



Harrisburg Redevelopment Agency Meeting Agenda
August 13, 2019
Directly 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: 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 June 25, 2019

NEW BUSINESS

2. **THE MATTER OF CONSIDERING A GRANT REQUEST FOR SCOTT & RENEE PHELPS.**

STAFF REPORT:

Exhibit A: Application Materials

ACTION: *I move to approve the property improvement grant application (HRA G 05) for Scott and Renee Phelps in an amount of \$16,600.*

3. **THE MATTER OF REVIEWING THE HRA'S 4TH QUARTER FINANCIAL REPORT DOCUMENT.**

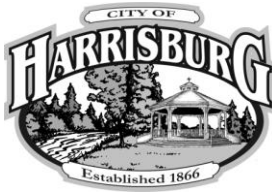
STAFF REPORT:

Exhibit A: 4th Quarter HRA Finance Report FY 2018-2019

ACTION: I MOVE TO APPROVE THE HRA 4TH QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2018-2019.

OTHER

ADJOURN



Harrisburg Redevelopment Agency Minutes June 25, 2019

The Harrisburg Redevelopment Agency met on this date at the Harrisburg Senior Center, located at 354 Smith St., at the hour of 8:08pm. Presiding was Board President Robert Duncan. Also present were as follows:

- Mike Caughey
- Kimberly Downey
- Robert Boese
- Adam Keaton
- 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 were Councilors Randy Klemm and Charlotte Thomas.

The matter of Approving the Minutes for April 9, 2019

- Downey **motioned to approve the Minutes for April 9, 2019, and was seconded by Caughey. The Board voted unanimously to approve the minutes for April 9, 2019.**

The matter of Approving the HRA Budget for Fiscal Year 2019-2020 by Adopting Resolution No. HRA-61 Making Budget Appropriations.

- Downey **motioned 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", and was seconded by Caughey. The HRA Board voted unanimously to approve the new fiscal year budget, and to make budget appropriations for the new fiscal year by adopting Resolution No. HRA-61.**

Others:

Saying "Thank you" to the 2018-2019 Youth Advisors for the City Council and Planning Commission.

Staff Report: Eldridge noted that this is the last meeting for Spencer Tucker, our City Council Youth Advisor, and that the Planning Commission Youth Advisor, Victor Hesser, was also here tonight.

- Mayor Duncan thanked them both for their service, and noted that to a person, the youth advisors have gone on to be great people, who are successful, and committed to the communities that they live in. He looked forward to what they will be doing in the future.
- Latta added that while the Agency knew Spencer Tucker, they may not know Victor Hesser, who served on the Planning Commission. He's done really good work, and was

really dedicated. It's rare for us to have a public hearing at every meeting; it was a busy year for the Planning Commission.

- Council thanked them both for their service, and wished them luck in the coming year.
- Gloria McCleary, representing the People's Paralegal Association, was present this evening, and introduced herself to the Agency. She had recently visited the LOC (League of Oregon Cities), and asked if they allowed citizens to attend their meetings. She is very interested in human trafficking and other things that the state and LOC has expressed concern about. She handed out her business card, and thanked the Agency for serving the City.

With no further business to discuss, the meeting adjourned at 8:17pm.

Chairperson

City Recorder

Agenda Bill
Harrisburg Redevelopment Agency
Harrisburg, Oregon

2.

THE MATTER OF CONSIDERING A GRANT REQUEST FOR SCOTT & RENEE PHELPS.

STAFF REPORT:

Exhibit A: Application Materials

ACTION: I move to approve the property improvement grant application (HRA G 05) for Scott and Renee Phelps in an amount of \$16,600.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$16,600	Yes	Downtown Rehabilitation

STAFF RECOMMENDATION:

Staff recommends approval of the HRA grant application for Scott & Renee Phelps.

BACKGROUND INFORMATION:

Scott and Renee Phelps own the Speedquest Building at 170 S. 3rd Street in Harrisburg. They have applied for a Property Improvement Grant to replace the siding on their building.

