

**CITY of LA GRANDE  
Urban Renewal Agency Regular Session**

**Wednesday, August 4, 2021**

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

**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 August 4, 2021, 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>.

Any person may submit written comments or questions in advance of the meeting. Written comments must be received by 5:00 p.m. on Tuesday, August 3, 2021. The written comments will be read during the public comment section of the respective Agenda Item. Please email Public Comments to [rstrope@cityoflagrande.org](mailto:rstrope@cityoflagrande.org).

**1. WELCOME to this REGULAR SESSION of the URBAN RENEWAL AGENCY**

- a. Call to Order
- b. Roll Call

**2. AGENDA APPROVAL**

**3. CONSENT AGENDA (Agency Only)**

*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:** Approval of Urban Renewal Agency and Urban Renewal Advisory Commission Joint Session Minutes;  
July 7, 2021

**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. [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.](#)*

**5. PUBLIC HEARINGS**

**6. UNFINISHED BUSINESS**

**7. NEW BUSINESS**

- a. **Consider:** Resolution Confirming Authority To Sell Property

[Strope]

**8. DISTRICT MANAGER COMMENTS**

**9. AGENCY MEMBER COMMENTS**

**10. ADJOURN**

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Sandra Patterson  
City Recorder

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*The City of La Grande 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 or participate in the Urban Renewal Agency Meeting are encouraged to make arrangements prior to the meeting by calling 541-962-1309. The City of La Grande Urban Renewal Agency does not discriminate against individuals with disabilities.*

CITY of LA GRANDE

URBAN RENEWAL AGENCY ACTION FORM

Agency Meeting Date: **August 4, 2021**

PRESENTER: Robert Strope, District Manager

AGENCY ACTION: CONSIDER CONSENT AGENDA

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

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

**OR**

**Suggested Motion:** I move that 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:** Approval of Joint Session Agency and URAC Minutes; July 7, 2021

\*\*\*\*\*

Reviewed By: (Initial)

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

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

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

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

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

Finance/Human Resources Department \_\_\_\_\_

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

Library \_\_\_\_\_

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

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

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

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

AGENCY ACTION (Office Use Only)

Ordinance Adopted

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

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

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

Resolution Passed

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

Motion Passed

Motion Failed

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

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

Recessed: \_\_\_\_\_

Work Session: \_\_\_\_\_

Other: \_\_\_\_\_

## CITY OF LA GRANDE

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

July 7, 2021

*Immediately following City Council Regular Session*

Council Chambers  
La Grande City Hall  
1000 Adams Avenue

### **MINUTES**

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

Steve Clements, *Mayor*  
Gary Lillard, *Mayor Pro Tem*  
Mary Ann Miesner, *Agency Member*  
Justin Rock, *Agency Member*

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

John Bozarth, *Agency Member*  
David Glabe, *Agency Member*  
Nicole Howard, *Agency Member*

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

Alana Carollo  
Roxie Ogilvie  
Matt Scarfo (Absent Excused)

#### **STAFF PRESENT**

Robert Strope, *District Manager*  
Sandra Patterson, *City Recorder*  
Stacey Stockhoff, *Assistant to the District Manager*  
Gary Bell, *Police Chief*

#### **ROLL CALL**

Mayor CLEMENTS called this Joint Session of the Urban Renewal Agency and Urban Renewal Advisory Commission to order at 7:14 p.m.; Roll Call was taken; and a quorum was determined to be present.

#### **CONSENT AGENDA**

- a. **Consider:** Approving Regular Session Minutes;  
*June 2, 2021*

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

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

#### **VOTE**

**MSC.** FOUR (4) of the Agency Members present voted in the affirmative; BOZARTH, GLABE, and HOWARD were absent excused.

#### **PUBLIC COMMENTS**

None

#### **PUBLIC HEARINGS**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- a.** Consider: Appointing Citizen-Urban Renewal Advisory Commission; *Alana Carollo*

Mayor CLEMENTS briefly explained the process for appointing citizens to the Urban Renewal Advisory Commission.

The five-member Urban Renewal Advisory Commission (URAC) was composed of members who are actively interested in curing and preventing conditions of blight and improving the physical economic and social conditions with the Urban Renewal District (URD) and meets on an as needed basis and recommends policy changes to the Agency.

Alana CAROLLO previously served on the Urban Renewal Advisory Commission from 2018 to 2020. Currently seated members of the Urban Renewal Advisory Commission who meet the requirements of the Resolution and the expiration of their terms was as follows: Roxie Ogilvie, 2022; and Matt Scarfo (Taxing Jurisdiction Representative), 2022.

The appointment of Alana CAROLLO would leave two (2) vacancies, for which staff would continue to advertise.

**MOTION**

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

**Motion:** I move that Alana Carollo be appointed to the Urban Renewal Advisory Commission, for the remainder of a three-year term which will expire on December 31, 2023.

