



HRA Board Meeting Agenda

January 14, 2025

6:30 PM

(Immediately Following the City Council Meeting)

Chairperson: Robert Duncan
Vice Chairperson: Mike Caughey
Members: Kimberly Downey, Randy Klemm, Charlotte Thomas, Cindy Knox,
Vacancy and Youth Advisor Nolan Malpass
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*

CALL TO ORDER AND ROLL CALL BY CHAIRPERSON ROBERT DUNCAN

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

APPROVAL OF MINUTES

- 1. MOTION TO APPROVE THE HRA BOARD MINUTES FROM JUNE 11, 2024 & JUNE 25, 2024**

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: 2024 Staff Report

ACTION: DISCUSSION. THIS IS AN OPPORTUNITY FOR THE HRA BOARD TO REVIEW THE STATUS OF THE AGENCY, ASK QUESTIONS OF STAFF AND DISCUSS POSSIBLE FUTURE HRA PROJECTS

- 3. THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 4TH QUARTER 2023/2024 EXPENSE REPORT AND THE 1ST QUARTER 2024/2025 EXPENSE REPORTS**

STAFF REPORT:

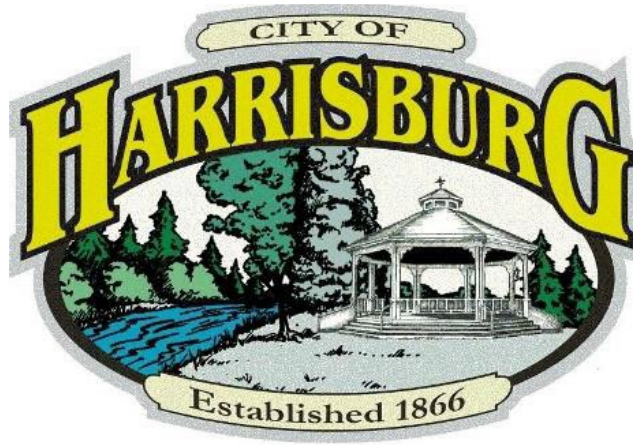
Exhibit A: 4th Quarter HRA Expense Report Ending June 30, 2024

Exhibit B: 1st Quarter HRA Expense Report Ending Sept 30, 2024

ACTION: MOTION TO APPROVE THE HRA 4TH QUARTER 2023/2024 AND HRA 1ST QUARTER 2024/2025 EXPENSE REPORTS.

OTHER

ADJOURN



HRA Board Meeting Minutes
June 11, 2024

Chairperson: Robert Duncan, Presiding
Vice Chairperson: Mike Caughey, Present
Members: Robert Boese, Randy Klemm, and Cindy Knox
Members Absent: Kimberly Downey (Excused) and Charlotte Thomas (Excused)
Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, and Finance Officer/Deputy City Recorder Cathy Nelson
Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Chairperson Robert Duncan at the hour of 7:35pm

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

APPROVAL OF MINUTES: No comments or concerns.

- Klemm **motioned to approve the minutes from the May 14th, 2024, and May 28th, 2024 HRA Board Meetings and was seconded by Caughey. The motion passed unanimously by a vote of 4-0.** (Yes: Caughey, Klemm, Boese and Knox. No: None.)

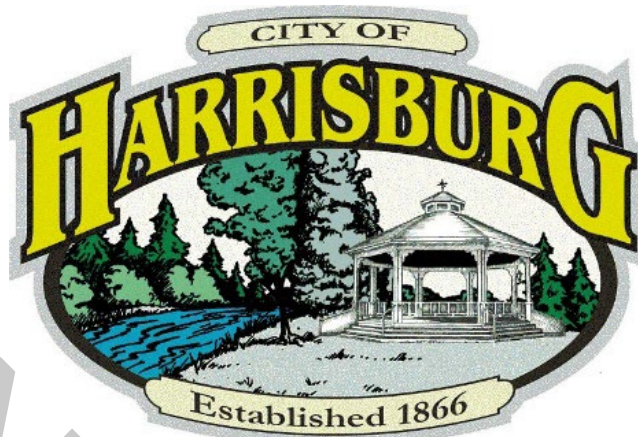
THE MATTER OF APPROVING THE LEGAL BOUNDRY DESCRIPTION, AND MAP OF THE HARRISBURG REDEVELOPMENT AGENCY: Eldridge stated that the discrepancy went back to the 2005 amendment where the legal description omitted the new Fire Department and the Harrisburg Museum parcels. Since the lots affected in the error are non-taxable, only the HRA was affected monetarily. Our consultant and the Linn County Tax Assessor recommend not including these parcels in the corrected legal description.

- Klemm **motioned to approve the legal boundary description of the Harrisburg Redevelopment Agency, and to accept the map depicting the boundary as presented and was seconded by Boese. The motion passed unanimously by a vote of 4-0.** (Yes: Caughey, Klemm, Boese and Knox. No: None.)

Others: None presented.

With no further business, the HRA Board adjourned at the hour of 7:49pm.

This document is supplemented by agenda packet materials, meeting materials distributed and audio recordings of the meeting and may be reviewed upon request to the City Recorder.



