



Harrisburg City Council Agenda  
May 27, 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. *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.)

**LCSO REPORT**

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

Exhibit A: LCSO City Report for April 2025 (Pg 5)

**ACTION: DISCUSSION ONLY**

**ORDINANCES**

**2. THE MATTER OF APPROVING/AMENDING/DENYING ORDINANCE NO. 1009, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 12.35.080”, AND RESOLUTION NO. 1300, ESTABLISHING A MODIFICATION TO COLLECTION OF SDC’S FOR MULTI-FAMILY HOUSING OF 3 DWELLING UNITS OR MORE**

**STAFF REPORT:**

Exhibit A: Ordinance No. 1009 (Pg 38)

Exhibit B: Resolution No. 1300 (Pg 40)

**ACTION: MOTION TO APPROVE/AMEND/DENY ORDINANCE NO. 1009, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 12.35.080”, AND RESOLUTION NO. 1300, “A RESOLUTION ESTABLISHING A MODIFICATION TO COLLECTION OF SDC CHARGES FOR \*MULTI-FAMILY HOUSING / DEVELOPMENTS IN EXCESS OF THREE DWELLING UNITS OR MORE”**

**NEW BUSINESS**

**3. THE MATTER OF NEXT STEPS IN MITIGATING A DANGEROUS HOUSE LOCATED AT 790 BURTON STREET**

**STAFF REPORT:**

Exhibit A: None

**ACTION: TBD**

**4. THE MATTER OF APPROVING THE 3RD QUARTER 2024/2025 EXPENSE REPORT**

**STAFF REPORT:**

Exhibit A: 3rd Quarter Expense Report Ending March 31, 2025 (Pg 46)

**ACTION: MOTION TO APPROVE THE 3RD QUARTER 2024/2025 EXPENSE REPORT.**

**5. THE MATTER OF APPROVING OUT OF STATE TRAINING AND TRAVEL EXPENSES FOR THE CITY RECORDER**

**STAFF REPORT:**

Exhibit A: Professional Development III Schedule (Pg 67)

**ACTION: MOTION TO APPROVE THE OUT OF STATE TRAVEL COSTS TO ALLOW CITY RECORDER LORI ROSS TO ATTEND THE PROFESSIONAL DEVELOPMENT III TRAINING IN TACOMA WA.**

**6. THE MATTER OF APPROVING A PARADE PERMIT FOR THE HARRISBURG COMMUNITY OLD-FASHIONED 4TH OF JULY PARADE**

**STAFF REPORT:**

Exhibit A: 4th of July Parade/ODOT Parade Permit Packet (Pg 76)

Exhibit B: Highway Restriction Form Notice (Pg 86)

**ACTION: MOTION TO APPROVE THE PARADE PERMIT FOR THE HARRISBURG 2025 OLD-FASHIONED 4TH OF JULY PARADE**

**OTHER ITEMS**

**ADJOURN**

**STAFF REPORT:**

## Exhibit A: LCSO City Report for April 2025

**ACTION:** **DISCUSSION ONLY**

**THIS AGENDA BILL IS DESTINED FOR:** Council Agenda, May 27, 2025

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

**STAFF RECOMMENDATION:**

**Staff recommend that City Council review the attached reports and prepare any questions for LCSO Staff.**

### BACKGROUND INFORMATION:

Sergeant Frambes will be providing the April 2025 (**EXHIBIT A**) Linn County Sheriff Office City Reports this evening.

If the reports are provided in time for the agenda process, they will be attached as exhibits. If they are provided after that point, but prior to the meeting, then Staff will forward them via email to Council members and will print them in time for the meeting. (LCSO Reports not appearing in the Council Agendas will be provided in the Minutes for that meeting instead.) This process gives Council the chance to review responses and actions in relation to both criminal and non-criminal activities by LCSO deputies in town monthly.

## REVIEW AND APPROVAL:

Lori Ross 05/20/2025  
Lori Ross/ City Recorder Date



# LINN COUNTY SHERIFF'S OFFICE

**Michelle Duncan, Sheriff**

1115 S.E. Jackson Street, Albany, OR 97322

Albany, OR. 97322

Phone: 541-967-3950

[www.linnsheriff.org](http://www.linnsheriff.org)

## 2025

### MONTHLY REPORT TO THE CITY OF HARRISBURG FROM THE LINN COUNTY SHERIFF'S OFFICE

**FOR THE MONTH OF: APRIL**

TRAFFIC CITATIONS: -----	12
TRAFFIC WARNINGS: -----	28
TRAFFIC CRASHES: -----	0
ARRESTS MADE: -----	7
COMPLAINTS/INCIDENTS INVESTIGATED:-----	47

**TOTAL HOURS SPENT: HARRISBURG**  
277 hours

**CONTRACT HOURS= 275 HOURS**

**Michelle Duncan,  
Sheriff, Linn County**

**By: Sgt. Steven Frambes**



**MONTHLY BULLETIN OF DISPATCHED  
CALLS AND CASES  
FOR CONTRACT CITIES**

This Report Encompasses: 4/ 1/25 to 4/30/25

1.

Total Incidents This Month: **171**

Incident Information:	Description
CAD# 2025057733 TIME: 4/1/2025 8:00:55AM CASE# CAD Only HBRG  CAD CALL COMPLETE	FOLLOW UP Reported at Block of 100 SMITH ST HBRG  Deputy conducted follow up.
CAD# 2025057829 TIME: 4/1/2025 10:35:40AM CASE# CAD Only HBRG	911 HANG UP CALL Reported at Block of 600 STANLEY LN HBRG  Pocket dial
CAD# 2025057874 TIME: 4/1/2025 11:37:03AM CASE# CAD Only HBRG  CAD CALL COMPLETE	FOLLOW UP Reported at Block of 200 N 3RD ST HBRG  Deputy conducted follow up.
CAD# 2025057931 TIME: 4/1/2025 1:17:51PM CASE# CAD Only HBRG  CAD CALL COMPLETE	MVC NON INJURY Reported at Block of 200 N 3RD ST HBRG  Deputy responded to a report of a non injury crash that happened days prior. Deputy assisted in the insurance information exchange. Non criminal.
CAD# 2025057942 TIME: 4/1/2025 1:41:15PM CASE# CAD Only HBRG  CAD CALL COMPLETE	TRESPASS Reported at Block of 200 N 2ND ST/TERRITORIAL ST HBRG  Deputy spoke with citizen regarding a suspicious vehicle.

Incident Information:	Description	1.
CAD# 2025058007 TIME: 4/1/2025 3:19:22PM CASE# 2501212 HBRG REPORT TAKEN	Report Filed. HARASSMENT PHYSICAL CONTACT/SIMPLE ASSAULT Reported At Block Of 100 SMITH ST Occurred between 1518 hours on 4/1/2025 and 1519 hours on 4/1/2025 . Nathaniel Pate, 18 of Junction City was arrested for physical harassment.	
CAD# 2025058246 TIME: 4/1/2025 9:51:48PM CASE# CAD Only HBRG CITE NO INSURANCE	TRAFFIC STOP Reported at Block of 200 SCHOOLING ST/S 3RD ST HBRG Raquiel Brabham, 36 of Eugene was issued citations for driving uninsured and driving while suspended at the violation level.	
CAD# 2025058284 TIME: 4/1/2025 11:29:33PM CASE# CAD Only HBRG CAD CALL COMPLETE	CITIZEN CONTACT Reported at Block of 100 S 2ND ST/MOORE ST HBRG Deputy conducted follow up for investigation.	
CAD# 2025058339 TIME: 4/2/2025 2:00:47AM CASE# CAD Only HBRG CAD CALL COMPLETE	PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG Deputy patrolled park	
CAD# 2025058347 TIME: 4/2/2025 3:00:34AM CASE# CAD Only HBRG WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 300 N 8TH ST/TERRITORIAL ST HBRG Driver warned for moving violation	
CAD# 2025058354 TIME: 4/2/2025 3:25:32AM CASE# CAD Only HBRG WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 400 PEORIA RD/N 3RD ST HBRG Driver warned for equipment violation.	

Incident Information:	Description	1.
CAD# 2025058608 TIME: 4/2/2025 11:33:32AM CASE# CAD Only HBRG CAD CALL COMPLETE	DHS 307 REFERRAL Reported at Block of 800 BURTON ST HBRG <hr/> Non-criminal report, NFA	
CAD# 2025058624 TIME: 4/2/2025 11:45:21AM CASE# CAD Only HBRG CAD CALL COMPLETE	JUVENILE COMPLAINT Reported at Block of 1000 S 6TH ST HBRG <hr/> Deputy notified parents of comment their 7 year old made at school.	
CAD# 2025058903 TIME: 4/2/2025 7:03:05PM CASE# CAD Only HBRG WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 300 N 3RD ST/PEORIA RD HBRG <hr/> Operator (57) of Junction City was warned about both brake lights being non-operational.	
CAD# 2025059128 TIME: 4/3/2025 7:42:41AM CASE# CAD Only HBRG CAD CALL COMPLETE	ILLEGAL CAMPING Reported at Block of 900 HAMMER ST/HAMMER CT HBRG <hr/> Caller wanted to know what the Harrisburg Municipal Code stated about people sleeping in vehicles on public right of ways.	
CAD# 2025059215 TIME: 4/3/2025 10:30:50AM CASE# CAD Only HBRG CAD CALL COMPLETE	FOLLOW UP Reported at Block of 300 SMITH ST HBRG <hr/> Follow up call with OLCC	
CAD# 2025059241 TIME: 4/3/2025 11:25:28AM CASE# CAD Only HBRG	911 HANG UP CALL Reported at Block of 500 LASALLE ST HBRG <hr/> Caller called LCSO 911 because she wanted Junction City PD.	



Incident Information:	Description	1.
<p>CAD# 2025059261</p> <p>TIME: 4/3/2025 12:03:09PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>THEFT Reported at Block of 700 ERICA WAY HBRG</p> <hr/> <p>Deputies responded to a theft in progress. Vehicle was gone on deputy arrival and there does not appear to be anything missing.</p>	
<p>CAD# 2025059454</p> <p>TIME: 4/3/2025 5:00:44PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CITE DWS NO ODL</p>	<p>TRAFFIC STOP Reported at Block of 200 N 3RD ST/TERRITORIAL ST HBRG</p> <hr/> <p>Male was cited for driving with a suspended driver's license, no insurance and failing to register his vehicle as he had owned it for the last 9 months</p>	
<p>CAD# 2025059782</p> <p>TIME: 4/4/2025 6:50:46AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>ASSIST OTHER AGENCY Reported at Block of 500 N 6TH ST HBRG</p> <hr/> <p>Deputy responded to assist fire department.</p>	
<p>CAD# 2025059854</p> <p>TIME: 4/4/2025 10:10:29AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>TRESPASS Reported at Block of 300 SOMMERVILLE AVE HBRG</p> <hr/> <p>Deputy observed a person riding a bicycle on the railroad tracks. Person was warned for trespass.</p>	
<p>CAD# 2025059902</p> <p>TIME: 4/4/2025 11:08:09AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>WARNING EQUIPMENT VIOLATION</p>	<p>TRAFFIC STOP Reported at Block of 200 FOUNTAIN ST/S 3RD ST HBRG</p> <hr/> <p>Operator warned for equipment violation.</p>	
<p>CAD# 2025059962</p> <p>TIME: 4/4/2025 12:32:47PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG</p> <hr/> <p>Deputy patrolled Eagle Park.</p>	

Incident Information:	Description	1.
CAD# 2025060008 TIME: 4/4/2025 1:45:49PM CASE# CAD Only HBRG WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 200 LASALLE ST/S 3RD ST HBRG <hr/> Operator warned for equipment violation.	
CAD# 2025060065 TIME: 4/4/2025 3:10:20PM CASE# CAD Only HBRG CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 23600 PEORIA RD HBRG <hr/> Deputy responded to a 911 call from a young child. Child was safe and there were no issues.	
CAD# 2025060102 TIME: 4/4/2025 3:53:13PM CASE# CAD Only HBRG CAD CALL COMPLETE	PARKING COMPLAINT Reported at Block of 500 6TH PL HBRG <hr/> Parking complaint on residential street.	
CAD# 2025060227 TIME: 4/4/2025 7:05:11PM CASE# CAD Only HBRG	FOUND DOG Reported at Block of 100 N 7TH ST HBRG <hr/> No Public Narrative.	
CAD# 2025060231 TIME: 4/4/2025 7:14:53PM CASE# CAD Only HBRG CAD CALL COMPLETE	SUSPECT FOLLOW UP Reported at Block of 100 MOORE ST HBRG <hr/> Deputy conducted followup for investigation.	
CAD# 2025060381 TIME: 4/4/2025 11:13:13PM CASE# CAD Only HBRG CAD CALL COMPLETE	TRAFFIC STOP Reported at Block of 300 N 3RD ST/PEORIA RD HBRG <hr/> Driver warned for equipment violation	

Incident Information:	Description	1.
<p>CAD# 2025060479</p> <p>TIME: 4/5/2025 4:08:25AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>DISTURBANCE Reported at Block of 100 KESLING ST HBRG</p> <hr/> <p>Deputy responded to a report of a disturbance. No disturbance was found.</p>	
<p>CAD# 2025060724</p> <p>TIME: 4/5/2025 1:51:08PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG</p> <hr/> <p>Deputy patrolled Eagle Park.</p>	
<p>CAD# 2025060796</p> <p>TIME: 4/5/2025 3:38:04PM</p> <p>CASE# 2501271</p> <p>HBRG</p> <p>REPORT TAKEN</p>	<p>Report Filed. FALSE INFO TO POLICE OFFICER - FALSE INFO Reported At Block Of 600 SMITH ST Occurred between 1537 hours on 4/5/2025 and 1537 hours on 4/5/2025 .</p> <hr/> <p>Deputies responded to a report of minors drinking at the Harrisburg Grade School, next to the skate park. 18-year-old Simon Marion, of Eugene, was arrested for Giving False Information. A 14-year-old female and a 17-year-old male were referred to the Juvenile Department for Minor in Possession.</p>	
<p>CAD# 2025061129</p> <p>TIME: 4/6/2025 5:40:40AM</p> <p>CASE# CAD Only</p> <p>HBRG</p>	<p>911 HANG UP CALL Reported at Block of 500 N 6TH ST HBRG</p> <hr/> <p>Medical call</p>	
<p>CAD# 2025061334</p> <p>TIME: 4/6/2025 3:15:15PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>PARKING COMPLAINT Reported at Block of 900 ARROW LEAF PL HBRG</p> <hr/> <p>Deputy responded to a parking complaint.</p>	
<p>CAD# 2025061508</p> <p>TIME: 4/6/2025 10:45:49PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CITE NO INSURANCE</p>	<p>TRAFFIC STOP Reported at Block of 200 SMITH ST/N 3RD ST HBRG</p> <hr/> <p>Taniece Bercraft, 21 of Harrisburg was issued a citation for driving uninsured.</p>	

Incident Information:	Description	1.
CAD# 2025061512 TIME: 4/6/2025 10:59:00PM CASE# CAD Only HBRG CAD CALL COMPLETE	CITIZEN CONTACT Reported at Block of 300 SMITH ST HBRG <hr/> Deputy assisted other agency.	
CAD# 2025061526 TIME: 4/6/2025 11:39:19PM CASE# CAD Only HBRG CAD CALL COMPLETE	FOOT PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG <hr/> Deputy conducted foot patrol in park	
CAD# 2025061536 TIME: 4/7/2025 12:15:50AM CASE# CAD Only HBRG CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 200 S 2ND ST/MACY ST HBRG <hr/> Deputy contacted individual walking through alleys.	
CAD# 2025061684 TIME: 4/7/2025 9:38:36AM CASE# CAD Only HBRG FOLLOW UP COMPLETE	FOLLOW UP Reported at Block of 200 N 3RD ST HBRG <hr/> Follow-up.	
CAD# 2025061826 TIME: 4/7/2025 1:12:01PM CASE# 2501291 HBRG REPORT TAKEN	REPORT PENDING. Original Call Type: SEX OFFENSE Reported At Block Of 200 S 6TH ST Occurred between 1312 hours on 4/7/2025 and 1312 hours on 4/7/2025 . Reported: <hr/> Deputy responded to a sex offense. Investigation on-going.	
CAD# 2025061902 TIME: 4/7/2025 3:12:35PM CASE# 2501293 HBRG REPORT TAKEN	REPORT PENDING. Original Call Type: ASSIST OTHER AGENCY Reported At Block Of 500 N 7TH ST Occurred between 1512 hours on 4/7/2025 and 1512 hours on 4/7/2025 . <hr/> Deputy assisted Lane County Sheriff's Office.	

