



CITY OF LA PINE, OREGON REGULAR CITY COUNCIL MEETING

Wednesday, May 14, 2025, Immediately following the Budget Committee Meeting
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

Available online via Zoom: <https://us02web.zoom.us/j/81085386274>

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

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

PUBLIC COMMENTS

Public Comments provide an opportunity for members of the community to submit input on ongoing matters within the city.

Public Comments are limited to three (3) minutes per person; when asked to the podium, please state your name and address. This helps the City Council and staff determine if you are a city resident. 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. Any matter that warrants testimony and rebuttal may be debated only during a Public Hearing on the matter.

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 a 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. 04.23.2025 Regular City Council Meeting Minutes 3.
2. Financial Reports – March 2025
 - a. Financial Summary 8.
 - b. Interest Report 12.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Budget Resolutions
 - a. Staff Report 13.
 - b. Resolution 2025-01 – A Resolution Declaring the Municipal Services Provided 15.
 - c. Resolution 2025-02 – A Resolution Electing to Receive State Shared Revenues 16.
 - d. Resolution 2025-03 – A Resolution Adopting the City’s Master Fee Schedule 17.
 - e. Resolution 2025-04 – A Resolution Creating a New Reserve Fund 24.
2. Resolution 2025-05 – A Resolution Approving the Supplemental Budget
 - a. Staff Report 26.
 - b. Resolution 2025-05 27.
3. Letter of Support for County Renewable Zone
 - a. Staff Report 28.
 - b. BoCC Letter 30.

OTHER MATTERS**PUBLIC COMMENTS**

Public Comments provide an opportunity for members of the community to submit input on ongoing matters within the city.

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STAFF COMMENTS**MAYOR & COUNCIL COMMENTS**

EXECUTIVE SESSION: per ORS 192.660 if necessary

ADJOURNMENT



CITY OF LA PINE, OREGON

REGULAR CITY COUNCIL MEETING

Wednesday, April 23, 2025, 5:30 p.m.

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

Available online via Zoom: <https://us02web.zoom.us/j/83469337136>

MINUTES

CALL TO ORDER

Mayor Earls called the meeting to order at 5:30

ESTABLISH A QUORUM

Council

Mayor Earls

Council President Ignazzitto

Councilor Shields

Councilor Morse

Student Councilor Marston

Staff

Ashely Ivans – Finance Director Ivans

Brent Bybee – Community Development Director

Nick Tierney – Associate Planner

Steven Emerson – Utility Billing Clerk

PLEDGE OF ALLEGIANCE

Associate Planner Tierney led the Pledge of Allegiance.

ADDED AGENDA ITEMS

Finance Director Ivans added to the agenda an Intergovernmental Agreement (IGA) between the City of La Pine and Deschutes County for a municipal court judge.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

1. 04.09.2025 Regular City Council Minutes
 - a. Public Comment Form A. Accinelli

- b. Public Comment Form R. Harp
 - c. Public Comment Form S. Martinez
- 2. Financial Reports for February 2025
 - a. Financial Summary
 - b. Interest Report
- 3. Financial Reports from the Chamber of Commerce for the Third Quarter
 - a. Letter to the City
 - b. Profit and Loss Report

Council President Ignazzitto made a motion to approve the consent agenda. *Councilor Shields seconded the motion.* Motion passed unanimously.

OLD BUSINESS:

None.

NEW BUSINESS:

1. Notice of Intent to Award – Newberry Lift Station

Finance Director Ivans presented the associated staff report for the Newberry Lift Station Project. She stated that the project had been sent out for a Request for Proposals (RFP) the previous month. The RFP had closed, and the bid opening was conducted on April 10th. Troy Baker of Anderson Perry, along with Finance Director Ivans, conducted the opening of the proposals. Rickabaugh Construction submitted the lowest bid at \$1,185,699.63.

She presented the Notice of Intent to Award (NITA) to the Council for signature by Mayor Earls. Once the NITA was signed, a seven-day protest period would commence. After the conclusion of that period, the City would be able to enter into a contract with Rickabaugh Construction.

Councilor Shields inquired about the company's background. Finance Director Ivans responded that the criteria available to the City for selecting a contractor were limited, and since Rickabaugh Construction had submitted the lowest responsive bid, their proposal had been accepted. She noted that staff had not received any reports of issues concerning the contractor, which would be the only valid reason to disqualify them. Mayor Earls stated that she had not found any concerns when reviewing the contractor's information.

Council President Ignazzitto made a motion that we authorize the mayor to sign the Notice of Intent to Award for the Newberry Lift Station Project and allow the mayor to sign the contract follow the protest period. The contract amount is \$1,185,699.63. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Curtis – Aye

Councilor Shields – Aye

Council President Ignazzitto – Aye

Councilor Morse – Aye

Motion passed unanimously.

2. Appointment of Budget Committee Members

Finance Director Ivans presented the associated staff report regarding the Budget Committee member applications. The City had received two applications: one from Rachel Vickers, who applied solely for the City's Budget Committee, and one from Lynn King, who applied for both the Urban Renewal Budget Committee and the City's Budget Committee. Finance Director Ivans recommended appointing both Ms. King and Ms. Vickers to the City Budget Committee, and appointing Ms. King to the Urban Renewal Budget Committee. Both members would serve four-year terms ending in December 2029.

Council President Ignazzitto made a motion to appoint Lynn King to the Urban Renewal Agency Budget Committee. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Curtis – Aye

Councilor Shields – Aye

Council President Ignazzitto – Aye

Councilor Morse – Aye

Motion passed unanimously.

Council President Ignazzitto made a motion to appoint Rachel Vickers and Lynn King to the City's Budget Committee. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Curtis – Aye

Councilor Shields – Aye

Council President Ignazzitto – Aye

Councilor Morse – Aye

Motion passed unanimously.

OTHER MATTERS

Finance Director Ivans presented to the Council an Intergovernmental Agreement (IGA) between Deschutes County and the City of La Pine for a municipal court judge. A question was raised regarding the term of the IGA, specifically noting that it would end on June 30, 2026. Finance Director Ivans stated that, due to the limited capacity of the County, the IGA would need to be reviewed annually.

Council President Ignazzitto made a motion to approve the mayor to sign the intergovernmental agreement between Deschutes County and the City of La Pine document number 2025-402. *Councilor Morse seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Curtis – Aye

Councilor Shields – Aye

Council President Ignazzitto – Aye

Councilor Morse – Aye

Motion passed unanimously.

PUBLIC COMMENTS

There were no public comments.

STAFF COMMENTS

Student Councilor Marston stated that the high school would be presenting a play, *Charlie and the Chocolate Factory*. He provided the dates and times for all scheduled showings.

Finance Director Ivans reminded the Council that the budget meetings would begin in May and shared the scheduled dates. She stated that the first meeting would include sponsorship presentations. The second meeting would serve as a public hearing for State Shared Revenues and to adopt the budget. Once the budget meeting was adjourned, the regular Council meeting would commence.

