



City Council Agenda  
January 13, 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.)

## RESOLUTIONS

### **1. THE MATTER OF REVIEWING THE PROPOSED HARRISBURG HOMETOWN HERO BANNER PROGRAM; AND APPROVING RESOLUTION NO. 1313**

#### **STAFF REPORT:**

Exhibit A: Resolution & Council Policy

Exhibit B: Proposed Application

**ACTION: DISCUSS & ADVISE STAFF OF ANY CHANGES NEEDED IN THE PROGRAM. IF ACCEPTABLE, MOTION TO APPROVE RESOLUTION NO. 1313, "A RESOLUTION ESTABLISHING CITY COUNCIL POLICY 26-1.01: 'VETERAN AND ACTIVE SERVICE BANNER PROGRAM'"**

## NEW BUSINESS

### **2. THE MATTER OF DISCUSSION IN RELATION TO ADDING A MONUMENT TO RIVERFRONT PARK**

#### **STAFF REPORT:**

Exhibit A: Approximate Location of Memorial

Exhibit B: Resolution No. 942

Exhibit C: (Resolution No. 1122) & Council Policy 15-1.03  
Memorials & Building Naming

**ACTION: TBD**

### **3. THE MATTER OF APPROVING A LIQUOR LICENSE FOR NUESTRO SABOR**

#### **STAFF REPORT:**

Exhibit A: Liquor License Application

**ACTION: MOTION TO RECOMMEND TO THE OLCC THAT A LIQUOR LICENSE FOR NUESTRO SABOR IS APPROVED**

### **4. 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)**

#### **STAFF REPORT:**

Exhibit A: Draft IGA

**ACTION: MOTION TO APPROVE THE IGA WITH OCWCOG FOR GRANT SUPPORT AND PLANNING SERVICES, WHEN NEEDED, AND TO AUTHORIZE THE CITY ADMINISTRATOR TO SIGN THE AGREEMENT**

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

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

**STAFF REPORT:**

Exhibit A: City Council Minutes for October 28, 2025 & December 9, 2025

Exhibit B: Payment Approval Report for December 2025

Exhibit C: Municipal Court Collections Report for December 2025

Exhibit D: Municipal Court Citation Report for December 2025

Exhibit E: Code Enforcement Report for December 2025

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

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**

**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.

- Notice to Proceed for RTP Grant
- Breal-sous-Montfort-Soccer Tournament Offer
- BNSF

**OTHER ITEMS**

**ADJOURN**

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

**THE MATTER OF REVIEWING THE PROPOSED HARRISBURG HOMETOWN HERO BANNER PROGRAM; AND APPROVING RESOLUTION NO. 1313**

**STAFF REPORT:**

- Exhibit A: Resolution & Council Policy  
Exhibit B: Proposed Application

**ACTION: DISCUSS & ADVISE STAFF OF ANY CHANGES NEEDED IN THE PROGRAM. IF ACCEPTABLE, MOTION TO APPROVE RESOLUTION NO. 1313, “A RESOLUTION ESTABLISHING CITY COUNCIL POLICY 26-1.01: ‘VETERAN AND ACTIVE SERVICE BANNER PROGRAM’”**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – January 13, 2026

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$125 ea.	Yes \$5,000	Community & Economic Development – Veterans Project

**STAFF RECOMMENDATION:**

**Staff recommends that Council discuss, decide on which design they like the best for this project, and approve the Resolution, if there are no changes being made at this time.**

**BACKGROUND INFORMATION:**

The City of Harrisburg would like to start a Harrisburg Hometown Hero Banner Program to honor Veterans, as well as Active Service Military. With the 250<sup>th</sup> anniversary of America this year, we want to honor those people who have been residents of Harrisburg either now, or during the time in which they served. The Harrisburg area includes anyone residing, or having been residing, in the 97446 zip code. This will include the area immediately surrounding Harrisburg, and roughly in the school district. The Honor List wall included these same families, from the areas surrounding Harrisburg, many of which includes our farms and their families.

The banner program project is based on a similar banner project in Sweet Home; Council will likely have driven through and have noticed the Coburg program as well. (That was a program that the Grange and VFW put together). To simplify the program, and provide more efficient services, Staff is proposing that we make this a very simple program. From top to bottom, we will post Harrisburg Hometown



*Figure 1- Wording Example*



Hero, the picture of the honoree, their name, and the military branch they serve(d) in. If someone is deceased, they can check the memorial square, and a gold star will be added to their banner. (See **Figure 1** above)

The Resolution establishing the program, with Council Policy No. 26-1.01, (**Exhibit A**) shows the rules and process for running the program. Banners will be posted Memorial Day through Veterans Day; they can be left up longer than this, but the City's Christmas decorations will take up the power poles when they are installed. (Sheilds are posted lower than the banners, so the two shouldn't cause a problem on the same pole, just as they don't now.) Using the same brackets as we have for our other banners saves more money for the City. In addition, we will not be tracking or guaranteeing any pole position, as this would take more staff time. The draft application can be found in **Exhibit B**.

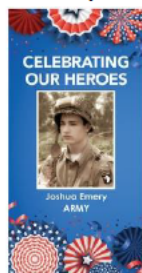
The banners are quoted at roughly \$120 to \$125 ea., through three different companies, one of which is local. The local company might also provide a bigger discount depending upon how many of these are ordered. The price per banner will be charged to applicants, we will be rounding to the next \$5 figure based upon what that is. The banners are 30"x60", and are 2-ply, 18oz vinyl. The same image will be on each side of the banners. These are designed for a high traffic area, with lots of exposure and wind. They should last in fairly good shape for between 3 to 5 years. Therefore, the City and applicants will need to decide if they want to replace any of the worn-out banners at the end of their life. If the applicant doesn't want to pay for a newer banner to replace the old one, the City will offer them the current banner, so that they can keep it as a memento.

The budget includes \$5,000 for the Veterans Program; however, most of these funds were for a memorial event to be held on June 13<sup>th</sup> this year, as well as a display for the 4<sup>th</sup> of July in relation to our Sister City, and our honorary citizen, Jean~Paul Favrais. The City can afford to subsidize the first 25 applicants, by paying half of their costs (\$62.50), using \$1,563 of this fund. This can include Council members, and Staff. The following are three examples of designs that Council can choose from; shown below are staff favorites. They can also leave it the same as shown in figure 1 above. The wording of **Harrisburg Hometown Hero** should replace the main words in each of these examples, but it can go underneath the name, such as shown in example 3. This can be done informally as a consensus, rather than requiring a formal motion.

Example 1



Example 2



Example 3



This is a starting point for this program, which does not need to be concluded at this particular Council meeting. Most of the suppliers need a 3-week to 6-week turnaround, so we do need to decide soon, as to what kind of a program we would like to have. Staff can make any adjustments to the program that Council would like to see and can return in the next meeting with those changes.

Once a decision is made, and Council approval is provided, the City can start putting this on the website, in the newsletter, in Friday updates, and in Social Media. This will include the 4<sup>th</sup> of July Facebook page, which has over 3400 participants, and reaches far more households.

REVIEW AND APPROVAL:



Michele Eldridge 01.06.26  
City Administrator

**RESOLUTION NO. 1313**

**A RESOLUTION ESTABLISHING CITY COUNCIL POLICY 26-1.01:  
‘VETERAN AND ACTIVE SERVICE BANNER PROGRAM’**

WHEREAS, the City Council agrees with Staff that the City owes much to the Veterans, and active military who protect all of us; and,

WHEREAS the City Harrisburg also has the responsibility of working to provide more efficient and better services; and

WHEREAS, the adoption of this resolution will provide City Staff with the procedures that will guide the City on running a banner program that honors Veterans and Active Military Service members, which will contribute to a sense of honor and recognition for those driving through town.

NOW, THEREFORE BE IT RESOLVED that City Council Policy, ‘CP 26-1.01’ is hereby adopted as presented to the City Council as shown in ‘**Exhibit A**’.

ADOPTED by the City Council of the City of Harrisburg, OR on this 13<sup>th</sup> day of January, 2026, and made effective this same day.

\_\_\_\_\_  
Mayor Robert Duncan

ATTEST:

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

# EXHIBIT A

## CITY OF HARRISBURG

### COUNCIL POLICY MANUAL

#### POLICY AREA 1 – GENERAL

CP 26-1.01 Veteran & Active Service Banner Program

Adopted :

26-1.01.010 Purpose

The City wants to honor both Veterans, and Active Military Service members by establishing a Veteran and Active Service Banner Program.

26-1.01.020 Policy

It is the City Council's decision as to whether or not it should allow a Veteran & Active Service Banner Program. The intent to honor veterans is balanced with being good stewards of the citizens tax dollars. Because Harrisburg is a farming community with many of our farming families having Veterans in the past, it is important to allow anyone who has a Harrisburg zip code the ability to participate.

26-1.01.030 Procedure

- a. An application, this policy, and sample presentation will be placed on the City's website. The program will be advertised on the City's website, in newsletters and in Friday updates. It will also be shared via Facebook, including in the Harrisburg Community 4<sup>th</sup> of July Association Facebook page.
- b. The application requires that the applicant provide a copy of their Veteran DD214. They will also provide a Service Photo of the Honoree, if one is available.
- c. Only honoree's with honorable discharges will be allowed to have banners. The branch of US military service must be included. A cost per banner, as established by the City Council, shall be provided by the applicant.
- d. The City will not keep track of where honoree's pictures are posted; no specific pole position is guaranteed.

- e. The banners are designed to withstand elements for 3 to 5 years. At the end of the banner's life, the applicant will have an opportunity to replace the banner at their cost, or the City will be happy to give them the banner as a memento of their loved one.

26-1.01.040 City Staff Procedures

- a. City Staff will process each application, verifying the DD214, and entering the honoree's and applicant information to the database after processing the payment. Photo's will be scanned in.
- b. The application, photo, and information shall be provided to the Staff member who will forward this information to the company providing the banners.
- c. Public Works Staff will post the banners when received by the City depending upon work loads, and as scheduled by the PW Foreman.
- d. On an annual basis, banners will be posted for Memorial Day through Veteran Day.
- e. All proceeds from this program go towards banners and hardware placement.

