



CITY OF LA PINE CITY COUNCIL REGULAR SESSION AGENDA

Wednesday, July 10, 2019

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. 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
5. Public Comments
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 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.

 - a. Approval of Minutes
 - i. June 26, 2019 Council Meeting Minutes
 - b. Reimbursements
7. FY 2019-20 Annual Community Funding Requests – Action Item
 - a. TRT Funding Requests

La Pine Park & Rec Foundation – Music in the Pines
Band of Brothers – Wall that Heals
 - b. Community Funding Requests

High Lakes Car Club
La Pine Community Kitchen
Band of Sisters – Veterans’ Parade Chili Feed
Big Brothers Big Sisters of Central Oregon
8. Landscaping/Streetscape Improvements – City Hall – Action Item
9. Other Matters: Only those matters properly added to this Agenda under line item No. 4
10. Public Comments

11. Staff Comments

12. Mayor and Council Comments

13. 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 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. The public will not be permitted to attend the executive session; provided, however, representatives of the news media and designated staff will be allowed to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the executive session as previously announced. No decision will be made in the executive session. 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.



CITY OF LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, June 26, 2019

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

A. Regular Session

1. Call to Order

Mayor Richer called the meeting to order at 5:31 p.m.

2. Establish Quorum

Members present: Mayor Daniel Richer, Councilor Connie Briese, Councilor Don Greiner, Councilor Michael Harper, Councilor Mike Shields.

Absent without prior arrangement: Student Councilor Max Miller.

Staff Present: City Manager Melissa Bethel, Public Works Manager Jake Obrist, and Accounting Clerk Tracy Read.

3. Pledge of Allegiance

4. Added Agenda Items

None.

5. Public Comments

None.

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 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.

a. Approval of Council Minutes

i. June 12, 2019 Work and Regular Session Meeting Minutes

b. Reimbursements

i. Approval of Council and Staff Reimbursements

c. OLCC Applications

i. Gordy's Truck Stop

Councilor Greiner moved to approve the consent agenda with corrections to the June 12, 2019 City Council minutes, Councilor Harper second. No objections. Unanimously approved.

7. Deschutes County Health – Tobacco License Presentation

Presentation was made by members of Deschutes County Health Services regarding licensing of tobacco retailers. Council discussion and questions followed. DCHS will provide council with the OHA definition of a tobacco product. At that time the topic will be added to a work session.

8. Glenwood Acres Homeowners Association Water Board – Discussion

Paul Miller, president of Glenwood Acres Homeowners Association (GAHA) spoke in support of the request. Councilor Briese recused herself from council discussion as she is a resident of the neighborhood.

Obrist provided an overview of the staff report. Council discussion and questions followed. Options discussed included contracting out a water operator to assist with the current water system until the City's services are brought to the neighborhood, beginning in 2021. It was determined the City and GAHA do additional research on costs and bring the information back to council.

9. Resolution No. 2019-12: A Resolution Authorizing the Oregon Department of Revenue to Administer and Collect the Three Percent Marijuana Retailer Tax Imposed Under the City of La Pine Ordinance No. 2016-02 – Action Item

Bethel provided background. Mayor Richer called for a motion. Councilor Briese moved to approve Resolution No. 2019-12, A Resolution Authorizing the Oregon Department of Revenue to Administer and Collect the Three Percent Marijuana Retailer Tax Imposed Under the City of La Pine Ordinance No. 2016-02. Seconded by Councilor Greiner. No objections. Unanimously approved.

10. Ordinance No. 2019-04: An Ordinance of the City of La Pine Amending Ordinance No. 2016-02, an Ordinance Imposing a Three Percent Tax on the Sale of Marijuana Items by a Marijuana Retailer, to Modify the Penalties and Interest Payable and Otherwise Accommodate the Oregon Department of Revenue's Administration and Collection of the Tax Imposed Under Ordinance No. 2016-02 – Action Item

Mayor Richer called for a motion. Councilor Briese moved to approve Ordinance No. 2019-04, An Ordinance of the City of La Pine Amending Ordinance No. 2016-02, an Ordinance Imposing a Three Percent Tax on the Sale of Marijuana Items by a Marijuana Retailer, to Modify the Penalties and Interest Payable and Otherwise Accommodate the Oregon Department of Revenue's Administration and Collection of the Tax Imposed Under Ordinance No. 2016-02. Seconded by Councilor Greiner. No objections. Unanimously approved.

11. Resolution 2019-05: Amendments to Master Fee Schedule – Action Item

Obrist provided an overview. Mayor Richer called for a motion to approve Resolution 2019-05. Councilor Greiner moved to approve. Councilor Harper seconded. No objections. Unanimously approved.

12. Other Matters: Only those matters properly added to this Agenda under line item No. 4
None.

13. Public Comments

Kitty Shields, La Pine resident. Spoke in appreciation of the work of council and staff.

