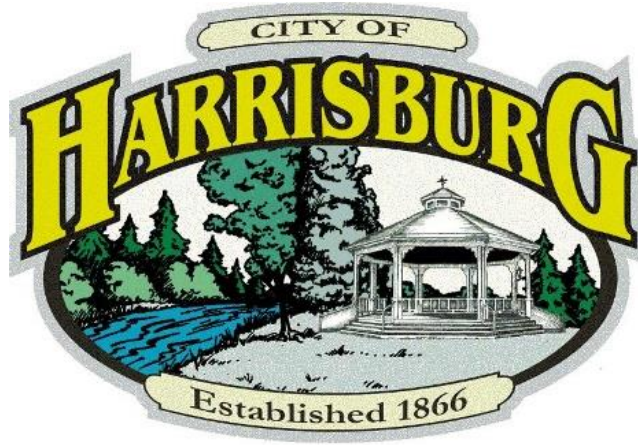




Harrisburg City Council Agenda
October 14, 2025
6:30 PM

Mayor: Robert Duncan
Council President: Mike Caughey
Councilors: Kimberly Downey, Randy Klemm, Charlotte Thomas,
Cindy Knox, and Dana Henry
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices, sign language assistance or interpreter services are requested to contact the City Recorder, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement does not apply to an emergency meeting as per ORS 192.630(5).*
3. *If you wish to testify, and are unable to attend, please contact the City Recorder to be placed on a conference call list during the meeting.*
4. *The City of Harrisburg does not discriminate against individuals with disabilities and is an equal opportunity provider.*
5. *For more information regarding items of discussion on this agenda, or to be added to our email distribution list please contact City Recorder Lori Ross, at 541-995-6655 or at lross@ci.harrisburg.or.us.*

CALL TO ORDER AND ROLL CALL by Mayor, Robert Duncan

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

NEW BUSINESS

1. THE MATTER OF A PRESENTATION IN RELATION TO THE RURAL ECONOMIC ALLIANCE

STAFF REPORT:

Exhibit A: Recently approved IGA w/ Strategic Plan

Exhibit B: Harrisburg Business Ad Program Brochure (Will be shared at the meeting.)

Exhibit C: Contract for Marketing Plan Implementation

ACTION: DISCUSSION/INFORMATION/QUESTIONS

2. THE MATTER OF A PRESENTATION FROM RYAN VOGT, EXECUTIVE DIRECTOR OF THE OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG)

STAFF REPORT:

Exhibit A: 2024 Harrisburg Annual Report

ACTION: INFORMATION ONLY

RESOLUTIONS

3. THE MATTER OF ADOPTING RESOLUTION NO. 1310, AND APPROVING THE 2025-2030 LINN COUNTY MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN (NHMP)

STAFF REPORT:

Exhibit A: FEMA Adoption Letter

Exhibit B: [Linn County Multi-Jurisdictional NHMP \(On-line\)](#)

Exhibit C: Resolution No. 1310

ACTION: MOTION TO APPROVE RESOLUTION NO. 1310, "A RESOLUTION ADOPTING THE 2025-2030 LINN COUNTY MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN"

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.

4. THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes for August 12, 2025 & September 9, 2025

Exhibit B: Payment Approval Report for September 2025

Exhibit C: Library Board Minutes for September 2, 2025

Exhibit D: Municipal Court Collections Report for September 2025

Exhibit E: Municipal Court Citation Report for September 2025

Exhibit F: Code Enforcement Report September 2025

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

City Council Minutes for August 12, 2025 & September 9, 2025

The Payment Approval Report for September 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.

- Shipping Containers-Decorating Ideas
- Homelessness
- Subdivisions

OTHER ITEMS

ADJOURN

Agenda Bill

Harrisburg City Council

Harrisburg, Oregon

THE MATTER OF A PRESENTATION IN RELATION TO THE RURAL ECONOMIC ALLIANCE

STAFF REPORT:

- Exhibit A: Recently approved IGA w/ Strategic Plan
- Exhibit B: Harrisburg Business Ad Program Brochure (Will be shared at the meeting.)
- Exhibit C: Contract for Marketing Plan Implementation

ACTION:

DISCUSSION/INFORMATION/QUESTIONS

THIS AGENDA BILL IS DESTINED FOR: Agenda – October 14, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
Up to \$15,000	Yes	Community & Economic Development Fund 2025-2026

STAFF RECOMMENDATION:

Staff recommends the City Council review the Strategic Plan, and ask questions after reviewing the Presentation

BACKGROUND INFORMATION:

At the meeting on May 13th, the City Council approved the IGA (**Exhibit A**) with the other member cities. The IGA is formed with the cities of Adair Village, Brownsville, Halsey, Harrisburg, Lebanon, Monroe, Philomath, Sweet Home and Tangent. The City of Harrisburg was a founding partner in the Mid-Valley Partnership (MVP), starting in 2016. After obtaining a recent grant, the Strategic Plan (**also in Exhibit A**) was updated, and a marketing program has since ensued. The new name of this organization is the Rural Economic Alliance (REAL). The City of Harrisburg has always budgeted money for the purpose of this organization, but the organization has been successful in obtaining grants to pay for the program in the past.

Our focus has always been on a combination of retention and support of our existing businesses, as well as efforts made to recruit new commercial and industrial businesses. As we grow as an organization, we hope to become an Economic Development Organization (EDO). That would provide more opportunities to obtain resources and support from entities such as BizOregon.

As shared in May, the strategic plan included employing a person who will execute our vision, and who will create connections with the local businesses and the entrepreneurial

community. STEMhero, LLC, is owned by Nate Conroy. Nate and Corey Perrigan, will be working with our businesses. Nate has worked with Harrisburg in the past, and has participated in our last two Business Expo events. In addition to the Contract for Marketing Plan Implementation (**Exhibit C**), REAL has also obtained the services of an Intern, who is from LBCC.

Intern Ellie McConnell started her first day by accompanying Staff as we visited our local businesses here in Harrisburg. We talked to a number of businesses, bringing them a brochure (**Exhibit B**, to be handed out at the meeting), along with the current flyer from the Business Ad Program. The purpose for visiting businesses was twofold. We were sharing the October 15 deadline for the Black Friday/Christmas season ad for marketing Harrisburg businesses on the upcoming November flyer. We also shared the news about REAL, and the other initiatives that the City is working on to encourage and support our businesses here in town. Both Ellie & Nate will be working in each City, as well as for the overall organization.

Along with visiting area businesses, amongst his other duties, Nate will be developing a professional brochure for our cities that can be shared with businesses, Chambers of Commerce, the Small Business Development Centers in our regions, and through our website; www.ruraleconomicalliance.com. All of the City Administrators understand how important it is to take care of our businesses, while also trying to attract new businesses and foster new economic opportunities.

The Brownsville City Administrator, Scott McDowell, will be on hand at this meeting; and will help Staff provide a presentation to the City Council; going over the main points of the steps we are all taking to help improve economic development in our region.

REVIEW AND APPROVAL:



Michele Eldridge 10.07.25
City Administrator



INTERGOVERNMENTAL AGREEMENT BETWEEN VARIOUS MUNICIPAL CORPORATIONS OF THE STATE OF OREGON

PARTIES TO THE AGREEMENT

This agreement was made and entered into this 13th day of May 2025, by and between the following municipalities:

Adair Village
Brownsville
Halsey
Harrisburg
Lebanon
Monroe
Philomath
Sweet Home
Tangent

All listed cities are municipal corporations of the State of Oregon, hereinafter called CITIES, and hereby partner for the continued purpose of the Rural Economic Alliance (REAL), f.k.a. the Mid-Valley Partnership (MVP), for the purpose of building economic development capacities for the region. This has been accomplished by creating a joint economic development organization through this partnership agreement. Exhibit A is the Strategic Plan and Exhibit B is the Marketing Plan adopted by REAL.

PURPOSE

The CITIES are desirous of enhancing economic development activities that better serve the public while capitalizing on opportunities both individually and collectively as needed. The CITIES will utilize resources such as personnel time, capacities, facilities and funding to promote the vision, strategy and goals set forth herein. This agreement is authorized and provided for by the provisions of ORS 190.010.

IN CONSIDERATION OF THE MUTUAL CONVENANTS CONTAINED HEREIN, THE PARTIES AGREE TO THE FOLLOWING TERMS, PROVISIONS AND CONDITIONS:

1. **Financial Obligations by CITIES.** CITIES shall cost share expenses on mutually agreed to terms allowed and authorized by each CITIES governing body through the CITIES manager, administrator or authorized designee. Responsibility to meet financial obligations will be the sole responsibility of every political subdivision who is a party to this agreement.
2. **Service to be Performed by Third-Party Agents.** CITIES shall ensure the successful performance of any services rendered on behalf of CITIES.



3. **Term.** This agreement shall be from May 1st, 2025 through and including June 30th, 2027. However, the CITIES shall continue until all agents and third-party obligations are met once officially authorized by this agreement. The CITIES shall review the terms of the agreement and mutually determine if any amendments are desired. For any modification(s) to be effective, any amendment, modification or otherwise shall be in writing and approved by all parties and placed as an attachment or appendices to this agreement.
4. **Indemnification.** To the fullest extent permitted by law, and in accordance with the Oregon Constitution and the Oregon Tort Claims Act, each party to this Agreement shall indemnify, defend, save, and hold harmless the other party and its officers, employees and agents from and against all claims, actions, liabilities, damages, losses, or expenses, arising from actions derived for the purpose of this agreement:

Failure or refusal of one party to perform or fulfill its responsibilities under this Contract or any law, through no fault of the other party. The obligations or rights under this section may not be delegated or assigned without the express consent of the other parties.

The obligations contained in this section shall survive the termination of this Agreement.
5. **Entire Agreement.** This Agreement signed by all parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agent and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.
6. **Venue.** Resolution of any disputes arising out of the performance of this contract shall be maintained in the Circuit Court of Linn County and/or Benton County as a last resort.
7. **Intent.** The intent of this Agreement is to cooperatively create a working relationship that will be mutually beneficial.

IN WITNESS WHEREOF, the CITIES by resolution duly adopted by its respective CITIES Council cause this agreement to be signed by its Mayor and attested by the CITIES Recorder, all on the day and year first above written.

[Signature Pages to be added individually to the agreement upon execution.]



Deliverables

Asset Mapping

- ★ Develop a comprehensive list of resources to meet the purpose of this partnership.
 - The State of Oregon
 - Non-profit
 - Financial Resources
 - Angel Investors
 - Market Sectors
 - Higher Education Assets
 - Rural Advantages
 - Natural Aspects
 - Amenities
- ★ Oregon Prospector
 - Populate available property with uniformity.
 - Devote resources to maintaining this important data base.
 - Identify all relevant information.

