



## Harrisburg City Council Agenda

April 08, 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.)

**PROCLAMATION**

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

**STAFF REPORT:**

Exhibit A: Proclamation for April 2025

**ACTION: THE MAYOR OR HIS DESIGNEE WILL READ THE PROCLAMATION ALOUD THAT WILL PROCLAIM APRIL 2025 AS CHILD ABUSE PREVENTION AND AWARENESS MONTH IN HARRISBURG**

**NEW BUSINESS**

**2. THE MATTER OF HOLDING A PUBLIC HEARING TO DECLARE A DANGEROUS HOUSE AT 790 BURTON ST.**

**The Mayor will open a Public Hearing during this part of the meeting for anyone who wishes to provide public comment regarding 790 Burton St**

**STAFF REPORT:**

Exhibit A: Staff Report of March 25, 2025

Exhibit B: HMC 8.10

Exhibit C: Public Safety Letters

**ACTION: MOTION TO RETURN AT THE NEXT COUNCIL SESSION WITH A RESOLUTION TO ORDER THE BUILDING ABATED, OR A RESOLUTION AND PROCESS TO NEGOTIATE WITH THE OWNER AND FAMILY TO PRESCRIBE WHAT MUST BE DONE TO MAKE THE BUILDING SAFE.**

**3. THE MATTER OF AUTHORIZING A RESTRICTIVE COVENANT TO APPLY TO THE EAGLE PARK PROPERTY**

**STAFF REPORT:**

Exhibit A: Linn County Notice of Decision – Eagle Park Conditional Use Permit

Exhibit B: Deed Declaration – EFU Restrictive Covenant

**ACTION: MOTION TO AUTHORIZE A RESTRICTIVE COVENANT TO APPLY TO THE DEED FOR THE EAGLE PARK PROPERTY**

**4. THE MATTER OF IDENTIFYING A NEW OBJECTIVE FOR THE 2025-2030 STRATEGIC PLAN**

**STAFF REPORT:**

Exhibits : None

**ACTION: DISCUSSION AND MOTION TO ADD THE WATER LINE IMPROVEMENT PROJECT TO THE DRAFT STRATEGIC PLAN**

**5. THE MATTER OF APPROVING THE 2nd QUARTER 2024/2025 EXPENSE REPORT**

**STAFF REPORT:**

Exhibit A: 2nd Quarter Expense Report Ending December 31, 2024

**ACTION: MOTION TO APPROVE THE 2nd QUARTER 2024/2025 EXPENSE REPORT.**

**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.

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

**STAFF REPORT:**

Exhibit A: City Council Minutes for February 11, 2025 & March 11, 2025

Exhibit B: Payment Approval Report for March 2025

Exhibit C: Municipal Court Collections Report for March 2025

Exhibit D: Municipal Court Citation Report for March 2025

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

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

**Minutes from the February 11th and the March 11th, 2025 City Council Meetings**

**The Payment Approval Report for March 2025**

**VERBAL REPORT:** Discussions below should be limited to five minutes of conversation per topic. Topics of interest that require more than five minutes of conversation should be moved to a future meeting where possible.

- Auditor Finding-Info
- Vacation
- Breal-Sous-Montfort/Jean Paul Favrais

**OTHER ITEMS**

**ADJOURN**

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

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

**STAFF REPORT:**

Exhibit A: Proclamation for April 2025

**ACTION: THE MAYOR OR HIS DESIGNEE WILL READ THE PROCLAMATION ALOUD THAT WILL PROCLAIM APRIL 2025 AS CHILD ABUSE PREVENTION AND AWARENESS MONTH IN HARRISBURG**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – April 8, 2025

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

**STAFF RECOMMENDATION:**

**Staff recommends the Mayor Proclaim April 2025 as Child Abuse Prevention and Awareness Month.**

**BACKGROUND INFORMATION:**

The City of Harrisburg participates in the Linn County Child Abuse Network (CAN) efforts, on an annual basis. The blue pinwheels are available at the Gazebo, the Library and City Hall, to encourage people to be aware of and to prevent Child Abuse. The information provide in this years Proclamation is based on the most recent stats available, which was provided in 2024.

The Mayor or his designee will read the Proclamation that April 2025 is the Child Abuse Prevention and Awareness Month.

**REVIEW AND APPROVAL:**

*Lori Ross*                      04/02/2025  
\_\_\_\_\_  
Lori Ross                      Date  
City Recorder

**PROCLAMATION**  
**April, 2025**  
**“Child Abuse Prevention and Awareness Month”**

**WHEREAS**, Children are valued in Linn County and should live in a safe, healthy home; and

**WHEREAS**, Preventing child abuse and neglect is a community value that depends on the involvement of people community wide in order to provide access to the resources needed for safe, healthy living; and

**WHEREAS**, Child abuse and neglect not only directly harms children, but also increases the likelihood of health problems, poor education performance, substance abuse and early pregnancy. These problems can compound themselves as the child becomes an adult. Abuse and neglect are far reaching with no social economic group immune and children of all races and ethnicities are victims. Child abuse is a total community problem affecting all levels of society; and

**WHEREAS**, There were 461 substantiated cases of child abuse and neglect in Linn County during 2022, 48.5% of those children were six or younger with nearly 11% less than one year old; and

**WHEREAS**, During 2022, 19 Oregon children who died from causes related to familial/caregiver abuse and/or neglect. Fifteen of those who died were five or younger, and 10 were less than one year old. Fifteen deaths resulted from neglect, four from abuse and one from neglect and abuse; and

**WHEREAS**, The prevention of child abuse needs to be addressed by the entire community; and now, therefore, the City of Harrisburg proclaims April, 2025 as “Child Abuse Prevention and Awareness Month” throughout Linn County and calls upon all citizens, community agencies, religious organizations, medical facilities and businesses to increase their participation in efforts to support children and their families in living safe and healthy lives, therefore, helping to preventing child abuse and neglect.

**IN WITNESS WHEREOF**, we have set our hands and caused the seal of the City of Harrisburg to be affixed this date of April 8, 2025.

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Robert Duncan, Mayor

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City Recorder

Agenda Bill

**Harrisburg City Council**

Harrisburg, Oregon

THE MATTER OF HOLDING A PUBLIC HEARING TO DECLARE A DANGEROUS HOUSE AT 790 BURTON ST.

STAFF REPORT:

- Exhibit A: Staff Report of March 25, 2025
- Exhibit B: HMC 8.10
- Exhibit C: Public Safety Letters

**ACTION: MOTION TO RETURN AT THE NEXT COUNCIL SESSION WITH A RESOLUTION TO ORDER THE BUILDING ABATED, OR A RESOLUTION AND PROCESS TO NEGOTIATE WITH THE OWNER AND FAMILY TO PRESCRIBE WHAT MUST BE DONE TO MAKE THE BUILDING SAFE.**

THIS AGENDA BILL IS DESTINED FOR: Agenda – April 8, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
TBD	Yes	Various

STAFF RECOMMENDATION:  
Staff recommends that the City Council discuss next steps

BACKGROUND INFORMATION:

A public hearing should be called after the Staff Report is provided, and will give an opportunity for the property owners, family members, and citizens in the neighborhood to provide public comment.

During the last Council meeting, the City Council started the process of formally declaring a dangerous house by setting a public hearing to occur at this City Council meeting. (See **Exhibit A** for a copy of that Staff Report.) After obtaining an administrative warrant, an emergency abatement sealed all entrances and openings to the home. The pictures of the interior of the home were shown at that meeting and are available tonight if Council should wish to view them again. It was noted that a secondary car was also discovered at the property, located on the west end of the home.

The notice for the previous meeting, and this public hearing were sent to the owner of the home. She has not contacted the City, but her son-in-law, Dan Schroeder attended

the last meeting. He was not previously aware of the home's condition. He is planning on being at this meeting, and possibly other family members will be joining him.

After the emergency abatement (pending an official lien), and a new month, the City will have approximately \$55,424 in liens currently on this home. According to the Linn County Assessors website, the home has a RMV of \$212,880 in 2024, with the home worth \$93,380. There are notes from the assessor that the home, which was built in 1975, appears to be uninhabitable.

While the staff report was being written, Staff received a phone call from Dan Schroeder; he asked about the process, and said that the owners son might be interested in paying off the City's lien. There are two issues that the City has in relation to this home. The City needs to recover the costs of previous abatements and actions the City has taken in order to abate the nuisances. More importantly, our other concern is to protect the citizens in this neighborhood, and to protect those who could hurt themselves by choosing to enter the dangerous home because it had no barriers. The City can certainly negotiate with the family to come to a reasonable solution. However, it's important to note that the City doesn't own the home, so if the lien is paid off, the dangerous home must be abated ASAP.

As already noted, and shown in **Exhibit C**, the building has been declared dangerous by both the Linn County Sheriff's Office (LCSO) and the Harrisburg Fire/Rescue District (HFRD). HFRD will not allow volunteers to enter the building or fight a fire from the roof. The house was in such horrible condition, that no assessments were possible, to determine the amount of damage that is present from the trees, and from windows and doors remaining open for years. If the owner wishes to sell her home to her family, she can do so, as long as the liens are paid in full.

After the liens are paid, the City would place some expectations upon this process; both solutions would require an agreement:

- Solution No. 1: The owner must pull a demolition permit, test for asbestos, and have it removed, and then demolish the home ASAP. (Homes built before the 1980's are likely to have asbestos in them; this is a DEQ requirement.)
- Solution No. 2: If it's determined by the owner that the damage can be mitigated, and repaired, the City would require a surety bond to be filed, and the agreement would require the main repair of the home to be completed within a period to not exceed 90 days.

Either solution requires that the home stay firmly sealed until the openings are repaired. (The owner could repair a door to have an entry that can be locked.)

Staff is in favor of a solution that reduces staff time towards the abatement process, not to mention the total increase to the cost of liens. However, if the property owner and family decline in participating in either solution above, then next steps include:

- Formal recording of the liens at Linn County.
- Additional expenses for the City Attorney to file foreclosure proceedings.



- Determining if the DEQ will allow a waiver of the normal asbestos process, due to the condition of the interior of the home. (If allowed, there is a specific process included with the abatement, including covering any rubbish left after burning, testing the ashes, and removal of any asbestos to a land fill allowing hazardous waste...this also reduces the total lien to be placed against the property.)
  - Burning must occur prior to May 1, (likely not possible due to legalities) or after October 1.
  - Demolition (tear down) can be carried out at any time with the City hiring a contractor to carry out the process.

There are two motions above in this staff report. The first motion results in Staff returning at the next City Council meeting with a resolution to order the building abated. The second motion will result in Staff returning with a resolution and process to negotiate with the owner and family to prescribe what must be done to make the building safe.

REVIEW AND APPROVAL:



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Michele Eldridge 04.01.25  
City Administrator

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

**THE MATTER OF SCHEDULING AN ABATEMENT FOR A DANGEROUS HOUSE  
STAFF REPORT:**

- Exhibit A: HMC 8.10
- Exhibit B: Public Safety Letters

**ACTION: MOTION TO SET A PUBLIC HEARING SCHEDULED FOR  
APRIL 8, 2025 TO FORMALLY DECLARE PROPERTY AS A DANGEROUS  
HOUSE AND TO START THE FORMAL ABATEMENT PROCESS**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – March 25, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
Not Yet Available	Yes	Public Works – Water & Sewer

**STAFF RECOMMENDATION:**  
**Staff recommends that the City Council set a Public Hearing date scheduled for April 8, 2025**

**BACKGROUND INFORMATION:**  
On February 27, Sergeant Frambes was contacted about lights and activity early in the morning at a vacant home located on Burton St. This home is open to the elements through doors in the back yard, with a partial collapse of the garage door providing another opening into the home. After entering the home, they found evidence that someone had been sleeping in the home, turned on a light, and also plugged in a space heater in a bedroom. (The owner is still paying for power.)

The home is in dismal condition, to the point that the City Administrator and Code Enforcement Employee, Caleb Smith, met with Chief Bart Griffith last week. After reviewing the pictures that were sent to us, combined with the condition of the exterior of the home, we made a determination together that this home met all the requirements to be declared a dangerous home under HMC 18.10 shown in **Exhibit A**.

After obtaining public safety official letters (**Exhibit B**) from both LCSO (Linn County Sheriff's Office) and HFRD (Harrisburg Fire/Rescue District), the City had more than enough burden of proof according to HMC 8.10 to start the process of declaring a dangerous house on this property. The home has been vacant for at least ten years. Sergeant Frambes has left multiple messages with the owner, who is the same as it

was ten years ago. That person has not returned any messages. The City also mailed a notice to the PO Box on record and tried emailing them, but they have yet to respond. Due to the dangerous nature of the interior of the home, Staff determined that an emergency abatement to board and block all entrances and openings to the home was warranted. We obtained an emergency administrative warrant to allow us to enter the structure and verify that nobody is present before the home is shut up. We were able to work with Pacific Power, who is able to shut off the power based on the emergency abatement, because of the support from public safety officials. Because of staffing levels, we weren't able to do that work before Thursday, the 20<sup>th</sup>.

Declaring a dangerous home is a serious issue, and one we don't take lightly. Staff will show City Council pictures of the state of the home, and the reason for the abatement at the meeting. Extensive damage is clear, both in the interior of the home, and the exterior, complete with tree's growing through the roof. Staff also found another vehicle on the property, that wasn't visible before. (There are now two vehicles on the property.) Staff cautions everyone to be very careful about what they say when viewing the photos at the meeting. Albany was recently sued (successfully) because employees on-site were talking about a homeowner and a home that went through an abatement in the past.

The City has approximately \$54,000 in liens currently on this home for previous abatements. These are mostly for vegetation. City Administrator Latta had the owner cited into court, hoping that perhaps they would respond. However, they didn't, and therefore, the ensuing fines have generated much of the \$54,000 owing at this time. The cost of the emergency abatement will eventually be added on top of the current liens on the home.

As required by HMC 8.10.030, this report constitutes the first step of the required process. After setting the date of the public hearing, the City will attempt to get in touch with the owner again, and will hopefully have a chance to allow them to address this issue. The City has already mailed all the information related to the emergency abatement. The property owner will be given an opportunity to obtain personal belongings that they might wish to salvage, as there is furniture, and other belongings that they might wish to keep. Signs at the property also ask if anyone knows the family or friends of the property owner, and encourages people to reach out to them.