26-1.01.050 Deterioration/Replacement

Public Works will have the responsibility to determine if a banner is too worn out, or faded to continue to be viewed by the public. If a banner is pulled due to deterioration, City Administrative staff will contact the applicant to sponsor/purchase a new banner. If the applicant doesn't want to order a new banner, the old banner will become their property. Banners will only be kept for 60-days past their current life if the applicant doesn't respond.

26-1.01.060 Review and Update

This policy shall be reviewed every five years by the City Council & City Administrator and updated as appropriate.

Approved on January 13, 2026

# Harrisburg Hometown Hero Banner Project

## Application

**To Order** *The applicant must provide the following information at time of order:*

- |                                       |                              |                             |
|---------------------------------------|------------------------------|-----------------------------|
| 1. Present Military ID,               | <b>Veteran DD214</b>         | <input type="checkbox"/>    |
| 2. Complete Application               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Prepay of \$125 for the Banner     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Provide a Service Photo of Honoree | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Honoree Information:** Please write clearly. The spelling of honoree provided on the application or I.D. will be utilized directly on the banner.

Name \_\_\_\_\_  
                     *First*                                    *Middle (if desired)*                                    *Last*

Is the Honoree a resident of the \*Harrisburg area? ☐ Yes ☐ No

Did the Honoree reside in the Harrisburg area at the time of service? ☐ Yes ☐ No

Date Entered Service: \_\_\_\_\_ Date of Discharge or Re-enlistment: \_\_\_\_\_

Type of Discharge (*honorable* *only*) \_\_\_\_\_

**Branch of U.S. Military Service:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> U.S. Army            | <input type="checkbox"/> U.S. Navy      | <input type="checkbox"/> U.S. Coast Guard |
| <input type="checkbox"/> U.S. Marine Corps    | <input type="checkbox"/> U.S. Air Force | <input type="checkbox"/> Reserves         |
| <input type="checkbox"/> WWII Merchant Marine | <input type="checkbox"/> National Guard |   |

**Banner Type:**

- ☐ Standard ☐ Memorial (Gold Star)

### **Contact information:**

Person or Organization Applying: \_\_\_\_\_

Relationship to Honoree: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number 1. \_\_\_\_\_ 2. \_\_\_\_\_

E-Mail Address 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Things to Know:** • Banners are posted Memorial Day through Veterans Day • No specific pole position is guaranteed • Project is not responsible for stolen, damaged, or destroyed banners due to natural or unnatural causes • All proceeds go towards the banners and hardware placement

*\*For more information please call Jamie Knox or Caleb Smith at (541) 995-6655.*

Please return banner applications to: The City of Harrisburg, 120 Smith St., PO Box 378, Harrisburg, OR 97446

\*A Harrisburg resident for this program must live, or have lived, in an area within the 97446 zip code boundaries.

If a banner has become too faded, or the fabric too deteriorated to stay on display outside, applicants will be given an opportunity to replace the banner at their own cost. Those who do not wish to cover this cost will be given the option of keeping the banner. Unclaimed banners will be held for a 60-day period for owners if they do not respond to the initial contact from the City.



Agenda Bill

**Harrisburg City Council**

Harrisburg, Oregon

THE MATTER OF DISCUSSION IN RELATION TO ADDING A MONUMENT TO RIVERFRONT PARK

STAFF REPORT:

- Exhibit A: Approximate Location of Memorial
- Exhibit B: Resolution No. 942
- Exhibit C: (Resolution No. 1122) & Council Policy 15-1.03 – Memorials & Building Naming

ACTION: TBD

THIS AGENDA BILL IS DESTINED FOR: Agenda – January 13, 2026

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	No	N/A

STAFF RECOMMENDATION:

Staff recommends Council Discussion; proposed motions are at the end of the report.

BACKGROUND INFORMATION:

The City of Harrisburg has had a request from relatives of Mr. Russell Slonecker, who lost his life on Christmas Eve barely three weeks ago in Riverfront Park. Jenna Owens and her family will be present at this meeting. They have asked for permission to place an approximately 4’ high cross near the same location where Mr. Slonecker tragically lost his life. Staff spoke with them right before the New Year and let them know that the City does not currently allow any types of memorials other than tables, benches, trees, and light poles in our parks, but the City Council would still be able to consider their request.

The picture shown in **Exhibit A** shows the approximate location for the cross. Resolution No. 942, shown in **Exhibit B** establishes the master plan in relation to Memorials in Riverfront Park. Council Policy in relation to Memorials is shown in **Exhibit C**. Staff has not had the family submit their request in writing, because crosses are not currently allowed in any City park.

The City Council always has the right to discuss requests that are outside of the standards the City normally allows. Staff reviewed the discussion from 2015 and 2016,

and a cross was never discussed. It might have been discussed at one of the committee meetings previously, as this went through both the Government and the Parks Committee's at that time. Staff doesn't feel that a cross should be added to the current allowed memorial list, but the request for one can always be considered on a case-by-case basis. However, the City Council should be aware of several cities in locations nearby who have encountered public pushback with crosses that are allowed on public property.

There is also some concern expressed about whether the location itself will allow the installation of a cross, due to the parking lot, and tree roots. Therefore, if allowed, Public Works will have the final say as to the exact location, as well as the material of the cross. Staff and LCSO also have some concerns about the cross being subject to vandalism at this location. If the City Council allows the installation of a cross at this location, then please be aware that if it is regularly vandalized, and starts taking more staff time for restoration, then Staff could ask for it to be moved, or removed, from this location. If so, the family can then decide on another type of memorial at that time.

Ms. Owens and the family do know that they are responsible for the purchase of the memorial, if the City Council allows it. Mr. Slonecker does meet the designation criteria in Exhibit C, in both 1 and 2, and his family isn't certain if he has been a volunteer in this area or not. Another family member might be present at the meeting to share more information. Even if the other criteria aren't applicable, in Section 1 of the Memorial Policy, the City Council always has the ability to allow for a memorial request for a candidate who doesn't satisfy at least 3 of the criteria listed in 1.C.

Staff has also discussed with the family that if the City Council doesn't allow a cross to be installed, that we do have other memorial locations available, including light poles in this same general area, and the table next to the restrooms. Plaques for existing memorial items are less expensive than other types of memorials. A plaque costs approximately \$550, while benches and picnic tables are \$2,500 to \$5,000.

If the City Council allows the Cross, then the motion should be to *direct Staff to work with the applicant to allow the placement of a cross to City specifications in Riverfront Park as a memorial for Russell Slonecker*, or motion to *ask Staff to work with the applicant on a memorial for Russell Slonecker within the guidelines as currently shown in Council Policy*.


#### REVIEW AND APPROVAL:



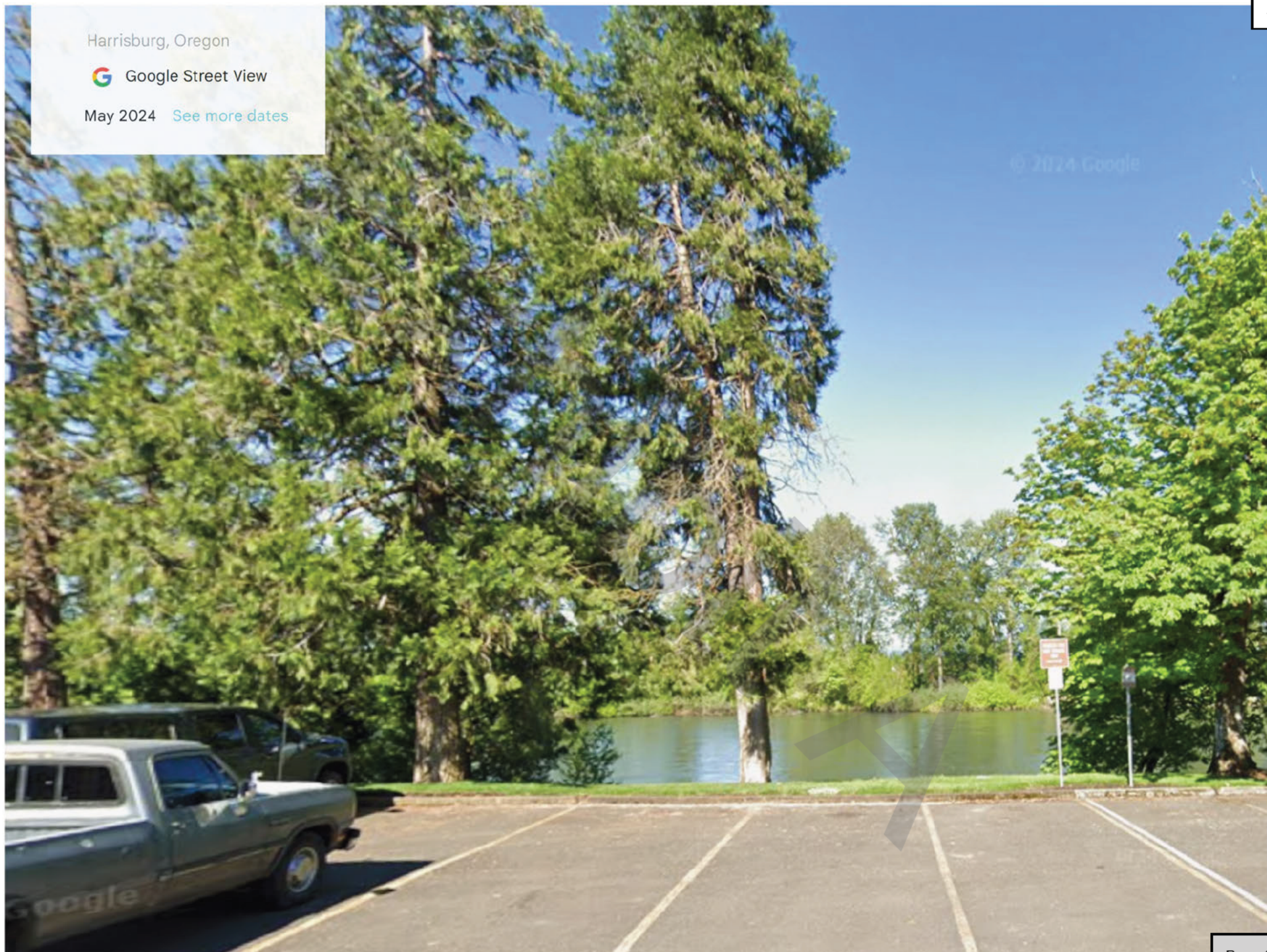
Michele Eldridge 01.07.26  
City Administrator