Contract Management & Personnel

- ★ Determine how to accomplish necessary objectives.
 - Create work requirements.
 - Develop budgetary needs.
 - Agree to means of execution.
- ★ RAIN Entrepreneurship
 - Continue to monitor efforts.
 - Ensure objectives are met per State agreements and obligations.
- ★ Personnel
 - Discuss advantages of hiring personnel.
 - Identify the capacities of existing personnel.
 - Determine housing and equipment needs.



Our Mission | Building a thriving business economy throughout our rural communities.

EXECUTIVE SUMMARY

Five years into its journey, the Rural Economic Alliance (REAL) has taken shape as a resource and advocate for economic development in the rural communities of Linn and



Benton counties. Looking ahead to the next five years, our ambition is to establish REAL more firmly, and to expand its impact.

In our region, economic development and community development are strongly intertwined. A thriving community is what attracts and retains the people who make businesses successful: employees, customers, and stakeholders. In turn, businesses provide the infrastructure and services that contribute to a community's vibrancy.

INTRODUCTION

Rural Economic Alliance is a collection of nine cities in Linn & Benton counties working together to maximize resources and amplify local economic awareness based on collaboration and the general understanding that our regional is inextricably linked if we are competing on a statewide and national level for economic opportunities.

The cities have been working collaboratively for five years to build effective partnerships that will allow the collective to thrive into the future. A grassroots effort based on working together to speak with one voice, creating clear objectives, and executing opportunities that benefit the region.

BRIEF HISTORY

The Rural Economic Alliance has been developed over the last eight years with its newest member, the City of Tangent, joining in 2021. Linn & Benton counties have helped with funding the Regional Accelerator & Innovation Network (RAIN), out of Eugene, Oregon to provide entrepreneurship development through rural cities. Business Oregon's Rural Opportunities Initiative (ROI) has also been a key partner in financing necessary elements while RAIN has been instrumental in leveraging financing through partnership as well. This grassroots, regional effort relies on an intergovernmental agreement to operate and execute identified objectives of the group. REAL is excited to begin increasing regional awareness of its goals and objectives over the next five years.

KEY RESULT AREAS

Over the last two years, REAL has been busy with the development of a robust website and the creation of a five-year strategic plan, covering 2023-2027.

The website serves as a repository for people interested in locating or staying in our region. Being able to efficiently and effectively connect people to the resources they need is vital to growing our local economy.



OPERATIONAL OBJECTIVES

Year One

- ★ Identify marketing channels.
- ★ Maintain & expand the REAL website as a hub for relevant business resources.
- ★ Partner with the Small Business Development Center (SBDC) at Linn-Benton Community College (LBCC) to facilitate training for entrepreneurs & small businesses.
- ★ Focus recruitment by identifying the types of businesses most needed in our communities.

Year Two

- ★ Facilitate connection between businesses for mutual support.
- ★ Connect business to the local workforce development through LBCC.
- ★ Create an advocacy plan to further the goals outlined in the strategic plan.
- ★ Advocate with local and state governments for improvements to transportation, schools, and land use opportunities along with other existing and emerging local business needs.

CONCLUSION

Partnering with stakeholders, increasing communication, providing meaningful tools by connecting people with existing resources, and working collectively has been the hallmark of our success thus far. Oregon State University, the University of Oregon, and Linn Benton Community College are developing amazing talent that we must retain in our region, and the cities of REAL are the perfect place to do that.

By increasing the REAL footprint, we will see *real* increases in economic growth in our region.

Exhibits A & B included below as referenced above.

Exhibit A

1.

2023-2027

STRATEGIC PLAN | RURAL ECONOMIC ALLIANCE



Our mission: building a thriving business economy throughout our rural communities.

Five years into its journey, the Rural Economic Alliance (REAL) has taken shape as a resource and advocate for economic development in the rural communities of Linn and Benton counties. Looking ahead to the next five years, our ambition is to establish REAL more firmly, and to expand its impact.

This strategic focus will allow REAL, with its limited resources, to identify key areas in which we can achieve the greatest economic benefit for its member communities and the region.

The six areas outlined here are interconnected and overlap significantly. For example, land use is an important topic in both recruiting and retention, and marketing is essential to effective advocacy work.

In our region, economic development and community development are strongly intertwined. A thriving community is what attracts and retains the people who make businesses successful: employees, customers, and stakeholders. In turn, businesses provide the infrastructure and services that contribute to a community's vibrancy.

In addition to these specific areas of focus, we will continue to engage in ongoing efforts that strengthen the collaboration between our communities, such as resource sharing and knowledge exchange.

Planning in alignment with our core values.

Our core values as an alliance are **collaboration**, **resourcefulness**, **community**, **approachability**, and **initiative**. These values are reflected throughout this strategic plan.

Areas of Focus

1. Retention & Expansion

Ambitions:

Create conditions that make it possible for businesses to stay and expand in the REAL region.

Actions:

- Create a work plan for business outreach (focused by location or sector) to understand unmet workforce needs
- Develop strategies to address workforce development needs based on findings from business outreach
- Connect businesses to the local workforce development boards as well as the small business development center through LBCC
- Support existing businesses by sharing technical resources and providing available staff support to projects initiated by the business community
- Maintain and expand the REAL website as a hub of relevant business resources
- Facilitate connection between businesses for mutual support
- Work with the local chamber of commerce and other interested parties on identifying potential actions to proactively support growth in regional tourism-focused businesses, opportunities to attract visitors (such as community events), and other opportunities to bolster tourism
- Explore the possibility of creating a funding pool and microgrant program for small businesses

Success Indicators:

- Collection of stories of longevity and expansion
- Positive feedback from local business owners regarding REAL's assistance
- # of businesses in our communities staying steady or increasing year over year
- # of businesses engaged in conversations about workforce needs
- # of advising hours / clients seen by the SBDC

2. Recruitment

Ambitions:

Diversify the region's economic base by supporting attraction and recruitment of businesses to rural Linn and Benton counties.

Actions:

- Develop a recruitment strategy based on findings from business outreach
- Identify the types of business most needed in our communities so we can focus our recruitment efforts for each city as well as the REAL region
- Work with the Oregon Cascades West Council of Governments and other partners to coordinate regional recruitment efforts and strategies surrounding economic incentives
- Create a plan to implement economic incentives strategies and share it with traded-sector businesses looking to locate in rural Linn and Benton counties
- Work with Business Oregon's regional development officer to identify available resources and assets that may help attract traded sector businesses
- Share Business Oregon recruitment advertisements among REAL cities
- Ensure businesses are aware of incentives available to them locally

Success Indicators

- Positive feedback from the business community
- # of meetings held with the Oregon Cascades West Council of Governments
- Stories of individual businesses successfully relocating
- Increase in REAL responses to Business Oregon recruitment advertisements
- Marketing materials created and distributed

3. Land Use

Ambitions:

Remove barriers to productive use of land and maximize the limited supply of buildable land.

Actions:

- Create a region-wide inventory of available commercial and industrial buildings as well as buildable land to ensure the region has enough land zoned to provide industrial and commercial opportunities
- Periodically monitor land development and update the land use map to ensure sufficient land in each designation to accommodate expected growth and expansion
- For industrial land less impacted by wetlands where development is more feasible, work with land owners to get this type of land identified as shovel ready by Business Oregon and market these sties through Oregon Prospector
- Coordinate on wetland planning, mitigation, and development with regional, state, and federal agencies such as the Oregon Department of Environmental Quality, Oregon Department of State Lands, Army Corps of Engineers, and Oregon Cascades West Regional Consortium, with the purpose of developing industrial land where possible

Success Indicators:

- Creation of region-wide inventory of commercial, industrial, and buildable land
- Designation of shovel ready sites, or redevelopment of commercial sites for infill
- # of sites listed and maintained on Oregon Prospector
- Increase of site inquiries from Oregon Prospector
- Volume of buildable land and available properties in our communities
- # of businesses expanding through construction or move into available properties
- Stories of individual businesses moving into available properties

4. Entrepreneurship

Ambitions:

Support the founding of new businesses the REAL region.

Actions:

- Continue to collaborate with downtown associations, chamber of commerce, and regional partners to provide support to entrepreneurship, retention, and expansion efforts by serving as a clearinghouse for regional data and resources
- Partner with the SBDC through LBCC to facilitate training for entrepreneurs and small businesses
- Develop materials informing entrepreneurs about ways REAL can support their endeavors
- Identify affordable funding mechanisms to support entrepreneurs

Success Indicators:

- # of training participants
- Stories of individual entrepreneurs supported
- Informational materials published

5. Advocacy

Ambitions:

Move political action and funding toward the key priorities of rural businesses.

Actions:

- Create an advocacy plan to further the goals outlined in this strategic plan on behalf of our regional business community
- Advocate local and state governments for improvements to transportation, public schools, infrastructure, land use opportunities, among other existing and emerging needs of local businesses.



Success Indicators:

- REAL contribution to key conversations about legislative action that impacts regional businesses
- Funding acquired from government sources
- Stories of political decisions made that support local businesses

6. Marketing & Stakeholder Engagement

Ambitions:

Create brand recognition for REAL as well as for our rural communities as great places to live, to visit, or to start or expand a business.

Actions:

- Develop a marketing and communications program to engage the business community
- Identify marketing channels
- Develop brand talking points
- Develop marketing materials to advertise the REAL region with emphasis on items of industry interest
- Promote regional businesses and the many factors that contribute to quality of life in our region (e.g. amenities, natural beauty)
- Establish a streamlined process for sharing successes across our communities
- Tell our stories across different formats, e.g. video testimonials
- Develop regular reports on the service REAL provides, economic development successes, and regional indicators of economic growth to be shared with councils or in public relations efforts

Success Indicators

- Level of brand recognition for REAL, measured in survey in 2027
- Engagement with our stories and materials
- Level of engagement with our stories and materials, indicated by metrics including website visits and responses to social media posts.

2025 Rural Economic Alliance
IGA Signature Page



Mayor

Date: 5/13/25



City Administrator

Date: 5/13/25

EXHIBIT A

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Contract for Marketing Plan Implementation

Between STEMhero and the RURAL ECONOMIC ALLIANCE

EFFECTIVE UPON SIGNATURE BY ALL PARTIES – JUNE 30, 2026

This contract (the "contract") is made by STEMhero, LLC (**STEMhero**) and the Rural Economic Alliance (**REAL**), to implement the Rural Economic Alliance Marketing Plan 2025.