14. Staff Comments

Obrist: Discussed grant and loan funds received recently for water and wastewater project. Clean-up day was successful.

Read: Called for attendance at LOC conference in Bend in September.

15. Mayor and Council Comments

Briese: Thanked Councilor Greiner for attending COIC in her absence.

Shields: None.

Greiner: Discussed the possibility of an ordinance addressing the loaning of City property to individuals or businesses.

Harper: Attended Chamber breakfast and the Small Cities meeting in Mitchell.

Mayor Richer: Attended Business Oregon with Obrist.

Regular Session closed at 7:00 p.m.

B. Executive Session – Immediately Following Regular Session ORS 192.660(2)(f)

1. Executive Session – The council will meet in executive session under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection

Closed at 7:24 p.m.

2. Adjourn

Adjourned at 7:24 p.m.

Attest

Tracy Read

CITY OF LA PINE

NAME: DONALD GREINER DATE 6-27-2019

While conducting authorized City business, I the undersigned, properly incurred the following expenses. I now request reimbursement:

- 1. TRANSPORTATION EXPENSES (explain purpose, City, State, date of mtg)

LA PINE TO SUNRIVER

AUTOMOBILE

MILEAGE: 30 MILES @ 0.58 = \$ 17.40

- 2. LODGING/MEALS (explain purpose/meeting/dates)

ATTEND COUNTY COMMISSIONER'S MEETING 3:30 P.M - 5:00

A. Lodging for 1 nights (attach receipts)

B. Meals for 1 (whom)

Location (attach receipts) Date

- 3. PURCHASES (food, supplies and materials) (attach receipts)

TOTAL REIMBURSEMENT \$ 17.40

Approved by City Staff [Signature]

[Signature]
Signature of Submitter of Form

CITY OF LA PINE

NAME: Michael Harper DATE 6/25/19

While conducting authorized City business, I the undersigned, properly incurred the following expenses. I now request reimbursement:

1. TRANSPORTATION EXPENSES (explain purpose, City, State, date of mtg)

Small Cities Meeting w/ Coe Mitchell OR 6/21/19

AUTOMOBILE

MILEAGE: 226 MILES @ 0.58 = \$ 131.08

2. LODGING/MEALS (explain purpose/meeting/dates)

NA

A. Lodging for _____ nights (attach receipts)

B. Meals for _____ (whom)

Location (attach receipts) _____ Date _____

3. PURCHASES (food, supplies and materials) (attach receipts)

NA

TOTAL REIMBURSEMENT \$ 131.08

Approved by City Staff [Signature]

