



City Council Agenda  
February 10, 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.)

**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.

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

**STAFF REPORT:**

Exhibit A: City Council Minutes for January 13th and January 27th, 2026

Exhibit B: Payment Approval Report for January 2026

Exhibit C: Municipal Court Collections Report for January 2026

Exhibit D: Municipal Court Citation Report for January 2026

Exhibit E: Code Enforcement Report for January 2026

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

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

**City Council Minutes for January 13th and January 27th, 2026**

**The Payment Approval Report for January 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

- Cancel February 24th, 2026 Work Session
- Extension of Castleberry Crossing Subdivision Public Notices

**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**

**2. 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

1.

**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

Exhibit A: City Council Minutes for January 13<sup>th</sup> and January 27<sup>th</sup>, 2026

Exhibit B: Payment Approval Report for January 2026

Exhibit C: Municipal Court Collections Report for January 2026

Exhibit D: Municipal Court Citation Report for January 2026

Exhibit E: Code Enforcement Report for January 2026

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

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

- 1. City Council Minutes for January 13<sup>th</sup> and January 27<sup>th</sup>, 2026**
- 2. The Payment Approval Report for January 2026**

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

**STAFF RECOMMENDATION:**

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

**Building Permits:**

January 2026: Submitted: 8

Issued: 10

New Homes: Issued: 0

**Residential Valuation:** \$101,431.00

**Commercial Valuation:** \$.00

**2026 YTD Valuation:** \$101,431.00

*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:**

- Osoro Painting, LLC is a Home Occupational Business Located at 730 S 2<sup>nd</sup> St. The owner is Marcellous Osoro.

**Harrisburg Municipal Court:**

- The Collection Report (**EXHIBIT C**) for the month of January 2026 is \$5,242.23 which includes \$964.23 from collections.
- The Citation Report (**EXHIBIT D**) shows there were 27 citations issued in the month of January 2026 for a total of 33 offenses. There were five defendants charged with Failure to

Appear on a Criminal Citation, one charged with Driving While Suspended Misdemeanor and one for Prohibited Parking on LaSalle St.

1.

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

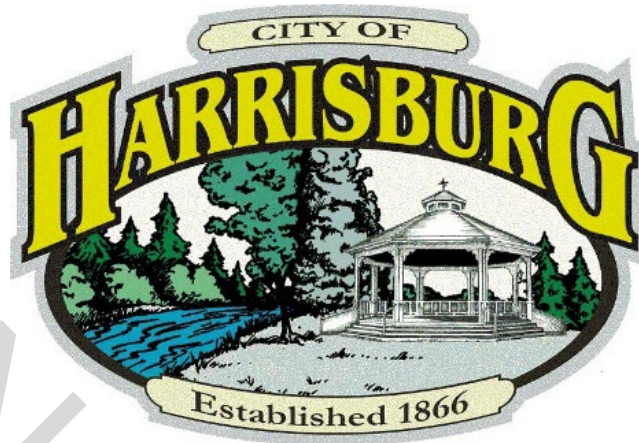
**Library Board:** Chairperson Alexandria Bennett  
The Library Board last met on November 4, 2025. Those minutes were previously provided.  
*Next Scheduled Meeting: March 3, 2026*

**Personnel Committee:** Chairperson Kimberly Downey  
The Personnel Committee last met on March 13, 2025. Those minutes are not yet available.  
*Next Scheduled Meeting: February 18, 2026*

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

**REVIEW AND APPROVAL:**

Lori Ross      02/03/2026  
Lori Ross      Date  
City Recorder



## City Council Minutes January 13, 2026

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Mayor: Robert Duncan, Absent (Excused)  
Council President: Mike Caughey, Presiding  
Councilors Present: Kimberly Downey, Randy Klemm, Cindy Knox, and Dana Henry  
Councilors Absent: Charlotte Thomas (Excused)  
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 Center Located at 354 Smith St

The Pledge of Allegiance was led by Council President Mike Caughey

**CALL TO ORDER AND ROLL CALL** by Council President Mike Caughey at the hour of 6:34pm

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

**THE MATTER OF REVIEWING THE PROPOSED HARRISBURG HOMETOWN HERO BANNER PROGRAM; AND APPROVING RESOLUTION NO. 1313:** Eldridge reviewed the staff report with Council. Discussions included:

- Eldridge asked Council if the City would want to have a sponsor for the program, whether the City would like to pay half of the first 25 applicants out of the Veterans Program Fund at a cost of \$156 and if the City would pay to honor staff or public servants who are veterans.
- Eldridge pointed out design options as shown on pages 4 and 5 and noted it would take 3-6 weeks to process a request.

- Scholz pointed out that Exhibit B on page 10 lists eight branches of the US Military Service and the US only recognizes six branches of the military. Scholz reviewed with Council his list of concerns, including pros and cons as shown in **Addendum 1**.
- Downey liked the idea at first but is concerned about the limited amount of room. Downey recommended a simple alternative like "Harrisburg Loves our Veterans" banners.
- Henry commented on the amount of 4<sup>th</sup> of July Shield in place each year. Scholz informed Council that shields are put up each year by a committee and are two to a pole adding that banners have limitations due to the wind.
- Klemm inquired about Sweet Home and if they have issues. Nelson, who is from Sweet Home, informed Council that they have permanently removed their banners due to the public outcry in relation to fairness.
- Knox also liked the idea but is concerned about space as well.
- Scholz commented that he may be able to submit a request to Pacific Power but it would most likely involve moving the banners into residential areas.
- Caughey feels the program will cause problems for the City.
- Eldridge will work on putting something general together and bring back to Council.
- *The consensus from Scholz and Council was to look into a more general way to honor our veterans.*
  - Downey **motioned to not go forward with the proposed banner as presented and to look into a more generic program and was seconded by Henry. The motion passed unanimously by a vote of 5-0.** (Yes: Downey, Henry, Caughey, Klemm, and Knox. No: None.)

**THE MATTER OF DISCUSSION IN RELATION TO ADDING A MONUMENT TO RIVERFRONT PARK:** Eldridge reviewed the staff report noting family members of Mr. Slonecker were present this evening.

- Jenna Owens, niece of Mr. Slonecker, approached Council and stated that having monument to memorialize her uncle would be nice for the family.
- Downey asked what they had in mind. Owen replied that it would be a knee high cross, similar to what you see on the side of roads.
- Scholz stated there would be issues with electricity, sprinklers and roots in the area of consideration. Scholz also added that this area is considered to be a public right away and was concerned who would be responsible if someone tripped over it.
- Downey suggested a small plaque option and to see if the community would get involved to help with funding.
- Scholz suggested adding a plaque to the base of a light pole in that area. Knox, Henry and Klemm liked that idea and suggested contacting the City for wording guidelines.
- Bobby Demaris, relative of Mr. Slonecker approached and inquired about having a plaque added to the table by the restrooms. Scholz to check if that table has been accounted for.

**THE MATTER OF APPROVING A LIQUOR LICENSE FOR NUESTRO SABOR:** Eldridge reviewed the staff report noting the applicant was not present.

- Downey asked about outside seating as mentioned to her previously by Eldridge. Eldridge replied if the applicant is going to move forward with that request, they would need to expand their license request.
- Caughey pointed out page 23 of the agenda noting that neither the indoor nor outdoor boxes were checked.
- Klemm would like the applicant to be present to address questions.

January 13, 2026

- Henry asked if there was a limitation on the number of liquor licenses issued by the City. Eldridge replied there was not and that we can't deny an applicant, unless there is some concern that we're aware of.
  - Klemm **motioned to table until the next meeting set for January 27, 2026 and to have the applicant present and was seconded by Downey. The motion passed unanimously by a vote of 5-0.** (Yes: Klemm, Downey, Caughey, Knox, and Henry. No: None.)

**THE MATTER OF APPROVING AN INTERGOVERNMENTAL AGREEMENT (IGA) FOR GRANT SUPPORT AND PLANNING SERVICES, WHEN NEEDED, WITH THE OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG):**

Eldridge reviewed the staff report adding that having this relationship in place would be beneficial to the City in assisting with grants when staff is not able to due to work load. Eldridge added that it's a good IGA to have in place for both grant support and planning.

