



CITY OF LA PINE, OREGON

REGULAR CITY COUNCIL MEETING

Wednesday, March 13, 2024, 5:30 p.m.

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

Available online via Zoom: <https://us02web.zoom.us/j/88632655043>

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:

None.

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. 02.14.24 Regular City Council Meeting Minutes.....3
 - a. Public Comment.....9
- 2. Financials
 - a. Financial Summary.....10
 - b. Interest Income Report.....14

OLD BUSINESS:

None.

NEW BUSINESS:

- 1. Notice of Intent to Award – Flagline Engineering
 - a. Staff Report.....15
 - b. Notice of Intent to Award.....16
- 2. Proclamation 2024-01 International Dark Sky Week
 - a. Proclamation Application.....18
 - b. Proclamation 2024-01.....19

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 if necessary

ADJOURNMENT



CITY OF LA PINE, OREGON
REGULAR CITY COUNCIL MEETING

Wednesday, February 14, 5:30 p.m.

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

Available online via Zoom: <https://us02web.zoom.us/j/83541195909>

MINUTES

CALL TO ORDER

Mayor Richer called the meeting to order at 5:30 pm

ESTABLISH A QUORUM

City Council

Mayor Richer

Councilor Shields

Councilor Van Damme

Councilor Ignazzitto

Councilor Morse

Student Councilor Marston

Staff

Geoff Wullschlager – City Manager

Ashley Ivans – Assistant City Manager/Finance Director

Kelly West – Public Works Director

Brent Bybee – Principal Planner

Rachel Vickers – Associate Planner

PLEDGE OF ALLEGIANCE

Mayor Richer led the Pledge of Allegiance.

PUBLIC HEARING:

None.

REGULAR COUNCIL MEETING

PUBLIC COMMENTS

Zorba Stathakis made a comment about the sidewalks behind Grocery Outlet. He stated that there are sidewalks that are perpendicular to chain-link fences or ending at different structures.

He also commented that the landscape company that works with the City in years past handpicked the cinder out of the grass and hauled it away. This past year a blower was used, and the cinder was left on the bike lanes and ramps making it difficult for people to travel around.

ADDED AGENDA ITEMS

No added agenda items.

CONSENT AGENDA

1. 01.24.24 Regular City Council Meeting Minutes
2. Financials
 - a. Financial Summary
 - b. Interest Income Report
3. La Pine Chamber of Commerce FY23-24 Quarterly Report

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

OLD BUSINESS:

1. City of La Pine Banking Proposal
 - a. Staff Report

Finance Director Ivans presented the associated staff report on the proposal of opening a general operating account with First Interstate Bank. She stated that the benefits of switching to First Interstate which include accruing interest on the operations account, funds would be collateralized at 100%, stop payments on checks would be at no charge, and lastly an offer of \$2,000.00 in conversion credits. This would allow the City to switch financial institutions at little to no cost.

There was a concern from the Council regarding local representation within the City limits. Finance Director Ivans commented that she will ask First Interstate and report back to the Council. Councilor Ignazzitto made a comment that First Interstate is very active in our community, they donate to non-profit organizations, and they also participate on different boards.

City Manager Wullschlager made a comment on the locality of both financial institutions. He said that Washington Federal is a national bank based in Seattle, WA and First Interstate Bank is an intermountain west bank making it a more localized institution.

Councilor Ignazzitto made a motion that the City open a General Checking account with First Interstate Bank and begin the process of transitioning, with the intent of ultimately closing, the current General Checking account. *Councilor Morse seconded the motion.* Mayor Richer asked for a roll call vote.

Councilor Van Damme – Aye

Councilor Shields – Aye

Councilor Ignazzitto – Aye

Councilor Morse – Aye

Motion passed unanimously.

NEW BUSINESS:

1. Election of City Council President
 - a. Staff Report

Finance Director presented the associated staff report on the election of the City Council President. She stated every January a new Council President will be elected. The Council President serves as the Mayor in their absence. There was discussion on the current Council President, Councilor Van Damme, and how she has served the position well.

Councilor Shields made a motion to elect Councilor Van Damme as the City Council President. *Councilor Ignazzitto seconded.* Motion passed unanimously.

2. Appointment of Budget Officer & Budget Calendar Discussion

Finance Director Ivans presented the associated staff report on the election of the Budget Officer. She asked the Council to reach out to her if they have any recommendations on citizens that would be interested in participating on the Budget Committee. There were no questions from the Council regarding the Budget Calendar.

Councilor Van Damme made a motion to appoint Ashley Ivans as Budget Officer for the FY2024-25 budget. *Councilor Ignazzitto seconded the motion.* Motion passed unanimously.

