

**CITY of LA GRANDE URBAN RENEWAL AGENCY**  
**RESOLUTION NUMBER 4789**  
**SERIES 2020**

**A RESOLUTION OF THE CITY OF LA GRANDE URBAN RENEWAL AGENCY, UNION COUNTY, OREGON CREATING THE URBAN RENEWAL ADVISORY COMMISSION FOR THE CITY OF LA GRANDE URBAN RENEWAL AGENCY, OREGON; ESTABLISHING MEMBERSHIP, TERMS OF OFFICE, POWERS AND DUTIES; REPEALING ALL OTHER RESOLUTIONS OR PORTIONS OF RESOLUTIONS IN CONFLICT HEREWITH AND DECLARING AN EFFECTIVE DATE**

**WHEREAS, the City of La Grande Urban Renewal Agency, recognizes the benefits of public input from volunteer Advisory Commissions, as needed and/or required; and,**

**WHEREAS, the City Council of the City of La Grande, Oregon, has adopted Ordinance 3229, Series 2015, establishing a protocol to create various ad hoc and long-term Advisory Committees and Commissions within the City of La Grande, Oregon; and,**

**WHEREAS, those protocols established for Advisory Committees and Commissions should also apply to Advisory Commissions of the City of La Grande Urban Renewal Agency; and,**

**WHEREAS, the City of La Grande Urban Renewal Agency desires to set forth a code of behavior and general procedures by which those Advisory Committees or Commissions established by Resolution of the City of La Grande Urban Renewal Agency shall conduct their business;**

**NOW, THEREFORE, BE IT RESOLVED, by the City of La Grande Urban Renewal Agency that:**

**Section 1. CREATION of COMMITTEE**

**There shall be and hereby is created the Urban Renewal Advisory Commission, as follows:**

**Section 2. APPLICATION PROCESS**

**Individuals interested in serving as a volunteer member of the Commission shall complete, sign and submit to the City Recorder or designee an application form developed by administrative staff, for final review and appointment by a vote of the Urban Renewal Agency in a Regular or Special Session. The Urban Renewal Agency reserves the right to request additional information from an applicant or applicants prior to making a formal appointment, to assist in the selection process. All applicants are subject to a criminal background check, provided the applicant has signed a waiver thereof.**

**Section 3. COMMISSION APPOINTMENTS**

- a. Consistent with Chapter V, Section 21., of the City Charter of the City of La Grande, Oregon, the Mayor shall nominate the Agency's Urban Renewal Advisory Commission members, subject to a vote of the Agency.**

- b. Employees of the City of La Grande, Oregon, are typically not eligible for appointment to the Agency's Urban Renewal Advisory Commission.
- c. The Agency's Urban Renewal Advisory Commission appointees shall serve on a voluntary basis, without pay.
- d. In most cases, the same applicant shall be appointed to not more than two (2) Advisory Committees or Commissions; except that the same applicant may additionally be appointed to the Budget Committee, which typically meets only once annually.

**Section 4. EXPIRATION or VACATION of TERMS**

- a. Whenever possible, within thirty (30) days following the resignation, removal, or the expiration of the term of any appointed Advisory Commission member, a successor shall be appointed in accordance with that Commission's membership criteria, as set forth in this establishing Resolution. Should any Advisory Commission member resign or be removed, a successor shall be appointed and shall serve for the unexpired period of the vacated term. A member whose term has expired or who has resigned from the Advisory Commission may continue to serve until a successor is appointed.
- b. Any member of the Commission may be removed by the Urban Renewal Agency as follows:
  - 1. Any member of the Urban Renewal Agency may request a member's permanent removal from the Urban Renewal Advisory Commission if the member has acted in such a manner as to bring discredit to the City, Agency, or has acted in a manner that is clearly in violation of the expectations of the Agency, or displayed conduct that is malicious or capricious in nature. The requesting Agency member shall request to the District Manager that the member be temporarily removed pending Urban Renewal Agency action. The requesting Agency member shall present the reasons for removal at the next regularly scheduled Urban Renewal Agency meeting. The Agency shall permanently remove or fail to remove the member by majority vote of the full Agency.
  - 2. At the request of the Advisory Committee or Commission Chair and/or the District Manager for nonattendance, if it becomes a frequent and regular occurrence. The Urban Renewal Agency shall remove or fail to remove the Advisory Committee or Commission member by majority vote of the full Council.
  - 3. The Chair of the Commission may, upon receiving a majority vote of the Advisory Commission, request to the District Manager that the member be temporarily removed pending Urban Renewal Agency action. The Chair shall present to the Urban Renewal Agency the basis for removal in open Session. The Urban Renewal Agency shall remove or fail to remove the Advisory Commission member by majority vote of the full Agency.

