

## HRA Board Meeting Agenda

December 14, 2021

6:30 PM

Following the City Council Business Meeting

---

Chair Person:	Robert Duncan
Vice Chairperson:	Mike Caughey
Members:	Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, and Charlotte Thomas
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*
7. *Meetings are held in a facility that is disinfected. Masks are required at this time and the City asks anyone that is running a fever, has an active cough or respiratory issues, not to attend this meeting.*

**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 FOR THE SEPTEMBER 14, 2021 HRA BOARD MEETING.**

**OLD BUSINESS**

- 2. THE MATTER OF CONSIDERATION OF AN HRA GRANT REQUEST FOR A \$50,000 PROPERTY IMPROVEMENT GRANT FOR THE INTERNATIONAL ORDER OF THE ODDFELLOWS RESTORATION PROJECT.**

**STAFF REPORT:**

Exhibit A: Staff Report & Background from 08.24.21

Exhibit B: Application Packet, Narrative & Exhibits

Exhibit C: Current Statistics for Property Improvement Grants

Exhibit D: HRA "Program Guidelines and Overview"

**ACTION "TBD – (MOTION TO APPROVE THE PROPERTY IMPROVEMENT GRANT APPLICATION FOR PATRICK AND DONNELL FREEMAN IN THE AMOUNT OF \$50,000 UPON COMPLETION OF THE WORK DESCRIBED IN THE GRANT APPLICATION)."**

**NEW BUSINESS**

- 3. THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 1ST QUARTER 2021/2022 EXPENSE REPORT.**

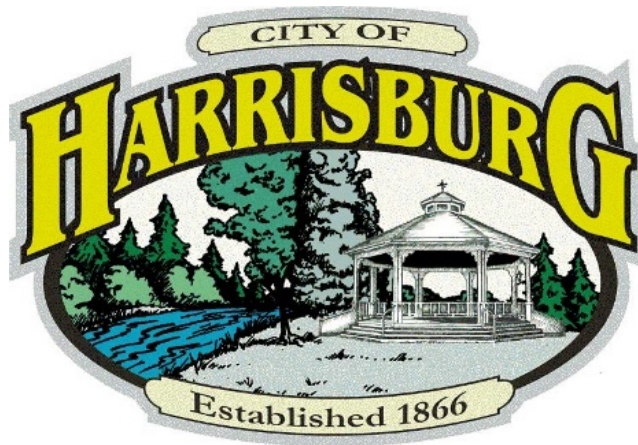
**STAFF REPORT:**

Exhibit A: 1st Quarter HRA Expense Report Ending September 30, 2021

**ACTION: MOTION TO APPROVE THE HRA 1ST QUARTER 2021/2022 EXPENSE REPORT.**

**OTHER**

**ADJOURN**



HRA BOARD MEETING Minutes  
September 14, 2021  
6:30 PM

---

Chairperson:	Robert Duncan
Vice Chairperson:	Mike Caughey
Members Present:	Kimberly Downey, Robert Boese, and Adam Keaton
Members Absent:	Randy Klemm and Charlotte Thomas
Staff Present:	City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Officer Cathy Nelson, and City Recorder Lori Ross
Meeting Location:	Harrisburg Municipal Center Located at 354 Smith St

**CALL TO ORDER AND ROLL CALL BY CHAIRPERSON ROBERT DUNCAN at the hour of 6:35pm**

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

**APPROVAL OF MINUTES**

- Keaton **motioned to approve the minutes for June 22, 2021 and was seconded by Boese. City Council then voted unanimously to approve the minutes for June 22, 2021.**

**THE MATTER OF DISCUSSING THE HARRISBURG REDEVELOPMENT AGENCY FISCAL YEAR 2019-2020 AUDIT REPORT WITH THE AUDITOR, STEVE TUCHSCHERER**

**STAFF REPORT:** Steve Tuchscherer the City Auditor, is in attendance via Zoom. He informed the HRA Board that this audit is from 15 months ago and was issued November 30, 2021. It was late due to the Covid pandemic. Tuchscherer went through the audit report briefly starting with the Independent Auditors Report and gave his opinion that the financial statements are presented fairly, and all material respects the financial positions (balance sheet), profit/ loss and cash flows for the proprietary funds. The Other Matters section refers specific sections like what was audited and what was not and is now required in the audit report. The last section is the Regulatory Report that is required by the state indicating compliance with statutes and regulations. The basic financial

September 14, 2021

information with HRA is that there is around 3 million in cash available as of June 30<sup>th</sup> last year. Most came from the sale of bonds and a note payable to a bank in Kansas. He then referred to page 19 of the report where it shows the bonds payable at 2.4 million and principle paid at \$110,000. Payments on bonds don't start until 2023 when bonds start paying off. It gives the City time to pay of the note. Most are going to be paid with property taxes that are levied. Tuchscherer said that the report is fair and accurate and commented that Gaines did a good job helping to get the Audit complete.

- **Caughey motioned to approve the HRA's Fiscal Year 2019-2020 Audit Report, as presented by the Auditor Steve Tuchscherer and was seconded by Boese. The City Council then voted unanimously to approve the HRA's Fiscal Year 2019-2020 Audit Report, as presented by the Auditor Steve Tuchscherer.**

**ADJOURN at the hour of 6:45pm**

---

Chairperson

---

City Recorder

# Agenda Bill

## **Harrisburg Redevelopment Agency**

### Harrisburg, Oregon

#### **THE MATTER OF CONSIDERATION OF AN HRA GRANT REQUEST FOR A \$50,000 PROPERTY IMPROVEMENT GRANT FOR THE INTERNATIONAL ORDER OF THE ODDFELLOWS RESTORATION PROJECT**

##### **STAFF REPORT:**

Exhibit A: Staff Report & Background from 08.24.21

Exhibit B: Application Packet, Narrative & Exhibits

Exhibit C: Current Statistics for Property Improvement Grants

Exhibit D: HRA 'Program Guidelines and Overview'

**ACTION "TBD – (MOTION TO APPROVE THE PROPERTY IMPROVEMENT GRANT APPLICATION FOR PATRICK AND DONNELL FREEMAN IN THE AMOUNT OF \$50,000 UPON COMPLETION OF THE WORK DESCRIBED IN THE GRANT APPLICATION)."**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – December 14, 2021

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$50,000	YES	HRA

##### **STAFF RECOMMENDATION:**

**Staff recommends discussion, and approval TBD**

##### **BACKGROUND INFORMATION:**

The original application for this proposal was considered at the HRA Board meeting on August 24, 2021. That application, with the full background is shown in **Exhibit A**. At that meeting, the HRA Board recommended that Staff contact the applicant, and suggest that they obtain more favorable quotes. This was based on advice from other attendees at that meeting, including the Mayor, and citizens Diane & Charles Alton, all of whom are experienced at restoring old buildings. Patrick and Donnell Freeman have done so, and have come up with a much more affordable project than the last that was considered. They have submitted new narrative, and exhibits for review in **Exhibit B**.

