



HRA Board Meeting Agenda  
December 09, 2025  
6:30 PM

---

Chairperson: Robert Duncan  
Vice Chairperson: Mike Caughey  
Members: Kimberly Downey, Randy Klemm, Charlotte Thomas, Cindy Knox and Dana Henry  
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. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices, sign language assistance or interpreter services are requested to contact the City Recorder, 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 does not apply to an emergency meeting as per ORS 192.630(5).*
3. *If you wish to testify, and are unable to attend, please contact the City Recorder to be placed on a Conference Call list during the meeting.*
4. *The City of Harrisburg does not discriminate against individuals with disabilities and is an equal opportunity provider.*
5. *For more information regarding items of discussion on this agenda, or to be added to our email distribution list please contact City Recorder Lori Ross, at 541-995-6655 or at [lross@ci.harrisburg.or.us](mailto:lross@ci.harrisburg.or.us).*

**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 AUGUST 12, 2025 HRA BOARD MINUTES**

**NEW BUSINESS**

**2. THE MATTER OF REVIEWING THE REVISED REQUEST FOR A PROPERTY IMPROVEMENT GRANT FOR HEIDI KROPF, DBA GLORY, LLC; PROPERTY OWNER FOR 234 S. 3RD ST., AND APPROVING AN ADDENDUM TO THE ORIGINAL GRANT AGREEMENT**

**STAFF REPORT:**

Exhibit A: Grant Report of June 10, 2025

Exhibit B: Revised Grant Application

Exhibit C: Project Quotes and Revised Drawings

Exhibit D: HRA Property Improvement Grant Addendum

**ACTION: MOTION TO *APPROVE or DENY* THE REQUEST FOR AN ADDITIONAL \$30,702.50 IN HRA PROPERTY GRANT FUNDS TO ADD TO THE 2024-2025 FUNDS OF \$19,297.50 FOR HEIDI KROPF, DBA GLORY, LLC; FOR A TOTAL OF \$50,000 FOR IMPROVEMENTS ON PROPERTY LOCATED AT 234 S. 3RD ST., AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE ADDENDUM TO THE PROPERTY IMPROVEMENT GRANT AGREEMENT.**

**OTHER**

**ADJOURN**



## HRA Board Meeting Minutes August 12, 2025

Chairperson: Robert Duncan, Presiding  
 Vice Chairperson: Mike Caughey, Present  
 Members: Kimberly Downey, Randy Klemm, Charlotte Thomas, Cindy Knox and Dana Henry  
 Staff Present: City Administrator Michele Eldridge, Finance Director/Deputy City Recorder Cathy Nelson and City Recorder/Municipal Court Administrator Lori Ross  
 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 6:54pm.

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

**MOTION TO APPROVE THE HRA BOARD MINUTES FOR MAY 27, 2025:** No comments or concerns.

- Henry **motioned to approve the May 28, 2025 HRA Board Minutes and was seconded by Klemm. The motion passed unanimously by a vote of 6-0.** (Yes: Henry, Klemm, Caughey, Downey, Thomas and Knox. No: None.)

### **THE MATTER OF DISCUSSING THE HARRISBURG REDEVELOPMENT AGENCY FISCAL YEAR 2023-2024 AUDIT REPORT WITH THE HRA AUDITOR, STEVE TUCHSCHERER:**

Auditor Ashraf Lakhani Farishta presented the 2023-2024 HRA Audit Report. Highlights included:

- On page 14, Farishta stated this was a clean audit, and the financial statements were presented fairly. There were no significant deficiencies or misstatements and noted the financial statements are prepared on the modified cash basis of accounting.
- Page 18 shows the reported assets are at \$2.3M and the net position is \$44,066.
- Page 21 shows the ending net position was positive compared to the previous fiscal year audit due to more revenue and less program expenses.
- Page 22 shows the long term debt outstanding balance is \$2.1M.

August 12, 2025

- Page 25 shows there are no unused lines of credits and no assets that are pledged as collateral.

No comments or concerns.

- **Klemm motioned to approve the HRA's Fiscal Year 2023-2024 Audit Report as presented by Ashraf Lakhani Farishta and was seconded by Henry. The motion passed unanimously by a vote of 6-0.** (Yes: Klemm, Henry, Caughey, Downey, Thomas and Knox. No: None.)

**With no further business, the HRA Board Meeting adjourned at the hour of 7:02pm.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
City Recorder

# Agenda Bill

## Harrisburg Redevelopment Agency

### Harrisburg, Oregon

**THE MATTER OF REVIEWING THE REVISED REQUEST FOR A PROPERTY IMPROVEMENT GRANT FOR HEIDI KROPF, DBA GLORY, LLC; PROPERTY OWNER FOR 234 S. 3<sup>RD</sup> ST., AND APPROVING AN ADDENDUM TO THE ORIGINAL GRANT AGREEMENT**

**STAFF REPORT:**

Exhibit A: Grant Report of June 10, 2025

Exhibit B: Revised Grant Application

Exhibit C: Project Quotes and Revised Drawings

Exhibit D: HRA Property Improvement Grant Addendum

**ACTION: MOTION TO APPROVE OR DENY THE REQUEST FOR AN ADDITIONAL \$30,702.50 IN HRA PROPERTY GRANT FUNDS TO ADD TO THE 2024-2025 FUNDS OF \$19,297.50 FOR HEIDI KROPF, DBA GLORY, LLC; FOR A TOTAL OF \$50,000 FOR IMPROVEMENTS ON PROPERTY LOCATED AT 234 S. 3<sup>RD</sup> ST., AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE ADDENDUM TO THE PROPERTY IMPROVEMENT GRANT AGREEMENT.**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – December 9, 2025

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$30,702.50 Total of \$50,000	Yes	HRA Property Improvement Grant Fund

**STAFF RECOMMENDATION:**

**Staff recommends the HRA Board review and determine if the grant should be expanded to a total of \$50,000 to apply to property owned by Heidi Kropf, dba Glory, LLC for work to improve the structure at 234 S. 3<sup>rd</sup> St.**

**BACKGROUND INFORMATION:**

Local business owner Heidi Kropf is the responsible agent for her business, entitled Glory LLC. Glory LLC is the owner of the 1930 structure located on the northwest corner of 3<sup>rd</sup> & Macy St. On June 10, 2025, the HRA Board approved a grant for \$19,297.50 from 2024-2025 Property Improvement Grant Funds to apply to her project at 234 S. 3<sup>rd</sup> St. (**See Exhibit A for the original Staff Report**). She originally requested \$50,000 but only had \$55,244.19 in quotes included in her original application. Because the Property Improvement Grant is a 50% reimbursement grant, she would have only been allowed a total of \$27,622.09 based on the receipts provided. Unfortunately, the VFW/Quonset hut had already been granted funds in 2024-2025

funding, leaving only \$19,297.50 available. **Exhibit B** shows the original application form, with a revision note on the bottom of page 2 of the application.

As shared with the HRA Board/City Council in the past, Heidi is using this structure for storage for the Grocery Deals store which is located at 295 N 3<sup>rd</sup> St. It's not a use that the City would prefer for this structure; however, the designs shown are far better than how the current southern part of the structure appears. There were three open bay doors, that were similar to a carport type of structure; the appearance of the structure was also dilapidated, with very clear signs of the roof failing on this part of the building.

The remodel will improve the value of this structure, plus creating and updating a structure that is better suited for future retail use is a great improvement. As shared previously with the HRA Board and City Council, the project has run into a significant hurdle. To adequately provide power to the structure for a refrigerated unit inside the building, Pacific Power must bring in a new power transformer to this corner at a cost of \$50,000. The HRA Property Improvement Grant doesn't pay for this kind of infrastructure expenditure.

The HRA has 2 pending grants (including Heidi's grant) from 2024-2025, of \$50,000, that were not paid out by the end of the fiscal year. This was carried forward into the budget for 2025-2026, and an additional \$38,670 was added for a total of \$88,670 budgeted in this fiscal year. As of mid-November, there are no other requests for HRA funding.

Heidi's general contractor, Sean Sullivan, was able to provide us with enough quotes (**Exhibit C**) to show a total cost of \$110,729.71, not counting demolition. Revising the grant to a total of \$50,000 would still meet the objectives of the grant, and \$50,000 would result in a grant match of 50% based on the revised quotes. The cost to the HRA in FY 2025-2026 for this Project would be \$30,702.50. This leaves \$7,967.50 unallocated in the Property Improvement Grant Fund for further use in 2025-2026.

