



Harrisburg Redevelopment Agency - Board Meeting Agenda  
October 13, 2020  
6:30 PM (Directly following the City Council Auditor Report)

---

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 @ 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*
7. *Meetings are held in a facility that is disinfected. Masks are required if there are 10 or more people in the room. Seating is set with 6' of physical separation.*
8. *If you wish to testify, and are unable to attend due to the Coronavirus Pandemic, please contact the City Recorder to be placed on a Conference Call list during the 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**

**MOTION TO APPROVE THE MINUTES OF JUNE 23, 2020**

**NEW BUSINESS**

**2. THE MATTER OF DISCUSSING THE HARRISBURG REDEVELOPMENT AGENCY FISCAL YEAR 2018-2019 AUDIT REPORT WITH THE AUDITOR, STEVE TUCHSCHERER**

**STAFF REPORT:**

Exhibit A: HRA FY 2018-2019 Audit Report. (The Report is available on the City Website under Government/Finance/Documents).

**ACTION: MOTION TO APPROVE THE HRA'S FISCAL YEAR 2018-2019 AUDIT REPORT, AS PRESENTED BY THE AUDITOR STEVE TUCHSCHERER.**

**3. THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY FISCAL YEAR 2019/2020 (4TH QUARTER) EXPENSE REPORT**

**STAFF REPORT:**

Exhibit A: HRA Expense Report Ending June 30, 2020

**ACTION: MOTION TO APPROVE THE HRA FISCAL YEAR 2019/2020 (4TH QUARTER) EXPENSE REPORT.**

**OTHER**

**ADJOURN**



## Harrisburg Redevelopment Agency Board Meeting Minutes June 23, 2020

---

Chairperson: Robert Duncan, Present  
Vice Chairperson: Mike Caughey, Present via Zoom  
Members: Kimberly Downey, Robert Boese, Adam Keaton, and Charlotte Thomas  
Absent: Board Member Randy Klemm  
Staff Present: City Administrator John Hitt, City Recorder/Asst. City Administrator Michele Eldridge, Public Works Director Chuck Scholz, and Finance Officer Tim Gaines  
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

**CALL TO ORDER AND ROLL CALL BY CHAIRPERSON ROBERT DUNCAN:** The meeting was called to order at 8:33pm.

**CONCERNED CITIZEN(S) IN THE AUDIENCE.** None were present to testify to the board.

### APPROVAL OF MINUTES

- Downey motioned to Approve the Minutes of both Dec 10, 2019 and January 14, 2020, and was seconded by Caughey. The HRA Board then voted unanimously to approve the minutes of Dec 10, 2019 and January 14, 2020.

### THE MATTER OF APPROVING THE HRA BUDGET FOR FISCAL YEAR 2020-21 AND APPROVING HRA BUDGET APPROPRIATIONS FOR FY 2020-2021 BY ADOPTING RESOLUTION NO. HRA-62.

**STAFF REPORT:** Hitt told the Board that similar to the City budget, this budget is the same as the one approved by the Budget Committee. Although he was extremely conservative on property taxes, he wanted the Board to know that on the assessed value of the property inside the HRA boundaries, that we are four to five years ahead of schedule, with an assessed value similar to what was projected in 2025. If this continues over the next ten years, we will be able to pay off the bond early. We can then decide if we would like to terminate the HRA early or use the excess tax revenue for another purpose.

- Downey was a fan of that, as we still have plenty of blight to fix.
- Keaton motioned to approve the HRA Budget for Fiscal Year 2020-21 and Resolution No. HRA-62 "A RESOLUTION MAKING APPROPRIATIONS FOR THE HARRISBURG REDEVELOPMENT AGENCY, HARRISBURG, OREGON, FOR THE FISCAL YEAR 2020- 2021." He was seconded by Downey, and the

**HRA Board voted unanimously to approve the Budget for FY 20-21 and Resolution No. HRA-62.**

**THE MATTER OF CONSIDERATION OF AN HRA GRANT REQUEST FOR A \$50,000 PROPERTY IMPROVEMENT GRANT TO HELP FUND A PARKING LOT PROJECT AT 245 N. 3RD ST. (HWY 99E), HARRISBURG**