A. Background:

The Rural Economic Alliance (REAL) is in the process of establishing its brand awareness as a resource hub and advocate for local businesses. REAL provides needed services to local businesses such as financial guidance, workforce support, connection to real estate opportunities, and business promotion. However, too few businesses are adequately aware of REAL and its services.

REAL contracted with JayRay to develop a 2025 Strategic Marketing Plan.

REAL is now contracting with STEMhero, LLC to implement the strategies outlined in the 2025 Strategic Marketing Plan. STEMhero will do so in a manner that follows and emphasizes the core values of REAL: collaboration, resourcefulness, community, approachability, and initiative. Implementation of the plan dovetails well with STEMhero's local experience with entrepreneurial ecosystem development.

On behalf of STEMhero, LLC this contract will largely be executed by Nathan (Nate) Conroy. Nate has deep connections with the local business and entrepreneurial community through his personal journey as an entrepreneur as well as his multi-year stint as the Venture Catalyst for Linn and Benton Counties for RAIN Catalysts. In addition, Corey Perrigan will also assist with fulfilling this contract. Corey is a long time trusted associate of Nate. Corey has deep connections to the local business community through involvement with the chambers of commerce across the REAL communities. Corey also brings a decade of marketing experience owning his own local firm.

B. Marketing Initiatives to be implemented:

1. Develop and present options to strengthen and build upon the REAL brand for the region.
2. Collaboratively develop a plan to ensure each community within REAL receives individualized benefits from the implementation of the marketing plan.
3. Evaluate opportunities to partner with the Small Business Development Center, with the Lebanon and Sweet Home Chambers of Commerce, Business Oregon, i.e. to expand REAL's reach within Linn and Benton counties.
4. Increase brand awareness by attending industry events as REAL.
5. Develop and produce a brochure with QR codes to generate interest and provide essential information to potential and current business owners.

- a. Distribute brochures at Chambers of Commerce, the SBDC and local government buildings.
 - b. Offer downloadable versions on RuralEconomicAlliance.com and promote through social media channels.
6. Increase local brand awareness by creating window clings with REAL branding and distributing them to local business owners to display in their windows.
 7. Conduct quarterly interviews and collect business success stories in Linn and Benton County. Include quotes in the REAL brochure, publish success stories to the REAL website and create shareable social media posts to distribute to partners for recruitment, retention and expansion efforts.
 8. Conduct photoshoot to build asset library for all marketing initiatives.
 9. Create a measurement dashboard to track success indicators. Create year-one benchmarks and then begin tracking year-over-year progress.

C. Compensation:

- The payments shall be paid to STEMhero through a monthly retainer with clear Scope:
 - \$1,250/month x 12 months = \$15,000/year
 - Hours per month: 15, Total hours/year: 180, Effective hourly rate: $\$15,000 \div 180 = \$83.33/\text{hour}$
 - Justification:
 - The proposed rate is fair for marketing consulting and execution with an outlined scope that includes:
 - Planning, advising, and executing
 - Managing deliverables in collaboration with others
 - Offering professional marketing strategy with 5 years of experience
 - Traveling for community events and providing original content
 - Operating through an agency (which includes overhead)

For STEMhero

Signature

Nathan (Nate) Conroy
Name

CEO
Title

For REAL

Signature

Scott McDowell
Name

City Administrator
Title



Date



Date

EXHIBIT C

Agenda Bill

Harrisburg City Council

Harrisburg, Oregon

THE MATTER OF A PRESENTATION FROM RYAN VOGT, EXECUTIVE
DIRECTOR OF THE OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
(OCWCOG)

STAFF REPORT:

Exhibit A: 2024 Harrisburg Annual Report

ACTION: INFORMATION ONLY

THIS AGENDA BILL IS DESTINED FOR: Work Session – October 14, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$7,400	Yes	General Fund

STAFF RECOMMENDATION:

Staff recommends that the City Council hear the presentation from Ryan Vogt

BACKGROUND INFORMATION:

Ryan Vogt is the Executive Director of the Oregon Cascades West Council of Governments (OCWCOG). He will be making his annual presentation to the City Council as he has in past years at this meeting.

OCWCOG provides services to Harrisburg residents; **Exhibit A** shares the 2024 Report. Services include Senior & Disability Services; which includes Eligibility Services & Medical Cases. Harrisburg had 20 residents supported with case management & long term care issues. There were 21 calls received for Adult Protective Services (APS), and 4 clients in Harrisburg who received Medicare education through the Senior Health Insurance Benefits Assistance (SHEBA) program. The Cascades West Ride Line (CWRL) provided 576 trips for Harrisburg citizens who needed non-Emergency Medical Transportation.

Meals on Wheels provided 3,395 meals served and delivered throughout the Linn, Benton & Lincoln counties. The City contributes \$5,400 for our membership, and up to \$2,000 for aging services. These are services that are very needed for Harrisburg, and other cities, to help take care of the seniors in our community.

Harrisburg does work with the OCWCOG on several other programs. That includes support provided by Justin Peterson (Community & Economic Development Supervisor) for the Cascades West Regional Consortium (CWRC). In addition, Susan Patterson works in Grant Services & Support. They've recently added Community Facilities Development services, while Community and Economic Development Staff work on facilitation, visioning & goal setting, research, scenario development, alternatives analysis, and public involvement. This includes focusing on regional housing solutions for our regional area; and business services.

There are many more services that OCWCOG is now offering; for a whole range of what they offer, please visit their website at www.ocwcog.org

REVIEW AND APPROVAL:



10.07.25

Michele Eldridge Date
City Administrator



Harrisburg

2024 Annual Report

Senior & Disability Services

ELIGIBILITY SERVICES & MEDICAL CASES

Medicaid-funded programs in partnership with the ODHS, providing essential support to eligible Oregonians. Including, medical, food, financial assistance, childcare, and more.

**183****ACTIVE MEDICAL
CASES**

ADULT PROTECTIVE SERVICES (APS)

Trained APS workers respond to reports of physical, financial, and other types of abuse, mistreatment, and neglect of older adults and people with disabilities.

**21****CALLS
RECEIVED**

CASE MANAGEMENT & LONG TERM CARE

2,806 total cases supported across the region, including for those receiving in-home care, in a nursing facility, assisted living center, residential care facility, or Adult Foster Home.

**20****RESIDENTS
SUPPORTED**

SENIOR HEALTH INSURANCE EDUCATION

Senior Health Insurance Benefits Assistance (SHIBA) program, Medicare education where counselors provide free one-on-one advising on Medicare benefit elections, certified by the State.

**4****CLIENTS
SUPPORTED**

CASCADES WEST RIDE LINE (CWRL)

CWRL is Harrisburg's Non-Emergent Medical Transportation (NEMT) providing rides to medical appointments for eligible Oregon Health Plan (OHP) and some Medicare clients.

**576****TRIPS PROVIDED****3,395****MEALS SERVED****3,395****HOME DELIVERIES**

Serving fresh, nutritional meals to older adults, including wellness checks and social connection, empowering clients to be safe and independent.

Agenda Bill

Harrisburg City Council

Harrisburg, Oregon

THE MATTER OF ADOPTING RESOLUTION NO. 1310, AND APPROVING THE 2025-2030 LINN COUNTY MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN (NHMP)

STAFF REPORT:

- Exhibit A: FEMA Adoption Letter
- Exhibit B: [Linn County Multi-Jurisdictional NHMP \(On-line\)](#)
- Exhibit C: Resolution No. 1310

ACTION: MOTION TO APPROVE RESOLUTION NO. 1310, “A RESOLUTION ADOPTING THE 2025-2030 LINN COUNTY MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN”

THIS AGENDA BILL IS DESTINED FOR: Agenda – October 14, 2025

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

STAFF RECOMMENDATION:

Staff recommends the City Council approve Resolution No. 1310

BACKGROUND INFORMATION:

The City of Harrisburg participates with Linn County in producing a multi-jurisdictional natural hazards mitigation plan. The City last went through this process in 2018. Due to COVID, and changes in the Department of Land Conservation and Development (DLCD), the process to approve the newest version of the plan didn’t start until 2023. Most of the work to update this plan was done in 2024.

The letter shown in **Exhibit A**, is the Notice of Adoption from FEMA explaining that the City needs to complete the process for approval. This letter explains that the adoption, and the resolution, are required by both the State of Oregon, and by FEMA, as one of the conditions for applying for and/or receiving FEMA mitigation grants. The adoption of this plan is a prerequisite for Harrisburg’s eligibility for certain federal pre- and post-disaster mitigation funds. (See Page HB-1 of **Exhibit B** for details).

Exhibit B represents the actual plan itself. The plan has become more complex over the years; this year’s plan is almost 800 pages long. It will only be available online; one full copy will be brought to the City Council meeting. (It is also part of the Resolution; however, we will avoid killing more trees to include it with the Resolution in the agenda.)

Because the City Council will be adopting the entire Linn County Multi-Jurisdictional NHMP plan, the other City's addendums are included in this document. This is the same process used in 2018.

City Staff participated in the development of this plan. During the process, smoke/poor air quality was separated from the wildfire hazard. We did not feel that volcano, dam failure, and landslide/avalanche were applicable; however, another city's wastewater lagoons had been affected by the ashfall from Mt. St. Helens. They therefore left it on table HB-4, but did allow 'not applicable' to apply to both dam failure, and landslide/avalanche for Harrisburg.

On the Hazard Action items for Harrisburg, Council will find a new listing under Flood/Channel Migration. Linn County Emergency Management suggested that Harrisburg join them by listing a bank stabilization project, due to the bank degradation that Life Bible is dealing with. The City signed onto this late last year. We hope to persuade DOGAMI (Department of Geology and Mineral Industries) to provide a study on the Willamette River in our region.) To provide public outreach, the plan was put online on the City's website for citizens to review if desired. On National Night Out in 2024, we also invited citizens to participate by choosing which disasters they felt would be the worst, and which they had personally experienced in Linn County.

Finally, the City Council will find Resolution No. 1310 shown in **Exhibit C**. This is a document created by DLCD and is somewhat repetitious. However, the Cities were asked to not change this document, other than adding in their city's details. FEMA and DLCD, Linn County, and all cities are asked to adopt this master document, which will ultimately be approved by FEMA. FEMA has provisionally approved the documentation but will not fully accept the plan until all cities complete the process of adopting the document. City Staff have reviewed the Plan and the Harrisburg Addendum and find it to be complete and accurate. Therefore, Staff recommends that the City Council Adopt the Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan by approving Resolution No. 1310.

