HRA Board Meeting Agenda

November 10, 2026

6:30 PM

(To be held prior to the start of the City Council Meeting)

Chairperson:	Robert Duncan
Vice Chairperson:	Mike Caughey
Members:	Kimberly Downey, Cindy Knox, Dana Henry, Jeremy Moritz and Dan Meyers
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 JUNE 23, 2026 HRA BOARD MINUTES**

NEW BUSINESS

2. **THE MATTER OF REVIEWING THE REQUEST FOR A PROPERTY IMPROVEMENT GRANT FOR BRIDGETT SMYTH, DBA SMYTH'S BLISS BAKERY AND CAFE, FOR PROPERTY OWNED BY HEIDI KROPF DBA GLORY, LLC AT 170 S. 3RD ST, SUITE B AND IF APPROVED, AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE DEVELOPMENT AGREEMENT**

   STAFF REPORT:

   Exhibit A: Grant Request Application Packet from Bridgette Smyth

   Exhibit B: Current Site Plan Pictures

   Exhibit C: Proposed Development Agreement

   ACTION: 1. MOTION TO APPROVE/MODIFY/DENY THE REQUEST FOR $38,253.14 FOR BRIDGETT SMYTH, DBA SMYTH'S BLISS BAKERY AND CAFE, FOR PROPERTY LOCATED AT 170 S. 3RD ST, SUITE B, AND

   2. IF APPROVED, MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE DEVELOPMENT AGREEMENT WITH BRIDGETT SMYTH DBA SMYTH'S BLISS BAKERY & CAFÉ

3. **THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 3RD & 4TH QUARTER 2025/2026 EXPENSE REPORTS AND 1ST QUARTER 2026/2027 EXPENSE REPORT**

   STAFF REPORT:

   Exhibit A: 3rd Quarter HRA Expense Report Ending March 31, 2026

   Exhibit B: 4th Quarter HRA Expense Report Ending June 30, 2026

   Exhibit C: 1st Quarter HRA Expense Report Ending September 30, 2026

   ACTION: MOTION TO APPROVE THE HRA 3RD & 4TH QUARTER 2025/2026 EXPENSE REPORTS, AND 1ST QUARTER 2026/2027 EXPENSE REPORT

OTHER

ADJOURN

HRA Board Meeting Minutes
June 23, 2026

Unapproved

Chairperson:	Robert Duncan, Presiding
Vice Chairperson:	Mike Caughey, Absent (Excused)
Members:	Kimberly Downey, Charlotte Thomas, Cindy Knox and Dana Henry
Members Absent:	Randy Klemm (Excused)
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 CHAIRPERSON ROBERT DUNCAN at the hour of 6:30pm

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

MOTION TO APPROVE THE MINUTES FROM THE APRIL 14, 2026, HRA BOARD MEETING: No comments or concerns.

- Henry **motioned to approve the minutes from the April 14, 2026, HRA Board Meeting and was seconded by** Thomas. **The motion passed unanimously by a vote of 4-0.** (Yes: Henry, Thomas, Downey, and Knox. No: None.)

THE MATTER OF APPROVING THE HRA BUDGET FOR FISCAL YEAR 2026-27 AND APPROVING HRA BUDGET APPROPRIATIONS FOR FY 2026-2027 BY ADOPTING RESOLUTION NO. HRA-71: Nelson pointed out that the fiscal years indicated on page no.'s 8, 10 and 11 are incorrect but will not affect the motion as it's the exact same budget the HRA Budget Committee approved.

- Downey **motioned to approve Resolution No. HRA-71, "A RESOLUTION MAKING APPROPRIATIONS FOR THE HARRISBURG REDEVELOPMENT AGENCY, HARRISBURG, OREGON, FOR THE FISCAL YEAR 2026-2027" and was seconded by** Thomas**. The motion passed unanimously by a vote of 4-0.** (Yes: Downey, Thomas, Knox, and Henry. No: None.)

With no further business, the HRA Board Meeting adjourned at the hour of 6:33pm to begin the City Council Meeting.

Chairperson **City Recorder**

Unapproved

Agenda Bill
Harrisburg Redevelopment Agency
Harrisburg, Oregon

THE MATTER OF REVIEWING THE REQUEST FOR A PROPERTY IMPROVEMENT GRANT FOR BRIDGETT SMYTH, DBA SMYTH'S BLISS BAKERY AND CAFÉ, FOR PROPERTY OWNED BY HEIDI KROPF DBA GLORY, LLC AT 170 S. 3RD ST, SUITE B AND IF APPROVED, AUTHORIZING THE EXECUTIVE DIRECTOR TO SIGN THE DEVELOPMENT AGREEMENT

STAFF REPORT:

Exhibit A: Grant Request Application Packet from Bridgette Smyth

Exhibit B: Current Site Plan Pictures

Exhibit C: Proposed Development Agreement

ACTION: 1. MOTION TO APPROVE/MODIFY/DENY THE REQUEST FOR $38,253.14 FOR BRIDGETT SMYTH, DBA SMYTH'S BLISS BAKERY AND CAFÉ, FOR PROPERTY LOCATED AT 170 S. 3RD ST, SUITE B, AND
2. IF APPROVED, MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE DEVELOPMENT AGREEMENT WITH BRIDGETT SMYTH DBA SMYTH'S BLISS BAKERY & CAFÉ.

THIS AGENDA BILL IS DESTINED FOR: Agenda – November 10, 2026

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
$38,253.14	Yes	HRA Property Improvement Grant Fund

EXECUTIVE DIRECTOR RECOMMENDATION:

The Executive Director recommends the HRA Board review and determine if the grant should be provided to Bridgett Smyth, DBA Smyth's Bliss Bakery & Cafe, for work to improve the exterior and inner patron area at 170 S. 3rd St., Suite B. If approved, the Board can also authorize the Executive Director to sign the development agreement.

BACKGROUND INFORMATION:

Bridgett Smyth has submitted a Property Improvement Plan Request for property located at 170 S. 3rd St., Suite B. This property is currently owned by Heidi Kropf, dba Glory, LLC. Under different ownership, this building received a previous HRA Property Improvement Grant in 2024, for Scott and Renee Phelps. That project improved the property value by replacing dry rot, all siding, and trim on the windows and doors. The project total at that time was $40,979.88, and the total reimbursed was $20,489.94.