3. Zoning Permit for Residential Development

Principal Planner Bybee presented the associated staff report regarding zoning permits for residential development. He explained the four different types of development within the City. He read aloud a portion of the City's code regarding applicability standards. He stated that the process for building permits should be reviewed by the City prior to it being sent to the County's Building Department to assure that it meets our standards. Historically this process has not been enforced. The concern is that City's criteria may not have been met after the structure is built.

He explained that currently when a building permit is applied for at the County an Advanced Planning Fee is collected and provided to the City. This fee covers current and long-range planning, code enforcement, and other department responsibilities. A possible solution would be a zoning permit requirement for all new building permits. In addition, an update to the fee schedule which will have a tiered option for different types of development.

City Manager Wullschlager shared information regarding the use of current fees and the amount of work that is involved with development permits. He stated that currently the City's Community Development Department does receive transfers from the General Fund to support their expenses. This new zoning permit requirement will help financially support their department. Principal Planner Bybee stated that this is a common requirement in most municipalities. He stated that the City of La Pine is the only municipality in Deschutes County that does not require a review fee that we are aware of.

There were no questions from the Council.

OTHER MATTERS

None.

PUBLIC COMMENTS

None.

STAFF COMMENTS

Finance Director Ivans had no comments.

Associate Planner Vickers had no comments.

Principal Planner Bybee updated the Council on the La Pine 2045 update. He gave a brief description of the first Steering Committee meeting. He also stated that all future meetings will be in person.

He said staff submitted the City's Transportation System Plan (TSP) to the Department of Land Conservation and Development (DLCD). They will review and make recommendations on any needed improvements. This is a federally funded service, and the information will supplement any grant applications needed for a TSP update.

Lastly, he said that staff has initiated work with Community Planning Assistance for Wildfire (CPAW). CPAW will perform an audit on the current TSP and make recommendations for improvements regarding wildfire safety that the City could potentially implement. This will also coincide with the La Pine 2045 update and will help with one of the natural disaster goals.

Public Works Director West informed the Council that the City is contracted with GSI to update the Water Management and Conservation Planning (WMCP). It will take around 9 months to complete the update.

He gave an update on the Water/Wastewater Expansion Project. New electrical panels have been installed at the well and they are working on installing the new pumps. At the wastewater plant, new electrical panels have been installed to provide water to the new pivots. The project has expanded into Glenwood, and they are currently adding water and wastewater lines.

He informed the Council that a new street sweeper was purchased from the City of Redmond for \$10,000.00.

Lastly, he stated that two new employees have been hired in the Public Works Department.

City Manager Wullschlager updated the Council on sewer decommissioning in the Cagle neighborhood. He has been working with Anderson Perry, DEQ and the City's legal counsel to remove the older septic tanks. There are a few properties that require grinder pumps, some of these homes do not meet the electrical standards. A possible equitable solution to the extra cost of fixing the electrical issues would be an agreement with the property owner and placing a lien on the property. This will allow for the electrical improvement to be made, the homeowner will receive the water and sewer utilities and taxpayers won't be carrying the expense.

He gave an update on the County owned lots on Drafter Road. The County has moved forward for camping feasibility and is working with the City's Planning Department to stay compliant with the City's code. He stated that there are several areas of code with would require the County to make infrastructure investments.

He informed the Council that the City has purchased the cloud-based platform Placer AI. This will give the City details on demographics, population changes, and can also help inform policy shifts.

He said that the SLED board is in agreement with being considered a Citizen Advisory Committee. Finance Director Ivans will present a draft resolution and present it to the Council at a meeting in March.

He updated the Council on the Spec Building Project. There is a question about the feasibility of building a 9,000 square foot structure with the funds provided. He has made an inquiry with Representative Reschke to see if the City can change the square footage. He will update the Council once he receives an answer.

He stated that the City's attorney does not recommend that the Council discuss recreational immunity until the legislative session is over in a few weeks.

He gave an update on the Newberry Regional Partnership. They are closer to 5013c status and being recognized as their own entity.

Lastly, he stated that it is the City's intention to take on a stronger role in gravel removal. With the purchase of the street sweeper, it will allow staff to work with other infrastructure owners to clear the City's roadways.

MAYOR & COUNCIL COMMENTS

Councilor Morse thanked Mr. Stathakis for giving feedback.

Councilor Ignazzitto did not have a comment.

Councilor Shields did not have a comment.

Councilor Van Damme asked if Student Councilor Marston had a comment.

Student Councilor Marston stated that the Principal of the high school would like feedback from the Council about switching from semester to trimester. He stated that having a semester schedule can be confusing since students do not have the same class every day. In addition, students are able to have a free 7th period with the option to leave campus for the day or stay in the cafeteria. With trimesters students would have all five classes every day of the week for twelve weeks.

