



CITY OF LA PINE, OREGON REGULAR CITY COUNCIL MEETING

Wednesday, December 13, 5:30 p.m.

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

Available online via Zoom: <https://us02web.zoom.us/j/89268931914>

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.

The Regular City Council meeting is a business meeting of the elected members of the La Pine City Council, in which matters that have come before the City in application, or legislatively/judicially by process can be acted upon under Old and New business. Matters that are not formally before the City or have yet to be initiated by application cannot be officially acted upon. If any party would like to initiate an action through process or application, city administrative staff are available during the regularly scheduled business hours of City Hall to provide assistance.

AGENDA

CALL TO ORDER

ESTABLISH A QUORUM

PLEDGE OF ALLEGIANCE

PUBLIC HEARING:

1. Hearing on a supplemental budget for the City of La Pine allocating \$75,000 from Contingency to Capital Outlay in the Community Development Fund.
 - a. Open Public Hearing
 - b. Staff Report.....3.
 - c. Public Comments
 - d. Deliberation
 - e. Close Public Hearing

REGULAR COUNCIL MEETING

PUBLIC COMMENTS

Public Comments provide an opportunity for members of the community to submit input on ongoing matters within the city. Any matter that warrants testimony and rebuttal may be debated during a public hearing on the matter.

Public Comments are limited to three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits. The acting chair may elect to respond to comments if the matter is within the jurisdiction of the city or defer to city staff for response.

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. 11.08.23 Regular City Council Meeting Minutes.....5.
- 2. Financials (to be provided at a later date prior to meeting commencement)

PRESENTATIONS:

None

OLD BUSINESS:

None

NEW BUSINESS:

- 1. Resolution 2023- 11, A resolution adopting a supplemental budget for the City of La Pine
 - a. Staff Report.....10.
 - b. Resolution.....11.
- 2. Comprehensive Pland and Visioning Update (No Action)
 - a. Staff Report.....12.

OTHER MATTERS

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

EXECUTIVE SESSION: per ORS 192.660(i)

NEW BUSINESS:

- 1. Action on Executive Session per ORS 192.660(i)

ADJOURNMENT



CITY OF LA PINE

STAFF REPORT

Meeting Date: December 13, 2023

TO: City Council

FROM: Ashley Ivans, Finance Director *Ashley Ivans*

SUBJECT: Supplemental Budget Hearing

<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	No Action – Report Only	<input checked="" type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Formal Motion	<input type="checkbox"/>	Other/Direction: Please see below

Councilmembers:

On December 13, 2023, we will be holding a hearing for a Supplemental Budget. There are two ways to amend the budget after it is adopted.

1. By adopting a resolution changing appropriations by less than 10%. This is the simplest method and does not allow for new appropriations.
2. By having a supplemental budget hearing and by adopting a resolution immediately following. This allows for budget adjustments greater than 10% and new appropriations.

The Community Development Fund does not have a Capital Outlay appropriation. This is because staff did not anticipate any large projects to occur at budget adoption within the fund. However, as you are all aware, the City has begun the Comprehensive Plan Update process and will soon be entering into a contract with a consultant. This consultant, coupled with the already completed outreach, will classify this project as a Capital Outlay project. Capital Outlay projects have a cost of more than \$10,000 and a useful life of more than 5 years.

Therefore, the City will need to adopt this supplemental budget in order to be in compliance with Oregon Local Budget Law and in order to pay expenses to the consultant.

The hearing will be conducted in the following order:

- a. Open Public Hearing
Mayor Richer will open the public hearing on December 13, 2023, at 5:30 pm
- b. Staff Report
Mayor Richer will ask if there is an associated staff report and I will provide the staff report, basically conveying the information stated above.
- c. Public Comments

Mayor Richer will open the floor for any public comments.

d. Deliberation

Mayor Richer will open the deliberations. This is the opportunity for you to discuss the Supplemental Budget. No action will be taken at this time.

e. Close Public Hearing

Mayor Richer will close the Public Hearing.

f. Any action to be taken will be initiated under business, following the conclusion of the public hearing.

Please let me know if you have any questions or concerns about this supplemental budget.