- Henry pointed out the staff report states 25 hours was listed for grant support. Henry then referred to page 31, and noted only 10 hours was listed, under task 1.1. Eldridge thought maybe it was in relation to another grant and suggested completely removing that portion of the contract and recommended approving as amended.
- Henry then referred to page 29 and asked to have the term end date confirmed for the contract as it's blocked out by the page number. Ross informed Council the end date is June 30, 2027.
- Henry also referred to pages 33 and 34, and the wording allowing a rate change to occur during the contract period. Henry would prefer the rates to stay the same through the contract term and if a rate change is suggested, it would generate a new contract take effect. Klemm and Caughey are in agreement with Henry and would like this portion removed from the contract and replaced with wording that includes the right to renegotiate a rate, verses this language. Scholz and Knox were concerned about no time period notification given for a potential rate increase included in the contract.
- Eldridge to address changes to the CWCOG and bring back to a future meeting.
  - Henry **motioned to direct the City Administrator to go back to the OCWCOG to negotiate a time frame for notification of rate increase for the contract and was seconded by Downey. The motion was approved unanimously by a vote of 5-0.** (Yes: Henry, Downey, Caughey, Klemm, and Knox. No: None.)
- After the motion, Caughey referred to page 34, noting that the asterisk under rates doesn't seem to reference to anything on the page and assumed it was for the statement on the bottom.

**THE MATTER OF APPROVING THE CONSENT LIST:**

- Downey inquired about why there were so many water refunds as listed on page 50. Nelson replied it was due to residents moving that resulted in credit account balances.
- Henry asked about the charge for Mr. Tree on page 47. Scholz stated it was for the tree removal on Smith St. Chuck added there was some damage to the storm water line from the tree, but the main cause of the line needing repair was due to age.
- Henry asked about the power pole replacement on page 48 and where they were located. Scholz replied it was for two power poles, one on 9<sup>th</sup> and Sommerville Lp, which needed a street light, and the other for the illumination project for the Rapid Flash Beacon crosswalk by Subway. Scholz added the City purchased the pole, which belongs to Lumen, and a street light has to be present to provide the light for the crosswalk.

- Henry asked about the Polard Water listed on page 49. Scholz replied it's specialized water tool company.
- Henry **motioned to approve the consent list and was seconded by** Downey. **The motion passed unanimously by a vote of 5-0.** (Yes: Henry, Downey, Caughey, Klemm, and Knox. No: None.) **A motion to approve the consent list will approve the following:**
  - **City Council Minutes for October 28, 2025 & December 9, 2025**
  - **The Payment Approval Report for December 2025**

**CITY ADMINISTRATOR VERBAL REPORT:**

- The City received a notice to proceed for the RTP Grant (Recreational Trails Program) allowing us to move forward with the additional 1.8 miles of trails.
- Our Sister City, Breal-sous-Montfort, put a request for our local school soccer team to fly to France and participate in the King Aurthur Tournament. All expenses besides airfare to be provided. Unfortunately, Harrisburg School District doesn't have a soccer team.
- Eldridge and City Attorney Sean Kidd will be meeting the BNSF Grant team on Thursday. The next regular meeting will be in February. Eldridge added she is currently working on a letter to residents on 4<sup>th</sup> St informing them of the status with BNSF. Scholz and Council like the idea of not sending the letter out until June when we have more information.
- Caughey believes there is a problem with communication within the City and would like to have information available at City Hall about being added to the City Administrator Friday Update. Caughey would like staff to keep track of the new additions.
- Henry updated Council on the progress with Life Bible, stating they started the work which includes several truckloads of rock and putting in place 56, Z-Pile sheets. They hope to be completed by April.
- Eldridge has asked Senators Hayden, Prozanski and Anderson to co-sponsor along with Senator Manning, HB 3654; the Small City Grant Program.
- Castleberry Crossings will be submitting a new application and asking for an extension to address a zone change.
- Sommerville Meadows will be pulling their subdivision application at this time and will be focusing on minor partitions and a phased approach.
- Henry added that the river by Life Bible has already started to change its projectory and added the cost of the project is at \$2.5M so they are currently working on fundraising.

**With no further business, the City Council Meeting adjourned at the hour of 8:27pm to begin the HRA Board Meeting.**

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**Mayor**

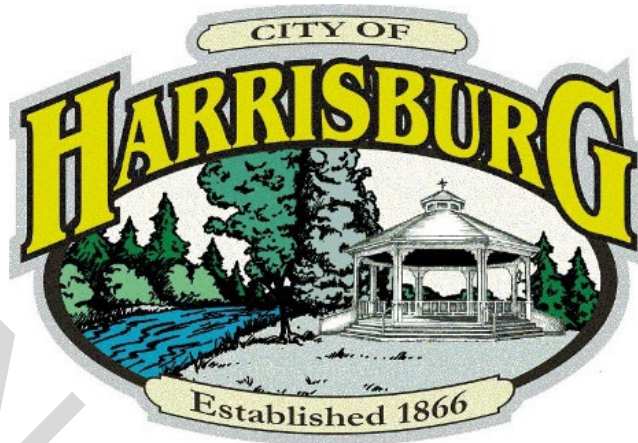
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**City Recorder**

## Banner Notes

Despite good intentions, problems have been arising across the country and in this state.

- There is limited space/number of poles 24 poles
- Limited public Works capacity/no bucket truck
- More than twice that many in local cemetery, not counting alive and active veterans
- Rotation of Banners must be of equal time for each (staff time and costs)
- Pole banner use is limited to one Banner per pole by the city
- Only families of Veterans who can afford it get to use it, leaves some out
- Specific Veteran Banners are not inclusive for all groups/organizations causing legal challenges
- Anti-donation Clause could leave the city vulnerable to having to also support other community organizations wishing to have banners put up
- Violation Policy to donate *134 Memorial Policy Ethics Gift of 25 or more*
- **Liability Issues:** Various State officials worry that allowing specific picture banners for veterans sets a legal precedent that would force them to allow other, potentially controversial, political or social messages that the city may deal with to avoid First Amendment lawsuits.
- Removal would be a "Slap in the Face" sign of disrespect
- Damage by vandal or domestic terrorism (who pays)
- **Newport, KY:** Limited Lawsuit and Faced backlash for removing banners due to high demand and limited space, but clarified they rotate them to honor more veterans and return them to families.
- **Whitehall Township, PA:** Criticized for replacing banners with holiday decorations
- **Santa Fe, NM:** Ran into issues with city pole access for safety reasons and funding responsibilities, requiring renegotiation with veterans' groups.
- **Bradford, PA:** Had to restrict banners from prime spots due to drives
- Phillipsburg New Jersey, The program was discontinued after banners that were meant to be displayed for only one month stayed up much longer, leading to lawsuit from other organizations who wanted their time/banners on the poles
- Cooperstown, NY Removed banners due to it being a driver distraction possibly making the city liable for motoring public , agreement it, were a violation of Planning code. Union City PA Lawsuit damage, Essex, OH removed program as banner costs continued to rise, **Knoxville, IA (2025):** Americans United for Separation of Church and State threatened action over banners with crosses, citing church-state separation



## City Council Minutes January 27, 2026

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Mayor: Robert Duncan, Presiding  
Council President: Mike Caughey, Present  
Councilors Present: Kimberly Downey, Randy Klemm, Cindy Knox and Dana Henry  
Councilors Absent: Charlotte Thomas (Excused)  
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 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 6:31pm

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

**THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM THE COBURG POLICE DEPARTMENT IF ONE IS AVAILABLE:** Chief Larson presented the 2025, 4<sup>th</sup> quarter and the year-end stats as shown in Exhibits A and B. Henry inquired about the 2024 and the 2025 stats and commented that in 2024, the majority of traffic stops didn't end with a citation or warning and inquired if they had a policy change. Chief Larson replied that Coburg is focused on written warnings now verses verbal.

**THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS AVAILABLE:** Sergeant Frambes reviewed the October, November and December reports. Highlights included:

January 27, 2026

- A homicide that occurred on Christmas Eve. The investigation included several deputies as well as assistance from the City resulting in an arrest the following day. The case is still in the early stages of the investigation.
- There was lots of shop lifting this last quarter which required follow up investigations and arrests.
- Several juvenile citations that were assigned to the Juvenile Court.
- Sergeant Frambes commented on the parking at 6<sup>th</sup> and LaSalle which resulted in eight parking citations being issued and about six to eight vehicles being towed. Sergeant Frambes stated that the majority of the vehicles weren't registered to adjacent residents. Sergeant Frambes also added that Deputies do try to contact the registered owners prior to towing vehicles.
- There were several charges labeled theft as a result of misdelivered packages. Sergeant Frambes noted that these calls are labeled as theft for the purpose of submitting a claim, even though they most likely are not.
- Mayor Duncan voiced his frustration with LCSO about not being called when the murder on Christmas Eve occurred. Sergeant Frambes responded that Eldridge is his point of contact and always has been. Sergeant Frambes stated that he did also notify Scholz and didn't think LCSO needed to notify anyone further as it was an active investigation. Sergeant Frambes stated this was good feedback and he will pass it along.

