

**CITY of LA GRANDE  
Urban Renewal District Budget Committee  
Wednesday, June 1, 2022**

**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 that will begin at 6:00 p.m. on June 1, 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. ROLL CALL**

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call

- Per ORS 192.670(1), members of the Budget Committee may be participating in this meeting by electronic communication.

**2. AGENDA APPROVAL**

*Announce that this meeting of the City of La Grande Urban Renewal District Budget Committee is for the sole purpose of approving the Minutes of the May 16, 2022, Urban Renewal District Budget Hearing.*

**3. CONSENT AGENDA**

*The Consent Agenda includes routine items of business which may be approved by one Motion of the Committee.*

- a. Consider: Approving Urban Renewal District Budget Hearing Minutes; May 16, 2022

**4. ADJOURN TO CITY OF LA GRANDE BUDGET COMMITTEE REGULAR SESSION**

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Stacey M. Stockhoff  
Acting City Recorder

CITY of LA GRANDE

URBAN RENEWAL DISTRICT BUDGET COMMITTEE ACTION FORM

Agency Meeting Date: **June 1, 2022**

**PRESENTER:**                    **Robert A. Strope, 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 Council. Any Councilor may, by request, remove any item of business from the Consent Agenda.

a. **Consider:** Approving Urban Renewal District Budget Hearing Minutes; May 16, 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 District Budget Committee

May 16, 2022

6:00 p.m.

Colleen F. Johnson Community Room  
F. Maxine and Thomas W. Cook Memorial Library  
2006 North Fourth Street

The meeting was available for viewing via the City's scheduled Charter Communications channel 180, on the La Grande Alive website at <https://eoalive.tv/city-events/> and on the Eastern Oregon Alive.TV Facebook page at <https://www.facebook.com/EOAliveTV>.

### MINUTES

#### MEMBERS PRESENT

Stephen E. Clements, Mayor  
Gary Lillard, Mayor Pro Tem  
John Bozarth, Agency Member  
David Glabe, Agency Member  
Nicole Howard, Agency Member  
Mary Ann Miesner, Agency Member  
Justin Rock, Agency Member

Greg Ammer  
Mat Barber  
Cori Brewster  
Corrine Dutto  
Max Koltuv (arrived at 6:33 p.m.)  
Scott McConnell  
Joyah Wong

#### ABSENT/EXCUSED

#### STAFF PRESENT

Gary Bell, Police Chief  
Lyle Bridge, WWTP/Sewer Superintendent  
Josie Boyk, Public Works Admin. Assistant  
Kyle Carpenter, Public Works Director  
Jake Dixon, Water Superintendent  
Carla Greenough, Police Admin. Assistant  
Rob Harnack, Senior Accountant  
Cari Markham, Human Resource Specialist  
McKayla Rollins, Aquatics Superintendent  
Robert Strobe, City Manager/District Manager

Timothy Bishop, Economic Development Director  
Michael Boquist, Community Development Director  
Carrie Bushman, Interim Library Director  
Emmitt Cornford, Fire Chief  
Joe Fisher, Building Official  
Ronda Griffin, Communications Manager  
Jason Hays, Police Lieutenant  
Heather Rajkovich, Finance Director  
Stacey Stockhoff, Acting City Recorder  
Ryan Tsiatsos, Street Superintendent

#### ROLL CALL

Mayor CLEMENTS called the meeting of the City of La Grande Urban Renewal District Budget Committee to order at 6:01 p.m. Roll Call was taken and a quorum was determined to be present.

#### AGENDA APPROVAL

There were no additions or changes to the Agenda.

#### DECLARATIONS

None

#### ELECTION OF CHAIR

Justin ROCK nominated Mat BARBER to be Chair of the Urban Renewal Budget Committee.

QUESTION: Due to the lack of any additional nominations, a vote was not necessary and Mat BARBER was unanimously elected as Chair.

Chair BARBER opened the Urban Renewal District Budget Hearing at 6:04 p.m. and asked for the Budget Message.

**BUDGET MESSAGE**

Robert A. Strobe, Budget Officer

After outlining the procedure for the Budget Hearings, STROPE stated that the Urban Renewal District Proposed Budget for Fiscal Year 2022-23 reflected the guidance provided by the Urban Renewal Agency at their annual Retreat, which again included affirmation of continuing to fully fund core economic development efforts first and to under levy surplus property taxes. Based on the guidance, the Proposed Budget had an under levy of Urban Renewal to provide more revenues to the City's General Fund as well as additional revenues to other taxing districts. The under levy was an annual decision, and was at the discretion of the Agency. In addition to funding core programs, the intent was to maintain an ending fund balance of approximately \$250,000. The Proposed Budget included a total unappropriated ending fund balance of \$346,706 plus \$150,000 of contingency.