## Incident Information:

## Description

1.

CAD# 2025062033  
TIME: 4/7/2025 6:05:31PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

FOUND PROPERTY Reported at Block of 200 N 3RD ST HBRG

found phone. Deputy familiar with family and provided them the phones location.

CAD# 2025062061  
TIME: 4/7/2025 7:12:42PM  
CASE# CAD Only  
HBRG  
WARNING MOVING VIOLATIC

TRAFFIC STOP Reported at Block of 800 DIAMOND HILL DR HBRG

Deputy stopped vehicle for impeding traffic by traveling too slow . Out of state couple visiting were almost out of gas. They were provided directions to the gas station.

CAD# 2025062247  
TIME: 4/8/2025 6:24:33AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 800 S 3RD ST HBRG

semi driving complaint.

CAD# 2025062313  
TIME: 4/8/2025 9:10:22AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

DHS 307 REFERRAL Reported at Block of 1000 S 6TH ST HBRG

duplicate report, already investigated.

CAD# 2025062513  
TIME: 4/8/2025 1:41:29PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

DHS 307 REFERRAL Reported at Block of 500 S 5TH ST HBRG

Non-criminal report. NFA

CAD# 2025063059  
TIME: 4/9/2025 11:39:34AM  
CASE# CAD Only  
HBRG  
WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 600 S 3RD ST/LASALLE ST HBRG

Warning for expired registration.

Incident Information:	Description	1.
CAD# 2025063065 TIME: 4/9/2025 11:45:25AM CASE# CAD Only HBRG WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 600 S 3RD ST/LASALLE ST HBRG <hr/> Warning for equipment violation.	
CAD# 2025063070 TIME: 4/9/2025 11:52:50AM CASE# 2501311 HBRG REPORT TAKEN	Report Filed. TOW, NUISANCE Reported At Block Of 500 LASALLE ST/S 6TH ST Occurred between 1151 hours on 4/9/2025 and 1152 hours on 4/9/2025 . Reported: 4/9/2025 Officer <hr/> Deputy stopped a vehicle and found the driver, Jhon Anthoni Gamarra Suarez, a 25 year old male from Venezuela, had a suspended driver's license and did not carry insurance on the vehicle. It also had expired registration. The vehicle was towed as a nuisance.	
CAD# 2025063170 TIME: 4/9/2025 2:09:07PM CASE# CAD Only HBRG CAD CALL COMPLETE	PARKING COMPLAINT Reported at Block of 800 N 7TH ST HBRG <hr/> Deputy located multiple trailers in the roadway that had been parked for a long period of time. They were tagged for removal.	
CAD# 2025063348 TIME: 4/9/2025 5:25:31PM CASE# CAD Only HBRG CAD CALL COMPLETE	TRESPASS Reported at Block of 100 N 1ST ST HBRG <hr/> Deputy worked with individual trying to move a vehicle	
CAD# 2025063406 TIME: 4/9/2025 6:33:10PM CASE# CAD Only HBRG CAD CALL COMPLETE	DHS 307 REFERRAL Reported at Block of 800 ARROW LEAF PL HBRG <hr/> DHS cross-report concerning a child missing school unexpectedly. This situation is not criminal and is best handled by family and the school at this time.	
CAD# 2025063551 TIME: 4/9/2025 10:24:54PM CASE# CAD Only HBRG CAD CALL COMPLETE	PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG <hr/> Deputy patrolled park	

Incident Information:	Description	1.
CAD# 2025063585 TIME: 4/9/2025 11:28:42PM CASE# CAD Only HBRG CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 500 SMITH ST HBRG <hr/> Deputy contacted individuals at park	
CAD# 2025063627 TIME: 4/10/2025 12:51:53AM CASE# CAD Only HBRG CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 600 S 5TH ST HBRG <hr/> Deputy investigated suspicious circumstance	
CAD# 2025063660 TIME: 4/10/2025 2:27:10AM CASE# CAD Only HBRG CAD CALL COMPLETE	EXTRA PATROL Reported at Block of 400 N 7TH ST HBRG <hr/> Deputy contacted individual	
CAD# 2025064184 TIME: 4/10/2025 8:18:54PM CASE# CAD Only HBRG CAD CALL COMPLETE	ALARM LAW ONLY Reported at Block of 600 SMITH ST HBRG <hr/> Deputy responded to an alarm.	
CAD# 2025064250 TIME: 4/10/2025 10:25:57PM CASE# CAD Only HBRG CAD CALL COMPLETE	FOLLOW UP Reported at Block of 100 N 1ST ST HBRG <hr/>	
CAD# 2025064319 TIME: 4/11/2025 3:27:25AM CASE# CAD Only HBRG CITE DWS NO ODL	TRAFFIC STOP Reported at Block of 400 PEORIA RD/N 3RD ST HBRG <hr/> Jose Lopez, 58 of Chiloquin, was issued a citation for driving without operator privileges.	

## Incident Information:

## Description

1.

CAD# 2025064983  
TIME: 4/11/2025 10:25:51PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 400 N 3RD ST HBRG

Caller requests Deputy assistance after being locked behind storage facility gate. Caller able to get out prior to Deputy arrival. Deputy locates caller outside storage facility, Deputy provides caller ride to family members house.

CAD# 2025065123  
TIME: 4/12/2025 5:40:59AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

DHS 307 REFERRAL Reported at Block of 900 MOORE ST HBRG

This has already been reported.

CAD# 2025065209  
TIME: 4/12/2025 10:07:38AM  
CASE# CAD Only  
HBRG  
WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 300 S 6TH ST HBRG

Operator warned for equipment violation.

CAD# 2025065311  
TIME: 4/12/2025 12:58:56PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

PARKING COMPLAINT Reported at Block of 500 6TH PL HBRG

Caller reported a parking complaint. Vehicle was moved by the owner.

CAD# 2025065399  
TIME: 4/12/2025 3:19:16PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS PERSON Reported at Block of 700 BURTON ST/N 8TH ST HBRG

Caller reported someone came to their house trying to advertise their business.

CAD# 2025065428  
TIME: 4/12/2025 4:13:09PM  
CASE# CAD Only  
HBRG  
WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 1100 S 6TH ST/PRICEBORO DR HBRG

Driver warned for equipment violation.



Incident Information:	Description	1.
<p>CAD# 2025065464</p> <p>TIME: 4/12/2025 5:36:21PM</p> <p>CASE# 2501360</p> <p>HBRG</p> <p>REPORT TAKEN</p>	<p>Report Filed. WARRANT ARREST (LW ONLY) Reported At Block Of 100 N 3RD ST  Occurred between 1735 hours on 4/12/2025 and 1736 hours on 4/12/2025 . Reported:</p> <hr/> <p>Charmain Doyle (46) of Lebanon was cited and released on a warrant.</p>	
<p>CAD# 2025065475</p> <p>TIME: 4/12/2025 5:52:53PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>TRAFFIC HAZARD Reported at Block of 800 UMPQUA ST HBRG</p> <hr/> <p>Children riding a small quad in the street.</p>	
<p>CAD# 2025065570</p> <p>TIME: 4/12/2025 9:12:29PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>TRAFFIC COMPLAINT Reported at Block of 400 S 9TH ST HBRG</p> <hr/> <p>Caller reporting a loud vehicle cutting cookies in the school parking lot. The vehicle was gone before deputies could respond and no description was provided. No damage was found.</p>	
<p>CAD# 2025065719</p> <p>TIME: 4/13/2025 3:34:12AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>BUSINESS CHECK Reported at Block of 300 S 3RD ST HBRG</p> <hr/> <p>Deputy preforms business check, no suspicious activity discovered</p>	
<p>CAD# 2025065991</p> <p>TIME: 4/13/2025 3:57:12PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>DHS 307 REFERRAL Reported at Block of 100 S 2ND ST HBRG</p> <hr/> <p>DHS cross report. Non criminal.</p>	
<p>CAD# 2025066032</p> <p>TIME: 4/13/2025 5:10:01PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CITE DWS NO ODL</p>	<p>TRAFFIC STOP Reported at Block of 200 N 3RD ST/TERRITORIAL ST HBRG</p> <hr/> <p>Samuel Reid (44) of Halsey was issued a citation for operating without driving privileges.</p>	

Incident Information:	Description	1.
<p>CAD# 2025066203</p> <p>TIME: 4/13/2025 11:21:07PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>DHS 307 REFERRAL Reported at Block of 100 S 2ND ST HBRG</p> <hr/> <p>Duplicate DHS cross report.</p>	
<p>CAD# 2025066288</p> <p>TIME: 4/14/2025 6:42:09AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CALL TRANSFERRED TO OTI</p>	<p>TRANSFER 911 INFO - LAW CALL Reported at Block of 100 MONROE ST HBRG</p> <hr/> <p>No Public Narrative.</p>	
<p>CAD# 2025066452</p> <p>TIME: 4/14/2025 11:07:55AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>DHS 307 REFERRAL Reported at Block of 800 UMPQUA ST HBRG</p> <hr/> <p>No Public Narrative.</p>	
<p>CAD# 2025066660</p> <p>TIME: 4/14/2025 3:11:19PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>TRESPASS Reported at Block of 100 N 1ST ST HBRG</p> <hr/> <p>Ongoing tenant vs. tenant dispute</p>	
<p>CAD# 2025066727</p> <p>TIME: 4/14/2025 4:51:43PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>COUNTER TRAFFIC Reported at Block of 500 N 7TH ST HBRG</p> <hr/> <p>Lane County Sheriff's Office provided LCSO with an incident report regarding an event that occurred in Harrisburg.</p>	
<p>CAD# 2025066955</p> <p>TIME: 4/15/2025 12:28:08AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 300 S 3RD ST HBRG</p> <hr/> <p>Deputy investigated suspicious vehicle</p>	

Incident Information:	Description	1.
CAD# 2025066981 TIME: 4/15/2025 2:09:51AM CASE# CAD Only HBRG WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 200 N 3RD ST HBRG <hr/> Driver warned for equipment violation	
CAD# 2025066989 TIME: 4/15/2025 2:41:18AM CASE# CAD Only HBRG CAD CALL COMPLETE	BUSINESS CHECK Reported at Block of 300 N 3RD ST HBRG <hr/> Deputy checked business	
CAD# 2025067098 TIME: 4/15/2025 9:47:41AM CASE# CAD Only HBRG	SUSPICIOUS PERSON Reported at Block of 400 S 6TH ST HBRG <hr/> Caller reported a suspicious person but it turned out to be his neighbor looking for his childs toy rocket ship	
CAD# 2025067234 TIME: 4/15/2025 1:09:59PM CASE# CAD Only HBRG CAD CALL COMPLETE	WELFARE CHECK Reported at Block of 100 KESLING ST HBRG <hr/> Deputies respond to a welfare check, adult female is okay.	
CAD# 2025067450 TIME: 4/15/2025 6:42:05PM CASE# CAD Only HBRG CAD CALL COMPLETE	SUSPECT FOLLOW UP Reported at Block of 100 MOORE ST HBRG <hr/> Deputies conducted followup for investigation	
CAD# 2025067467 TIME: 4/15/2025 7:31:21PM CASE# CAD Only HBRG CAD CALL COMPLETE	WELFARE CHECK Reported at Block of 800 S 6TH ST HBRG <hr/> Deputy conducted welfare check.	

Incident Information:	Description	1.
CAD# 2025067504 TIME: 4/15/2025 8:17:25PM CASE# CAD Only HBRG WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 200 N 9TH ST/TERRITORIAL ST HBRG <hr/> Driver warned for equipment violation	
CAD# 2025067539 TIME: 4/15/2025 9:20:00PM CASE# CAD Only HBRG	DUII Reported at Block of 400 N 8TH ST HBRG <hr/> Caller reported a DUII that occurred in Springfield	
CAD# 2025067563 TIME: 4/15/2025 10:06:17PM CASE# CAD Only HBRG CAD CALL COMPLETE	TRAFFIC COMPLAINT Reported at Block of 300 N 3RD ST/PEORIA RD HBRG <hr/> Report of a loose load on a trailer.	
CAD# 2025067709 TIME: 4/16/2025 8:42:33AM CASE# CAD Only HBRG CAD CALL COMPLETE	TRESPASS Reported at Block of 500 LASALLE ST/S 6TH ST HBRG <hr/> Reported trespasser. Deputy was unable to locate the individual.	
CAD# 2025067739 TIME: 4/16/2025 9:28:46AM CASE# CAD Only HBRG CAD CALL COMPLETE	TRAFFIC STOP Reported at Block of 700 S 2ND ST HBRG <hr/> Andrew Beebe (30) of Harrisburg was arrested on existing probable cause for Assault 4.	
CAD# 2025067879 TIME: 4/16/2025 12:37:06PM CASE# CAD Only HBRG CAD CALL COMPLETE	SUSPICIOUS PERSON Reported at Block of 500 LASALLE ST/S 6TH ST HBRG <hr/> Caller reported a male sitting in a field. The male did not want any help and moved along to public property. Male is well known by deputies.	

Incident Information:	Description	1.
CAD# 2025067923 TIME: 4/16/2025 1:25:30PM CASE# CAD Only HBRG CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 900 ARROW LEAF PL HBRG <hr/> Deputy was unable to locate the described subject.	
CAD# 2025068183 TIME: 4/16/2025 6:57:59PM CASE# CAD Only HBRG	FOUND DOG Reported at Block of 400 S 9TH ST HBRG <hr/> Caller found a yellow lab	
CAD# 2025068355 TIME: 4/17/2025 1:51:24AM CASE# CAD Only HBRG CAD CALL COMPLETE	DHS 307 REFERRAL Reported at Block of 800 SOMMERVILLE LOOP HBRG <hr/> DHS cross report. Non criminal.	
CAD# 2025068816 TIME: 4/17/2025 4:12:39PM CASE# CAD Only HBRG WARNING MOVING VIOLATIC	TRAFFIC STOP Reported at Block of 500 N 9TH ST HBRG <hr/> Driver warned for failing to obey a traffic control device .	
CAD# 2025068821 TIME: 4/17/2025 4:20:00PM CASE# CAD Only HBRG CAD CALL COMPLETE	JUVENILE COMPLAINT Reported at Block of 600 SMITH ST/N 7TH ST HBRG <hr/> Caller believed juveniles riding a scooter dangerously.	
CAD# 2025068822 TIME: 4/17/2025 4:20:53PM CASE# CAD Only HBRG WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 300 N 9TH ST HBRG <hr/> Driver warned for equipment violation.	

## Incident Information:

## Description

1.

CAD# 2025068868  
TIME: 4/17/2025 5:23:54PM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

FOUND DOG Reported at Block of 1000 SOMMERVILLE LOOP HBRG

Caller reports find stray dog, per Facebook dogs owner was location prior to deputy contact.

CAD# 2025068955  
TIME: 4/17/2025 7:22:55PM  
CASE# 2501420  
HBRG  
  
REPORT TAKEN

REPORT PENDING. Original Call Type: BURGLARY Reported At Block Of 400 N 7TH ST  
Occurred between 1922 hours on 4/17/2025 and 1922 hours on 4/17/2025 . Reported:

Caller reports items missing including camera equipment and tools.

CAD# 2025069061  
TIME: 4/17/2025 10:25:53PM  
CASE# 2501424  
HBRG  
  
REPORT TAKEN

Report Filed. SEX ABUSE 2 - FORCIBLE RAPE Reported At Block Of 100 SMITH ST  
Occurred between 2100 hours on 4/12/2025 and 2225 hours on 4/17/2025 . Reported:

Caller reports sex offense occurring somewhere near Harrisburg with an unknown exact location.

CAD# 2025069203  
TIME: 4/18/2025 6:11:25AM  
CASE# CAD Only  
HBRG

911 HANG UP CALL Reported at Block of 700 S 2ND ST HBRG

No Public Narrative.

CAD# 2025069423  
TIME: 4/18/2025 12:24:35PM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

CIVIL DISPUTE REPORT Reported at Block of 200 N 3RD ST HBRG

Deputy responded to a civil dispute over a scrape in the asphalt. Non criminal.

CAD# 2025069560  
TIME: 4/18/2025 3:17:03PM  
CASE# CAD Only  
HBRG  
  
CAD CALL COMPLETE

TRAFFIC COMPLAINT Reported at Block of 800 S 3RD ST HBRG

Deputy responded to a complaint of an aggressive driver. No aggressive driving observed.

