

**CITY of LA GRANDE**  
**City Council Regular Session**  
**Wednesday, March 3, 2021**

**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 March 3, 2021, on the La Grande Alive website at <https://lagrandealive.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, March 2, 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 LA GRANDE CITY COUNCIL**

- a. Call to Order
- b. Roll Call

- Per ORS 192.670(1), Councilors 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 Council. Any Councilor 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; February 3, 2021

**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**

**6. UNFINISHED BUSINESS**

**7. NEW BUSINESS**

- a. **Consider:** Resolution: Abolishing Library Fines; *Cook Memorial Library* [Roberson]
- b. **Consider:** Resolution: Establishing Non-Resident Membership Fees; *F. Maxine & Thomas W. Cook Memorial Library* [Roberson]
- c. **Consider:** Resolution: 2019 City Wide Voluntary LID Number 19-064 [Carpenter]
- d. **Consider:** Appointing Citizen to Landmarks Advisory Commission; *Lindsey Costigan* [Clements]

**8. STAFF COMMENTS**

**9. CITY MANAGER COMMENTS**

**10. CITY COUNCIL COMMENTS**

**11. ADJOURNED TO URBAN RENEWAL AGENCY REGULAR SESSION**

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Kayla M. Rock  
City Recorder

*The City Council is currently scheduled to meet again in a Regular Session on Wednesday, April 7, 2021, at 6:00 p.m. The City Council of the City of La Grande 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 City Council Meeting 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  
COUNCIL ACTION FORM

Council Meeting Date: March 3, 2021

PRESENTER: Robert A. Strobe, City Manager

COUNCIL 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 Council 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:** Approval of Regular Session Minutes; February 3, 2021

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**Reviewed By:** (Initial)

City 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**  
**City Council Regular Session**  
**February 3, 2021**

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**MINUTES**

**COUNCILORS PRESENT:**

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

**COUNCILORS ABSENT EXCUSED:**

**STAFF PRESENT**

Robert Strope, *City Manager*  
Kayla Rock, *City Recorder*  
Stacey Stockhoff, *Assistant to the City 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*  
Anita Zink, *Human Resources Director*

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

**CALL TO ORDER/ROLL CALL**  
**AGENDA APPROVAL**

Mayor CLEMENTS called to order this Regular Session of the Council at 6:00 p.m. Roll Call was taken and a quorum was determined to be present.

**CONSENT AGENDA**

- a. **Consider:** Approval of Regular Session Minutes;  
*January 6, 2021*

Mayor CLEMENTS requested that Consent Agenda Item 3.b.– Approval of Liquor License; Side A Brewing, LLC be moved to New Business Item 7.f.

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

**MOTION**

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

**VOTE**

**MSC.** (unanimous)

**PUBLIC COMMENTS**

None

**PUBLIC HEARINGS**

- a. Consider:** Ordinance, Second Reading; *Land Development Code Housing Related Amendments*

**RULES OF ORDER**

Mayor CLEMENTS announced that the Public Hearing was still open and stated that the Rules of Order were Read in their entirety during the January 6, 2021, Regular Session.

**STAFF REPORT**

Mayor CLEMENTS requested the Staff Report.

*Michael BOQUIST, Community Development Director*

BOQUIST stated that Amendments to Land Development Code (LDC) Ordinance 3242, Series 2018, were proposed to address requirements in House Bill (HB) 2001, passed by the Oregon Legislature in 2019, and Oregon Administrative Rules (OAR) 660-046 adopted by the Land Conservation and Development Commission (LCDC) in July, 2020. HB 2001 and OAR 660-046 require all cities between 10,000 and 25,000 in population (“medium cities”) to amend their land use codes to allow a duplex on all lots where single-family detached residences are allowed by city zoning. Additionally, all related development standards must be amended to apply equally to single-family detached residences and duplexes (e.g., review processes, design standards, parking requirements, etc.).

BOQUIST noted that the Planning Commission considered this matter during their Regular Session on December 8, 2020. One (1) letter and two (2) emails were submitted as public testimony and were read into the record. By unanimous vote, the Planning Commission adopted the Finding of Fact and Conclusions set forth in the Decision Order and recommended approval by the La Grande City Council.

BOQUIST voiced that the City Council considered this Ordinance during their January 6, 2021, Regular Session. There were no public comments or testimony submitted, and the proposed Ordinance was read for the First Time by Title Only. As part of and following the Staff Report presentation, Council and Staff discussed concerns regarding the reduction in required parking for duplexes and adding veterinary clinics and boarding kennels to the list of uses permitted and conditionally permitted in the Central Business Zone. As a result of compatibility concerns, the City Council voted unanimously to remove

the changes regarding veterinary clinics and boarding kennels from consideration in the proposed Code amendments, which has been done.

**PUBLIC TESTIMONY**

None

**COUNCIL DISCUSSION**

In response to ROCK's question, BOQUIST stated there were no more letters received from citizens regarding this topic.

LILLARD related again how he was disappointed with the State in regards to ignoring certain issues; for example, parking requirements; and how the State does not differentiate between the size of each city in making certain decisions.

Mayor CLEMENTS announced that the Public Hearing was closed at 6:07 p.m.

**MOTION**

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

**MOTION:** I move that the proposed Ordinance adopting Land Development Code Amendments housing related amendments required by HB 2001 and OAR 660-046 be Read for the Second Time by Title Only, Put to a Vote and Adopted.

**COUNCIL DISCUSSION**

None

Upon Mayor CLEMENTS' request, City Recorder ROCK read the Proposed Ordinance for the Second Time by Title Only.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, REPEALING ORDINANCE NUMBER 3242, SERIES 2018; AND ADOPTING AN ORDINANCE OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, AMENDING VARIOUS ARTICLES, ADDING NEW LANGUAGE, AND RECODIFYING THE "LAND DEVELOPMENT CODE" ORDINANCE; REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND DECLARING AN EFFECTIVE DATE [3252]**

**VOTE**

**MSC.** FOUR (4) of the Councilors voted in the affirmative; BOZARTH, GLABE, and LILLARD voting against.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**a.** **Consider:** Resolution: *Annexation of Property; 1604, 1608, and 1610 Gildrest Drive*

**STAFF REPORT**

Mayor CLEMENTS requested the Staff Report.

Michael BOQUIST, *Community Development Director*

BOQUIST stated that the subject properties, 1604, 1608 and 1610 Gildcrest Drive, were located within the City of La Grande Urban Growth Boundary and the property owners requested annexation into the City of La Grande, City Limits in exchange for receiving City water and sewer services, which were necessary to facilitate the development of these properties. City Ordinances require annexation prior to receiving the requested City services.

BOQUIST noted that in accordance with Oregon Revised Statutes 222.125, this request may be approved by Resolution when the request included 100% property owner consent(s) and consent from the majority of the electors. If these requirements were met, the legislative body (City Council) may “proclaim the annexation” by Resolution. In this case, the property owners signed a Consent to Annex Agreement, which represented 100% of the property ownership. The properties were vacant/undeveloped and there were no electors residing on the properties. The applicable requirements were met to annex the property by Resolution.

MIESNER asked if TRACT B would be split into two separate addresses, to which BOQUIST answered that both TRACT A and TRACT B were intended to be divided with two (2) homes on each of those lots resulting in four (4) separate addresses.

**PUBLIC TESTIMONY**

None

**COUNCIL DISCUSSION**

In response to MIESNER’s question regarding the dimension of TRACT B, BOQUIST stated that the width was approximately One Hundred Sixty (160) feet wide. The owner was intending to place the smaller lot in front and the larger lot in the back once the lot was divided.

**MOTION**

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

**MOTION:** I move that the proposed Resolution annexing property located at 1604, 1608 and 1610 Gildcrest Drive, including all of the Gildcrest Drive public street right-of-way extending West from South Twelfth Street be Read by Title Only, Put to a Vote, and Passed.

