

**CITY of LA GRANDE**  
**Urban Renewal Agency Regular Session**  
**Wednesday, October 5, 2022**

**[Immediately Following City Council Regular Session](#)**

**Council Chambers**  
**La Grande City Hall**  
**1000 Adams Avenue**

**AGENDA**

The meeting will be available for viewing via the City's scheduled Charter Communications channel 180 immediately following the City Council meeting which begins at 6:00 p.m. on October 5, 2022, on the La Grande Alive website at <https://eoalive.tv/city-events/> or on the Eastern Oregon Alive.TV Facebook page at <https://www.facebook.com/EOAliveTV>.

**1. URBAN RENEWAL AGENCY**

- a. Call to Order  
b. Roll Call

- Per ORS 192.670(1), some Agency Members may be participating in this Regular Session by electronic communication.
- The Urban Renewal Agency will meet in Executive Session pursuant to ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

**2. AGENDA APPROVAL**

**3. CONSENT AGENDA**

*The Consent Agenda includes routine items of business which may be approved by one Motion of the Agency. Any Agency Member so desiring may by request remove one or more items from the Consent Agenda for individual consideration under the Unfinished or New Business portion of the Agenda.*

- a. Consider: Approving Regular Session Minutes; August 3, 2022

**4. PUBLIC COMMENTS**

*Those individuals who wish to address the Agency in connection with any item which is printed on tonight's Agenda may do so during the time that item is under discussion by the Agency. Individuals wishing to speak to the Agency about non-Agenda items may do so during this Public Comments portion of the Agenda. Please print your name and address on the Public Comments Sign-in Sheet, located on the podium. When addressing the Agency, speak loudly and clearly into the Podium microphone, and state your name. Persons interested in providing virtual public comments shall contact City Staff at [sstockhoff@cityoflagrande.org](mailto:sstockhoff@cityoflagrande.org) or by calling the City Recorder at (541) 962-1309 not later than 5:00 pm the day prior to meeting to make arrangements. In the event the Mayor does not announce a time limit for comments, each speaker is asked to confine their comments to three minutes in length, whether the comments are in-person or virtual.*

**5. PUBLIC HEARINGS**

**6. UNFINISHED BUSINESS**

**7. NEW BUSINESS**

- a. Consider: Receive Economic Development Update

[Bishop]

**8. DISTRICT MANAGER COMMENTS**

**9. AGENCY MEMBER COMMENTS**

**10. ADJOURN to EXECUTIVE SESSION**

- a. The Agency will not reconvene

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Stacey M. Stockhoff  
Acting City Recorder

*The Urban Renewal Agency reserves the right to convene an Executive Session for any purpose authorized under ORS 192.660  
Persons requiring special accommodations who wish to attend the Agency Session are encouraged to make arrangements prior to the meeting  
by calling 541-962-1309. The City of La Grande does not discriminate against individuals with disabilities*

CITY of LA GRANDE

URBAN RENEWAL AGENCY ACTION FORM

Agency Meeting Date **October 5, 2022**

PRESENTER: **Robert A. Strobe, District Manager**

AGENCY ACTION: **CONSIDER CONSENT AGENDA**

- 1. MAYOR: Request Staff Report
- 2. MAYOR: Entertain Motion

**Suggested Motion:** I move we accept the Consent Agenda as presented.

OR

**Suggested Motion:** I move we accept the Consent Agenda as amended.

- 3. MAYOR: Invite Agency Discussion
- 4. MAYOR: Ask for the Vote

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**EXPLANATION:** A Consent Agenda includes routine items of business with limited public interest, which may be approved by one Motion of the Agency. Any Agency Member may, by request, remove any item of business from the Consent Agenda.

a. **Consider:** Approving Regular Session Minutes; August 3, 2022

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**Reviewed By:** (Initial)

District Manager \_\_\_\_\_  
 City Recorder \_\_\_\_\_  
 Aquatics Division \_\_\_\_\_  
 Building Department \_\_\_\_\_  
 ED Department \_\_\_\_\_  
 Finance \_\_\_\_\_  
 Fire Department \_\_\_\_\_

Human Resources Dept \_\_\_\_\_  
 Library \_\_\_\_\_  
 Parks Department \_\_\_\_\_  
 Planning Department \_\_\_\_\_  
 Police Department \_\_\_\_\_  
 Public Works Department \_\_\_\_\_