REVIEW AND APPROVAL:



Michele Eldridge 10.06.25
City Administrator

130 228th St SW
Bothell, WA 98021



FEMA

September 9, 2025

Stephen Richardson
State Hazard Mitigation Officer
Oregon Department of Emergency Management
3930 Fairview Industrial Drive SE
Salem, Oregon 97302

Reference: Adoption Needed to Finish Linn County Multi-Jurisdictional Hazard Mitigation Plan Process

The Risk Analysis Branch of FEMA Region 10 Mitigation Division has determined the multi-jurisdictional mitigation plan meets all applicable FEMA mitigation planning requirements¹. An adoption resolution by a plan participant is needed for FEMA plan approval.

Mitigation plans may include additional content to meet Element H: Additional State Requirements or content the local government included beyond applicable FEMA mitigation planning requirements. Determination that the plan is Approvable Pending Adoption (APA) does not include the review or approval of content that exceeds these applicable FEMA mitigation planning requirements.

Local governments, including special districts, with a plan status of APA are not eligible for FEMA mitigation grant programs with a mitigation plan requirement. The next step in the approval process is to formally adopt the mitigation plan and send a resolution to the state for submission to FEMA. Sample adoption resolutions can be found in Appendix A of the Local Mitigation Planning Policy Guide.

An approved local mitigation plan, including adoption by the local government, is one of the conditions for applying for and/or receiving FEMA mitigation grants.

Participating jurisdictions that adopt the plan more than one year after APA status has been issued must either:

- Validate that their information in the plan remains current with respect to both the risk assessment (no recent hazard events, no changes in development) and their mitigation strategy (no changes necessary); or
- Make the necessary updates before submitting the adoption resolution to FEMA.

¹ Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and National Dam Safety Program Act, as amended; 44 CFR Part 201, Mitigation Planning; and Local Mitigation Planning Policy Guide (FP-206-21-0002).

Sincerely,

WENDY L SHAW Digitally signed by WENDY L
SHAW
Date: 2025.09.10 06:15:27 -07'00'

Wendy Shaw, P.E.
Risk Analysis Branch Chief
Mitigation Division

JF:JG

Attachment: Local Mitigation Plan Review Tool

EXHIBIT A

RESOLUTION NO. 1310**A RESOLUTION ADOPTING THE 2025-2030 LINN COUNTY
MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN**

WHEREAS natural hazards threaten life, businesses, property, and environmental systems in the City of Harrisburg and throughout Linn County; and,

WHEREAS an understanding of the nature, extent, and potential impacts of natural hazards is the foundation for developing strategies to reduce or eliminate those impacts; and,

WHEREAS natural hazards mitigation planning is the process through which such understanding and strategies are developed and a process for implementation is established in the City of Harrisburg and throughout Linn County; and,

WHEREAS it is in the interest of Linn County and the cities and special district located therein to undertake natural hazards mitigation planning and implementation together as coordinated planning strengthens communities and better serves all; and,

WHEREAS Linn County and the Cities of Gates, Halsey, Harrisburg, Lebanon, Lyons, Scio, Sodaville, and Tangent previously prepared, implemented, and updated natural hazard mitigation plans in accordance with the Disaster Mitigation Act of 2000. These plans were each approved by the Federal Emergency Management Agency (FEMA) for a period of five years; and,

WHEREAS the City of Sweet Home and the Lyons Rural Fire District each previously prepared, implemented, and updated natural hazard mitigation plans in accordance with the Disaster Mitigation Act of 2000. These plans were each approved by the Federal Emergency Management Agency (FEMA) for a period of five years; and,

WHEREAS the City of Millersburg has developed its first plan within the 2025 Linn County Multi-Jurisdictional Natural Hazard Mitigation Plan; and,

WHEREAS the Linn County Multi-Jurisdictional Natural Hazard Mitigation Plan update is the most recent multi-jurisdictional natural hazards mitigation plan which expired on May 22, 2023; and,

WHEREAS, having a natural hazards mitigation plan developed in accordance with the Disaster Mitigation Act of 2000 and approved by FEMA is a prerequisite for local government eligibility for certain federal pre- and post-disaster mitigation funds; and,

WHEREAS Linn County and the Cities of Gates, Halsey, Harrisburg, Lebanon, Lyons, Millersburg, Scio, Sodaville, Sweet Home, and Tangent and the Lyons Rural Fire District each participated in completing the 2025 Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan in accordance with the Disaster Mitigation Act of 2000; and,

WHEREAS as a result of coordinated planning, the 2025 Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan is based on the county's Basic Plan within Volume I and includes individual addenda for each participating jurisdiction; and,

WHEREAS adoption of the updated 2025 Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan is required for FEMA approval of the 2025 Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan and restores eligibility for certain federal pre- and post-disaster mitigation funds; and,

WHEREAS adoption of the updated 2025 Linn County Multi-Jurisdictional Natural Hazards Mitigation Plan demonstrates the City of Harrisburg’s commitment to reducing or eliminating the potential impacts of natural hazards and to achieving the Plan's goals.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF HARRISBURG

Section 1. The City of Harrisburg City Council hereby adopts the recitals above in support of this resolution.

Section 2. The City of Harrisburg City Council does hereby adopt the 2025-2030 County Multi-Jurisdictional Natural Hazards Mitigation Plan.

DATED this 14th day of October, 2025.

Mayor Robert Duncan

ATTEST:

Lori Ross, City Recorder

Agenda Bill
Harrisburg City Council
Harrisburg, Oregon

4.

THE MATTER OF APPROVING THE CONSENT LIST

STAFF REPORT:

Exhibit A: City Council Minutes for August 12, 2025 & September 9, 2025
Exhibit B: Payment Approval Report for September 2025
Exhibit C: Library Board Minutes for September 2, 2025
Exhibit D: Municipal Court Collections Report for September 2025
Exhibit E: Municipal Court Citation Report for September 2025
Exhibit F: Code Enforcement Report September 2025

ACTION: MOTION TO APPROVE THE CONSENT LIST

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

1. **City Council Minutes for August 12, 2025 & September 9, 2025**
2. **The Payment Approval Report for September 2025**

THIS AGENDA BILL IS DESTINED FOR: Consent Agenda –October 14, 2025

STAFF RECOMMENDATION:

Staff recommends the City Council approve the consent list.

Building Permits:

September 2025: Submitted: 14
 Issued: 11
New Homes: Issued: 0

Residential Valuation: \$11,192.50

Commercial Valuation: \$75,443.00

2025 YTD Valuation: \$4,086,691.96

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

Business Licenses Issued:

- Faithful Rooter-A Home Occupation Business offering plumbing services located at 898 Siulsaw St-Owner is Pat Simmonds.

Harrisburg Municipal Court:

- The Collection Report (**EXHIBIT D**) for the month of September 2025 is \$7,698.92 which includes \$983.92 from collections. Please note court was not held in September.

- The Citation Report (**EXHIBIT E**) shows there were 27 citations issued in the month of September 2025 for a total of 38 offenses. There were two defendants charged with DUII, one defendant charged with Prohibited Parking and Illegal Camping, one for Theft II and one charged with Assault IV, Disorderly Conduct II and MIP of Alcohol.

Monthly Code Enforcement: Exhibit F shows the monthly code enforcement action taken during the month of September 2025.

Committee Minutes: *Please note all committee/board minutes are approved by the individual committee, and not by the City Council consent agenda approval.*

Harrisburg and HRA Budget Committee: Chairperson Dana Henry
The Harrisburg and HRA Budget Committee last met on May 12, 2025. Those minutes are not yet available.

Next Scheduled Meeting: TBD

Library Board: Chairperson Alexandria Bennett
The Library Board last met on September 2, 2025. Those minutes are included as **Exhibit C**.
Next Scheduled Meeting: November 4, 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 September 16, 2025. Those minutes are not yet available.
Next Scheduled Meeting: October 21, 2025

REVIEW AND APPROVAL:

Lori Ross

10/06/2025

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 August 12, 2025

Mayor: Robert Duncan, Presiding
 Council President: Mike Caughey, Present
 Councilors Present: Kimberly Downey, Randy Klemm, Charlotte Thomas (Arrived at 6:35pm), Cindy Knox, and Dana Henry
 Staff Present: City Administrator Michele Eldridge, 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 6:34pm

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

THE MATTER OF DISCUSSING THE 2023-2024 AUDIT REPORT WITH THE AUDITOR, STEVE TUCHSCHERER: Auditor Ashraf Lakani Farishta presented the 2023-2024 Audit Report. Highlights included:

- Farishta stated this was a clean audit report with no deficiencies noting the financial statements are prepared on a modified cash basis of accounting.
- On page 15, the Net Position increased by \$2.1M, an 11% increase from the previous year. The General Fund had \$1.48M in revenue's mainly consisting of taxes and franchise fees.
- Page 18 and 19 shows a summary of changes in net position and the governmental activities which is a good reflection of what is going on in the City.

August 12, 2025

- Page 24 shows \$3.9M in Capital Assets including buildings, land, vehicles, utility systems and new construction. Governmental Activities shows \$376,043 in additions and the Enterprise Fund shows \$489,967, both with no deletions.
- Page 7; Supplementary Information shows the budgeted amounts verses actual noting that most funds had a positive fund balance.
- Page 115, the Independent Auditors Report shows required comments and disclosures. Farishta noted the City had over budgeted appropriations in two funds. Those funds are stated on page 73 as the Library and Office Equipment Funds for a total of \$4,830.
- Farishta concluded by stating again the City is in good shape with no deficiencies or weakness for the City.
- Farishta also explained, at the request of Nelson, that the original Audit Report was revised to accommodate Biz Oregon due to the City being on a modified cash basis of accounting.
- No further comments or concerns.
 - **Thomas motioned to approve the City's Fiscal Year 2023-2024 Audit Report, as presented by Auditor Ashraf Lakhani Farishta and was seconded by Henry. The motion passed unanimously by a vote of 6-0.** (Yes: Thomas, Henry, Caughey, Downey, Klemm and Knox. No: None.)

The City Council Meeting recessed at the hour of 6:54pm to begin the HRA Board Meeting.

The City Council Meeting resumed at the hour of 7:02pm.

THE MATTER OF A PRESENTATION BY HUNTER COMMUNICATIONS: Jason Robinson, Operations Manager with Hunter Communications, provided his presentation as shown in Exhibit A. He noted the delay in completion is due to the challenges with crossing two railways which involves permitting and engineering. Hunter is expecting both to have both completed within the next two weeks.