Associate Planner Tierney provided an update on his ongoing training in current planning.

Community Development Director Bybee stated that Associate Planner Tierney had extensive experience with long-range planning, was performing well in his role, and had assumed full responsibility for all Type I applications.

He provided an update on the Type II application for the spec building in the Newberry Business Park, noting that it remained under review with a decision expected soon. Regarding a Type III application for a subdivision, he reported that the tentative plan had been approved by the Planning Commission and was currently within the appeal period. He also mentioned that there was one Type IV application for a text amendment, and that he would provide the Council with more details soon regarding the applicant's proposed changes.

In his update on long-range planning, Director Bybee reported that a Post Acknowledgement Plan Amendment (PAPA) had been submitted to the Department of Land Conservation and Development (DLCD) as part of the comprehensive plan update. Additionally, notices had been sent to every property owner within city limits. He explained that, since no zoning changes were involved, a Measure 56 notice was not required. He noted that a public hearing for the adoption of the comprehensive plan update was scheduled for the following month with the Planning Commission, after which it would be brought before the Council for final approval.

He stated that he had been working with DLCD and ODOT on the Transportation System Plan (TSP) update and would provide further updates to the Council as the project progressed.

He added that preparations were underway for planning code updates in the coming year and expressed interest in conducting joint workshops between the City Council and the Planning Commission.

Finally, he provided an update on the DANCO worksite. He reported that a stop work order had been issued but had since been lifted after the company complied with the City's requests.

Mayor Earls reported that she had spoken with the Principal of La Pine High School regarding the proposed roundabout at Huntington and inquired about its construction timeline. Director Bybee clarified that the project would be carried out in coordination with Deschutes County. He stated that fees had been collected from new developments to help fund the future roundabout; however, he did not yet have a confirmed start date for the project. He emphasized that the roundabout remained a priority for the City.

MAYOR & COUNCIL COMMENTS

Councilor Morse had no comments.

Council President Ignazzitto thanked the Council for their support during her absence and expressed appreciation to Mayor Earls for rearranging her schedule to accommodate that absence.

Councilor Shields welcomed the new volunteers appointed to the Budget Committee.

Councilor Curtis also thanked the new volunteers and recognized Director Bybee for writing a letter on behalf of the City regarding the Comprehensive Plan update, which had been sent to the citizens of La Pine.

Mayor Earls informed the Council of a fire preparedness event scheduled for the upcoming weekend at La Pine Park and Recreation. She shared that she had recently been a guest on a community member's podcast. Lastly, she noted that she and two other Councilors would be attending the Spring Conference hosted by the League of Oregon Cities (LOC).

EXECUTIVE SESSION: per ORS 192.660 if necessary

ADJOURNMENT

Mayor Earls adjourned the meeting at 6:02 p.m.

Date:

Jeannine Earls, Mayor

ATTEST:

Date:

Amanda Metcalf, City Recorder



FINANCIAL SUMMARY March 31, 2025

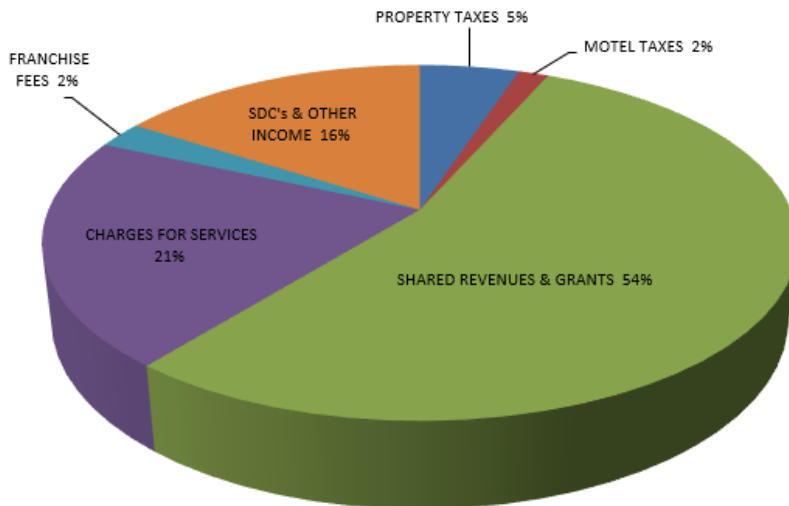
TOTAL RESOURCES - BUDGET TO ACTUAL

	<u>AS OF MARCH 31, 2025,</u>			
	Year To Date	FY 2024-25 Budget	Budget Remaining	(75% lapsed) % Earned
BEGINNING FUND BALANCE	17,587,219	17,587,219	-	100.0%
PROPERTY TAXES	473,247	457,500	(15,747)	103.4%
MOTEL TAXES	142,373	156,000	13,627	91.3%
SHARED REVENUES & GRANTS	5,026,868	5,609,797	582,929	89.6%
CHARGES FOR SERVICES	1,933,824	2,210,575	276,751	87.5%
FRANCHISE FEES	221,869	328,225	106,356	67.6%
SDC's & OTHER INCOME	1,477,695	1,196,700	(280,995)	123.5%
	<u>26,863,095</u>	<u>27,546,016</u>	<u>682,921</u>	<u>97.5%</u>

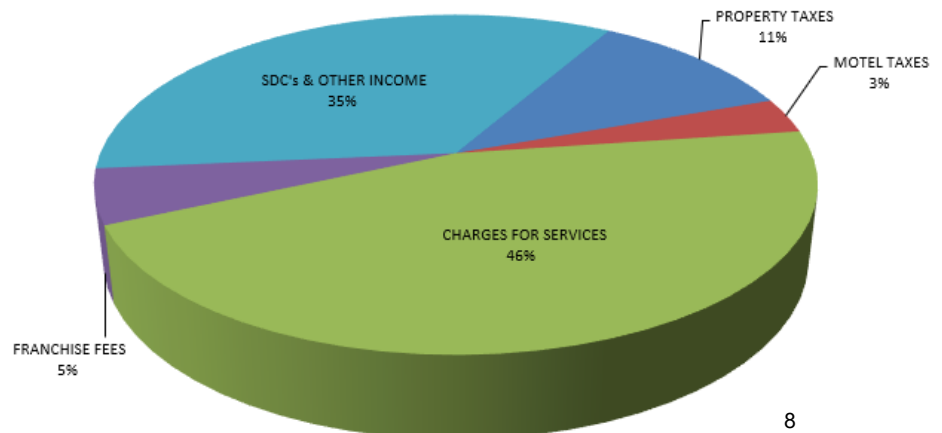
FINANCIAL HIGHLIGHTS – RESOURCES

- Charges for Services are also in line with budgetary expectations.