**AGENCY DISCUSSION**

None

**VOTE**

**MSC.** FOUR (4) of the Agency Members present voted in the affirmative; BOZARTH, GLABE, and HOWARD were absent excused.

- b.** Consider: Award Funding, Call for Projects

**CONFLICT OF INTEREST DECLARATIONS**

Alana CAROLLO disclosed that the organization that she was employed with receives transient lodging tax dollars which would include the Travelodge; however, she does not see this impacting her role with the meeting tonight, to which District Manager STROPE answered that this would not be a conflict of interest and she could participate in the discussion and vote.

**STAFF REPORT**

Mayor CLEMENTS requested the Staff Report.

Robert STROPE, District Manager

STROPE stated that the Urban Renewal Agency advertised that it would be accepting applications for grant funding under the Fiscal Year 2021-2022 discretionary Call for Projects Program and extended the deadline given the lack of applications. The Agency received two applications. The adopted budget for this program contained \$350,000 for projects that were not located within the La Grande Business and Technology Park. There were no projects submitted for the La Grande Business and Technology Park; therefore, the \$125,000 budgeted for these types of projects would not be allocated in this round of funding. Based on the applicants' stated project values, the total value for these two projects was \$724,193 with total eligible grant requests of \$150,000. Staff attributes the decrease in the number of projects and the size of projects to COVID-19 and the resulting economic situation that it created. Given the small number of projects, the decision was made to conduct the review and award during the Agency's Regular Session and include the Urban Renewal Advisory Commission (URAC) in the process per the policy as opposed to holding a separate meeting. The timeframe for review of the projects was also reduced.

STROPE recapped that the Agency approved the current policy for this program on March 6, 2019. An important change to the Call for Projects policy in section C.3, "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 stated that following the Staff presentation, Agency/URAC members would discuss the projects and share any information that may have been gained by individual Agency/URAC members through site visits, contact with applicants, Staff, and/or members of the public. Following the discussion, Agency/URAC members would individually award up to 40 points per project using forms provided and turn them in to the Staff. During the Break, Staff would compile the scores and order rank the projects. Staff would display the spreadsheet showing the project scoring and funding amounts allocated as prescribed in the Call for Projects Policy Section C.3. The Agency/URAC would then vote to approve the funding. No public comments, or comments by the applicants would be entertained during this Agenda Item.

STROPE noted that the requested funds were less than the amount set aside in the adopted FY 2021-2022 Budget, and reminded the Agency there was no obligation to award the funding in the Budget. Funds for approved projects would

be available immediately given the Budget has been adopted. Applicants with approved funding would be required to enter into a funding agreement with the Agency.

STROPE presented the following projects:

**Travelodge**

- ❖ **Applicant Name:** Erik Ogaard
- ❖ **Location:** 2215 Adams Avenue  
La Grande, OR 97850
- ❖ **Project Description:**
  - The project is a renovation of the exterior of the property including installation of new doors and railings, which are the original materials.
- ❖ **Project Highlights:**
  - The renovation would include replacing the exterior doors on all guest rooms, install new railings, repair the soffits, and repaint the exterior.
  - Located in the Downtown, but outside the Central Business Zone, this project addresses *Goal 1: Revitalize Downtown* by revitalizing this commercial property, making it more attractive and encouraging travelers to stay downtown.
- ❖ **Total Project Cost:** \$157,152
- ❖ **URA Funding Request:** \$ 75,000
- ❖ **Maximum Eligible Funding:** \$ 75,000

**Valley Insurance**

- ❖ **Applicant Name:** Matthew Pidcock and Joel Myer
- ❖ **Location:** 1603 Washington Avenue  
La Grande, OR 97850
- ❖ **Project Description:**
  - This project is the construction of a 2,000 square foot additional and parking lot improvements.
- ❖ **Project Highlights:**
  - Construction of additional 2,000 square foot space.
  - Adds ADA wheelchair lift to provide access to upper floors.
  - Repaves and repaints parking lot, adds ADA parking space.
  - Adds two new staff members starting at \$30K to \$40K plus benefits.
  - Project addresses Goals 1 and 2 of the Urban Renewal Plan. *Goal 1: Revitalize Downtown* by improving the parking area and adding new office space *Goal 2: Create High Quality Family Wage Jobs* and *Goal 3:* by hiring two new employees and leasing out office space for other businesses.
- ❖ **Total Project Cost:** \$567,041

|                             |           |
|-----------------------------|-----------|
| ❖ URA Funding Request:      | \$ 75,000 |
| ❖ Maximum Eligible Funding: | \$ 75,000 |

## AGENCY DISCUSSION

Mayor CLEMENTS stated that he did not award points on his score sheet to either project for the capitalization section because the packet was lacking evidence to support this element; he requested that a sentence be added in the future for this section stating how the project would be funded, to which STROPE agreed and added that Staff could include a summary of the details in the report moving forward.

