



Harrisburg Redevelopment Agency Meeting Agenda

January 11, 2022

6:30 PM

Following the City Council Business 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 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. *Masks are required at this time and the City asks anyone running a fever, having an active cough or respiratory difficulties 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 AUGUST 24, 2021 HRA BOARD MEETING.**

NEW BUSINESS

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

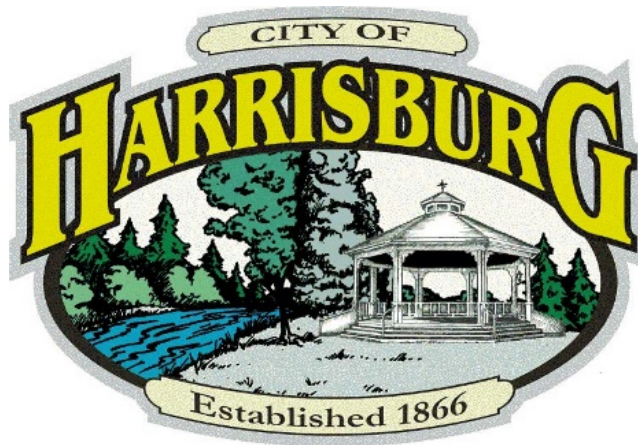
STAFF REPORT:

Exhibit A: HRA Grant Program Status as of Dec 31, 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



HRA Board Meeting Minutes August 24, 2021

Chairperson: Robert Duncan
Vice Chairperson: Mike Caughey
Members Present: Kimberly Downey, Robert Boese, Adam Keaton, Randy Klemm, Charlotte Thomas (at 6:41pm)
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 @ 354 Smith St.

CALL TO ORDER AND ROLL CALL BY CHAIRPERSON ROBERT DUNCAN at the hour of 8:46pm.

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

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: Eldridge stated that the City has \$52,000 left in the HRA Program. The City just closed out the Mainstreet Revitalization Grant and the last HRA Grant for Patrick and Donnell Freeman for the International Oddfellows Building. All investments put into the building including grant funds, total \$700,000. The first grant the Freeman's received went towards repairing the ceiling, the roof, and the parapet on the structure. The second grant went towards re-wiring the building and restoration of masonry, which alone was \$100,000. They have also renovated and created a commercial leased space on the bottom floor of the building. Eldridge stated that windows are an important part of this structure and are part of the National Registry of Historic Places guidelines. The quote is almost \$10,000 per window and a total of 11 windows are needed.

In the past, the Board has discussed whether to divide up how the remaining funds are being spent and if they want all of the funding going into this one structure. Since early spring, Eldridge has had three property owners contact her, but she feels that it is unlikely to go forward due to the high cost of materials currently and the uncertain economy. Eldridge informed Council that we have been trying to create a program, out of the General Fund; Community and Economic Development, with some of the ARP money. This type of program is adequate but it's up to the Council to decide .

August 24, 2021

- Thomas commented that Council has granted lots of funding so far for this project. Klemm asked how much money has been granted and Thomas replied, \$100,000.
- Duncan commented that the money was very well spent and he's sure the windows are beautiful, but he was concerned with the cost. Boese asked if there were any other bids. Eldridge replied that she thought they did get quotes from other places, and she thinks this is the best one.
- Eldridge thought maybe it was due to being in the Historic Registry and stated that Bess Tweedt submitted it to the registry back in the 1970's.
- Downey asked the Altons, of S 2nd St, if they ever replaced any of the windows in their home. They replied not yet, but they did think the cost of the windows was an absorbent sum.
 - Keaton **motioned deny the Property Improvement Grant Application for Patrick and Donnell Freeman and to ask the City Administrator to talk to them about the offer they are receiving on the windows and was seconded by Thomas. The HRA Board then voted unanimously to deny the Property Improvement Grant Application for Patrick and Donnell Freeman and ask the City Administrator to talk to them about the offer they are receiving on the windows.**

THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 4TH QUARTER 2020/2021 EXPENSE REPORT

STAFF REPORT: No questions or concerns.

- Downey **motioned to approve the HRA 4th Quarter 2020/2021 Expense Report and was seconded by Thomas. The HRA Board then voted unanimously to approve the HRA 4th Quarter 2020/2021 Expense Report**

ADJOURN at the hour of 9:02pm

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 31, 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.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – January 11, 2022

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. (Please note, the \$550,000 reported in the statistical report is what we were able to finance due to favorable conditions at that time.) The current statistical report is available in **Exhibit A**. The figure is conservative as it does not account for revenue received in loan payments over the last several years. It does reflect the newest grant that was just approved in December.

I have asked Finance Officer, Cathy Nelson, to prepare another Maximum Indebtedness Calculation, which she will bring to the meeting. That document will enable us to know if there are enough funds available to consider additional or revised HRA projects.

REVIEW AND APPROVAL:

01/05/2022

Michele Eldridge Date
City Administrator

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				\$	24,247.00
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	\$	289,482.00		
Grants Paid out - As of 06.30.20		6	\$ 239,482.00		
Committed Funds that Remain Unpaid	\$ 50,000.00	1	\$ 50,000.00	I.O.O.F. Building	
Total Grants		7			
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.					