There was a discussion about the difference between semesters and trimesters and the benefits of switching. He answered a question from the Council stating that this was discussed at a City Site Council meeting that happens once a month. This meeting is between the teachers and parents, and they agree that switching from semester to trimester will have a positive impact.

City Manager Wullschlager stated that if the School District would like a letter of support, it would be beneficial to have the principal submit a request to staff.

Lastly Student Councilor Marston stated that graduation rates have increased from 53% last year to 70% this year.

Mayor Richer thanked everyone for attending the meeting and giving their input on the community.

EXECUTIVE SESSION: per ORS 192.660 if necessary

ADJOURNMENT – 6:25

Mayor Richer adjourned the meeting at 6:25 p.m.

Date: _____

Daniel Richer, Mayor

ATTEST:

Date: _____

Geoff Wullschlager, City Manager



PUBLIC COMMENT FORM

Completed forms will be collected prior to the start of the meeting. Comments will be limited to 3 minutes and restricted to the topics indicated below. All remarks and questions must be addressed to the presiding officer, only. Comments will be respectful. Harsh and/or abusive language will not be permitted. (This document is a public record)

Name: Zorba Phone Number: (541) 886 6462
 Address: Gen del. LaP.
 Email: zorb Resident Non Resident Other
 Agenda Item Topic #: _____ in support of _____ in opposition to _____ as an interested party
 Non-Agenda Item Topic (Provide brief description): Why are sidewalks still being poured that end in fences, rocks, phone green boxes
IS Little River landscape perpendicular going to be allowed to blow red cedar rock into bike lane
 Organization (if applicable): Latine Bikers Would you like to be contacted for follow up?
 Yes No



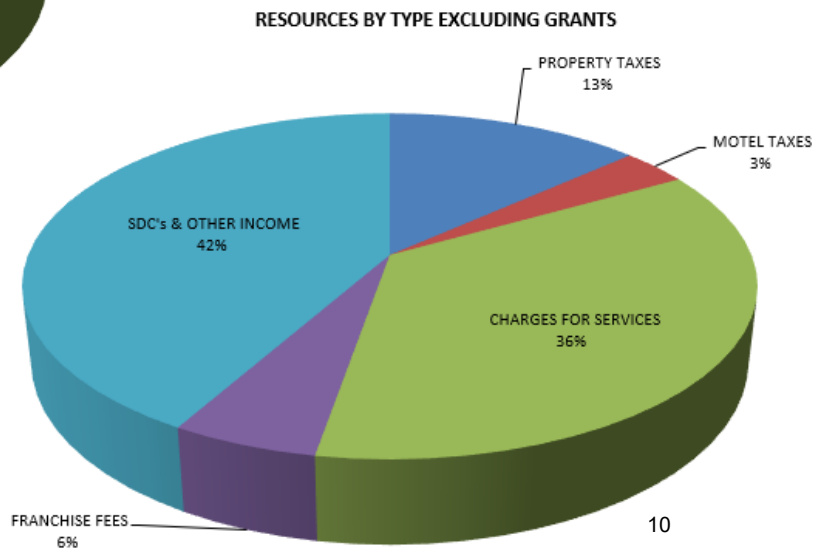
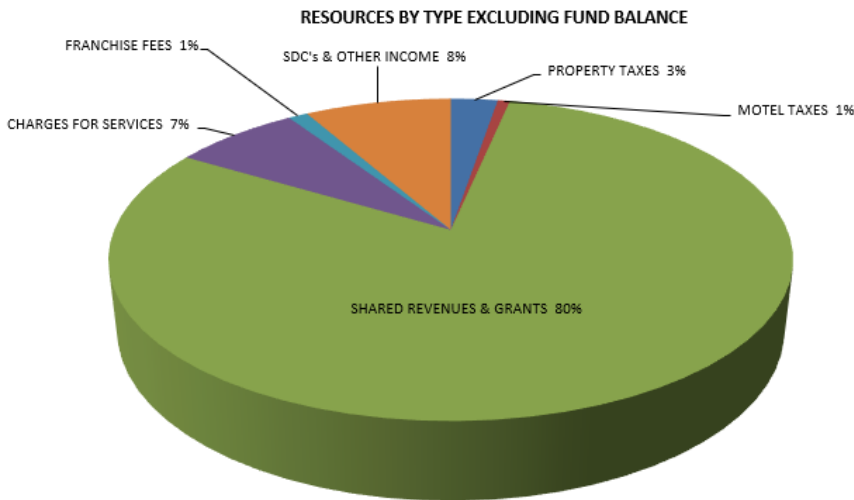
FINANCIAL SUMMARY January 31, 2024

