

## Harrisburg Redevelopment Agency Meeting Agenda

January 13, 2026

6:30 PM

(Immediately Following the City Council Meeting)

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Chairperson: Robert Duncan  
Vice Chairperson: Mike Caughey  
Members: Kimberly Downey, Randy Klemm, Charlotte Thomas, Cindy Knox and Dana Henry  
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St.

### **PUBLIC NOTICES:**

1. *This meeting is open to the public and will be tape-recorded.*
2. *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, Lori Ross, at 541-995-6655*

**CALL TO ORDER AND ROLL CALL BY CHAIR PERSON ROBERT DUNCAN**

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

## APPROVAL OF MINUTES

### **1. MOTION TO APPROVE THE HRA BOARD MINUTES FOR DECEMBER 9, 2025**

## NEW BUSINESS

### **2. THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 4TH QUARTER 2024/2025 AND THE 1ST QUARTER 2025/2026 EXPENSE REPORTS**

#### **STAFF REPORT:**

Exhibit A: 4th Quarter HRA Expense Report Ending June 30, 2025

Exhibit B: 1st Quarter HRA Expense Report Ending Sept 30, 2025

**ACTION: MOTION TO APPROVE THE HRA 4TH QUARTER 2024/2025 AND HRA 1ST QUARTER 2025/2026 EXPENSE REPORTS**

### **3. THE MATTER OF REVIEWING AND ACCEPTING THE ANNUAL REPORT OF THE HARRISBURG REDEVELOPMENT AGENCY (HRA)**

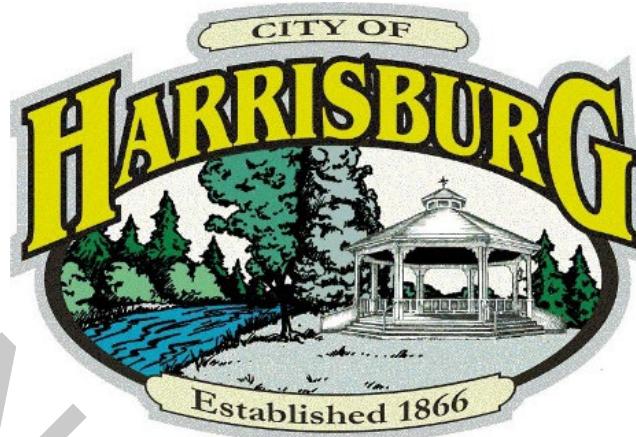
#### **STAFF REPORT:**

Exhibit A: HRA Annual Report for 2024-2025 Fiscal Year

**ACTION: MOTION TO APPROVE THE ANNUAL REPORT FOR THE HARRISBURG REDEVELOPMENT AGENCY**

## OTHER

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## HRA Board Meeting Minutes

December 09, 2025

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|                   |   |
|-------------------|---|
| 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.

- 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. 3<sup>rd</sup> 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.

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Chairperson

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City Recorder

Agenda Bill  
**Harrisburg Redevelopment Agency Board**  
Harrisburg, Oregon

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**THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 4<sup>TH</sup> QUARTER 2024/2025 EXPENSE REPORT AND THE 1<sup>ST</sup> QUARTER 2025/2026 EXPENSE REPORTS**

**STAFF REPORT:**

Exhibit A: 4<sup>th</sup> Quarter HRA Expense Report Ending June 30,  
2025

Exhibit B: 1<sup>st</sup> Quarter HRA Expense Report Ending Sept  
30, 2025

**ACTION: MOTION TO APPROVE THE HRA 4<sup>TH</sup> QUARTER 2024/2025 AND HRA 1<sup>ST</sup> QUARTER 2025/2026 EXPENSE REPORTS.**

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**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – January 13, 2026

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

**STAFF RECOMMENDATION:**

**Staff recommends the HRA Board reviews and approves the HRA 4<sup>th</sup> Quarter 2024/2025 and HRA 1<sup>st</sup> Quarter 2025/2026 Expense Reports.**

