



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>

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. 04.09.2025 Regular City Council Minutes..... 3.
 - a. Public Comment Form A. Accinelli..... 8.
 - b. Public Comment Form R. Harp 9.
 - c. Public Comment Form S. Martinez 10.
- 2. Financial Reports for February 2025
 - a. Financial Summary 11.
 - b. Interest Report..... 15.
- 3. Financial Reports from the Chamber of Commerce for the Third Quarter
 - a. Letter to the City 16.
 - b. Profit and Loss Report..... 19.

OLD BUSINESS:

None.

NEW BUSINESS:

- 1. Notice of Intent to Award – Newberry Lift Station
 - a. Staff Report 22.
 - b. Letter from Troy Baker..... 23.
 - c. Notice of Intent to Award 29.
- 2. Appointment of Budget Committee Members
 - a. Staff Report 30.
 - b. Budget Committee Application – Lynn King 31.
 - c. Budget Committee Application – Rachel Vickers 33.

OTHER MATTERS

PUBLIC COMMENTS

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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 9, 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/82150591477>

MINUTES

CALL TO ORDER

Mayor Earls called the meeting to order at 5:31 p.m.

ESTABLISH A QUORUM

Council

Mayor Earls

Council President Ignazzitto – Absent (Excused)

Councilor Shields

Councilor Morse

Councilor Curtis – Absent

Student Councilor Marston

Staff

Geoff Wullschlager – City Manager

Brent Bybee – Community Development Director

Nick Tierney – Associate Planner

Steven Emerson – Utility Billing Clerk

PLEDGE OF ALLEGIANCE

Councilor Morse led the Pledge of Allegiance

ADDED AGENDA ITEMS

City Manager Wullschlager added a new business item regarding an internal HOA ballot initiative from Glenwood Acers Homeowners Association

PUBLIC COMMENTS

Anthony Accinelli, a resident of Betty Drive, gave a comment regarding the Recreation and Purposes Act, which allowed BLM to donate, lease, or sell land to the City for community infrastructure. He suggested that the City propose to BLM to donate land for the development of a community park for

fire mitigation and utilize the railroad as a natural barrier. He noted that this could be an opportunity for the City to potentially improve fire preparedness.

He also shared that the Sunriver Bicycle and Pedestrian Advisory Committee (BPAC) had offered to donate their bike racks from Sunriver to the City.

Rich Harp, a resident of Campfire Drive, stated that he echoed Mr. Accinelli's comments regarding fire mitigation. He recommended that the City promote the efforts it has undertaken to prepare for the upcoming fire season.

CONSENT AGENDA

1. 03.26.2025 Regular City Council Meeting Minutes
2. Financial Summary – January 2025
3. Interest Report – January 2025
4. Public Comments
 - a. Rich Harp
 - b. Liz Cupp

Councilor Morse 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

City Manager Wullschlager presented the associated staff report covering the City was appropriation of legislative funds to the amount of \$1,500,000.00 for the Design/Build development of a city owned and operated spec. incubator building. The request for proposal (RFP) closed on March 14th and on the week of March 20th City Manager Wullschlager, Contract Economic Development Director Patricia Lucas, and COIC Program Coordinator Nick Tierney opened and evaluated these proposals with review from HMK consultants.

The proposer that received the highest score was Mission Building. On March 24th a notice of intent to award (NITA) was sent by COIC to the proposers. During the 10-day appeal period, which concluded on April 2nd, COIC did not receive any appeals. The City Manager asked the Council to approve the entrance into contract for the project.

Director Lucas provided an explanation of the spec building and its intended benefits for the industrial park. She stated that the City had received a grant from the Ford Family Foundation and would be pursuing additional financing for the incubator project.

Councilor Morse made a motion to authorize Geoff Wullschlager, City Manager, to enter into a contract with Mission Building for the purposes of a design/build project for the La Pine Spec. Incubator Building, City Project 25-01. *Councilor Shields seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Morse – Aye

Councilor Shields – Aye

Motion passed unanimously.

2. Final Plat – 03FPR

Councilor Curtis arrived at the meeting.

