



CITY OF LA PINE, OREGON URBAN RENEWAL AGENCY REGULAR MEETING

Tuesday, January 06, 2026, at 12:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/81693141962>

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

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

1. 11-04-2025 Urban Renewal Agency Meeting Minutes.....3.
2. Financial Reports
 - a. Financial Summary – July 2025.....7.
 - b. Financial Summary – August 2025.....8.
 - c. Financial Summary – September 2025.....9.
 - d. Financial Summary – October 2025.....10.

OLD BUSINESS

1. Archway Project
 - a. Discussion regarding:
 - i. Costs
 - ii. Materials
 - iii. Lighting

NEW BUSINESS

1. Discussion – Board Vacancies

OTHER MATTERS

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

PUBLIC COMMENTS

Public Comments provide an opportunity for members of the community to submit input on ongoing matters within the city.

Public Comments are limited to three (3) minutes per person; when asked to the podium, please state your name and address. This helps the Agency and staff determine if you are a city resident. The acting chair may elect to respond to comments if the matter is within the jurisdiction of the city or defer to city staff for response. Any matter that warrants testimony and rebuttal may be debated only during a Public Hearing on the matter.

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, November 4, 2025, at 3:00 PM

Virtual Meeting on Zoom: <https://us02web.zoom.us/j/85264694062>

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

MINUTES

CALL TO ORDER

Chair Russell called the meeting to order at 3:01 p.m.

ESTABLISH QUORUM

Agency

Vicki Russell

Andrea Hine

Scott Asla – Absent

Sondra Anderson

Council President Ignazzitto

Staff

Geoff Wullschlager – City Manager

Patricia Lucas – SLED Executive Director

Natalie Macsalka – Executive Assistant

Amanda Metcalf – City Recorder

PLEDGE OF ALLEGIANCE

Andrea Hine led the Pledge of Allegiance

ADDED AGENDA ITEMS

There were no added Agenda Items.

CONSENT AGENDA

1. 10.07.2025 Urban Renewal Agency Minutes

Andrea Hine made a motion to approve the consent agenda. *Council President Ignazzitto seconded the motion.*

Vicki Russell – Aye

Andrea Hine – Aye

Sondra Anderson – Aye

Council President Ignazzitto – Aye

Motion passed unanimously.

OLD BUSINESS

1. La Pine Gateway – Design Materials (Updated)

Sara Young with Open Concept Architecture stated that she wanted to review the final materials and discuss the next steps for the project with the Agency.

Randi Lacy, also with Open Concept Architecture, explained the proposed position of the sign on 4th Street and outlined what the Agency would be deciding during the meeting. She presented the archway designs and provided visualizations from multiple viewpoints. Ms. Young noted that the tree design cutout on the post had been flipped from the previous version to improve safety, upkeep, and construction feasibility.

There was discussion regarding the materials to be used. Open Concept provided the Agency with physical samples of the proposed materials. Anzelina Coodey, with Open Concept Architecture, explained the structural elements of the archway.

Ms. Young presented visuals showing future development possibilities that could complement the new archway. The Agency discussed potential opportunities for the surrounding area and future project ideas. There was discussion about the project budget and future maintenance needs for the archway.

Ms. Young discussed upcoming meetings and asked whether the regularly scheduled December 2nd meeting could be moved to December 16th at an earlier time of around 1:00 p.m. The Urban Renewal Agency approved the change, and she outlined future meetings along with the hopeful groundbreaking in March 2026.

The Agency used VR goggles to view the 3D visualization of the archway. After the demonstration, the Agency discussed their preferences and made design decisions. They decided that the tree wrap on the north post would extend around both sides and that the obsidian wrap on the south post would also extend around both sides. Additionally, they chose to have the tree as a full cutout rather than an outline. The Agency also decided on the gabion fill versus metal for the area under the bench.