Michael Harper
Signature of Submitter of Form

Work (16821 Finley Butte Rd)
Mitchell, Oregon 97750

Add destination

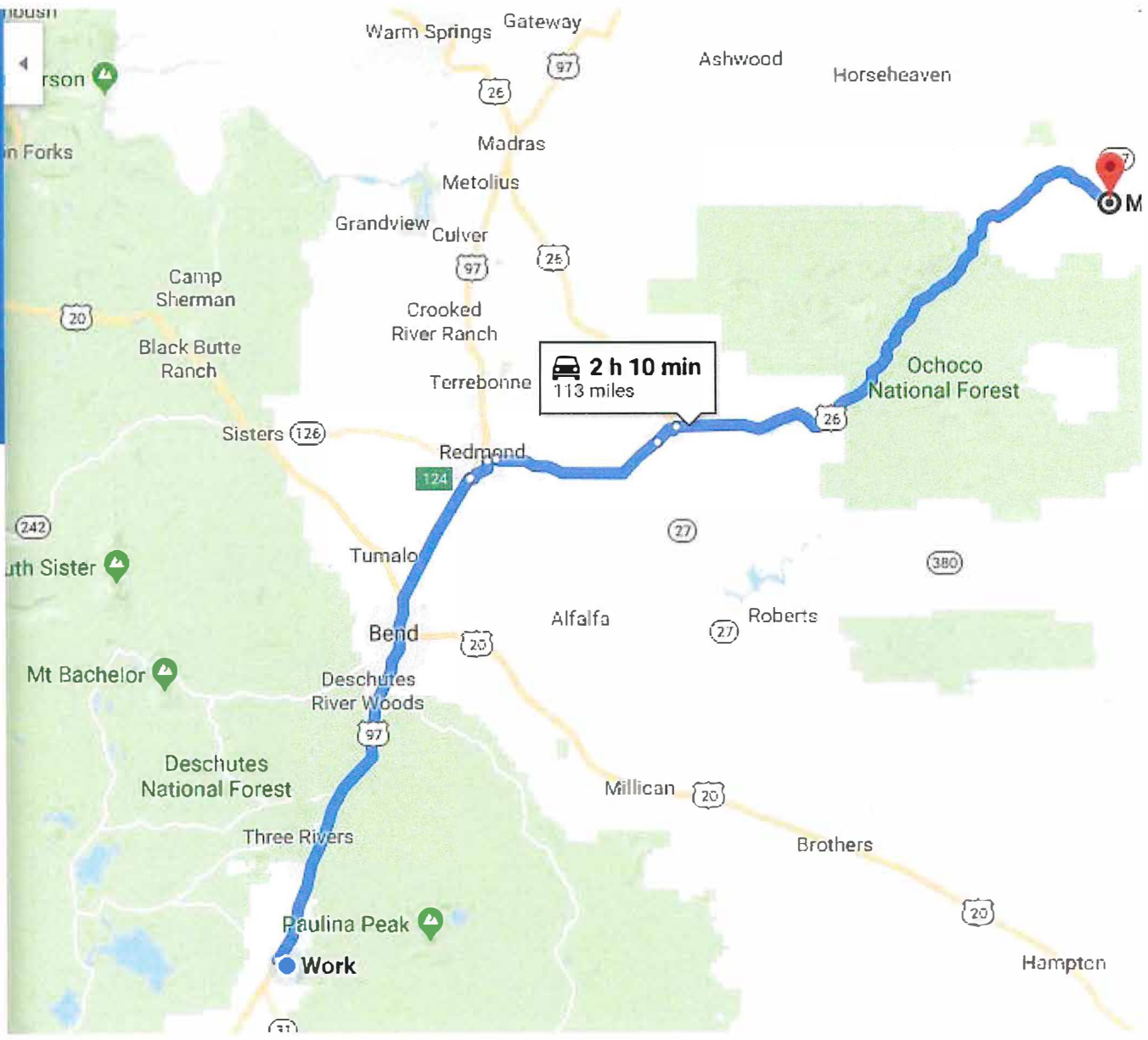
Leave now OPTIONS

Send directions to your phone

via US-97 N and US-26 E 2 h 10 min

Fastest route 113 miles

DETAILS



FY 2019-20 TRT Funding Requests

Organization	Amount Requested	Previous Funding Provided	Contact Name
La Pine Park & Rec Foundation Music in the Pines	\$2,500.00	\$2,500.00	Chad Carpenter
CO Band of Brothers - Wall that Heals	<u>\$5,000.00</u>	\$0.00	Bob Seidenberg, Michele Hoffman
Total	\$7,500.00		

Total Budget	\$15,000.00
Total TRT Funding Requests	<u>\$7,500.00</u>
Remaining Budget	<u>\$7,500.00</u>

FY 2019-20 Community Funding Requests

Organization	Amount Requested	Previous Funding Provided	Contact Name
High Lakes Car Club	\$2,000.00	\$1,500.00	Jessie Hager
La Pine Community Kitchen	\$5,000.00	\$0.00	Jim Fleming
CO Band of Sisters - Veterans Parade and Chili Feed	\$2,000.00	\$500.00	Kay Nelson
Big Brothers Big Sisters of Central Oregon	<u>\$425.00</u>	\$0.00	Bridget Albert
Total	\$9,425.00		

Total Budget	\$15,000.00
Total Community Funding Requests	<u>\$9,425.00</u>
Remaining Budget	<u>\$5,575.00</u>

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 Parks and Recreation Foundation
2. Non-Profit ID #: 27-3214817
3. Mailing Address: P.O. box 1532 La Pine, OR. 97739
4. Telephone No.: 541-536-2225
5. Email: Chad_Corcoran@LapineParks.org
6. Contact Person: Chad Corcoran
7. Requested Amount: \$2500
8. Project/Use for Funds: 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

For additional information, please contact City Recorder Tracy Read at 541-536-1432 or tread@lapineoregon.gov



LAPINE

O R E G O N

Budget Spreadsheet

Name of Event: Music in the Pines

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

Extra Sales (auction, raffle, misc. sales)	Estimated	Actual
TOTALS		

Sponsorships	Estimated	Actual
	\$15,000	\$15,000
TOTALS	\$15,000	\$15,000

Donations	Estimated	Actual
Deschutes Cultural Coalition	\$3,000	\$3,000
Grant		
TOTALS	\$3,000	\$3,000

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
Bands		\$10,000
Stage lighting (Grant)		\$3,000
Advertising		\$1,000
TOTALS		\$14,000

Other Expenses	Estimated	Actual
TOTALS		

Overall Budget	Estimated	Actual
Income		\$15,000
Expenses		\$14,000
Net Profit (Loss)		\$1,000



To whom it may concern,

We are requesting a \$2,500 Community Grant from the City of La Pine in support of the MidOregon Credit Union Music in the Pines 2019 Summer Concert Series. The 2018 inaugural season was a great success with support from local businesses and the Community at-large. Food and craft vendors, along with hundreds of people, gathered in the park to enjoy great music and one another's company.