**BACKGROUND INFORMATION:**

The HRA's Finance Officer has prepared the 4<sup>th</sup> Quarter 2024/2025 Expense Report for review by the HRA Board. The report shows all revenues and expenditures for the 4<sup>th</sup> quarter for fiscal year 2024-2025. The HRA's Finance Officer has also prepared the 1<sup>st</sup> Quarter 2025/2026 Expense Report for review by the HRA Board. The report shows all revenues and expenditure for the 1<sup>st</sup> quarter of the fiscal year 2025-2026. We will review the 4<sup>th</sup> Quarter FY 2024-25 and address the 1<sup>st</sup> Quarter FY 2025-26 reports.

Please remember when looking at the percentage column for the 1<sup>st</sup> Quarter Report that we are only 25% of the way through the budget year. The HRA Board should review the document and raise any questions or concerns they may have with the HRA staff. **Be aware that these numbers could change after fiscal year 2024-2025 is audited due to any auditor adjustments or reclassifications.**

**REVIEW AND APPROVAL:**

*Cathy Nelson*

Cathy Nelson, Finance Officer    12.11.25

**HARRISBURG REDEVELOPMENT AGENCY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING JUNE 30, 2025**

**HRA GENERAL FUND**

**REVENUES (RESOURCES)**

| OBJECT CLASSIFICATION<br>(DESCRIPTION) | PERIOD ACTUAL       | YTD ACTUAL          | BUDGET              | UNEARNED           | PERCENTAGE    |
|--|---------------------|---------------------|---------------------|--------------------|---------------|
| BEGINNING FUND BALANCE                 | 2,274,410.00        | 2,274,410.00        | 2,517,412.00        | (243,002.00)       | 90.35%        |
| TAXES                                  | 13,695.55           | 358,132.94          | 225,163.00          | 132,969.94         | 159.05%       |
| INVESTMENT REVENUE                     | 27,262.56           | 108,932.30          | 60,000.00           | 48,932.30          | 181.55%       |
| MISCELLANEOUS REVENUE                  | 3,000.00            | 10,420.83           | 9,000.00            | 1,420.83           | 115.79%       |
| <b>TOTAL FUND REVENUE</b>              | <b>2,318,368.11</b> | <b>2,751,896.07</b> | <b>2,811,575.00</b> | <b>(59,678.93)</b> | <b>97.88%</b> |

**EXPENDITURES (REQUIREMENTS)**

| OBJECT CLASSIFICATION<br>(DESCRIPTION) | PERIOD ACTUAL       | YTD ACTUAL          | BUDGET              | REMAINING           | PERCENTAGE   |
|--|---------------------|---------------------|---------------------|---------------------|--------------|
| MATERIALS & SERVICE                    | 3,095.05            | 17,921.82           | 22,030.00           | 4,108.18            | 81.35%       |
| CAPITAL OUTLAY                         | 0.00                | 3,765.00            | 2,523,145.00        | 2,519,380.00        | 0.15%        |
| SPECIAL PAYMENTS                       | 0.00                | 11,332.84           | 50,000.00           | 38,667.16           | 22.67%       |
| DEBT SERVICES                          | 173,200.00          | 216,400.00          | 216,400.00          | 0.00                | 100.00%      |
| <b>TOTAL FUND EXPENDITURES</b>         | <b>176,295.05</b>   | <b>249,419.66</b>   | <b>2,811,575.00</b> | <b>2,562,155.34</b> | <b>8.87%</b> |
| <b>NET REVENUES OVER EXPENDITURES</b>  | <b>2,142,073.06</b> | <b>2,502,476.41</b> |                     | <b>0.00</b>         |              |