The applicant provided a complete application package including contractor quotes, a written narrative and photographs of the existing building for reference (**See Exhibit A**). In staff's opinion the photographs clearly demonstrate the building is blighted and could benefit from repair work. The applicant provided a descriptive summary of work they would like to complete with the grant money including: replacing the T-111 siding with fiber cement lap siding on the first four to five feet of the building, and the fiber cement board and batten siding for the remaining wall height; install new trim around the windows; and, paint the exterior of the building. The applicant mentioned the possible presence of original brick siding on the east side of the building. If there is brick siding, the applicant will make an attempt to restore the brick, if possible. The applicant provided contractor bids for this work totaling \$33,043.26.

The Redevelopment Agency developed a grant program by Resolution No. HRA-54. The Agency funded the grant and loan programs with a total of \$500,000. To date the Agency has three outstanding approved loans for a total of \$219,265, with 40% forgiveness for each of the loans. All three loans are currently in repayment. In addition the Agency has approved three \$50,000 grants and one grant for \$21,437. One of these

grants has been paid out, and the other three grant projects are under construction and the grant funds will be paid once the work is completed. Assuming the outstanding grants will be fully funded, the total amount of uncommitted Property Improvement Loan and Grant money available is \$109,298.

According to Resolution No. HRA-54, the maximum grant award is \$50,000. There is a private 50% dollar for dollar matching requirement. The applicant's proposed project will cost a total of \$33,043.26. Staff recommends rounding the grant award up to the nearest hundred. With the 50% matching requirement, the grant award, if given, would be \$16,600. The proposed project satisfies the eligibility requirements, because it is located inside the Urban Renewal District Boundary, is zoned C-1, and, as proposed, cures blight.

The Agency has discretion to approve or deny any proposal, and is not required to approve a project simply because it meets the minimum approval criteria.

MOTION (If necessary):

I move to approve the property improvement grant application (HRA G 05) for Scott and Renee Phelps in an amount of \$16,600.

REVIEW AND APPROVAL:



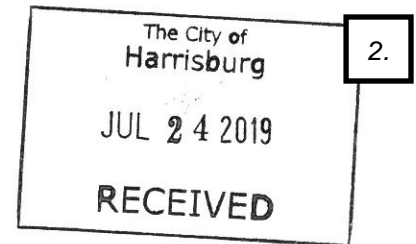
Brian Latta
City Administrator

8/7/2019

Date

July 23, 2019

City of Harrisburg
120 Smith Street
Harrisburg, OR 97446



Dear City of Harrisburg;

We are inquiring about the Property Improvement Grant that you have available for renovation projects in the historical district of downtown. We own the building at 170 S. 3rd, on the corner of Hwy 99 and Moore Street. As you may know the south and east sides of this building are in need of repair and updated to a historical look to match the cities vision of this downtown area.

Our vision is to use newer materials but maintain a historical appearance. We would like to use concrete lap siding on the lower 4-5' (below the windows), with a concrete sheeting and batten look on the upper section of the building. Each side of the building is 100' long and 20' tall. All window and door trim would match historical appearance, with the building getting a two tone paint application (see quotes included with the application). All of the work will be done by professional contractors to ensure quality of the finished project.

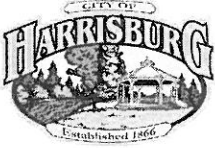
There is also a possibility of some brickwork on the side of the building facing Hwy 99, but until the old siding is removed from the building we have no way to know what will be uncovered. We would make an attempt to restore this if there is anything there to salvage.

We would like to complete this project by the upcoming winter season (end of October) if possible. Your assistance with this renovation would be greatly appreciated and would ensure the highest quality of work to be done safely and in a timely manner.

Thank you for your consideration in helping us make much-needed renovations to this historical building.

Sincerely,

Scott and Renee Phelps
PO Box 148
Harrisburg, OR 97446
541-954-9351



PROPERTY IMPROVEMENT GRANT

Date of Application: 7/24/2019

Applicant Name: Scott & Renee Phelps

Mailing Address: Po Box 148 Harrisburg OR 97446

Phone Number: 541-954-9351

Signature:

Subject Property

Address: 170 S. 3rd St. Harrisburg

Assessor's Map & Tax Lot: City of Harrisburg, Block 6, Lots 10 & 11

Property Owner (If different from Applicant):

Mailing Address:

Phone Number:

☐ 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:

Expected Completion Date:

Total Estimated Cost of Project:

Grant Amount Requested:

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.

