

CITY of LA GRANDE
Urban Renewal Agency Regular Session
Wednesday, June 7, 2023

[Immediately Following City of La Grande Budget Committee 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 Urban Renewal District Budget Committee Regular Session and the City of La Grande Budget Committee Regular Session which begin at 6:00 p.m. on June 7, 2023, on the EO Alive website at <https://eoa.tv> or on the EO Alive.TV Facebook page at <https://www.facebook.com/EOAliveTV>.

1. WELCOME to the URBAN RENEWAL AGENCY REGULAR SESSION

- a. Call to Order
- b. Roll Call

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; May 3, 2023
- b. Consider: Accepting FY 2023 – 2024, "Exhibit A"; Urban Renewal Agency/City Intergovernmental Agreement [Strope]

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 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

- a. Consider: Resolution: Adopting Budget, Making Appropriations; FY 2023-2024 [Strope/Rajkovich]

6. UNFINISHED BUSINESS

7. NEW BUSINESS

8. DISTRICT MANAGER COMMENTS

9. AGENCY MEMBER COMMENTS

10. ADJOURN TO CITY COUNCIL REGULAR SESSION

Stacey M. Stockhoff
City Recorder

CITY of LA GRANDE

URBAN RENEWAL AGENCY ACTION FORM

Agency Meeting Date June 7, 2023

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

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; *May 3, 2023*
- b. **Consider:** Accepting FY 2023 – 2024, “Exhibit A”; *Urban Renewal Agency/City Intergovernmental Agreement*

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 Regular Session

May 3, 2023

Immediately following City Council Regular Session

Council Chambers
La Grande City Hall
1000 Adams Avenue

MINUTES

AGENCY MEMBERS PRESENT:

Justin B. Rock, *Mayor*
Corrine Dutto, *Agency Member*
Nicole Howard, *Agency Member*
Molly King, *Agency Member*
Mary Ann Miesner, *Agency Member*
Denise Wheeler, *Agency Member*

AGENCY MEMBERS ABSENT EXCUSED:

David Glabe, *Mayor Pro Tem*

STAFF PRESENT

Robert Strope, *District Manager*
Hannah Lehner, *Assistant to the District Manager*
Stacey Stockhoff, *City Recorder*
Gary Bell, *Police Chief*
Timothy Bishop, *Economic Development Director*

CALL TO ORDER/ROLL CALL/AGENDA APPROVAL

Mayor ROCK called this Regular Session of the Urban Renewal Agency to order at 7:33 p.m.; Roll Call was taken; and a quorum was determined to be present.

Mayor ROCK announced that the Urban Renewal Agency would 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.

CONSENT AGENDA

- a. **Consider:** Approving Regular Session Minutes; *March 1, 2023*

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

MOTION: I move we accept the Consent Agenda as presented.

VOTE

MSC: 6-0 (Yes: ROCK, DUTTO, HOWARD, KING, MIESNER, and WHEELER; No: None)

PUBLIC COMMENTS

None

PUBLIC HEARINGS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

- a. **Consider: Approving Third Amended and Restated CCR's for the La Grande Business and Technology Park**

STAFF REPORT

Mayor ROCK requested the Staff Report.

Robert STROPE, *District Manager*

STROPE acknowledged that Union County Economic Development Corporation (UCEDC) had sold their remaining properties to Larvik Commercial, LLC, and Ronald Larvik, President, had reviewed and signed the Third Amended and Restated Declaration of Covenants, Conditions, and Restrictions, (CC&Rs) La Grande Business & Technology Park, adding under the current CC&Rs, any change required consent of owners of 65% of the total votes and the consent of the City of La Grande Urban Renewal Agency, so long as the Agency holds at least one vote. Larvik Commercial, LLC, owns more than 65% of the votes. STROPE noted the significant changes to the CC&Rs were the removal of UCEDC as a Co-Declarant and replacing UCEDC with the Agency with the authority to operate the Association until such time as the Owners Association was formed. The most significant roles the Agency undertakes in the capacity was enforcing the CC&Rs and appointing the Site Plan and Architectural Review Committee to review and approve plans for new construction at the Park. It would be the intent to appoint the District Manager and the Urban Renewal Advisory Commission to serve as voting members of the Committee, which would be done as a separate action. Once approved, the CC&Rs would be recorded and a copy provided to all current owners of property at the Park.

