

Harrisburg City Council Agenda  
February 11, 2025  
6:30 PM

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Mayor: Robert Duncan  
Council President: Mike Caughey  
Councilors: Kimberly Downey, Randy Klemm, Charlotte Thomas,  
Cindy Knox, Dana Henry and Youth Advisor Nolan Malpass  
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. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *All matters on the Consent Agenda are considered routine and will be enacted by one motion. Any member of the public can request that a matter be removed from the Consent Agenda for discussion. It will then be discussed under the "Other" part of the meeting schedule.*
4. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, 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 for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
5. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
6. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder Lori Ross, at 541-995-6655*
8. *Masks are not required currently. The City asks that anyone running a fever, having an active cough or other respiratory issues, not to attend this meeting.*
9. *If you wish to testify, and are unable to attend due to health concerns, please contact the City Recorder to be placed on a Conference Call list during the meeting.*

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

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

- 1. THE MATTER OF THE CITY RECORDER ADMINISTERING THE OATH OF OFFICE FOR MIKE CAUGHEY FOR A TERM ENDING DECEMBER 31, 2028**

**ORDINANCES**

- 2. THE MATTER OF AMENDING OUR ABANDONED VEHICLE CODE BY APPROVING ORDINANCE NO. 1006, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 10.15”**

**STAFF REPORT:**

Exhibit A: HMC 10.15 - Red Lined

Exhibit B: Ordinance No. 1006

**ACTION: MOTION TO APPROVE ORDINANCE NO. 1006, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 10.15”**

**NEW BUSINESS**

- 3. THE MATTER OF A REQUEST TO ESTABLISH A SISTER CITY RELATIONSHIP WITH BREAL-SOUS-MONTFORT IN FRANCE**

**STAFF REPORT:**

Exhibit A: Email Chain with Requestors

Exhibit B: Article from 8th AF News ‘Voice of the Mighty Eighth’

Exhibit C: Article from ‘Breal Mag’, Sept 2024

Exhibit D: US Embassy ‘Sister City Project’ Questionnaire, and sample agreement

**ACTION: DISCUSSION ONLY – TBD**

- 4. THE MATTER OF REVIEWING THE 2ND DRAFT OF THE 2025-2030 STRATEGIC PLAN, AND ESTABLISHING PRIORITIZATION OF GOALS**

**STAFF REPORT:**

Exhibit A: Red-lined Strategic Plan

**ACTION: DISCUSSION ONLY**

**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 December 10, 2024 and January 14, 2025

Exhibit B: Payment Approval Report for January 2025

Exhibit C: Municipal Court Collections Report January 2025

Exhibit D: Municipal Court Citation Report January 2025

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

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

**Minutes from the December 10, 2024 and the January 14, 2025 City Council Meetings**

**The Payment Approval Report for January 2025**

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

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

**STAFF REPORT:**

Exhibit A: None

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

**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.

- City Council Work Session February 25, 2025
- SRTS Grant
- Castleberry Subdivision-DEQ & DSL

**OTHER ITEMS**

**ADJOURN**

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

**THE MATTER OF AMENDING OUR ABANDONED VEHICLE CODE BY APPROVING ORDINANCE NO. 1006, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 10.15”**

**STAFF REPORT:**

- Exhibit A: HMC 10.15 - Red Lined
- Exhibit B: Ordinance No. 1006

**ACTION: MOTION TO APPROVE ORDINANCE NO. 1006, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 10.15”**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – February 11, 2025

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

**STAFF RECOMMENDATION:**  
**Staff recommends approval of Ordinance No. 1006**

**BACKGROUND INFORMATION:**

LCISO has asked for contract cities to adopt the state statute into our abandoned vehicle code, so that regardless of which City they are operating in, they will be able to use the same process.

This is a very simple fix, requiring only a line addition to our ordinance referring to the State Statutes. **Exhibit A** shows the redlined version with the amendment. Staff verified the information and location of the amendment with our City Attorney. The proposed ordinance, which would also include **Exhibit A**, can be found in **Exhibit B**.

**REVIEW AND APPROVAL:**

*Michele Eldridge*  
Michele Eldridge 02.05.25  
City Administrator

## Exhibit A

### Chapter 10.15

#### DISCARDED AND ABANDONED VEHICLES

Sections:

- 10.15.010 Definitions.
- 10.15.020 Prohibited action and impoundment.
- 10.15.030 Investigation, notice and results of noncompliance.
- 10.15.040 Contents of notice.
- 10.15.050 Entry on private property.
- 10.15.060 Hearing by Municipal Judge.
- 10.15.070 Abatement by the City and warrant.
- 10.15.080 Penalty.
- 10.15.090 Severability.

**10.15.010 Definitions.**

As used in this chapter, the following mean:

“Abandoned vehicle” means a motor vehicle on a public street or on public property:

- a. For more than 48 hours without moving at least two-tenths of a mile if it is not parked adjoining the address shown on the registration for the vehicle; or
- b. For more than 14 days without moving at least one mile if it is parked adjoining the address shown on the registration for the vehicle.

“City official” means the following:

- a. The City Administrator or any person designated by the City Administrator to investigate an alleged violation pursuant to this chapter; or
- b. Any person authorized by law, ordinance or court order to enforce laws, ordinances or court orders within the City of Harrisburg, including, but not limited to, law enforcement officials.

“Costs” means the expense of removing, storing, or selling an impounded vehicle.

“Day,” for the purposes of this chapter, refers to a calendar day.

“Discarded vehicle” means an inoperable vehicle on private property for a period of more than 10 days, except when:

- a. The vehicle is on property wherein a business is located dealing with the repair or storage of vehicles, and the business is operating within the regulations of the City of Harrisburg.
- b. The vehicle is kept within a garage or other sight-obscuring building.
- c. The vehicle is registered to the address where it is located and the resident of the property informs the City Administrator, in writing and before the issuance of a citation, that the vehicle is being repaired. In such a case, the vehicle shall not remain on the property in an inoperable condition for more than 30 days. Not more than one such vehicle shall be allowed on the property at any one time.
- d. The vehicle is registered to the address where it is located, it is at least 25 years old, and the resident of the property informs the City Administrator, in writing and before the issuance of a citation, that the vehicle is being restored.

In such a case, (1) the resident of the property shall provide information, if requested, indicating that some progress has been made in restoring the vehicle during each month; (2) the vehicle shall not be on the property in an inoperable condition for more than one year; and (3) not more than one such vehicle shall be allowed on the property at a time.

“Inoperable vehicle” means a vehicle, or major parts of a vehicle, that cannot be driven on a public street because of problems such as body damage, engine or transmission problems, missing parts, flat tire, or expired license plates.

“Person in charge of property” means an agent, occupant, lessee, contract purchaser, owner, or person having possession, control, or title to property where a vehicle is located.

“Person responsible” means the registered owner of a motor vehicle or other person responsible for a nuisance vehicle, including the person in charge of property.

“Vehicle” means every device in, upon, or by which a person or property is or may be transported or drawn upon a public highway, except devices moved by human power or used exclusively upon stationary rails or tracks. For example, and not for limitation, the following are vehicles:

- a. Motor vehicle including cars, trucks and motorcycles;
- b. Motor home;
- c. Utility trailer;
- d. House or vacation trailer;
- e. Implement of husbandry;
- f. Article of machinery;
- g. Boat;
- h. Camper; or
- i. Canopy or any part thereof.

“Vehicle owner” means an individual, firm, corporation, or unincorporated association with a claim, either individually or jointly, of ownership or an interest, legal or equitable, in a vehicle. [Ord. 969 § 1 (Exh. A), 2019; Ord. 850 § 1, 2006; Ord. 777 § 1, 2000; Ord. 753 § 1, 1998.]

**10.15.020 Prohibited action and impoundment.**

1. Abandoned and discarded vehicles are deemed to be a public nuisance subject to abatement pursuant to the provisions of this chapter, and any responsible person is subject to the penalty provisions referred to in HMC 10.15.080.

2. A vehicle may be towed and impounded without notice, at the expense of the vehicle’s owner, when:

- a. The vehicle is a hazardous vehicle as defined under ORS 819.120 or any successor provision of State law;
- b. A law enforcement officer reasonably believes the operator is driving the vehicle uninsured or without other means to prove financial responsibility as required by ORS 806.010;
- c. The operator of the vehicle does not possess or cannot produce a valid operator’s license;
- d. The motor vehicle has not been registered or the operator is unable to produce a valid registration card;
- e. A law enforcement officer reasonably believes that the vehicle has been stolen;

f. A law enforcement officer reasonably believes that the vehicle or its contents constitute evidence of any offense, if the towing is reasonably necessary to obtain or preserve evidence;

g. The vehicle is in possession of a person taken into custody by a law enforcement officer and no other reasonable disposition of the vehicle is available; or

h. The vehicle is illegally parked on a public or private street in a conspicuously restricted space, zone or traffic lane where parking is limited or prohibited to designated classes of vehicles or during designated periods of time, or at any time when the vehicle interferes with the intended use of such space, zone or traffic lane including parade routes or construction zones that have been conspicuously identified at least 48 hours before the parade or nonemergency construction activity.

3. A vehicle may be towed after notice when:

a. A law enforcement officer reasonably believes that the vehicle is abandoned or discarded;

b. The vehicle is parked in violation of a temporary or permanent parking restriction where there is no reasonable need to immediately remove the vehicle; or

c. The vehicle is parked on City-owned property without express City permission. [Ord. 969 § 1 (Exh. A), 2019; Ord. 850 § 2, 2006; Ord. 777 § 2, 2000; Ord. 753 § 2, 1998.]

4. In addition to abatement by any of the procedures set forth in HMC 10.15, inoperable motor vehicles in violation of this section may be deemed abandoned by a law enforcement officer and disposed of in accordance with the procedures of ORS Chapter 819.

**10.15.030 Investigation, notice and results of noncompliance.**

1. If notice is required prior to the towing and impoundment of an abandoned or discarded vehicle, a notice shall be affixed to the vehicle at least 24 hours prior to the vehicle being towed.

2. An investigation shall occur to make a good faith effort to notify the owner of any vehicle subject to towing prior to having the vehicle removed. This may be accomplished by personal contact, telephone or by leaving notice attached to the vehicle at least 24 hours prior to removal.

3. Abandoned or discarded vehicles on private property shall have a notice mailed or delivered to the property owner and/or vehicle owner requesting abatement of the nuisance.

a. In the event the nuisance is not abated within 10 days of the mailing or personal delivery of the notice, the vehicle may be towed and impounded at the expense of the owner or person responsible for the nuisance vehicle and/or a citation may be issued to the person in charge of the property and/or the vehicle. [Ord. 969 § 1 (Exh. A), 2019; Ord. 850 § 3, 2006; Ord. 753 § 3, 1998.]

**10.15.040 Contents of notice.**

1. If a notice is required to be affixed to the vehicle, the notice shall state:

a. That the vehicle will be subject to towing and impoundment by a law enforcement officer if the vehicle is not removed before a specified date and time.

b. The statute or ordinance number violated by the vehicle and under which the vehicle will be removed.

c. The place where the vehicle will be impounded or the telephone number and address of the appropriate authority that will provide the information.

d. That a towed or impounded vehicle will be subject to towing and storage charges and that a lien will attach to the vehicle and its contents which if not paid may be satisfied by the sale of the vehicle.

e. That the owner, possessor or person having an interest in the vehicle is entitled to a hearing, to contest the validity of the removal and custody or proposed removal and custody of the vehicle.



f. The method for requesting a hearing.

2. If a notice is required to be mailed or delivered prior to towing, the notice shall include:

a. A description of the vehicle.

b. The location of the vehicle.

c. That the vehicle will be subject to towing and impoundment by a law enforcement officer if the vehicle is not removed within 10 days of the date the notice is sent or delivered.

d. The statute or ordinance number violated by the vehicle and under which the vehicle will be removed.

e. The place where the vehicle will be impounded or the telephone number and address of the appropriate authority that will provide the information.

f. That a towed or impounded vehicle will be subject to towing and storage charges and that a lien will attach to the vehicle and its contents.

g. That the vehicle will be sold to satisfy the costs of towing and storage if the charges are not paid in a timely manner.

h. That the owner, possessor or person having an interest in the vehicle is entitled to a hearing, before the vehicle is impounded, to contest the proposed towing if the hearing is requested in a timely manner.

i. That the owner, possessor or person having an interest in the vehicle may also challenge the reasonableness of any towing and storage charges at the hearing.

j. That before the expiration of the 10-day period referred to in this section, the person responsible can deliver to the City Recorder at 120 Smith Street, PO Box 378, Harrisburg, Oregon 97446, a written request to appear before the Municipal Judge to show why the vehicle should not be towed.

k. That the person responsible may also be served with a citation that could result in a fine of up to \$500.00 per day that the violation continues.

3. If there is no vehicle identification number on a vehicle and there are no registration plates and no other markings through which the Department of Transportation could identify the owner of the vehicle, or if the Department of Transportation records do not identify a current owner of the vehicle, then the notice requirements of subsection (2) of this section shall not apply and the vehicle may be towed, impounded and sold as though notice and an opportunity for a hearing had been given. [Ord. 969 § 1 (Exh. A), 2019; Ord. 850 § 4, 2006; Ord. 753 § 5, 1998.]

**10.15.050 Entry on private property.**

1. Prior to entering onto private property to determine if a vehicle is a discarded vehicle, the City official shall obtain the consent of an occupant or a warrant of the Municipal Court authorizing entry for inspection.

2. A search warrant shall be issued under the terms of this chapter and filed with the Municipal Court showing probable cause for the inspection by stating the purpose and extent of the proposed inspection, citing this chapter as the basis for the inspection, stating whether it is an inspection instituted by complaint, or giving other specific or general information concerning the vehicle in question or the property on which it is located.

3. No person shall interfere with or attempt to prevent a City official from entering onto private premises and inspecting a vehicle when an emergency exists or when the official exhibits a warrant authorizing entry. [Ord. 969 § 1 (Exh. A), 2019; Ord. 906 § 1, 2012; Ord. 850 § 5, 2006; Ord. 753 § 6, 1998.]

**10.15.060 Hearing by Municipal Judge.**

1. Following a request to appear in accordance with HMC 10.15.040, the Municipal Judge shall provide a hearing for the petitioner to show cause why an abandoned or discarded vehicle should not be abated immediately and to receive evidence and the testimony of the City official and other interested persons concerning the existence,

location, and condition of the vehicle. After the hearing, the Judge may order the vehicle removed by the City in accordance with the provisions of this chapter.

2. The order may require the removal of more than one vehicle and may consolidate the hearings and orders relating to more than one vehicle. Persons receiving the notice specified in HMC 10.15.040 shall be sent copies of the order.

3. The Judge may impose conditions and take other action considered appropriate under the circumstances to carry out the purposes of this chapter. The Judge shall refuse to order removal of the vehicle when the vehicle, in the opinion of the Judge, is not subject to the provisions of this chapter. The Judge shall not be bound by technical rules of evidence in conducting the hearing. [Ord. 969 § 1 (Exh. A), 2019; Ord. 850 § 6, 2006; Ord. 753 § 7, 1998.]

**10.15.070 Abatement by the City and warrant.**

1. Ten days after giving notice as required by this chapter, or, if a hearing is held, then 10 days after a ruling by the Municipal Judge declaring a vehicle to be a public nuisance, the City shall have jurisdiction to abate the nuisance and may remove the vehicle by use of City employees or authorized independent contractors.

2. Prior to abating the nuisance, the City or Linn County Sheriff’s Office will obtain a warrant from the Harrisburg Municipal Court to seize vehicle.

3. No person shall interfere with, hinder or refuse to allow authorized persons to enter onto private property for the purpose of removing a vehicle under the provisions of this chapter. [Ord. 969 § 1 (Exh. A), 2019; Ord. 850 § 7, 2006; Ord. 753 § 8, 1998.]

**10.15.080 Penalty.**

In addition to any other abatement penalty as set forth herein, violation of or failure to comply with any provision of this chapter is punishable upon conviction by a fine not to exceed \$500.00. Each day’s violation constitutes a separate offense. [Ord. 969 § 1 (Exh. A), 2019; Ord. 850 § 11, 2006; Ord. 753 § 14, 1998. Formerly 10.15.110.]

**10.15.090 Severability.**

Invalidity of a section or part of a section of this chapter shall not affect the validity of the remaining sections or parts of sections. [Ord. 969 § 1 (Exh. A), 2019; Ord. 850 § 12, 2006; Ord. 753 § 15, 1998. Formerly 10.15.120.]

**ORDINANCE NO. 1006**

**AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 10.15**

WHEREAS, Harrisburg Municipal Code (HMC) Chapter 10.15 Discarded and Abandoned Vehicles identifies certain enumerated public nuisances, including inoperable motor vehicles; and,

WHEREAS, Chapter 10.15 identifies certain nuisance abatement procedures; and,

WHEREAS, the Linn County Sheriff’s Department serves the City for law enforcement services, including code enforcement, and has asked for contract cities to update their code to provide alternative abatement options addressing nuisance vehicles, pursuant to procedures authorized by state law.

NOW THEREFORE, THE CITY OF HARRISBURG ORDAINS AS FOLLOWS:

**Section 1.** Harrisburg Municipal Code Chapter 10.15 is amended as shown in Exhibit A;

PASSED by the Council this 11<sup>th</sup> Day of February 2025.

APPROVED by the Mayor this 11<sup>th</sup> Day of February 2025

EFFECTIVE DATE: March 14, 2025.

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

ATTEST:

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

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

**THE MATTER OF A REQUEST TO ESTABLISH A SISTER CITY RELATIONSHIP WITH BREAL-SOUS-MONTFORT IN FRANCE**

**STAFF REPORT:**

- Exhibit A: Email Chain with Requestors
- Exhibit B: Article from 8<sup>th</sup> AF News ‘Voice of the Mighty Eighth’
- Exhibit C: Article from ‘Breal Mag’, Sept 2024
- Exhibit D: US Embassy ‘Sister City Project’ Questionnaire, and sample agreement

**ACTION: DISCUSSION ONLY - TBD**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – February 11, 2025

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

**STAFF RECOMMENDATION:**

**Staff recommends Council review materials, and to determine if they would like to explore a Sister City relationship with the City of Breal-sous-Montfort**

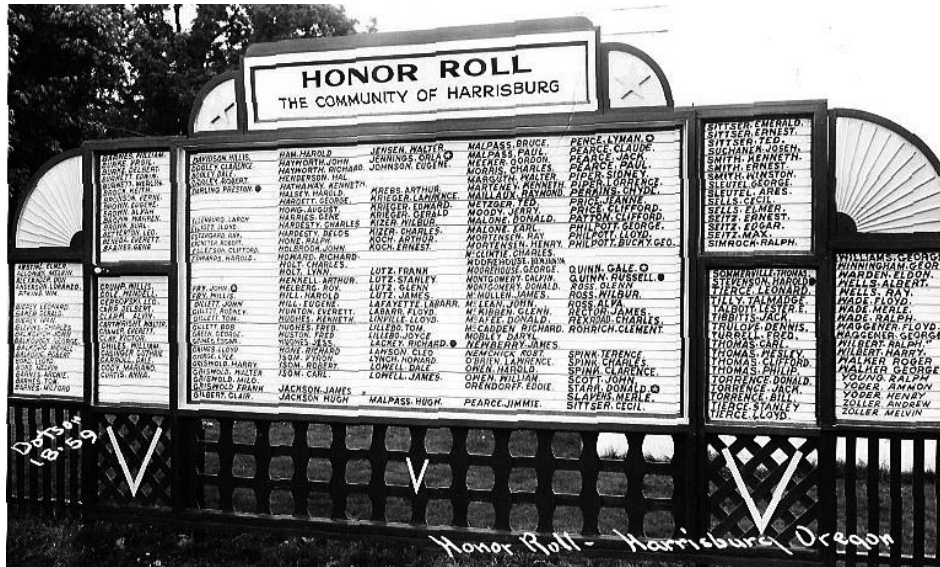
**BACKGROUND INFORMATION:**

On Saturday, Feb 1<sup>st</sup>, Staff received an email from Marilyn Montgomery Smith. (See **Exhibit A**, at the bottom of the Email Chain). Staff didn’t respond to Marilyn until this request had been discussed with Mayor Duncan on Feb 2. Marilyn attended school at Harrisburg High School, graduating in 1971, and worked for the Albany Democrat Herald as a reporter. Back in 1994, then Mayor Walt Dickson received a letter, which was opened by the City Recorder, Grayce Coffey. The letter was from Jean-Paul Favrais, who was 9 years of age when Lieutenant Russell G. Quinn of Harrisburg flying his P38 fighter-bomber was shot down by the German’s and crashed near the old railway station in Breal-sous-Montfort, France. Grayce knew that Marilyn was good friends with the Quinn Family. Marilyn put Pat Hayworth, the sister of Russell and Gale Quinn in touch with Jean-Paul Favrais. In 1995, the Hayworth’s, including Russ and Mary, attended the dedication ceremony for a memorial that was placed in Breal for Lt. Quinn (A street was also named for him). A year later, Jean-Paul and Henriette Favrais came to Harrisburg. Mayor Walt Dickson read a proclamation, and the Hayworth’s installed a 2<sup>nd</sup> flagpole to fly the French Tricolor at their home on Powerline Rd.

