

CITY OF LA PINE, OREGON
REGULAR CITY COUNCIL MEETING

Wednesday, September 14, 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/87905356640>

MINUTES

1. CALL TO ORDER:

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

2. ESTABLISH A QUORUM:

PRESENT

Mayor Daniel Richer

Councilor Colleen Scott

Councilor Mike Shields

Councilor Cathi Van Damme

Councilor Courtney Ignazzitto

STAFF

City Manager, Geoffrey Wullschlager

Public Works Director, Jake Obrist

Administrative Assistant, Stacie Skeeters

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.

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. 08.10.22 Regular City Council Meeting Minutes

Motion made by Councilor Scott to approve the Meeting Minutes from August 10, 2022. Councilor Van Damme seconded the motion.

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

Abstain: Councilor Ignazzitto.

Voting Nay: None.

7. PUBLIC HEARING:

None.

8. OLD BUSINESS:

None.

9. NEW BUSINESS:

1. COIC Proposal (Water/Wastewater Project AP Oversight)

Contract with COIC which will oversee applications, services, materials, and ensure that we are abiding by the standards of DEQ, Business Oregon, and USDA.

This agreement will be effective August 22, 2022. This is known as the Effective Agreement Date. The agreement will continue until June 30, 2024.

Motion made by Councilor Scott. Councilor Ignazzitto seconded the motion.

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

Voting Nay: None.

2. Proclamation 2022-01

The President of the United States of America has authorization to designate the period between September 17th and 23rd of each year as Constitution Week. As such, the Daughters of the American Revolution (Bend Chapter) have asked the La Pine City Council to memorialize this period through Proclamation.

Motion made by Councilor Ignazzitto. Councilor Scott seconded the motion.

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

Voting Nay: None.

3. Ordinance 2022-04

On June 1, 2022, North Pine Village, applied for a Zone Change. The subject property is located at 17150 Rosland Road and is also identified as Tax Lot 100 on Deschutes County Assessor's Map 21-10-36. On August 17, 2022, a Public Hearing was held, and the Planning Commission approved of the Zone Change. The proposed Zone Change altered the subject property which is 19.96 acres from the Industrial Zone to the Commercial Mixed-Use Zone.

Motion by Councilor Scott. Councilor Shields seconded the motion.

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

Voting Nay: None.

4. Resolution 2022- 12 Signatory Authority Water/Wastewater Expansion Project

The City finds that it is financially and operationally prudent to award the City Manager, or their designee, signatory authority for the execution of documents, orders, and other instruments pertaining to the financial administration assigned to the La Pine Water/Wastewater Expansion Project on a regular basis for the life of the project which is scheduled to be under operation for the next 23 months.

Motion made by Councilor Van Damme. Councilor Shields seconded the motion.

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

Voting Nay: None.

5. Assigners – City Finance

To improve and enhance internal controls and procedures, City Staff would like to expand signatory authority to all members of the City Council for bank/financial transactions including employee checks.

Motion made by Councilor Ignazzitto. Councilor Van Damme seconded the motion.

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

Voting Nay: None.

10. ADDED AGENDA:

1. Frontier Days Association Community Grant Application.

The City Council by consensus stated:

- City Administration to contact event sponsors regarding advertisement.
- Convey to sponsors that in person request must accompany a community grant application.

2. Joint Session between County Commissioners and City Council.
The Deschutes County Commissioners extended the opportunity for the La Pine City Council to meet with them via Joint Session as they have in the past. They proposed October 12th, 2022 and City Council agreed.

10. 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.

11. STAFF COMMENTS:

Public Works Report:

The wastewater treatment plant project is getting started. Public Works has a new employee, Zane Anderson, who started on September 12, 2022. Zane has extensive experience with paving, concrete, and road construction which will help with future road responsibilities for the City.

City Manager:

The City will extend a formal offer to Ashley Williams for the role of Assistant Manager/Finance Director. Williams brings 10 years previous experience with the City of La Pine and knowledge of utility districts.

The City applied for a small city allotment grant program for an additional \$250,000.00. The grant would be used for the east side of Highway 97 improvements. The review body is ODOT and the project would abut their right-of-way which disqualifies further consideration. The City will meet with ODOT to discuss other federal grants.

The Transit Center landscape and striping will be done in two weeks. The City can then conduct an audit of the funds that remain to determine whether or not there is enough to be allocated to Phase 2 this year. ODOT has committed to helping the City with “technical assistance” in applying for State transportation infrastructure funds for Phase 2 to incorporate permanent restrooms and other elements.

The funds left over from the unfinished detouring road that ODOT had to stop building went towards providing a hardscape surface for the 2.5-mile non-motorized path from Reed Road to Burgess Road.

The interim financing from DEQ for the wastewater expansion is on hold due to a 60-day notice and comment period.

12. MAYOR & COUNCIL COMMENTS:

Councilor Van Damme: Voiced her concerns about the roads that still need to be developed in the Cagle neighborhood. Appreciates all the work the Staff is doing.

Councilor Shields: Is glad Mr. Anderson is joining Public Works based on firsthand knowledge of his expertise and work ethic as well as Mrs. Williams coming back to work for the City. He asked about the new restaurant at the confluence of Highway 97 and William Foss Road and expressed concerns regarding the redevelopment of sidewalks on the front side of the building if the Highway 97 eastside project should go forward.

Councilor Ignazzitto: Thanked Staff.

Councilor Scott: City Manager evaluation is coming up and Councilor Scott requested an updated evaluation document that is focused on management. The Executive Session will be the second week of October.

Councilor Scott is on the Board of the Houselessness Committee for Deschutes County and she reported on the Executive Director interviews. She stated that the Board has extended an offer to one of the candidates and they are scheduled to start on September 19th, 2022. Councilor Scott expressed her appreciation for the new foot path project from the north to south terminus of the City.

Mayor Richer: Thanked the Staff and attendees of the meeting.

13. ADJOURNMENT: Meeting was adjourned 6:17 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 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.

Transcriber: Stacie Skeeters, City Administrative Assistant