- Downey asked about the issues with the railroad. Robinson replied it was the flagging and the authorization to drill under the tracks.
- Caughey asked about areas of town with underground utilities and the timeline for connecting those areas. Robinson stated that because of the difficulty and the cost involved, it will be challenging. Hunter would like to have a conversation with the City about micro trenching to make that happen.
- Henry confirmed there is no timeline for underground utilities and asked about a discount for healthcare providers/nurses. Robinson appreciated the suggestion.

THE MATTER OF ADOPTING ORDINANCE NO. 1011, "AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODES CHAPTER 1.05, 9.45, 10.05 and 10.15": Eldridge stated that our current code is very poor when it comes enforcing compliance, therefore, revisions have been made to help expedite the violation process. Some of those changes include:

- Page 135 shows that penalties now have been classified as either a violation or a misdemeanor. This will be at discretion of the Judge or City Prosecutor depending on the severity and the defendants willingness to comply.
- On page 138, HMC 9.45.030 was changed to Human Waste to make it easier for Law Enforcement Agencies to locate it. This violation is also located in three other areas of the HMC.
- On page 141, for HMC 15.05.150(5)(b)(i) Council has the option to allow 7 days or 14 days and (ii) has been changed from parking adjoining the property to within 100' of property. Both of these changes will be able to accommodate areas with limited

August 12, 2025

parking for residents. Eldridge also pointed out section (d) stating that moving property from one place to another doesn't constitute compliance.

- Page 148; HMC 10.15.050 explains the process for entering private property. This section has been reviewed by our City Attorney and both Sergeant Frambes and Chief Larson.
- Eldridge pointed out Law Enforcement will still be offering resources to individuals stranded or living in their vehicles including possibly relocating them to a new location.
- Henry asked about the monitoring for compliance. Eldridge responded that the Code Enforcement Officer would be keeping track.
- Thomas likes the changes and that Law Enforcement is in favor. She also likes the 14 day timeline for HMC 15.05.150(5)(b)(i).
- Knox asked if this was going to be enforced on a complaint basis. Eldridge stated that will depend on the situation, but mostly by complaint. Knox added that she was in support of this as well and agrees with Thomas on the 14 day timeline.
- Henry is also supportive of the changes and agrees with the 14 days. Henry would also like a communication plan to inform residents of the changes. Eldridge confirmed the City will be posting information on social media, our City website as well as in our newsletter.
- Downey also agrees with the 14 days and likes keeping the 30 days in a 90 day period as stated in HMC 10.05.150(7)(b).
- Caughey is also in favor of these changes.
 - Knox **motioned to approve Ordinance No. 1011, "AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODES CHAPTER 1.05, 9.45, 10.05 AND 10.15" and was seconded by Thomas.**

Downey **motioned to amend the motion to include the choice of 14 days for HMC 5.05.150(5)(b)(i) and was seconded by Thomas. That motion passed unanimously by a vote of 6-0.** (Yes: Downey, Thomas, Caughey, Klemm, Knox and Henry. No: None.)

Council then voted unanimously to approve Ordinance No. 1011 by a vote of 6-0. (Yes: Knox, Thomas, Caughey, Downey, Klemm, Knox and Henry. No: None.)

THE MATTER OF APPROVING AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE CITY OF HARRISBURG AND LINN COUNTY SHERIFF'S OFFICE:

Eldridge stated the contract terms are very similar to the previous. Eldridge noted the amount of \$305,646 has already been budgeted for this next fiscal year. Eldridge pointed out the amount of increase since 2022 as being 63%. She noted that if we want to make changes to the number of hours requested, this must be done before December of each year.

- Thomas was concerned about the amount of increase and asked if there was room for negotiation or if we were locked in until 2028. Nelson stated this is an estimate for budgeting figures, but typically it won't be lower. Nelson pointed out this rate includes all benefits, not just salary.
- Mayor Duncan is concerned about the triple dipping between property taxes, levy and the enhanced services. He feels the only option we have to reduce the cost is to reduce hours and see if that impacts the City.
- Downey stated an impact of less hours could result in longer response times. She suggested adding more Municipal Codes for enforcement purposes and utilizing our Court.
- Henry confirmed that we are paying LCSO for being more proactive in our community. Henry likes the idea of capping the amount and adjusting as needed.

August 12, 2025

- Caughey would like to stick with our current hours and acknowledge the triple dipping but feels the County Commissioners are responsible for approving their budget, which is insufficient. Caughey feels this should be a discussion with the other LCSO contracted Cities.
- Eldridge reminded Council this would be up for discussion in November for the next fiscal year budget.
 - Henry **motioned to approve the IGA with the Linn County Sheriff's Office and was seconded by Downey. The motion passed unanimously by a vote of 6-0.** (Yes: Henry, Downey, Caughey, Klemm, Thomas and Knox. No: None.)

THE MATTER OF APPROVING THE CONSENT LIST:

- Caughey asked about the credit card charge for \$4,027 on page 183. Nelson replied the charge was for the tax certification for the new truck that was purchased in California.
- Caughey asked about the charge for \$17,515.28 on page 185 for Stalker Radar. Nelson replied it was for the purchased of three RRFB (Rectangular Rapid Flashing Beacon) for 3rd St.
 - Downey **motioned to approve the consent list and was seconded by Thomas. The motion passed unanimously by a vote of 6-0.** (Yes: Downey, Thomas, Caughey, Klemm, Knox and Henry. No: None.) **A motion to approve the consent list approved the following:**
 - **Minutes from the May 27, 2025, June 24, 2025 and July 22, 2025 City Council Meeting**
 - **The Payment Approval Report for July 2025**

CITY ADMINISTRATORS VERBAL REPORT:

- The Floodplain Development Permit was approved by Linn County, and the Recreational Trail Program people have been notified and they are moving forward.
- The City was not awarded with the Large LGGP Grant. Eldridge thanked Cindy for her contribution. The \$50,000 that was budgeted for a matching fund will now be available.
 - Knox commented on how lucky we are to have Eagle Park adding the touch of nature and serenity is amazing.
 - Eldridge also informed Council the picnic tables for Eagle Park were delivered today and she would like to hold a celebration when we close out the Small Local Government Grant.
- Eldridge congratulated Nelson on 5 years with the City. Eldridge also pointed out that Jamie Knox and Amanda Pelkey also celebrated 5 years last year. Next year Ross will be here for 20 years and Eldridge 25 years.
- The Linn County Solid Waste Committee has an open position. This was previously held by Councilor Adam Keaton. She asked for volunteers to serve; nobody offered.
- As shown in **Addendum 1**, the 2025 Citizen's Academy begins September 10th. Downey spoke of the activities involved and how she enjoyed it.
- The League of Oregon Conference (LOC) is October 2nd-4th, 2025. The City still has funds available if Council would like to attend.
- The Oregon Mainstreet Conference will be held in Albany October 8th to 10th if any Council members would like to attend. The registration is also covered by the City. Downey, who will be attending one day, informed Council there is a lot of HRA (Urban Renewal) information available and how to use those funds.

OTHER ITEMS:

- Downey spoke of the assistance the non-profit she works for received from David Helton, with ODOT, regarding a clogged culvert under the freeway.
- Caughey thanked staff for the National Night Out celebration. Mayor Duncan also commented on the fun summer activities.

With no further business, the City Council Meeting adjourned at the hour 8:47pm.

Mayor

City Recorder

UNAPPROVED



Wednesdays, September 10-November 12
6PM-9PM

APPLY BY SEPT 8



APPLY NOW!
SCAN HERE

APPLY NOW!
SCAN HERE



Harrisburg City Council Minutes September 09, 2025

Mayor:	Robert Duncan, Presiding
Council President:	Mike Caughey, Absent (Excused)
Councilors Present:	Kimberly Downey, Charlotte Thomas, Cindy Knox, and Dana Henry
Councilors Absent:	Randy Klemm (Excused)
Staff Present:	City Administrator Michele Eldridge, Public Works Director Chuck Scholz, 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 hour of 6:32pm

CONCERNED CITIZEN(S) IN THE AUDIENCE: None in attendance.

THE MATTER OF INFORMATION IN RELATION TO THE HARRISBURG -JUNCTION CITY SOLID WASTE TRANSITION: Eldridge reviewed the rate comparison chart as shown in **Addendum 1** which shows what the Republic Services rates would be if a 3.2% increase had been applied last year. Eldridge voiced her concern for this year's increase due to not receiving one last year.

- Downey asked if Junction City was a non-profit organization. Eldridge replied they were and can't increase rates for profit.
- Thomas confirmed that we would have a franchise agreement with Junction City. Eldridge replied we would and that the Junction City rates will have to cover their expenses plus our 5% franchise fees.
- Eldridge stressed the importance of getting information out to our residents and businesses long before the switch.

September 09, 2025

THE MATTER OF TESTIMONY IN RELATION TO THE FEMA DRAFT ENVIRONMENTAL

IMPACT STATEMENT: Eldridge informed Council she is in the process of reviewing the 550 page documentation from FEMA and added it should give the City an idea of the suggested changes needed.

- Eldridge stated there are two suggested alternatives within the draft information provided. One being that the word “development” will apply to any kind of structure regardless of the size and type. Items would need to be placed on a platform to keep out of the floodway.
- Eldridge noted that unless you are below the base elevation within the park, there is no limitation on development for 175 feet out from the riparian.
- Eldridge will be gathering more information to provide to Council for feedback for the suggested letter. One focus for the City will be that requirements shouldn’t apply to us, as a taxing agency, if we are working on a project and we are preserving the environment and resources available to us.
- Downey asked if this information will be helpful for our residents. Eldridge stated if you are living in a community that doesn’t have a National Flood Insurance Program, in order to get flood insurance, you do have to go through this process, so yes. Downey thinks the responsibility should be on the individual citizen and not the City. Scholz commented that the regulatory agencies are now dictating these processes to the individual City’s.
- Mayor Duncan asked about the properties involved. Eldridge replied there are 32 properties including the City and Gheen Irrigation as being most effected.

THE MATTER OF PROVIDING A NEW AUDIO/RECORDING SYSTEM FOR THE HARRISBURG MUNICIPAL CENTER:

Eldridge referred to page 15 showing the quote from Pro Acoustics which includes a full ADA listening set with two different frequencies. The bid includes a government discount as well as a warranty and troubleshooting assistance. Our IT company Cobalt will be installing the system.

- Thomas confirmed with Eldridge the breakdown of \$8,600 for materials and the additional is for labor.
 - **Henry motioned to authorize the City Administrator to proceed with purchase/installation of a new audio/recording system for the Harrisburg Municipal Center and was seconded by Downey. The motion passed unanimously by a vote of 4-0.** (Yes: Henry, Downey, Thomas and Knox. No: None.)