During the 80<sup>th</sup> Anniversary, just last year, Breal-sous-Montfort held a much larger ceremony, that Russ Hayworth, and Marilyn Montgomery Smith and her husband attended. This included personnel from the U.S. Consul in Rennes, Brittany, about 500

townspeople, a children's choir, wreaths laid on an enlarged and improved monument, and release of 100 doves. The memory of the crash stayed with Jean-Paul, who close to retirement in 1992, had searched for the identity of Lt. Quinn. This initial search led to collecting information and contacting family members for more than 2,500 more American and Canadian military members who served in that liberation. Jean-Paul, who is now an honorary member of the 8<sup>th</sup> USAAF, wrote an article that appeared in the 8<sup>th</sup> AF News (Sept 2024 publication), **Exhibit B**. His son-in-law, Thierry Thomas, also forwarded a multi-page magazine that is published by the City of Breal-sous-Montfort. Staff has included it (**Exhibit C**) for the color pictures, as it is published in French. (The larger magazine is available in the City Records Office).

Marilyn Montgomery Smith told Staff that Jean-Paul and his son-in-law want to establish a sister city relationship with the City of Harrisburg. As many in this Council chamber will remember, Harrisburg had more people per capita with a family member in World War II than any other city in the United States. Staff believes that the Museum may have pieces of the Honor Roll Sign, and we have pictures of it as well, in City Hall, and in Bess Tweedts book. Marilyn felt that the City would likely be able to establish a simple proclamation and exchange of information.



As discovered in **Exhibit A**, Thierry Thomas had contacted the US Consulate in Rennes, Brittany. He was told that we would need to fill out a questionnaire; he also provided a sample of an agreement with another US City. (**Exhibit D**) Breal is interested in holding a ceremony on an annual basis. Staff doesn't believe that with Home Rule in Oregon, that we need permission from anyone in the US to enter into a sister city relationship with Breal-sous-Montfort, if the City Council so desires it. However, we do remain sensitive to the fact that they may need to follow this process in France. Staff can contact State Offices to start, and/or the Consulate in France to verify if we need to follow a certain process.

There is a National Sister City organization in the United States, which costs \$190 a year for membership. They provide sample resources and information to help cities establish sister city relationships. (The questionnaire provided by Thierry is similar to the on-line questionnaire that this organization has under its membership tab.) Staff doesn't believe that we need to join this organization, as it appears to actually put American cities in touch with cities that match theirs in terms of size, economy, education and youth, health,

government and tourism. The organization helps to organize how the partnership is designed. In this case, our proposed relationship will likely be far different from these, as it's based on circumstances occurring during World War II, in mutual respect of each other. (Breal-sous-Montfort appears to be almost double our current population, and is a larger City).

We believe that a relationship can be established that simply recognizes the beauty of a poignant remembrance of a son of Harrisburg who gave his life in World War II, and is being honored by grateful citizens in Breal-sous-Montfort. This in turn honors Jean-Paul Favrais, (who turned 90 last week!) who has become an extraordinary example of what happens when people honor sacrifices made, and who in turn provides honor to his own city. We are sure that there are ways to expand upon that relationship, especially in our school district, and the possibilities of exchanges of information. Our City is recognized for our level of patriotism, and Staff is sure that we should be able to tie in the sister city relationship during the 160<sup>th</sup> birthday celebration.

After sharing the email with Mayor Duncan, and finding out how he would like to proceed, he noted that the Quinn's used to live in the home that he and Donna have lovingly restored. While researching the information needed for this staff report, Staff sleuthed the following in our historic home tour pamphlet online on the City's website: *"Dr. Clarke House—185 N 4th St.—1903: This home was built for William Tyler. It originally stood on Smith St between the Wyatt and Love/Maxson houses. Tyler ran a hardware and stove store from the 1-story brick building next to the IOOF, later adding groceries. Dr. DG Clark and his wife, Rozanna, bought this home in 1910 to practice medicine, using the south rooms downstairs as an office and waiting room. He was Harrisburg's health officer and the treasurer for some time. The 4th owners, Roy and Irene Quinn, moved the house to the northeast onto the lot on 4th St in 1953 where it now stands so they could build a new home"*.

Bess Tweedt also carried the following paragraph in her book, Historic Harrisburg on page 87. This falls under a chapter on Harrisburg during World War II. *"First came the word from Europe that First Lt. Russell Quinn was missing in a flight over occupied France. First Lt. Quinn had already completed twenty missions. On June 13<sup>th</sup>, while flying a P-38 he did not return to his base in England. About a week later came the word that his brother Lt. Gale Quinn did not return to his base in California from a training flight. On August 3, 1944, the body of Lt. (Gale) Quinn was found in the cockpit of his plane near Parkfield, California."*

Marilyn Montgomery Smith and Russ Hayworth will both be at this meeting and might wish to participate in addressing Council this evening. Council can find out more about what they had to say in **Exhibit A**, and both should be able to answer additional questions.

REVIEW AND APPROVAL:



02.05.25

Michele Eldridge Date  
City Administrator

**Michele Eldridge**

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**To:** Thierry Thomas; Russ Hayworth; Marilyn Smith; Robert Duncan  
**Cc:** JP FAVRAIS; Adjoint Urbanisme - Mairie de Bréal-sous-Montfort  
**Subject:** RE: Sister City request

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**From:** Thierry Thomas <thierry.thomas1467@gmail.com>

**Sent:** Wednesday, February 5, 2025 7:09 AM

**To:** Russ Hayworth <russ@hayworthestatewines.com>; Michele Eldridge <meldridge@ci.harrisburg.or.us>; Marilyn Smith <marilynrm@gmail.com>; Robert Duncan <rduncan@ci.harrisburg.or.us>

**Cc:** JP FAVRAIS <jeanpaulfavrais1@orange.fr>; Adjoint Urbanisme - Mairie de Bréal-sous-Montfort <adjointurbanisme@brealsousmontfort.fr>

**Subject:** Re: Sister City request

Dear Friends of Harrisburg, hello everyone,

It is Thierry Thomas, son-in-law of Jean-Paul Favrais, who is writing to you.

I have carefully followed your email exchanges over the last few days and I was impressed by the praise and thanks you give to our two families and to the town of Bréal-sous-Montfort.

I have sent a translation of all your emails to Jean-Paul who is very touched by your kindness and your desire to bring to fruition the idea of sister Cities between Harrisburg and Bréal.

It especially means a lot to him that you had this exchange at this time of year because he just celebrated his 90th birthday on February 3.

We therefore thank you all for this initiative which is truly welcome.

To complete your information, please note that last year I contacted the US Consulate in Rennes, Brittany, to obtain information on the sister agreements between two cities.

This information is available on the website of the United States Embassy in Paris.

A questionnaire (attached) must be completed to make the project a reality and an example of a sister cities agreement is given (also attached).

I have sent all this information to the municipality of Bréal-sous-Montfort, as well as the translation of your emails so that this subject can be presented at the next municipal council.

The mayor of Bréal, Bernard Ethoré, is well aware of this idea, especially since he presided over the ceremony on June 15 and gave Russell Hayworth the city's medal of honor on this occasion.

Please note that the town of Bréal is very keen to honor the memory of Lieutenant Quinn every year.

The town's official bulletin for the summer of 2024 had featured the June 15 ceremony on the cover (attached document) with an article on pages 12-13.

Likewise, Jean-Paul, honorary member of the 8th USAAF, wrote an article in the official magazine of the association which appeared in September 2024 (attached document, pages 24-26).

That's the news on the French side. I remain at your disposal to make this wonderful sister Cities project a reality.

Yours sincerely,  
 Thierry Thomas

Le mer. 5 févr. 2025 à 04:07, Russ Hayworth <[russ@hayworthestatewines.com](mailto:russ@hayworthestatewines.com)> a écrit :

Michele,

Thank you for taking the lead on this and I will plan to attend the council meeting next week. I want to clarify my thoughts are with great honor as it relates to my family but want to emphasize my message and the value this potential relationship has for all families with those who served. As mentioned Breal-

sous Montfort is a larger city by comparison. However I can assure everyone that a high percentage of the people in Breal have a good knowledge about Harrisburg, how it plays into their history, and hold it honorably close to their hearts.

I look forward to more information and dialog as it develops.

Best regards,  
Russ Hayworth

C: 541-510-3318  
E: [Russ@hayworthestateswines.com](mailto:Russ@hayworthestateswines.com)

On Tue, Feb 4, 2025 at 6:01 PM Michele Eldridge <[meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)> wrote:

Good Evening;

Thank you so much for getting back to me and with some of the resources that you've provided as well. I will work on information to provide to the City Council, and hopefully, both Russ and you will be able to attend. I'll send you the staff report and information when it's completed. Unfortunately, I've been out of the office the last two days, and hopefully, the weather tomorrow won't play as much havoc with schedules as we have been told. It might be the end of the week before I can provide those to you.

I spoke with our attorney earlier today, he is also the City Attorney for the City of Albany. He will take a look at some of the process that they went through when establishing those formal relationships. We are smaller than Breal-sous-Montfort, so simply making a proclamation, and establishing communication are good first steps to go through. We can certainly take a look at more than that, if the City Council is supportive of such.

As you can likely tell, I'm very supportive of recognizing the sacrifices that have been made to protect our freedoms in the past; knowing what families like the Quinn's have been through is very humbling. That story, and others like it, deserve more recognition. Russ, I'm happy to have you there next week to tell your families story about your trip, and share with us all the labor of love, determination, and hard work that Jean-Paul and his son-in-law, Thierry have gone through in order to honor Lt. Russell Quinn. It's a beautiful story.

Thank you again to you all for reaching out, and for allowing us to share in this endeavor. I will be in touch with more information later this week!

Take care;

*Michele Eldridge, CMC*

*City Administrator*



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**From:** Marilyn Smith <[marilynrms@gmail.com](mailto:marilynrms@gmail.com)>  
**Sent:** Tuesday, February 4, 2025 12:05 PM  
**To:** Michele Eldridge <[meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)>  
**Cc:** Russ Hayworth <[russ@hayworthestatewines.com](mailto:russ@hayworthestatewines.com)>; Robert Duncan <[rduncan@ci.harrisburg.or.us](mailto:rduncan@ci.harrisburg.or.us)>; Thierry Thomas <[thierry.thomas1467@gmail.com](mailto:thierry.thomas1467@gmail.com)>  
**Subject:** Re: Sister City request

Hello, again, Michele,

Thanks for responding so quickly and enthusiastically. I had been intending to get in touch for some time. I plan to attend the Feb. 11 council meeting and will bring copies of the news stories I mentioned. I also have Jean-Paul's and Thierry's speeches for you.

Thierry would have the most information about Breal's part in a sister city relationship; we talked about it during the time we were in France last year. The mayor of Breal and several deputy mayors (they reportedly have 9) participated in the ceremony.

I live in Albany. We used to have a sister city relationship with Albany, Western Australia, through Sister Cities International. The relationship lapsed some time in the early 1970s, I think. Membership costs money and involves some official paperwork and comes with expectations of formal visits back and forth. I think an alliance recognized by Harrisburg and Breal, with good will and good intentions, would be just as satisfactory. Maintaining a link between these cities that share the memory of Lt. Quinn provides the basis for mutual benefit and friendships.

Here is the address of Breal's City Hall (Maire) and the city website:

Mairie: [2, rue de Bruz](#)

[35310 Breal-sous-Montfort](#)

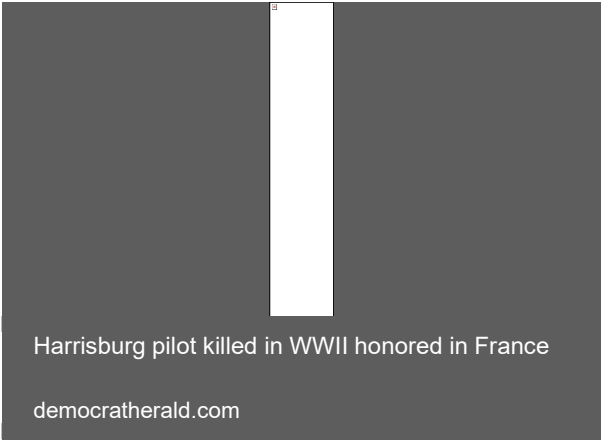
[FRANCE](#)

[mairie@brealsousmontfort.fr](mailto:mairie@brealsousmontfort.fr)

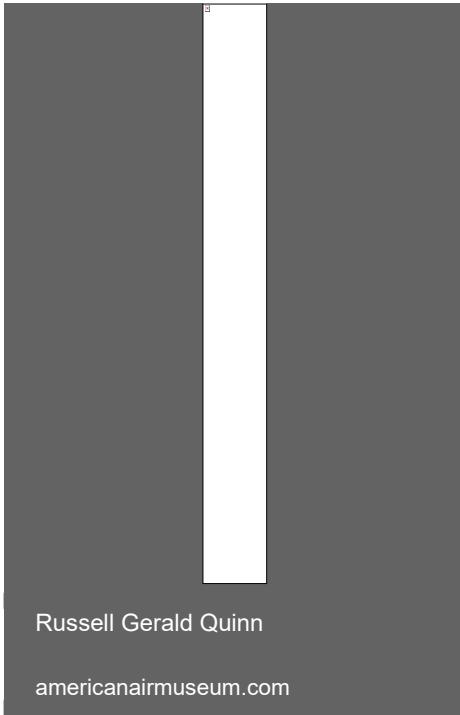
[https://link.edgepilot.com/s/902b309e/VJMkH\\_zpp0WBIB8rJj2zXg?u=http://www.brealsousmonfort.fr/](https://link.edgepilot.com/s/902b309e/VJMkH_zpp0WBIB8rJj2zXg?u=http://www.brealsousmonfort.fr/)

Phone: 33-02-99-60-41-58

Here is a link to the Democrat-Herald story last summer:



And to one on the website of the American Air Museum in Britain:



Thank you again,

Marilyn Smith

On Feb 4, 2025, at 10:14, Russ Hayworth <[russ@hayworthestatewines.com](mailto:russ@hayworthestatewines.com)> wrote:

Hello Michele,

Russ Hayworth here. I'm not sure where to begin as there are so many people to thank throughout our family history. Marilyn has outlined the timeframe and history very eloquently. Along with Jean-Paul Favrais, son in law Thierry Thomas, and family they have delivered detailed history of events that our family never had knowledge of. Jean-Paul's tireless research cannot be measured and his determination never waivered. This goes for our family as well as many others as Marilyn mentioned. Truly remarkable and unheard of.

I will absolutely endorse and support all efforts to establish an immediate relationship with Breal-sous-Montfort as a "Sister City" with Harrisburg. I'm not sure what formalities exist to make this happen on both ends but upon approval by both city's I will be available for any assistance including any information that I could offer at your council meeting if you wish.

This relationship between two wonderful cities will bring positive recognition to so many families who have members that served or currently serving in the military. It is vitally important that history is passed down through generations acknowledging the service of those before us.

Thank you all for giving this your attention.

Sincerely,

Russ Hayworth

C: 541-510-3318

E: [Russ@hayworthestatewines.com](mailto:Russ@hayworthestatewines.com)

On Mon, Feb 3, 2025 at 3:33 PM Michele Eldridge <[meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)> wrote:

Hi Marilyn, Russ & Thierry;

Thank you for reaching out to us, and to Mayor Duncan. I have included him on this email. I seem to remember that article, as I always paid attention to Harrisburg (It's also my Alma Mater) although I didn't start working for the City until 2001. Grayce is the person that essentially got the Harrisburg team to hire me. I regret to let you know that she passed away recently.

As you know from having lived here, as well as attending school, we have always been extremely supportive for veterans and the armed force. At one time, I believe that Harrisburg had more people per capita with a family member in World War II than any other city in the United States. To have one of our own sons be the subject and cause behind a possible Sister City relationship is that much more poignant. The 80<sup>th</sup> anniversary sounds like it was beautiful, and I'm so very thankful to all of them for recognizing the sacrifices from that time.

I spoke with Mayor Duncan just a short while ago, and found out that the Quinn family actually lived in the house that he has lovingly restored. It is simply a beautiful and meaningful coincidence, that our current Mayor lives in their former home. We are both enthusiastic about the possibilities of establishing a sister city with Breal, and are happy to take this to the City Council at our meeting next week. I welcome additional information from you, including the articles that you mentioned in your email below. Has the City of Breal-sous-Montfort also been approached yet and is open to a relationship? What are the next steps we should be taking in order to explore this further?

Thank you!

*Michele Eldridge, CMC*

*City Administrator*

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**From:** Marilyn Smith <[marilynrms@gmail.com](mailto:marilynrms@gmail.com)>  
**Sent:** Saturday, February 1, 2025 4:23 PM  
**To:** Michele Eldridge <[meldridge@ci.harrisburg.or.us](mailto:meldridge@ci.harrisburg.or.us)>  
**Cc:** Russ Hayworth <[russ@hayworthestatewines.com](mailto:russ@hayworthestatewines.com)>; Thierry Thomas <[thierry.thomas1467@gmail.com](mailto:thierry.thomas1467@gmail.com)>  
**Subject:** Sister City request

Hello, Ms. Eldridge,

On behalf of Jean-Paul Favrais and Thierry Thomas of Breal-sous-Montfort, Brittany, France, I am passing along a request to establish a sister city relationship between Breal and Harrisburg.

Jean-Paul was nine years old on June 13, 1944, when a US Army Air Corps P-38 Lightning was brought down by German ground fire in Breal, where Jean-Paul lived. The pilot was returning to his base at Kings Cliffe, Northamptonshire, East Anglia after successfully bombing a bridge across the Loire River south of Breal. Like other Breal residents, Jean-Paul and his mother went to see the crash site, where the pilot's burned body lay. The pilot was not identified for some time, was buried in Breal, and later moved to the American military cemetery at St. James. The pilot was eventually identified as Lt. Russell G. Quinn, 24, of Harrisburg, Oregon. Lt. Quinn's remains were returned to his family and he is buried with his parents in Eugene.

Jean-Paul never forgot Lt. Quinn and grew up determined to find his family and to honor him in Breal. In 1994, he established the Association for the Commemoration of Lt. Russell G. Quinn, built a granite monument near the crash site, and renamed a street in Breal for him. He contacted Harrisburg City Hall in search of Lt. Quinn's family. Then-City Recorder Grayce Coffey contacted me when she received the letter, intended for Mayor Walt Dickson. I grew up in Harrisburg and have been friends with the Quinn family all my life. In 1994, I was a reporter for the Albany Democrat-Herald and Harrisburg was part of my beat.

