



# CITY OF LA PINE, OREGON REGULAR CITY COUNCIL MEETING

Wednesday, June 8, 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/87944208293>

*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

### 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.*

**PRESENTATION:** None

### 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. 04/27/22 – Regular Council Meeting Minutes.....3.
- 2. 05/04/22 – Special Meeting Minutes.....7.

**PRESENTATIONS:** None

**OLD BUSINESS:**

- 1. Ongoing Projects
  - a. Transit Center
  - b. Water/Wastewater Expansion
  - c. Hwy 97 Pathway

**NEW BUSINESS:**

- 1. Huntington Rd. Speed Study Update (Discussion)
- 2. La Pine Parks and Recreation Dept. Community Grant App.....10.
- 3. La Pine Lions Club Community Grant. App.....14.
- 4. La Pine Lions Club Tourism Grant App.....18.

**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, April 27, 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/85101934156>

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## MINUTES

### 1. CALL TO ORDER:

Meeting was called to order at 5:30 p.m.

### 2. ESTABLISH A QUORUM:

#### PRESENT

Councilor Colleen Scott

Councilor Cathi Van Damme

Councilor Courtney Ignazzitto

Mayor Daniel Richer

#### ABSENT

Councilor Mike Shields

#### 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.*

Logan Kelley spoke regarding road maintenance in the Cagle Neighborhood. He is concerned that the current contractor is not maintaining the road in a timely manner.

### 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. **Senior Center Funding Request Follow Up** – Geoff Wullschlager gave an update on the financial information from the Senior Center. There was consensus by the Council to award the grant pending the rest of the funding being established.

## 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. 04.13.2022 Regular City Council Meeting Minutes

Motion by Councilor Scott to approve the Consent Agenda as presented. Councilor Ignazzitto seconded the motion.

Voting Yea: Councilor Scott, Councilor Van Damme, Councilor Ignazzitto

Voting Nay: None.

## 7. PRESENTATIONS:

- None.

## 8. OLD BUSINES:

### 1. Ongoing Projects:

#### a. Transit Center

Geoff Wullschlager reported that the contractor has begun the grating process. The funding is in development as well. The project is expected to be completed in July.

#### b. Water/Wastewater Expansion

Jake Obrist reported that the notice of intent has been filed. Funding is still in process and the city is busy meeting the USDA financial requirements. The project is expected to begin in early summer. The project will be completed in three phases.

#### c. Hwy 97 Pathway

Geoff Wullschlager reported that bids will be open by ODOT on June 9<sup>th</sup>.

#### d. La Pine Rural Fire Protection District – Student Program Funding Request

The consideration of the funding request from La Pine RFD was deferred due to no presentation to date by the district for the Council.

#### e. La Pine Fireworks Ban Request

Geoff Wullschlager presented information regarding other cities that have banned fireworks. Only five cities in the state have banned fireworks permanently. There was discussion amongst the Council and there was consensus to approve a temporary ban as dictated by fire danger.

**f. Joint Office on Homelessness – Council Representative**

Councilor Colleen Scott volunteered to represent the City of La Pine at future meetings.

**9. NEW BUSINESS:****1. Resolution 2022-02 A Resolution Adopting Amendments to the City of La Pine Mission Statement, Vision Statement, and Supporting Goals**

There was a motion made by Councilor Scott and seconded by Councilor Van Damme to adopt Resolution 2022-02 A Resolution Adopting Amendments to the City of La Pine Mission Statement, Vision Statement, and Supporting Goals.

The motion carried by a unanimous voice vote.

**2. Community Visioning (discussion)**

Geoff Wullschlager gave a staff report. He inquired of Council whether they want to expand the comment period to include area constituents outside the City Limits of La Pine. There was consensus amongst the Council to pursue the furtherance of the discussion at a later date.

**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** – Alexa Repko gave an update on pending applications.
2. **Public Works** – Jake Obrist reported that ODOT is currently performing ADA upgrades prior to an overlay on Hwy 97. He also reported that Public Works is remarkably busy so far this year.
3. **City Manager Report** – Urban Renewal Banners are in; they will be placed on Huntington and Hwy 97 over the next several weeks.