The funds we are requesting will be used to help cover the cost of musicians for the series, as this is the majority of our budget. The City contributed to the series last year, in 2018, and was a part of the success of these events. People in the Community are excited for the 2019 series and we are, too! We would greatly welcome the continued support of the City. Should you have any questions, please do not hesitate to contact us.

Thanks!

Chad Carpenter
Program Director | La Pine Park and Recreation District
chad.carpenter@lapineparks.org
541-948-6649

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: Band of Brothers, La Pine Chapter
2. Non-Profit ID #: 46-3245424
3. Mailing Address: _____
4. Telephone No.: 970.371.6260
5. Email: thehoffmans@yahoo.com
6. Contact Person: Michele Hoffman PO Box 1218 L.P. 97739
7. Requested Amount: \$5,000
8. Project/Use for Funds: Bring The Wall THAT HEALS TO LAPINE IN 2020
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

For additional information, please contact City Recorder Tracy Read at 541-536-1432 or tread@lapineoregon.gov



L A P I N E
O R E G O N

Budget Spreadsheet

Name of Event: The Wall That Heals

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

Extra Sales (auction, raffle, misc. sales)		
TOTALS		

Sponsorships		
TOTALS		

Donations		
current pledges- including	9,000	9,000
land, trash service, toilets		
water and meals for volunteers	3,300	
TOTALS	17,300	14,000

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
Wall	10,000	10,000
Food & Water for Volunteers	3,300	
TOTALS		

Other Expenses		
t-shirts/caps for volunteers	500	
portable toilets	2,000	
trash service	200	
Land		
Advertising/promotion	3,500	
Fuel	100	
TOTALS		

	Estimated	Actual
Overall Budget		
Income	12,300	
Expenses	19,600	
Net Profit (Loss)	-7,300	

Michele Hoffman
Band of Brothers Secretary
P.O. Box 1218
La Pine OR 97739

May 30, 2019

City of La Pine
P.O. Box 2460
La Pine OR 97739

RE: Community Sponsorship Funding Request

To Whom it May Concern,

On Memorial Day, the La Pine Chapter of the Band of Brothers applied to bring The Wall That Heals to La Pine in 2020. The Wall That Heals comes complete with an educational program for children and adults. The Wall That Heals reminds people of the sacrifices paid for freedom. It also brings about healing for those who survived the War to come home, friends of those on The Wall, and the families with loved ones on the Wall.

We are requesting the City of La Pine help support with this once in a lifetime program with a grant of \$5,000. This will help to cover the fee of \$10,000 to bring The Wall That Heals to La Pine.

We have the support of the VVA, VFW, American Legion, Chamber of Commerce, Merchants, The Eagle, and the community to help bring this project to fruition.

Bringing The Wall That Heals to La Pine will be an amazing opportunity for our community. The average number of visitors that come to visit The Wall That Heals, according to VVMF is around 10,000. This could bring visitors from hundreds of miles away. Although the main goal for bringing the Wall That Heals is helping the Vietnam Veterans and those effected by the War, it could also bring quite a financial boost to the community.

Respectfully,



Michele Hoffman
Secretary, La Pine Band of Brothers
Committee Co Chair, Bring The Wall That Heals to La Pine in 2020

BRING “*THE WALL THAT HEALS*” TO LA PINE PROJECT 2020

◇ ◇ ◇ About The Wall That Heals ◇ ◇ ◇



The new *Wall That Heals* exhibit features a three-quarter scale replica of the Vietnam Veterans Memorial in Washington, D.C.

The Mobile Education Center gives visitors a better understanding of the legacy of The Wall and educates about the impact of the Vietnam War.



Per the Vietnam Veterans Memorial Fund website (<http://www.vvmf.org/twth>):

“Since its dedication, The Wall That Heals has been displayed at nearly 600 communities throughout the nation, spreading the Memorial’s healing legacy to millions.”

“Bringing The Wall home to communities throughout our country allows the souls enshrined on the Memorial to exist once more among family and friends in the peace and comfort of familiar surroundings. The traveling exhibit provides thousands of veterans who have been unable to cope with the prospect of facing The Wall to find the strength and courage to do so within their own communities, thus allowing the healing process to begin.”