The commercial building at this location was built in 1920. The property is located in the in the commercial zone (C-1), inside the historical district overlay. The property is also known as 15S-04W-16AA, Tax Lot 6300. The lot is 10,090 sq. ft., and the building itself is 10,000 sq. ft. The building has held several general retail businesses in the past. It currently houses Ranch Hands Massage in Suite A. Otherwise, the remaining structure is used for storage for Grocery Deals.

Ms. Smyth has submitted an application and narrative, shown in **Exhibit A** to the Harrisburg Redevelopment Agency. The application packet includes the application, a narrative, plus a site plan showing the exterior doors, canopy, and sign locations for the new business, as well as the immediate interior of the structure in the patron area. While this location is new to the applicant, the owner, Heidi Kropf, has been through this process for several building projects at different addresses. **Exhibit B** shows the current exterior condition of the building from 3rd St., and from Moore St. The narrative explains that Ms. Smyth is planning on turning the interior of this building into a modern, fully compliant, commercial bakery and café. She hopes to turn her business into an anchor asset for downtown Harrisburg.

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 C-1 commercial. The project cures blight, by removing an awkward store front (whether viewed from Moore St. or 3rd St.). In addition to allowing another improved business entrance to be added to the property, it also replaces empty wall space with new, inviting doors, that includes awnings similar to the Moody Hardware store across the street, along with lights on the sides of the doors, and new signs. This allows the 1920 building to more closely match the design of the building located across the street. Demolition will occur in the patron areas, and work will include wainscoting in these same locations as well as framing and trim, along with paint. Patron areas are allowed to be included in the HRA property improvement grants. The project is located in the Historical District overlay, and therefore is subject to the current Harrisburg Municipal Code requirements. In addition, the project is visible from the public right-of-way, both from Moore St., and 3rd St. The property is not tax exempt, and all accounts are up to date.

The $50,000 budgeted into this current fiscal year remains in the account and is available for this project. The applicant shows a quoted amount of $75,256.27. As this

is a reimbursement grant, the amount requested is $37,628.14. Staff did find a small discrepancy in the amount used in the quotes of $1,250. Therefore, the revised cost is now $76,506.27, which allows for a reimbursement of $38,253.14.

Staff feels that the applicant has met the requirements of the HRA property improvement grant program and therefore recommends that the HRA Board approve this project. Because the owner of the business hopes to start construction on the exterior improvements soon, and would like to be open for business ASAP, Staff has included a development agreement with this report, shown in **Exhibit C**. If the Board should feel the project warrants approval, the development agreement can also be approved this evening. Staff does note that if the HRA Board chooses to amend any part of the approval of this project, or alters the requested amount, that the agreement may also need to be amended to match. The following conditions are proposed:

Conditions of Approval:

1. The property owner must obtain approval for the Type I Historical Zone Application for the project elements during the building permit process 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 when the project is complete. Applicant must provide proof of payment, and meet the requirements of the development agreement before reimbursement is provided.
5. No construction may start on the project elements 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 11.04.26
City Administrator

PROPERTY IMPROVEMENT GRANT

Date of Application: 10/29/2026

Applicant Name: Bridgette Smyth

Mailing Address: [redacted] Junction City, OR 97448

Phone Number: 541-[redacted]

Signature: [redacted]

Subject Property

Address: 170 S 3rd Street, Suite B

Assessor's Map & Tax Lot:

Property Owner (If different from Applicant): Glory LLC

Mailing Address: PO Box[redacted]

Phone Number: 541-[redacted]

☑ 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.

Exhibit A

Project Start Date: Nov-Dec 2026

Expected Completion Date: Jan-Feb 2027

Total Estimated Cost of Project:

Grant Amount Requested:

Disclaimer: By signing above, I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that my person and business are in compliance with all laws, ordinances, rules and regulations of the State of Oregon, Linn County, and the City of Harrisburg.

REVISED ESTIMATED COST OF PROJECT: $76,506.27
GRANT AMOUNT REQUESTED: $38,253.14

Exhibit A

Property Owner Consent Form

I, Glory LLC ("Property Owner"), certify that I own the property located at 170 S 3rd St Suite B ("Adddress") in Harrisburg, Oregon and that I have reviewed the application by Smyth's Bliss | Bridgette Smyth ("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:

Installation of french doors on east side of building, construction of patron area.

I fully support this application and further certify that the Applicant holds a valid lease for 36 months, expiring on March 15, 2029.

Property Owner

Signature: [redacted]

Printed Name: Heidi Kropf

Mailing Address: PO Box [redacted]

Phone: 541-9[redacted]

Exhibit A

Bridgette Smyth
Owner & Founder, Smyth's Bliss Bakery & Cafe
170 S. 3rd Street, Suite B, Harrisburg, OR 97446
smyths@smythsbliss.com | (541) 517-8814

October 5, 2026

To the Improvement Grant Review Committee,

Exhibit A

Grant Application Introduction: Smyth's Bliss Bakery & Cafe

Bringing a Vibrant Gathering Space and Enduring Tradition to Harrisburg, Oregon

I am writing to formally present my grant application for Smyth's Bliss Bakery & Cafe. Our mission is to establish a warm, welcoming, and high-quality neighborhood bakery and gathering space in the heart of downtown Harrisburg. As a dedicated entrepreneur with deep personal and generational ties to this area, I am seeking grant funds to finalize the commercial conversion of our prime 3rd Street facility and open the doors to a community that is eagerly waiting for us.

Transforming Downtown Harrisburg: The Historic Warehouse Conversion

We are turning a historic, long-underutilized warehouse at 170 S. 3rd Street (Suite B)—situated directly along the bustling Highway 99 corridor—into a modern, fully compliant commercial bakery and cafe.

Project Element	Detail & Community Value
Prime Location	Located on Harrisburg's main strip with exceptional visibility to local foot traffic and daily commuters along Hwy 99.
Infrastructure Investment	Transforming a shell warehouse into a commercial space equipped with state-of-the-art baking equipment, commercial power, modern plumbing, HVAC, and seating.
Downtown Revitalization	Breathing new life into historic Main Street infrastructure, boosting foot traffic for surrounding local businesses.

By converting this space into a warm, fragrant, and inviting culinary destination, Smyth's Bliss Bakery & Cafe will serve as an anchor asset for downtown Harrisburg, enhancing local commercial property values and attracting both local residents and regional visitors.