**11. MAYOR & COUNCIL COMMENTS:**

**Councilor Scott** – None.

**Councilor Shields** – Absent.

**Councilor Van Damme** – None.

**Councilor Ignazzitto** – None.

**Mayor Richer** – Expressed appreciation for public comments.

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

**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**  
**SPECIAL CITY COUNCIL MEETING MINUTES**

Wednesday, May 4, 2022, at 5:30 PM  
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

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**MINUTES**

**1. CALL TO ORDER:**

Meeting was called to order at 5:33 p.m.

**2. ESTABLISH A QUORUM:**

PRESENT

Councilor Colleen Scott  
Councilor Cathi Van Damme  
Councilor Mike Shields  
Councilor Courtney Ignazzitto (zoom)  
Mayor Daniel Richer

ABSENT

None

STAFF

City Manager, Geoffrey Wullschlager  
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. 16545 Finley Butte Rd Final Platt Review  
Geoff Wullschlager, City Manager gave a staff report and recommendation for approval.

Motion was made by Councilor Van Damme to approve the Final Plat Review of the three-parcel partition located at 16545 Finley Butte Rd The motion was seconded by Councilor Ignazzitto and the motion carried by a unanimous voice vote.

**2. May 11<sup>th</sup> Regular City Council Meeting**

After discussion, there was unanimous consensus to cancel the May 11<sup>th</sup> Regular City Council Meeting.

**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 -**

No Report

**2. Public Works -**

Mr. Obrist gave an update on public works activities which included dust abatement to begin the week of May 9<sup>th</sup>, Cinder removal to begin the week of May 9<sup>th</sup> and new Urban Renewal banner replacement has begun on Huntington Rd.

**3. City Manager Report –**

Mr. Wullschlager reported that final funding for the water/wastewater project by USDA, Oregon DEQ and Business Oregon is still in process. The total cash down payment by the City of La Pine will be approximately 3.8 million dollars.

**11. MAYOR & COUNCIL COMMENTS:**

**Councilor Scott** – Thanked staff for their hard work toward the water/wastewater project.

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

**Councilor Shields** – Echoed the comments by Councilor Van Damme and mentioned to Jake Obrist that the Ash St. street sign was missing.

**Councilor Ignazzitto** – Echoed other Councilor comments.

**Mayor Richer** – Expressed excitement that things are happening in La Pine on behalf of the citizens.

**12. ADJOURNMENT:** Meeting was adjourned at 5:50pm



**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

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Meeting Date: June 8, 2022  
TO: City Council  
FROM: Geoff Wullschlager, City Manager  
SUBJECT: La Pine Parks and Recreation Department – Community Grant Application

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: |

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Councilmembers:

The La Pine Parks and Recreation Department (LPRD) has submitted a Community Grant Application requesting funding for their annual Music in the Pines summer concert series. This request and the series have been annual elements of the La Pine community for several years, and the Council has funded this request in the past.

As of current, the LPRD estimates that there will be a \$2,500 deficiency in revenues to expenses, and as such this is the basis for their requested grant amount. It is of note that LPRD has gathered \$11,000 in community funding from other local organizations to date, as such the request to the city is a last dollar application.

Please review the attached application and budget sheet for further consideration.

Action:

Following Council discussion, please make a formal motion followed by a second and a roll call vote either in support of, or not in support of fulfilling the request.

# 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: Lapine Parks and Recreation District
2. Non-Profit ID #: 93-1056147
3. Mailing Address: PO BOX 664 Lapine OR 97739
4. Telephone No.: 541-536-2223
5. Email: Chelle.Kalmbach@LapineParks.org
6. Contact Person: Chelle Kalmbach
7. Requested Amount: \$ 2500.00
8. Project/Use for Funds: Cost & funding for music in the pines
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](mailto:jkraft@lapineoregon.gov)



# LA PINE

O R E G O N

## Budget Spreadsheet

Name of Event:

