



CITY OF LA PINE, OREGON
BOCC AND CITY COUNCIL JOINT MEETING AND REGULAR
CITY COUNCIL SESSION

Wednesday, April 13, 2022, at 5:30 PM

La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/81970907747>

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

AGENDA

CALL TO ORDER

ESTABLISH OF QUORUM(S)

1. La Pine City Council
2. Deschutes County Board of County Commissioners

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

JOINT BOCC AND CITY COUNCIL MEETING

BUSINESS:

1. Newberry Neighborhood – Master Plan for Neighborhoods 3 & 4; Quadrant 2
2. La Pine Industrial Park Update
3. Update on Joint Office on Homelessness
 - a. Overview
 - i. Timeline and Funding
 - ii. Intergovernmental Agreement
 - iii. Establishment of Board
 - iv. Strategic Plan
4. La Pine Multi-Use Transit Station Update
5. Transportation Project
 - a. Hwy. 97 footpath
6. La Pine Capital Project(s)
 - a. Water/Wastewater

OTHER ITEMS NOT ON AGENDA

REGULAR COUNCIL SESSION

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 City Council

CONSENT AGENDA

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

- 1. 03/23/22 – Regular Council Meeting Minutes.....4.

PRESENTATIONS: None

OLD BUSINES:

- 1. Ongoing Projects (Discussed in Joint Session):
 - a. Transit Center
 - b. Water/Wastewater Expansion
 - c. Hwy 97 Pathway
- 2. La Pine Rural Fire Protection District – Fireworks Ban Update
- 3. La Pine Senior Center Community Grant Request.....8.
- 4. La Pine Car Club Community Grant Request.....12.
- 5. Huntington Rd. Speed Study

NEW BUSINESS:

- 1. Fire Department – Student Program Funding Request.....15.
- 2. Community Fund Expenditures
- 3. Mission Statement & Goals (Update)

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

STAFF COMMENTS

- 1. Planner Report
- 2. Public Works Report
- 3. City Manager Report

MAYOR & COUNCIL COMMENTS

EXECUTIVE SESSION: Note time of suspension of regular meeting and that of opening of executive session (if necessary).

Note time of closing of executive session, and that of re-convention of regular session (if necessary).

ADJOURNMENT

Pursuant to ORS 192.640: This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the City Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.

CITY OF LA PINE, OREGON
REGULAR CITY COUNCIL MEETING

Wednesday, March 23rd, 2022, at 5:30 PM
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

MINUTES

1. CALL TO ORDER:

Meeting was called to order at 5:31 p.m.

2. ESTABLISH A QUORUM:

PRESENT

Councilor Colleen Scott
Councilor Cathi Van Damme
Councilor Mike Shields

ABSENT

Councilor Courtney Ignazzitto
Mayor Daniel Richer

STAFF

City Manager, Geoffrey Wullschlager
City Planner, Alexa Repko
City Recorder, Jamie Kraft
Public Works Director, Jake Obrist

3. PLEDGE OF ALLEGIANCE:

4. PUBLIC COMMENTS:

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

- None.

5. 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 City Council.

1. 06FPR-2021 North Pine Village Final Plat Review
Alexa Repko, City Planner gave a staff report and recommendation for approval.

Motion made by Councilor Van Damme to approve the Final Plat Review of the 3-parcel Partition located at 17150 Rosland Rd. The motion was seconded by Councilor Shields and the motion carried by a unanimous voice vote.

2. Planning Commission Member Appointment – Mary Hatfield

After discussion, there was unanimous consensus to appoint Mary Hatfield as a member of the La Pine Planning Commission.

6. CONSENT AGENDA:

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request of any member of the City Council.

1. 03.09.2022 Meeting Minutes

Motion by Councilor Van Damme to approve the Consent Agenda as presented with a minor technical correction. Councilor Shields seconded the motion.

Voting Yea: Councilor Scott, Councilor Van Damme, Councilor Shields.

Voting Nay: None.

7. PRESENTATIONS:

- None.

