



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

Wednesday, March 12, 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/88035101625>

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## **MINUTES**

### **CALL TO ORDER**

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

### **ESTABLISH A QUORUM**

Council

Mayor Earls

Council President Ignazzitto

Councilor Shields

Councilor Morse

Councilor Curtis – Via Zoom

Student Councilor Marston – Absent (Excused)

### **Staff**

Geoff Wullschlager – City Manager

Ashley Ivans – Finance Director

Brent Bybee – Community Development Director

Amanda Metcalf – City Recorder

Lieutenant Josh Spano – Deschutes County Sheriff's Office (Contract Officer – La Pine)

### **PLEDGE OF ALLEGIANCE**

Lieutenant Spano led the Pledge of Allegiance.

### **ADDED AGENDA ITEMS**

Mayor Earls added correspondence between herself and Bend Mayor, Melanie Kebler to the agenda.

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

1. 02.26.2025 Joint BoCC/City Council Meeting and Regular City Council Meeting Minutes
  - a. Public Comment Form R. Rommel
2. Financial Reports for December 2025
  - a. Financial Summary
  - b. Interest Report

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

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

1. Annual Audit for Fiscal Year 2023-2024

Finance Director Ivans presented the staff report on the annual audit for Fiscal Year 2023-2024. She discussed the findings related to internal controls, noting that they reflect the challenges of a small, newly transitioned staff. Additionally, she explained that the reporting of these findings will differ from previous years due to the city's status as a recipient of federal funding for the water and wastewater expansion project.

Brenda Bartlett CPA, from Sensiba, the City's auditing firm, presented the audit report to the Council. She provided an overview of the independent auditor's opinion on the financial statement audit, noting that their findings were unmodified.

She additionally outlined the supplementary reports required to ensure the municipality's compliance with state statutes.

Lastly, she discussed findings related to internal controls in detail and reviewed the corrective measures the City has implemented to strengthen financial reporting.

There were no questions from the Council.

Council President Ignazzitto made a motion to approve the City of La Pine's Plan of Action to be submitted to the Oregon Secretary of the State. *Councilor Morse seconded the motion.* Motion passed unanimously.

2. Budget for Fiscal Year 2025-2026

Finance Director Ivans presented the staff report on the upcoming fiscal year budget season. She outlined the budget calendar, detailing key events scheduled for each month. Additionally, she requested that the Council appoint a Budget Officer.

Councilor Morse made a motion to appoint Ms. Ivans as Budget Officer for the FY2025-26 budget, *Councilor Shields seconded the motion.* Motion passed unanimously.

3. Proclamation 2025-01 Absolutely Incredible Kid Day March 20<sup>th</sup>, 2025

City Manager Wullschlager presented the associated staff report regarding proclamation 2025-01, Absolutely Incredible Kid Day.

Kecia Kubota, Executive Director of Campfire Central Oregon, provided an overview of the organization's mission and its impact on the community. She also shared background information on its programs and initiatives.

Council President Ignazzitto made a motion to support the recognition of “Absolutely Incredible Kid Day” through the adoption of Proclamation 2025-01. *Councilor Shields seconded the motion.* Mayor Earls asked for a roll call vote:

Council President Ignazzitto – Aye

Councilor Shields – Aye

Councilor Morse – Aye

Councilor Curtis – Aye

Motion passed unanimously.

### **OTHER MATTERS**

Mayor Earls explained an email exchange she had with the Mayor of Bend, Melanie Kebler, regarding the unhoused population. She stated that there had been a claim suggesting that Mayor Kebler had a plan to displace the unhoused in Bend to South Deschutes County. Mayor Earls insisted that this was a false accusation and urged community members not to engage in gossip on Facebook. She emphasized that she had a strong working relationship with Mayor Kebler and clarified that there were no plans to send anyone to South County or vice versa. Lastly, she stated that they were collaborating on the issue and, ultimately, it would need to be addressed at the federal level.

### **PUBLIC COMMENTS**

There were no public comments.

### **STAFF COMMENTS**

Finance Director did not have any comments.

City Recorder Metcalf did not have any comments.

Community Development Director Bybee provided an update on long-range planning. He reminded the Council of the upcoming joint workshop schedule with the Planning Commission regarding La Pine 2045.

He explained that staff had requested an extension on the adoption of the comprehensive plan update. He further stated that with the Technical Assistance (TA) grant, the deadline had been May 31st; however, due to the state’s noticing requirements, the adoption would need to be pushed until June.

He explained that the City is still waiting for a response regarding the Transportation System Plan (TSP) update, and once it is received, the RFP process for a consultant could begin.

He informed the Council that a candidate for the associate planner position had accepted the offer for employment and would be starting this month.

He provided an update on current planning, stating that Starbucks had received its final approval, and no appeals had been submitted. There were two Site Plan reviews: the proposed Arco station on

Huntington Road and Burgess Road, and a building in the industrial park. He mentioned that staff had received three site plans; one was deemed incomplete, while the other two were under their completeness reviews. A 10-lot subdivision on Antler Lane was scheduled for a public hearing with the Planning Commission in April.

Director Bybee explained business zoning permit requirements and noted which new businesses had begun the zoning permit process.

He stated that for code compliance, he had been visiting businesses that had wind banner flags displayed not in conformance with City code.

City Manager Wullschlager informed the Council about the new associate planner and his association with COIC. He stated that the new hire had previously worked with the City and would be a great addition to the team.

He provided an update on the Newberry lift station, stating that a third-party planner had submitted the application and that it was being processed by the Planning Department. Additionally, the Industrial Lift Station was on hold until the Newberry lift station was completed. The Finance Director added that the bid documents were available on Anderson Perry's website. Community Development Director Bybee stated that the notice of application for the lift station was expected to be released within the week.

City Manager Wullschlager stated that he and Mayor Earls would be in Salem for COCO Day, the lobbying event on behalf of the City to meet with members of the State Legislature.

He invited the Council to the annual SLED luncheon scheduled for April 4th and requested that any members interested in attending to contact the SLED Executive Director, Patricia Lucus.

He provided an update on the city-funded spec building planned for the industrial park. He stated that the addendum period had closed and that the RFP proposals were due. He, Nick Tierney with COIC, and SLED Executive Director Lucus would be reviewing the submitted proposals.

Lastly, he stated that staff had been working with the County to arrange for a civil court to convene in La Pine once a month to review civil infraction matters.

### **MAYOR & COUNCIL COMMENTS**

Councilor Curtis did not have any comments.

Councilor Morse did not have any comments.

Councilor Shields thanked staff for their hard work.

Councilor Ignazzitto thanked staff for their effort regarding the audit and appreciated that staff had already initiated efforts to address findings that were identified.

Mayor Earls informed the Council of the days she would be out of state. She also thanked the staff for their hard work.

City Manager Wullschlager added that there would be a community education event on March 20th regarding land use law and process with consultant John Morgan, sponsored by the City.

Lastly, he stated that there were two openings on the Urban Renewal Agency board and asked prospective members to submit their applications by March 20th.

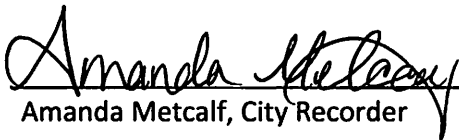
**EXECUTIVE SESSION: per ORS 192.660 if necessary**

**ADJOURNMENT**

Mayor Earls adjourned the meeting at 6:37 p.m.

  
Date: 3/26/25  
Courtney Ignazzitto, Council President

ATTEST:

  
Date: 3/26/25  
Amanda Metcalf, City Recorder