**COUNCIL DISCUSSION**

None

Mayor CLEMENTS asked City Recorder ROCK to Read the proposed Resolution by Title Only as follows:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, DECLARING**

CERTAIN TERRITORY ANNEXED TO THE CITY OF LA GRANDE, UNION COUNTY, OREGON; SPECIFICALLY, PROPERTIES AT 1604, 1608 AND 1610 GILDCREST DRIVE; T3S, R38E, SECTION 17BD, TAX LOTS 1201 AND 1200; AND, ALL OF THE GILDCREST DRIVE PUBLIC RIGHT-OF-WAY EXTENDING WEST FROM SOUTH TWELFTH STREET; AND REMOVING SAID TERRITORY FROM THE LA GRANDE RURAL FIRE PROTECTION DISTRICT [4799]

VOTE

MSC. (unanimous)

b. Consider: Resolution: *Authorizing Planning Division to apply for Certified Local Development Grant*

STAFF REPORT

Mayor CLEMENTS requested the Staff Report.

Michael BOQUIST, *Community Development Director*

BOQUIST stated that The City of La Grande was eligible to apply for its bi-annual Certified Local Government Grant, with grant awards up to \$10,000 (1:1 match required - \$10,000 planned for the 2021-2022 FY Budget, with in-kind Staff time as an over match). The Planning Department and Landmarks Commission were seeking the City Council's support in applying for such grant, to update the City's Historic District Standards.

BOQUIST mentioned that the City Council participated in a Joint Work Session with the Landmarks Commission on February 1, 2021, to discuss this matter. The Historic District Standards were written in 1999, as "guidelines" later changed to standards in 2009 by Resolution of the City Council. However, the change from "guidelines" to "standards" did not include significant regulatory edits, thus many standards are recommended, suggested or implied, but are not clear. The lack of clarity in the standards was often confusing for property owners, and has resulted in inconsistent implementation of some standards. Through this grant, the City would hire a consultant to facilitate a public process and assist in improving and rewriting the standards.

BOQUIST stated that it was important to note that because the City was a "Certified Local Government" and had a Historic District, both the City and our property owners have access to grant funding and other tax incentives that they may not otherwise have access to. Since 2007, properties within the Historic District have benefited from over \$350,000 of grant funding. A few examples of these are as follows:

1. In 2010, over \$17,000 of grant funding was allocated to historic preservation projects at the West Jacobson

- Building (owned by Ed and Jennifer Williams), Sommer Hotel Building (owned by Michael McQueen) and the Western Union Building (owned by Edward Jones).
2. In 2013, an additional \$13,000 was awarded to the Sommer Building – Phase Two (2) (owned by Michael McQueen) for restoring upper floor apartments and some commercial space.
  3. In 2017, \$12,500 was awarded to County Insurance (owned by Paul Swigert) for restoring the building storefront.
  4. In 2019, \$12,500 funded a design workshop which included restoring a few windows in the Bohnenkamp Building, along with providing historic preservation training to contractors and realtors, as well as marketing local businesses that sell products or provide services related to historic preservation.
  5. Over the past couple years, three (3) downtown property owners have been the recipients of \$300,000 of Main Street Revitalization Grants, which were awarded to properties in historic districts for historic preservation.
  6. Five of these grant recipients, as a result of their historic preservation projects valued at over \$1M, have become eligible and are receiving Federal Historic Tax Credits, which awards them up to a 10-year property tax reduction.

BOQUIST noted that retaining the Historic District was vital to retaining access to historic preservation grants and maintaining the historic integrity of La Grande's downtown, which was the heart of our community. The intent of this grant would improve La Grande's Historic District Standards in a way that makes sense to preserve our historic downtown and continue to support our downtown property owners in the restoration and revitalization of their historic buildings.

BOQUIST added that if the Resolution was approved, it would authorize the submission of the grant application and provide the City Manager with authority to sign the required documents should the grant be awarded.

BOQUIST stated that Councilor GLABE had recently read through the Historic District Standards and asked him to provide feedback to the City Council.

Mayor CLEMENTS asked for clarification that this agenda item was only for seeking approval to apply for the grant, to which BOQUIST answered yes.

GLABE stated that he thought the Historic District Standards were clearly written and they were concise. He suggested that the language in certain areas in the document could be changed to provide a clearer description and provided some examples of what could be changed. He

also added that he contacted one of the CLG Coordinator's with the State and relayed that conversation to the Council. He stressed his concern for devoting \$10,000 in City funds for something that could possibly be handled by working with a CLG Coordinator to polish up the document at no cost.

Mayor CLEMENTS thanked Council GLABE for sharing his input.

LILLARD asked if the opportunity for grant money would be taken away from another business if the grant money was used for hiring a consultant, to which BOQUIST stated that it would depend on the outcome of the project.

LILLARD stated that he agreed with GLABE's alternative option of working on the document with our own resources without spending \$20,000 to hire a consultant.

HOWARD claimed that she understood from the conversations held at the Work Session on Monday, February 1, 2021, that the consultant would not only be hired for revising the document but also to facilitate a concise public process on how to handle other issues with buildings in the historic district, to which BOQUIST stated the Landmark Commission's intent would be more than updating the language in the document and briefly explained what the Commission's vision was in utilizing the consultant, if hired.

BOZARTH expressed that he believed the best option was to hire the consultant to facilitate the process as a third party.

A discussion was held on how many buildings were located in the Historic District, how many of those buildings were listed as contributing or non-contributing, and if it was defined clearly in the document what was required of those buildings, if they were to be remodeled to satisfy the expectations written in the Historic District Standards.

Mayor CLEMENTS asked if the consultant would help by redesignating those buildings to either contributing or non-contributing and could the buildings be moved back and forth between the two categories, to which BOQUIST answered, no. This effort would not include redesignating the classification of any building. However, if a non-contributing building was restored, there is a Federal application process that would allow it to be reclassified as contributing and then qualify for additional historic incentive that are only available to contributing and National Register listed buildings. A building cannot move down to a lower classification as a result of a historic preservation project as this would contrary to Federal, State and Local historic preservation standards and efforts.

A discussion was held regarding the value of hiring a consultant and what they would offer in this process compared to what the Landmarks Commission and a CLG Coordinator could do; the options of either moving forward to apply for the grant this year or waiting until next year to apply; and the pros and cons for each option.

LILLARD stated that it would not set well with him if some businesses in the past had been held at a stricter standard compared to a future business due to rewording the standard to be less strict, to which BOQUIST agreed and added that this was one of the reasons to have a third party involved with this process.

BOZARTH stated that he felt the decision to hire a consultant was important to our community and the Historic District and by investing in the consultant for a smoother process made the most sense, to which Mayor CLEMENTS agreed.

GLABE suggested that the City Councilors review the current Historic District Standards document thoroughly before voting on approving the matched funds from the City's Budget. He also stated that having flexibility on some of the standards was good and was worried that by hiring a consultant it would change some of the areas of flexibility that currently fit our community.

Mayor CLEMENTS suggested that the Council move forward with the Motion to authorize BOQUIST to apply for the grant. He also added that this would allow time for the Councilors to read through and understand the current standards document so when the Budget Hearings take place in May, 2021, the Council could then discuss and vote on how to proceed with the funding to hire a consultant or not, to which MIESNER agreed.

STROPE addressed that there were good points brought up on both sides of the conversation. He voiced that when the volunteers on the Landmarks Commission were asking for the City Council's help, it was a good indication that they felt very strongly about hiring a consultant for guidance. STROPE further suggested that the Council approve the Motion to authorize the grant to be written, take the time to research and read through the current documents, and then meet again with the Landmarks Commission to discuss options further.

**PUBLIC TESTIMONY**

None

**COUNCIL DISCUSSION**

None

**MOTION**

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

**MOTION:** I move that the proposed Resolution authorizing Planning Commission staff to apply for a Certified Local Government Grant from the Oregon Parks and Recreation Department – State Historic Preservation Office, and authorizing the City Manager to sign the grant application and related documents be Read by Title Only, Put to a Vote and Passed.

**COUNCIL DISCUSSION**

Mayor CLEMENTS stated that everyone brought up some good questions and points for discussion.

In response to GLABE's question regarding if we would lose the opportunity to apply for the grant again the following year if we apply for the grant this year and not use it, BOQUIST stated that if we were awarded the grant and turned it down this year, he was not sure if we would lose the opportunity to be able to apply again next year. He added that the grant process was typically a two-year budget, but the City typically uses the full grant in the fiscal year it was awarded for budging purposes.

In response to GLABE's question regarding if the grant funds could be used for a different downtown historic project, BOQUIST stated that there were no alternatives for this grant at this time.