**HARRISBURG REDEVELOPMENT AGENCY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2025**

**HRA GENERAL FUND**

**REVENUES (RESOURCES)**

| OBJECT CLASSIFICATION<br>(DESCRIPTION) | PERIOD ACTUAL       | YTD ACTUAL          | BUDGET              | UNEARNED            | PERCENTAGE    |
|--|---------------------|---------------------|---------------------|---------------------|---------------|
| BEGINNING FUND BALANCE                 | 2,502,475.00        | 2,502,475.00        | 2,508,750.00        | (6,275.00)          | 99.75%        |
| TAXES                                  | 2,320.42            | 2,320.42            | 224,960.00          | (222,639.58)        | 1.03%         |
| INVESTMENT REVENUE                     | 14,886.96           | 14,886.96           | 60,000.00           | (45,113.04)         | 24.81%        |
| MISCELLANEOUS REVENUE                  | 2,250.00            | 2,250.00            | 378,730.00          | (376,480.00)        | 0.59%         |
| <b>TOTAL FUND REVENUE</b>              | <b>2,521,932.38</b> | <b>2,521,932.38</b> | <b>3,172,440.00</b> | <b>(650,507.62)</b> | <b>79.50%</b> |

**EXPENDITURES (REQUIREMENTS)**

| OBJECT CLASSIFICATION<br>(DESCRIPTION) | PERIOD ACTUAL       | YTD ACTUAL          | BUDGET              | REMAINING           | PERCENTAGE    |
|--|---------------------|---------------------|---------------------|---------------------|---------------|
| MATERIALS & SERVICE                    | 3,567.09            | 3,567.09            | 22,530.00           | 18,962.91           | 15.83%        |
| CAPITAL OUTLAY                         | 1,444,999.21        | 1,444,999.21        | 2,475,310.00        | 1,030,310.79        | 58.38%        |
| SPECIAL PAYMENTS                       | 0.00                | 0.00                | 458,400.00          | 458,400.00          | 0.00%         |
| DEBT SERVICES                          | 0.00                | 0.00                | 216,200.00          | 216,200.00          | 0.00%         |
| <b>TOTAL FUND EXPENDITURES</b>         | <b>1,448,566.30</b> | <b>1,448,566.30</b> | <b>3,172,440.00</b> | <b>1,723,873.70</b> | <b>45.66%</b> |
| <b>NET REVENUES OVER EXPENDITURES</b>  | <b>1,073,366.08</b> | <b>1,073,366.08</b> |                     | <b>0.00</b>         |               |

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**Agenda Bill**  
**Harrisburg Redevelopment Agency**  
**Harrisburg, Oregon**

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**THE MATTER OF REVIEWING AND ACCEPTING THE ANNUAL REPORT OF THE HARRISBURG REDEVELOPMENT AGENCY (HRA)**

**STAFF REPORT:**

Exhibit A: HRA Annual Report for 2024-2025 Fiscal Year

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**ACTION: MOTION TO APPROVE THE ANNUAL REPORT FOR THE HARRISBURG REDEVELOPMENT AGENCY**

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**THIS AGENDA BILL IS DESTINED FOR:** Agenda – January 13, 2026

| <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 review and approval of the Annual Report**

**BACKGROUND INFORMATION:**

Oregon State Law requires every urban renewal district in the state to develop a report indicating the financial status of the district and the district's impact on the other property taxing entities included in the HRA boundaries. The report covers the period of July 1, 2024 to June 30, 2025. The attached report shown in **Exhibit A** provides this information.

As noted on the last page of the report, the 2015 major amendment to the HRA raised the maximum indebtedness (estimated money required to complete the listed and approved projects) to just over \$8.1 million. There is still \$2,222,130 remaining that can be used for approved projects. The priority for the City and HRA Board at this time is the Water Bond Project, therefore, the Capital Outlay Fund budgeted at \$2,475,310 was made available to the City for the Water Bond Project once the funds were needed, and the proportionality rule was applied to use \$1.4 million of those funds on the water project.

City Staff have been sidelined by recent priority projects, but will return to considering what to do with some of the oldest buildings that the City owns, as well as discussing whether we should start considering construction of the last project on the HRA list. A conceptual design for the future Community Center will determine how much money the

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City needs for that kind of a project. Knowing the actual amount at current prices will help us plan for the future, and determine what kinds of grants the City and HRA will need to be applying for. Technically, the City and HRA are not obligated to use the funds, if they prefer that they remain available in the future if needed. However, having a game plan for future development will help in our process of marketing the downtown area and the City of Harrisburg to future investors.