RESOURCES BY TYPE EXCLUDING FUND BALANCE



RESOURCES BY TYPE EXCLUDING GRANTS



RESOURCES - BUDGET TO ACTUAL BY FUND

AS OF MARCH 31, 2025

	Year To Date	FY 2024-25 Budget	Budget Remaining	(75% lapsed) % Earned
GENERAL FUND				
BEGINNING FUND BALANCE	2,870,326	2,870,326	-	100.0%
PROPERTY TAXES	473,247	457,500	(15,747)	103.4%
SHARED REVENUES & GRANTS	107,533	85,000	(22,533)	126.5%
MOTEL TAXES (30%)	42,717	56,000	13,283	76.3%
CHARGES FOR SERVICES	2,697	16,375	13,678	16.5%
FRANCHISE FEES	66,563	105,075	38,512	63.3%
MISCELLANEOUS & OTHER INCOME	719,008	69,500	(649,508)	1034.5%
INTERFUND TRANSFERS - IN	400,000	554,750	154,750	72.1%
	4,682,091	4,214,526	(622,315)	111.1%
CEMETERY FUND				
BEGINNING FUND BALANCE	42,013	42,013	-	100.0%
CHARGES FOR SERVICES	-	1,200	1,200	0.0%
INTERFUND TRANSFERS - IN	-	-	-	
MISCELLANEOUS & OTHER INCOME	-	700		
	42,013	43,913	1,200	95.7%
STREETS FUND				
BEGINNING FUND BALANCE	1,681,883	1,681,883	-	100.0%
SHARED REVENUES & GRANTS	170,032	645,000	474,968	26.4%
FRANCHISE FEES	155,306	223,150		
MISCELLANEOUS & OTHER INCOME	3,875	17,000	13,125	22.8%
INTERFUND TRANSFERS - IN	325,000	325,000	-	100.0%
	2,336,096	2,892,033	488,093	80.8%
TOURISM FUND				
BEGINNING FUND BALANCE	360,557	360,557	-	100.0%
MOTEL TAXES	99,656	100,000	344	99.7%
MISCELLANEOUS & OTHER INCOME	-	3,500	3,500	
	460,213	464,057	3,844	99.2%
COMMUNITY DEVELOPMENT FUND				
BEGINNING FUND BALANCE	510,293	510,293	-	100.0%
CHARGES FOR SERVICES	62,893	40,000	(22,893)	157.2%
ADVANCED PLANNING FEES	38,293	45,000	6,707	85.1%
MISCELLANEOUS & OTHER INCOME	6,575	51,000	44,425	12.9%
INTERFUND TRANSFERS - IN	155,000	155,000	-	100.0%
	773,054	801,293	28,239	96.5%
INDUSTRIAL/ECONOMIC DEVELOPMENT				
BEGINNING FUND BALANCE	1,924,327	1,924,327	-	
SHARED REVENUES & GRANTS	120,000	29,771	(90,229)	403.1%
INDUSTRIAL SITE LEASES / SALES	181,349	17,500	(163,849)	1036.3%
MISCELLANEOUS & OTHER INCOME	-	30,000	30,000	0.0%
	2,225,676	2,001,598	(224,078)	111.2%
RESERVE FUND - WATER/SEWER				
BEGINNING FUND BALANCE	452,670	452,670	-	100.0%
INTERFUND TRANSFERS - IN	-	400,000	400,000	0.0%
	452,670	852,670	400,000	53.1%
DEBT RESERVE FUND				
BEGINNING FUND BALANCE	193,503	193,503	-	100.0%
INTERFUND TRANSFERS - IN	-	734,227	734,227	0.0%
	193,503	927,730	-	20.9%
EQUIPMENT RESERVE FUND				
INTERFUND TRANSFERS - IN	-	285,000	285,000	0.0%
	-	285,000	-	0.0%
SDC FUND				
BEGINNING FUND BALANCE	4,665,141	4,665,141	-	100.0%
SYSTEM DEVELOPMENT CHARGES	674,453	920,000	245,547	73.3%
INTERFUND TRANSFERS - IN	-	250,000		0.0%
MISCELLANEOUS & OTHER INCOME	-	15,000	15,000	0.0%
	5,339,594	5,850,141	245,547	91.3%
WATER FUND				
BEGINNING FUND BALANCE	3,251,078	3,251,078	-	100.0%
GRANT REVENUE	2,312,283	1,547,526	(764,757)	149.4%
CHARGES FOR SERVICES	794,546	1,018,000	223,454	78.0%
MISCELLANEOUS & OTHER INCOME	71,582	34,500	(37,082)	207.5%
	6,429,489	5,851,104	(578,385)	109.9%
SEWER FUND				
BEGINNING FUND BALANCE	1,635,428	1,635,428	-	100.0%
GRANT REVENUE	2,278,727	3,302,500	1,023,773	69.0%
CHARGES FOR SERVICES	892,339	1,117,500	225,161	79.9%
MISCELLANEOUS & OTHER INCOME	2,202	10,500	8,298	21.0%
	4,808,696	6,065,928	1,257,232	79.3%



FINANCIAL SUMMARY March 31, 2025

TOTAL EXPENDITURES - BUDGET TO ACTUAL

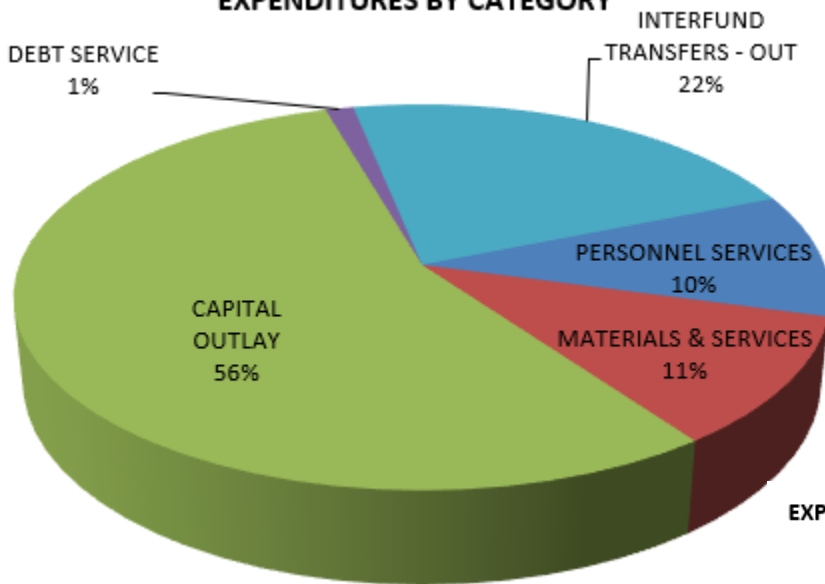
AS OF MARCH 31, 2025

	Year To Date	FY 2024-25 Budget	Budget Remaining	(75% lapsed)
PERSONNEL SERVICES	1,079,573	2,028,155	948,582	53.2%
MATERIALS & SERVICES	1,122,977	3,181,650	2,058,673	35.3%
CAPITAL OUTLAY	5,774,912	9,810,626	2,576,191	58.9%
DEBT SERVICE	135,250	1,192,908	1,057,658	11.3%
INTERFUND TRANSFERS - OUT	2,299,227	2,703,977	373,000	85.0%
	10,411,939	18,917,316	7,014,104	55.0%

