

Harrisburg Harrisburg Redevelopment Meeting Agenda

June 25, 2019

6:30 PM

Chair Person: Robert Duncan
Vice Chair Person: Mike Caughey
Members: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, Charlotte Thomas, and Youth Advisor Spencer Tucker
Meeting Location: Senior 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

1. Motion to Approve the Minutes of April 9, 2019

OLD BUSINESS

NEW BUSINESS

2. **THE MATTER OF APPROVING THE HRA BUDGET FOR FISCAL YEAR 2019-2020 BY ADOPTING RESOLUTION NO. HRA-61 MAKING BUDGET APPROPRIATIONS.**

STAFF REPORT:

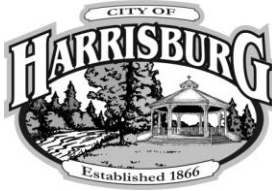
Exhibit A: Approved HRA Budget

Exhibit B: Resolution No. HRA-61

ACTION: I move to Approve the HRA Budget for Fiscal Year 2019-20 and Resolution No. HRA-61 "A RESOLUTION MAKING APPROPRIATIONS FOR THE HARRISBURG REDEVELOPMENT AGENCY, HARRISBURG, OREGON, FOR THE FISCAL YEAR 2019-2020."

OTHER

ADJOURN



Harrisburg Redevelopment Agency Minutes April 9, 2019

The Harrisburg Redevelopment Agency met on this date at the Harrisburg Senior Center, located at 354 Smith St., at the hour of 7:54pm. Presiding was Board Vice-President Mike Caughey. Also present were as follows:

- Kimberly Downey
- Robert Boese
- Adam Keaton
- Randy Klemm
- Charlotte Thomas
- Youth Advisor Spencer Tucker
- City Administrator Brian Latta
- City Recorder/Asst. City Administrator Michele Eldridge
- Public Works Director Chuck Scholz
- Finance Officer Tim Gaines

Absent this evening was Mayor Robert Duncan.

The matter of Approving the Minutes for March 12, 2019

- Downey **motioned to approve the Minutes for March 12, 2019, and was seconded** by Keaton. The **Board then voted unanimously to approve the minutes for March 12, 2019.**

The matter of Considering a Property Improvement Grant Request by Brenda Hoiland on Behalf of JB Woodworks for Property at 206 S. 3rd St.

- Caughey informed the Board that Hoiland's home was completely surrounded by water, and they therefore couldn't come to the meeting. If we have questions that staff can't answer, they are available via phone.

STAFF REPORT: Latta summarized the information available in the staff report, and in the application from Brenda Hoiland. The changes that they were making would do a lot to restore some of the older elements of the building. They are applying for a Diamond In the Rough grant from the State of Oregon. That grant is for \$20,000 at the most. If they aren't successful in the grant, then they will scale back some of the work using this grant only. He noted that with the grants and loans we currently have issued, there is still \$112,500 in the HRA fund. When the loans have been paid back, we will still have \$255,000 available for Property Improvement Programs.

- Thomas liked that it was a smaller fund request; it leaves more money for others, and the amount they are spending will make a huge difference.
- Boese **motioned to approve a Property Improvement Grant for JB Woodworks in the amount of \$21,437, and was seconded** by Downey.
- Klemm asked if they aren't successful in their grant request, will we reduce the amount of our grant to them.

- Latta told him no. They still need to provide a 50% matching amount to receive our grant.
- Thomas asked if we keep tabs on what they do with our funds.
- Latta reminded them that this is a reimbursement grant. As an example, The Voo was moving forward with their project, but one aspect hasn't been completed yet. They were going to close off the door on the northeast corner of the building. If they turn in their receipts without doing that, then he will not pay them, because the project has to be consistent with what was requested. If they don't want to do one of the projects that they had first listed, then they would need to take it back to the board for modifications.
- **The Board then voted unanimously to approve the property improvement grant for JB Woodworks in the amount of \$21,437.00.**

The matter of Authorizing the Purchase of Real Property Commonly Known as Tax Lot 4703 of Linn County Assessor's Map 15S04W16AA.