8. OLD BUSINES:

1. Ongoing Projects:

a. Transit Center

Geoff Wullschlager is researching additional funding for the project. Any costs would be budgeted in the 2022-2023 Fiscal Year. The Contractor is comfortable with the red line changes to the project which will result in cost savings.

b. Water/Wastewater Expansion

Jake Obrist and Geoff Wullschlager presented updates. Bid opening was held on March 17th. The lowest bid came in at thirty-five million with an additional contingency of approximately five million dollars, the total project cost including contingencies be close to forty million dollars. USDA is working with the City to attempt to secure additional grant funds to assist with the increased cost of the project. With projected water/sewer revenues and increased SDC's there will be heightened internal capacity to meet growing project funding

requirements. Mr. Obrist reported that the increased costs were to be expected and funders are comfortable with the inflation of project costs. The current interest rates available from the USDA are forecasted at 1.5% per annum. A rate increase discussion for current water/sewer customers is under consideration to help fund the additional cost of the project. Mr. Obrist noted that additional information and updated costs will be available at a later date. Mr. Obrist also noted that the last rate increase for water/sewer services was imposed in 2017. He concluded by reporting that Taylor NW was the lowest bidder and will be awarded the Cagle/Glenwood Expansion project.

c. Hwy 97 Pathway

No updates.

9. NEW BUSINESS:

1. La Pine Senior Activity Center Community Grant Application:

Mr. Wullschlager presented the application for Council review. The Senior Center is requesting \$3000 for assistance in paving the existing parking lot. Councilor Van Damme is requesting to defer the decision considering missing information, which includes a quote for the total cost of paving. This will be deferred to a later meeting.

2. High Lakes Car Club Community Grant Application:

Geoff Wullschlager presented the application for Council review. Councilor Van Damme and Councilor Shields are requesting additional information regarding use of requested funds. This will also be deferred to a future meeting after receiving additional project information.

3. 06FPR-2021 North Pine Village Final Plat Review

Alexa Repko, City Planner presented the staff report and recommendation for approval.

There was a motion by Councilor Van Damme to approve the Final Plat Review of the 3-parcel Partition located at 17150 Rosland Rd. The motion was seconded by Councilor Shields and carried by a unanimous voice vote.

PUBLIC COMMENTS

Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.

1. None.

10. STAFF COMMENTS:

1. Planners Report -

Ms. Repko had no further items to contribute.

2. Public Works -

Mr. Obrist gave an update on public works activities.

3. City Manager Report –

Mr. Wullschlager gave a report that at potential legal matter has been resolved without further process.

11. MAYOR & COUNCIL COMMENTS:

Councilor Scott – Thanked staff for their assistance with the Council retreat.

Councilor Van Damme – Thanked staff for all the work completed behind the scenes.

Councilor Shields – Echoed the comments by Councilor Van Damme.

12. ADJOURNMENT: Meeting was adjourned at 6:00pm

Pursuant to ORS 192.640: This notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the City Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend.



CITY OF LA PINE

STAFF REPORT

Meeting Date: April 13, 2022
TO: City Council
FROM: Geoff Wullschlager, City Manager
SUBJECT: La Pine Senior Center – Community Grant Request

TYPE OF ACTION REQUESTED (Check one):

- | | | | |
|-------------------------------------|-------------------------|--------------------------|------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input checked="" type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: |

Councilmembers:

The La Pine Senior Center endeavors to repave their general parking lot that borders the center to the west, south and east of the facility. This request was first presented to Council at the March 23rd meeting at which time a detailed quotation was requested for further consideration. Per that request, please review the original request with the requisite information.

Per Council discretion, if there is support for the project, please make a formal motion followed by a second and voice vote of the Council.

Community / Tourism Grant Application

16345 Sixth St. | PO Box 2460 - La Pine, Or 97739 | ph. (541) 536-1432 | www.lapineoregon.gov



The City of La Pine may provide community assistance grants to non-profits entities and organizations that serve the La Pine community. Community entities and organizations that serve the La Pine community will need to meet at least one of the following criteria to be eligible for a grant and provide the necessary documentation:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in La Pine.

In evaluating requests, the City will consider the following criteria:

- The requesting organization's history of success.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

First, please designate whether this grant will be used to generate or support Tourism. If yes, see pg. 3 for additional steps/information required. We also require a budget sheet for either type of grant submission, see pg. 2.