As the HRA Board knows, this is a reimbursement grant, and therefore the program only covers half the cost of the work completed, up to a maximum of \$50,000. With the reduction in cost for the windows to be replaced, the Freeman's were able to submit another project that hasn't yet been completed, to be considered in this grant request. In this case, they will be replacing the 'man' door on the east wall of the building. The

entry door on the east side of the building is not original to the building; Staff thinks it might have been installed in the 40's-50's. The door that is there now also doesn't match the style of the building; luckily, the Freeman's will be installing a door that is similar in appearance to the original door. The last two pages of **Exhibit B** shows a copy of what that door looks like now, as well as the original door. The Freeman's were required to obtain approval to install the new door from the Harrisburg Planning Commission, which was provided on November 16, 2021. In addition, The State Historic Preservation Office provided a comment via E-Mail that they were pleased that the current door was being replaced with something that better matches the original door. Staff is also pleased that they are using a local company to provide their custom door.

In the last report, program funds remaining for grants was \$51,941. However, Staff is pleased to report that the loan that was taken out by the Harrisburg Medical Clinic/ ICCO, LLC, has now been paid in full, minus the 40% grant that was provided to them. This changes the amount available for use in the HRA Grant Program to a total of \$72,247 (**Exhibit C**).

As noted in the last staff report, the HRA Board has complete discretion to approve all, some, or none of even those grant applications that are in full compliance with all guidelines and requirements. Those guidelines are shown in **Exhibit D**. While Staff has been approached by other people interested in the available funds, the economy and cost of materials at this time makes it somewhat unlikely that some of the owners will actually pursue expansions/remodels of their buildings at this time. The City has also budgeted ARPA (American Rescue Plan Act) funds in Community and Economic Development; façade programs are specifically an allowed use for these funds. If those funds are not needed in the water fund, or elsewhere, then they could be used for this same purpose as well.

The Freeman's remodel is considered a mixed-use development. However, it should be noted that they plan on renting the residential dwelling as a possible VRBO or an AirBNB, resulting in a pure commercial use at this location the majority of the time. Staff ultimately feels that the use of these remaining funds for this purpose is adequate, if the HRA Board agrees after discussion.

#### REVIEW AND APPROVAL:

\_\_\_\_\_  
Michele Eldridge  
City Administrator

12/06/2021  
Date

# Agenda Bill

## **Harrisburg Redevelopment Agency**

### Harrisburg, Oregon

#### **THE MATTER OF CONSIDERATION OF AN HRA GRANT REQUEST FOR A \$50,000 PROPERTY IMPROVEMENT GRANT FOR THE INTERNATIONAL ORDER OF THE ODDFELLOWS RESTORATION PROJECT**

##### **STAFF REPORT:**

Exhibit A: Property Improvement Grant Application

Exhibit B: Application Packet and Narrative

Exhibit C: HRA 'Program Guidelines and Overview'

Exhibit D: Current Statistics for Property Improvement Grants

**ACTION "TBD – (MOTION TO APPROVE THE PROPERTY IMPROVEMENT GRANT APPLICATION FOR PATRICK AND DONNELL FREEMAN IN THE AMOUNT OF \$50,000 UPON COMPLETION OF THE WORK DESCRIBED IN THE GRANT APPLICATION)."**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – August 24, 2021

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$50,000	YES	HRA

##### **STAFF RECOMMENDATION:**

**Staff recommends discussion, and approval of the attached grant application**

##### **BACKGROUND INFORMATION:**

Patrick and Donnell Freeman are still in the process of restoring the International Order of the Oddfellow's Building (IOOF). The City has recently finalized the Main Street Revitalization Grant of \$200,000 that was obtained for this building, as well as the HRA Grant that was approved in 2019. The Freeman's were the first applicants to use the HRA Property Improvement Grant Program when it started. To date, they have received \$100,000 from the HRA and \$200,000 from the State of Oregon. (Private investment in this property is roughly \$350,000 to \$400,000 to date, as the Freeman's are required to match the funds that are granted.)

The 1<sup>st</sup> grant went largely towards the repair of the ceiling/roof, and parapet on the structure. The 2<sup>nd</sup> grant, and Main Street Revitalization Grant, went towards re-wiring the building, restoration of a huge amount of masonry was completed, plus mechanical work, and the owners also renovated and created a commercially leased space on the bottom floor of the building.

The proposed grant request complies with the program guidelines and requirements as specified in Exhibit C. The windows are obviously a very important part of this structure, and as the applicant has stated, are being restored to National Registry of Historic Places guidelines. The quote that has been included lists the windows alone to be replaced for a total cost of \$107,320; an incredible sum for only 11 windows. The casing of the windows needs to replicate the current windows, and they are huge at almost 11' high; all of which contribute to the high cost of this project. The window replacement is important, as some of the current casings are somewhat fragile, and the replacement will be far more energy efficient than the current windows, an important consideration with the planned commercial use of the structure.

The 2<sup>nd</sup> floor and mezzanine of the building will be used as living space when the Freeman's are in town. However, the Freeman's plan on engaging with VRBO or Airbnb to rent the living space when they are not using it. In addition to the commercial space being used by a Harrisburg business on the first floor, this is another very welcome commercial use of the building.

Program funds remaining for grants is currently \$51,941. While this project is a fitting and eligible use of the remaining funds in the program, the Board might question whether an additional HRA contribution to the IOOF structure, which has already received \$100,000 from the HRA program, is the highest and best use of the remaining funds. Please keep in mind that the HRA Board has complete discretion to approve all, some, or none of even those grant applications that are in compliance with all guidelines and requirements

Since early spring, Staff has been approached by three property owners, who showed interest in the program. All were told that the funds will go quickly. However, Staff feels that it's unlikely that with the current cost of materials and uncertain economy, that any of them will consider an expansion/remodel of their structures at this time. The City has also budgeted ARPA (American Rescue Plan Act) funds in Community and Economic Development; façade programs are specifically an allowed use for these funds. If those funds are not needed elsewhere, then they can be used for this purpose.