**AGENCY ACTION** (Office Use Only)

- Motion Passed
- Motion Failed; \_\_\_\_\_
- Action Tabled: \_\_\_\_\_  
Vote: \_\_\_\_\_
- Resolution Passed  
Effective Date: \_\_\_\_\_
- Ordinance Adopted  
First Reading: \_\_\_\_\_  
Second Reading: \_\_\_\_\_  
Effective Date: \_\_\_\_\_

## CITY OF LA GRANDE

### Urban Renewal Agency and Urban Renewal Advisory Commission Special Session

August 3, 2022

*Immediately following City Council Regular Session*

Council Chambers  
La Grande City Hall  
1000 Adams Avenue

### **MINUTES**

#### **AGENCY MEMBERS PRESENT:**

Stephen E. Clements, *Mayor*  
Gary Lillard, *Mayor Pro Tem*  
John Bozarth, *Agency Member*  
Nicole Howard, *Agency Member*  
Mary Ann Miesner, *Agency Member*

#### **AGENCY MEMBERS ABSENT EXCUSED:**

David Glabe, *Agency Member*  
Justin Rock, *Agency Member*

#### **URBAN RENEWAL ADVISORY COMMISSION MEMBERS:**

Lauren Babcock (Absent Excused)  
Alana Carollo (Absent Excused)  
Rikki Jo Hickey  
Roxie Ogilvie (Absent Excused)  
Matt Scarfo

#### **STAFF PRESENT**

Robert Strobe, *District Manager*  
Kayla Brainerd, *Assistant to the District Manager*  
Stacey Stockhoff, *Acting City Recorder*  
Gary Bell, *Police Chief*  
Michael Boquist, *Community Development Director*  
Carrie Bushman, *Library Director*  
Kyle Carpenter, *Public Works Director*  
Emmitt Cornford, *Fire Chief*

#### **CALL TO ORDER/ROLL CALL/AGENDA APPROVAL**

Mayor CLEMENTS called this Special Session of the Urban Renewal Agency and Urban Renewal Advisory Commission (URAC) to order at 7:22 p.m.; Roll Call was taken; and a quorum was determined to be present.

STROPE announced that URAC Member OGILVIE was absent excused but conveyed to STROPE that she was in support of allocating the funding that was being presented under Action Item 7.a.

#### **CONSENT AGENDA (Agency Only)**

- a. **Consider:** Approving Regular Session Minutes; July 6, 2022

LILLARD announced that because he was not present at the July 13, 2022, Special Session, he would abstain from the vote, to which Mayor CLEMENTS requested a motion be presented for each of the minutes separately.

The following Motion was introduced by MIESNER; LILLARD providing the Second:

**MOTION:** I move that we accept the Regular Session Minutes from July 6, 2022.

**VOTE**

**MSC.** FIVE (5) of the FIVE (5) Agency Members present voted in the affirmative; GLABE and ROCK were absent excused.

- b. **Consider:** Approving Special Session Minutes; July 13, 2022

The following Motion was introduced by MIESNER; BOZARTH providing the Second:

**MOTION:** I move that we accept the Special Session Minutes from July 13, 2022.

**VOTE**

**MSC.** FOUR (4) of the FIVE (5) Agency Members present voted in the affirmative; LILLARD abstained from the vote; GLABE and ROCK were absent excused.

**PUBLIC COMMENTS**

None

**PUBLIC HEARINGS**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- a. **Consider:** Awarding Additional Funds to the Call For Projects Program Applicants

**STAFF REPORT**

Mayor CLEMENTS requested the Staff Report.

Robert STROPE, *District Manager*

STROPE stated that at the Wednesday, July 13, 2022, Joint Special Session of the Agency and Urban Renewal Advisory Commission (URAC), full funding was awarded for four (4) of the six (6) projects. The fifth (5<sup>th</sup>) ranked project was awarded \$70,164, which was \$385 less than the eligible amount of \$70,549. The sixth (6<sup>th</sup>) ranked project did not receive any of the \$33,508 eligible amount. The approved Call for Projects (CFP) policy, Section C. 3) reads as follows: *“Once projects are evaluated and ranked per criteria in Subsection 6, available funds will be allocated to projects in*

*order of ranking, highest to lowest, with projects receiving the full amount requested until the funding is exhausted.”*

STROPE noted that following the funding decision, the applicant for The Local Kitchen declined their award of \$64,180. Given the timing, Staff was recommending the Agency and URAC consider allocating additional funding to those projects which did not receive full funding. Based on the CFP Policy, should the Agency/URAC elect to award the funding declined by The Local Kitchen to the other projects, the revised funding awards would be \$70,549 for Smokehouse (\$385 increase) and \$33,508 for Country Financial (\$33,508 increase).