2022 Music in the Pines

| Income  | Estimated | Actual |
|---|-----------|--------|
| Event Proceeds (entry fees, ticket sales, etc.) |           |        |
| Free to Community                               |           |        |
|   |           |        |
|   |           |        |
|   |           |        |
|   |           |        |
|   |           |        |
| <b>TOTALS</b>                                   |           |        |

| Extra Sales (auction, raffle, misc. sales) | Estimated | Actual |
|--|-----------|--------|
| N/A  |           |        |
|  |           |        |
|  |           |        |
|  |           |        |
|  |           |        |
| <b>TOTALS</b>                              |           |        |

| Sponsorships             | Estimated | Actual    |
|--------------------------|-----------|-----------|
| Mid Oregon Credit        | 5,000.00  | 5,000.00  |
| High Desert Botanicals   | 2,500.00  | 2,500.00  |
| La Pine Community Health | 2,500.00  | 2,500.00  |
| La Pine Dental           | 1,000.00  | 1,000.00  |
|                          |           |           |
|                          |           |           |
| <b>TOTALS</b>            | 11,000.00 | 11,000.00 |

| Donations     | Estimated | Actual |
|---------------|-----------|--------|
| N/A           |           |        |
|               |           |        |
|               |           |        |
|               |           |        |
|               |           |        |
| <b>TOTALS</b> |           |        |

| Expenses   | Estimated | Actual |
|--|-----------|--------|
| Site/Decorations (equipment, balloons, food, etc.) |           |        |
| Green Room   | 300.00    |        |
| Dinner Bands                                       | 750.00    |        |
| Bounce House                                       | 500.00    |        |
| Bands  | 7,500.00  |        |
|  |           |        |
|  |           |        |
| <b>TOTALS</b>                                      | 9,050.00  |        |

| Other Expenses | Estimated | Actual |
|----------------|-----------|--------|
| Advertising    | 1,000.00  |        |
| Tech Support   | 3,450.00  |        |
|                |           |        |
|                |           |        |
|                |           |        |
|                |           |        |
|                |           |        |
|                |           |        |
|                |           |        |
| <b>TOTALS</b>  | 4,450.00  |        |

| Overall Budget    | Estimated | Actual    |
|-------------------|-----------|-----------|
| Income            | 11,000.00 | 11,000.00 |
| Expenses          | 13,500.00 |           |
| Net Profit (Loss) | -2,500.00 |           |

### **CITY OF LA PINE TOURISM GRANT FUNDING CRITERIA**

1. Demonstrate how the proposed tourism-related project, event or activity will be focused on tourists (as defined under ORS 320.300(10)).

2. Demonstrate how the organization will use TRT funds for one or more of the following purposes: (i) advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists; (ii) conducting strategic planning and research necessary to stimulate future tourism development; (iii) marketing special events and festivals designed to attract tourists; (iv) operating a tourism promotion agency (as defined under ORS 320.300(8)); and/or (v) developing, constructing or operating a tourism-related facility (as defined under ORS 320.300(9)).

3. Demonstrate how the proposed tourism-related project, event or activity will promote local tourism and describe the beneficial results for the City of La Pine, including, but not limited to, any or all of the elements: (i) increase in tourist dollars spent in the City of La Pine; (ii) increase in overnight stays in hotels, motels, RV parks, inns, Bed and Breakfast establishments and other accommodations subject to the transient room tax and located within the City of La Pine; (iii) increase in tourist visits to business establishments within the City of La Pine; (iv) increase in publicity about the City of La Pine as a tourist destination; and (v) other primary or secondary benefits of increased tourism in the City of La Pine or the surrounding local area.

4. Demonstrate how the applicant organization does or plans to comply with all applicable local, state and federal laws, ordinances and regulations relating to the organization and their proposed project, event, or tourism activities.

### **CITY OF LA PINE TOURISM / COMMUNITY GRANT APPLICATION INFORMATION**

Tourism / Community Grant Applications may be submitted to the City of La Pine by any non-profit organization.

**Applications may be mailed or delivered to La Pine City Hall and must be received by the City no later than June 30th, of each year. Postmarks will be accepted.**

The City of La Pine City Council will review all applications, schedule proposal presentations, and conduct site visits, as appropriate. The City Council will then discuss the various proposals and based on budgetary restrictions fund the projects it deems most advantageous to the city as a whole. The City of La Pine adopts its new budget in June of each year and can only award as much as budgeted, which can vary, from year to year.

If you have any questions about the application materials, time lines or application process, please contact the La Pine City Recorder, Jamie Kraft at 541-536-1432.