MIESNER commented that it was her understanding that the 'Community Comment' section was no longer included in the packet, to which STROPE stated that the intent for this section was for the Observer to print the comment in the newspaper for the public, but added that this section could be readjusted along with some other minor tweaks to the policy for clarification. A discussion was held regarding what the 'Community Comment' section should entail so it would not be misleading, to which it was decided that the application could simply frame the objective of the project by adding a summary within the report and removing the section for 'Community Comment'.

In regards to how the points for 'Blight' were tallied, LILLARD stated undeveloped and weed ridden lots were not included for points but added that this could also include parking lots. With several projects within a cycle, this could make a bigger impact for a project with a damaged parking lot and he did not feel that this would be fair in the process compared to other projects that had exterior or interior damage, which he felt should receive a higher Blight score over a project with a bare or damaged lot. He asked for further clarification on how Blight should be scored, to which STROPE explained that though undeveloped or bare land shall not be eligible for points, an Agency Member might interpret Blight differently than a Staff member when a project included a damaged parking lot, for example: Valley Insurance. He also explained the point system and descriptions for scoring Blight.

OGILVIE agreed that the 'Community Comment' section should be revised. She also stated that there was a difference between an undeveloped or bare lot compared to a lot with damaged concrete, which she would consider an eye sore. She agreed with LILLARD's comment regarding how one project could be scored higher or lower depending on this element and stated that the Blight score and descriptions could be fine-tuned for clarification. OGILVIE stated that because the Valley Insurance Project did not include plans or drawings for the remodel design on the

railings and doors, she was assuming that the remodel would look identical once the project was complete, to which STROPE answered that he believed it was a replacement of the existing structure and hardware.

CAROLLO commented that it would have been nice to see an image, sketch or description of what the completed renovations would look like after completion for the Travelodge Project, which were not included in their application.

In regards to the cost estimate breakdown compared to the funding breakdown on Valley Insurance's application, CAROLLO asked why the totals did not match, to which STROPE answered that when Valley Insurance had submitted their application, they did not submit their cost sheets at the same time and Staff did not update the application to make the totals reflect the same amount.

In response to MIESNER's question regarding whether or not Valley Insurance would lease some of their space in the future, STROPE stated that it was an option for someone to back fill that space.

**RECESSED**

Mayor CLEMENTS recessed the meeting at 7:38 p.m. to allow the Agency Members to score the applications and submit their scoring to Staff.

**RECONVENE**

Mayor CLEMENTS' reconvened the meeting at 7:41 p.m. and invited Staff to present scoring results.

STROPE presented the results from the Staff and Agency scoring.

**AGENCY DISCUSSION**

A discussion was held regarding the average scores given to the projects by the Agency and options on the breakdown of funding for each project. They were as follows:

| Non-Business Park Applicant(s) |              |                       |                        |                 |
|--------------------------------|--------------|-----------------------|------------------------|-----------------|
| Project Name                   | Staff Scores | Agency Average Scores | Total up to 250 points | Maximum Funding |
| Travelodge                     | 75           | 83                    | 158                    | \$75,000        |
| Valley Insurance               | 120          | 78                    | 198                    | \$75,000        |
| Business Park Applicant(s)     |              |                       |                        |                 |
| None                           |              |                       |                        |                 |



**MOTION**

The following Motion was introduced by LILLARD; MIESNER  
Second:

Motion: I move approval of funding for the non-Business  
Park Projects as discussed.

**VOTE**

MSC. FOUR (4) of the Agency Members and TWO (2) of the  
Urban Renewal Advisory Commission Members present  
voted in the affirmative; BOZARTH, GLABE, HOWARD, and  
SCARFO were absent excused.

MIESNER asked if the Call for Projects cycle would stay  
open for others to apply, to which STROPE answered that  
the current CFP policy does not allow the Agency to accept  
out of cycle request for projects. If an applicant wanted to  
apply for funding under the CFP program, he suggested that  
the applicant fill out an application for next year's cycle.

**DISTRICT MANAGER COMMENTS**

In an effort to make revisions to the current CFP policy,  
STROPE suggested that the Urban Renewal Agency and the  
Urban Renewal Advisory Commission meet sometime in the  
fall, 2021, to discuss ways to modify the policy before  
proceeding with the next cycle of projects.

STROPE stated that the first review for the vacant Economic  
Development Director position was Friday, July 9, 2021.

**AGENCY MEMBER COMMENTS**

In response to MIESNER's question, STROPE stated that the  
interview panel for the Economic Director position would  
include three or four individuals with one of the interviewers  
being an Agency member. As plans are finalized, STROPE  
stated that he would reach out to the Agency and ask who  
would be interested in representing the Agency on the  
panel.