Staff was very happy with the original design that was provided in June, as it incorporated a brick façade on the south elevation for the bottom third of the structure. However, due to the exorbitant pricing that the applicant was facing, they asked to substitute T-1-11 siding. Staff asked them to modify with something providing more variation in the structure, as required in the historical zone. Therefore, the applicant provided the pictures of the structure located on the northwest corner of Moore & S. 3<sup>rd</sup> St. That design was also approved by the HRA Board and incorporates T-1-11 in the upper section of the structure, with a different lap siding in the bottom section of wall. This was acceptable to Staff, as it had already been approved for another 1930's structure located on 3<sup>rd</sup> St. The HRA will find the drawing shown in the last pages of **Exhibit C**, with a copy of the picture of the structure at 170 S. 3<sup>rd</sup> St.

If the HRA Board agrees with the use of additional HRA funds of \$30,702.50 for this project, then Staff suggests the following Conditions of Approval. To save time, staff has

also provided the HRA Board with a copy of an addendum to the original Property Improvement Grant Agreement (**Exhibit D**). If the HRA Board allows the grant to be applied for this project, then the motion on this staff report also includes the authorization for the Executive Director to sign the addendum.

**Conditions of Approval:**

1. The property owner must provide the siding as approved for the Historical Zone as shown in **Exhibit C**.
2. The property owner must continue to comply with Historical Zone and Commercial Building Code Requirements.
3. The property owner must sign a revised development agreement with the Harrisburg Redevelopment Agency, as shown in **Exhibit D**.
4. The Property must undergo inspection, and the applicant must provide proof of payment, and meet the requirements of the development agreement before reimbursement is provided.
5. No construction for additional work beyond the first design approval may start until the new development agreement is signed, and the conditions of approval are completed.
6. All construction work must be completed within a year of the development agreement.

**REVIEW AND APPROVAL:**



Michele Eldridge 12.03.25  
City Administrator

# Agenda Bill

## **Harrisburg Redevelopment Agency**

### Harrisburg, Oregon

**THE MATTER OF REVIEWING THE REQUEST FOR A PROPERTY IMPROVEMENT GRANT FOR HEIDI KROPF, DBA GLORY, LLC; PROPERTY OWNER FOR 234 S. 3<sup>RD</sup> ST. (NW CORNER OF MACY & 3<sup>RD</sup> ST.)**

**STAFF REPORT:**

Exhibit A: Grant Request from Heidi Kropf

Exhibit B: Site Plan Drawings

Exhibit C: Potential Materials and current picture

**ACTION: MOTION TO APPROVE/DENY THE REQUEST FOR THE AVAILABLE FUNDS OF \$19,297.50 FOR HEIDI KROPF, DBA GLORY, LLC; FOR PROPERTY LOCATED AT 234 S. 3<sup>RD</sup> ST.**

**THIS AGENDA BILL IS DESTINED FOR:** Agenda – June 10, 2025

<b>BUDGET IMPACT</b>		
<b>COST</b>	<b>BUDGETED?</b>	<b>SOURCE OF FUNDS</b>
\$19,297.50	Yes	HRA Property Improvement Grant Fund

**STAFF RECOMMENDATION:**

**Staff recommends the HRA Board review and determine if the grant should be provided to Heidi Kropf, dba Glory, LLC for work to improve the structure at 234 S. 3<sup>rd</sup> St.**

**BACKGROUND INFORMATION:**

Local business owner Heidi Kropf, is the responsible agent for her business, entitled Glory, LLC. Glory LLC is the owner of the 1930 structure located on the northwest corner of 3<sup>rd</sup> & Macy St. This property is zoned Commercial C-1, with an overlay of Historic Zone, H-1. While the building has been here for almost 100 years, it hasn't been through any recent changes. It's housed a business who manufactured and sold commercial cleaning products, has been used for storage, and was more recently home to Danny Ogden's detailing business, Ogden Auto Care, until the property was sold to Glory, LLC. (Staff also found a 1985 ad in the Gazette Times from when Mr. & Mrs. Paul Purvis sold their share of the block, which included Moody Hardware Co. The ad lists a 50x40 shop, in addition to the larger parcel that had 3 commercial retail store fronts.) Iris Strutz owned the business for years, and the business changed hands several times once she sold it to Dale Brock.

Heidi submitted an application (**Exhibit A**) to the Harrisburg Redevelopment Agency. She has been successful with HRA grants for both her Grocery Deals business, as well as the parking lot that was adjacent, and is well acquainted with the process. She purchased this structure as storage and intends on continuing to use it for storage. However, to make it more useful to her, she would like to enclose the open bays on the south side of the building. The bid that is shown in her application states that the project will install new white vinyl picture windows with grids, new doors, new horizontal plank siding, and some brick facing as well. The project will include framing the east facing bay with two garage doors. Another man-door will also be added to the building. The Site Plan Drawings are shown as **Exhibit B**, and Materials proposed are shown in **Exhibit C**.

To be eligible for a property improvement grant, the property must meet these criteria:

- Is located inside the Urban Renewal District Boundary, and is on property zoned C-1 (Commercial);
- The project cures blight;
- The project complies with all city adopted codes and ordinances;
- The project is visible from the public right-of-way, or if an interior project is limited to patron areas;
- The property and/or project are not tax-exempt; and,
- All municipal taxes, fees, and liens are paid.

Staff finds that the structure is inside the boundaries of the HRA, and is zoned commercial. Installing garage doors, and new siding will cure blight; and make this building look far better than it does now. The project, as conditioned, will comply with all city adopted codes and ordinances. The project is visible from the public right-of-way, and is not tax exempt. There are no outstanding fees, or taxes on this building at this time. While the application shown is requesting \$50,000, the bid recently submitted is for \$55,244.19. There is only \$19,297.50 left in this account, after the \$30,702.50 is applied to the VFW building. The fund is budgeted for only \$50,000 a year. Other businesses are interested in the HRA Funds in this next year.

The building is being used as a storage facility that serves Heidi's business at Grocery Deals. While this isn't a retail use of the property, it is somewhat of a similar use, and matches what the structure has been used for in the past. While the City hopes that a retail business could use this location in the future, it's better to have it being used, then be leaving it vacant. However, this lot is located in the Historical Zone, although it is not considered a historical resource. Therefore, it will be subject to the historical design standards in HMC 18.65.050.

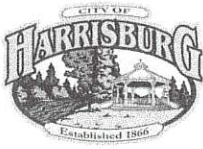
If the City Council agrees with the use of the funds for this project, then Staff suggests the following Conditions of Approval.

**Conditions of Approval:**

1. The property owner must obtain approval for the Type I Historical Zone Application for the property and must follow application procedures before construction may commence:
2. The property owner must comply with Commercial Building Code Requirements.
3. The property owner must sign a development agreement with the Harrisburg Redevelopment Agency.
4. The Property must undergo inspection, and the applicant must provide proof of payment, and meet the requirements of the development agreement before reimbursement is provided.
5. No construction may start until the development agreement is signed, and the conditions of approval are completed.
6. All construction work must be completed within a year of the development agreement.

**REVIEW AND APPROVAL:**

Michele Eldridge 06.05.25  
City Administrator



## PROPERTY IMPROVEMENT GRANT

Date of Application: 05-01-24

Applicant Name: Heidi Kropf

Mailing Address: P.O Box 72, Halsey Oregon 97348

Phone Number: 541-953-9937

Signature:

### Subject Property

Address: 234 S. 3rd St. Harrisburg, Oregon 97446

Assessor's Map & Tax Lot: 15504W16AA 08600

Property Owner (If different from Applicant): Heidi Kropf

Mailing Address: P.O Box 72, Halsey Oregon 97348

Phone Number: 541-953-9937

☒ 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: 2024

Expected Completion Date: May 2026

Total Estimated Cost of Project: 50,000 — REVISED TO \$55,244.19

Grant Amount Requested: 50,000 ONLY \$19,297.50 IS AVAILABLE

*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.*

Application Amendment December 3, 2025: Grant Applicant is revising the original grant and would like access to the full \$50,000 available for her property. The full revision of the original application adjusts the total project to a cost of \$110,729.71. Based on this figure, the applicant wishes to resubmit and has requested an additional \$30,702.50 for a total of \$50,000 to apply to the property located at 234 S. 3rd St.

## Property Owner Consent Form

I,  ("Property Owner"), certify that I own the property located at  ("Address") in Harrisburg,

Oregon and that I have reviewed the application by

("Applicant") for participation in the Harrisburg Redevelopment Agency's Property Improvement Grant Program. I understand that the proposal includes the following changes and/or enhancements to my property:

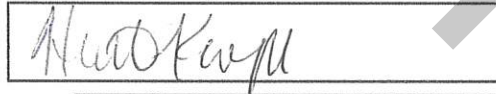
Demolition of debilitated storage section and building new storage area which includes exterior cladding, garage doors, man door and painting of building proper.

