



CITY OF LA PINE URBAN RENEWAL AGENCY MEETING AND PUBLIC HEARING AGENDA

Tuesday, June 4, 2019

3:00 p.m. Regular Session and Public Hearing

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. 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 Urban Renewal Agency.
5. Approval of Meeting Minutes
 - i. April 30, 2019 Meeting Minutes
 - ii. May 7, 2019 Budget Committee Meeting Minutes
6. Public Comments
7. Storefront Improvement Program Grant Applications
 - a. Mark Miller - 51515 Huntington Road
8. Budget Hearing on FY 2019-20 Urban Renewal Agency Budget
 - a) Open Hearing
 - b) Staff Report
 - c) Public Comment
 - d) Close Public Hearing
 - e) Agency Deliberations
9. Approval of Resolution No. 2019-03 A Resolution Adopting the Fiscal Year 2019-20 Budget, Making Appropriations, Declaring the Tax Increment, and Collecting the Maximum Amount of the Division of Tax
10. Other Matters: Only those matters properly added to this Agenda under line item No. 4

11. Public Comments

12. Staff Comments

13. Board Member Comments

14. Adjourn Meeting

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the Urban Renewal Agency Board to consider or discuss additional subjects. This meeting is subject to cancellation without notice. The regular meeting is open to the public and interested citizens are invited to attend. The public will not be permitted to attend the executive session; provided, however, representatives of the news media and designated staff will be allowed to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the executive session as previously announced. No decision will be made in the executive session. 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 Holly Smith (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.



CITY OF LA PINE URBAN RENEWAL AGENCY MEETING MINUTES

Tuesday, April 30, 2019

3:00 p.m. Regular Session

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

1. Call to Order

Vicki Russell called the meeting to order at 3:03 p.m.

2. Establish Quorum

Present: Vicki Russell, Jean Spetter-Sutton, Donald Greiner, Ann Gawith, and Michael Harper; Mayor Richer arrived at 3:28.

Absent w/ Prior Notice: Andrea Hine

Staff Present: Melissa Bethel, City Manager, Jake Obrist (left the meeting at 3:23), Public Works Manager, and Tracy Read, Accounting Clerk

3. Pledge of Allegiance

Led by Ann Gawith

4. Approval of February 5, 2019 Meeting Minutes

Motion made by Councilor Harper to approve, seconded by Councilor Greiner. No objections. Unanimously approved.

5. Public Comments

Fire Chief Mike Supkis spoke about his previous experience with an urban renewal revitalization program. He talked about Ontario, Oregon and how the cleanliness of the city contributed to their success. He suggested that La Pine consider a storefront development grant, directing the resources to start a regular street sweeping program. He feels it lends a sense of crispness to the entire community.

6. Discussion on Goals and Priorities for FY 2019-2020

a. Storefront Improvement Program

i. Further Define Eligible Projects

Melissa shared that there is a lot of interest in the program, however the marketing of the program needs to be revised to better clarify eligible projects. She also asked Committee members to consider fewer grants for larger amounts of money to encourage more business interest in the project. Vicki mentioned that there could be opposition to asking businesses to make the investments, as the funds come from taxpayer dollars.

(Jake left the meeting at 3:23.) There was additional discussion regarding funding for keeping city streets clean to set a standard. (Mayor Richer arrived at 3:28 p.m.) There was agreement that remaining FY 2019-20 funds should roll over to continue the program, and there are a couple of pending projects. There was an inquiry from the La Pine Senior Center regarding that facility being included in the Urban Renewal Zone,

which unfortunately is not possible. Vicki suggested the funds be allocated to the two pending projects. She also mentioned the possibility of no or low-interest loans as a future consideration.

b. Phase 2 – La Pine Station

Melissa talked about setting money aside to purchase the building portion (west side) of the property and possibly some contribute to infrastructure. Mayor Richer let everyone know he was late because property surveyors were at his residence. She also let everyone know that we are the top candidate for the STIF Grant.

c. Beautification Projects

Melissa advised there is potentially money for this project in the upcoming budget year. Possible items would be flower baskets, banners, winter stars.

7. Appoint Budget Officer and Review Draft Budget Calendar

Vicki recommended Melissa be nominated as the Budget Officer, Committee agreed.

8. Other Matters: Only those matters properly added to this Agenda under line item No. 4

Councilor Harper mentioned pedestrian safety at business pull-out curb cutout areas. There was discussion that this is a problem in many driveway/pedestrian areas.

9. Public Comments

None.

10. Staff Comments

Melissa is excited about new projects and the upcoming budget year.

11. Board Member Comments

Councilor Greiner stated he would like to get more information on street sweeping. There was additional discussion and consensus that it would be a worthwhile project.