NEW BUSINESS

1. La Pine Gateway – Architecturally Significant Requirements

- a. Staff Report
- b. Change Order

City Manager Wullschlager stated that there had been a change order in the amount of \$23,850.00 for the La Pine Archway Project. He explained that the change order was directly related to the graphic design, documentation, permit set creation, and construction administration for the project. He noted that due to the amount of the change order, the City Manager would need approval from the Agency, and he asked the Agency to review and approve the request.

Council President Ignazzitto made a motion for the La Pine Urban Renewal Agency to approve the change order contained within ASR – 5, As presented by Open Concept Architecture for \$23,850.00 – Twenty-Three Thousand Eight Hundred and Fifty Dollars. *Andrea Hine seconded the motion.* Chair Russell called for a roll call vote:

Andrea Hine – Aye

Council President Ignazzitto – Aye

Sandra Anderson – Aye

Chair Russell – Aye

Motion passed unanimously.

OTHER MATTERS

There were no other matters.

PUBLIC COMMENTS

There were no public comments.

STAFF COMMENTS

City Manager Wullschlager did not have any comments.

SLED Director Lucas did not have any comments.

Executive Assistant Macsalka did not have any comments.

City Recorder Metcalf did not have any comments.

BOARD MEMBER COMMENTS

Vicki Russell did not have any comments.

Andrea Hine did not have any comments.

Sondra Anderson did not have any comments.

Council President Ignazzitto did not have any comments.

ADJOURN MEETING

Chair Russell adjourned the meeting at 4:40 pm

SIGNATURE PAGE TO FOLLOW

Date:

Vicki Russell, Chair

ATTEST:

Date:

Amanda Metcalf, City Recorder



La Pine Urban Renewal Agency

Profit & Loss - Urban Renewal	
July 2025	
GENERAL FUND	ACTUALS
Income	
PROPERTY TAXES	\$ 1,281.10
SHARED REVENUES & GRANTS	\$ -
CHARGES FOR SERVICES	\$ -
MOTEL TAXES (30%)	\$ -
FRANCHISE FEES	\$ -
MISCELLANEOUS & OTHER INCOME	\$ 2.74
TOTAL INCOME	\$ 1,283.84
Expenses	
PERSONNEL SERVICES	\$ 7,838.02
MATERIALS & SERVICES	\$ 2,719.11
CAPITAL OUTLAY	\$ -
DEBT SERVICE	\$ -
TOTAL EXPENSES	\$ 10,557.13
NET INCOME	\$ (9,273.29)

Balance Sheet - Urban Renewal	
July 2025	
Assets	
Cash	\$ 1,124,814.66
A/R Misc	\$ 435.10
Property Tax Receivable	\$ 4,723.78
Total Assets	\$ 1,129,973.54
Liabilities	
Accounts Payable	\$ 266.31
Accrued Salaries	
Deferred Property Taxes	\$ 3,290.64
Total Liabilities	\$ 3,556.95
Equity	
Fund Balance - Unrestricted	\$ 1,135,689.88
Revenue Over Expenditures -YTD	\$ (9,273.29)
Total Equities	\$ 1,126,416.59
Total Liabilities & Equity	\$ 1,129,973.54
	\$ -