THE MATTER OF APPROVING THE CONSENT LIST:

- **Downey motioned to approve the consent list and was seconded by Thomas.** Henry asked about the \$11,360 charge for a memorial item on page 26. Eldridge stated the charge was for three picnic tables for Eagle Park. No further comments or concerns.
- **The motioned then passed unanimously by a vote of 4-0.** (Yes: Downey, Thomas, Knox and Henry. No: None.) A motion to approve the consent list approved the following:
 - **The Payment Approval Report for August 2025**

CITY ADMINISTRATOR VERBAL REPORT:

School Resource Officer (SRO): Eldridge informed Council that she was approached by School Board Member, Lonnie Hutchens, about sharing the expense for an SRO.

- Knox asked if this customary for the school to ask for this type of funding.

- Council spoke of being approached by former School Administrator Brian Starr in 2022.
- Eldridge added that the School District has not formerly submitted a request for funding.
- Scholz suggested that we run this idea through our City Attorney first to see if it's a conflict of interest being two separate taxing agencies and added it doesn't benefit the entire community, just those with children.
- Thomas would like to hold off until an official proposal has been submitted by the School District.
- *The consensus of City Council was to wait and see if a formal request is submitted.*

Parking Regulations: Eldridge informed Council the new parking regulations go into effect this Friday, September 12th. Both LCSO and Coburg PD will be educating most residents and others will be receiving immediate action.

Eagle Park: Eldridge and Scholz informed Council that Public Works will be placing concrete barriers with locking gates to block off vehicle traffic from entering certain areas of the park but allowing pedestrian access. This is being done to protect the park for damage caused by vehicles during the wet weather. Scholz added there will be signage in place stating the roads will be closed for access during the winter months.

September Vacations/ PD Classes: Eldridge informed Council she will be on vacation from September 18th to the 26th. Other staff, including Ross, Nelson and Caleb Smith will also be away at training in the next few weeks.

Scarecrow Contest: Eldridge referred to **Addendum 2**, the 2nd Annual Scarecrow Contest and encouraged Council's participation.

OTHER ITEMS:

- Downey asked Scholz about the sweeper issue mentioned on Facebook. Scholz informed Council this was only the second time this employee had driven the sweeper and without a good water base, the alarm doesn't sound when it's full.
- The September 23rd City Council meeting will be cancelled due to no agenda.

With no further business, the City Council Meeting adjourned at the hour 7:32pm.

Mayor

City Recorder

September 9, 2025 Rate Comparison No. 2 (If 3.2% Increase had Applied)									
Junction City Per Month		Republic Services Per month*		JC Bi- Monthly	RS Bi-Monthly	Notes	# of Accts		
Residential Services 1 Stop per week service									
JC Can Sizes	Monthly		Bi-Monthly		RS Can Sizes	Solid Waste Comparison Only			
1 can (Hand Pick)		\$ 29.99		\$ 59.98		JC	RS		
20 Gal		\$ 24.10		\$ 48.20		Charge Per Gallon			14
35 Gallon Container	\$ 21.00	\$ 25.86	\$ 42.00	\$ 51.72	32 Gallons	0.60	0.81		484
65 Gallon Container	\$ 30.50	\$ 32.99	\$ 61.00	\$ 65.98	64 Gallons	0.47	0.52		102
95 Gallon Container	\$ 39.99	\$ 39.79	\$ 79.98	\$ 79.58	90 Gallons	0.42	0.44		409
Yard Cart - 95 G, every other week service	\$ 1.82		\$ 3.64	\$ 21.67	For yard cart only, xtra yard cart is the same				
Monthly Recycling Surcharge	1.07	\$ 2.08	\$ 2.14	\$ 4.16	Actual Charge on Bills is \$4				
Total Invoice									
Commercial Services 1 stop per week service									
35 Gallon Container	\$ 21.00								
65 Gallon Container	\$ 30.50								
95 Gallon Container	\$ 39.99	Automatic	Manual			Automatic Difference			
1 Yard Dumpster	\$ 106.00	n/a	\$ 150.89			\$ 40.12			
1.5	\$ 159.30	\$ 174.01	\$ 188.78			\$ 9.31			
2	\$ 193.52	\$ 215.61	\$ 233.51			\$ 15.40			
3	\$ 260.78	\$ 261.97	\$ 283.99			\$ 6.92			
4	\$ 348.10	\$ 331.47	\$ 359.23			\$ 26.91			
* JC charges \$33.89 for a contaminated load of recycling and yard debris. RS charges \$15 extra									

Monthly Invoice Basis Comparison													
Junction City							Republic Services						
Solid Waste	Yard	Recycling	Invoice Total	Formula	Per Gallon	Per Gallon	Formula	Invoice Total	Recycling	Yard*	Solid Waste		
\$ 21.00	\$ 1.82	\$ 1.07	\$ 23.89	23.89/35	\$ 0.68	\$ 0.87	27.94/32	\$ 27.94	\$ 2.08		\$ 25.86		
\$ 30.50	\$ 1.82	\$ 1.07	\$ 33.39	33.39/65	\$ 0.52	\$ 0.55	35.07/64	\$ 35.07	\$ 2.08		\$ 32.99		
\$ 39.99	\$ 1.82	\$ 1.07	\$ 42.88	42.88/95	\$ 0.45	\$ 0.47	41.87/90	\$ 41.87	\$ 2.08		\$ 39.79		

*RS is not charging for yard, unless you have yard only, or additional yard carts

	JC	RS	Difference
Small Cans	\$ 23.89	\$ 27.94	\$ 4.05
Med Cans	\$ 33.39	\$ 35.07	\$ 1.68
Large Cans	\$ 42.88	\$ 41.87	\$ 1.01

2nd Annual Harrisburg Community Scarecrow Contest 2025

4.



***Only handmade scarecrows will be accepted. Props and décor may be included to reflect the theme of the display.**

Scarecrows must be in good taste and constructed to withstand Willamette Valley weather, as they may be displayed up to several weeks. Bloody/violent themes, political or religious statements are not allowed. Entrants are reminded that this is a community family event and the City of Harrisburg reserves the right to disqualify any entry.



SUBMIT ENTRY FORM TO CITY HALL AND SCARECROWS IN PLACE BY OCTOBER 20th ~

Name: _____

Phone: _____

Email: _____

Address of Display: _____

All residents and businesses in Harrisburg are invited to participate!

Residents:

1st Place - \$50 cash + \$75 gift certificate from local business of your choice

2nd Place - \$50 cash + \$50 gift certificate from local business of your choice

3rd Place - \$50 cash + \$25 gift certificate from local business of your choice

Businesses will be awarded ribbons for 1st, 2nd and 3rd Places!

All entries received and scarecrows in place by Oct 20th. Photos will be taken Oct 21st and posted to City of Harrisburg Facebook page for community voting.

Community voting on Facebook through Oct 29th!

Winners announced on Oct 30th!!!