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

Wednesday, November 8, 5:30 p.m.

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

Available online via Zoom: <https://us02web.zoom.us/j/81020812655>

MINUTES

CALL TO ORDER

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

ESTABLISH A QUORUM

County Commissioners

Commissioner DeBone

Commissioner Adair

Commissioner Chang

Nick Lelack- County Administrator

Tim Brown- County Solid Waste Director

Jen Patterson - County Strategic Initiatives Manager

Peter Gutowsky- County Community Development Director

Kristy Bollinger - County Property Manager

City Council

Mayor Richer

Councilor Shields

Councilor Van Damme

Councilor Ignazzitto

Councilor Morse

Student Councilor Marston

Staff

Geoff Wullschlager-City Manager

Kelly West- Public Works Director

Brent Bybee- Principal Planner

Rachel Vickers- Associate Planner

Amanda Metcalf- Administrative Assistant

PLEDGE OF ALLEGIANCE

Mayor Richer led the pledge of allegiance.

PUBLIC COMMENTS

None

JOINT BoCC AND CITY COUNCIL MEETING

BUSINESS:

- **County Camping Feasibility Study Update (County)**

Jen Patterson the County Strategic Initiatives Manager introduced the County Camping Feasibility Study that ECONorthwest conducted. The three areas of the study included Fort Thompson Road, Crooked River Ranch, and Drafter Road. The study has been finalized and will be presented to the Board on November 13th, 2023. Commissioner DeBone clarified that the three sites are County owned, Commissioner Chang stated that out of the three properties the only one within City limits is Drafter Road, which means that potential for longer term use is dependent on the City's policies. There were concerns from Council members including the upkeep of the properties, whether there would be fencing around the campgrounds, and how the projects would affect traffic. These concerns will be presented to the County Board at the next meeting and will be shared with the Council.

- **SLED / Economic Development Update (City / County / SLED)**

Mr. Wullschlager gave an update on the economic development spec building project, which will result in the development of a new industrial building which will bring 3-4 new business including the owner's business. The City is also pushing forward with its own spec. building project in which the City was awarded 1.5 million to build in the industrial zone that will provide space for new businesses.

The ribbon cutting for Mountain Star Childcare facility will be this week, and Mr. Wullschlager asked Councilmembers to attend if possible.

Legend Cider will be moving locations, and BeelisciousTahi restaurant has returned to La Pine.

A new medical provider, Dermatology Health Specialists, that was awarded \$20,000 from the Urban Renewal Store Front Improvement Program, will be finished their project soon, displaying the success of the program and improving the aesthetics of the downtown core.

Low-income housing developer DANCO, will bring 59 apartments at 60% AMI on the corner of Huntington and Memorial if their project meets all requirements and closes on the City LIHTE program.

- **Update on the City's Sewer & Water Master Plans/Project (City)**

Mr. Wullschlager gave an update about the City's Water and Sewer project. The project is at 60% completion, there have been a few challenges, which allowed for opportunities to apply for funding to fix unforeseen issues within the infrastructure expansion.

- **Planning & Development Activity in the City (City / County)**

Mr. Bybee and Ms. Vickers gave an update on planning and development. Ms. Vickers briefly explained the applications she is reviewing in addition to the assistance she is providing for La Pine 2045.

Mr. Bybee updated the Council and Board of Commissioners on the current projects he is reviewing. He explained modifications from the DANCO project regarding the roundabout. He also presented the long-range efforts with La Pine 2045 and summarized the responses that have been received both online and via mail from citizens. He stated that he should be hearing soon if the City will be awarded the DLCD Technical Assistance Grant, that will help finance the project. The planning firm 3J Consulting was selected through the RFP process for the work, which is scheduled to come before the Council at the first December meeting.

Mayor Richer thanked the County for their cooperation with the building of the walking path along highway 97.