**THE MATTER OF REVIEWING THE 2025 4th QUARTER CRIME RESULTS FOR THE CITY OF HARRISBURG:** Eldridge reviewed the 4<sup>th</sup> quarter report. Some of those highlights included:

- Property crimes increased to 12 from seven in the previous quarter and the City ended the year ahead of other contracted cities in overall crime.
- Eldridge verified that 28 out of 46 crimes ended with an arrest, which she feels is outstanding. She further commented that she appreciates the job LCSO does and the depth of feeling they have for Harrisburg.
- Caughey asked about LCSO's involvement with ICE. Sergeant Frambes commented that as per state statute, they have no working relationship and will only assist if someone is hurt or injured.
- Sergeant Frambes commented on the arrest rate adding there are some crimes, that an arrest is not possible and gave an example of a resident being scammed, noting that most of those crimes occur outside of the state or country.
- Knox asked Sergeant Frambes how someone gets trespassed for life from a business. Sergeant Frambes replied it's up to the individual business to make that request and once the defendant is notified, it's enforced.
- Knox also asked about two individuals who were trespassed temporarily from City Parks. Sergeant Frambes replied that the request comes from the City and is enforced by LCSO.

**THE MATTER OF APPROVING A LIQUOR LICENSE FOR NUESTRO SABOR:** Eldridge referred to **Addendum 1**, the updated application indicating that children will be allowed in the restaurant and the liquor license will be for indoor consumption. Eldridge introduced the owner of Nuestro Sabor, Bella Martinez-Ramos, who was present this evening.

- Downey thanked Ramos for attending this evening and noted that her questions have been answered with the new application.
- Klemm inquired about the meaning of Nuestro Sabor. Ramos answered, *our flavor*.
- No further comments or concerns.

January 27, 2026

- Caughey **motioned to recommend to the OLCC that a Liquor License for Nuestro Sabor is approved and was seconded by Klemm.** The motion passed unanimously by a vote of 5-0. (Yes: Caughey, Klemm, Downey, Knox and Henry. No: None.)

**THE MATTER OF REVIEWING THE 1ST DRAFT OF THE NEXT STRATEGIC PLAN:** Eldridge inquired if Council would like to continue with a 5-year rolling Strategic Plan or a 5-year plan that is reviewed prior to end of the plan. Eldridge stated this would reduce staff time and involvement with plan and would give time for goals to be achieved.

- Downey suggested having a brain storming session in January of each year to review priorities and see if we are on course to achieving the goals or if there are any new goals that need to be listed.
- Henry likes the 5-year plan with the option to review priorities.
- Klemm thinks it's important to use staff time wisely and doesn't feel the entire plan needs to be reviewed annually.
- *The consensus was to go with a five-year Strategic Plan.*

Eldridge noted that some of the changes she will be making this year include removing repeated words or sentences and consistent use of spelled out names or acronyms. Other changes include:

- On page 125, objective 3b for FY 2027, adding the 1<sup>st</sup> draft late 2026 due to being closer to completion for the water system and for objective 4, to state code enforcement is being provided by staff and law enforcement agencies, not just Coburg Police.
- On page 128, objective 8c, Eldridge recommended to change forums to every two years due to low turnout previously and the amount of work involved for staff and local agencies including law enforcement.
- On page 129, adding an objective 13 under Public Safety to include protecting the wastewater treatment plant from river erosion.
- On page 134, adding goal 2 for objective 22.
- On page 133, for objective 17, Eldridge recommended removing the second sentence due to being a requirement by state statute and a staff job requirement. *The consensus was to remove the second sentence.*
- Knox pointed out that on page 126, objective 7, the streets listed should be Territorial St to Diamond Hill Rd and not Smith St. Staff confirmed the mistake.

#### OTHER ITEMS:

- Eldridge reminded Council the memorial service for longtime City employee Patsy Githens is February 7<sup>th</sup> at 1pm at the Christian Church followed by a reception at the museum.
- The City will begin planning for a memorial celebration for 1<sup>st</sup> Lieutenant Russell Quinn on June 13<sup>th</sup>, which is also the anniversary of our Sister City relationship with Bréal.
- Eldridge informed Council of some new grant opportunities she has recently become aware, one of which is of from the Water Resources Development Act (WRDA) to assist with the erosion issues caused by the Willamette River.
- Ross inquired about participating in Fentanyl Awareness Month this year. *The consensus was to proceed with getting more information.*
- Ross reminded Council that the general election is in November, and the Mayor and three Council members will be up for re-election.
- Ross also remind Council the City Administrator evaluations are due by February 17<sup>th</sup>.
- Eldridge reminded Council of the meeting next week with BNSF.

January 27, 2026

- Knox inquired about the safety of walkers at Eagle Park with duck hunting and gunfire. Scholz replied that it's against federal law to fire a weapon within two miles of a park and LCSO should be notified. Mayor Duncan asked about placing signage up for hunters.
- Henry gave an update on Life Bible stating they are halfway through placing the Z-pile sheets and they hope to be finished next week. Once done, they will begin reinforcements.

**With no further business, the City Council Meeting adjourned at the hour of 7:36pm.**

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**Mayor**

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**City Recorder**



## OREGON LIQUOR &amp; CANNABIS COMMISSION

**Local Government Recommendation – Liquor License**

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:

- (a) If the address of the premises proposed to be licensed is within a city's limits, the local government is the city.
- (b) If the address of the premises proposed to be licensed is not within a city's limits, the local government is the county.

**INSTRUCTIONS:**

**Step 1:** Applicant completes all of Section 1 (including top of Page 2).

**Step 2:** Applicant submits both pages of the form to the appropriate local government. NOTE: The local government may require additional forms and/or fees.

**Step 3:** Local government completes at least Section 2 and returns all pages of the form, or a copy thereof, to the applicant. The local government is allowed up to 45 days to complete Section 3.

**Step 4:** Applicant takes the form with at least Sections 1 and 2 completed and includes it with their CAMP application to meet the Local Government Recommendation document requirement. Submissions that do not have at least Sections 1 and 2 completed will not be accepted.

**Step 5:** The local government issues its final recommendation in Section 3 and returns the completed form to the applicant. If the applicant has already submitted their initial application via CAMP, they hold on to the final recommendation and provide it to their investigator, when requested. If they have not already submitted their application, they upload the fully completed Local Government Recommendation form with their initial application submission.

**Applicants within the city of Portland ONLY:** After completing the attached form, please follow these steps to complete the Local Government Recommendation process:

- Apply via the [City of Portland website](#).
- Once you have completed the application with the City of Portland, you will receive an email notifying you that your application has been accepted, usually within two business days. The email will contain an attachment titled "ABC Public Notice."
- Upload the ABC Public Notice document with your CAMP application to meet the Local Government Recommendation document requirement.

NOTE: This document only provides proof of submission. Once you receive your final recommendation from the City of Portland, you will need to provide that to your assigned OLCC investigator.



OREGON LIQUOR & CANNABIS COMMISSION  
Local Government Recommendation – Liquor License

Annual Liquor License Types

|  |                                |
|--|--------------------------------|
| Off-Premises Sales                         | Brewery-Public House           |
| Limited On-Premises Sales                  | Brewery                        |
| Full On-Premises, Caterer                  | Distillery                     |
| Full On-Premises, Commercial               | Grower Sales Privilege         |
| Full On-Premises, For Profit Private Club  | Winery                         |
| Full On-Premises, Non Profit Private Club  | Wholesale Malt Beverage & Wine |
| Full On-Premises, Other Public Location    | Warehouse                      |
| Full On-Premises, Public Passenger Carrier |                                |

Section 1 – Submission – To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Bella M Martinez-Ramos

Proposed Trade Name: Nuestro Sabor

Premises Address: 203 Smith St

Unit:

City: Harrisburg

County: Linn

Zip: 97446

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of Location

License Type: liquor ☐ Additional Location for an Existing License

Contact Name: Bella M Martinez

Phone:

Mailing Address: po Box 384

City: Harrisburg

State: OR

Zip: 97446

Email Address: nuestro.sabor.11c@gmail.com

Please check all that apply to your proposed business operations at this location: ☐

Manufacturing/Production

☐ Retail Off-Premises Sales

☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption

☐ Outdoor Consumption

☒ Proposing to Allow Minors (Restaurant Are a Only)

Section 1 continued on next page



## OREGON LIQUOR &amp; CANNABIS COMMISSION

**Local Government Recommendation – Liquor License****Section 1 Continued – Submission - To be completed by Applicant:**

Legal Entity/Individual Applicant Name(s): Bella M. Martinez-Ramos

Proposed Trade Name: Nuestro Sabor

**IMPORTANT:** You MUST submit this form to the local government PRIOR to submitting to OLCC.Section 2 must be completed *by the local government* for this form to be accepted with your CAMP application.**Section 2 – Acceptance - To be completed by Local Government:****Local Government Recommendation Proof of Acceptance**