Since The Local Kitchen declined their award and it was the only project that created a conflict for LILLARD, LILLARD presumed he would be able to participate in the discussion and vote, to which STROPE replied he would be able to participate.

Mayor CLEMENTS asked if the remaining funds would roll over into next year’s budget, to which STROPE explained that the Agency budgeted \$350,000 for this year’s Call for Projects, which was the same as last year, but not all of that was new money. Any funds not used could be included in the next year’s budget.

MIESNER spoke in favor of funding all of the remaining Call for Projects applicants, to which Mayor CLEMENTS agreed.

HICKEY asked how the business owners were informed of the available grants and are classes offered to business owners with informative information on how to apply for grants, to which STROPE replied the Agency does publicize and advertise those grants well in advance and one of the provisions in the policy addresses staff in assisting and preparing the businesses for submitting applications for grants.

In response to HICKEY’s question, STROPE noted that approximately \$30,000 would be leftover if the Agency decided to fully fund the two projects discussed earlier. Those leftover funds would not be available for another award under this program for this fiscal year. Those funds would stay in the Urban Renewal budget.

**PUBLIC COMMENTS**

None

**AGENCY DISCUSSION**

None

**MOTION**

The following Motion was introduced by BOZARTH; LILLARD providing the Second:

**MOTION:** I move approval of increased funding for the Call for Projects applicants as discussed.

**AGENCY DISCUSSION**

None

**VOTE**

**MSC.** FIVE (5) of the Agency Members and TWO (2) of the Urban Renewal Advisory Commission Members present voted in the affirmative; BABCOCK, CAROLLO, GLABE, OGILVIE and ROCK were absent excused.

**DISTRICT MANAGER COMMENTS**

None

**AGENCY MEMBER COMMENTS**

None

**ADJOURN**

There being no further business to come before this Regular Session of the Agency, Mayor CLEMENTS adjourned the meeting at 7:32 p.m.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Kayla A. Brainerd  
Assistant to the District Manager

\_\_\_\_\_  
Stephen E. Clements  
Mayor

**APPROVED:** \_\_\_\_\_

**CITY of LA GRANDE**

**URBAN RENEWAL AGENCY ACTION FORM**

Agency Meeting Date: **October 5, 2022**

**PRESENTER:** Timothy Bishop, Economic Development Director

**AGENCY ACTION:** RECEIVE ECONOMIC DEVELOPMENT UPDATE

1. MAYOR: Request Update
2. MAYOR: Invite Public Comments
3. MAYOR: Invite Agency Discussion

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**EXPLANATION:** The Urban Renewal Agency and City Council approved the 2022-2024 Economic Development Strategy on April 6, 2022. At that time, the City Council requested that Staff report back to Council/Agency with a progress update in October, 2022. Attached is the requested six-month progress update. The purpose of this agenda item is to give the Agency an opportunity to receive the update and for the Staff to answer questions. No formal action is required by the Agency. Given the majority of the funding is provided by the Urban Renewal Agency, it was deemed more appropriate for the update to be provided to the Agency.

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**Reviewed By:** (Initial)

District Manager \_\_\_\_\_

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

Aquatics Division \_\_\_\_\_

Building Department \_\_\_\_\_

ED Department \_\_\_\_\_

Finance \_\_\_\_\_

Fire Department \_\_\_\_\_

Human Resources Dept \_\_\_\_\_

Library \_\_\_\_\_

Parks Department \_\_\_\_\_

Planning Department \_\_\_\_\_

Police Department \_\_\_\_\_

Public Works Department \_\_\_\_\_

**AGENCY ACTION** (Office Use Only)

Motion Passed

Motion Failed: \_\_\_\_\_

Action Tabled: \_\_\_\_\_

Vote: \_\_\_\_\_

Resolution Passed

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

Ordinance Adopted

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

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

# **Economic Development Strategy 2022-2024**

## **October 2022 Update**

### **Goal 1: Ensure Urban Renewal Agency programs are achieving goals and objectives as set by the Agency and meeting the needs of businesses**

- Currently discussing Agency vision for Urban Renewal.
- Have revised CFP policy in spring 2022 and reviewing proposed changes fall 2022.
- Initiating new administrative process for 2023 CFP process to address issues identified in 2022 CFP implementation.
- Two vacancies on the URAC were filled in June and training occurred in September.
- We will schedule Urban Renewal training for the Agency and URAC after the first of the year given there will be new Agency members.