STROPE noted that the Proposed Budget included funding for the Economic Development Director, core economic development program funding, and project funding for the Agency's existing programs. The allocations of the \$1,350,000, in project funding, of which \$900,000 was being carried over from the current fiscal year were:

- Non-Business Park Call for Projects Program - \$350,000
- Business Park Call for Projects - \$225,000
- Agency identified, pro-actively targeted improvement project - \$500,000
- Traded Sector Incentive - \$200,000
- Façade Grant Program - \$75,000

STROPE stated that because of the regulatory constraints surrounding Urban Renewal, the City of La Grande and the Urban Renewal Agency have an agreement that provides for the transfer of funds from the Agency to the General Fund for services, including funding of the Economic Development Department and La Grande Main Street Downtown (LGMSD) at \$25,000. The Agency was not planning to provide funding for any outside third-party agency or organization for economic development efforts in the coming fiscal year other than the existing services provided by LGMSD.

STROPE reviewed the Urban Renewal Agency Under Levy projections based on 2022-2023 levy rates.

In response to LILLARD's questions regarding the Traded Sector program, STROPE stated that the program was implemented around Year 2010-2011. There might be one application submitted soon for a lot at the Business Park

and Staff would review it once received, to see if it meets the thresholds for the program. STROPE gave a brief recap of the Traded Sector program criterion.

In response to BOZARTH's question regarding the increase in the *Façade Program*, STROPE explained that it had been \$50,000 for several years and last year it was increased to \$75,000.

BOZARTH asked why there was an increase of approximately 9% in *Administrative Fees*, to which RAJKOVICH stated it was based on actual numbers from FY 2020-2021, which was the line for administrative staff time.

MIESNER pointed out that the budget book showed \$50,000 budgeted for FY 2021-2022 for the *Façade Program*, to which STROPE confirmed that the budget book was incorrect and it should read \$75,000. He stated that RAJKOVICH would correct the numbers prior to Agency adoption.

In response to Mayor CLEMENTS' question regarding the interest variables on the debt payments listed in the Debt Fund, RAJKOVICH confirmed that two (2) of them were set up with a variable interest rate, but the Business Park Debt had been rebonded and now had a fixed rate.

In response to MIESNER's question regarding the requested figure for *Current Property Taxes*, STROPE explained the process of how that figure was produced as well as how assessed values were calculated.

MCCONNELL asked how the under levy was determined, to which STROPE explained that it was an annual decision each year, made by the Agency and the City of La Grande. By choosing to do this each year, it allowed the Agency and the City to not inhibit the flexibility going forward, which was an advantage. The amount is based on funding the Urban Renewal core programs, debt service, and a targeted ending cash amount first, then determining how much the property tax assessment needs to be to for Urban Renewal to meet those obligations.

DUTTO asked what a RARE participant was, to which STROPE explained it was a person hired under a program which allows recent college graduates to help assist communities and agencies for approximately 9 months. It is a program similar to AmeriCorps and the participants receive educational benefits as an incentive.

In response to MIESNER's question, BISHOP explained that the City of La Grande did not apply for a RARE participant this year because the City had an internship already with Eastern Oregon University (EOU).

A discussion was held in regards to why the *URA 'PLAN' PROJECTS* lines were individually listed in the General Fund budget.

In response to Mayor CLEMENTS' question regarding the \$107,258 in the estimated column for FY 2021-2022, STROPE answered that he was not certain why there was less applications received, but one of the reasons for the lower number paid out for projects compared to previous years could be due to an increase in cost of materials.

Mayor CLEMENTS noted the numbers for *Capital Outlay* from two years ago to now and added that the numbers were building up a good collection for resources for future projects.

(Note: Agency Member GLABE left the meeting at 6:27 p.m.)

STROPE stated that to correct the Façade Program amount, the current year's *Total Capital Outlay* in the Urban Renewal Agency General Fund would be increased by \$25,000, making the new total \$1,254,453; the new revised number for *Unappropriated Ending Balance* decreased by \$25,000 to \$40,496.

PUBLIC COMMENTS

None

COMMITTEE DISCUSSION

None

Chair BARBER closed the Hearing at 6:32 p.m. to entertain a Motion from the Budget Committee.

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

MOTION: I move that the Urban Renewal District certify to the County a request that \$52,422,181 in increment value be used for the purpose of dividing taxes and that the Urban Renewal District Budget for Fiscal Year 2022-2023 be approved as amended; and further, that it be forwarded to the Urban Renewal Agency for consideration and adoption during its Regular Session on June 1, 2022.

(Note: Committee Member KOLTUV joined the meeting at 6:33 p.m.)

COMMITTEE DISCUSSION

None

VOTE

MSC. TWELVE (12) out of THIRTEEN (13) members present voted in the affirmative; AMMER voted against; GLABE left the meeting at 6:27 p.m. and was not present for the vote.

**CITY OF LA GRANDE  
URBAN RENEWAL DISTRICT  
BUDGET COMMITTEE MINUTES  
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**At 6:33 p.m. Chair BARBER adjourned the Budget Committee to Consider the Approval of the Budget Committee Minutes during the Agency's Regular Session on June 1, 2022.**

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**Stephen E. Clements  
Mayor**

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**Mat Barber  
Chair**

**ATTEST:**

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**Stacey M. Stockhoff  
Acting City Recorder**

**APPROVED:**

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