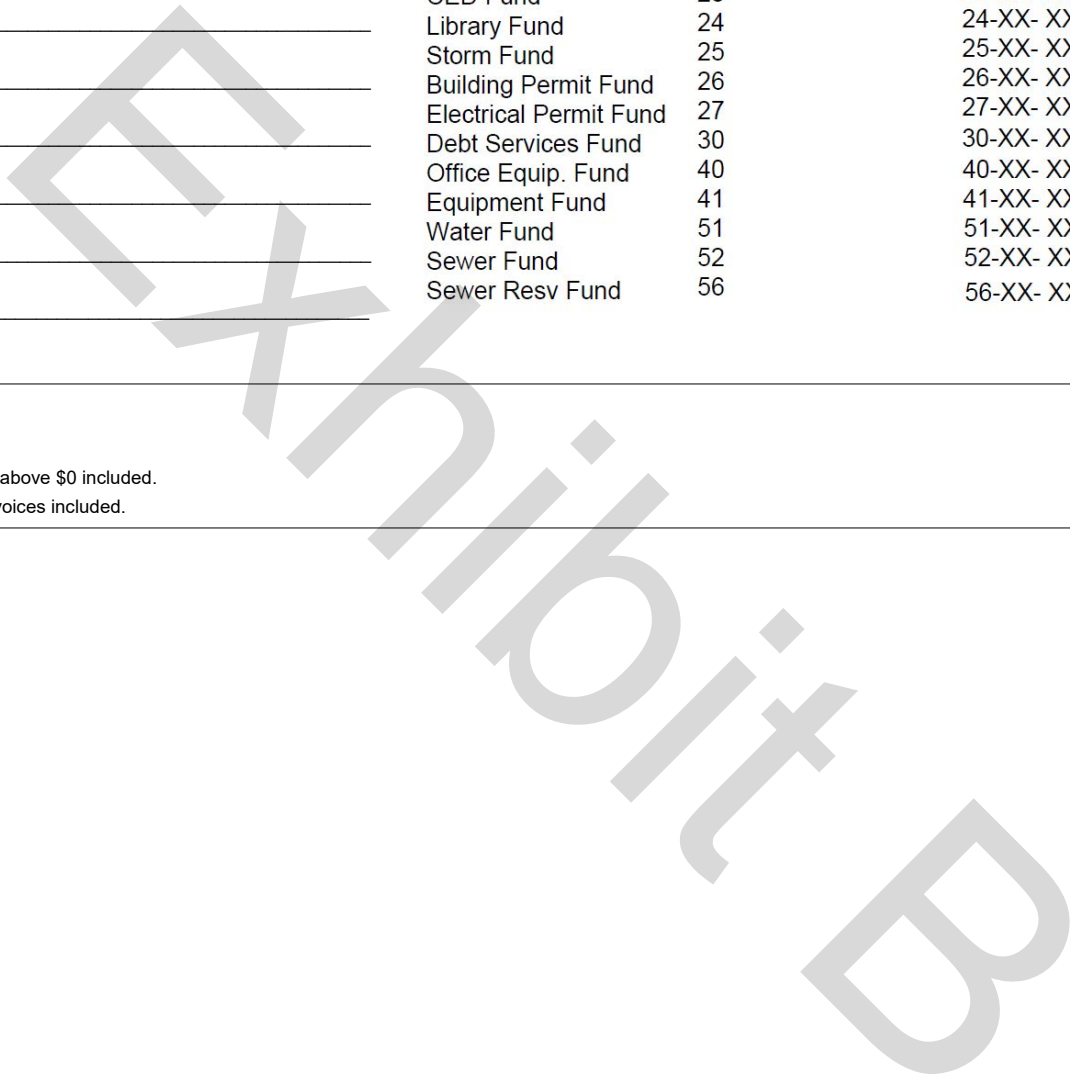
City Treasurer: \_\_\_\_\_

Payment Approval Report  
Expense Account Key

	Fund Number	G.L. Number Acct
General Fund	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

Report Criteria:

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



Code	Description	Count	Amount	GL Account
<b>Court Costs</b>				
AF	ATTORNEY FEE	2	25.43	
CF	COLLECTION FEE	10	542.54	
COSTS	COURT COSTS	15	399.53	
DEF-ADJUD	DEF ADJUDICATION	8	952.88	
LPF	LATE PAYMENT FEE	16	83.66	
PA	PAYMENT ARRANGEMENT- FEE	13	146.13	
SCF	SHOW CAUSE FEE	1	3.30	
SUSP	SUSPENSION FEE	8	81.28	
WF	WARRANT FEE	40	241.83	
Total Court Costs:		113	2,476.58	
<b>Fines</b>				
DIV	DIVERSION AGREEMENT	2	270.00	
FORF	FORFEITED	1	83.00	
GBD	GUILTY BY DEFAULT	260	8,123.38	
GUILTY	FOUND GUILTY	23	2,011.00	
Total Fines:		286	10,487.38	
<b>Surcharges</b>				
COUNTY	COUNTY ASSESSMENT	29	321.00	
DIV STATE	STATE ASSESSMENT	1	290.00	
STATE	STATE ASSESSMENT	41	1,397.00	
Total Surcharges:		71	2,008.00	
<b>Unapplied</b>				
	Unapplied payments	2	324.38	011095
Total Unapplied:		2	324.38	
Grand Totals:		472	15,296.34	