Talanton Design Co.
541-497-1557 CCB#225092

1010 Diamond H 2.
Harrisburg, Oregon
97446
United States

Billed To
Scott Phelps

Estimate Date
07/12/2019

Estimate Number
00000050

Description	Rate	Qty	Line Total
Labor and Materials Replace old siding	\$24,150.53	1	\$24,150.53
Subtotal			24,150.53
Tax			0.00
Estimate Total (USD)			\$24,150.53

Notes

Tear off and dispose old siding,
Fix minor rot from small leaks,
Install house wrap,
Install lap fiber cement board siding up approximately 4.5ft,
Install 4x8 sheets of fiber cement board up to top of wall,
Install batts on 4x8 sheets,
Install trim around windows and doors.

Terms

Estimate good for 60 days.



Exterior Proposal

Job #: JOB-1246-6678

Date 07/17/2019

PREPARED FOR

scott phelps

Harrisburg commercial bldg

167 S. 1st Street

Harrisburg, Oregon 97446

(541) 954-9351

PREPARED BY



Chad Frazee

Residential Sales Associate

541-731-7057

cfranze@certapro.com

Jeff Spoor

(541) 653-8383

jspoor@certapro.com

<http://salem-eugene.certapro.com>

1056 Green Acres Rd., Suite 102

Eugene, OR 97408

License: OR CCB No. 210248

Contractor License: OR CCB No. 210248

PRICE SUMMARY

east and south sides	\$4,523.06
north and west sides	\$4,369.67
Total:	\$8,892.73
Balance	\$8,892.73

PROJECT SUMMARY

Included in the price above: east and south sides

Certainty Pledge

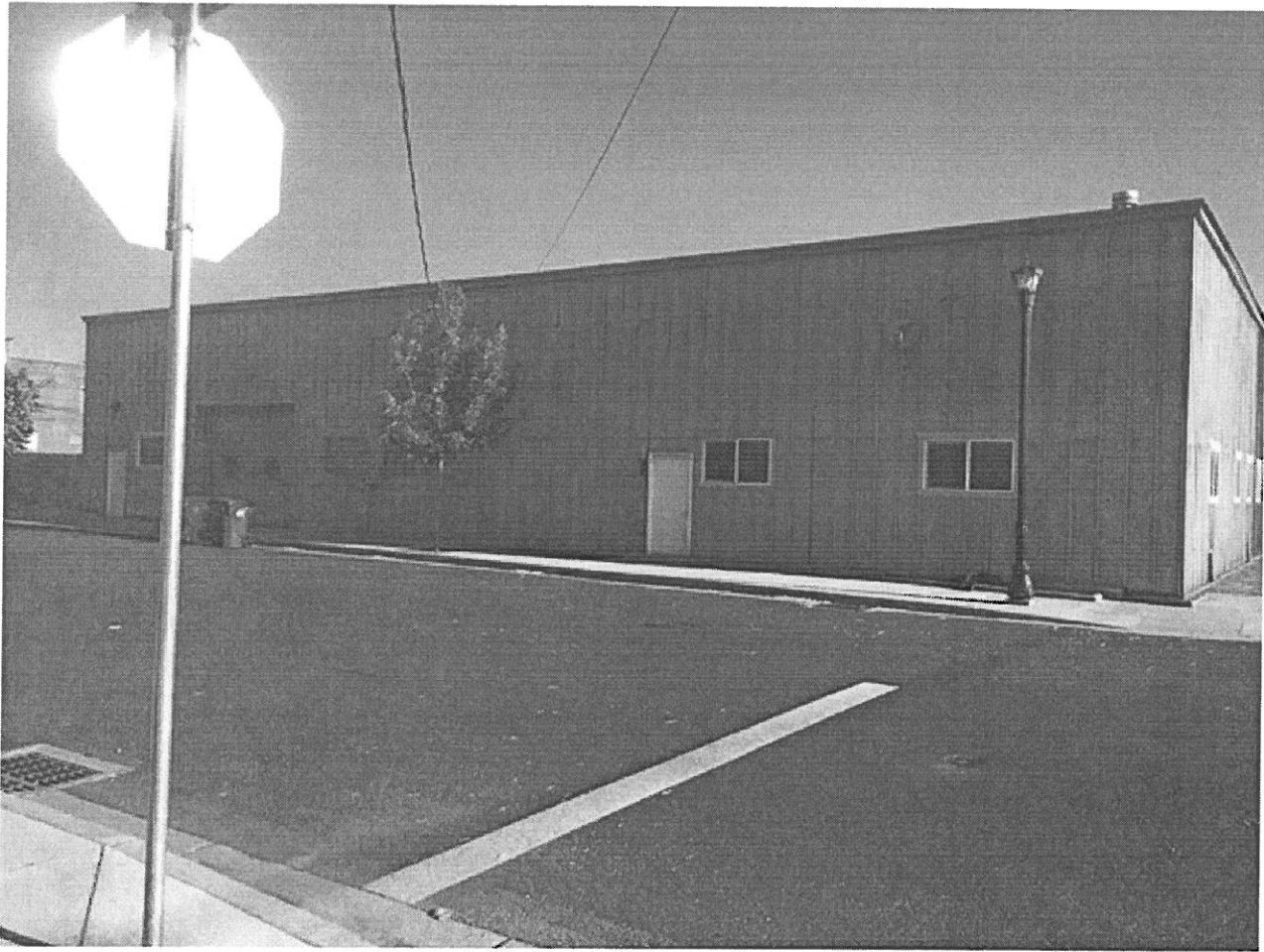
If you need help with colors, we offer a free color consultation through our partners at Sherwin Williams.