STAFF REPORT: Latta said that we had asked to purchase the property at \$123,000, and they had countered for us to cover closing costs. Therefore, the final amount is \$124,962.88. He is scheduled to be in Albany tomorrow at 1:00, to sign and pay for that, and therefore wanted Council's final approval.

- **Thomas motioned to authorize the payment of \$124,962.88 for the purchase of real property commonly known as Tax Lot 4703 of Linn County Assessor's Map 15S04W16AA. She was seconded by Klemm. The HRA Board then voted unanimously to approve the purchase of tax lot 15S04W16AA004703.**

The matter of Reviewing the HRA's 2nd Quarter Financial Report Document

- Downey asked about the credit that she saw on taxes and investment revenue. Why are those there?
- Gaines told her that no matter what questions he asked, the assessor's office is still only providing him with an estimate. He hadn't factored in the money that was there waiting for projects to be done when he estimated the investment revenue budget.
- Downey appreciated him being conservative.
- Latta added that in answer to some questions he's heard, HRA property taxes are also dependent on projects in the HRA. New values in the HRA boundaries can significantly affect property taxes from year to year. As an example, he talked about the Magnuson lot. It was vacant; therefore, the all of the property taxes generated by that project, will 100% stay in the HRA. That's because the HRA froze all the assessed values going forward from when it was formed. It helps to pay back the debt we incurred. He added that the value comes when the HRA sunsets, and all the tax values start going to the special districts. It's nice to see everything working the way it should. Another property we will see that working in, is McCracken Trucking. That's even more of an advantage, because no HRA dollars were spent on it; but 100% of the tax value will come to the HRA.
- **Klemm motioned to approve the HRA 2nd Quarter Financial Report for Fiscal Year 2018-2019. He was seconded by Downey, and the Board voted unanimously to approve the HRA 2nd Quarter Financial Report.**

Others:

- Latta said that the state had given us preliminary approval on the location of the RRFB (Random Rapidly Flashing Beacon) on the highway. However, we are still working on the design approval.

- Boese expressed some concern about McCracken Trucking and the state of the road on S. 2nd St.
- Scholz told him that actually, S. 2nd St. was built to industrial trucking standards. Those are streets built and able to withstand 120,000 lbs.
- Keaton added that he was concerned with Hwy 99 (3rd St.) because of all the potholes
- Scholz said that we aren't allowed to touch that.

A healthy discussion in relation to the highway then ensued. Latta wanted to get onto the state improvement plan for our section of Hwy 99. It is being beaten to death, and just like Halsey, we need to get lots of calls in so we get on the list. Latta said that part of the problem is that in cities, you have infrastructure under the roads. That creates more problems for the roads. Where you see lots of problems, Scholz actually goes out and TV's the lines, to make sure that there isn't a collapsed line in that location. Truly, the more ODOT can see maintenance crews having to come out to fix problems, the more we come to their attention as needing to be on the list for major road work to be done. Caughey asked about an area on LaSalle St. that was getting depressed, and asked if it was ours, and if we could get it repaired. However, Scholz told him that was our responsibility, and that is so far down the list compared to the other problems we are taking care of; that won't be repaired at this time.

With no further business to discuss, the meeting adjourned at 8:20pm.

Chairperson

City Recorder

Agenda Bill
Harrisburg Redevelopment Agency
Harrisburg, Oregon

THE MATTER OF APPROVING THE HRA BUDGET FOR FISCAL YEAR 2019-2020 BY ADOPTING RESOLUTION NO. HRA-61 MAKING BUDGET APPROPRIATIONS.