**CITY OF LA PINE**

STAFF REPORT

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Meeting Date: June 8, 2022  
TO: City Council  
FROM: Geoff Wullschlager, City Manager  
SUBJECT: La Pine Lions Club – Community Grant Application

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 Lions Club Parks is requesting a Community Grant in the amount of \$750.00 as seed money in its efforts to retrofit its concession trailer with updated Fire Suppression System. Under the Oregon Mechanical Specialty Code, any operator of a food concession trailer that has an indoor cooking device is required to make this installation by January 1, 2025. The Lions Club intends to use this initial investment as a starting point in their fundraising efforts to meet the total cost of the project, which is estimated between \$6,000 and \$10,000.

The basis for this specific request is the need to have an ongoing and operational concession trailer which helps the Lions meet their organizational goals of community support. Attached to this application is the budget sheet and an expanded narrative that further explains the basis for request from the Lions Club of La Pine.

Action:

Following Council discussion, please make a formal motion followed by a second and a roll call vote either in support of, or not in support of fulfilling the request.

# 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: Lapine Lions Club Foundation
2. Non-Profit ID #: 27-3055625
3. Mailing Address: PO Box 3241, LaPine, OR 97739
4. Telephone No.: 541-891-0801
5. Email: jwfcef@gmail.com/lapinelionsclub@gmail.com
6. Contact Person: Cathy Foran / Penny Gordon 530-205-6000
7. Requested Amount: \$1750
8. Project/Use for Funds: Fire Suppression System for concession trailer
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. see attached

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 \_\_\_\_\_



# LAPINE

OREGON

## Budget Spreadsheet

Name of Event: Fire Suppression System For Concession Trailer

| Income  | Estimated | Actual |
|---|-----------|--------|
| Event Proceeds (entry fees, ticket sales, etc.) |           |        |
|   |           |        |
|   |           |        |
|   |           |        |
|   |           |        |
|   |           |        |
|   |           |        |
| TOTALS  |           |        |

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

| Extra Sales (auction, raffle, misc. sales) |       |  |
|--|-------|--|
| Auction 2022                               | 2,000 |  |
| Lions Raffle 2022                          | 500   |  |
| Fund raising 2023                          | 2,000 |  |
| Fund raising 2024                          | 2,000 |  |
|  |       |  |
|  |       |  |
| TOTALS                                     | 6,500 |  |

| Other Expenses                    |  |  |
|-----------------------------------|--|--|
| shipping - to be determined -     |  |  |
| Installation - to be determined - |  |  |
|                                   |  |  |
|                                   |  |  |
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|                                   |  |  |
|                                   |  |  |
|                                   |  |  |
|                                   |  |  |
| TOTALS                            |  |  |

| Sponsorships      |     |  |
|-------------------|-----|--|
| Lapine City Grant | 750 |  |
|                   |     |  |
|                   |     |  |
|                   |     |  |
|                   |     |  |
|                   |     |  |
| TOTALS            | 750 |  |

| Donations           |       |  |
|---------------------|-------|--|
| donation boxes 2022 | 500   |  |
| " " 2023            | 500   |  |
| " " 2024            | 500   |  |
| Private donor 2022  | 1,000 |  |
| Private donor 2023  | 1,000 |  |
| Private donor 2024  | 1,000 |  |
|                     |       |  |
| TOTALS              | 4,500 |  |

|                       | Estimated           | Actual |
|-----------------------|---------------------|--------|
| <b>Overall Budget</b> |                     |        |
| Income                | 11,750              |        |
| Expenses              | unknown @ this time |        |
| Net Profit (Loss)     |                     |        |

System @ this time \$6,000 - \$10,000



La Pine Lions Club Foundation is a 501c3 organization chartered in 2004. We have been a steady influence for good in this community for many years and plan to continue to do so into the future. We help individuals and groups in ways both known and unknown to the public. We currently have 33 members with more waiting to join. We work hard to help with sight and hearing, diabetes, emergency response, scholarships and so much more.

At least 90% of our fund raising projects involve the Food Concession Trailer. The community recognizes the large yellow Lion on the side of our food trailer at many community events. Projects such as our Golf Tournament, Cascade Lake Relay, Oktoberfest, Music in the Pines, La Pine Rodeo and more depend almost entirely on food sales from the trailer.

Oregon Fire Code Requirements for all food vendors will require vendors to install a Fire Suppression System in accordance with the Oregon Mechanical Specialty Code by **Jan 1, 2025**.