◇ ◇ ◇ ◇ ◇

To see The Wall in other cities as it has traveled across the country, please go to www.YouTube.com and enter either of the following in the “Search” box:

- The Wall That Heals: Vietnam Veterans Memorial replica and mobile Education Center
- Bringing The Wall That Heals to Communities Across the Country

◇ ◇ ◇ ◇ ◇

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: High Lakes Car Club
2. Non-Profit ID #: 93-1195595
3. Mailing Address: P O Box 2252, Lapine OR
4. Telephone No.: 541-815-3297
5. Email: hager@bendnet.com
6. Contact Person: Jessie Hager
7. Requested Amount: 2000⁰⁰
8. Project/Use for Funds: T-Shirts, hats + bags for carshow
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

For additional information, please contact City Recorder Tracy Read at 541-536-1432 or tread@lapineoregon.gov



LAPINE

OREGON

Budget Spreadsheet

Name of Event:

High Lakes Car Club Show'n Shine

Income	Estimated	Actual
Event Proceeds (entry fees, ticket sales, etc.)		
Registrations		3298
TOTALS		3298

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
Supplies Postage		775
Posters, Pictures		
TOTALS		775

Extra Sales (auction, raffle, misc. sales)		
Member Tee Shirts		1001
Raffles		863
Engine Blow		112
50/50		173
Valve Cover Race		3
Vendor		50
Tee Shirt Sales		1151
TOTALS		

Other Expenses		
Insurance		126
Trophies		1049
Tee Shirts, Bags		
Magnets, etc		3828
Septic		125
Member Dinner		610
Photographer		100
American Legion		100
DJ		100
Scholarship Fund		145
Winner Tickets		164
Raffle Expense		200
TOTALS		6647

Sponsorships		
Major + Trophy		6355
TOTALS		6355

Donations		
TOTALS		

	Estimated	Actual
Overall Budget		
Income		13,006
Expenses		7422
Net Profit (Loss)		5584

June 27, 2019

The High Lakes Car Club would like to request \$2,000 from the City of La Pine. The funds would be used to purchase t-shirts, hats and bags to advertise the High Lakes Show-n-Shine.

The High Lakes Car Club has two main fund raisers each year. The Annual Automotive Swap Meet and The High Lakes Show-n-Shine. These two events help the club earn monies to be able to support local groups and activities. In addition, we award Scholarships each year to graduating High School Seniors. This year we were able to award 3 scholarships. One to a La Pine High School student, one to a North Lake High School student and one continuing education applicant for a total of \$3,000 in scholarships. Our goal is to be able to award a scholarship to each of the three local High Schools.

This past year, we were able to support the Veteran's Day Parade, the Little Deschutes Grange, the Community Kitchen, the La Pine Christmas Baskets and La Pine Toys for Tots for a total of \$2950 in donations.

As a club, we promote the Community of La Pine as we attend car shows and events throughout the State. The High Lakes Show-n-Shine attracts participants from throughout the northwest along with bringing people into town on show day.

We sincerely hope that you will consider our request for funds

High Lakes Car Club

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: _____
2. Non-Profit ID #: _____
3. Mailing Address: _____
4. Telephone No.: _____
5. Email: _____
6. Contact Person: _____
7. Requested Amount: _____
8. Project/Use for Funds: _____
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

For additional information, please contact City Recorder Tracy Read at 541-536-1432 or tread@lapineoregon.gov



CITY OF LA PINE

COMM.

Community Funding Request Application

The City of La Pine may provide funding assistance to non-profits and other entities that serve the La Pine community for projects or programs based on need versus the City's financial ability to assist. **Effective immediately, all Community Funding Request Applications must be accompanied by the attached budget spreadsheet.**

Please type or print clearly:

- 1. Organization: La Pine Community Kitchen
- 2. Mailing Address: 16480 Finley Butte Road, La Pine, Oregon 97739
- 3. Telephone No: 541-536-1312 E-mail: director@lapinecommunitykitchen.org
- 4. Contact Person: Stacie Derhak, Executive Director
- 5. Requested Amount: \$ \$5000.00 In-kind Amount \$ \$500 for new outdoor signs
- 6. Project/Purpose For Funds, including date(s): Kitchen Hot Meal Program 2019 - Monthly supplies

for our dishwasher for the entire year of 2019 and two months of maintenance on our freezers/refrigerators and stove.

- 7. Are you an authorized 501(c)(3) corporation by the IRS? Yes No
- 8. Have you sought funding from the City of La Pine in the past? Yes No
- 9. Were funds provided from the City of La Pine? Yes No

Amount: \$ _____ When: _____

- 10. Have you requested money from other sources? Yes No

If "yes," from where?

We seek several grants per year. We currently have a request into Sunriver Women's Club, OCF, Network for Good and the Bill Healy Foundation.

- 11. Is this a one-time request or will there be any additional funding requests for this project? Explain.

This is an ongoing project in conjunction with our free clothing closet and our produce stand. There will be future requests to continue these programs and enhance them for our low/no income community.