STAFF REPORT:

Exhibit A: Approved HRA Budget

Exhibit B: Resolution No. HRA-61

ACTION: I move to Approve the HRA Budget for Fiscal Year 2019-20 and Resolution No. HRA-61 **“A Resolution making appropriations for the Harrisburg Redevelopment Agency, Harrisburg, Oregon, for the fiscal year 2019- 2020.”**

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

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

STAFF RECOMMENDATION:

Staff recommend the HRA Board adopt FY 2019-2020 budget by approving Resolution No. HRA-61

BACKGROUND INFORMATION:


The Budget Committee has reviewed the proposed budget for the HRA for the next fiscal year. It has approved the budget and recommends it to the Board of Directors. The Board of Directors can approve the budget as proposed or modify it up to 10%. The proposed resolution will authorize appropriations for the budget year.

MOTION (If necessary):

If it pleases the Board—

“I move to Approve the HRA Budget for Fiscal Year 2019-2020 and Resolution No. HRA-61, “A RESOLUTION MAKING APPROPRIATIONS FOR THE HARRISBURG REDEVELOPMENT AGENCY, HARRISBURG, OREGON, FOR THE FISCAL YEAR 2019- 2020.”

REVIEW AND APPROVAL:

 06/18/2019
Brian Latta Date
City Administrator



***HARRISBURG REDEVELOPMENT AGENCY
HRA BOARD APPROVED BUDGET: 2019-2020***

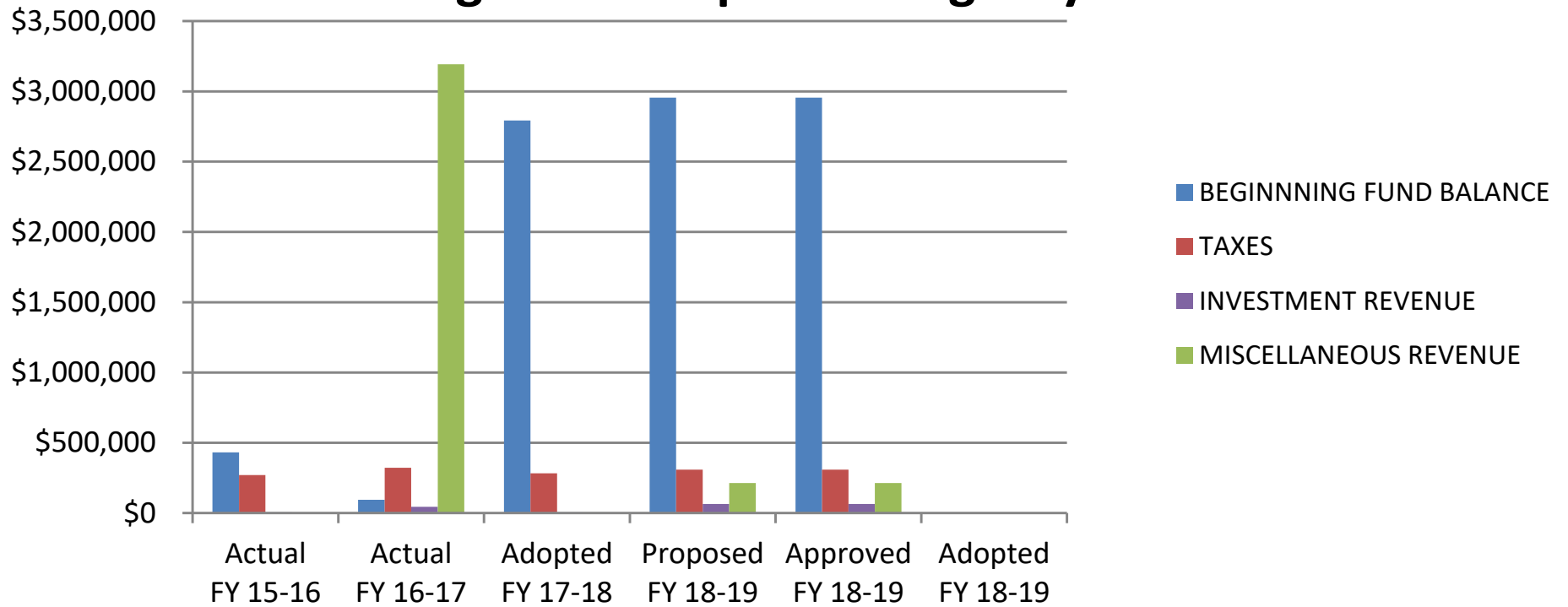
June 25, 2019

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Harrisburg Redevelopment Agency Resources



HRA FUND (71): Resources

FUNCTION	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19	Approved FY 18-19	Adopted FY 18-19
BEGINNING FUND BALANCE	\$431,914	\$93,695	\$2,791,946	\$2,955,800	\$2,955,800	\$0
TAXES	\$270,859	\$322,239	\$282,500	\$308,100	\$308,100	\$0
INVESTMENT REVENUE	\$5,261	\$44,636	\$5,000	\$65,000	\$65,000	\$0
MISCELLANEOUS REVENUE	\$2	\$3,192,996	\$4,155	\$213,156	\$213,156	\$0