Harrisburg, Oregon

 Google Street View

May 2024 [See more dates](#)





## RESOLUTION No. 942

### A RESOLUTION ADOPTING A MASTER PLAN FOR MEMORIALS AT RIVERFRONT PARK

WHEREAS, several persons have paid for the placement of memorial benches and tables at Riverfront Park in honor of loved ones; and,

WHEREAS the Parks Committee recommends that a Master Plan be approved by the City of Harrisburg to determine how many memorials should be allowed at Riverfront Park, where they should be placed, the design of the memorials and who can be honored by a memorial; and,

WHEREAS the City Council agrees that a Master Plan should be approved;

NOW THEREFORE, BE IT RESOLVED that the City of Harrisburg approves the following as a Riverfront Park Master Plan for Memorials:

1. Memorial shall be limited to a bench, a picnic table or a light pole.
2. Memorial may include plaque or inscription no larger than 70 square inches in size.
3. The allowed number (including existing memorials), type and location of memorials shall be:
  - a. Three benches and two picnic tables placed north of the boat landing.
  - b. Light poles placed at 100 foot intervals along the pathway north of the boat landing.
  - c. Two tables and two benches placed between the boat landing and the Gazebo.
  - d. Two benches placed between the Gazebo and Moore Street.
  - e. Two tables placed near the southeast corner of 1<sup>st</sup> and Moore Streets.
  - f. Two benches placed near the intersection of 1<sup>st</sup> and Macy Streets.
  - g. A bench placed near the dead end of Street, near Schooling Street.
4. Memorials will be allowed to honor deceased persons who have
  - a. Lived or worked within the boundaries of the Harrisburg School District for at least five years; and,
  - b. Passed away within three years of the memorial request; and,
  - c. Served honorably in the United States military or,
  - d. Served the community by doing volunteer work over a period of at least five years.
5. The Parks Committee is authorized by the City Council to consider all requests for memorials, to determine if the above criteria has been met, and to approve the placement of memorials. If the criteria has not been met but the Parks Committee feels there may be other good and sufficient reason to honor a person or persons with a memorial, it may state the reasons in a recommendation to the City Council which shall make a final determination on allowing or not allowing the requested memorial.
6. The cost of memorials, including site preparation, shall be the responsibility of the person or persons requesting the memorial. Payment of the estimated amount shall be made to the City prior to ordering the memorial.

Adopted by the City Council of the City of Harrisburg, Oregon, July 9, 2008.

\_\_\_\_\_  
Mayor

ATTEST:

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

Exhibit B

**RESOLUTION NO. 1122****A RESOLUTION ADOPTING COUNCIL POLICY 15-1.03.**

WHEREAS, the City Council recognizes the outstanding contributions and service of citizens and benefactors to the City of Harrisburg; and,

WHEREAS, the City Council would like to recognize the people who make these contributions through memorials, and naming buildings and lands; and,

WHEREAS, the Parks Committee held a duly-advertised public meeting on October 27, 2015, and the Government Committee held a public meeting on December 1, 2015 to review the proposed Council Policy and gave the public an opportunity to be heard; and,

WHEREAS, the Council held a duly-advertised public meeting to review the proposed Council Policy and gave the public an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED Council Policy 15-1.03 is adopted as presented to the City Council in **Exhibit A**.

Adopted by the City Council of the City of Harrisburg, Oregon, and made effective the 9<sup>th</sup> day of December, 2015.

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



**EXHIBIT A**  
**CITY OF HARRISBURG**  
**COUNCIL POLICY MANUAL**

**POLICY AREA 1 – GENERAL**

CP 15-1.03 Memorials & Building Naming

**Adopted: December 9, 2015**

1.03.010 Purpose

The purpose of this policy is to outline the policy, approval criteria and process for designating memorials in city parks and city-owned properties, and for naming city buildings.

1.03.020 Background

The City has a memorial designation master plan for the Riverfront Park, including the type, number and location of memorial items that can be located in the park. Additionally, there are specific minimum criteria that need to be met in order for the memorial to be approved. As the City has grown and added more parks, there is an ability to expand the memorial designation program to other areas of the City, including the naming of City buildings. Finally, the City has been the recipient of bequests which have required the City recognize the financial contributions by memorializing the gift in some fashion.

1.03.030 Policy

1. The City will designate memorials in City parks and on City-owned property, other than City right-of-way, through an administrative review process in accordance with established criteria that emphasize community identity and service to the community. An applicant must submit a written request to the City Administrator regarding the type of memorial, proposed location, and a narrative addressing how the memorialized meets the designation criteria.

- a. **Memorial Type** – Memorials included within this category are basic park amenities such as benches, picnic tables, light posts and trees. Plaques or nameplates will be used to identify the memorial item.

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3. Standards the City will follow in regards to park memorials are:
- a. **Riverfront Park Benches and Picnic Tables** – Benches and picnic tables in Riverfront Park shall be consistent with WAUSAU TF5064 Bench and WAUSAU TF3225 picnic table.
  - b. **Other Benches and Picnic Tables** – Benches and picnic tables shall be consistent with the design and style of the ANOVA – landscape brand CTSBEN bench.
  - c. **Trees and Light Posts** – The variety of a new tree is subject to approval by the City Administrator. Light posts shall be consistent with the Harrisburg Design and Action Plan.
  - d. **Plaques and Nameplates** – These items may not exceed 70 square inches in size, and only one plaque or nameplate is allowed per memorial feature

1.03.040 Memorials are considered donations to the City, and all donations are solely owned by the City after installation.

1.03.050 Review and Update

This policy shall be reviewed every five years by the City Council and updated as appropriate.

Agenda Bill

**Harrisburg City Council**

Harrisburg, Oregon

THE MATTER OF APPROVING A LIQUOR LICENSE FOR NUESTRO SABOR

STAFF REPORT:

Exhibit A: Liquor License Application

ACTION:

MOTION TO RECOMMEND TO THE OLCC THAT A LIQUOR LICENSE FOR NUESTRO SABOR IS APPROVED

THIS AGENDA BILL IS DESTINED FOR: Agenda – January 13, 2026

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

STAFF RECOMMENDATION:  
Staff recommends the City Council ask questions, and recommend to the OLCC that the issuance of a liquor license for Nuestro Sabor should be approved

BACKGROUND INFORMATION:

Section 1: Approval of a new Commercial License – Existing Location (new owner)  
Bella Martinez-Ramos, the owner of Nuestro Sabor, recently moved her business from its location inside American Market to the Restaurant that recently held 36 Spices, Outfitters and the Vault. Under an arrangement with the prior owner, she has not had her own liquor license.

This will allow her to provide Retail On-Premises Sales and Consumption. As a normal process for decades, only the OLCC can approve a liquor license; the City governing body only makes a recommendation to the OLCC for approval or denial. Bella has done a great job in promoting her business at this location, and is very dedicated to being a good business owner. Staff is recommending that we provide the recommendation that she needs for this license. If the City Council is willing to make the recommendation, they can make that motion as shown above at this time, and Bella can feel free to leave if she would like to. The next section can then be discussed.

Section 2: Liquor License Recommendations Discussion:  
The City Administrator is currently allowed to recommend approval of temporary liquor licenses without bringing them for approval to the City Council. Staff does bring those,

if they are part of a special event that would cause a conflict with her position. Similarly, she would bring any questionable license request to the City Council for approval.

The City doesn't have very many commercial licenses that change hands; only when a business sells, or if a new restaurant was built. When Biraj brought his license request to the City Council, there was only one question he was asked, in relation to the food he was serving. This is the only type of license that the City Council still approves. All licenses under Title 5, including business licenses, home occupations, commercial truck permits, solicitor licenses, social games licenses, secondhand dealer license, and street & sidewalk vendor licenses, are all approved by the City Administrator, or their designee, which is typically the City Recorder.

If the City Council would still like full commercial liquor license applications that are new to be brought to them, then nothing needs to be done at this point. (We have used this opportunity in the past to ask questions about a business). However, this is also a good time to discuss whether the City Council still wants a business owner to come to a City Council meeting either when they are working, or trying to head home, when the Council doesn't actually approve the issuance of the license.

The OLCC does investigate each owner of a liquor license for a business location. If the business location has problems with OLCC, police or neighbors, or if the applicant has a criminal history, provided false information, and/or has a history of abusing drugs or alcohol, the investigation may take longer, and could be denied.

REVIEW AND APPROVAL:



Michele Eldridge 01.07.26  
City Administrator





## 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 &amp; 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 [REDACTED]

City: Harrisburg

State: OR

Zip: 97446

Email Address: [REDACTED]

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

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: Harri urg

Optional Date Received Stamp

Date Application Received: Decemb r 30, 20 5

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.

Agenda Bill

**Harrisburg City Council**

Harrisburg, Oregon

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)

STAFF REPORT:

Exhibit A:     Draft IGA

**ACTION:                    MOTION TO APPROVE THE IGA WITH OCWCOG FOR GRANT SUPPORT AND PLANNING SERVICES, WHEN NEEDED, AND TO AUTHORIZE THE CITY ADMINISTRATOR TO SIGN THE AGREEMENT**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – January 13, 2026

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$94 TO \$160 – Planning \$70 hr – Grants (After 25 hours free)	Yes	General Fund – Professional Services \$25,000 Contract Services \$10,000 Grant Expenses

STAFF RECOMMENDATION:  
**Staff recommends the City Council ask questions, and authorize Staff to sign the IGA with OCWCOG**

BACKGROUND INFORMATION:

Earlier in this fiscal year, Staff was working with Susan Patterson, who is the Grant Writer with OCWCOG. Susan works with the cities that belong to the COG, and looks specifically for grants that might work for the cities needs. She participates on several other boards and committee groups the City of Harrisburg belongs to, such as the Cascades West Regional Consortium, and the Rural Economic Alliance.

Susan contacted Staff when a specific Technical Assistance grant was showing up from the Department of Land Conservation and Development (DLCD) in relation to wetlands. The grant was very specialized, but with the City’s rampant wetlands, it was a possible match. Staff spent a couple of hours on different days meeting with Susan, and then in a group meeting with her, Justin Peterson, and our DLCD representative, Patrick Wingard. Staff learned several new acronyms that we will probably never use, but ultimately, the program was set up to advance housing production in the near term, to

be completed by June 30, 2027. It was mainly aimed at including developers with land use applications already in the jurisdictions permit pipeline, being held up by a small wetland issue. As a small city, with large wetlands, it really wasn't suitable for the City of Harrisburg.