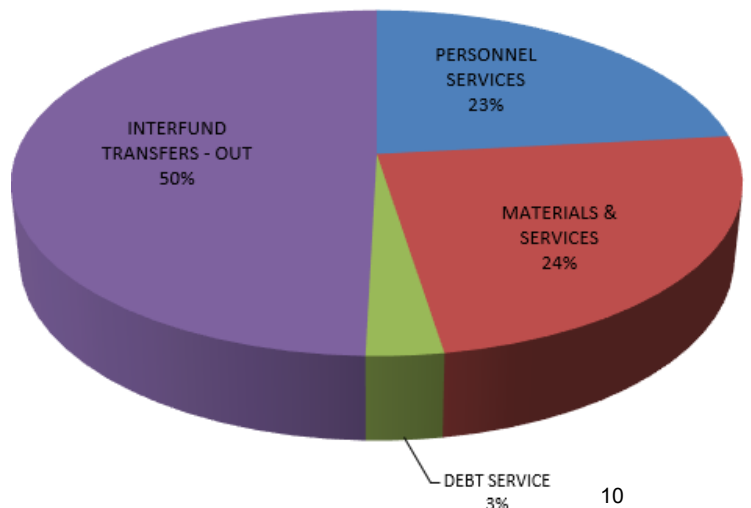
FINANCIAL HIGHLIGHTS – EXPENDITURES:

- All expenses are in line with staff expectations

EXPENDITURES BY CATEGORY



EXPENDITURES BY CATEGORY EXCLUDING CAPITAL OUTLAY



EXPENDITURES - BUDGET TO ACTUAL BY FUND

AS OF MARCH 31, 2025

	Year To Date	FY 2024-25 Budget	Budget Remaining	(75% lapsed) % Expended
GENERAL FUND				
PERSONNEL SERVICES	128,220	220,497	92,277	58.2%
MATERIALS & SERVICES	332,275	567,700	235,425	58.5%
CAPITAL OUTLAY	71,258	316,700	245,442	22.5%
DEBT SERVICE	36,847	42,908	6,061	85.9%
INTERFUND TRANSFERS - OUT	480,000	480,000	-	100.0%
	<u>1,048,600</u>	<u>1,627,805</u>	<u>579,205</u>	<u>64.4%</u>
CEMETERY FUND				
MATERIALS & SERVICES	3,409	24,100	20,691	14.1%
CAPITAL OUTLAY	-	5,000	5,000	0.0%
	<u>3,409</u>	<u>29,100</u>	<u>25,691</u>	<u>11.7%</u>
STREETS FUND				
PERSONNEL SERVICES	105,575	272,875	167,300	38.7%
MATERIALS & SERVICES	155,683	293,950	138,267	53.0%
CAPITAL OUTLAY	242,232	970,000	727,768	25.0%
INTERFUND TRANSFERS - OUT	250,000	261,750	11,750	95.5%
	<u>753,490</u>	<u>1,798,575</u>	<u>1,045,085</u>	<u>41.9%</u>
TOURISM FUND				
MATERIALS & SERVICES	64,857	125,650	60,793	51.6%
CAPITAL OUTLAY	-	75,000	75,000	0.0%
INTERFUND TRANSFERS - OUT	-	25,000	25,000	0.0%
	<u>64,857</u>	<u>225,650</u>	<u>160,793</u>	<u>28.7%</u>
COMMUNITY DEVELOPMENT FUND				
PERSONNEL SERVICES	206,866	379,477	172,611	54.5%
MATERIALS & SERVICES	50,629	89,150	38,521	56.8%
CAPITAL OUTLAY	56,756	199,700	142,944	28.4%
INTERFUND TRANSFERS - OUT	-	38,750	38,750	0.0%
	<u>314,251</u>	<u>707,077</u>	<u>392,826</u>	<u>44.4%</u>
INDUSTRIAL AND ECONOMIC DEVELOPMENT				
MATERIALS & SERVICES	41,300	220,900	179,600	18.7%
CAPITAL OUTLAY	47,177	1,506,700		
INTERFUND TRANSFERS - OUT		31,750		
	<u>88,477</u>	<u>1,759,350</u>	<u>179,600</u>	<u>5.0%</u>
SDC FUND				
MATERIALS & SERVICES	-	1,050,000	1,050,000	0.0%
CAPITAL OUTLAY	104,395	1,500,000	1,395,605	7.0%
	<u>104,395</u>	<u>2,550,000</u>	<u>2,445,605</u>	<u>4.1%</u>
WATER FUND				
PERSONNEL SERVICES	325,502	587,423	261,921	55.4%
MATERIALS & SERVICES	219,045	337,200	118,155	65.0%
CAPITAL OUTLAY	2,308,645	1,810,026	(498,619)	127.5%
DEBT SERVICE	98,403	500,000	401,597	19.7%
INTERFUND TRANSFERS - OUT	1,113,987	1,387,737	273,750	80.3%
	<u>4,065,582</u>	<u>4,622,386</u>	<u>556,804</u>	<u>88.0%</u>
SEWER FUND				
PERSONNEL SERVICES	313,410	567,883	254,473	55.2%
MATERIALS & SERVICES	255,779	473,000	217,221	54.1%
CAPITAL OUTLAY	2,944,449	3,427,500	483,051	85.9%
DEBT SERVICE		650,000	650,000	0.0%
INTERFUND TRANSFERS - OUT	455,240	478,990	23,750	0.0%
	<u>3,968,878</u>	<u>5,597,373</u>	<u>1,628,495</u>	<u>70.9%</u>