It is likely that someone will be in the building during this project. We will do all we can to respect the movements of individuals in, around, and through the facility.

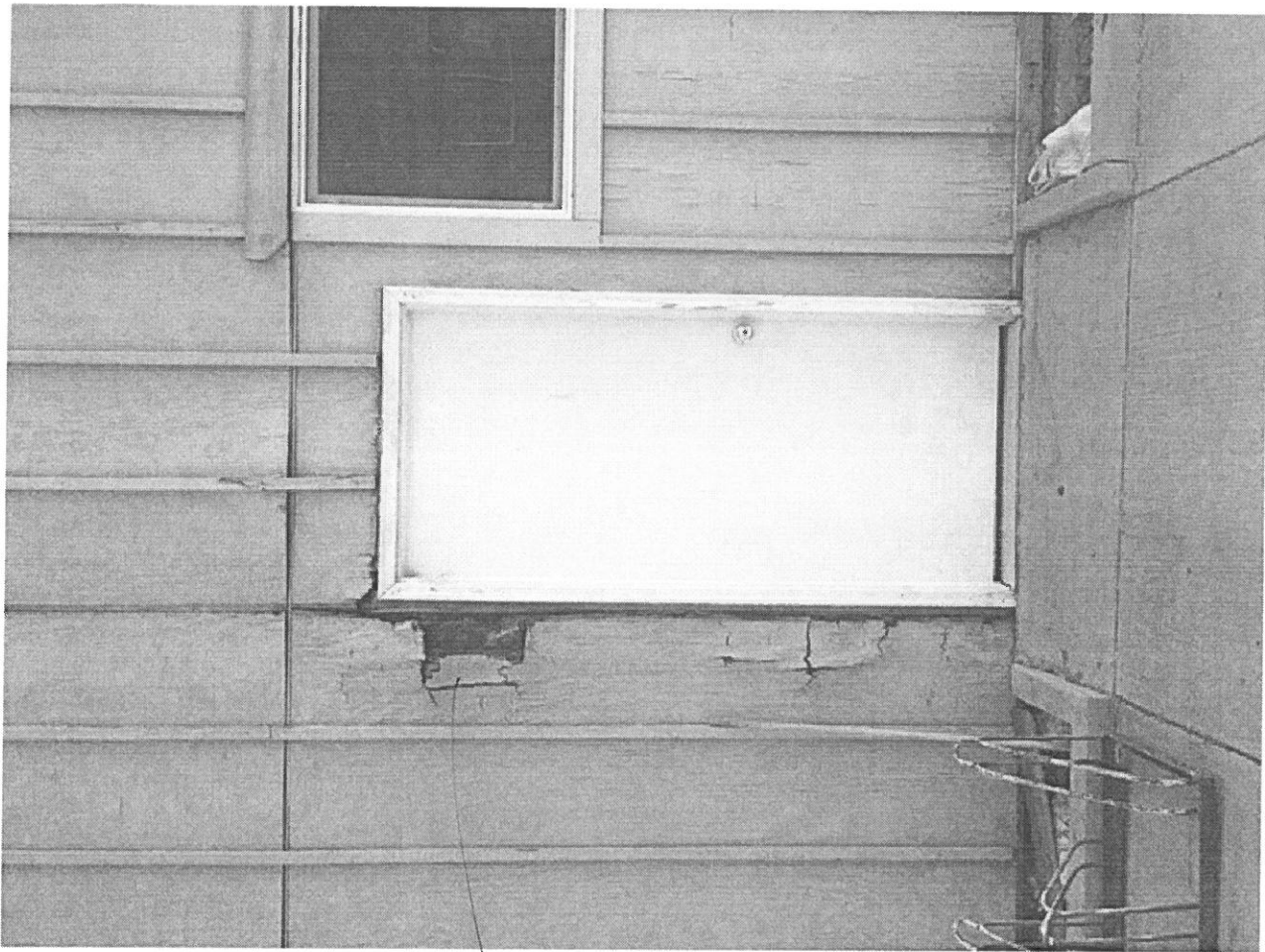
We will do our best to keep the garage door and other exits clear to facilitate your entry and exit from the building.



