



# CITY OF LA PINE, OREGON

## REGULAR CITY COUNCIL MEETING

Wednesday, April 26, 2023, at 5:00 PM

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

**Available online via Zoom:** <https://us02web.zoom.us/j/89420883391>

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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. Solid waste facility siting and the recycling Modernization Act
2. Coordinated Houseless Response Update
3. La Pine Industrial Park 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. 04.12.23 Regular City Council Meeting Minutes.....4.

**PRESENTATIONS:**

None

**PUBLIC HEARING:**

None

**OLD BUSINESS:**

- 1. Council President Election
  - a. Staff Report.....9.

**NEW BUSINESS:**

- 1. Community Grant Funding Request – La Pine Parks and Recreation District
  - a. Staff Report.....10.
  - b. Application.....11.
  - c. Sponsor Letter.....14.
  - d. Advertisement.....15.
- 2. Proclamation 2023-02 – Fair Housing Month
  - a. Staff Report.....17.
  - b. Proclamation 2023-02.....18.

**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*

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*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  
CITY COUNCIL REGULAR MEETING  
MEETING**

**Wednesday, April 12, 2023, at 5:30 PM**

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

**Available online via Zoom: <https://us02web.zoom.us/j/82832739986>**

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**OATH OF OFFICE**

Prior to the meeting being called to order, Karen Morse and Dillon Marston were sworn into office by CM Wullschlager.

**CALL TO ORDER**

Mayor Richer called the meeting to order at 5:36 p.m.

**ESTABLISHMENT OF QUORUM**

Councilors Present:

Mayor Richer

Councilor Van Damme

Councilor Shields

Councilor Ignazzitto

Councilor Morse

Student Councilor Dillon Marston

Staff Present:

Geoff Wullschlager, City Manager

Amanda Metcalf, Administrative Assistant

**PLEDGE OF ALLEGIANCE**

Mayor Richer led the 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.*

There were no Public Comments

**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*

There were no added Agenda Items

**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. 03.08.2023 Regular City Council Meeting Minutes
2. 03.22.2023 Regular City Council Meeting Minutes
3. Financial Summary – January 2023
4. Financial Summary – February 2023

*Councilor Van Damme made the motion to approve the consent agenda. Seconded by Councilor Ignazzitto. Motion passed unanimously.*

**PRESENTATIONS:**

1. Umpqua Valley Financial – City of La Pine Annual Financial Report

Mr. Wullschlager went over the associated Staff Report and introduced Umpqua Valley Financial, the City's auditors Steven Tuchscherer CPA, and Josh Huffman. Mr. Tuchscherer presented the Annual Financial Report to the Council and reported that the audit went well. Mr. Tuchscherer briefly discussed the audit results and explained the financial status of the City. There was a short discussion with Council regarding the next fiscal year. A consensus was established among the Councilors approving the Annual Financial Report.

**PUBLIC HEARING:**

None.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

1. Funding Request: NeighborImpact

The City was presented with a grant request from NeighborImpact for \$5,000.00. The funding is requested to support a local food recovery program. Chad Carpenter, NeighborImpact Board President, was present as a representative. Councilor Van Damme requested to know exactly where the funds from the city will go. Mr. Carpenter was unable to explain exactly how the funds would be disbursed amongst organizational programs, but implied that he would get more information for the Council.

There was continued discussion about NeighborImpact and what they do as an organization at the request of Councilor Shields. Mr. Wullschlager asked if there were any contributions from other cities, including any private organizations within Sunriver. Mr. Carpenter mentioned that there is a food distributor from Sunriver, but it is unknown to him if there were other forms of donations from any other cities.

There was discussion amongst the councilors to change the donation amount from the proposed \$5000.00.

Councilor Ignazzitto moved to approve the NeighborImpact funding request for \$3000. *Councilor Shields seconded.* The majority approved; the motion passed.

## 2. Funding Request: American Legion

The City was presented with a grant request from the American Legion for \$1,500.00. The funding is requested to support a local motorcycle event, Ice Breaker Poker Run, a large fundraiser for the organization. Amanda Carlson, a representative from the La Pine American Legion chapter was present to discuss the funding request.