- *Any cooking device that is indoors, in a trailer, or in a combustible booth and creates grease-laden vapors shall be provided by a vendor with an approved hood and extinguishing system that has been serviced in the last 6 months.*
- *All hood ventilating systems are required to be installed in accordance with the Oregon Mechanical Specialty Code and be cleaned prior to start of the event and as often as needed to prevent the build-up of grease during the event.*

It is estimated that the cost of a system will be \$6000 +/- plus shipping and installation (At this time). We will not be able to meet our commitments to help others in this community if we cannot upgrade our concession trailer. We plan to start fundraising this summer and for the next three years in order to meet the requirements. However, in addition to funding our other commitments, this will be a stretch for us.

We are asking for seed money to begin our fundraising. We hope the lion's trailer will continue to be seen around central and south central Oregon as a sign of good food, pleasant people and community service. We are proud to be a part of the La Pine Community.

Thank you for considering us for a La Pine City Community Grant.

Sincerely,

Cathy Foran  
Membership Chairperson  
541-891-0801  
jwfcef@gmail.com



**CITY OF LA PINE**

STAFF REPORT

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Meeting Date: June 8, 2022  
TO: City Council  
FROM: Geoff Wullschlager, City Manager  
SUBJECT: La Pine Lions Club – Tourism Grant Application

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: |

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Councilmembers:

The La Pine Lions Club Parks is requesting a Tourism Grant in the amount of \$750 for advertising expenses for their upcoming Oktoberfest celebration. They endeavor to use the funding to expand their reach for the event to the SunRiver, Bend, Madras, Redmond, Christmas Valley/Fort Rock, Klamath Falls, Portland, Medford, and Prineville areas.

The Lions Oktoberfest is intended to garner a minimum of 500 visitors to the event which the club hopes will expand into overnight stays, and tourism spending in the La Pine area. They also intend for this event to help support their ongoing mission of sight and hearing assistance programs that currently are made available to the greater La Pine community, including northern Klamath County.

The club has attached and expanded narrative, budget sheet, permit license cost sheet, sight and hearing support fact sheet, and anticipated advertisement schedule for Council consideration.

Action:

Following Council discussion, please make a formal motion followed by a second and a roll call vote either in support of, or not in support of fulfilling the request. \*

\* Note: Any granted TRT funds for advertising must be directed to publications/efforts at least 50 or more miles from La Pine City limits in accordance with state statutory law and administrative rules governing the use of TRT funds.

# 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:

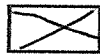
- Provides assistance for essential utilities, food, medical needs, clothing or shelter.
- Provides educational or recreational opportunities for children or seniors.
- Generates/supports economic activity in La Pine.

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 Lions Club Foundation
2. Non-Profit ID #: 27-3055626
3. Mailing Address: PO Box 3241, LaPine, OR. 97739
4. Telephone No.: 541-891-0801
5. Email: jwfee@gmail.com / lapinelionsclub@gmail.com
6. Contact Person: Cathy Foran / Penny Gordon 530-205-6000
7. Requested Amount: \$750.00
8. Project/Use for Funds: Advertising Assistance For Oktoberfest Event
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](mailto:jkraft@lapineoregon.gov)



# LAPINE

O R E G O N

## Budget Spreadsheet

Name of Event: Lapine Lions Club Foundation Oktoberfest 2022

| Income  | Estimated    | Actual |
|---|--------------|--------|
| Event Proceeds (entry fees, ticket sales, etc.) |              |        |
| meal ticket sales                               | 6,000        |        |
| Beer/cider sales                                | 3,000        |        |
| Soft drinks                                     | 400          |        |
|   |              |        |
|   |              |        |
|   |              |        |
| <b>TOTALS</b>                                   | <b>9,400</b> |        |

| Expenses   | Estimated    | Actual |
|--|--------------|--------|
| Site/Decorations (equipment, balloons, food, etc.) |              |        |
| Food/supplies                                      | 2,000        |        |
| beer garden  | 500          |        |
| decorations  | 300          |        |
| Printing   | 500          |        |
| entertainment                                      | 2,000        |        |
| childrens supplies                                 | 750          |        |
| Advertising  | 1,000        |        |
| <b>TOTALS</b>                                      | <b>7,050</b> |        |