HRA Board Meeting Minutes
June 25, 2024

Chairperson: Robert Duncan, Presiding
 Vice Chairperson: Mike Caughey, Present
 Members Present: Kimberly Downey, Robert Boese (via Phone), and Cindy Knox
 Members Absent: Randy Klemm (Excused) and Charlotte Thomas (Excused)
 Staff Present: City Administrator Michele Eldridge, Public Works Director Chuck Scholz, Finance Officer/Deputy City Recorder Cathy Nelson and City Recorder/Municipal Court Clerk Lori Ross
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

CALL TO ORDER AND ROLL CALL by Chairperson Mayor Robert Duncan at the hour of 7:42pm.

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

THE MATTER OF APPROVING THE HRA BUDGET FOR FISCAL YEAR 2024-2025 AND APPROVING HRA BUDGET APPROPRIATIONS FOR FY 2024-2025 BY ADOPTING RESOLUTION NO. HRA-68: Nelson informed Council the HRA Budget presented this evening is the same budget that was presented to the Budget Committee and recommended for approval by HRA Board. Eldridge stated that once the City starts using funds for the Water Bond Project, it will need to come back to Council. She further commented that the City will be applying for a loan to make up the difference, around \$1M, which is included in this proposed budget. No further discussion.

- Downey motioned to approve Resolution No. HRA-68, “A RESOLUTION MAKING APPROPRIATIONS FOR THE HARRISBURG REDEVELOPMENT AGENCY, HARRISBURG, OREGON, FOR THE FISCAL YEAR 2024-2025” and was seconded by Downey. The motion was passed unanimously by a vote of 4-0. (Yes: Downey, Caughey, Knox and Boese. No: None.)

With no further business, the HRA Board Meeting adjourned at the hour of 7:45pm.

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: 2024 Staff Report

ACTION/DISCUSSION: THIS IS AN 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 14, 2025

| 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.

Last year, we noted all of the recent actions that have taken place with the last Substantial Amendment and the revenue sharing requirement that changed in that process. Staff has included last year’s staff report shown in **Exhibit A**. however, towards the end of December, the City received some of the current revenues from 2024 taxes. Staff, including the Finance Director, will discuss some concerns we have in relation to current tax revenues, and how that will effect the HRA and the City.

There is a pending HRA Property Improvement Grant request, that will come to the Board at either the next January meeting, or the meeting scheduled for February 11, 2025. The request is from the original budget for the HRA, as we were able to budget \$50,000 in the 2024-2025 Budget again this year for grants. Depending upon the outcome of the research we are doing, the HRA Board could remand the request to the City’s Economic and Development Fund Property Improvement Grant instead.

REVIEW AND APPROVAL:



Michele Eldridge, Executive Director

01/08/2025

Date

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: None

ACTION/DISCUSSION: THIS IS AN 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 9, 2024

| 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.

Last year was a busy year for the HRA, with our pursual of Substantial Amendment No. 6 in order to obtain access to the program funds of \$2.1M in the HRA fund for the water bond project. During that process, we also ran into an issue with revenue sharing, which was first generated in 2018, and therefore should have started in 2019. We worked through that process, and the other taxing districts are now receiving their revenue sharing through the tax assessor’s office, the way it was designed to. (Revenue Sharing Funds are capped; those funds are removed from the HRA tax revenues and are instead provided to the other taxing districts). The HRA is still receiving all the normal tax revenues as determined by the plan and property values are still high, which brings us better revenue structure.

As noted in the water bond project staff report, the HRA can provide a portion of the \$2.1M in funds for the water bond project if they are needed. To officially use these funds, the HRA board will need to meet, and determine a formula proving what structure we choose to use in meeting the proportionality rules provided for in the state statutes. In addition, there are still funds available for debt structure as the City hasn’t yet met the

maximum indebtedness figure that the program is designed for. Because these are funds that are planned for, this kind of debt doesn't get referred to the voters; it's what the entire urban renewal program was designed to do. The HRA has utilized a cumulative \$5,695,586 since the start of the program, and the authorized maximum indebtedness is calculated at \$8,177,674. This allows for approximately \$2.4M that is available if needed.

Ultimately, the funds in the HRA can be used to help the City reach its goals, whether that is paying for overly inflated prices for 3rd bid in the water bond project, or for building a new Community Center/Library for the City right next to City Hall on the riverfront. Both of these projects are still listed in the HRA Plan. The City can also plan for future economic development projects, by going through a minor amendment to add them to the plan under the current maximum indebtedness ceiling.

We hope that the HRA and City will still have the ability to budget for another \$50,000 in HRA funds for Property Improvement Grants in 2024/2025. As we've proven in the past, these funds help us to increase the tax value of the properties that are inside the boundaries of the HRA district.