Mayor Richer asked Ms. Carlson about the event to clarify some points that were presented in the staff report. Ms. Carlson explained that the event will be May 19<sup>th</sup>-21<sup>st</sup> and the donation from the City will go directly to operations. Ms. Carlson also expressed that the American Legion would like to make this an annual request and will be present at the May budget meeting. There was discussion about the outreach and who will be attending. Ms. Carlson explained that the Ice Breaker Poker Run draws in attendance from across Oregon and Washington and that the American Legion is advertising statewide.

Councilor Ignazzitto proposed to use the Tourism Fund instead of the General Fund, she explained that the American Legion event qualifies for TRT funding due to the large outreach and attendance.

Councilor Ignazzitto moved that the Council approve a funding request for the American Legion Post 45 in the amount of \$1,500 from the Tourism Fund. *Councilor Shields seconded.* Motion passed by unanimously.

## 3. Funding Request: Oregon Band of Brothers – La Pine Chapter

The City was presented with a grant request from the Band of Brothers-La Pine Chapter for \$250.00. The funding will support a scholarship provided to a local student attending medical school. Frank Hernandez, a representative from the Band of Brothers, was present to discuss the request.

Councilor Ignazzitto asked Mr. Hernandez how the student who may receive the scholarship was selected. Mr. Hernandez explained that the recipient made a presentation at the Band of Brothers Breakfast, and the organization agreed to support the student.

Councilor Shields moved to approve a funding request for the Oregon Band of Brothers – La Pine Chapter in the amount of \$250. These funds will come from the General Fund. *Councilor Van Damme seconded.* Motion passed unanimously.

#### 4. Election of Council President

Mr. Wullschlager outlined the Council President's responsibilities and the process for appointment.

Mayor Richer tabled the election until the next meeting in May.

#### **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.*

Helen Marston expressed her appreciation to the city for approving the community grants. She shared an experience of her neighbors with regards to NeighborImpact and the support provided. She additionally expressed her gratitude that the city confirmed her son as Student Councilor to the body.

#### **OTHER MATTERS (RESERVED FOR MATTERS PROPERLY ADDED TO THE AGENDA IN THE ADDED AGENDA ITEMS PORTION OF THE AGENDA)**

None

#### **STAFF COMMENTS**

Mr. Wullschlager updated the Council on the employment offer given to the new Public Works Director. His planned start date will be in May 2023. The City has received applicants for the City Planner position that are currently under review now. Lastly Mr. Wullschlager briefly offered a summary of the annual SLED luncheon that he presented at earlier in the week.

#### **MAYOR & COUNCIL COMMENTS**

Councilor Van Damme apologized that she was present via Zoom due to an injury and welcomed the new members. She commented on her discussion with a COCC representative about possible programs to help students when planning their futures.

Student Councilor Marston gave a comment from the principal of his school thanking the Council for the new crosswalk between Huntington and Memorial.

Councilor Ignazzitto expressed her support regarding the recruitment of the new Public Works Director.

Councilor Shields welcomed the new councilors.

Mayor Richer thanked everyone for being in attendance and for the work provided by the Council.

#### **ADJOURNMENT**

Mayor Richer adjourned the meeting at 6:31 p.m.

#### **EXECUTIVE SESSION:**

None

#### **EXECUTIVE SESSION**

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*session, except to state the general subject of the executive session as previously announced. No decision will be made in the executive session.*

None.

\_\_\_\_\_ Date:  
Daniel Richer, Mayor

ATTEST:

\_\_\_\_\_ Date:  
Geoff Wullschlager, City Manager



**CITY OF LA PINE**

STAFF REPORT

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Meeting Date: April 26, 2023  
TO: City Council  
FROM: Ashley Ivans, Finance Director *Ashley Ivans*  
SUBJECT: Election of Council President

- |                                     |                         |                          |                                   |
|-------------------------------------|-------------------------|--------------------------|-----------------------------------|
| <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: Please see below |
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Councilmembers:

The City Charter requires the election of a Council President. The Council President presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties. The City’s former Council President was Colleen Scott.