I fully support this application and further certify that the Applicant holds a valid lease for

n/  months, expiring on

### Property Owner

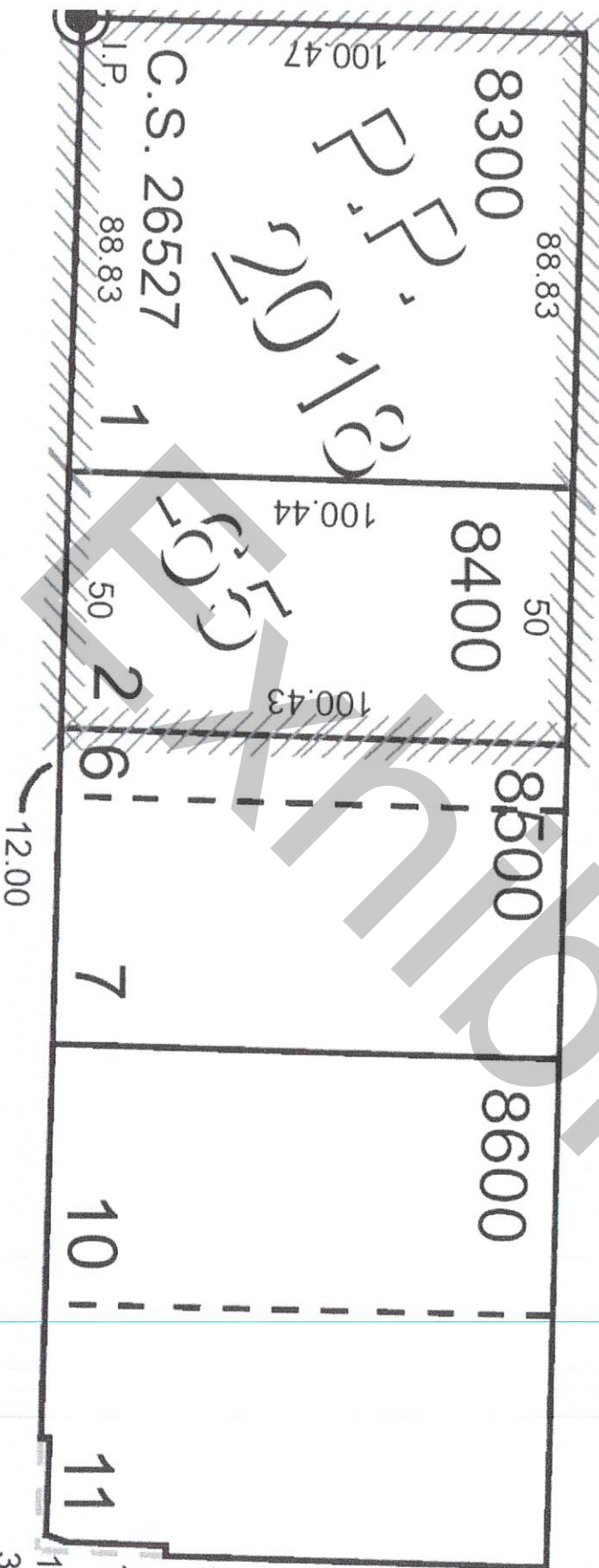
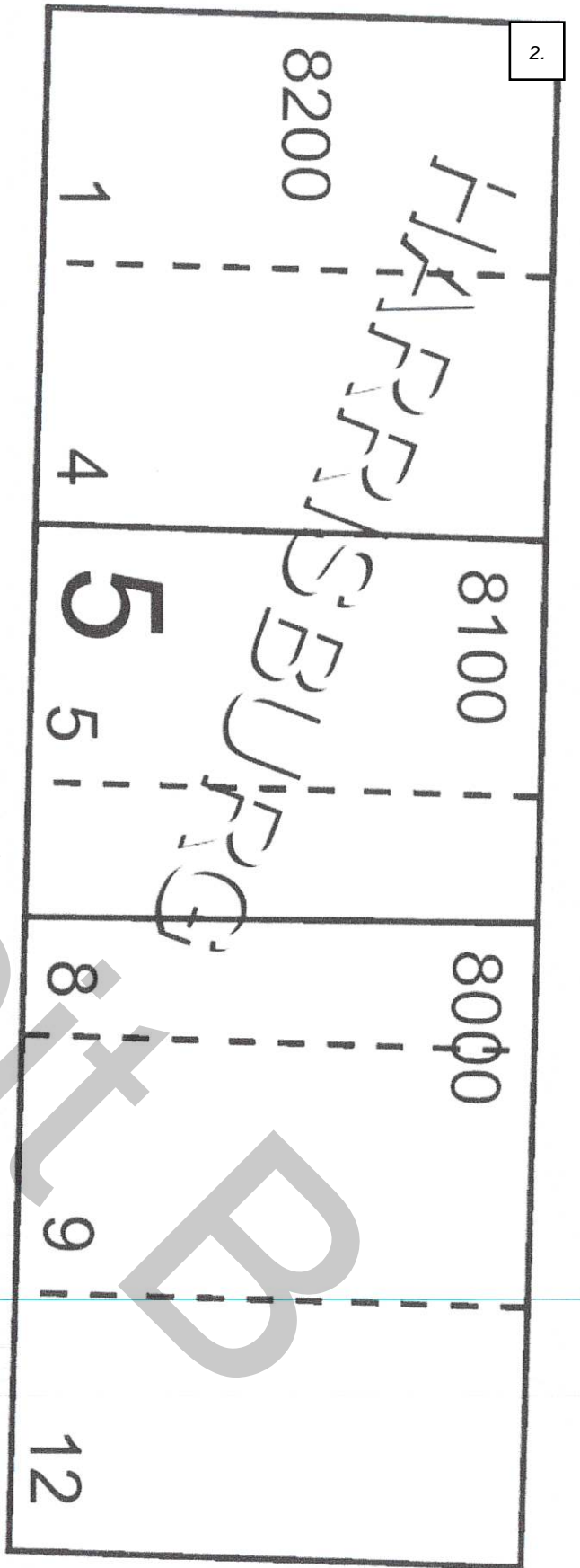
Signature:



Printed Name:

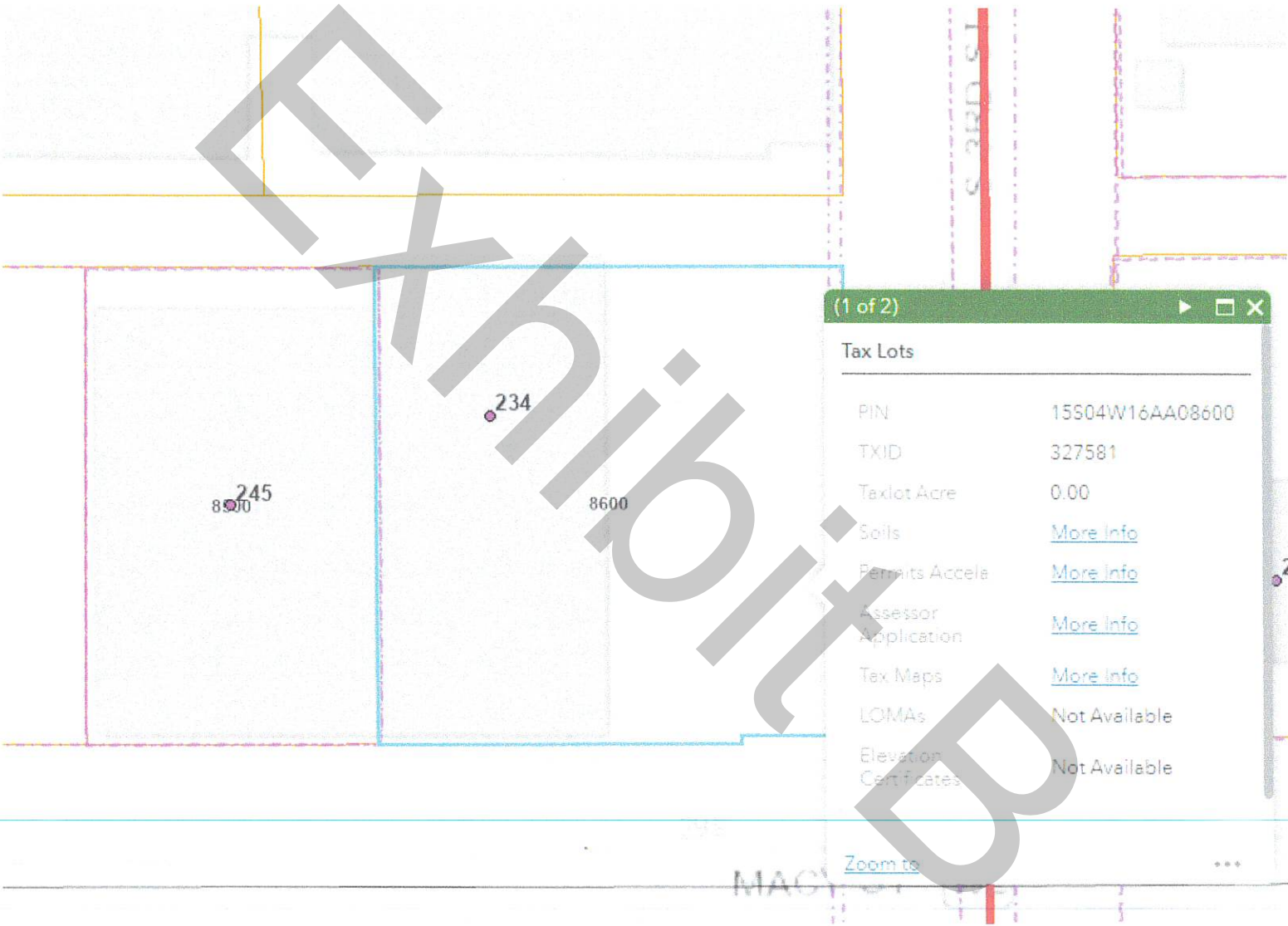
Mailing Address:

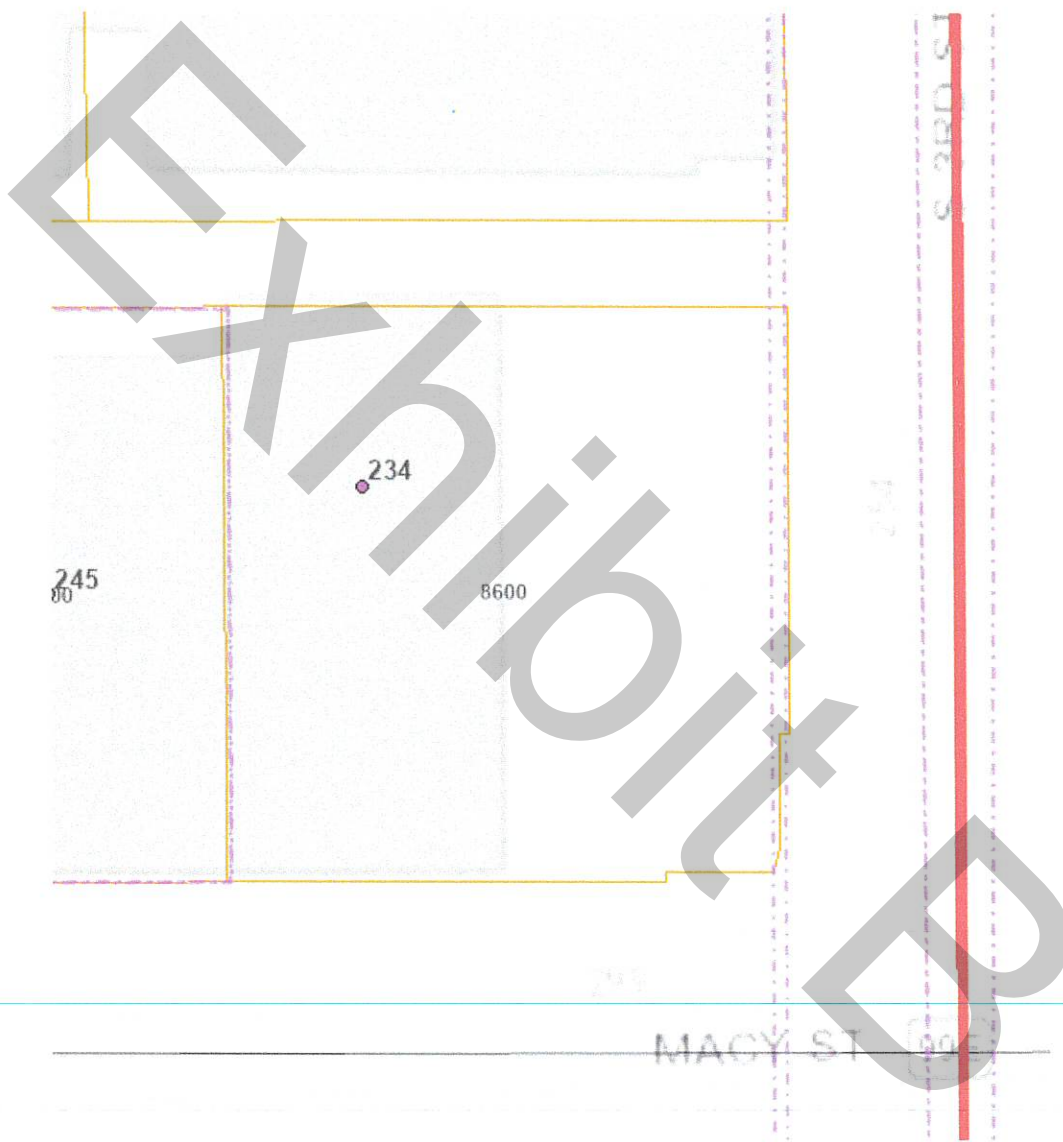
Phone:

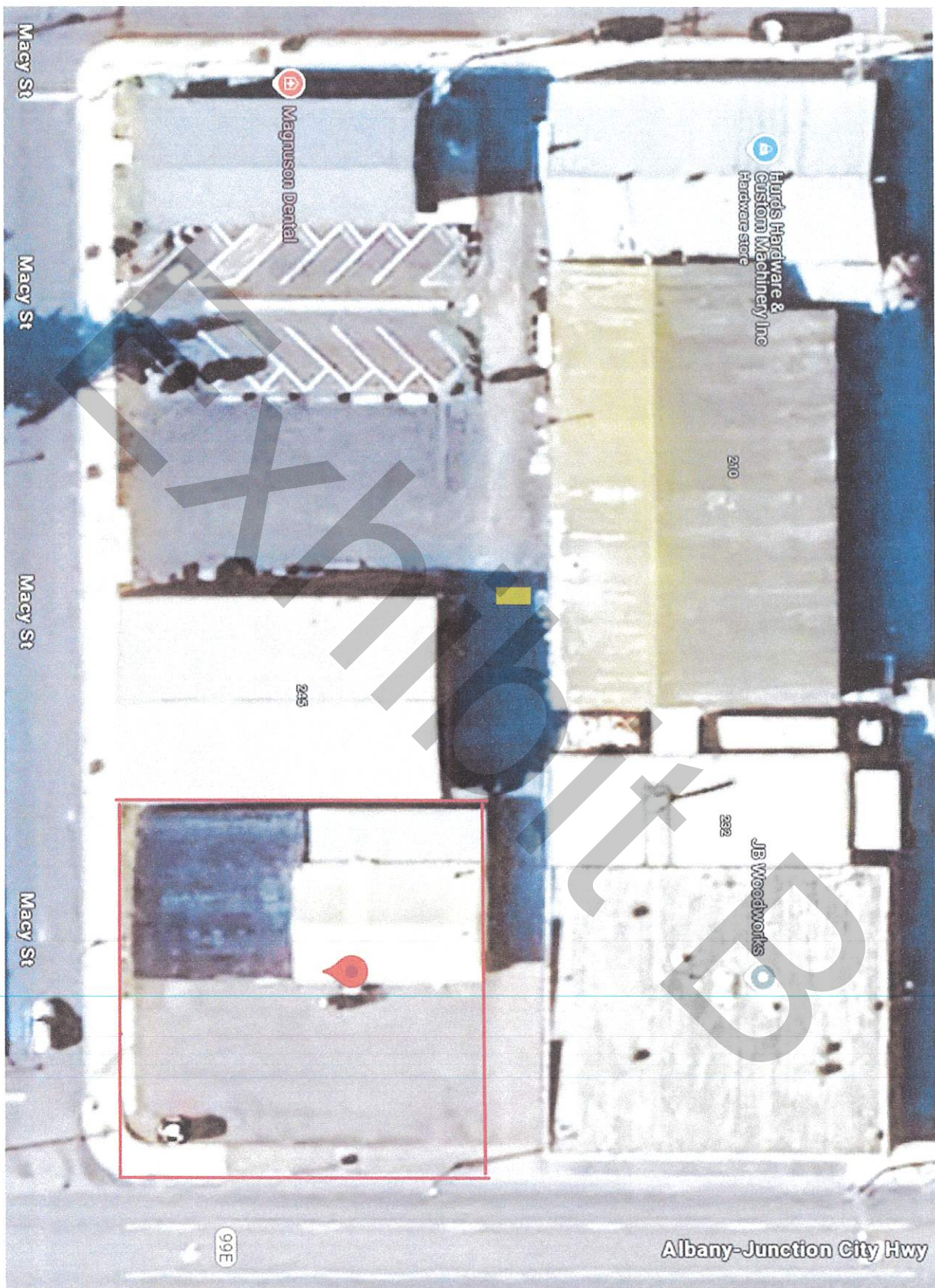


1383+74  
32.00  
1383+94  
32.00  
1383+98  
33.00/52.00  
1384+10  
52.00

MACY ST









[illegible]

