



Harrisburg Redevelopment Agency Minutes  
November 8, 2017

The Harrisburg Redevelopment Agency Board met on this date at City Hall, located at 120 Smith St. at the hour of 9:22pm. Presiding was Chairperson Robert Duncan. Also present were as follows:

- Kimberly Downey
- Mike Caughey
- Sarah Puls
- John Loshbaugh
- Adam Keaton
- Youth Advisor Sarah Isom
- City Administrator Brian Latta
- City Recorder/Asst. City Administrator Michele Eldridge
- Finance Officer Tim Gaines

Concerned Citizens in the Audience: Everyone present didn't have comments to add.

The matter of Approving the Minutes of October 11, 2017

- Downey **motioned to approve the minutes, and was seconded** by Caughey. **The HRA Board then voted unanimously to approve the minutes from October 11, 2017.**

The matter of Approving the Adoption of a Supplemental Budget for FY 2017-2018, Holding a Public Hearing and Approving Resolution No. HRA-57

***A Public Hearing was opened at the hour of 9:23pm in order to allow Public Testimony in Relation to the Adoption of a Supplemental Budget for the HRA. The Public Hearing was then closed.***

**Staff Report:** Gaines said that as the board knows, we have two levels of spending in the HRA. We have taken out two loans; one for \$2,600,000 and one for \$500,000. We have received those proceeds, and would like to spend the money. We also need to pay our bond counsel out of those funds.

- Caughey asked on page 6, under the General Fund, what the Administration fund line at \$284,800 consisted of.
- Gaines told him that would have been for the existing \$25,000 for grants, downtown rehabilitation and other fund lines originally budgeted. Administration consists of three categories, which in this case, doesn't include personnel services, but does include material services, and capital outlay.

- Caughey asked what the money is being spent on?
- Latta told him its money in there for capital outlay, like the street project. The Moore St. project was paid out that, so this includes what was left over in that account. The additional \$2,832,200, are for the street projects we have planned, and the \$500,000 for the property improvement loans and grants program.
- Caughey was satisfied with that.
- Gaines added that Administration normally includes personnel services, but we don't have that in the HRA.
- Caughey said that the wording capital outlay really bugs him.
- Downey said it didn't really make sense to her either.
- Gaines said that we are required to use this wording, so there is no way that we can change it.
- Caughey then **motioned to approve HRA-57, "A RESOLUTION OF THE HARRISBURG REDEVELOPMENT AGENCY ADOPTING A SUPPLEMENTAL BUDGET FOR THE FISCAL YEAR 2017-2018"**. He was **seconded** by Downey, and the **HRA Board voted unanimously to approve the adoption of a Supplemental Budget for the HRA for loan proceeds of \$3,155,012, and appropriation changes coming to a total of \$3,439,812.**

The matter of Reviewing the HRA's 4<sup>th</sup> Quarter FY 2016-2017 Financial Report

- Downey **motioned to approve the HRA 4<sup>th</sup> Quarter FY 2016-2017 Financial Report, and was seconded** by Keaton. **The Board then voted unanimously to approve the HRA 4<sup>th</sup> Quarter 2016-2017 Financial Report.**

The matter of Reviewing the HRA's 1<sup>st</sup> Quarter FY 2017-2018 Financial Report

**Staff Report:** Gaines said that there is nothing to really point out within this report either, except that getting more revenue in will help complete those projects we have planned.

- Puls pointed out that there wasn't any budget reflected on the report.
- Keaton added that there was nothing showing under the expenditures line either, except for a \$55.50 amount.
- Gaines wasn't sure why that report came out that way, and hadn't caught it when he put it together. He offered to go to his office to pull up a corrected report. He left the meeting at this point.

**Others:**

- Latta noted that the doctor's office is coming right along; all the loans were signed but we haven't yet received a request for reimbursement. Those can now be legally paid out, based upon the adoption of the supplemental budget. The dentist office, on the other hand, has some issues going on internally, which has slowed them down. It has to do with taxes, and accounting. That's being reconciled, but he does need to reach out to them, because the agreement is not yet signed.
- Keaton asked if that was the 1<sup>st</sup> loan agreement, or the 2<sup>nd</sup>?