Staff ultimately feels that the use of these remaining funds for this purpose is adequate, if the HRA Board agrees after discussion.

#### REVIEW AND APPROVAL:

8/17/2021

Michele Eldridge                      Date  
City Administrator





## PROPERTY IMPROVEMENT GRANT

Date of Application: 11/17/21

**Applicant Name:** Donnell and Patrick Freeman

Mailing Address: 310 South Williams St. Denver, CO 80209

Phone Number: 3035231015

Signature: *Patrick Freeman*

### Subject Property

Address: 190 Smith St. Harrisburg, OR. 97446

Assessor's Map & Tax Lot: 1554W16AA 5300

Property Owner (If different from Applicant): Patrick and Donnell Freeman

Mailing Address: 310 South Williams St. Denver, CO 80209

Phone Number: 3035231015

☒ Please complete the *Property Owner Consent Form* attached to the application.

### I have reviewed the following document(s), as it pertains to my application:

- ☒ Sign Code - Chapter 18.70 of Harrisburg Municipal Code
- ☒ Historic Design Guidelines in the Harrisburg Community Action Plan
- ☒ Harrisburg Redevelopment Agency Plan
- ☒ C-1 Zoning Ordinance - Chapter 18.30 of Harrisburg Municipal Code

### Please submit the following information with your application:

- ☒ Photographs clearly showing existing conditions of the building / land to be improved.
- ☒ A written description of the proposed work.
- ☒ A cost estimate from a contractor (if used), including contact information for the contractor.
- ☒ Drawings or sketches showing the proposed improvements. If applicable, exact products and materials, paint color, etc.

**Project Start Date:** Jan 10th 2022

**Expected Completion Date:** Feb 14th 2022

**Total Estimated Cost of Project:** \$110,250

**Grant Amount Requested:** \$50,000

---

*Disclaimer: By signing above, I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that my person and business are in compliance with all laws, ordinances, rules and regulations of the State of Oregon, Linn County, and the City of Harrisburg.*

## Property Owner Consent Form

I,  ("Property Owner"), certify that I own the property located at  ("Address") in Harrisburg, Oregon and that I have reviewed the application by

("Applicant") for participation in the Harrisburg Redevelopment Agency's Property Improvement Grant Program. I understand that the proposal includes the following changes and/or enhancements to my property:

Upper 11 Window replacments  
Main front door to residential apartment  
Front of building on Smith St.

I fully support this application and further certify that the Applicant holds a valid lease for

months, expiring on .

### Property Owner

Signature:

Printed Name:

Mailing Address:

Phone:

# 190 SMITH ST. WINDOW / DOOR RESTORATION PROJECT



# RECOMMENDED BID SUMMARY

190 Smith Street Window/Door Bid Summary			
	<u>Company</u>	<u>Cost</u>	<u>Comments</u>
	Chosen Wood Window	\$ 70,350.00	Inclusive of options for glazing and arch sash replication
	AAA Quality Construction	\$ 39,900.00	GC will oversee the window and door installation - JB Woodworks to create new entry door. Price also includes repairs and paint to the commercial entry
	Total \$ 110,250.00		

# WINDOW COMPETITIVE BID SUMMARY

190 Smith Street Window/Door Bid Summary			
	<u>Company</u>	<u>Cost</u>	<u>Comments</u>
	Chosen Wood Window	\$ 70,350.00	Recommended - Inclusive of options for glazing and arch sash replication
	Northwest Door & Sash	\$ 96,281.00	Price does not include install
	Lane County Glass, Inc.	\$ 107,320.00	Original Bid – Presented to the committee in Sept.
	Willamette Window Restoration	NA	Tried to get a bid back but they couldn't make the deadline

# CHOSEN WOOD WINDOW MAINTENANCE



- Nick Forrest
- Chosen Wood Window Maintenance
- 503-266-3830
- Oregon City
- [www.chosenwwm.com](http://www.chosenwwm.com)
- [www.windowsslip.com](http://www.windowsslip.com)
- Met at building 9/3 at 11:30

- Painted: Yes, they paint them
- Install from interior out
- Do they include the wood trim interior??
- Quote provided: Yes

September 14th, 2021

Donnell Freeman

Historic Window Restoration- 190 Smith Street, Harrisburg Oregon

Hello Donell,

Thank you for giving us the opportunity to draw up a budgetary proposal for the window restoration of the historic Odd Fellows Hall. The scope below will restore these historic windows to The Secretary of the Interior's Standards for the Treatment of Historic Properties. An illustrative guide to this process can be seen in the document attached with this proposal. We customize our process according to the type of windows, as well as the building's future use and customer needs.

After inspecting these windows and doors I see they are in very rough and weathered shape. They can be salvaged with a lot of refurbishment work.

Chosen has been involved in a large variety of historic window projects in the Northwest for over 20 years. The product of our restoration services will give you a quality, uniform, product. Please review the proposal and supporting documents and let us know of any questions.

Thanks,

-Nick Forrest, Estimating





## Historic Window Counts

- 11 doublehung windows
  - 10 Existing
  - 1 new
- 1 arched casement
- 3 doors with transom

### TOTALS

- 15 Openings
- 30 sash (includes door panels)

## SCOPE OF WINDOW/DOOR RESTORATION

2.

1. Pull sash for restoration at Chosen shop. Pull a sample of the interior casing for 3 openings to get replicated
2. Catalog and stamp sash to return to original opening after restoration.
3. Board up openings for weather protection
4. Sash stripped of paint, putty, & glass (salvage existing historic glass).
5. Sash components to be repaired, restored, & reproduced as needed through dutchman, abatron(epoxy), wood hardener, or component replacement (VG Fir material if component replacement is needed).
6. Sand surfaces and profiles smooth
7. Kerf operable bottom sash for perimeter weatherstripping
8. Prep and Prime sash
9. Putty glaze with customers choice of glass (use 1/8" clear annealed glass if some panes cannot be saved, if the original glass is chosen)
10. Mask sash finish paint of customer choice. (Single color choice. Ask if interested in different interior and exterior finish)
11. Frame components (jamb, sill, parting bead, weight pocket, sash stops, brickmolds) to be secured and established. Frame components to be repaired, restored, & reproduced as needed through dutchman, abatron(epoxy), wood hardener, or component replacement (VG Fir material if component replacement is needed).
12. Prep, prime, and painting of frames
13. Perimeter sealant
14. Reinstall sash into original, Reinstall with new rope. Top sash to be fixed shut and interior sealed.
15. Sash hardware (locks and handles) to be reused. Hardware to be cleaned. (matching substitutions if the hardware cannot be salvaged)

## Notes:

\*Includes building and installation of the replicated window.