The timeframe for this grant was only three weeks, so having a relationship already established with a good grant writer was important to have in place; we would have otherwise been signing this IGA immediately after the grant was submitted. Staff didn't have time when this grant was released to write it, and Susan did have time. Ultimately, it brought up the fact that it would be advantageous to the City to have an agreement in place that would facilitate something needed quickly, whether it's a planning issue, or grants with virtually no time allotted to research and write them.

Our City Attorney has vetted this IGA, as has the attorney for OCWCOG. The agreement says July 1, 2025; the attorneys don't worry about changing this, as the agreement technically only begins once approval has been provided by both organizations.

On Page 3, Exhibit A of the IGA, it notes the scope of work for grant writing. This is a first come first served model; if the grant writer is technically working on a different grant for another entity, other staff can be brought in to assist. The COG can assist on only a small technical part of a grant, or could actually write the entire grant from start to finish, including the administration of the grant. If we run into a grant that looks good for the City, and Staff is otherwise engaged in a project, this is an excellent service to have on hand. The City doesn't contract with any other grant writers, as both Staff and the PW Director write all the grants for the City. On Page 6, members who execute the IGA will get up to 25 hours of prospecting (hunting) for grants that will work. Rates are shown on page 7, of \$118 an hour. This is better than the grant writer that the City employed about 18 years ago, who charged \$135 an hour at that time.

The City already has a Planning Contractor which we are happy with, through TBG Architects and Planners. They have already worked with us through several projects, and will be utilized more heavily in the near future. The Principal at TBG is cheaper (\$135/hr) than the CED Director at the COG (Justin Peterson, \$160/hr), so the City would primarily be using TBG. However, if they should not have the capacity to assist at any given time, the backup agreement would allow us to use OCWCOG. The prices between the two organizations are very competitive. As noted on Page 5 of the IGA, planning services can even include allowing citizens to call them directly, if needed, and just like our current consultant, they can attend meetings and review land use applications as needed.

Ultimately, Staff believes this is a good IGA to have, as it allows more flexibility for the City of Harrisburg, and is especially useful if capacity is being reached by our regular consultants. They even have transportation engineers on hand, although we are

especially happy with the expertise provided by our current City Engineer, Branch Engineering.

REVIEW AND APPROVAL:

A handwritten signature in blue ink, appearing to read "Michele Eldridge", written over a horizontal line.

Michele Eldridge 01.07.26  
City Administrator



# INTERGOVERNMENTAL AGREEMENT

## Between City of Harrisburg And Oregon Cascades West Council of Governments For Grant and Planning Services

This Agreement is made and entered into upon execution by and between City of Harrisburg, a municipal corporation of the State of Oregon, hereinafter known as CITY, and Oregon Cascades West Council of Governments, hereinafter known as OCWCOG, Oregon 190.010 intergovernmental agencies.

### Recitals

- A. The STATE permit units of local government agencies to enter into agreements for the performance of required duties or the exercise of permitted powers.
- B. CITY has the need of Planning and Grant Services.
- C. OCWCOG has staff with the proper credentials, licensing, and experience to provide such services.

THEREFORE, the parties to this intergovernmental agreement agree to the following terms and conditions:

### Agreement

#### SECTION 1. SCOPE OF SERVICES

This agreement shall be for the purpose of providing general planning and grant-writing services to the CITY on an as-needed basis to address the demand for land use planning, project scoping, grant writing, grant administration, code review and update, comprehensive and master plan updates, property development, development permitting, GIS, and similar planning efforts. The activities and priorities that shall guide this planning work are described in the scope of work included as Exhibits A and B.

#### SECTION 2. CITY RESPONSIBILITY

- A. CITY will provide access to records and planning documents relevant to work requested.
- B. CITY shall prioritize and communicate planning activities to OCWCOG; provide direction as tasks are completed for any follow-up activities.
- C. CITY shall pay OCWCOG within thirty (30) days after receiving OCWCOG's quarterly invoice.

#### SECTION 3. OCWCOG RESPONSIBILITY

- A. OCWCOG will respond to CITY requests for planning and grant services in a timely manner.
- B. OCWCOG will assist the City Administrator in identifying areas of need.
- C. OCWCOG shall track time spent on planning tasks and bill corresponding tasks with a brief description of the work accomplished.

#### SECTION 4. PROVISIONS



A. Contract Period: This agreement shall be effective on July 1, 2025 and shall terminate on June 30, 2024<sup>4</sup> unless this agreement is hereafter modified in writing.

B. Payment: OCWCOG will submit a quarterly invoice at the OCWCOG hourly rate as shown in ATTACHMENTS A and B. Rates will be assessed and may be updated annually upon adoption of the OCWCOG Fiscal Year Budget. Compensation shall be paid for work completed at the loaded hourly rates.

Authorization by the CITY for additional work will be communicated in writing by the City Administrator/County Administrator or Authorized Agent. Requests for services will be made to: Justin Peterson, Community and Economic Development Supervisor.

C. Termination: This agreement may be terminated by either party. Suspension in whole or in part of this agreement by either party will require thirty (30) days written notice to the other party. In the event of termination, CITY shall compensate OCWCOG for all services provided through the date of termination.

D. Assignability: This contract is for the exclusive benefit of the parties hereto. It shall not be assigned, transferred or pledged by either party without the prior written consent of all the remaining parties.

E. Status of Contractor: The City and OCWCOG agree that OCWCOG is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. The City shall not be obligated to pay OCWCOG, and OCWCOG shall not be entitled to, any benefits accorded to City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax, social security, or any other tax, for contributing to the state industrial insurance program or otherwise assuming the duties of an employer with respect to OCWCOG.

F. Discrimination: The parties agree to comply with all applicable federal, state, and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, sexual orientation, gender identity or source of income.

G. Indemnification: To the extent possible under the limits of the Oregon Tort Claims Act for local governments, CITY and OCWCOG shall hold each other harmless, indemnify and defend each other's officers, agents and employees from any and all liability, actions, claims, losses, damages or other costs that may be asserted by any person or entity arising from, during, or in connection with the performance of the work described in this agreement, except liability arising out of the sole negligence of either party or its employees. Such indemnification shall also cover claims brought against either party under state or federal workers' compensation laws. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.

H. Public Contracts: All parties shall comply with all federal, state and local laws, ordinances and regulations applicable to the work under this agreement, including, without limitation, the applicable provisions of ORS chapters 279A, B and C, particularly 279B.220-279B.235, as amended.

I. Personal Identifying Information: OCWCOG agrees to safeguard personal identifying information in compliance with Oregon Revised Statutes ORS 646A.600, the Oregon Consumer Theft Protection Act and the Fair and Accurate Credit Transaction Act Provisions of the Federal Fair Credit Reporting Act. In the event of any inadvertent disclosure or release of information protected by any of these provisions,

OCWCOG shall immediately notify CITY and shall hold harmless, defend, and indemnify CITY for all costs related to notification, mitigation or remediation required by the disclosure by CITY.

- J. Waiver: Waiver of any breach of any provision of this agreement by either party shall not operate as a waiver of any subsequent breach of this same or any other provision of this agreement.
- K. Dispute Resolution: Unless otherwise provided in this Agreement, all claims, counterclaims, disputes and other matters in questions between CITY and OCWCOG arising out of, or relating to this Agreement or the breach thereof will be first mediated by the parties through a certified mediator selected by the OCWCOG. If the parties cannot agree on mediation, any litigation related to this agreement in any way shall be filed in the Circuit Court in and for Linn County Oregon.
- L. Workers Compensation: All employers that employ subject workers, as defined in ORS 656.027, shall comply with ORS 656.17 and shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). Recipient shall require and ensure that each of its subcontractors complies with these requirements.
- M. Severability: If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.
- M. Amendments: Any amendment to this agreement shall be in writing and signed by authorized representatives of both parties. There shall be no understanding, agreements, or representations, oral or written, regarding this agreement except as specifically set forth or referenced herein.

Signed:

\_\_\_\_\_  
 Paul Egbert  
 Agency Director  
 Oregon Cascades West Council of Govts  
 1400 Queen Ave SE Ste. 201  
 Albany, Oregon 97321

\_\_\_\_\_  
 Michele E. Dridge  
 City Administrator  
 City of Harrisburg  
 120 Smith Street, PO Box 378  
 Harrisburg, Oregon 97446

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit A

### Scope of Work

OCWCOG will provide professional grant writing to undertake portions of work described herein as prioritized and directed by the CITY which may include the following duties, responsibilities, tasks and programs:

#### Task 1: Grant Writing and Administration

Grant Prospecting and Grant Writing (Tasks 1.1 and 1.2) may be billed at a reduced rate as mutually agreed upon by all parties. Tasks will be billed in accordance with the hourly rate listed in Attachment A. Grant Administration (Task 1.3) will be billed at the full rate and offset by administrative funding and/or activity delivery funding as allowable under the awarded grant(s).

Proposal and awarded grant service requests are issued through a work order format and mutually agreed upon by the client and OCWCOG. OCWCOG will estimate the number of hours and provide a not to exceed amount for services requested.

Grant writing and administration services will be based on the availability of OCWCOG staff and a first come first served model will be used. To successfully accomplish this work, City must provide OCWCOG with requested information and materials in a timely manner.