Report Criteria:

Case.Violation date = 03/01/2026-03/31/2026

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
COBURG PD	26-T-0044	1495	03/01/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 8TH ST
COBURG PD	26-T-0045	1496	03/01/2026	FTO TCD-SIGN ; DRIVE UNINSURED	7TH ST & TERRITORIAL
COBURG PD	26-T-0046	1497	03/01/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST NEAR SOMMERVILLE
LCSO	26-T-0047	234107	03/03/2026	EXPIRED VEHICLE REGISTRATION	347 N. 3RD ST
LCSO	26-T-0048	234119	03/04/2026	DRIVING WHILE UNINSURED; FTD PLATES	699 S. 3RD ST & LASALLE ST
LCSO	26-M-0010	234145	03/06/2026	THEFT III	203 SMITH ST
LCSO	26-T-0054	234148	03/07/2026	FAIL TO CARRY PROOF OF INSURANCE	118 S. 2ND ST
COBURG PD	26-T-0050	1498	03/08/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & CRIMSON WAY
COBURG PD	26-T-0049	1499	03/08/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 8TH ST
COBURG PD	26-T-0052	1537	03/08/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST & PRICEBORO
COBURG PD	26-T-0051	1538	03/08/2026	OPERATE VEHICLE WHILE USING CELL PHONE	S. 6TH ST & PRICEBORO
COBURG PD	26-T-0053	1539	03/08/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST & PRICEBORO\
COBURG PD	26-T-0062	200945	03/10/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST & SOMMERVILLE LP
COHB	26-M-0011	26-M-0011	03/11/2026	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	26-M-0012	26-M-0012	03/11/2026	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	26-M-0013	26-M-0013	03/11/2026	FAILURE TO APPEAR ON CRIMINAL CITATION	
LCSO	26-T-0056	234228	03/13/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	1070 S. 6TH ST
COBURG PD	26-T-0058	1225	03/15/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 8TH ST
COBURG PD	26-T-0057	1226	03/15/2026	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 8TH ST
LCSO	26-T-0059	234307	03/19/2026	DRIVING WHILE UNINSURED	299 SCHOOLING ST & S. 3RD ST
LCS	26-T-0060	234309	03/19/2026	FAILURE TO USE SAFETY BELT	299 MONROE ST & N. 3RD ST
LCS	26-T-0061	234311	03/19/2026	OPERATE VEHICLE WHILE USING CELL PHONE	299 MONROE ST & N. 3RD ST

Grand Totals:

22 CITATIONS ISSUED FOR A TOTAL OF 24 OFFENSES

# Monthly Code Enforcement Report

## March 2026

Area/Location:	Issue:	Action(s) taken:
N 6 <sup>th</sup> Place	Junk/inoperable vehicles	Still improving, continuing to follow up
4 <sup>th</sup> & Schooling	Vegetation/Prohibited parking	Notifications sent
Lasalle St, 9 <sup>th</sup> to 6 <sup>th</sup>	New no parking restrictions	restricted side of street clear on inspection
Sommerville Lp	Parking violations	Resolved
N 7 <sup>th</sup> & Erica Way	Parking Violations	Not violations, neighborhood irritant, monitoring with assistance from LCSO and CPD
S 11 <sup>th</sup> & Applegate Pl	Prohibited parking/standing	warning letter sent
7 <sup>th</sup> & Periander Way	Parking violation	Legally parked, but problematic entering and exiting from property.
3 <sup>rd</sup> & Fountain	Possible attractive nuisance	Contacted property owner, will resolve

**Overall narrative:**

As the weather improves, more RV's are being seen sporadically. Continuing to advise residents that it is against code to store vehicles on the street. Three vacant properties are being monitored for violations with Linn County taking abatement action on two of them, as they have been foreclosed on. Advising citizens through messaging to make sure to begin vegetation management now instead of waiting for a notification from the city.

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 – April 14, 2026

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

**BACKGROUND INFORMATION:**

The City Attorney has been working with BNSF after Council discussed this issue during an Executive Session on March 10, 2026. This Executive Session will be needed if something requires discussion by the City Council in relation to BNSF.

**REVIEW AND APPROVAL:**



04.07.26

Michele Eldridge       Date  
City Administrator