TOTAL RESOURCES - BUDGET TO ACTUAL AS OF JANUARY 31, 2024

	Year To Date	FY 2022-23 Budget	Budget Remaining	(59% lapsed) % Earned
BEGINNING FUND BALANCE	11,262,680	11,262,680	-	100.0%
PROPERTY TAXES	434,480	477,330	42,850	91.0%
MOTEL TAXES	111,958	175,000	63,042	64.0%
SHARED REVENUES & GRANTS	13,146,843	22,025,026	8,878,183	59.7%
CHARGES FOR SERVICES	1,167,283	1,798,850	631,567	64.9%
FRANCHISE FEES	178,750	301,300	122,550	59.3%
SDC's & OTHER INCOME	1,358,102	1,099,083	(259,019)	123.6%
	27,660,096	37,139,269	9,479,173	74.5%

FINANCIAL HIGHLIGHTS – RESOURCES

- Staff is pleased to report that service revenue is over budget.
- The City has collected more than expected in SDC's and Interest Income, as indicated in the SDC's & Other Income line.
- Grants relating to the Water and Wastewater Project are inline with budgetary expectations



RESOURCES - BUDGET TO ACTUAL BY FUND

AS OF JANUARY 31, 2024

	Year To Date	FY 2022-23 Budget	Budget Remaining	(59% lapsed) % Earned
GENERAL FUND				
BEGINNING FUND BALANCE	2,562,172	2,562,172	-	100.0%
PROPERTY TAXES	434,480	477,330	42,850	91.0%
SHARED REVENUES & GRANTS	103,715	1,200,000	1,096,285	8.6%
MOTEL TAXES (30%)	33,587	55,000	21,413	61.1%
CHARGES FOR SERVICES	(21)	17,700	17,721	-0.1%
FRANCHISE FEES	54,519	90,775	36,256	60.1%
MISCELLANEOUS & OTHER INCOME	331,623	115,500	(216,123)	287.1%
	<u>3,520,075</u>	<u>4,518,477</u>	<u>998,402</u>	<u>77.9%</u>
CEMETERY FUND				
BEGINNING FUND BALANCE	48,422	48,422	-	100.0%
CHARGES FOR SERVICES	2,250	1,200	(1,050)	187.5%
INTERFUND TRANSFERS - IN	-	20,000	20,000	
MISCELLANEOUS & OTHER INCOME	-	700		
	<u>50,672</u>	<u>70,322</u>	<u>(1,050)</u>	<u>72.1%</u>
STREETS FUND				
BEGINNING FUND BALANCE	1,456,315	1,456,315	-	100.0%
SHARED REVENUES & GRANTS	113,840	175,000	61,160	65.1%
FRANCHISE FEES	124,231	210,525		
MISCELLANEOUS & OTHER INCOME	1,777	16,000	14,223	11.1%
	<u>1,696,163</u>	<u>1,857,840</u>	<u>75,383</u>	<u>91.3%</u>
TOURISM FUND				
BEGINNING FUND BALANCE	302,150	302,150	-	100.0%
MOTEL TAXES	78,371	120,000	41,629	65.3%
MISCELLANEOUS & OTHER INCOME	-	3,600	3,600	
	<u>380,521</u>	<u>425,750</u>	<u>45,229</u>	<u>89.4%</u>
COMMUNITY DEVELOPMENT FUND				
BEGINNING FUND BALANCE	724,359	724,359	-	100.0%
CHARGES FOR SERVICES	35,004	55,000	19,996	63.6%
ADVANCED PLANNING FEES	80,844	70,000	(10,844)	115.5%
MISCELLANEOUS & OTHER INCOME	3,022	8,100	5,078	37.3%
	<u>843,229</u>	<u>857,459</u>	<u>14,230</u>	<u>98.3%</u>
INDUSTRIAL/ECONOMIC DEVELOPMENT				
BEGINNING FUND BALANCE	533,100	533,100	-	
INDUSTRIAL SITE LEASES / SALES	18,922	120,000	101,078	15.8%
MISCELLANEOUS & OTHER INCOME	29,771	52,200	22,429	57.0%
	<u>581,793</u>	<u>705,300</u>	<u>123,507</u>	<u>82.5%</u>
RESERVE FUND - WATER/SEWER				
BEGINNING FUND BALANCE	126,000	126,000	-	100.0%
INTERFUND TRANSFERS - IN	-	300,000	300,000	0.0%
	<u>126,000</u>	<u>426,000</u>	<u>300,000</u>	<u>29.6%</u>
DEBT RESERVE FUND				
BEGINNING FUND BALANCE	193,503	193,503	-	100.0%
	<u>193,503</u>	<u>193,503</u>	<u>-</u>	<u>100.0%</u>
SDC FUND				
BEGINNING FUND BALANCE	2,845,840	2,845,840	-	100.0%
SYSTEM DEVELOPMENT CHARGES	963,288	765,983	(197,305)	125.8%
INTERFUND TRANSFERS - IN	-	350,000		0.0%
	<u>3,809,128</u>	<u>3,961,823</u>	<u>(197,305)</u>	<u>96.1%</u>
WATER FUND				
BEGINNING FUND BALANCE	809,725	809,725	-	100.0%
GRANT REVENUE	4,709,289	9,347,526	4,638,237	50.4%
CHARGES FOR SERVICES	576,153	804,950	228,797	71.6%
MISCELLANEOUS & OTHER INCOME	21,784	56,500	34,716	38.6%
INTERFUND TRANSFERS - IN	-	400,000	400,000	0.0%
	<u>6,116,951</u>	<u>11,418,701</u>	<u>5,301,750</u>	<u>53.6%</u>
SEWER FUND				
BEGINNING FUND BALANCE	1,661,094	1,661,094	-	100.0%
GRANT REVENUE	6,639,155	11,302,500	4,663,345	58.7%
CHARGES FOR SERVICES	534,975	800,000	265,025	66.9%
MISCELLANEOUS & OTHER INCOME	6,837	10,500	3,663	65.1%
	<u>8,842,061</u>	<u>13,774,094</u>	<u>4,932,033</u>	<u>64.2%</u>