Peter Gutowsky, the Community Development Director gave an update on land use applications within rural South Deschutes County of which he reported that there were 113 applications between May 1st and Oct 31st, 2023. In addition, Mr. Gutowsky gave a brief update on the amount of building permits both within the City of La Pine and in unincorporated South Deschutes County. Commissioner DeBone asked about code enforcement both within and outside the City's limits. Mr. Gutowsky stated that code enforcement is complaint driven and clarified other types of code compliance regarding building code enforcement. Both Mr. Gutowsky and Mr. Wullschlager gave an estimate on the projection for the future development of South Deschutes County.

- **Solid Waste Landfill Siting Update (County)**

Tim Brown, director of County Solid Waste gave an update on the topic of the new landfill site selection. He provided a brief history of the process that was conducted when choosing the location of the new site. The County is in the technical and financial review of two sites and are currently in negotiations with the property owners. By January 2024 the evaluations should be complete, a committee that will include citizens and government officials will review the evaluations in April and will recommend a final site for the County Commissioners to review. It is projected that it will take 3 years to go through the permitting process, and it will hopefully be finished by 2028.

He also reported that In Redmond, the transfer station will be changing from an open site to a closed facility in Spring 2024. There are plans to update the South Deschutes County Transfer Station and it is projected to be finished in 2028. The County is working on updating a franchise agreement for recycling services that are required by the State. Mayor Richer thanked the County for extending the hours of the transfer station in South Deschutes County.

- **Groundwater Partnership Fund Update (County)**

Mr. Gutowsky gave an update on the groundwater partnership fund; these funds are derived from sales in the Newberry neighborhood. Currently there is \$30,000 in the fund, this has allowed for the County to grant 7 rebates that helped South County residents with retro fits for septic tanks to better treat nitrates. These funds are dedicated to protecting ground water.

Kristy Bollinger, Deschutes County Property Manager gave an update regarding the property development in South Deschutes County.

OTHER ITEMS NOT ON AGENDA

The joint meeting was adjourned at 6:39pm

REGULAR COUNCIL MEETING

Mayor Richer started the Regular Council Meeting at 6:48 p.m.

ADDED AGENDA ITEMS

None

CONSENT AGENDA

1. 10.03.23 Special City Council Meeting Minutes
2. Financial Summary September 30, 2023

Councilor Ignazzitto made a motion to approve the consent agenda. *Councilor Shields seconded the motion. Councilor Van Damme abstained from voting due to lack of hearing the meeting via zoom. Motion passed unanimously.*

PRESENTATIONS:

None

PUBLIC HEARING:

None

OLD BUSINESS:

None

NEW BUSINESS:

1. Consideration of Second Intergovernmental Agreement (Coordinated Houseless Response Office)
 - a. Staff Report
 - b. First Intergovernmental Agreement (CHRO)
 - c. Second Intergovernmental Agreement (CHRO)

Mr. Wullschlager gave a background on how the CHRO board was developed and their current structure. The second intergovernmental agreement is in response to the original director resigning and the working structure. The Council did not have any questions, and unanimously agreed to the proposed adjustments.

OTHER MATTERS

None

PUBLIC COMMENTS

None

STAFF COMMENTS

Mr. West gave an update on public works and highlighted the high school ROTC assumption of community flag maintenance and placement duties. Mr. West will be asking the council for yearly funding for the maintenance of the flags. Mr. Wullschlager clarified that the administration has allowed ROTC to take over the task and will re-address once there is a more refined agreement.

MAYOR & COUNCIL COMMENTS

Student Councilor Marston updated the Council on noteworthy activities at La Pine High School. He noted that basketball and wrestling will start next week and expanded by reporting that last year Wrestling won 4 out 5 meets. He also spoke to the new after school project, titled night hawks, which is an after-school tutoring program. He concluded by reporting on the school play, which for the current year will be The Velveteen Rabbit. Lastly he shared that there will be a Red Cross blood drive being sponsored by the school's National Honor Society chapter.

Councilor Morse commented that the update from the commissioners was much appreciated.

Mayor Richer thanked everyone for their participation in the meeting.

ADJOURNMENT

Mayor Richer adjourned the meeting at 7:06 p.m.

