



HRA Board Meeting Minutes December 09, 2025

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

CALL TO ORDER AND ROLL CALL BY CHAIR PERSON ROBERT DUNCAN at the hour of 6:32pm.

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

MOTION TO APPROVE THE AUGUST 12, 2025 HRA BOARD MINUTES: No comments or concerns.

- Downey **motioned to approve the August 12, 2025 HRA Board Minutes and was seconded by Thomas. The motion passed unanimously by a vote of 4-0.** (Yes: Downey, Thomas, Knox and Henry. No: None.)

THE MATTER OF REVIEWING THE REVISED REQUEST FOR A PROPERTY IMPROVEMENT GRANT FOR HEIDI KROPF, DBA GLORY, LLC; PROPERTY OWNER FOR 234 S. 3RD ST. AND APPROVING AN ADDENDUM TO THE ORIGINAL GRANT AGREEMENT: Eldridge reviewed the staff report and the history of this request. Highlights included:

- The request would grant an additional \$38,670 of funding for a total of \$50,000, leaving a balance of \$8,000 in the Property Improvement Grant Fund for another applicant.

December 09, 2025

- Applicant will be modifying original plans to conform with another historic building as shown on page 31. Plans include using T1-11 at the top, mock garage doors with fake handles, and lap siding on the bottom half.
- Henry asked if the 12 month timeline for completion would be adjusted. Eldridge stated that the new date for completion would be 12 months from the date of the addendum allowing more time.
- Thomas asked if the façade would need to be approved by the Planning Commission. Eldridge replied that it's a Type I ministerial review and is approved by the City Administrator if the criteria is met. Eldridge added the building will need to meet the same requirements as the other buildings.
 - **Henry motioned to approve the request for an additional \$30,702.50 in HRA Property Grant Funds to add to the 2024-2025 funds of \$19,297.50 for Heidi Kropf, dba Glory, LLC; for a total of \$50,000 for improvements on property located at 234 S. 3rd St., and to authorize the Executive Director to sign the addendum to the Property Improvement Grant Agreement and was seconded by Knox. The motion passed unanimously by a vote of 4-0. (Yes: Henry, Knox, Downey and Thomas. No: None.)**

With no further business, the HRA Board Meeting adjourned at the hour of 6:43pm to begin the City Council Meeting.

Chairperson

City Recorder