FINANCIAL SUMMARY January 31, 2024

TOTAL EXPENDITURES - BUDGET TO ACTUAL

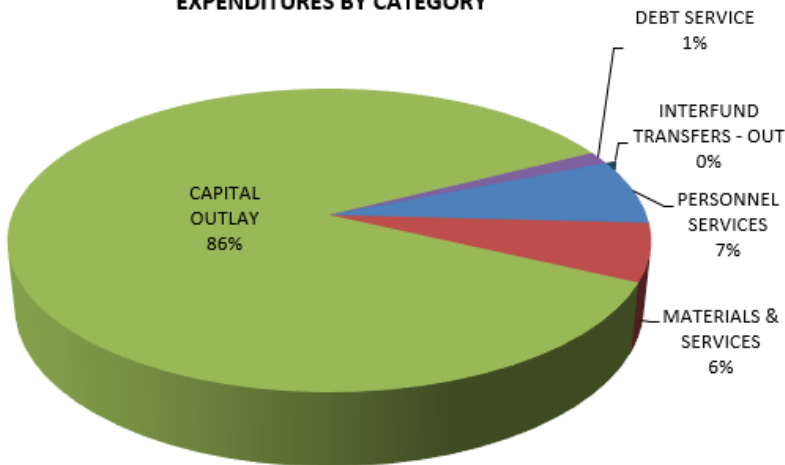
AS OF JANUARY 31, 2024

	Year To Date	FY 2022-23 Budget	Budget Remaining	(59% lapsed)
PERSONNEL SERVICES	686,307	1,563,327	877,020	43.9%
MATERIALS & SERVICES	607,129	1,750,604	1,143,475	34.7%
CAPITAL OUTLAY	8,426,397	22,660,026	14,083,629	37.2%
DEBT SERVICE	134,169	231,768	97,599	57.9%
INTERFUND TRANSFERS - OUT	-	1,070,000	1,070,000	0.0%
	9,854,002	27,275,725	17,271,723	36.1%

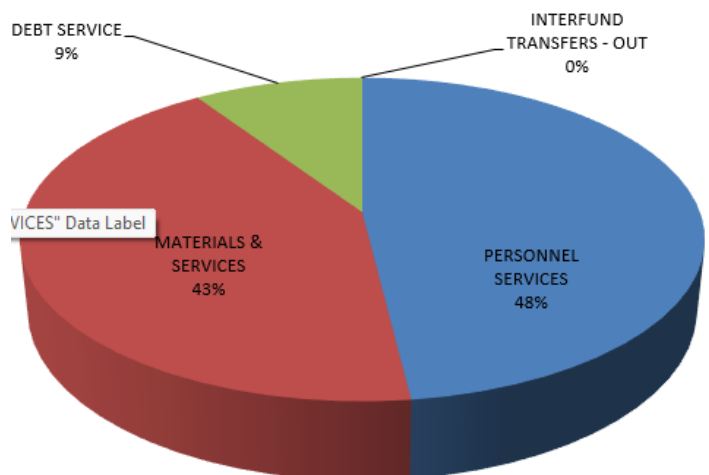
FINANCIAL HIGHLIGHTS – EXPENDITURES:

- Expenditures are in line with staff expectations. The Public Works funds seem to be balancing out as we enter into the slower months of the year.
- Debt Service is over budget because debt is paid in bulk sporadically throughout the year. This will remain at 57.9% until June, when the next debt service payment is due.
- Capital Outlay is our greatest expense. This is due to the ongoing work for Water and Wastewater Capital Improvement Projects.

