

City Council Agenda
February 10, 2026
6:30 PM

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.*

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

1.

Agenda Bill

Harrisburg City Council

Harrisburg, Oregon

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:

1. **City Council Minutes for January 13th and January 27th, 2026**
2. **The Payment Approval Report for January 2026**

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: \$0.00

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 2nd 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

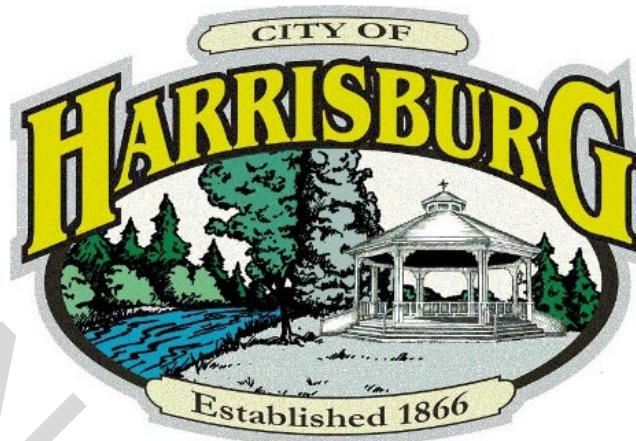
The Planning Commission last met on September 16, 2025. Those minutes are not yet available.

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

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 4th 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 a 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.

- 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 9th 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 Arthur 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 4th 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.

Mayor

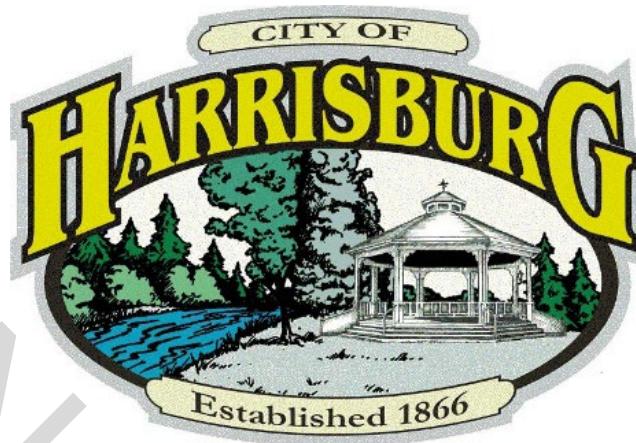
City Recorder

Policy Issues

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 Personnel Policy - 44 days limit 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

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, 4th 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:

- 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 6th 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 4th 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 trespass 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 trespassing 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.

- 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 1st 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 7th at 1pm at the Christian Church followed by a reception at the museum.
- The City will begin planning for a memorial celebration for 1st Lieutenant Russell Quinn on June 13th, 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 17th.
- Eldridge reminded Council of the meeting next week with BNSF.

- 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.

Mayor

City Recorder

UNAPPROVED



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

1.

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

1.

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: Ham'sburg

State: OR

Zip: 97446

Email Address: nuestrosabor.llc@gmail.comPlease 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 & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

1.

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
1206						
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
3693						
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
2549						
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
3732						
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
3773						
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
3914						
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
2939						
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	
3348						
3348	Code Publishing, Inc.	GCI0019192	Codification Update	12/31/2025	196.00	10-60-2900
Total 3348:					196.00	
2720						
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	
3913						
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	
3966						
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	
3896						
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	
4032						
4032	Excel Electric LLC	7185	Electrician	01/18/2026	337.00	10-72-6700
Total 4032:					337.00	
1946						
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	
3165						
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
					64.12	
4090						
4090	Joshua T. Henderson	DECEMBER 2	Court Restitution Payout	12/31/2025	200.00	10-42-2200
					200.00	
3968						
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
					472.06	
4048						
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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
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	
4095						
4095	Kimberly Morgan Sanders	25-T-0287	Court Payouts	01/15/2026	17.00	10-42-2200
Total 4095:					17.00	
4089						
4089	Koon General Contracting, LLC	6594	Gravel & Grade	01/21/2026	3,161.25	11-60-7975
Total 4089:					3,161.25	
4027						
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	
3859						
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	
3819						
3819	Linn County Treasurer	DECEMBER 2	Court Revenue Payout	12/31/2025	113.73	10-42-2200
Total 3819:					113.73	
1227						
1227	McKinley Printing Company	4160	Printing expenses	12/23/2025	250.00	10-60-2300
Total 1227:					250.00	
2644						
2644	Net Assets	54-22512	Lien Searches	01/02/2026	139.00	10-53-2250
Total 2644:					139.00	
1102						
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
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	
1853						
1853	Pape' Machinery	370765	Sweeper Repairs	12/22/2025	463.60	11-45-3000
Total 1853:					463.60	
1814						
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	
3582						
3582	Sierra Springs	217929670103	Bottled Water	01/03/2026	92.69	10-53-2200
Total 3582:					92.69	
2927						
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
					58.29	
1144						
1144	Suzan Jackson	259	Janitor Services	12/31/2025	1,180.00	10-72-4100
					1,180.00	
4082						
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
					1,313.50	
4094						
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
					218.20	
4043						
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
					261.70	
3747						
3747	USABlueBook	00914850	Misc P/W Exp	12/18/2025	142.58	52-65-4600
					142.58	
3663						
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
					465.78	
1239						
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

Dated: _____

Mayor: _____

City Council: _____

Payment Approval Report

Expense Account Key

City Recorder: _____

City Treasurer: _____

Fund Number	G.L. Number	Acct
10	10-XX-	XXXX
11	11-XX-	XXXX
23	23-XX-	XXXX
24	24-XX-	XXXX
25	25-XX-	XXXX
26	26-XX-	XXXX
27	27-XX-	XXXX
30	30-XX-	XXXX
40	40-XX-	XXXX
41	41-XX-	XXXX
51	51-XX-	XXXX
52	52-XX-	XXXX
56	56-XX-	XXXX

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Code	Description	Count	Amount	GL Account
Court Costs				
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	
Fines				
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	
Surcharges				
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/ SOMMERSVILLE 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/REVOKE; 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/REVOKE; 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 SOMMERSVILLE
COBURG PD	26-T-0007	1483	01/11/2026	VDS 11-20 MPH; FTR VEHICLE	S. 6TH ST & SOMMERSVILLE
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 & SOMMERSVILLE
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 SOMMERSVILLE
COBURG PD	26-T-0015	1486	01/25/2026	VIOLATING DESIGNATED SPEED 21-30 MPH	S. 6TH NEAR SOMMERSVILLE
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 & SOMMERSVILLE 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 th & Burton	Junk/Nuisance Vegetation	Found guilty in court, fine and required cleanup, Missed 1/14/26 deadline, rescheduled for 2/11/26
N 6 th Place	Junk/inoperable vehicles	1/31/26 deadline, follow up inspection needed
9 th & Territorial	Junk	Improved, continuing to monitor
4 th & 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 th St	RV Stored on street	Warning letter sent
100 Blk Macy St	Inoperable vehicle stored On street	Warning letter sent
Lasalle St, 9 th to 6 th	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

**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

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

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
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