East Side of Building



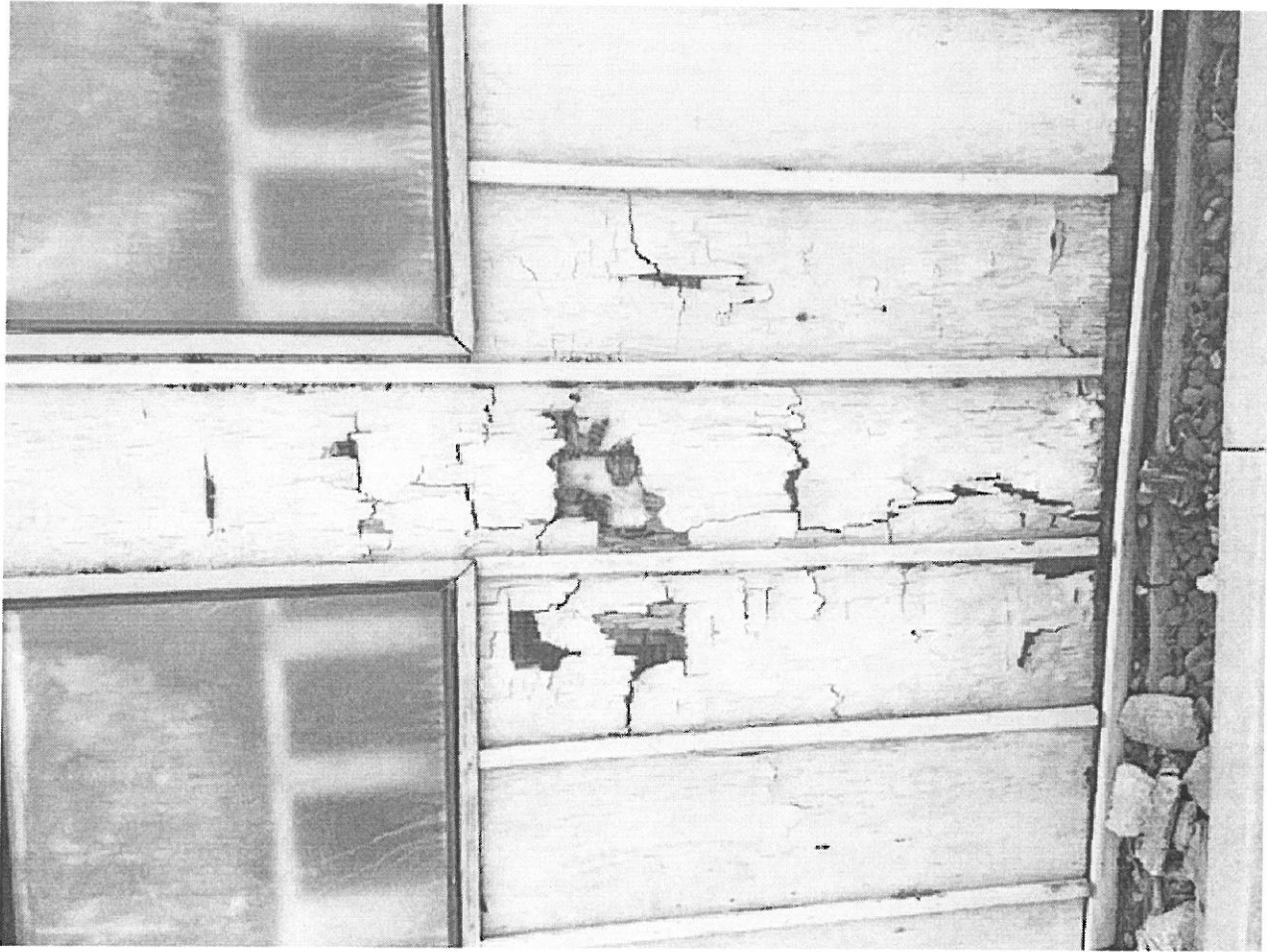
South side of Building



Damage

South Side Damage around Door

2.



South side Damage Near Windows

2.

Agenda Bill
Harrisburg Redevelopment Agency
Harrisburg, Oregon

3.

THE MATTER OF REVIEWING THE HRA'S 4TH QUARTER FINANCIAL REPORT DOCUMENT.

STAFF REPORT:

Exhibit A: 4th Quarter HRA Finance Report FY 2018-2019

ACTION: I MOVE TO APPROVE THE HRA 4TH QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2018-2019.

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 approve FY 2018-2019 4th quarter financial report.

BACKGROUND INFORMATION:

The HRA's Finance Officer has prepared the 4th Quarter Financial Report for review by the HRA Board. The report shows all revenues and expenditures for the 4th quarter, as well as the total revenues and expenditures for fiscal year 2018-2019. The HRA Board should review the document and raise any questions or concerns they may have to HRA staff. Be aware that these numbers could change after fiscal year 2018-2019 is audited if there are any auditor adjustments or reclassifications.

MOTION (If necessary):