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: Harrisburg

Optional Date Received Stamp

Date Application Received: December 30, 2025

Received by: Michele Eldridge

**Section 3 – Recommendation - To be completed by Local Government:**

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

## 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  | 179582         | Water Testing            | 12/10/2025   | 1,710.00    | 51-65-4200        |
| 1206        | Analytical Lab & Consultants  | 179604         | Water Testing            | 12/10/2025   | 272.00      | 51-65-4200        |
| 1206        | Analytical Lab & Consultants  | 179605         | Water Testing            | 12/10/2025   | 326.00      | 51-65-4200        |
| 1206        | Analytical Lab & Consultants  | 179946         | Water Testing            | 12/29/2025   | 940.00      | 52-65-4200        |
| 1206        | Analytical Lab & Consultants  | 179947         | Water Testing            | 12/29/2025   | 1,294.00    | 52-65-4200        |
| 1206        | Analytical Lab & Consultants  | 180002         | Water Testing            | 12/30/2025   | 384.00      | 52-65-4200        |
| 1206        | Analytical Lab & Consultants  | 180079         | Water Testing            | 12/31/2025   | 384.00      | 52-65-4200        |
| Total 1206: |                               |                |                          |              | 5,310.00    |                   |
| <b>3693</b> |                               |                |                          |              |             |                   |
| 3693        | Branch Engineering Inc        | 24074          | Engineering Services     | 12/31/2025   | 8,101.67    | 51-78-8015        |
| 3693        | Branch Engineering Inc        | 24081          | Engineering Services     | 12/31/2025   | 420.00      | 10-41-4000        |
| 3693        | Branch Engineering Inc        | 24082          | Engineering Services     | 12/31/2025   | 975.00      | 10-41-4000        |
| 3693        | Branch Engineering Inc        | 24083          | Engineering Services     | 12/31/2025   | 2,568.60    | 25-70-8000        |
| 3693        | Branch Engineering Inc        | 24084          | Engineering Services     | 12/31/2025   | 350.00      | 11-42-2100        |
| Total 3693: |                               |                |                          |              | 12,415.27   |                   |
| <b>2549</b> |                               |                |                          |              |             |                   |
| 2549        | Cascade Columbia Distribution | 941380         | Misc. P/W Expense        | 12/11/2025   | 3,618.88    | 52-65-4000        |
| 2549        | Cascade Columbia Distribution | 942446         | Misc. P/W Expense        | 12/31/2025   | 4,210.82    | 52-65-4000        |
| Total 2549: |                               |                |                          |              | 7,829.70    |                   |
| <b>3732</b> |                               |                |                          |              |             |                   |
| 3732        | Cash                          | 1.13.26        | Change Order             | 01/13/2026   | 6.35        | 10-53-2200        |
| 3732        | Cash                          | 1.13.26        | Change Order             | 01/13/2026   | 18.65       | 10-60-2400        |
| Total 3732: |                               |                |                          |              | 25.00       |                   |
| <b>3773</b> |                               |                |                          |              |             |                   |
| 3773        | CenturyLink                   | DEC 2025       | Phone Bill               | 12/28/2025   | 17.10       | 10-69-3500        |
| 3773        | CenturyLink                   | DEC 2025       | Phone Bill               | 12/28/2025   | 41.95       | 52-65-3500        |
| 3773        | CenturyLink                   | DEC 2025       | Phone Bill               | 12/28/2025   | 45.60       | 52-65-3500        |
| 3773        | CenturyLink                   | DEC 2025       | Phone Bill               | 12/28/2025   | 41.06       | 10-69-3500        |
| 3773        | CenturyLink                   | DEC 2025       | Phone Bill               | 12/28/2025   | 45.60       | 52-65-3500        |
| 3773        | CenturyLink                   | DEC 2025       | Phone Bill               | 12/28/2025   | 41.95       | 52-65-3500        |
| 3773        | CenturyLink                   | DEC 2025       | Phone Bill               | 12/28/2025   | 45.60       | 52-65-3500        |
| 3773        | CenturyLink                   | DEC 2025       | Phone Bill               | 12/28/2025   | 40.40       | 52-65-3500        |
| 3773        | CenturyLink                   | DEC 2025       | Phone Bill               | 12/28/2025   | 41.06       | 51-65-3500        |
| 3773        | CenturyLink                   | DEC 2025       | Phone Bill               | 12/28/2025   | 44.05       | 51-65-3500        |
| Total 3773: |                               |                |                          |              | 404.37      |                   |
| <b>3914</b> |                               |                |                          |              |             |                   |
| 3914        | City of Coburg                | 16             | Law Enforcement Services | 01/08/2026   | 10,298.75   | 10-66-3050        |
| Total 3914: |                               |                |                          |              | 10,298.75   |                   |

| Vendor      | Vendor Name                    | Invoice Number | Description                         | Invoice Date | Amount Paid | GL Account Number |
|-------------|--------------------------------|----------------|-------------------------------------|--------------|-------------|-------------------|
| <b>2939</b> |                                |                |                                     |              |             |                   |
| 2939        | Cobalt Computer Services, Inc. | 33674          | Computer Service                    | 12/31/2025   | 290.45      | 40-65-8015        |
| 2939        | Cobalt Computer Services, Inc. | 33802          | Computer Service                    | 12/31/2025   | 1,012.50    | 40-65-8015        |
| 2939        | Cobalt Computer Services, Inc. | 33875          | Computer Purchase                   | 01/12/2026   | 2,520.00    | 40-65-8045        |
| 2939        | Cobalt Computer Services, Inc. | 33878          | Computer Service                    | 01/12/2026   | 46.20       | 24-60-2300        |
| Total 2939: |                                |                |                                     |              | 3,869.15    |                   |
| <b>3348</b> |                                |                |                                     |              |             |                   |
| 3348        | Code Publishing, Inc.          | GCI0019192     | Codification Update                 | 12/31/2025   | 196.00      | 10-60-2900        |
| Total 3348: |                                |                |                                     |              | 196.00      |                   |
| <b>2720</b> |                                |                |                                     |              |             |                   |
| 2720        | Comcast                        | JAN 2026       | Internet Service                    | 01/11/2026   | 435.23      | 10-60-2000        |
| 2720        | Comcast                        | JAN 2026 PW    | Internet Service                    | 01/01/2026   | 157.43      | 51-65-3550        |
| 2720        | Comcast                        | JAN 2026 PW    | Internet Service                    | 01/01/2026   | 157.42      | 52-65-3550        |
| 2720        | Comcast                        | JAN LIB 2026   | Internet Service                    | 12/23/2025   | 286.85      | 24-60-2525        |
| Total 2720: |                                |                |                                     |              | 1,036.93    |                   |
| <b>3913</b> |                                |                |                                     |              |             |                   |
| 3913        | DataBar Inc                    | 273588         | W/S Utility Statements              | 01/04/2026   | 459.73      | 52-74-2200        |
| 3913        | DataBar Inc                    | 273588         | W/S Utility Statements              | 01/04/2026   | 459.73      | 51-74-2200        |
| 3913        | DataBar Inc                    | 273588         | W/S Utility Statements              | 01/04/2026   | 32.88       | 23-70-2500        |
| 3913        | DataBar Inc                    | 273674         | Utility Billing Statements          | 01/08/2026   | 291.00      | 23-70-2500        |
| Total 3913: |                                |                |                                     |              | 1,243.34    |                   |
| <b>3966</b> |                                |                |                                     |              |             |                   |
| 3966        | DCBS Fiscal Services           | DECEMBER 2     | State Surcharge - Building/Electric | 12/31/2025   | 27.87       | 27-70-1050        |
| 3966        | DCBS Fiscal Services           | DECEMBER 2     | State Surcharge - Building/Electric | 12/31/2025   | 59.28       | 26-70-1050        |
| Total 3966: |                                |                |                                     |              | 87.15       |                   |
| <b>3896</b> |                                |                |                                     |              |             |                   |
| 3896        | Delapoer Kidd PC               | 2186           | Attorney Fees                       | 01/01/2026   | 1,837.50    | 10-42-2500        |
| 3896        | Delapoer Kidd PC               | 2186           | Attorney Fees                       | 01/01/2026   | 892.50      | 10-42-2700        |
| Total 3896: |                                |                |                                     |              | 2,730.00    |                   |
| <b>4032</b> |                                |                |                                     |              |             |                   |
| 4032        | Excel Electric LLC             | 7185           | Electrician                         | 01/18/2026   | 337.00      | 10-72-6700        |
| Total 4032: |                                |                |                                     |              | 337.00      |                   |
| <b>1946</b> |                                |                |                                     |              |             |                   |
| 1946        | Ferguson Waterworks            | 1353175        | P/W Misc. Expense                   | 12/26/2025   | 11,031.24   | 51-78-7400        |
| 1946        | Ferguson Waterworks            | 1353175        | P/W Misc. Expense                   | 12/26/2025   | 11,031.24   | 52-78-7400        |
| 1946        | Ferguson Waterworks            | 1357056        | P/W Misc. Expense                   | 01/08/2026   | 371.49      | 51-78-7400        |
| 1946        | Ferguson Waterworks            | 1357056        | P/W Misc. Expense                   | 01/08/2026   | 371.49      | 52-78-7400        |
| 1946        | Ferguson Waterworks            | 1357059        | P/W Misc. Expense                   | 01/13/2026   | 736.95      | 51-65-4600        |
| Total 1946: |                                |                |                                     |              | 23,542.41   |                   |
| <b>3165</b> |                                |                |                                     |              |             |                   |
| 3165        | Government Ethics Commission   | AIE22432       | Commission Charges                  | 12/22/2025   | 1,310.09    | 10-66-5000        |