EXPENDITURES BY CATEGORY



EXPENDITURES BY CATEGORY EXCLUDING CAPITAL OUTLAY



EXPENDITURES - BUDGET TO ACTUAL BY FUND

AS OF JANUARY 31, 2024

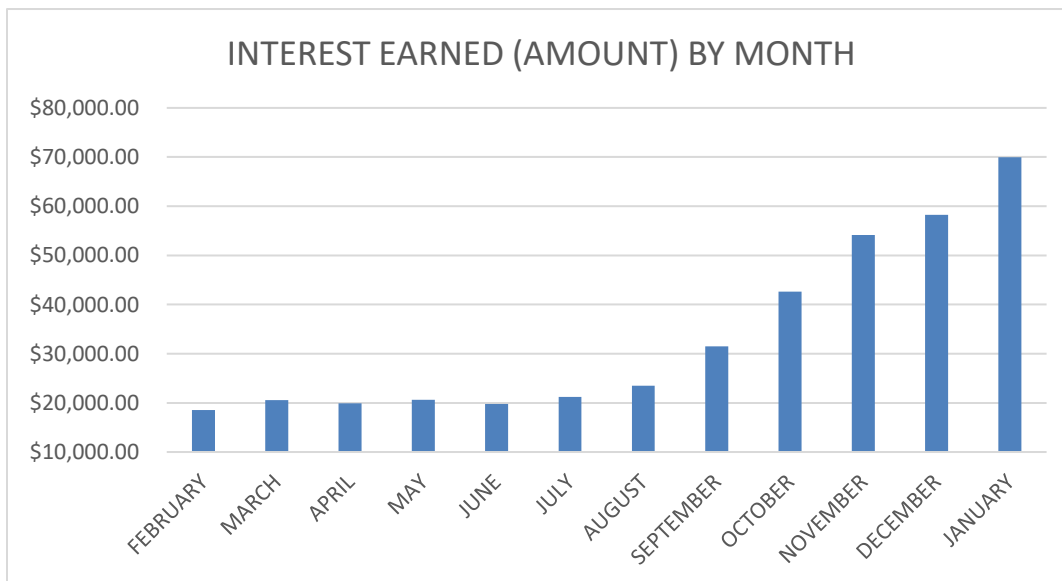
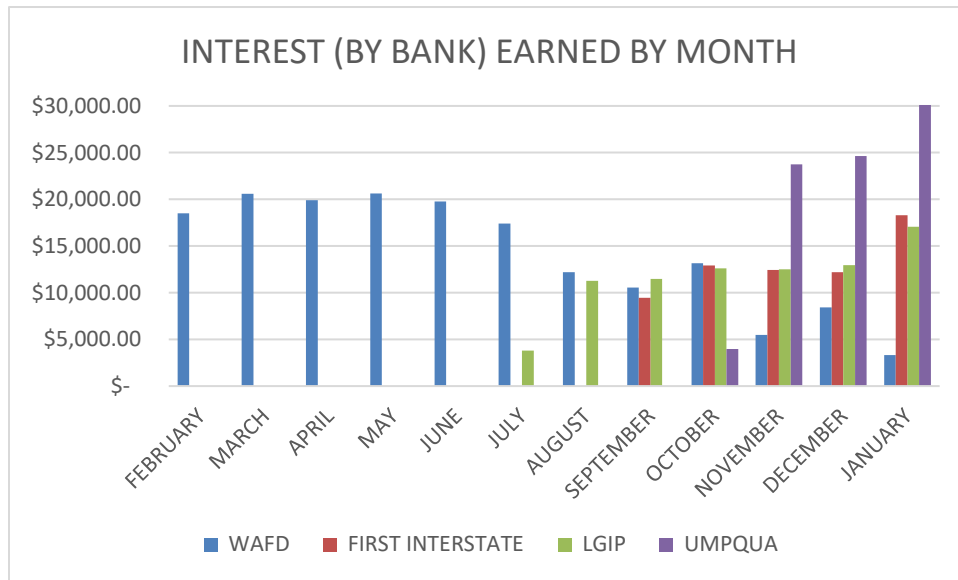
	Year To Date	FY 2022-23 Budget	Budget Remaining	(59% lapsed) % Expended
GENERAL FUND				
PERSONNEL SERVICES	87,094	220,895	133,801	39.4%
MATERIALS & SERVICES	82,785	323,500	240,715	25.6%
CAPITAL OUTLAY	31,253	1,075,000	1,043,747	2.9%
DEBT SERVICE	37,635	38,695	1,060	97.3%
INTERFUND TRANSFERS - OUT	-	420,000	420,000	0.0%
	<u>238,767</u>	<u>2,078,090</u>	<u>1,839,323</u>	<u>11.5%</u>
CEMETERY FUND				
MATERIALS & SERVICES	4,433	34,900	30,467	12.7%
CAPITAL OUTLAY	9,123	10,000	877	91.2%
	<u>13,556</u>	<u>44,900</u>	<u>31,344</u>	<u>30.2%</u>
STREETS FUND				
PERSONNEL SERVICES	67,550	152,606	85,056	44.3%
MATERIALS & SERVICES	73,205	293,235	220,030	25.0%
CAPITAL OUTLAY	9,445	230,000	220,555	4.1%
	<u>150,200</u>	<u>675,841</u>	<u>525,641</u>	<u>22.2%</u>
TOURISM FUND				
MATERIALS & SERVICES	60,649	120,700	60,051	50.2%
CAPITAL OUTLAY		75,000	75,000	0.0%
INTERFUND TRANSFERS - OUT	-	-	-	0.0%
	<u>60,649</u>	<u>195,700</u>	<u>135,051</u>	<u>31.0%</u>
COMMUNITY DEVELOPMENT FUND				
PERSONNEL SERVICES	122,499	321,270	198,771	38.1%
MATERIALS & SERVICES	59,893	101,463	41,570	59.0%
	<u>182,392</u>	<u>422,733</u>	<u>240,341</u>	<u>43.1%</u>
INDUSTRIAL AND ECONOMIC DEVELOPMENT				
MATERIALS & SERVICES	34,105	233,225	199,120	14.6%
CAPITAL OUTLAY		150,000		
	<u>34,105</u>	<u>383,225</u>	<u>199,120</u>	<u>8.9%</u>
WATER FUND				
PERSONNEL SERVICES	204,134	432,770	228,636	47.2%
MATERIALS & SERVICES	110,481	286,395	175,914	38.6%
CAPITAL OUTLAY	4,802,093	9,752,526	4,950,433	49.2%
DEBT SERVICE	96,534	193,073	96,539	50.0%
	<u>5,213,242</u>	<u>10,664,764</u>	<u>5,451,522</u>	<u>48.9%</u>
SEWER FUND				
PERSONNEL SERVICES	205,030	435,786	230,756	47.0%
MATERIALS & SERVICES	181,578	357,186	175,608	50.8%
CAPITAL OUTLAY	3,574,483	11,367,500	7,793,017	31.4%
INTERFUND TRANSFERS - OUT	-	650,000	650,000	0.0%
	<u>3,961,091</u>	<u>12,810,472</u>	<u>8,849,381</u>	<u>30.9%</u>

