



HRA Board Meeting Agenda  
May 27, 2025  
6:30 PM

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Chairperson: Robert Duncan  
Vice Chairperson: Mike Caughey  
Members: Kimberly Downey, Randy Klemm, Charlotte Thomas,  
Cindy Knox, Dana Henry 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 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 APRIL 8, 2025 HRA BOARD MINUTES**

**RESOLUTIONS**

- 2. THE MATTER OF APPROVING RESOLUTION NO. HRA-69 “A RESOLUTION OF THE HARRISBURG REDEVELOPMENT AGENCY TO PROVIDE FUNDS FOR THE WATER BOND PROJECT, AS PROVIDED IN THE ADOPTED HRA PLAN”**

**STAFF REPORT:**

Exhibits : Resolution No. HRA-69

**ACTION: MOTION TO APPROVE RESOLUTION NO. HRA-69, “A RESOLUTION OF THE HARRISBURG REDEVELOPMENT AGENCY TO PROVIDE FUNDS FOR THE WATER BOND PROJECT, AS PROVIDED IN THE ADOPTED HRA PLAN”**

- 3. THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 3RD QUARTER 2024/2025 EXPENSE REPORTS**

**STAFF REPORT:**

Exhibit A: 3rd Quarter HRA Expense Report Ending March 31, 2025

**ACTION: MOTION TO APPROVE THE HRA 3RD QUARTER 2024/2025 EXPENSE REPORTS.**

**OTHER**

**ADJOURN**



## HRA Board Meeting Minutes April 08, 2025

Chairperson: Robert Duncan, Presiding  
 Vice Chairperson: Mike Caughey, Present  
 Members: Kimberly Downey, Randy Klemm, Charlotte Thomas, Cindy Knox,  
 Dana Henry and Youth Advisor Nolan Malpass  
 Meeting Location: Harrisburg Municipal Center Located at 354 Smith St

**CALL TO ORDER AND ROLL CALL BY CHAIR PERSON ROBERT DUNCAN** at the hour of 7:26pm

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

**MOTION TO APPROVE THE HRA BOARD MINUTES FOR JANUARY 29, 2025 AND MARCH 11, 2025:** No comments or concerns.

- Thomas **motioned to approve the January 29, 2025 and the March 11, 2025 HRA Board Minutes and was seconded by Caughey. The motion passed unanimously by a vote of 6-0.** (Yes: Thomas, Caughey, Downey, Klemm, Knox and Henry. Youth Advisor Malpass also voted in favor. No: None.)

### **THE MATTER OF INFORMATION RELATED TO THE MAIN STREET REVITALIZATION GRANT FOR THE QUONSET LOCATED ON THE NORTH SIDE OF SMITH ST AT 145 SMITH ST:**

Eldridge informed Council that due to the amount of the grant requested increasing from \$200,000 to \$369,728, the matching fund also increased from \$60,000 to \$114,000. Therefore, the conditions of approval on the funding agreement have been revised. Eldridge pointed out page no. 8 of the agenda; condition no. 3 and noted the matching funds now states \$114,000. No other changes were made with the exception of dates.

- Knox asked about the plans for the Quonset Hut. Eldridge responded this is the first step and the plans will eventually be brought to council after going to the Planning Commission.
- Henry asked about the 3-year timeline for completion and if that was typical. Eldridge responded that it was in order to give them time to finish the project in case they run into issues with contractors.

April 08, 2025

- Eldridge informed Council this grant is funded every other year and she wanted to speak with Hurd's Hardware and see if they would be interested in the opportunity next time.
  - Caughey **motioned to authorize the funding agreement and to amend the original conditions of approval and was seconded by Thomas. The motion passed unanimously by a vote of 6-0.** (Yes: Caughey, Thomas, Downey, Klemm, Knox, and Henry. Youth Advisor Malpass also voted in favor. No: None.)

**THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 2nd QUARTER 2024/2025 EXPENSE REPORTS:** Nelson reminded Council this report is through December 31, 2024. Nelson pointed out page 14 of the agenda; Revenue Taxes, and informed Council and that we are now at 100% not 7.35% and that will be reflected on the next quarter report. No comments or concerns.

- Downey **motioned to approve the HRA 2<sup>nd</sup> Quarter 2024/2025 Expense Report and was seconded by Caughey. The motion passed unanimously by a vote of 6-0.** (Yes: Downey, Caughey, Klemm, Thomas, Knox, and Henry. Youth Advisor Nolan Malpass also voted in favor. No: None.)