Staff Review: Funding Source: _____

Remaining amount if project funded: _____

Staff's recommendation to fund request: _____

services@lapinecommunitykitchen.org



Budget Spreadsheet

Name of Event:

La Pine Community Kitchen Hot Meal Program

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

Extra Sales (auction, raffle, misc. sales)	Estimated	Actual
TOTALS		

Sponsorships	Estimated	Actual
TOTALS		

Donations	Estimated	Actual
Kitchen In Kind (Food)	\$7728.00	\$2,635.00
Foundation Grants	\$129,350.00	\$7500.00
Cash Donations	\$84,715.00	\$8329.00
EFSP Program	\$8000.00	\$0.00
In Kind (Equip/Svcs)	\$516.00	\$0.00
TOTALS	\$230,309.00	\$18,464.00

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

Other Expenses	Estimated	Actual
Kitchen: Purchased Food	\$18,000.00	\$1463.00
Supplies	\$5400.00	\$1134.00
Equipment	\$300.00	\$17.50
Regular Maintenance	\$3675.00	\$1059.00
Maintenance/Upgrades	\$6875.00	\$0.00
Food Handlers Training	\$120.00	\$0.00
Mortgage	\$1416.00	\$354.00
Vehicle Maint /Ins	\$1325.00	\$341.00
Office Supplies	\$594.00	\$133.00
Landscaping	\$792.00	\$45.00
Insurances	\$2983.00	\$2049.00
Utilities, Phone & Internet	\$5551.00	\$1226.00
Kitchen Manager Salary	\$35,000.00	\$3300.00
TOTALS	\$82,031.00	\$11,122.00

	Estimated	Actual
Overall Budget		
Income	\$612,993.00	\$93,368.00
Expenses	\$612,992.00	\$102,731.00
Net Profit (Loss)	\$1.00	-\$9363.00

*2019 budgeted income and expenses for all LPOCK operations. Income is based on grant writing, individual and business donations, fundraising, in-kind from NeighborImpact, Fresh Alliance and area grocery stores.



LA PINE COMMUNITY KITCHEN
16480 Finley Butte Road, PO Box 813, La Pine, Oregon 97739
Office: 541-536-1312 email: director@lapinecommunitykitchen.org
www.lapinecommunitykitchen.org

March 11, 2019

City of La Pine
16345 Sixth Street
PO Box 2460
La Pine, Oregon 97739

To Whom It May Concern,

Thank you for your consideration of our enclosed Community Funding Request Application. The La Pine Community Kitchen meets the needs of the community by providing food and clothing in a welcoming safe environment.

This is a community made up of three ongoing programs. The Kitchen offers hot, nutritious meals five days a week. We operate The Produce Stand two days a week distributing donated fresh produce, bread, dairy and some groceries. The Closet is open two days a week as well, offering lightly used clothing, coats, hats, gloves, hygiene products, bedding, tents, sleeping bags and tarps.

In 2018, The Kitchen served 15,561 meals, while The Produce Stand provided 265,532 lbs. of goods and The Closet provided 26,588 comfort articles to our community. We received over 11,785 volunteer hours.

We apply for grants throughout the year, however most of those funds are approved for the purchase of food. The purpose of the enclosed funding request is to support our ongoing hot meal program by providing the maintenance and cleaning supplies for our dishwasher which costs approximately \$3675 annually. In addition to the kitchen supplies, we would also use the approved funds for maintenance costs associated with the hot meal program's freezers, refrigerators and stove repairs for six months which is approximately \$1000.

We sincerely appreciate your support. Please feel free to contact me with any questions or concerns.

Sincerely,
LA PINE COMMUNITY KITCHEN

Stacie Derhak
Executive Director
director@lapinecommunitykitchen.org
541-536-1312

*e-mailed
new
form
6-10-19*

City of La Pine, Oregon

Budget Spreadsheet for La Pine Community Kitchen Hot Meal Program

Other Expenses:	Estimated	Actual
Kitchen: Purchased Food	\$18,000.00	\$1463.00
Supplies	\$540.00	\$1134.00
Equipment	\$300.00	\$ 17.50
Regular Maintenance	\$3675.00	\$1059.00
Maintenance Upgrades	\$6875.00	\$.00
Food Handlers Training	\$120.00	.00
Mortgage	\$1416.00	\$354.00
Vehicle Maint./Ins.	\$1325.00	\$341.00
Office Supplies	\$594.00	\$133.00
Landscaping	\$792.00	\$45.00
Insurances (liability)	\$2983.00	\$2049.00
Utilities, Phone & Internet	\$5551.00	\$1226.00
TOTALS	\$82,031.00	\$11,122.00
Donations	Estimated	Actual
Kitchen In Kind (Food)	\$7728.00	\$2635.00
Foundation Grants	\$129,350.00	\$7500.00
Cash Donations	\$84,715.00	\$8329.00
EFSP Program	\$8,000.00	\$ 0.00
In Kind (Equip./Svcs)	\$516.00	\$ 0.00
Total In Kinds	\$230,309.00	\$18,464.00

Overall Budget	Estimated	Actual
Income	\$612,993.00	\$93,368.00
Expenses	\$612, 992.00	\$102,731.00
Net Profit (Loss)	\$ 1.00	-\$9363.00

*2019 budgeted income and expenses for all LPCK operations. Income is based on grant writing, individual and business donations, fundraising, in-kind from NeighborImpact, Fresh Alliance and area grocery stores.