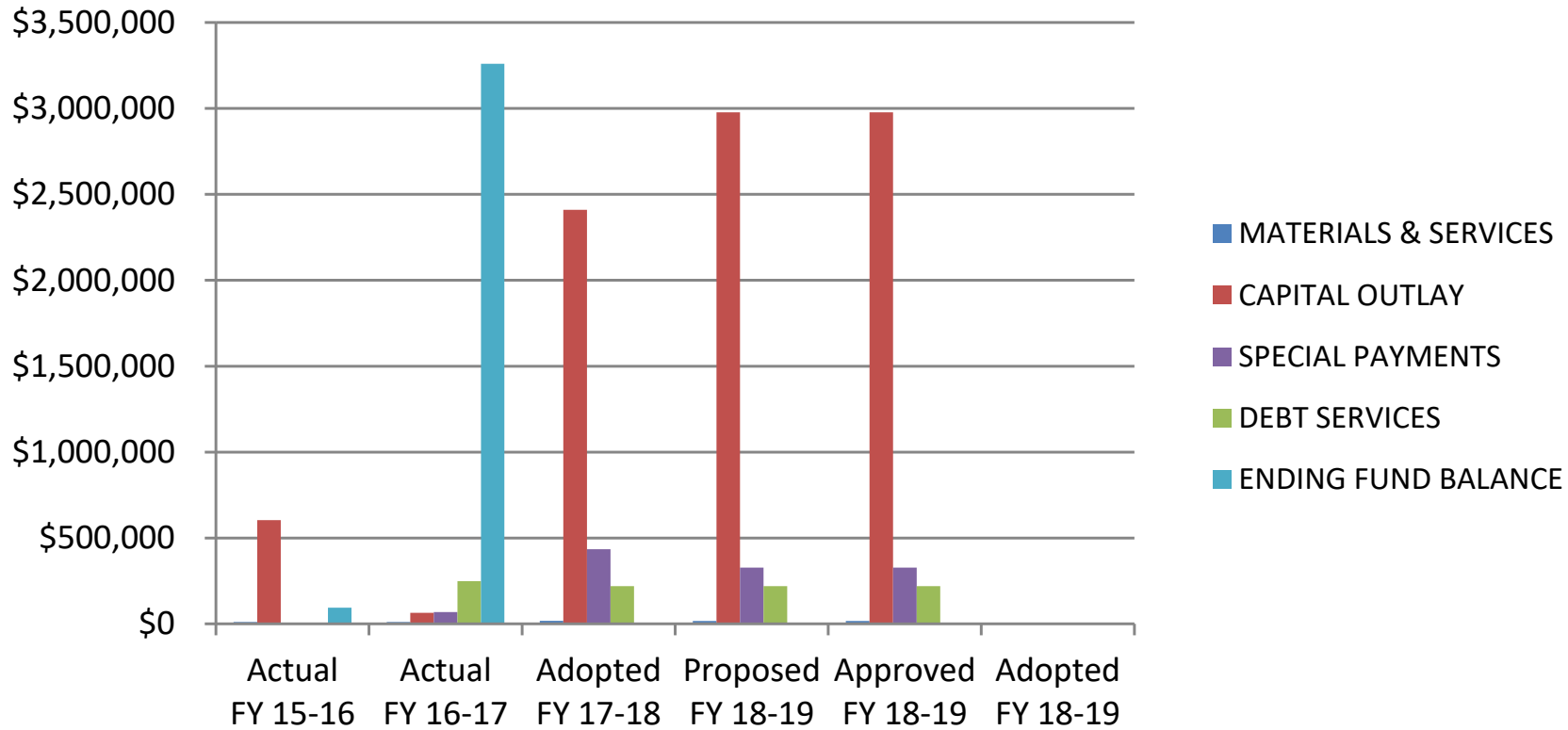
**HARRISBURG REDEVELOPMENT AGENCY
HRA BOARD APPROVED BUDGET: 2019-2020**

Harrisburg Redevelopment Agency Fund (71)

HRA FUND (71): RESOURCES

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year FY 2019-2020		
Actual		Adopted Budget This Year FY 2018-2019		Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2016-2017	First Preceding Year 2017-2018					
431,914	93,695	2,791,946	BEGINNING FUND BALANCE	2,955,800	2,955,800	0
<u>TAX REVENUE</u>						
260,194	303,352	275,000	TAX RECEIPTS-CURRENT	300,600	300,600	0
10,665	18,887	7,500	TAX RECEIPTS - PRIOR YEARS	7,500	7,500	0
270,859	322,239	282,500	TOTAL TAX REVENUE	308,100	308,100	0
<u>INVESTMENT REVENUE</u>						
5,261	44,636	5,000	EARNED INTEREST	65,000	65,000	0
5,261	44,636	5,000	TOTAL INVESTMENT REVENUE	65,000	65,000	0
<u>MISCELLANEOUS REVENUE</u>						