↓  
20% discount @ BBS

| Extra Sales (auction, raffle, misc. sales) | Estimated   | Actual |
|--|-------------|--------|
| Popcorn                                    | 300         |        |
| mugs                                       | 400         |        |
| tee shirts @ \$10                          | 800         |        |
|  |             |        |
|  |             |        |
| <b>TOTALS</b>                              | <b>1500</b> |        |

| Other Expenses         | Estimated         | Actual |
|------------------------|-------------------|--------|
| dumpster               | 150               |        |
| sign updates           | 150               |        |
| Ken deposit            | 150               |        |
| Permits - see attached |                   | 130 +  |
| Insurance              | Pending           | -      |
|                        |                   |        |
|                        |                   |        |
|                        |                   |        |
|                        |                   |        |
| <b>TOTALS</b>          | <b>430 + Ins.</b> |        |

| Sponsorships                     | Estimated            | Actual |
|----------------------------------|----------------------|--------|
| Mugs - previously sponsored 2019 |                      |        |
| Food                             |                      |        |
| Kitchen supplies                 |                      |        |
| entertainment                    | 750 to date          |        |
|                                  | +100                 |        |
|                                  |                      |        |
| <b>TOTALS</b>                    | <b>850 to date -</b> |        |

| Donations        | Estimated          | Actual |
|------------------|--------------------|--------|
| Food             |                    |        |
| beer/cider       |                    |        |
| soft drinks      |                    |        |
| Ice/Corner store | 598 -              |        |
| Kitchen supplies |                    |        |
|                  |                    |        |
| <b>TOTALS</b>    | <b>598 to date</b> |        |

|                       | Estimated | Actual  |
|-----------------------|-----------|---------|
| <b>Overall Budget</b> |           |         |
| Income                | 10,998    | pending |
| Expenses              | 7,480     | pending |
| Net Profit (Loss)     |           |         |

Sponsors donation

La Pine Lions Club Foundation is a non-profit 501c3 organization chartered in 2004. We have been a part of the La Pine Community for many years and plan to be a part of it for many more. Our membership dropped during covid as did our fund raising projects but membership is steadily growing with 33 members as of this date and others waiting to apply. Our long term average has been around 30 so we are successfully recovering from the shut downs. The funds in our Foundation average \$10,000 plus or minus. Many projects are planned for this summer and fall to raise funds for community assistance in sight and hearing, diabetes, emergency response and much more.

Funds we generate from service projects go to our activity account and that pays for sight and hearing assistance in our community and Northern Klamath County. Despite the shut-downs we were able to fund 23 eye assistance applicants and 3 hearing applicants in 2021. This year to date our club has assisted 5 persons for eye care assistance and 1 for hearing. Also in 2021 (see attached) Oregon MD 36 (Oregon and N. Cal) was top in the nation for school eye testing. To date in 2022 Lions Clubs in Deschutes County have tested between 180,000 and 200,000 elementary students with a referral rate of 10%. This 10% is a large number of young students who are in need of visual assistance and further testing. Without intervention they risk school academic failure, with all its associated risks.

*(This just in, the final numbers for eye testing in:*

*La Pine Elementary, 292 students tested, Rosland Elementary, 172 students tested, and Three Rivers Elementary, 369 students tested for a total of 832 students. La Pine Elementary referral rate was 15%. Rosland Elementary had a 13% referral rate, and Three Rivers a 16% referral rate.)*

As you can see, the school vision program is vital for south Deschutes County and a real need exists, not only among the youngsters but the adult and senior population as well.

Another project we support in the La Pine Community is High School Graduate scholarships. Last year we awarded 5 students with college funds, this year we will support 5 as well. La Pine has a large number of well qualified student applicants with unfortunate home and financial situations and we are determined to continue to support these students. We also offer a yearly scholarship to a senior or child through the Park and Recreation Programs. We installed a "Lion" fountain in Heritage Park.

Many of our projects draw visitors from other areas to our community. It is our hope that visitors will be drawn to our community to attend and enjoy our 2022 Oktoberfest September 10 at Park and Rec. We plan to advertise outside of our community as well as within. (See attached advertising list). It is our hope that at least 500 people attend Oktoberfest, spend a night or two at one of our many campgrounds, RV parks, BnBs, Motels, Cabins and spend their money in our local businesses. We hope the transient tax will be a benefit and more people will see what a wonderful place La Pine and Central Oregon really are; our beautiful land and the honest friendly people who reside here. If we are chosen to receive a grant it will be used to advertise and promote tourism in La Pine. We are proud to call this place our home.