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: Band of sisters Band of Brothers
2. Non-Profit ID #: Band of Brothers # 45-4019043
3. Mailing Address: PO Box 3572 La Pine Or 97739
4. Telephone No.: 541 829 8060
5. Email: _____
6. Contact Person: KAY NELSON
7. Requested Amount: 2,000
8. Project/Use for Funds: Promote Veterans Parade + Community Charities
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

For additional information, please contact City Recorder Tracy Read at 541-536-1432 or tread@lapineoregon.gov



L A P I N E

O R E G O N

Budget Spreadsheet

Name of Event: veterans day Parade & Community Chili dinner

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

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
Balloons + Helium	250 ⁻	
Flags	300 ⁻	
Banners	500 ⁻	
Table Runners	180 ⁻	
Food	1000 ⁻	
Cookies Bakes	200 ⁻	
Flag Poles	200 ⁻	
TOTALS	2630	

Extra Sales (auction, raffle, misc. sales)		
Raffle Tickets	50 ⁻	
Bracelets military	5 ^{each}	15/00
Hand Carved Cane	100 ⁻	32/00
Quilt	200 ⁻	
50/50 Raffle	200 ⁻	49 ⁻
1000 Jinn Picture	150 ⁻	135/00
TOTALS		

Other Expenses		
Toilet	85 ⁻	
Tees for Generals	200 ⁻	
veterans wall	100 ⁻	
Table decorations table	275 ⁻	
Signs for Cans	320 ⁻	
Publicity	250 ⁻	
Raffle Tickets Markers	50 ⁻	
MISS	335 ⁻	
TOTALS	1615 ⁻	

Sponsorships		
Park + Recreation	300 ⁻	building
Les Schwalb	300 ⁻	
The Shop	100 ⁻	100/00
VVA	200/00	
VFW	200/00	
Figaro's Pizza	100 ⁻	100 ⁻
Lapine Sporting Goods	75 ⁻	75 ⁻
TOTALS	2175 ⁻	

Donations		
Robbins wood	300 ⁻	76 ⁻
Floors n More	100 ⁻	
Lapine Laundry	100 ⁻	
Peak Performance	100 ⁻	
VVA Liability Insurance		insurance
High Lakes Car Club	200 ⁻	
Heart n Home	coffee pot	coffee pot
TOTALS	2675 ⁻	1212 ⁻

	Estimated	Actual
Overall Budget		
Income	4245 ⁻	
Expenses	1212 ⁻	
Net Profit (Loss)	-	3033 ⁻

06/21/2019

To It May concern,

The \$ 2000.00 TRT fund will help pay for advertising to pull from the tourist 50 + mile radius as 2018

We had fed over 500 Veteran's plus 200 +members from the community with donations.

We do 11th hr and Empty Chair Ceremony, the local Veteran's Wall that have over 250 Veteran's displayed on it. This is a Beautiful way to show support for our Vets. This is our first time applying anything will help.

Thank you ,

Ray Inelson
541 829 8066

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: Big Brothers Big Sisters of Central Oregon
2. Non-Profit ID #: 93-0677650
3. Mailing Address: 62895 Hamby Rd. Bend, OR 97701
4. Telephone No.: (541) 389-1409
5. Email: pcarey@jbarj.org
6. Contact Person: Peggy Carey
7. Requested Amount: \$ 425.00
8. Project/Use for Funds: Help with activities to support the matches between the Bigs & Littles
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

For additional information, please contact City Recorder Tracy Read at 541-536-1432 or tread@lapineoregon.gov



LAPINE

OREGON

Budget Spreadsheet

Name of Event: Big Brothers Big Sisters of Central Oregon Match Activities

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

Extra Sales (auction, raffle, misc. sales)	Estimated	Actual
TOTALS		

Sponsorships	Estimated	Actual
TOTALS		

Donations	Estimated	Actual
Individual Donations	\$175	
Business Donations	\$400	
Requested funds from the City of Lapine	\$425	
TOTALS	\$1000	

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
Lunch for matches for 9 months during match activities (\$50 x 18 match activities)	\$900	
Plates, napkins, cutlery for 18 match activities	\$100	
TOTALS		

Other Expenses	Estimated	Actual
TOTALS		

Estimated Actual

Overall Budget		
Income	\$1000	
Expenses	\$1000	
Net Profit (Loss)	0	

DEFENDERS OF POTENTIAL



Big Brothers
Big Sisters®

OF CENTRAL OREGON

WW.BBSCO.ORG

BIG BROTHERS BIG SISTERS
OF CENTRAL OREGON

2125 NE Daggett Lane
Bend, Oregon 97701
541-312-6047
541-312-6052 Fax

ADMINISTRATIVE OFFICE

62895 Hamby Road
Bend, Oregon 97701
541-389-1409
541-389-9348 Fax

STEPHANIE ALVSTAD
Executive Director

City of Lapine

Attn: Recorder

16345 Sixth St / PO Box 2460

Lapine, Or 97739

Dear Lapine City Assistance Grants;

Big Brother Big Sisters of Central Oregon has recently established a mentoring program in collaboration with Lapine High School. The High School students are matched with a middle school student for the school year and beyond.