- Latta told him it was both. They realized that as they move their practice, and start up this office, that there is some unresolved work that needs to be done. That's being taken care of.
- Loshbaugh noted that they had stakes in the ground already.
- Latta agreed, and said that they had the property surveyed.
- Loshbaugh asked if they were going to remove the old well building, and anything left from that, before they can pour concrete.
- Latta said technically, that is now their property, so they will have to take care of that.
- Loshbaugh said that the well was decommissioned. They took the tower down, because it was seismically unstable, but he doesn't think the well was ever sealed. He thinks it might still be there.
- Puls thought that the action of decommissioning the well would require the city to fill in the well at that time.
- Loshbaugh said that he hadn't gone in there, so he wasn't certain. He knew the pump was removed, and electricity, but he doesn't know if they filled it in or not.
- Latta said that we'll find out if that has been done or not. He added that he does need to complete the application forms for the property improvement loans; that will take an hour or so to complete. He'll work on that after the fire station plan review is completed.
- Caughey asked when they would pay us for that?
- Latta said probably after they divide all the property. We'll be flexible with them. By contract, it's supposed to be done in December, but we'll be nice. We do have a public hearing on November 21<sup>st</sup> on the new station.

Continuation of 1<sup>st</sup> Quarter Report for the 2017-2018 year for the HRA:

- Gaines said that the percentages are now here, and handed out a new report. (Please see Addendum No. 1.).
- Downey said that if everyone is happy with the figures now, then **she'll move to accept the revision. Keaton seconded the motion, and the Board voted unanimously to approve the 1<sup>st</sup> Quarter Financial Report for the HRA.**
- Gaines noted that there were still some issues with it, so he will email out a new report to all of them so that they have the correct figures. (Please see Addendum No. 2 for the copy of that report.)
- Mayor Duncan thanked him, because we do want to see the right figures.

**With no further business to discuss, the HRA Board adjourned at the hour of 9:41pm.**

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Chairperson

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City Recorder

**HARRISBURG REDEVELOPEMENT AGENCY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2017**

**HRA GENERAL FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	0.00	0.00	48500.00	0.00	0.00%
TAXES	3,062.80	3,062.80	235500.00	(3,062.80)	0.00%
INVESTMENT REVENUE	897.44	897.44	80.00	(897.44)	0.00%
MISCELLANEOUS REVENUE	2,640,011.94	2,640,011.94	0.00	(2,640,011.94)	0.00%
<b>TOTAL FUND REVENUE</b>	<b>2,643,972.18</b>	<b>2,643,972.18</b>	<b>284800.00</b>	<b>(2,643,972.18)</b>	<b>0.00%</b>

**EXPENDITURES (REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	55.50	55.50	17000.00	(55.50)	0.00%
CAPITAL OUTLAY	0.00	0.00	267800.00	0.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>55.50</b>	<b>55.50</b>	<b>284800.00</b>	<b>(55.50)</b>	<b>0.00%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>2,643,916.68</b>	<b>2,643,916.68</b>	<b>0.00</b>	<b>(2,643,916.68)</b>	<b>0.00%</b>

**HARRISBURG REDEVELOPEMENT AGENCY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING September 30, 2017**

**HRA GENERAL FUND**

**REVENUES (RESOURCES)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PERCENTAGE
BEGINNING FUND BALANCE	48,500.00	48,500.00	48,500.00	0.00	100.00%
TAXES	3,062.80	3,062.80	235,500.00	232,437.20	1.30%
INVESTMENT REVENUE	899.50	897.44	800.00	(97.44)	112.18%
MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL FUND REVENUE</b>	<b>52,462.30</b>	<b>52,460.24</b>	<b>284,800.00</b>	<b>232,339.76</b>	<b>18.42%</b>

**EXPENDITURES (REQUIREMENTS)**

OBJECT CLASSIFICATION (DESCRIPTION)	PERIOD ACTUAL	YTD ACTUAL	BUDGET	REMAINING	PERCENTAGE
MATERIALS & SERVICE	70.50	55.50	17,000.00	16,944.50	0.33%
CAPITAL OUTLAY	0.00	0.00	267,800.00	267,800.00	0.00%
<b>TOTAL FUND EXPENDITURES</b>	<b>70.50</b>	<b>55.50</b>	<b>284,800.00</b>	<b>284,744.50</b>	<b>0.02%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>52,391.80</b>	<b>52,404.74</b>	<b>284,800.00</b>	<b>232,395.26</b>	<b>18.40%</b>