When Grayce called me, I knew immediately who to call next: Patricia Hayworth, Russell's sister and the only living member of that generation of the Quinn family. I called Pat and found out she also had received a letter from this unknown Frenchman, telling the Hayworths about a dedication ceremony scheduled in May 1995 in Breal and asking the family to come as guests of honor. I convinced her, eventually, that they must go. John and Pat Hayworth, daughter Mary and son Russ attended the dedication ceremony. A year later, Jean-Paul and Henriette Favrais came to Harrisburg. The Hayworths hosted a ceremony at their

house on Coburg Road where they had installed a second flagpole to fly the French Tricolor next to the Stars and Stripes. Mayor Dickson read a proclamation and Jean-Paul read a speech, as I recall.

Last spring, Russ Hayworth got email from Jean-Paul, who is now 90, telling him that another ceremony was planned to mark the 80th anniversary of the crash and inviting Russ, me, and my husband to come. I had written about Jean-Paul’s quest and the monument dedication for the DH, and had connected him with the Hayworths in 1995. We were unable to attend the 1995 ceremony but did visit and spend three days with Jean-Paul and his family in 1998, which provided a follow-up story. The Register-Guard has also written about this.

The three of us attended the 80th anniversary event last June and spent six days with the Favrais and Thomas families. While we were there, we learned that the search for Lt. Quinn led to Jean-Paul collecting information and contacted family members for more than 2,500 more American and Canadian military members who served in that liberation. Jean-Paul doesn’t speak, read, or write a word of English; he has done all of his work aided by dictionaries and the occasional translator. Jean-Paul’s search for Lt. Quinn and the resulting research have since become the subject of a documentary, “Remembering The Fallen Heroes of the Mighty Eighth” by the late George Ciampa.

The 80th anniversary event was much bigger than the original. About 500 people attended, including the U.S. Consul in Rennes, Brittany. Russ was guest of honor and delivered a speech which was also presented in French. A middle-school choir sang “The Boogie Woogie Bugle Boy of Company B.” Wreaths were laid on the expanded and improved monument and the crowd sang the French and American national anthems twice. At the close, 100 doves were released.

During that visit, Thierry Thomas, Jean-Paul’s son-in-law, asked about twinning (sister city) Breal and Harrisburg. He mentioned it again in his Christmas letter. (Thierry speaks and writes English very well.) The family feels very close ties to the Quinn/Hayworth family and, as so many French people do, they remain grateful to all Americans for their help in liberating France from the Nazis in 1944.

I’d be grateful if you would pass this along to Mayor Duncan for his consideration. I can share clippings of the news stories I have done, and a copy of a very good story that appeared in a recent issue of the magazine of the 8th Air Force News national magazine.

I have copied Russ and Thierry on this message so that you have their email addresses.

Thank you for any help you can offer.

Marilyn Montgomery Smith  
Harrisburg Union High School Class of ’71  
541-979-4127

<image002.jpg>

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

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# Bréal-sous-Montfort, France, Honors LIEUTENANT R. G. QUINN

by Jean-Paul Favrais

**On June 15, 2024, the village of Bréal-sous-Montfort in Brittany commemorated the memory of Lieutenant Russell Gerald Quinn, American pilot shot down on the territory of the city during the D-Day fighting of 1944. On the occasion of the 80th anniversary of his death and the Liberation of France, a beautiful ceremony was organized in front of the Quinn's stele by the municipality and by the association of veterans of Bréal.**

First a brief historical reminder. Operation OVERLORD was launched by the Anglo-American Allies on June 6, 1944, in Normandy to combat Nazi forces on European soil. In order to guarantee the success of the operation, thousands of pilots carried out bombing missions on the axes of the German troops to prevent them from transporting reinforcements to the Landing zone.

At the end of the day of June 13, 1944, a shattering noise stunned the inhabitants of Bréal-sous-Montfort and thick black smoke rose from the surroundings of the old railway station. A plane has just been hit by fire from a German anti-aircraft battery installed at an airfield near Rennes in Brittany. The pilot tried to crash land but his plane crashed around 7:00 p.m. and exploded.

Several residents rushed to the scene of the tragedy and left flowers picked there. The next day, many people came to show their gratitude to this pilot who was lying under a white sheet next to the wreckage of his plane. But

his identity remains unknown.

## How was the identity of the pilot found?

Among the witnesses to the tragedy, is a young 9-year-old from Bréal, Jean-Paul Favrais, who describes the scene 80 years later: *"I still remember this horrible vision of the pilot who was lying under a white sheet a few meters from the debris of his plane. I saw people laying flowers to pay him a fitting tribute..."*. He grew up with this atrocious vision of the pilot's charred body which would mark him all his life. He wants to know who this man was.

In 1992, close to retirement, he decided to contact a historic center in the United States. His determination fuels his goal: to honor with dignity the memory of this pilot who gave his life for our freedom. After a few months of waiting, a response from the American military archives in March 1993 finally revealed his identity. It was Lieutenant Russell Gerald Quinn, 24 years old, pilot of the 20th Fighter Group of the 8th US Army Air Force (USAAF), originally from Harrisburg, Oregon, where his body now rests.

He thus learned that, on June 13, 1944, the formation of 48 P.38 fighter-bombers to which he belonged, had the mission of cutting a large railway bridge over the Loire river, at La Possonnière near Angers. The mission was successful, but it was on the return journey to England that Lieutenant Quinn was hit and crashed at Bréal.



Montfort. Thanks to contacts established with American veterans, former flight comrades, he also obtained information about his missions and his unit. Then, thanks to the help of an American journalist, Marilyn Montgomery from the Albany Democrat-Herald, he found his family at the end of 1994 and discovered how this tragedy was experienced by his sister Patricia and her unfortunate parents.

**A family devastated by the loss of two sons**

Indicating in a letter from January 1995 that she was the only survivor of the family, Patricia Quinn wrote to Jean-Paul Favrais: *“I was 14 years old in 1944. My two brothers Russell, 24 years old, and Gale, 22 years old were both pilots in the USAAF and died within a week of each other. Russell on June 13 in France and Gale on June 19 while completing his training in California. One day, after a nighttime training flight, Gale did not return to base. The Ministry of War informed the family that a search was being launched to find him”*.

Patricia then bicycles to the Harrisburg post office every day to retrieve the department’s telegram informing her of the search for Gale’s plane. The family expected the worst for him and wondered how to tell his brother Russell. Ironically, it was a telegram announcing Russell’s disappearance in the fighting in Europe that the family received first. The two sons of Roy and

Irene Quinn died a few days apart, 10,000 kilometers apart. Neither brother ever knew the other was missing. Upset by the sudden death of their two sons, the parents remained immensely sad all their lives. Two Gold Stars symbolizing their loss remained attached to a window of their house for a long time.

**How did Bréal-sous-Montfort decide to honor Lieutenant Quinn?**

As soon as contact was established with his sister Patricia, Jean-Paul Favrais, then deputy mayor, convinced the city to pay tribute to Lieutenant Quinn. A black granite monument was inaugurated on May 21, 1995, in the presence of numerous authorities, flag bearers, armed soldiers and school children. But it was above all the presence of the Quinn family, who came specially from Oregon, which most moved the audience. His sister, Patricia Quinn Hayworth, accompanied by her husband John and her two children, Mary and Russell, is present to honor the memory of her brother and to thank the people of Bréal-sous-Montfort for having worked so hard to commemorate his sacrifice.

After unveiling the monument which symbolically represents an airplane wing, Patricia Quinn Hayworth gave a speech full of emotion: *“It is always difficult for me to live through these moments because they remind me too much of the pain of my parents, but I am sure that*





*what we did for you, you would also have done for us. We thank Bréal-sous-Montfort, all its inhabitants and France for not having forgotten the death of my brother on June 13, 1944. What you did will remain engraved in the memory of our family for generations."*

**A memory faithfully maintained by the Bréalais and the Americans**

Various actions were subsequently undertaken to maintain the memory of Lieutenant Quinn but also that of other American pilots shot down in France. A long research work on their identity and their missions was carried out by Jean-Paul Favrais with the AMLRQ (Association for the Memory of Lieutenant Russell Quinn). Exhibitions and discussions with the families of the pilots, many of whom came to France, made it possible to maintain this duty of memory. The 8<sup>th</sup> Air Force Historical Society (AFHS) also officially welcomed Jean-Paul during its annual conference in Savannah, Georgia, in July 2013. Their president and members wanted to thank him for all his work which made it possible to pay tribute to the pilots killed in the fighting in France and to welcome their families who wanted to mourn at the crash sites.

A documentary was even made in 2012 by the American producer, George Ciampa. Himself a veteran of the Normandy Landings at the age of 18, he served in a unit responsible for burying dead soldiers. His very moving film, entitled «*Remembrance of the Heroes of the Mighty Eighth Fallen in Combat*», pays tribute to Jean-Paul Favrais and captures the memory of the people from Brittany who witnessed the war and were touched by the sacrifice of the American pilots. It shows the memory of veterans but above all that of families who were very moved when they came to France. This film was introduced and concluded by the famous actor Gary Sinise.

It is in this spirit that, on June 15, 2024, Bréal-sous-Montfort organized a major ceremony for the 80th anniversary of the disappearance of Lieutenant Quinn. At the invitation of the mayor, Mr. Bernard Ethoré, the United States consul in Rennes, Mrs. Elizabeth Webster, was present alongside numerous elected officials and civil and military authorities. Detachments from the Gendarmerie Force, the French Air Force, firefighters, as well as 50 standard bearers enhanced the solemn character of this commemoration. A choir of 60 students from the Bréal-sous-Montfort middle school and a large audience with children testified to the popular fervor of the event.

But the moment was especially marked by the presence of Lieutenant Quinn's nephew, Mr. Russell Hayworth who came specially from Oregon with Marilyn Montgomery, the journalist mentioned above, and her husband Stan. Russell gave a real emotional dimension to the ceremony and touched the audience with a poignant speech which ended with these words: *"When we gathered here 29 years ago to honor my uncle's memory at this newly erected memorial, my parents, my sister and I were overcome with emotion. This remained a very great memory for us because we were welcomed with immense hospitality by all the people of Bréal-sous-Montfort. It is with the same emotion that I am once again here among you on this memorable day. With humility, honor, gratitude and respect, I simply say MERCI!"*

*Jean-Paul Favrais is the Official representative of the 8<sup>th</sup> AFHS in France and Roger Freeman Award winner in July 2013*

*Photos: p 24: Lt. Quinn; p 25 top, Bréal; left, Russell Hayworth & Bréal mayor; right, children's choir; this page top left to right: laying of wreaths; honor guards; Jean-Paul Favrais at podium.*

# BRÉAL août/sept. 2024 MAG

DOSSIER

## HOMMAGE AU LIEUTENANT R.G. QUINN



## HOMMAGE

## LT R.G. QUINN

3.



© Julien CHARON

Le samedi 15 juin 2024, la Ville de Bréal-sous-Montfort a commémoré le souvenir du Lieutenant Russel Gerald QUINN, pilote américain abattu sur le territoire de la commune pendant les combats du Débarquement de 1944.

Le 21 mai 1995 avait été inauguré la stèle du Châtelet, en présence de nombreuses autorités, de porte-drapeaux, de militaires en armes et d'enfants des écoles. Mais c'est surtout la présence de la famille QUINN, venue spécialement de l'Oregon, qui avait le plus ému les spectateurs. Sa sœur, Patricia QUINN HAYWORTH, accompagnée de son mari et de ses deux enfants, était présente pour honorer la mémoire de son frère et pour remercier les Bréalais d'avoir tant œuvré pour commémorer son sacrifice.



© Julien CHARON

Elizabeth WEBSTER, Consule des Etats-Unis d'Amérique pour le Grand Ouest de la France et Russel HAYWORTH, neveu du Lieutenant R.G. QUINN



© Julien CHARON

Détachements militaires (armée de l'air, pompiers, gendarmerie et cadets de gendarmerie)



Bernard ETHORÉ, Maire de Bréal-sous-Montfort a remis la médaille de la Commune à Russel HAYWORTH

3.  
À l'occasion du 80<sup>ème</sup> anniversaire de la disparition du Lieutenant R.G. QUINN et de la Libération de la France, la Municipalité, l'association CATM des anciens combattants de Bréal-sous-Montfort et l'AMLRQ ont organisé une belle cérémonie à la stèle du Châtelet.

À l'invitation du Maire, la Consule des Etats-Unis, Mme Elizabeth WEBSTER, était présente aux côtés de nombreux élus et autorités civiles et militaires. Des détachements de la gendarmerie, de l'armée de l'air, des pompiers, ainsi que 43 porte-drapeaux ont rehaussé le caractère solennel de cette commémoration.

Une chorale de 60 élèves du collège de Bréal et un public venu nombreux comptant de nombreux enfants ont témoigné de la ferveur populaire de l'événement.

La présence du neveu du Lieutenant QUINN, M. Russell HAYWORTH originaire de l'Oregon, a donné une véritable dimension émotionnelle à la cérémonie et a touché l'assistance avec un discours poignant :  
« (...) Lorsque nous nous sommes réunis ici il y a 29 ans pour honorer la mémoire de mon oncle devant ce mémorial nouvellement érigé, mes parents, ma sœur et moi-même fûmes bouleversés d'émotion. Cela est resté pour nous un très grand souvenir car nous avons été accueillis avec une immense hospitalité par tous les Bréalais... C'est avec la même émotion que je suis à nouveau présent ici parmi vous en ce jour mémorable. Avec humilité, honneur, gratitude et respect, je vous dis tout simplement MERCI ! ».



Accompagnés de Stéphanie DUMAND, adjointe aux Affaires sociales et à la Jeunesse, les enfants ont lu un poème sur la paix

**Général de division (2S) Thierry THOMAS**  
Croix du Combattant et gendre de Jean-Paul FAVRAIS



A cappella, les élèves de la chorale du collège ont chanté Le Chant des partisans et Bougie Woogie Bugle Boy



# Sister CityProject



EXHIBIT D

## ★ ★ ★ *Presentation of your city* ★ ★ ★

**Date :**

**City name:**

**State:**

**Region:**

## ★ ★ ★ *Contact* ★ ★ ★

**Primary contact:**

**Phone:**

**Email:**

**Secondary contact:**

**Phone:**

**Email:**

**What type of structure will manage the sister city partnership:**



# Sister CityProject



## ★ ★ ★ *Description of your City* ★ ★ ★

**Population:**

**Density:**

**Department:**

**Main activity sectors:**

**Economic and/or innovation poles:**

**Number of primary and secondary schools:**

**Any bilingual schools?**

**Number of colleges/universities :**

**Tourist attractions:**

**Cultural Centres:**

**Number of sports clubs:**

**Are there american sports? If so, which ones?**

**Is there any French-American association on the territory?**



# Sister CityProject



## ★ ★ ★ *Interests for Sister Cities* ★ ★ ★

**Interest and support of local representatives for the development of sister cities:**

Rating from 1 to 5 : 1  2  3  4  5

**Details:**

**Interest for the local economic network for the development of sister cities:**

Rating from 1 to 5 : 1  2  3  4  5

**Details:**

**Interest of the local educational network for the development of sister cities:**

Rating from 1 to 5 : 1  2  3  4  5

**Details:**

**Interest of the local associative and cultural network for the development of sister cities:**

Rating from 1 to 5 : 1  2  3  4  5

**Details:**

**What is your main motivation for developing a partnership with a sister city?**

**What does your city have to offer in this future partnership?**

**Are there other interests beyond those listed above that your city would be willing to pursue?**



# Sister CityProject



**Thematic interests:**

- Economic partnerships / business development / trade delegations
- Exchange of best practices on municipal governance
- Exchange of best practices on climate change issues
- Exchange of best practices on the development of cities and smart cities
- Organizing global travel exchanges
- Youth/student exchange programs
- Supporting developing communities
- Humanitarian projects
- Cultural and artistic projects
- Sports projects

**Is your city twinned with other cities in the world:**

**The three main U.S. states you are interested in:**

- 1
- 2
- 3

**Geographic interests (e.g.: mountain/coastal towns):**

**Any specific cities previously researched?**

**Why do these particular cities stand out?**

**Aspects to avoid when researching potential sister cities that could hinder the cooperation process:**

**Any pertinent information missed in the previous sections?**





### SISTER CITIES AGREEMENT BETWEEN FORT WORTH, TEXAS, USA AND NÎMES, FRANCE

The Cities of Fort Worth, Texas, USA and Nîmes, France, hereby establish their relationship as Sister Cities to strengthen the ties of goodwill and friendship between the two cities and between the United States of America and France.

To further the development of cooperation and understanding between the citizens of Fort Worth and Nîmes in the spirit of goodwill and friendship, the representatives of Fort Worth and Nîmes have agreed in accordance with the rules and regulations of Sister Cities International to the following:

1. The Cities of Fort Worth, Texas, USA and Nîmes, France, will, through their respective Sister Cities organizations, promote and support cooperation among their citizens in the areas of culture, economic development, education and youth, health, government and tourism.
2. To pursue this proposed cooperation, the Cities will promote the mutual exchange of industrial and commercial enterprises and organizations, cultural groups in the areas of art, music and the performing arts, youth organizations, schools, sports teams and other public and civic groups.
3. The Cities will promote the mutual exchange of ideas, opinions and information to further the awareness and appreciation of each other's people and culture and build upon the Sister Cities relationship between Fort Worth and Nîmes.
4. To accomplish these goals, Fort Worth and Nîmes would like to exchange friendly delegations and look for other means of cooperation. All activities in connection with the development of this Sister Cities relationship will be carried out according to annual plans.

This Sister Cities Agreement will be in effect upon its signing by the representatives of the City Councils of Fort Worth, Texas, USA and Nîmes, France.

On behalf of Fort Worth:

Mayor Betsy Price

City Councilwoman Ann Zadeh

February 14, 2019

Date

On behalf of Nîmes:

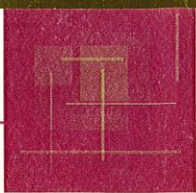
Mayor Jean-Paul Fournier

Deputy Mayor Chantal Barbusse

14 février 2019

Date





CHARTRE DE JUMELAGE ENTRE  
FORT WORTH, TEXAS ET NÎMES, FRANCE

Les villes de Fort Worth, Texas, États-Unis et Nîmes, France, établissent par la présente leurs relations en tant que Villes Sœurs Jumelles afin de renforcer les liens de bonne volonté et d'amitié entre les deux villes et entre les États-Unis d'Amérique et la France.

Pour avancer le développement de la coopération et de la compréhension entre les citoyens de Fort Worth et de Nîmes dans un esprit de bonne volonté et d'amitié, les représentants de Fort Worth et de Nîmes ont convenu, conformément au règlement de Sister Cities International :

1. Les Villes de Fort Worth, Texas, États-Unis et Nîmes, France, encourageront et soutiendront, la coopération entre leurs citoyens dans les domaines de la culture, du développement économique, de l'éducation et de la jeunesse, de la santé, des pouvoirs publics et du tourisme.
2. Pour poursuivre la coopération proposée, les villes encourageront l'échange mutuel d'entreprises et d'organisations industrielles et commerciales, de groupes culturels dans les domaines de l'art, de la musique et des arts du spectacle, d'organisations de jeunesse, d'écoles, d'équipes sportives et d'autres groupes publics et civiques.
3. Les villes encourageront l'échange mutuel d'idées, d'opinions et d'informations afin de mieux faire connaître et apprécier leurs peuples et leurs cultures respectives et de renforcer les relations entre Villes Sœurs Jumelles entre Fort Worth et Nîmes.
4. Pour atteindre ces objectifs, Fort Worth et Nîmes souhaitent échanger des délégations amicales et rechercher d'autres moyens de coopération. Toutes les activités liées au développement de cette relation entre Villes Sœurs Jumelles seront menées en fonction des projets définis entre les deux Villes.

Cette Charte de Jumelage entrera en vigueur dès sa signature par les représentants des conseils municipaux de Fort Worth, Texas, États-Unis et de Nîmes, France.