\*Room and Board included

\*Lift/Scaffolding Included

**TOTAL PRICE: \$62,300**

## Options:

1. Glazing upgrade to 1/2" insulated, or 1/4" laminated .... +\$4,100

*\*Insulated glass only applicable in 2nd-floor doublehungs*

2. New transoms and arch sash replicate able to accept 1/2" insulated glass... +3,950

## exclusions:

- Permits taxes and fees.
- Flashing
- Fixing Damage to Finished Work (Not by Our Own Doing)
- Professional glass cleaning services
- Stools in the main living

Pricing valid 60 days after the date of proposal

# NORTHWEST DOOR & SASH



Owners Chuck and Shawn

- (541)744-0150 office
- Springfield
- [info@nwdoorandsash.com](mailto:info@nwdoorandsash.com)
- Met at building on 9/13 at 11:00

- Paint them?
- Install from interior out
- Do they include the wood trim interior??
- Quote Provided: Yes
- Price does not include install

9-14-2021

### 190 SMITH ST WINDOW AND DOOR BID

#### GENERAL NOTES:

- CAD shop drawings are included in bid.
- All windows & doors quoted in VG Fir jambs with Accoya wood door leafs and window sash.
- Quote is based upon NWDS standard profiles and details. Any deviation from these standards typically results in a price increase.
- Bid includes site measuring by NWD&S
- Windows and door are to use matching profiles and details to existing units in building.
- All windows & doors quoted with 1 coat of primer on interior surfaces and Benjamin Moore Aura full painted exterior, clients to choose color. NWD&S recommends if the exterior of units are to be painted a dark color. Accoya wood should be used for sash and door leafs to prevent discoloration and sap bleeding through exterior finish.
- Bid does NOT include interior casing, sash pulls, latch-set and deadbolts, interior final finish or shipping to site.
- Estimated shipping to job site is listed below in bid pricing overview. Contractor to unload.
- See attached spreadsheet for individualized notes & specifications per window & door unit.

#### WINDOWS

- Insulated glass priced as Cardinal 270 Low E glass.
- True divided lights.
- Pre-installed jamb extenders.
- Jambs priced up to 9 13/16" deep.
- Single hung active sash receive spring loaded catch at stool location.
- Windows include pre-installed jamb extenders and pre-cut 15/16" stools.
- All windows in bid include Accoya wood base sills and sill noses
- Traditional weight and pulley operation.
- Door units with transoms are to be site ganged by contractor.
- Radius head are wood multi laminated using epoxy.
- Exterior brick moulding is included, installed by contractor.

SWING DOORS INCLUDE:

- Door thicknesses are listed on each door sheet
- Doors with jambs come pre-hung with Deltana brass based square corner hinges
- Glass for all typical units are to be shop glazed using Cardinal 270 high performance insulated glass units.
- Doors are pre bored for standard latch-set and deadbolt or mortise box style with no face bore.
- Jambs up to 9 13/16" wide.
- Accoya wood, clear sills.
- Door units with transoms are to be site ganged by contractor.
- Pre installed extension flush bolts for french door unit.
- Exterior brick moulding is included, installed by contractor.

LEAD TIME & TERMS:


- Typical lead times run from 18 to 20 weeks from time of sign-off on door & window schedule.
- With the fluctuations in fuel surcharges, Northwest Door & Sash no longer provides long lead time shipping quotes and will provide a quote 30 days prior to shipping. We have included a loading and shipping estimate based upon today's fuel costs to help in budgeting.  
Loading and shipping estimate: **\$975.00**
- Payment terms: 40% deposit with initial order, 30% progress payment, 20% 2 weeks prior to ship, final 10% due within 30 days of shipment.
- For product warranty details, please see our website.








Page 24



JOB 190 Smith St			DATE: 9-14-21			REV: 1			PREPARED BY: SNS			
WINDOW 11			QTY 1									
DESC. SINGLE HUNG			SPECIES VG Fir/Accoya									
ROOM 2ND FLOOR												
WIDTH 40"			INT finish Primed									
HEIGHT 114"			EXT finish Full Painted									
THICKNESS			GLASS -Card 270 IGU									
			Tempered No									
BREAKDOWN/OPTIONS												
BASE PRICE									NOTES: •Traditional rope and pulley operation. Spring loaded sash lock. Exterior Brick moulding. Radius top rail and blind stop. Tenon and mortise joinery.			
QTY			UNIT PRICE			TOTAL						
1			\$5,983			\$5,983						
</												

JOB 190 Smith St				DATE: 9-14-21				REV: 1		PREPARED BY: SNS	
WINDOW 11				QTY 1							
DESC. SINGLE HUNG				SPECIES VG Fir/Accoya							
ROOM 2ND FLOOR											
WIDTH 40"				INT finish Primed							
HEIGHT 114"				EXt finish Full Painted							
THICKNESS				GLASS -Card 270 IGU							
				Tempered No							
BREAKDOWN/OPTIONS											
BASE PRICE				NOTES: •Traditional rope and pulley operation. Spring loaded sash lock. Exterior Brick moulding. Radius top rail and blind stop. Tenon and mortise joinery.							
QTY		UNIT PRICE								TOTAL	
1		\$5,983								\$5,983	
				OPTIONAL FINISH				SCREEN			
				DESC.		UNIT PRICE		QTY		TOTAL	
				EXTERIOR INCLUDED		\$0		1		\$0	
BASE WINDOW 11		\$5,983.00		FINISH TOTAL		\$0.00		SCREEN TOTAL		\$0.00	