**STAFF REPORT:** Hitt reviewed the staff report which starts at page 20 in the packet. This is a \$50,000 grant request from the owner of Grocery Deals, who is removing Teeks Barber Shop, which is in bad shape. There is a schematic of what will be put in its place, on page 29. You can see a parking lot, landscape, and signs. Heidi Kropf will be expanding Grocery Deals, by both retail and warehouse space. She has estimated over \$145,000 in expenses for this project, and the \$50,000 requested is less than half of the total. This project meets all the requirements from the HRA District.

- Heidi Kropf, owner of Grocery Deals, said that on the site plan, there won't be any landscaping on the west side of the lot. Instead, there is only the fence.
- Downey didn't realize that this property was in the boundaries and asked for verification that it was.
- Hitt confirmed it was in the boundaries.
- Downey hoped that they would be expanding fresh vegetables. She felt we really needed that in town.
- Kropf told her that was planned.
- Keaton asked about the alleyway that was in the site plan. Is that part of her improvement?
- Kropf told him yes. If the water and sewer lines hadn't been in the alleyway, she would have tried to buy it.
- Keaton then asked if she was paving all the way across the alley from the store.
- Kropf verified that she was.
- Keaton said that he really appreciated her removing the barber shop.
- Kropf said that this is the first phase of the improvements she will be working on.
- Thomas said that makes sense that she would use this property, as she can't expand to the north or the west.
- Downey asked if the property had been for sale?
- Kropf told her it hadn't been.
- Downey then **moved to approve the property improvement grant application for Heidi Kropf (DBA – 'Glory, LLC') in the amount of \$50,000 upon completion of the work described in her grant application. She was seconded by Keaton, and the HRA Board voted unanimously to approve the Property Improvement Grant in the amount of \$50,000 for Heidi Kropf dba Glory, LLC.**

**THE MATTER OF AWARDING A PROJECT BID FOR THE SMITH, MACY & 2ND ST. REHABILITATION PROJECT**

**STAFF REPORT:** Scholz told the board that we've been working on this project for 3 years. This is only a portion of the original plan, as they had to remove the RRFB (Random Rapidly Flashing Beacon) from the project, due to what ODOT was doing in relation to ADA and acquiring property. The bids were very competitive. The costs you see here don't include the utilities costs from Pacific Power, Century Link and Comcast, but it looks like we will still have money available, due to how low the bids were.

- Chairperson Duncan asked if everyone was on top of the requirements of the bid this time around?

- Scholz told him that it was really impressive, as they were accurate, and to the point. The contractors want to start right away, if the Board approves this. He added that this would be started in 2018, if Pacific Power hadn't held it up.
- Thomas **motioned to recommend that the contract be awarded to Babb Construction dba Delta Construction Co in the amount of \$1,398,607.00. She was seconded** by Downey, and the **HRA Board voted unanimously to approve the contract award to Babb Construction dba Delta Construction Co. for the Smith, Macy & 2<sup>nd</sup> Street Rehabilitation Project.**

**THE MATTER OF REVIEWING THE HARRISBURG REDEVELOPMENT AGENCY 2nd QUARTER FINANCIAL REPORT DOCUMENT.**

**STAFF REPORT:** Gaines said that we held this back, because it would have been the only thing on the HRA agenda at the time.