12. Adjourn Meeting

Meeting adjourned at 3:52 pm.



LA PINE URBAN RENEWAL AGENCY BUDGET COMMITTEE MEETING MINUTES

Tuesday, May 7, 2019 3:00 p.m.

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

1. **Call to Order**

Vicki Russell called the meeting to order at 3:01 p.m.

2. **Establish Quorum**

Members Present: Vicki Russell, Ann Gawith, Don Greiner, Andrea Hine, Jean Spetter-Sutton, Dan Richer, John Cameron, Colleen Scott, Russ Smith

Absent by Prior Arrangement: Michael Harper

Staff Present: City Manager Melissa Bethel, Accounting Clerk Tracy Read

3. **Pledge of Allegiance**

Led by Don Greiner

4. **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 Urban Renewal Agency Board.

None.

5. **Orientation**

Melissa provided an overview of the budget process.

6. **Appoint Chairperson**

Don Greiner nominated Vicki Russell to serve as Chairperson, John Cameron seconded. No objections. Unanimously approved. Mayor Richer arrived at 3:04 p.m.

7. **Presentation of Proposed FY 2019-2020 Urban Renewal Budget**

Melissa discussed increased revenues and the resulting increases in many of the funding lines as well as the addition of a Minor Enhancements line item. Contingency and other revenue lines have also been increased. She expects reserves to continue to increase for future growth. Funding for street cleaning was discussed as a future goal, there is increased community interest in this.

• **Discussion/Question**

There was agreement that with increased funding as we are seeing now, there will be room for larger projects. Melissa recapped the prior years' transfers from the General Fund and stated this process has been discontinued.

• **Public Comments**

None.

8. **Budget Approval**

Andrea made a motion to approve the FY 2019-20 Budget, John Cameron seconded. No objections. Unanimously approved.

9. **Other Matters: Only those matters properly added to this Agenda under line item No. 4**

None.

10. **Public Comments**

None.

11. **Staff Comments**

Melissa advised that Mark Miller is working on Storefront Improvement to create a Cascadian Style frontage and will apply for funding. The JCJ building will likely apply as well.

12. Budget Committee Comments

Andrea suggested taking before and after pictures of the improvement projects, there was agreement this is a good idea and could be used as a tool for future marketing.

13. Adjourn Meeting

14. Vicki adjourned the meeting at 3:18 p.m.



Urban Renewal Agency

541.536.1432 • Email: mbethel@lapineoregon.gov

APPLICATION FOR STREET IMPROVEMENT GRANT

Business Address: 51515 Huntington Rd Date: 4/19/19
Owner Name: MARK Miller, M&K Properties Unit, LLC
Phone: 541-639-1533 Owner Email: Deedowtrade@gmail.com
Contractor Business Name: Central OREGON Sheet Metal Phone: 541-420-2929
Contractor Email:

* I want to be notified of this Committee decision by email. If I choose this option NO paper copy will be mailed.

NOTE: The review scope of this application is limited solely to the proposed items listed and the existing property conditions.

DESCRIPTION OF APPLICATION:

This Project, Point of Entry, shown in the elevation Plan is intended to add new (new row) Appeal to the existing Building. This addition is designed to match the existing open beam point of entry AT the DMU. Both Porch areas have a custom appearance enhancing each Building. The new point of entry will include open beam face, stained, metal roof with gutters & downspouts. Dry stack stone accents will be added to front porch beams creating a clean updated appearance.

Please provide the following with your application, if applicable:

- ✓ Digital Set of Plans ✓ Elevations ✓ Color Scheme Samples ___ Bids (3)

Please note additional information may be required based on your specific project. Please call with questions.

DO NOT FILL IN BELOW THIS LINE

APPROVED WITH CONDITIONS (BELOW)

CONDITIONS:

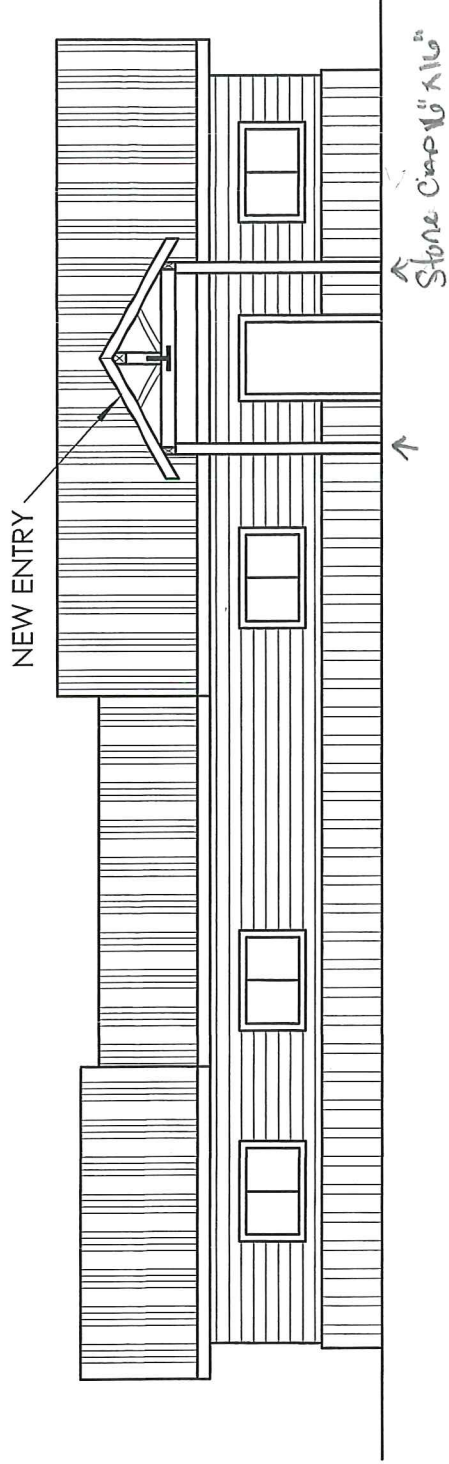
- DEFERRED DENIED

The following mandatory requirements are included as conditions of approval relative to this submittal:

Additional conditions:

Committee Member: DATE:

Committee Member: DATE:



MARK MILLER PROPERTY

51515 HUNTINGTON RD.
LAPINE OREGON

H & P Construction and Handyman Service, LLC

52680 Meadow Lane, La Pine OR 97739

Cell Ph: 510-755-4318 Office Ph: 541-508-1490

Proposal Submitted To:

Work To Be Performed At:

MARK Miller
(Name)

(Name)

(Address)

51515 Hunt Dringlow Rd
(Address)

(City, State, Zip)

La Pine, OR 97739
(City, State, Zip)

541-639-1533
(Phone) (Fax)

541-639-1533
(Phone) (Fax)

H & P Construction and Handyman Service, LLC is a construction company licensed by the Construction Contractors Board under license NO. 202665.

H & P Construction shall perform the follow work for the HOMEOWNER:

Add Porch cover over existing front door
cut out 2'x2' cement slabs to go down 18 inches
remove old metal roof
frame in porch cover, install metal roofing
install new gutters & down spout

Labor & materials \$ 5207.00

All material is guaranteed to be as specified above and the above work to be performed in accordance with this contract and for the total sum of:

_____ with payments to be made as follows: 2000.00 down 3207.00 end of job

You, the homeowner (buyer) or tenant have the right to require the contractor to furnish you with a performance bond. Contractors are required by law to be licensed and regulated by the Contractor's State License Board which has jurisdiction to investigate complaints against contractors if a complaint is filed. Any questions concerning a contractor may be referred to your local State Board.

Respectfully submitted,

Contractor's Name: H&P construction Address: 52680 meadow La

By: Troy Heal City: LaPine State: OR Zip: 97739

Contractor's License #: 202665 Phone: 510-755-4318 Fax: _____

Note: This proposal may be withdrawn by us if not accepted within 30 days

ACCEPTANCE OF PROPOSAL

You are hereby authorized to furnish all material, equipment and labor required to complete the work described in the above proposal, for which the undersigned agrees to pay the amount stated in said proposal and according to the terms therefore.

4-30-19
(Date)

Troy Heal
(Owner/Contractor)

CALDERA CONSTRUCTION
Doran/Zach Foote, Builders
P.O. Box 414
LaPine, Oregon 97739-1142
Phone (541)771-9847
dfoote_55@msn.com
CCB#183709

SALES CONTRACT AND WORK ORDER

This is a contract for construction work to be performed by Doran Foote dba Caldera Construction
(Contractor) for MARK Miller
(Owner) made this _____.

Information:

Contractor is a construction company licensed by the Oregon Construction Contractors Board
under License#183709.

Contractor's mailing address is PO BOX 414, LaPine, OR 97739, and Phone number is
(541)771-9847.

Owner's name, address and work site are: MARK Miller, 5151
Huntington Rd, LaPine, OR

Scope of work: See Attached Sheet

For Bidding Purposes Only!

NOTE: Ⓢ Dry Stack Stone Accents not included - +750.00
Ⓢ Side Cutters not included + 500.00

1310.00

Payment Terms: Total Price..... \$4749.00 + Extras - 6059.00

Owner shall pay for the work on the following schedule:

Checks made payable to Doran Foote.