LILLARD asked if it was required to include a budget for the use of the grant and how would you identify what the grant funds would be used for, BOQUIST answered that in order to apply for the grant, you have to put together a scope of work and a budget. The Landmarks Commission was already working with consultants gathering the information needed to process the grant. If we decided to go with a different project, he added that it would be difficult to gather information for a different project and explained the time frame.

Mayor CLEMENTS asked City Recorder ROCK to Read the proposed Resolution by Title Only as follows:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, AUTHORIZING CITY OF LA GRANDE PLANNING DIVISION STAFF TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT – STATE HISTORIC PRESERVATION OFFICE FOR UPDATING AND REWRITING THE DOWNTOWN HISTORIC DISTRICT STANDARDS; AUTHORIZING CITY MANAGER ROBERT A. STROPE TO SIGN THE GRANT APPLICATION AND ANY DOCUMENTS RELATED TO ACCEPTING THE GRANT IF AWARDED [4800]**

VOTE

MSC. (unanimous)

c. Consider: Approving Farmer’s Market Memorandum of Agreement for Use of City Property

STAFF REPORT

Mayor CLEMENTS requested the Staff Report.

Stu SPENCE, *Parks and Recreation Director*

SPENCE stated that since the Summer of 2003, the La Grande Farmers Market (LGFM) called Max Square ‘home.’ The City and the Market entered into a Memorandum of Agreement in 2011 for the use of a portion of Fourth Street during the Market Season, but other than an annual Special Event Permit Application, there have been no other formal agreements in place for their ongoing use of the park. This agreement formalizes this partnership establishing days, fees, park use, and street closure details.

MIESNER noted that in the contract, the LGFM pays for 33% of the music license fee and asked who was paying for the other portion of the fee, to which SPENCE answered the City Pool and the Parks and Recreation Department together pay for the remaining 67% of the fee.

In response to MIESNER’s question regarding what the fee covered, SPENCE stated that it covered all city-wide events and activities, as well as music played during LGFM held in Max Square.

HOWARD stated that the wording in the contract regarding the payment of the music license fees was confusing and suggested rewording the language for easier comprehension, to which SPENCE agreed and stated that the language would be reworded before fully executing the agreement.

PUBLIC TESTIMONY

None

COUNCIL DISCUSSION

None

MOTION

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

MOTION: I move that we authorize the City Manager to sign the agreement between the City and the La Grande Farmers’ Market for the use of Max Square and 4<sup>th</sup> Avenue, including the changes discussed regarding the language around music licensing.

COUNCIL DISCUSSION

None

VOTE

MSC. (unanimous)

d. Consider: Adopting City Manager's Top  
Priorities; Fiscal Year 2021-2022

STAFF REPORT

Mayor CLEMENTS requested the Staff Report.

Robert Strope, *City Manager*

STROPE noted that the City of La Grande, City Manager and Department Directors participated in the Council's Annual Goal Setting Retreat on Tuesday, January 26, 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 serve as direction and guidance from the City Council. Additionally, the City Council also established the City/District Manager's Top Priorities for Fiscal Year 2021-2022.

STROPE recapped the list of goals and priorities with the Council:

Fiscal management

- Continue to manage the City's finances within limited resources to provide highest possible level of service to the City of La Grande.

COVID-19 Recovery

- Continue to take all necessary actions to comply with the State and Federal mandates related to the COVID-19 pandemic as well as identify and implement policies and programs to assist in the recovery efforts within the City's resources.

Economic Development

- Continue to implement the Urban Renewal Plan and economic development strategy as approved by the City Council/Urban Renewal Agency.

Wildland Urban Interface

- In concert with Union County and other agencies, take actions to assure La Grande is prepared in the event of a wildfire or other natural disaster, such as the ones that devastated other communities in Oregon in 2020.

General Fund Capital Improvements

- Identify funding sources and strategy to address major capital needs.

Housing

- Complete the Comprehensive Housing Production Strategy (HPS) and upon completion and adoption, implement the strategy.

**FEMA Maps and Land Use Code Amendments**

- Complete the public process and submittal to FEMA for updating the City's Floodplain Maps.
- Complete the revisions and adoption of the City's Land Use Codes as necessary.

**Staffing**

- Take necessary actions to address critical staffing issues including, but not limited to, hard to fill positions and succession planning for key positions.

GLABE asked if the City's website redesign should be included in this list, to which STROPE confirmed that it was mentioned in red at the top of page eight (8) in the goals and priorities document; 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; and it was the Staff's intent to move forward with updating the City's website.

**PUBLIC TESTIMONY**

None

**COUNCIL DISCUSSION**

None

**MOTION**

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

**MOTION:** I move that the City/District Manager's Top Priorities for Fiscal Year 2021-2022 as discussed during the Annual Council Retreat on January 26, 2021, and outlined on the attached City Council Retreat Goals and Priorities summary, be adopted as presented.

**COUNCIL DISCUSSION**

None

**VOTE**

**MSC.** (unanimous)

**e.** Consider: Appointing Citizen to Parks and Recreation Advisory Commission; *Steve Antell*

Mayor CLEMENTS briefly explained the process for appointing citizens to the City of La Grande's various committees and commissions.

**MOTION**

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

**MOTION:** I move that Steve Antell be appointed to the Parks and Recreation Advisory Commission for the remainder of a three-year term, expiring December 31, 2023.

**COUNCIL DISCUSSION**

None

VOTE

MSC. (unanimous)

f. Consider: Approval of Liquor License;  
*Side A Brewing, LLC*

Mayor CLEMENTS abstained from the discussion and the vote because he was a part owner of Side A Brewing, LLC, and declared a conflict of interest; and asked that Mayor Pro Tem LILLARD take point on this agenda item.

STAFF REPORT

Mayor Pro Tem LILLARD requested the Staff Report.

Gary Bell, *Police Chief*

BELL stated that Scott McConnell applied as a Limited Liability Company, Side A Brewing, LLC, located at 1219 Washington Avenue, La Grande, Oregon, 97850, for a Full On-Premises, Commercial license. Side A Brewing currently held a Brewery Public House license.

BELL noted that a full On-Premises, Commercial license allows the establishment to sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises. They may also sell malt beverages, wine and cider to individuals in a securely covered container for consumption off the licensed premises. They are eligible to apply to get pre-approved to cater some events off of the licenses premises and apply for a special event license.

PUBLIC TESTIMONY

None

COUNCIL DISCUSSION

None

MOTION

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

MOTION: I move to approve the Liquor License for Side A Brewing and signed by the Mayor.

COUNCIL DISCUSSION

None

VOTE

MSC. SIX (6) of the Seven (7) Councilors present voted in the affirmative; Mayor CLEMENTS abstained from voting due to a conflict of interest.

STAFF COMMENTS

JARSKI reintroduced Lorrie MCKEE, Resource Assistance for Rural Environments (RARE) intern, to the Council. JARSKI stated that MCKEE had recently reached out by phone to some of our local restaurants in December, 2020, to see how they were holding up during the pandemic; MCKEE followed up with a brief presentation of the input she gathered after visiting with the restaurant owners.

Mayor CLEMENTS thanked MCKEE for sharing her information with the Council and stated that the input found puts definition into how these businesses have been impacted due to the pandemic and the restrictions that were currently in place.

In response to Mayor CLEMENTS' question regarding how much longer MCKEE would provide her services as an intern, JARKSI answered that she would be the RARE intern until the end of July, 2021.

LILLARD also thanked MCKEE for her presentation.

A discussion was held regarding how nonchain or locally owned restaurants and other types of locally owned businesses versus chain restaurants and other chained type businesses were coping with the operations within their business; for example: laying off employees, increasing foot traffic by offering take-out or having a drive-thru window, etc.

#### CITY MANAGER COMMENTS

STROPE reminded the Council that the Urban Renewal Agency Work Session regarding funding levels for various programs was scheduled for Monday, February 8, 2021, and an email was sent out with the details earlier that day.

STROPE also stated that the Monthly Report now included a new section on Grants, as well as an updated list of scheduled Work Sessions and Council Meetings.

STROPE shared that Staff was currently putting together a working group for the City's website project.

#### CITY COUNCIL COMMENTS

MIESNER stated that La Grande Main Street Downtown and the Chamber of Commerce were teaming up to promote a month-long 'Shop Hop' event through March, 2021, to help encourage local shopping in our downtown area.

