



CITY OF LA PINE, OREGON REGULAR CITY COUNCIL MEETING

Wednesday, April 23, 2025, 5:30 p.m.

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

Available online via Zoom: <https://us02web.zoom.us/j/83469337136>

MINUTES

CALL TO ORDER

Mayor Earls called the meeting to order at 5:30

ESTABLISH A QUORUM

Council

Mayor Earls

Council President Ignazzitto

Councilor Shields

Councilor Morse

Councilor Curtis

Student Councilor Marston

Staff

Ashely Ivans – Finance Director Ivans

Brent Bybee – Community Development Director

Nick Tierney – Associate Planner

Steven Emerson – Utility Billing Clerk

PLEDGE OF ALLEGIANCE

Associate Planner Tierney led the Pledge of Allegiance.

ADDED AGENDA ITEMS

Finance Director Ivans added to the agenda an Intergovernmental Agreement (IGA) between the City of La Pine and Deschutes County for a municipal court judge.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

1. 04.09.2025 Regular City Council Minutes
 - a. Public Comment Form A. Accinelli
 - b. Public Comment Form R. Harp
 - c. Public Comment Form S. Martinez
2. Financial Reports for February 2025
 - a. Financial Summary
 - b. Interest Report
3. Financial Reports from the Chamber of Commerce for the Third Quarter
 - a. Letter to the City
 - b. Profit and Loss Report

Council President Ignazzitto made a motion to approve the consent agenda. *Councilor Shields seconded the motion.* Motion passed unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Notice of Intent to Award – Newberry Lift Station

Finance Director Ivans presented the associated staff report for the Newberry Lift Station Project. She stated that the project had been sent out for a Request for Proposals (RFP) the previous month. The RFP had closed, and the bid opening was conducted on April 10th. Troy Baker of Anderson Perry, along with Finance Director Ivans, conducted the opening of the proposals. Rickabaugh Construction submitted the lowest bid at \$1,185,699.63.

She presented the Notice of Intent to Award (NITA) to the Council for signature by Mayor Earls. Once the NITA was signed, a seven-day protest period would commence. After the conclusion of that period, the City would be able to enter into a contract with Rickabaugh Construction.

Councilor Shields inquired about the company's background. Finance Director Ivans responded that the criteria available to the City for selecting a contractor were limited, and since Rickabaugh Construction had submitted the lowest responsive bid, their proposal had been accepted. She noted that staff had not received any reports of issues concerning the contractor, which would be the only valid reason to disqualify them. Mayor Earls stated that she had not found any concerns when reviewing the contractor's information.

Council President Ignazzitto made a motion that we authorize the mayor to sign the Notice of Intent to Award for the Newberry Lift Station Project and allow the mayor to sign the contract follow the protest period. The contract amount is \$1,185,699.63. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Curtis – Aye

Councilor Shields – Aye

Council President Ignazzitto – Aye

Councilor Morse – Aye

Motion passed unanimously.

2. Appointment of Budget Committee Members

Finance Director Ivans presented the associated staff report regarding the Budget Committee member applications. The City had received two applications: one from Rachel Vickers, who applied solely for the City's Budget Committee, and one from Lynn King, who applied for both the Urban Renewal Budget Committee and the City's Budget Committee. Finance Director Ivans recommended appointing both Ms. King and Ms. Vickers to the City Budget Committee, and appointing Ms. King to the Urban Renewal Budget Committee. Both members would serve four-year terms ending in December 2029.

Council President Ignazzitto made a motion to appoint Lynn King to the urban Renewal Agency Budget Committee. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Curtis – Aye

Councilor Shields – Aye

Council President Ignazzitto – Aye

Councilor Morse – Aye

Motion passed unanimously.

Council President Ignazzitto made a motion to appoint Rachel Vickers and Lynn King to the City's Budget Committee. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Curtis – Aye

Councilor Shields – Aye

Council President Ignazzitto – Aye

Councilor Morse – Aye

Motion passed unanimously.