Au nom de Fort Worth :

Au non de Nîmes :

Maire Betsy Price

Maire Jean-Paul Fournier

*Ann Zadeh*

*Chantal Barbusse*

Conseillère Municipale Ann Zadeh

Adjointe au Maire Chantal Barbusse

*February 14, 2019*

*14 février 2019*

Date

Date



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

**THE MATTER OF REVIEWING THE 2<sup>ND</sup> DRAFT OF THE 2025-2030 STRATEGIC PLAN, AND ESTABLISHING PRIORITIZATION OF GOALS**

**STAFF REPORT:**

Exhibit A: Redlined Strategic Plan

**ACTION:                   DISCUSSION ONLY**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – February 11, 2025

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

**STAFF RECOMMENDATION:**

**Staff recommends Council review and direct staff on whether additional changes are needed or warranted, and to establish priorities for 2025-2026.**

**BACKGROUND INFORMATION:**

The City Council is asked to review the Strategic Plan on an annual basis, in order to make sure that goals remain in line with our values and citizens’ expectations of the City. Council reviewed the 1<sup>st</sup> draft at the meeting held on January 11, 2025.

Changes have been made in relation to those suggestions from the January 11, 2025 Council meeting. The tables have also been updated to remove the 2025 column, making it slightly easier to read. This review gives Council another opportunity to update goals and actions. Please review and plan to update priorities at this meeting. The final revision will be brought to a future meeting for adoption.

**REVIEW AND APPROVAL:**



02.05.25

Michele Eldridge   Date  
City Administrator

# Harrisburg Strategic Plan

FY20245 – FY202930



Prepared by City Staff

~~April 2024~~

January 2025



## City Administrator Message

Mayor and City Council,

I am pleased to present the City of Harrisburg's FY2024~~5~~ - 2029~~30~~ five-year Strategic Plan. This plan will serve as a guide to fulfill Harrisburg's mission and vision through ~~several a series of~~ goals, objectives, and actions. ~~We realize that starting out in 2024, that it's less likely that we will return to anything close to what was the normal in 2020, pre-pandemic period; therefore we adjust, and move onwards with expectations to the future.~~ We continue to hope that the State of Oregon will keep a balanced outlook that won't affect small cities as much as it has in previous years, but recognize that there are many challenges ahead. One of the tools that the City is now using includes legislative advocacy, and our membership as one of the founding members of the Small Municipality Advocacy Coalition. We've also strengthened our ties to our State Representative, Jamie Cate, and our State Senator, Cedric Hayden. The City is also utilizing more of the State's resources, including the Regional Solutions Team.

There are four overarching themes in the plan, which bring focus to the mission and vision of the city and organize the long-term goals of the plan. The four themes of the plan are:

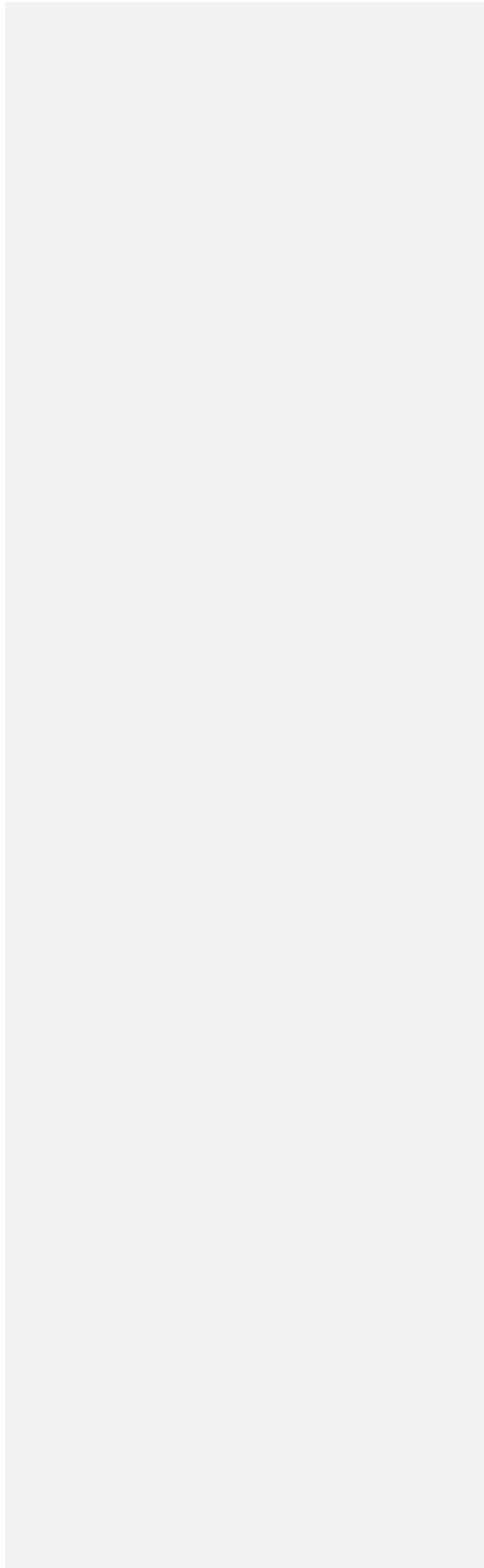
1. Great Neighborhoods
2. Public Safety
3. Economic Development
4. Efficient Governance

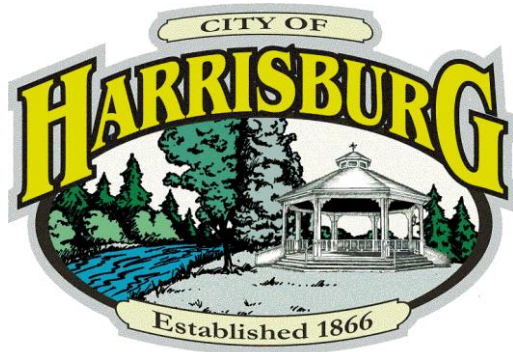
Within each theme are goals, objectives, and actions. Most of the goals are intended to last for many years and should only change with shifting community values or upon new city opportunities or needs. The objectives and actions, however, are dynamic and should be modified to ensure the goals, vision, and mission of the City are continually being met.

The Strategic Plan fulfills the desires of the Mayor and City Council to be proactive and to plan ahead. It is intended to enhance the quality of life for our citizens and patrons, as well as ensuring the city organization is run with efficiency and effectiveness.

A special thanks to the City's management team involved in the development of this plan. Staff's contributions and expertise are vital. A good Strategic Plan depends on staff, as well as elected officials in both its formation and execution. Ultimately, of course, this plan belongs to the City Council. Their contributions and input are fundamental. It is hoped that the City Council members will frequently review this plan and team together with staff and the public to achieve the vision and mission it embraces.

Michele Eldridge  
City Administrator





## **OUR MISSION**

*Providing the highest quality public services for a better hometown Harrisburg.*

## **OUR VISION**

*A vibrant and charming community that has a high quality of life, great neighborhoods, balanced economic growth, and quality public services.*

# OUR VALUES

The City of Harrisburg’s Strategic Plan is governed by three key elements: our mission, vision, and values. Our Mission Statement reflects the character of our community and is based on the principles of service and commitment. Our Vision Statement honors our history and looks to a promising future to which this Strategic Plan is directed. Our mission and vision are built on the foundation of the following core values, by which our elected officials, employees and volunteers are expected to follow.

**Transparent, Open, and Honest Government** – This value reflects our most important responsibility to our citizens and customers. Our competence is measured and, in fact, reinforced through active engagement of those we serve. We maintain an organizational reputation for openness, honesty, and integrity.

**Public Service** – We are public servants. We proactively find solutions to the community’s needs. We are accessible, responsive, respectful, consistent, and understanding. We provide assistance beyond our customers’ expectations.

**Fiscal Responsibility** – Proper use of public resources is a trust which we honor and protect. In our management of this trust, we must avoid even the appearance of impropriety. In our management of public funds, we constantly strive for the greatest possible efficiency and effectiveness.

**Personal Honesty and Integrity** – Each of us demonstrates the highest standards of personal integrity and honesty in our public activities to inspire confidence and trust in our government.

**Excellence** – Excellence is shown by being creative, professional, innovative, showing initiative, and being committed to our community. In this pursuit, we support continuing education and training for everyone in the organization.

**Teamwork** – We are a team that supports each other and the community, and we emphasize a high level of trust. We embrace a spirit of teamwork, empowerment, cooperation, collaboration, and community. We operate under the Together Everyone Accomplishes More (T.E.A.M.) concept.

**Diverse and Humane Organization** – We are an organization that has always honored diversity and protections of individual rights. Open communication, respect for others, compassion, and a sense of humor are essential tools in our organization. We value the cultural and social diversity that is reflected in our community, and we welcome the changes and new perspectives that this diversity brings to us.



# Strategic Plan Themes

The Strategic Plan has four main themes that reflect our Mission and Vision Statements: Great Neighborhoods, Public Safety, Economic Development, and Efficient Governance. Specific goals, objectives, and actions related to these four themes will allow the city to achieve its mission and follow the vision of the community.

Each theme includes the City's primary goals under that theme for the foreseeable future. The goals should remain constant over time and only be revised to reflect significant community changes or unanticipated events. A list of measurable objectives with benchmarks helps us track progress towards the goals. Objectives are generally identified to cover the five-year strategic planning period from the date they are adopted. Action items are the steps needed to meet the objective. Many more strategies and action items will be developed throughout the organization to align the entire organization with the goals and objectives identified in this plan.

This Plan is intended as a work in progress. While the mission, vision, values, and goals should remain constant, the objectives and action items will need periodic review and adjustment. We will track progress through regular reporting on the measures, and they will be incorporated into organization and community publications. The annual Budget and Capital Improvement Program will serve as reporting and implementing policy documents, that bear close relationships with the Strategic Plan. Those include the Comprehensive Plan, Transportation System Plan (in progress), Water Master Plan, Parks Master Plan, and in the future, the Wastewater Master Plan, and Storm Drainage Plan, plus related planning documents that also support the Strategic Plan.

The Plan, although adopted near the beginning of the calendar year, depends on the Fiscal Year for its annual progress or implementation. For example, a plan objective identified to be accomplished in 2022 means Fiscal Year 2022-23. (July 1, 2022 – June 30, 2023) The timing of the adoption of the plan allows the City Council to have a mid-year check on how the prior year's plan objectives are progressing and assists City staff with preparing the budget to assist with the Council's priorities adopted in the Plan.

# Council Priorities

The City Council previously identified its priority objectives and actions for Fiscal Year 2024~~5~~-2025~~30~~ from out of the strategic plan. The following table lists the priorities and updates as the date of this plan update.

Description	Description
<p><b>The City's Top Priority for 2024-2025</b>  <b>Design, Build, and Operate a Conventional Water Treatment Plant</b>  <b>(Objective No. 9)</b></p>	
<p><b>Create &amp; Advocate for a Wide Range of Housing Opportunities while Preserving and Improving Existing Affordable Housing (Objective No. 3)</b></p>	
<p><b>Develop, Maintain and Improve Total City Park Land Inventory (Objective No. 4)</b></p>	
<p><b>Make Regular and Substantive Improvements to City streets (Objective No. 6)</b></p>	
<p><b>Bring Community Awareness to Crime Issues in our City and Work to Create Solutions to Reduce and Prevent Crime (Objective No. 8)</b></p>	
<p><b>Enhance Outreach to Existing Businesses; Work with Regional Partnerships to Promote Harrisburg Businesses and Economic Development (Objective No. 12)</b></p>	

**Commented [ME1]:** This section is one of the last ones that we will change after reviewing each of the sections. The previous years priorities are highlighted.

## II. PUBLIC SAFETY



2 M Gallon Water Tank

# I. Great Neighborhoods

## Goals:

- **Goal 1:** Develop and maintain diverse and affordable neighborhoods where citizens will take pride in where they live. ~~Create affordable and/or low income housing opportunities while preserving and improving existing affordable housing.~~
- **Goal 2:** Provide diverse recreational, cultural, and educational opportunities for our citizens and visitors.
- **Goal 3:** Provide a functional transportation system that supports all modes of transportation.

## Great Neighborhood Objectives:

**Goal 1:** Develop and maintain diverse neighborhoods where citizens will take pride in where they live. Create affordable and/or low-income housing opportunities while preserving and improving existing affordable housing.

**Objective 1:** Review and update the Harrisburg Zoning and Subdivision Ordinances, as needed to assure the ordinances reflect changing community conditions, as well as provide greater flexibility in order to facilitate and promote a variety of development opportunities including a wide choice of types of housing, as well as commercial and industrial development



Arrow Leaf Park

*Actions: Review and update the ordinance biennially starting in 2026.*

**Objective 2:** Initiate water conservation measures and best-practices community education programs. This project will regain its importance in the future as the Pandemic fades, but major Street and Water Projects will control the pace of outreach. [Public Works]

*Actions: Present annually water conservation presentations to the public at various venues such as the Harrisburg Schools, Senior Center, Library, or HART Center. Inform the community on the importance of conservation methods with our newsletter, social media and our website. Provide homeowner community education classes on increasing irrigation efficiency, low flow fixtures, proper watering techniques, and landscape management to further reduce their monthly water bills.*

**Objective 3:** Create and advocate for a wide range of housing opportunities while preserving and improving existing affordable housing.

*Actions: Work with contractors and developers to allow for flexibility, and to expedite processes wherever possible. Start marketing our developable residential properties when the water system is closer to completion, with direct mailing to builders' associations, and contractors who are located in our regional area.*

# I. Great Neighborhoods

**Objective 4:** Advocate and work to improve properties throughout Harrisburg to increase values, and enhance the marketability of the City of Harrisburg

Actions: Work with Coburg Police to more effectively evaluate properties in need of improvement in relation to garbage, vegetation, and other issues and to more readily identify problem properties/chronic nuisances.

	Measure	FY2026	FY2027	FY2028	FY 2029	FY 2030
1	Biennial Review of Zoning/Subdivision Ordinances	x		x	x	x
2	Initiate water conservation practices and public education	x	x	x	x	x
3a	Work with contractors and developers to allow for flexibility, and to expedite processes wherever possible.	Direct-Mail x	xDirect Mail	x	x	x
3b	Start marketing our developable residential properties when the water system is closer to completion, with direct mailing to builders' associations, and contractors who are located in our regional area.	Annual Marketing 1st Draft early 2026	Annual Marketing	Annual Marketing	Annual Marketing	Annual Marketing
4	<u>Work with Coburg Police to more effectively evaluate properties in need of improvement and pro-actively identify problem properties/chronic nuisances</u>	x	x	x	x	x

**Goal 2:** Provide diverse recreational, cultural, and educational opportunities for our citizens and visitors.

**Objective 5:** Develop, maintain, and improve total City park land inventory. [City Administrator]



Eagle Park  
(North End)

*Actions: Apply for grants to assist in developing existing and future parklands. Develop and update our existing parks as defined in the Parks Master Plan, making them more accessible and relevant to citizens. Focus on low-cost development projects for Eagle Park, especially those that are grassroots, while also seeking larger funds for future phases.*

	Measure	FY2026	FY2027	FY2028	FY2029	FY2030
5.a	Apply for and acquire grants to develop existing and future parklands.	OPRD LGGP Large Grant		OPRD LGGP Large Grant		OPRD
5.b	Develop and Update Existing Parks, making them more accessible as per the Parks Master Plan	25% Signs	25%	25%	As Needed 25% %	As Needed
5.c	Update & create low-cost updates to Eagle Park and Continue to work with partners to develop each phase.	Beat Decks- & Continue d Trail Project Trails, Wayfindi ng Signs	UpdatePI avground Active Area & Terrace/ Open Area	Boat Docks, Boat Landing, & Restrooms Update	UpdateCon tinued Trail Improvements & Landscapin g	Update

# I. Great Neighborhoods

**Goal 3:** Provide a functional transportation system that supports all modes of transportation.

~~**Objective 5:** Review and update the Transportation System Plan (TSP), and Transportation SDC's. [Public Works, City Administrator]~~

~~*Actions: Work with consultant provided through and by ODOT/TGM Grant to complete a new Transportation System Plan (TSP). Complete a prioritized project list of needed transportation improvements that address the UGB expansion and other changing conditions, while updating the Transportation SDC's*~~



4th Street Railroad Project

**Objective 6:** Make regular and substantive improvements to City Streets.

*Actions: Repair/Upgrade City Streets to at least a 'C' Standard. Design and construct a long-term rail/roadway solution with the railroad. Determine how to fund this project.*

*Actions: Plan and schedule future town halls and outreach to inform citizens about how the 4<sup>th</sup> St. Rail/Street Improvement Project will impact the homes abutting the BNSF tracks.*

**Objective 7:** Apply for SRTS Grant to Improve the west side of N. 9<sup>th</sup> St. with curbs, gutters, and sidewalks from Smith St. to Diamond Hill Rd.

*Actions: Apply for SRTS Grant until successful.*

# I. Great Neighborhoods

	Measure	FY2026	FY2027	FY2028	FY2029	FY2030
5.a	<del>Work with Consultant on a new Transportation System Plan.</del>	N/A	N/A	N/A	N/A	
5.b	<del>Complete a prioritized project list of needed transportation improvements that address the UGB Expansion and other changing conditions; and update Transportation SDC's.</del>	Ongoing	N/A	N/A	N/A	
6.a	Repair/Upgrade City Streets to at least a 'C' standard; IAW Cities "Street Assessment Report 2016".	X	X	X	X	X
6.b	Design and Construct a long-term rail/roadway solution with BNSF	Project Near Completion	Project Complete	N/A	N/A	N/A
6.c	<i>Plan and schedule future town halls and outreach to inform citizens about how the 4<sup>th</sup> St. Rail/Street Improvement Project will impact the homes abutting the BNSF tracks.</i>	As Needed	Project Complete	N/A	N/A	N/A
6Z	Apply for SRTS Grant until successful	Apply	Apply	Apply	Apply	Apply



9th St. @ Burton, and nearby– 9<sup>th</sup> & Territorial St. - SRTS Project

# II. Public Safety

## Goals:

- **Goal 1:** Ensure public safety by protecting people and property.
- **Goal 2:** Provide safe and reliable drinking water, sewage disposal and drainage systems.

## Public Safety Objectives:

**Goal 1:** Ensure public safety by protecting people and property.

**Objective 8:** Bring community awareness to crime issues in our City and work to create solutions to reduce and prevent crime. [City Administrator]

*Actions: Hold community crime prevention forums as community issues dictate; Establish and strengthen neighborhood watch groups and neighborhood watch patrol. Continue to monitor the statistical crime reporting database and provide quarterly updates to the City Council and the public on progress in reducing crime. Work on improving/enhancing relations and accessibility to law enforcement agencies and programs. Continue to hold community events such as National Night Out, and Fentanyl/Narcotics Prevention and Awareness on an every-other year annual basis.*

	Measure	FY2026	FY2027	FY2028	FY2029	FY2030
8.a	Schedule Community Crime Prevention Forums when needed; Encourage citizens to do create new Neighborhood Watch programs.	2	2	2	2	<u>2</u>
8.b	Work on Improving/Enhancing Communication, Relations & Accessibility to Law Enforcement Agencies & Programs, Schedule National Night Out on an annual basis	Update Program	x	Update Program	X	<u>Update Program</u>
<u>8.c</u>	<u>Partner with Linn Together to Educate the Public in Relation to Fentanyl/Narcotics Prevention &amp; Awareness</u>		<u>Awareness Forum</u>		<u>Awareness Forum</u>	

**Goal 2:** Provide safe and reliable drinking water, sewage disposal and drainage systems.

**Objective 9:** ~~Design, b~~Build, and operate a conventional Water Treatment Plant. [City Administrator/Finance Director/Deputy Recorder, Public Works]

*Actions: ~~Detailed engineering plans to be updated. Robid Project and determine additional funding. Over 9,450 feet of waterline have been replaced by the end of 2023. Build and put treatment plant into operation.~~*



City crew repairing sewer system

**Objective 10:** ~~Provide second sanitary sewer crossing beneath the railroad tracks, and add Construct~~ slipline to existing sewer line under the RR Tracks, businesses, and N. 3<sup>rd</sup> St. [Public Works]



## II. Public Safety

Actions: ~~Design and construct~~ **Complete Construction of** a second sanitary sewer crossing ~~(complete)~~ and add slipline to the existing sewer line located under the RR Tracks, through businesses, and N. 3<sup>rd</sup> St. to the main lift station.

**Objective 11:** ~~Design and~~ Replace the main sewer pressure line from City's Main Lift Station to WW Treatment Facility.