Deep Community Roots and a Devoted Support Network

Harrisburg is not just where I operate a business—it is my home, and my family's roots run deep throughout this region. We are backed by an extraordinary "tribe" of family members who share a collective commitment to this dream. From active assistance with store build-out logistics to daily operational support, catering prep, and customer service, my family stands fully ready to roll up their sleeves. This unwavering personal support guarantees that our cafe will be infused with authentic family warmth.

Unprecedented Local Demand & Social Media Excitement

The response from the Harrisburg community has been nothing short of phenomenal. Harrisburg residents have long expressed the need for a local bakery, coffee shop, and family-friendly morning/midday gathering place.

Our ongoing project updates have sparked a true social media frenzy. Local families, commuters, school groups, and civic leaders continuously engage with our online posts, expressing overwhelming enthusiasm, asking for opening dates, and sharing our journey. The community isn't

Exhibit A

just watching our progress; they are actively championing it. This immense pre-launch momentum proves that the community wants this space!

Investing Back: Sponsoring Youth Sports & Building an Enduring Legacy

Our commitment to Harrisburg extends far beyond the bakery counter. We strongly believe that local businesses should actively nourish the communities that sustain them. Smyth's Bliss Bakery & Cafe is committed to giving back through:

- Direct sponsorships of youth and high school athletic programs, supporting local student-athletes, sports teams, and school events.
- Hosting neighborhood family gatherings, student study breaks, and community meetups.
- Sourcing produce, eggs, dairy, and berries directly from local Oregon farms and Pacific Northwest producers.

Conclusion

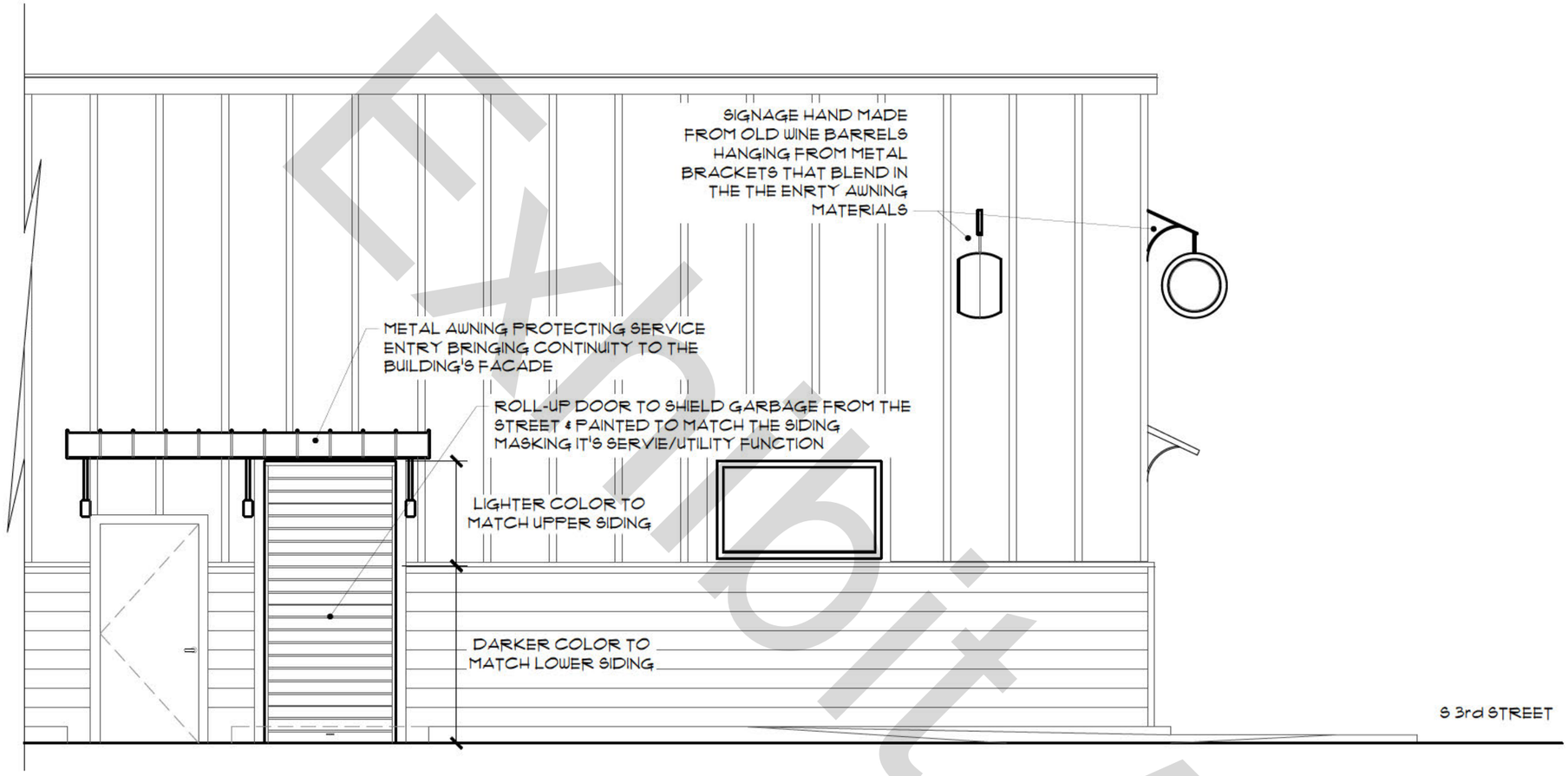
Our goal is simple: to establish Smyth's Bliss Bakery & Cafe as a cherished Harrisburg tradition—a place where children grow up celebrating milestones, where neighbors catch up over fresh coffee and hot donuts, and where families build memories for decades to come.

Thank you for your time, consideration, and partnership in bringing this transformational project to life. I look forward to reviewing our full financial projections and business plan with you.