The suggested motion is at the top of this staff report.

#### REVIEW AND APPROVAL:



Michele Eldridge 03.19.25  
City Administrator

## **Chapter 8.10**

### **ABATEMENT OF DANGEROUS BUILDINGS**

Sections:

**8.10.010 Definitions.**

**8.10.020 Nuisance declared.**

**8.10.030 Initial action.**

**8.10.040 Mailed notice.**

**8.10.050 Published and posted notices.**

**8.10.060 Hearing.**

**8.10.070 Council orders – Notice.**

**8.10.080 Abatement by the City.**

**8.10.090 Assessment.**

**8.10.100 Summary abatement.**

**8.10.110 Errors in procedure.**

**8.10.120 Penalty.**

**8.10.010 Definitions.**

For the purposes of this chapter, the following mean:

“Dangerous building” means:

- a. A structure that, for lack of proper repairs, or because of age and dilapidated condition or of poorly installed electrical wiring or equipment, defective chimney, gas connection, or heating apparatus, or for any other reason, is liable to cause fire, and which is situated or occupied in a manner that endangers other property or human life.
- b. A structure containing combustible or explosive materials or inflammable substances liable to cause fire or danger to the safety of the building, premises or to human life.
- c. A structure that is in a filthy or unsanitary condition liable to cause the spread of contagious or infectious disease.
- d. A structure in such weak, dilapidated or deteriorated condition that it endangers a person or property because of the probability of partial or entire collapse.

“Person” means every natural person, firm, partnership, association or corporation. [Ord. 675

§ 1, 1995.]

**8.10.020 Nuisance declared.**

Every building found by the Council to be a dangerous building is declared to be a public nuisance and may be abated by the procedures specified in this chapter or by a suit for abatement brought by the City. [Ord. 675 § 2, 1995.]

**8.10.030 Initial action.**

When a City official determines that there is a dangerous building, the official shall report it to the Council. The Council shall, within a reasonable time, fix a time and place for a public hearing. [Ord. 675 § 3, 1995.]

**8.10.040 Mailed notice.**

1. The City Recorder shall notify the owner of the building and, if not the same person, the owner of the property on which the building is situated. The notice shall state:

- a. That a hearing will be held concerning the nuisance character of the property; and
- b. The time and place of the hearing.

2. A copy of this notice shall be posted on the property. [Ord. 675 § 4, 1995.]

**8.10.050 Published and posted notices.**

Ten days' notice of the hearing shall be published in a newspaper of general circulation in the City or by posting notices in three public places in the City. [Ord. 675 § 5, 1995.]

**8.10.060 Hearing.**

1. At the hearing, the owner or other persons interested in the dangerous building shall have a right to be heard.

2. The Council may inspect the building and may consider the facts observed by it in determining if the building is dangerous.

3. If the Council determines that the building is dangerous, the Council may by resolution:

- a. Order the building to be abated; or
  - b. Order the building to be made safe and prescribe what must be done to make it safe.
- [Ord. 675 § 6, 1995.]

**8.10.070 Council orders – Notice.**

Five days' notice of the Council's findings and any orders made by the Council shall be given to the owner of the building, the owner's agent or other person controlling it. If the orders are not obeyed and the building not made safe within the time specified by the order (being not less than five days), the Council may order the building demolished or made safe at the expense of the property on which it is situated. [Ord. 675 § 7, 1995.]

**8.10.080 Abatement by the City.**

If the City Administrator determines that the nuisance has not been abated by the responsible person by the date specified, the City Administrator may:

1. Proceed to abate the nuisance if the owner of the property authorizes such action in writing; or
2. Proceed to abate the nuisance without the consent or authorization of the property owner after securing a warrant from a court of competent jurisdiction authorizing entry onto the property and the abatement of the nuisance. [Ord. 946 § 2, 2016; Ord. 906 § 1, 2012; Ord. 675 § 8, 1995.]

**8.10.090 Assessment.**

1. The Council shall determine the probable cost of the work and assess the cost against the property upon which the building is situated. The assessment shall be declared by resolution, and it shall be entered in the docket of City liens and become a lien against the property.
2. The creation of the lien and the collection and enforcement of the cost shall be performed in substantially the same manner as assessments for street improvements. [Ord. 675 § 9, 1995.]

**8.10.100 Summary abatement.**

The procedures of this chapter need not be followed if a building is unmistakably dangerous and imminently endangers human life or property. In this instance, the Chief of the Fire Department, the Fire Marshal or a law enforcement officer may summarily demolish the building. [Ord. 675 § 10, 1995.]

**8.10.110 Errors in procedure.**

Failure to conform to the requirements of this chapter that does not substantially affect a legal right of a person does not invalidate a proceeding under this chapter. [Ord. 675 § 11, 1995.]

**8.10.120 Penalty.**

A person who owns or is in possession or in charge of a dangerous building, and who allows the building to remain dangerous for as long as 10 days after receipt of the notice specified in HMC 8.10.070, may be fined up to \$500.00 for each day the violation continues. [Ord. 906 § 1, 2012; Ord. 675 § 13, 1995.]

**From:** [STEVE FRAMBES](#)  
**To:** [Michele Eldridge](#); [Caleb Smith](#); [Lori Ross](#)  
**Cc:** [Bart Griffith](#)  
**Subject:** [REDACTED]  
**Date:** Thursday, February 27, 2025 8:30:12 AM  
**Attachments:** [image001.png](#)  
[9.jpg](#)  
[10.jpg](#)  
[7.jpg](#)  
[8.jpg](#)  
[1.jpg](#)  
[2.jpg](#)  
[3.jpg](#)  
[4.jpg](#)  
[5.jpg](#)  
[6.jpg](#)

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Good morning,

I wanted to send you all an email regarding [REDACTED] Burton Street. This residence is owned by [REDACTED] who resides in Eugene. In my opinion, the residence and property is an attractive nuisance. It's extremely unkept and has created neighborhood issues regarding the infestation of rodents and transients trying to find shelter inside. The home is unsecured. Most windows of the home are broken and two rear doors to the residence are stuck open, meaning anyone can come and go as they please. I've tried reaching [REDACTED] dozens of times but have yet to receive a response.

This morning, at 6:40 am, a nearby resident called to advise us a light in the house had just turned on. Myself and other deputies responded to the house and made entry. The inside of the residence is atrocious and is a hazard to those living around it. We found evidence that someone had recently been sleeping inside, turned on a light in the house, and even turned on the heater to a bedroom.

I tried reaching [REDACTED] again, but again received no response.

Is there anything we can do to address this and give some area neighbors relief? At this point, because [REDACTED] is unreachable, we cannot make arrests in the home for trespass, theft or burglary because we don't have a willing victim. This property is on our radar and we will do our best to do security checks and keep people moving along.

Chief Griffith, I CC'd you in this email regarding the hazards inside should you respond to help someone or respond to a fire of some sort, which is only a matter of time.

I've attached pictures to this email that I obtained this morning while looking for people inside.



3/6/2025

Having been to the property/home at 711 Burton Street in Harrisburg, I believe the conditions for A. B. C. and D. are accurate and constitute an immediate threat to health and safety.

- A. This structure, due to dilapidated conditions, is liable to fire, and if occupied by any person, would endanger both the property and human life; and,
  - B. This structure contains combustible or inflammable substances liable to cause fire or danger to the safety of the building, premises or to human life; and,
  - C. This structure is in filthy condition, liable to spread disease because the property is entirely open to the elements, and is likely filled with rodents; and,
  - D. The structure is in such weak, dilapidated, or deteriorated condition that it endangers a person or property because of the probability of partial or entire collapse; and,
- It is a building that should be formally declared as a dangerous building, so that the City may proceed with the formal abatement process shown in HMC Chapter 8.10

Bart Griffith  
Fire Chief  
Harrisburg Fire & Rescue



Agenda Bill

**Harrisburg City Council**

Harrisburg, Oregon

THE MATTER OF AUTHORIZING A RESTRICTIVE COVENANT TO APPLY TO THE EAGLE PARK PROPERTY

STAFF REPORT:

Exhibit A: Linn County Notice of Decision – Eagle Park  
Conditional Use Permit

Exhibit B: Deed Declaration – EFU Restrictive Covenant

**ACTION: MOTION TO AUTHORIZE A RESTRICTIVE COVENANT TO APPLY TO THE DEED FOR THE EAGLE PARK PROPERTY**

THIS AGENDA BILL IS DESTINED FOR: Agenda – April 8, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$150	Yes	General Fund

STAFF RECOMMENDATION:

**Staff recommends the City Council authorize the EFU Restrictive Covenant to apply to the Eagle Park property**

BACKGROUND INFORMATION:

The City Administrator gave a presentation to the Linn County Planning Commission on March 11, 2025. Provisional approval was provided for both the Conditional Use Permit, and the Greenway Development Permit for the development of Eagle Park. The notice of decision (**Exhibit A**) was not issued until March 25, 2025, and was received by the City on March 28, 2025. The permit is not finalized until April 8, barring no appeals being filed against the decision. Our neighboring farmer, Steven Philpott was at the meeting, and was considering an appeal, based on his desire to require a fence along the railroad line. If he wishes to appeal, he has until April 8<sup>th</sup> to do so. The fee for an appeal is \$2,000.

One of the permit requirements was to apply a restrictive covenant to the deed for the Eagle Park property. While the property is a public park, Linn County code requires this covenant to apply to any property that is in an EFU Zoned area. As Linn County is an agriculturally based County, we applaud the requirement, even though it will cost approximately \$150 to record the document in Linn County.

The language in the Restrictive Covenant, shown in **Exhibit B**, is the requirement from the Notice of Decision. The remainder of the document was approved by the City

Attorney. The document will be recorded after the date of appeal has passed, after the City verifies that the County has not received an appeal.

REVIEW AND APPROVAL:

A handwritten signature in blue ink, reading "Michele Eldridge".

\_\_\_\_\_  
Michele Eldridge 04.01.25  
City Administrator



## LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Steve Wills, Director

3.

Room 114, Linn County Courthouse  
PO Box 100, Albany, Oregon 97321  
Phone 541-967-3816 Fax 541-926-2060  
[www.linncountyor.gov](http://www.linncountyor.gov)

### NOTICE OF DECISION CONDITIONAL USE PERMIT

March 25, 2025

City of Harrisburg  
Attn: Michele Eldridge  
PO Box 378  
Harrisburg, OR 97446

RE: PD24-0425: T15S, R04W, Section 21, Tax Lot 300: an application for a conditional use permit for a public park and a Greenway Review on a 132.95-acre property split zoned Exclusive Farm Use (EFU) and City of Harrisburg. The proposed park facilities inside the city would include a boat launch, trailheads, a dog park, a playground, viewpoints, a multi-use path for hiking, biking and running, and fishing spots. The park facilities within the EFU-zoned portion of the property include a multi-use path for hiking, biking and running, an access drive, fishing areas, hiking trails, viewpoints, and park benches. County review is limited to the park facilities proposed in the EFU zoned portion of the property

Dear Michele:

The Linn County Planning Commission (Commission) conducted a duly noticed public hearing on your application on the above referenced properties on March 11, 2025. After receiving testimony and evidence at the public hearing, the Commission adopted by a vote of five (5) in support of the motion and none (0) opposed to **approve** the requested conditional use permit and greenway review permits, and to adopt as part of the conditional use permit the following conditions. The applicable decision criteria and findings in support of the decision are included with this decision.

#### **A. PERMIT CONDITIONS:**

1. A conditional use permit is approved to establish a public park, owned and operated by the City of Harrisburg on the subject property. The park is approved for the facilities indicated on the site plan submitted with the application, and other improvements as described in the application. Future modifications, expansions, or changes in operating characteristics may require a new land use review. The conditional use permit shall be initiated within two years of the approval date, as described in Linn County Code (LCC) Section 921.920.
2. A Willamette River Greenway conditional use permit is approved to establish a portion of the public park within the Willamette River Greenway, as identified on the site plan submitted with the application.

3. The property is located within the special hazard flood area. Development within an area of special flood hazard must be permitted and comply with the Linn County Floodplain Management Code Chapter 870. For more information, please contact the Linn County Floodplain Administrator at 541-967-3816.
4. The park shall be permitted and shall at all times operate in compliance with the applicable permits and regulations administered by the Oregon Department of State Lands, the Oregon Department of Environmental Quality, and any other affected local, state, or federal agency.
5. The following restrictive covenant shall be made part of the chain of title to the property:

Grantees and their heirs, legal representatives, assigns and lessees hereby acknowledge by the placement of this covenant, or the acceptance and recording of this instrument, that the property herein described is situated in an Exclusive Farm Use zoning district of Linn County, Oregon. As such, they may be subjected to common, customary and accepted farm or forest management activities for the operation of a commercial farm or forest that includes management and harvesting of agricultural products or timber, disposal of slash, reforestation, application of chemicals, road construction and maintenance, and any other accepted and customary farm or forest management activity conducted in accordance with federal and state laws. The above practices ordinarily and necessarily produce noise, dust, smoke and other types of visual, odor or noise impacts which grantees accept as normal and necessary farming or forestry management activities and as part of the risk of establishing the use in an Exclusive Farm Use zoning district.

**Prior to the issuance of development permits**, the applicant shall supply proof that the deed covenant has been incorporated into the deed and recorded in the Linn County Clerk's Office.

6. Development of property in the WRGO must comply with the development standards set forth in LCC Chapter 934 (Development Standards Code) and specifically to LCC 934.850, and also to any specific standards applicable to the underlying zoning district.

This decision is effective unless an appeal to the Linn County Board of Commissioners is filed with the Department before 5:00 p.m., April 8, 2025. Appeals will be accepted only when based upon identified inadequacies, omissions, or errors in the decision's findings and conclusions. A \$2000.00 filing fee must accompany an appeal.

This decision may be appealed by any party with standing within 14-days of the issuance of the permit. The permitted use may be initiated and development permits may be obtained only after the appeal period expires on April 8, 2025, and after all permit conditions and Code requirements are met. You will be notified of an appeal filed by another party.

This permit may be initiated up to two years after the effective date of this decision. A 12-month extension may be granted upon written request submitted prior to the expiration of the approval period. The request shall state the reasons that prevented the initiation of the permit or satisfaction of permit conditions and requirements within the approval period.