2	3,192,303	4,155	LOAN PROCEEDS	0	0	0
0	693		HRA LOAN PROGRAM PAYMENTS	13,156	13,156	0
0	0		GRANTS	200,000	200,000	0
2	3,192,996	4,155	TOTAL INVESTMENT REVENUE	213,156	213,156	0
708,036	3,653,566	3,083,601	TOTAL TOTAL RESOURCES	3,542,056	3,542,056	0

Harrisburg Redevelopment Agency Requirements



HRA FUND (71): Requirements

FUNCTION	Actual FY 15-16	Actual FY 16-17	Adopted FY 17-18	Proposed FY 18-19	Approved FY 18-19	Adopted FY 18-19
MATERIALS & SERVICES	\$10,570	\$10,739	\$18,500	\$17,600	\$17,600	\$0
CAPITAL OUTLAY	\$603,770	\$64,330	\$2,410,181	\$2,977,003	\$2,977,003	\$0
SPECIAL PAYMENTS	\$0	\$69,265	\$434,890	\$327,441	\$327,441	\$0
DEBT SERVICES	\$0	\$249,267	\$220,030	\$220,012	\$220,012	\$0
ENDING FUND BALANCE	\$93,696	\$3,259,965	\$0	\$0	\$0	\$0

**HARRISBURG REDEVELOPMENT AGENCY
HRA BOARD APPROVED BUDGET: 2019-2020**

Harrisburg Redevelopment Agency Fund (71)