Warmest regards,

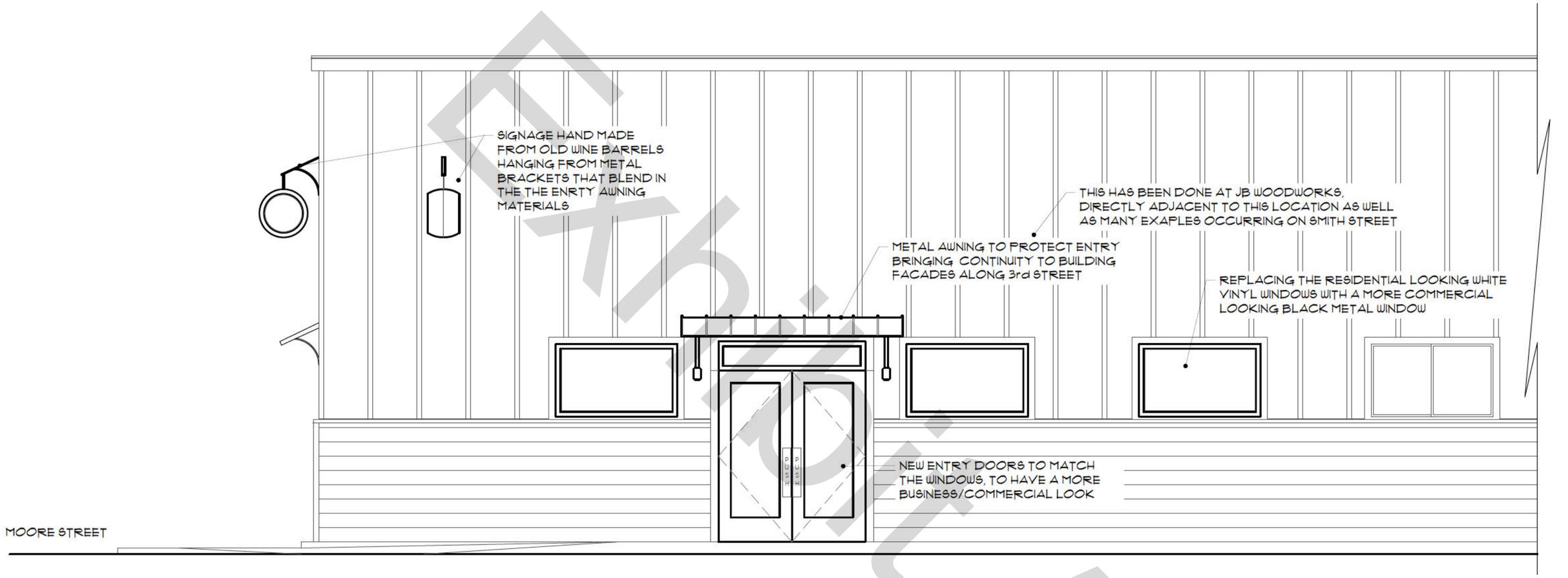
Bridgette Smyth
Founder & Owner, Smyth's Bliss Bakery & Cafe