If questions arise or if the Department may be of further assistance, please contact the Department at (541) 967-3816 or by email at [PlanOffice@co.linn.or.us](mailto:PlanOffice@co.linn.or.us).



The decision and findings may be reviewed in the Department office, located in Room 114 of the Linn County Courthouse. The Department office is open from 8:30 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m., Monday through Friday, except legal holidays. A copy of the decision, including findings, is available, subject to a fee to cover copying costs.

Sincerely,



Alyssa Boles  
Planning Director

c: Linn County Road Department  
Linn County Sheriff  
GIS  
Linn County Assessor's Office  
Oregon DSL  
Farm/Forest Reporting  
Steve Philpott

DEED DECLARATION

Statutory Warranty Deed – EFU Restrictive Covenant

The undersigned, being the representative of the City of Harrisburg, record owners of all of the real property described in the instrument recorded as 2020-04165 of the deed records of Linn County Oregon, do hereby make the following deed declaration(s) for the above-described real property, specifying that the declaration(s) shall constitute covenants to run with all of the land and shall be binding on all persons claiming under such land and that this declaration(s) shall be for the benefit of and limitation upon all future owners of said real property.

The following deed declaration hereafter binds the subject property:

“Grantees and their heirs, legal representatives, assigns and lessees hereby acknowledge by the placement of this covenant, or the acceptance and recording of this instrument, that the property herein described is situated in an Exclusive Farm Use Zoning District of Linn County, Oregon. As such, they may be subjected to common, customary and accepted farm or forest management activities for the operation of a commercial farm or forest that includes management and harvesting of agricultural products or timber, disposal of slash, reforestation, application of chemicals, road construction and maintenance, and any other accepted and customary farm or forest management activity conducted in accordance with federal and state laws. The above practices ordinarily and necessarily produce noise, dust, smoke and other types of visual, odor or noise impacts which grantees accept as normal and necessary farming or forestry management activities and a part of the risk of establishing the use in an Exclusive Farm Use Zoning District.”

The deed declaration shall not be modified or terminated except by the express written consent of the City of Harrisburg.

Dated this 8<sup>th</sup> day of April, 2025.

Record Owner – City Recorder

Record Owner – City Administrator

STATE OF OREGON )

County of Linn ) ss.

Personally appeared the above names\_\_\_\_\_and acknowledged the foregoing instrument to be his/her voluntary act and deed before me this 9<sup>th</sup> day of April, 2025.

Notary Public for State of Oregon

My Commission Expires:

Agenda Bill

**Harrisburg City Council**

Harrisburg, Oregon

THE MATTER OF IDENTIFYING A NEW OBJECTIVE FOR THE 2025-2030 STRATEGIC PLAN

STAFF REPORT:

Exhibits: None

ACTION: DISCUSSION AND MOTION TO ADD THE WATER LINE IMPROVEMENT PROJECT TO THE DRAFT STRATEGIC PLAN

THIS AGENDA BILL IS DESTINED FOR: Agenda – April 8, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	N/A	N/A

STAFF RECOMMENDATION:

Staff recommends Council review and motion to add the water line improvement project to the draft Strategic Plan

BACKGROUND INFORMATION:

While preparing to provide testimony for HB 3654 (Grants Matching), and reviewing the Capital Request for the Water Bond Project, Staff reviewed figures with the Public Works Director. The strategy for the water bond project after 2020 was to separate projects from each other, so that the City could pursue funding for each project, rather than in a grouped project bid. While the water line improvement project is part of the water fund Capital Improvement Plan, we neglected to add it to the Strategic Plan.

After reviewing the numbers, Staff would like to add this project to the Strategic Plan as Objective No. 10. Specifically, the water lines for 9<sup>th</sup> St, from LaSalle to Diamond Hill Road are the most important aspect of this project; this water line alone is currently projected at \$3.5M. Smith St., from 4<sup>th</sup> to 7<sup>th</sup> St. accounts for another \$1.5M, and Burton St., from 7<sup>th</sup> to 9<sup>th</sup>, is projected at \$500,000. The three projects together are the most important water lines to improve currently, and collectively, account for \$5.5M. As a reminder, the City has already replaced over 9,450 linear feet of water line, which accounted for the replacement of some of the City’s oldest water lines in town. Those lines were paid out of the water bond funds prior to the 1<sup>st</sup> Bid for the steel tanks and water filtration plants.

While these are important projects that the City would like to undertake, the Public Works Director feels that they don’t yet belong on the priority list at this time. The City needs to complete its number one priority project, the Water Bond Project, before seriously looking at replacing these water lines. We are still dealing with change orders from the contractor

working on the water bond project, and don't know exactly where the final numbers will fall, until more of the steel tanks and water filtration plants are completed.

The language for this Objective is as follows:

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**Objective 10:** Design, construction, and funding for replacement of water lines on 9<sup>th</sup> St., LaSalle to Diamond Hill Rd, Burton St., from 7<sup>th</sup> to 9<sup>th</sup>, and Smith St., 4<sup>th</sup> to 7<sup>th</sup> St.

*Actions: Identify funding options, and design 9<sup>th</sup> St., Burton St., and Smith St. water line replacements.*

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The numeric order of the remaining objectives will be updated, and the strategic plan will be returned in its final form at a future meeting. The proposed motion is at the top of this report.

REVIEW AND APPROVAL:



04.02.25

Michele Eldridge    Date  
City Administrator



Agenda Bill

**Harrisburg City Council**

Harrisburg, Oregon

THE MATTER OF APPROVING THE 2<sup>ND</sup> QUARTER 2024/2025 EXPENSE REPORT

STAFF REPORT:

Exhibit A: 2<sup>nd</sup> Quarter Expense Report Ending December 31, 2024

ACTION: MOTION TO APPROVE THE 2<sup>ND</sup> QUARTER 2024/2025 EXPENSE REPORT.

THIS AGENDA BILL IS DESTINED FOR: Regular Session Agenda – April 8, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
N/A	N/A	N/A

STAFF RECOMMENDATION:

Staff recommend Council reviews and approves the 2<sup>nd</sup> Quarter 2024/2025 Expense Report.

BACKGROUND INFORMATION:

The City’s Finance Officer has prepared the 2<sup>nd</sup> Quarter 2024/2025 Expense Report for review by the City Council. The report shows all revenues and expenditures for the 2<sup>nd</sup> quarter for fiscal year 2024/2025 ending December 31, 2024. We have already received more than 110% of budgeted property taxes. The Investment Revenue across all funds is coming in about 10% short of budgeted levels. This is due to the interest rate being reduced several times in the last 3 months by the federal reserve.

When looking at percentages, please remember we are only 50% of the way through the fiscal year. All other fund revenues and expenditures are as projected during the budget process. The Council should review the document and raise any questions or concerns they may have to city staff. **Be aware that these numbers could change after fiscal year 2023-2024 is audited due to any auditor adjustments or reclassifications.**

REVIEW AND APPROVAL:

Cathy Nelson

Cathy Nelson, Finance Officer

3.31.25

Date

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**GENERAL FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	1,190,160.00	1,190,160.00	1,190,160.00	0.00	100.00%
TAXES	812,776.86	818,342.54	732,050.00	86,292.54	111.79%
FRANCHISE FEES	89,558.28	177,365.05	381,880.00	(204,514.95)	46.45%
LICENSES AND PERMITS	3,110.00	10,197.50	10,900.00	(702.50)	93.56%
INTERGOVERNMENTAL REVENUE	54,422.73	83,380.99	201,970.00	(118,589.01)	41.28%
FINES AND FORFEITURES	34,880.53	55,391.88	45,050.00	10,341.88	122.96%
INVESTMENT REVENUE	8,040.76	16,894.43	18,210.00	(1,315.57)	92.78%
MISCELLANEOUS REVENUE	1,830.65	9,075.20	14,000.00	(4,924.80)	64.82%

**TOTAL FUND REVENUE**      **2,194,779.81**      **2,360,807.59**      **2,594,220.00**      **(233,412.41)**      **91.00%**

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL	128,225.33	250,255.12	607,425.00	357,169.88	41.20%
MATERIALS & SERVICE	129,867.38	306,288.87	905,150.00	598,861.13	33.84%
CAPITAL OUTLAY	0.00	0.00	40,000.00	40,000.00	0.00%
SPECIAL PAYMENTS	0.00	0.00	10,000.00	10,000.00	0.00%
TRANSFERS OUT	92,124.99	229,249.98	413,500.00	184,250.02	55.44%
CONTINGENCY	0.00	0.00	265,000.00	265,000.00	0.00%

**TOTAL FUND EXPENDITURES**      **350,217.70**      **785,793.97**      **2,700,630.00**      **1,914,836.03**      **29.10%**

**NET REVENUES OVER EXPENDITURES**      **1,844,562.11**      **1,575,013.62**      **(106,410.00)**

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**STREET FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	213,815.00	213,815.00	213,815.00	0.00	100.00%
INTERGOVERNMENTAL REVENUE	76,111.56	145,957.63	537,515.00	(391,557.37)	27.15%
INVESTMENT REVENUE	7,032.23	14,775.41	35,770.00	(20,994.59)	41.31%
MISCELLANEOUS REVENUE	50.00	100.00	1,000.00	(900.00)	10.00%
TRANSFERS IN	42,499.98	84,999.96	170,000.00	(85,000.04)	50.00%

<b>TOTAL FUND REVENUE</b>	<b>339,508.77</b>	<b>459,648.00</b>	<b>958,100.00</b>	<b>(498,452.00)</b>	<b>47.97%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL	12,280.94	26,798.79	62,955.00	36,156.21	42.57%
MATERIALS & SERVICE	28,163.05	59,090.29	126,200.00	67,109.71	46.82%
CAPITAL OUTLAY	222,142.22	481,050.22	657,235.00	176,184.78	73.19%
TRANSFERS OUT	6,575.01	13,150.02	26,300.00	13,149.98	50.00%
CONTINGENCY	0.00	0.00	175,000.00	175,000.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>269,161.22</b>	<b>580,089.32</b>	<b>1,347,690.00</b>	<b>767,600.68</b>	<b>43.04%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>70,347.55</b>	<b>(120,441.32)</b>	<b>(389,590.00)</b>
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**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**BIKE FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	46,695.00	46,695.00	46,695.00	0.00	100.00%
TAX REVENUE	768.80	1,474.31	2,900.00	(1,425.69)	50.84%
INVESTMENT REVENUE	292.93	615.48	1,490.00	(874.52)	41.31%

<b>TOTAL FUND REVENUE</b>	<b>47,756.73</b>	<b>48,784.79</b>	<b>51,085.00</b>	<b>(2,300.21)</b>	<b>95.50%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	54,825.00	54,825.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>54,825.00</b>	<b>54,825.00</b>	<b>0.00%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>47,756.73</b>	<b>48,784.79</b>	<b>(3,740.00)</b>
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**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**COMMUNITY AND ECONOMIC DEVELOPMENT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	558,650.00	558,650.00	558,650.00	0.00	100.00%
INVESTMENT REVENUE	2,318.85	4,872.12	11,795.00	(6,922.88)	41.31%
MISCELLANEOUS REVENUE	7,446.00	9,516.00	13,500.00	(3,984.00)	70.49%
INTERFUND TRANSFER	7,749.99	15,499.98	31,000.00	(15,500.02)	50.00%

<b>TOTAL FUND REVENUE</b>	<b>576,164.84</b>	<b>588,538.10</b>	<b>614,945.00</b>	<b>(26,406.90)</b>	<b>95.71%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	3,395.33	21,224.36	264,000.00	242,775.64	8.04%
CAPITAL OUTLAY	0.00	0.00	324,910.00	324,910.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>3,395.33</b>	<b>21,224.36</b>	<b>588,910.00</b>	<b>567,685.64</b>	<b>3.60%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>572,769.51</b>	<b>567,313.74</b>	<b>26,035.00</b>
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**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**LIBRARY FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	114,625.00	114,625.00	114,625.00	0.00	100.00%
INVESTMENT REVENUE	488.54	1,026.47	2,485.00	(1,458.53)	41.31%
MISCELLANEOUS REVENUE	1,887.49	6,028.08	16,900.00	(10,871.92)	35.67%
TRANSFERS IN	21,875.01	43,750.02	87,500.00	(43,749.98)	50.00%

<b>TOTAL FUND REVENUE</b>	<b>138,876.04</b>	<b>165,429.57</b>	<b>221,510.00</b>	<b>(56,080.43)</b>	<b>74.68%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL	16,948.26	33,564.89	57,745.00	24,180.11	58.13%
MATERIALS & SERVICE	13,163.10	27,802.73	49,890.00	22,087.27	55.73%
CAPITAL OUTLAY	0.00	0.00	8,000.00	8,000.00	0.00%
CONTINGENCY	0.00	0.00	21,800.00	21,800.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>30,111.36</b>	<b>61,367.62</b>	<b>227,450.00</b>	<b>166,082.38</b>	<b>26.98%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>108,764.68</b>	<b>104,061.95</b>	<b>(5,940.00)</b>
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**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**STORM DRAIN FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	239,245.00	239,245.00	239,245.00	0.00	100.00%
STORM WATER ASSESSMENT REVENUES	18,666.11	37,432.99	70,725.00	(33,292.01)	52.93%
INVESTMENT REVENUE	2,734.65	5,745.76	13,910.00	(8,164.24)	41.31%

TOTAL FUND REVENUE      260,645.76      282,423.75      323,880.00      (41,456.25)      87.20%

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	500.78	12,135.21	21,750.00	9,614.79	55.79%
CAPITAL OUTLAY	0.00	106,245.29	393,025.00	286,779.71	27.03%

TOTAL FUND EXPENDITURES      500.78      118,380.50      414,775.00      296,394.50      28.54%

NET REVENUES OVER EXPENDITURES      260,144.98      164,043.25      (90,895.00)

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**BUILDING PERMIT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	28,125.00	28,125.00	28,125.00	0.00	100.00%
PERMIT REVENUE	24,445.26	53,502.63	35,200.00	18,302.63	152.00%

TOTAL FUND REVENUE	<u>52,570.26</u>	<u>81,627.63</u>	<u>63,325.00</u>	<u>18,302.63</u>	<u>128.90%</u>
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**EXPENDITURES  
(REQUIREMENTS)**

