



CITY OF LA PINE URBAN RENEWAL AGENCY MEETING MINUTES

Tuesday, December 4, 2018

3:00 p.m. Regular Session

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

1. Call to Order

Meeting Called to Order @ 3pm

2. Establish Quorum

Present: Connie Briese, Craig Heaton, Ann Gawith, Vicki Russell, Andrea Hine and Jean Spetter-Sutton

Absent by Prior Notice: Stu Martinez

Staff Present: Interim City Manager & Planning Manager Melissa Bethel, and City Admin Kelly Notary

3. Pledge of Allegiance

Pledge led by Craig Heaton

4. Added Agenda Items

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such time selected by the Urban Renewal Agency.

5. Public Comments

None

6. Approval of November 6, 2018 Meeting Minutes

Vicki Russell made a motion to adjourn. Andrea Hines seconded. No objections unanimously approved.

7. Update on La Pine Station

Council and URA comments were taken to City Engineer and Landscape Architect to redraw and finalize for STIF Grant, which is due by end of January. Letters of Support are next on that agenda.

8. Discussion on Storefront Improvement Program

a. Brochure – Questions from Staff Report

1. Under eligibility and Process: clarify to PRIMARILY COMMERCIAL
2. Site Article 4 and make it clear that it's only those business in the downtown zone
3. Agreed to keep Feb deadline and present at the joint Chamber breakfast in January
4. Discussion on grant levels and what constitutes a 75% vs 100% match
5. Connie Briese asked about the photos and it was decided we needed new ones. Melissa will send possible choices to the board with a deadline for their opinions.

b. Resolution – Questions from Staff Report

1. Discussion on whether to accept applications year round or not – Vicki Russell suggests Application period from February through May and then they can perform construction in

the summer months. Ann and Connie agree with setting a sense of urgency. Board agreed to have a deadline and not keep it open. Mike Harper (public comment) mentioned that a deadline in May would be better than say April due to the request for 3 bids.

2. Discussion on whether we want a minimum or maximum amount of funds for an applicant. Board agreed not to have one this year and leaves it open for next year based on what happens.
3. Discussion on what makes an applicant ineligible. At this time no restrictions are requested by the board. Discussion on whether the board could deny an application even if there were funds available and it was located in section 9.3 that they can.
4. Discussion on “qualified expenses” and “qualified project” definitions took place. Board is ok with it “as-is” if we add a line about exterior safety features and bike racks.
5. Discussion on how the board would evaluate proposals took place. Board read 9.3 and finds it to be acceptable.

c. Discussion on Application Selection

1. Vicki Russell will send a sample to potentially use for the application

9. Other Matters: Only those matters properly added to this Agenda under line item No. 4

None

10. Public Comments

None

11. Staff Comments

This Friday there will be a Facebook post about URA and what it means for the City.

12. Board Member Comments

Jean Spetter-Sutton asked where is the money for this program coming from and will they have to pay it back. Discussion on how the pot grows, even when we reinvest took place.

13. Adjourn Meeting

Craig Heaton made a motion to adjourn. Ann Gawith seconded. No objections, unanimously approved.

Chair, Connie Briese

Attest:

Melissa Bethel, City Recorder