Exhibit A



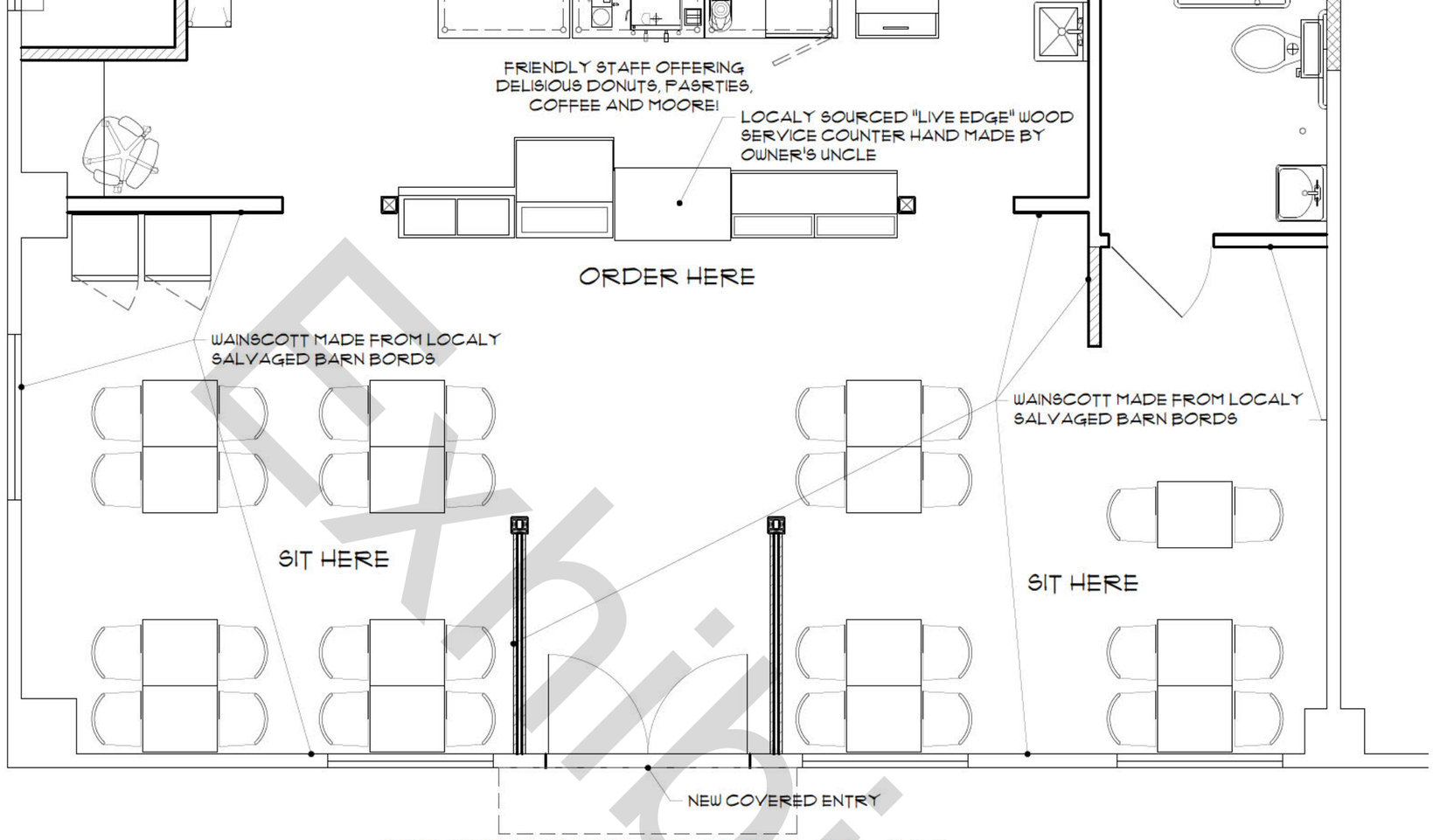
MOORE STREET SERVICE ENTRY

EXHIBIT A



PROPOSED 3rd STREET ENTRY

EXHIBIT A



PROPOSED FLOOR PLAN

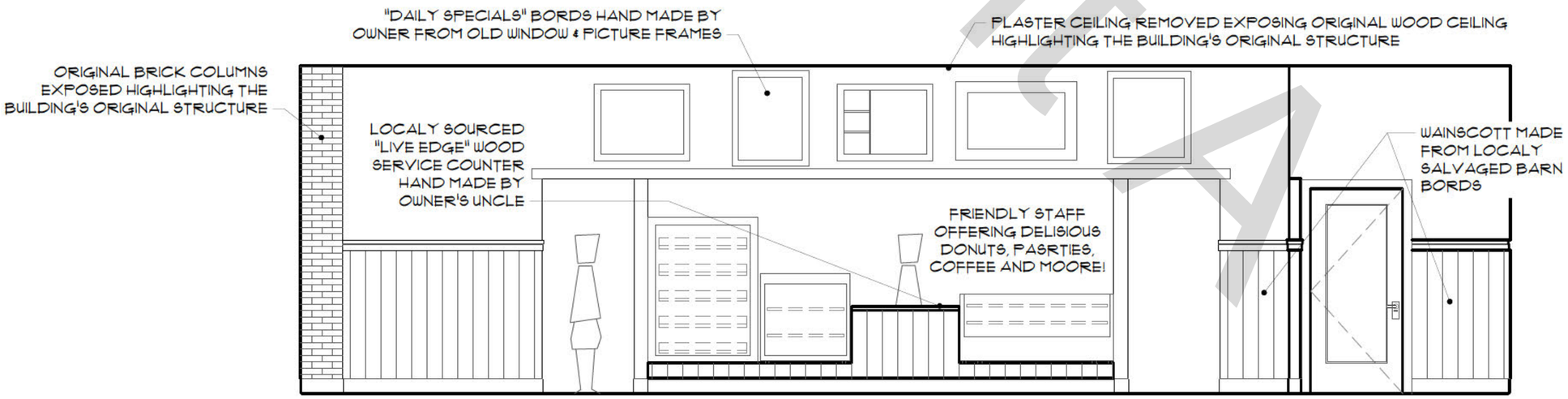


Exhibit A

SMYTH'S Bliss
170 S 3rd STREET, SUITE B, HARRISBURG, OREGON 97446

ORDER HERE
INTERIOR ELEVATION

ALBRECHT ARCHITECTURE, LLC
1740 WILLAMETTE STREET, EUGENE, OREG
541-485-3315 Kurt@albrechtarchit

ON Q - *General Contracting*

Creative | Building | Solutions ▪ Hi@ONQBUILDS.COM ▪ 541.304.3951

Proj: 1562

PROJECT PROPOSAL & WORK SCOPE

Project Name:	Bakery: Tenant Improvement	**Proposal Date:**	10/30/2026	**Proposal Validity:**	15 Days (Materials 5 Days)
Site Location:	170 S 3rd #B, Harrisburg	**Base Estimated Cost:**	$75,256.27	**Proposal For:**	Bridget Smyth - Smyth's Bliss

1. PROJECT OBJECTIVES & PRIMARY SCOPE

#	SCOPE ITEM / CATEGORY	DETAILED SPECIFICATIONS
1	**Frame new opening for new front door and build patron entry**	Demo section of wall and frame opening for new black storefront double door.
2	**Install new storefront windows and double door**	Remove existing vinyl windows and install new storefront system - black
3	**Install new standing seam metal canopy over front door**	Black metal supports and copper color painted metal roof
4	**Run new power for sign lighting and install 2 lights**	Gooseneck lighting to be switched and on a photo cell.
5	**Install new signage**	Signage to be rustic style wine barrel bottom - blade type sign with black metal mounting bracket
6	**Site Cleanup & Waste Disposal**	Includes progress cleaning, jobsite protection tarps, and haul away / dump fees for demolition materials.
7	**Custom Wainscot Installation on interior of patron area ~ 535 sq ft**	Installation of rustic / Reclaimed lumber wainscot wall
8	**Removal of existing ceiling to expose wood cladding over patron area.**	Remove sheetrock over existing tongue and groove or shiplap ceiling. Haul away and prep for finishing
9	**Paint / finishing / sealing**	Paint and seal: exterior trim, seal wainscot, finish coating for ceiling

2. BACKGROUND & EXISTING CONDITIONS

Tenant improvement of existing structure. Conversion to bakery. No known conditions.

3. GENERAL EXCLUSIONS & SPECIAL CONDITIONS

1	**Unforeseen Damage**	Non-visible damage, framing damage, dry rot, or structural repairs to be billed upon discovery.
2	**Sheetrock & Plaster**	Does not include sheetrock or plaster repairs
3	**Pre-existing Damage**	Excludes previous or existing damage
4	**Drying & Moisture**	If moisture if found drying may be necessary prior to continuation of project.
5	**Microbial Growth**	No work will progress if microbial growth is found; photos and a formal report will be submitted.
6	**Final Cleaning**	Includes basic jobsite cleanup and single-layer masking. Does not include full post construction clean.
7	**Permitting**	Proposal does not include the cost of any necessary permits, additional time for submittals, or administrative time. To be billable if required.
8	**Unknown Conditions / Items not listed as objectives**	Proposal is based on assumptions as all existing construction details are not known. Unforeseen conditions may impact proposed cost.

4. ACCEPTANCE OF PROPOSAL & SCOPE

Customer Signature:	**Date:**

EXHIBIT A

ON Q - *General Contracting*

Creative | Building | Solutions ▪ *Hi@ONQBUILDS.COM* ▪ *541.304.3951*

PROJECT COST ITEMIZATION SHEET - 10/30/26 - Draft 1

Note: Proposed Job Scope Quote = Below table contains master itemized pricing schedule.