LILLARD mentioned that he attended another Senior Council Meeting on January 13, 2021, and shared they were looking forward to meeting Councilor GLABE as the alternate.

HOWARD voiced her enthusiasm with the new website that was launched for the Union County Chamber of Commerce. The website can be viewed at <https://www.visitunioncounty.org/>.

Mayor CLEMENTS announced that Grande Ronde Hospital (GRH) now has a secure prescription return box, which gives people an opportunity to safely throw away unused or expired prescription drugs.

In response to Mayor CLEMENTS' question, Chief BELL responded that he was unaware of the hours of availability for the box at GRH. He also added he was hopeful, that in time, more locations in town would be added to return prescription drugs. He reminded the Council that the Police Department still had one of these return boxes located in their lobby and it was available 24/7; and they still participate in the drug take back event that typically occurs every April and October each year.

There being no further business to come before this Regular Session of the Council, Mayor CLEMENTS adjourned the meeting at 7:38 p.m. The Council is scheduled to meet again in Regular Session on Wednesday, March 3, 2021, at 6:00 p.m., via electronic communications due to COVID-19 pandemic.

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

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

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

CITY of LA GRANDE  
COUNCIL ACTION FORM

Council Meeting Date: March 3, 2021

PRESENTER: Kip Roberson, Library Director

COUNCIL ACTION: **CONSIDER ESTABLISHING COOK MEMORIAL LIBRARY AS A FINE-FREE LIBRARY**

1. MAYOR: Request Staff Report
2. MAYOR: Request that Public Testimony be read into the Record
3. MAYOR: Invite Council Discussion
4. MAYOR: Entertain Motion

**Suggested Motion:** I move that the proposed Resolution abolishing fines for overdue Library materials be Read by Title Only, Put to a Vote, and Passed.

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

\*\*\*\*\*

**EXPLANATION:** Library Staff and the Library Advisory Commission recommend that Cook Memorial Library become a fine-free library. Going fine-free ensures that everyone in our community has equal access to library books, materials and services regardless of income or ability to pay. Late fines, even as little as 10 cents per day, are a burden on people who rely on library access the most. Our community thrives when people have access to the programs, services, and materials they need to pursue their goals or interests. Research has shown that late fines are not effective and have no impact on return rates. In fact, fines have the unintended consequence of preventing a community's most vulnerable populations from using library services. Library fines worsen existing inequities that disproportionately impact people of color and low-income communities; eliminating fines advances racial equity. Going fine-free treats physical and digital materials the same. Digital materials, including eBooks and eAudiobooks, do not accrue late fines. Historically, fines and lost/replacement fees represent less than 1% of the library's total budget. Due to the increased use of digital materials, library revenue from overdue fines has been steadily declining in recent years. Library patrons will still be expected to return materials on time and assume financial responsibility for lost/unreturned/damaged items. See the attached memo for additional details regarding this proposal.

The City Manager recommends passage of the proposed Resolution as presented by Staff.

\*\*\*\*\*

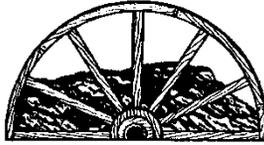
**Reviewed By:** (Initial)

City 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  
THE HUB OF NORTHEASTERN OREGON

TO: Mayor and City Council  
FROM: Kip Roberson, Library Director  
DATE: March 3, 2021  
RE: Recommendation for Cook Memorial Library to Adopt Fine-Free Circulation Policy

---

### **Recommendation**

On February 18, 2021, the Cook Memorial Library Advisory Commission passed a motion recommending that the Library discontinue the assessment of overdue fines for the late return of materials. An affirmative vote of the La Grande City Council is necessary to change the Fines for Overdue Library Materials Resolution #4451, Series 2004, approved on September 15, 2004.

The discontinuation of overdue fine assessment will not mean library patrons will no longer be accountable to return borrowed items. The Library will continue to assign due dates, charge replacement costs for lost/unreturned items, assess applicable collection fees, and block borrowing privileges of patrons who do not return, replace, or pay for items within a reasonable amount of time.

### **Background**

The current Resolution sets overdue fines on physical items as follows:

One (1) to Ten (10) Days:	Ten Cents Per Day, including weekends and holidays
Eleven (11) to Thirty-One (31) Days:	Twenty Cents Per Day, including weekends and holidays
Maximum Charge per Item:	\$5.00
Patron Borrowing Privileges Suspended at	\$5.00

Overdue fines do not stop accruing until an item reaches the \$5 maximum – 50 days. Overdue fines have not accrued on Sundays and other days that the Library is closed.

### **Financial Impact**

The practice of assessing overdue fines was solely established to incentivize the timely return of materials for shared community access. The practice was not designed or intended to generate revenue for direct operation of the library. Monies collected from patrons for both overdue fines and lost items are deposited into the La Grande general fund. In Fiscal Year 2020, the combined overdue fines and lost/replacement fees collected from patrons totaled approximately \$7,800 (the library's circulation database is unable to separate the two revenue streams; however, it's reasonable to assume that a larger percentage comes from lost/replacement fees). This amount represents just 1% of the Library's

operating budget. Lost/replacement fees will continue to be collected so the overall financial impact will not be a complete loss of revenue. (Note: I am working with City Finance Director Heather Rajkovich on a plan to collect outstanding library debt - possibly contracting with an industry-specific materials recovery company - including lost/replacement fees on an ongoing basis.)

### **Community Impact**

Research of library data reveals charging overdue fines does not accomplish its original intent to encourage a timely return of items. Instead, assessing fines creates unintended and inequitable barriers for communities. Patrons no longer use the library due to a fine balance from returning their items a few days past the due date. This trend is concerning. The impact of a fine barrier is most negative for people who could most positively benefit from consistent use of library services.

In most instances, these patrons have returned the overdue items which continue to circulate to other patrons; yet they are unable to pay a fine and continue their own borrowing privileges. Looking back to December 2010 when the Library migrated to the current patron/circulation database, 81% of all outstanding charges are overdue fines on returned items. In the face of tough financial choices, many of these patrons who may owe \$5 or more, have made a rational economic decision to leave the balance owed and discontinue library use. Simply put, many cannot afford to pay even a small fine for the benefit of themselves or their family members. While I cannot provide an exact count due to the limitations of our patron/circulation software, overall library data informs us that the number of blocked accounts disproportionately belong to children, patrons of color, and lower-income households. This data indicates the actual effect of overdue fines is in conflict with the Library's purpose, mission, and core values.

### **Mission**

*The mission of the Cook Memorial Library is to provide the resources and services needed to open doors to life-long learning; to serve as a literacy center for both adults and children; to fulfill citizens' information needs; and to offer and support cultural and recreational activities.*

### **Library Core Values**

- *We will act with integrity, adhering to the basic values of honesty and fairness in serving our customers and our co-workers.*
- *We will treat our customers and co-workers with dignity and respect. We believe people are important.*
- *We will listen to our customers, tailoring and continuously improving our products and services to meet their needs.*
- *We will encourage employee innovation and creativity. Team work and superior performance will be recognized.*
- *We will protect each customer's right to privacy with respect to information sought and materials consulted or borrowed.*
- *We will resist censorship of information or ideas.*
- *We will consider it our duty to educate and inform our community of the roles and responsibilities of the library.*
- *We will do our job right the first time, recognizing that individual effort is an integral part of overall effort. We pledge both timeliness and accuracy in serving our customers and our co-workers.*

- *We will act in a professional manner, always mindful of the impression we make on our customers and co-workers.*

### **Staff Impact**

It is costly to collect overdue fines and would be more costly to increase our efforts in this regard. The discontinuation of fine collection will be offset to a large degree by other savings. Numerous interactions involving staff time revolve around fines, including:

- Negotiating the appropriateness of the fine assessment with each patron
- Assisting patrons with cash transactions
- Assisting patrons with credit transactions
- Tracking, accounting, and reconciling payments in cash and the credit system
- Processes for tracking and reconciliation with the City's Finance Department

The San Rafael (CA) Public Library analyzed fine transactions and determined that each transaction requires approximately ten minutes of staff time when factoring in payment, counting and processing cash, counting cash for deposit, and reconciliation by their finance department. It's reasonable to assume that processing overdue fines at Cook Memorial is no less time consuming.