BY ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

HRA FUND (71): EXPENDITURES

Historical Data			REQUIREMENTS FOR: ADMINISTRATION	Budget for Next Year FY 2019-2020		
Actual		Adopted Budget This Year FY 2018-2019		Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2016-2017	First Preceding Year 2017-2018					
<u>MATERIALS & SERVICES</u>						
6,000	6,000	6,000	CITY OF HSBG ADMIN SERVICES	6,000	6,000	0
4,220	4,438	5,000	BUDGET & FINANCIAL ASSISTANCE	5,000	5,000	0
160	0	1,000	LEGAL EXPENSES	1,000	1,000	0
0	0	5,000	CONSULTANT COSTS	5,000	5,000	0
63	38	500	GOVERNMENT ETHICS COMMISSION	100	100	0
127	263	1,000	MISC COSTS(BANK FEES, ETC)	500	500	0
10,570	10,739	18,500	TOTAL MATERIALS & SERVICES	17,600	17,600	0
<u>CAPITAL OUTLAY</u>						
603,770	64,330	2,410,181	INFRASTRUCTURE CONSTRUCTION	2,977,003	2,977,003	0
603,770	64,330	2,410,181	TOTAL CAPITAL OUTLAY	2,977,003	2,977,003	0
614,340	75,069	2,428,681	TOTAL ORG./PROG. REQUIREMENTS	2,994,603	2,994,603	0
<i>NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM</i>						
<u>SPECIAL PAYMENTS</u>						
0	69,265	434,890	DOWNTOWN REHABILITATION	327,441	327,441	0
0	69,265	434,890	TOTAL SPECIAL PAYMENTS	327,441	327,441	0
<i>NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM</i>						
<u>DEBT SERVICES</u>						
0	78,763	105,630	LOAN PRINCIPAL	110,437	110,437	0
0	88,415	114,400	LOAN INTEREST	109,575	109,575	0
0	82,089	0	LOAN FEES	0	0	0
0	249,267	220,030	TOTAL DEBT SERVICES	220,012	220,012	0
0	0	0	CONTINGENCY	0	0	0
0	318,532	654,920	TOTAL REQUIREMENTS NOT ALLOCATED	547,453	547,453	0
93,696	3,259,965	0	ENDING FUND BALANCE	0	0	0
708,036	3,653,566	3,083,601	TOTAL REQUIREMENTS	3,542,056	3,542,056	0

RESOLUTION No. HRA-61

A RESOLUTION MAKING APPROPRIATIONS FOR THE HARRISBURG REDEVELOPMENT AGENCY, HARRISBURG, OREGON, FOR THE FISCAL YEAR 2019-2020.

WHEREAS the Board of Directors of the Harrisburg Redevelopment Agency has reviewed the budget of the Harrisburg Redevelopment Agency for the fiscal year 2019-2020 and has approved it and referred it to the City Council.

NOW , THEREFORE BE IT RESOLVED that the Board of Directors of the Harrisburg Redevelopment Agency hereby adopts the budget for fiscal year 2019-2020 in the total amount of **\$3,542,056.***

This budget is now on file at **120 Smith Street in Harrisburg, Oregon.**

BE IT FURTHER RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2019, for the following purposes:

	<u>General Fund</u>	
	Administration	\$2,994,603
	Total.....	\$2,994,603
	Total APPROPRIATIONS, All Funds	\$2,994,603
	Total Unappropriated and Reserve Amounts, All Funds	\$547,453
	TOTAL ADOPTED BUDGET	\$3,542,056 *
		<i>(*amounts with asterisks must match)</i>

BE IT FURTHER RESOLVED that the Board of Directors of the Harrisburg Redevelopment Agency hereby resolves to certify to the county assessor for the Harrisburg Urban Renewal District Plan Area a request for the maximum amount of revenue that may be raised by dividing the taxes under section 1c, Article XI, of the Oregon constitution.

The above resolution statements were approved and declared adopted on June 25, 2019.

X _____
Signature (Mayor)

X _____
Signature (City Recorder)