Actions: ~~Design and~~ **r**Replace the main sewer pressure line from City's Main Lift Station to the WasteWater (WW) Treatment Facility.

	Measure	FY2026	FY2027	FY2028	FY2029	FY2030
9	<del>Re-bid</del> Construct and Operate Water Treatment Facilities	Complete	N/A	N/A	N/A	N/A
10.a	<del>Finish construction of a temporary bypass to complete the secondary sanitary sewer line</del>	N/A	N/A	N/A	N/A	
10.b	Add Slipline to Existing Sewer Line under the RR Tracks, businesses, and N. 3 <sup>rd</sup> St.	50% <del>On-hold until Water Project is complete</del>	40% <del>On-hold until water project is complete</del>	Complete	N/A	
11	<del>Design and</del> <b>r</b> Replace the existing sewer pressure line from City's Main Lift Station to <u>the WW Treatment Facility</u> .	40% <del>5</del>	40% <del>5</del>	40% <del>5</del>	10%	10%

Commented [ME2]: The temporary bypass is complete!

*\*Percentages are based upon current conditions. The funds and ability to complete these projects changes year by year, dependent upon funding & staffing. (A line break can easily use all the funds designated for this project.) The priority at this time is the completion of the water treatment facilities.*



S. 2<sup>nd</sup> St.

# III. Economic Development

## Goals:

**Goal 1:** Create an encouraging business environment by providing business resources, addressing regulatory barriers, and utilizing regional partnerships such as Oregon R.A.I.N., the Tri-County Chamber of Commerce, the Main Street Program and the Rural Economic Alliance. (REAL).

**Goal 2:** Continue to promote the Harrisburg Redevelopment Agency by advocating for the program and completing projects that can facilitate development opportunities.

**Goal 3:** Collaborate with Harrisburg businesses, focusing on business retention, expansion, promotion, start-ups, and entrepreneurship. Work actively to promote the business core, and attract new businesses to Harrisburg

## Economic Development Objectives:

**Goal 1:** Create an encouraging business environment by providing business resources, addressing regulatory barriers, and utilizing regional partnerships, such as Oregon R.A.I.N., the Tri-County Chamber of Commerce, the Main Street Program, and the Rural Economic Alliance.



**Objective 12:** Enhance Outreach to existing businesses. Work with regional partnerships to promote Harrisburg businesses and economic development. [City Administrator, City Recorder/Municipal Court Clerk/Administrator]

*Actions: Coordinate with Biz Oregon, the Tri-County Chamber of Commerce, OCWCOG, REAL, OEDA and others to reduce development impediments and attract new, desired development. Develop marketing program and review/update as needed. [City Administrator]*

*Actions: Using Main Street Resources at the ~~Exploring Downtown~~ Connecting Communities level, continue to build stronger relationships with local businesses, establishing a Strategic Plan to develop innovative programs and promotions and attract new businesses.*

	Measure	FY2026	FY2027	FY2028	FY2029	FY2030
12.a	Coordinate closely with Biz Oregon, OCWCOG, OEDA, AMEDEC, REAL and other economic development groups to reduce development impediments and attract new, desired development	X	X	X	X	X
12.b	Develop marketing program and review/update as needed	Update Develop	Update	Update	Update	Update
12.c	Strengthen Main Street Program by holding Quarterly Meetings, Establishing a Strategic Plan Workshop and Developing Innovative Programs and Promotions to attract new customers.	Develop Programs Increase Meetings	Update	Update	Update as needed	Update as needed

# III. Economic Development

**Goal 2:** Continue to promote the Harrisburg Redevelopment Agency (~~URD~~HRA) by advocating for the program and completing projects that can facilitate development opportunities.

**Objective 13:** Utilize Urban Renewal dollars to maximize the total investment and redevelopment efforts in Harrisburg’s downtown. Continue to increase the assessed value of the Harrisburg redevelopment area by making strategic public investments to spur private investments. [City Administrator, City Recorder/Municipal Court ~~Clerk~~Administrator, Finance ~~Officer~~Director/Deputy City Recorder]

*Actions: Continue to promote/provide HRA Property Improvement (Grant) program when funds are available, for redevelopment of downtown buildings. Advocate for the ~~URD~~-HRA program to outside taxing districts. ~~Incorporate funds from ARPA to catalyze Community & Economic Development in the historical downtown and commercial corridor~~. Actively work to remove blighted structures from traditional downtown area.*

*Actions: Review Next Steps, including possible new Community Center/Library next to City Hall.*

**Objective 14:** Continue to Preserve Willamette River Water Rights and utilize for possible Economic Development Opportunities. (City Administrator, Public Works)

*Actions: Review in the future to verify requirements in order to utilize and preserve our water rights.*

	Measure	FY2026	FY2027	FY2028	FY2029	FY2030
13.a	Advocate the <del>URD</del> -HRA program to outside taxing districts through marketing materials	x	x	x	x	<del>x</del>
13.b	<del>Incorporate funds from ARPA to catalyze Community &amp; Economic Development in the historical downtown and commercial corridor</del>					
13.e b	Review Next Steps <u>in the HRA plan</u> , including possible new Community Center/Library next to City Hall	<del>Conceptual Design</del> <u>Review Next Steps</u>	<del>Conceptual Design</del> <u>Seek Grants/Funding</u>	<u>Seek Grants/Funding</u>	<u>Seek Grants &amp; Funding</u>	<u>Seek Grants &amp; Funding</u>
14.	Continue to Preserve Willamette River Water Rights and utilize for possible Economic Development opportunities.	Review & Discuss Requirements	Implementation			

**Goal 3:** Collaborate with Harrisburg businesses, focusing on business retention, expansion, promotion, start-ups, and entrepreneurship. Work actively to promote the business core, and attract new businesses to Harrisburg

**Objective 15:** Establish networking meetings with Harrisburg Businesses on a quarterly basis. Actively meet and collaborate with businesses to evaluate what business owners need from the City to improve/enhance their business.

*Action: Meet with ~~REAL~~RAIN and the Tri-County Chamber of Commerce to establish networking sessions, in Harrisburg on a quarterly basis. Send annual survey, and actively collaborate with area businesses.*

# III. Economic Development

**Objective 16:** Establish resources on the City Website and in City Hall for businesses.

Action: Include links on the City's website [and in Friday Updates](#) to resources from RAIN and REAL to promote entrepreneurship. Market Harrisburg Businesses through social media, website, and bi-annual newsletters and other promotional materials.

Action: Develop a Business Resources Webpage & new Business Packets

	Measure	FY2026	FY2027	FY2028	FY2029	FY2030
15	Meet with <a href="#">RAIN-REAL</a> & Chamber of Commerce to Establish Networking Sessions in Harrisburg on a Quarterly Basis	Quarterly	Quarterly	Quarterly	Quarterly	<a href="#">Quarterly</a>
16.a	Send Annual Survey, and Contact Businesses on an annual basis to Actively Collaborate on measures to evaluate business needs	X	X	X	X	<a href="#">X</a>
16.b	Develop Business Resources Webpage, & New Business Packets	Update		Update		<a href="#">Update</a>

# IV. Efficient Governance

## Goals:

**Goal 1:** Effectively and efficiently provide the services that Harrisburg’s citizens need, want, and are willing to support.

**Goal 2:** Maintain a qualified, effective, and happy workforce.

## Efficient Governance Objectives:

**Goal 1:** Effectively and efficiently provide the services that Harrisburg’s citizens need, want, and are willing to support.

**Objective 17:** Ensure transparent financial reporting and budgeting to the community. Maintain annual audit results establishing conformance to requirements and generally accepted accounting principles. [Finance Director/Deputy City Recorder]



Harrisburg City Hall

*Actions: Continue to publish annual budget and audit results on the City’s website. Achieve annual audit with no reportable findings of non-compliance. Investigate software options that could provide greater transparency and access to city information and data.*

**Objective 18:** Investigate and implement new technologies and workplace practices that save time and resources. [All Departments]

*Actions: Implement technology and workplace practices that continue to reduce costs.*

**Objective 19:** Update Capital Improvement Program, and Verify SDC’s and other Fee Structures are still competitive

*Actions: Update the CIP, and work through other Master Plans to further update SDC’s. Continue to review and verify fee structures on an annual basis.*

*Objective 20: Engage with Legislative Leaders to make changes at the State Level that will 1) Confirm and solidify Home Rule as it applies to small cities; 2) Work to eliminate overbearing regulatory requirements, including those that actively work to avoid state mandated funding; and 3) Submit Capital Needs*

*Actions: Continue to Engage and Grow the Small Municipality Advocacy Coalition in order to solidify home rule, eliminate onerous regulatory requirements, and to focus on Harrisburg and our specific capital funding requirements.*

	Measure	FY2026	FY2027	FY2028	FY2029	FY2030
17.	Reportable audit findings of noncompliance, increase transparency in operations	None	None	None	None	<u>None</u>
18.	Continue to reduce service delivery costs, and improve effectiveness of current services	Maintain	Maintain	Maintain	Maintain	<u>Maintain</u>

# IV. Efficient Governance

19.	Update Capital Improvement Program and Verify SDC's and other Fee Structures are still competitive in our regional area, <u>on an annual basis.</u>	Review SDC's & Fees		Review CIP/SDC's & Fees		Review <u>CIP/SDC's &amp; Fees</u>
20	<u>Continue to Engage and Grow the Small Municipality Advocacy Coalition in order to solidify home rule, eliminate onerous regulatory requirements, and to focus on Harrisburg and our specific capital funding requirements</u>	<u>Vigorousl y Participate &amp; Advocate</u>	<u>A Vigorous ly Participate &amp; Advocat e</u>	<u>Vigorously Participate &amp; Advocate</u>	<u>Vigorously Participate &amp; Advocate</u>	<u>Vigorously Participate &amp; Advocate</u>

**Goal 2:** Maintain a qualified, effective, and happy workforce.

**Objective 201:** Maintain staff that is well-trained, certified, and given opportunities for growth inside the City organization. [All Departments]

*Actions: Employees and supervisors are encouraged to find relevant training opportunities to ensure employees are qualified for assigned work tasks. Where appropriate, supervisors shall cross-train employees. Budgeted funds for training shall be reviewed to assure necessary training is accomplished.*

**Objective 242:** Perform Compensation Analysis to keep wages consistent for comparably sized or regional Cities to better retain employees. [City Recorder/Municipal Court [Clerk/Administrator](#)]

*Actions: Staff will perform Compensation Analysis on every three-year schedule. Determine a cost-of-living figure to apply to wages in years without a compensation analysis.*

	Measure	FY2026	FY2027	FY2028	FY2029	FY2030
201.	Maintain certifications for employees	20	20	20	20	<u>20</u>
242.a	<del>RFP/IGA with an agency for Process a Compensation/Wage Analysis for all City Employees Services during fall months</del>	n/a	<u>n/a</u>	<u>n/a 100% for FY 2029-2030</u>	n/a	<u>n/a</u>
242.b	Determine a cost-of-living figure to apply to wages in years without a compensation analysis	<u>Configure COL/Apply New Wage/Scale</u>	Configure COLI	<u>Apply New Wage/ScaleConfigure Coli</u>	<u>Configure COL/Apply New Wage Scale</u>	<u>Configure COLI</u>



CPR AED Training

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

**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

Exhibit A: City Council Minutes for December 10, 2024 and  
January 14, 2025

Exhibit B: Payment Approval Report for January 2025

Exhibit C: Municipal Court Collections Report January 2025

Exhibit D: Municipal Court Citation Report January 2025

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

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

- 1. Minutes from the December 10, 2024 and the January 14, 2025 City Council Meetings**
  - 2. The Payment Approval Report for January 2025**
- 

**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda –February 11, 2025

**STAFF RECOMMENDATION:**

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

**Building Permits:**

January 2025: Submitted: 13

Issued: 7

New Homes: Issued: 0

**Residential Valuation:** \$0.00

**Commercial Valuation:** \$25,000.00

**2024 YTD Valuation:** \$25,000.00

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

**Business Licenses Issued:**

- None

**Harrisburg Municipal Court:**

- The Collection Report (**EXHIBIT C**) for the month of January 2025 is \$9,273.43 which includes \$3,561.16 from collections.
- The Citation Report (**EXHIBIT D**) shows there were 35 citations issued in the month of January 2025 for a total of 44 offenses. There was one defendant who was charged with Driving While Suspended Misdemeanor and two defendants who were charged with Criminal Failure to Appear.

**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 Randy Klemm  
The Harrisburg and HRA Budget Committee last met on May 13, 2024.  
*Next Scheduled Meeting: TBD*

**Library Board:** Chairperson Alexandria Bennett  
The Library Board last met on January 7, 2025. Those minutes are not yet available.  
*Next Scheduled Meeting: March 4, 2025*

**Personnel Committee:** Chairperson Kimberly Downey  
The Personnel Committee last met on February 2, 2024  
*Next Scheduled Meeting: TBD*

**Planning Commission:** Chairperson Todd Culver  
The Planning Commission last met on January 21, 2025. Those minutes are not yet available.  
*Next Scheduled Meeting: February 18, 2025*

**REVIEW AND APPROVAL:**

*Lori Ross*

2/3/2025

Lori Ross  
City Recorder

Date



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 10, 2024

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

The Pledge of Allegiance was led by Mayor Robert Duncan

**CALL TO ORDER AND ROLL CALL** by Mayor, Robert Duncan at the hour of 6:37pm

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

Mayor Duncan took a moment to acknowledge Councilor Robert Boese, who is not present this evening due to work and wanted to thank him publicly for so many years of service to Harrisburg and in so many ways besides being on City Council.

Mayor Duncan also congratulated Dana Henry on becoming the newly elected City Council member effective January 2025.

*Item No. 1 on the Agenda was skipped as we waited for the arrival of Sergeant Frambes, who was delayed at another meeting.*

**THE MATTER OF APPROVING RESOLUTION NO. 1298 IN ORDER TO ACCEPT THE CANVASS OF ELECTION VOTES FROM THE NOVEMBER 5, 2024, GENERAL ELECTION:**  
 Ross informed Council that the Official Election Results were received today; therefore, Exhibit C, Resolution No. 1298 and Exhibit D, the 2025 General Election Abstract have been handed out this

December 10, 2024

evening and will be included in the minutes as **Addendum 1**. Ross stated that due to having a write-in candidate being elected, she has included, with Resolution No. 1298, as Exhibit A; the 2024 General Election Results Abstract and Exhibit B, the Final and Official Write-In Tally. The write-in tally shows resident Dana Henry received the most votes for a total of 256.

- No comments or concerns.
  - **Caughey motioned to approve Resolution No. 1298, “A RESOLUTION ACCEPTING THE CANVASS OF ELECTION VOTES FROM THE NOVEMBER 5, 2024, GENERAL ELECTION FOR HARRISBURG CITY COUNCIL POSITIONS (THE MAYOR AND 3 COUNCIL POSITIONS)” and was seconded by Downey. The motion passed unanimously by a vote of 5-0. (Yes: Caughey, Downey, Klemm, Thomas and Knox. No: None.)**

#### **THE MATTER OF HOLDING A PUBLIC HEARING TO ADOPT THE BUILDING DEPARTMENT OPERATING PLAN FOR 2025-2029**

***Mayor Duncan opened up the Public Hearing at the hour of 6:45pm.***

- Eldridge stated the Building Department Operating Plan is adopted every four years. She noted it's similar to the previous plan. Building Inspector, Jason Johannesen, suggested changing the plan review period from 7 days to 10 days, but Eldridge noted that 7 days will still be her goal.

***With no testimony provided, the Public Hearing closed at the hour of 6:46pm***

No comments or concerns.

- **Thomas motioned to adopt the Building Department Program Operating Plan for 2025-2029 and was seconded by Caughey. The motion passed unanimously by a vote of 5-0. (Yes: Thomas, Caughey, Downey, Klemm and Knox. No: None.)**

**THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO SIGN A LEASE FOR FARMING ON CITY PROPERTY:** Eldridge reviewed the staff report noting that Kurt Kayner has farmed the property since 2013. A few of the changes include:

- The annual rent for the property increased \$1.00 per acre for a total amount due of \$6,480 for 48 acres due by September 1<sup>st</sup> of each year.
- The soil preparation detail was removed. Kayner can now just provide the City with a copy of any soil analysis reports he has done.
- Thomas asked if we were telling Kayner what he could and could not grow. Eldridge replied that the City is not, however, Kayner would need to inform the City of what he is growing.
  - **Thomas motioned to authorize the City Administrator to sign the Farmer's Lease and was seconded by Klemm. The motion passed unanimously by a vote of 5-0. (Yes: Thomas, Klemm, Caughey, Downey and Knox. No: None.)**

**THE MATTER OF AUTHORIZING THE CITY ADMINISTRATOR TO SIGN A SERVICES AGREEMENT WITH PALEOWEST, LLC DBA CHRONICLE HERITAGE FOR CULTURAL SURVEY SERVICES FOR EAGLE PARK:** Eldridge reviewed the staff report and referred to **Addendum 2**, an updated service agreement. Section 5, Third Party Services and Cost has been removed and won't allow sub-contractors. In Section 9, Choice of Law and Forum; Attorney Fees; any reference to Arizona was changed to Oregon and the jurisdiction was changed to Linn County. Some other highlights of the report included:

December 10, 2024

- The survey must be completed before the recreational Trail Program Grant (RTP) can proceed.
- To keep the cost down, this survey will only cover sections of the park that are currently planned for development which include trails, restroom pits, boat ramp and docks.
- The cost of \$24,693.72 could change if they were to discover something.
- Knox asked if they were able to complete the project in 2–10-hour days. Eldridge replied yes, due to most of the survey being conducted visually.
- Resident, Dana Henry asked if we were able to use the grant funds to get reimbursed for this expense. Eldridge replied she believes they do have some funds to cover a portion of the expense, but nothing's confirmed until we can proceed with the grant.
- Downey asked if this was budgeted for. Nelson replied yes and that the City knew this was a condition of the grant.
- Eldridge informed Council that the grant, if awarded, is \$150,000. Eldridge stated the large government grant that she will be applying for in April, might allow reimbursement for previous expenses including the study and possibly our last payment to Knife River for the purchase of the property.
  - **Klemm motioned to authorize the City Administrator to sign the services agreement with Chronicle Heritage for cultural resource survey work in Eagle Park and was seconded by Caughey. The motion passed unanimously by a vote of 5-0.** (Yes: Klemm, Caughey, Downey, Thomas and Knox. No: None.)

**THE MATTER OF MAKING PLANS FOR CITY DAY AT THE CAPITOL:** Eldridge reminded Council that City Day at the Capital is being held on January 28<sup>th</sup> and to please let her know if you would like to attend. The cost is \$60 and will be covered by the City or scholarship. At this time, Downey will be attending. Thomas will try to attend and Klemm stated he will be out of town that day.

**THE MATTER OF APPOINTING RHONDA GILES TO THE PLANNING**

**COMMISSION FOR A TERM ENDING DECEMBER 31, 2028:** No comments or concerns.

- Thomas **motioned to appoint Rhonda Giles to the Planning Commission for a term ending December 31, 2028 and was seconded by Klemm. The motion passed unanimously by a vote of 5-0.** (Yes: Thomas, Klemm, Caughey, Downey, and Knox. No: None.)

**THE MATTER OF THE MAYOR APPOINTING BUDGET COMMITTEE MEMBER JANA JENKINS TO A TERM ENDING DECEMBER 31, 2027:** No comments or concerns.

- Mayor Duncan appointed Jana Jenkins to serve on the Budget Committee for a term ending December 31, 2027.

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

- Klemm **motioned to approve the consent list and was seconded by Downey. The motion passed unanimously by a vote of 5-0.** (Yes: Klemm, Downey, Caughey, Thomas and Knox. No: None.) **A motion to approve the consent list will approve the following:**
  - **Minutes from the October 22, 2024 City Council Meeting**
  - **The Payment Approval Report for November 2024**

**THE CITY ADMINISTRATOR VERBAL REPORT:**

- Republic Services (RS) asked to speak with Council in January or February. RS informed Eldridge there would be no rate increase this next year. Eldridge did receive

December 10, 2024

from RS information on how many accounts and units (containers) there are in Harrisburg. That information has been given to Gary at Junction City for their Capital Improvement Plan.