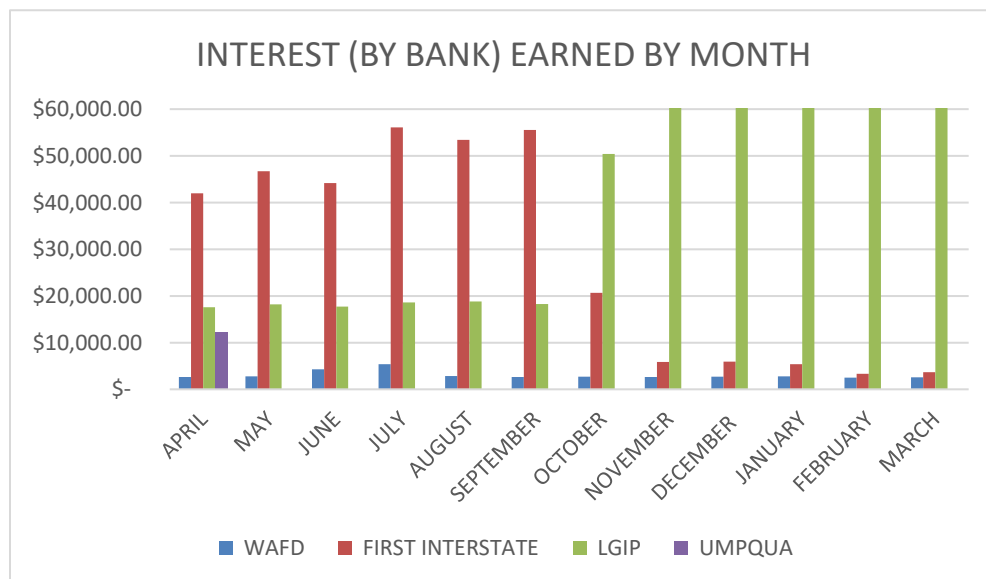
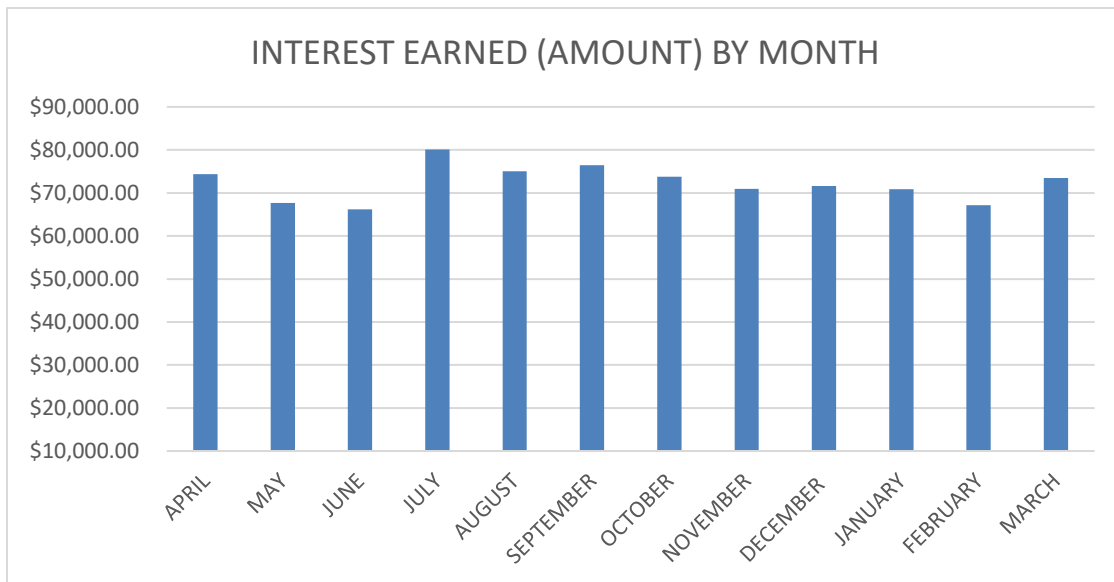


City Interest Income Revenue Report

April 2024 – March 2025

City Bank Balances – 03/27/2025

Bank	3/27/2025	Rate
LGIP	\$ 17,074,533.17	4.60%
FIB	\$ 1,020,314.52	4.25%
FIB Checking	\$ 1,131,287.25	0.00%
WAFD	\$ 1,105,092.29	2.94%
WAFD Checking	\$ 824,504.41	0.00%
Xpress	\$ 2,392.92	0.00%
	\$ 21,158,124.56	





CITY OF LA PINE

STAFF REPORT

Meeting Date: May 14, 2025
TO: City Council
FROM: Ashley Ivans, Finance Director *Ashley Ivans*
SUBJECT: Budget Resolution Packet

<input checked="" 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:

Councilmembers:

As a part of the City's Annual Budget process there are several Resolutions that need to be passed. Many of these are formalities that you are all familiar with. This year, we have a new resolution to pass establishing a reserve fund. Below I have outlined each resolution and what it is for. Each Resolution will need to be passed with a motion, all of which have been recommended at the end of this staff report.

Res. 2025-01 – A Resolution Declaring Municipal Services Provided: This resolution simply declares that the City provides the services required to receive state shared revenues each year. Of the 7 items listed the City must provide 4 of them. Currently, the 4 that the City provides are:

1. Street construction, maintenance, and lighting
2. Sanitary sewer
3. Planning, zoning, and subdivision control
4. One or more utility services

Res. 2025-02 – A Resolution Declaring the City's Election to Receive State Shared Revenues: This resolution must be passed in order for the state to send the City it's portion of Gas, Liquor, Cigarette and Marijuana Tax. It also authorizes the City to receive it's quarterly apportionment which is based on population.

Res. 2025-03 – A Resolution Adopting the City's Master Fee Schedule, effective July 1, 2025: This resolution is adopting the City's rates for FY2025-26. The only changes to this fee schedule are the increases to water and sewer rates for the fiscal year.

Resolution 2025-04 – A Resolution Creating a New Reserve Fund: This resolution creates the City's newest fund, titled *Community Development Operating Reserve*. This fund is created to house reserves for the Community

Development Department and is funded by Interfund Transfers from the Community Development and General Funds. This fund will need to be reviewed in 10 years per state law.

Motion Recommendation: I move that we approve Resolution 2025-01, A Resolution Declaring Municipal Services Provided.

Motion Recommendation 2: I move that we approve Resolution 2025-02, A Resolution Declaring the City's Election to Receive State Shared Revenues.

Motion Recommendation 3: I move that we approve Resolution 2025-03, A Resolution adopting the City's Master Fee Schedule, effective July 1, 2025.

Motion Recommendation 4: I move that we approve Resolution 2025-04, A Resolution Creating a New Reserve Fund.

CITY OF LA PINE

RESOLUTION NO. 2025-01

A RESOLUTION DECLARING THE MUNICIPAL SERVICES PROVIDED BY THE CITY OF LA PINE IN ORDER TO RECEIVE STATE SHARED REVENUES.

WHEREAS, ORS 221.760(1) provides, in pertinent part, that the officer responsible for disbursing funds to cities under ORS 323, 455, 366, 785 to 366.820 and 271.805 will, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following municipal services:

1. Police Protection
2. Fire Protection
3. Street construction, maintenance, and lighting
4. Sanitary sewer
5. Storm sewers
6. Planning, zoning and subdivision control
7. One or more utility services, and

WHEREAS, the La Pine City Council (the “City Council”) recognizes the desirability of assisting the State Officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760(1).

NOW, THEREFORE, BE IT RESOLVED, by and through the City Council meeting in regular session, that the City of La Pine hereby certifies that it provides four or more of the above referenced municipal services enumerated under ORS 221.760(1).

APPROVED and ADOPTED by the La Pine City Council on May 14, 2025.

Jeannine Earls, Mayor

ATTEST:

Amanda Metcalf, City Recorder

CITY OF LA PINE

RESOLUTION NO. 2025-02

A RESOLUTION DECLARING CITY’S ELECTION TO RECEIVE STATE REVENUES

The City of La Pine resolves as follows:

Section 1. Pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2025-2026.

APPROVED and ADOPTED by the La Pine City Council on May 15, 2025.