REVIEW AND APPROVAL:



01/03/2024

Michele Eldridge, Executive Director

Date

Exhibit A - 2024 Staff Report

Agenda Bill
Harrisburg Redevelopment Agency Board
Harrisburg, Oregon

THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 4TH QUARTER 2023/2024 EXPENSE REPORT AND THE 1ST QUARTER 2024/2025 EXPENSE REPORTS

STAFF REPORT:

Exhibit A: 4th Quarter HRA Expense Report Ending June 30, 2024

Exhibit B: 1st Quarter HRA Expense Report Ending September 30, 2024

ACTION: MOTION TO APPROVE THE HRA 4TH QUARTER 2023/2024 AND HRA 1ST QUARTER 2024/2025 EXPENSE REPORTS.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – January 14, 2025

| 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 4th Quarter 2023/2024 and HRA 1st Quarter 2024/2025 Expense Reports.

BACKGROUND INFORMATION:

The HRA’s Finance Officer has prepared the 4th Quarter 2023/2024 Expense Report for review by the HRA Board. The report shows all revenues and expenditures for the 4th quarter for fiscal year 2023-2024. The HRA’s Finance Officer has also prepared the 1st Quarter 2024/2025 Expense Report for review by the HRA Board. The report shows all revenues and expenditures for the 1st quarter of the fiscal year 2024-2025. We will review the 4th Quarter FY 2023-24 and address the 1st Quarter FY 2024-25 reports.

Please remember when looking at the percentage column for the 1st Quarter Report that we are only 25% of the way through the budget year. 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 2023-2024 is audited due to any auditor adjustments or reclassifications.**

REVIEW AND APPROVAL:

Cathy Nelson

Cathy Nelson, Finance Officer 01.07.25

**HARRISBURG REDEVELOPEMENT AGENCY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING June 30, 2024**

HRA GENERAL FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|--|---------------------|---------------------|---------------------|------------------|----------------|
| BEGINNING FUND BALANCE | 2,179,775.00 | 2,179,775.00 | 2,179,995.00 | (220.00) | 99.99% |
| TAXES | 9,630.49 | 219,817.21 | 229,556.00 | (9,738.79) | 95.76% |
| INVESTMENT REVENUE | 28,034.14 | 105,271.92 | 36,000.00 | 69,271.92 | 292.42% |
| MISCELLANEOUS REVENUE | 2,250.00 | 9,801.36 | 9,000.00 | 801.36 | 108.90% |
| TOTAL FUND REVENUE | 2,219,689.63 | 2,514,665.49 | 2,454,551.00 | 60,114.49 | 102.45% |

EXPENDITURES (REQUIREMENTS)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|--|---------------------|---------------------|---------------------|---------------------|--------------|
| MATERIALS & SERVICE | 1,560.05 | 16,861.41 | 26,730.00 | 9,868.59 | 63.08% |
| CAPITAL OUTLAY | 3,010.00 | 3,010.00 | 2,161,421.00 | 2,158,411.00 | 0.14% |
| SPECIAL PAYMENTS | 0.00 | 0.00 | 50,000.00 | 50,000.00 | 0.00% |
| DEBT SERVICES | 170,700.00 | 216,400.00 | 216,400.00 | 0.00 | 100.00% |
| TOTAL FUND EXPENDITURES | 175,270.05 | 236,271.41 | 2,454,551.00 | 2,218,279.59 | 9.63% |
| NET REVENUES OVER EXPENDITURES | 2,044,419.58 | 2,278,394.08 | 0.00 | | |

**HARRISBURG REDEVELOPEMENT AGENCY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024**

HRA GENERAL FUND

REVENUES (RESOURCES)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PERCENTAGE |
|--|---------------------|---------------------|---------------------|------------------|----------------|
| BEGINNING FUND BALANCE | 2,179,775.00 | 2,179,775.00 | 2,179,995.00 | (220.00) | 99.99% |
| TAXES | 9,630.49 | 219,817.21 | 229,556.00 | (9,738.79) | 95.76% |
| INVESTMENT REVENUE | 28,034.14 | 105,271.92 | 36,000.00 | 69,271.92 | 292.42% |
| MISCELLANEOUS REVENUE | 2,250.00 | 9,801.36 | 9,000.00 | 801.36 | 108.90% |
| TOTAL FUND REVENUE | 2,219,689.63 | 2,514,665.49 | 2,454,551.00 | 60,114.49 | 102.45% |

EXPENDITURES (REQUIREMENTS)

| OBJECT CLASSIFICATION (DESCRIPTION) | PERIOD ACTUAL | YTD ACTUAL | BUDGET | REMAINING | PERCENTAGE |
|--|---------------------|---------------------|---------------------|---------------------|--------------|
| MATERIALS & SERVICE | 1,560.05 | 16,861.41 | 26,730.00 | 9,868.59 | 63.08% |
| CAPITAL OUTLAY | 3,010.00 | 3,010.00 | 2,161,421.00 | 2,158,411.00 | 0.14% |
| SPECIAL PAYMENTS | 0.00 | 0.00 | 50,000.00 | 50,000.00 | 0.00% |
| DEBT SERVICES | 170,700.00 | 216,400.00 | 216,400.00 | 0.00 | 100.00% |
| TOTAL FUND EXPENDITURES | 175,270.05 | 236,271.41 | 2,454,551.00 | 2,218,279.59 | 9.63% |
| NET REVENUES OVER EXPENDITURES | 2,044,419.58 | 2,278,394.08 | 0.00 | | |