CSI DIVISION / ITEM	SCOPE DETAIL & DESCRIPTION	COST ($)	ITEM STATUS / NOTES
Mobilization	Project Mobilization & Setup:	$264.00	
Fuel	Fuel & Transportation Allowance	$84.00	
Fees	Demolition Disposal & Haul Away Fees: vinyl windows, siding, sheetrock, framing, debris.	$889.00	
Safety / Protections	Cones, barricades, signage	$265.00	*Assumes no right of way permit required*
Selective Demolition	Front door wall and ceiling	$2,330.00	
Progress Cleaning	Progress cleaning, tarping of surrounding areas	$507.00	
Framing	New framing of front door, exterior trim work and patron entry area	$2,518.20	
Finish Carpentry	Build and Install 2 custom blade signs, install custom / reclaimed wainscoting paneling	$15,140.00	*Assumes no engineering will be required*
Roofing	Installation of 1 awning over double door	$2,753.00	*Assumes no engineering will be required*
Electrical	Electrical for 2 new lights, circuits and fixtures. Lights to be switched and photo celled together	$2,260.00	*Does not include the cost of the permit*
Paint	Paint and seal of exterior trim and roll up door, service door, repaired siding, ceiling, wainscot	$3,792.00	*Assumes tongue and grove substrate is is good usable condition and requires minimal prep.*
Store Front and roll up door / win	Store Front Assemblies: windows and double door	$25,325.35	
Finishing	Final walkthrough, General finishing	$777.00	
Special Testing	Asbestos Testing, Lead based paint testing	$1,250.00	*Necessary samples - will be determined by the Inspector - which may impact cost*
SUBTOTAL	*Includes all listed materials / supplies / labor*	**$56,904.55**	
Supervision	Site supervision & safety oversight	$1,991.66	
General Contracting / Proj Mgmt	Project management & administration	$7,113.07	
Insurance	Liability & Workers Comp Insurance	$711.31	
Contingency	Contingency (15%)	$8,535.68	
GRAND TOTAL	**Master Itemized Project Total**	**$75,256.27**	

ONQ LLC
Licensed General Contractor
CCB: 224781

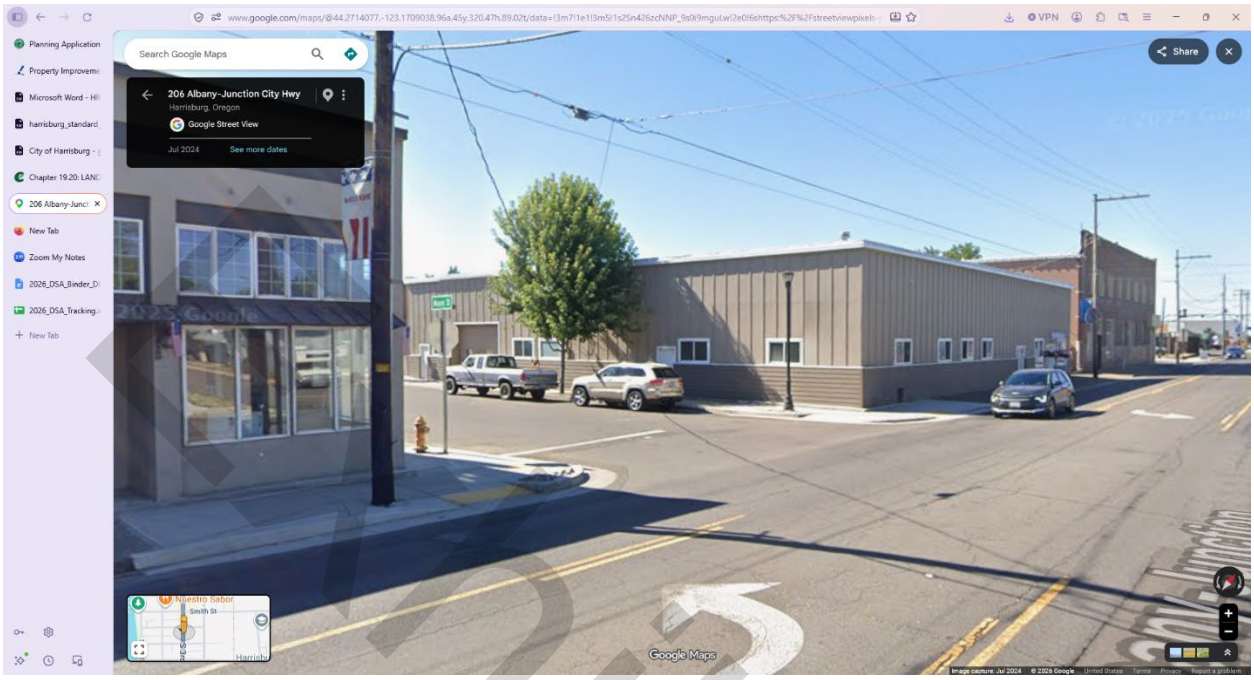
Exterior Architectural Design Details & Specifications

Updated Specifications & Product Reference Links (Kawneer, Janus & Lighting Specs)