La Pine Urban Renewal Agency

Profit & Loss - Urban Renewal	
July - August 2025	
GENERAL FUND	ACTUALS
Income	
PROPERTY TAXES	\$ 1,893.96
SHARED REVENUES & GRANTS	\$ -
CHARGES FOR SERVICES	\$ -
MOTEL TAXES (30%)	\$ -
FRANCHISE FEES	\$ -
MISCELLANEOUS & OTHER INCOME	\$ 3.88
TOTAL INCOME	\$ 1,897.84
Expenses	
PERSONNEL SERVICES	\$ 15,091.25
MATERIALS & SERVICES	\$ 2,840.64
CAPITAL OUTLAY	\$ 11,197.35
DEBT SERVICE	\$ -
TOTAL EXPENSES	\$ 29,129.24
NET INCOME	\$ (27,231.40)
Balance Sheet - Urban Renewal	
August 2025	
Assets	
Cash	\$ 1,114,326.26
A/R Misc	\$ 435.10
Property Tax Receivable	\$ 4,723.78
Total Assets	\$ 1,119,485.14
Liabilities	
Accounts Payable	\$ 4,980.88
Accrued Salaries	\$ 2,755.14
Deferred Property Taxes	\$ 3,290.64
Total Liabilities	\$ 11,026.66
Equity	
Fund Balance - Unrestricted	\$ 1,135,689.88
Revenue Over Expenditures -YTD	\$ (27,231.40)
Total Equities	\$ 1,108,458.48
Total Liabilities & Equity	\$ 1,119,485.14
	\$ -



La Pine Urban Renewal Agency

Profit & Loss - Urban Renewal	
July - September 2025	
GENERAL FUND	ACTUALS
Income	
PROPERTY TAXES	\$ 2,412.63
SHARED REVENUES & GRANTS	\$ -
CHARGES FOR SERVICES	\$ -
MOTEL TAXES (30%)	\$ -
FRANCHISE FEES	\$ -
MISCELLANEOUS & OTHER INCOME	\$ 68.06
TOTAL INCOME	\$ 2,480.69
Expenses	
PERSONNEL SERVICES	\$ 22,461.13
MATERIALS & SERVICES	\$ 12,465.98
CAPITAL OUTLAY	\$ 11,197.35
DEBT SERVICE	\$ -
TOTAL EXPENSES	\$ 46,124.46
NET INCOME	\$ (43,643.77)
Balance Sheet - Urban Renewal	
September 2025	
Assets	
Cash	\$ 1,102,504.05
A/R Misc	\$ 435.10
Property Tax Receivable	\$ 4,723.78
Total Assets	\$ 1,107,662.93
Liabilities	
Accounts Payable	\$ 9,518.12
Accrued Salaries	\$ 2,808.06
Deferred Property Taxes	\$ 3,290.64
Total Liabilities	\$ 15,616.82
Equity	
Fund Balance - Unrestricted	\$ 1,135,689.88
Revenue Over Expenditures -YTD	\$ (43,643.77)
Total Equities	\$ 1,092,046.11
Total Liabilities & Equity	\$ 1,107,662.93
	\$ -



La Pine Urban Renewal Agency

Balance Sheet - Urban Renewal	
October 2025	
Assets	
Cash	\$ 1,086,376.15
A/R Misc	\$ 435.10
Property Tax Receivable	\$ 4,723.78
Total Assets	\$ 1,091,535.03
Liabilities	
Accounts Payable	\$ 9,904.02
Accrued Salaries	\$ 2,687.04
Deferred Property Taxes	\$ 3,290.64
Total Liabilities	\$ 15,881.70
Equity	
Fund Balance - Unrestricted	\$ 1,135,689.88
Revenue Over Expenditures -YTD	\$ (60,036.55)
Total Equities	\$ 1,075,653.33
Total Liabilities & Equity	\$ 1,091,535.03
	\$ -

Profit & Loss - Urban Renewal	
July - October 2025	
GENERAL FUND	ACTUALS
Income	
PROPERTY TAXES	\$ 2,412.63
SHARED REVENUES & GRANTS	\$ -
CHARGES FOR SERVICES	\$ -
MOTEL TAXES (30%)	\$ -
FRANCHISE FEES	\$ -
MISCELLANEOUS & OTHER INCOME	\$ 68.06
TOTAL INCOME	\$ 2,480.69
Expenses	
PERSONNEL SERVICES	\$ 22,461.13
MATERIALS & SERVICES	\$ 12,465.98
CAPITAL OUTLAY	\$ 11,197.35
DEBT SERVICE	\$ -
TOTAL EXPENSES	\$ 46,124.46
NET INCOME	\$ (43,643.77)