



**CITY OF LA PINE, OREGON  
URBAN RENEWAL AGENCY  
REGULAR MEETING**

Tuesday, February 6, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/88679992223>

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

*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**

**REGULAR MEETING**

**CALL TO ORDER**

**ESTABLISH QUORUM**

**PLEDGE OF ALLEGIANCE**

**ADDED AGENDA ITEMS**

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

**CONSENT AGENDA**

*Information concerning the matters listed within the Consent Agenda has been distributed to each member of the Urban Renewal Agency Board for reading and study, is considered to be routine, and will be enacted or approved by one motion of the Board 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 Board.*

- 1. January 2, 2024, Regular Meeting Minutes.....3.
- 2. Urban Renewal Agency Financial Statement (July 2023-November 2023).....6.

**PUBLIC HEARINGS**

None

**OLD BUSINESS:**

- 1. RFP – Archway (Design)
  - a. Staff Report.....7.

**NEW BUSINESS:**

None

**OTHER MATTERS:**

*Only Items that were previously added above in the Added Agenda Items will be discussed.*

**PUBLIC COMMENTS**

**STAFF COMMENTS**

**BOARD MEMBER COMMENTS**

**ADJOURN MEETING**

**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 Urban Renewal Agency 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  
URBAN RENEWAL AGENCY  
REGULAR MEETING**

Tuesday, January 2, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/81766833340>

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

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## **MINUTES**

### **REGULAR MEETING**

#### **CALL TO ORDER**

Vicki Russell called the meeting to order at 3:03 p.m.

#### **ESTABLISH QUORUM**

##### Present

Vicki Russell

Councilor Courtney Ignazzitto

##### Present-Via Zoom

Ann Gawith

Andrea Hine- excused

Scott Asla

##### Staff

Geoff Wullschlager, Agency Director

Patricia Lucas, SLED Executive Director- excused

Amanda Metcalf, City Recorder

#### **PLEDGE OF ALLEGIANCE**

Vicki Russell led the pledge of allegiance.

#### **ADDED AGENDA ITEMS**

None

**APPROVAL OF MEETING MINUTES**

November 7, 2023, Regular Meeting Minutes

Councilor Ignazzitto made a motion to approve the minutes, *seconded by Ann Gawith*. Motion passed unanimously.

**PUBLIC HEARINGS**

None

**OLD BUSINESS:**

- 1. RFP – Archway (Design)
  - a. Staff Report
  - b. RFP

Mr. Wullschlager presented the associated staff report. He explained that interested parties asked if the submittal period could be prolonged and if the project budget was frozen at current levels. Mr. Wullschlager explained, with outside consultation, the design aspect of the project extends the current budget, and additional professional collaboration is needed for the design RFP. There was discussion amongst the Agency, and it was decided that more outside consultation is needed to amend the current RFP and it will be tabled for a future meeting.

**NEW BUSINESS:**

None

**OTHER MATTERS:**

*Only Items that were previously added above in the Added Agenda Items will be discussed.*

**PUBLIC COMMENTS**

None

**STAFF COMMENTS**

None

**BOARD MEMBER COMMENTS**

None

**ADJOURN MEETING**

Ms. Russell adjourned the meeting at 3:26 p.m.

**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 Urban Renewal Agency 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.

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

Vicki Russell, Chair

ATTEST:

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

Geoff Wullschlager, Agency Director



**La Pine Urban Renewal Agency**

**Financial Statements**

Profit & Loss - Urban Renewal	
July 2023 - November 2023	
<b>GENERAL FUND</b>	<b>ACTUALS</b>
<i>Income</i>	
PROPERTY TAXES	\$ 289,221.49
SHARED REVENUES & GRANTS	\$ -
CHARGES FOR SERVICES	\$ -
MOTEL TAXES (30%)	\$ -
FRANCHISE FEES	\$ -
MISCELLANEOUS & OTHER INCOME	\$ 182.84
<b>TOTAL INCOME</b>	<b>\$ 289,404.33</b>
<i>Expenses</i>	
PERSONNEL SERVICES	\$ -
MATERIALS & SERVICES	\$ 4,230.00
CAPITAL OUTLAY	\$ -
DEBT SERVICE	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 4,230.00</b>
<b>NET INCOME</b>	<b>\$ 285,174.33</b>

Balance Sheet - Urban Renewal	
December 2023	
<b>Assets</b>	
Cash	\$ 832,694.57
Property Tax Receivable	\$ 715.47
<b>Total Assets</b>	<b>\$ 833,410.04</b>
<b>Liabilities</b>	
Deferred Property Taxes	\$ 381.56
<b>Total Liabilities</b>	<b>\$ 381.56</b>
<b>Equity</b>	
Fund Balance - Unrestricted	\$ 547,854.15
Revenue Over Expenditures -YTD	\$ 285,174.33
<b>Total Equities</b>	<b>\$ 833,028.48</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 833,410.04</b>
	\$ -



## LA PINE URBAN RENEWAL AGENCY


### STAFF REPORT

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Meeting Date: February 6, 2024

TO: Urban Renewal Board

FROM: Geoff Wullschlager, Agency Director 

SUBJECT: RFP Archway Design

<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: Please see below

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#### Members of the Board:

Following the Agency Discussion in our January meeting on this matter, staff followed up on this project with the following two actions:

1. A retired civil engineering consultant was contacted to discuss next steps as there appeared to be the need for refinement in project scope given the original RFP responses. While the consultant themselves is unavailable for future project work, they suggested breaking out the design portion of the project to an initial design (artist) concept only and provided the referral of an Oregon architect for further discussion.
2. Staff contacted Mr. Vito Cerelli of O'Brien & Company, a regional Oregon Design+Build firm for initial intake. Mr. Cerelli agreed that with the initial scope of the project, the Agency should be looking for artist design at this juncture to then include in an RFP for structural design. The original project documents have been provided to Mr. Cerelli for project consideration (below public procurement thresholds) and consultation. At the time of this report, Agency staff are awaiting assessment and disposition as to next steps.

#### Board Action:

There are no action items accompanying this project update.