Incident Information:	Description	1.
<p>CAD# 2025069671</p> <p>TIME: 4/18/2025 5:51:21PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>FOLLOW UP Reported at Block of 300 SOMMERVILLE AVE HBRG</p> <hr/> <p>Deputy conducted follow up.</p>	
<p>CAD# 2025069893</p> <p>TIME: 4/18/2025 10:59:06PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>TRAFFIC STOP Reported at Block of 400 PEORIA RD/N 3RD ST HBRG</p> <hr/> <p>Driver warned for equipment violation</p>	
<p>CAD# 2025069973</p> <p>TIME: 4/19/2025 2:09:49AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS PERSON Reported at Block of 600 DEMPSEY ST/N 7TH ST HBRG</p> <hr/> <p>Deputy contacted individual taking a walk early in the morning.</p>	
<p>CAD# 2025070141</p> <p>TIME: 4/19/2025 11:12:19AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 200 SOMMERVILLE AVE/S 2ND ST HBRG</p> <hr/> <p>Deputy observed a vehicle on private property. Occupants were fixing a tire. Non criminal.</p>	
<p>CAD# 2025070160</p> <p>TIME: 4/19/2025 11:36:14AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>ASSIST OTHER AGENCY Reported at Block of 100 N 4TH ST/TERRITORIAL ST HBRG</p> <hr/> <p>Deputy assisted Coburg Police on a traffic stop.</p>	
<p>CAD# 2025070282</p> <p>TIME: 4/19/2025 3:11:04PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG</p> <hr/> <p>Deputy patrolled Eagle Park.</p>	

## Incident Information:

## Description

1.

CAD# 2025070641  
TIME: 4/20/2025 5:04:09AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 1000 S 6TH ST HBRG

Deputy searched the area for suspicious noises. Noises were not located.

CAD# 2025070699  
TIME: 4/20/2025 9:04:43AM  
CASE# CAD Only  
HBRG  
CITE EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 300 S 3RD ST HBRG

Leah Deblander, 43 of Eugene was issued a citation for Fail to Renew Vehicle Registration .

CAD# 2025070772  
TIME: 4/20/2025 11:51:08AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS VEHICLE Reported at Block of 900 MONROE ST HBRG

Deputy searched the area for a suspicious vehicle.

CAD# 2025070828  
TIME: 4/20/2025 2:36:06PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Deputy patrolled Eagle Park.

CAD# 2025070853  
TIME: 4/20/2025 3:21:26PM  
CASE# CAD Only  
HBRG  
WARNING EQUIPMENT VIOLATION

TRAFFIC STOP Reported at Block of 100 S 3RD ST HBRG

Operator warned for equipment violation.

CAD# 2025070923  
TIME: 4/20/2025 6:03:29PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

INFORMATION ONLY REPORT Reported at Block of 100 SMITH ST HBRG

Info report. Caller reporting two adult males fighting. UTL.



Incident Information:	Description	1.
CAD# 2025071031 TIME: 4/20/2025 10:37:00PM CASE# CAD Only HBRG CAD CALL COMPLETE	TRESPASS Reported at Block of 500 6TH PL HBRG <hr/> Caller reporting their neighbors were going through their trash can.	
CAD# 2025071343 TIME: 4/21/2025 1:24:17PM CASE# CAD Only HBRG CITE NO INSURANCE	TRAFFIC STOP Reported at Block of 800 S 6TH ST/SOMMERVILLE LOOP HBRG <hr/> David Bangemann-Johnson, 24 of Junction City was cited for driving uninsured.	
CAD# 2025071368 TIME: 4/21/2025 2:03:41PM CASE# CAD Only HBRG CITE NO INSURANCE	TRAFFIC STOP Reported at Block of 500 LASALLE ST/S 6TH ST HBRG <hr/> Mariah Knettle, 26 of Eugene, was cited for failing to carry proof of insurance.	
CAD# 2025071378 TIME: 4/21/2025 2:19:43PM CASE# CAD Only HBRG WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 500 LASALLE ST/S 6TH ST HBRG <hr/> warning for equipment violation.	
CAD# 2025071418 TIME: 4/21/2025 3:07:25PM CASE# CAD Only HBRG CAD CALL COMPLETE	SUSPICIOUS VEHICLE Reported at Block of 300 N 3RD ST HBRG <hr/> Dollar General advising of an abandoned vehicle in their parking lot.	
CAD# 2025071449 TIME: 4/21/2025 3:34:55PM CASE# CAD Only HBRG WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 300 S 6TH ST/KESLING ST HBRG <hr/> warning for equipment violation	

## Incident Information:

## Description

1.

CAD# 2025071459  
TIME: 4/21/2025 3:44:39PM  
CASE# CAD Only  
HBRG  
WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 900 S 6TH ST HBRG

warning for expired registration

CAD# 2025071523  
TIME: 4/21/2025 5:21:16PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

DOG COMPLAINT Reported at Block of 1000 APPEGATE PL HBRG

Deputies responded to a barking complaint.

CAD# 2025071550  
TIME: 4/21/2025 6:11:05PM  
CASE# 2501459  
HBRG  
REPORT TAKEN

Report Filed. CRIMINAL MISCHIEF 2 - CRIME DAMAGE Reported At Block Of 800  
UMPQUA ST Occurred between 1811 hours on 4/21/2025 and 1811 hours on 4/21/2025 .

Deputies responded to a suspicious circumstance.

CAD# 2025071618  
TIME: 4/21/2025 8:28:34PM  
CASE# CAD Only  
HBRG

POCKET DIAL LCSO AND CRCC Reported at Block of 800 EAGLES WAY HBRG

No Public Narrative.

CAD# 2025071885  
TIME: 4/22/2025 10:37:39AM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

PARKING COMPLAINT Reported at Block of 200 MOORE ST/S 3RD ST HBRG

Deputies responded to a parking complaint. Vehicle is no longer parked on the street.

CAD# 2025071925  
TIME: 4/22/2025 11:35:24AM  
CASE# CAD Only  
HBRG  
WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 900 S 6TH ST HBRG

warning for equipment violation

Incident Information:	Description	1.
<p>CAD# 2025071938</p> <p>TIME: 4/22/2025 11:50:00AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>WARNING EQUIPMENT VIOL</p>	<p>TRAFFIC STOP Reported at Block of 500 LASALLE ST HBRG</p> <hr/> <p>warning for equipment violation</p>	
<p>CAD# 2025071946</p> <p>TIME: 4/22/2025 11:59:37AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>WARNING EQUIPMENT VIOL</p>	<p>TRAFFIC STOP Reported at Block of 1000 S 6TH ST HBRG</p> <hr/> <p>warning for equipment violation</p>	
<p>CAD# 2025071960</p> <p>TIME: 4/22/2025 12:16:00PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>WARNING EQUIPMENT VIOL</p>	<p>TRAFFIC STOP Reported at Block of 700 S 2ND ST HBRG</p> <hr/> <p>Operator warned for equipment violation.</p>	
<p>CAD# 2025072083</p> <p>TIME: 4/22/2025 2:44:47PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>WARNING EQUIPMENT VIOL</p>	<p>TRAFFIC STOP Reported at Block of 800 S 6TH ST HBRG</p> <hr/> <p>Driver warned for equipment violation.</p>	
<p>CAD# 2025072155</p> <p>TIME: 4/22/2025 4:19:49PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>WARNING EQUIPMENT VIOL</p>	<p>TRAFFIC STOP Reported at Block of 100 S 3RD ST HBRG</p> <hr/> <p>warning for equipment violation</p>	
<p>CAD# 2025072161</p> <p>TIME: 4/22/2025 4:26:22PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CITE EQUIPMENT VIOLATION</p>	<p>TRAFFIC STOP Reported at Block of 700 S 6TH ST HBRG</p> <hr/> <p>Larry Bowser (57) of Eugene was issued a citation for failure to carry proof of insurance.</p>	

Incident Information:	Description	1.
<p>CAD# 2025072239</p> <p>TIME: 4/22/2025 5:51:41PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>CITY ORDINANCE VIOLATION Reported at Block of 200 N 7TH ST HBRG</p> <hr/> <p>Complaint was received by LCSO about people selling fruit at fruit stands. A deputy contacted the males and asked for them to complete the permit process.</p>	
<p>CAD# 2025072256</p> <p>TIME: 4/22/2025 6:15:42PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>WARNING EQUIPMENT VIOL</p>	<p>TRAFFIC STOP Reported at Block of 100 S 9TH ST HBRG</p> <hr/> <p>Warning for equipment violation.</p>	
<p>CAD# 2025072275</p> <p>TIME: 4/22/2025 6:54:33PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>EVENT DETAIL Reported at Block of 300 SMITH ST HBRG</p> <hr/> <p>city council meeting</p>	
<p>CAD# 2025072312</p> <p>TIME: 4/22/2025 8:04:28PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>TRESPASS Reported at Block of 500 6TH PL HBRG</p> <hr/> <p>Deputies documented a civil dispute.</p>	
<p>CAD# 2025072344</p> <p>TIME: 4/22/2025 9:10:23PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>DHS 307 REFERRAL Reported at Block of 600 SMITH ST HBRG</p> <hr/> <p>DHS cross report. Non criminal.</p>	
<p>CAD# 2025072628</p> <p>TIME: 4/23/2025 10:00:48AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>TRAFFIC HAZARD Reported at Block of 100 S 3RD ST/MOORE ST HBRG</p> <hr/> <p>Deputy observed a vehicle parked in the road. Vehicle was having mechanical issues and owner was working on getting it moved.</p>	

Incident Information:	Description	1.
<p>CAD# 2025073029</p> <p>TIME: 4/23/2025 7:42:56PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>JUVENILE COMPLAINT Reported at Block of 800 SOMMERVILLE LOOP HBRG</p> <hr/> <p>Deputy responded to juvenile complaint</p>	
<p>CAD# 2025073086</p> <p>TIME: 4/23/2025 9:35:19PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>DHS 307 REFERRAL Reported at Block of 800 SPURLOCK ST HBRG</p> <hr/> <p>DHS Cross Report. Non criminal.</p>	
<p>CAD# 2025073567</p> <p>TIME: 4/24/2025 3:01:21PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>EXTRA PATROL Reported at Block of 600 TERRITORIAL ST/N 7TH ST HBRG</p> <hr/> <p>Deputy observed traffic at Territorial St/N 7th St. Multiple traffic stops resulted in warnings and citations issued.</p>	
<p>CAD# 2025073576</p> <p>TIME: 4/24/2025 3:17:07PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>WARNING MOVING VIOLATIC</p>	<p>TRAFFIC STOP Reported at Block of 100 N 4TH ST/TERRITORIAL ST HBRG</p> <hr/> <p>Operator warned for moving violation.</p>	
<p>CAD# 2025073590</p> <p>TIME: 4/24/2025 3:33:00PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CITE MOVING VIOLATION</p>	<p>TRAFFIC STOP Reported at Block of 200 N 9TH ST/TERRITORIAL ST HBRG</p> <hr/> <p>Robert Smith, 59 of Harrisburg was issued a citation for Fail to Obey Traffic Control Device and Fail to Renew Vehicle Registration.</p>	
<p>CAD# 2025073651</p> <p>TIME: 4/24/2025 5:09:30PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>TRAFFIC COMPLAINT Reported at Block of 600 TERRITORIAL ST/N 7TH ST HBRG</p> <hr/> <p>Deputy responded to a possible road rage incident. Parties separated and assistance was no longer needed.</p>	

Incident Information:	Description	1.
<p>CAD# 2025073777</p> <p>TIME: 4/24/2025 8:38:19PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>NEIGHBORHOOD DISPUTE Reported at Block of 500 N 6TH ST HBRG</p> <hr/> <p>Deputies contacted individuals regarding a neighborhood dispute.</p>	
<p>CAD# 2025073852</p> <p>TIME: 4/24/2025 11:01:18PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG</p> <hr/> <p>Deputy patrolled park</p>	
<p>CAD# 2025073941</p> <p>TIME: 4/25/2025 2:40:11AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS CIRCUMSTANCE Reported at Block of 400 TERRITORIAL ST HBRG</p> <hr/> <p>Deputy investigated suspicious circumstance.</p>	
<p>CAD# 2025073948</p> <p>TIME: 4/25/2025 3:25:47AM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 300 N 3RD ST HBRG</p> <hr/> <p>Deputies investigated suspect vehicle</p>	
<p>CAD# 2025074268</p> <p>TIME: 4/25/2025 3:43:29PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS VEHICLE Reported at Block of 600 DEMPSEY ST HBRG</p> <hr/> <p>Deputy checked on a possibly abandoned vehicle.</p>	
<p>CAD# 2025074297</p> <p>TIME: 4/25/2025 4:12:39PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CITE DWS NO ODL</p>	<p>TRAFFIC STOP Reported at Block of 700 S 6TH ST HBRG</p> <hr/> <p>Cristina Weidenbeck (43) of Junction City was issued citations for driving uninsured, DWS VIO and failure to install an IID.</p>	

Incident Information:	Description	1.
CAD# 2025074360 TIME: 4/25/2025 5:55:45PM CASE# CAD Only HBRG CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 300 KESLING ST HBRG <hr/> Deputies responded to a civil dispute.	
CAD# 2025074446 TIME: 4/25/2025 8:20:37PM CASE# CAD Only HBRG	INFORMATION ONLY REPORT Reported at Block of 500 TERRITORIAL ST/N 6TH ST HBRG <hr/> Railroad crossing arm broken.	
CAD# 2025074632 TIME: 4/26/2025 2:27:53AM CASE# CAD Only HBRG CAD CALL COMPLETE	DHS 307 REFERRAL Reported at Block of 1000 SIUSLAW ST HBRG <hr/> DHS cross report. Non criminal.	
CAD# 2025074809 TIME: 4/26/2025 12:35:49PM CASE# CAD Only HBRG	POCKET DIAL LCSO AND CRCC Reported at Block of 400 TERRITORIAL ST HBRG <hr/> No Public Narrative.	
CAD# 2025074954 TIME: 4/26/2025 4:47:07PM CASE# CAD Only HBRG CAD CALL COMPLETE	DOG COMPLAINT Reported at Block of 1000 APPLEGATE PL HBRG <hr/> Barking dog complaint. Dog owner was issued a warning.	
CAD# 2025075051 TIME: 4/26/2025 7:37:01PM CASE# CAD Only HBRG CAD CALL COMPLETE	THREATS Reported at Block of 800 BURTON ST HBRG <hr/> Deputy contacted intoxicated individual	

Incident Information:	Description	1.
CAD# 2025075103 TIME: 4/26/2025 9:04:17PM CASE# CAD Only HBRG WARNING EQUIPMENT VIOL/	TRAFFIC STOP Reported at Block of 700 S 3RD ST HBRG <hr/> Driver warned for equipment violation	
CAD# 2025075122 TIME: 4/26/2025 9:46:55PM CASE# CAD Only HBRG CAD CALL COMPLETE	DOG COMPLAINT Reported at Block of 800 DIAMOND HILL DR HBRG <hr/> Deputy responded to dog complaint.	
CAD# 2025075146 TIME: 4/26/2025 10:26:51PM CASE# CAD Only HBRG CAD CALL COMPLETE	HARASSMENT Reported at Block of 100 MOORE ST HBRG <hr/> Deputy contacted individual about a report of harassment	
CAD# 2025075497 TIME: 4/27/2025 2:53:58PM CASE# CAD Only HBRG	FOUND DOG Reported at Block of 1000 SOMMERVILLE LOOP HBRG <hr/> No Public Narrative.	
CAD# 2025075642 TIME: 4/27/2025 7:26:02PM CASE# CAD Only HBRG CAD CALL COMPLETE	DOG COMPLAINT Reported at Block of 800 S 3RD ST HBRG <hr/> Deputies were responding to a dog in a river. While en-route the dog made it out safe and is with it's owner.	
CAD# 2025075673 TIME: 4/27/2025 8:51:07PM CASE# CAD Only HBRG CAD CALL COMPLETE	SUSPICIOUS CIRCUMSTANCE Reported at Block of 200 N 7TH ST HBRG <hr/> Caller reporting hearing a female screaming. Deputy checked the area and was UTL.	



## Incident Information:

## Description

1.

CAD# 2025075913  
TIME: 4/28/2025 10:06:12AM  
CASE# 2501545  
HBRG  
REPORT TAKEN

REPORT PENDING. Original Call Type: SUICIDAL SUBJECT Reported At Block Of 200 S 6TH ST Occurred between 1006 hours on 4/28/2025 and 1006 hours on 4/28/2025 .

Male contacted and taken into custody on a police officer hold. He was transported to Riverbend.

CAD# 2025076003  
TIME: 4/28/2025 12:16:01PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

FOLLOW UP Reported at Block of 400 S 9TH ST HBRG

Deputies conducted follow up

CAD# 2025076033  
TIME: 4/28/2025 1:07:11PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

SUSPICIOUS CIRCUMSTANCE Reported at Block of 800 SOMMERVILLE LOOP HBRG

Deputy checked the area for a suspicious circumstance. Nothing suspicious located.