**JTM DESIGN****Proposal**

847 NW Monroe Ave.  
 Corvallis, OR 97330  
 541-905-3077  
[jtmdesigngroup@gmail.com](mailto:jtmdesigngroup@gmail.com)

To: Sean Sullivan  
 Albany, OR 97322

Service address: 234 S 3rd St, Harrisburg, OR 97446

Email: [grocerydeals.sean@gmail.com](mailto:grocerydeals.sean@gmail.com)

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Toby	Renovating an old Warehouse	Time and materials	6-18-25

LINE	QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	2	Travel time to the project location. Meeting to discuss the potential project.	\$120	\$ 240
2	10	Drafting to come up with a plan for renovating a new Warehouse at this location	\$120	\$ 1200
3	5	Engineering to make sure it is sufficiently strong and stable.	\$150	\$750
4	3	Engineer to review and stamp the work that was done.	\$165	\$495
5	2	Site plan - required to submit plans	\$120	\$240
6			Subtotal	\$ 2925
7				
8		50% Retainer - Due	Due	\$1462.50
Thank you for your business!				
SALES TAX				N/A
TOTAL				\$ 1462.50

Toby Meekins  
 541-905-3077  
[jtmdesigngroup@gmail.com](mailto:jtmdesigngroup@gmail.com)



Koon General Contracting, LLC  
 29700 Wickwire Lane  
 Junction City, OR 97448  
 541.556.6650  
 nickkoonnw@gmail.com

Grocery Deals  
 Attention: Sean Sullivan  
 Project: New Storage Facility  
 Site Address: 234 3<sup>rd</sup> st,  
 Harrisburg, OR 97446  
 11/14/25

Concrete Estimate			
Work Description			
Form and pour 15' x 19' concrete slab, 4" thick, to include rebar grid.			
Smooth finish			
Form and place rebar for footing, to include Simpson strong ties, anchor bolts and rotor hammer front portal to existing slab and slab replacement.			
Form and pour pier pads and footings per plan.			
New footing to be 5.5" above existing slab.			
Concrete to be poured under existing slab approximately 14", stable material required for under pin.			
Bollard concrete base included, dimensions to be 16"x 36". Place concrete to existing grade.			
Excavation for bollards included.			
			<b>Total for above:\$10,860</b>

Please Make Checks Payable to:  
 Koon General Contracting, LLC  
*Thanks For Your Business*



Koon General Contracting, LLC  
 29700 Wickwire Lane  
 Junction City, OR 97448  
 541.556.6650  
 nickkoonnw@gmail.com

Grocery Deals  
 Attention: Sean Sullivan  
 Project: New Storage Facility  
 Site Address: 234 3<sup>rd</sup> st,  
 Harrisburg, OR 97446  
 11/14/25

Excavation Estimate			
Work Description			
Saw cutting of 4 inch concrete for footing areas and partial slab replacement			
Excavation and fine grading for all footings and slab per plan.			
Removal and disposal of all concrete and asphalt per plan.			
Saw cutting of asphalt for power trench.			
Removal and disposal of asphalt from power trench.			
Excavation and backfill of power trench to new pole.			
Backfill footings			
			Total for Excavation: \$7,330
Asphalt Paving for trench patching and building edges			Total For Paving: \$1,570

Please Make Checks Payable to:  
 Koon General Contracting, LLC  
*Thanks For Your Business*

# NORMS ELECTRIC INC.

PO BOX 28  
BROWNSVILLE, OR 97327  
541-466-5328  
CCB # 55960

## PROPOSAL

2.

DATE: 11/10/2025

### ESTIMATE SUBMITTED TO:

GROCERY DEALS [grocerydeals.sean@gmail.com](mailto:grocerydeals.sean@gmail.com)

### PHONE:

541-971-7361

### STREET:

### JOB NAME:

NEW FREEZER BUILDING

### CITY, STATE AND ZIP CODE

HARRISBURG, OR

### JOB:

We hereby submit specifications, estimates, furnishing materials, and labor-complete in accordance for:

**ESTIMATE ONLY**

### PROPOSAL FOR NEW FREEZER BUILDING

#### - INCLUDES:

- 200A 480V 3 PHASE 4W SERVICE
- WIRE (3) 30A 3 PHASE 480V CIRCUITS & HOOK UP FREEZER UNITS
- INSTALL (6) GENERAL USE OUTLETS
- INSTALL (7) 8 FT LED STRIP LIGHTS
- INSTALL (3) 60 LED WALL PACKS
- INCLUDES - LABOR & MATERIAL & ELECTRICAL PERMIT

#### - DOES NOT INCLUDE:

- ANY UNDER GROUND WORK REQUIRED BY PACIFIC POWER

*Material prices subject to change with current market price*

### Payment to be made as follows:

**\$14,345.00**

Fourteen thousand three hundred forty-five dollars and no/100

Due Upon Completion

\*Credit & Debit card payments will be subject to a 3% surcharge. All invoices are subject to an interest charge of 1.5% (18% APR) on any balance over 30 days past due. If, account is placed in collection the customer will be responsible for paying all attorney's fees and costs for

### Terms & Conditions:

\*If applicable, customer will be required to obtain flood plain permits and/or current floodplain certification.

\*Proposal excludes sheetrock, plaster, and/or carpentry repairs.

\*Proposal excludes trenching, excavation, and backfill.

\*Proposal includes necessary electrical permits and inspections required by the local jurisdiction.

\*Proposal is subject to utility company approval and excludes utility fees and charges that may be required.

\*Norm's Electric Inc. is not responsible for existing electrical wiring not up to code and in need of repair and/or modifications for inspection and/or safety purposes. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices.

\*Any alteration or deviation from above specifications involving extra costs will be executed at the owner's expense over and above the estimate.

\*All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

\*Our workers are fully covered by Workers Compensation Insurance.

### Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payments will be made as outlined above. Note: This proposal may be withdrawn by us if not accepted in 30 days.

SIGNATURE

DATE



PO BOX 2035 | Corvallis, OR 97339 | 541-829-3435  
CCB# 214202

*Proposal*  
*"Exhibit A"*

**November 20, 2025**

**Submitted to:** Sean Sullivan

**Billing Address** 234 S 3<sup>rd</sup> St. | Harrisburg, OR 97446

**Cell:** 541-971-7361

**Email:** grocerydeals.sean@gmail.com

QTY	Scope of Proposed Work	
	Install synthetic felt paper. Install shingles Owen Corning fastened with roofing nails to main building. Install New Roofing Flashing - roofing jacks, gable, ridge. Install ridge vent.  Owen Corning Onyx Black	\$9,300.00
		<b>TOTAL \$9,300.00</b>

- Bid does not include sales tax, building permits, or hazardous material testing/abatement if necessary.
- We will not be responsible for damages done to sidewalks, driveways, or curbs when delivering material.
- Siding along the end walls and sidewalls may have some extent of rot/ damage which may lead to additional damage when we begin the tear off process. Homeowner will be responsible for all repairs.
- This releases Palmar Contractors, LLC its insurers and assignees from any and all claims related to mold or mildew damage known or unknown that may arise today or in the future.

We propose hereby to furnish material and labor in accordance with the above specifications as indicated above.

Payment to be made as follows: **50% Prior or Upon Arrival- Balance Due Upon Completion (All Deposits Are Non-Refundable)**. All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practice.

To accept proposal (Exhibit A) please sign and return Roofing agreement via email [palmarcontractors@gmail.com](mailto:palmarcontractors@gmail.com) to our office. Once received, a complete contract will be emailed through DocuSign.

Owner or Agent \_\_\_\_\_

Date: \_\_\_\_\_

General Contractor \_\_\_\_\_

DocuSigned by:

*Emily Blum*

00912A959D7C4B9...