| Vendor      | Vendor Name                        | Invoice Number | Description                | Invoice Date | Amount Paid | GL Account Number |
|-------------|------------------------------------|----------------|----------------------------|--------------|-------------|-------------------|
| Total 3165: |                                    |                |                            |              | 1,310.09    |                   |
| <b>1218</b> |                                    |                |                            |              |             |                   |
| 1218        | Grainger                           | 9745151358     | Misc. P/W Supplies         | 12/16/2025   | 187.74      | 52-65-4600        |
| 1218        | Grainger                           | 9745151366     | Misc. P/W Supplies         | 12/16/2025   | 131.12      | 52-65-4600        |
| 1218        | Grainger                           | 9752871435     | Misc. P/W Supplies         | 12/23/2025   | 94.20       | 11-44-6100        |
| Total 1218: |                                    |                |                            |              | 413.06      |                   |
| <b>1947</b> |                                    |                |                            |              |             |                   |
| 1947        | H & J Construction, Inc.           | 5672           | Pipe Burst                 | 12/11/2025   | 225.00      | 51-65-4600        |
| Total 1947: |                                    |                |                            |              | 225.00      |                   |
| <b>1219</b> |                                    |                |                            |              |             |                   |
| 1219        | Hach Company                       | 14812586       | P/W Misc Expense           | 12/31/2025   | 139.39      | 51-65-4600        |
| 1219        | Hach Company                       | 14812586       | P/W Misc Expense           | 12/31/2025   | 139.40      | 52-65-4600        |
| Total 1219: |                                    |                |                            |              | 278.79      |                   |
| <b>3851</b> |                                    |                |                            |              |             |                   |
| 3851        | Hal's Delivery & Relocation Servic | 27517          | Library Exp                | 11/15/2025   | 1,534.97    | 24-60-2800        |
| Total 3851: |                                    |                |                            |              | 1,534.97    |                   |
| <b>2271</b> |                                    |                |                            |              |             |                   |
| 2271        | Home Comfort Heating & A/C         | 119029560      | City Hall Heat System      | 01/13/2026   | 735.07      | 10-72-4000        |
| Total 2271: |                                    |                |                            |              | 735.07      |                   |
| <b>4071</b> |                                    |                |                            |              |             |                   |
| 4071        | HP Civil, Inc.                     | 20-009C #16    | Water Treatment Project    | 01/06/2026   | 411,426.94  | 51-78-8015        |
| Total 4071: |                                    |                |                            |              | 411,426.94  |                   |
| <b>1220</b> |                                    |                |                            |              |             |                   |
| 1220        | Hurd's Custom Machinery, Inc.      | 47143          | Public Works Supplies      | 12/01/2025   | 136.04      | 10-72-4000        |
| 1220        | Hurd's Custom Machinery, Inc.      | 47259          | Public Works Supplies      | 12/12/2025   | 147.49      | 10-72-4000        |
| 1220        | Hurd's Custom Machinery, Inc.      | 47321          | Public Works Supplies      | 12/24/2025   | 28.00       | 10-72-6700        |
| Total 1220: |                                    |                |                            |              | 311.53      |                   |
| <b>2543</b> |                                    |                |                            |              |             |                   |
| 2543        | Industrial Source                  | 2515391        | Misc. P/W Supplies         | 12/31/2025   | 12.75       | 51-65-4600        |
| 2543        | Industrial Source                  | 2515391        | Misc. P/W Supplies         | 12/31/2025   | 12.74       | 52-65-4600        |
| Total 2543: |                                    |                |                            |              | 25.49       |                   |
| <b>1221</b> |                                    |                |                            |              |             |                   |
| 1221        | Jerry's Home Improvement           | 324462/1       | Misc Public Works Supplies | 12/04/2025   | 230.61      | 10-72-4000        |
| Total 1221: |                                    |                |                            |              | 230.61      |                   |
| <b>3432</b> |                                    |                |                            |              |             |                   |
| 3432        | John Deere Financial               | 6585628        | Misc P/W Exp               | 12/23/2025   | 64.12       | 10-72-6700        |

| Vendor      | Vendor Name         | Invoice Number | Description                     | Invoice Date | Amount Paid | GL Account Number |
|-------------|---------------------|----------------|---------------------------------|--------------|-------------|-------------------|
| Total 3432: |                     |                |                                 |              | 64.12       |                   |
| <b>4090</b> |                     |                |                                 |              |             |                   |
| 4090        | Joshua T. Henderson | DECEMBER 2     | Court Restitution Payout        | 12/31/2025   | 200.00      | 10-42-2200        |
| Total 4090: |                     |                |                                 |              | 200.00      |                   |
| <b>3968</b> |                     |                |                                 |              |             |                   |
| 3968        | Junction City       | DEC 2025       | Building/Electrical Permit Fees | 12/31/2025   | 321.10      | 26-70-1000        |
| 3968        | Junction City       | DEC 2025       | Building/Electrical Permit Fees | 12/31/2025   | 150.96      | 27-70-1000        |
| Total 3968: |                     |                |                                 |              | 472.06      |                   |
| <b>4048</b> |                     |                |                                 |              |             |                   |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 53.13       | 10-53-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 200.00      | 10-63-2000        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 81.84       | 10-53-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 256.25      | 51-78-8015        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 78.29       | 10-60-2400        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 150.60      | 10-42-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 488.50      | 10-60-2400        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 20.98       | 24-60-3050        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 13.28       | 10-53-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 12.55       | 24-60-3050        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 35.75       | 24-60-3050        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 30.00       | 10-53-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 17.91       | 24-60-3050        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 30.00       | 10-53-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 5.98        | 24-60-3050        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 20.00       | 23-70-2500        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 22.49       | 23-70-2500        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 86.90       | 10-53-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 119.96      | 24-60-2800        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 333.06      | 24-60-2000        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 15.96       | 10-53-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 19.99       | 24-60-3050        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 5.99        | 10-60-2300        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 150.00      | 24-50-2125        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 12.98       | 24-60-2800        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 2.90        | 24-60-3050        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 22.08       | 24-60-3050        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 15.98       | 24-60-3050        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 47.96       | 24-60-3050        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 9.99        | 24-60-2800        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 24.94       | 24-60-3050        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 23.96       | 10-53-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 10.00       | 10-53-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 22.39       | 10-53-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 88.25       | 10-53-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 7.79        | 10-53-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 6.50        | 10-53-2200        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 48.67       | 10-60-2300        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 31.99       | 10-60-2300        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 140.85      | 41-78-8170        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 236.00      | 41-78-8170        |
| 4048        | KeyBank Key Card    | DECEMBER 2     | Misc Credit Card Charges        | 12/31/2025   | 174.72      | 51-76-2000        |