CAD# 2025076299  
TIME: 4/28/2025 8:15:11PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

PARK PATROL Reported at Block of 300 SOMMERVILLE AVE HBRG

Multiple people educated regarding park hours and boundaries.

CAD# 2025076338  
TIME: 4/28/2025 9:36:30PM  
CASE# CAD Only  
HBRG  
CAD CALL COMPLETE

TRAFFIC STOP Reported at Block of 300 SOMMERVILLE AVE HBRG

Multiple people educated regarding park hours and boundaries.

CAD# 2025076492  
TIME: 4/29/2025 7:54:55AM  
CASE# CAD Only  
HBRG  
WARNING EQUIPMENT VIOL/

TRAFFIC STOP Reported at Block of 200 SMITH ST/N 3RD ST HBRG

warning for equipment violation

Incident Information:	Description	1.
<p>CAD# 2025076910</p> <p>TIME: 4/29/2025 6:45:53PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS CIRCUMSTANCE Reported at Block of 23600 PEORIA RD HBRG</p> <hr/> <p>Deputy responded to a report of a suspicious circumstance. Nothing suspicious located.</p>	
<p>CAD# 2025076973</p> <p>TIME: 4/29/2025 8:48:18PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>SUSPICIOUS CIRCUMSTANCE Reported at Block of 400 S 9TH ST HBRG</p> <hr/> <p>Deputy observed open doors at the school. Staff responded and closed the doors.</p>	
<p>CAD# 2025077457</p> <p>TIME: 4/30/2025 3:38:50PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>FRAUD Reported at Block of 200 MACY ST HBRG</p> <hr/> <p>Deputies answered questions regarding a potential fraud in CA.</p>	
<p>CAD# 2025077537</p> <p>TIME: 4/30/2025 5:07:11PM</p> <p>CASE# CAD Only</p> <p>HBRG</p> <p>CAD CALL COMPLETE</p>	<p>DHS 307 REFERRAL Reported at Block of 800 SPURLOCK ST HBRG</p> <hr/> <p>DHS cross report. Non criminal.</p>	

Incident Information:	Description	1.
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Agenda Bill

**Harrisburg City Council**

Harrisburg, Oregon

**THE MATTER OF APPROVING/AMENDING/DENYING ORDINANCE NO. 1009, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 12.35.080”, AND RESOLUTION NO. 1300, ESTABLISHING A MODIFICATION TO COLLECTION OF SDC’S FOR MULTI-FAMILY HOUSING OF 3 DWELLING UNITS OR MORE**

**STAFF REPORT:**

- Exhibit A: Ordinance No. 1009
- Exhibit B: Resolution No. 1300

**ACTION: MOTION TO APPROVE/AMEND/DENY ORDINANCE NO. 1009, “AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 12.35.080”, AND RESOLUTION NO. 1300, “A RESOLUTION ESTABLISHING A MODIFICATION TO COLLECTION OF SDC CHARGES FOR \*MULTI-FAMILY HOUSING / DEVELOPMENTS IN EXCESS OF THREE DWELLING UNITES OR MORE”**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – May 27, 2025

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

**STAFF RECOMMENDATION:**

**Staff recommends the City Council discuss and determine if they wish to approve, modify, or deny the recommended solution**

**BACKGROUND INFORMATION:**

Jeremy Zuidema, owner of Carbide Construction and property owner for unsold property in Butterfly Gardens Subdivision, has been present at the last two City Council meetings. He had submitted a request to allow deferred payments for SDC’s and suggested that similar to some other communities, the City consider allowing the payment of SDC’s to coincide with when an occupation permit is requested and provided by the City. The City’s SDC code currently requires that SDC’s are paid at the same time as the building permit. With a townhome, it’s typical that 3 to 5 dwelling units are built into each structure. 3 dwelling units results in a SDC payment of \$39,321. With additional construction costs that are paid to the City, a 3-dwelling unit structure will typically require a payment of \$60,000 to \$63,000, due when the building permit is picked up.

The City Council was willing to consider this process, using staff's suggestion of only working with contractors/developers that have been operating in Harrisburg for a year prior to the request, and requiring that the applicant pay for the additional staff time spent in preparing the lien paperwork and keeping track of the deferrals. Discussion was also centered on having the process applicable only to multiple dwelling units that consisted of three or more dwelling units. That would include three or four-plexes or higher, townhomes of at least three dwelling units or higher, or apartment homes, with more than three apartments.

Staff has prepared an ordinance amendment (**Exhibit A**), which simply allows for the ability of the City Council to modify the collection of SDC's on a case-by-case method. That allows the City Council to decide to change this process at any time based upon the needs of the City. The resolution (**Exhibit B**) that has been prepared includes the process of how this program will be operated, and includes an application, which is shown in Exhibit (A) to the resolution. That includes the following:

- Descriptions throughout of what a 3-dwelling unit structure is.
- Applicants must have been working with the City of Harrisburg for at least a year.
- A \$500 fee per dwelling unit will be charged up front. (This compensates the City for the staff time (up to 3 people) involved in setting up, and processing the liens.
- A reminder that construction costs must still be paid when the building permit is issued
- No occupation will be allowed until the liens are paid, and the consequences for applicants if they allow occupancy without paying the SDC's owed.

While it's better to receive revenues up front for the City, there is a possibility that construction of multi-dwelling housing might increase, due to this particular program. The City Council can discontinue this program at any time, depending upon staff time needed to operate the 'program'. The City Council may approve, deny, or amend either the ordinance or the resolution.

#### REVIEW AND APPROVAL:



Michele Eldridge 05.21.25  
City Administrator

**ORDINANCE NO. 1009**

**AN ORDINANCE AMENDING HARRISBURG MUNICIPAL CODE 12.35.080**

WHEREAS, Harrisburg Municipal Code (HMC) Chapter 12.35.080 sets out the process for collections of system development charges (SDC's); and

WHEREAS, Chapter 12.35.080 currently requires that SDC's are paid when building permits are issued; and

WHEREAS, the City Council recognizes that there may be opportunities in which they would consider changes to how SDC fees are collected.

**NOW THEREFORE, THE CITY OF HARRISBURG ORDAINS AS FOLLOWS:**

**Section 1.** Harrisburg Municipal Code Chapter 12.35.080 Collection of Charge is amended as shown in Exhibit A;

PASSED by the Council this 27<sup>th</sup> Day of May 2025.

APPROVED by the Mayor this 27<sup>th</sup> Day of May 2025

EFFECTIVE DATE: June 26, 2025.

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

ATTEST:

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

## Exhibit A

**12.35.080 Collection of charge.**

1. The systems development charge is payable upon issuance of a building permit. If no building permit is involved, then the systems development charge is payable upon the first occurrence of any of the following events:

- a. Upon approval of a site plan;
- b. Prior to connection to the City water system;
- c. Prior to connection to the City sewer system; or
- d. At the time the usage of the capital improvement is increased.

2. A building permit will not be issued until the charge has been paid in full.

a. The City Council shall reserve the right to modify the time of collection as determined on a case-by-case basis.

3. If property is annexed to the City of Harrisburg, and the property includes a structure or use for which systems development charges would have been assessed if located within the City limits, then systems development charges shall be paid at the time of annexation. However, if the City Council makes findings that it would be to the benefit of the City of Harrisburg and its citizens to have the property within the City limits, the City Council may waive all or a percentage of the systems development charges to encourage the annexation.

4. If any systems development charge is not paid when due, in addition to being a violation subject to citation under this chapter, the City can order that all work on the improvement stop until payment is made, and the unpaid systems development charge and interest thereon shall constitute a lien against the parcel of land with the same priority as a local improvement lien and subject to collection and foreclosure as a local improvement lien.

5. The City shall advise anyone who files a written objection to the calculation of charges of the right to petition for a writ of review as provided for in ORS Chapter 34. [Ord. 906 § 1, 2012; Ord. 786 § 9, 2001.]

## RESOLUTION NO. 1300

### A RESOLUTION ESTABLISHING A MODIFICATION TO COLLECTION OF SDC CHARGES FOR \*MULTI-FAMILY HOUSING/DEVELOPMENTS IN EXCESS OF THREE DWELLING UNITS OR MORE.

WHEREAS, the City Council will allow a modification of the collection of SDC's based upon multiple dwelling units of three dwellings or higher. \*This is typical of three-plex and higher 'plex' units, townhomes with more than three dwelling units, and includes apartment structures with more than three dwelling units; and

WHEREAS, the City Council has determined that they are willing to consider a different method in which to collect SDC's for multi-family housing; and,

WHEREAS, the City Council is willing to defer that collection to the time that a certificate of occupancy is requested, following procedures as set forth in this resolution;

NOW, THEREFORE BE IT RESOLVED that the City Council is willing to modify the collection of SDC's for 3 or more multi-family dwellings/housing, as typical of three-plex and higher units, including apartment structures. That shall be based upon the following procedures:

1. Developers/Builders must have worked inside the city limits of Harrisburg, Oregon for a year before being allowed to use this methodology.
2. Developers/Builders shall formally request a modification by submitting the application as shown in Exhibit A to the City Administrator.
3. There shall be a \$500 fee per dwelling unit that shall be paid in full at the time the building permit is issued to cover the City's expenses by modifying the normal process, and processing a lien(s) against the property.
4. All connection charges, meter charges, deposits, street tree fees, waivers of remonstrances, building permit fees or other fees related to construction, must be paid in full at the time the building permit is issued.
5. The City will prepare a lien against each dwelling unit, which will be posted to the City lien docket. Interest rates as set by resolution will be applied to the lien until it is paid in full.
6. No Developer/Builder shall allow occupation in any dwelling unit until the City has been paid in full for the outstanding SDC liens.
7. If Developer/Builder allows occupancy in a dwelling unit in which SDC's have not yet been paid, they shall be subject to a violation as per HMC 12.35.080(4) and punishable by a fine not to exceed \$500 per day. Further, the City can order that all work on the improvement stop until payment is made in full.

Adopted by the City Council of the City of Harrisburg, OR on this 27<sup>th</sup> day of May, 2025 and made effective this same day.

\_\_\_\_\_  
Mayor, City of Harrisburg

ATTEST:

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





Exhibit A

## SDC Modification Application

I, \_\_\_\_\_ Developer/Builder in (Name of Subdivision) \_\_\_\_\_, am formally requesting that the City of Harrisburg allow me or my company to defer SDC's payments up until a certificate of occupation is requested. My \*multi-family housing has \_\_\_\_\_ dwelling units. I hereby acknowledge that I have been a developer/contractor in Harrisburg for a minimum of one year prior to this application.

Address or Tax Map/Lot Number(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1. All connection fees, meter charges, deposits, building permit or other fees, including street tree fees, and waiver of remonstrances, shall be paid in full, for each dwelling unit, at the time that the building permit is picked up. (initial) \_\_\_\_\_.
2. A Fee of \$500 **per dwelling unit** shall be paid with this application. This recompenses the City for the additional work being done to process the lien, and to file it on the City's electronic lien docket. (initial) \_\_\_\_\_.
3. I acknowledge that I may not allow occupation in any of the dwelling units until the SDC's are paid in full. (initial) \_\_\_\_\_.
4. I have been informed by the City that occupation in a dwelling unit in which SDC's have not been paid, shall be subject to a violation and/or citation into Municipal Court. The City may also levy a stop work order on the rest of the development in my subdivision. (initial) \_\_\_\_\_.
5. I may not request SDC deferrals on more than two buildings (each containing multiple-family dwellings) at a time. (initial) \_\_\_\_\_.

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

Printed Name: \_\_\_\_\_

City Staff Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

*\*A multi-family housing unit shall be a three-plex or higher, a townhouse complex containing three dwelling units or higher, or apartment buildings with more than three dwelling units.*

Agenda Bill

**Harrisburg City Council**

Harrisburg, Oregon

THE MATTER OF NEXT STEPS IN MITIGATING A DANGEROUS HOUSE  
LOCATED AT 790 BURTON STREET

STAFF REPORT:

Exhibits: None

ACTION: TBD

THIS AGENDA BILL IS DESTINED FOR: Agenda – May 27, 2025

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

STAFF RECOMMENDATION:

Staff recommend that the City Council discuss and agree with next steps

BACKGROUND INFORMATION:

At the Council Meeting on April 22, 2025, the City Council authorized Staff to enter into a Voluntary Compliance Agreement with the family of Linda Poe. At that meeting, it was still not certain that the owner would allow the family to further abate the property, and several options were put forth to meet the legalities involved in order to protect the City’s liability in this situation.

Since that meeting, son-in-law Dan Schroeder has obtained Power of Attorney, and therefore the entire process has been vastly simplified. To date, Mr. Schroeder has met with Judge Blake, who has sympathized, but will not provide any reductions in the assessed fines owing until the dangerous home is abated and in compliance with City codes.

Two Public Safety Officials, representing HFRD and LCSO, and the City declared the house located at 790 Burton St. as dangerous. The main reason for this designation is safety, both on behalf of the neighborhood surrounding the home, as well as that of public safety volunteers responding to an emergency. The roof had a branch growing through it, and with the opening into the roof, it was assumed that there was major water damage present. In addition, the interior of the home was so incredibly cluttered and inaccessible, that it represented a fire danger. LCSO’s concern was both due to

fire danger in the interior, but also that anyone could enter the home, would be hard to rescue, and could be committing crimes.

The owner(s) would like to have access to the home in order to start the abatement process. In order to allow access to the home, there are several things that should be required:

1. The owner(s) will need to provide a copy of the report received from a structural engineer indicating that the roof is stable and safe for a person to be on it, with the exception of the immediate area in which the tree/branch is growing through the roof.
2. The City can then work with the HFRD Chief to remove the dangerous designation for volunteers being allowed to be on the roof. If the interior of the home needs to be abated, then hopefully, he will be willing to allow access to the home, even if the volunteers aren't allowed inside until passageways in the home are completely empty.
3. LCSO will need to agree that now that access points to the home have been eliminated, that they will allow the home to be worked on, provided that the entrances and access are kept in control by the owner(s). LCSO was concerned about entry to the home from all directions, as well as trying to assist with any emergencies inside the home. (Also the potential for crimes being committed inside the home.)
4. The City will need to be paid in full at a minimum, for the principal balance of all abatement actions. That balance totals \$5,029.53 at this current time.

<b>City Abatement Actions &amp; Utility Bills</b>			
<b>Descriptor</b>	<b>Abatement Actions</b>	<b>Principal</b>	<b>Interest</b>
0516181	Ord 963	\$750.00	\$451.32
1024165	Ord 947	\$506.00	\$300.71
Acct No. 167.02	Utility Account	\$2,664.23	n/a
0521251	Abatement to date	\$1,109.30	n/a
	<b>Totals</b>	<b>\$5,029.53</b>	<b>\$752.03</b>
<b>Municipal Court Fines &amp; Interest</b>			
18-C-0007	Noxious Vegetation Court Fine	\$13,500	\$3,366.48
18-C-0008	Discarded Vehicle Court Fine	\$28,500	\$7,107.01
	<b>Total Court Fines</b>	<b>\$42,000</b>	<b>\$10,473.49</b>

The owner(s) would like to request that the City be willing to waive the accrued interest rates on the liens that are on the homes. Staff suggests that we also wait to waive interest rates until the home is completely abated.

Once steps 1-4 are taken, the owner(s) should contact the City in order to have a meter installed, and the water turned back on. This will also require a utility deposit. The City will also expect all abatement of violations on the property be mitigated by the end of August, 2025. Abatement will include the following:

- Removal of the remaining discarded vehicle on the west end of the home.

- Replacing windows and doors on the home.
- Removal of trees blocking emergency access from Burton St.
- Removal/control of (remaining) blackberries on the property.

We want to thank Dan Schroeder for getting involved in his mother-in-law's property, and are glad that it worked out this way. We hope that the home will continue to be improved, and will start to gain in value and to improve the neighborhood.

REVIEW AND APPROVAL:

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

Michele Eldridge, City Administrator 05.21.25

Agenda Bill

**Harrisburg City Council**

Harrisburg, Oregon

THE MATTER OF APPROVING THE 3<sup>RD</sup> QUARTER 2024/2025 EXPENSE REPORT

STAFF REPORT:

Exhibit A: 3<sup>rd</sup> Quarter Expense Report Ending March 31, 2025

ACTION: MOTION TO APPROVE THE 3<sup>RD</sup> QUARTER 2024/2025 EXPENSE REPORT.

THIS AGENDA BILL IS DESTINED FOR: Regular Session Agenda – May 27, 2025

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

STAFF RECOMMENDATION:

Staff recommend Council reviews and approves the 3<sup>rd</sup> Quarter 2024/2025 Expense Report.