- Harrisburg will be participating with Linn County for the Natural Hazard Mitigation Program (NHMP). Linn County receives a grant and puts the information together then submits to FEMA for approval. Once approved by FEMA, it will come to Council for review and approval. Staff will be sending out public notices allowing citizens the opportunity for involvement. There is a section that has been added to the plan that talks about ways to mitigate the bank erosion on the Willamette River and grants for the planning work to be done.
- Reminder the Strategic Plan will be coming to Council in January.
- Planning Commission spoke about reviewing skinny streets again due to the construction of Sommerville Meadows. Currently our code allows a minimum of 29 feet. Scholz and Eldridge to review what kind of table they would prefer to have. Eldridge is hoping to get back some of the footage the City had to give up years ago.
- Eldridge was contacted by FEMA-PICM confirming the City will be doing a permit-by-permit basis for property's affected. The City will be making ordinance changes as recommended by our Attorney and will be adopting at our February meeting.
- SMAC is working on changing matching grant requirements for smaller cities and is currently getting ready for the long session.
- Eldridge will be taking some time off for personal reasons.

**THE MATTER OF MEETING WITH A MEMBER REPRESENTATIVE FROM LCSO IF ONE IS**

**AVAILABLE:** Sergeant Frambes arrived at the hour of 7:34pm and reviewed the LCSO Report for the months of October and November 2024. Some of those highlights included:

- Harrisburg Pharmacy was broken into in October and in November. In October, they used a glass cutting tool to create a circle and enter. In November, they broke through the wall of an adjoining business, breaking the waterline. The case has been handed over to the FBI and the DEA due to drugs being involved. They believe they have a suspect whose vehicle is registered in California. This particular suspect is also a person of interest in several other pharmacy break-ins in Philomath, Corvallis and surrounding areas.
- In October, a juvenile received burns at the homecoming bonfire, which happened after the event hours.
- In November, a fatal vehicle crash occurred on Peoria Rd next to Life Bible Church, claiming the life of a local 22-year-old male.
- LCSO performed Code Enforcement on abandoned vehicles and towed one vehicle that had been illegally parked for years.
- Downey commented on a person in her neighborhood that was sleeping in his vehicle. Sergeant Frambes suggested calling dispatch in the future to investigate.

**OTHER ITEMS: None.**

**With no further business, the City Council Business Meeting adjourned at the hour of 8:05pm.**

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Mayor

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City Recorder

**RESOLUTION NO. 1298**

**A RESOLUTION ACCEPTING THE CANVASS OF ELECTION VOTES FROM THE NOVEMBER 5, 2024, GENERAL ELECTION FOR HARRISBURG CITY COUNCIL POSITIONS (THE MAYOR AND THREE COUNCIL POSITIONS)**

WHEREAS, at a General Election held in the State of Oregon, County of Linn, in the City of Harrisburg on November 5, 2024, the candidates for office of Mayor, and three City Council positions, were submitted to the voters; and,

WHEREAS, the City of Harrisburg has received the certified abstract of election results from the Linn County Elections Clerk on December 10, 2024.

NOW, THEREFORE, BE IT RESOLVED the attached Canvass of Election Votes for the City of Harrisburg for Mayor, three Council Positions are attached hereto as **Exhibit A** and the Final & Official Write-In Tally as **Exhibit B** and by these references incorporated herein, be accepted as the final election results.

Section 1: The votes cast by the electors of the City of Harrisburg for one Mayor Position, and three Council Positions at the general election of November 5, 2024, are hereby found, determined, and declared to be as follows:

<b>Mayor (Vote for One)</b>	<b>Total Votes: 1321</b>
Robert (Bobby) Duncan	1236 93.57%
Miscellaneous write-ins	85 6.43%
 <b>City Council Members at-Large (Vote for Three)</b>	<b>Total Votes: 2297</b>
Randy Klemm	1006 43.80%
Mike Caughey	867 37.74%
Write-In	412 17.94%
Write-In	11 .48%
Write-In	1 .04%

Section 2. Pursuant to City of Harrisburg City Charter Chapter VI Elections, Section 29 Canvass of Returns, and to the foregoing election results, certified to by the Linn County Elections Clerk, and canvassed and ratified by the City Council by this resolution, it is hereby found, determined, and declared that the following are the official results of the General Election held on November 5, 2024.

<b>MAYOR</b>	Robert (Bobby) Duncan
<b>COUNCIL MEMBERS AT LARGE</b>	Mike Caughey Randy Klemm Dana Henry

Section 3: The City Recorder and Elections Clerk is hereby directed to issue certificates of election to the persons declared elected in Section 2 after the effective date of this resolution.

Adopted by the City Council of the City of Harrisburg, Oregon, and made effective the 11<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Mayor

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







SERVICES AGREEMENT
PaleoWest, LLC dba Chronicle Heritage
2025 North 3rd Street, Suite 157
Phoenix, AZ 85004
Tax I.D. Number: 72-1609812

Project Title: Eagle Park Cultural Resources Survey
Project Number: 24-PC-04708 Date: 12/06/2025
Company Name: City of Harrisburg
Client Contact Person: Michele Eldridge State of Incorporation/Organization: Oregon
Street Address or P.O. Box: P.O. Box 378, 120 Smith St.
City: Harrisburg State: OR Zip Code: 97446
Telephone No.: 541-995-2200 Fax No.:
Chronicle Heritage Project Manager: David Markus

Scope of Services (check one):

- Services to be performed are:
Scope of services is described in a separate document prepared or approved by PaleoWest, LLC dba Chronicle Heritage (such document is incorporated herein and may be attached)

Fees for PaleoWest, LLC dba Chronicle Heritage Services (check one):

- \$ on a fixed fee basis.
Time and Materials basis\* \$
Time and Materials basis not-to-exceed (NTE) \$24,693.72
\*PaleoWest/Chronicle Heritage rate schedule to be attached for Time and Materials/NTE contracts

Retainer: A retainer of \$ must be received by, 20 PaleoWest, LLC dba Chronicle Heritage may delay work until receipt of retainer. Retainer will be applied to fees/costs incurred. PaleoWest, LLC dba Chronicle Heritage retains the right to apply retainer to final invoice.

Payment Terms: Unless otherwise agreed to in writing by PaleoWest dba Chronicle Heritage, Client will be invoiced monthly for services rendered and costs incurred (based on percentage of completion/hours expended, as applicable). All billed amounts not covered by a retainer are due and payable upon presentation of the invoice and become overdue if the invoice is not received within thirty (30) days after the date of the invoice. In no event shall payment to PaleoWest dba Chronicle Heritage be withheld pending Client's receipt of a payment by a third party. Overdue amounts bear interest at the rate of 1.5% per month until paid and are subject to a monthly late-payment service charge equal to the greater of \$200 or 1% of the overdue balance. Payment should be remitted to: PaleoWest, LLC dba Chronicle Heritage, 2025 North 3rd Street, Suite 157, Phoenix, AZ 85004.

Prices and terms quoted are subject to Client's acceptance within thirty (30) days of the date set forth above.

Special Terms:

PaleoWest, LLC dba Chronicle Heritage Client: City of Harrisburg
By: (signature) Name: Timothy Gerrish Title: Office Principal Date:
By: (signature) Name: Michele Eldridge Title: City Administrator Date:

Attached Terms (including disclaimers) are a part of this Agreement



**PaleoWest, LLC dba Chronicle Heritage  
Standard Terms of Service**

1. **Scope of Services.** Subject to the terms set forth on the face hereof and those contained herein (collectively "this Agreement"), PaleoWest, LLC dba Chronicle Heritage shall provide those services that PaleoWest, LLC dba Chronicle Heritage has agreed in writing to provide under this Agreement ("the Services"). Any material change to the Scope of Services provided by PaleoWest, LLC dba Chronicle Heritage, and any other services provided by PaleoWest, LLC dba Chronicle Heritage in connection with this Agreement shall constitute "Additional Services". Any Additional Services are to be authorized on PaleoWest, LLC dba Chronicle Heritage's standard Change Order form, which shall be incorporated herein, describing changes in the scope of work and any adjustment in pricing and terms. Unless otherwise agreed in writing by PaleoWest, LLC dba Chronicle Heritage, Client shall pay for any Additional Services at PaleoWest, LLC dba Chronicle Heritage's standard hourly rates, and fees for Additional Services shall be due and payable as incurred and invoiced.
2. **Payment.** In the event of late payment, the failure to provide a retainer or other breach of this Agreement by Client, PaleoWest, LLC dba Chronicle Heritage reserves the right to (i) stop work; and/or (ii) apply any existing retainer and condition the performance of further services on obtaining payment in full of any unpaid balance and an additional retainer; and/or (iii) terminate this Agreement; and/or (iv) pursue all other rights and remedies available under this Agreement or applicable law. PaleoWest, LLC dba Chronicle Heritage reserves the right to withhold its work product pending payment in full. Unless Client objects in writing to any charges set forth in an invoice within 10 days of receipt of the invoice, such invoice shall be deemed accepted. Client shall be responsible for any sales tax, transaction privilege tax, use tax, excise tax or similar taxes, if applicable, on the work performed under this Agreement.
3. **Termination.** In the event that this Agreement is terminated and the Services are priced on a fixed fee basis, PaleoWest, LLC dba Chronicle Heritage shall be entitled to payment from Client based on the percentage of work completed as reasonably estimated by PaleoWest, LLC dba Chronicle Heritage, and in the event that this Agreement is terminated and the Services are priced on a Time and Materials basis, PaleoWest, LLC dba Chronicle Heritage shall be entitled to payment based on the number of hours worked at the applicable rate, and in all events PaleoWest, LLC dba Chronicle Heritage shall be entitled to reimbursement of costs incurred prior to termination. All provisions of this Agreement that expressly or by their nature continue in effect (such as warranty disclaimers and remedy limitations) shall survive termination.
4. **Client Cooperation and Compliance.** Client shall fully cooperate with PaleoWest, LLC dba Chronicle Heritage as requested by PaleoWest, LLC dba Chronicle Heritage and as necessary or appropriate to facilitate the completion of the Services. Client is responsible for providing PaleoWest, LLC dba Chronicle Heritage with all information relevant to the Services available to Client and for complying with all applicable laws and requirements in connection with this Agreement. The Client Contact identified on the face hereof shall have complete authority on behalf of Client with respect to this Agreement and the Services, including the authority to provide or obtain any necessary information and approvals, and PaleoWest, LLC dba Chronicle Heritage may rely on such authority. In the event that a Client Contact is not identified, PaleoWest, LLC dba Chronicle Heritage may treat any representative of the Client that communicates with PaleoWest, LLC dba Chronicle Heritage with respect to this Agreement or the Services as the Client Contact.
5. **Delays.** In the event that PaleoWest, LLC dba Chronicle Heritage provides an estimated completion date, PaleoWest, LLC dba Chronicle Heritage will use reasonable efforts to complete the Services on or prior to that date subject to Client's compliance with this Agreement and other factors beyond PaleoWest, LLC dba Chronicle Heritage's reasonable control. PaleoWest, LLC dba Chronicle Heritage is not responsible for delays or other circumstances caused by the unavailability of third-party services, delays in government approvals, or other factors beyond PaleoWest, LLC dba Chronicle Heritage's reasonable control.
6. **Limited Warranty; Disclaimer.** PaleoWest, LLC dba Chronicle Heritage warrants that the Services performed by its employees will be performed substantially in conformance with the standard of care observed by similarly situated companies providing services under similar conditions. In the event of a breach of the foregoing warranty, PaleoWest, LLC dba Chronicle Heritage's sole obligation shall be to use commercially reasonable efforts to re-perform the Services in compliance with such warranty, if possible, or at PaleoWest, LLC dba Chronicle Heritage's option, refund the fees paid by Client for the Services. EXCEPT FOR THE FOREGOING WARRANTY, THE SERVICES AND INFORMATION PROVIDED UNDER THIS AGREEMENT ARE PROVIDED "AS-IS" AND PALEOWEST, LLC DBA CHRONICLE HERITAGE DISCLAIMS TO THE MAXIMUM EXTENT PERMITTED BY LAW ALL WARRANTIES RELATING TO SUCH SERVICES AND INFORMATION INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Client understands that for various reasons investigations conducted by PaleoWest, LLC dba Chronicle Heritage may not uncover all relevant information and that reports generated by PaleoWest, LLC dba Chronicle Heritage may

rely on various third-party information which PaleoWest, LLC dba Chronicle Heritage may assume to be accurate without independent verification. Any maps or similar materials provided by PaleoWest, LLC dba Chronicle Heritage are for illustration only and should not be relied on as surveys. No opinions are intended to be

expressed by PaleoWest, LLC dba Chronicle Heritage for matters that require legal expertise or other specialized knowledge beyond that customarily possessed by similarly situated environmental consulting companies.

7. **Limitation of Remedies.** In the event that Client incurs any damages in connection with this Agreement or the Services, PaleoWest, LLC dba Chronicle Heritage's liability shall in no event exceed the amount actually paid by Client to PaleoWest, LLC dba Chronicle Heritage for the Services. TO THE MAXIMUM EXTENT PERMITTED BY LAW, PALEOWEST, LLC DBA CHRONICLE HERITAGE SHALL HAVE NO OTHER LIABILITY TO CLIENT FOR ANY DAMAGES, WHETHER GENERAL, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL, INCLUDING ANY LOST PROFITS OR LOST SAVINGS, WHETHER OR NOT FORESEEABLE. CLIENT EXPRESSLY ACKNOWLEDGES AND AGREES THAT PALEOWEST, LLC DBA CHRONICLE HERITAGE IS ENTERING INTO THIS AGREEMENT IN RELIANCE ON THE DISCLAIMERS AND LIMITATIONS SET FORTH HEREIN.
8. **Choice of Law and Forum; Attorneys' Fees.** This Agreement shall be governed exclusively by its terms and by the laws of the State of OREGON as applied to contracts entered into in OREGON between OREGON residents without regard to the State's rules concerning choice of law. Client hereby consents and agrees to exclusive jurisdiction and venue in LINN COUNTY, OREGON, provided that PaleoWest, LLC dba Chronicle Heritage may pursue collection efforts for any amounts payable under this Agreement in any forum having jurisdiction. Client shall reimburse PaleoWest, LLC dba Chronicle Heritage on demand for all attorneys' fees, costs and expenses incurred by PaleoWest, LLC dba Chronicle Heritage (including any commissions payable to collection agencies) in seeking to collect amounts payable under this Agreement (including fees, costs and interest) or otherwise seeking to enforce its rights under this Agreement.
9. **Severability.** In the event that any provision of this Agreement is held to be invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect, and the provision held to be invalid or unenforceable shall be automatically amended to most closely approximate the original provision on terms that are valid and enforceable and the court or other adjudicating authority shall make such amendment accordingly.
10. **Assignment; Successors; Third-Parties.** Client may not assign its rights under this Agreement without PaleoWest, LLC dba Chronicle Heritage's written consent and, unless otherwise expressly agreed by PaleoWest, LLC dba Chronicle Heritage in writing, Client shall in all events remain responsible for the performance of its obligations hereunder notwithstanding any such assignment. This Agreement shall be binding upon assignees and other successors. Any services and information provided by PaleoWest, LLC dba Chronicle Heritage are being furnished solely for Client's benefit and only with respect to the project that is the subject of this Agreement and no third-party may rely thereon and no third-party shall be construed to be a beneficiary of this Agreement.
11. **Integration; Modification; Waiver.** This Agreement reflects the entire agreement of the parties relating to the subject matter hereof, and any prior understandings, agreements or representations related to such subject matter are hereby superseded. This Agreement shall control over any conflicting documents and shall be the sole source of any obligations of PaleoWest, LLC dba Chronicle Heritage. No provision of this Agreement shall be deemed amended or waived by PaleoWest, LLC dba Chronicle Heritage unless a written amendment or a form of waiver is signed by PaleoWest, LLC dba Chronicle Heritage. All attachments authorized by PaleoWest, LLC dba Chronicle Heritage are hereby incorporated into this Agreement. This Agreement may be executed in counterparts and delivered by any reasonable means including facsimile.
12. **Interpretation; Notices.** The terms of this Agreement constitute the written expression of the mutual agreement of the parties and shall be construed neutrally and not for or against either party. When used in this Agreement, the term "include" or "including" shall be construed as illustrative and not exhaustive. The headings in this Agreement are inserted for convenience; the provisions of this Agreement shall control. Periods of time established by this Agreement in days shall be calculated using calendar days and not business days unless otherwise specified. Notices and communications given and made in connection with this Agreement may be given and made by any reasonable means including facsimile or email if reasonable in the circumstances.
13. **Relationship; Authority.** The relationship of the parties hereunder is that of independent contractors and not principal-agent, partners, or otherwise. Except as expressly provided under this Agreement, neither party shall have any authority to act on behalf of or bind the other party. Only PaleoWest, LLC dba Chronicle Heritage's project manager or an officer of PaleoWest, LLC dba Chronicle Heritage shall be authorized to bind PaleoWest, LLC dba Chronicle Heritage.
14. **Non-Discrimination.** PaleoWest, LLC dba Chronicle Heritage shall not discriminate or allow under its control to discriminate in violation of the Rehabilitation Act, 29 U.S.C. § 793, the Vietnam Era Readjustment Assistance Act, 38 U.S.C. § 4212 or Executive Order 11246 or similar requirements to the extent applicable, and shall, to the extent required, take affirmative action to employ and advance in employment qualified individuals.

**15. Equal Opportunity/Affirmative Action:** This Contractual Agreement is subject to and shall abide by the requirements of **41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a)**. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, or for inquiring about, discussing, or disclosing information about compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. Contractor/ subcontractor agrees to comply with all the provisions set forth in **29 CFR Part 471, Appendix A to Subpart A (Executive Order 13496)**.

Addendum 2

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  
January 14, 2025

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

The Pledge of Allegiance was led by Mayor Robert Duncan

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

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

**THE MATTER OF ADMINISTERING OATHS OF OFFICE AND APPOINTING A COUNCIL**

**PRESIDENT:** City Recorder Lori Ross administered the Oath's of Office to City Council Members, Randy Klemm and Dana Henry for terms ending December 31, 2028 and the Oath of Office to Mayor Robert Duncan, for a term ending December 31, 2026. Copies of the signed Oath's of Office are available in the City Recorder's Office. [Caughey is on vacation, and will have the Oath of Office administered in February]

The City Council then voted, by ballot, to elect Council member Mike Caughey as Council President to serve for a two-year term ending December 31, 2026, by a vote of 4-1 (**Addendum 1**). Council member Randy Klemm received one vote.

**THE MATTER OF THE MAYOR APPOINTING A CITY COUNCIL MEMBER TO THE PERSONNEL COMMITTEE:** This item was tabled by Mayor Duncan until further notice.