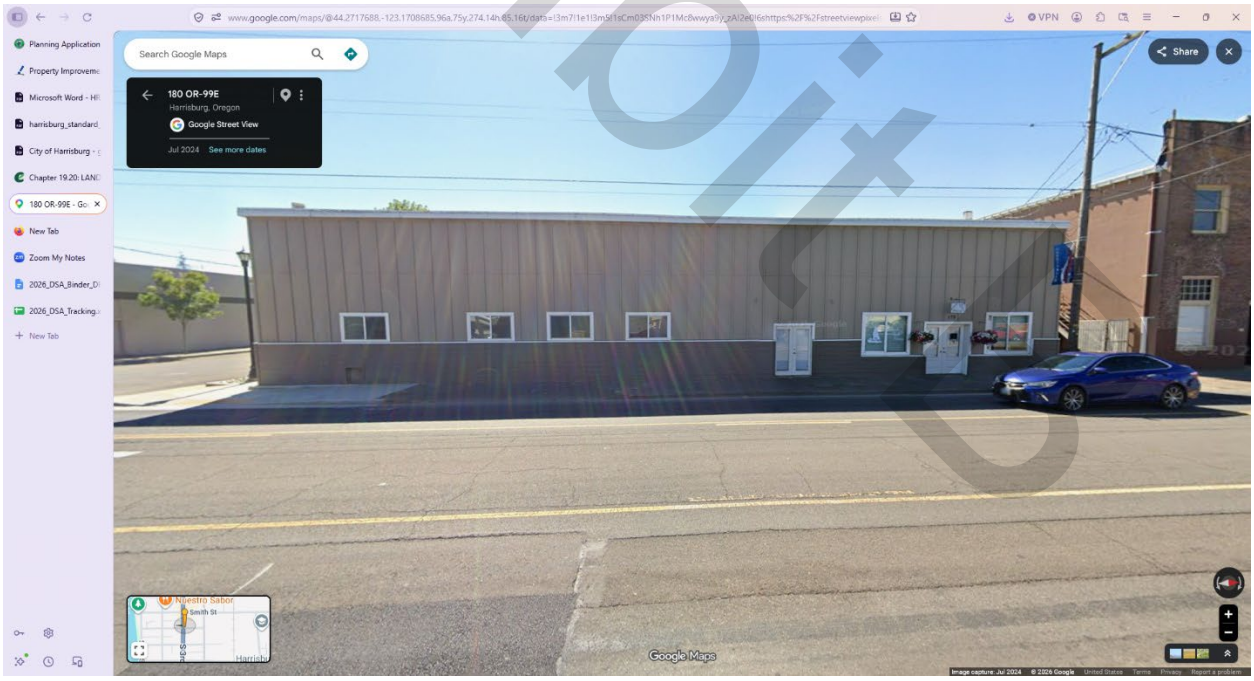
Item Category	Element Description	Design Specifications & Materials	Finish / Color	Dimensions & Pitch	Product Reference
Doors	Kawneer 350 Series Commercial Entrance Door	Kawneer 350 Series Medium Stile commercial double entrance door system with glass panels and panic push hardware	Black Anodized Aluminum	6'-0" x 6'-8" Double Opening	View Link
Replacement Windows	Kawneer Fixed Storefront Windows	Kawneer Trifab VersaGlaze 451/451T framing system fixed non-operable commercial storefront glass windows replacing original vinyl windows	Black Anodized Aluminum	Standard 3' x 50" / Storefront Framing Match	View Link
Roll-Up Door	Janus 300 Series Commercial Rolling Steel Door	Janus 300 Series commercial rolling steel curtain door with heavy-duty side guides	Black / Choice of Standard Finish	5'-0" W Roll-Up Door Opening	View Link
Canopy / Awning	Standing Seam Door Awning	Sloped metal canopy installed over the main double entry door and transom window as well as service door	Copper Penny	Pitch Slope	View Link
Exterior Lighting	Predosola Oversized Gooseneck Light	Predosola black exterior oversized gooseneck outdoor hardwired barn light sconce with metal shade	Black Powder Coat	Oversized Gooseneck Wall Sconce	View Link
Signage	Proportional Wine Barrel Face Blade Sign	Projecting blade sign using a wooden wine barrel face on a black metal bracket	Natural Wood Barrel Face / Black Bracket	Face (~16"-24" Diameter)	

Exhibit A

Exhibit B – View of 170 S. 3rd St. from Moore St. and from 3rd St.



Moore St. Side of Building 1



3rd St. Side of Building 1

Property Improvement Grant Agreement

This Property Improvement Grant Agreement, hereinafter referred to as the "Agreement" dated this 10th day of November, 2026 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 Bridgett Smyth, DBA, Smyths Bliss Bakery & Cafe, hereinafter referred to as the 'BUSINESS OWNER'. This Agreement is entered into following an application by the BUSINESS OWNER for a property improvement grant under the HRA's Resolution No. HRA-54, and approval of that application by the HRA Board.

HRA agrees to pay to the BUSINESS OWNER a sum not to exceed thirty-eight thousand, two hundred fifty three and .14/100 ($38,253.14) Dollars as a property improvement grant (the "Grant"), subject to the terms and conditions set forth in this Agreement. The BUSINESS OWNER agrees 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 improvements (the "Project"); for new doors, awnings, lights, and signage. It also includes wainscoting in the patron area. The project includes demolition, framing, trim and paint for improvements for commercial property located at 170 S. 3rd Street, Suite B, Harrisburg, OR 97446, and more particularly described as 15S04WI6AA, Tax Lot 6300, owned by Heidi Kropf DBA Glory, LLC, in accordance with the pre-approved plans submitted with the Owner's approval for the Grant (the "Plans").

If the BUSINESS OWNER commences with the Project before this Agreement is signed, this Agreement shall be void, and the BUSINESS OWNER must complete the Project at its 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 Grant will be paid to the BUSINESS 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 the HRA by the BUSINESS 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 are not met, HRA shall not be obligated to issue the Grant to the BUSINESS 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 receipts must be provided (e.g., cancelled checks).

Funds will be disbursed to the BUSINESS OWNER within 30 days of the receipt of a full

invoice from the BUSINESS OWNER, setting forth the total reimbursement amount to be paid, with all receipts and proofs of payment attached.

The BUSINESS OWNER acknowledges that the grant requires the BUSINESS OWNER to match the amount of the grant on a dollar-for-dollar basis, up to a maximum of $38,253.14. The BUSINESS OWNER acknowledges that the cost of the Project may exceed the maximum amount of the Grant and the equivalent matching funds. The BUSINESS OWNER agrees that any costs she incurs above and beyond the amount of the Grant shall be the sole responsibility of the BUSINESS OWNER and shall not be the responsibility of HRA or any person or entity affiliated with HRA.

No funds provided to the BUSINESS OWNER by HRA under this Agreement, or by HRA under any other Agreement or arrangement, shall be deemed by either HRA or the BUSINESS 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.

The BUSINESS 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, the BUSINESS 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. The BUSINESS OWNER agrees 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, the BUSINESS OWNER shall notify HRA in writing by certified mail, return receipt requested, 30 days prior to the cancellation or termination date of such policy. The BUSINESS 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. The BUSINESS 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 the BUSINESS OWNER shall be sent by 1st class mail. The notice or document shall be deemed to be given on the next

EXHIBIT

business day following its deposit in the United States mail.

Notices or documents to HRA shall be sent to:
Harrisburg Redevelopment Agency
120 Smith Street
PO Box 378
Harrisburg OR 97446

Notices or documents to the BUSINESS OWNER shall be sent to:
Bridgette Smyth
[redacted]

Notices and documents may also be hand-delivered to HRA or to the BUSINESS OWNER at her address(es) listed above. HRA and the BUSINESS 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 the BUSINESS OWNERS' 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.

The BUSINESS OWNER is operating and owns an independent organization and entity pursuant to this Agreement and shall not, in any way, be an affiliate, subsidiary, officer, agent or employee of HRA. The BUSINESS 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 the BUSINESS OWNER may be required by law or contract to provide to its employees, officers, agents, or contractors. The BUSINESS OWNER agrees that she 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. The BUSINESS 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.