REVENUES (RESOURCES)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	29,082.67	37,730.03	20,700.00	(17,030.03)	182.27%
INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00%
CONTINGENCY	0.00	0.00	75,300.00	75,300.00	0.00%

TOTAL FUND EXPENDITURES	<u>29,082.67</u>	<u>37,730.03</u>	<u>96,000.00</u>	<u>58,269.97</u>	<u>39.30%</u>
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NET REVENUES OVER EXPENDITURES	<u>23,487.59</u>	<u>43,897.60</u>	<u>(32,675.00)</u>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**ELECTRICAL PERMIT FUND**

**REVENUES (RESOURCES)**

NET REVENUES OVER EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	5,845.00	5,845.00	5,845.00	0.00	100.00%
PERMIT REVENUE	3,177.40	5,253.10	2,700.00	2,553.10	194.56%

TOTAL FUND REVENUE	<u>9,022.40</u>	<u>11,098.10</u>	<u>8,545.00</u>	<u>2,553.10</u>	<u>129.88%</u>
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**EXPENDITURES  
(REQUIREMENTS)**

CITY OF HARRISBURG	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	1,634.80	1,493.61	2,300.00	806.39	64.94%
INTERFUND TRANSFERS	0.00	0.00	0.00	0.00	0.00%
CONTINGENCY	0.00	0.00	9,440.00	9,440.00	0.00%

TOTAL FUND EXPENDITURES	<u>1,634.80</u>	<u>1,493.61</u>	<u>11,740.00</u>	<u>10,246.39</u>	<u>12.72%</u>
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NET REVENUES OVER EXPENDITURES	<u>7,387.60</u>	<u>9,604.49</u>	<u>(3,195.00)</u>
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**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**DEBT SERVICES FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	165,650.00	165,650.00	165,650.00	0.00	100.00%
TAXES	394,581.58	397,684.49	456,615.00	(58,930.51)	87.09%
INVESTMENT REVENUE	2,124.22	4,463.19	10,805.00	(6,341.81)	41.31%

<b>TOTAL FUND REVENUE</b>	<b>562,355.80</b>	<b>567,797.68</b>	<b>633,070.00</b>	<b>(65,272.32)</b>	<b>89.69%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PRINCIPLE	0.00	0.00	120,000.00	120,000.00	0.00%
INTEREST	160,605.63	160,605.63	321,215.00	160,609.37	50.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>160,605.63</b>	<b>160,605.63</b>	<b>651,105.00</b>	<b>490,499.37</b>	<b>24.67%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>401,750.17</b>	<b>407,192.05</b>	<b>(18,035.00)</b>
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**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**OFFICE EQUIPMENT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	20,080.00	20,080.00	20,080.00	0.00	100.00%
INVESTMENT REVENUE	146.47	307.73	745.00	(437.27)	41.31%
TRANSFERS IN	0.00	75,000.00	75,000.00	0.00	100.00%

<b>TOTAL FUND REVENUE</b>	<b>20,226.47</b>	<b>95,387.73</b>	<b>95,825.00</b>	<b>(437.27)</b>	<b>99.54%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	5,430.33	40,791.50	78,625.00	37,833.50	51.88%
CAPITAL OUTLAY	690.02	2,070.06	20,910.00	18,839.94	9.90%

<b>TOTAL FUND EXPENDITURES</b>	<b>6,120.35</b>	<b>42,861.56</b>	<b>99,535.00</b>	<b>56,673.44</b>	<b>43.06%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>14,106.12</b>	<b>52,526.17</b>	<b>(3,710.00)</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**EQUIPMENT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	334,665.00	334,665.00	334,665.00	0.00	100.00%
INVESTMENT REVENUE	1,903.04	3,998.48	9,680.00	(5,681.52)	41.31%
TRANSFERS IN	19,725.03	39,450.06	78,900.00	(39,449.94)	50.00%

<b>TOTAL FUND REVENUE</b>	<b>356,293.07</b>	<b>378,113.54</b>	<b>423,245.00</b>	<b>(45,131.46)</b>	<b>89.34%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	1,103.76	5,882.17	495,800.00	489,917.83	1.19%

<b>TOTAL FUND EXPENDITURES</b>	<b>1,103.76</b>	<b>5,882.17</b>	<b>495,800.00</b>	<b>489,917.83</b>	<b>1.19%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>355,189.31</b>	<b>372,231.37</b>	<b>(72,555.00)</b>
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**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**WATER FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	4,928,880.00	4,928,880.00	4,928,880.00	0.00	100.00%
SERVICES REVENUE	160,939.61	375,941.50	668,680.00	(292,738.50)	56.22%
INVESTMENT REVENUE	84,341.65	7,690.80	306,300.00	(298,609.20)	2.51%
MISCELLANEOUS REVENUE	7,840.00	14,525.00	25,500.00	(10,975.00)	56.96%
INTERFUND TRANSFERS	24,999.99	49,999.98	100,000.00	(50,000.02)	50.00%

**TOTAL FUND REVENUE**      **5,207,001.25**      **5,377,037.28**      **6,029,360.00**      **(652,322.72)**      **89.18%**

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL SERVICES	119,060.22	252,466.33	616,780.00	364,313.67	40.93%
MATERIALS & SERVICE	36,367.56	146,832.61	309,180.00	162,347.39	47.49%
CAPITAL OUTLAY	1,279,811.47	1,350,663.29	6,540,000.00	5,189,336.71	20.65%
DEBT SERVICES	0.00	0.00	0.00	0.00	0.00%
TRANSFERS OUT	9,075.00	33,150.00	51,300.00	18,150.00	64.62%
CONTINGENCY	0.00	0.00	27,410.00	27,410.00	0.00%

**TOTAL FUND EXPENDITURES**      **1,444,314.25**      **1,783,112.23**      **7,774,670.00**      **5,991,557.77**      **22.93%**

**NET REVENUES OVER EXPENDITURES**      **3,762,687.00**      **3,593,925.05**      **(1,745,310.00)**

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**SEWER FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	374,270.00	374,270.00	374,270.00	0.00	100.00%
SERVICES REVENUE	204,651.29	412,384.51	868,115.00	(455,730.49)	47.50%
INVESTMENT REVENUE	5,322.96	11,184.08	27,075.00	(15,890.92)	41.31%
MISCELLANEOUS REVENUE	0.00	6,432.00	7,430.00	(998.00)	86.57%

<b>TOTAL FUND REVENUE</b>	<b>584,244.25</b>	<b>804,270.59</b>	<b>1,276,890.00</b>	<b>(472,619.41)</b>	<b>62.99%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL SERVICES	119,060.19	252,466.11	619,280.00	366,813.89	40.77%
MATERIALS & SERVICE	41,673.82	92,996.55	249,635.00	156,638.45	37.25%
CAPITAL OUTLAY	761.75	15,327.44	36,000.00	20,672.56	42.58%
DEBT SERVICES	34,699.30	34,699.30	119,400.00	84,700.70	29.06%
TRANSFERS OUT	9,075.00	33,150.00	51,300.00	18,150.00	64.62%
CONTINGENCY	0.00	0.00	10,000.00	10,000.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>205,270.06</b>	<b>428,639.40</b>	<b>1,204,615.00</b>	<b>775,975.60</b>	<b>35.58%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>378,974.19</b>	<b>375,631.19</b>	<b>72,275.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**WATER RESERVE FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	195,590.00	195,590.00	195,590.00	0.00	100.00%
INVESTMENT REVENUE	2,123.24	4,461.13	10,800.00	(6,338.87)	41.31%

<b>TOTAL FUND REVENUE</b>	<b>197,713.24</b>	<b>200,051.13</b>	<b>206,390.00</b>	<b>(6,338.87)</b>	<b>96.93%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	17,967.00	17,967.00	212,970.00	195,003.00	8.44%

<b>TOTAL FUND EXPENDITURES</b>	<b>17,967.00</b>	<b>17,967.00</b>	<b>212,970.00</b>	<b>195,003.00</b>	<b>8.44%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>179,746.24</b>	<b>182,084.13</b>	<b>(6,580.00)</b>
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**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**SEWER RESERVE FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	254,515.00	254,515.00	254,515.00	0.00	100.00%
INVESTMENT REVENUE	2,123.24	4,461.13	10,800.00	(6,338.87)	41.31%

<b>TOTAL FUND REVENUE</b>	<b>256,638.24</b>	<b>258,976.13</b>	<b>265,315.00</b>	<b>(6,338.87)</b>	<b>97.61%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	45,618.92	45,618.92	328,620.00	283,001.08	13.88%

<b>TOTAL FUND EXPENDITURES</b>	<b>45,618.92</b>	<b>45,618.92</b>	<b>328,620.00</b>	<b>283,001.08</b>	<b>13.88%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>211,019.32</b>	<b>213,357.21</b>	<b>(63,305.00)</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**TRANSPORTATION SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	292,010.00	292,010.00	292,010.00	0.00	100.00%
ASSESSMENTS	18,270.00	51,361.45	33,490.00	17,871.45	153.36%
INVESTMENT REVENUE	3,408.97	7,162.58	17,340.00	(10,177.42)	41.31%

<b>TOTAL FUND REVENUE</b>	<b>313,688.97</b>	<b>350,534.03</b>	<b>342,840.00</b>	<b>7,694.03</b>	<b>102.24%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	132,530.32	304,395.00	171,864.68	43.54%

<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>132,530.32</b>	<b>304,395.00</b>	<b>171,864.68</b>	<b>43.54%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>313,688.97</b>	<b>218,003.71</b>	<b>38,445.00</b>
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**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**PARKS SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	143,220.00	143,220.00	143,220.00	0.00	100.00%
ASSESSMENTS	10,800.00	25,200.00	19,790.00	5,410.00	127.34%
INVESTMENT REVENUE	2,075.07	4,359.92	10,555.00	(6,195.08)	41.31%

<b>TOTAL FUND REVENUE</b>	<b>156,095.07</b>	<b>172,779.92</b>	<b>173,565.00</b>	<b>(785.08)</b>	<b>99.55%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	47,321.85	60,292.25	247,805.00	187,512.75	24.33%
UNAPPROPRIATED FUND BALANCE	0.00	0.00	0.00	0.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>47,321.85</b>	<b>60,292.25</b>	<b>247,805.00</b>	<b>187,512.75</b>	<b>24.33%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>108,773.22</b>	<b>112,487.67</b>	<b>(74,240.00)</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**STORM DRAIN SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	50,105.00	50,105.00	50,105.00	0.00	100.00%
ASSESSMENTS	2,444.00	10,101.68	4,945.00	5,156.68	204.28%
INVESTMENT REVENUE	592.74	1,245.40	3,015.00	(1,769.60)	41.31%

<b>TOTAL FUND REVENUE</b>	<b>53,141.74</b>	<b>61,452.08</b>	<b>58,065.00</b>	<b>3,387.08</b>	<b>105.83%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	40,100.00	40,100.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>40,100.00</b>	<b>40,100.00</b>	<b>0.00%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>53,141.74</b>	<b>61,452.08</b>	<b>17,965.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**WATER SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	374,355.00	374,355.00	374,355.00	0.00	100.00%
ASSESSMENTS	25,588.00	59,364.00	46,440.00	12,924.00	127.83%
INVESTMENT REVENUE	4,742.87	9,965.24	24,125.00	(14,159.76)	41.31%

<b>TOTAL FUND REVENUE</b>	<b>404,685.87</b>	<b>443,684.24</b>	<b>444,920.00</b>	<b>(1,235.76)</b>	<b>99.72%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	0.00	477,845.00	477,845.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>477,845.00</b>	<b>477,845.00</b>	<b>0.00%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>404,685.87</b>	<b>443,684.24</b>	<b>(32,925.00)</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING DECEMBER 31, 2024**

**SEWER SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	739,730.00	739,730.00	739,730.00	0.00	100.00%
ASSESSMENTS	21,540.00	50,260.00	39,485.00	10,775.00	127.29%
INVESTMENT REVENUE	4,001.70	8,407.97	20,355.00	(11,947.03)	41.31%

TOTAL FUND REVENUE	<u>765,271.70</u>	<u>798,397.97</u>	<u>799,570.00</u>	<u>(1,172.03)</u>	<u>99.85%</u>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	40,000.00	40,000.00	922,370.00	882,370.00	4.34%

TOTAL FUND EXPENDITURES	<u>40,000.00</u>	<u>40,000.00</u>	<u>922,370.00</u>	<u>882,370.00</u>	<u>4.34%</u>
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NET REVENUES OVER EXPENDITURES	<u>725,271.70</u>	<u>758,397.97</u>	<u>(122,800.00)</u>
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Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**THE MATTER OF APPROVING THE CONSENT LIST**

**STAFF REPORT:**

Exhibit A: City Council Minutes for February 11, 2025 & March 11, 2025

Exhibit B: Payment Approval Report for March 2025

Exhibit C: Municipal Court Collections Report for March 2025

Exhibit D: Municipal Court Citation Report for March 2025

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

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

- 1. Minutes from the February 11<sup>th</sup> and the March 11<sup>th</sup>, 2025 City Council Meetings**
- 2. The Payment Approval Report for March 2025**

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**THIS AGENDA BILL IS DESTINED FOR:** Consent Agenda –April 8, 2025

**STAFF RECOMMENDATION:**

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

**Building Permits:**

March 2025: Submitted: 7

Issued: 9

New Homes: Issued: 2

**Residential Valuation:** \$621,806.14

**Commercial Valuation:** \$99,670.00

**2025 YTD Valuation:** \$746,476.14

*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:** Home Occupational

- Business Essentials, LLC: Owner Cheryl Woodruff: Located at 1025 S 6<sup>th</sup> St, Sp 44
- Under the Magnolia LLC: Owner: Michael & Debbie Kelson: Located at 893 Smith St

**Harrisburg Municipal Court:**

- The Collection Report (**EXHIBIT C**) for the month of March is \$11,281.62 which includes \$4,971.62 from collections.
- The Citation Report (**EXHIBIT D**) shows there were 33 citations issued in the month of March 2025 for a total of 39 offenses. There were four defendants who were charged with Criminal

Failure to Appear and one defendant charged with Driving While Suspended Misdemeanor.  
There was also one resident who was cited for Dog at Large.

6.

