

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

**Wednesday, June 2, 2021**

**[Immediately Following City of La Grande Budget Committee 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 June 2, 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, June 1, 2021. The written comments will be read during the public comment section of the respective Agenda Item. Please email Public Comments to [rstroke@cityoflagrande.org](mailto:rstroke@cityoflagrande.org).

**1. URBAN RENEWAL AGENCY**

- a. Call to Order
- b. Roll Call

Per ORS 192.670(1), Agency Members will be participating in this Regular Session by electronic communication.

**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:** Approval of Regular Session Minutes; March 3, 2021
- b. **Consider:** Accepting "Exhibit A" for Fiscal Year 2021 – 2022; Urban Renewal Agency/City Intergovernmental Agreement [Strope/Rajkovich]

**4. PUBLIC COMMENTS**

*Written comments received will be read during this portion of the Agenda for non-Agenda items. Written comments for Agenda items will be read when those items are considered.*

**5. PUBLIC HEARINGS**

- a. **Consider:** Resolution Adopting Budget, Making Appropriations; Fiscal Year 2021 -2022 [Strope/Rajkovich]

**6. UNFINISHED BUSINESS**

**7. NEW BUSINESS**

**8. DISTRICT MANAGER COMMENTS**

**9. AGENCY MEMBER COMMENTS**

**10. ADJOURN TO CITY COUNCIL REGULAR SESSION**

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Sandra Patterson  
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 participate in 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: **June 2, 2021**

**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 Agency. Any Agency Member may, by request, remove any item of business from the Consent Agenda.

- a. **Consider:** Approval of Regular Session Minutes; March 3, 2021
- b. **Consider:** Accepting "Exhibit A" for Fiscal Year 2021-2022; *Urban Renewal Agency/City Intergovernmental Agreement*

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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 Regular Session

March 3, 2021

#### *Immediately following City Council Regular Session*

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

#### AGENCY MEMBERS PRESENT:

Steve 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*

#### AGENCY MEMBERS ABSENT EXCUSED:

#### STAFF PRESENT

Robert Strope, *District Manager*  
Kayla Rock, *City Recorder*  
Stacey Stockhoff, *Assistant to the District Manager*  
Gary Bell, *Police Chief*  
Mike Boquist, *Community Development Director*  
Kyle Carpenter, *Public Works Director*  
Emmitt Cornford, *Fire Chief*  
Christine Jarski, *Economic Development Director*  
Heather Rajkovich, *Finance Director*  
Kip Roberson, *Library Director*  
Stu Spence, *Parks and Recreation Director*

Per ORS 192.670(1), Agency Members and Staff participated in this Regular Session by electronic communication.

#### ROLL CALL

Mayor CLEMENTS called this Regular Session of the Urban Renewal Agency to order at 6:59 p.m.; Roll Call was taken; and a quorum was determined to be present.

#### CONSENT AGENDA

- a. Consider: Approving Regular Session Minutes;  
*September 2, 2020*

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

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

#### VOTE

MSC. SIX (6) of the SEVEN (7) Agency Members present voted in the affirmative; BOZARTH abstained from voting,

stating he was not an Agency Member at the time the meeting was held.

**PUBLIC COMMENTS**

Darrin KIESECKER, owner of Brickyard Lanes, presented a status update on the bowling alley construction. He shared that a sub-contractor was hired and was fully funded in April, 2019, to complete the remodel within sixty (60) days with a projected open date of July, 2019. Unfortunately, the contractor did not start on the remodel until December, 2019, and claimed that he was out of money shortly after starting the job.

KIESECKER added that for the past six (6) months, he has been working on finding additional funding for approximately \$150,000 to \$200,000 to complete the project. He stated that the kitchen and the scoring system still needed to be finished. He also invited the Agency Members to schedule a walk-through to see the progress of the remodel.

In response to LILLARD's question regarding the funds that were awarded to the Brickyard Lanes through the Urban Renewal Agency, KIESECKER answered that the funds were applied towards the completion of the roof and some other repairs at the beginning of the remodel. He added that these funds were not paid to the sub-contractor that they had an ongoing issue with; these funds were paid out before he was hired.

A discussion was held regarding the Agency Members scheduling some time to take part in a walk through to check on the progress of Brickyard Lanes, to which it was decided that the Agency wished to conduct a walkthrough of the project.

**PUBLIC HEARINGS**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- a. **Consider:** Revisions to the Traded Sector Grant Program Policy

**STAFF REPORT**

Mayor CLEMENTS requested the Staff Report.

Robert STROPE, District Manager

STROPE stated that at the Annual Agency Retreat on January 25, 2021, it was noted that the Agency had previously discussed changes to the Traded Sector Grant Policy, which would remove language requiring eligible projects to be from outside Union County but that the revisions had not been completed. A copy of the revised policy was provided to the Agency Members for review; a

copy of which is now a permanent document in the master file for this Regular Session and by this reference incorporated herewith as if fully set forth.