**Task 1.1: Grant Prospecting** - Prospect for private, state, and federal grant opportunities aligned with local priority projects as directed by the city. OCWCOG will align prospecting activities with the defined areas of need expressed by the City to identify relevant opportunities. The grant prospecting estimate is 10 hours of staff time to review potential grant opportunities for the city. (As requested)

**Task 1.2: Project Scoping** - OCWCOG can assist with scoping projects to meet grant and funder requirements. Project scope elements include: a short description of the project, need and significance, budget, timelines, supporting jurisdiction plans (Transportation System Plan, Water Master Plan, etc.), community engagement activities, and deliverables. (As requested)

**Task 1.3: Grant Writing** – OCWCOG will prepare grant applications. This includes 1) Narrative preparation and writing; 2) research and data collection; 3) coordination of partners, as appropriate; 4) budget preparation and coordination with City's fiscal staff; 5) securing letters of support and supplemental documents; 6) Finalize and submit grant applications; 7) other roles and responsibilities requested by the city. (As requested)

**Task 1.4: Grant Administration** – OCWCOG will administer grant applications. This includes 1) project management; 2) meeting coordination and facilitation; 3) serve as a dedicated point of contact; 4) communication with grantor, stakeholders, and partners; 5) preparation and submission of any required reports; 6) procurement of contracted services, supplies, materials, and capital equipment; 7) fiscal and contract services (e.g., accounts payable, receivables, and intergovernmental agreements); 8) any required grantor follow-up data collection requirements; and 8) any other necessary duties necessary to fulfill grant and contractual obligations. (As requested)

## Exhibit B: Planning Services

OCWCOG will provide professional planning services to undertake portions of work described herein as prioritized and directed by the CITY which may include the following duties, responsibilities, tasks and programs:

### Task 1: Current Planning

**Task 1.1: General Staff Support** – OCWCOG will be available to respond to planning inquiries by phone or by email to both City staff and the general public. Services will primarily be provided virtually, unless in person attendance is needed. (As requested)

**Task 1.2: Pre-Application Review & Meetings** – OCWCOG will be available to review pre-application materials, provide written or verbal input regarding concerns and/or applicable code requirements, and may also organize pre-application meetings, if invited. (As requested)

**Task 1.3: Land Use Application Review** – OCWCOG will review land use applications including completeness checks, prepare public notice, write the staff report, packet preparation, notice of decision, and final order of approval. (As requested)

**Task 1.4: Planning Commission, City Council, and committee meetings** – OCWCOG will attend Planning Commission, City Council and committee meetings on an as needed basis. Expectations of OCWCOG may include providing technical assistance and Planning Commission, making recommendations for topics the Planning Commission might like to discuss in their deliberations, when appropriate, and review of Federal, State, and local regulations as needed to provide accurate and appropriate information to the Planning Commission. If requested, staff will provide planning support and planning update presentations for Planning Commission, City Council, or at committee meetings. (As requested)

### Task 2: Long Range Planning and Other Task

**Task 2.1: Geographic Information Systems (GIS)** – OCWCOG will provide GIS services including developing an online GIS viewer. (As requested)

**Task 2.2: Code Update Recommendations** – OCWCOG will, upon request, review the Municipal Code while working on other projects and provide City Staff with list of recommended updates and/or additions to enhance the existing code language. (As requested)

**Task 2.3: Planning Studies**– OCWCOG will lead or participate in administering planning studies. (As requested)



## FY 2026 Grant Support and Service Pricing Structure

Support and Services	OCWCOG Member Jurisdiction	Non-Member Jurisdiction
<ul style="list-style-type: none"> <li>Grant and funding prospecting and research (identifies an appropriate fit)</li> <li>Watch list (e.g., monitors funding, timelines, and requirements)</li> <li>Monthly grants newsletters (e.g., new opportunities, status reports, and tips)</li> </ul>	Prospecting: All OCWCOG members up to 5 hrs., plus: with an executed IGA get up to 25 hrs.	Prospecting: \$500/year Up to 25 hrs.
<ul style="list-style-type: none"> <li>Project development and scoping (e.g., budget, deliverables, &amp; timelines)</li> <li>Pre-application</li> <li>Grant proposal and application preparation</li> </ul>	Hourly Rates* or Infrastructure in Support of Housing \$70/hr. <sup>1</sup> (Minimum 10 hours/grant or negotiated by deliverable)	Standard: \$150/hr. Infrastructure in Support of Housing: \$75/hr. <sup>1</sup> (Minimum 10 hours/grant or negotiated by deliverable)
<ul style="list-style-type: none"> <li>Award administration and project management (e.g., reporting, meeting planning, logistics, and facilitation; budget monitoring, communication, point of contact)</li> </ul>	Hourly Rates or Negotiated Rate/Fee Structure	Loaded or Negotiated Rate/Fee Structure
<ul style="list-style-type: none"> <li>Retainer and/or dedicated staff</li> </ul>	Hourly Rates or Negotiated Rate/Fee Structure	n/a

Other notes: These rates may be changed by OCWCOG anytime during the Intergovernmental agreement term. The OCWCOG and the jurisdiction may amend their intergovernmental agreement to reflect new hourly or negotiated rates, fee structure, and the scope of work. The jurisdiction reserves the right to terminate their IGA if a satisfactory rate adjustment cannot be agreed upon.

Grant writing and administration services will be based on the availability of OCWCOG staff and on a first-come, first-serve basis. To successfully accomplish this work, City must provide OCWCOG with requested information and materials in a timely manner.



## OCWCOG's hourly rates as of July 1, 2025

Position	COG Member Rates*	Grant Contract Rates
CED Director	\$160	\$188
Transportation/Land Use Manager	\$133	\$156
Land Use Supervisor/Operations Supervisor	\$122	\$144
GIS Analyst/Grant Writer and Use Planner	\$118	\$139
Assistant Planner	\$101	\$119
Administrative Assistant	\$94	\$110

The CITY understands that these rates may be changed by OCWCOG during the terms of this agreement. OCWCOG and the CITY may agree to amend this agreement to incorporate new rates. The CITY reserves the right to terminate this agreement if a satisfactory rate adjustment cannot be agreed upon.

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

5.

**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

- Exhibit A: City Council Minutes for October 28, 2025 & December 9, 2025
- Exhibit B: Payment Approval Report for December 2025
- Exhibit C: Municipal Court Collections Report for December 2025
- Exhibit D: Municipal Court Citation Report for December 2025
- Exhibit E: Code Enforcement Report for December 2025

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

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

1. **City Council Minutes for October 28, 2025 & December 9, 2025**
2. **The Payment Approval Report for December 2025**

---

**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda –January 13, 2026

**STAFF RECOMMENDATION:**

Staff recommends the City Council approve the consent list.

**Building Permits:**

December 2025: Submitted: 9

Issued: 6

New Homes: Issued: 0

**Residential Valuation:** \$17,447.00

**Commercial Valuation:** \$.00

**2025 YTD Valuation:** \$5,081,580.96

*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:**

- There were no new Industrial/Commercial or Home Occupational Business Licenses issued in the month of December.

**Harrisburg Municipal Court:**

- The Collection Report (**EXHIBIT C**) for the month of December 2025 is \$5,469.20 which includes \$442.20 from collections.
- The Citation Report (**EXHIBIT D**) shows there were 19 citations issued in the month of December 2025 for a total of 25 offenses. There were three defendants charged with Failure to Appear on a Criminal Citation, one for Theft III, one charged with Driving While Suspended

Misdemeanor, one with Offensive Littering and one charged with both DUI and Reckless Driving.

- LCSO also issued a parking violation for Prohibited Parking HMC 10.05.150. Currently this is a \$50 fine. Effective December 13, 2025 this violation is subject to penalties outlined in HMC 1.05.10 including being charged as a misdemeanor with a maximum fine of \$2,500 imposed.

**Monthly Code Enforcement:** Exhibit E shows the monthly code enforcement action taken during the month of December 2025.

**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: TBD*

**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: TBD*

**Planning Commission:** Chairperson Todd Culver  
The Planning Commission last met on September 16, 2025. Those minutes are not yet available.  
*Next Scheduled Meeting: January 20, 2025*

**REVIEW AND APPROVAL:**

*Lori Ross*

01/06/2026

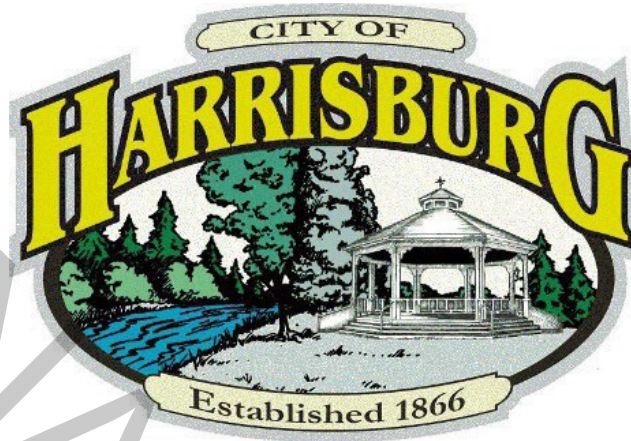
Lori Ross

Date

City Recorder

October 28, 2025

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



## Harrisburg City Council Minutes October 28, 2025

Mayor: Robert Duncan, Presiding  
 Council President: Mike Caughey, Present  
 Councilors Present: Kimberly Downey, Charlotte Thomas, and Dana Henry  
 Councilors Absent: Randy Klemm (excused), and Cindy Knox (excused)  
 Staff Present: City Administrator Michele Eldridge, and Finance Director/Deputy City Recorder Cathy Nelson  
 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 6:30pm

**CONCERNED CITIZEN(S) IN THE AUDIENCE:** None present.

**THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS AVAILABLE:** Sergeant Frambes reviewed the August 2025 and September 2025 Report. Some of the highlights included:

- Harrisburg has had several break-ins. The main suspect is a juvenile. LCSO is still going through the process of detaining the juvenile. Parents are cooperative.
- Residents are encouraged to report all events to LCSO, not just on Facebook.

**THE MATTER OF REVIEWING THE 2025 3<sup>RD</sup> QUARTER CRIME RESULTS FOR THE CITY OF HARRISBURG:** Eldridge reviewed the report. Some of the highlights included:

- Property crimes are down from the previous quarter.



October 28, 2025

- There were 2 drug/alcohol crimes related to juveniles.
- YTD crime report shows that we had less crimes committed than last year.

#### **THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM COBURG POLICE**

**DEPARTMENT IF ONE IS AVAILABLE:** Chief Larsen reviewed the 3<sup>rd</sup> Quarter 2025 stats report.

Some of the highlights included:

- There were 58 traffic stops, with 31 citations written, 22 written warnings, and 5 verbal warnings.
- A speeding violation for going 60mph in a 25mph speed zone and 55mph in a 35 mph speed zone was issued.

#### **THE MATTER OF UPDATING THE LAND USE FEE SCHEDULE FOR VARIANCES AND MODIFICATIONS BY APPROVING RESOLUTION NO. 1311.**

Eldridge reviewed the staff report. The updated fee schedule will be using a tiered level on variances.