Jeannine Earls, Mayor

Attest:

Amanda Metcalf, City Recorder

I certify that a public hearing was held before the Budget Committee and Council on May 15, 2025, providing citizens an opportunity to comment on use of State Revenue Sharing.

Amanda Metcalf, City Recorder

CITY OF LA PINE

RESOLUTION NO. 2025-03

A RESOLUTION OF THE CITY OF LA PINE ADOPTING A MASTER FEE SCHEDULE AND ESTABLISHING AND/OR ADJUSTING CERTAIN CITY FEES, RATES, AND CHARGES.

WHEREAS, the City of La Pine ("City") has previously established and adjusted its fees, rates, and charges by separate resolutions of the La Pine City Council (the "Council") for the different types of services and/or materials provided by City; and

WHEREAS, City staff has identified the need to consolidate City's fees, rates, and charges into a master fee schedule; and

WHEREAS, by adoption of this Resolution 2025-03 (this "Resolution"), the Council desires to (a) adopt a master fee schedule, and (b) establish and/or adjust the City fees, rates, and charges included in this Resolution; and

WHEREAS, the fees, rates, and charges established and/or adjusted by this Resolution are intended to recover those costs and expenses incurred by City for providing the respective services and/or materials.

NOW, THEREFORE, BE IT RESOLVED, by and through the Council meeting in regular session, the following:

1. Findings. The above-stated findings are hereby adopted.
2. Fee Schedule Adopted. The Council hereby establishes and adopts the master fee schedule attached hereto as Exhibit A (the "Master Fee Schedule"). The fees, rates, and charges contained in the Master Fee Schedule are hereby adopted and/or adjusted effective July 1, 2025. Effective July 1, 2025, the fees, rates, and charges provided in the Master Fee Schedule amend, replace, and supersede in all respects those fees, rates, and charges established by prior resolutions.
3. Adjustments. Except as expressly provided otherwise by City ordinance, the Council may, from time to time, establish and/or adjust its fees, rates, and charges by resolution. New fees established by City will be incorporated into the Master Fee Schedule.
4. Miscellaneous. This Resolution (and the provisions contained herein) amend, replace, and supersede any resolution (or portion thereof) in conflict with this Resolution. The fees, rates, and charges in this Resolution may, from time to time, be modified by resolution of the Council. The provisions of this Resolution are severable. If any section, subsection, sentence, clause and/or portion of this

Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or constitutionally of the remaining portion of will (a) yield to constriction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity enforceability, and/or constitutionality of the remaining portion of this Resolution. The Council determines that the fees imposed by this Resolution are not taxes subject to the property tax limitation of Article XI, section 11 of the Constitution. This Resolution may be correct by order of the Council to cure editorial and/or clerical errors. This Resolution will be in full force and effect from and after its passage and adoption.

APPROVED and ADOPTED by the La Pine City Council on May 14, 2025.

Jeannine Earls, Mayor

ATTEST:

Amanda Metcalf, City Recorder

Exhibit A
Master Fee Schedule
(attached)

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
Administration		
Public Records Request		
Cost per Standard Copy	\$ 0.25	Per sheet
Cost per Certified Copies	\$ 5.00	Per copy
Copy of Sound Recording	\$ 10.00	Per copy
Copies of Maps and non-standard documents	Actual Cost	
Records on CD	\$ 10.00	
Records transmitted via Fax or Email (first page)	\$ 2.00	\$0.50 each additional page. Limit 25 pages
Records transmitted via Fax or Email (Concurrent pages)	\$ 2.00	\$0.25 Per page
Labor Costs	Actual Cost	plus 10% Administration fee
Delivery and Postage	Actual Cost	plus 10% Administration fee
Attorney Fees	Actual Cost	plus 10% Administration fee
Business Licensing		
Annual	\$ 45.00	July 1st to June 30th annually
Temporary	\$ 25.00	Less than 30 days
Change Fee	\$ 15.00	
Non-Profit	\$ -	
Liquor Licensing		
New Application	\$ 150.00	
Annual Renewal	\$ 25.00	
Temporary Liquor Permit	\$ 25.00	
Recreational Marijuana Permitting		
Initial Permit Application	\$ 200.00	
Permit Renewal Fee (Annual)	\$ 70.00	July 1st to June 30th annually
Application Change Fee	\$ 25.00	
Social Gaming License		
Annual	\$ 100.00	July 1st to June 30th annually
Miscellaneous Fees		
Recording Fee	\$ 100.00	plus actual recording costs
Event Plan Application Processing	\$ 50.00	
Returned Check Charge	\$ 25.00	
Copies	\$ 0.25	Per page
Transient Room Tax	7%	Of rent
Franchise Fees		Set by agreement
Mobile Food Vendor Permit Application	\$ 150.00	
Community Development		
Code Enforcement		
Nuisance Abatement Procedures	\$ 175.00	
Land Use Review Fees		
Attorney Fees	Actual Cost	plus 10% administration fee. This fee includes other permits, applications, agreements, easements, and attorney fees.
Accessory Dwelling	\$ 500.00	
Annexation	\$ 5,500.00	
Appeal of Administrative Decision to Planning Commission	\$ 250.00	
Appeal of Planning Commission Decision to City Council	\$ 3,500.00	plus 20% of the original application fee
Cell Tower	\$ 10,500.00	
Conditional Use	\$ 1,800.00	
Exceptions Request	\$ 2,000.00	
Extension Fee (First)	\$ 200.00	
Extension (Second)	\$ 400.00	
Fence (over 3 ft) permit on street frontages	\$ 500.00	
Final Plat Review/Condominium Plat Review	\$ 500.00	
Home Occupation	\$ 300.00	
Lot Line Adjustment	\$ 750.00	
LUBA Remand	\$ 5,000.00	
Partition	\$ 2,100.00	
Pre-Application/Design Review	\$ 110.00	Per hour (1st hour free)
Reconsideration of Decision	\$ 1,600.00	