Date: 11/20/2025



**Albany Lumber**  
 415 1st Ave  
 Albany, Oregon 97321  
 Phone: 541-926-1525

**Invoice Address**  
 CASH0023  
 Albany, Oregon, 97321

# QUOTE

**Delivery Address**  
 CASH0023  
 Albany, Oregon, 97321

Page 1 of 2

ACCT #	QUOTE #	CUSTOMER REF	TERMS	ENTERED	SALES REP	EXPIRATION
CASH002: 99530		Grocery Deals Shop	Cash Only	11/17/2025	Jake Farmer	12/17/2025

## Notes

Line	Product Code	Description	Qty/Footage	Price	UOM	Total
1		<b>Wall Framing</b>				
2	SS50F	6"x 50' Foam Sill Sealer (5 RL/Bag)	4	44.40	BAG	35.52
3	26XB16	2x6 16' #2&Btr X-Bor Borate treated Mudsill *** Must be kept dry until assembly is covered. ***	11	15.98	EA	175.78
4	GBP123HDG	BPHG1/2-3 Generic 1/2" 3"x3" HDG BearingPlate Bx/50	50	33.28	BX	33.28
5	26KDF	2x6 R/L 2&Btr S-Dry DF/L *****	600	650.00	MBF	390.00
6	26KDF14	2x6 14' 2&Btr S-Dry DF/L	165	9.22	EA	1,521.30
7		----				
8	24KDF14	2x4 14 Std&Btr S-Dry DF/L	20	6.76	EA	135.20
9		Bracing				
10		---				
11	487168	4x8 7/16" 8"oc Lp Cedar Tex Smartside Panel Primed Series 76	54	65.03	EA	3,511.62
12		LP to be Siding and Shear - Verify				
13	112Z3BW	3"x1-1/2"x3/8" White "Z" High Back Flashing	16	13.34	EA	213.44
14		---				
15	48GDF16	4x8 16' 2&Btr Grn Doug Fir	1	38.70	EA	38.70
16	1341178LVL	1-3/4" x 11-7/8" 2.0E LVL	80	9.04	LF	723.20
17		----				
18		<b>End of Wall Framing</b>				<b>6,778.04</b>
19		<b>Roof Pack</b>				
20	26KDF	2x6 R/L 2&Btr S-Dry DF/L *****	300	650.00	MBF	195.00
21	24KDF	2x4 R/L Std&Btr S-Dry DF/L *****	500	720.00	MBF	240.00
22	SDWC15600	6"x.152" Structural Wood Screw Multi Purpose 50/ct Orange (Simpson SDWC15600-KT)	1	63.78	BX	63.78
23	26CYFJP20	2x6 20' FJP Forest Trim	12	82.22	EA	986.64
24	48716WB	4x8 7/16" OSB Sheathing	97	9.87	EA	957.39
25		VERIFY OPEN SOFFIT				
26	4812CCPTS	4x8 15/32" Ccpts Plywood Plugged and Touch Sanded	10	64.98	EA	649.80
27		<b>End of Roof Pack</b>				<b>3,092.61</b>

**We offer financing through Parr/Synchrony Bank and gladly accept most major credit cards**

If this quote is not accepted by customer on or before the expiration date, this quote and all prices stated herein shall automatically expire and will be rescinded by Parr Lumber. This quote is based on calculations and/or data (including, but not limited to, material lists and product specifications) provided by Customer and the quote assumes, among other things, normal and typical construction techniques and conditions. The actual amount of material used may vary from the quote due to a number of factors. Consequently, Parr Lumber makes no representation or warranty that the actual amount of material used will not vary from this quote. The material list for this job is not warranted for its accuracy, suitability for the intended project, or completeness. Customer acknowledges that Parr Lumber is not liable for the accuracy of the quantities, grades, species, moisture content or any other characteristics of the material list.

Prices quoted herein are applicable only to the specific quantities of materials explicitly listed in this quote.

**MOLD WARNING.** Mold can occur naturally on lumber from a variety of sources including airborne spores which feed off sugars and starches in wood. Parr Lumber Company MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH REGARD TO THE EXISTENCE OR NON-EXISTENCE OF MOLD ON THE GOODS. Buyer is encouraged to examine the goods and take such precautions as Buyer deems necessary and prudent. Buyer may contact the Western Wood Products Association for information on steps that can be taken to remove any mold that may be present on the wood. It is understood and agreed that Buyer assumes all risk and liability resulting from the use of the goods, whether used singly or in combination with other goods. Parr Lumber Company neither assumes nor authorizes any person to assume for Parr Lumber Company any other liability in connection with the sale or use of the goods.

Customer and Parr Lumber agree that facsimile copies will be relied upon as originals. Any changes to these Terms and Conditions require the express written approval of both Customer and Parr Lumber.

# Si construction LLC

ESTIMATE 2.

EST0095



Savin

Business Number CCB# 219819

8232 labish center rd

Silverton OR 97381

5037100780

constructions22@gmail.com

DATE

11/17/2025

TOTAL

USD \$19,580.25

TO

## Sean Sullivan

Sean Sullivan

295 North 3rd Street  
Harrisburg, OR 97446

☎ +15419717361

grocerydeals.sean@gmail.com

DESCRIPTION	RATE	QTY	AMOUNT
Frame a Comercial building in 295 North 3rd Street Harrisburg, OR 97446 This service includes labor only for framing the commercial building at 295 North 3rd Street, Harrisburg, OR 97446.	\$8.00	2,185	\$17,480.00
SI Construction will not install windows or doors.			
SI Construction will not supply any hardware or materials.			
Any change orders requested after the building is framed will be billed at \$75 per man hour.			
To side the comercial building with 8" reval hardy siding This proposal covers labor only for siding installation.	\$2.00	374	\$748.00

Si Construction will wrap the building with building paper supplied by the client.

Si Construction will install all Hardie trim and Hardie siding provided, in accordance with Hardie specifications.

**BILL TO**

Sean Sullivan  
0  
Harrisburg, OR 97446 USA

ESTIMATE  
49956227

ESTIMATE DATE  
Sep 24, 2025

**JOB ADDRESS**

Sean Sullivan  
0  
Harrisburg, OR 97446 USA

Job: 49540747

SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
Details	Installed Pricing Includes Manual Operation Add Chain Hoist System - \$400 Installed Add Motor Operator - \$975 Installed	1.00	\$0.00	\$0.00

**Materials**

MATERIAL	DESCRIPTION	QUANTITY	YOUR PRICE	YOUR TOTAL
Door	Gallery® Steel - Value Series - GD5S Size: 6' 2" x 12' 0" WindCode: W0 Construction: 1-Layer Non Insulated 25 gauge steel Color: Standard White Top Section: SQ22-Square 2 High/2 Across Glass Type: DSB Strength Clear Glass (Non-Insulated) Spring: Coated Torsion Track Size: 2" Flag & Jambs Separate Track Type:	1.00	\$2,565.00	\$2,565.00

No Lock Hole (Std with no lock and inside slide lock optional on #1 & #3)  
Struts:  
1 Extra Strut  
Vinyl Stop Mold:  
Stop Mold Included  
Shafts:  
Standard Shaft

Door	Gallery® Steel - Value Series - GD5S	2.00	\$4,724.00	\$9,448.00
	Size: 18' 0" x 12' 0"			
	WindCode: W0			
	Construction: 1-Layer Non Insulated 25 gauge steel			
	Color: Standard White			
	Top Section: SQ22-Square 2 High/2 Across			
	Glass Type: DSB Strength Clear Glass (Non-Insulated)			
	Spring: Coated Torsion			
	Track Size: 2" Flag & Jambs Separate			
	Track Type: standard			
	Mount Type: Bracket			
	Track Radius: 15			
	Handles: Standard Handles Included			
	Hinges: Spade Strap Hingex2			
	Step Plates: Standard Step Plate Included			
	Lock: Inside Slide Lock			
	Lock Options: No Lock Hole (Std with no lock and inside slide lock optional on #1 & #3)			
	Vinyl Stop Mold: Stop Mold Included			
	Shafts: Standard Shaft			

#	DESCRIPTION	TOTAL
Contractor Discount	Contractor Discount	-\$1,432.10

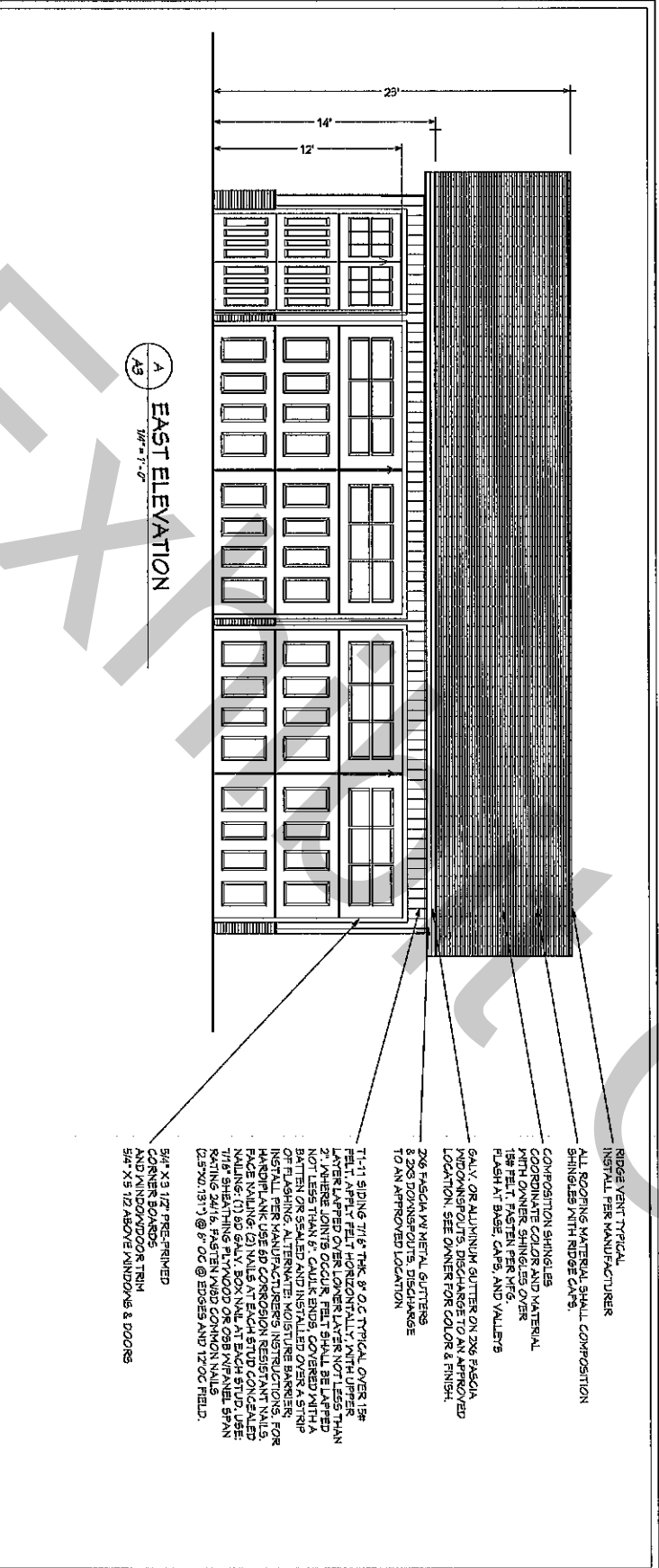
I have the right to file a complaint with the CCB.