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
4060						
4060	Albany Public Library	9.18.25	Equinox Charge	09/18/2025	1,000.00	24-60-2800
Total 4060:					1,000.00	
1206						
1206	Analytical Lab & Consultants	176932	Water Testing	08/12/2025	972.00	51-65-4200
1206	Analytical Lab & Consultants	176933	Water Testing	08/12/2025	652.00	52-65-4200
1206	Analytical Lab & Consultants	176965	Water Testing	08/15/2025	2,015.00	51-65-4200
1206	Analytical Lab & Consultants	177293	Water Testing	08/29/2025	652.00	52-65-4200
Total 1206:					4,291.00	
3598						
3598	Backflow Management Inc.	11.10.25	Certification	09/11/2025	200.00	51-76-2000
3598	Backflow Management Inc.	11.10.25	Certification	09/11/2025	200.00	52-76-2000
Total 3598:					400.00	
4019						
4019	Better Portable Toilets, Inc.	57906A	PW Misc Supplies	07/25/2025	50.00-	23-70-6850
Total 4019:					50.00-	
4070						
4070	Caleb Smith	9.17.25 PERDI	PER DIEM	09/11/2025	123.00	10-63-2200
Total 4070:					123.00	
3407						
3407	Cascade Health Solutions	105023	Drug Testing	09/04/2025	66.00	11-44-6100
Total 3407:					66.00	
3876						
3876	Cascades West Regional Consorti	144	Membership Dues	09/16/2025	1,500.00	10-63-2100
Total 3876:					1,500.00	
3920						
3920	Cathy Nelson	9*102025-1	Reimbursement	09/10/2025	38.33	24-60-2000
3920	Cathy Nelson	9.23.25 PERDI	Per Diem	09/11/2025	68.00	10-63-2200
Total 3920:					106.33	
3773						
3773	CenturyLink	AUGUST 2025	Phone Bill	08/28/2025	18.54	10-69-3500
3773	CenturyLink	AUGUST 2025	Phone Bill	08/28/2025	42.61	52-65-3500
3773	CenturyLink	AUGUST 2025	Phone Bill	08/28/2025	46.26	52-65-3500
3773	CenturyLink	AUGUST 2025	Phone Bill	08/28/2025	40.87	10-69-3500
3773	CenturyLink	AUGUST 2025	Phone Bill	08/28/2025	46.26	52-65-3500
3773	CenturyLink	AUGUST 2025	Phone Bill	08/28/2025	42.61	52-65-3500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
3773	CenturyLink	AUGUST 2025	Phone Bill	08/28/2025	46.26	52-65-3500
3773	CenturyLink	AUGUST 2025	Phone Bill	08/28/2025	41.06	51-65-3500
3773	CenturyLink	AUGUST 2025	Phone Bill	08/28/2025	40.87	51-65-3500
3773	CenturyLink	AUGUST 2025	Phone Bill	08/28/2025	44.71	51-65-3500
Total 3773:					410.05	
2939						
2939	Cobalt Computer Services, Inc.	32597	Computer Service	08/31/2025	268.70	40-65-8015
2939	Cobalt Computer Services, Inc.	32732	Computer Service	08/31/2025	607.50	40-65-8015
Total 2939:					876.20	
3348						
3348	Code Publishing, Inc.	GCI0018250	Codification Update	08/29/2025	735.00	10-60-2900
Total 3348:					735.00	
2720						
2720	Comcast	SEPT 2025	Internet Service	09/02/2025	435.22	10-60-2000
2720	Comcast	SEPT 2025 PW	Internet Service	09/01/2025	157.43	51-65-3550
2720	Comcast	SEPT 2025 PW	Internet Service	09/01/2025	157.42	52-65-3550
2720	Comcast	SEPT 25 LIBR	Internet Service	08/23/2025	286.85	24-60-2525
Total 2720:					1,036.92	
3913						
3913	DataBar Inc	272261	Utility Billing Statements	09/02/2025	68.44	23-70-2500
3913	DataBar Inc	272261	Utility Billing Statements	09/02/2025	443.37	51-74-2200
3913	DataBar Inc	272261	Utility Billing Statements	09/02/2025	443.37	52-74-2200
Total 3913:					955.18	
3966						
3966	DCBS Fiscal Services	AUGUST 2025	State Surcharge - Building/Electric	08/31/2025	29.25	27-70-1050
3966	DCBS Fiscal Services	AUGUST 2025	State Surcharge - Building/Electric	08/31/2025	70.54	26-70-1050
Total 3966:					99.79	
3896						
3896	Delapoer Kidd PC	2144	Attorney Fees	09/01/2025	367.50	10-42-2500
3896	Delapoer Kidd PC	2144	Attorney Fees	09/01/2025	997.50	10-42-2700
Total 3896:					1,365.00	
3824						
3824	Demco Inc	7686728	Library Supplies	08/25/2025	135.40	24-60-2800
Total 3824:					135.40	
1946						
1946	Ferguson Waterworks	1303040-4	P/W Misc. Expense	08/05/2025	288.96	51-65-4600
Total 1946:					288.96	
4091						
4091	Fiona Rose	8.13.25	Court Restitution Payout	08/13/2025	841.61	10-42-2200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 4091:					841.61	
1218						
1218	Grainger	9630473727	Misc. P/W Supplies	09/04/2025	375.87	10-72-6650
Total 1218:					375.87	
1947						
1947	H & J Construction, Inc.	5642	Pipe Burst	09/11/2025	5,675.90	51-65-4600
1947	H & J Construction, Inc.	5643	P/W Misc Expense	09/11/2025	6,052.12	25-65-2000
1947	H & J Construction, Inc.	5644	P/W Misc Expense	09/11/2025	1,700.73	11-44-6000
1947	H & J Construction, Inc.	5650	P/W Misc Expense	09/12/2025	162.50	10-72-4000
Total 1947:					13,591.25	
3808						
3808	HART Community Center Inc	9.15.25	City Donation	09/15/2025	5,000.00	10-87-2000
Total 3808:					5,000.00	
4071						
4071	HP Civil, Inc.	20-009C #12	Water Treatment Project	09/05/2025	498,539.40	51-78-8015
Total 4071:					498,539.40	
1220						
1220	Hurd's Custom Machinery, Inc.	46074	Public Works Supplies	08/01/2025	174.25	10-72-4000
Total 1220:					174.25	
2543						
2543	Industrial Source	0002468260	Misc. P/W Supplies	08/31/2025	12.75	51-65-4600
2543	Industrial Source	0002468260	Misc. P/W Supplies	08/31/2025	12.74	52-65-4600
Total 2543:					25.49	
3964						
3964	Jamie Knox	8.29.25	Milage	08/29/2025	238.00	10-63-2200
Total 3964:					238.00	
4090						
4090	Joshua T. Henderson	8.25.25	Court Restitution Payout	08/25/2025	150.00	10-42-2200
Total 4090:					150.00	
3968						
3968	Junction City	AUGUST 2025	Building/Electrical Permit Fees	08/31/2025	445.40	26-70-1000
3968	Junction City	AUGUST 2025	Building/Electrical Permit Fees	08/31/2025	152.43	27-70-1000
Total 3968:					597.83	
1479						
1479	Junction City Farm & Garden	966699	Misc Public Works Supplies	08/27/2025	129.50	51-65-3300
1479	Junction City Farm & Garden	966699	Misc Public Works Supplies	08/27/2025	129.50	52-65-3300

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1479:					259.00	
4048						
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	96.63	23-75-7100
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	367.74	10-63-2000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	115.00	10-63-2000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	60.00	10-63-2400
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	88.83	23-70-2500
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	85.49	23-70-2500
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	63.99	10-72-6700
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	59.99	10-72-4000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	300.00	10-63-2000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	37.50	10-72-4000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	27.70	10-72-4000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	450.12	11-43-2000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	609.01	11-43-2000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	28.79	10-53-2200
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	262.62	11-43-2000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	309.00	10-72-4000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	25.00	10-53-2000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	257.38	10-63-2000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	33.00	10-53-2200
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	33.00	10-53-2200
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	790.94	10-63-2200
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	5.99	24-60-2000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	2.99	24-60-2000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	444.58	24-60-2000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	19.99	24-60-3050
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	38.97	24-60-2800
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	31.32	24-60-2800
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	9.70	10-60-2400
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	257.38	10-63-2000
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	25.00	10-53-2200
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	50.00	10-53-2200
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	25.00	10-53-2200
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	790.94	10-63-2200
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	7.70	23-70-2500
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	38.87	23-70-2500
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	27.92	23-70-2500
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	13.96	23-70-2500
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	9.00	23-70-2500
4048	KeyBank Key Card	AUGUST 2025	Misc Credit Card Charges	08/31/2025	25.75	10-53-2200
Total 4048:					5,926.79	
4089						
4089	Koon General Contracting, LLC	6579	Gravel & Grade	09/10/2025	18,286.00	61-70-7000
Total 4089:					18,286.00	
3819						
3819	Linn County Treasurer	AUGUST 2025	Court Revenue Payout	08/31/2025	191.00	10-42-2200
Total 3819:					191.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
2489						
2489	Lori Ross	PER DIEM 9.2	Per Diem	09/18/2025	68.00	10-63-2200
Total 2489:					68.00	
2644						
2644	Net Assets	54-202508	Lien Searches	09/02/2025	108.00	10-53-2250
Total 2644:					108.00	
1102						
1102	NW Natural Gas Co.	SEPT 2025	Utilities	09/09/2025	23.34	10-69-2000
1102	NW Natural Gas Co.	SEPT 2025 PU	Utilities	09/10/2025	55.57	52-65-2700
1102	NW Natural Gas Co.	SEPT 2025 PW	Utilities	09/09/2025	24.84	51-65-2700
Total 1102:					103.75	
1245						
1245	One Call Concepts, Inc.	5080375	Locates	08/31/2025	16.17	51-65-4600
1245	One Call Concepts, Inc.	5080375	Locates	08/31/2025	16.17	52-65-4600
Total 1245:					32.34	
1033						
1033	Oregon Department of Revenue	AUGUST 2025	Court Revenue Payout	08/31/2025	715.00	10-42-2200
Total 1033:					715.00	
1862						
1862	Oregon DMV	L0070119597	Record Inquiry	08/29/2025	14.70	10-42-2800
Total 1862:					14.70	
4092						
4092	Orkin	9.4.25	Pest Control	09/05/2025	3,440.00	10-72-4000
Total 4092:					3,440.00	
1815						
1815	Right-Way Plumbing & Backflow	22234	Misc. P/W Supplies	09/15/2025	1,426.90	51-65-4800
Total 1815:					1,426.90	
3582						
3582	Sierra Springs	21792967 0913	Bottled Water	09/13/2025	113.89	10-53-2200
Total 3582:					113.89	
2927						
2927	Staples Business Advantage	6041931233	Office Supplies	09/06/2025	19.58	10-60-2300
2927	Staples Business Advantage	6041931233	Office Supplies	09/06/2025	19.57	51-74-2400
2927	Staples Business Advantage	6041931233	Office Supplies	09/06/2025	19.57	52-74-2400
Total 2927:					58.72	
1023						
1023	Traffic Safety Supply Co., Inc	084336	Sign Expense	09/15/2025	2,697.62	11-43-2000

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Amount Paid	GL Account Number
Total 1023:					2,697.62	
3866						
3866	Umpqua Valley Financial, LLC	9868	Audit Services	08/28/2025	870.00	52-60-2000
3866	Umpqua Valley Financial, LLC	9868	Audit Services	08/28/2025	810.00	51-60-2000
3866	Umpqua Valley Financial, LLC	9868	Audit Services	08/28/2025	390.00	11-42-2000
3866	Umpqua Valley Financial, LLC	9868	Audit Services	08/28/2025	930.00	10-41-2000
Total 3866:					3,000.00	
3663						
3663	Water Refunds	#11775.03	Utility Billing Overpayment	09/04/2025	32.65	01-1075
3663	Water Refunds	#11814.01	Utility Billing Overpayment	09/10/2025	8,345.06	01-1075
3663	Water Refunds	#11843.01	Utility Billing Overpayment	09/12/2025	51.88	01-1075
3663	Water Refunds	#1185001	Utility Billing Overpayment	09/16/2025	1.57	01-1075
3663	Water Refunds	#11853.01	Utility Billing Overpayment	09/10/2025	26.09	01-1075
3663	Water Refunds	#1731.02	Utility Billing Overpayment	09/02/2025	14.96	01-1075
3663	Water Refunds	#463.01	Utility Billing Overpayment	09/16/2025	32.31	01-1075
3663	Water Refunds	#53.04	Utility Billing Overpayment	09/02/2025	100.00	01-1075
3663	Water Refunds	#542.17A	Utility Billing Overpayment	09/02/2025	49.58	01-1075
3663	Water Refunds	#606.04	Utility Billing Overpayment	09/02/2025	100.00	01-1075
3663	Water Refunds	#670.01	Utility Billing Overpayment	09/08/2025	84.21	01-1075
3663	Water Refunds	#92.02	Utility Billing Overpayment	09/08/2025	39.34	01-1075
Total 3663:					8,877.65	
1239						
1239	WECO	CP-00324376	PW Gas Exp	08/31/2025	449.97	11-45-2000
1239	WECO	CP-00324376	PW Gas Exp	08/31/2025	524.96	51-73-2000
1239	WECO	CP-00324376	PW Gas Exp	08/31/2025	524.97	52-73-2000
Total 1239:					1,499.90	
Grand Totals:					579,691.79	

Dated: _____

Mayor: _____

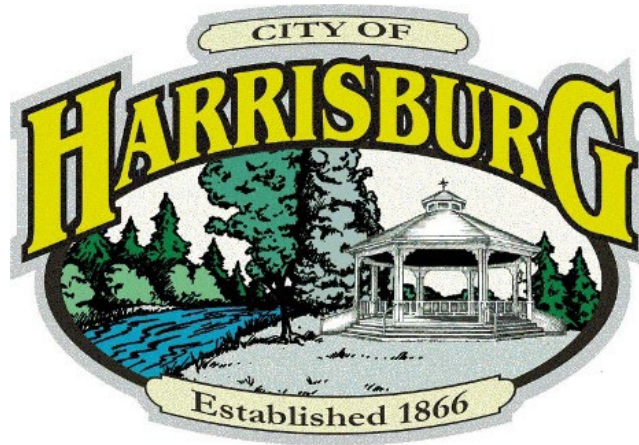
City Council: _____

Payment Approval Report
Expense Account Key

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

City Recorder: _____

City Treasurer: _____



Library Board Minutes September 02, 2025

Chairperson: Alexandria Bennett, Absent (Excused)
 Vice-Chairperson: Lori Pelkey
 Board Members: Danielle Pedersen and Pat Rufo
 Board Members Absent: Madison Stepherson (Excused)
 Staff Members: City Recorder Lori Ross Librarians Amanda Pelkey and Edith Carter
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Vice-Chairperson Lori Pelkey at the hour of 5:32pm.

