



HRA Board Meeting Minutes August 09, 2022

Chairperson: Robert Duncan, Presiding
Vice Chairperson: Mike Caughey, Present
Members Present: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm and Charlotte Thomas
Staff Present: City Administrator Michele Eldridge, Public Work Director Chuck Scholz, Finance Officer/Deputy City Recorder Cathy Nelson and City Recorder/ Municipal Court Clerk Lori Ross
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL BY CHAIRPERSON ROBERT DUNCAN at the hour of 7:24pm.

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

APPROVAL OF MINUTES

- Downey motioned to approve the minutes from the June 14, 2022, and the June 28, 2022, HRA Board Meeting. The motion was seconded by Caughey and passed by unanimous vote of HRA Board Members- Caughey, Downey, Boese, Keaton, Klemm, and Thomas.

THE MATTER OF APPROVING THE FINDINGS IN RELATION TO SOLE SOURCE PROCUREMENT, AND THE PERSONAL SERVICES WITH ELAINE HOWARD CONSULTING, LLC, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT

STAFF REPORT: Eldridge explained to the HRA Board that Elaine Howard, of Elaine Howard Consulting, LLC, had another meeting to attend to and her replacement for this meeting has COVID. Due to this, the next item on the agenda will be moved to the next meeting, however, the Board can still approve this agreement. Eldridge stated that she spoke with City Attorney, Jim Brewer, and because of Public Contracting Laws, the City would need to follow the sole source procurement process. Eldridge thinks there are lots of reasons to use her services as she has worked with the City since 2013 as our consultant on Substantial Agreements No. 4 and No. 5. If the City went with a new consultant, we would need to provide the information that she is already in possession of and she still uses the same subcontractor as before, Tiberius Solutions, which

provides the financial analysis. Eldridge pointed out the agreement as shown in Exhibit A and noted there were a couple changes made which included removing sections no longer in use and extending the terms of the agreement to June 30, 2023. Eldridge pointed out the Budget Proposal on page 20 of the agenda which shows the breakdown of the charges for the Substantial Amendment. Eldridge stated that because portions of the Water Bond Project are outside City limits, we will have to work with the County, which could cause delays. Eldridge stated the City has already gone through the Conditional Use Permit with the County, and she doesn't foresee any problems.

- Mayor Duncan commented that this is about \$7,000 cheaper than expected. Eldridge replied there is \$7,000 more projected due to the legal description being done by Branch Engineering for changing the boundaries and some expenses for the Linn County Assessors. The total cost, she explained, would be \$28,000 to \$35,000.
- Caughey commented that this will only give us a portion of the cost and asked where we are going to get the rest. Eldridge replied that we have the American Rescue Plan Act (ARPA) funds, and we also have reserve accounts for water and sewer. Caughey asked if this comes through, are we going to be able to go forward? Eldridge commented that we will try to use City funding as much as we can.
- Boese commented that he hopes this will be enough and we don't end up short.
- Downey commented that we have worked with Howard before and feels that we meet the criteria, and we can use the funding if we need to.
 - **Downey motioned to approve the findings in relation to sole source procurement as allowed in ORS 279B.075, the Personal Services Agreement with Elaine Howard Consulting, LLC, and to authorize the executive director to sign the agreement. The motion was seconded by Klemm and passed by unanimous vote of HRA Board Members-Caughey, Downey, Boese, Keaton, Klemm, and Thomas.**

THE MATTER OF A PRESENTATION & BRIEFING FROM ELAINE HOWARD CONSULTING, LLC, IN RELATION TO STARTING WHAT WOULD BE HARRISBURG REDEVELOPMENT AGENCY SUBSTANTIAL AMENDMENT NO.6

STAFF REPORT: Due to illness, this item has been moved to the next HRA Board Meeting to be held on August 23, 2022.

OTHERS: None.

ADJOURN: With no further discussion, the HRA Board Meeting closed at the hour of 7:40pm.

CHAIRPERSON

CITY RECORDER