MIESNER questioned how many properties were still owned by the Agency, to which STROPE thought three properties were under Agency ownership. In response to MIESNER's query if the Agency would step away upon the final property sale, STROPE cited since the Agency was the CC&Rs administrator, it provided oversight for protecting investments, noting the Agency might want that protection

until a majority of properties were sold and the Owners Associate was formed.

In response to DUTTO's question pertaining to UCEDU dissolution, STROPE noted he was uncertain of their status.

PUBLIC COMMENTS

None

AGENCY DISCUSSION

MIESNER noted it made sense to adopt it.

WHEELER stated she would not approve the amended CC&Rs, citing that it was too much oversight and felt like micromanagement. WHEELER expressed the opinion that the restrictions might be the reason the Business Park had not flourished.

Mayor ROCK noted that a business located in the City would have to follow similar restrictions and go through a similar approval process.

In response to WHEELER's statement, STROPE shared the Business Park was located in a floodplain, an attribute which could be a barrier for development; noting that potential investors were made aware of the CC&Rs and the floodplain status prior to investing. STROPE added the Agency had an obligation to continue with the standards set in the CC&Rs for those who had made investments thus far in the Business Park, citing the CC&Rs had not significantly changed in the newly amended version.

DUTTO cited that the restrictions could be beneficial for investors, but could be viewed as a hinderance to others.

In response to KING's question for clarification, STROPE shared that the CC&Rs had been modified in the past, noting the standards differ based on the lot location within the park. STROPE added since Larvik Commercial, LLC had secured over 60% of the properties, reviewed and signed the CC&Rs; he felt the Agency should respect Larvik Commercial, LLC's decision.

In response to questions pertaining to investor's interest in Agency owned properties, STROPE cited the Agency remained flexible for potential investors and their timeframe for due diligence.

MIESNER noted the Agency had been flexible in the past.

MOTION

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

MOTION: I move that the Agency approve and authorize the Mayor to sign the Third Amended and Restated Declaration of Covenants, Conditions, and Restrictions, La Grande Business & Technology Park as presented.

AGENCY DISCUSSION

None

VOTE

MSC: 5-1 (Yes: ROCK, DUTTO, HOWARD, KING, and MIESNER; No: WHEELER)

- b. **Consider:** Appointing Members of the Site Plan and Architectural Review Committee for the La Grande Business and Technology Park

STAFF REPORT

Mayor ROCK requested the Staff Report.

ROBERT STROPE, District Manager

STROPE stated that the Third Amended and Restated Declaration of Covenants, Conditions, and Restrictions, (CC&Rs) La Grande Business & Technology Park, Article 8, contemplates Association appointment of a Site Plan and Architectural Review Committee for the La Grande Business & Technology Park. STROPE detailed upon the Agency approving the action item to revise the CC&Rs, the Agency would have the authority to make an appointment. STROPE noted the function was previously performed by the UCEDC Property Committee, and when the Agency appointed members to the UCEDC Board, the District Manager served as a voting member of that Board, as well as on the Property Committee. STROPE added, given the Agency had a standing Commission, the URAC, it would be a smooth transition to appoint the URAC to serve as the Committee with the District Manager also serving as a voting member. STROPE shared consideration needed to be given as there were properties which had been sold that would need site plan approval prior to construction, and thus, a Committee was needed at the time.

STROPE detailed that Michael BOQUIST, City Planner, would assist in the site review process, as many of the requirements set forth in the CC&Rs mirrored the City's development standard.

PUBLIC COMMENTS

None

AGENCY DISCUSSION

MIESNER hypothesized the URAC diminishment, to which STROPE stated a potential solution would be to appoint a property owner, citing Ronald Larvik had not expressed interest in serving in that capacity.

DUTTO stated her approval.

MOTION

The following Motion was introduced by HOWARD; DUTTO providing the Second:

MOTION: I move that the Agency appoint the District Manager and the members of the Urban Renewal Advisory Commission as voting members of the Site Plan and Architectural Review Committee for the La Grande Business & Technology Park as presented.

AGENCY DISCUSSION

None

VOTE

MSC: 5-1 (Yes: ROCK, DUTTO, HOWARD, KING, and MIESNER; No: WHEELER)

DISTRICT MANAGER COMMENTS

STROPE shared a reminder for the May 15, 2023, Budget Meeting at 6 p.m. and the opportunity for the public to make comments pertaining to the proposed 2023-24 budget.

AGENCY MEMBER COMMENTS

None

There being no further business to come before this Regular Session of the Agency, Mayor ROCK adjourned the meeting to the Executive Session at 7:55 p.m.