- Downey **motioned to approve the HRA 2nd quarter financial report for fiscal year 2019-2020. She was seconded** by Keaton, and the **HRA Board voted unanimously to approve the 2<sup>nd</sup> Quarter Financial Report for the HRA.**

**THE MATTER OF REVIEWING THE HARRISBURG REDEVELOPMENT AGENCY 3rd QUARTER FINANCIAL REPORT DOCUMENT.**

- Downey **motioned to approve the HRA 3rd quarter financial report for fiscal year 2019-2020. She was seconded** by Thomas, and the **HRA Board voted unanimously to approve the 3<sup>rd</sup> Quarter Financial Report for the HRA.**

**OTHERS:** Finance Officer Tim Gaines announced that he was taking the position of Finance Director and Assistant City Administrator with the City of Coburg, and would be leaving the City's employment on July 15, 2020. He had thought about applying for the position here, but he had a discussion with someone he cares for and respects, who told him all the challenges he might have with having to make decisions that would affect his family and friends. He thanked the City Council for their support and said that this was a great place to work. He realized that he could serve on the City Council again too! He didn't realize this would be so hard, as this has been his home for so long.....he added that he would still be living in Harrisburg; he just wouldn't be working any longer here. This was just a great career opportunity for him. After answering some basic questions, he indicated that he would be entering into a contract basis with the City to work temporarily to continue to process payroll and accounts payable until the City is able to replace his position.

- Mayor Duncan said that he was very excited for him, and that it was a good move.
- Gaines said that he could see what it's like and get a taste for being a City Administrator.
- Mayor Duncan thanked him for making a difference; he likes that he once sat in these chairs making these decisions.
- Hitt noted that we had already advertised the position opening on the LOC website, and on the City website.
- Eldridge added that we had also posted it with the OGFOA website.

**ADJOURN: The HRA Board meeting was adjourned at 8:57pm.**

---

**Board Chairperson**

---

**City Recorder**

UNAPPROVED

Agenda Bill  
**Redevelopment Ag**  
Harrisburg, Oregon

## STAFF REPORT:

available on the City Website under Government/Finance/Documents).

**ACTION: MOTION TO APPROVE THE HRA'S FISCAL YEAR 2018-2019  
AUDIT REPORT, AS PRESENTED BY THE AUDITOR STEVE TUCHSCHERER.**

**THIS AGENDA BILL IS DESTINED FOR:** Regular Agenda – October 13, 2020

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

**STAFF RECOMMENDATION:**

**Staff recommends the HRA Board accept and approve the HRA Fiscal Year 2018-2019 Audit Report.**

BACKGROUND INFORMATION:

Steve Tuchscherer and his firm audited the HRA's financial records for Fiscal Year 2018-2019. The audit report was given to the HRA Board previously for review. The HRA Board is encouraged to bring their copy to follow along or may use an electronic device to review the on-line version. The report can also be found on the City Website under Government/Finance/Documents.

Mr. Tuchscherer will be providing his audit report via Zoom, which will be broadcast on the City Council Information Screens. He will be available to answer any questions from the HRA Board.

## REVIEW AND APPROVAL:

John Hitt  
City Administrator

Date

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



**HARRISBURG REDEVELOPEMENT AGENCY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING June 30, 2020**

**HRA GENERAL FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	2,955,800.00	2,955,800.00	2,955,800.00	0.00	100.00%
TAXES	14,376.40	345,469.16	308,100.00	(37,369.16)	112.13%
INVESTMENT REVENUE	11,792.87	67,998.31	65,000.00	(2,998.31)	104.61%
MISCELLANEOUS REVENUE	17,205.74	54,635.94	213,156.00	158,520.06	25.63%
<b>TOTAL FUND REVENUE</b>	<b>2,999,175.01</b>	<b>3,423,903.41</b>	<b>3,542,056.00</b>	<b>118,152.59</b>	<b>96.66%</b>

**EXPENDITURES (REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	10,719.15	11,549.87	17,600.00	6,050.13	65.62%
CAPITAL OUTLAY	68,765.58	92,163.08	2,977,003.00	2,884,839.92	3.10%
SPECIAL PAYMENTS	94,260.47	161,305.93	327,441.00	166,135.07	49.26%
DEBT SERVICES	165,220.33	220,005.66	220,012.00	6.34	100.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>338,965.53</b>	<b>485,024.54</b>	<b>3,542,056.00</b>	<b>3,057,031.46</b>	<b>13.69%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>2,660,209.48</b>	<b>2,938,878.87</b>	<b>3,542,056.00</b>	<b>603,177.13</b>	<b>82.97%</b>