Other library systems which discontinued fines report the revenue from overdue fines in relation to the cost to collect fines was found to be neutral. Many libraries report that the cost of collecting overdue fines actually exceeded the amount collected. Public Libraries Online released an article titled "The End of Overdue Fines" in which the Vernon Area (IL) Public Library District reported "the cost of staff time to handle overdue fines and of processing amounts to more than what they're earning back from patrons."

Cook Memorial Library should eliminate ineffective and inequitable barriers to library services. The community's investment in their library is an investment in themselves. Elimination of overdue fines will increase the community's return on investment through increased sharing of the library collection.

### **Research and Experiences of Other Libraries**

In 2016, researcher Meg DePriest wrote a report for the Colorado State Library that examined a basic question: What impact does it have when libraries charge fines for overdue books? It's a common assumption that fines are supposed to get people to return books in a timely manner, generate revenue for libraries, and promote a sense of civic responsibility. She found that there is no hard data backing up those ideas. Instead, she found that there is no significant difference in overdue rates between libraries that charge fines and those that don't. The main takeaway was that fines have an impact on use because it creates a barrier to low-income people, especially teens/kids and lower-income households.

There is an increasing body of research and experience which supports the elimination of fines. Libraries that have eliminated fines consistently report that:

- There is no significant negative impact on the return of materials
- Circulation of physical materials increases
- Registration of new library cards increases
- Staff time is redirected from tracking and collecting fines to customer-centered assistance
- Patron satisfaction increases
- Staff morale improves

The High Plains (CO) Library District experimented with not charging overdue fines; over the course of a year, 95% of materials were returned within a week of the due date. Tooele City Library and Salt Lake City Public Library had had similar rates of return since going fine-free.

The Philadelphia (PA) Free Library found that fines brought in less than 1% of its annual budget but that fines had a bigger cost to its patrons as 14% of card holders were blocked because of excess fees. Cook Memorial Library has 3,148 patrons who owe \$5 or more (going back to 2010), the majority of whom are blocked because of overdue fines. The Library has approximately 22,000 active and inactive patrons in its database.

Chicago (IL) Public Library went fine-free in 2019 after seeing how fines kept low-income people from using the library. Some 20% of its blocked patrons were children.

“Public Libraries across the United States are increasingly eliminating overdue fines, recognizing that fines serve no positive purpose but act as a significant and inequitable barrier to service.” ~Peter Bromberg, Executive Director, Salt Lake City Public Library. The Salt Lake City Public Library moved to a fine-free structure in May 2017. Bromberg said that checkouts rose 10% and the number of new cardholders rose 3.5% a year after going fine-free. He also said that getting rid of fines brought new people into the library and allowed previous users to return as outstanding overdue fines were removed from patron accounts.

Additional libraries that report success with a fine-free move include: Addison (IL) Public Library, Alpine County (CA) Public Library, Bellwood (IL) Public Library, Chelmsford (MA) Public Library, Columbus (OH) Metropolitan Library, Delaware County (OH) Library District, **Deschutes (OR) Public Library**, Dover Town (MA) Library, Ela Area (IL) Public Library, **Eugene (OR) Public Library**, **Forest Grove (OR) Public Library**, Gleason (MA) Public Library, **Hood River County (OR) Library System**, Imaginelf (MT) Library, **Josephine County (OR) Library System**, Licking County (OH) Library, **Multnomah County (OR) Public Library**, New London (WI) Public Library, **North Plains (OR) Public Library**, Parkersburg & Wood County (WV) Public Library, San Juan County (UT) Public Library, Seattle (WA) Public Library, Stark County (OH) District Library, Thomas (ME) Memorial Library, Vernon Area (IL) Public Library, Washoe County (NV) Library System, Westford (MA) Public Library, Worthington (OH) Libraries.

### **Conclusion**

There is a solid body of evidence supporting the elimination of overdue fines. The overwhelming evidence shows that fines create significant barriers to access – particularly for young children and households with lower income levels. This practice does not positively serve our community, our Library, or La Grande.

The statistical and financial data indicates that the threat of overdue fines does not successfully encourage the return of materials and negatively impacts our patrons. An updated policy will focus on the return of library materials. The absence of looming overdue fines encourages the return of currently borrowed items because library patrons will retain their borrowing privileges when they do so. Additionally, the small decline in revenue will be neutralized by the savings in administrative costs and a more positive library experience by patrons. The community will realize a better return on their investment through increased use and the library will become better aligned with its core values to provide library services to all La Grande residents.

**CITY of LA GRANDE  
RESOLUTION NUMBER \_\_\_\_\_  
SERIES 2021**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION COUNTY, OREGON, ABOLISHING THE IMPOSITION OF MONETARY FINES BY F. MAXINE AND THOMAS W. COOK MEMORIAL LIBRARY FOR OVERDUE ITEMS; ESTABLISHING POLICIES FOR LOST, DAMAGED, AND UNRETURNED MATERIALS INCLUDING COST RECOVERY; REPEALING RESOLUTION 4451, SERIES 2004; AND ALL OTHER RESOLUTIONS OR PARTS OF RESOLUTIONS IN CONFLICT HEREWITH AND DECLARING AN EFFECTIVE DATE**

**WHEREAS, monetary fines present an economic barrier to access of library materials and services; and,**

**WHEREAS, there is mounting evidence that indicates eliminating fines increases library card adoption and library usage; and,**

**WHEREAS, the American Library Association (ALA) states that libraries should “promote the removal of barriers to library and information services, particularly fees, and overdue charges,” (ALA Policy B.8.10 (Library Services to the Poor)); and,**

**WHEREAS, the ALA “asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services,” (ALA Policy B.4.2 (Free Access to Information)); and,**

**WHEREAS, the F. Maxine and Thomas W. Cook Memorial Library Advisory Commission held a public meeting on February 18, 2021, wherein it voted to recommend the City Council adopt a fine-free circulation policy abolishing the imposition of monetary fines for overdue library items; and,**

**WHEREAS, F. Maxine and Thomas W. Cook Memorial Library Director has prepared a memorandum detailing the fiscal impact, community impact, and recommendation of the library in support of a fine-free library; and,**

**WHEREAS, the City Council believes that a fine-free circulation policy is in the best interest of the City; and,**

**WHEREAS, the City Council believes that patrons should be held financially responsible for lost, damaged, or unreturned materials.**

**NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of La Grande, Oregon, that effective April 1, 2021, the following policies shall be applied and hereby are established:**

- **No fines shall be assessed on overdue library materials.**
- **All outstanding overdue fines shall be removed from patron accounts.**
- **The Library shall continue to notify patrons of overdue materials.**
- **Patrons shall continue to be financially responsible for lost, damaged, or unreturned materials.**

City of La Grande  
Resolution Number \_\_\_\_\_  
Series 2021  
Page (2)

- A patron’s borrowing privileges shall be suspended upon accruing \$15 or more in lost materials fees.
- The Library may pursue materials and/or monetary recovery through a third-party entity.

PASSED ON this Third (3<sup>rd</sup>) day of March, 2021, and EFFECTIVE beginning April 1, 2021, by \_\_\_\_\_ (\_\_\_) of \_\_\_\_\_ (\_\_\_) Councilors present and voting in the affirmative.

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

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

\_\_\_\_\_  
John Bozarth, Councilor

\_\_\_\_\_  
David Glabe, Councilor

\_\_\_\_\_  
Nicole Howard, Councilor

\_\_\_\_\_  
Mary Ann Miesner, Councilor

ATTEST:

\_\_\_\_\_  
Justin Rock, Councilor

\_\_\_\_\_  
Kayla M. Rock  
City Recorder

CITY of LA GRANDE

COUNCIL ACTION FORM

Council Meeting Date: March 3, 2021

PRESENTER: Kip Roberson, Library Director

COUNCIL ACTION: **CONSIDER ESTABLISHING NON-RESIDENT LIBRARY MEMBERSHIP OPTIONS**

- 1. MAYOR: Request Staff Report
- 2. MAYOR: Request that Public Testimony be Read into Record
- 3. MAYOR: Invite Council Discussion
- 4. MAYOR: Entertain Motion

**SUGGESTED MOTION:** I move that the proposed Resolution establishing non-resident library membership options be Read by Title Only, Put to a Vote, and Passed.