Tourism Grant TRT Fund

Standard Community Grant Submission

Please type or print clearly:

1. Organization: La Pine Senior Activity Center
2. Non-Profit ID #: 93-0921983
3. Mailing Address: PO Box 1279 La Pine OR
4. Telephone No.: 541-536-6237 / cell - 541-420-9001
5. Email: Jamie@lapineseniorcenter.org
6. Contact Person: Jamie Donahue
7. Requested Amount: \$ 3000 -
8. Project/Use for Funds: Asphalt For Parking lot
9. Attach a letter explaining how the funds will be used, how the criteria will be met, and any other information relevant to the request.

Return completed applications and letters to:

City of La Pine
Attn: Recorder
16345 Sixth Street
P. O. Box 2460
La Pine, OR 97739

Date Received: _____

Approved ___ Denied ___ Date _____

Amount _____

For additional information, please contact City Recorder Jamie Kraft at 541-536-1432 or jkraft@lapineoregon.gov



LAPINE

OREGON

Budget Spreadsheet

Name of Event:

Asphalt for Parking Lot

Income	Estimated	Actual
Event Proceeds (entry fees, ticket sales, etc.)		
Seafood Night	1670	
TOTALS	1670	

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
TOTALS		

Extra Sales (auction, raffle, misc. sales)	Estimated	Actual
By kind me	2500	
Go Fund me	460	
TOTALS	2960	

Other Expenses	Estimated	Actual
TOTALS		

Sponsorships	Estimated	Actual
TOTALS		

Donations	Estimated	Actual
SUNWEST Realty	1000	
Stuart Martinez	1000	
Humana	1000	
FRANCES HARPER	1000	
James Young	10,000	
TOTALS	14,000	

Overall Budget	Estimated	Actual
Income		
Expenses		
Net Profit (Loss)		



TRI COUNTY PAVING PROPOSAL & CONTRACT

CCB# 189644, EST. 2010

PROJECT

PROJECT NAME: Parking Lot Repairs

DATE: 11/12/2021

SITE ADDRESS: 16450 Victory Way, LaPine

ESTIMATE # & DATE: #1 - 3/8/2022

CUSTOMER

OWNER/CONTRACTOR: La Pine Senior Activity Center

CONTACT:

MAILING ADDRESS:

PHONE #:

E-MAIL: punkcevelyn@yahoo.com

ALT. E-MAIL OR FAX:

TRI COUNTY PAVING

CONTACT: Jeff Curl

ADDRESS: PO Box 1621 Redmond, OR 97756

PHONE: 541-408-4926

OFFICE: 541-526-5800

FAX: 541-647-6315

E-MAIL: jeff@tricountypaving.net

WEB SITE: www.tricountypaving.net

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT \$	TOTAL \$
1	remove the existing asphalt from the parking lot, add compacted base material as needed and 3' compacted asphalt on parking lot per the existing footprint	3,088	sy	\$29.00	\$89,552.00
2	re-stripe and installation of parking bumpers	1	ls	\$5,495.00	\$5,495.00
Grand Total					\$95,047.00

INCLUSIONS/EXCLUSIONS/NOTES

*inclusions: one mobilization, locates, saw cuts as needed, subgrade work, CSS-1 tack application

*exclusions: concrete work, prime coat, weed sterilants, testing, traffic control, paving risers, permits

*materials: base material (3/4"-0 state spec), asphalt (level 2, 1/2 inch dense mix w/ PG 64-28 binder)

*changes made by owner to be performed only upon execution of a written change order agreed to between owner and TCP

*please read the provided Information Sheet as further instructions are listed regarding your project