### **Goal 2: Continue business recruitment efforts**

- Actively responding to all leads that come in including those from Business Oregon if we can meet the minimum criteria identified.
- Developing a list of leads associated with outdoor recreation manufacturing.
- Working with planning on zoning revisions to make it easier to site small scale manufacturing.
- Actively working two leads that have interest in the Business Park, including one that may qualify for the traded sector incentive. (specifics are being kept confidential to prevent jeopardizing the leads at this point)
- Two leads have expressed interest in Call For Project grants in 2023 cycle including one small scale manufacturer.

### **Goal 3: Continue business retention and expansion efforts.**

- Two businesses have been referred to Business Oregon funding programs for retention and expansion projects.
- Continue to meet monthly with economic development partners including the Chamber, EOVA, Main Street, and Union County to share leads and develop recruitment and retention efforts including the upcoming small business summit October 20.
- Working with La Grande Main Street to host a monthly Small Business Connections networking series that re launched in September



- Working with the planning department to update zoning code and begin the process of updating the Land Use Plan Goal 9.
- Working closely with multiple EOU programs including the Ag Entrepreneurship Degree program, the REV Center, and the Sustainable Rural Systems Program.
- Working with EOU's Sustainable Rural Systems program and BTI to conduct multiple brownfield assessments. Currently working with several sites along Jefferson Avenue. The Bohnenkamp building and the City's former fire station are also participating in this project. Participating properties in this project receive phase 1 environmental assessments, and depending on need and availability Regulated Building Materials RBM surveys, and or, phase 2 assessments.
- Working with current CFP grant recipients to implement current projects and actively promoting the 2023 grant cycle to potential project applicants.
- Working with Goss Motors to adapt to industry changes as a result of EV transition.
- We continue to meet periodically with major employers.

#### **Goal 4: Create a vibrant Central Business Zone (CBZ)**

- Continue to serve on the La Grande Main Street Downtown (LGMSD) Board and Chair the Economic Vitality Committee
- LGMSD is currently in search of a new Executive Director.
- Working with LGMSD and RDI on business cluster analysis and strategic recruitment efforts around those clusters.
- Continue to work with LGMSD to administer the Façade Grant program. Three façade grants awarded to date in 2022 including Bird Dog Glass, REMAX Realty, and Real Deals.
- Four of five CFP grants were awarded to downtown projects including two with housing components.
- All of the projects identified as part of the BTI/Sustainable Rural Systems, brownfield projects are located downtown and are predominantly redevelopment opportunities along Jefferson Street.
- LGMSD t secured a \$200,000 Oregon Main Street grant for the redevelopment of the Bohnenekamp building.

#### **Goal 5: Encourage entrepreneurial and small business development as a key economic development strategy.**

- We currently have an EOU intern funded through Business Oregon's Rural Opportunities Initiative (ROI) grant, assisting us with entrepreneur outreach and interviews to conduct

an entrepreneurship ecosystem analysis. As a result of this outreach two recently started businesses are participating in the Small Business Foundations class conducted NEOEDD.

- Analyzing La Grande's Entrepreneurship Ecosystem utilizing the ROI Grant from Business Oregon. This project has identified more than 50 entrepreneurs and small business owners and interviewing nearly 20 of them.
- This work will be used to help shape the programming direction and needs analysis for the Ignite Center moving forward.
- Re-launched the monthly business connections networking series in September.
- Working with Chamber, EOVA and others to host Small Business Summit October 20.
- Continue to operate the Ignite Center. Currently 13 active members using the space for a variety of uses including remote work. NEOEDD also hosts small business classes there including this fall's Business Basics class. Main Street is also using the space to host the business connections series, and Economic Development uses the space for entrepreneur interviews and committee meetings for the ROI grant.

## **Goal 6: Market and educate existing businesses, potential new businesses, and the citizens of La Grande about Urban Renewal Programs and the benefits of Urban Renewal**

- Building digital presence with new La Grande Economic Development website, Facebook, Instagram, and LinkedIn pages.
- Building a digital image archive of active and potential projects, and general economic activity. These images are stored on Flickr.
- Continuing one on one meetings with key businesses owners and potential new business leads or developers.