City Interest Income Revenue Report

February 2023 – January 2024

City Bank Balances – 01/31/2024

Bank	1/31/2024	Rate
LGIP	\$ 4,064,596.41	5.00%
FIB	\$ 4,046,994.13	5.00%
WAFD	\$ 1,227,263.16	2.40%
WAFD Checking	\$ 1,900,541.27	
Umpqua Bank	\$ 7,072,352.93	5.25%
Xpress & Debt Reserve	\$ 195,948.12	0.00%
	\$ 18,507,696.02	





CITY OF LA PINE

STAFF REPORT

Meeting Date: March 13, 2024
TO: City Council
FROM: Ashley Ivans, Finance Director *Ashley Ivans*
SUBJECT: Notice of Intent to Award – Flagline Engineering

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------------|
| <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 |
-

Councilmembers:

As you are all aware the City was awarded ARPA funds in the amount of \$375,000 for the improvement of the Eastside Sidewalks and Streetscapes on Highway 97. Last October, the City sent this project out for Requests for Proposals, and received two starkly different results. As such, City Manager Wullschlager and I reconvened to determine the best path forward for this project. It was determined that the scope of the project should be narrowed and a specific budget should be set. This was done, and the RFP was reissued in late January 2024, with proposals due February 29, 2024. The week of March 4th staff, City Manager Wullschlager, Public Works Director West, and myself, opened and evaluated these proposals.

The proposer with the highest score was Flagline Engineering. On March 7th, 2024, a Notice of Intent to Award (NITA) was furnished to the proposers. This NITA follows state law and allows for a 7-day appeal period. The 7th day is March 14th. Assuming that there are no appeals, staff would like you to authorize the City Manager to enter into a contract for this project so work can begin as quickly as possible. ARPA funds must be expended by December 31, 2024, and we understand that this will be a fast paced, large project.

Recommended motion:

“I move that we authorize Geoff Wullschlager, City Manager, to enter into a contract with Flagline Engineering for the purposes of designing the City of La Pine Eastside Sidewalks, City Project 24-01.”