STROPE noted that the purpose of this program was to provide cash incentives to attract new traded sector high-quality jobs, businesses and investments into the District. A secondary purpose was to fill the La Grande Business & Technology Park (LGBTP or Park) with high quality “traded sector” businesses that export goods and/or services and import wealth and provide jobs above the Union County average wage. These funds were intended to be a “last-in” incentive to be used primarily for gap financing and would represent a minor percentage of an overall project cost.

- The emphasis on bringing in projects from outside of Union County was removed from the Purpose statement.

The following changes were made to Section G: Funding Information:

- Section 8 – Changes the effective date for which property can be sold from five years after the first disbursement of funds to five years from the last disbursement of funds.

Mayor CLEMENTS asked if there would be the ability to charge interest along with the grant funds if the applicant sold the real property before the five (5) years from the date of the project completion (note: full description outlined in Section G.8.). STROPE answered no, because the URA funding was intended as a grant, not a loan, and there is not a mechanism under the current policy to allow for adding interest.

MIESNER pointed out that Section C.5.iii should also be deleted because it addressed the outside Union County requirement, to which STROPE confirmed that he would make that revision.

GLABE asked for clarification as to why that section was being deleted in the revision to now include an existing business already located in Union County for URA funding. STROPE explained that with the revised policy, URA funding would now be available to retain an existing business in the community that we would not want to see relocated out of our county and gave an example of how an existing business in the past could have benefited from the traded sector dollars.

**PUBLIC TESTIMONY**

None

**AGENCY DISCUSSION**

None

**MOTION**

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

**MOTION:** I move that the Traded Sector Grant Policy be updated as amended.

**AGENCY DISCUSSION**

None

**VOTE**

**MSC.** (unanimous)

**b. Consider: Adopting District Manager's Top Priorities; Fiscal Year 2021-2022**

**STAFF REPORT**

Mayor CLEMENTS requested the Staff Report.

Robert STROPE, District Manager

STROPE stated the City of La Grande's Urban Renewal Agency, District Manager, and Department Directors participated in the Agency Goal Setting on Monday, January 25, 2021. During this Session, goals and priorities for Fiscal Year 2021-2022, were identified and discussed in preparation for developing the proposed Budget for the next Fiscal Year. Those goals and priorities were included in the summary of the Agency Retreat 2021, and would serve as direction and guidance for the Agency. Additionally, the Urban Renewal Agency established the City/District Manager's Top Priorities for Fiscal Year 2021-2022.

**PUBLIC TESTIMONY**

None

**AGENCY DISCUSSION**

None

**MOTION**

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

**MOTION:** I move that the City/District Manager's Top Priorities for Fiscal Year 2021-2022 as discussed during the Annual Agency Retreat on January 25, 2021, and outlined on the attached Urban Renewal Agency Retreat Goals and Priorities summary, be adopted as presented.

**AGENCY DISCUSSION**

None

**VOTE**

**MSC.** (unanimous)

**DISTRICT MANAGER COMMENTS**

STROPE confirmed that he would work on scheduling the bowling alley walk through with the Agency Members.

**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 7:23 p.m.

ATTEST:

APPROVED:

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Stacey M. Stockhoff  
Assistant to the District Manager

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Stephen E. Clements  
Mayor

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

CITY of LA GRANDE  
URBAN RENEWAL AGENCY ACTION FORM

Agency Meeting Date: June 2, 2021

PRESENTER: Robert A. Strope, District Manager

AGENCY ACTION: CONSIDER FY 2021-2022, "EXHIBIT A" of INTERGOVERNMENTAL AGREEMENT

- 1. MAYOR: Request Staff Report
- 2. MAYOR: Request that Public Comments be read into the record.
- 3. MAYOR: Invite Committee 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, 2021 to June 30, 2022.

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

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**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 2021-2022, is attached.

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

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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: \_\_\_\_\_  
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 2021-2022

<b>TOTAL LABOR COST</b>	<b>\$ 104,858</b>
CONSULTANTS	\$30,000
LEGAL	\$5,000
AUDITING SERVICES	\$4,575
OTHER PROFESSIONAL SERVICES	\$45,500
POSTAGE	\$200
TELEPHONE	\$4,000
ADVERTISING-URA	\$24,800
EQUIPMENT MAINT & REPAIR	\$2,000
COMPUTER SYSTEM MAINT & REPAIR	\$820
INSURANCE	\$1,200
EQUIPMENT RENTAL	\$670
SUBSCRIPTIONS AND MEMBERSHIPS	\$2,260
TRAINING, TRAVEL & MTG EXPENSE	\$11,000
RECRUITMENT COSTS	\$500
PROFESSIONAL SERVICES & FEES	\$3,600
COMPUTER SYS MAINT AGREEMENTS	\$2,750
BOOKS/REFERENCE MATERIALS	\$300
OFFICE SUPPLIES	\$1,200
DEPARTMENTAL SUPPLIES	\$300
PROFESSIONAL PRINTING	\$1,000
OFFICE EQUIP & FURNISHINGS	\$1,000
COMPUTER SYSTEM(S/H)	\$3,000
<b>TOTAL CONTRACTUAL &amp; SUPPLIES</b>	<b>\$145,675</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$15,000</b>
<b>TOTAL ADMINISTRATIVE FEES</b>	<b><u>\$92,532</u></b>
<b>GRAND TOTAL</b>	<b><u>\$ 358,065</u></b>