I move to approve the HRA 4th quarter financial report for fiscal year 2018-2019.

REVIEW AND APPROVAL:



Brian Latta
City Administrator

8/7/2019
Date

**HARRISBURG REDEVELOPEMENT AGENCY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING June 30, 2019**

HRA GENERAL FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	2,791,946.00	2,791,946.00	2,791,946.00	0.00	100.00%
TAXES	13,816.51	329,004.42	282,500.00	(46,504.42)	116.46%
INVESTMENT REVENUE	21,594.29	82,245.65	5,000.00	(77,245.65)	1644.91%
MISCELLANEOUS REVENUE	1,390.32	4,507.29	4,155.00	(352.29)	108.48%
TOTAL FUND REVENUE	2,828,747.12	3,207,703.36	3,083,601.00	(124,102.36)	104.02%

EXPENDITURES (REQUIREMENTS)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	6,000.20	10,655.21	18,500.00	7,844.79	57.60%
CAPITAL OUTLAY	133,554.33	209,401.15	2,410,181.00	2,200,779.85	8.69%
SPECIAL PAYMENTS	150,000.00	200,000.00	434,890.00	234,890.00	45.99%
DEBT SERVICES	162,817.39	220,005.78	220,030.00	24.22	99.99%
TOTAL FUND EXPENDITURES	452,371.92	640,062.14	3,083,601.00	2,443,538.86	20.76%
NET REVENUES OVER EXPENDITURES	2,376,375.20	2,567,641.22	3,083,601.00	515,959.78	83.27%