



## HRA Meeting Agenda

January 14, 2020

6:30 PM (Directly following the City Council Meeting)

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|-------------------|--|
| Chairperson:      | Robert Duncan  |
| Vice Chairperson: | Mike Caughey   |
| Members:          | Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, Charlotte Thomas, and Youth Advisor Quinton Sheridan. |
| Meeting Location: | Harrisburg Municipal Center @ 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. *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)*
4. *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.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*

**CALL TO ORDER AND ROLL CALL BY CHAIRPERSON ROBERT DUNCAN**

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

**APPROVAL OF MINUTES**

**Motion to Approve the Minutes of August 13, 2019**

**NEW BUSINESS**

- 1. THE MATTER OF HOLDING AN ANNUAL HRA MEETING AS REQUIRED BY THE HRA BY-LAWS, ARTICLE iii, SECTION 1.**

**STAFF REPORT:**

Exhibit A: HRA Financial Status as of Jan. 1, 2020

**ACTION/DISCUSSION: THIS IS THE OPPORTUNITY FOR THE HRA BOARD TO REVIEW THE STATUS OF THE AGENCY, ASK QUESTIONS OF STAFF, AND DISCUSS FUTURE HRA PROJECTS.**

**OTHER**

**ADJOURN**



## Harrisburg Redevelopment Agency Board Minutes August 13, 2019

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Meeting Location: Harrisburg Municipal Center - 354 Smith St.

**CALL TO ORDER AND ROLL CALL:** At the hour of 7:36 pm, the meeting was called to order and was presided by Chairperson Robert Duncan. Present were Board Members Mike Caughey, Kim Downey, Rob Boese, Adam Keaton, and Charlotte Thomas. Staff present were City Administrator Brian Latta, City Recorder/Asst. City Administrator Michele Eldridge, Public Works Director Chuck Scholz and Finance Officer Tim Gaines.

**CONCERNED CITIZEN(S) IN THE AUDIENCE:** None (All present were there for the City Council meeting.)

**APPROVAL OF MINUTES:**

- Thomas **motioned to approve the minutes and was seconded** by Downey. **The HRA Board then voted unanimously to approve the minutes of June 25, 2019.**

**THE MATTER OF CONSIDERING A GRANT REQUEST FOR SCOTT & RENEE PHELPS.**

**Staff Report:** Latta summarized the agenda bill and noted that the grant will be to replace the siding on the building, and to paint it as well. They will be placing horizontal lap siding on the building, with fiber cement panels in a board and batten style above that. They hope to find brick on the eastern face of the building. If they do, they might fix that, and keep it in place. If they do find it, they hope to apply for additional funding. The cost of the work is approximately \$33,000, and with the 50% matching requirement, the grant request is for \$16,600. Staff recommends approving the request, as it is within the stated guidelines for the HRA district.

Thomas asked how the funding would be provided, and Latta told her it was reimbursement based. Mayor Duncan asked if it was within the historic district and was told that it was. However, the building is not a special building on the historic list. Caughey asked if they would paint the brick, if they were to find some? Scott Phelps, the applicant, said that we'll find out when the siding comes off. If there is a small section, then we will see what it looks like. If there is a larger section that faces the main drag, then they would like to do something to improve that. Boese asked if they would try to enhance it, or just bring it back to life? Phelps told him that they would bring it back to life. Caughey asked what the address was for the property. Renee Phelps told him that there are several. However, Scott Phelps said that the number on the license is 170 S. 3<sup>rd</sup>. Keaton asked if they had been told about the downtown revitalization program (Main Street Program), and was told

yes, by Eldridge. She noted that invitations had been sent to all property owners inside the district. The Phelps said that they had gotten something.