2.

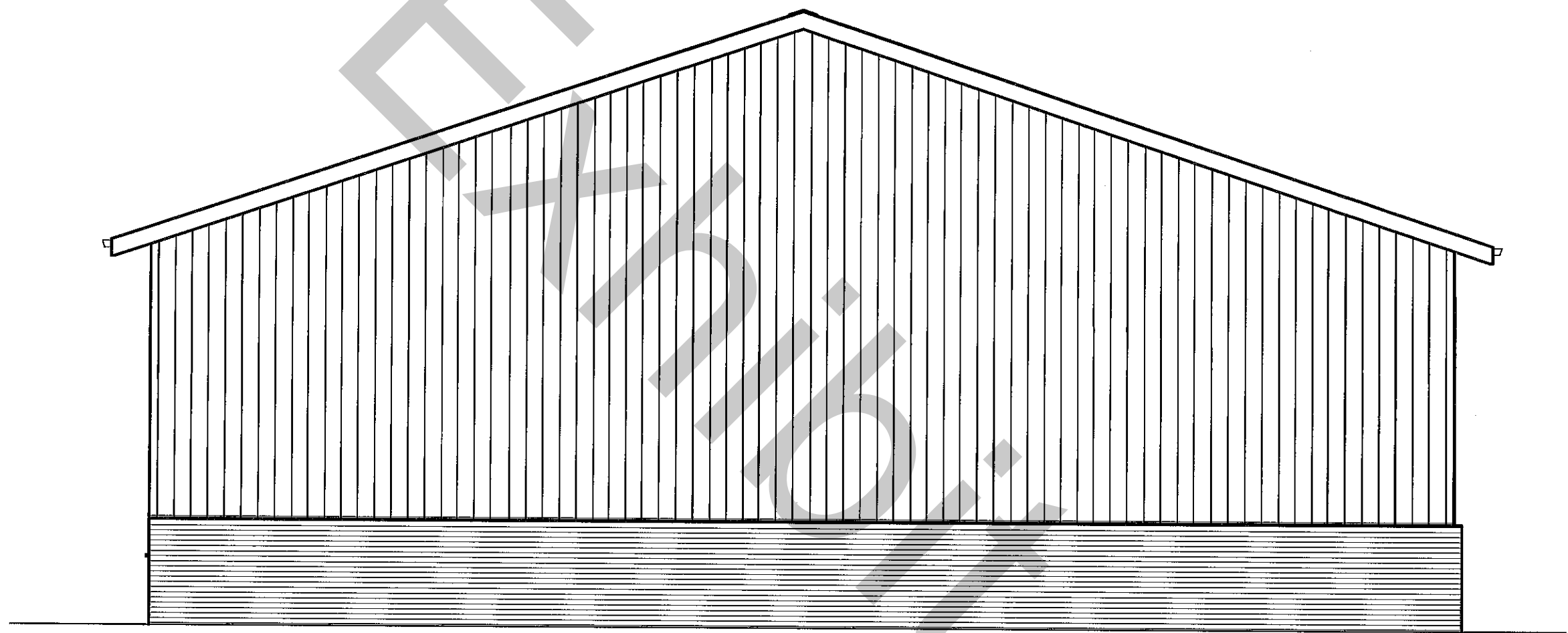
Sign here

Date

Exhibit C







B  
A3

SOUTH ELEVATION

1/4" = 1' - 0"

**HRA Property Improvement Grant Agreement  
Addendum of December 9, 2025**

This Property Improvement Grant Agreement, hereinafter referred to as the "Agreement", dated this day of \_\_\_\_ December, 2025, is made and entered into by and between the HARRISBURG REDEVELOPMENT AGENCY, an urban renewal agency of the City of Harrisburg, Oregon, hereinafter referred to as "HRA," and Heidi Kropf, property owner, hereinafter referred to as 'OWNER'. This Agreement is entered into following an application by the OWNER for a revised property improvement grant under the City of Harrisburg's Resolution No. HRA-54, and approval of that application by the HRA Board in December, 2025.

HRA agrees to pay to the OWNER a total sum not to exceed Fifty Thousand Dollars (\$50,000) Dollars as a property improvement grant (the "Grant"), subject to the terms and conditions set forth in the terms of the original Agreement. (**Exhibit A**) This amount represents the original \$19,297.50 that was approved in June, 2025, with an additional \$30,702.50 from FY2025-2026, for a total of \$50,000. OWNER agrees to abide by the terms of the original Agreement and subsequent amendment, and to refund the money in the event of breach of this Agreement.

The sum set forth above shall be used exclusively for improvements to the structure. Improvements include framing, excavating, concrete roofing, painting, electrical, material, siding, and trusses, architect & engineering, permits and installation of period correct appearance garage doors, and a new additional exterior man door, for property located at 234 S. 3<sup>rd</sup> St., Harrisburg, OR 97446, more particularly described as 15S04WI6AA, Tax Lot 08600, owned by Heidi Kropf, also known as the "PROJECT", in accordance with the pre-approved plans submitted with the OWNER application ("PLANS") for the Grant.

Construction on work authorized by this agreement, may begin only after this Agreement is approved and signed. If OWNER commences the PROJECT before this Agreement is signed, this Agreement shall be void, and the OWNER must complete the PROJECT at their own expense or must locate funding elsewhere. Any materials purchased or work performed on the PROJECT prior to the agreement being signed will not be eligible for reimbursement. The OWNER acknowledges that they are required to adhere to the Harrisburg Municipal Code in relation to any construction or demolition while working on the PROJECT.

The PROJECT must be completed within twelve (12) months of the date of this Amending Document. The OWNER acknowledges that the grant requires the OWNER to match the amount of the grant on a dollar-for-dollar basis, up to a maximum of \$50,000. The OWNER acknowledges that the cost of the PROJECT may exceed the maximum amount of the Grant and the equivalent matching funds. OWNER agrees that any costs PROJECT incurs above and beyond the amount of the Grant shall be the sole responsibility of the OWNER and shall not be the responsibility of HRA or any person or entity affiliated with HRA.

The parties hereto have caused this Amending agreement to be executed by an officer, manager or other person duly authorized to do so by order of its officers, members and/or managers, as applicable, effective on the date set forth above. All other provisions of the original Agreement (**Exhibit A**) dated July 24, 2025, shall remain in full force and effect.

**HARRISBURG REDEVELOPMENT AGENCY**

By:

\_\_\_\_\_

Executive Director HRA

ATTEST:

\_\_\_\_\_

City Recorder

**OWNER**

By:

\_\_\_\_\_

OWNER – Heidi Kropf

DATE: \_\_\_\_\_

## Property Improvement Grant Agreement

This Property Improvement Grant Agreement, hereinafter referred to as the "Agreement", dated this day of 24 July, 2025, is made and entered into by and between the HARRISBURG REDEVELOPMENT AGENCY, an urban renewal agency of the City of Harrisburg, Oregon, hereinafter referred to as "HRA," and Heidi Kropf, property owner, hereinafter referred to as 'OWNER'. This Agreement is entered into following an application by the OWNER for a property improvement grant under the City of Harrisburg's Resolution No. HRA-54, and approval of that application by the HRA Board.