*proposal valid thru June 2022

TERMS & CONDITIONS

This proposal is made by Tri County Paving, LLC ("Seller") to La Pine Senior Activity Center ("Purchaser"). Seller agrees to furnish all labor and materials completed in accordance with these specifications. All material is guaranteed to be as specified and all work is to be completed in a workmanlike manner according to standard practices. A limited one-year warranty on all materials and workmanship applies. Any attention or deviation from the above specifications involving additional cost or risk to Seller will be performed only upon execution of a written change order agreed to between Purchaser and Seller, which will include any additional costs, compensation, charges and required extensions of time for performance over and above the estimate. Seller's employees are fully covered by workers' compensation insurance. Purchaser agrees to pay Seller for materials, labor and equipment used or to be purchased under this contract, plus any charges for additional materials, labor and equipment covered under a written change order. Payment is due upon Purchaser's receipt of invoice. A late charge of 1.5% per month (18% per annum) may be charged on all past due accounts over 30 days. Seller may stop all work hereunder if any account or other payable hereunder becomes 30 or more days past due and Seller shall not be responsible for any cost or delay arising from such discontinued work. Notice is hereby provided to Purchaser that a lien may be filed for material, labor and/or equipment furnished by Seller. Any and all costs associated with the collection of monies due Seller under this contract and/or written change orders will be the responsibility of Purchaser. Seller shall not be responsible for any loss or delay in performance arising from causes beyond the control of Seller (including, but not limited to, delay in delivery of materials or goods, fire, flood, strike or other casualty or act of God) or as a result of Purchaser's negligence or interference. In the event the parties become involved in litigation or arbitration, the prevailing party shall be fully compensated for its reasonable costs arising thereunder, including attorneys' fees and experts' fees. This contract shall constitute the entire agreement between the parties with respect to the subject matter contained herein. All notices which may be required under this contract shall be in writing and delivered by U.S. mail at the respective address listed above. This contract may be executed in one or more counterparts, which may be delivered by facsimile or other electronic means, and each of which will be deemed an original.

ACCEPTANCE OF PROPOSAL- The above prices, specifications and other terms and conditions contained herein are satisfactory and are hereby accepted by the parties.

PURCHASER

La Pine Senior Activity Center

SIGNATURE: _____
PRINT NAME: _____
DATE: _____

SELLER

Tri County Paving, LLC

SIGNATURE: Jeff Curl
PRINT NAME: Jeff Curl
TITLE: Member



CITY OF LA PINE

STAFF REPORT

Meeting Date: April 13, 2022
TO: City Council
FROM: Geoff Wullschlager, City Manager
SUBJECT: High Lakes Car Club – Community Grant Request

TYPE OF ACTION REQUESTED (Check one):

- | | | | |
|-------------------------------------|-------------------------|--------------------------|------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input checked="" type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: |

Councilmembers:

The High Lakes Car Club has submitted a request for a nominal amount of public/community funding assistance for their upcoming annual Show and Shine Event. This request was first presented to Council at the March 23rd meeting at which time further detail of expenditure of community funds was requested for continued consideration. Per that request, please review the original request with the requisite information.

Per Council discretion, if there is support for the project, please make a formal motion followed by a second and voice vote of the Council.

Community / Tourism Grant Application

16345 Sixth St. | PO Box 2460 - La Pine, Or 97739 | ph. (541) 536-1432 | www.lapineoregon.gov



The City of La Pine may provide community assistance grants to non-profits entities and organizations that serve the La Pine community. Community entities and organizations that serve the La Pine community will need to meet at least one of the following criteria to be eligible for a grant and provide the necessary documentation:

- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in La Pine.

In evaluating requests, the City will consider the following criteria:

- The requesting organization's history of success.
- The organizational and financial stability of the requesting organization.
- The number and types of community members served by the request.
- The ability to measure and track the effectiveness of the project or service.
- Grant funds will not be used for travel, budget deficits or for routine operating expenses.

First, please designate whether this grant will be used to generate or support Tourism. If yes, see pg. 3 for additional steps/information required. We also require a budget sheet for either type of grant submission, see pg. 2.

Tourism Grant TRT Fund

Standard Community Grant Submission

Please type or print clearly:

1. Organization: High Lakes Car Club
2. Non-Profit ID #: 93-1195595
3. Mailing Address: P O Box 2252
4. Telephone No.: 541-815-3297
5. Email: hager@bendnet.com
6. Contact Person: Jessie Hager
7. Requested Amount: \$250.00
8. Project/Use for Funds: 23rd Annual High Lakes Show-n-Shine Major Sponsorship
9. Attach a letter explaining how the funds will be used, how the criteria will be met, and any other information relevant to the request.