**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: May 12, 2025*

**Library Board:** Chairperson Alexandria Bennett  
The Library Board last met on March 4, 2025. Those minutes are not yet available.  
*Next Scheduled Meeting: May 6, 2025*

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

**Planning Commission:** Chairperson Todd Culver  
The Planning Commission last met on March 25, 2025 for a joint work session. Those minutes are not yet available.  
*Next Scheduled Meeting: April 15, 2025*

**REVIEW AND APPROVAL:**

<i>Lori Ross</i>	04/01/2025
Lori Ross	Date
City Recorder	

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



Harrisburg City Council Minutes  
February 11, 2025

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

*\*Council President Caughey was absent from this meeting. He was nominated to become Council President once again even though he has not been given the Oath of Office. Oath of Office will be administered at the February 11, 2025 meeting*

The Pledge of Allegiance was led by Mayor Robert Duncan

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

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

**THE MATTER OF THE CITY RECORDER ADMINISTERING THE OATH OF OFFICE FOR MIKE CAUGHEY FOR A TERM ENDING DECEMBER 31, 2028:** City Recorder Lori Ross administered the Oath of Office to Council President Mike Caughey.

**THE MATTER OF AMENDING OUR ABANDONED VEHICLE CODE BY APPROVING ORDINANCE NO. 1006, "AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 10.15":** Eldridge pointed out the only change to the Ordinance, as shown on page 8 of the agenda,



February 11, 2025

is the addition of section (4). The change will make it easier for Deputies to use procedures according to state statutes for removing an abandoned vehicle.

- Downey **motioned to approve Ordinance No. 1006, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 10.15” and was seconded by Thomas. The motion passed unanimously by a vote of 5-0.** (Yes: Downey, Thomas, Caughey, Knox and Henry. Youth Advisor Malpass also voted in favor. No: None.)

**THE MATTER OF A REQUEST TO ESTABLISH A SISTER CITY RELATIONSHIP WITH BREAL-SOUS-MONTFORT IN FRANCE:** Eldridge stated the request for a Sister City relationship came from Marilyn Montgomery Smith, who grew up in Harrisburg. Eldridge reviewed the timeline of events noting the 80<sup>th</sup> anniversary of Lt. Russell Quinns death in Breal-sous-Montfort was last year. She added we would be establishing a Sister City to honor the people involved including France who is honoring us in return and noted the City Council would need to decide if they would like to bring something formal back to a future meeting.

- Eldridge introduced Smith who in return introduced Russ Hayworth, the nephew of Lt. Quinn. Smith added that she can't think of any better reason to establish a Sister City relationship, than this. She stated Breal wants to know us as we should get to know them and their beautiful town of 6,000 exceptional people located in farm country.
- Hayworth thanked Council for the opportunity to be here. He added as a young kid, he had always wanted to know what had happened and didn't understand the pain the family was going through. At that time, there wasn't much information available, except for what the government shared. Hayworth recalled the moment his mom, Patricia Quinn Hayworth, sister of Lt. Quinn, received the call adding that it gave her a place to finally be able to go to and share. Hayworth added Jean Paul Favrais not only helped his uncle but also the families of 2,000 other American Pilots.
- Hayworth spoke of the 1995 trip to Breal where the town held a ceremony which included media, Paris Dignitaries, and the entire town, including children holding American and French Flags. He added he wants this effort to not just be about his family but the entire community including those who have served or have lost someone.
- Hayworth informed Council that he would like to share a documentary; The Fallen Heroes of WWII that remembers his family and other families Favrais had reached out to. Hayworth commented on the importance of looking at this from abroad and how he feels it should be taught in our schools.
- Smith presented Council with several articles written about the Quinn family  
**(Addendum 1)**
- Paul Smith, the husband of Marilyn Montgomery Smith, referred to the monument **(Addendum 2)** on display in Breal paying tribute to Lt. Quinn, written in both English and French and added it would an honor for Favrais to see this happen.
- Henry was inspired by how Breal has kept the memory of this event alive and likes the idea of honoring the Quinn brothers and all who have served.
- Thomas loves the idea and would like the opportunity to view the video. She thinks the City could donate something to the Museum and honor the Quinn brothers and other veterans.
- Caughey is also in favor and likes the way France has shared the importance of this event.
- Downey was amazed that the City was unaware of this event until now and would like the opportunity to honor them in person if they ever visited Harrisburg.

February 11, 2025

- Knox is also amazed how Breal has honored our residents and in respect, feels we owe it to them to become their Sister City and would be proud to be part of it.
- Nolan agrees with City Council.
- Henry **motioned to have the City Administrator proceed with the next steps to establish a Sister City Relationship with Breal-sous-Montfort and was seconded by Downey. The motioned passed unanimously by a vote of 5-0.** (Yes: Henry, Downey, Caughey, Thomas and Knox. Youth Advisor Malpass also voted in favor. No: None.)

**The City Council Meeting recessed at the hour of 7:22pm.**

**The City Council Meeting resumed at the hour of 7:36pm.**

**THE MATTER OF REVIEWING THE 2ND DRAFT OF THE 2025-2030 STRATEGIC PLAN AND ESTABLISHING PRIORITIZATION OF GOALS:** Eldridge noted this is the 2<sup>nd</sup> draft being reviewed and that pictures will be updated in the next version. She reminded Council there is no number limitation on Council Priorities. She asked Council to review the Council Priorities for this next fiscal year for any changes.

- Henry agrees with the Water Treatment Plant as a top priority. She also thinks multiple sewer lines are important to prevent a catastrophe. Henry likes Objective (6) and likes Objective (7); the improvements to the west side of N 9<sup>th</sup> St.
- Thomas likes Objective (3) but realizes we have done all we can.
- Mayor Duncan and Downey are in favor of all priorities.
- Knox had no recommendations as her questions were answered previously.
- Caughey questioned whether RAIN should be listed in the action on page 52 of the agenda. Eldridge stated she left that mention of RAIN intact as they are still providing the City with information.
- No other comments or suggestions.
- *Consent from Council was to carry over the priorities to the next fiscal year.*

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

- Thomas **motioned to approve the consent list and was seconded by Caughey. The motion passed unanimously by a vote of 5-0.** (Yes: Thomas, Caughey, Downey, Knox and Henry. Youth Advisor Malpass also voted in favor. No: None.)

**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**

**CITY ADMINISTRATOR VERBAL REPORT:**

- The April 25, 2025 City Council Work Session has been cancelled.
- The Safe Route to School Grant (SRTS) was once again not awarded to the City of Harrisburg. Eldridge noted it's a very competitive grant and with the route being further away from the Elementary School, it's not as high of a priority compared to other cities.
- The developer for Castleberry Crossings is now required to submit a 401 Water Quality Certification from the DEQ at the cost of an additional \$12,000 for things the City is already requiring them to do. She noted that this cost will be passed onto potential buyers.

**OTHERS:**

- Eldridge congratulated Ross for obtaining her Certified Municipal Clerk (CMC) Certification.
- Eldridge informed Council that Isovoluta will be adding a 32,000 sq ft addition to the complex which includes a 65-foot tower.
- Ross reminded Council that the Statement of Economic Interest (SEI) filing period begins March 15<sup>th</sup> and ends April 15<sup>th</sup>.
- Ross also reminded Council the Budget Committee meeting is scheduled for May 12<sup>th</sup> and we currently have one open position.

**The City Council Meeting adjourned at 7:56pm to begin the Executive Session.** Youth Advisor Malpass left the meeting.

**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**

No recommendations on the matters discussed in the Executive Session.

**With no further business, the City Council Executive Session adjourned at the hour 8:53pm and did not return to the City Council Meeting.**

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Mayor

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City Recorder



# Addendum 1

## Keeping a memory alive

### Small town in France plans to name a street for Harrisburg pilot

BY MARILYN MONTGOMERY  
Albany Democrat-Herald

HARRISBURG — A small town in France is planning a special remembrance this spring for an Army pilot from Harrisburg who died near there in 1944.

The town council of Breal-sous-Montfort, Brittany, about 370 miles southwest of Paris, will hold a ceremony on Sunday, May 21, to honor the memory of Lt. Russell G. Quinn, according to Jean Paul Favrais, a council member.

Favrais wrote to the city of Harrisburg in January, asking for information about Quinn and any family he might have. In reply to a letter from the Democrat-Herald, he said he had spent the last three years researching the plane crash and Quinn.

"I was nine in 1944 and I had always wished to keep this pilot-officer's memory alive," he wrote.

Quinn was the oldest son of Roy and Irene Quinn, who moved to Harrisburg from Canby in 1939. He was attending the University of Oregon when he enlisted in the Army. His brother Gale, two years younger, signed up about the same time.

The brothers died six days apart. On June 13, 1944, Russell Quinn's P-38 Lightning picked up flak from ground fire and crashed in Brittany. Gale Quinn, training in an A-20 fighter, was killed when his plane went down in a remote wooded area near Paso Robles, Calif. on June 19.

Russell, the serious one, the dark-eyed boy who played the violin, was 24. Gale, who played clarinet in his own dance band, a cut-up who was seldom seen without a grin, was 22.

Neither ever learned that the other was gone. Pat Quinn, now Pat Hayworth, was 14 when her brothers died. She and her husband John have lived in Harrisburg since, and raised their three children there.

"We didn't hear about Russell until weeks after Gale went down," she said. "We were debating how we were going to tell Russell. I'd ride my bike every day up to the telegraph office. I came back one day with the telegraph about Russell."

The family was close. The boys bought Pat her first bicycle, her first radio, her first tennis racket. She and her parents went to Arizona and California to their graduations from flight school. Their deaths were a blow that still hurts.

"I don't know how my parents survived it, really," Pat said.

Russell Quinn had been stationed at King Cliffe air base in southern England for about 10 months. His sister still has dozens of photos and letters he



Pat Quinn Hayworth: 'We didn't hear for weeks.'

sent home.

I had his log book for awhile and it showed the missions he flew," she said. "It was one after another after another, day after day after day."

Quinn flew as a bomber escort. According to Favrais, who researched the crash through USAF records, Quinn was returning to England from a mission to bomb a railway bridge across the Loire River. His plane was hit by flak while passing an airport, caught fire and drifted down, little by little. It eventually struck trees, crashed to the ground and exploded.

Quinn was buried in the cemetery at Breal, then was moved to the U. S. Military Cemetery at Saint James near Fougères, France. He was later brought home to be buried beside his brother in Eugene.

A woman in Breal sent the Quinns photographs of the crash site and a wooden box containing pieces of the P-38, which Quinn had called the "Webfoot Spook" for the U of O. The Frenchwoman's son, an artist, wrote in French to Pat for several years. She has since lost contact with him and remembers only his first name, Yves.

The pieces of the plane Pat recently buried, she said. Her brother's namesake, her youngest son, Russell Hayworth, has the flight log.

Pat and John Hayworth are making plans to be in Breal for the commemoration in May. The city is naming a street for Quinn and will erect a monument on the crash site with plaques in French and English. The mayors of 10 other towns, representatives of other divisions of government, delegates of French military organizations and of the U.S. Air Force are expected. An exhibition in the town hall will feature documents, photographs, newspaper clippings and other memorabilia.

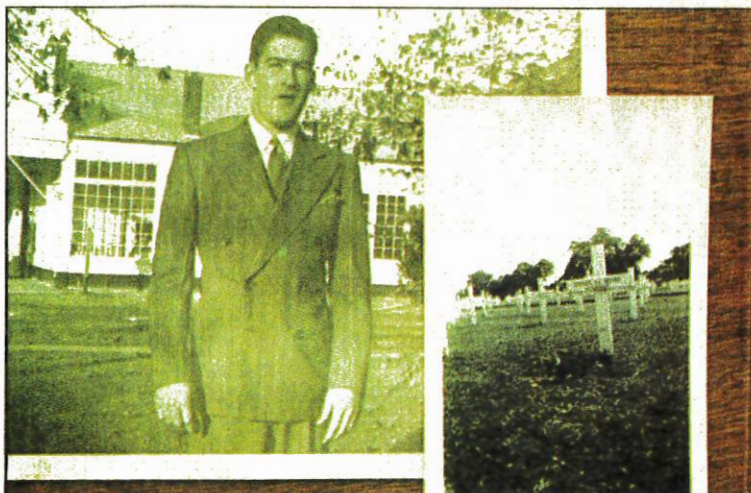
The Hayworths also plan to visit this year, for the first time, the spot in California where Gale's plane crashed.

Pat said she is intrigued by Favrais' interest in her older brother, after all this time.

"There are not a lot of people around now who realize what it was like to have family in the war and fighting, and to lose brothers like I did," Pat said.



Photos of Russell Quinn with his P-38 and V-mail preserve his memory back home.



Russell Quinn in Harrisburg in the early 1940s; at right is his grave in Brittany.



In California: Gale Quinn, left, Russell in the driver's seat, and sister



□ SPORTS  
 □ NATIONAL NEWS  
 □ WORLD NEWS  
 □ CLASSIFIED ADS

Albany Democrat-Herald

## PEOPLE

Wednesday, June 24, 1998

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# Addendum 1

## Remembering Russell Quinn

*A granite memorial to a World War II pilot from Harrisburg exists in Brittany because of the untiring efforts of a Frenchman who never forgot about the plane crash near his home in 1944*

BY MARILYN MONTGOMERY

Albany Democrat-Herald

Russell Quinn could have been forgotten. He very nearly was. Shot down in 1944 over rural France on a bomber escort mission a week after D-Day, his body lay in a village cemetery under someone else's name for as much as a year before military authorities realized who he really was.

Jean-Paul Favrais was 9 years old when Quinn's plane came down in his village, Breil-sous-Montfort, Brittany, in north-west France.

His father was being held prisoner by the Germans. His mother, like other mothers in Breil, took her son to the crash site, where he saw the body under a sheet, some distance from the plane.

Favrais never forgot the dead pilot, and in 1995, he made sure his village would never forget.

Favrais, 63, retired in 1992 from a career as personnel director at Citroen. With time unavailable to a working man, he began his quest. He neither spoke nor wrote English, but began writing to U.S. military officials with the aid of a bilingual friend and his own dictionary.

The confusion that followed Quinn's crash in 1944 had stayed in the official paperwork. It took nearly three years for Favrais to learn Quinn's true name and where he had lived before the war.