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

\*\*\*\*\*

**EXPLANATION:** Library Staff and the Library Advisory Commission recommend that Cook Memorial Library institute non-resident membership options. The Library will continue to honor library cards from Elgin, North Powder, and Union; those cardholders will continue to have access to basic library services, defined as access to most physical collections (hotspots, laptops, and other ephemera excluded), public computers, study rooms, programs, etc. Union County residents who reside outside the City of La Grande can continue to apply for a library card; however, that card would allow for access to only basic library programs and services as described above. Anyone living outside Union County may also purchase a non-resident library membership. Non-resident memberships, providing full access to all library programs and services including premium services (digital/electronic resources), would be available for varying lengths of time; membership fees would be set to approximate the per capita amount a City of La Grande resident pays in taxes and would be adjusted as necessary. A non-resident member accepts financial responsibility for all items borrowed and agrees to abide by the policies of the library. See the attached memo for additional details regarding this proposal.

The City Manager recommends passage of this proposed Resolution presented by Staff.

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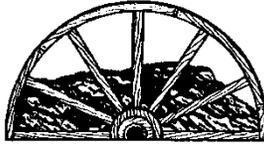
**Reviewed By:** (Initial)

City 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  
THE HUB OF NORTHEASTERN OREGON

TO: Mayor and City Council  
FROM: Kip Roberson, Library Director  
DATE: March 3, 2021  
RE: Recommendation for Cook Memorial Library to Establish Library Membership for Non-Residents Policy

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### **Mission**

The mission of the Cook Memorial Library is to provide the resources and services needed to open doors to life-long learning; to serve as a literacy center for both adults and children; to fulfill citizens' information needs; and to offer and support cultural and recreational activities for the residents of La Grande. Cook Memorial Library also serves the basic library needs of many Union County residents too.

### **Situation**

Cook Memorial Library issues library cards to the following:

- La Grande residents
- Union County residents not served by another public library

Residents of Elgin, North Powder, and Union must register for a library card at their home library; this is for statistical and funding purposes. Library cards from those public libraries are valid for use at Cook Memorial Library. Additionally, a library card from any Sage Library Consortium member library is valid at all Sage member libraries.

A library card issued by Cook Memorial Library provides the cardholder access to an increasing number of programs and services that would be considered “premium services” or a step above the basic level of library service.

Basic library services are the more traditional services that typically define a public library, especially the smaller public libraries that dot the landscape of Eastern Oregon. Those services include access to print materials, audiobooks, DVDs, reference and readers’ advisory services, reading/study areas, public internet access, storytimes and other programs, and basic access to OverDrive/Libby for eBooks and eAudiobooks.

Cook Memorial Library cardholders have long had access to the basic services. Today, they now have access to much more, including: WiFi hotspots, ChromeKits, museum passes, telescopes and other realia, as well as a growing number of electronic resources (streaming movies, music, TV shows, even more

eBooks and eAudiobooks, digital magazines, genealogy databases, educational/career development courses). These resources are both in demand from patrons and expensive.

Currently, any Cook Memorial Library cardholder has full access to ALL library programs and services. This access has created a funding disparity with La Grande residents paying nearly \$50 per capita for library access and non-residents paying less than \$5 per capita for the very same access.

During the pandemic, the demand for electronic resources in libraries has increased. Cook Memorial Library has been able to shift its spending on materials to meet much of this demand. The other libraries in the County as well as most in Eastern Oregon have not been able to shift their service models to meet the demand and as a result, we have had patrons from other libraries apply for membership with us. At present, the Library does not have a non-resident membership option so we have to deny their request.

Cook Memorial Library should implement a non-resident membership option for those living outside the city limits of La Grande. The revenue generated by the non-resident membership fees would create an equitable cost-sharing situation which charges those who are not City of La Grande residents a comparable fee for costs associated with the “premium services” the Library provides.

### **Execution**

The following information is based on the Fiscal Year 2020-2021 Library budget and the most recent population figures available.

- Union County 26,835 residents
- La Grande 13,271 residents
- Union 2,212 residents
- Elgin 1,788 residents
- North Powder 454 residents
- Union County residents not served by a library – 9,110
  
- FY 2020-20201 Library Budget \$ 645,046.00
- La Grande per capita \$ 48.61

Union County provides \$60,000 to the four (4) libraries of Union County to ensure that all county residents have access to basic library services. La Grande receives \$40,000 of that funding. This means that county residents are currently paying \$4.39 per capita for the same level of library service that La Grande residents are paying \$48.61; a difference of \$44.22.

I recently contacted Shelley Burgess, Administrative Officer for Union County, and asked what the specific intent is for the County’s funding of the public libraries. Here’s her response:

*There is a not a formal statement regarding the specific use of the funds the county provides to the libraries in Union County. Since the libraries are supported by the cities, the county support is meant to assist with the funding of the libraries so that they can continue to be available to all residents of the county. If you are thinking of a non-resident fee for only the “premium” services but would still allow basic services without a fee, I think it could be applied in the unincorporated areas as well as the other cities.*

I am proposing that Cook Memorial Library institute a non-resident membership option. The Library will continue to honor library cards from Elgin, North Powder, and Union; those cardholders currently and would continue to only have access to basic library services as defined earlier in this document. Union County residents who reside outside the City of La Grande can continue to apply for a library card; however, that card would only allow for access to basic library programs and services. (A bargain at \$4.39 annually!) Non-resident memberships, providing full access (except 1 month membership, see below) to all library programs and services including premium services, would be available for various lengths of time; membership fees are set to approximate the per capita amount a City of La Grande resident pays in taxes. Non-resident members must accept financial responsibility for all items borrowed and agree to abide by the policies of the library. All fees would be non-refundable.

- \$20 – valid for 1 month, limit of twelve (12) items checked out at any one time.
- \$30 – valid for 6 months.
- \$50 – valid for 12 months.
- \$100 – valid for 12 months, allows for two (2) additional accounts for those living at same address.

### **Administration and Logistics**

The Library will revise its Library Card policy to reflect the new membership options. The Library's card application and "How do I get a library card?" webpage will be updated with the changes.

In order for the Library and its electronic services to be able to distinguish between resident and non-resident cardholders, it will purchase a supply of library cards with a different barcode prefix.

The Library will generate a report that identifies all non-resident cardholders. Those accounts will be expired and those cardholders, when they next attempt to use their card, will be presented with one or more of the following options:

1. If a resident of Elgin, North Powder, or Union, the patron will be asked to establish membership with their home library first before they access our basic programs and services.
2. If a resident of Union County (not Elgin, La Grande, North Powder, or Union), the patron will be offered a non-resident card providing access to basic library programs and services.
3. After being presented with either Option 1 or 2, the patron will be presented with the full-service, non-resident membership options which will give them access to premium programs and services for a fee.

All non-resident membership fees collected will be identified as a separate revenue line for tracking purposes. The Library will work with the Finance Department to incorporate non-resident fees into our soon-to-be-installed PayPad system that integrates with Springbrook.

### **Public Notification**

The Library will issue a press release to the media explaining the new non-resident membership options and how it affects a small number of our current cardholders. The Library will also use social media and its weekly newsletter to inform the public. The Library will communicate the changes to the libraries in the Sage Consortium and to Union County officials. The Library will develop talking points for staff to use when having to explain the change to unhappy patrons.