EXECUTIVE SESSION (if necessary) per ORS 192.660



CITY OF LA PINE

STAFF REPORT

Meeting Date: December 13, 2023

TO: City Council

FROM: Ashley Ivans, Finance Director *Ashley Ivans*

SUBJECT: Supplemental Budget Resolution

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: Please see below |
-

Councilmembers:

On December 13, 2023 we will be holding a hearing for a Supplemental Budget. After the Hearing, during the Regular Session a resolution will need to be considered for adoption. This resolution is the action that is required for City Staff to expend dollars for the Comprehensive Plan Update.

So long as there are no issues during the Public Hearing regarding this matter, I recommend you approve the resolution attached.

Recommended Motion: I move that we adopt Resolution 2023-11, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PINE, OREGON. ADJUSTING THE BUDGET FOR THE FISCAL YEAR 2023-24 BY ADOPTING THIS SUPPLEMENTAL BUDGET AND REVISING APPROPRIATIONS.

Typically, a Resolution would not require a Roll Call vote, however, I am requesting one since this is a Financial Matter.

Resolution 2023-11

RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PINE, OREGON. ADJUSTING THE BUDGET FOR THE FISCAL YEAR 2023-24 BY ADOPTING THIS SUPPLEMENTAL BUDGET AND REVISING APPROPRIATIONS

WHEREAS, certain conditions and situations have arisen since the initial adoption of the 2023-24 fiscal year budget that necessitate changes in financial planning; and

WHEREAS, a hearing to discuss the supplemental budget adjustments was held before the City Council on December 13, 2023; and

WHEREAS, the supplemental budget adjustments for the fiscal year 2023-24 and for the purposes shown below are hereby appropriated as follows:

<u>Community Development Fund</u>	<u>Adopted</u>	<u>Revised</u>	<u>Difference</u>
Requirements:			
Capital Outlay	\$0	\$75,000	\$75,000
Contingency	\$75,000	\$0	\$75,000

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LA PINE, OREGON THAT:

1. The budget appropriations adjustments itemized in this Resolution are hereby approved.
2. The additional requirements were not anticipated at the time of the budget preparation for fiscal year 2023-24.

Introduced and adopted by the City Council on December 13, 2023. This resolution shall be deemed effective upon adoption.

Daniel Richer, Mayor


ATTEST:

Geoffrey Wullschlager, City Manager



CITY OF LA PINE

STAFF REPORT

Meeting Date: December 13, 2023
TO: City Council
FROM: Geoff Wullschlager, City Manager 
SUBJECT: Comprehensive Plan and Visioning Update

<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	No Action – Report Only	<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Formal Motion	<input type="checkbox"/>	Other/Direction: Please see below

Councilmembers:

At our recent joint workshop with the Planning Commission of November 15, 2023, you were presented with a timeline of the visioning process and next steps for both the Commission and Council. Within this schedule, we collectively anticipated to have the most prominent topics, as gathered, and aggregated through our vision survey, to be presented to the Commission on December 5th for approval and recommendation, to you, the Council at our December 13th meeting, for adoption. These goals are intended to be the guidance of the community as we move forward with La Pine 2045, the Comprehensive Plan update project.

We have since selected, through the RFP process, the consultant most suited to meet our published requirements for the project and staff is pleased to report the selection of 3J Consulting. With this selection there were two processes, one of which being goal adoption, to be considered by Council at the December 13th meeting. Please see below for a summary of each and the purpose of this report.

1. Goal Selection: In the 3J proposal, visioning was a specific element put forth as part of the project bid and process. As we have completed our visioning project internally, City staff are currently discussing the nuances of our findings and the data to determine if the process can be concluded or if 3J finds necessity in extending the engagement. As such, staff has suspended both the Commission recommendation and Council adoption until we have reached conclusion on the analysis.
2. Contract approval: Staff are currently conducting negotiations with 3J as well on contract elements. Given that there may be repurposing of project components, we are also suspending the final disposition of the contract that requires Council action.

In our initial conversations with the consultants, 3J has been supportive and responsive to our requests, and we forecast a minimal delay in moving forward with the above referenced actions and the overall Comprehensive Plan Update. There is no action to be taken by Council at this time and we encourage any questions or comments on the status of the project to date.