CITY of LA GRANDE  
URBAN RENEWAL AGENCY  
ACTION FORM

Agency Meeting Date: **June 2, 2021**

**PRESENTER:**

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

**AGENCY ACTION:**

**CONSIDER ADOPTING FISCAL YEAR 2021 – 2022 URBAN RENEWAL DISTRICT BUDGET**

1. **MAYOR:** Announce that the Public Hearing is now Open on the Fiscal Year 2021 – 2022, Urban Renewal District Budget, as approved by the Urban Renewal District Budget Committee on May 10, 2021.
2. **MAYOR:** Request Staff Report
3. **MAYOR:** Ask District Manager to read Public Testimony received in connection with the Fiscal Year 2021 – 2022, Urban Renewal District Budget.
4. **MAYOR:** **Subsequent to Testimony**, if any, **Close the Public Hearing** on the Fiscal Year 2021 – 2022, Urban Renewal District Budget and invite Agency discussion
5. **MAYOR:** **Entertain Motion:**  
  
**Suggested Motion:** I move that the proposed Resolution adopting the Fiscal Year 2021 – 2022, Urban Renewal District Budget be read by title only, put to a vote, and passed.
6. **MAYOR:** Invite Additional Agency Discussion
7. **MAYOR:** Ask City Recorder to Read the Proposed Resolution by Title Only
8. **MAYOR:** Ask for the Vote

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**EXPLANATION:** During a Public Hearing on May 10, 2021, the Urban Renewal District (URD) Budget Committee met as advertised to consider and accept public testimony in connection with the proposed Fiscal Year 2021 – 2022, Budget. At the close of that Public Hearing, the Committee voted to certify to the County a request that \$62,078,898 in the increment value be used for the purpose of dividing taxes, approve the proposed Budget as presented and forward the Budget to the Urban Renewal Agency for adoption during a Regular Session on June 2, 2021.

District Manager/Budget Officer Robert A. Strope and Finance Director Heather Rajkovich recommend passage of the proposed Resolution adopting the Fiscal Year 2021 – 2022 URD budget.

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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 \_\_\_\_\_

**COUNCIL 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 2021

A RESOLUTION OF THE CITY OF LA GRANDE URBAN RENEWAL AGENCY, OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, ADOPTING THE FISCAL YEAR 2021 – 2022, 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 10, 2021, and approved the proposed Budget for Fiscal Year 2021 – 2022; 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 2, 2021, to consider adoption of the Fiscal Year 2021 – 2022, 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 2021 – 2022, Budget in the amount of \$3,861,744 including reserves and unappropriated balances and makes appropriations within all funds in the total amount of \$3,631,478 beginning July 1, 2021, 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 \$62,078,898 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, 2021, and for the purposes shown below shall be and hereby are appropriated as follows:

**URBAN RENEWAL AGENCY GENERAL FUND**

Materials and Services	\$	358,065
Capital Outlay	\$	1,254,453
Transfers	\$	-0-
Operating Contingency	\$	150,000
Total Urban Renewal Agency General Fund	\$	1,762,518

**URBAN RENEWAL AGENCY DEBT FUND**

Principal and Interest	\$	256,442
Transfers	\$	1,612,518
Capital Outlay	\$	-0-
Operating Contingency	\$	-0-
Total Urban Renewal Agency Debt Fund	\$	1,868,960

TOTAL URBAN RENEWAL AGENCY APPROPRIATIONS ADOPTED \$ 3,631,478

Total Unappropriated and Reserve Amounts, All Funds \$ 230,266

TOTAL BUDGET ADOPTED \$ 3,861,744

**CITY of LA GRANDE**  
**Urban Renewal Agency**  
**Resolution Number \_\_\_\_\_**  
**Series 2021**  
**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 Second (2<sup>nd</sup>) Day of June, 2021, by \_\_\_\_\_ (\_\_\_\_) of \_\_\_\_\_ (\_\_\_\_) Agency Members present and voting in the affirmative.**

\_\_\_\_\_  
**Stephen Clements, Mayor**

\_\_\_\_\_  
**Gary Lillard, Mayor Pro Tem**

\_\_\_\_\_  
**David Glabe, Agency Member**

\_\_\_\_\_  
**Nicole Howard, Agency Member**

\_\_\_\_\_  
**Mary Ann Miesner, Agency Member**

\_\_\_\_\_  
**Justin Rock, Agency Member**

\_\_\_\_\_  
**John Bozarth, Agency Member**

**ATTEST:**

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