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|-------------|-------------------------------|----------------|--------------------------|--------------|-------------|-------------------|
| 4048        | KeyBank Key Card              | DECEMBER 2     | Misc Credit Card Charges | 12/31/2025   | 4.02        | 51-76-2000        |
| 4048        | KeyBank Key Card              | DECEMBER 2     | Misc Credit Card Charges | 12/31/2025   | 87.50       | 51-76-2000        |
| 4048        | KeyBank Key Card              | DECEMBER 2     | Misc Credit Card Charges | 12/31/2025   | 87.50       | 52-76-2000        |
| 4048        | KeyBank Key Card              | DECEMBER 2     | Misc Credit Card Charges | 12/31/2025   | 11.53       | 11-45-2100        |
| 4048        | KeyBank Key Card              | DECEMBER 2     | Misc Credit Card Charges | 12/31/2025   | 13.45       | 51-73-2100        |
| 4048        | KeyBank Key Card              | DECEMBER 2     | Misc Credit Card Charges | 12/31/2025   | 13.45       | 52-73-2100        |
| 4048        | KeyBank Key Card              | DECEMBER 2     | Misc Credit Card Charges | 12/31/2025   | 39.99       | 41-78-8170        |
| 4048        | KeyBank Key Card              | DECEMBER 2     | Misc Credit Card Charges | 12/31/2025   | 17.80       | 10-72-4000        |
| 4048        | KeyBank Key Card              | DECEMBER 2     | Misc Credit Card Charges | 12/31/2025   | 13.99       | 10-72-4000        |
| 4048        | KeyBank Key Card              | DECEMBER 2     | Misc Credit Card Charges | 12/31/2025   | 881.32      | 10-72-4000        |
| 4048        | KeyBank Key Card              | DECEMBER 2     | Misc Credit Card Charges | 12/31/2025   | 47.24       | 41-78-8170        |
| 4048        | KeyBank Key Card              | DECEMBER 2     | Misc Credit Card Charges | 12/31/2025   | 22.98       | 10-72-4000        |
| 4048        | KeyBank Key Card              | DECEMBER 2     | Misc Credit Card Charges | 12/31/2025   | 137.90      | 23-70-2500        |
| Total 4048: |                               |                |                          |              | 4,492.05    |                   |
| <b>4095</b> |                               |                |                          |              |             |                   |
| 4095        | Kimberly Morgan Sanders       | 25-T-0287      | Court Payouts            | 01/15/2026   | 17.00       | 10-42-2200        |
| Total 4095: |                               |                |                          |              | 17.00       |                   |
| <b>4089</b> |                               |                |                          |              |             |                   |
| 4089        | Koon General Contracting, LLC | 6594           | Gravel & Grade           | 01/21/2026   | 3,161.25    | 11-60-7975        |
| Total 4089: |                               |                |                          |              | 3,161.25    |                   |
| <b>4027</b> |                               |                |                          |              |             |                   |
| 4027        | Kristen Norris                | 8.1.25         | 1099 adjustment          | 08/12/2025   | .00         | 24-60-3050        |
| 4027        | Kristen Norris                | 8.1.25         | 1099 adjustment          | 08/12/2025   | .00         | 24-60-3050        |
| Total 4027: |                               |                |                          |              | .00         |                   |
| <b>3859</b> |                               |                |                          |              |             |                   |
| 3859        | LBUCC                         | 01/2026        | Locates Council          | 01/01/2026   | 62.50       | 52-76-2000        |
| 3859        | LBUCC                         | 01/2026        | Locates Council          | 01/01/2026   | 62.50       | 51-76-2000        |
| Total 3859: |                               |                |                          |              | 125.00      |                   |
| <b>3819</b> |                               |                |                          |              |             |                   |
| 3819        | Linn County Treasurer         | DECEMBER 2     | Court Revenue Payout     | 12/31/2025   | 113.73      | 10-42-2200        |
| Total 3819: |                               |                |                          |              | 113.73      |                   |
| <b>1227</b> |                               |                |                          |              |             |                   |
| 1227        | McKinley Printing Company     | 4160           | Printing expenses        | 12/23/2025   | 250.00      | 10-60-2300        |
| Total 1227: |                               |                |                          |              | 250.00      |                   |
| <b>2644</b> |                               |                |                          |              |             |                   |
| 2644        | Net Assets                    | 54-22512       | Lien Searches            | 01/02/2026   | 139.00      | 10-53-2250        |
| Total 2644: |                               |                |                          |              | 139.00      |                   |
| <b>1102</b> |                               |                |                          |              |             |                   |
| 1102        | NW Natural Gas Co.            | JAN 2026       | Utilities                | 01/12/2026   | 218.90      | 10-69-2000        |
| 1102        | NW Natural Gas Co.            | JAN 2026 PW    | Utilities                | 01/12/2026   | 451.45      | 51-65-2700        |
| 1102        | NW Natural Gas Co.            | JAN 26 PUMP    | Utilities                | 01/13/2026   | 55.57       | 52-65-2700        |

| Vendor      | Vendor Name                   | Invoice Number | Description          | Invoice Date | Amount Paid | GL Account Number |
|-------------|-------------------------------|----------------|----------------------|--------------|-------------|-------------------|
| Total 1102: |                               |                |                      |              | 725.92      |                   |
| <b>1783</b> |                               |                |                      |              |             |                   |
| 1783        | OCCMA                         | 2026-200262-6  | Membership Dues      | 01/06/2026   | 277.42      | 10-63-2100        |
| Total 1783: |                               |                |                      |              | 277.42      |                   |
| <b>1033</b> |                               |                |                      |              |             |                   |
| 1033        | Oregon Department of Revenue  | DECEMBER 2     | Court Revenue Payout | 12/31/2025   | 489.86      | 10-42-2200        |
| Total 1033: |                               |                |                      |              | 489.86      |                   |
| <b>1862</b> |                               |                |                      |              |             |                   |
| 1862        | Oregon DMV                    | L0073433933    | Record Inquiry       | 12/31/2025   | 15.65       | 10-42-2800        |
| Total 1862: |                               |                |                      |              | 15.65       |                   |
| <b>3907</b> |                               |                |                      |              |             |                   |
| 3907        | Oregon Economic Development A | 2022-2380      | Membership           | 12/31/2025   | 400.00      | 10-63-2100        |
| Total 3907: |                               |                |                      |              | 400.00      |                   |
| <b>3096</b> |                               |                |                      |              |             |                   |
| 3096        | Pacific Office Automation     | 5036950567     | Copier Contract      | 12/13/2025   | 345.01      | 40-67-8000        |
| 3096        | Pacific Office Automation     | 5036950567     | Copier Contract      | 12/13/2025   | 162.23      | 10-60-2100        |
| 3096        | Pacific Office Automation     | 5036950567     | Copier Contract      | 12/13/2025   | 162.24      | 51-74-2000        |
| 3096        | Pacific Office Automation     | 5036950567     | Copier Contract      | 12/13/2025   | 162.24      | 52-74-2000        |
| 3096        | Pacific Office Automation     | 5037305431     | Copier Contract      | 01/13/2026   | 162.24      | 52-74-2000        |
| 3096        | Pacific Office Automation     | 5037305431     | Copier Contract      | 01/13/2026   | 162.24      | 51-74-2000        |
| 3096        | Pacific Office Automation     | 5037305431     | Copier Contract      | 01/13/2026   | 162.23      | 10-60-2100        |
| 3096        | Pacific Office Automation     | 5037305431     | Copier Contract      | 01/13/2026   | 345.01      | 40-67-8000        |
| 3096        | Pacific Office Automation     | 950868         | Telephone            | 12/19/2025   | 131.47      | 52-65-3500        |
| 3096        | Pacific Office Automation     | 950868         | Telephone            | 12/19/2025   | 131.47      | 51-65-3500        |
| 3096        | Pacific Office Automation     | 950868         | Telephone            | 12/19/2025   | 35.21       | 24-60-2500        |
| 3096        | Pacific Office Automation     | 950868         | Telephone            | 12/19/2025   | 131.48      | 10-69-3500        |
| 3096        | Pacific Office Automation     | 988793         | Telephone            | 01/04/2026   | 131.48      | 10-69-3500        |
| 3096        | Pacific Office Automation     | 988793         | Telephone            | 01/04/2026   | 35.21       | 24-60-2500        |
| 3096        | Pacific Office Automation     | 988793         | Telephone            | 01/04/2026   | 131.47      | 51-65-3500        |
| 3096        | Pacific Office Automation     | 988793         | Telephone            | 01/04/2026   | 131.47      | 52-65-3500        |
| Total 3096: |                               |                |                      |              | 2,522.70    |                   |
| <b>1079</b> |                               |                |                      |              |             |                   |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES            | 12/22/2025   | 58.68       | 52-65-2600        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES            | 12/22/2025   | 25.52       | 10-69-2500        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES            | 12/22/2025   | 8.32        | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES            | 12/22/2025   | 12.47       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES            | 12/22/2025   | 24.92       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES            | 12/22/2025   | 131.98      | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES            | 12/22/2025   | 49.91       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES            | 12/22/2025   | 116.05      | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES            | 12/22/2025   | 21.56       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES            | 12/22/2025   | 17.09       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES            | 12/22/2025   | 272.99      | 51-65-2600        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES            | 12/22/2025   | 449.13      | 10-69-2500        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES            | 12/22/2025   | 21.74       | 10-69-2500        |