**With no further business, the HRA Board Meeting adjourned at the hour of 7:38pm**

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Chairperson

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City Recorder

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

**THE MATTER OF APPROVING RESOLUTION NO. HRA-69 “A RESOLUTION OF THE HARRISBURG REDEVELOPMENT AGENCY TO PROVIDE FUNDS FOR THE WATER BOND PROJECT, AS PROVIDED IN THE ADOPTED HRA PLAN”**

Exhibits : Resolution No. HRA-69

**ACTION: MOTION TO APPROVE RESOLUTION NO. HRA-69, “A RESOLUTION OF THE HARRISBURG REDEVELOPMENT AGENCY TO PROVIDE FUNDS FOR THE WATER BOND PROJECT, AS PROVIDED IN THE ADOPTED HRA PLAN”**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – May 27, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$1,445,000	Yes	HRA Capital Outlay 71-78-7000

**STAFF RECOMMENDATION:**

**Staff recommends the HRA Board Approve Resolution No. HRA-69**

**BACKGROUND INFORMATION:**

The City of Harrisburg and the HRA Board went through a substantial amendment in order to add the Water Bond Project to both the legal boundary map for the HRA, as well as the HRA Plan.

This resolution is simply the formal action of notice that the City will be using \$1,445,000 in funding to pay for the water bond project, once we actually run out of bond funds. That should happen later this month, or in early June. The City is in the process of applying for loan from the Oregon Special Public Works Fund, which is administered by Biz Oregon.

**REVIEW AND APPROVAL:**



05.19.25

Michele Eldridge  
City Administrator

Date

**RESOLUTION NO. HRA-69**

**A RESOLUTION OF THE HARRISBURG REDEVELOPMENT AGENCY TO PROVIDE FUNDS FOR THE WATER BOND PROJECT, AS PROVIDED IN THE ADOPTED HRA PLAN**

WHEREAS, the Harrisburg Redevelopment Agency established the Water Bond Project as a project that is included in the HRA Plan; and,

WHEREAS, the Harrisburg Redevelopment Agency has also adjusted the boundary map to include both water plant locations as inside the HRA boundaries; and,

WHEREAS, the Harrisburg Water Bond/Quality Project has almost expended all bond funds available through the City of Harrisburg to pay for project construction.

NOW, THEREFORE, BE IT HEREBY RESOLVED the board of the Harrisburg Redevelopment Agency, Linn County, Oregon, hereby authorizes the expenditure of \$1,445,000 as currently budgeted in Infrastructure Construction (71-78-7000) to be applied to the construction of the water bond project.

BE IT FURTHER RESOLVED that the board of the Harrisburg Redevelopment Agency has authorized funds of up to \$1,979,118 to be used for the water bond project, without further action being taken by the HRA Board.

PASSED AND ADOPTED by the Harrisburg Redevelopment Agency this 27<sup>th</sup> day of May, 2025.

Approved by the HRA Chairperson this 27<sup>th</sup> day of May, 2025.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY RECORDER

# Agenda Bill

## **Harrisburg Redevelopment Agency Board**

### Harrisburg, Oregon

#### **THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 3<sup>RD</sup> QUARTER 2024/2025 EXPENSE REPORTS**

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

Exhibit A: 3<sup>rd</sup> Quarter HRA Expense Report Ending March 31,  
2025

**ACTION:            MOTION TO APPROVE THE HRA 3<sup>RD</sup> QUARTER 2024/2025 EXPENSE REPORTS.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – May 27, 2025

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
N/A	N/A	N/A

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

**Staff recommend the HRA Board reviews and approves the HRA 3<sup>rd</sup> Quarter 2024/2025 Expense Reports.**

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

The HRA's Finance Officer has prepared the 3<sup>rd</sup> Quarter 2024/2025 Expense Report for review by the HRA Board. The report shows all revenues and expenditures for the 3<sup>rd</sup> quarter for fiscal year 2024-2025 ending March 31, 2025.

Please remember when looking at the percentage column for the 3<sup>rd</sup> Quarter Report that we are only 75% of the way through the budget year. The HRA Board should review the document and raise any questions or concerns they may have with 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    5.20.25

**HARRISBURG REDEVELOPEMENT AGENCY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2025**

**HRA GENERAL FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	2,210,545.00	2,210,545.00	2,517,412.00	(306,867.00)	87.81%
TAXES	327,886.53	344,437.39	225,163.00	119,274.39	152.97%
INVESTMENT REVENUE	26,687.77	81,669.74	60,000.00	21,669.74	136.12%
MISCELLANEOUS REVENUE	2,370.00	7,420.83	9,000.00	(1,579.17)	82.45%
<b>TOTAL FUND REVENUE</b>	<b>2,567,489.30</b>	<b>2,644,072.96</b>	<b>2,811,575.00</b>	<b>(167,502.04)</b>	<b>94.04%</b>

**EXPENDITURES (REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	9,000.05	14,826.77	22,030.00	7,203.23	67.30%
CAPITAL OUTLAY	0.00	3,765.00	2,523,145.00	2,519,380.00	0.15%
SPECIAL PAYMENTS	0.00	11,332.84	50,000.00	38,667.16	22.67%
DEBT SERVICES	0.00	43,200.00	216,400.00	173,200.00	19.96%
<b>TOTAL FUND EXPENDITURES</b>	<b>9,000.05</b>	<b>73,124.61</b>	<b>2,811,575.00</b>	<b>2,738,450.39</b>	<b>2.60%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>2,558,489.25</b>	<b>2,570,948.35</b>	<b>0.00</b>		