Outcome data proves the power of mentoring. Kids matched with a mentor are less likely to be involved with risky behaviors such as using alcohol or drugs, and teen pregnancy is substantially reduced when a child has a mentor. Kids who are mentored improve their grades and are more likely to finish high school and attend college. Mentoring makes a difference.

The grant request would be used to help the Big Mentor pay for activities, such as movies and outings, they would do with their little.

Thank you for your consideration of this request.

Sincerely,

Peggy Carey Director Big Brothers Big Sisters of Central Oregon/ J Bar J Youth Services

J BAR J YOUTH SERVICES





CITY OF LA PINE

STAFF REPORT

Meeting Date: July 10, 2019
TO: La Pine City Council
FROM: Jake Obrist
SUBJECT: Landscaping/Streetscape Improvements-City Hall

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: Discussion |

Councilors:

The City desires to improve the Landscaping/Streetscape of City Hall along the west side of our entrance and parking lot.

Background

The City has an increase in vehicular and pedestrian traffic with City Hall and some improvements are suggested. These suggestions include constructing landscaping to improve aesthetics and delineate the parking areas to inhibit driving off the designated paved areas. Patrons that use City Hall for their services will often park on the edge or off parking areas into the soft-scape areas. This causes unnecessary damage to the asphalt edges and erosion to these areas. The landscaping will include elements similar to our streetscapes in town, keeping the same theme with a more dry-scape approach. The use of decorative boulders will delineate the parking lot areas, and bunch grass Blue Fescue, purple Salvia, and white Snow in Summer will accent these areas. *(Attached is a bid proposal detailing these items)*

Bid total= **\$9,884.50**

FY 2019-20 Budget \$4,942.25-StreetsFund-Contracted Services

FY 2019-20 Budget \$4,942.25-General Fund-Contracted Services

Suggested Motion:

I move the City Council approve the Landscaping/Streetscape of City Hall parking area for \$9,884.50



*Computer Enhanced Custom Landscape & Irrigation
Design & Construction*

License #9704

P.O. Box 2995

16424 Finley Butte Road La Pine, OR 97739

Phone/Fax 541-536-1512

**Estimate for Landscape For Sitting Area
June 25, 2019**

Proposal submitted to:
City of La Pine
Jake Obrist
16345 Sixth Street
La Pine, OR 97739

Work to be performed at:
City Hall
16345 Sixth Street
La Pine, OR 97739

We hereby propose to furnish the materials and perform the labor necessary for the completion of:
Landscaping and irrigation per plan by Little River Design. All materials are listed on page 2 of this Proposal. All materials will be delivered to the site.

PROPOSAL includes all material and guaranteed as specified for the above work completed in a timely and substantial workmanlike manner for the sum of:

Nine thousand eight hundred eighty-four and 50/100

\$9,884.50 DOLLARS

PAYMENT to be made as follows: ½ down to start (\$4,942.25), balance upon completion.

PROPOSAL prices are offered for 30 days from the date of LRD authorization. If proposal is not accepted by then, prices may be subject to market change.

ACCEPTANCE of Proposal

The prices, specifications and conditions stated on pages one and two of this proposal are satisfactory and are hereby accepted. Little River Design is authorized to complete this contract as specified. Payment will be made as outlined.

2019 Landscape Sitting Area
June 25, 2019

- 1. Site Prep: Remove all weeds and debris in and around sitting area also including alongside parking lot.**
- 2. Soil: Deliver and Install approximately 12 cubic yards soil to existing berm.**
- 3. Irrigation: Install 1 zone of Irrigation using Rain Bird ¼" tubing and emitters , Rain Bird valve and wire.**
- 4. Deliver and install 3 yards of ¾" Minus Desert Stone Decorative gravel in the sitting area.**
- 5. Boulders: Deliver and install approximately 7 TONS of boulders (about 14 boulders) Alongside parking lot, outlying the sitting area.**
- 6. Bark Mulch: Deliver and Install 35 cubic yards of Dark Hemlock bark mulch.**
- 7. Plants: Deliver and Install 20 Perennials.**

Blue Fescue
Salvia
Snow in Summer

If more rock material is needed than price will adjust accordingly

Rock clause: If rock or buried construction debris is encountered, any additional equipment or labor needed will be billed on a time and materials basis.