| Vendor      | Vendor Name                   | Invoice Number | Description           | Invoice Date | Amount Paid | GL Account Number |
|-------------|-------------------------------|----------------|-----------------------|--------------|-------------|-------------------|
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 31.99       | 10-69-2500        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 97.18       | 10-69-2500        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 1,255.94    | 10-69-2500        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 68.61       | 52-65-2600        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 166.92      | 52-65-2600        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 1,313.71    | 52-65-2600        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 46.05       | 52-65-2600        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 23.33       | 52-65-2600        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 54.15       | 52-65-2600        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 52.35       | 10-72-6700        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 429.59      | 25-65-2500        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 34.83       | 25-65-2500        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 95.60       | 25-65-2500        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 74.88       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 58.24       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 14.50       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 348.12      | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 49.91       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 982.93      | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 43.11       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 137.08      | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 222.18      | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 28.37       | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 403.04      | 10-69-3000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 46.83       | 11-44-2000        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 4,973.10    | 51-65-2600        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 1,395.45    | 51-65-2600        |
| 1079        | Pacific Power & Light Company | JAN 2026       | UTILITIES             | 12/22/2025   | 4,350.00    | 51-65-2600        |
| Total 1079: |                               |                |                       |              | 18,008.35   |                   |
| <b>1853</b> |                               |                |                       |              |             |                   |
| 1853        | Pape' Machinery               | 370765         | Sweeper Repairs       | 12/22/2025   | 463.60      | 11-45-3000        |
| Total 1853: |                               |                |                       |              | 463.60      |                   |
| <b>1814</b> |                               |                |                       |              |             |                   |
| 1814        | Peterson CAT                  | PR10057442     | Public Works Supplies | 12/28/2025   | 36.64       | 52-65-2500        |
| 1814        | Peterson CAT                  | PR510057435    | Public Works Supplies | 12/27/2025   | 207.06      | 52-65-2500        |
| 1814        | Peterson CAT                  | PR510057436    | Public Works Supplies | 12/27/2025   | 62.58       | 52-65-2500        |
| 1814        | Peterson CAT                  | PR510057437    | Public Works Supplies | 12/27/2025   | 67.45       | 52-65-2500        |
| 1814        | Peterson CAT                  | PR510057443    | Public Works Supplies | 12/28/2025   | 5.35        | 52-65-2500        |
| 1814        | Peterson CAT                  | PR510057465    | Public Works Supplies | 12/31/2025   | 703.11      | 52-65-2500        |
| 1814        | Peterson CAT                  | SW290108229    | Public Works Supplies | 12/26/2025   | 933.99      | 52-65-2500        |
| 1814        | Peterson CAT                  | SW510090411    | Public Works Supplies | 12/13/2025   | 11,799.54   | 11-60-7975        |
| Total 1814: |                               |                |                       |              | 11,651.34   |                   |
| <b>3582</b> |                               |                |                       |              |             |                   |
| 3582        | Sierra Springs                | 217929670103   | Bottled Water         | 01/03/2026   | 92.69       | 10-53-2200        |
| Total 3582: |                               |                |                       |              | 92.69       |                   |
| <b>2927</b> |                               |                |                       |              |             |                   |
| 2927        | Staples Business Advantage    | 7669645706-0   | Office Supplies       | 12/05/2025   | 10.17       | 10-60-2300        |
| 2927        | Staples Business Advantage    | 7669645706-0   | Office Supplies       | 12/05/2025   | 10.16       | 51-74-2400        |
| 2927        | Staples Business Advantage    | 7669645706-0   | Office Supplies       | 12/05/2025   | 10.16       | 52-74-2400        |

| Vendor      | Vendor Name                | Invoice Number | Description                 | Invoice Date | Amount Paid | GL Account Number |
|-------------|----------------------------|----------------|-----------------------------|--------------|-------------|-------------------|
| 2927        | Staples Business Advantage | 7671686544-0   | Office Supplies             | 12/24/2025   | 29.60       | 10-60-2300        |
| 2927        | Staples Business Advantage | 7671686544-0   | Office Supplies             | 12/24/2025   | 29.59       | 51-74-2400        |
| 2927        | Staples Business Advantage | 7671686544-0   | Office Supplies             | 12/24/2025   | 29.59       | 52-74-2400        |
| Total 2927: |                            |                |                             |              | 58.29       |                   |
| <b>1144</b> |                            |                |                             |              |             |                   |
| 1144        | Suzan Jackson              | 259            | Janitor Services            | 12/31/2025   | 1,180.00    | 10-72-4100        |
| Total 1144: |                            |                |                             |              | 1,180.00    |                   |
| <b>4082</b> |                            |                |                             |              |             |                   |
| 4082        | Timberline Electric Inc    | 187            | Electrician                 | 12/10/2025   | 312.50      | 51-65-2500        |
| 4082        | Timberline Electric Inc    | 187            | Electrician                 | 12/10/2025   | 813.50      | 10-72-6650        |
| 4082        | Timberline Electric Inc    | 187            | Electrician                 | 12/10/2025   | 187.50      | 10-72-6700        |
| Total 4082: |                            |                |                             |              | 1,313.50    |                   |
| <b>4094</b> |                            |                |                             |              |             |                   |
| 4094        | T-Mobile                   | 210753589-4    | Cell Phones                 | 01/11/2026   | 54.55       | 10-40-1901        |
| 4094        | T-Mobile                   | 210753589-4    | Cell Phones                 | 01/11/2026   | 10.91       | 11-41-1901        |
| 4094        | T-Mobile                   | 210753589-4    | Cell Phones                 | 01/11/2026   | 76.37       | 51-55-1901        |
| 4094        | T-Mobile                   | 210753589-4    | Cell Phones                 | 01/11/2026   | 76.37       | 52-55-1901        |
| Total 4094: |                            |                |                             |              | 218.20      |                   |
| <b>4043</b> |                            |                |                             |              |             |                   |
| 4043        | TWGW, Inc. Napa Auto Parts | 747958         | Repairs                     | 12/05/2025   | 35.51       | 11-45-2100        |
| 4043        | TWGW, Inc. Napa Auto Parts | 747958         | Repairs                     | 12/05/2025   | 41.42       | 51-73-2100        |
| 4043        | TWGW, Inc. Napa Auto Parts | 747958         | Repairs                     | 12/05/2025   | 41.43       | 52-73-2100        |
| 4043        | TWGW, Inc. Napa Auto Parts | 748651         | Repairs                     | 12/15/2025   | 43.00       | 11-45-2100        |
| 4043        | TWGW, Inc. Napa Auto Parts | 748651         | Repairs                     | 12/15/2025   | 50.17       | 51-73-2100        |
| 4043        | TWGW, Inc. Napa Auto Parts | 748651         | Repairs                     | 12/15/2025   | 50.17       | 52-73-2100        |
| Total 4043: |                            |                |                             |              | 261.70      |                   |
| <b>3747</b> |                            |                |                             |              |             |                   |
| 3747        | USABlueBook                | 00914850       | Misc P/W Exp                | 12/18/2025   | 142.58      | 52-65-4600        |
| Total 3747: |                            |                |                             |              | 142.58      |                   |
| <b>3663</b> |                            |                |                             |              |             |                   |
| 3663        | Water Refunds              | #1092.03       | Utility Billing Overpayment | 01/08/2025   | 156.00      | 01-1075           |
| 3663        | Water Refunds              | #11820.02      | Utility Billing Overpayment | 01/05/2026   | 58.41       | 01-1075           |
| 3663        | Water Refunds              | #11845.01A     | Utility Billing Overpayment | 12/24/2025   | 106.07      | 01-1075           |
| 3663        | Water Refunds              | #176.16        | Utility Billing Overpayment | 01/05/2026   | 51.30       | 01-1075           |
| 3663        | Water Refunds              | #676.19        | Utility Billing Overpayment | 01/05/2026   | 24.77       | 01-1075           |
| 3663        | Water Refunds              | #933.06        | Utility Billing Overpayment | 01/08/2025   | 69.23       | 01-1075           |
| Total 3663: |                            |                |                             |              | 465.78      |                   |
| <b>1239</b> |                            |                |                             |              |             |                   |
| 1239        | WECO                       | CP-00339688    | PW Gas Exp                  | 12/31/2025   | 459.78      | 11-45-2000        |
| 1239        | WECO                       | CP-00339688    | PW Gas Exp                  | 12/31/2025   | 536.42      | 51-73-2000        |
| 1239        | WECO                       | CP-00339688    | PW Gas Exp                  | 12/31/2025   | 536.41      | 52-73-2000        |

| Vendor        | Vendor Name                  | Invoice Number | Description  | Invoice Date | Amount Paid | GL Account Number |
|---------------|------------------------------|----------------|--------------|--------------|-------------|-------------------|
| Total 1239:   |                              |                |              |              | 1,532.61    |                   |
| <b>3596</b>   |                              |                |              |              |             |                   |
| 3596          | Xylem Water Solutions U.S.A. | 3556E03386     | Misc P/W Exp | 12/16/2025   | 2,705.00    | 10-72-6700        |
| Total 3596:   |                              |                |              |              | 2,705.00    |                   |
| Grand Totals: |                              |                |              |              | 537,376.02  |                   |