The BUSINESS OWNER and her signatories (if any) represent that the signatories hold the positions set forth below their signatures and that the signatories are authorized to execute this Agreement on behalf of the BUSINESS OWNER and to bind the BUSINESS 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 the BUSINESS 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.

EXHIBIT C

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.

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.

The BUSINESS 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 the BUSINESS OWNER should lead to liability or government enforcement action against HRA, the BUSINESS 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 the BUSINESS OWNER'S 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

ATTEST:

_____

City Recorder

BUSINESS OWNER:

EXHIBIT C

By: _____ By: _____
Bridgett Smyth
Dated: _____ Dated: _____

Exhibit C

Agenda Bill
Harrisburg Redevelopment Agency Board
Harrisburg, Oregon

THE MATTER OF APPROVING THE HARRISBURG REDEVELOPMENT AGENCY 3RD & 4TH QUARTER 2025/2026 EXPENSE REPORTS AND 1ST QUARTER 2026/2027 EXPENSE REPORT

STAFF REPORT:

Exhibit A: 3rd Quarter HRA Expense Report Ending March 31, 2026.

Exhibit B: 4th Quarter HRA Expense Report Ending June 30, 2026.

Exhibit C: 1st Quarter HRA Expense Report Ending September 30, 2026.

ACTION: MOTION TO APPROVE THE HRA 3RD & 4TH QUARTER 2025/2026 EXPENSE REPORTS, AND 1ST QUARTER 2026/2027 EXPENSE REPORT.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda – November 10, 2026

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 3rd and 4th Quarter 2025/2026 Expense Reports, the 1st Quarter 2026/2027 Expense Report.

BACKGROUND INFORMATION:

The HRA's Finance Officer has prepared the 3rd and 4th Quarter 2025/2026 Expense Reports for review by the HRA Board. The report shows all revenues and expenditures for the 3rd quarter for fiscal year 2025-2026 ending March 31, 2026, and 4th quarter for fiscal year 2025-2026 ending June 30, 2026.

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 2025-2026 is audited due to any auditor adjustments or reclassifications.**

REVIEW AND APPROVAL:

Cathy Nelson

Cathy Nelson, Finance Officer 11.02.26

HARRISBURG REDEVELOPEMENT AGENCY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2026

HRA GENERAL FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	2,502,475.00	2,502,475.00	2,508,750.00	(6,275.00)	99.75%
TAXES	13,947.16	383,489.67	224,960.00	158,529.67	170.47%
INVESTMENT REVENUE	12,573.90	38,921.32	60,000.00	(21,078.68)	64.87%
MISCELLANEOUS REVENUE	2,250.00	6,750.00	378,730.00	(371,980.00)	1.78%
TOTAL FUND REVENUE	**2,531,246.06**	**2,931,635.99**	**3,172,440.00**	**(240,804.01)**	**92.41%**

EXPENDITURES (REQUIREMENTS)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	6,526.47	13,093.66	22,530.00	9,436.34	58.12%
CAPITAL OUTLAY	0.00	1,444,999.21	2,475,310.00	1,030,310.79	58.38%
SPECIAL PAYMENTS	0.00	0.00	458,400.00	458,400.00	0.00%
DEBT SERVICES	0.00	40,600.00	216,200.00	175,600.00	18.78%
TOTAL FUND EXPENDITURES	**6,526.47**	**1,498,692.87**	**3,172,440.00**	**1,673,747.13**	**47.24%**
NET REVENUES OVER EXPENDITURES	**2,524,719.59**	**1,432,943.12**	**0.00**		

EXHIBIT A

HARRISBURG REDEVELOPEMENT AGENCY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING JUNE 30, 2026

HRA GENERAL FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	2,502,475.00	2,502,475.00	2,508,750.00	(6,275.00)	99.75%
TAXES	15,117.53	398,607.20	224,960.00	173,647.20	177.19%
INVESTMENT REVENUE	11,402.25	50,323.57	60,000.00	(9,676.43)	83.87%
MISCELLANEOUS REVENUE	1,500.00	8,250.00	378,730.00	(370,480.00)	2.18%
TOTAL FUND REVENUE	**2,530,494.78**	**2,959,655.77**	**3,172,440.00**	**(212,784.23)**	**93.29%**

EXPENDITURES (REQUIREMENTS)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	7,500.10	20,593.76	22,530.00	1,936.24	91.41%
CAPITAL OUTLAY	0.00	1,444,999.21	2,475,310.00	1,030,310.79	58.38%
SPECIAL PAYMENTS	30,702.50	30,702.50	458,400.00	427,697.50	6.70%
DEBT SERVICES	175,599.95	216,199.95	216,200.00	0.05	100.00%
TOTAL FUND EXPENDITURES	**213,802.55**	**1,712,495.42**	**3,172,440.00**	**1,459,944.58**	**53.98%**
NET REVENUES OVER EXPENDITURES	**2,316,692.23**	**1,247,160.35**	**0.00**		

EXHIBIT B

HARRISBURG REDEVELOPEMENT AGENCY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2026

HRA GENERAL FUND

REVENUES (RESOURCES)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	1,251,915.00	1,251,915.00	1,251,915.00	0.00	100.00%
TAXES	4,299.41	4,299.41	224,550.00	(220,250.59)	1.91%
INVESTMENT REVENUE	10,676.34	10,676.34	51,800.00	(41,123.66)	20.61%
MISCELLANEOUS REVENUE	2,250.00	2,250.00	9,000.00	(6,750.00)	25.00%
TOTAL FUND REVENUE	**1,269,140.75**	**1,269,140.75**	**1,537,265.00**	**(268,124.25)**	**82.56%**

EXPENDITURES (REQUIREMENTS)

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	3,750.05	3,750.05	29,600.00	25,849.95	12.67%
CAPITAL OUTLAY	0.00	0.00	1,183,900.00	1,183,900.00	0.00%
SPECIAL PAYMENTS	50,000.00	50,000.00	107,965.00	57,965.00	46.31%
DEBT SERVICES	0.00	0.00	215,800.00	215,800.00	0.00%
TOTAL FUND EXPENDITURES	**53,750.05**	**53,750.05**	**1,537,265.00**	**1,483,514.95**	**3.50%**
NET REVENUES OVER EXPENDITURES	**1,215,390.70**	**1,215,390.70**	**0.00**		

Exhibit C