At his home in Breil, Favrais has collected all the letters he wrote and received in those years in chronological order in three yellow plastic notebooks which he calls "le recherche" (the research.) It's a torturous, frustrating set of documents to read but this comes through: an American in the area after the crash identified the pilot as "Quinn," and he was buried as John Quinn, another Air Corps officer. He was eventually identified correctly, but authorities said he was from Harrisburg, Penn.

In late 1994, Favrais learned that Quinn was from Harrisburg, Ore., and wrote to the mayor to find out about any surviving family members. With his younger brother Robert, Favrais had formed the Association for the Commemoration of Lt. Russell G. Quinn and planned a permanent memorial to the 24-year-old pilot, to be unveiled at special ceremonies that spring.

I grew up in Harrisburg and coincidentally cover city government and the schools there for the Democrat-Herald. In early January 1995, during a routine call to City Recorder Grayce Coffey, she told me about Favrais' letter. I asked for a fax copy and wrote back to Favrais immediately.

Russell Quinn's surviving sister, Pat Hayworth, is the mother of one of my dearest friends from home, Robert Hayworth, who died in October 1990. I've known the Hayworths all my life and wanted to help connect them with this apparently well-meaning man.

Favrais told me last month, at his home in Breil, that the letter I wrote on Jan. 18, 1995, did just that.

### Memorial ceremony in 1995

Pat, her husband John, and their children Mary McDoie and Russell, named for his uncle, went to Breil in May 1995 for the memorial ceremony. Surrounded by hundreds of townspeople and French and American veterans and military officials, they revealed the black granite monument near the crash site, and the signs that designate one of Breil's streets as Rue Lt. Russell G. Quinn.



Jean-Paul Favrais



STANFORD SMITH/Democrat-Herald

Jean-Paul and Henriette and Robert and Annette Favrais became part of the Hayworths' extended family.

Last June, Jean-Paul and Henriette came to Oregon for 10 days with the Hayworths. The city of Harrisburg and its American Legion and Veterans of Foreign Wars posts held ceremonies at the Hayworth farm as a formal thank-you.

The key to the city of Harrisburg, mounted on a myrtlewood plaque, hangs on the wall beside two American flags in the entry to Favrais' home. Photos of Quinn in his P-38 Lightning, and with his brother and sister and parents are in frames throughout the house. Seed from Hayworths' farm grows around the monument.

My husband, photographer Stanford Smith, and I had planned to cover the memorial ceremony in 1995 for the Democrat-Herald, combining the event with a bicycling vacation in Normandy. Je parle un peu de français and Pat was counting on me to serve as a (probably pitiful) interpreter for them. They left for France two days ahead of us.

Fifteen hours before we were to leave for the airport, I was riding my bike to my aerobics class when I was hit from behind by a car. I spent the next two days in Albany General Hospital. The Quinn memorial ceremony happened without us. We wrote about it later.

We met Jean-Paul and Henriette at the Hayworths' last June, 53 years and a day after Russell's plane crashed. We met them again a few weeks ago at the end of a bicycling vacation in Normandy. They drove 150 miles each way to bring us to Breil. With them, we spent four days we won't ever forget.

### Someone will always remember

The black granite memorial, shaped like a wing, was bigger than we expected. It's just steps away from a broad green lawn where Quinn's body was found. Favrais brought a huge bouquet of flowers the day he took us there. It was raining when he placed it in the heather at the monument's base.

When we left for vacation, American news organizations were covering DNA testing on remains in the Tomb of the Unknown at Arlington National Cemetery and Viet Nam-era remains in Hawaii that could have been the father of David Amesbury of Albany.

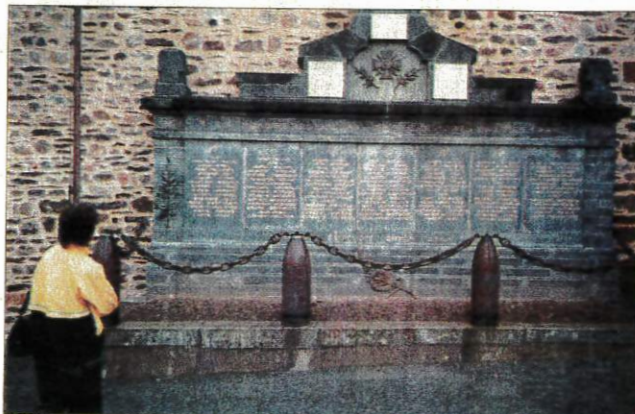
Favrais took us to the Brittany American Cemetery at St. James, Normandy, where Quinn was buried briefly. Among the more than 4,000 graves there are 79 unknowns.



Jean-Paul Favrais places flowers at granite memorial to Army Air Corps Lt. Russell Quinn of Harrisburg. Quinn's P-38 crashed nearby June 13, 1944.

Photos of Quinn and his plane are included in Favrais' research notebooks at his home.

Near Breil's city hall, another monument, below, remembers local men who died in World War I.



Cemetery superintendent Jacques R. Adelee, who worked on the Quinn case while stationed in the U.S., told us he had mixed feelings about modern efforts to identify unknowns. The remains could be moved to family plots, surely, but when those families are gone, who will mourn them, he asked. Leaving them, even unidentified, in mili-

tary cemeteries assures that someone always remembers, he said.

Russell Quinn died 54 years ago this month. A few of his family are still here to mourn Frenchman and his village have made hundreds of others will continue to remember as well.



# AN AMERICAN HERO



In California, Gale Quinn, left, Russell Quinn, center, and Patricia Quinn, right, in a photo from the Albany Democrat-Herald archives.

JESS HUME-PANTUSO, MID-VALLEY MEDIA

Gale Quinn, left, Russell Quinn, center, and Patricia Quinn in a photo from the Albany Democrat-Herald archives.

## Harrisburg pilot who was killed in World War II is honored in France

**CODY MANN**  
Cody.Mann@lee.net

The namesake nephew of a World War II pilot who was killed in action recently visited France for a ceremony honoring his uncle.

Hailing from Harrisburg, Lt. Russell Gerald Quinn served in the Army Air Corps. A week after Allied forces landed in Normandy, Quinn's P-38 Lightning bomber escort was shot down by ground fire. He was 24 years old.

A 9-year-old French boy who lived in a village in the Brittany region where Quinn's plane went down, Jean-Paul Favrais was determined to learn who the pilot

was and memorialize his death, eventually leading to a monument and street named for Quinn in 1995.

Eight decades after Quinn was killed, his nephew Russell Hayworth traveled to Brittany for a ceremony held June 15 in Bréal-sous-Montfort honoring the fallen pilot. He first visited in 1995 when his family went overseas to see his uncle honored as the monument and renamed street were unveiled.

"He mostly flew bombing missions, taking out railroad bridges and slowing the advance of German ground troops," Hayworth said of his uncle.

Quinn, flying with the 77th

Fighter Squadron/20th Fighter Group, was returning to England from a railway bombing mission across the Loire River when his P-38 was hit by flak while passing an airport, according to military records. The plane caught fire and drifted downward until it hit trees, crashed and exploded.

Hayworth said despite Germans securing the crash site, Favrais got close enough to see Quinn's body after it was pulled from the wreckage — a scene that was etched in his mind forever, Hayworth said. Several locals picked flowers to place at

Please see **PILOT**, Page A4

# Addendum 1

6.

## Pilot

From A1

the crash site, where Quinn's body rested under a white sheet.

"He never forgot about it," Hayworth said. "At an older age, he decided it was his mission to find out who that pilot was."

Without the modern convenience of the internet, the search for information was painstaking. Favrais pieced together Quinn's story from scratch, tracing him back to his hometown of Harrisburg. In late 1994, Favrais sent a letter to the mayor of Harrisburg asking about surviving members of Quinn's family.

"There was only one family ever there by the last name of Quinn, and that was my grandparents," Hayworth said. "They immediately knew that mom was the only person who was still alive from that family."

Hayworth's mother, Patricia, was amazed and shocked, he said. She couldn't believe it. She began corresponding with Favrais, who insisted Quinn should be recognized officially for his selfless sacrifice.

Favrais, then deputy mayor of Bréal, pushed for a monument near the crash site — black granite in the shape of an airplane wing, with an inscription etched in English and French, placed on a corner of a street that was renamed as Rue Lt. Russell G. Quinn.

Notably, the English sits above the French on the stone, which is not typically the case. It reads:

"In memory of Lt. Russell G. Quinn, 77th Fighter Squadron, 20th Fighter Group, killed in action for freedom at the controls of his P-38 in Bréal on June 13, 1944."

Almost three decades after that



PHOTO COURTESY STANFORD SMITH

Jean-Paul Favrais made it his mission to find the family of Lt. Russell Quinn, who died when his aircraft crashed in Favrais' hometown of Bréal-sous-Montfort, France.

first visit to France, Hayworth returned along with Stan and Marilyn Smith, family friends and former Albany Democrat-Herald staff members. Stan Smith was head photographer for the newspaper and Marilyn Smith was a reporter.

Marilyn Smith, who grew up in Harrisburg and covered the city for the newspaper, heard about Favrais' letter during a routine call to the city recorder, obtained a copy and immediately wrote back, thanks to knowing a little French.

She knew exactly who Favrais was looking for, having known the Hayworth family all her life.

The Smiths had planned to cover the 1995 ceremony for the newspaper and get some bicycling time in Brittany, but Marilyn was hit by a car the day before they were set to leave and they missed



PHOTO COURTESY STANFORD SMITH

Lt. Russell Quinn is honored during a ceremony in Bréal-sous-Montfort, France.

the trip, although they still got a story out about the Hayworth's trip.

"It was quite the history lesson," Hayworth said of the 1995 trip. "We hit all the high points: the military cemeteries, Omaha Beach and the coastal area, it just gave me chills."

For Patricia Hayworth, the trip served as some form of closure, Russell Hayworth said. The family learned far more about Quinn's death than they had ever known. And they gained a new wing of their family with Favrais and his family.

"I think for me, it was learning how to grieve for someone I never knew," he said.

The Smiths made their trip a few years later, meeting Favrais and spending three days in Bréal with Favrais. From the time they landed, they could see the French's gratitude to Americans

and the Allied Forces that liberated the war-torn nation from the Nazis. They too grew close with the Favrais family.

"It was 54 years after D-Day at that time, and it's still that way," Marilyn Smith said. "We haven't had an occupying army in our part of the world, and they haven't forgotten that. It's still very fresh for them."

The 2024 ceremony was very much like the one held in 1995. Hayworth described it as moving and emotional, attended by military officials, dignitaries and flag-waving locals, some of whom were children at the original ceremony, and had now brought their own children to honor Quinn.

Favrais' son-in-law, Division General Thierry Thomas spoke at the 2024 ceremony, calling Quinn an American hero. He also highlighted the cost of war for all those involved, from Allied personnel to

French resistance fighters to ordinary citizens who risked their lives against the invading Germans.

"Faithful to our duty to remember, we owe respect and admiration to these women and men who marked a painful but heroic page in the history of France and the world," Thomas said.

The incredible sense of patriotism, honor and respect was clear to Hayworth, not just from the older people who remember the war or who lost someone in it, but also the young people who have gotten the message from previous generations: "Don't ever forget. Realize what we have and imagine what they went through."

Six days after Quinn crashed, his younger brother Lt. Gale Quinn, 22, died in a military training flight while flying in an A-20 Havoc in southern California. Neither ever knew the other one was gone.

Military records indicate Lt. Russell Gerald Quinn was awarded the Distinguished Flying Cross, Air Medal with four oak leaf clusters, American Campaign Medal, European-African-Middle Eastern Campaign Medal with three stars, World War II Victory Medal and the Purple Heart.

Honoring Quinn was just the beginning for Favrais, who has since documented more than 2,600 military fliers and crew members whose aircraft went down over France during WWII. He's made contact as much as possible with survivors and family members in the U.S. and Canada. For him, the work continues.

Cody Mann covers public safety and justice in Linn and Benton counties. He can be contacted at 541-812-6113 or [Cody.Mann@lee.net](mailto:Cody.Mann@lee.net). Find him on Twitter via @News.



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 March 11, 2025

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Mayor:	Robert Duncan, Presiding
Council President:	Mike Caughey, Present
Councilors Present:	Kimberly Downey, Randy Klemm, Charlotte Thomas, Cindy Knox, and Dana Henry
Councilors Absent:	Youth Advisor Nolan Malpass
Staff Present:	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 6:32pm

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

**THE MATTER OF AN ORDINANCE AMENDMENT TO STRENGTHEN LANGUAGE IN THE SEWER ORDINANCE, BY APPROVING ORDINANCE NO. 1007, "AN ORDINANCE AMENDING HMC 13.05":** Nelson stated an adjustment needed to be made to the sewer municipal code to match the water municipal code. No comments or concerns.

- Klemm **motioned to approve Ordinance No. 1007, "AN ORDINANCE AMENDING HMC 13.05"** and was **seconded by Downey. The motion passed unanimously by a vote of 6-0.** (Yes: Klemm, Downey, Caughey, Thomas, Knox and Henry. No: None.)

**THE MATTER OF APPROVING RESOLUTION NO. 1299, AND THEREBY AUTHORIZING THE CITY ADMINISTRATOR TO SUBMIT THE APPLICATION FOR A LARGE LGGP GRANT TO THE**

March 11, 2025

**OREGON PARKS AND RECREATION DEPARTMENT:** Nelson stated this is a \$250,000 grant request with \$50,000 matching funds. She reviewed the breakdown of those funds for phase 3.

- Downey asked about what kind of equipment the fitness site would consist of and the definition of fitness.
- Knox commented that she discussed with Eldridge the equipment she was looking at for the park on Smith St and it consisted of metal bars for chin-up but also outdoor electronic fitness equipment.
- Thomas worried about outdoor electronic equipment in this weather.
- Henry pointed out the concept plan states Disk Golf.
- Klemm asked about HB 3654 and if it passes, would this grant hinder us from obtaining a larger grant. Nelson replied, no.
- Thomas **motioned to approve Resolution No. 1299 and was seconded by Klemm. The motion passed unanimously by a vote of 6-0.** (Yes: Thomas, Klemm, Caughey, Downey, Knox, and Henry. No: None.)