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
Replat	\$ 1,600.00	
Site Suitability Check/LUCS	\$ 150.00	
Subdivision/Replat	\$ 4,500.00	Plus \$50 per lot
Temporary Use Permit for Seasonal Sales	\$ 75.00	Per year
Temporary Use Permit for Medical Hardships	\$ 250.00	
Text Amendment	\$ 2,000.00	
Vacation of Right-of-Way	\$ 1,500.00	
Variance	\$ 2,000.00	
Zone Change/Comp Plan Amendment	\$ 6,500.00	
Zoning Permit Application	\$ 500.00	
Zoning Permit Application - Residential	\$ 250.00	
Master Planned Development		
0-4.99 Acres	\$ 3,500.00	
5-10 Acres	\$ 4,500.00	
More than 10 Acres	\$ 6,500.00	
Maps		
Small (8 1/2 x 11)	\$ 5.00	
Medium (11 x 17)	\$ 15.00	
Large (24 x 36 or larger)	Actual Cost	plus 10% administration fee
Sign Permits		
Primary Signs	\$ 200.00	
Temporary Sign Permit	\$ 50.00	
Portable Sign	\$ 30.00	
Site Plan Review		
Less than 1,000 sq. feet	\$ 2,500.00	
1,001 - 5,000 sq. feet	\$ 3,000.00	
5,001- 10,000 sq. feet	\$ 4,000.00	
More than 10,000 sq. feet	\$ 4,500.00	
Miscellaneous Planning Fees		
Advanced Planning Fee	0.25%	Of building valuation, collected by County
Lot of Record Verification	\$ 1,300.00	
Modification of Approved Decision	\$ 1,000.00	
Research	Actual Cost	plus 10% administration fee
Printed - Comprehensive Plan Copy	\$ 50.00	
Printed - Development Code Copy	\$ 25.00	
Derelict Structure Fee	\$ 600.00	
Low-Income Rental Housing Tax Exemption (LIRHTE) Application	\$ 1,000.00	
Public Works		
Cemetery		
Cemetery Plot	\$ 450.00	
Headstone Deposit	\$ 300.00	
Sewer Utility Service		
Commercial Rates		
5/8" Base Rate	\$ 36.90	
3/4" Base Rate	\$ 36.90	
1" Base Rate	\$ 63.71	
1 1/2" Base Rate	\$ 108.36	
2" Base Rate	\$ 161.96	
3" Base Rate	\$ 304.86	
4" Base Rate	\$ 465.65	
6" Base Rate	\$ 1,142.05	
Volume Charge	\$ 11.32	Per 1000 gallons of water usage
Residential Rates		
5/8" Base Rate	\$ 32.21	
3/4" Base Rate	\$ 32.21	
1" Base Rate	\$ 55.61	
1 1/2" Base Rate	\$ 94.58	
2" Base Rate	\$ 141.37	
3" Base Rate	\$ 266.11	
4" Base Rate	\$ 406.46	
6" Base Rate	\$ 996.88	

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
Volume Charge	\$ 5.34	Per 1000 gallons of winter usage average (November - March of prior year)
Outside Septage Dumping		
Within 97739 and 97737 Zip Codes	\$ 0.08	Per gallon
All other Zip Codes	\$ 0.13	Per gallon
System Development Charges		
5/8" Water Meter	\$ 6,663.00	Increases by MCE factor (contact City Hall)
Water Utility Service		
Commercial Rates		
5/8" Base Rate	\$ 34.48	
3/4" Base Rate	\$ 34.48	
1" Base Rate	\$ 86.20	
1 1/2" Base Rate	\$ 172.41	
2" Base Rate	\$ 275.85	
3" Base Rate	\$ 551.71	
4" Base Rate	\$ 862.05	
6" Base Rate	\$ 1,724.09	
Volume Charge	\$ 2.98	Per 1000 gallons of water usage
Residential Rates		
5/8" Base Rate	\$ 34.48	
3/4" Base Rate	\$ 34.48	
1" Base Rate	\$ 86.20	
1 1/2" Base Rate	\$ 172.41	
2" Base Rate	\$ 275.85	
3" Base Rate	\$ 551.71	
4" Base Rate	\$ 862.05	
6" Base Rate	\$ 1,724.09	
Volume Charge - Tier 1 (0-3600 gallons)	\$ 1.43	Per 1000 gallons of water usage
Volume Charge - Tier 2 (3601-7200 gallons)	\$ 2.15	Per 1000 gallons of water usage
Volume Charge - Tier 3 (>7200 gallons)	\$ 3.58	Per 1000 gallons of water usage
Hydrant Meter Services		
Hydrant Checkout Deposit	\$ 500.00	
Hydrant Water Fee	\$ 5.30	Per 1000 gallons of water usage
Meter Fees - Testing		
Testing - 3/4" meter or smaller	\$ 58.00	
Testing - 1" meter	\$ 69.00	
Testing - 1 1/2" meter	\$ 85.00	
Testing - 2" meter	\$ 113.00	
Testing - 3" meter	\$ 145.00	
Testing - larger than 3"	Cost + 15%	
Meter Fees - Installation or Changing		
Installation or Changing - 3/4" meter or smaller	\$ 330.00	
Installation or Changing - 1" meter	\$ 445.00	
Installation or Changing - 1 1/2" meter	\$ 1,050.00	
Installation or Changing - 2" meter	\$ 1,200.00	
Installation or Changing - 3" meter	\$ 4,100.00	
Installation or Changing - larger than 3"	Cost + 15%	
System Development Charges		
5/8" Water Meter	\$ 3,871.00	Increases by MCE factor (contact City Hall)
Miscellaneous Public Works Fees		
Disconnection Fee	\$ 75.00	
Reconnection Fee	\$ 25.00	
New Account Set up Fee	\$ 35.00	
Cut lock, lock replacement	\$ 500.00	
Meter Stop Replacement	\$ 200.00	
Cross Connection Fee	\$ 2.50	Added monthly to utility bill
Door Hanger Notice	\$ 25.00	
Deposits for new accounts	\$ 150.00	refundable after 12 consecutive months of perfect payment history
Fire Flow Testing Fee	\$ 125.00	
Sewer Tank Lid Replacement	Actual Cost	plus 10% administrative fee
Septic Tank Filter	\$ 100.00	

**City of La Pine
Master Fee Schedule**

Description	Fee	Unit or Comment
Labor by the hour	Actual Cost	plus 10% administrative fee
Equipment Rental	\$ 250.00	Per hour
Meter Tampering Fee	\$ 750.00	
Preconstruction Meeting	\$ 500.00	
Inspections on New Construction	1%	of cost of the public improvements on the project
Inactive Services Fees		
5/8" or 3/4" service	\$ 320.00	
1" service	\$ 675.00	
1 1/2" Service	\$ 1,450.00	
> 1 1/2" Service, increases by size	Actual Cost	of 5 months of Water & Sewer base fees, contact City Hall
Streets Fees		
Transportation SDC		
Transportation SDC	\$ 4,409.00	Per EDU, based on Transportation EDU Schedule

CITY OF LA PINE

RESOLUTION NO. 2025-04

A RESOLUTION CREATING A NEW RESERVE FUND

WHEREAS, the City of La Pine holds authority under ORS 294.346 and ORS 280.050 to establish one or more reserve funds to accumulate funds to finance the cost of any service, project, property, or equipment which City lawfully may perform, construct or acquire, and of repairs and improvements thereto and of maintenance and replacement thereof; and

WHEREAS, such funds are necessary for extraordinary expenses beyond day-to-day maintenance and operations; and

WHEREAS, the City wishes to create a reserve fund by resolution for emergency operating reserves for the Community Development Department, as authorized by ORS 294.346.

NOW, THEREFORE, THE CITY OF LA PINE RESOLVES AS FOLLOWS:

Section 1. The City Council hereby authorizes the creation of the following reserve fund:

- a. Community Development Operating Reserve Fund. This fund is created for the purpose of accumulating money for emergency operations during times of financial crisis and shall be funded through transfers from the Community Development and General Funds. This fund will become active and functional effective July 1, 2025, the beginning of the City's 2025-2026 fiscal year. This fund has no set closing date.