BACKGROUND INFORMATION:

The City’s Finance Director has prepared the 3<sup>rd</sup> Quarter 2024/2025 Expense Report for review by the City Council. The report shows all revenues and expenditures for the 3<sup>rd</sup> quarter for fiscal year 2024/2025 ending March 31, 2025. The Investment Revenue across all funds is coming in about 10% short of budgeted levels. This is due to the interest rate being reduced by the federal reserve.

When looking at percentages, please remember we are only 75% 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 with 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:

5/21/25

Cathy Nelson, Finance Director

Date

**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**GENERAL FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	1,078,920.00	1,078,920.00	963,610.00	115,310.00	111.97%
TAXES	22,420.48	840,763.02	832,890.00	7,873.02	100.95%
FRANCHISE FEES	148,748.05	326,113.10	416,090.00	(89,976.90)	78.38%
LICENSES AND PERMITS	3,970.00	14,167.50	11,000.00	3,167.50	128.80%
INTERGOVERNMENTAL REVENUE	39,950.16	123,331.15	362,090.00	(238,758.85)	34.06%
FINES AND FORFEITURES	26,027.40	81,419.28	60,050.00	21,369.28	135.59%
INVESTMENT REVENUE	8,213.49	25,107.92	40,900.00	(15,792.08)	61.39%
MISCELLANEOUS REVENUE	3,669.46	12,744.66	14,000.00	(1,255.34)	91.03%

**TOTAL FUND REVENUE**      **1,331,919.04**      **2,502,566.63**      **2,700,630.00**      **(198,063.37)**      **92.67%**

**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL	129,168.89	379,424.01	607,425.00	228,000.99	62.46%
MATERIALS & SERVICE	152,305.11	458,593.98	905,150.00	446,556.02	50.66%
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	321,374.97	413,500.00	92,125.03	77.72%
CONTINGENCY	0.00	0.00	265,000.00	265,000.00	0.00%

**TOTAL FUND EXPENDITURES**      **373,598.99**      **1,159,392.96**      **2,700,630.00**      **1,541,237.04**      **42.93%**

**NET REVENUES OVER EXPENDITURES**      **958,320.05**      **1,343,173.67**      **0.00**

**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**STREET FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	737,950.00	737,950.00	603,405.00	134,545.00	122.30%
INTERGOVERNMENTAL REVENUE	78,049.22	224,006.85	537,515.00	(313,508.15)	41.67%
INVESTMENT REVENUE	7,183.29	21,958.70	35,770.00	(13,811.30)	61.39%
MISCELLANEOUS REVENUE	100.00	200.00	1,000.00	(800.00)	20.00%
TRANSFERS IN	42,499.98	127,499.94	170,000.00	(42,500.06)	75.00%

<b>TOTAL FUND REVENUE</b>	<b>865,782.49</b>	<b>1,111,615.49</b>	<b>1,347,690.00</b>	<b>(236,074.51)</b>	<b>82.48%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL	11,516.50	38,317.45	62,955.00	24,637.55	60.86%
MATERIALS & SERVICE	14,719.73	73,810.02	126,200.00	52,389.98	58.49%
CAPITAL OUTLAY	37,100.90	518,151.12	657,235.00	139,083.88	78.84%
TRANSFERS OUT	6,575.01	19,725.03	26,300.00	6,574.97	75.00%
CONTINGENCY	0.00	0.00	175,000.00	175,000.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>69,912.14</b>	<b>650,003.62</b>	<b>1,347,690.00</b>	<b>697,686.38</b>	<b>48.23%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>795,870.35</b>	<b>461,611.87</b>	<b>0.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**BIKE FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	50,705.00	50,705.00	50,435.00	270.00	100.54%
TAX REVENUE	788.38	2,262.69	2,900.00	(637.31)	78.02%
INVESTMENT REVENUE	299.22	914.70	1,490.00	(575.30)	61.39%

<b>TOTAL FUND REVENUE</b>	<b>51,792.60</b>	<b>53,882.39</b>	<b>54,825.00</b>	<b>(942.61)</b>	<b>98.28%</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>51,792.60</b>	<b>53,882.39</b>	<b>0.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**COMMUNITY AND ECONOMIC DEVELOPMENT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	553,560.00	553,560.00	532,615.00	20,945.00	103.93%
INVESTMENT REVENUE	2,368.66	7,240.78	11,795.00	(4,554.22)	61.39%
MISCELLANEOUS REVENUE	414.40	9,930.40	13,500.00	(3,569.60)	73.56%
INTERFUND TRANSFER	7,749.99	23,249.97	31,000.00	(7,750.03)	75.00%

<b>TOTAL FUND REVENUE</b>	<b>564,093.05</b>	<b>593,981.15</b>	<b>588,910.00</b>	<b>5,071.15</b>	<b>100.86%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	3,482.77	24,707.13	264,000.00	239,292.87	9.36%
CAPITAL OUTLAY	0.00	0.00	324,910.00	324,910.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>3,482.77</b>	<b>24,707.13</b>	<b>588,910.00</b>	<b>564,202.87</b>	<b>4.20%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>560,610.28</b>	<b>569,274.02</b>	<b>0.00</b>
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**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**LIBRARY FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	124,930.00	124,930.00	120,565.00	4,365.00	103.62%
INVESTMENT REVENUE	499.04	1,525.51	2,485.00	(959.49)	61.39%
MISCELLANEOUS REVENUE	1,410.00	7,438.08	16,900.00	(9,461.92)	44.01%
TRANSFERS IN	21,875.01	65,625.03	87,500.00	(21,874.97)	75.00%

<b>TOTAL FUND REVENUE</b>	<b>148,714.05</b>	<b>199,518.62</b>	<b>227,450.00</b>	<b>(27,931.38)</b>	<b>87.72%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL	13,966.74	47,531.63	57,745.00	10,213.37	82.31%
MATERIALS & SERVICE	4,626.41	32,429.14	49,890.00	17,460.86	65.00%
CAPITAL OUTLAY	236.25	236.25	8,000.00	7,763.75	2.95%
CONTINGENCY	0.00	0.00	21,800.00	21,800.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>18,829.40</b>	<b>80,197.02</b>	<b>227,450.00</b>	<b>147,252.98</b>	<b>35.26%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>129,884.65</b>	<b>119,321.60</b>	<b>0.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**STORM DRAIN FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	321,895.00	321,895.00	330,140.00	(8,245.00)	97.50%
STORM WATER ASSESSMENT REVENUES	18,982.09	56,415.08	70,725.00	(14,309.92)	79.77%
INVESTMENT REVENUE	2,793.40	8,539.16	13,910.00	(5,370.84)	61.39%

<b>TOTAL FUND REVENUE</b>	<b>343,670.49</b>	<b>386,849.24</b>	<b>414,775.00</b>	<b>(27,925.76)</b>	<b>93.27%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	3,138.63	15,273.84	21,750.00	6,476.16	70.22%
CAPITAL OUTLAY	0.00	106,245.29	393,025.00	286,779.71	27.03%

<b>TOTAL FUND EXPENDITURES</b>	<b>3,138.63</b>	<b>121,519.13</b>	<b>414,775.00</b>	<b>293,255.87</b>	<b>29.30%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>340,531.86</b>	<b>265,330.11</b>	<b>0.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**BUILDING PERMIT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	38,530.00	38,530.00	60,800.00	(22,270.00)	63.37%
PERMIT REVENUE	11,530.09	65,032.72	35,200.00	29,832.72	184.75%

TOTAL FUND REVENUE	<u>50,060.09</u>	<u>103,562.72</u>	<u>96,000.00</u>	<u>7,562.72</u>	<u>107.88%</u>
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**EXPENDITURES  
(REQUIREMENTS)**

REVENUES (RESOURCES)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	2,169.07	39,899.10	20,700.00	(19,199.10)	192.75%
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>2,169.07</u>	<u>39,899.10</u>	<u>96,000.00</u>	<u>56,100.90</u>	<u>41.56%</u>
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NET REVENUES OVER EXPENDITURES	<u>47,891.02</u>	<u>63,663.62</u>	<u>0.00</u>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**ELECTRICAL PERMIT FUND**

**REVENUES (RESOURCES)**

NET REVENUES OVER EXPENDITURES	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	8,300.00	8,300.00	9,040.00	(740.00)	91.81%
PERMIT REVENUE	1,959.15	7,212.25	2,700.00	4,512.25	267.12%

TOTAL FUND REVENUE	<u>10,259.15</u>	<u>15,512.25</u>	<u>11,740.00</u>	<u>3,772.25</u>	<u>132.13%</u>
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**EXPENDITURES  
(REQUIREMENTS)**

CITY OF HARRISBURG	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	954.34	2,447.95	2,300.00	(147.95)	106.43%
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>954.34</u>	<u>2,447.95</u>	<u>11,740.00</u>	<u>9,292.05</u>	<u>20.85%</u>
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NET REVENUES OVER EXPENDITURES	<u>9,304.81</u>	<u>13,064.30</u>	<u>0.00</u>
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**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**DEBT SERVICES FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	151,265.00	151,265.00	183,685.00	(32,420.00)	82.35%
TAXES	11,041.45	408,725.94	456,615.00	(47,889.06)	89.51%
INVESTMENT REVENUE	2,169.85	6,633.04	10,805.00	(4,171.96)	61.39%

<b>TOTAL FUND REVENUE</b>	<b>164,476.30</b>	<b>566,623.98</b>	<b>651,105.00</b>	<b>(84,481.02)</b>	<b>87.02%</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	0.00	160,605.63	321,215.00	160,609.37	50.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</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>164,476.30</b>	<b>406,018.35</b>	<b>0.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**OFFICE EQUIPMENT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	18,410.00	18,410.00	23,790.00	(5,380.00)	77.39%
INVESTMENT REVENUE	149.60	457.33	745.00	(287.67)	61.39%
TRANSFERS IN	0.00	75,000.00	75,000.00	0.00	100.00%

<b>TOTAL FUND REVENUE</b>	<b>18,559.60</b>	<b>93,867.33</b>	<b>99,535.00</b>	<b>(5,667.67)</b>	<b>94.31%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	5,198.31	45,989.81	78,625.00	32,635.19	58.49%
CAPITAL OUTLAY	1,100.10	3,170.16	20,910.00	17,739.84	15.16%

<b>TOTAL FUND EXPENDITURES</b>	<b>6,298.41</b>	<b>49,159.97</b>	<b>99,535.00</b>	<b>50,375.03</b>	<b>49.39%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>12,261.19</b>	<b>44,707.36</b>	<b>0.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**EQUIPMENT FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	410,365.00	410,365.00	407,220.00	3,145.00	100.77%
INVESTMENT REVENUE	1,943.93	5,942.41	9,680.00	(3,737.59)	61.39%
TRANSFERS IN	19,725.03	59,175.09	78,900.00	(19,724.91)	75.00%

<b>TOTAL FUND REVENUE</b>	<b>432,033.96</b>	<b>475,482.50</b>	<b>495,800.00</b>	<b>(20,317.50)</b>	<b>95.90%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	99.98	5,982.15	495,800.00	489,817.85	1.21%

<b>TOTAL FUND EXPENDITURES</b>	<b>99.98</b>	<b>5,982.15</b>	<b>495,800.00</b>	<b>489,817.85</b>	<b>1.21%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>431,933.98</b>	<b>469,500.35</b>	<b>0.00</b>
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**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**WATER FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	6,357,205.00	6,357,205.00	6,674,190.00	(316,985.00)	95.25%
SERVICES REVENUE	155,068.65	531,010.15	668,680.00	(137,669.85)	79.41%
INVESTMENT REVENUE	59,173.52	66,864.32	306,300.00	(239,435.68)	21.83%
MISCELLANEOUS REVENUE	6,925.00	21,450.00	25,500.00	(4,050.00)	84.12%
INTERFUND TRANSFERS	24,999.99	74,999.97	100,000.00	(25,000.03)	75.00%

<b>TOTAL FUND REVENUE</b>	<b>6,603,372.16</b>	<b>7,051,529.44</b>	<b>7,774,670.00</b>	<b>(723,140.56)</b>	<b>90.70%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL SERVICES	112,465.74	364,955.49	616,780.00	251,824.51	59.17%
MATERIALS & SERVICE	65,864.59	212,697.20	309,180.00	96,482.80	68.79%
CAPITAL OUTLAY	2,346,336.52	3,696,999.81	6,540,000.00	2,843,000.19	56.53%
DEBT SERVICES	0.00	0.00	0.00	0.00	0.00%
TRANSFERS OUT	9,075.00	42,225.00	51,300.00	9,075.00	82.31%
CONTINGENCY	0.00	0.00	27,410.00	27,410.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>2,533,741.85</b>	<b>4,316,877.50</b>	<b>7,774,670.00</b>	<b>3,457,792.50</b>	<b>55.52%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>4,069,630.31</b>	<b>2,734,651.94</b>	<b>0.00</b>
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**CITY OF HARRISBURG**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**SEWER FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	275,755.00	275,755.00	301,995.00	(26,240.00)	91.31%
SERVICES REVENUE	221,599.56	633,984.07	868,115.00	(234,130.93)	73.03%
INVESTMENT REVENUE	5,437.29	16,621.37	27,075.00	(10,453.63)	61.39%
MISCELLANEOUS REVENUE	0.00	6,432.00	7,430.00	(998.00)	86.57%

<b>TOTAL FUND REVENUE</b>	<b>502,791.85</b>	<b>932,792.44</b>	<b>1,204,615.00</b>	<b>(271,822.56)</b>	<b>77.43%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
PERSONNEL SERVICES	112,465.10	364,954.64	619,280.00	254,325.36	58.93%
MATERIALS & SERVICE	79,753.48	172,750.03	249,635.00	76,884.97	69.20%
CAPITAL OUTLAY	7,826.77	23,154.21	36,000.00	12,845.79	64.32%
DEBT SERVICES	0.00	34,699.30	119,400.00	84,700.70	29.06%
TRANSFERS OUT	9,075.00	42,225.00	51,300.00	9,075.00	82.31%
CONTINGENCY	0.00	0.00	10,000.00	10,000.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>209,120.35</b>	<b>637,783.18</b>	<b>1,204,615.00</b>	<b>566,831.82</b>	<b>52.94%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>293,671.50</b>	<b>295,009.26</b>	<b>0.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**WATER RESERVE FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	201,985.00	201,985.00	202,170.00	(185.00)	99.91%
INVESTMENT REVENUE	2,168.85	6,629.98	10,800.00	(4,170.02)	61.39%

<b>TOTAL FUND REVENUE</b>	<b>204,153.85</b>	<b>208,614.98</b>	<b>212,970.00</b>	<b>(4,355.02)</b>	<b>97.96%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	17,967.00	212,970.00	195,003.00	8.44%

<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</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>204,153.85</b>	<b>190,647.98</b>	<b>0.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**SEWER RESERVE FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	317,740.00	317,740.00	317,820.00	(80.00)	99.97%
INVESTMENT REVENUE	2,168.85	6,629.98	10,800.00	(4,170.02)	61.39%

<b>TOTAL FUND REVENUE</b>	<b>319,908.85</b>	<b>324,369.98</b>	<b>328,620.00</b>	<b>(4,250.02)</b>	<b>98.71%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	45,618.92	328,620.00	283,001.08	13.88%

<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</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>319,908.85</b>	<b>278,751.06</b>	<b>0.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**TRANSPORTATION SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	249,680.00	249,680.00	253,565.00	(3,885.00)	98.47%
ASSESSMENTS	6,090.00	57,451.45	33,490.00	23,961.45	171.55%
INVESTMENT REVENUE	3,482.20	10,644.78	17,340.00	(6,695.22)	61.39%

<b>TOTAL FUND REVENUE</b>	<b>259,252.20</b>	<b>317,776.23</b>	<b>304,395.00</b>	<b>13,381.23</b>	<b>104.40%</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>259,252.20</b>	<b>185,245.91</b>	<b>0.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**PARKS SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	229,195.00	229,195.00	217,460.00	11,735.00	105.40%
ASSESSMENTS	3,599.97	28,799.97	19,790.00	9,009.97	145.53%
INVESTMENT REVENUE	2,119.64	6,479.56	10,555.00	(4,075.44)	61.39%

<b>TOTAL FUND REVENUE</b>	<b>234,914.61</b>	<b>264,474.53</b>	<b>247,805.00</b>	<b>16,669.53</b>	<b>106.73%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	19,192.87	79,485.12	247,805.00	168,319.88	32.08%
UNAPPROPRIATED FUND BALANCE	0.00	0.00	0.00	0.00	0.00%