- Henry motioned to approve Resolution No. 1311, "A RESOLUTION APPROVING AMENDMENTS TO THE HARRISBURG LAND USE FEE SCHEDULE FOR VARIANCES AND MODIFICATIONS" and was seconded by Downey. The motion passed unanimously by a vote of 4-0. (Yes: Caughey, Downey, Henry and Thomas. No: None.)

#### **THE MATTER OF APPOINTING STEPHANIE TEGGE TO THE PLANNING COMMISSION FOR A TERM ENDING DECEMBER 31, 2027.**

Tegge addressed Council stating she wanted to help and thought joining the Planning Commission was a great way to do that. She will be replacing Planning Commissioner Joe Neely who is stepping down.

- Thomas motioned to appoint Stephanie Tegge to the Planning Commission for a term ending December 31, 2027 and was seconded by Downey. The motion passed unanimously by a vote of 4-0. (Yes: Caughey, Downey, Henry, and Thomas. No: None.)

#### **THE MATTER OF A REQUEST FROM REPUBLIC SERVICES TO INCREASE RATES BY 2.4%, STARTING IN 2026.**

Eldridge reviewed the report. Julie Jackson from Republic Services addressed the Council. Harrisburg chose to use the Refuse Index. They met in February and discussed the community clean-up. They might offer mattress removal free of charge next year. Recycling has changes. They are now accepting large plastic items, and thresholds on stay on plastic containers. Scrap metal up to 10 lbs. will also be accepted.

- Henry asked why the differences in the index. Jackson replied it depends on the contract with the individual city.
- Caughey requested that all customers get a copy of the updated recycling guide.
  - Caughey motioned to direct the City Administrator to return with a Resolution adopting a 2.4% rate increase and was seconded by Henry. The motion passed unanimously by a vote of 4-0. (Yes: Caughey, Downey, Henry, and Thomas. No: None.)

#### **THE MATTER OF REVIEWING THE S&P GLOBAL RATING REPORT.**

Nelson reviewed the staff report. Some highlights included:

- The S&P Global Rating Report is issued by Standard & Poor's Financial Services LLC.
- The City of Harrisburg went from an A+ rating to an A rating due to issues outside of our control.
- Other city rates in Linn County were also reduced because of the median income levels and limited economic base in relation to other states and counties.

#### **THE MATTER OF REVIEWING A PERMIT FOR THE 2025 LIGHT PARADE.**

Eldridge said they have the same conditions as last year. We are using "Charlie Brown Christmas" as the theme.

- Thomas motioned to approve the 2025 Light Parade permit, subject to the

October 28, 2025

conditions of approval and was seconded by Caughey. The motion passed unanimously by a vote of 4-0. (Yes: Yes: Caughey, Downey, Henry, and Thomas. No: None.)

**OTHERS:**

- Eldridge handed out the new call tree list and staff phone list.
- Veteran's Day is on Tuesday the 11<sup>th</sup>. The next meeting will be moving to Wednesday the 12<sup>th</sup>.
- Emergency erosion repair from Life Bible. We are using the Safe Harbor Code. They are planning both a short-term and long-term approach.
- Eagle Park is closed to vehicle traffic for the winter.
- There might be a farmer at the next meeting regarding easement rights to Eagle Park. We currently have 2 easements rights in place at this time.
- Eldridge, Scholz, Duncan, Caughey and the attorney have a meeting regarding BNSF tomorrow
- Mayor Duncan is receiving a Lifetime Achievement Award from the Tri-County Chamber of Commerce.

With no further business, the City Council Meeting adjourned at the hour of 7:41pm.

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Mayor

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City Recorder

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



## Harrisburg City Council Minutes December 09, 2025

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

The Pledge of Allegiance was led by Mayor Robert Duncan

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

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

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

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

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

December 09, 2025

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

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

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

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

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

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

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

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

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

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

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

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



December 09, 2025

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

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

**CITY ADMINISTRATOR VERBAL REPORT:**

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

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

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

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

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

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

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

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

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

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

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Mayor

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City Recorder

## Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1575</b>						
1575	American Water Works Associatio	SO267240	Membership Fee	10/24/2025	221.50	51-76-2000
1575	American Water Works Ass iatio	SO267240	Membership Fee	10/24/2025	221.50	52-76-2000
Total 1575:					443.00	
<b>1206</b>						
1206	Analytical L & Consultan	178910	Water Testing	11/11/2025	632.00	51-65-4200
1206	Analytical L & Consultants	178911	Water Testing	11/11/2025	326.00	52-65-4200
1206	Analytical Lab consultants	1 9294	Water Testing	11/26/2025	99.00	51-65-4200
1206	Analytical Lab & C sultants	295	Water Testing	11/26/2025	652.00	52-65-4200
1206	Analytical Lab & Cons ants	9419	Water Testing	11/30/2025	326.00	52-65-4200
Total 1206:					2,035.00	
<b>3693</b>						
3693	Branch Engineering Inc	23935	En eering Services	11/30/2025	225.00	11-42-2100
3693	Branch Engineering Inc	239	E neering Ser ces	11/30/2025	1,341.25	51-71-2100
3693	Branch Engineering Inc	23938	ngineerin Services	11/30/2025	390.00	25-70-8000
3693	Branch Engineering Inc	23939	Engine g Service	11/30/2025	891.25	11-42-2100
3693	Branch Engineering Inc	23940	Eng ering Serv s	11/30/2025	7,965.65	51-78-8015
Total 3693:					10,813.15	
<b>2549</b>						
2549	Cascade Columbia Distribution	940133	Misc. P/ Expense	11/21/2025	3,618.88	52-65-4000
Total 2549:					3,618.88	
<b>3407</b>						
3407	Cascade Health Solutions	110832	Exam	10/15/2025	776.00	52-65-5200
3407	Cascade Health Solutions	110832	Exam	10/15/2025	49.00	11-44-5000
3407	Cascade Health Solutions	112724	Drug Testing	12/03/2025	11.00	11-44-5000
Total 3407:					1,037	
<b>3732</b>						
3732	Cash	12.1.25	Christmas Staff Party	12/01/2 5	140.00	10-53-2200
Total 3732:					140.00	
<b>3773</b>						
3773	CenturyLink	NOV 2025	Phone Bill	11/28/2025	40.40	52-65-3500
3773	CenturyLink	NOV 2025	Phone Bill	11/28/2025	41.06	51-65-3500
3773	CenturyLink	NOV 2025	Phone Bill	11/28/2025	45.60	52-65-3500
3773	CenturyLink	NOV 2025	Phone Bill	11/28/2025	44.05	51-65-3500
3773	CenturyLink	NOV 2025	Phone Bill	11/28/2025	41.95	52-65-3500
3773	CenturyLink	NOV 2025	Phone Bill	11/28/2025	45.60	52-65-3500
3773	CenturyLink	NOV 2025	Phone Bill	11/28/2025	41.95	52-65-3500
3773	CenturyLink	NOV 2025	Phone Bill	11/28/2025	41.06	10-69-3500
3773	CenturyLink	NOV 2025	Phone Bill	11/28/2025	17.10	10-69-3500
3773	CenturyLink	NOV 2025	Phone Bill	11/28/2025	45.60	52-65-3500

City of Harrisburg

Payment Approval Report - Harrisburg Council  
Report dates: 12/1/2025-12/31/2025

Page: 2  
Jan 07, 2026 11:14AM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3773:					404.37	
<b>3261</b>						
3261	City of Brownsville	REAL HRSBG	REAL AGREEMENTS	12/10/2025	353.20	23-70-4000
Total 3261:					353.20	
<b>2939</b>						
2939	Cobalt Computer Services, Inc.	33391	Computer Service	11/30/2025	290.45	40-65-8015
2939	Cobalt Computer Services, Inc.	33521	Computer Service	11/30/2025	742.50	40-65-8015
Total 2939:					1,032.95	
<b>2720</b>						
2720	Comcast	D C 2025	Internet Service	12/02/2025	435.22	10-60-2000
2720	Comcast	C 2025 PW	Internet Service	12/01/2025	157.43	51-65-3550
2720	Comcast	W	Internet Service	12/01/2025	157.42	52-65-3550
2720	Comcast	EC LIB 2025	Internet Service	11/23/2025	286.85	24-60-2525
Total 2720:					1,036.92	
<b>3913</b>						
3913	DataBar Inc	273295	Utility Billing Statements	12/01/2025	399.70	23-70-2500
3913	DataBar Inc	273296	W/S Utility Statements	12/01/2025	475.84	52-74-2200
3913	DataBar Inc	273296	W/S Utility Statements	12/01/2025	475.84	51-74-2200
3913	DataBar Inc	273372	W Utility Statements	12/05/2025	162.50	52-74-2200
3913	DataBar Inc	273372	W/S Utility Statements	12/05/2025	162.50	51-74-2200
Total 3913:					1,676.38	
<b>3966</b>						
3966	DCBS Fiscal Services	NOV 2025	State Surcharge - Building Electric	1/30/2025	137.50	26-70-1050
3966	DCBS Fiscal Services	NOV 2025	State Surcharge - Building Electric	11/30/2025	39.51	27-70-1050
Total 3966:					177.01	
<b>3896</b>						
3896	Delapoer Kidd PC	2178	Attorney Fees	12/01/2025	315	10-42-2500
3896	Delapoer Kidd PC	2178	Attorney Fees	12/01/2025	1,102	10-42-2700
Total 3896:					1,417.50	
<b>4042</b>						
4042	Ericson Electric, Inc.	15214	Electrician	11/06/2025	699.42	10-72-4000
4042	Ericson Electric, Inc.	15215	Electrician	11/06/2025	1,031.36	51-65-2400
Total 4042:					1,730.78	
<b>1946</b>						
1946	Ferguson Waterworks	1349781	P/W Misc. Expense	11/20/2025	741.32	51-65-4600
Total 1946:					741.32	
<b>1218</b>						
1218	Grainger	9698112035	Misc. P/W Supplies	11/03/2025	193.84	41-78-8170

