



# CITY OF LA PINE, OREGON

## REGULAR CITY COUNCIL MEETING

Wednesday, October 12, 2022, at 5:00 PM

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

**Available online via Zoom:** <https://us02web.zoom.us/j/83889128784>

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*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.*

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## AGENDA

### CALL TO ORDER

### ESTABLISH A 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.*

### JOINT BOCC AND CITY COUNCIL MEETING

#### BUSINESS:

1. Newberry Neighborhood Update (Quadrants 2, 3, 4)
2. La Pine Industrial Park Update
3. Coordinated Houseless Response Update

### OTHER ITEMS NOT ON AGENDA

### REGULAR COUNCIL SESSION

#### 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. 09.28.22 Regular City Council Meeting Minutes.....3.

**PRESENTATIONS:**

None

**PUBLIC HEARING:**

None

**OLD BUSINESS:**

- 1. Update to City Bank Account (Users).....7.

**NEW BUSINESS:**

None

**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**

**MAYOR & COUNCIL COMMENTS**

**ADJOURNMENT**

**EXECUTIVE SESSION**

None

**EXECUTIVE SESSION**

*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.*

**CITY OF LA PINE, OREGON**  
**REGULAR CITY COUNCIL MEETING**

Wednesday, September 28, 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>

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**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

STAFF

City Manager, Geoffrey Wullschlager  
Public Works Director, Jake Obrist  
Principal Planner, Alexa Repko

**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. 09.14.22 Regular City Council Meeting Minutes

Motion made by Councilor Scott to approve the Meeting Minutes from September 14, 2022. Councilor Shields 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. Park and Ride (Wickiup) – Site Management

CM Wullschlager reviewed the associated Staff Report. A third party (High Lakes Car Club) is interested in maintaining the site of the Wickiup Park and Ride. Wullschlager discussed possible issues with having a third party maintain the site, but that this is common practice i.e. adopt a highway. The County currently owns the subject property, and the IGA does not allow for third party maintenance so the County would have to convey the property to the City. CM Wullschlager recommends the City adopt the property through acquisition from the County prior to contracting its' maintenance to a third party (a contract would have to be created by the City's legal counsel). Wullschlager will be checking in with the City's legal counsel on the logistics of contracting such services.

2. Community Grant Application

Kenna Sneed on behalf of the La Pine Frontier Days Association is requesting \$500 for a volunteer appreciation event on October 15, 2022, in conjunction with the Band of Brothers, the Lions Club, as well as a multitude of other local groups. This event has been created not only to recognize the volunteers from these organizations, but to recruit more volunteers. It is intended to become an annual event and is donation based. Councilor Van Damme voiced concerns about fire, alcohol, and smoking. Sneed stated that consuming alcohol and smoking are both prohibited on the La Pine Frontier Days property.

Councilor Scott made a motion to approve the grant application, Councilor Shields seconded the motion.

3. Annual Review (CM) Discussion

CM Wullschlager presented an updated review form for the City Council to perform its annual review of his performance. The new form is profession specific as Council had requested. The City Council unanimously approved of using the subject form for the City Manager Review on the 26<sup>th</sup> of October.

**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:**

**Principal Planner:** Discussed new applications including La Pine Community Health Center Expansion and the construction of a new MountainStar Family Relief Nursery location.

**Public Works Manager:** Informed Councilors that water piping is being installed on forest service land by the water tower as part of the water/wastewater project. Public Works is also working on the wastewater treatment plant including excavation work for lagoon #5.

**City Manager:** Has been dedicating the majority of executive time to the water/wastewater project as well. He also reported that the Assistant City Manager/Finance Director will be starting on a full-time basis beginning October 10<sup>th</sup>. Her initial focus will be concentrated on the financing elements of the water/wastewater project in conjunction with the contract services being provided by COIC through the established IGA's.

**12. MAYOR & COUNCIL COMMENTS:**

**Councilor Van Damme:** Had questions about Mayor's involvement in the forementioned community event. The Mayor did not vote on the approval of the community grant application.

**Councilor Shields:** Suggested tree maintenance at certain undeveloped properties in the Industrial Zone that are of concern.

**Councilor Scott:** Spoke about meeting with new County Director on Houselessness. She will be giving the Council a presentation.

**Mayor Richer:** Thanked City Staff.

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

**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: Alexa Repko, Principal Planner



## CITY OF LA PINE

### STAFF REPORT

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Meeting Date: October 12, 2022  
TO: City Council  
FROM: Ashley Williams, Finance Director  
SUBJECT: Update of Users to City Bank Account

<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:

On September 14<sup>th</sup> a motion was made allowing all council members as signers on the City's Bank Account. However, the motion was not comprehensively formatted for overarching needs. This motion is allowing the same permissions as the former motion and removing some permissions from staff. This process is recommended to improve internal controls and procedures for the City.

City staff would like to expand signatory authority to all members of Council for bank/financial transactions, add an authorized user (myself), and remove signing authority of Mr. Jake Obrist. Mr. Obrist will still have authorization at the bank, but no signing authority for checks / Wire Transfers. CM Wullschlager and I will have access to initiate wire transfers on behalf of the City.

#### Action:

Please consider the request and if there are questions, please address city staff for clarification. If there is support for the proposal, please proceed with the following motion.

#### Recommended Motion:

"I move that we remove Jacob Obrist as a check signer on the City's General Checking Account with Washington Federal and add Michael Shields, Colleen Scott, Cathi VanDamme, and Courtney Ignazzitto as check signers. Ashley Williams should be added as a signer and given the same permissions as Geoff Wullschlager."

Please follow the motion with a Second.

Conclude with a roll call vote of the voting members of Council.

\*\*Motion record on following page

Motion

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Seconded

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Roll Call Vote:

Michael Shields

Colleen Scott

Cathi VanDamme

Courtney Ignazzitto

Daniel Richer (non-voting except in instance of a tie)