<b>TOTAL FUND EXPENDITURES</b>	<b>19,192.87</b>	<b>79,485.12</b>	<b>247,805.00</b>	<b>168,319.88</b>	<b>32.08%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>215,721.74</b>	<b>184,989.41</b>	<b>0.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**STORM DRAIN SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	31,510.00	31,510.00	32,140.00	(630.00)	98.04%
ASSESSMENTS	900.00	11,001.68	4,945.00	6,056.68	222.48%
INVESTMENT REVENUE	605.47	1,850.87	3,015.00	(1,164.13)	61.39%

<b>TOTAL FUND REVENUE</b>	<b>33,015.47</b>	<b>44,362.55</b>	<b>40,100.00</b>	<b>4,262.55</b>	<b>110.63%</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>33,015.47</b>	<b>44,362.55</b>	<b>0.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**WATER SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	401,815.00	401,815.00	407,280.00	(5,465.00)	98.66%
ASSESSMENTS	8,444.00	67,808.00	46,440.00	21,368.00	146.01%
INVESTMENT REVENUE	4,844.76	14,810.00	24,125.00	(9,315.00)	61.39%

<b>TOTAL FUND REVENUE</b>	<b>415,103.76</b>	<b>484,433.00</b>	<b>477,845.00</b>	<b>6,588.00</b>	<b>101.38%</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>415,103.76</b>	<b>484,433.00</b>	<b>0.00</b>
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**CITY OF HARRISBURG  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**SEWER SDC FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	DIFFERENCE	PERCENTAGE
BEGINNING FUND BALANCE	858,010.00	858,010.00	862,530.00	(4,520.00)	99.48%
ASSESSMENTS	7,180.00	57,440.00	39,485.00	17,955.00	145.47%
INVESTMENT REVENUE	4,087.67	12,495.64	20,355.00	(7,859.36)	61.39%

<b>TOTAL FUND REVENUE</b>	<b>869,277.67</b>	<b>927,945.64</b>	<b>922,370.00</b>	<b>5,575.64</b>	<b>100.60%</b>
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**EXPENDITURES  
(REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
CAPITAL OUTLAY	0.00	40,000.00	922,370.00	882,370.00	4.34%

<b>TOTAL FUND EXPENDITURES</b>	<b>0.00</b>	<b>40,000.00</b>	<b>922,370.00</b>	<b>882,370.00</b>	<b>4.34%</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>869,277.67</b>	<b>887,945.64</b>	<b>0.00</b>
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Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

**THE MATTER OF APPROVING OUT OF STATE TRAINING AND TRAVEL EXPENSES FOR THE CITY RECORDER**

## STAFF REPORT:

## Exhibit A: Professional Development Schedule

**ACTION: MOTION TO APPROVE THE OUT OF STATE TRAVEL COSTS TO ALLOW CITY RECORDER LORI ROSS TO ATTEND THE PROFESSIONAL DEVELOPMENT III TRAINING IN TACOMA WA.**

**THIS AGENDA BILL IS DESTINED FOR: Consent Agenda – May 27, 2025**

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$1769	Yes	General Fund

**STAFF RECOMMENDATION:**

**Staff recommends the City Council approve the travel request for Lori Ross to attend Professional Development III in Tacoma, Washington.**

BACKGROUND INFORMATION:

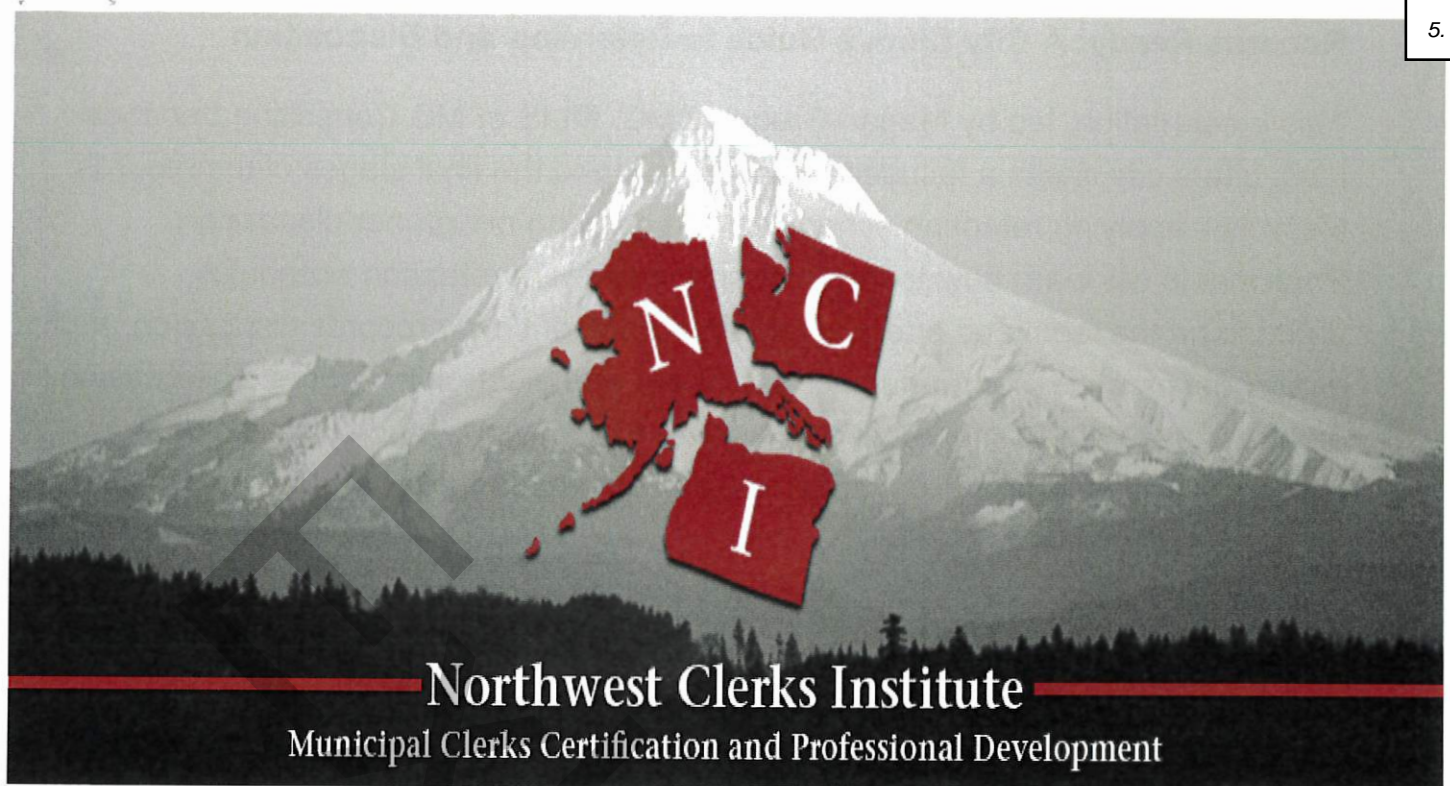
The City Recorder/Municipal Court Administrator requests approval to attend the Professional Development III training (**EXHIBIT A**) in Tacoma, Washington that begins June 15<sup>th</sup> through June 20<sup>th</sup>, 2025. This conference is a great educational opportunity for the City Recorder to learn useful information, manage everyday tasks more efficiently and to make some new connections with her peers.

Professional Development I and II have already assisted her with becoming a Certified Municipal Clerk (CMC) as recognized by the International Institute of Municipal Clerks (IIMC). Professional Development III will help her earn credits towards her Master Municipal Clerk (MMC) certification.

The cost for attending the conference is \$1,400 (**EXHIBIT B**), which includes room and board. Most meals are covered in registration costs. Travel expenses include a one-way ticket from Seattle to Eugene. Per Diem will be paid to cover meals not covered, and incidental in the amount of \$211 for a total cost of \$1769.

## REVIEW AND APPROVAL:

Lori Ross 05/20/2025  
Lori Ross, City Recorder Date



## Professional Development III June 15 - 20, 2025

PDIII begins Sunday afternoon at 1:00 p.m. Pacific Time. Attendees can choose to check in one night prior to the start of the program or the morning of. All attendees must be on site for each session during the entirety of the PD to earn their certificate of completion.

### Schedule at a Glance

#### Sunday:

Registration opens at 10:00 a.m.

Sessions from 1:00 - 5:00 p.m.

Welcome Reception: 5:30 p.m.

#### Monday-Thursday:

Sessions from 8:00 a.m. - 5:00 p.m.

#### Thursday:

Banquet Dinner at 5:30 p.m.

#### Friday:

Sessions from 8:00 a.m. - 12:00 p.m.

## **Records Ready: A City Clerk's Guide to Retention and Disposition**

This presentation, led by Megan Gregor, CMC, MLIS of MG Consulting Services LLC, offers city clerks a focused, practical guide to the final stages of the records lifecycle—applying retention schedules and carrying out proper disposition. Participants will learn how to interpret and implement retention schedules, understand the legal and operational importance of timely records disposition, and apply best practices for managing both paper and electronic records. The session emphasizes strategies for legal compliance, cost savings, and organizational efficiency, ensuring agencies remain organized, accountable, and in line with state and local requirements.

## **Developing Effective Workplace Policies**

Does your organization rely too heavily on the “institutional knowledge” of longtime employees? Do you struggle to get staff to read (or follow) your agency rules? Are your existing policies outdated? In this session, the trainer will provide you with critical tools for creating “reader-friendly” rules, such as:

- Learn what policies should (and shouldn't) include.
- How to plan policies before you write them.
- Editing policies for clarity & brevity.
- Formatting policies so they're easy to skim.

## **Purpose Driven Leadership**

Understand how leadership affects your success. Assess your leadership strengths and how your leadership affects your work and decision-making. Discover what leadership is and isn't.

## **The Social Side of City Hall: Intro to Government & Social Media**

Through social media, government agencies can engage directly with the communities we serve, exchanging dialogue, news, and information in real-time. But social media also presents unique challenges for government agencies. In this session, we will cover how to use social media at your organization, including:

- Who uses different social media platforms and why
- How to stay current with social media best practices and trends
- Why you should incorporate customer service into your social media strategy
- How to plan and create content for your channels

- What to know about the First Amendment and social media public records

In addition to social media fundamentals, we will participate in interactive exercises and a Q&A session.

### **How Can I Help? De-escalation in the Workplace**

As observations of escalated behaviors have increased, outward facing staff need fresh tools for realistic expectations, healthy boundaries, and authentic connection. In this highly interactive workshop, we look at the crucial role of purpose, keys to prevent power struggles, and what to do when you need to exit an interaction. This workshop focuses on escalation prevention, and mental health for staff and clients or patrons. This workshop does not address conflict that includes physical violence, but rather the cumulative weight of increased anger, outbursts, and anxiety in the public sector. At the end of this workshop participants will have practiced skills in the following areas:

- Reconnecting with the importance of purpose in seasons of high stress.
- Uncover what is at the root of most escalated interactions
- Use fresh language tools to circumvent power struggles
- Identify before, during, and after work practices for mental health support

### **Not Reinventing, but Reimagining the Wheel: ChatGPT for Municipal Clerks**

In an era of rapid technological advancement, municipal clerks are increasingly tasked with finding efficient ways to manage their workloads while maintaining the high standards required for public service. This session will explore how ChatGPT can be seamlessly integrated into the daily operations of municipal offices to enhance productivity, streamline processes, and improve public engagement.

Participants will gain insights into how ChatGPT can assist with drafting documents, generating responses to common inquiries, managing schedules, and supporting complex tasks such as research and report generation. Rather than completely overhauling existing workflows, this session will focus on practical ways to incorporate AI technology, allowing clerks to leverage their existing expertise while reducing repetitive tasks.

Participants will take a deep dive into real-world applications, success stories, and a live demonstration of ChatGPT in action. This session is designed for clerks at all levels of tech proficiency, aiming to empower you with the tools and confidence

needed to enhance your office's operations without losing the human touch that is critical to public service. 5.

Discover how ChatGPT can be your new ally in reimagining your role and making your day-to-day responsibilities more manageable and impactful.

### **Understanding Harassment, Discrimination, Bullying and Retaliation**

Even though harassment and discrimination laws have existed for several decades, there remains a lot of confusion regarding what behaviors are and are not acceptable under those laws. This interactive workshop will provide the attendee with a comprehensive understanding of the following:

- The impacts of harassment and discrimination on the work environment
- The federal laws governing workplace harassment, discrimination and retaliation
- The role of the supervisor in preventing harassment and retaliation
- The importance of not allowing emotions that may arise in response to a complaint to generate behaviors that may be retaliatory
- How to minimize and respond appropriately to complaints
- Other behaviors that may trigger complaints

### **Effective Presentation Skills: How to Engage Your Audience and Inspire Them to Action**

This one-day interactive program will equip city clerks with practical strategies to enhance their skills and confidence in presenting material to others. Participants will walk away with techniques to overcome nervousness, learn a process to organize their presentation, and discover easy to implement tips to engage their audience. Some participants will have the opportunity to practice in a comfortable setting and will receive feedback from the instructor and their peers with emphasis on what they are doing well with a few opportunities for improvement. After attending this workshop, clerks will be able to:

- Overcome nervousness and distracting body language
- Learn how to create a logical flow to their presentation
- Control their environment and manage group interaction
- Create and use visual aids
- Recognize strategies to engage their audience and inspire them to action

Note: This workshop will allow some of you to practice your presentation in a safe and comfortable setting with others. For the size of our workshop, we only have 10 slots available. Please come prepared with a presentation topic that you are familiar with to use for your practice. The topic can be personal or professional in nature but a topic that you are knowledgeable about is key. Plan to present for a 4-7 minute time period and you are welcome to use slides but it is not required. Please email [Jan@JanDwyerBang.com](mailto:Jan@JanDwyerBang.com) (mailto:Jan@JanDwyerBang.com) by May 1 if you would like to be one of these 10 people. The first 10 of you who respond will be selected to present.

### **The Role of the Clerk Revisited and Your Future in the Clerkdom**

So, you've completed PD I, II and III – what's next? In this session we will revisit the facets of the clerk profession discussed in PD I (The Role of the Clerk) and reflect on your experiences thus far in the Clerkdom. We will explore and identify your unique values as a clerk – what is important to you about your work, role, and career; consider your professional goals and aspirations; and discuss further education and professional development opportunities.

Exhibit A



# Agenda Bill

## **Harrisburg City Council**

### Harrisburg, Oregon

#### **THE MATTER OF APPROVING A PARADE PERMIT FOR THE HARRISBURG COMMUNITY OLD-FASHIONED 4<sup>TH</sup> OF JULY PARADE**

##### **STAFF REPORT:**

Exhibit A: 4<sup>th</sup> of July Parade/ODOT Parade Permit Packet

Exhibit B: Highway Restriction Form Notice

#### **ACTION: MOTION TO APPROVE THE PARADE PERMIT FOR THE HARRISBURG 2025 OLD-FASHIONED 4<sup>TH</sup> OF JULY PARADE**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – May 27, 2025

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
n/a	n/a	n/a

##### **STAFF RECOMMENDATION:**

**Staff recommends the City Council approve the Parade Permit for the Harrisburg Old-Fashioned 4<sup>th</sup> of July Parade**

##### **BACKGROUND INFORMATION:**

The Harrisburg Community Fourth of July Association has submitted a parade permit application to hold the Old-Fashioned 4<sup>th</sup> of July Parade in 2025. There is a second parade that will be held during this event, but that does not affect ODOT, and uses only city streets. The Pet Parade will be held on July 5<sup>th</sup>, with staging on Schooling St. between 2<sup>nd</sup> and 1<sup>st</sup> St., with the parade heading north on 1<sup>st</sup> St. to the Gazebo. The Firecracker 5K doesn't require that we close streets, as participants use the right-of-way's.

Because the route incorporates 3<sup>rd</sup> St., which is also Hwy 99E, we are required to obtain permission from ODOT. As such, the organization has submitted their application (**Exhibit A**) and is asking the City Council for approval of the parade routes. Staging remains the same. There is a new form that the City is submitting, which is new for ODOT. It's called a Highway Restriction Notice Form. This is shown in **Exhibit B**.

The following is an analysis of the permit application's consistency with Chapter 9.20 of the Harrisburg Municipal Code.

##### ***Noise:***

Parades generally produce a fair amount of noise. This particular parade occurs during daytime hours and does pass through residential neighborhoods. The levels and type of noise that will likely be created during the parade would not be acceptable per Harrisburg Municipal Code (HMC) 9.20.030 – Unreasonable Noise. However,

Subsection (e) of HMC 9.20.030 does allow for the City Council to grant a permit for noise generated from general entertainment, such as a parade. Based on this provision, and the fact that the applicant will obtain a parade permit, the noise generated from the parade is acceptable.