Generally, the Council would elect the Council President at the first meeting of the year. However, since the city has not had a full council this matter has been tabled. After the Oaths of Office on April 12<sup>th</sup>, the Council is full, therefore this election process should proceed.

Recommended motion:

“I move that we appoint [councilor] as Council President.” Please follow by a second and call for a general vote of the Common Council.



**CITY OF LA PINE**

STAFF REPORT

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Meeting Date: April 26, 2023  
TO: City Council  
FROM: Geoff Wullschlager, City Manager  
SUBJECT: La Pine Parks and Recreation Department – Community Grant Application

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: |

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Councilmembers:

The La Pine Parks and Recreation Department (LPRD) has submitted a Community Grant Application requesting funding for their annual Music in the Pines summer concert series. This request and the series have been annual elements of the La Pine community for several years and the Council has funded this request in the past.

As of current, the LPRD estimates that there will be a \$5,000 deficiency in revenues to expenses, and as such this is the basis for their requested grant amount. It is of note that LPRD has gathered \$10,000 in community funding from other local organizations to date.

Please review the attached application and budget sheet for further consideration.

Action:

Following Council discussion, please make a formal motion followed by a second and a roll call vote either in support of, or not in support of fulfilling the request.

# 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 Park and Recreation District
2. Non-Profit ID #: \_\_\_\_\_
3. Mailing Address: PO BOX 11816, La Pine OR 97739
4. Telephone No.: 541-536-2223
5. Email: karen.miller@lapineparks.org
6. Contact Person: Chelle Kalmbach @ lapineparks.org
7. Requested Amount: \$2500.00
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: City Manager  
16345 Sixth Street  
P. O. Box 2460  
La Pine, OR 97739

Date Received: \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

Amount \_\_\_\_\_



# LA PINE

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.)		
<b>TOTALS</b>		

Extra Sales (auction, raffle, misc. sales)	Estimated	Actual
<b>TOTALS</b>		

Sponsorships	Estimated	Actual
IMD of Oregon	5,000.00	5,000.00
City of La Pine	2,500.00	
High Desert Botanicals	2,500.00	2,500.00
La Pine, Com. Health	2,500.00	2,500.00
Sun River Brewing	500.00	
Dr. Allen La Pine, DMD	1,000.00	
Ace Hardware	1,000.00	
<b>TOTALS</b>	15,000.00	

Donations	Estimated	Actual
<b>TOTALS</b>		

Expenses	Estimated	Actual
Site/Decorations (equipment, balloons, food, etc.)		
Bands	7,100.00	
Stafftime	5,950.00	
Green Room	300.00	
Advertising	500.00	
Dinner for Bands	750.00	
Bounce House	500.00	
<b>TOTALS</b>	15,000.00	

Other Expenses	Estimated	Actual
<b>TOTALS</b>		

Overall Budget	Estimated	Actual
Income	15,000.00	
Expenses	15,000.00	
Net Profit (Loss)	0	

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 2023 Summer Concert Series. Past seasons have been 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 has contributed to the series in the past, and was a part of the success of these events. People in the Community are excited for the 2023 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!



Karen Miller  
La Pine Park and Recreation District  
karen.miller@lapineparks.org  
541-536-2223

# Mid Oregon Credit Union Music in the Pines

## 2023 Summer Concert Series

**After three  
successful  
seasons...**

and a year off, Music in  
the Pines is planning for  
another great summer  
concert series in  
2023!!!

## Looking forward to more great music this summer...

We are excited to announce plans for the fifth annual MidOregon Credit Union Music in the Pines Summer Concert series in La Pine, OR.! With 2022 (a great year of good music) behind us, we can say that we're ready for some more live music and community fun! We plan to bring back food and craft vendors, fantastic bands and the Community excitement of in-person events.

Our endeavor is to create a place where people can gather with friends, enjoy our beautiful park and share a meal with one another, all while listening to live music from great bands around the region. We'll have a great time no matter what and we hope you can join us!