**CITY of LA GRANDE  
RESOLUTION NUMBER \_\_\_\_\_  
SERIES 2021**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA GRANDE, UNION  
COUNTY, OREGON, ESTABLISHING NON-RESIDENT MEMBERSHIP FEES FOR THE F. MAXINE  
AND THOMAS W. COOK MEMORIAL LIBRARY AND DECLARING AN EFFECTIVE DATE**

**WHEREAS, the F. Maxine and Thomas W. Cook Memorial Library has established fees for various library services and resources; and,**

**WHEREAS, these revenues are used to offset the operational costs of the library; and,**

**WHEREAS, non-resident library membership fees are common practice throughout Oregon and the United States; and,**

**WHEREAS, the F. Maxine and Thomas W. Cook Memorial Library Advisory Board recommends the City Council approve a resolution establishing a fee for library cards issued to non-residents; and,**

**WHEREAS, F. Maxine and Thomas W. Cook Memorial Library Director has prepared a memorandum detailing the rationale for non-resident membership fees, the administration and logistics of the program, and recommendation of the library in support of establishing non-resident membership fees; and,**

**WHEREAS, the City Council hereby finds that non-resident library memberships is in the best interest of the City.**

**NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of La Grande, Oregon, that effective May 1, 2021, the following non-resident library membership policy is established:**

- **Anyone living within the city limits of La Grande shall be issued a library card, free of charge.**
- **Residents of Elgin, North Powder, and Union shall obtain a library card from their home library. Those library cards may be used at F. Maxine and Thomas W. Cook Memorial Library for basic library services (checkout of most physical items – WiFi hotspots, laptops, other equipment, and electronic/digital resources are excluded.)**
- **All other Union County residents shall be issued a library card that provides the same level of service as provided to the residents of Elgin, North Powder, and Union (described above), free of charge.**
- **Any non-resident of La Grande who wishes to receive the same level of services and access as a La Grande resident may purchase a membership for one of the following terms:**
  - **\$20 – valid for 1 month, limit of twelve (12) items checked out at any one time.**
  - **\$30 – valid for 6 months.**
  - **\$50 – valid for 12 months.**
  - **\$100 – valid for 12 months, allows up to two (2) additional accounts for those living at the same address.**

- A non-resident member shall be financially responsible for all items borrowed and shall agree to abide by the policies of the Library.
- All non-resident membership fees collected will be identified as a separate revenue line for tracking purposes.
- Non-resident membership fees are intended to approximate the per capita amount a City of La Grande resident pays in taxes and shall be adjusted by Resolution as necessary.

PASSED ON this Third (3<sup>rd</sup>) day of March, 2021, and EFFECTIVE beginning May 1, 2021, by \_\_\_\_\_ (\_\_\_) of \_\_\_\_\_ (\_\_\_) Councilors present and voting in the affirmative.

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

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

\_\_\_\_\_  
John Bozarth, Councilor

\_\_\_\_\_  
David Glabe, Councilor

\_\_\_\_\_  
Nicole Howard, Councilor

\_\_\_\_\_  
Mary Ann Miesner, Councilor

ATTEST:

\_\_\_\_\_  
Justin Rock, Councilor

\_\_\_\_\_  
Kayla M. Rock  
City Recorder

CITY of LA GRANDE  
COUNCIL ACTION FORM

Council Meeting Date: March 3, 2021

PRESENTER: Kyle Carpenter, Public Works Director

COUNCIL ACTION: **CONSIDER ACCEPTING FINAL STUDY AND REPORT; ESTABLISH A PUBLIC HEARING DATE**

1. MAYOR: Request Staff Report
2. MAYOR: Request that Public Testimony be Read into Record
3. MAYOR: Invite Council Discussion
4. MAYOR: Entertain Motion

**Suggested Motion:** I move that the Final Study and Report for the 2019 City Wide Voluntary Sidewalk Local Improvement District Number 19-064 be accepted and that the proposed Resolution establishing a Public Hearing date be read by title only, put to a vote and passed.

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

\*\*\*\*\*  
**EXPLANATION:** Council established a City Wide Voluntary Sidewalk Local Improvement District for the year 2019 during the May 1, 2019, Regular Session. A Local Improvement District offers property owners a way to improve their property and maintain existing sidewalks. This contract assisted in facilitating sidewalk repair work upon the property owner's request. With limited interest in 2019, the Sidewalk LID was held open for an additional calendar year (2020) to allow for a higher amount of work to be included in the District.

The 2019 Voluntary Sidewalk Local Improvement District Number 19-064 ended December 31, 2020, with the total cost of projects repaired under the L.I.D. being \$14,000.75. Staff monitored approximately 1,200 square feet of sidewalk and driveway repairs throughout La Grande during 2019 and 2020.

The City Manager recommends approval of this Agenda item and passage of the proposed Resolution.

\*\*\*\*\*  
**Reviewed By:** (Initial)

City 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: \_\_\_\_\_

## FINAL STUDY AND REPORT

To: Mayor and City Council  
 From: Kyle Carpenter, Public Works Director  
 Date: March 3, 2021

RE: The Final Study and Report of the Cost for the City-Wide Voluntary Sidewalk Local Improvement District Number 19-064.

### Project Description

This project consisted of the removal and replacement of existing concrete sidewalk, curbs, driveways, and all other incidental work required to construct sidewalks.

All construction work was performed in accordance with the City of La Grande standard specifications or as directed by the Public Works Department.

ITEM NO.	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	TOTAL COST
<b>2019 Cost for construction</b>					
1.	4-Inch Sidewalk (remove & replace)	S.F.	\$9.25	655.0	\$6,058.75
2.	6-Inch Sidewalk (remove & replace)	S.F.	\$10.50	55.0	\$577.50
3.	Class 'C' Curb (remove & replace)	LF	\$46.00	8.0	\$368.00
4.	Other Sidewalk Repairs (Asphalt Patch)	S.F.	\$8.00	6.5	\$52.00
5.	Handicap Access Ramp	Each	\$1,700.00	1	\$1,700.00
	<b>TOTAL 2019 CONSTRUCTION COST</b>				<b>\$8,756.25</b>
<b>2020 Cost for construction</b>					
1.	4-Inch Sidewalk (remove & replace)	S.F.	\$9.00	330.0	\$2,970.00
2.	4-Inch Walkway (remove & replace)	S.F.	\$10.50	10.5	\$94.50
3.	Curb & Gutter (remove & replace)	LF	\$50.00	24.0	\$1,200.00
4.	6-Inch Driveway (New Construction)	S.F.	\$8.75	72.0	\$630.00
5.	Other Sidewalk Repairs	By Quote	\$350.00	1	\$350.00
	<b>TOTAL 2020 CONSTRUCTION COST</b>				<b>\$5,244.50</b>
	<b>TOTAL LID CONSTRUCTION COST</b>				<b>\$14,000.75</b>

### Method of Assessment

**100% Property Owner Participation**

### SUMMARY

<b>Total Direct Costs</b>	<b>\$14,000.75</b>
<b>Total City Contribution</b>	<b>\$ - 0 -</b>
<b>Total Property Area Assessment</b>	<b>\$14,000.75</b>
	<b>=====</b>
<b>Total Final Sidewalk Improvement Costs</b>	<b>\$14,000.75</b>

Respectfully submitted by:

\_\_\_\_\_  
 Kyle Carpenter, Public Works Director

**CITY of LA GRANDE  
RESOLUTION NUMBER \_\_\_\_\_  
SERIES 2021**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA GRANDE,  
UNION COUNTY, OREGON, ESTABLISHING A PUBLIC HEARING DATE  
FOR CITY WIDE VOLUNTARY SIDEWALK LOCAL IMPROVEMENT DISTRICT  
NUMBER 19-064**

**WHEREAS, the City Council of the City of La Grande, Union County, Oregon, meeting in a Regular Session on May 1, 2019, initiated a Local Improvement District within the City of La Grande, Union County, Oregon; and,**

**WHEREAS, the City Council of the City of La Grande, Union County, Oregon, meeting in a Regular Session on March 3, 2021, has accepted the Final Study and Report;**

**NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of La Grande, Union County, Oregon, that;**

**SECTION 1. There is hereby created within the City of La Grande, Union County, Oregon, Local Improvement District Number 19-064 for the City-Wide Voluntary Sidewalk Improvement District.**

**SECTION 2. A Public Hearing is currently scheduled during the Regular Session of Wednesday, April 7, 2021, which begins at 6:00 p.m and will be held through electronic communications, in connection with the proposed Improvement District and any objections or remonstrances thereto or claims for damages as a result of such proposed Improvement District.**

**SECTION 3. The Finance Director shall give notice of the proposed improvement in accordance with and in conformity to Ordinance Number 2638, Series 1981, by mailing copies of the Notice of the Final Study and Report to the record owners of the property to be assessed for the cost of the improvement. All such notices shall be sent by Certified Mail.**

**SECTION 4. All construction work was performed in accordance with the City of La Grande standard specifications or as directed by the Public Works Department, as outlined in the Final Study and Report and the reflected estimate below.**

**CITY WIDE VOLUNTARY  
SIDEWALK LOCAL IMPROVEMENT DISTRICT,  
Number 19-064**

**Sidewalk Improvement Costs**

Total Direct Costs	\$14,000.75
Total City Participation	\$ - 0 -
Assessable Property Owner Costs	\$14,000.75

**SECTION 5.** The Finance Director is authorized to provide financing for City Wide Voluntary Sidewalk Local Improvement District Number 19-064 through any legal means of finance, as set forth in Ordinance Number 2638, Series 1981, including, but not limited to, short-term City General Obligation Improvement Warrants.