**THE MATTER OF VIEWING THE VIDEO FROM BREAL-SOUS-MONTFORT AND FURTHER DISCUSSION IN RELATION TO ESTABLISHING A SISTER CITY RELATIONSHIP:** The City Council, staff and the audience viewed the video, "The Fallen Heroes of WWII" from Breal-Sous-Montfort provided by Russ Hayworth. After the video presentation, Hayworth commented that he values Jean Paul Favrais for his mission and as he has just turned 93, he is hoping to attend their Proclamation at their City Hall when he visits in April. Hayworth recommended everyone watch the entire video to get the most out of it.

- Klemm is humbled by the response of Breal and feels the least we could do was to become a Sister City.
- Downey asked about the white crosses at the memorial and if only Americans were buried there. Hayworth responded yes, and that there were over 26,000 Americans killed. Hayworth added that his uncle was buried there for a while before he was brought back to Eugene. He added that once the cross memorials are in place, they stay there forever.
- Hayworth stated that almost everyone in Breal knows where Harrisburg is located. Downey would like all of Harrisburg to know about Breal and would like to see a sign mentioning our City Sister relationship.
- Thomas suggested having the grade and middle school students participate in making something for the care package.
- Caughey suggested a photograph of our logo.
- Ross mentioned Harrisburg apparel and stated that Eldridge would like to include a group photo of City Council by the Gazebo.
- No further discussion at this time.

**THE MATTER OF APPROVING THE CONSENT LIST:** Mayor Duncan introduced Library Board Member applicant Pat Rufo who was in attendance. No further comments or concerns.

- Thomas **motioned to approve the consent list and was seconded by Caughey. The motion passed unanimously by a vote of 6-0.** (Yes: Thomas, Caughey, Downey, Klemm, Knox and Henry. No: None.) **A motion to approve the consent list approved the following:**
  - **Minutes from the January 29, 2025 City Council Meeting**
  - **The Payment Approval Report for February 2025**
  - **The Appointment of Pat Rufo to the Library Board for a term ending June 30, 2025**

March 11, 2025

**THE MATTER OF CONSIDERING PROVIDING APPROVAL FOR PATRICK AND DONNEL FREEMAN TO APPLY FOR THE MAIN STREET REVITALIZATION GRANT FOR THE QUONSET HUT SET ON THE NORTH SIDE OF SMITH ST AT 145 SMITH ST:**

Ross informed Council that this agenda item is being reviewed at both the City Council Meeting and at the HRA Board Meeting to cover the grant request which is unknown at this time.

- Mayor Duncan informed Council the Freeman's have purchased the Quonset Hut across from City Hall and the grant request needs to be submitted by the 13<sup>th</sup> which is the reason for the last minute addition for the HRA agenda. Mayor Duncan added the \$60,000 grant matching funds will be provided by the Freeman's, not the City and that there will be a stipulation on the agreement stating so.
- Mayor Duncan referred to page 2 of the HRA Agenda showing the listed conditions of approval.
- Thomas likes the way the conditions of approval are worded and that they must go through the planning requirement process.
- Henry asked if this was in addition to the other grant requested. Nelson replied that this request is for a different property.
  - Thomas **motioned to authorize the City Administrator to sign the application for the Main Street Revitalization Grant, as conditioned and was seconded by Klemm. The motion passed unanimously by a vote of 6-0.** (Yes: Thomas, Klemm, Caughey, Downey, Knox and Henry. No: None.)

**City Administrator Verbal Report:**

- Water Bond Project will be updated next month when Scholz is present.
- City Council and the Planning Commission will be holding a joint meeting March 25<sup>th</sup> at 6pm to discuss the Transportation System Plan (TSP).
- The Budget Committee Meeting is set for May 12<sup>th</sup>. Currently there is still one vacant position.
- SEI opens March 15<sup>th</sup> and closes April 15<sup>th</sup>.

**OTHER ITEMS**

- Concerned Citizen: Harrisburg resident Brian Shaddy joined the meeting late and requested an update on the status of 4<sup>th</sup> Street.
  - Mayor Duncan replied that most discussions have taken place in Executive Session so the City is limited on what they can disclose. Mayor Duncan did comment that the railroad does have a deadline, and they won't be able to meet it at this point.
  - Shaddy stated he and his neighbors are worried about the value of their property being affected and believe they should have some say and as of today, they haven't been notified as promised.
  - Klemm commented that Shaddy's frustrations are Council's as well.
  - Thomas commented that the railroad does not communicate with the City and Council is doing what we can.
  - Caughey added that BNSF has one year to figure things out.
  - Shaddy stated the new sidewalks should be funded by the railroad and not the responsibility of the home owners. Thomas replied that there has been no discussions about residents paying for anything.
  - Council informed Shaddy that the City will update him when they have something to report.

March 11, 2025

**The City Council Meeting recessed the hour 8:04pm to begin the HRA Board Meeting.**

**The City Council Meeting resumed at the hour of 8:06pm and with no further business, the City Council Meeting adjourned at the hour of 8:06pm.**

\_\_\_\_\_  
Mayor

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

UNAPPROVED

## 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	173182	Water Testing	02/12/2025	693.00	52-65-4200
1206	Analytical Lab & Consultants	173288	Water Testing	02/17/2025	332.00	52-65-4200
1206	Analytical Lab & Consultants	173468	Water Testing	02/28/2025	289.00	51-65-4200
1206	Analytical Lab & Consultants	173469	Water Testing	02/26/2025	332.00	52-65-4200
1206	Analytical Lab & Consultants	173470	Water Testing	02/26/2025	332.00	52-65-4200
1206	Analytical Lab & Consultants	173471	Water Testing	02/26/2025	332.00	52-65-4200
1206	Analytical Lab & Consultants	173629	Water Testing	02/28/2025	74.00	52-65-4200
1206	Analytical Lab & Consultants	173630	Water Testing	02/28/2025	361.00	52-65-4200
1206	Analytical Lab & Consultants	173656	Water Testing	02/28/2025	332.00	52-65-4200
Total 1206:					3,077.00	
<b>4070</b>						
4070	Caleb Smith	4.2.25 PER DI	PER DIEM	03/13/2025	128.00	10-63-2200
Total 4070:					128.00	
<b>2549</b>						
2549	Cascade Columbia Distribution	917843	Misc. P/W Expense	02/26/2025	2,965.80	52-65-4000
Total 2549:					2,965.80	
<b>3920</b>						
3920	Cathy Nelson	03132025-1	Mileage	03/13/2025	232.40	10-63-2300
Total 3920:					232.40	
<b>3773</b>						
3773	CenturyLink	FEB 2025	Phone Bill	02/28/2025	19.35	10-69-3500
3773	CenturyLink	FEB 2025	Phone Bill	02/28/2025	42.79	52-65-3500
3773	CenturyLink	FEB 2025	Phone Bill	02/28/2025	46.44	52-65-3500
3773	CenturyLink	FEB 2025	Phone Bill	02/28/2025	40.90	10-69-3500
3773	CenturyLink	FEB 2025	Phone Bill	02/28/2025	46.44	52-65-3500
3773	CenturyLink	FEB 2025	Phone Bill	02/28/2025	42.79	52-65-3500
3773	CenturyLink	FEB 2025	Phone Bill	02/28/2025	46.44	52-65-3500
3773	CenturyLink	FEB 2025	Phone Bill	02/28/2025	41.24	51-65-3500
3773	CenturyLink	FEB 2025	Phone Bill	02/28/2025	40.90	51-65-3500
3773	CenturyLink	FEB 2025	Phone Bill	02/28/2025	44.89	51-65-3500
Total 3773:					412.18	
<b>4075</b>						
4075	Chronicle Heritage	INV03628	Cultural Resource Survey	03/12/2025	11,271.25	61-70-7000
Total 4075:					11,271.25	
<b>2939</b>						
2939	Cobalt Computer Services, Inc.	31066	Computer Service	02/28/2025	341.20	40-65-8015
2939	Cobalt Computer Services, Inc.	31190	Computer Service	02/28/2025	810.00	40-65-8015
2939	Cobalt Computer Services, Inc.	31273	Computer Hardware	03/13/2025	165.00	40-65-8045

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 2939:					1,316.20	
<b>2720</b>						
2720	Comcast	MAR 2025	Internet Service	03/02/2025	435.22	10-60-2000
2720	Comcast	MAR 2025 LIB	Internet Service	02/23/2025	286.85	24-60-2525
2720	Comcast	MAR 2025 PW	Internet Service	03/01/2025	159.40	51-65-3550
2720	Comcast	MAR 2025 PW	Internet Service	03/01/2025	159.40	52-65-3550
Total 2720:					1,040.87	
<b>1210</b>						
1210	Conser Quarry Company	1125061	Gravel	03/03/2025	113.55	52-65-2400
Total 1210:					113.55	
<b>3913</b>						
3913	DataBar Inc	270214	Utility Billing Statements	03/03/2025	63.86	23-70-2500
3913	DataBar Inc	270214	Utility Billing Statements	03/03/2025	419.25	51-74-2200
3913	DataBar Inc	270214	Utility Billing Statements	03/03/2025	419.25	52-74-2200
3913	DataBar Inc	270504	Utility Billing Statements	03/25/2025	399.70	23-70-2500
Total 3913:					1,302.06	
<b>3966</b>						
3966	DCBS Fiscal Services	FEBRUARY 20	State Surcharge - Building/Elecric	02/28/2025	69.90	27-70-1050
3966	DCBS Fiscal Services	FEBRUARY 20	State Surcharge - Building/Elecric	02/28/2025	132.10	26-70-1050
Total 3966:					202.00	
<b>3896</b>						
3896	Delapoer Kidd PC	2096	Attorney Fees	03/03/2025	1,897.50	10-42-2500
3896	Delapoer Kidd PC	2096	Attorney Fees	03/03/2025	787.50	10-42-2700
Total 3896:					2,685.00	
<b>4032</b>						
4032	Excel Electric LLC	5906	Electrician	03/06/2025	370.00	10-72-6700
Total 4032:					370.00	
<b>1946</b>						
1946	Ferguson Waterworks	1303040-2	P/W Misc. Expense	02/10/2025	321.25	51-78-7400
1946	Ferguson Waterworks	1303040-2	P/W Misc. Expense	02/10/2025	321.25	52-78-7400
1946	Ferguson Waterworks	1303045	P/W Misc. Expense	02/14/2025	386.40	51-65-4600
1946	Ferguson Waterworks	1304074	P/W Misc. Expense	02/13/2025	1,292.46	51-65-4600
Total 1946:					2,321.36	
<b>3474</b>						
3474	Gheen Irrigation	303827	PW Misc Supplies	03/04/2025	259.20	10-72-6700
Total 3474:					259.20	
<b>4071</b>						
4071	HP Civil, Inc.	20-009C #6	Water Treatment Project	03/06/2025	769,368.15	51-78-8015

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 4071:					769,368.15	
<b>1220</b>						
1220	Hurd's Custom Machinery, Inc.	44344	Public Works Supplies	01/31/2025	101.79	10-72-4000
1220	Hurd's Custom Machinery, Inc.	44558	Public Works Supplies	02/25/2025	26.75	10-72-4000
Total 1220:					128.54	
<b>2543</b>						
2543	Industrial Source	2393929	Misc. P/W Supplies	02/28/2025	12.75	51-65-4600
2543	Industrial Source	2393929	Misc. P/W Supplies	02/28/2025	12.74	52-65-4600
Total 2543:					25.49	
<b>1221</b>						
1221	Jerry's Home Improvement	289198/1	Misc Public Works Supplies	02/28/2025	13.68	10-72-4000
1221	Jerry's Home Improvement	291499/1	Misc Public Works Supplies	03/19/2025	251.30	10-72-4000
1221	Jerry's Home Improvement	292255/1	Misc Public Works Supplies	03/25/2025	117.96	10-72-6700
Total 1221:					382.94	
<b>3968</b>						
3968	Junction City	FEBRUARY 20	Building/Electrical Permit Fees	02/28/2025	899.65	26-70-1000
3968	Junction City	FEBRUARY 20	Building/Electrical Permit Fees	02/28/2025	378.63	27-70-1000
Total 3968:					1,278.28	
<b>4048</b>						
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	350.00	10-63-2000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	239.08	10-63-2100
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	60.00	10-53-2200
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	128.69	10-63-2100
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	257.38	10-63-2000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	64.37	10-60-2300
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	50.07	10-72-4000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	74.95	10-72-4000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	90.00	10-63-2100
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	25.00-	51-76-2000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	25.00-	52-76-2000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	57.66	10-72-4000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	13.59	51-65-4600
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	13.59	52-65-4600
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	84.52	52-65-2400
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	871.62	61-70-7600
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	383.49	51-76-2000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	383.49	52-76-2000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	685.00	51-65-4600
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	99.98	41-78-8170
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	949.00	10-72-6700
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	50.00	10-53-2000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	19.75	10-42-2800
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	257.38	10-63-2000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	50.00-	10-63-2100
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	161.49	10-60-2300
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	39.85	10-60-2300
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	14.89	24-60-2000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	330.46	51-78-8015
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	21.37	10-60-2400
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	91.96	10-60-2400
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	39.98	10-60-2400
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	125.00	10-63-2100
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	22.83	24-60-2000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	37.68	24-60-2000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	15.07	24-60-2000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	90.00	10-63-2100
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	71.98	24-60-2800
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	9.98	24-60-2800
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	112.79	10-60-2300
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	20.99	24-60-2000
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	11.85	24-60-2800
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	79.98	10-60-2300
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	16.99	24-60-3050
4048	KeyBank Key Card	FEB 2025	Misc Credit Card Charges	02/28/2025	16.28	24-60-2000
Total 4048:					6,415.03	
<b>3770</b>						
3770	Keyhole Locksmith, The	108893	Misc P/W Exp	03/12/2025	212.50	10-72-4000
Total 3770:					212.50	
<b>3883</b>						
3883	Knox Ag Irrigaion, Inc	6791	Misc P/W Exp	03/11/2025	135.96	51-65-4600
Total 3883:					135.96	
<b>3819</b>						
3819	Linn County Treasurer	FEBRUARY 20	Court Revenue Payout	02/28/2025	204.00	10-42-2200
Total 3819:					204.00	
<b>2489</b>						
2489	Lori Ross	3.13.25 PER DI	Per Diem	03/13/2025	38.00	10-63-2200
Total 2489:					38.00	
<b>2644</b>						
2644	Net Assets	54-202502	Lien Searches	03/03/2025	139.00	10-53-2250
Total 2644:					139.00	
<b>4078</b>						
4078	Northwest Compressor	40118	Repairs	03/12/2025	2,436.87	51-65-2400
Total 4078:					2,436.87	
<b>1102</b>						
1102	NW Natural Gas Co.	MARCH 2025	Utilities	03/12/2025	198.67	10-69-2000
1102	NW Natural Gas Co.	MARCH 2025	Utilities	03/13/2025	55.12	52-65-2700
1102	NW Natural Gas Co.	MARCH 2025	Utilities	03/12/2025	440.08	51-65-2700
Total 1102:					693.87	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
<b>2201</b>						
2201	Occidental Chemical Corporation	1200022322	PW Misc. Expense	02/12/2025	17,726.00	51-65-4000
2201	Occidental Chemical Corporation	1200022322	PW Misc. Expense	02/12/2025	26,589.40	52-65-4000
Total 2201:					44,315.40	
<b>3427</b>						
3427	OHA Cashier	CARSON 2025	Certification	03/20/2025	45.00	51-76-2000
Total 3427:					45.00	
<b>1245</b>						
1245	One Call Concepts, Inc.	5020378	Locates	02/28/2025	20.02	51-65-4600
1245	One Call Concepts, Inc.	5020378	Locates	02/28/2025	20.02	52-65-4600
Total 1245:					40.04	
<b>1033</b>						
1033	Oregon Department of Revenue	FEBRUARY 20	Court Revenue Payout	02/28/2025	741.00	10-42-2200
Total 1033:					741.00	
<b>1862</b>						
1862	Oregon DMV	L0064167660	Record Inquiry	02/28/2025	8.20	10-42-2800
Total 1862:					8.20	
<b>3096</b>						
3096	Pacific Office Automation	5033650602	Copier Contract	03/15/2025	345.01	40-67-8000
3096	Pacific Office Automation	5033650602	Copier Contract	03/15/2025	162.23	10-60-2100
3096	Pacific Office Automation	5033650602	Copier Contract	03/15/2025	162.24	51-74-2000
3096	Pacific Office Automation	5033650602	Copier Contract	03/15/2025	162.24	52-74-2000
Total 3096:					831.72	
<b>1814</b>						
1814	Peterson CAT	SW290100677	Public Works Supplies	03/03/2025	565.00	52-65-2500
1814	Peterson CAT	SW290100677	Public Works Supplies	03/03/2025	565.00	51-65-2500
1814	Peterson CAT	SW290100698	Public Works Supplies	03/04/2025	482.50	51-65-2500
1814	Peterson CAT	SW290100698	Public Works Supplies	03/04/2025	482.50	52-65-2500
1814	Peterson CAT	SW290100765	Public Works Supplies	03/05/2025	482.50	51-65-2500
1814	Peterson CAT	SW290100765	Public Works Supplies	03/05/2025	482.50	52-65-2500
Total 1814:					3,060.00	
<b>2863</b>						
2863	ProPet Distributors, Inc.	148348	Doggy Bags	03/20/2025	958.47	10-72-6700
Total 2863:					958.47	
<b>3582</b>						
3582	Sierra Springs	21792967 0301	Bottled Water	03/01/2025	109.99	10-53-2200
Total 3582:					109.99	
<b>2927</b>						
2927	Staples Business Advantage	6023424279	Office Supplies	02/01/2025	12.58-	10-60-2300