OTHER MATTERS

Finance Director Ivans presented to the Council an Intergovernmental Agreement (IGA) between Deschutes County and the City of La Pine for a municipal court judge. A question was raised regarding the term of the IGA, specifically noting that it would end on June 30, 2026. Finance Director Ivans stated that, due to the limited capacity of the County, the IGA would need to be reviewed annually.

Council President Ignazzitto made a motion to approve the mayor to sign the intergovernmental agreement between Deschutes County and the City of La Pine document number 2025-402. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Curtis – Aye

Councilor Shields – Aye

Council President Ignazzitto – Aye

Councilor Morse – Aye

Motion passed unanimously.

PUBLIC COMMENTS

There were no public comments.

STAFF COMMENTS

Student Councilor Marston stated that the high school would be presenting a play, *Charlie and the Chocolate Factory*. He provided the dates and times for all scheduled showings.

Finance Director Ivans reminded the Council that the budget meetings would begin in May and shared the scheduled dates. She stated that the first meeting would include sponsorship presentations. The second meeting would serve as a public hearing for State Shared Revenues and to adopt the budget. Once the budget meeting was adjourned, the regular Council meeting would commence.

Associate Planner Tierney provided an update on his ongoing training in current planning.

Community Development Director Bybee stated that Associate Planner Tierney had extensive experience with long-range planning, was performing well in his role, and had assumed full responsibility for all Type I applications.

He provided an update on the Type II application for the spec building in the Newberry Business Park, noting that it remained under review with a decision expected soon. Regarding a Type III application for a subdivision, he reported that the tentative plan had been approved by the Planning Commission and was currently within the appeal period. He also mentioned that there was one Type IV application for a text amendment, and that he would provide the Council with more details soon regarding the applicant's proposed changes.

In his update on long-range planning, Director Bybee reported that a Post Acknowledgement Plan Amendment (PAPA) had been submitted to the Department of Land Conservation and Development (DLCD) as part of the comprehensive plan update. Additionally, notices had been sent to every property owner within city limits. He explained that, since no zoning changes were involved, a Measure 56 notice was not required. He noted that a public hearing for the adoption of the comprehensive plan update was scheduled for the following month with the Planning Commission, after which it would be brought before the Council for final approval.

He stated that he had been working with DLCD and ODOT on the Transportation System Plan (TSP) update and would provide further updates to the Council as the project progressed.

He added that preparations were underway for planning code updates in the coming year and expressed interest in conducting joint workshops between the City Council and the Planning Commission.

Finally, he provided an update on the DANCO worksite. He reported that a stop work order had been issued but had since been lifted after the company complied with the City's requests.

Mayor Earls reported that she had spoken with the Principal of La Pine High School regarding the proposed roundabout at Huntington and inquired about its construction timeline. Director Bybee clarified that the project would be carried out in coordination with Deschutes County. He stated that fees had been collected from new developments to help fund the future roundabout; however, he did not yet have a confirmed start date for the project. He emphasized that the roundabout remained a priority for the City.

MAYOR & COUNCIL COMMENTS

Councilor Morse had no comments.

Council President Ignazzitto thanked the Council for their support during her absence and expressed appreciation to Mayor Earls for rearranging her schedule to accommodate that absence.

Councilor Shields welcomed the new volunteers appointed to the Budget Committee.

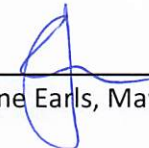
Councilor Curtis also thanked the new volunteers and recognized Director Bybee for writing a letter on behalf of the City regarding the Comprehensive Plan update, which had been sent to the citizens of La Pine.

Mayor Earls informed the Council of a fire preparedness event scheduled for the upcoming weekend at La Pine Park and Recreation. She shared that she had recently been a guest on a community member's podcast. Lastly, she noted that she and two other Councilors would be attending the Spring Conference hosted by the League of Oregon Cities (LOC).

EXECUTIVE SESSION: per ORS 192.660 if necessary

ADJOURNMENT

Mayor Earls adjourned the meeting at 6:02 p.m.



Jeannine Earls, Mayor

Date:

5-14-2025

ATTEST:



Amanda Metcalf, City Recorder

Date:

5/14/25