***Traffic:***

The parade route includes several public streets, which will be used by those participating in the parade. According to the applicant, the parade is anticipated to last one and a half hours and is scheduled to begin at 11:00 am and end at 12:30 pm. Traffic will be negatively affected during this period. The applicant works with the Linn County Sheriff's Office, and Coburg Police to provide deputies and signage indicating the presence of a parade.

The Parade Route used is the traditional parade route, that also needs approval by ODOT. **(The Parade Route is also included in Exhibit A)**. Staging is at both schools, with the parade technically 'starting' at 7<sup>th</sup> & Smith St. Traffic heads west on Smith to 3<sup>rd</sup> St., then south on 3<sup>rd</sup> St., to LaSalle St., then east on LaSalle St to 9<sup>th</sup> St., and turning north, returning to the staging area. There is also a detour route for traffic traveling on Hwy 99E through 2nd Street. The parade route does impact an ODOT facility, and the applicant will submit the permit for the parade to ODOT. The applicant will be required to obtain the ODOT permit and provide the City with a copy of the approved permit prior to commencing the parade. **(Condition 1)**.

***Trash and Debris:***

Parades will typically generate trash or other debris that may be left on City streets or sidewalks. It shall be the responsibility of the applicant to ensure that no trash or debris generated from the parade is left on any City street, sidewalk, or private property. The City and the HC4JA together work on trash removal. **(Condition 2)**.

***Time and Duration:***

As noted above, the parade is scheduled to begin at 11:00 am on July 4, 2024, with staging starting at 9:00. It is anticipated that the parade will last no more than one and a half hours. Therefore, the parade permit issued by the City shall be from 9:00 am until 2:00 pm, on July 4, 2025 **(Condition 3)**.

***Parade Route and Participation:***

The applicant has submitted the traditional route as shown in Exhibit A. The parade shall be limited to the route approved by the City Council **(Condition 4)**. The applicant anticipates up to 1,500 parade participants. This number is consistent with prior years. The number of participants and parade route are acceptable.

***Pet Parade Route and Participation:***

The Pet Parade, which consists of kids (and adults with pets!), any variety of pets, and bicycles, will be staged on Schooling St., between 2<sup>nd</sup> and 1<sup>st</sup> St. 10:30am is staging, 10:45 is judging, and the parade is held at 11:00am. 1<sup>st</sup> St. will be barricaded, up to Smith St. Winners will be announced in the gazebo.

## CONDITIONS OF APPROVAL

1. Prior to the start of the parade, the applicant shall obtain and provide to the City a copy of the approved parade permit from the Oregon Department of

Transportation. The applicant shall comply with all conditions of the ODOT permit.

2. The applicant & City shall be responsible to remove any trash or debris on the City street or sidewalks generated by the parade and its participants.
3. The Children's Pet Parade will be held on July 5, 2025, between the hours of 10:00am and 12:30pm.
4. The 4<sup>th</sup> of July parade shall be held on July 4, 2025, between the hours of 9:00 am and 2:00 pm.
5. Both parades shall be limited to the route as approved by the City Council.
6. In the first two years of this event, we sent notice to property owners on Schooling. However, this is the 3<sup>rd</sup> year of the Pet Parade, and the 4<sup>th</sup> of July is a well-known event. Because this information is sent in the utility bills, and is present on Facebook, the reader board, and the website, separate notice will not be sent.

REVIEW AND APPROVAL:



05/21/2025

Michele Eldridge      Date  
City Administrator



# APPLICATION AND PERMIT TO OCCUPY OR PERFORM OPERATIONS UPON A STATE HIGHWAY

See Oregon Administrative Rule, Chapter 734, Division 55

PERMIT NUMBER

6.

CLASS :

KEY#

## GENERAL LOCATION

HIGHWAY NAME AND ROUTE NUMBER  
OR-99E/58/Albany-Junction City

HIGHWAY NUMBER

58

COUNTY

Josephine

BETWEEN OR NEAR LANDMARKS

Smith St. &amp; LaSalle St.

HWY. REFERENCE MAP

AML

DESIGNATED FREEWAY

☒ YES☐ NO

IN U.S. FOREST

☐ YES☒ NOPURPOSE OF APPLICATION  
(TO CONSTRUCT/OPERATE/MAINTAIN)☐ POLE  
LINE

TYPE

MIN. VERT. CLEARANCE

☐ BURIED  
CABLE

TYPE

☐ PIPE  
LINE

TYPE

☐ NON-COMMERCIAL SIGN AS DESCRIBED BELOW☐ MISCELLANEOUS OPERATIONS AND/OR FACILITIES AS  
DESCRIBED BELOW

## FOR ODOT USE ONLY

BOND REQUIRED

☐ YES☐ NOREFERENCE:  
OAR 734-055  
-0035(2)

AMOUNT OF BOND

INSURANCE REQUIRED

☐ YES☐ NOREFERENCE:  
OAR 734-055  
-0035(1)

SPECIFIED COMP. DATE

## DETAIL LOCATION OF FACILITY (For more space attach additional sheets)

MILE POINT	MILE TO POINT	ENGINEERS STATION	ENGINEERS TO STATION	SIDE OF HWY OR ANGLE OF CROSSING	DISTANCE FROM CENTER OF PVMT	R/W LINE	BURIED CABLE OR PIPE DEPTH/VERT.	SIZE AND KIND	SPAN LENGTH
28.59	28.89	1378+80	1394+80	Both	n/a	n/a	n/a	Parade	.30 miles

## DESCRIPTION OF DESIRED USE

4th of July Community Parade, July 4, 2025 10:30am to 1:00pm

## SPECIAL PROVISIONS (FOR ODOT USE ONLY)

## TRAFFIC CONTROL REQUIRED

◆ ☐ YES [OAR 734-055-0025(6)] ☐ NO

## OPEN CUTTING OF PAVED OR SURFACED AREAS ALLOWED

◆ ☐ YES [OAR 734-055-0100(2)] ☐ NO [OAR 734-055-0100(1)]

◆ **AT LEAST 48 HOURS BEFORE BEGINNING WORK, THE APPLICANT OR HIS CONTRACTOR SHALL NOTIFY THE DISTRICT REPRESENTATIVE** Any permits staff **AT PHONE NO.:** 541-757-4211 **OR EMAIL OR FAX THIS PAGE TO THE DISTRICT OFFICE AT:** D4PERMITS@ODOT.OREGON.GOV **SPECIFY TIME AND DATE WORK IS TO OCCUR.**

◆ A COPY OF THIS PERMIT AND ALL ATTACHMENTS SHALL BE AVAILABLE AT THE WORK AREA DURING CONSTRUCTION.

◆ **ATTENTION: Oregon Law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0001 through OAR 952-001-0090. You may obtain copies of the rules by calling the center at (503) 232-1987.**

**CALL BEFORE YOU DIG 1-800-332-2344**

## COMMENTS (FOR ODOT USE ONLY)

IF THE PROPOSED APPLICATION WILL AFFECT THE LOCAL GOVERNMENT, THE APPLICANT SHALL ACQUIRE THE LOCAL GOVERNMENT OFFICIAL'S SIGNATURE BEFORE ACQUIRING THE DISTRICT MANAGER'S SIGNATURE.

LOCAL GOVERNMENT OFFICIAL SIGNATURE

TITLE

DATE

X

APPLICANT SIGNATURE

X Michele Eldridge

APPLICATION DATE

05/21/2025

TITLE

City Administrator/VP of HC4JA

TELEPHONE NO.

541-995-2200

When this application is approved by the Department, the applicant is subject to, accepts and approves the terms and provisions contained and attached: and the terms of Oregon Administrative Rules, Chapter 734, Division 55, which is by this reference made a part of this permit.

DISTRICT MANAGER OR REPRESENTATIVE

X

APPROVAL DATE

Page 76

734-3457 (11/2019)

Reset Form

Print Form



## √GENERAL PROVISIONS FOR POLE LINE, PIPELINE, BURIED CABLE PERMITS AND MISCELLANEOUS PERMITS

(Rev) May 2003

<b>APPLICANT:</b> See Page 1 - Harr-		<b>HIGHWAY:</b>		<b>MP:</b>	
isburg Community 4th of		See Page 1		See Page 1	

July Association

**All checked (√) provisions apply.**

### **WORKSITE**

1. Permittee must call for utility locates before digging ("Call Before You Dig") 1-800-332-2344 per Oregon Administrative Rules (Chapter 952, Division 1). You may be held liable for damages. Pre-marking of excavation areas is required.
- √2. Permittee shall have a copy of this permit and all attachments at the work site. They shall be available to the District Manager or representative at their request.
3. Permittee shall acknowledge, in writing, receipt and review of Oregon Administrative Rules (Chapter 734, Division 55) governing miscellaneous facilities and operations on the highway right of way as the governing provisions of this permit or agreement. Copies of this rule may be obtained from any district maintenance office.
- √4. Permittee shall review the Oregon Administrative Rules (Chapter 734 Division 55) governing miscellaneous facilities and operations on the highway right of way as the governing provisions of this permit or agreement. Web Site:  
[http://arcweb.sos.state.or.us/rules/OARS\\_700/OAR\\_734/734\\_055.html](http://arcweb.sos.state.or.us/rules/OARS_700/OAR_734/734_055.html).
5. Access control fence must be maintained during construction and restored to its original or better condition after construction is complete.
- √6. The Permittee shall not use state highway right of way to display advertising signs or merchandise of any kind.
- √7. The stopping and parking of vehicles upon state highway right of way for the maintenance of adjoining property or in furtherance of any business transaction or commercial establishment is strictly prohibited.
8. All grass and small brush within the work area shall be rotary or flail mowed to ground level prior to the beginning of work to facilitate clean up. Disturbed areas shall be reseeded with grass native to the area in an appropriate seeding time.
- √9. The spreading of mud or debris upon any state highway is strictly prohibited and violation shall be cause for immediate cancellation of the permit. Clean up shall be at the applicant's expense. The highway shall be cleaned of all dirt and debris at the end of each work day, or more frequently if so determined by the District Manager or representative.

10. Permittee shall replace any landscape vegetation or fences that are destroyed. Any damage that is not fully recovered within 30 days (weather permitting) shall be replaced by ODOT at the expense of the Permittee. A "plant establishment" shall be understood to be part of the planting work to assure satisfactory growth of planted materials. The plant establishment period will begin when the original planting and all landscape construction has been completed and approved. The length of the establishment period will be one calendar year or as defined in the permit Special Provisions.
11. Permittee shall install and maintain landscaped area. Planting shall be limited to low-growing shrubs, grass or flowers that do not attain sufficient height to obstruct clear vision in any direction. The Oregon Department of Transportation (ODOT) shall have the right to remove said landscaping at any time such removal may appear to be in the public interest, without liability or loss, injury, of damage or any nature whatsoever.

### **TRAFFIC**

- √12. During construction or maintenance, the work area shall be protected in accordance with the current Manual on Uniform Traffic Control Devices, (MUTCD), Federal Highway Administration, US Department of Transportation, and the Oregon Department of Transportation supplements thereto. Flaggers must have a card or certificate indicating their completion of an approved work zone traffic control course. All traffic control devices shall be maintained according to the American Traffic Safety Services Association (ATSSA), Quality Standards for Work Zone Traffic Control Devices handbook.
13. Permittee shall provide a detailed traffic control plan for each phase of the work, showing signs and cones. Plans shall be reviewed and approved by Oregon Department of Transportation in advance of construction or maintenance.
14. All damaged or removed highway signs shall be replaced by the permittee. Installation shall be according to MUTCD standards or ODOT specifications, and shall be completed as soon as possible but no later than the end of the work shift.
15. No lane restrictions are permitted on the roadway during the hours of darkness, on weekends, or between 6:00 AM and 9:00 AM, or 4:00 PM and 7:00 PM (Monday thru Thursday off by noon on Friday) without prior approval by ODOT.
16. Traffic control with lane restrictions are permitted on the roadway with the following guidelines:  
See attached EXHIBIT: DISTRICT 4 LANE RESTRICTIONS, 02/26/2018.

### **DRAINAGE**

17. On-site storm drainage shall be controlled within the permitted property. No blind connections to existing state facilities are allowed.
18. Excavation shall not be done on ditch slopes. Trench excavation shall either be at ditch bottom or outside ditch area. (Minimum depth at bottom of ditch shall be 36 inches; minimum depth outside of ditch shall be 42 inches).
19. Only earth or rock shall be used as fill material and shall slope so as not to change or adversely affect existing drainage. Fine grade and seed the finished fill with native grasses to prevent erosion.

20. A storm drainage study stamped by an Oregon Registered Professional Engineer (PE) is required. The study must meet standards of the National Pollution Discharge Elimination Systems (NPDES) when any of the following conditions apply:
- Whenever a four inch pipe is inadequate to serve the developed area,
  - development site is one quarter acre or larger in size, OR contributes one half cubic feet per second OR directly or indirectly affects state facilities,
  - or as directed by the District Manager or representative.
  - An advance deposit for ODOT hydrology reviews may be required.
21. Permittee shall provide on-site retention for storm water runoff that exceeds that of the undeveloped site.
22. All water discharged to an ODOT drainage system must be treated prior to discharge. All requests for connection to an ODOT storm system must meet any requirements of the National Pollutant Discharge Elimination System (NPDES). This may include local jurisdiction approval of on-site water quality treatment facilities and/or development of an operation and maintenance plan for any on-site water quality treatment facility, as determined by local jurisdiction

### **EXCAVATION/CONSTRUCTION**

- √23. The following ODOT documents and any supplements and subsequent revisions thereto, where applicable and not otherwise superceded by the permit language herein, but only to the extent that they provide standards and performance requirements for work to be performed under the permit, shall be incorporated for use in the permit: "Oregon Standard Specifications for Construction (2018)" and relevant Metric Standard Drawings. ODOT shall have authority over acceptance of all materials and workmanship performed under this permit as stated in Section 00150.00 of the "Oregon Standard Specifications for Construction (2015)." For additional Supplemental and Special Provisions please refer to: <http://www.odot.state.or.us/techserv/roadway/specs/home.htm>. Standard Specification books is available on this site.
24. Open cutting of pavement is allowed in areas specifically approved by District Manager or representative.
25. Trench backfill shall be according to the attached typical drawing, marked as Exhibit \_\_\_\_\_.
26. Open cutting of the highway is allowed with construction in accordance with OAR 734-55-0100. All excavation in paved areas shall be backfilled and the roadway surface patched before the end of each shift. In special cases where steel plates are allowed, said plates shall be pinned and a temporary cold patch applied to the edges. The permittee shall be fully responsible for monitoring and maintenance of temporary patching and steel plating.
27. Compaction tests shall be required for each open cut per Oregon Standard Specification for Construction. Compaction tests shall be conducted once for every 300 lineal feet per lift of continuous trench according to the Manual of Field Test Procedures (MFTP), published by ODOT. Percent Compaction shall be 95%. At the discretion of the District Manager or representative, results of compaction test shall be provided to District Manager or representative at applicants' expense.



28. Control Density Fill (CDF) shall be used as surface backfill material in place of crushed rock in open trenches that impact the travel portions of the highway. A  $\frac{3}{4}$ "-0, or 1"-0 rock will be used for the aggregate. The amount of cement used shall not exceed 3.0% of the total mixture's weight. Maximum compressed strengths must not exceed 250 pounds per square inch (psi).
29. Surface restoration shall be a minimum of eight inches of hot asphalt-concrete (AC), compacted in two inch lifts, or match existing pavement depth, whichever is greater. Sand-seal all edges and joints.
30. All aggregate shall conform to Oregon Standard Specification for Construction, Section 02630 - Base Aggregate.
31. Any area of cut or damaged asphalt shall be restored in accordance with the included attachment "drawing supplied by the applicant. For a period of two years following the patching of paved surface, permittee shall be responsible for the condition of permittee's pavement patches, and during that two year period shall repair to District Manager or representative satisfaction any of the patches which become settled, cracked, broken, or otherwise faulty.
32. An overlay to seal an open-cut area shall be completed prior to the end of the construction season, or when minimum temperature allows per "Oregon Standard Specification for Construction" and any subsequent revisions thereto. Typical overlay shall be 1.5 inches deep and cover the affected area from edge of pavement to edge of pavement, and taper longitudinally at a fifty feet to one inch (50' : 1") ratio. Taper may be adjusted by the District Manager as required. For a period of two years following this patching of the surface, the permittee shall be responsible for the condition of said pavement patches, and during that time shall repair to the District Manager or representative's satisfaction any of the patches which become settled, cracked, broken or otherwise faulty.
33. Highway crossings shall be bored or jacked. Bore pits shall be located behind ditch line or in areas satisfactory to the District Manager. Unattended pits shall either be protected by a six-foot fence, backfilled, or steel plated and pinned.
34. Permittee shall install a "tracer wire" or other similar conductive marking tape or device, if installing any non-conductive, unlocatable underground facility, in order to comply with Oregon Utilities Coordination Council (OUCC), per OAR 952-01-0070 (6).
35. Trench backfill outside of ditch line or in approved areas can be native soil compacted at optimum moisture in twelve inch layers to 90% or greater of the maximum density.
36. Native material that is found to be unsatisfactory for compaction shall be disposed of off the project and granular backfill used.
37. Trench backfill in rock slope or shoulder shall be crushed 1"-0 or  $\frac{3}{4}$ "-0 size rock compacted at optimum moisture in eight-inch layers. Compaction tests shall be conducted according to the Manual of Field Test Procedures (MFTP), published by ODOT. Percent compaction shall be 95%. At the discretion of the District Manager or representative, results of compaction tests shall be provided to District Manager or representative at applicant's expense.