JOB 190 Smith St			DATE: 9-14-21			REV: 1			PREPARED BY: SNS						
WINDOW 11			QTY 1												
DESC. SINGLE HUNG			SPECIES VG Fir/Accoya												
ROOM 2ND FLOOR															
WIDTH 40"			INT finish Primed												
HEIGHT 114"			EXt finish Full Painted												
THICKNESS			GLASS -Card 270 IGU												
			Tempered No												
BREAKDOWN/OPTIONS															
BASE PRICE						NOTES: •Traditional rope and pulley operation. Spring loaded sash lock. Exterior Brick moulding. Radius top rail and blind stop. Tenon and mortise joinery.									
QTY		UNIT PRICE		TOTAL											
1		\$5,983		\$5,983											
						OPTIONAL FINISH				SCREEN					
		DESC.		UNIT PRICE		QTY		TOTAL		QTY		UNIT PRICE		TOTAL	
		EXTERIOR INCLUDED		\$0		1		\$0		0		\$0		\$0	

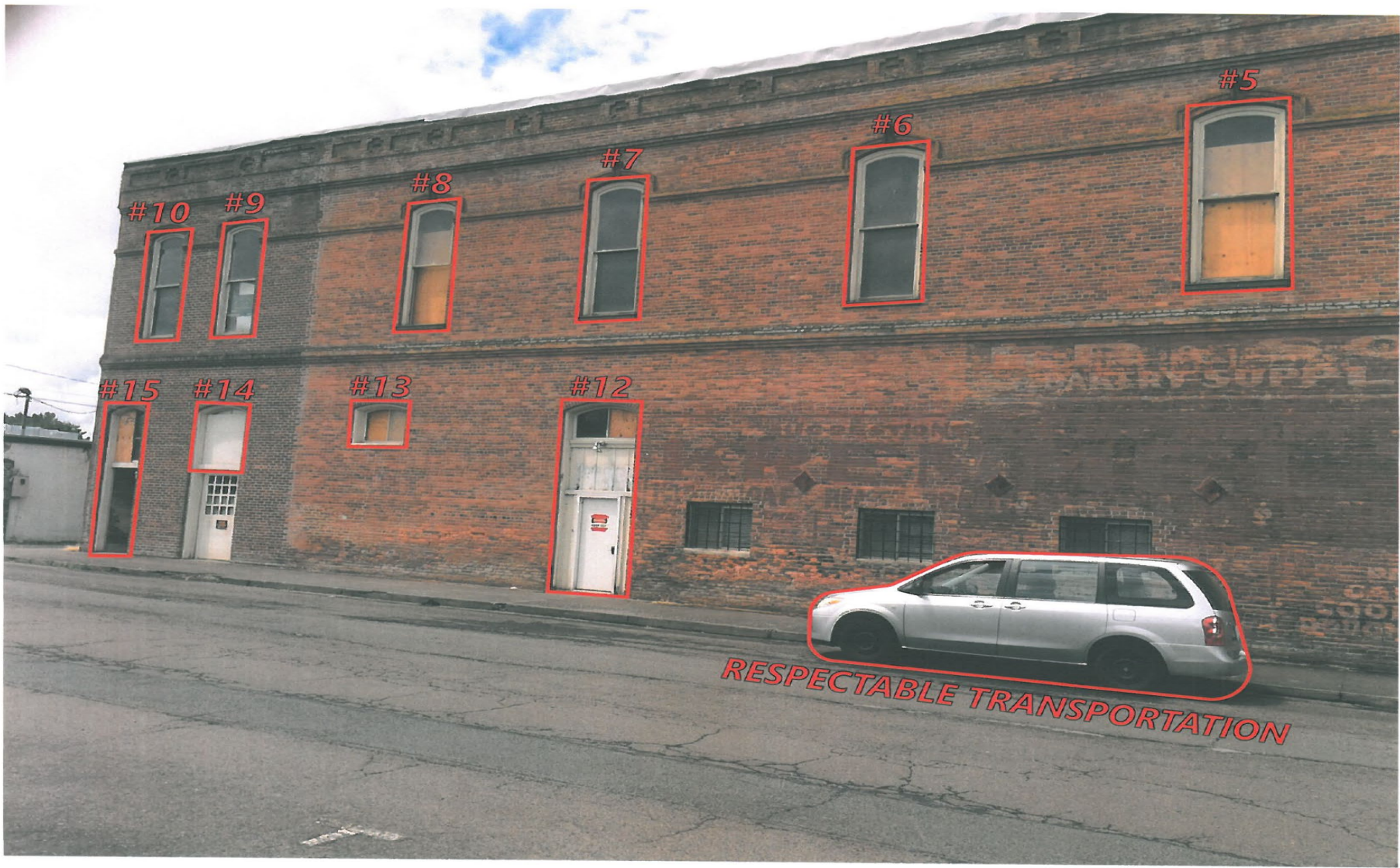
JOB <b>190 Smith St</b>				DATE: <b>9-14-21</b>		REV: <b>1</b>		PREPARED BY: <b>SNS</b>	
Window /Door <b>15</b>				QTY <b>1</b>					
DESC. <b>Pre hung door with transom</b>				SPECIES <b>VG Fir/Accoya</b>					
ROOM <b>-</b>									
WIDTH <b>44"</b>				INT finish <b>Primed</b>					
HEIGHT <b>154"</b>				EXT finish <b>Full Painted</b>					
THICKNESS <b>2 1/4"</b>				GLASS <b>-Card 270 IGU</b>					
				Tempered <b>No</b>					
BREAKDOWN/OPTIONS									
<b>BASE PRICE</b>				NOTES: <b>Pre-hung with Deltana 4"x 4" brass base hinges. 2 1/4" thick door leaf Pre bored for lockset. Accoya wood sill. Contractor to site gang.</b>					
QTY	UNIT PRICE	TOTAL							
1	\$8,201	\$8,201							
				<b>OPTIONAL FINISH</b>				<b>SCREEN</b>	
	DESC.	UNIT PRICE	QTY	TOTAL		QTY	UNIT PRICE	TOTAL	
	EXTERIOR INCLUDED	\$0	1	\$0		0	\$0	\$0	
<b>BASE WINDOW</b>				<b>15</b>	<b>\$8,201.00</b>	<b>FINISH TOTAL</b>		<b>\$0.00</b>	<b>SCREEN TOTAL</b>
								<b>\$0.00</b>	