- Thomas **motioned to approve the property improvement grant application (HRA G 05) for Scott and Renee Phelps in an amount of \$16,600. She was seconded** by both Downey and Caughey at the same time. **The HRA Board then voted unanimously to approve the grant to Scott & Renee Phelps in the amount of \$16,600, in order to make improvements on their building located at 170 S. 3<sup>rd</sup> St.**

#### **THE MATTER OF REVIEWING THE HRA 4<sup>TH</sup> QUARTER FINANCIAL REPORT DOCUMENT.**

**Staff Report:** Gaines reminded the board that since is the last report of the previous fiscal year, that the financial audit will likely have some adjustments to make to the HRA accounting, such as taxes, etc.

- Thomas asked him about the total revenue \$124,103.36 shown in red on the report.
- Gaines told her that our current revenue figures exceed what we budgeted. It's a good thing.
- Caughey said that we know what it means, but because it's in red ink, it looks and sounds like it's something bad. Could we change the nomenclature?
- Gaines said that we could change it if they would like.
- Keaton suggested that we turn it green instead.
- Caughey **motioned to approve the HRA 4<sup>th</sup> Quarter Financial Report for Fiscal Year 2018-019. He was seconded** by Downey and the **Board voted unanimously to approve the HRA 4<sup>th</sup> Quarter Financial Report.**

**OTHER:** None

**With no further business to discuss, the HRA Board adjourned at the hour of 7:47pm.**

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Chairperson

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City Recorder

# Agenda Bill Harrisburg Redevelopment Harrisburg, Oregon

## STAFF REPORT:

Exhibit A: HRA Financial Status as of Jan. 1, 2020

**ACTION/DISCUSSION: THIS IS THE OPPORTUNITY FOR THE HRA BOARD TO REVIEW THE STATUS OF THE AGENCY, ASK QUESTIONS OF STAFF, AND DISCUSS POSSIBLE FUTURE HRA PROJECTS.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda

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

STAFF RECOMMENDATION:

**Staff recommends: The discussion of other HRA matters as desired by the HRA Board.**

BACKGROUND INFORMATION:

The HRA is required to have an “annual meeting of the agency...on the second Tuesday in January immediately following the City Council meeting” An annual meeting is a good opportunity for the Board to discuss the progress and future of the agency and ask questions of staff.

In addition, a general discussion can help inform staff as to possible recommended amendments to the city's Strategic Plan.

MOTION (If necessary):

*For Discussion Only*

## REVIEW AND APPROVAL:

John Hitt  
Interim City Administrator

## HRA Total Targeted Improvement Loan & Grant Program Statistics

|                                      | Approved<br>Commitments | Number | Amount to be forgiven<br>(40%) | Loans returning to program<br>over time |
|--------------------------------------|-------------------------|--------|--------------------------------|---|
| HRA Loans & 40% Grant<br>Commitments | \$ 219,265.00           |        | \$ 87,706.00                   | \$ 131,559.00                           |
| Total Loans/Grants to date           |                         | 3      |                                | *All loans are amortized over 10 years  |

|                               | Approved<br>Commitments | Number |
|-------------------------------|-------------------------|--------|
| HRA Grants Program            | \$ 191,937.00           |        |
| Total Grants Approved to date |                         | 5      |

### HRA TOTAL TARGETED IMPROVEMENT & GRANT PROGRAM TOTALS

|                                |                      |
|--------------------------------|----------------------|
| Total Program Funds            | \$ 500,000.00        |
| Total Program Funds Committed: | <u>\$ 411,202.00</u> |

|  |                     |
|--|---------------------|
| Amount of Funding Remaining in<br>Program: | <b>\$ 88,798.00</b> |
|--|---------------------|

|                            |   |  |
|----------------------------|---|--|
| Total Number of Agreements | 8 |  |
| Total Businesses Assisted  | 6 | Clyde the Glide LLC      Oddfellows Building               |
|                            |   | Dental RE Holdings, LLC      The Voo                       |
|                            |   | JB Woodworks      Moody Hardware Building                  |
|                            |   | Scott & Renee Phelps<br>Trust      170 S. 3rd              |
|                            |   | Harrisburg Medical<br>Clinic/ICCO, LLC      190 N. 3rd St. |
|                            |   | Magnuson Dental      205 Macy St.                          |