Contract does not include:

Customer will furnish electricity and clear access to the job site and reimburse Contractor at the rate of \$55 per day for generator use should electricity not be available at the job site.

Customer shall be responsible to pay any additional charges due to engineering or plan changes and/or federal building, planning, safety, or fire marshall department requirements, and any increases by Contractor's suppliers should the building package not be ordered due to Owner's inability to perform, unless otherwise specified.

Rock Clause: Should it be necessary to hire a drill rig to drill through solid rock on Owner's property, Owner shall be responsible for any additional charges.

Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above the price of this contract billed at cost plus 10%.

Owner is responsible to carry fire and other necessary insurance on the structure.

In the event of breach of this contract the property owners agree to pay the reasonable attorney fees for consultation and/or such litigation, including all expenses as may be necessary for the contractor and any or all of his suppliers or subcontractors.

All jobs will be completed as soon as possible, but the Contractor is not responsible for delays caused by bad weather, strikes or acts of God. Above prices do not include sales, property, or other similar taxes and are to be paid by Owner unless quoted above.

NOTIFICATION OF REQUIRED NOTICES

Owner acknowledges receipt of the Required Notices listed below:

The Consumer Protection Notice
Information Notice to Owner about Construction Liens
Notice of Procedure

The above prices, specifications and conditions are satisfactory and hereby accepted.

OWNER MARK Miller
Phone: 541-639-1533
Mailing Address: PO Box 1186 LA Pine - OR
Accepted On: _____

CONTRACTOR: Doran Foote
DORAN FOOTE

Accepted On: _____

You, the Owner may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Owner acknowledges that Contractor has informed Owner of this right:

Owner Initials: _____
Contractor Initials: _____

Scope of Work: Provide all materials and labor to construct a 5'X8' porch attached to existing building at 51515 Huntington Drive, LaPine Or 97739

All material shall be in accordance with engineered plan provided by owner and approved by City of LaPine, and Deschutes County building department.

South County Sheet Metal & Specialties Inc

Thomas A. Crumley
541.420.2929
Travas Crumley
541.815.6926

Tree Service & Lot Clearing
16062 Pine Drop Ln
La Pine, OR 97739

Proposal
 Invoice

PROPOSAL SUBMITTED TO <i>Mark Miller</i>		PHONE <i>541-639-1533</i>	DATE <i>05/01/19</i>
STREET <i>P.O. Box 1186</i>		JOB NAME <i>81515 Huntington rd.</i>	
CITY, STATE and ZIP CODE <i>La Pine, Ore 97739</i>		JOB LOCATION <i>La Pine</i>	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Construction of Front Entry Root Cover

** Construct in accordance to plan provided*

- Framing to Plan*
- Concrete Footings*
- Install Vapor Barrier*
- Install metal Roof to match existing metal roof 7/12*

NOT Included in Original Bid.

Drystack Sme - +750.⁰⁰

Side Gutters - +560.-

Metal - Provided - Cost + 495.-

*Added to Bid \$ **1805.00***

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

\$1600.00 Deposit to Start. Final _____ dollars (\$ *3265.00*).

Payment to be made as follows:

Payment at Completion

*New Bid to incl. Drystack, Side Gutters, Metal **5070.00***

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature *T.A.C.*

Note: This proposal may be withdrawn by us if not accepted within *60* days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

Resolution of the City of La Pine Urban Renewal Agency 2019-03

A RESOLUTION ADOPTING THE FISCAL YEAR 2019-20 BUDGET, MAKING APPROPRIATIONS, DECLARING THE TAX INCREMENT, AND COLLECTING THE MAXIMUM AMOUNT OF THE DIVISION OF TAX

ADOPTING THE BUDGET

BE IT RESOLVED that the City of La Pine Urban Renewal Agency Board hereby adopts the budget for fiscal year 2019-20 in the total amount of \$277,141. The budget can be reviewed at La Pine City Hall, 16345 Sixth Street, La Pine, Oregon 97739.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2019, for the following purpose:

General Fund

Materials and Services	\$102,141
Capital Outlay	\$ 50,000
Contingency	\$ 25,000
Total	\$277,141
Total Appropriations, All Funds	\$177,141
Total Unappropriated Reserve Amounts, All Funds	\$100,000
TOTAL ADOPTED BUDGET	\$277,141

DECLARING TAX INCREMENT

BE IT RESOLVED that the La Pine Urban Renewal Agency Board hereby elects to certify to the county assessor a request for the La Pine Urban Renewal Plan Area for the maximum amount of revenue that may be raised by dividing the taxes under Section 1e, Article IX of the Oregon Constitution and ORS Chapter 457.

The above resolution statements were approved and declared adopted on this 4th day of June, 2019.

Vicki Russell, Chair

Melissa Bethel, Executive Director