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

APPROVAL OF MINUTES: No comments or concerns.

- Rufo motioned to approve the May 6, 2025 Library Board Minutes and was seconded by Pedersen. The motion passed unanimously by a vote of 3-0. (Yes: Rufo, Pedersen and Pelkey. No: None.)

THE MATTER OF DISCUSSING A LIBRARY POLICY OR PROCEDURE FOR VOLUNTEER RECRUITMENT'S: Ross reviewed the staff report confirming that all volunteers listed are still active. Some discussion and guidelines for a Library Volunteer/Procedure Policy included:

- If there is no immediate need for a volunteer, inform applicants at that time. The application will be held onto and processed, including the background check, once a position is available and it's confirmed they are still able to volunteer.
- Orientation will take place once a month unless the need is dire.
- Application will include where they are wanting to volunteer. It will also state the application being processed when there is a need.
- Carter suggested speaking with applicants about where they want to volunteer and find out if there is a need rather than just giving patrons an application. The Librarians will determine if there is a need at the time of submission and who would be a good fit for that program based on criteria requirements.
- The consensus is to have a maximum of eight active volunteers.
- Definition of what defines an active volunteer.

September 02, 2025

- Policy to include timekeeping requirements. A. Pelkey to work on an updated volunteer log.
- Definition of a volunteer vs. helper. Ross to confirm with CIS.
- Background checks to be performed every three years as recommended by CIS for active volunteers.
- Background check standards. Any reason an applicant would not be approved.
- Have code of conducts wording included in policy or on application informing applicants of the Library right not to utilize a volunteers. Have the volunteer sign off on the code of conduct at orientation.
- Include reference that volunteers follow personnel policies pertaining to conduct.
- Include age requirements. Ross to find out from CIS.

A draft policy/procedure to be presented at the November meeting.

THE MATTER OF DISCUSSING LIBRARY PROGRAMS: The following programs were discussed:

Crafting Club: Program is going well. It was discussed to possibly postpone during the summer months next year due to summer events.

Teen Book Club: A. Pelkey informed the board that the program is no longer active. Pelkey would like to give the program another chance with school starting. Some suggestions to improve the program included:

- Reaching out the High School English Teachers.
- Inquiring about the students receiving extra credit.
- Stressing how the program works including no reading aloud.
- Prizes including notebooks and gel pens.

Story Time: Program has dropped off since the end of summer. Ross suggested using the sandwich sign once again to promote the program for people walking/driving by the Library.

Baby Story Time: No changes. Some weeks have more attendance than others.

Grief Support: No updates available.

Lego Club: A. Pelkey to check the volunteer status for Nolan Malpass for this program since graduating.

Others:

- Rufo inquired about having Nelson review the Library Budget and how it works at the November meeting.
- The Holiday Bazaar will be held November 14th -15th. Review details at the November meeting. Pedersen to create a Google Document to help with the bazaar.
- Next meeting is scheduled for November 4, 2025.

With no further discussion, the Library Board Meeting adjourned at the hour of 6:36pm.

Code	Description	Count	Amount	GL Account
Court Costs				
AF	ATTORNEY FEE	1	44.16	
CF	COLLECTION FEE	3	534.99	
COSTS	COURT COSTS	3	439.49	
DEF-ADJUD	DEF ADJUDICATION	4	670.03	
LPF	LATE PAYMENT FEE	3	37.81	
PA	PAYMENT ARRANGEMENT- FEE	6	49.39	
SUSP	SUSPENSION FEE	5	62.10	
WF	WARRANT FEE	13	46.43	
Total Court Costs:		38	1,884.40	
Fines				
DISM	CHARGE DISMISSED	2	20.55	
DIV	DIVERSION AGREEMENT	1	200.00	
GBD	GUILTY BY DEFAULT	49	2,212.52	
GUILTY	FOUND GUILTY	21	2,304.45	
Total Fines:		73	4,737.52	
Surcharges				
COUNTY	COUNTY ASSESSMENT	12	192.00	
STATE	STATE ASSESSMENT	19	835.00	
Total Surcharges:		31	1,027.00	
Third Party				
REST	VICTIM RESTITUTION	1	50.00	
Total Third Party:		1	50.00	
Grand Totals:		143	7,698.92	

Report Criteria:

Case.Violation date = 09/01/2025-09/30/2025

Agency	Case Number	Citation Numbers	Violation Date	Primary Offense	Location
LCS	25-T-0223	232120	09/02/2025	DRIVING WHILE UNINSURED	515 TERRITORIAL ST
LCSO	25-T-0224	232140	09/05/2025	DRIVING WHILE UNINSURED	980 TERRITORIAL ST
LCSO	25-M-0029	232145	09/05/2025	D.U.I.I.	230 N. 3RD ST
COBURG PD	25-T-0225	1117	09/07/2025	VIOLATING DESIGNATED SPEED 31-99 MPH OVER OVER 65 MPH	DIAMOND HILL & N. 8TH ST
LCS	25-M-0030	232163	09/07/2025	THEFT III	162 S. 2ND ST
COBURG PD	25-T-0226	1118	09/14/2025	FTO TCD; EXP REG	7TH ST & TERRITORIAL ST
COBURG PD	25-T-0227	1119	09/14/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST NEAR SOMMERVILLE
LCSO	25-M-0031	232222	09/15/2025	PROHIBITED PARKING OR STANDING	310 S 3RD ST
LCS	25-M-0032	2322234	09/16/2025	ILLEGAL CAMPING	310 S 3RD ST
LCS	25-T-0228	232258	09/18/2025	NO OP LICENSE; OP W/O REQ LIGHTS; DRIVE UNINSURED	857 S 3RD ST
LCSO	25-T-0232	232273	09/19/2025	DRIVING WHILE UNINSURED	340 N 3RD ST
COBURG PD	25-T-0230	200762	09/20/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	6TH ST/ SOMMERVILLE LP
LCSO	25-T-0231	232287	09/20/2025	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	699 S 3RD ST/ LASALLE ST
COBURG PD	25-T-0229	1120	09/21/2025	FAILURE TO OBEY TRAFFIC CONTROL DEVICE-SIGN	7TH ST/ TERRITORIAL ST
LCSO	25-T-0233	232326	09/22/2025	DRIVE WHILE SUSPENDED/REVOKED	327 TERRITORIAL ST
LCSO	25-T-0234	232327	09/22/2025	FAIL TO CARRY PROOF OF INSURANCE	499 S 3RD ST & SCHOOLING ST
LCSO	25-T-0235	232328	09/22/2025	DRIVING WHILE UNINSURED; DWS	411 TERRITORIAL ST
LCSO	25-T-0236	232329	09/22/2025	DRIVING WHILE UNINSURED; NO OPER LICENSE	199 S 3RD ST & MOORE ST
LCSO	25-T-0237	232330	09/22/2025	DRIVE WHILE SUSPENDED/REVOKED; DRIVE UNINSURED	244 N 3RD ST
LCS	25-M-0033	25-03622	09/22/2025	ASSAULT IV; DISORDERLY CONDUCT II	550 SMITH ST
LCS	25-V-0002	232336	09/23/2025	MIP MINOR IN POSS OF ALCOHOL	550 SMITH ST
COBURG PD	25-T-0241	200774	09/26/2025	DRIVE WHILE SUSPENDED/REVOKED	6TH ST & SOMMERVILLE
LCS	25-M-0034	232397	09/27/2025	D.U.I.I.	311 SMITH ST
COBURG PD	25-T-0238	1121	09/28/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH NEAR SOMMERVILLE
COBURG PD	25-T-0239	1122	09/28/2025	VIOLATING DESIGNATED SPEED 11-20 MPH	S. 6TH ST & SOMMERVILLE
COBURG PD	25-T-0240	1123	09/28/2025	DRIVE WHILE SUSPENDED/REVOKED; FTO TCD	7TH & TERRITORIAL
LCS	25-T-0242	232417	09/30/2025	DRIVE WHILE SUSPENDED/REVOKED; DRIVE UNINSURED	699 S. 6TH ST & LASALLE ST

Grand Totals:

27 CITATIONS ISSUED FOR A TOTAL OF 38 OFFENSES

Monthly Code Enforcement Report

September 2025

Area/Location:	Issue:	Action(s) taken:
8 th & Burton	Junk/Nuisance Vegetation	Found guilty in court, fine and required cleanup, Deadline for cleanup is 10/22/25.
4 th & Schooling	Vehicles & Vegetation	Building documentation
N 6 th Place	Junk/inoperable vehicles	1 st warning letter mailed, monitoring, CPD Advised for monitoring
8 th & Crimson Pl	Vegetation	Letter sent, resolved
3 rd & Macy	Illegal Camping/Parking	LCSO towed vehicle, resolved
7 th & Lasalle	Prohibited Parking	CPD tagged for towing
Applegate Pl	Blocked sidewalk	Warning letter sent, monitoring
2 nd & Moore	Prohibited Parking	CPD advised for monitoring/towing

Overall narrative:

Main topics of concern recently are long-term parking of vehicles on the street, vegetation/junk. Coburg PD is regularly checking in for areas of enforcement. Recent changes to parking ordinances has been bringing enhanced awareness of vehicles that have been parked for extended periods of time, with enforcement being followed up by CPD and Code Enforcement. With the weather cooling, additional focus will be on junk and vegetation as the reduction in temperatures will enable citizens to work outdoors to mitigate those issues. CPD is also enhancing the "good neighbor" messaging with their patrols for code issues. Code Enforcement attendance at the most recent Oregon Code Enforcement Association has earned the requisite training and requirements for Basic Code Enforcement Professional Certification.