HRA agrees to pay to the OWNER a sum not to exceed Nineteen Thousand Two Hundred Ninety-Seven and .50/100 (\$19,297.50) Dollars as a property improvement grant (the "Grant"), subject to the terms and conditions set forth in this Agreement. OWNER agree to abide by the terms of this Agreement and to refund the money in the event of breach of this Agreement.

The sum set forth above shall be used exclusively for building demolition and improvements; namely, removal of exterior storage areas, and additional exterior work, including exterior cladding, installation of period correct garage doors, and man door for property located at 234 S. 3<sup>rd</sup> St., Harrisburg, OR 97446, more particularly described as 15S04W16AA, Tax Lot 08600, owned by Heidi Kropf, also known as the "PROJECT", in accordance with the pre-approved plans submitted with the OWNER application ("PLANS") for the Grant.

Construction on this PROJECT may begin only after this Agreement is approved and signed. If OWNER commence the PROJECT before this Agreement is signed, this Agreement shall be void, and the OWNER must complete the PROJECT at their own expense or locate funding elsewhere. Any materials purchased or work performed on the PROJECT prior to the agreement being signed will not be eligible for reimbursement. The OWNER acknowledge that they are required to adhere to the Harrisburg Municipal Code in relation to any construction or demolition while working on the PROJECT.

The Grant will be paid to the OWNER by HRA only after the PROJECT is complete. The final amount to be disbursed will be dependent on the receipts for paid materials and labor submitted to HRA by the OWNER.

The PROJECT must be completed within twelve (12) months of the date of this Agreement. Upon completion of the PROJECT, HRA staff must be contacted for a site inspection. HRA staff will then inspect the Property to determine compliance with the PLANS. If the inspection finds that the PROJECT complies with all applicable laws, standards and conditions and with the PLANS, the PROJECT will be eligible for reimbursement. If the conditions of this paragraph, or of the Harrisburg Municipal Code are not met, HRA shall not be obligated to issue the Grant to the OWNER.

Reimbursable costs include materials and labor (for licensed, contracted work only). Receipts must be provided to HRA for reimbursement. Proof of payment for all

Page 1-PROPERTY IMPROVEMENT GRANT AGREEMENT

Harrisburg Redevelopment Agency/ Heidi Kropf

receipts must be provided (e.g., cancelled checks).

Funds will be disbursed to the OWNER within 30 days of the receipt of a full invoice from the OWNER, setting forth the total reimbursement amount to be paid, with all receipts and proof of payment attached.

The OWNER acknowledges that the grant requires the OWNER to match the amount of the grant on a dollar-for-dollar basis, up to a maximum of \$19,297.50. The OWNER acknowledges that the cost of the PROJECT may exceed the maximum amount of the Grant and the equivalent matching funds. OWNER agrees that any costs PROJECT incurs above and beyond the amount of the Grant shall be the sole responsibility of the OWNER and shall not be the responsibility of HRA or any person or entity affiliated with HRA.

No funds provided to the OWNER by HRA under this Agreement, or by HRA under any other Agreement or arrangement, shall be deemed by either HRA or the OWNER to be eligible for consideration or use as a matching cash contribution for any other funding not anticipated within the scope or time frame of this Agreement.

OWNER shall indemnify, protect, defend, and hold HRA, its officers, agents, employees and assigns, harmless against any actions, claim for injury or damage and all loss, liability, cost or expense, including court costs and attorney's fees, arising out of or resulting directly or indirectly from the performance of this Agreement, except, to the extent not prohibited by ORS 30.140, for that resulting from the sole negligence of HRA. Nothing in this Agreement should be interpreted as imposing any liability on HRA beyond the limits of the Oregon Tort Claims Act.

From the date the PROJECT is commenced until the date of its completion, OWNER shall obtain and maintain Commercial General Liability Insurance including personal injury, bodily injury and property damage with limits as may be provided by Excess or Umbrella policy: \$2,000,000 Per Occurrence/ \$2,000,000 General Aggregate/ \$2,000,000 Products and Completed Operations Aggregate. OWNER agree to have and maintain the policies, endorsements, certificates, and/or binders required under this paragraph. A lapse in any required insurance coverage during this Agreement shall be a breach of this Agreement.

Should the above-described insurance policy be subject to cancellation or termination prior to the completion of the Project, OWNER shall notify HRA in writing by certified mail, return receipt requested, 30 days prior to the cancellation or termination date of such policy. OWNER shall furnish acceptable insurance certificates to HRA, with original endorsements signed by a person authorized by that insurer to bind coverage on its behalf. If additional insured status (or subrogation waiver) is requested, each line of insurance shall be marked in the appropriate box on the insurance certificate to indicate the policy endorsement ensuring that HRA is an Additional Insured (and/or Subrogation is Waived) subject to the terms and conditions and/or respective to the work under this Agreement. OWNER shall be financially responsible for all pertinent deductibles, self-insured retention and/or self-insurance. All such deductibles, retention, or self-insurance must be declared to, and approved by HRA.

Any documents or notices required or permitted to be given to HRA or to OWNER shall be sent by 1<sup>st</sup> class mail. The notice or document shall be deemed to be given on the next business day following its deposit in the United States mail.

Notices or documents to **HRA** shall be sent to:

Harrisburg Redevelopment Agency  
PO Box 378  
Harrisburg, OR 97446

Notices or documents to **OWNER** shall be sent to:

Heidi Kropf  
PO Box 72  
Halsey, OR 97348

Notices and documents may also be hand-delivered to HRA or to OWNER at their addresses listed above. HRA and OWNER may also by mutual agreement choose notification by e-mail, and in the event they so choose, notice shall be deemed given upon HRA's or OWNER e-mail response indicating receipt of an e-mail from the other. Each party agrees to notify the other of a change of address by certified mail, return receipt requested, or by hand-delivery within 10 days of any such change.

OWNER is independent pursuant to this Agreement and shall not, in any way, be an affiliate, subsidiary, officers, agents or employee of HRA. OWNER agrees that HRA shall not be liable or responsible for any benefits, including, but not limited to, worker's compensation, disability insurance, retirement benefits, life insurance, unemployment insurance, health insurance or any other benefits which OWNER may be required by law or contract to provide to its employees, officers, agents, or contractors. OWNER agrees that they shall not sue or file a claim, petition, or application therefore against HRA, its officers, employees, agents, representatives, or sureties with respect to such benefits. OWNER shall not have any authority to bind HRA, or to make any representations or warranties to accept service of process, to receive notice, or to perform any act or thing on behalf of HRA except as authorized in writing by HRA. OWNER represents that they are authorized to execute this Agreement on behalf of OWNER and to bind OWNER hereto.

If any action or proceeding is brought by either party against the other under this Agreement, the prevailing party shall be entitled to be reimbursed by the losing party for its reasonable attorney's fees and costs in that action or proceeding or upon appeal.

This Agreement is for the exclusive benefits of OWNER and HRA. Any attempt to assign, transfer, or pledge this Agreement by either party without the prior, written consent of the other party is void and unenforceable against the non-consenting party.

This Agreement is to be governed by, and construed in accordance with, the laws of the State of Oregon. Any disputes about the terms of this Agreement will be brought before the Linn County Circuit Court.

Page 3-PROPERTY IMPROVEMENT GRANT AGREEMENT

Harrisburg Redevelopment Agency/ Heidi Kropf

Waiver of any breach of any provision of this Agreement by either party shall not operate as a waiver of any subsequent breach of the same or any other provision of this Agreement. If any portion of this Agreement is held to be invalid under any applicable statute or rule of law, then such portion only shall be deemed invalid.

OWNER shall have sole responsibility to comply with all applicable federal and state laws, rules and regulations concerning environmental issues in carrying out activities funded under this Agreement. If any acts or omissions of OWNER should lead to liability or government enforcement action against HRA, OWNER shall be required to defend such action and to indemnify HRA for all costs incurred including without limitation any costs of required response actions and attorney fees. HRA will not assume responsibility for compliance with federal or state environmental requirements relating to OWNER construction activities under this Agreement but will cooperate to the extent practical and consistent with its codes and policies.

The parties agree not to discriminate on the basis of race, religion, religious observance, citizenship status, gender identity or expression, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, or source or level of income in the performance of this Agreement.

This Agreement supersedes any prior or contemporaneous oral or written agreements or understandings entered into by the parties. No modification of this Agreement shall be valid unless set forth in writing and signed and dated by both of the parties to this Agreement.

The parties hereto have caused this Agreement to be executed by an officer, manager or other person duly authorized to do so by order of its officers, members and/or managers, as applicable, effective on the date set forth above.

**HARRISBURG REDEVELOPMENT AGENCY**

By:



Executive Director HRA

**OWNER**

By:



OWNER – Heidi Kropf

ATTEST:

DATE: 7-24-25



City Recorder