JOB 190 Smith St			DATE: 9-14-21			REV: 1				
PRICING OVERVIEW										
window	desc.	qty	room	W	H	species	base price	optional finish	screen	
2,3,4,5,6,7,8,9,	SINGLE HUNG	10	2ND FLOOR	43 1/4"	122 3/8"	VG Fir/Accoya	\$62,430	\$0	\$0	
11	SINGLE HUNG	1	2ND FLOOR	40"	114"	VG Fir/Accoya	\$5,983	\$0	\$0	
12	FRENCH DOOR SYSTEM WITH TI	1	SEE PICS FOR LO	60"	154"	VG Fir/Accoya	\$10,932	\$0	\$0	
13	FIXED RADIUS TOP TRANSOM	1	SEE PICS FOR LO	48"	48"	VG Fir/Accoya	\$4,032	\$0	\$0	
14	FIXED RADIUS TOP TRANSOM	1	SEE PICS FOR LO	60"	60"	VG Fir/Accoya	\$4,703	\$0	\$0	
15	Pre hung door with transom	1	-	44"	154"	VG Fir/Accoya	\$8,201	\$0	\$0	
TOTAL UNITS		15			window subtotal		\$96,281	\$0	\$0	
BASE WINDOW AND DOOR PRICING							\$96,281			
OPTIONAL FINISH ADDITION							\$0			
SCREEN ADDITION							\$0			
SHIPPING							\$0			









# LANE COUNTY GLASS, INC.



2.

Representative: Omar Sanchez

- 541-342-7778
- Eugene
- <https://www.lanecountyglass.com/>
- C.C.B. #41011

- Paint them?
- Install from interior out
- Do they include the wood trim interior??
- Quote Provided: YES



LANE COUNTY GLASS, INC.

1369 West 6th #100 EUGENE, OREGON 97402  
(541) 342-7778 FAX (541) 342-7588  
C.C.B. #41011

2.

PROPOSAL SUBMITTED: **Donnell Freeman**

DATE: 9/17/21

JOB NAME: **Replacement Windows**

Location: **190 Smith St. Harrisburg, OR 97446**

*\*Estimate Only. Estimate is based on current Marvin pricing and is subject to change at time of order\**

**FURNISH AND INSTALL-**

**-Marvin Ultimate Series, Wood Single Hung, Round Top Variation 6, Rectangular Sash, Lo 'E", Stone White Clad Exterior, Bare White Oak Interior**

*(10) 4'-2" x 10'-5" Window Opening*

*(1) 4'-2" x 9'-0" Window Opening*

**Includes: Manufactures Standard Warranty, Exterior Caulking, Close-Out Documents, Shop Drawings**

**Exclusions:**

All other sections other than what is specified above. Building Flashing, permits, weather proofing, paint, maintenance, abatement for lead paint or asbestos, extra trim and/or sheet metal, membrane flashing, special warranties, special insurances, special hardware, engineering, additional insurance, custom finishes, final cleaning.

**Grand Total .....\$107,320.00**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written ~~orders~~ and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

**Authorized Signature:** Omar Sanchez

Note: This proposal may be withdrawn by us if not accepted within -30- days.

***Acceptance of Proposal*** - The above prices, specifications, terms and conditions of bid are satisfactory and are hereby accepted.  
You are authorized to do the work as specified.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

### Terms and Conditions of Bid

1. We shall not be liable for any delays caused by (a) strikes, lockouts, force majeure, shortage of material or personnel, fires, floods, priorities, delays in transportation, restrictions imposed by Federal or State legislation, rules or regulations, or (b) causes beyond our control.
2. Cleaning of glass or metal after installation is not included.
3. Under no circumstances shall material or labor be charged to us without our express written consent.
4. We assume no responsibility for breakage of materials furnished by us other than that caused by our employees.
5. Employees in our employ will be provided with necessary equipment and other portable equipment at our expense. Unless otherwise noted in this proposal, scaffolds are to be furnished by you. Where required, use of elevators and hoisting equipment are to be furnished by you without charge to us.
6. We assume responsibility for collection and payment of State Unemployment Taxes of only our employees. We carry at our expense Workmen's Compensation and Public Liability Insurance on work performed by our employees.
7. State sales tax is not included in our price.
8. All work is to be performed during regular working hours, 8 hours per day, Mondays through Fridays. When overtime work is performed prevailing labor rates will be charged accordingly. Overtime is incurred only on written authorization by the general contractor, and are to be paid by the general contractor.
9. Terms: Payments equal to 90% of our billings to you for all materials delivered and labor performed during each month are to be paid on or before the 10th day of the immediately following month. The balance due us on such billings is to be paid in full within 30 days after completion of our contract.
10. We reserve the right to request a joint check or direct check for mobilization.
11. This proposal is based upon present costs and shall be binding up on us only for a period of 30 Days after the date of this proposal. In the event of increased costs of materials, labor, or both, prior to delivery under this proposal, the amount of this contract will be increased accordingly upon mutual agreement between the contractor and subcontractor. The subcontractor reserves the right to withdraw this bid without penalty to the subcontractor, if the general contractor does not agree to cost increases.
12. In the event it is necessary to execute a formal contract the provisions of this proposal shall become a part thereof and shall supersede and replace anything to the contrary contained elsewhere in the contract.
13. No specific or pro rata charges for use of telephone, temporary power, general cleaning, general office expenses, security services or temporary structures are included in this proposal and the same are not chargeable to us. No allowance is made for pro rata charges of any sort or description.
14. AAMA certification labels are not available and are not included in this proposal.
15. The terms of this proposal may not be changed or varied except in writing.
16. Due to long manufacture lead times on some materials, a written guarantee for openings may be required.
17. Bids do not include additional completed operations liability insurance.
18. This Proposal and its Terms and Conditions of Bid will become part of any contracts.

# WILLAMETTE WINDOW RESTORATION



Owners Julie Whalen

- 541-514-8417
- Eugene
- [Willamettewindowrestoration.com](http://Willamettewindowrestoration.com)
- Upcoming meeting at building 9/14 at 11:00

- Paint them?
- Install from interior out
- Do they include the wood trim interior??
- Quote Provided: No – couldn't make deadline

# QUALITY AAA CONSTRUCTION



Owner: Don Derrick

- 541-658-9976
- Eugene
- 4donderrick@gmail.com
- Repair and paint front commercial facade
- Oversee installation of windows and doors
- Work with JB Woodworks to create historical accurate side entry door

AAA Quality Construction Inc  
PO Box 50192  
Eugene, OR 97405  
(541) 658-9976  
CCB# 149177  
[4donderrick@gmail.com](mailto:4donderrick@gmail.com)

November 08, 2021

2.