ATTEST:

APPROVED:

Stacey M. Stockhoff
City Recorder

Justin B. Rock
Mayor

APPROVED: _____

CITY of LA GRANDE

URBAN RENEWAL AGENCY ACTION FORM

Agency Meeting Date: June 7, 2023

PRESENTER:

Robert A. Strope, District Manager

AGENCY ACTION:

CONSIDER ACCEPTING FY 2023-2024, "EXHIBIT A" of INTERGOVERNMENTAL AGREEMENT BETWEEN the CITY OF LA GRANDE and LA GRANDE URBAN RENEWAL AGENCY

- 1. MAYOR: Request Staff Report
- 2. MAYOR: Invite Public Comments
- 3. MAYOR: Invite Agency Discussion
- 4. MAYOR: Entertain Motion

Suggested Motion: I move that "Exhibit A," of the Intergovernmental Agreement for Services between the City of La Grande and the La Grande Urban Renewal Agency be accepted as presented, effective for the period July 1, 2023, to June 30, 2024.

- 5. MAYOR: Invite Additional Agency Discussion
- 6. MAYOR: Ask for the Vote

EXPLANATION: The Intergovernmental Agreement for Services between the City of La Grande and the La Grande Urban Renewal Agency creates the required indebtedness between the parties which is a legal necessity reflecting the partnership between the City and the Urban Renewal Agency (URA/Agency), for funding and implementing the provisions of the Urban Renewal Plan (Plan). As the Agency knows, the Plan provides for the undertaking of various Urban Renewal projects, including certain administrative functions, and sets forth the terms under which the City will provide Plan implementation services to the Agency and the reimbursement for those services from the Agency to the City.

The Agreement remains in effect until an alternate funding and/or budgeting structure is proposed and adopted for the District or in the event the District is terminated. However, Section 7. of the Agreement, Compensation, requires that "Exhibit A," be amended in concert with the budget process prior to June 30, of each year the District exists. A copy of "Exhibit A," revised for Fiscal Year 2023-2024, is attached.

District Manager Robert Strope, Economic Development Director Timothy Bishop, and Finance Director Heather Rajkovich recommend acceptance of this "Exhibit A," as presented.

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: _____
Second Reading: _____
Effective Date: _____

IGA for Services between the City of La Grande Urban Renewal
Agency and the City of La Grande
Exhibit A
Fiscal Year 2023-2024

TOTAL LABOR COST	\$ 109,728
CONSULTANTS	\$40,950
LEGAL	\$5,000
AUDITING SERVICES	\$5,200
OTHER PROFESSIONAL SERVICES	\$30,000
POSTAGE	\$500
TELEPHONE	\$4,000
ADVERTISING-URA	\$24,000
EQUIPMENT MAINT & REPAIR	\$2,000
COMPUTER SYSTEM MAINT & REPAIR	\$2,283
INSURANCE	\$250
EQUIPMENT RENTAL	\$670
SUBSCRIPTIONS AND MEMBERSHIPS	\$3,725
TRAINING, TRAVEL & MTG EXPENSE	\$14,500
PROFESSIONAL SERVICES & FEES	\$3,600
COMPUTER SYS MAINT AGREEMENTS	\$100
BOOKS/REFERENCE MATERIALS	\$300
OFFICE SUPPLIES	\$1,200
DEPARTMENTAL SUPPLIES	\$300
PROFESSIONAL PRINTING	\$1,000
OFFICE EQUIP & FURNISHINGS	\$1,000
COMPUTER SYSTEM(S/H)	\$3,200
TOTAL CONTRACTUAL & SUPPLIES	\$143,778
TOTAL CAPITAL OUTLAY	\$15,000
TOTAL ADMINISTRATIVE FEES	<u>\$105,330</u>
GRAND TOTAL	<u>\$ 373,836</u>

CITY of LA GRANDE

URBAN RENEWAL AGENCY ACTION FORM

Agency Meeting Date: June 7, 2023

PRESENTER:

Robert A. Strope, District Manager and Budget Officer
Heather Rajkovich, Finance Director

AGENCY ACTION:

CONSIDER RESOLUTION ADOPTING FISCAL YEAR 2023 – 2024 URBAN RENEWAL DISTRICT BUDGET

1. MAYOR: Announce that the Public Hearing is now Open on the Fiscal Year 2023 – 2024, Urban Renewal District Budget, as approved by the Urban Renewal District Budget Committee on May 15, 2023.
2. MAYOR: Ask for Declarations and/or Conflicts of Interest
3. MAYOR: Request Staff Report
4. MAYOR: Invite Public Testimony in connection with the Fiscal Year 2023 – 2024, Urban Renewal District Budget.
5. MAYOR: **Subsequent to Testimony**, if any, **Close the Public Hearing** on the Fiscal Year 2023 – 2024, Urban Renewal District Budget and invite Agency discussion.
6. MAYOR: Entertain Motion