Section 2. If not previously terminated, the need for each reserve fund created herein shall be reviewed by the City Council no later than June 30, 2035, ten (10) years from its effective date, for a determination regarding termination or extension, in compliance with ORS 294.346.

APPROVED and ADOPTED by the La Pine City Council on May 14, 2025.

SIGNATURE PAGE TO FOLLOW

Jeannine Earls, Mayor

ATTEST:

Amanda Metcalf, City Recorder



CITY OF LA PINE

STAFF REPORT

Meeting Date: May 14, 2025

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 May 14, 2025 the Budget Committee will be holding a hearing for a Supplemental Budget. If the committee approves the supplemental budget, the Council will need to formalize that decision via resolution.

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 2025-05 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA PINE, OREGON. ADJUSTING THE BUDGET FOR THE FISCAL YEAR 2024-2025 BY ADOPTING THIS SUPPLEMENTAL BUDGET AND REVISING APPROPRIATIONS.

Resolution 2025-05

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 2024-2025 BY ADOPTING THIS SUPPLEMENTAL BUDGET AND REVISING APPROPRIATIONS

WHEREAS, certain conditions and situations have arisen since the initial adoption of the 2024-2025 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 May 14, 2025; and

WHEREAS, the supplemental budget adjustments for the fiscal year 2024-25 and for the purposes shown below are hereby appropriated as follows:

Water Fund	Adopted	Revised	Difference
Requirements:			
Grants	\$1,547,526	\$3,165,231	\$1,617,705
Capital Outlay	\$1,547,526	\$3,165,231	\$1,617,705
Sewer Fund	Adopted	Revised	Difference
Requirements:			
Grants	\$3,302,500	\$7,304,384	\$4,001,884
Capital Outlay	\$3,302,500	\$7,304,384	\$4,001,884

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 2024-25.

Introduced and adopted by the City Council on May 14, 2025. This resolution shall be deemed effective upon adoption.

Mayor, Jeannine Earls

ATTEST:

City Recorder, Amanda Metcalf




CITY OF LA PINE

STAFF REPORT

Meeting Date: May 14, 2025

TO: City Council

FROM: Geoff Wullschlager, City Manager 

SUBJECT:

<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:

Councilmembers:

The Deschutes County Board of County Commissioners (BoCC) are considering the redesignation of the Rural Renewable Energy Development Zone and are soliciting testimony on the matter that will come before the body at their May 28th, 2025, meeting.

This extension of the program, which was initiated in 2014, will provide continued tax exemption incentives, in a similar format to an enterprise zone, for renewable energy projects such as geothermal, solar, and wind, that are installed in unincorporated parts of the County, which will not reduce tax revenues for the incorporated communities such as La Pine. The intent of the program is to three-fold, one, to generate jobs associated with the projects, two, to build increased renewable energy infrastructure to supplement traditional energy production sources, and three, to bring these projects on to the tax rolls after a minimum of three years, with possible extensions to years four and five, but no further.

As it currently stands, unincorporated lands have much higher limitations put upon them due to the Oregon land use program, in addition to reliance upon and lack of traditional water and wastewater systems which in turn yield a high percentage of lands in the county being underutilized.

Arguments against this activity may rest in an interest in keeping natural landscapes un or underdeveloped, in addition to potential interests that are not in support of renewable energy sources.

The program is currently in place and has yielded projects such as the solar array south of the Redmond airport, and potential projects such as the budding geothermal activity plans that will begin adjacent to Paulina Peak but will make their way down towards La Pine. As this program is currently in place and has attracted economic expansion in the County in the past, with a focus on harnessing renewable energy, it appears that it may be of long-term benefit

to the overall community. Questions can be forwarded to the BoCC office at the location provided for on the attached statement of interest from the County. It is suggested that if the Council is interested in supporting this effort of the BoCC, that a motion be made to provide a letter of support as testimony.

Action:

If there is interest in supporting this effort, please make the following motion:

“I make a motion to provide a letter of support for the Rural Renewable Energy Development Zone to the Deschutes County Board of Commissioners.”

Please follow this with **a Second**, and a roll call vote.



Notice to local taxing districts about the redesignation of a Rural Renewable Energy Development Zone in Deschutes County

April 21, 2025

Ashley Ivans
City of La Pine Urban Renewal
PO Box 2460
La Pine, OR. 97739

Subject: Rural Renewable Energy Development Zone for Deschutes County

Dear Ashley Ivans,

This letter informs you of the exciting opportunity to continue to improve the local economic base, business climate and long-term community development and invites comments and testimony at a public hearing to be held at the May 28, 2025 meeting of the Deschutes County Commission. The Deschutes County Commission is considering whether to redesignate its rural renewable energy development zone which functions like an enterprise zone throughout county territory for development, such as wind power projects, geothermal or other cases where a renewable energy resource is used to generate electricity or produce a biofuel. The redesignation request, a continuation of the program that was initiated in December of 2014, will be submitted to Business Oregon for approval.

A public hearing is scheduled for May 28, 2025, for the regular Deschutes County Commission meeting at 9am or as soon thereafter as may be heard in the Barnes and Sawyer Rooms, Deschutes Services Building, 1300 NW Wall Street, Bend, OR. At the public hearing, the Deschutes County Commission is expected to consider a resolution requesting redesignation of the RRED Zone with a new expiration date of June 30, 2036.

The proposed area is in Deschutes County outside of the Urban Growth Boundaries of Bend and Redmond by statute, such that the zone could affect future property tax collections in your district.

Please understand that a rural renewable energy development zone exempts only new property that an eligible, job creating business might build or install in the zone at some future time. Also, the exemption is temporary, usually lasting only three years, after which time the property induced by these incentives is available for assessment. An extension to four or five years in total is possible in some cases with agreement of the local Deschutes County Commission governing body.

Persons interested in attending the public hearing may participate as follows:

- Live Stream Video: via YouTube using this link: <http://bit.ly/3mmlnzy>.
- Public testimony can be provided in person or virtually via Zoom. Time limits may apply. To join the meeting via Zoom from a computer, use this link: <http://bit.ly/3h3oqdD>.
- To join by phone, call 253-215-8782 and enter webinar ID # 899 4635 9970 followed by the passcode 013510.
- If joining by a browser, use the raise hand icon to indicate you would like to provide public comment, when allowed. If you use a phone, press *9 to indicate you would like to speak and *6 to unmute yourself when you are called on.

Questions? Contact the Board of Commissioners Office at 541-388-6570 or board@deschutes.org.

If you have any written comments to share before the hearing, please submit them to one of the following:

By Mail:

Deschutes County Administration
1300 NW Wall Street
2nd Floor
Bend, OR 97703
Please label as: RRED Zone Hearing

By Email:

board@deschutes.org
Please label subject line as: RRED Zone Hearing