**PASSED and EFFECTIVE ON this Third, (3<sup>rd</sup>) Day of March, 2021, by \_\_\_\_\_ ( ) of \_\_\_\_\_ ( ) Councilors present and voting in the affirmative.**

\_\_\_\_\_  
**Stephen E. Clements, Mayor**

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

\_\_\_\_\_  
**John Bozarth, Councilor**

\_\_\_\_\_  
**David Glabe, Councilor**

\_\_\_\_\_  
**Nicole Howard, Councilor**

\_\_\_\_\_  
**Mary Ann Miesner, Councilor**

\_\_\_\_\_  
**Justin Rock, Councilor**

**ATTEST:**

\_\_\_\_\_  
**Kayla Rock, City Recorder**

CITY of LA GRANDE  
COUNCIL ACTION FORM

Council Meeting Date: March 3, 2021

PRESENTER: Steve Clements, Mayor

COUNCIL ACTION: **CONSIDER APPOINTMENT TO THE LANDMARKS ADVISORY COMMISSION**

- 1. MAYOR: Explain Vacancy
- 2. MAYOR: Entertain Motion

**Suggested Motion:** I move that Lindsay Costigan be appointed to the **Landmarks Commission** for the remainder of a three-year term, expiring December 31, 2023.

- 3. MAYOR: Invite Additional Council Discussion
- 4. MAYOR: Ask for the Vote

\*\*\*\*\*  
**EXPLANATION:** The **Landmarks Advisory Commission** is empowered by the City Council and charged with reviewing projects within the Downtown Historic District and those involving historic landmarks; and determining whether those projects are "historically appropriate."

This five-member Commission has one vacancy, which is due to the expiration of a term. One vacancy is for the remainder of a three-year term, which expires on December 31, 2023.

**Ms. Lindsay** has not previously served on any Commissions or Committees.

Currently seated members and their term expiration dates are: Katie Boula, 2021; Cassie Hibbert, 2023; Rod Muilenburg, 2021; and Eric Laurence, 2022.

The appointment of **Ms. Lindsay** would result in a full Commission.

\*\*\*\*\*

**Reviewed By:** (Initial)

City 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

## Application for Boards, Advisory Commissions and Committees

Name: Lindsay Costigan

Street Address: 2108 E. N Avenue Mailing Address: 2108 E. N Avenue  
La Grande, Oregon 97850 La Grande, Oregon 97850

Preferred Phone Number: 541-910-8308 Alternate Number: \_\_\_\_\_

Email Address: lindsay.costigan@yahoo.com

City Resident?  Yes  No City Employee?  Yes  No

Have you previously served on any of the City's Boards/Advisory Commissions/Committees?  Yes  No

If yes, which one(s) and when? \_\_\_\_\_

**Applications will be retained for 90 days, after which you will need to complete a new application for consideration to fill a vacancy.**

**Applying for:** Please indicate your preferences by putting a number in the box next to those on which you would like to serve--1 for your first choice, 2 for your second, etc.,—you may serve on two (2) plus the Budget Committee.

On how many Commissions, other than the Budget Committee, do you wish to serve?  One  Two

<input type="checkbox"/> Air Quality	<input type="checkbox"/> Building Board of Appeals	<input type="checkbox"/> Parking, Traffic Safety, and Street Maintenance	<input type="checkbox"/> Union County Economic Development Corporation Board of Directors
<input type="checkbox"/> Arts	<input type="checkbox"/> Community Landscape and Forestry	<input type="checkbox"/> Parks and Recreation	
<input type="checkbox"/> Budget Committee			

The following Advisory Commissions have specific requirements and expectations. Please initial on the line in front of the Advisory Commission for which you are applying to indicate that you meet and agree to these requirements and expectations.

LC **Landmarks** *Members appointed to the Landmarks Advisory Commission shall have a demonstrated interest, competence, or knowledge of historic preservation. At least three (3) members should be professionals from the disciplines of history, archaeology, planning, law, architecture or architectural history. An individual appointed to the Landmarks Advisory Commission shall be resident of the City or a property owner within the Historic District of the City of La Grande, Oregon; except that two (2) such members may be residents of Union County.*

\_\_\_\_\_ **Library** *Chapter 357 of Oregon Revised Statutes requires that a public library be governed by a Library Advisory Commission. Commission members shall be individuals who are actively interested in Library services and programs, and in all instances, serve as advocates for the Cook Memorial Library, its services and programs. The five (5) Commissioners shall serve four-year (4-year) terms.*

\_\_\_\_\_ **Planning** *Members of the Planning Commission are required to complete an annual Statement of Economic Interest, to be submitted to the Oregon Government Ethics Commission. ORS 227.020 provides the authority for the creation of a Planning Commission. The Commission renders final decisions in connection with certain land use procedures, unless appealed to the City Council. All five (5) members of the Commission shall reside within the Urban Growth Boundary, but only one (1) may reside outside the City limits. A member of the Planning Commission may serve no more than two (2) consecutive terms, but may again be considered for appointment after one (1) year of nonparticipation on the Commission.*

\_\_\_\_\_ **Union County Tourism Advisory Committee** *City appointed members to this Advisory Committee shall be either the owner or manager of a large lodging property in La Grande, or the owner or manager of a La Grande retail business or restaurant.*

**Urban Renewal Advisory Committee (URAC)** *An individual appointed to the Urban Renewal Advisory Commission shall be actively interested in curing and preventing conditions of blight and improving the physical, economic and social conditions within the Urban Renewal District. Members shall be residents of La Grande, the La Grande Urban Growth Boundary, or the owner or manager of properties and/or businesses located in the Urban Renewal District. The Commission may also include one Union County Commissioner (non-voting) and the Superintendent or one Board Member of the La Grande School District (non-voting).*

**For URAC ONLY:** Do you: Own or manage a property(ies) or business(es) in the La Grande Urban Renewal District?

Yes  No

If yes: Name of business: \_\_\_\_\_ Address: \_\_\_\_\_

Please indicate why you are volunteering and what makes you a good candidate to serve. Please include any special training, experience, education, and/or qualifications you may have that are unique or specific to the Advisory Commission/Committee for which you are applying. (Please attach no more than one additional typewritten page).

I am qualified to serve on the Landmarks Commission based on my experience as an archaeologist.

I have a Bachelor's degree from Eastern Oregon University with a double major in Anthropology and Sociology and an emphasis in Archaeology. I have also worked for approximately 5 years for Anderson Perry & Associates, Inc., in La Grande as an archaeologist. In my profession, I specialize in the excavation, identification, and curation of historic-period artifacts. I am also trained and have several years of experience in evaluating archaeological sites and built resources against criteria for the National Register of Historic Places as well as contacts in archaeology and preservation across Oregon and Washington, including the Oregon State Historic Preservation Office. I am volunteering for this position to better appreciate and help preserve our city's beautiful downtown historic district and structures that give it such character.

**PLEASE RETURN YOUR COMPLETED APPLICATION TO: Stacey Stockhoff, Assistant to the City Manager, or Kayla Nichols, City Recorder; 1000 Adams Avenue/P. O. Box 670; FAX (541) 963-3333**

**Pursuant to City of La Grande Ordinance, applicants for Boards and Advisory Commissions/Committees may be subject to a background review. Please complete the following Release for Background Check. This information is for office use only and not subject to public disclosure.**

Name: Lindsay Costigan Date: 1/30/21  
Street Address: 2108 E. N Avenue  
La Grande, Oregon 97850  
Mailing Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_

**Signature** Lindsay Costigan Digitally signed by Lindsay Costigan  
Date: 2021.01.30 12:19:13 -08'00'

For Office Use Only	
Criminal Background search completed by: <u>Anita Zink</u>	on <u>2/2/2021</u>
<input checked="" type="checkbox"/> Eligible for Hire (negative)	<input type="checkbox"/> Further investigation recommended (positive)