Dated: \_\_\_\_\_

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

Payment Approval Report  
Expense Account Key

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

| Fund Number            | G.L. Number Acct |
|------------------------|------------------|
| General Fund           | 10-XX- XXXX      |
| Street Fund            | 11-XX- XXXX      |
| CED Fund               | 23-XX- XXXX      |
| Library Fund           | 24-XX- XXXX      |
| Storm Fund             | 25-XX- XXXX      |
| Building Permit Fund   | 26-XX- XXXX      |
| Electrical Permit Fund | 27-XX- XXXX      |
| Debt Services Fund     | 30-XX- XXXX      |
| Office Equip. Fund     | 40-XX- XXXX      |
| Equipment Fund         | 41-XX- XXXX      |
| Water Fund             | 51-XX- XXXX      |
| Sewer Fund             | 52-XX- XXXX      |
| Sewer Resv Fund        | 56-XX- XXXX      |

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

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

## 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> |                          |       |          |            |
| CF                 | COLLECTION FEE           | 1     | 6.90     |            |
| COSTS              | COURT COSTS              | 9     | 429.09   |            |
| DEF-ADJUD          | DEF ADJUDICATION         | 5     | 707.44   |            |
| LPF                | LATE PAYMENT FEE         | 8     | 115.42   |            |
| PA                 | PAYMENT ARRANGEMENT- FEE | 4     | 15.38    |            |
| SUSP               | SUSPENSION FEE           | 3     | 31.24    |            |
| WF                 | WARRANT FEE              | 13    | 46.43    |            |
| Total Court Costs: |                          | 43    | 1,351.90 |            |
| <b>Fines</b>       |                          |       |          |            |
| DISM               | CHARGE DISMISSED         | 2     | 20.55    |            |
| DIV                | DIVERSION AGREEMENT      | 2     | 235.00   |            |
| FORF               | FORFEITED                | 1     | 99.00    |            |
| GBD                | GUILTY BY DEFAULT        | 33    | 1,283.47 |            |
| GUILTY             | FOUND GUILTY             | 26    | 1,388.31 |            |
| Total Fines:       |                          | 64    | 3,026.33 |            |
| <b>Surcharges</b>  |                          |       |          |            |
| COUNTY             | COUNTY ASSESSMENT        | 12    | 144.00   |            |
| STATE              | STATE ASSESSMENT         | 21    | 720.00   |            |
| Total Surcharges:  |                          | 33    | 864.00   |            |
| Grand Totals:      |                          | 140   | 5,242.23 |            |

## Report Criteria:

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

| Agency    | Case Number | Citation Numbers | Violation Date | Primary Offense                             | Location                           |
|-----------|-------------|------------------|----------------|---|------------------------------------|
| COBURG PD | 26-T-0001   | 1481             | 01/04/2026     | VIOLATING DESIGNATED SPEED 11-20 MPH        | S 6TH ST/ SOMMERVILLE LP           |
| LCSO      | 26-T-0002   | 233418           | 01/05/2026     | DRIVING WHILE UNINSURED; FTR VEHICLE        | 237 MONROE ST HARRISBURG           |
| LCSO      | 26-T-0003   | 233431           | 01/05/2026     | NO OPERATORS LICENSE                        | 314 N 3RD ST HARRISBURG            |
| LCSO      | 26-T-0004   | 233434           | 01/05/2026     | DWS/REVOKED; DRIVE UNINSURED                | 199 SMITH ST/N 2ND ST HARRISBURG   |
| LCSO      | 26-T-0005   | 233439           | 01/05/2026     | FAIL TO CARRY PROOF OF INSURANCE            | 581 TERRITORIAL ST HARRISBURG      |
| LCSO      | 26-T-0010   | 233482           | 01/09/2026     | DWS/REVOKED; DRIVE UNINSURED                | 799 S. 2ND ST/3RD ST               |
| LCSO      | 26-M-0001   | 233483           | 01/09/2026     | DRIVE WHILE SUSPENDED - MISD                | 325 S. 3RD ST                      |
| LCSO      | 26-T-0011   | 233484           | 01/09/2026     | DRIVING WHILE UNINSURED                     | 325 S. 3RD ST                      |
| COBURG PD | 26-T-0006   | 1482             | 01/11/2026     | VDS 11-20 MPH; EXPIRED VALID STICK          | S. 6TH ST NEAR SOMMERVILLE         |
| COBURG PD | 26-T-0007   | 1483             | 01/11/2026     | VDS 11-20 MPH; FTR VEHICLE                  | S. 6TH ST & SOMMERVILLE            |
| COBURG PD | 26-T-0008   | 1484             | 01/11/2026     | FTO TCD-SIGN ; NO OPER LICENSE              | TERRITORIAL ST & N. 7TH ST         |
| COBURG PD | 26-T-0009   | 200867           | 01/12/2026     | VIOLATING DESIGNATED SPEED 11-20 MPH        | S. 6TH ST & SOMMERVILLE            |
| COHB      | 26-M-0002   | 26-M-0002        | 01/14/2026     | FAILURE TO APPEAR ON CRIMINAL CITATION      |                                    |
| COHB      | 26-M-0003   | 26-M-0003        | 01/14/2026     | FAILURE TO APPEAR ON CRIMINAL CITATION      |                                    |
| COHB      | 26-M-0004   | 26-M-0004        | 01/14/2026     | FAILURE TO APPEAR ON CRIMINAL CITATION      |                                    |
| COHB      | 26-M-0005   | 26-M-0005        | 01/14/2026     | FAILURE TO APPEAR ON CRIMINAL CITATION      |                                    |
| COHB      | 26-M-0006   | 26-M-0006        | 01/14/2026     | FAILURE TO APPEAR ON CRIMINAL CITATION      |                                    |
| LCSO      | 26-T-0012   | 233576           | 01/18/2026     | FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN | 659 TERRITORIAL ST HARRISBURG      |
| LCSO      | 26-T-0013   | 233581           | 01/19/2026     | FAIL TO CARRY PROOF OF INSURANCE            | 699 S 6TH ST/LASALLE ST HARRISBURG |
| LCSO      | 26-T-0014   | 233589           | 01/20/2026     | FAIL TO CARRY PROOF OF INSURANCE            | MCMULLEN LN & 99E                  |
| LCSO      | 26-P-0001   | 233593           | 01/20/2026     | IMPROPER PARALLEL PARKING                   | 575 N. 6TH PL                      |
| COBURG PD | 26-T-0016   | 1485             | 01/25/2026     | VIOLATING DESIGNATED SPEED 11-20 MPH        | S. 6TH NEAR SOMMERVILLE            |
| COBURG PD | 26-T-0015   | 1486             | 01/25/2026     | VIOLATING DESIGNATED SPEED 21-30 MPH        | S. 6TH NEAR SOMMERVILLE            |
| LCSO      | 26-T-0017   | 233665           | 01/26/2026     | VIOLATING BASIC RULE (11-20) OVER           | 396 DIAMOND HILL DR                |
| LCSO      | 26-T-0018   | 233700           | 01/29/2026     | VIOLATING BASIC RULE (11-20) OVER           | 794 DIAMOND HILL                   |
| LCSO      | 26-T-0023   | 233713           | 01/30/2026     | FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN | 295 TERRITORIAL ST                 |
| COBURG PD | 26-T-0019   | 200412           | 01/31/2026     | VIOLATING DESIGNATED SPEED 11-20 MPH        | 6TH ST & SOMMERVILLE LP            |

## Grand Totals:

27 CITATIONS ISSUED FOR A TOTAL OF 33 OFFENSES

## Monthly Code Enforcement Report

### January 2026

| Area/Location:                                 | Issue:                                 | Action(s) taken:   |
|--|--|--|
| 8 <sup>th</sup> & Burton                       | Junk/Nuisance Vegetation               | Found guilty in court, fine and required cleanup,<br>Missed 1/14/26 deadline, rescheduled for<br>2/11/26 |
| N 6 <sup>th</sup> Place                        | Junk/inoperable vehicles               | 1/31/26 deadline, follow up inspection needed  |
| 9 <sup>th</sup> & Territorial                  | Junk                                   | Improved, continuing to monitor  |
| 4 <sup>th</sup> & Schooling                    | Vegetation/Prohibited parking          | Continuing to build documentation  |
| 800 Blk Smith St                               | RV Stored on street                    | No violation on inspection 1/29/26   |
| 500 Blk N 6 <sup>th</sup> St                   | RV Stored on street                    | Warning letter sent  |
| 100 Blk Macy St                                | Inoperable vehicle stored<br>On street | Warning letter sent  |
| Lasalle St, 9 <sup>th</sup> to 6 <sup>th</sup> | New no parking restrictions            | street clear on inspection 1/29/26   |

#### Overall narrative:

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

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**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:**

Exhibit A:     None

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

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

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

**BACKGROUND INFORMATION:**

Our City Attorney, Sean Kidd, and Staff will provide the City Council with feedback from the meeting with BNSF on February 4, 2026.

**REVIEW AND APPROVAL:**



02.03.26

Michele Eldridge     Date  
City Administrator