In regards to the leftover funding from this cycle, OGILVIE  
asked how the process for the roll over in funding worked,  
to which STROPE explained that the Urban Renewal Agency  
had \$350,000 budgeted for Non-Business Park projects this  
cycle. Since the Agency awarded only \$150,000 in funding,  
\$200,000 was left that would roll into in the fund balance.  
The Agency could decide to add another \$50,000 to the  
\$200,000 next fiscal year's CFP – Non-Business Park project  
to bring the FY 2022-23 funding back to the \$250,000  
historic amount or take the \$200,000 leftover from this cycle  
and move into a different program. These options would be  
discussed at the annual Retreat in January, 2022.

STROPE also recapped the funding that the Agency  
budgeted for identified projects and explained the  
opportunities for grant matching on a couple of the projects,  
one being the renovations to the Fire Museum Building,  
located at 102 Elm Street in La Grande.

There being no further business to come before this Joint Session of the Agency and the Urban Renewal Advisory Commission, CLEMENTS adjourned the meeting at 7:53 p.m.

ATTEST:

APPROVED:

\_\_\_\_\_  
Stacey M. Stockhoff  
Assistant to the District Manager

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

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

CITY of LA GRANDE

URBAN RENEWAL AGENCY ACTION FORM

Agency Meeting Date: August 4, 2021

PRESENTER: Robert Strope, District Manager

AGENCY ACTION: CONSIDER RESOLUTION CONFIRMING AUTHORITY TO SELL PROPERTY

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

**SUGGESTED MOTION:** I move that the Resolution confirming the District Manager's authority to sell Agency property located at 205 Prospect Drive be read by title only, put to a vote, and passed.

- 5. MAYOR: Invite Additional Agency Discussion.
- 6. MAYOR: Ask the City Recorder to Read the proposed Resolution by Title Only
- 7. MAYOR: Ask for the Vote.

\*\*\*\*\*

**EXPLANATION:** The Urban Renewal Agency owns property at the La Grande Business and Technology Park, including the property at 205 Prospect Drive. In 2016, the Agency authorized District Manager Strope to complete the sale of the property at that address. The sale was linked to a Call for Projects grant that was not accepted and the sale did not proceed. The property in question has been listed at \$75,000 with the approval of the Agency in May, 2021, a full price offer was received. Following informing the Agency that the offer was received and his intent to accept the offer, Mr. Strope accepted the offer. He also informed the Agency and Budget Committee of the accepted offer during the May 10, 2021, Urban Renewal Budget Committee Hearing. As a condition of the sale, the buyer is requesting confirmation that the sale of the property is authorized. The attached Resolution confirms this authority.

District Manager Strope recommends the Agency pass the Resolution.

\*\*\*\*\*

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

**CITY of LA GRANDE URBAN RENEWAL AGENCY  
RESOLUTION NUMBER \_\_\_\_\_  
SERIES 2021**

**A RESOLUTION OF THE CITY OF LA GRANDE URBAN RENEWAL AGENCY, UNION  
COUNTY, OREGON CONFIRMING THE AUTHORITY TO SELL AGENCY PROPERTY AND  
DECLARING AN EFFECTIVE DATE**

**WHEREAS, the City of La Grande Urban Renewal Agency, owns real property at the La Grande Business and Technology Park; and,**

**WHEREAS, the City of La Grande Urban Renewal Agency, has established listing prices for each Agency owned property in consultation with a listing Real Estate Agent; and,**

**WHEREAS, the District Manager was authorized to sign all documents related to the sale of property located at 205 Prospect Drive in 2016; and,**

**WHEREAS, the offer to purchase the property at 205 Prospect Drive was withdrawn; and,**

**WHEREAS, a new offer to purchase the property at 205 Prospect Drive was made at the full listing price by Rikke Finbraten in May, 2021; and**

**WHEREAS, the District Manager informed the Urban Renewal Agency of the offer and his intent to accept the offer; and,**

**WHEREAS, the District Manager informed the Urban Renewal Budget Committee, which includes the Urban Renewal Agency, that the Agency had accepted the offer during the May 10, 2021, Urban Renewal Budget Committee Hearing; and,**

**WHEREAS, as a condition of the sale, the purchaser requested verification the sale was authorized,**

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

**District Manager Robert A. Strobe was authorized by the Agency to accept the offer and execute all required documentation for the sale of the property located at 205 Prospect Drive and this Resolution confirms and validates his actions to complete the sale of the property.**

PASSED and EFFECTIVE ON this Fourth (4<sup>th</sup>) Day of August, 2021,  
by \_\_\_\_\_ (\_\_\_\_) of \_\_\_\_\_ (\_\_\_\_) Agency Members present and voting in  
the affirmative.

\_\_\_\_\_  
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

ATTEST:

\_\_\_\_\_  
Sandra Patterson  
City Recorder