January 14, 2025

**THE MATTER OF REVIEWING THE 1ST DRAFT OF THE 2025-2030 STRATEGIC PLAN:**

Eldridge reviewed some of the changes to the 1<sup>st</sup> Draft of the Strategic Plan. Some of those changes included:

- On page 16; objective 4: Utilizing Coburg Police Department for code enforcement to improve properties throughout town. Downey would also like grass enforcement to be in place this summer.
- On page 17; goal 3: The Transportation Plan will be finished this fiscal year, so it has been removed. Eldridge added we will be having another workshop with the Committee this year. It will then go to Planning Commission and then to Council for Type IV public hearings.
- Eldridge asked City Council if they would like to add a section in Great Neighborhoods about pride in Harrisburg and if they had any suggestions of programs we could do to make the City look better. Thomas and Downey would like the City to continue with the code enforcement instead of creating a program.
- Knox would like to see what the City could do to make the neighborhoods look better like encouraging planting trees in the public right of way to beautify the streets. Eldridge to place information in the newsletter.
- On page 19; objective 8: Partnering with Linn Together to educate the public in relation to fentanyl/narcotics awareness on an annual basis with the next meeting to be held in April. Thomas would also like to partner with the school district on this as well.
- Klemm asked about having a couple of publicly accessible Narcan/Naloxone nasal spray locations available if needed. He added someone would need to be responsible for managing the product and checking expiration dates. Klemm stated he would be willing to donate the product.
- On page 20: Engineering design of the Water Bond Project has been removed as it's already in progress. Slip line still needs to be added to the sewer line project.
- Henry asked about the difference between the URD (Urban Renewal District) and the HRA (Harrisburg Redevelopment Agency). Eldridge explained they are the same thing. *Consensus was to change the abbreviation to HRA going forward.*
- On page 24: Added objective 20, Engage with Legislative Leaders which included continuing with SMAC.
- Henry asked about page 17; and whether there should be an action for implementation of the plan. Eldridge stated there is no need as the TSP should be done by the end of this fiscal year and this starts in July.
- Knox asked if there was an objective for adding trees when sidewalks and streets are updated. Eldridge replied that it is automatically required and included in our development code.
- On page 15, Henry commented that Goal #1 and Objective #3 say the same thing. *The consensus was to add " & affordable" after diverse for the first sentence and to remove the entire second sentence.*
- Eldridge will make the changes and bring back to Council in January or February for review.

**THE MATTER OF APPROVING A TASK ORDER FROM PSU, BASED ON THE EXISTING IGA WITH LOC, FOR THE WAGE COMPENSATION AND BENEFIT ANALYSIS PROJECT:**

Eldridge reviewed the RFQ for Portland State University and informed Council there is \$22,000 in the current budget that can fund the Wage Compensation Study.

- Klemm and Downey commented they were shocked about the total cost and think the City should perform the study themselves.

January 14, 2025

- Nelson pointed out the total hours needed for the project as 132 hours. She also reminded Council the last time we did a wage comparison; the study showed the City was underpaying most City Employees.
- Eldridge suggested hiring a temporary part-time employee to assist City Staff with the project.
- Ross suggested instead of hiring a part-time employee, who would cause more work and a cost to the City; to perform the study ourselves, however, it would entail other deadlines being pushed back and if Council was okay with that, staff could get it done.
- *The consensus was for City Staff to perform the Wage Compensation Study and to bring to the Personnel Committee in March.*
  - **Downey motioned to deny the Compensation Study as proposed and was seconded by Thomas. The motion passed unanimously by a vote of 5-0.** (Yes: Downey, Thomas, Klemm, Knox and Henry. Malpass also voted in favor. No: None.)

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

- Downey **motioned to approve the consent list and was seconded by Klemm. The motion passed unanimously by a vote of 5-0.** (Yes: Downey, Klemm, Thomas, Knox and Henry. Malpass also voted in favor. No: None.) **A motion to approve the consent list will approve the following:**
  - **Minutes from the November 12, 2024 City Council Meeting**
  - **The Payment Approval Report for December 2024**
  - **Appointment of Madison Stepherson to the Library Board for a term ending June 30, 2028**

**CITY ADMINISTRATOR VERBAL REPORT:**

- Scholz informed the Council that due to an over the limit result for lead and copper testing in in a residential older home, the City will be adding a lead and copper treatment at the water plant to slow down the process of lead and copper and to avoid the requirement's for excessive testing and the cost associated with it. Scholz added that once the plant is operational, the City will conduct two rounds of testing to show it's effective.
  - Downey asked if it would change the taste or appearance of the water. Scholz replied no.
  - Knox asked about the timeline for the completion of the water project. Scholz replied if everything goes well, August 2026.
- Eldridge informed Council that an ITM Kiosk from OCCU will be going in next to Dari Mart. The illuminated sign request will be going to the Planning Commission for approval next Tuesday.
- Eldridge informed Council that Sean Tate with SMAC will be sending her a narrowed down list of legislative bills for smaller cities. Once received, she will forward to Council for their input. Eldridge also reminded Council of City Day at the Capital and if anyone would like to provide any testimony during session, it can be an email or a letter as well as verbal.
- The City will be having a Wetlands Delineation Report by our City Engineer at the cost of \$17,000 and a Cultural Survey done at the cost of \$24,000. Both are requirements for grants & development for Eagle Park.

**OTHERS: None.**

**With no further business, the City Council Meeting adjourned at the hour of 7:52pm to begin the HRA Board meeting.**

\_\_\_\_\_  
Mayor

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

UNAPPROVED

# COUNCIL PRESIDENT BALLOT

Please cast your vote by marking an X in the box of the individual you would like to serve as Council President for the next two year term; January 2025 – December 31, 2026. You may only vote for one individual. A tie vote will be broken by the Mayor.

**Cindy Knox**

**Mike Caughey**

**Kim Downey**

**Dana Henry**

**Randy Klemm**

**Charlotte Thomas**

Council Member submitting this vote:

Cindy Knox  
Print Your Name



# COUNCIL PRESIDENT BALLOT

Please cast your vote by marking an X in the box of the individual you would like to serve as Council President for the next two year term; January 2025 – December 31, 2026. You may only vote for one individual. A tie vote will be broken by the Mayor.

**Cindy Knox**

**Mike Caughey**

**Kim Downey**

**Dana Henry**

**Randy Klemm**

**Charlotte Thomas**

Council Member submitting this vote:

Charlotte Thomas  
Print Your Name

# COUNCIL PRESIDENT BALLOT

Please cast your vote by marking an X in the box of the individual you would like to serve as Council President for the next two year term; January 2025 – December 31, 2026. You may only vote for one individual. A tie vote will be broken by the Mayor.

**Cindy Knox**

**Mike Caughey**

**Kim Downey**

**Dana Henry**

**Randy Klemm**

**Charlotte Thomas**

Council Member submitting this vote:

Kim Downey  
Print Your Name

# COUNCIL PRESIDENT BALLOT

Please cast your vote by marking an X in the box of the individual you would like to serve as Council President for the next two year term; January 2025 – December 31, 2026. You may only vote for one individual. A tie vote will be broken by the Mayor.

**Cindy Knox**

**Mike Caughey**

**Kim Downey**

**Dana Henry**

**Randy Klemm**

**Charlotte Thomas**

Council Member submitting this vote:

Randy Klemm  
Print Your Name

# COUNCIL PRESIDENT BALLOT

Please cast your vote by marking an X in the box of the individual you would like to serve as Council President for the next two year term; January 2025 – December 31, 2026. You may only vote for one individual. A tie vote will be broken by the Mayor.

**Cindy Knox**

**Mike Caughey**

**Kim Downey**

**Dana Henry**

**Randy Klemm**

**Charlotte Thomas**

Council Member submitting this vote:

Dana Henry  
Print Your Name

Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>1206</b>						
1206	Analytical Lab & Consultants	172071	Water Testing	12/19/2024	265.00	51-65-4200
1206	Analytical Lab & Consultants	172072	Water Testing	12/19/2024	480.00	52-65-4200
1206	Analytical Lab & Consultants	172073	Water Testing	12/19/2024	693.00	52-65-4200
1206	Analytical Lab & Consultants	172317	Water Testing	12/31/2024	1,054.00	52-65-4200
1206	Analytical Lab & Consultants	172318	Water Testing	12/31/2024	693.00	52-65-4200
Total 1206:					3,185.00	
<b>2225</b>						
2225	B & I Hardware & Rental	7229	P/W Misc Supplies.	12/03/2024	24.99	10-72-4000
2225	B & I Hardware & Rental	7289	P/W Misc Supplies.	12/05/2024	5.25	11-44-6000
Total 2225:					30.24	
<b>3598</b>						
3598	Backflow Management Inc.	FP1SYWX66D	Certification	01/27/2025	362.50	51-76-2000
3598	Backflow Management Inc.	FP1SYWX66D	Certification	01/27/2025	362.50	52-76-2000
3598	Backflow Management Inc.	JZQ0GF7QGA	Certification	01/29/2025	362.50	52-76-2000
3598	Backflow Management Inc.	JZQ0GF7QGA	Certification	01/29/2025	362.50	51-76-2000
Total 3598:					1,450.00	
<b>3693</b>						
3693	Branch Engineering Inc	22690	Engineering Services	01/21/2025	5,705.50	51-78-8015
3693	Branch Engineering Inc	22691	Engineering Services	01/21/2025	375.00	11-42-2100
3693	Branch Engineering Inc	22692	Engineering Services	01/21/2025	4,813.75	11-42-2100
3693	Branch Engineering Inc	22693	Engineering Services	01/21/2025	330.00	10-41-4000
Total 3693:					11,224.25	
<b>2549</b>						
2549	Cascade Columbia Distribution	912891	Misc. P/W Expense	12/18/2024	2,565.80	52-65-4000
2549	Cascade Columbia Distribution	914081	Misc. P/W Expense	01/08/2025	1,765.80	52-65-4000
2549	Cascade Columbia Distribution	915307	Misc. P/W Expense	01/24/2025	2,565.80	52-65-4000
Total 2549:					6,897.40	
<b>3407</b>						
3407	Cascade Health Solutions	87525	Exam	01/06/2025	102.00	51-65-4600
3407	Cascade Health Solutions	87525	Exam	01/06/2025	102.00	52-65-4600
Total 3407:					204.00	
<b>3920</b>						
3920	Cathy Nelson	1302025-1	Reimbursement	01/29/2025	69.99	24-60-2000
Total 3920:					69.99	
<b>3773</b>						
3773	CenturyLink	DC 2024	Phone Bill	12/28/2024	18.72	10-69-3500
3773	CenturyLink	DC 2024	Phone Bill	12/28/2024	42.72	52-65-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3773	CenturyLink	DC 2024	Phone Bill	12/28/2024	46.37	52-65-3500
3773	CenturyLink	DC 2024	Phone Bill	12/28/2024	40.86	10-69-3500
3773	CenturyLink	DC 2024	Phone Bill	12/28/2024	46.37	52-65-3500
3773	CenturyLink	DC 2024	Phone Bill	12/28/2024	42.72	52-65-3500
3773	CenturyLink	DC 2024	Phone Bill	12/28/2024	46.37	52-65-3500
3773	CenturyLink	DC 2024	Phone Bill	12/28/2024	41.17	51-65-3500
3773	CenturyLink	DC 2024	Phone Bill	12/28/2024	40.86	51-65-3500
3773	CenturyLink	DC 2024	Phone Bill	12/28/2024	44.82	51-65-3500
Total 3773:					410.98	
<b>1016</b>						
1016	Cheryl Spangler	1302025-2	Reimbursement	01/27/2025	40.14	24-60-3050
Total 1016:					40.14	
<b>4075</b>						
4075	Chronicle Heritage	02872	Cultural Resource Survey	01/21/2025	5,350.00	61-70-7000
Total 4075:					5,350.00	
<b>3914</b>						
3914	City of Coburg	QRT 4, 2024	Law Enforcement Services	01/06/2024	10,780.00	10-66-3050
Total 3914:					10,780.00	
<b>2939</b>						
2939	Cobalt Computer Services, Inc.	30536	Computer Service	12/31/2024	341.20	40-65-8015
2939	Cobalt Computer Services, Inc.	30659	Computer Service	12/31/2024	236.25	24-70-7400
2939	Cobalt Computer Services, Inc.	30659	Computer Service	12/31/2024	84.38	51-74-2100
2939	Cobalt Computer Services, Inc.	30659	Computer Service	12/31/2024	84.37	52-74-2100
2939	Cobalt Computer Services, Inc.	30659	Computer Service	12/31/2024	1,282.50	40-65-8015
Total 2939:					2,028.70	
<b>4061</b>						
4061	Colleen Hemingway	7.12.24	1099 adjustment	07/18/2024	.00	24-60-3050
4061	Colleen Hemingway	7.12.24	1099 adjustment	07/18/2024	.00	24-60-3050
Total 4061:					.00	
<b>2720</b>						
2720	Comcast	JAN 2025	Internet Service	01/02/2025	435.22	10-60-2000
2720	Comcast	JAN 2025 LIB	Internet Service	12/23/2024	286.85	24-60-2525
2720	Comcast	JAN 25 PW	Internet Service	01/01/2025	159.40	51-65-3550
2720	Comcast	JAN 25 PW	Internet Service	01/01/2025	159.40	52-65-3550
Total 2720:					1,040.87	
<b>3913</b>						
3913	DataBar Inc	269484	Utility Billing Statements	01/02/2025	278.00	23-70-2500
3913	DataBar Inc	269566	Utility Billing Statements	01/07/2025	416.45	52-74-2200
3913	DataBar Inc	269566	Utility Billing Statements	01/07/2025	416.46	51-74-2200
3913	DataBar Inc	269566	Utility Billing Statements	01/07/2025	31.69	23-70-2500
3913	DataBar Inc	269852	Utility Billing Statements	01/30/2025	31.82	23-70-2500
3913	DataBar Inc	269852	Utility Billing Statements	01/30/2025	417.87	51-74-2200
3913	DataBar Inc	269852	Utility Billing Statements	01/30/2025	417.87	52-74-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3913:					2,010.16	
<b>3966</b>						
3966	DCBS Fiscal Services	DECEMBER 2	State Surcharge - Building/Electric	12/31/2024	61.38	27-70-1050
3966	DCBS Fiscal Services	DECEMBER 2	State Surcharge - Building/Electric	12/31/2024	68.40	26-70-1050
Total 3966:					129.78	
<b>3896</b>						
3896	Delapoer Kidd PC	2080	Attorney Fees	01/02/2025	420.00	10-42-2500
3896	Delapoer Kidd PC	2080	Attorney Fees	01/02/2025	1,050.00	10-42-2700
Total 3896:					1,470.00	
<b>4032</b>						
4032	Excel Electric LLC	5422	Electrician	11/03/2024	175.00	52-65-4600
4032	Excel Electric LLC	5476	Electrician	01/17/2024	422.00	51-65-4600
4032	Excel Electric LLC	5476	Electrician	01/17/2024	422.00	52-65-4600
4032	Excel Electric LLC	5658	Electrician	12/28/2024	275.00	51-65-4600
Total 4032:					1,294.00	
<b>1218</b>						
1218	Grainger	9333556182	Misc. P/W Supplies	12/03/2024	281.85	51-65-4600
1218	Grainger	9333556182	Misc. P/W Supplies	12/03/2024	281.85	52-65-4600
1218	Grainger	9336296471	Misc. P/W Supplies	12/05/2024	86.07	10-72-4000
1218	Grainger	9343331717	Misc. P/W Supplies	12/11/2024	180.01	10-72-4000
1218	Grainger	9375760510	Misc. P/W Supplies	01/16/2025	357.88	52-65-4200
Total 1218:					1,187.66	
<b>1352</b>						
1352	Harrisburg Redevelopment Agenc	1.27.25	Reimbursement	01/27/2025	870.00	10-37-2100
Total 1352:					870.00	
<b>2271</b>						
2271	Home Comfort Heating & A/C	74110323	City Hall Heat System	01/07/2024	1,813.82	10-72-4000
Total 2271:					1,813.82	
<b>4071</b>						
4071	HP Civil, Inc.	PAY REQUEST	Water Treatment Project	01/09/2025	1,010,298.2	51-78-8015
Total 4071:					1,010,298.2	
<b>1220</b>						
1220	Hurd's Custom Machinery, Inc.	43870	Public Works Supplies	12/02/2024	126.20	10-72-4000
1220	Hurd's Custom Machinery, Inc.	43922	Public Works Supplies	12/05/2024	153.46	10-72-4000
1220	Hurd's Custom Machinery, Inc.	44031	Public Works Supplies	12/20/2024	11.85	10-72-4000
Total 1220:					291.51	
<b>2543</b>						
2543	Industrial Source	2371231	Misc. P/W Supplies	12/31/2024	12.44	51-65-4600
2543	Industrial Source	2371231	Misc. P/W Supplies	12/31/2024	12.45	52-65-4600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 2543:					24.89	
<b>2651</b>						
2651	Island Fence, Inc.	3963	Misc. P/W Expense	11/27/2024	435.00	51-65-2400
Total 2651:					435.00	
<b>1221</b>						
1221	Jerry's Home Improvement	283906/1	Misc Public Works Supplies	01/16/2025	199.98	10-72-4000
Total 1221:					199.98	
<b>3968</b>						
3968	Junction City	DECEMBER 2	Building/Electrical Permit Fees	12/31/2024	370.50	26-70-1000
3968	Junction City	DECEMBER 2	Building/Electrical Permit Fees	12/31/2024	332.48	27-70-1000
Total 3968:					702.98	
<b>1479</b>						
1479	Junction City Farm & Garden	935083	Misc Public Works Supplies	12/18/2024	57.59	51-65-3300
1479	Junction City Farm & Garden	935083	Misc Public Works Supplies	12/18/2024	57.59	52-65-3300
Total 1479:					115.18	
<b>4063</b>						
4063	Kelsie Szeszulski	7.26.24	1099 adjustment	07/26/2024	.00	24-60-3050
4063	Kelsie Szeszulski	7.26.24	1099 adjustment	07/26/2024	.00	24-60-3050
Total 4063:					.00	
<b>4048</b>						
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	130.00	10-63-2100
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	32.20	10-53-2200
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	225.00	10-63-2000
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	905.20	10-60-2400
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	48.00	10-53-2000
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	25.00	10-53-2000
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	99.95	10-72-6700
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	13.50	51-65-4600
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	13.50	52-65-4600
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	41.77	10-37-2100
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	49.98	10-72-4000
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	59.50	51-65-4600
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	59.49	52-65-4600
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	267.44	10-72-4000
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	267.44	10-72-6700
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	55.02	10-72-6700
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	33.00	10-53-2200
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	41.58	10-60-2300
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	67.72	10-53-2200
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	60.00	10-53-2200
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	14.94	10-53-2200
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	26.34	10-53-2200
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	229.94	10-37-2100
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	10.25	10-53-2200
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	43.44	10-53-2200