REVIEW AND APPROVAL:



01.7.26

Michele Eldridge

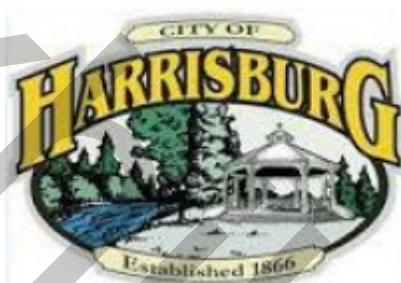
Date

City Administrator

# ANNUAL REPORT FOR FISCAL YEAR ENDING JUNE 30TH, 2025

## 2024/2025 Harrisburg Redevelopment Agency

This report fulfills the requirements prescribed in ORS. 457. 460, for the filing of an annual report detailing the financial activity of an urban renewal area established in Oregon.



## URBAN RENEWAL AREA BACKGROUND

The Harrisburg Urban Renewal Plan (Plan) was adopted by the City of Harrisburg in December 1992. It was amended to increase the maximum indebtedness in 2015.

The frozen base assessed value ("Frozen Base") of the Urban Renewal Area is \$3,936,405. The FY 2024/2025 total assessed value is \$37,066,412. The excess value, or the value on which taxes are paid to the urban renewal agency in FY 2024/2025 is \$33,130,007.<sup>1</sup>

The Harrisburg Redevelopment Agency (HRA) is a separate legal and financial entity, governed by the members of the Harrisburg City Council.

### *Urban Renewal Goals*

The HRA's guiding document is the Harrisburg Urban Renewal Plan, which lists a series of goals and objectives to guide activities in the Area. Goals listed in the Plan are as follows:

Implement the Comprehensive Plan for the Urban Renewal Area and implement Goals 1 and 3 of the Harrisburg Strategic Plan. These goals make up the renewal area strategy discussed in part B of this section.

1. Improve conditions and appearance of public and private properties in the downtown and on Third Street.
2. Create funding opportunities for renovation of properties and construction of new structures downtown and on Third Street consistent with an historic theme.
3. Make public infrastructure improvements necessary for the development of industrial and commercial sites.
4. Create new job opportunities.
5. Create new non-residential taxable values.
6. Improve the visual character of the area for visitors and residents.
7. Enhance the growth of local businesses.

The entire Harrisburg Urban Renewal Plan and Report can be found on Harrisburg Urban Renewal Agency's website, <http://www.ci.harrisburg.or.us>.

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<sup>1</sup> Source: Linn County Assessor SAL 4e FY 2024/2025

## FINANCIAL REPORTING

Pursuant to ORS 457.460, a detailed accounting of the financial activity related to urban renewal areas is required to be reported on an annual basis. The following financial information meets the requirements of this statute.

### Previous Fiscal Year, FY 2024/2025

#### Money Received

In FY 2024/2025, the Harrisburg Redevelopment Agency received \$358,133 from division of taxes.<sup>2</sup> The detailed earnings of the Harrisburg Redevelopment Agency can be seen in Table 1.

Table 1. Money Received During FY 2024/2025

| Revenue Category   | 2024/2025 Amount |
|--------------------|------------------|
| Division of Taxes  | 358,133          |
| Investment Revenue | 108,932          |
| Miscellaneous      | 10,421           |
| <b>TOTAL:</b>      | <b>477,486</b>   |

Source: Harrisburg Redevelopment Agency Financial Statement FYE 2025, HRA Revenues with Comparison to Budget

#### Money Expended

Revenue received through urban renewal and spent on urban renewal activities is shown in Table 2.