Return completed applications and letters to:

City of La Pine
Attn: Recorder
16345 Sixth Street
P. O. Box 2460
La Pine, OR 97739

Date Received: _____

Approved ___ Denied ___ Date _____

Amount _____

For additional information, please contact City Recorder Jamie Kraft at 541-536-1432 or jkraft@lapineoregon.gov



LA PINE
OREGON

6-25-2022

Budget Spreadsheet
Name of Event:

23rd Annual Highlakes Show-n-Skive

Income	Estimated	Actual
Event Proceeds (entry fees, ticket sales, etc.)		
Registration	2875	
TOTALS	2875	

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
Pes-goodie bags magnets	4500	
Tool box	1000	
Ladies Raffle	400	
General Raffle	300	
TOTALS	6200	

Extra Sales (auction, raffle, misc. sales)		
Raffles	2850	
Tees & club swag	4800	
TOTALS	7650	

Other Expenses		
Advertisement	300	
insurance & permits	350	
Trophy	500	
mailings	300	
printing	150	
Scissor lift	100	
photographer	200	
winner jackets	170	
winner picture	125	
DJ	700	
TOTALS		

Sponsorships		
Major & Trophy	4000	
TOTALS	4000	

Donations		
Show supplies	250	
Advertisement	250	
garbage svc	100	
Raffle ITEMS	500	
posters	125	
TOTALS	1225	

	Estimated	Actual
Overall Budget		
Income	15750	
Expenses	9095	
Net Profit (Loss)	6655	

Geoff

We met yesterday to go over car show plans.

We anticipate approximately \$9000 in expenses to put on our show. Our sponsorships help us defray some of those costs.

Specifically your \$250 donation would go towards the cost of Insurance and permits: Insurance: \$309 Permits: \$25

Please let me know if there is anything else we can provide. Our sponsors help us put on our show and allow us to fund our scholarship and support other local organizations.

Thank you in advance.

Jessie Hager
High lake Car Club



CITY OF LA PINE

STAFF REPORT

Meeting Date: April 13, 2022
TO: City Council
FROM: Geoff Wullschlager, City Manager
SUBJECT: La Pine Rural Fire Protection District – Program Funding Request

TYPE OF ACTION REQUESTED (Check one):

- | | | | |
|-------------------------------------|-------------------------|--------------------------|------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input checked="" type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: |

Councilmembers:

The La Pine Rural Fire Protection District has submitted a forma request for their internship development program. This program aims to educate, prepare, and deploy cadets within the Fire Protection District over the there year period it requires for a candidate to complete their course of study, and graduate from the COCC program.

The incentive behind this program is to not only front load our Rural Fire Protection District with able candidates for the future operation of the district, but to sustain staffing and development over a long-term period to provide Fire Protection, and Rescue services for our community.

I advise the Council to consider the following with respect to the request:

- 1.) What ensures retention by the district of the cadets once the course of study, and degree attainment has been completed?
- 2.) Has the district approached any other agencies or organizations for donations as the district territory far exceeds City limits?
- 3.) Does the district have strategic goals for community building and support initiatives that may relate to other community agencies and or the city?

It is my recommendation that the City Council direct City Administration to either submit correspondence and/or attend a district board meeting to further inquire as to these and or other questions before a formal motion is made.



La Pine Rural Fire Protection District

51590 Huntington Rd
Post Office Box 10
La Pine, OR 97739
Phone 541.536.2935
Fax 541.536.2627
www.lapinefire.org

February 10, 2022

Honorable Daniel Richer
Mayor
PO Box 2460
City of La Pine, OR 97739

Re: Sponsorship of Student Firefighter/Paramedic

Mayor Richer:

It was recently mentioned how the City may be of assistance to this community's fire and EMS wellbeing during these challenging times and rapid growth. The fire district operates a full immersion live in student internship program in which young adults prepare for fire/paramedic career and who in turn serve this community. Your support and the City's support is requested by possibly sponsoring and investing in one or two students attending Central Oregon Community College and working on an Associate Degree in Fire Science and Emergency Medicine. Each sponsorship costs \$7,000 per year or \$21,000 for the full three-year program. This pays for tuition, books, and basic educational stipend.

The district's goal is to have 12 students in the program each year and thus sufficient to provide at least one additional crew and support to our career firefighter/paramedics each day. The students live at Station 103 where several years ago we built a new 12-person dorm for the students. They are also assigned to the other stations on their duty shifts. Students receive on-the-job training from our professional firefighters/paramedics and of course respond to 911 calls with our regular staff.

The City's support of our student program would be greatly appreciated. If you have any questions, please let me know.

Sincerely,

Jerry Hubbard, Public Affairs Liaison
La Pine Fire
541 390 9798
Jerryhubbard1943@gmail.com

Cc Chief Supkis, Doug Cox