



Harrisburg Redevelopment Agency Meeting Agenda

January 12, 2021

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

Chair Person:	Robert Duncan
Vice Chair Person:	Mike Caughey
Members:	Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and Charlotte Thomas
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 CHAIR PERSON 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 DECEMBER 8, 2020

NEW BUSINESS

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

STAFF REPORT:

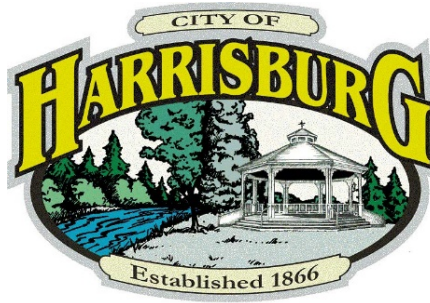
Exhibit A: HRA Grant Program Status as of Dec 30, 2020

Exhibit B: HRA Maximum Indebtedness Status as of Jan. 1, 2021

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

OTHER

ADJOURN



Harrisburg Redevelopment Agency Board Meeting Minutes December 08, 2020

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 John Hitt, Asst City Administrator/City Recorder Michele Eldridge, Public Works Director Chuck Scholz, and Finance Officer/Deputy City Recorder Cathy Nelson.
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL BY CHAIRPERSON ROBERT DUNCAN at the hour of 7:27pm

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

MOTION TO APPROVE THE MINUTES OF OCTOBER 13, 2020

- Klemm **motioned to approve the minutes and was seconded** by Downey. **The HRA Board then voted unanimously to approve the minutes of October 13, 2020.**

THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 1st QUARTER 2020/2021 EXPENSE REPORT

STAFF REPORT: Nelson commented that there wasn't much in the HRA report to comment on and asked for any questions.

- Downey remarked on Nelson doing a great job so far!
- Downey **motioned to approve the HRA 1st Quarter 2020/2021 Expense Report and was seconded** by Caughey. **The HRA Board then voted unanimously to approve the 1st Quarter Report.**

OTHER: None

ADJOURN: At the hour of 7:30pm, with no further business, the HRA Board adjourned the meeting to return to the City Council session.

Chairperson

City Recorder

Agenda Bill
Harrisburg Redevelopment Agency
Harrisburg, Oregon

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

STAFF REPORT:

Exhibit A: HRA Grant Program Status as of Dec 30, 2020

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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 – January 12, 2021

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

STAFF RECOMMENDATION:

Staff recommends: The discussion of 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.

The projected statistics for the grant program are tied to the \$500,000 debt that was allocated during the 5th Substantial Amendment for the loan and grant program. Those statistics are available in **Exhibit A**. The figure is conservative as it does not account for revenue received in loan payments over the last several years.

Cathy Nelson has reviewed all of the prior years HRA audits to develop a more accurate value as to how much of the HRA’s “Maximum Indebtedness” is still available to the HRA. In the past, it appears that the “Maximum Indebtedness” calculation either was not always done, or perhaps not done accurately. We have attached a tentative number in **Exhibit B** showing the remaining maximum indebtedness. This will enable us

to know if there are enough funds available to consider additional or revised HRA projects.

REVIEW AND APPROVAL:

_____ John Hitt City Administrator	_____ Date
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HRA Total Targeted Improvement Loan & Grant Program Statistics				
Amount Allocated for Program by the 5th Substantial Amendment			\$	500,000.00
Amount Available for Either Loan or Grant Program as of 12.30.20			\$	51,941.00
Loan & Grant Program	Approved Commitments	Number	Amount to be forgiven (40%)	Loans returning to program over time
HRA Loans & 40% Grant Commitments	\$ 219,265.00		\$ 87,706.00	\$ 131,559.00
Total Loans/Grants to date		3		*All loans are amortized over 10 years
Grants Only Program	Amount Committed		\$ 228,794.00	
Grants Paid out - As of 06.30.20		5	\$ 159,138.00	
Committed Funds that Remain Unpaid		2	\$ 69,656.00	
Total Grants		5		
Businesses Assisted by the HRA Property Improvement Grants and Loans Program				
Approved Amounts				
Clyde the Glide (IOOF Building)	190 Smith St.	Complete	\$ 50,000.00	Grant HRA G 01
Clyde the Glide (IOOF Building)	190 Smith St.	Partially Paid	\$ 50,000.00	Grant HRA G 03
Dennis Dunne for Dental RE Holdings LLC	The Voo - 172 S. 2nd	Complete	\$ 50,000.00	Grant HRA G 02
Jim & Brenda Hoiland - JB Woodworks (Moody Hardware)	206 S. 3rd	Complete	\$ 18,992.00	Grant HRA G 04
Scott & Renee Phelps Trust	170 S. 3rd St.	Complete	\$ 20,490.00	Grant HRA G-05
Glory, LLC (Heidi Kropf - Grocery Deals	245 N. 3rd St.		\$ 50,000.00	Grant HRA G-06
Harrisburg Medical Clinic/ICCO, LLC	190 N. 3rd St.	Complete*	\$ 69,265.00	HRA L 01
Magnuson Dental	205 Macy St.	Complete*	\$ 62,500.00	HRA L 02
Magnuson Dental	205 Macy St.	Complete*	\$ 87,500.00	HRA L 03
* These are combination loans and grants. The projects are complete, and payments are being made.				

Reconciled (current) Balance	Original MI
\$ 4,200,548	\$ 8,177,674

Total Formal Debt Proceeds	Total expenditures	Total Misc Income	Misc income less expenditures	MI Deduction
\$ 3,848,270	\$ (4,070,419)	\$ 93,293	\$ (3,977,126)	\$ (3,977,126)

Expenditures until "pay as you go"
\$ (128,856)