Table 2. Expenditures During FY 2024/2025

| Expenditure Category   | 2024/2025 Amount |
|------------------------|------------------|
| Materials and Services | 17,922           |
| Capital Outlay         | 3,765            |
| Special Payments       | 11,333           |
| Debt Service Principal | 130,000          |
| Debt Service Interest  | 86,400           |
| <b>TOTAL:</b>          | <b>249,420</b>   |

Source: Harrisburg Redevelopment Agency Financial Statement FYE 2025, HRA Revenues with Comparison to Budget

<sup>2</sup> Harrisburg Redevelopment Agency Financial Statement FYE 2025, HRA Revenues with Comparison to Budget

## Impact on Taxing Districts

The revenues foregone by local taxing districts due to urban renewal are shown in Table 3. This information is from Linn County Assessor records, Tables 4e.

Urban renewal agencies do not create an additional tax. Instead, during the Agency's lifespan, overlapping taxing districts "forego" a portion of their permanent rate. Once the urban renewal area is terminated, the taxing jurisdictions receive the full permanent rate of taxes. The School District and Education Service District are funded through the State School Fund on a per pupil allocation. There is no direct impact of urban renewal on their funding. The State School Fund is funded through property tax allocations, but also through other state resources.

Revenue Sharing was enacted in 2009 as part of the statutory changes to ORS 457 and is described in ORS 457.470. The original Plan was not subject to revenue sharing as it was adopted prior to 2009. However, the substantial amendments in 2015 increased the MI, which made the Plan subject to those revenue sharing provisions. The taxing districts were notified of the revenue sharing issue and since FY 2022/2023, the HRA budgets have been amended to include a provision to pay the revenue sharing from FYE 2019 forward.

Revenue sharing provides that, in the future, the impacted taxing districts will have a lower impact due to the revenue sharing provisions. The revenue sharing provisions do not change the date the urban renewal area is expected to be able to terminate within the timeline set in the Plan: FYE 2036.

Table 3. Impact on Taxing Districts FY 2024/2025

| Taxing Jurisdiction        | Impact  |
|----------------------------|---------|
| Linn County                | 42,169  |
| Linn Benton ESD            | 10,082  |
| Lane Community College     | 20,486  |
| Harrisburg School District | 154,211 |
| City of Harrisburg         | 105,481 |
| Harrisburg RFD             | 37,428  |
| 4H Extension Service       | 2,309   |

Source: FY 2024/2025 Sal 4e from Linn County Assessor

## Current Fiscal Year, FY 2025/2026

### Estimated Revenues

The estimated tax revenues from the FY 2025/2026 adopted Harrisburg Redevelopment Agency budget are \$224,960.<sup>3</sup>

### Proposed Budget for Current Fiscal Year, FY 2025/2026

A compiled budget listing the money to be received due to urban renewal, money to be spent, and what projects/expenses the money will fund is shown in Table 4 and 5 below.

Table 4. Budget FY 2025/2026 Urban Renewal Fund Revenues

| Budget Category (Revenues) | 2025/2026 Amount |
|----------------------------|------------------|
| Beginning Fund Balance     | 2,508,750        |
| Division of Taxes          | 224,960          |
| Investment Revenue         | 60,000           |
| Miscellaneous Revenue      | 369,730          |
| <b>TOTAL:</b>              | <b>3,172,440</b> |

Source: the City of Harrisburg FY 2025/2026 Urban Renewal Budget, pgs. 3-4 as adopted June 2025

Table 5. Budget FY 2024/2025 Urban Renewal Fund Expenditures

| Budget Category (Expenditures) | 2025/2026 Amount |
|--------------------------------|------------------|
| Materials and Services         | 22,530           |
| Capital Outlay                 | 2,475,310        |
| Special Payments               | 458,400          |
| Debt Service                   | 216,200          |
| <b>TOTAL:</b>                  | <b>3,172,440</b> |

Source: the City of Harrisburg FY 2025/2026 Urban Renewal Budget, pgs. 3-4 as adopted June 2025

### Maximum Indebtedness

The maximum indebtedness authorized for the Area is \$8,177,674. The amount of indebtedness remaining for the Plan Area after FYE 2025 is \$2,222,130.

<sup>3</sup> City of Harrisburg FY 2025/2026 Urban Renewal Budget, pgs. 3-4