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1218:					193.84	
<b>1947</b>						
1947	H & J Construction, Inc.	5662	Pipe Burst	11/05/2025	1,193.51	11-44-6000
1947	H & J Construction, Inc.	5662	Pipe Burst	11/05/2025	5,638.49	51-65-4600
1947	H & J Construction, Inc.	5665	Patch Paving	11/15/2025	20,504.25	11-60-7800
Total 1947:					27,336.25	
<b>2271</b>						
2271	Home Comfort Rating /C	2430030	Maintenance Contract	11/13/2025	650.37	10-72-4000
Total 2271:					650.37	
<b>4071</b>						
4071	HP Civil, Inc.	-0009C #15	Water Treatment Project	12/03/2025	153,700.34	51-78-8015
Total 4071:					153,700.34	
<b>1220</b>						
1220	Hurd's Custom Machinery, Inc.	46985	Public Works Supplies	11/07/2025	191.18	10-72-4000
1220	Hurd's Custom Machinery, Inc.	471	Public Works Supplies	11/25/2025	38.98	10-72-6700
Total 1220:					230.16	
<b>2543</b>						
2543	Industrial Source	2503703	Misc. P/W Supplies	11/30/2025	12.75	52-65-4600
2543	Industrial Source	2503703	Misc. P Supplies	11/30/2025	12.74	51-65-4600
Total 2543:					25.49	
<b>1221</b>						
1221	Jerry's Home Improvement	321376/1	Misc Public Works Supplies	11/06/2025	155.89	10-72-4000
1221	Jerry's Home Improvement	323189/1	Misc Public Works Supplies	11/21/2025	498.00	52-65-4600
Total 1221:					53.89	
<b>3968</b>						
3968	Junction City	NOV 2025	Building/Electrical Permit Fees	11/3 025	211	27-70-1000
3968	Junction City	NOV 2025	Building/Electrical Permit Fees	0/2025	.71	26-70-1000
Total 3968:					1,196.12	
<b>4048</b>						
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	8.99	24-60-3050
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	20.00	10-37-2100
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	140.25	10-37-2100
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	733.15	24-60-2000
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	64.15	24-60-3050
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	91.85	24-60-2800
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	281.37	10-53-2200
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	5,645.58	10-72-6750
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	50.00	23-70-2500
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	11.98	24-60-3050
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	23.58	24-60-3050
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	122.60	24-60-2000



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	85.98	10-53-2200
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	30.95	23-70-2500
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	35.00	24-60-3050
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	69.99	10-53-2200
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	120.21	52-65-4600
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	398.00	10-72-4000
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	57.75	41-78-8170
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	27.51	24-60-3050
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	30.06	24-60-2800
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	14.61	52-65-4200
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	26.97	41-78-8170
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	9.70	10-60-2400
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	25.00	23-70-2500
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	131.37	10-53-2200
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	16.99	10-72-4000
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	196.35	51-76-2500
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	475.18	23-70-2500
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	417.23	10-63-2200
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	14.99	24-60-2000
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	210.50	10-72-4000
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	488.50	10-60-2400
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	25.00	23-70-2500
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	5.59	24-60-2000
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	43.02	10-53-2200
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	35.40	24-60-3050
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	93.40	24-60-3050
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	36.48	10-60-2300
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	12.59	24-60-2000
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	49.98	10-72-4000
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	56.99	10-60-2300
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	90.00	10-63-2100
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	251.85	24-60-2000
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	35.00	24-60-2000
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	90.00	10-63-2100
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	14.97	10-53-2200
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	19.75	10-42-2800
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	23.04	40-65-8015
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	7.5	23-70-2500
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	58	24-60-2000
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	46	10-72-4000
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	99	10-60-2300
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	196.35	52-76-2500
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	13.99	24-60-2000
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	10.27	10-42-2800
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	25.00	23-70-2500
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	25.00	23-70-2500
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	52.29	10-53-2200
4048	KeyBank Key Card	NOV 2025	Misc Credit Card Charges	11/30/2025	19.99	24-60-3050
Total 4048:					13,769.90	
<b>3770</b>						
3770	Keyhole Locksmith, The	111690	Misc P/W Exp	12/04/2025	42.50	10-72-4000
Total 3770:					42.50	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>3819</b>						
3819	Linn County Treasurer	NOV 2025	Court Revenue Payout	11/30/2025	144.00	10-42-2200
Total 3819:					144.00	
<b>2489</b>						
2489	Lori Ross	1124251	Reimbursement	11/24/2025	35.98	10-60-2300
2489	Lori Ross	1124251	Reimbursement	11/24/2025	37.96	10-53-2200
2489	Lori Ross	1204251	Reimbursement	12/04/2025	58.44	10-53-2200
2489	Lori Ross	1204251	Reimbursement	12/04/2025	79.92	10-42-2800
2489	Lori Ross	1209251	Reimbursement	12/09/2025	17.99	10-53-2200
Total 2489:					230.29	
<b>3799</b>						
3799	M.R. Tree Service	7	Tree Service	11/17/2025	4,550.00	11-44-6000
3799	M.R. Tree Service	58	Tree Service	11/17/2025	750.00	10-72-6700
Total 3799:					5,300.00	
<b>1077</b>						
1077	Michele Eldridge	120825	Reimbursements	12/08/2025	53.93	10-53-2200
Total 1077:					53.93	
<b>1882</b>						
1882	Mid-State Industrial Service	222283	Cleaning stor	11/07/2025	1,420.00	52-65-4600
Total 1882:					1,420.00	
<b>2644</b>						
2644	Net Assets	54-202511	Lien Search	01/2025	63.00	10-53-2250
Total 2644:					63.00	
<b>1102</b>						
1102	NW Natural Gas Co.	DEC 2025	Utilities	12/10/2025	07.90	10-69-2000
1102	NW Natural Gas Co.	DEC 2025 PU	Utilities	12/11/2025	5.7	52-65-2700
1102	NW Natural Gas Co.	DEC 2025 PW	Utilities	12/10/2	311	51-65-2700
Total 1102:					.76	
<b>3427</b>						
3427	OHA Cashier	000406	Certification	12/04/2025	105.00	52-76-2000
3427	OHA Cashier	000406	Certification	12/04/2025	105.00	51-76-2000
3427	OHA Cashier	1244	Water System Fee	12/04/2025	200.00	51-65-5000
3427	OHA Cashier	5679	Certification	12/04/2025	97.50	51-76-2000
3427	OHA Cashier	5679	Certification	12/04/2025	97.50	52-76-2000
3427	OHA Cashier	790144	Certification	12/04/2025	97.50	52-76-2000
3427	OHA Cashier	790144	Certification	12/04/2025	97.50	51-76-2000
Total 3427:					800.00	
<b>1582</b>						
1582	Oregon Cascades West COG	AR2600007	Membership Dues	07/01/2025	5,463.76	10-66-2000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1582:					5,463.76	
<b>1033</b>						
1033	Oregon Department of Revenue	NOV 2025	Court Revenue Payout	11/30/2025	650.00	10-42-2200
Total 1033:					650.00	
<b>1862</b>						
1862	Oregon DMV	L0072515673	Record Inquiry	11/26/2025	17.80	10-42-2800
Total 1862:					17.80	
<b>3096</b>						
3096	Pacific Office Automation	5 36579830	Copier Contract	11/13/2025	162.24	52-74-2000
3096	Pacific Office Automation	6579830	Copier Contract	11/13/2025	162.24	51-74-2000
3096	Pacific Office Automation	36579830	Copier Contract	11/13/2025	542.49	40-67-8000
3096	Pacific Office Automation	0	Copier Contract	11/13/2025	162.23	10-60-2100
3096	Pacific Office Automation	69882	Telephone	11/19/2025	131.48	10-69-3500
3096	Pacific Office Automation	69882	Telephone	11/19/2025	131.47	51-65-3500
3096	Pacific Office Automation	869882	Telephone	11/19/2025	35.21	24-60-2500
3096	Pacific Office Automation	869882	Telephone	11/19/2025	131.47	52-65-3500
Total 3096:					1,458.83	
<b>1079</b>						
1079	Pacific Power & Light Company	7426209	Power Pole Replacement	12/02/2025	2,098.00	11-60-7975
1079	Pacific Power & Light Company	7512650	Power Pole Replacement	12/02/2025	4,350.00	11-60-7975
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	8.38	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	25.28	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	58.63	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	353.66	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	226.06	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	407.11	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	117.89	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	55.19	10-72-6700
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	30.08	25-65-2500
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	1,005	51-65-2600
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	12	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	119	51-65-2600
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	107	52-65-2600
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	14.73	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	23.81	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	118.06	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	23.20	52-65-2600
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	50.25	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	21.94	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	310.09	25-65-2500
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	59.45	25-65-2500
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	5,136.27	51-65-2600
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	57.35	52-65-2600
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	50.25	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	139.01	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	17.39	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	333.07	10-69-2500
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	1,297.67	52-65-2600
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	25.25	10-69-2500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	21.74	10-69-2500
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	41.93	52-65-2600
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	75.38	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	46.53	11-44-2000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	714.40	10-69-2500
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	55.25	52-65-2600
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	31.01	10-69-2500
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	69.54	10-69-2500
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	124.01	52-65-2600
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	1,007.71	10-69-3000
1079	Pacific Power & Light Company	DEC 2025	UTILITIES	11/17/2025	43.89	10-69-3000
Total 1079:					18,822.92	
<b>2034</b>						
2034	Pollard Water	W 077482	Misc P/W Exp	11/04/2025	292.43	52-65-4600
2034	Pollard Water	P077482-1	Misc P/W Exp	11/13/2025	2,588.45	52-78-7035
Total 2034:					2,880.88	
<b>2108</b>						
2108	Postmaster	2025	City PO Box Fee	12/04/2025	54.00	52-74-2200
2108	Postmaster	202	City PO Box Fee	12/04/2025	54.00	51-74-2200
2108	Postmaster	2025	City PO Box Fee	12/04/2025	54.00	10-60-2400
Total 2108:					162.00	
<b>3582</b>						
3582	Sierra Springs	21792967 1206	Bottled Water	12/06/2025	103.79	10-53-2200
Total 3582:					103.79	
<b>2927</b>						
2927	Staples Business Advantage	6047481123	Office Supplies	11/07/2025	11.34	52-74-2400
2927	Staples Business Advantage	6047481123	Office Supplies	11/07/2025	11.35	10-60-2300
2927	Staples Business Advantage	6047481123	Office Supplies	11/07/2025	11.34	51-74-2400
2927	Staples Business Advantage	6047560399	Office Supplies	11/08/2025	6.55	10-53-2200
2927	Staples Business Advantage	6048431609	Office Supplies	11/21/2025	1.16	51-74-2400
2927	Staples Business Advantage	6048431609	Office Supplies	11/21/2025	13	52-74-2400
2927	Staples Business Advantage	6048431609	Office Supplies	11/21/2025	13	10-60-2300
Total 2927:					199.77	
<b>1144</b>						
1144	Suzan Jackson	258	Janitor Services	11/30/2025	1,180.00	10-72-4100
Total 1144:					1,180.00	
<b>2227</b>						
2227	TEC Equipment, Inc.	5014942ES	Misc. P/W Vehicle Exp	11/26/2025	6,928.08	11-45-3000
2227	TEC Equipment, Inc.	5014942ES	Misc. P/W Vehicle Exp	11/26/2025	1,078.33	11-45-2100
Total 2227:					8,006.41	
<b>4082</b>						
4082	Timberline Electric Inc	144	Electrician	10/26/2025	2,550.74	52-65-2500
4082	Timberline Electric Inc	144	Electrician	10/26/2025	2,550.75	51-65-2500