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	25.00	10-53-2200
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	45.98	10-60-2300
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	39.98	10-60-2300
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	243.22	10-53-2200
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	87.24	51-76-2000
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	87.24	52-76-2000
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	10.00	10-53-2200
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	73.00	10-60-2400
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	25.00	10-53-2200
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	84.99	24-60-2000
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	1,700.00	61-70-7600
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	100.59	24-60-3050
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	16.99	24-60-3050
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	57.96	51-65-2400
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	42.48	10-72-4000
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	16.99	24-60-3050
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	197.97	24-60-2800
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	62.99	24-60-2800
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	59.99	24-60-2800
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	25.46	24-60-3050
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	99.96	24-60-2000
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	55.80	24-60-3050
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	161.47	24-60-3050
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	49.50	24-60-2800
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	56.97	24-60-3050
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	24.75	24-60-3050
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	53.75	24-60-3050
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	146.00	10-60-2400
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	18.49	24-60-3050
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	10.00	10-63-2200
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	32.98	24-60-3050
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	20.00	24-60-2800
4048	KeyBank Key Card	DEC 2024	Misc Credit Card Charges	12/31/2024	35.98	24-60-3050
Total 4048:					6,588.92	
<b>4027</b>						
4027	Kristen Norris	8.2.2024	1099 adjustment	08/02/2024	.00	24-60-3050
4027	Kristen Norris	8.2.2024	1099 adjustment	08/02/2024	.00	24-60-3050
Total 4027:					.00	
<b>3859</b>						
3859	LBUCC	01/2025	Locates Council	01/01/2025	62.50	51-76-2000
3859	LBUCC	01/2025	Locates Council	01/01/2025	62.50	52-76-2000
Total 3859:					125.00	
<b>1014</b>						
1014	League of Oregon Cities	R24280	Annual Dues	12/11/2024	65.00	10-63-2000
Total 1014:					65.00	
<b>3819</b>						
3819	Linn County Treasurer	DECEMBER 2	Court Revenue Payout	12/31/2024	240.00	10-42-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 3819:					240.00	
<b>4012</b>						
4012	Luis Tomas Ruiz	DEC 2024	Restitution	01/14/2025	19.34	10-42-2200
Total 4012:					19.34	
<b>3799</b>						
3799	M.R. Tree Service	2510	Tree Service	12/31/2024	750.00	10-72-6700
Total 3799:					750.00	
<b>1077</b>						
1077	Michele Eldridge	1227241	Mileage	12/27/2024	121.27	10-63-2300
Total 1077:					121.27	
<b>2644</b>						
2644	Net Assets	54-202412	Lien Searches	01/02/2025	123.00	10-53-2250
Total 2644:					123.00	
<b>4049</b>						
4049	Northwest Electric and Excavation	1002	Electrical	01/14/2025	250.14	51-65-4600
Total 4049:					250.14	
<b>1102</b>						
1102	NW Natural Gas Co.	JAN 2025	Utilities	01/10/2025	148.24	10-69-2000
1102	NW Natural Gas Co.	JAN 2025 PUM	Utilities	01/13/2025	52.38	52-65-2700
1102	NW Natural Gas Co.	JAN 2025 PW	Utilities	01/10/2025	653.37	51-65-2700
Total 1102:					853.99	
<b>1952</b>						
1952	OAWU	39062	Certification	01/14/2025	335.00	51-76-2000
1952	OAWU	39163	Certification	01/30/2025	335.00	51-76-2000
Total 1952:					670.00	
<b>1245</b>						
1245	One Call Concepts, Inc.	4120378	Locates	12/31/2024	13.41	51-65-4600
1245	One Call Concepts, Inc.	4120378	Locates	12/31/2024	13.41	52-65-4600
Total 1245:					26.82	
<b>1033</b>						
1033	Oregon Department of Revenue	DECEMBER 2	Court Revenue Payout	12/31/2024	1,744.85	10-42-2200
Total 1033:					1,744.85	
<b>1862</b>						
1862	Oregon DMV	L0062382063	Record Inquiry	12/31/2024	4.30	10-42-2800
Total 1862:					4.30	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>3082</b>						
3082	Overhead Door	0239898	Misc P/W Exp	12/19/2024	280.00	51-65-2400
Total 3082:					280.00	
<b>3096</b>						
3096	Pacific Office Automation	025730	Telephone	01/23/2025	120.64	52-65-3500
3096	Pacific Office Automation	025730	Telephone	01/23/2025	120.64	51-65-3500
3096	Pacific Office Automation	025730	Telephone	01/23/2025	35.21	24-60-2500
3096	Pacific Office Automation	025730	Telephone	01/23/2025	120.65	10-69-3500
3096	Pacific Office Automation	5032500954	Personal Property Tax	12/14/2024	1,073.46	40-65-8050
3096	Pacific Office Automation	5032858327	Copier Contract	01/14/2025	162.23	10-60-2100
3096	Pacific Office Automation	5032858327	Copier Contract	01/14/2025	345.01	40-67-8000
3096	Pacific Office Automation	5032858327	Copier Contract	01/14/2025	162.24	51-74-2000
3096	Pacific Office Automation	5032858327	Copier Contract	01/14/2025	162.24	52-74-2000
3096	Pacific Office Automation	957064	Telephone	12/23/2024	120.65	10-69-3500
3096	Pacific Office Automation	957064	Telephone	12/23/2024	35.21	24-60-2500
3096	Pacific Office Automation	957064	Telephone	12/23/2024	120.64	51-65-3500
3096	Pacific Office Automation	957064	Telephone	12/23/2024	120.64	52-65-3500
Total 3096:					2,699.46	
<b>1079</b>						
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	53.71	52-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	21.74	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	9.66	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	15.73	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	31.47	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	98.88	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	485.88	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	43.46	11-44-2000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	4,675.45	51-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	2,535.73	51-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	6.16	51-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	57.90	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	1,248.29	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	57.18	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	173.08	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	293.23	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	18.56	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	33.47	25-65-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	104.97	25-65-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	96.49	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	67.56	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	18.79	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	488.87	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	1,961.90	52-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	78.72	52-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	19.39	52-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	41.96	52-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	34.39	10-72-6700
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	760.54	25-65-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	17.96	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	28.37	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	100.18	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	1,419.78	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	68.29	52-65-2600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	204.73	52-65-2600
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	48.24	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	112.81	10-69-2500
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	28.60	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	22.56	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	338.77	10-69-3000
1079	Pacific Power & Light Company	DECEMBER 2	UTILITIES	12/20/2024	505.84	10-69-2500
Total 1079:					16,429.29	
<b>1814</b>						
1814	Peterson CAT	SW510086988	Public Works Supplies	11/19/2024	120.12	11-45-2100
1814	Peterson CAT	SW510086988	Public Works Supplies	11/19/2024	140.14	51-73-2100
1814	Peterson CAT	SW510086988	Public Works Supplies	11/19/2024	140.14	52-73-2100
Total 1814:					400.40	
<b>3777</b>						
3777	Rodda Paint Company	25059727	Paint	01/16/2025	175.55	52-65-4600
Total 3777:					175.55	
<b>3582</b>						
3582	Sierra Springs	21792967 0104	Bottled Water	01/04/2025	100.39	10-53-2200
Total 3582:					100.39	
<b>2927</b>						
2927	Staples Business Advantage	6021656778	Office Supplies	01/15/2025	49.47	10-60-2300
2927	Staples Business Advantage	6021656778	Office Supplies	01/15/2025	49.46	51-74-2400
2927	Staples Business Advantage	6021656778	Office Supplies	01/15/2025	49.46	52-74-2400
Total 2927:					148.39	
<b>2052</b>						
2052	Tri-County	112635	Annual Contribution	01/27/2025	1,000.00	23-70-3000
Total 2052:					1,000.00	
<b>4043</b>						
4043	TWGW, Inc. Napa Auto Parts	722206	Repairs	01/10/2025	34.98	11-45-3000
4043	TWGW, Inc. Napa Auto Parts	722485	Repairs	01/14/2025	34.16	11-45-2100
4043	TWGW, Inc. Napa Auto Parts	722485	Repairs	01/14/2025	39.86	51-73-2100
4043	TWGW, Inc. Napa Auto Parts	722485	Repairs	01/14/2025	39.86	52-73-2100
4043	TWGW, Inc. Napa Auto Parts	819-720792	Repairs	12/17/2024	94.99	11-45-2100
Total 4043:					243.85	
<b>3866</b>						
3866	Umpqua Valley Financial, LLC	8964	Audit Services	01/09/2025	620.00	10-41-2000
3866	Umpqua Valley Financial, LLC	8964	Audit Services	01/09/2025	260.00	11-42-2000
3866	Umpqua Valley Financial, LLC	8964	Audit Services	01/09/2025	540.00	51-60-2000
3866	Umpqua Valley Financial, LLC	8964	Audit Services	01/09/2025	580.00	52-60-2000
Total 3866:					2,000.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>3663</b>						
3663	Water Refunds	#1038.03	Utility Billing Overpayment	12/31/2024	87.69	01-1075
3663	Water Refunds	#1072.02	Utility Billing Overpayment	01/15/2025	30.65	01-1075
3663	Water Refunds	#11604.17A	Utility Billing Overpayment	12/31/2024	4.96	01-1075
3663	Water Refunds	#11672.17	Utility Billing Overpayment	01/17/2025	49.91	01-1075
3663	Water Refunds	#11817.02	Utility Billing Overpayment	01/16/2025	72.55	01-1075
3663	Water Refunds	#222.03	Utility Billing Overpayment	01/03/2025	10.59	01-1075
3663	Water Refunds	#585.12	Utility Billing Overpayment	12/31/2024	42.82	01-1075
Total 3663:					299.17	
<b>2661</b>						
2661	WCP Solutions	13921993	Office Supplies	01/10/2025	76.20	10-72-6650
2661	WCP Solutions	13921993	Office Supplies	01/10/2025	63.30	10-60-2300
2661	WCP Solutions	13921993	Office Supplies	01/10/2025	73.85	51-74-2400
2661	WCP Solutions	13921993	Office Supplies	01/10/2025	73.85	52-74-2400
2661	WCP Solutions	13921994	Office Supplies	01/10/2025	340.00	10-72-4000
2661	WCP Solutions	13921994	Office Supplies	01/10/2025	38.85	10-60-2300
2661	WCP Solutions	13921994	Office Supplies	01/10/2025	45.33	51-74-2400
2661	WCP Solutions	13921994	Office Supplies	01/10/2025	45.32	52-74-2400
2661	WCP Solutions	13921995	Office Supplies	01/10/2025	502.35	10-72-6650
Total 2661:					1,259.05	
<b>1239</b>						
1239	WECO	CP-00293360	PW Gas Exp	12/31/2024	586.64	11-45-2000
1239	WECO	CP-00293360	PW Gas Exp	12/31/2024	684.41	51-73-2000
1239	WECO	CP-00293360	PW Gas Exp	12/31/2024	684.42	52-73-2000
Total 1239:					1,955.47	
<b>3879</b>						
3879	Wilson Equipment, LLC	02-98970	1099 adjustment	10/01/2024	.00	11-44-6000
3879	Wilson Equipment, LLC	02-98970	1099 adjustment	10/01/2024	.00	51-65-4600
3879	Wilson Equipment, LLC	02-98970	1099 adjustment	10/01/2024	.00	51-65-4600
3879	Wilson Equipment, LLC	02-98970	1099 adjustment	10/01/2024	.00	52-65-4600
3879	Wilson Equipment, LLC	02-98970	1099 adjustment	10/01/2024	.00	52-65-4600
3879	Wilson Equipment, LLC	02-98970	1099 adjustment	10/01/2024	.00	11-44-6000
Total 3879:					.00	
Grand Totals:					1,102,128.4	

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

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

Payment Approval Report  
Expense Account Key

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

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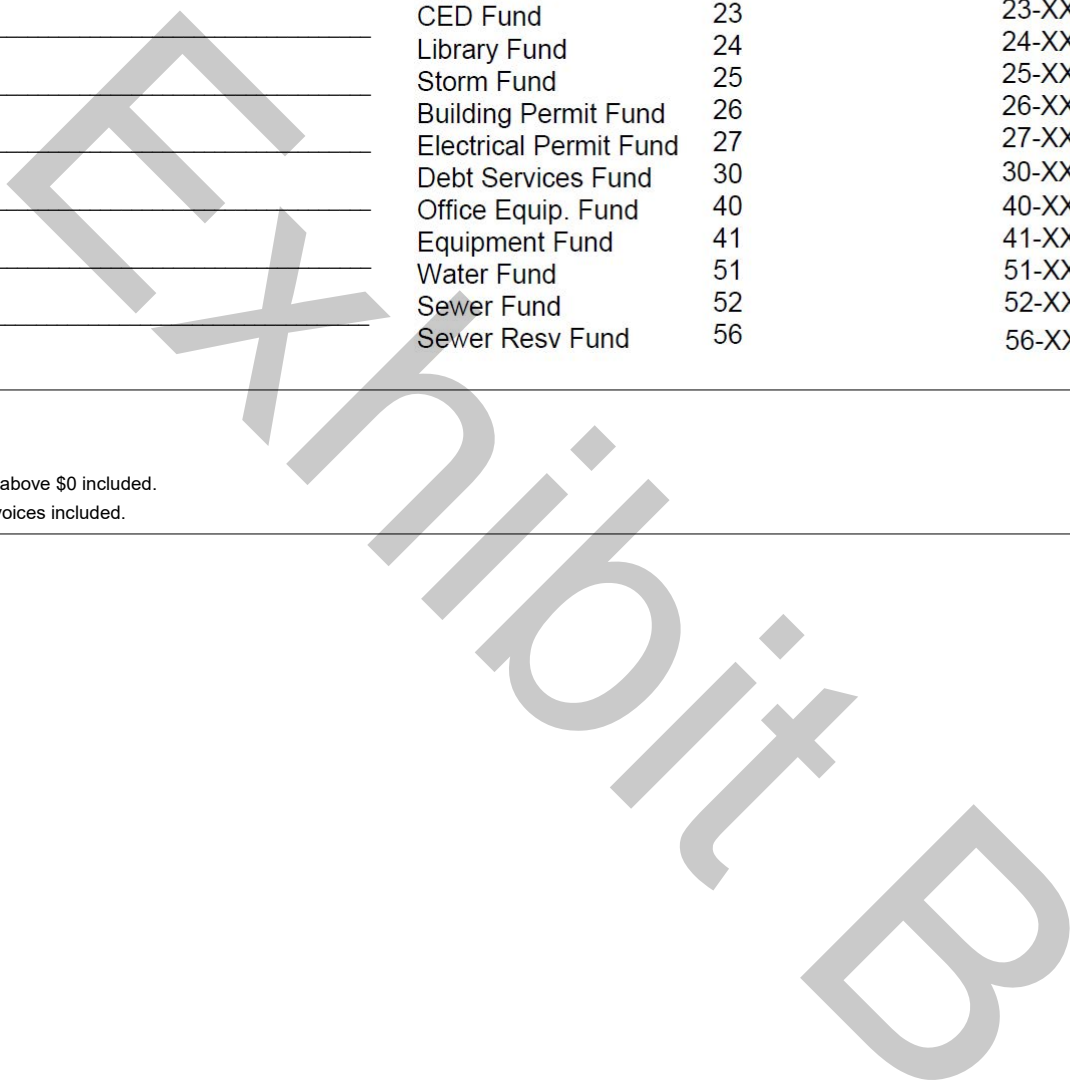
General Fund	10	10-XX-XXXX
Street Fund	11	11-XX-XXXX
CED Fund	23	23-XX-XXXX
Library Fund	24	24-XX-XXXX
Storm Fund	25	25-XX-XXXX
Building Permit Fund	26	26-XX-XXXX
Electrical Permit Fund	27	27-XX-XXXX
Debt Services Fund	30	30-XX-XXXX
Office Equip. Fund	40	40-XX-XXXX
Equipment Fund	41	41-XX-XXXX
Water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

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	244.31	
CF	COLLECTION FEE	6	631.22	
COSTS	COURT COSTS	12	510.45	
DEF-ADJUD	DEF ADJUDICATION	6	536.14	
LPF	LATE PAYMENT FEE	17	145.65	
PA	PAYMENT ARRANGEMENT- FEE	8	69.10	
SCF	SHOW CAUSE FEE	3	55.08	
SUSP	SUSPENSION FEE	11	72.87	
WF	WARRANT FEE	17	193.13	
Total Court Costs:		82	2,457.95	
<b>Fines</b>				
AMD	CHARGE AMENDED	1	8.74	
DISM	CHARGE DISMISSED	5	65.83	
DIV	DIVERSION AGREEMENT	1	60.00	
GBD	GUILTY BY DEFAULT	62	2,561.42	
GUILTY	FOUND GUILTY	32	2,657.37	
Total Fines:		101	5,353.36	
<b>Surcharges</b>				
COUNTY	COUNTY ASSESSMENT	13	208.00	
STATE	STATE ASSESSMENT	29	1,134.78	
STATE-DUII	SAD	1	100.00	
Total Surcharges:		43	1,442.78	
<b>Third Party</b>				
REST	VICTIM RESTITUTION	1	19.34	
Total Third Party:		1	19.34	
Grand Totals:		227	9,273.43	

Report Criteria:

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

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
LCS	25-T-0001	229117	01/04/2025	FAIL TO REGISTER VEHICLE	599 LASALLE ST & S. 6TH ST
LCS	25-T-0003	229121	01/04/2025	EXPIRED VALIDATING STICKER	599 LASALLE ST & S. 6TH ST
LCS	25-T-0004	229152	01/08/2025	OPERATE VEHICLE WHILE USING CELL PHONE	199 N 3RD ST/ MONROE ST
LCS	25-M-0001	229156	01/08/2025	DRIVE WHILE SUSPENDED - MISD	199 N 3RD ST/ MONROE ST
LCS	25-T-0005	229158	01/08/2025	OPERATE VEHICLE WHILE USING CELL PHONE	199 N. 3RD ST & MONROE ST
LCS	25-T-0006	229159	01/08/2025	FAILURE TO USE SAFETY BELT	141 N. 3RD ST
COHB	25-M-0002	25-M-0002	01/08/2025	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	25-M-0003	25-M-0003	01/08/2025	FAILURE TO APPEAR ON CRIMINAL CITATION	
COBURG PD	25-T-0008	1961	01/09/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 8TH ST
LCSO	25-T-0007	229181	01/10/2025	DRIVE WHILE SUSPENDED/REVOKED	315 TERRITORIAL ST
COBURG PD	25-T-0014	1801	01/12/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST & SOMMERVILLE
COBURG PD	25-T-0010	1802	01/12/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH NEAR SOMMERVILLE
COBURG PD	25-T-0011	1803	01/12/2025	VDS 11-20 MPH; FTR VEHICLE	DIAMOND HILL DR & CRIMSON
COBURG PD	25-T-0009	1962	01/13/2025	VIOLATING DESIGNATED SPEED 21-30 MPH	DIAMOND HILL & N. 8TH ST
LCS	25-T-0013	229210	01/13/2025	NO OPERATORS LICENSE	878 DIAMOND HILL DR
LCS	25-T-0012	229218	01/15/2025	NO OPER LICENSE; DRINKING ALCOHOL IN VEHICLE	199 MOORE ST & S. 2ND ST
LCS	25-T-0024	229241	01/17/2025	FAIL TO REGISTER VEHICLE	390 S. 3RD ST
LCS	25-T-0025	229243	01/17/2025	DRIVE WHILE SUSPENDED/REVOKED	244 MACY ST
LCS	25-T-0023	229245	01/17/2025	DRIVING WHILE UNINSURED; NO OPER LICENSE	349 N. 3RD ST & PEORIA RD
LCS	25-T-0015	229246	01/17/2025	DRIVING WHILE UNINSURED; DWS	100 N. 3RD ST & SMITH ST
LCS	25-T-0026	229257	01/19/2025	DRIVE WHILE SUSPENDED/REVOKED	100 N. 3RD ST & SMITH ST
LCS	25-T-0017	229259	01/19/2025	EXPIRED VEHICLE REGISTRATION	299 N. 3RD ST & TERRITORIAL ST
LCS	25-T-0022	229260	01/19/2025	EXPIRED VEHICLE REGISTRATION	526 TERRITORIAL ST
LCS	25-T-0021	229266	01/19/2025	EXP VALID STICKER; DWS; DRIVE UNINSURED	235 S. 3RD ST
LCS	25-T-0020	229271	01/19/2025	EXPIRED VEHICLE REGISTRATION	699 S. 3RD ST & LASALLE ST
LCS	25-T-0016	229275	01/19/2025	EXP VEHICLE REG; DRIVE UNINSURED	918 S. 6TH ST
LCS	25-T-0018	229276	01/19/2025	DRIVING WHILE UNINSURED	800 S. 6TH ST
LCSO	25-T-0019	229304	01/20/2025	FAIL TO CARRY PROOF OF INSURANCE	732 S. 3RD ST
COBURG PD	25-T-0027	1964	01/22/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 8TH ST
COBURG PD	25-T-0032	1533	01/25/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST & PRICEBORO
COBURG PD	25-T-0033	1534	01/25/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH & PRICEBORO
COBURG PD	25-T-0030	1804	01/25/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & CRIMSON WAY
COBURG PD	25-T-0031	1805	01/25/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 8TH ST
LCSO	25-T-0029	229398	01/26/2025	DWS; DRIVE UNINSURED; FOLLOW TO CLOSE	100 S. 3RD ST & SMITH ST
LCSO	25-T-0028	229399	01/26/2025	NO OPERATORS LICENSE	100 S. 3RD & SMITH ST

Grand Totals:

35 CITATIONS ISSUED FOR A TOTAL OF 44 OFFENSES



Exhibit D

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

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

**STAFF REPORT:**

Exhibit A:     None

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

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – February 11, 2025

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

**STAFF RECOMMENDATION:**

**Staff recommends the City Council discuss the current negotiations between the City & BNSF in relation to the Construction & Maintenance Agreement for the 4<sup>th</sup> St./Rail Improvement Project.**

**BACKGROUND INFORMATION:**

Our City Attorney, Sean Kidd, will be present at this meeting to share the results of the last 2 conversations he had with the Attorney representing BNSF, and to determine next steps.

**REVIEW AND APPROVAL:**



02.06.25  
\_\_\_\_\_  
Michele Eldridge     Date  
City Administrator