



CITY OF LA PINE, OREGON

REGULAR CITY COUNCIL MEETING

Wednesday, July 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/81677196965>

MINUTES

CALL TO ORDER

Mayor Earls called the meeting to order at 5:30 p.m.

ESTABLISH A QUORUM

Council

Mayor Earls

Council President Ignazzitto

Councilor Shields

Councilor Morse

Councilor Curtis

Staff

Geoff Wullschlager – City Manager

Ashley Ivans – Finance Director

Brent Bybee – Community Development Director

Amanda Metcalf – City Recorder

PLEDGE OF ALLEGIANCE

Councilor Curtis led the Pledge of Allegiance

ADDED AGENDA ITEMS

Finance Director Ivans added to the agenda a possible backflow testing contractor for the City.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

1. 06.25.2025 City Council Meeting Minutes
 - a. Sign-In Sheet for CPA-25-0001 Public Hearing
 - b. Sign-In Sheet for CPA-25-0002 Public Hearing

c. Public Comment Form – S. Martinez

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

OLD BUSINESS:

None.

NEW BUSINESS

1. Resolution 2025-08 – A Resolution Adopting the City’s Amended Master Fee Schedule

Finance Director Ivans presented to the Council the amended Master Fee Schedule. She explained that the previously approved schedule from May 2025 did not include the 3% increase in water rates. There were no questions or comments from the Council.

Council President Ignazzitto made a motion to approve Resolution 2025-08 a resolution of the City of La Pine adopting a master fee schedule and establishing and/or adjusting certain City fees, rates, and charges. *Councilor Curtis seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Curits – Aye

Councilor Shields – Aye

Council President Ignazzitto – Aye

Councilor Morse – Aye

Motion passed unanimously.

2. Cemetery Discussion

City Manager Wullschlager provided background on the La Pine Community Cemetery and explained that a recent expansion project had taken place. As part of this project, the mortuary would be required to carry liability insurance and enter into a contract with the City. Following discussions between City staff and the mortuary, the mortuary chose not to enter into a formal agreement. As a result, until a new mortuary willing to carry the required insurance is found, the cemetery cannot proceed with further expansion.

Mayor Earls asked if there was an explanation for the mortuary not entering into a contract. Finance Director Ivans responded that Baird Mortuary had not received payment for services provided to the City. Clarifying that the City had been unaware of the unpaid fees and expressed a willingness to resolve the issue. They noted that the meeting with the mortuary had gone well, and staff were unsure why the contract was not executed.

City Manager Wullschlager stated that all mortuaries in Central Oregon are owned by the same parent company, which has made it difficult to secure a new provider. Finance Director Ivans then explained the burial process, noting that while staff are ready to proceed, no new burials can occur at this time due to the lack of a contracted mortuary.

3. Draft Letter of Support for the Housing Planning Assistance Grant

Community Development Director Bybee presented the associated staff report. He explained that in response to the Council's recommendation on June 11th to pursue a master planning effort for the Cagle Subdivision, staff prepared two applications for DLCD's Housing Planning Assistance Grant. One application was for the Cagle Infill Development Planning Project, and the other was for a development code audit and update with a focus on housing.

He also stated that the application needed to include a resolution or a letter of support from the governing body. He then presented the draft letter of support to apply for DLCD's Housing Planning Assistance Grant.

Director Bybee stated that the draft letter had an error listing the date of September 2024 and it should be September 2025.

Councilor Ignazzitto made a motion to approve the DLCD Housing Planning Assistance Grant letter of support as amended by Planning Staff, with a signature provided by the Mayor or City Manager. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Curits – Aye

Councilor Shields – Aye

Council President Ignazzitto – Aye

Councilor Morse – Aye

Motion passed unanimously.

OTHER MATTERS

Finance Director Ivans presented to the Council three quotes from backflow testers, each offering different pricing. She explained that given the quoted amounts, the City was eligible to use sole source procurement in selecting a testing company. The recommendation was to proceed with Beacon Backflow, as their quote offered the lowest price per test at \$30.00.

Council President Ignazzitto made a motion to allow the city to use Beacon Backflow for backflow testing this year at the rate of \$30.00 per device. *Councilor Curtis seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Curits – Aye

Councilor Shields – Aye

Council President Ignazzitto – Aye

Councilor Morse – Aye

Motion passed unanimously.

PUBLIC COMMENTS

There were no public comments.

STAFF COMMENTS

Community Development Director Bybee stated that the comprehensive plan update had been completed, and staff had begun work on the next major long range planning development—the Transportation System Plan (TSP) update. He explained that although ODOT had experienced budget cuts, the grant awarded to the City would not be affected; however, response times might be slower, and the project start date would be delayed. Staff hoped to begin work in the early part of August.

He recognized Associate Planner Tierney for his dedication to current planning applications. He provided an update on Type I applications, noting that 51 zoning permits had been issued so far this year, with 25% for new businesses and 75% for new residential permits.

He also shared updates on Type II applications, reporting that the AutoZone project had been completed and five partitions had been applied for, with decisions expected soon.

For Type IV, he mentioned that a text amendment was in progress and that the Council would be kept informed.

He added that future code updates were expected, and joint meetings with the Planning Commission would be held during that process.

Lastly, he noted that a previously discussed project with the Planning Commission and City Council to define the identity of La Pine had been delayed due to the current workload and long-range planning efforts.

City Manager Wullschlager provided an update on the lift station project, noting that the boring under Highway 97 had been completed and the new 10-inch main line was on track to be finished by the September 22nd deadline.

He reported that the Bureau of Land Management (BLM) had made an unannounced appearance in the City to distribute Firewise information to residents. He noted that the City had not been made aware of the exercise in advance, and the materials did not address the concerns outlined in the Council's previously sent letter.

He shared an update on the hiring process for the Public Works Director position, stating that two applications had been received and interviews would be scheduled soon.

He also mentioned an upcoming planning meeting regarding the incubator building project, with the design expected to be at the 50% stage.

Lastly, he updated the Council on the Urban Renewal Agency's archway project, informing them that the location had changed from Huntington and Highway 97 to 4th and Highway 97.

Finance Director Ivans gave an update stating that it was time for a new audit. She would be working with the City's auditors and noted that it would hopefully run more smoothly this year, as last year was the first year with the company.

She updated the Council on various public works projects and stated that the ARPA grant for the design of the eastside sidewalk project had been closed out.

Lastly, she noted that now that the Council had allowed staff to proceed with Beacon Backflow as the City's testers, and devices would be tested for 2025.

City Recorder Metcalf did not have any comments.

MAYOR & COUNCIL COMMENTS

Councilor Morse did not have any comments.

Council President Ignazzitto did not have any comments.

Councilor Shields did not have any comments.

Councilor Curtis said thank you to all the staff for their ongoing work.

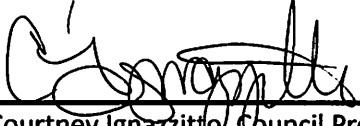
Mayor Earls thanked everyone for their teamwork and the updates from staff after the busy month.

EXECUTIVE SESSION:

None

ADJOURNMENT

Mayor Earls adjourned the meeting at 6:14 p.m.



Courtney Ignazzitto, Council President

Date: 8/13/25

ATTEST:



Amanda Metcalf, City Recorder

Date: 8/13/25