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
4082	Timberline Electric Inc	144	Electrician	10/26/2025	2,791.00	51-65-4600
4082	Timberline Electric Inc	144	Electrician	10/26/2025	375.00	52-65-4600
Total 4082:					8,267.49	
<b>4094</b>						
4094	T-Mobile	210753589-2	Cell Phones	11/20/2025	48.38	10-40-1901
4094	T-Mobile	210753589-2	Cell Phones	11/20/2025	67.74	51-55-1901
4094	T-Mobile	210753589-2	Cell Phones	11/20/2025	9.68	11-41-1901
4094	T-Mobile	210753589-2	Cell Phones	11/20/2025	67.74	52-55-1901
Total 4094:					193.54	
<b>4043</b>						
4043	TWGW, Inc. Napa Auto Parts	7 5419	Repairs	10/30/2025	21.40	52-73-2100
4043	TWGW, Inc. Napa Auto Parts	7 419	Repairs	10/30/2025	21.40	51-73-2100
4043	TWGW, Inc. Napa Auto Parts	5419	Repairs	10/30/2025	18.34	11-45-2100
4043	TWGW, Inc. Napa Auto Parts		Repairs	10/30/2025	6.06	10-72-4000
4043	TWGW, Inc. Napa Auto Parts	45468	Repairs	10/31/2025	24.02	11-45-2100
4043	TWGW, Inc. Napa Auto Parts	45468	Repairs	10/31/2025	28.02	51-73-2100
4043	TWGW, Inc. Napa Auto Parts	745468	Repairs	10/31/2025	28.03	52-73-2100
Total 4043:					147.27	
<b>3866</b>						
3866	Umpqua Valley Financial, LLC	10184	Audit Services	12/01/2025	390.00	11-42-2000
3866	Umpqua Valley Financial, LLC	10184	Audit Service	12/01/2025	870.00	52-60-2000
3866	Umpqua Valley Financial, LLC	10184	Audit Services	12/01/2025	810.00	51-60-2000
3866	Umpqua Valley Financial, LLC	10184	Audit Services	12/01/2025	930.00	10-41-2000
Total 3866:					3,000.00	
<b>3747</b>						
3747	USABlueBook	00870549	Misc P/W Exp	10/29/2025	322.23	52-65-4200
Total 3747:					322.23	
<b>3663</b>						
3663	Water Refunds	#100.01	Utility Billing Overpayment	12/11/2	37	01-1075
3663	Water Refunds	#1090.004	Utility Billing Overpayment	12/0 025	77	01-1075
3663	Water Refunds	#11675.03	Utility Billing Overpayment	0/2025	34	01-1075
3663	Water Refunds	#11844.01A	Utility Billing Overpayment	11/2 2025	94.66	01-1075
3663	Water Refunds	#11845.01	Utility Billing Overpayment	12/12/2 5	79.86	01-1075
3663	Water Refunds	#5513.08	Utility Billing Overpayment	11/20/2025	52.06	01-1075
3663	Water Refunds	#64.11	Utility Billing Overpayment	12/08/2025	11.38	01-1075
3663	Water Refunds	#694.08	Utility Billing Overpayment	12/17/2025	114.41	01-1075
3663	Water Refunds	#910.21	Utility Billing Overpayment	12/01/2025	44.31	01-1075
Total 3663:					541.53	
<b>1239</b>						
1239	WECO	CP-00335862	PW Gas Exp	11/30/2025	540.71	51-73-2000
1239	WECO	CP-00335862	PW Gas Exp	11/30/2025	540.71	52-73-2000
1239	WECO	CP-00335862	PW Gas Exp	11/30/2025	463.47	11-45-2000
Total 1239:					1,544.89	

City of Harrisburg

Payment Approval Report - Harrisburg Council  
Report dates: 12/1/2025-12/31/2025

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Jan 07, 2026 11:14AM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>3879</b>						
3879	Wilson Equipment, LLC	02-115254	Misc P/W Expense	12/02/2025	178.54	11-45-2100
3879	Wilson Equipment, LLC	02-115254	Misc P/W Expense	12/02/2025	208.30	52-73-2100
3879	Wilson Equipment, LLC	02-115254	Misc P/W Expense	12/02/2025	208.29	51-73-2100
Total 3879:					595.13	
Grand Totals:					286,600.54	

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

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

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

Payment Approval Report  
Expense Account Key

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

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>				
AF	ATTORNEY FEE	2	120.91	
CF	COLLECTION FEE	1	33.02	
COSTS	COURT COSTS	2	200.00	
DEF-ADJUD	DEF ADJUDICATION	7	929.81	
LPF	LATE PAYMENT FEE	22	227.29	
PA	PAYMENT ARRANGEMENT- FEE	10	127.19	
SUSP	SUSPENSION FEE	7	26.07	
WF	WARRANT FEE	21	131.80	
Total Court Costs:		72	1,796.09	
<b>Fines</b>				
DISM	CHAR DISMISSED	2	20.56	
DIV	DIVER ON AGREEMEN	3	295.00	
GBD	GUILTY B EFAULT	24	1,264.25	
GUILTY	FOUND GUIL	27	1,289.71	
Total Fines:		56	2,869.52	
<b>Surcharges</b>				
COUNTY	COUNTY ASSESSMENT	8	113.73	
STATE	STATE ASSESSMENT	11	489.86	
Total Surcharges:		1	03.59	
<b>Third Party</b>				
REST	VICTIM RESTITUTION	1	00.00	
Total Third Party:		1	2 00	
Grand Totals:		8	69.20	

## Report Criteria:

Case.Violation date = 12/01/2025-12/31/2025

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
LCSO	25-T-0283	233010	12/01/2025	D S/REVOKED; DRIVE UNINSURED	364 TERRITORIAL ST
LCSO	25-T-0284	233091	12/08/2025	DRIV G WHILE UNINSURED	685 TERRITORIAL ST
LCSO	25-T-0285	233100	12/09/2025	FAIL TO RRY PROOF OF INSURANCE	227 N. 3RD ST
LCS	25-P-0009	233111	12/25/2025	PROHIBITE PARKING OR STANDING	712 LASALLE ST
COHB	25-M-0050	25-M-0050	12/10/2025	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	25-M-0051	25-M-0051	12/10/2025	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	25-M-0052	25-M-0052	12/10/2025	FAILURE TO APPEAR ON CRIMINAL CITATION	
LCSO	25-M-0048	233149	12/25/2025	DRIVE WHILE SUSPENDED - MISD	325 S. 3RD ST
LCSO	25-M-0049	233150	12/13/2025	THEFT III	325 S. 3RD ST
LCSO	25-M-0047	233152	12/13/2025	OFFENSIVE TTERING	694 LASALLE ST
COBURG PD	25-T-0287	1479	12/14/2025	VIOL SIGNATED SPE 11-20 MPH	S. 6TH NEAR SOMMERVILLE
COBURG PD	25-T-0286	1480	12/21/2025	VIOLATING ESIGNATED S ED 11-20 MPH	S. 6TH NEAR SOMMERVILLE
COBURG PD	25-T-0288	200852	12/21/2025	VIOLATING ESIGNATE D 11-20 MPH	S. 6TH ST & SOMMERVILLE LP
COBURG PD	25-T-0289	200853	12/21/2025	VIOLATING DESIGNA D SPEED 20 MPH; DWS	DIAMOND HILL & CRIMSON WAY
COBURG PD	25-T-0290	200854	12/22/2025	VIOLATING DESIGNATED SPEED 20 MPH	S 6TH ST/ SOMMERVILLE LP
LCSO	25-T-0291	232253	12/23/2025	FAIL TO CARRY ROOF OF INSU ANCE	DIAMOND HILL DR
LCS	25-T-0292	233339	12/30/2025	DWS/REVOKED; DRIVE UNIN RED; EXP EG	599 LASALLE ST/ S 6TH ST
LCSO	25-T-0293	233344	12/30/2025	DRIVE WHILE SUSPENDE REVOKED TO TCD	599 LASALLE ST/ S 6TH ST
LCSO	25-M-0053	233370	12/31/2025	D.U.I.I.; RECKLESS DRIVING	230 N 3RD ST

## Grand Totals:

19 CITATIONS ISSUED FOR A TOTAL OF 25 OFFENSES



## Monthly Code Enforcement Report

### December 2025

Area/Location:	Issue:	Action(s) taken:
8 <sup>th</sup> & Burton	Junk/Nuisance Vegetation	Found guilty in court, fine and required cleanup, Missed 12/10/25 deadline, judge gave until 1/14/26 for compliance
N 6 <sup>th</sup> Place	Junk/ inoperable vehicles	Significant improvement, gave list of requirements, monitoring
9 <sup>th</sup> & Territorial	Junk	Warning letter sent, non-compliant, 2 <sup>nd</sup> warning letter sent advising of requirements of compliance
8 <sup>th</sup> & Territorial	Prohibited Parking	Multiple vehicles tagged and at least four towed, LCSO working with residents to move/store or tow remaining vehicles.
4 <sup>th</sup> & Schooling	Vegetation/Prohibited parking	Continuing to build documentation
7 <sup>th</sup> & Territorial	Illegal Street Vendor	advised to get a business license

#### Overall narrative:

Slower month for Code Enforcement due to the holiday season. LCSO has been very active with parking violations, and vehicles are being moved, stored properly or towed when necessary. 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.