Suggested Motion: I move that the Proposed Resolution adopting the Fiscal Year 2023 – 2024, Urban Renewal District Budget be Read by Title Only, Put to a Vote, and Passed.
7. MAYOR: Invite Additional Agency Discussion
8. MAYOR: Ask City Recorder to Read the Proposed Resolution by Title Only
9. MAYOR: Ask for the Vote

EXPLANATION: During a Public Hearing on May 15, 2023, the Urban Renewal District (URD) Budget Committee met as advertised to consider and accept public testimony in connection with the proposed Fiscal Year 2023 – 2024, Budget. At the close of that Public Hearing, the Committee voted to certify to the County a request that \$52,837,073 in the increment value be used for the purpose of dividing taxes, approve the proposed Budget as amended and forward the Budget to the Urban Renewal Agency for adoption during a Regular Session on June 7, 2023.

District Manager/Budget Officer Robert Strope and Finance Director Heather Rajkovich recommend the Agency pass the proposed Resolution adopting the Fiscal Year 2023 – 2024 URD Budget.

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
RESOLUTION NUMBER _____
SERIES 2023**

**A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF
LA GRANDE, UNION COUNTY, OREGON, ADOPTING THE FISCAL YEAR 2023 – 2024, BUDGET;
MAKING APPROPRIATIONS; AND LEVYING TAXES**

WHEREAS, the Urban Renewal District Budget Committee of the City of La Grande, Union County, Oregon, met on May 15, 2023, and approved the amended Budget for Fiscal Year 2023 – 2024; and,

WHEREAS, the Urban Renewal Agency of the City of La Grande, Union County, Oregon, conducted a public hearing during a meeting in Regular Session on June 7, 2023, to consider adoption of the Fiscal Year 2023 – 2024, Budget;

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

Section 1. The Urban Renewal Agency of the City of La Grande, Union County, Oregon, hereby adopts the Fiscal Year 2023 – 2024, Budget in the amount of \$4,683,205 including reserves and unappropriated balances and makes appropriations within all funds in the total amount of \$4,211,164 beginning July 1, 2023, said Budget Document being on file in the Office of the Finance Director.

Section 2. The Urban Renewal Agency of the City of La Grande, Union County, Oregon, hereby declares to certify to the Union County Clerk and Union County Assessor for the La Grande Urban Renewal Plan Area a request that \$52,837,073 in the increment value be used for the purpose of dividing the taxes under Section 1c, Article IX of the Oregon Constitution and ORS Chapter 457.

BE IT FURTHER RESOLVED by the Urban Renewal Agency of the City of La Grande, Union County, Oregon, that the amounts for the Fiscal Year beginning July 1, 2023, and for the purposes shown below shall be and hereby are appropriated as follows:

URBAN RENEWAL AGENCY GENERAL FUND

Urban Renewal Activities	\$	1,905,955
Operating Contingency	\$	<u>150,000</u>
Total Urban Renewal Agency General Fund	\$	2,055,955

URBAN RENEWAL AGENCY DEBT FUND

Debt Service	\$	249,254
Transfers	\$	<u>1,905,955</u>
Total Urban Renewal Agency Debt Fund	\$	2,155,209

TOTAL URBAN RENEWAL AGENCY APPROPRIATIONS ADOPTED	\$	4,211,164
Total Unappropriated and Reserve Amounts, All Funds	\$	472,041
TOTAL BUDGET ADOPTED	\$	4,683,205

CITY of LA GRANDE
Urban Renewal District
Resolution Number _____
Series 2023
Page 2 of 2

PASSED, ADOPTED, and APPROPRIATED, at this Regular Session of the Urban Renewal Agency of the City of La Grande, Union County, Oregon, on this Seventh (7th) Day of June, 2023, by _____ (____) of _____ (____) Agency Members present and voting in the affirmative.

Justin B. Rock, Mayor

David Glabe, Mayor Pro Tem

Corrine Dutto, Agency Member

Nicole Howard, Agency Member

Molly King, Agency Member

Mary Ann Miesner, Agency Member

Denise Wheeler, Agency Member

ATTEST:

Stacey M. Stockhoff
City Recorder