Donnell and Patrick Freeman  
310 South Williams Street  
Denver, CO 80209  
(303) 523-1015 Donnell cell  
(415) 377-5382 Patrick cell  
[donnell.k.freeman@gmail.com](mailto:donnell.k.freeman@gmail.com) Donnell email  
[freeman@livcor.com](mailto:freeman@livcor.com) Patrick email

Bid Proposal for renovation of 190 Smith Street facade

Job address:  
190 Smith Street  
Harrisburg, OR 97446

RE: Exterior doors and front building restoration

- 1) Renovations to front of building
  - a. Scaffold front building for trim restoration on lower section
    - i. Attain permit for setting up scaffolding at 190 Smith Street
    - ii. Leave safe business access at street level
    - iii. Set up secure scaffolding
    - iv. Being in compliance for lead paint restriction and containment and water shed protection act.
  - b. Restoration of store facade on North and Northeast side of building
    - i. Prep all woodwork by scraping and sanding all wood surfaces
    - ii. Replace all damage trim (from weathering or dry rot)
    - iii. Reglaze windows as needed
    - iv. Caulk, prime, and seal all wood surfaces to be painted
    - v. Seal any voids within reason to keep pest out
  - c. Prep building front iron end columns and center columns
    - i. Shield build trims in order to sand blast iron metal work
    - ii. Sand blast metal iron metal work
    - iii. Prime metal iron metal work
    - iv. Seal terminal edges to woodwork
  - d. Paint all metal and wood surfaces according to color scheme
  - e. Clean all exterior glass
  - f. Have all scaffolding removed
  - g. Clean up work site

- 2) Entry door
  - a. Locate hardware for door system
    - i. Hinge pivots
    - ii. Weather proofing (Closers and floor sweep)
    - iii. Door knob and entry lock system
  - b. Build Door and paint (JB Woodworks)
  - c. Install door
    - i. Refurbish or replace jamb system to accommodate new door system
    - ii. Install weather stripping and floor sweep
    - iii. Install door, hinge pivot system, door knob and entry
    - iv. Repair and paint exterior trims
- 3) Sliding garage door
  - a. Removal sliding door for restoration
  - b. Clean, repair, and paint door slides and track
  - c. Install refurbish door
  - d. Install a locking mechanism
  - e. Repair, sand, prime and paint exterior trim
- 4) Back garage door to be sealed off
  - a. Remove current door for restoration
  - b. Remove current inset
  - c. Reinstall door as a non-working door and board off.
  - d. Repair or replace exterior trim and paint
- 5) Window repair (small window on east side of building)
  - a. Replace bottom window sill
  - b. Repair or replace exterior trim as needed and paint

Material and labor \$ 39,900.00

Initial \_\_\_\_\_ Date \_\_\_\_\_

Note: This bid does not cover any structural dry rot that has not been discovered at time of proposal

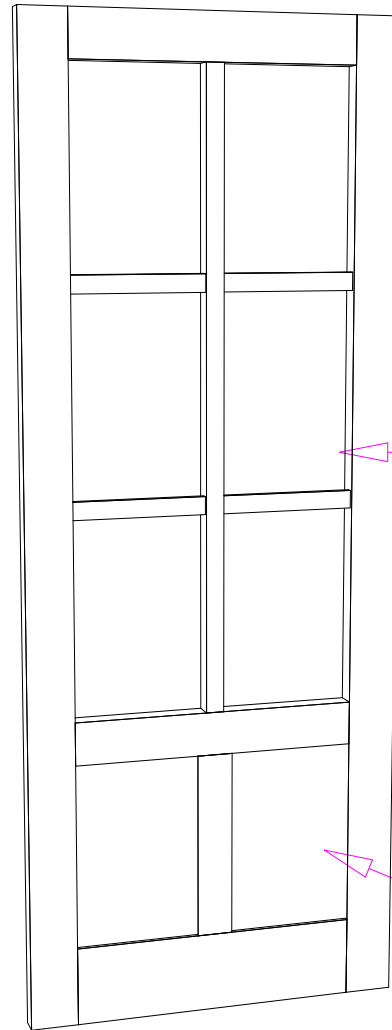
Note: Addition dry rot repair done by time and material with time based at \$ 75.00 per hour per man

Note: At acceptances of this proposal a written contract will be given for signature

Note: Proposal bid is good for 30 days from 12/12/2021 after this may be subject to price increases|

Approval

2.



Insulated tempered Glass

Wood panels

Date \_\_\_\_\_



2.



2.

## OF Doorway

Write a description for your map.

### Legend



945 Greenwa

Page 41









## Harrisburg Redevelopment Agency Property Improvement Grant Program

---

### Program Guidelines and Overview

#### **Purpose:**

The Redevelopment Agency has developed a Property Improvement Grant Program to carry out the goals and objectives outlined in the Harrisburg Urban Renewal Plan. Financial assistance is available for projects within the Urban Renewal District that meet the following goals of the Plan:

- Goal 1: Develop downtown and Third Street as an historic, specialty business market.
- Goal 2: Develop commercial and industrial sites within the City limits, urban growth boundary and planning area.
- Goal 3: Improve conditions and appearances of public and private properties in the downtown and on Third Street.
- Goal 4: Create funding opportunities for renovation of properties and construction of new structures in downtown and on Third Street, consistent with an historic theme.

#### **Grant Funds:**

The Property Improvement Grant Program provides funds for eligible projects. Property Improvement Grants may provide funding for up to 50 percent (50%) of the total cost of a project, with a maximum grant award of \$50,000.

The Redevelopment Agency shall have the power to determine the amount of grant funding to be issued, based on the project's relation to the goals and objectives of the Harrisburg Urban Renewal Plan.

The Redevelopment Agency shall provide written record of funding decisions. The record shall include a description of the required uses of the approved funds. Grant funds must be used for the purposes defined by this record.

#### **Eligible Applicants:**

Eligible properties must be within the Urban Renewal District as defined by Exhibit A of the Harrisburg Urban Renewal Plan. Business owners who are tenants of a building must provide written consent from the building owner for all proposed improvements.