## Oktoberfest Permits/licences/insurance

- City Event Permit - \$25
- City Temporary Liquor Permit - \$25
- Temporary Sign Permit - \$30
- OLCC - Liquor License - \$50
- Insurance - to Park and Rec Requirements - in process with Bancorp.  
General liability and \$2,000,000 per occurrence with additional rider  
for host liability

\$130.-  
+ INS.- Pending

# Students Screened: 2021 Calendar Year



|     |                           |        |
|-----|---------------------------|--------|
| 1.  | MD-36 (Oregon and N. Cal) | 88,217 |
| 2.  | MD-25 (Indiana)           | 49,970 |
| 3.  | MD-21 (Arizona)           | 38,544 |
| 4.  | MD-27 (Wisconsin)         | 37,509 |
| 5.  | MD-24 (Virginia)          | 37,355 |
| 6.  | MD-26 (Missouri)          | 28,186 |
| 7.  | MD-9 (Iowa)               | 25,743 |
| 8.  | MD-2 (Texas)              | 23,145 |
| 9.  | MD-37 (Montana)           | 20,894 |
| 10. | MD-6 (Colorado)           | 19,842 |



OREGON LIONS  
Sight & Hearing  
Foundation



## La Pine Lions Foundation 2022 Oktoberfest Advertising

Plans are to advertise in all local communities, including SunRiver, Bend, Madras, Redmond, Christmas Valley/Fort Rock, Klamath Falls, Portland, Medford, Prineville

Some names may have changed since this list was put together

[davidbryantjones@gmail.com](mailto:davidbryantjones@gmail.com)

[hroberts@zolom@benbulletin.com](mailto:hroberts@zolom@benbulletin.com)

[news@horizonbroadcastinggroup.com](mailto:news@horizonbroadcastinggroup.com)

[info@theroundupredmond.com](mailto:info@theroundupredmond.com)

[info@knlr.com](mailto:info@knlr.com)

[jstevens@bendbulletin.com](mailto:jstevens@bendbulletin.com)

[jchaney@centraloregonian.com](mailto:jchaney@centraloregonian.com)

[jeff@cascadebusnews.com](mailto:jeff@cascadebusnews.com)

[news@klcc.org](mailto:news@klcc.org)

[hqill@madraspioneer.com](mailto:hqill@madraspioneer.com)

[mvanmeter@newsprose.org](mailto:mvanmeter@newsprose.org)

[mpughandahine@sbcglobal.net](mailto:mpughandahine@sbcglobal.net)

[news@kbnd.com](mailto:news@kbnd.com)

[alvarez@thetwins.com](mailto:alvarez@thetwins.com)

[bend.com@gmail.com](mailto:bend.com@gmail.com)

[editor@nuqgetnews.com](mailto:editor@nuqgetnews.com)

[susanb@srowners.org](mailto:susanb@srowners.org)

[apportland@ap.org](mailto:apportland@ap.org)

[editor@bendsource.com](mailto:editor@bendsource.com)

[news@kpam.com](mailto:news@kpam.com)

[dhofbauer@coic.org](mailto:dhofbauer@coic.org)

[news@redmondspokesman.com](mailto:news@redmondspokesman.com)

[news@bendbulletin.com](mailto:news@bendbulletin.com)

[stories@ktvz.com](mailto:stories@ktvz.com)

Redmond Roundup weekly

wise buys articles and calendar

facebook

lions website

posters

cascade business news calendar

La Pine Chamber

SunRiver Chamber

Lions Clubs of District 36G

Local radio stations

Backyard Media (formerly Bend Radio Group)

Sara Lauderdale at [slauderdale@bendradiogroup.com](mailto:slauderdale@bendradiogroup.com)

[news@heraldandnews.com](mailto:news@heraldandnews.com)

[dsmigelski@rosebudmedia.com](mailto:dsmigelski@rosebudmedia.com)

Redmond Hometown news

Prineville Hometown news

Madras Hometown News

[advertising@centraloregonian.com](mailto:advertising@centraloregonian.com)

Gilchrist, Crescent, Beaver Marsh, SunRiver, La Pine - posters