38. Where excavation is on fill slope steeper than a two to one (2:1) ratio, slope protection shall be provided using four-inch size rock laid evenly to a minimum depth of twelve inches.
39. No more than 300 feet of trench longitudinally along the highway shall be left open at any one time and no trench shall be left in an open condition overnight (during non work hours).
40. Areas of disturbed cut and fill slopes shall be restored to a condition suitable to the District Manager or representative. Areas of erosion to be inlaid with an acceptable riprap material.
41. All underground utilities shall be installed with three-foot or more of horizontal clearance from existing or contract plans guardrail posts and attachments. All non-metallic water, sanitary and storm sewer pipe shall have an electrically conductive insulated Number 12-gauge copper tracer wire the full length of the installed pipe using blue wire for water and green for storm and sanitary sewer piping.
42. Any area of cut or damaged concrete shall be restored in accordance with the attached Typical Section-Pipe Section under sidewalk.
43. Utility markers and pedestals shall be placed as near the highway right-of-way line as practical. In no case shall pedestals and line markers be located within the highway maintenance area.
44. No cable plowing is allowed within the lateral support of the highway asphalt (i.e. at six feet lower than the edge of the asphalt, no plowing within nine feet of the edge of the asphalt).
45. Review by ODOT Bridge Engineers is required for all proposed bridge and structure attachments and for utility or any facilities to be installed within sixteen feet of bridge foundations, supports, walls or related, or within the influence zone of bridge facilities.

**Miscellaneous:**

46. Permittee shall be responsible and liable for (1) investigating presence/absence of any legally protected or regulated environmental resource(s) in the action area; (2) determining any and all restrictions or requirements that relate to the proposed actions, and complying with such, including but not limited to those relating to hazardous material(s), water quality constraints, wetlands, archeological or historic resources(s) state and federal threatened or endangered species, etc., (3) complying with all federal, state, and local laws, and obtaining all required and necessary permits and approvals.
- √47. If the permittee impacts a legally protected/regulated resource, permittee shall be responsible for all costs associated with such impact, including, but not limited to all costs of mitigation and rehabilitation, and shall indemnify, and hold ODOT harmless for such impacts and be responsible and liable to ODOT for any associated costs or claims that ODOT may have.
- √48. Plans are approved by ODOT in general only and do not relieve the permittee from completing construction improvements in a manner satisfactory to ODOT. The District Manager or representative may require field changes. When revisions are made in the field, permittee is responsible to provide "as built" drawings, within 60 days from completion of highway improvements, and shall submit them to the District Office issuing the permit.

49. Permittee shall be responsible for locating and preserving all existing survey monumentation within the work area in accordance with ORS 209.150 and/or 209.155. If monumentation or its accessories are inadvertently or otherwise disturbed or destroyed, applicant shall be responsible for all costs and coordination associated with it's reestablishment by a professional licensed surveyor.
50. An advance deposit of \$ 0.00 is required for project associated costs incurred by ODOT. Such costs will be identified and estimated by ODOT, and include, but are not limited to review of studies and calculations involving hydraulics/drainage, geotechnical, traffic and traffic control plans, signal, roadway design, bridge and other engineering support. Excess funds remaining in the account upon completion of billing will be refunded. If ODOT costs exceed the deposit amount, permittee shall be billed for the difference.

## **SPECIAL PROVISIONS for UTILITY AND MISCELLANEOUS PERMITS**

### **SPECIAL PROVISIONS SUPERSEDE GENERAL PROVISIONS**

- √ 1. THE SCOPE OF THIS PERMIT IS TO ALLOW DETOUR AND TRAFFIC CONTROL DURING AN EVENT, SEE PAGE 1 OF 2.
- √ 2. ANY DAMAGE TO ODOT RIGHT OF WAY SHALL BE RESTORED TO THAT CONDITION PRIOR TO EVENT AND TO SATISFACTION OF ODOT REPRESENTATIVE.
- √ 3. THE APPLICANT IS RESPONSIBLE FOR FURNISHING COMPLETE TRAFFIC CONTROL BY MEANS OF QUALIFIED POLICE OFFICERS AT EACH END OF THE PARADE AND DETOUR ROUTES, INCLUDING TEMPORARY SIGN PLACEMENT. ALL TEMPORARY TRAFFIC CONTROL DEVICES SHALL BE IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD). SEE SPECIAL PROVISION 9b.
- √ 4. THE APPLICANT SHALL BE RESPONSIBLE FOR ALL CLEAN-UP OF DEBRIS DEPOSITED ON OR ALONG THE HIGHWAY AS A RESULT FROM THE PARADE.
- √ 5. IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN PERMISSION TO USE CITY STREETS AND COUNTY ROADS FOR TRAFFIC DETOURS. THE OREGON DEPARTMENT OF TRANSPORTATION HAS NO AUTHORITY TO GRANT PERMISSION TO DETOUR TRAFFIC OVER CITY STREETS AND COUNTRY ROADS.
- √ 6. PARADE PERMITS ISSUED BY ODOT WILL ONLY COVER THAT PORTION OF THE PARADE THAT TAKES PLACE ON THE STATE HIGHWAY.
- √ 7. THE APPLICANT IS RESPONSIBLE AND LIABLE FOR ALL ACCIDENTS, DAMAGES, AND INJURIES TO PERSONS OR PROPERTY THAT ARE A DIRECT RESULT OF THE PARADE.
- √ 8. APPROVAL FOR THE PARADE IS AT THE DISCRETION OF THE ODOT DISTRICT 4 MANAGERS.
- √ 9. **ADDITIONAL SIGNATURES ARE REQUIRED.**

**(9a.) LOCAL JURISTITION (CITY) SIGNATURES REQUIRED.** SIGNATURE REPRESENTS CITY APPROVAL FOR THE PLANNED EVENT, APPROVAL OF ALL ASSOCIATED PLANNED ACTIVITIES AND APPROVE OF DETOUR ROUTES FOR THIS PERMITS.  
CITY REPRESENTATIVE IS TO **SIGN PAGE 1 AND 8** OF THIS PERMIT, UNDER LOCAL GOVERNMENT OFFICIAL SIGNATURE.

JURISTITION: \_\_City of Harrisburg

**SIGNATURE:** \_\_\_\_\_,

CONTACT NAME: Chuck Scholz      PHONE NO.: 541-995-6655

MAILING ADDRESS: PO Box 378

CITY: Harrisburg STATE: OR      ZIP CODE: 97446

**APPLICANT IS TO PROVIDE THE CITY WITH A COPY OF THE FINALIZED ODOT ISSUED PERMIT 30 DAYS PRIOR TO THE EVENT.**

**(9b.) LOCAL POLICE DEPARTMENT OR LAW ENFORCEMENT SIGNATURE REQUIRED.** SIGNATURE ACKNOWLEDGES THAT THE LOCAL LAW ENFORCEMENT HAS BEEN NOTIFIED OF THE PLANNED ACTIVITIES ASSOCIATED TO THIS PERMIT. SEE SPECIAL PROVISIONS.

PRINT NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

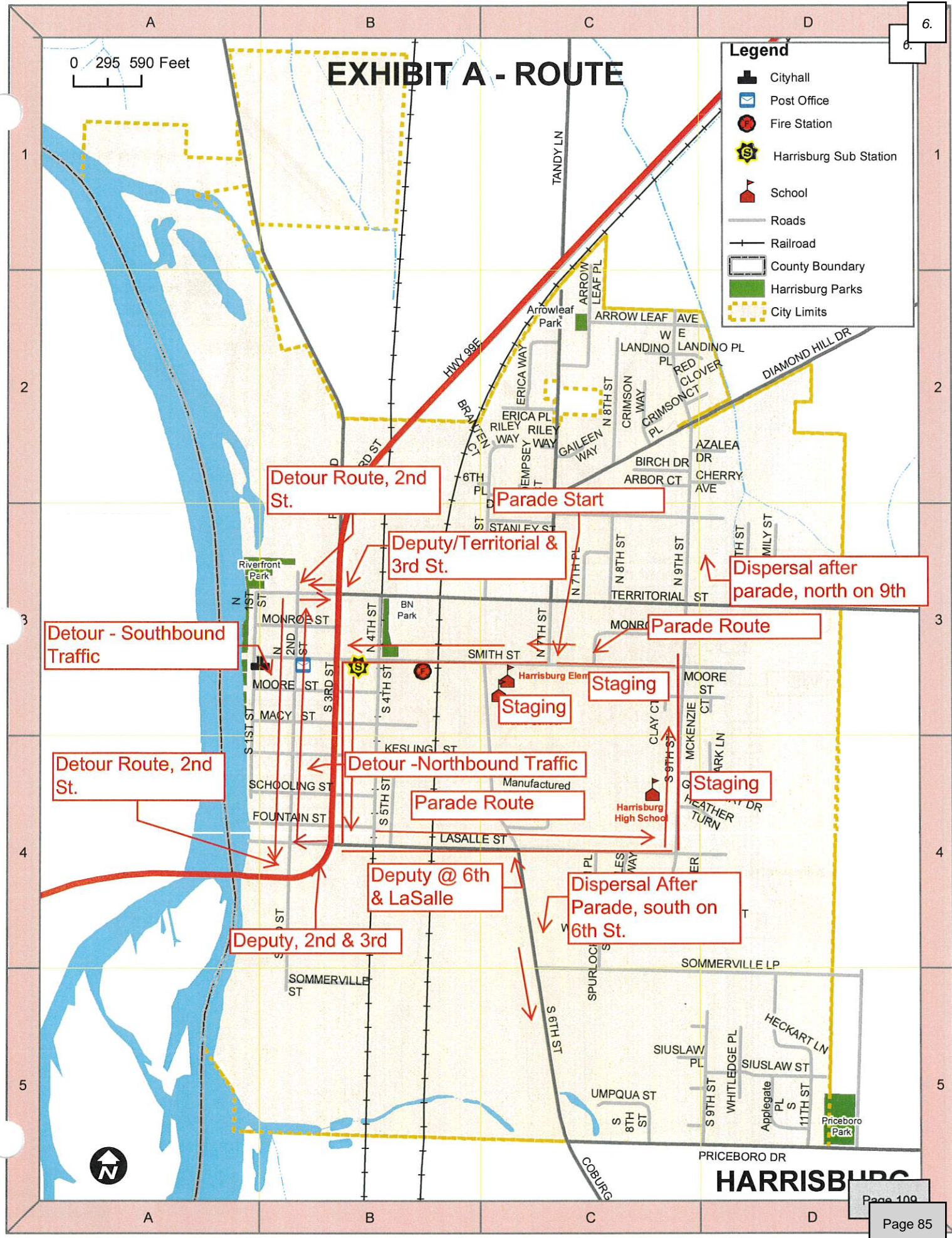
**SIGNATURE** \_\_\_\_\_ DATE \_\_\_\_\_

- √ 10. **ODOT STATION 2 CONTACT REQUIREMENT:**  
WHEN TRAFFIC CONTROL IS REQUIRED THAT DISRUPTS, DIVERTS, OR MAY CAUSE TRAFFIC IMPACTS OR DELAYS CONTACT ODOT STATION 2 AT 503-362-0457 48 HOURS PRIOR TO WORKING. YOU WILL NEED TO PROVIDE A CONTACT NAME, PHONE NUMBER, THE HIGHWAY, MILE POINT, TYPE OF WORK AND HOW LONG TRAFFIC WILL BE AFFECTED.
- √ 11. **APPLICANT IS TO PROVIDE THE POLICE DEPARTMENT/LAW ENFORCEMENT WITH A COPY OF THE FINALIZED ODOT ISSUED PERMIT 30 DAYS PRIOR TO THE EVENT.**

**APPLICANT’S SIGNATURE ACKKNOWLEDGES APPLICANT HAS READ, UNDERSTANDS AND ACCEPTS ALL PROVISIONS**

**APPLICANT SIGNATURE** Michele Eldridge      **DATE** 05/21/2025





# EXHIBIT A - ROUTE

- Legend**
- Cityhall
  - Post Office
  - Fire Station
  - Harrisburg Sub Station
  - School
  - Roads
  - Railroad
  - County Boundary
  - Harrisburg Parks
  - City Limits

Detour Route, 2nd St.

Parade Start

Deputy/Territorial & 3rd St.

Dispersal after parade, north on 9th

Detour - Southbound Traffic

Parade Route

Detour Route, 2nd St.

Detour -Northbound Traffic

Parade Route

Deputy @ 6th & LaSalle

Dispersal After Parade, south on 6th St.

Deputy, 2nd & 3rd



# Highway Restriction Notice Form

## Project Information

Harrisburg 4th of July Parade

Title

Contract No.

Key No.

## Restriction Information / Explanation of Work

From 10:30am to 1:30pm, the City of Harrisburg will hold the 4th of July Parade. This incorporates 3rd St., which is also Hwy 99E. The Parade Route is on local streets, with the parade using 6 blocks of 3rd St. The detour starts at 10:30; both north and south traffic are routed to 2nd St., until the parade ends, at approximately 12:30pm.

07/04/2025

Date Work Begins

07/04/2025

Date Work Ends

Description of the Work (600 character limit)

058

Hwy No.

Hwy 99E

Highway Name

Route No.

28.59

Beginning Mile Point

28.89

End Mile Point

Bridge Structure ID (if applicable)

☐ Yes

☒ No

Will the restriction be in place 24 hours per day? If not, specify restriction hours and days (e.g., Sunday to Thursday, 10pm to 5am).

Friday, July 4; 10:30am to 1:30pm

Days and Hours (125 character limit)

Which directions of traffic are impacted?

☒ NB

☒ SB

☐ EB

☐ WB

## Full Closures

☒ Yes

☐ No

Is this a total closure of the road that impacts all lanes in the direction of travel?

☐ Yes

☒ No

Is this restriction notice to close a ramp? If this is YES, what is the ramp/exit number? \_\_\_\_\_

☐ Yes

☒ No

Is there an approved detour for oversized loads? If YES, please provide information about the detour.

Detour Information

**Restrictions and/or Partial Closures**

6.

Provide information in each cell as applicable.

Type of Restriction	Maximum (ft/in or lb) (in feet and inches)	Lanes Impacted (Letters A, B, C, etc. are used to specify the lanes. Letter A designates far fast lane, followed by B, C, etc.)	Ramps Impacted
Partial Closure		N/A	N/A
Width (between the barriers including the paved shoulders)	44' LaSalle St. and 24' at 2n		N/A
Height	14'	1 each Side	N/A
Weight (GVW)	36 Tons		
Weight (Axle)	33 tons for EMS (Same as b		
Overall Length	55'		

☐ Yes ☒ No Are you closing any lanes under overpasses? If YES, please describe the structure:

---

☐ Straight ☐ Curve ☒ Both Is the workzone straight, curved or both?

☐ Yes ☒ No Can wider loads be accommodated WITHOUT notice (e.g., by moving barrier(s) or equipment out of the way) with a delay of 20 minutes or less?

☐ Yes ☒ No Can wider loads be accommodated WITH advanced notice? If YES, please provide contact information for arranging the accommodation, along with how much notice is required.

---

☐ Yes ☒ No Have you verified that this restriction aligns with the Mobility Checklist?

**Signature Information**

Michele Eldridge

Submitter's Name

541-554-5435

Submitter's Cell Phone

meldridge@ci.harrisburg.or.us

Submitter's Email

541-995-2200

Submitter's Additional Phone

Chuck Scholz

Alternate Contact's Name

Alternate Contact's Cell Phone

cscholz@ci.harrisburg.or.us

Alternate Contact's Email

541-995-6655

Alternate Contact's Additional Phone