### **Eligible Projects:**

Enhancements to new or existing buildings within the Urban Renewal District may be eligible for funding. Projects must specifically address one (1) or more of the goals defined in the Harrisburg Urban Renewal Plan

In addition to meeting one or more of the goals of the Harrisburg Urban Renewal Plan, eligible projects must meet the following criteria:

- Is located inside the Urban Renewal District Boundary, and is on property zoned C-1 (Commercial);
- The project cures blight;
- The project complies with all city adopted codes and ordinances;
- The project is visible from the public right-of-way, or if an interior project is limited to patron areas;
- The property and/or project are not tax-exempt; and,
- All municipal taxes, fees, and liens are paid.

### **Application Process:**

In order to receive a Property Improvement Grant the building owner, or tenant with building owner approval, shall complete all of the following:

- If in Historic District, review historic design guidelines in the Harrisburg Community Action Plan;
- Complete and submit a Property Improvement Grant Application form;
- Submit a drawing of proposed improvements (plans need not be done by a professional architect unless the project includes structural improvements);
- Submit a specific description of each part of the proposed improvement (e.g. paint color, material type, etc.); and,
- Submit cost estimates for the proposed improvements. Bids shall be provided if the work will be done by a contractor.

### **Approval Procedures:**

- Upon receipt of all application materials described above, City staff will review the application and refer it to the Agency.
- The Agency will then make a decision based upon the approval criteria. The Agency may impose conditions of approval, which shall be included in the Property Improvement Grant Agreement.
- If approved, City staff will contact the applicant and construction may begin after the Property Improvement Grant Agreement is signed by the applicant.

### **Award Reimbursement and Timing Procedures:**

- Construction may begin only after the application is approved and the Property

Improvement Grant Agreement is signed by the applicant and City. Any materials purchased or work performed prior to the agreement being signed will not be eligible for reimbursement.

- Grants will be issued only after construction is complete. Projects must be completed within twelve (12) months of approval by the Agency. Upon completion of the project, City staff must be contacted for a site inspection. City staff will then inspect the property to determine compliance with the pre-approved plans. If the inspection finds that the project complies with all standards and conditions above and with the pre-approved plans submitted with the application, the project will be eligible for reimbursement.
- Reimbursable costs include materials and labor (for licensed contracted work only). Receipts must be provided to the City for reimbursement. Proof of payment for all receipts must be provided (e.g. cancelled check).
- Funds will be dispersed within 30 days from the date of invoice receipt.

**Further Information:**

The applicant must discuss their project with City staff prior to submitting an application. Questions and applications will be accepted at:

City of Harrisburg  
120 Smith Street  
Harrisburg, OR 97446  
(541) 995-6655

HRA Total Targeted Improvement Loan & Grant Program Statistics				
Amount Allocated for Program by the 5th Substantial Amendment			\$	550,000.00
Amount Available for Either Loan or Grant Program as of December 2021			\$	74,247.00
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		\$ 60,000.00	\$ 117,706.00
Loan Repayment - HRA L 01	\$ (42,994.00)			
Total Loans/Grants to date	\$ 176,271.00	2		*All loans are amortized over 10 years
Grants Only Program	Amount Committed	\$	239,482.00	
Grants Paid out - As of 06.30.20		6	\$ 239,482.00	
Committed Funds that Remain Unpaid			\$ -	
Total Grants		6		
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.	Complete Mar 2021	\$ 50,000.00	Grant HRA G 03
Dennis Dunne for Dental RE Holdings LLC	The Voo - 172 S. 2nd	Complete June 2020	\$ 50,000.00	Grant HRA G 02
Jim & Brenda Hoiland - JB Woodworks (Moody Hardware)	206 S. 3rd	Complete Feb 2020	\$ 18,992.00	Grant HRA G 04
Scott & Renee Phelps Trust	170 S. 3rd St.	Complete 2019	\$ 20,490.00	Grant HRA G-05
Glory, LLC (Heidi Kropf - Grocery Deals)	245 N. 3rd St.	Complete June 2021	\$ 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.				

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

**THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY  
1ST QUARTER 2021/2022 EXPENSE REPORT**

**STAFF REPORT:**

Exhibit A: 1<sup>st</sup> Quarter HRA Expense Report Ending September  
30, 2021

**ACTION: MOTION TO APPROVE THE HRA 1ST QUARTER 2021/2022  
EXPENSE REPORT.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – December 14, 2021

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

**STAFF RECOMMENDATION:**

**Staff recommend the HRA Board reviews and approves the HRA 1st Quarter 2021/2022 Expense Report.**

**BACKGROUND INFORMATION:**

The HRA's Finance Officer has prepared the 1<sup>st</sup> Quarter 2021/2022 Expense Report for review by the HRA Board. The report shows all revenues and expenditures for the 1<sup>st</sup> quarter for fiscal year 2021-2022. The HRA Board should review the document and raise any questions or concerns they may have to the HRA staff. **Be aware that these numbers could change after fiscal year 2020-2021 is audited due to any auditor adjustments or reclassifications.**

**REVIEW AND APPROVAL:**

12/7/2021

\_\_\_\_\_  
Michele Eldridge  
City Administrator

Date

**HARRISBURG REDEVELOPEMENT AGENCY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2021**

**HRA GENERAL FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	1,394,200.00	1,394,200.00	1,394,200.00	0.00	100.00%
TAXES	2,907.93	2,907.93	239,260.00	(236,352.07)	1.22%
INVESTMENT REVENUE	2,530.06	2,530.06	15,000.00	(12,469.94)	16.87%
MISCELLANEOUS REVENUE	81,783.54	81,783.54	95,160.00	(13,376.46)	85.94%
<b>TOTAL FUND REVENUE</b>	<b>1,481,421.53</b>	<b>1,481,421.53</b>	<b>1,743,620.00</b>	<b>(262,198.47)</b>	<b>84.96%</b>

**EXPENDITURES (REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	0.25	0.25	28,450.00	28,449.75	0.00%
CAPITAL OUTLAY	9,841.37	9,841.37	1,361,120.00	1,351,278.63	0.72%
SPECIAL PAYMENTS	101,440.21	101,440.21	134,000.00	32,559.79	75.70%
DEBT SERVICES	0.00	0.00	220,050.00	220,050.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>111,281.83</b>	<b>111,281.83</b>	<b>1,743,620.00</b>	<b>1,632,338.17</b>	<b>6.38%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>1,370,139.70</b>	<b>1,370,139.70</b>	<b>0.00</b>		