## Interested in Sponsorship?

We are seeking sponsors for the 2023 MidOregon Credit Union Music in the Pines Summer Concert Series. This is a great opportunity for your business or organization to invest in the Community of La Pine, OR. in a very meaningful way. Sponsors will be promoted on our social media channels as well as through the email lists of the various organizations involved and all print advertisements associated with the series. Additionally, banner placements will be available for the summer and there will be opportunities for you to distribute your swag or other marketing material to our audience. Sponsorship levels are as follows:

**Title Sponsor: \$5,000 (limited to 1):** Includes your logo on the main banner that will be placed over the stage for the summer (June - August) and all advertisements associated with the series (newspaper, posters, social media, etc.); Name association with the series (i.e. The "YOUR NAME" Music in the Park series); Vendor space at all events in the series; Stage time during each concert to address the audience.

**Secured**



good friends. great service.®

**Presenting Sponsor: \$2,500 (limited to 4):** Includes your banner displayed on the stage during each concert; Your name and logo on all advertisements associated with the series (newspaper, posters, social media, etc.); Vendor space at all events in the series; Stage time during each concert to address the audience.

**Supporting Sponsor: \$1,000 (limited to 6):** Includes your name and logo on all advertisements associated with the series (newspaper, posters, social media, etc.); Vendor space at all events in the series.

**Community Sponsor: \$500 (unlimited):** Includes your name and logo on all advertisements associated with the series (newspaper, posters, social media, etc.).



If you would like to join us as a sponsor or if you have questions, please contact:

**Chelle Kalmbach | 541.536.2223 | [chelle.kalmbach@lapineparks.org](mailto:chelle.kalmbach@lapineparks.org)**

**Sponsorship deadline is May 5th, 2023**

# Mid Oregon Credit Union Music in the Pines

**2023** Summer Concert Series



**COMING THIS SUMMER MUSIC IN THE PINES!**

**SAVE THE  
DATES!**

**THURSDAYS:**

June 8	July 27
June 22	Aug 10
July 13	Aug 24

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## CITY OF LA PINE

### STAFF REPORT

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Meeting Date: April 26, 2023  
TO: City Council  
FROM: Geoff Wullschlager, City Manager  
SUBJECT: Proclamation 2023-02 – Fair Housing Month

- |                                     |                         |                                     |                  |
|-------------------------------------|-------------------------|-------------------------------------|------------------|
| <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 checked="" type="checkbox"/> | Other/Direction: |

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#### Councilmembers:

City Administration was approached by Ms. Heather Martin of the Central Oregon Association of Realtors (COAR) with request for the formal recognition of April 2023 as Fair Housing Month. Ms. Martin is the grassroots advocacy manager for COAR and has put forth this application on the basis that April is a significant month for the recognition of fair housing practices in observance of the Fair Housing Act which was passed on April 11, 1968.

It is customary for local governments to celebrate this achievement as passed by the 90<sup>th</sup> Congress through proclaiming its significance by way of formal action.

Action: Review Proclamation 2023-02 and direct and questions or considerations to Ms. Martin and/or city staff. If there is consensus as to the value and importance of this formal recognition, please make a motion for **approval by title** followed by a second and a roll call vote.



**PROCLAMATION NO. 2023-02**

*A Proclamation Declaring April 2023 as Fair Housing Month*

**WHEREAS**, The Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

**WHEREAS**, The Fair Housing Act prohibits discrimination in housing based on race, color, religion, sex, familial status, national origin, and disability, and commits recipients of federal funding to affirmatively further fair housing in their communities; and

**WHEREAS**, The City of La Pine is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all; and

**WHEREAS**, Our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

**WHEREAS**, Acts of housing discrimination and barriers to equal housing opportunity are adverse to a common sense of decency and fairness.

**NOW THEREFORE**, BE IT RESOLVED that the City of La Pine does hereby declare the month of April 2023 as

**Fair Housing Month**

In the City of La Pine, as an inclusive community committed to fair housing, and to promoting appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of the City of La Pine.

Adopted by the La Pine City Council this 26<sup>th</sup> day of April 2023.

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Daniel Richer, Mayor

ATTEST:

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Geoff Wullschlager, City Manager