NOTICE OF INTENT TO AWARD CONTRACT

TO: **All Bidders for the Project Listed Below**

DATE OF NOTICE: **March 7, 2024**

PROJECT NAME: **City of La Pine, Oregon
Design – Hwy 97 Eastside Sidewalks and Streetscape
City Project No. 24-01**

NOTICE IS HEREBY GIVEN that the City of La Pine, Oregon (Owner) intends to award the above-described Contract to the following apparent low Bidder:

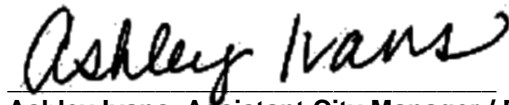
Flagline Engineering
2300 NW 4th Street #5248
Bend, OR 97701

NOTICE IS FURTHER GIVEN that any protest of the Owner's Notice of Intent to Award Contract must be filed with the City of La Pine, Oregon, P.O. Box 2460/16345 Sixth Street, La Pine, Oregon 97739 on or before seven calendar days from the date of this Notice. Protests must be in writing stating the basis of the protest in detail as provided by Oregon Law and be physically received at the above address on or before said date.

If no protest is filed on or prior to said date, the Owner will thereafter award the above-described Contract to the Bidder named above by issuance of a Notice of Award of Contract to said Bidder.

Dated this 7th day of March, 2024.

City of La Pine, Oregon



Ashley Ivans, Assistant City Manager / Finance Director



City of La Pine
 Eastside Sidewalks - Design
 City Project 24-01

Final Scores

Proposer / Firm	AKS Engineering & Forestry	Becon, LLC	Flagline Engineering	Sites Southwest/HDR Engineering/S&F Land Services
Staff Member:				
Geoff Wullschlager	714	395	713	561
Ashley Ivans	650	315	750	573
Kelly West	725	600	800	625
Totals	2089	1310	2263	1759



CITY OF LA PINE
 PO Box 2460 LA PINE, OR 97739
 PHONE 541-536-1432 FAX 541-536-1462
 INFO@CI.LA-PINE.OR.US

Mayor
 Dennis Scott
Council Members
 Stu Martinez
 Don Greiner
 Karen Ward
 Connie Briese

Application to Request a Proclamation

Requests for City Proclamations should be submitted four weeks prior to the requested Council Meeting date. The City of La Pine City Council meets the 2nd and 4th Wednesday of each month unless otherwise noted. For specific meeting dates, please visit the City Calendar on the City of La Pine website at www.ci.la-pine.or.us/calendar.

Topic & Purpose of Proclamation:

International Dark Sky Week

Individual, Agency or Organization Sponsoring the Proclamation:

Dark Sky Oregon

Local Resident Attending Council Meeting to Receive Proclamation:

Name	Phone
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Note: There is a limit of two proclamations per City Council meeting and selection is made in the order requests are received. Please indicate an alternative meeting date for the event the preferred date is unavailable. While the City does its best to recognize citizen needs, we retain the right to decide if the proclamation will be issued or not.

Preferred City Council Meeting Date Requested: Wednesday March 13, 2024

Alternate City Council Meeting Date: Wednesday March 27, 2024

Requested By: <u>Carter Gudell</u>	<u>(860) 899-8395</u>
Name	Phone
<u>2204 NE 11th Place Bend, OR</u>	<u>rps@visitcentraloregon.com</u>
Address	Email

Date of Request: 2/9/2024

Please attach a draft copy of your one page proclamation to this application.

Return the completed form to:
 City of La Pine, PO Box 2460, 16345 Sixth Street, La Pine, OR 97739 or via e-mail to info@ci.la-pine.or.us

For Official Use Only:

Date Request Received <u>02/09/2024</u>
Approved _____ Not Approved _____ Applicant Notified _____
Date Proclaimed _____



PROCLAMATION NO. 2024-01

A Proclamation Declaring April 2 through April 8 as International Dark Sky Week

WHEREAS, The experience of standing beneath a starry night sky inspires feelings of wonder and awe, and encourages stewardship of our shared environment and our magnificent dark skies; and

WHEREAS, Dark skies are an integral aspect of the sustainability of Oregon’s wild ecosystems as a key environmental factor in bird migration, insect pollination, and human sleep patterns; and

WHEREAS, Oregon’s dark skies are a significant natural resource, with two accredited Dark Sky Places to date – Sunriver and Prineville Reservoir State Park; and

WHEREAS, Oregon holds the largest area of pristine night skies in the contiguous 48 states; and

WHEREAS, Astro-tourism, including star gazing, astronomy star parties, and dark sky photography, is an evolving facet of outdoor recreation with real economic benefits for communities across Oregon, and which promotes the mitigation of light pollution; and

WHEREAS, International Dark Sky Week is observed in April on the week of the new moon.

NOW THEREFORE, BE IT RESOLVED that the City of La Pine does hereby declare the week of April 2-8 as

International Dark Sky Week, La Pine

In La Pine, Oregon and encourage all Oregonians to join in this observance.

Adopted by the La Pine City Council this 13th day of March 2024.

Daniel Richer, Mayor

ATTEST:

Geoff Wullschlager, City Manager