4. The District Manager may temporarily remove an Advisory Commission member and request the member's permanent removal from the Advisory Commission if the member has acted in such a manner to bring discredit to the City, Agency, or has acted in a manner that is clearly in violation of the expectations of the Agency, or displayed conduct that is malicious or capricious in nature. The District Manager shall present the reasons for removal to the Agency at the next regularly scheduled Urban Renewal Agency meeting. The Agency shall permanently remove or fail to remove the member by majority vote of the full Agency.

**Section 5. URBAN RENEWAL ADVISORY COMMISSION**

An individual appointed as a member of the Commission shall be an interested party actively interested in curing and preventing conditions of blight and improving the physical, economic and social conditions within the Urban Renewal District (URD).

The Agency shall appoint members as follows:

- Commission members must meet one of the following eligibility criteria:
  - City Resident; or
  - Owner of Real Property located within the Urban Renewal District; or
  - Owner of a business located within the Urban Renewal District (managers and employees would not meet this requirement); or
  - Elected official or highest appointed official of a taxing jurisdiction impacted by Urban Renewal

The Agency shall also apply the following criteria for selection in addition to the eligibility requirements above:

- A minimum of two members of the Commission must own or manage a business.
- Assuming the taxing jurisdiction representative role and the minimum number of business owners/managers are filled, additional members will be appointed with a preference for business owners inside the Urban Renewal District and then business owners/managers.

The Commission shall:

- Consider, prioritize, and recommend policies to the Urban Renewal Agency dedicated to the revitalization of the Urban Renewal District.
- Upon Agency request, provide recommendations to the Urban Renewal Agency regarding investments in public improvements and public/private development partnerships that will benefit and enhance the Urban Renewal District and facilitate the development of commercial and industrial parts of the District to create jobs and income which will provide economic support to the District.

- Provide other types of input to the Urban Renewal District Manager and/or Urban Renewal Agency, as requested.

The Commission shall be composed of five (5) members, who shall be voted upon by the full Urban Renewal Agency during a Regular Session of the Agency and shall serve without pay for three (3)-year terms. Terms shall begin on a common date and expire on December 31, at the end of each respective term.

A majority of appointed voting members, but not less than three (3), of the Commission at the time of the meeting shall constitute a quorum for the transaction of business. The Commission shall meet regularly and shall hold its meetings in compliance with the Oregon Public Meetings Law.


#### **Section 6. MINUTES**

- a. The Oregon Public Meetings Law requires that Minutes shall be provided for all Regular, Special, or Emergency meetings of an Advisory Committee or Commission and shall include at a minimum the following information: the proper name of the Advisory Committee or Commission; the time, date, and location of the Advisory Committee or Commission meeting; all members present (if guests are present, those names may be reflected but shall remain separate from the names of the Commissioners who are present); and Commissioners absent. While a verbatim transcript is not required, the substance of discussion on any item during an Advisory Committee or Commission meeting shall be described in enough detail to ensure that the nature of the discussion is clear to the reader.
- b. All official Advisory Committee or Commission actions must be taken by a public vote subsequent to the introduction of a Motion, with a Second; and the vote of each member must be recorded in the Minutes, together with the name of the Advisory Committee member/Commissioner having introduced the Motion. Voting may *not* be by proxy nor electronic mail. Oregon State Statute permits an Advisory Committee member/Commissioner to be connected to a meeting telephonically, provided other Advisory Committee members/Commissioners, members of the audience, and media may "listen" to the meeting by speakers or other devices. An Advisory Committee member/Commissioner connected to a meeting telephonically shall be so for the entirety of the meeting and may not select only those items in which the Advisory Committee member/Commissioner is particularly interested in voting.
- c. Unless otherwise authorized by Oregon State Statute, or Resolution of the City of La Grande or Urban Renewal Agency or Ordinance of the City Council of the City of La Grande, Oregon, all Committee/Commission actions are advisory in nature and shall be forwarded to the City Council or the Urban Renewal Agency as an Advisory Committee or Commission recommendation on the next available Regular Session Agenda, if appropriate, as determined by the City Manager; or, in the case of the Urban Renewal Advisory Commission, the Urban Renewal District Manager.

- d. A copy master of each set of Advisory Committee/Commission Minutes shall be provided to the City Recorder for distribution to the City Council or Urban Renewal Agency subsequent to formal Advisory Committee/Commission approval of the Minutes.

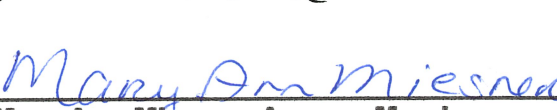
PASSED and EFFECTIVE ON this Fourth (4<sup>th</sup>) Day of March, 2020, by Seven (7) of seven (7) Councilors present and voting in the affirmative.


  
Stephen E. Clements, Mayor

  
Gary Lillard, Agency Member

  
Corrine Dutto, Agency Member

  
Nicole Howard, Agency Member

  
Mary Ann Miesner, Agency Member

  
Justin Rock, Agency Member

  
Jim Whitbeck, Agency Member

ATTEST:

  
Kayla M. Rock  
City Recorder