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2927	Staples Business Advantage	6023424279	Office Supplies	02/01/2025	12.58-	51-74-2400
2927	Staples Business Advantage	6023424279	Office Supplies	02/01/2025	12.57-	52-74-2400
2927	Staples Business Advantage	6024626700	Office Supplies	02/19/2025	10.90	10-60-2300
2927	Staples Business Advantage	6024626700	Office Supplies	02/19/2025	10.90	51-74-2400
2927	Staples Business Advantage	6024626700	Office Supplies	02/19/2025	10.89	52-74-2400
2927	Staples Business Advantage	6024748730	Office Supplies	02/21/2025	8.60	10-60-2300
2927	Staples Business Advantage	6024748730	Office Supplies	02/21/2025	8.60	51-74-2400
2927	Staples Business Advantage	6024748730	Office Supplies	02/21/2025	8.59	52-74-2400
2927	Staples Business Advantage	6027036345	Office Supplies	03/19/2025	17.86	10-60-2300
2927	Staples Business Advantage	6027036345	Office Supplies	03/19/2025	17.85	51-74-2400
2927	Staples Business Advantage	6027036345	Office Supplies	03/19/2025	17.85	52-74-2400
2927	Staples Business Advantage	6027036346	Office Supplies	03/19/2025	13.33	10-60-2300
2927	Staples Business Advantage	6027036346	Office Supplies	03/19/2025	13.33	51-74-2400
2927	Staples Business Advantage	6027036346	Office Supplies	03/19/2025	13.32	52-74-2400
Total 2927:					114.29	
<b>1144</b>						
1144	Suzan Jackson	249	Janitor Services	02/28/2025	630.00	10-72-4100
1144	Suzan Jackson	249	Janitor Services	02/28/2025	420.00	10-72-4100
1144	Suzan Jackson	249	Janitor Service	02/28/2025	130.00	10-72-4100
Total 1144:					1,180.00	
<b>3243</b>						
3243	Synergy Security Solutions	16446	Sewer Plant Security Monitoring	03/12/2025	2,631.00	52-65-2400
3243	Synergy Security Solutions	16446	Sewer Plant Security Monitoring	03/12/2025	1,000.00	52-78-7500
3243	Synergy Security Solutions	16446	Sewer Plant Security Monitoring	03/12/2025	2,570.00	52-78-7035
Total 3243:					6,201.00	
<b>4043</b>						
4043	TWGW, Inc. Napa Auto Parts	723579	Repairs	01/29/2025	19.67	11-45-2100
4043	TWGW, Inc. Napa Auto Parts	723579	Repairs	01/29/2025	21.95	51-73-2100
4043	TWGW, Inc. Napa Auto Parts	723579	Repairs	01/29/2025	21.94	52-73-2100
4043	TWGW, Inc. Napa Auto Parts	724544	Repairs	02/12/2025	62.10	52-73-2100
4043	TWGW, Inc. Napa Auto Parts	724544	Repairs	02/12/2025	62.09	51-73-2100
4043	TWGW, Inc. Napa Auto Parts	724544	Repairs	02/12/2025	53.23	11-45-2100
4043	TWGW, Inc. Napa Auto Parts	724925	Repairs	02/18/2025	49.51	11-45-2100
4043	TWGW, Inc. Napa Auto Parts	724925	Repairs	02/18/2025	57.77	51-73-2100
4043	TWGW, Inc. Napa Auto Parts	724925	Repairs	02/18/2025	57.76	52-73-2100
Total 4043:					406.02	
<b>3866</b>						
3866	Umpqua Valley Financial, LLC	9163	Audit Services	03/03/2025	620.00	10-41-2000
3866	Umpqua Valley Financial, LLC	9163	Audit Services	03/03/2025	260.00	11-42-2000
3866	Umpqua Valley Financial, LLC	9163	Audit Services	03/03/2025	540.00	51-60-2000
3866	Umpqua Valley Financial, LLC	9163	Audit Services	03/03/2025	580.00	52-60-2000
Total 3866:					2,000.00	
<b>3663</b>						
3663	Water Refunds	#1108.22	Utility Billing Overpayment	03/26/2025	17.48	01-1075
3663	Water Refunds	#11607.18	Utility Billing Overpayment	03/17/2025	28.79	01-1075
3663	Water Refunds	#11827.01	Utility Billing Overpayment	03/26/2025	34.43	01-1075
3663	Water Refunds	#11831.01	Utility Billing Overpayment	03/26/2025	44.17	01-1075

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3663	Water Refunds	#11832.01	Utility Billing Overpayment	03/26/2025	45.04	01-1075
3663	Water Refunds	#11834.01A	Utility Billing Overpayment	03/12/2025	49.58	01-1075
3663	Water Refunds	#11836.01A	Utility Billing Overpayment	03/12/2025	96.12	01-1075
3663	Water Refunds	#11837.01A	Utility Billing Overpayment	03/12/2025	49.58	01-1075
3663	Water Refunds	#11841.01A	Utility Billing Overpayment	03/12/2025	100.00	01-1075
3663	Water Refunds	#423.06A	Utility Billing Overpayment	03/26/2025	26.40	01-1075
3663	Water Refunds	#620.10	Utility Billing Overpayment	03/03/2025	1.77	01-1075
3663	Water Refunds	#629.02	Utility Billing Overpayment	03/26/2025	37.99	01-1075
Total 3663:					531.35	
<b>1239</b>						
1239	WECO	CP-00300857	PW Gas Expense	02/28/2025	533.83	52-73-2000
1239	WECO	CP-00300857	PW Gas Expense	02/28/2025	533.83	51-73-2000
1239	WECO	CP-00300857	PW Gas Expense	02/28/2025	457.57	11-45-2000
Total 1239:					1,525.23	
Grand Totals:					871,223.21	

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

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

Payment Approval Report  
Expense Account Key

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

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

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	1	4.31	
CF	COLLECTION FEE	8	814.04	
COSTS	COURT COSTS	8	475.63	
DEF-ADJUD	DEF ADJUDICATION	12	1,935.00	
LPF	LATE PAYMENT FEE	6	2.50	
PA	PAYMENT ARRANGEMENT- FEE	4	22.53	
SCF	SHOW CAUSE FEE	2	5.22	
SUSP	SUSPENSION FEE	11	89.09	
WF	WARRANT FEE	16	85.44	
Total Court Costs:		68	3,433.76	
<b>Fines</b>				
DIV	DIVERSION AGREEMENT	1	100.00	
GBD	GUILTY BY DEFAULT	79	5,017.53	
GUILTY	FOUND GUILTY	15	1,062.00	
Total Fines:		95	6,179.53	
<b>Surcharges</b>				
COUNTY	COUNTY ASSESSMENT	11	164.00	
DIV STATE	STATE ASSESSMENT	1	50.00	
STATE	STATE ASSESSMENT	27	1,024.33	
Total Surcharges:		39	1,238.33	
<b>Unapplied</b>				
	Unapplied payments	2	430.00	011095
Total Unapplied:		2	430.00	
Grand Totals:		204	11,281.62	

## Report Criteria:

Case.Violation date = 03/01/2025-03/31/2025

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
COBURG PD	25-T-0068	1807	03/01/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	LASALLE ST/ SOMMERVILLE
COBURG PD	25-T-0067	1808	03/01/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	SOMMERVILLE LP/ S 6TH ST
COBURG PD	25-T-0066	1809	03/01/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	SOMMERVILLE LP/ S 6TH ST
LCSO	25-V-0001	229808	03/01/2025	DOG AS A PUBLIC NUISANCE	390 N. 7TH ST
COBURG PD	25-T-0070	1827	03/02/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 8TH ST
LCSO	25-T-0072	229837	03/04/2025	DWS/REVOKED; DRIVE UNINSURED	588 TERRITORIAL ST
COBURG PD	25-T-0071	1833	03/05/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST & SOMMERVILLE LP
COBURG PD	25-T-0075	1810	03/08/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 9TH ST
COBURG PD	25-T-0076	1811	03/08/2025	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	TERRITORIAL & 7TH ST
COBURG PD	25-T-0074	1812	03/08/2025	VIOLATING DESIGNATED SPEED 21-30 MPH	SOMMERVILLE & S. 6TH ST
COBURG PD	25-T-0073	1813	03/08/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST NEAR SOMMERVILLE
LCS	25-T-0077	229950	03/11/2025	DWS; DRIVE UNINSURED; ALTERED PLATES	307 N. 6TH ST
COHB	25-M-0008	25-M-0008	03/12/2025	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	25-M-0009	25-M-0009	03/12/2025	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	25-M-0010	25-M-0010	03/12/2025	FAILURE TO APPEAR ON CRIMINAL CITATION	
COHB	25-M-0011	25-M-0011	03/12/2025	FAILURE TO APPEAR ON CRIMINAL CITATION	
LCSO	25-T-0078	229970	03/13/2025	DRIVING WHILE UNINSURED; NO OPER LICENSE	180 MOORE ST
LCSO	25-T-0079	229988	03/14/2025	DRIVE WHILE SUSPENDED/REVOKED	3RD ST & 2ND ST
COBURG PD	25-T-0080	1814	03/15/2025	VDS 21-30 MPH; FTC PROOF INSURANCE	S. 6TH ST NEAR SOMMERVILLE
LCS	25-T-0081	230007	03/15/2025	DRIVING WHILE UNINSURED	799 S. 3RD ST & S. 2ND ST
LCS	25-T-0082	230022	03/17/2025	DRIVING WHILE UNINSURED	399 S 3RD ST/ KESLING ST
LCS	25-T-0087	230074	03/20/2025	DWS/REVOKED; DRIVE UNINSURED	899 DIAMOND HILL DR & N. 9TH ST
COBURG PD	25-T-0083	200029	03/22/2025	NO OPERATORS LICENSE	6TH ST & PRICEBORO
COBURG PD	25-T-0084	1841	03/23/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	DIAMOND HILL & N. 8TH ST
COBURG PD	25-T-0086	1815	03/25/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH NEAR SOMMERVILLE
COBURG PD	25-T-0085	1816	03/25/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH NEAR SOMMERVILLE
LCSO	25-T-0089	230127	03/26/2025	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	230 N. 3RD ST
COHB	25-C-0001	25-C-0001	03/26/2025	FAILURE TO PAY UTILITY BILL	876 N 7TH ST
COHB	25-C-0002	25-C-0002	03/26/2025	FAILURE TO OBTAIN A BUSINESS LICENSE	575 N 7TH ST
COHB	25-C-0003	25-C-0003	03/26/2025	FAILURE TO OBTAIN A BUSINESS LICENSE	835 BURTON ST
LCSO	25-T-0088	230129	03/27/2025	DRIVING WHILE UNINSURED	24686 HWY 99E
LCS	25-T-0090	230137	03/27/2025	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	599 LASALLE ST & S. 6TH ST
LCS	25-M-0012	230182	03/31/2025	DRIVE WHILE SUSPENDED - MISD	599 6TH PL & N. 6TH ST

Grand Totals:

33 CITATIONS ISSUED FOR A  
TOTAL OF 39 OFFENSES.