Community Development Director Bybee presented the staff report regarding the final plat review of the Trailhead Subdivision. He explained that the subdivision, consisting of 22 single-family lots, was approved by the Planning Commission in 2022. A condition of approval was established, stating that due to the City's industrial lift station reaching a point of critical failure, the applicant shall not utilize the sewer lateral until the completion of the Industrial Park Lift Station Improvement Project. Another condition of approval required the installation of streetlights, and Director Bybee confirmed that the lights had been installed earlier in the week.

Councilor Morse made a motion approving the Final Plat Review of the Trailhead Subdivision. *Councilor Shields seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Shields – Aye

Councilor Morse – Aye

Councilor Curtis – Aye

Motion passed unanimously.

OTHER MATTERS

City Manager Wullschlager informed the Council of the Glenwood Acres Homeowners Association (GAHA) and their request for dissolution. He stated that the original purpose of the HOA had been to provide water utilities to its members. Since the neighborhood had been connected to City water and sewer through the water and wastewater expansion project, the HOA was no longer necessary. The City owned a lot in the neighborhood for the purpose of installing a pump station and, as such, was a voting member of the HOA. The Council was asked whether they agreed or disagreed with the dissolution of the HOA.

Councilor Morse made a motion to approve the dissolution of the Glenwood Acers Homeowners Association. *Councilor Shields seconded the motion.* Mayor Earls asked for a roll call vote:

Councilor Morse – Aye

Councilor Shields – Aye

Councilor Curtis – Aye

Motion passed unanimously.

PUBLIC COMMENTS

Stu Martinez, a resident of Morson Street, commented on the need to replace the banners on the light poles along Huntington Road. He commended the City for their snow-plowing efforts. He also thanked the Council and staff for their work on behalf of the City.

STAFF COMMENTS

Student Councilor Marston stated that graduation would be open to the public on June 6th, weather permitting. He concluded by inviting everyone to support the Hawks and attend the spring sports events.

Associate Planner Tierney introduced himself to the Council and shared his professional background.

Utility Billing Clerk Emerson did not have any comments.

Community Development Director Bybee provided an update on current planning applications. He stated that the Type II applications included Pudding River and their industrial manufacturing building, which had been approved and was currently in the appeal period. He also mentioned an application for a spec building in the business park, which had been deemed complete.

He noted that there was one Type III application for a subdivision review that would have a public hearing with the Planning Commission the following week. Type I applications included residential zoning permits and mobile food units.

Director Bybee also gave an update on code enforcement related to the Danco construction site. He stated that multiple issues had been identified, and developers were given 48 hours to address them. These issues included trash cleanup, safety concerns, and compliance with OSHA guidelines. A follow-up inspection by staff revealed no efforts to correct the violations, and a stop work order was issued.

Regarding long-range planning, he shared that the comprehensive plan update was in its final stages. He provided the dates for the upcoming public hearings for the adoption of the comprehensive plan. He also mentioned that staff were still waiting to hear from ODOT regarding the Transportation System Plan (TSP) update, after which they could begin soliciting consultants.

City Manager Wullschlager provided an update on public works. He stated that they broke ground the previous day on the pressure sewer line for the industrial lift station project. Final inspections were also underway with the contractor, Taylor Northwest, for the water system as part of the water and wastewater expansion project. He added that the temporary work area easements for the Newberry Lift Station project had been drawn up and would be presented to the Board of County Commissioners for approval to use County land.

He also provided an update on the SLED Economic Annual Luncheon that took place in early April, explaining that he had given a presentation and outlined the subjects he had covered.

He shared that he had attended the Congressional visit with Congresswoman Janelle Bynum, during which he discussed constituent concerns including stability with Social Security and Medicaid, and federal programs and agencies, that impact the everyday lives of city and area residents alike.

Lastly, he reminded the Council that the City was accepting applications for the City and Urban Renewal Agency budget committees until April 20th.

MAYOR & COUNCIL COMMENTS

Councilor Morse did not have any comments.

Councilor Shields thanked the staff for their hard work.

Councilor Curtis thanked City Manager Wullschlager for his presentation at the SLED Luncheon.

Mayor Earls provided an update on the event she had attended in Salem, COCO Day at the Legislature, which had been hosted by Central Oregon Cities Organization. She thanked Lieutenant Spano for everything his department had done in the community in support of recent public safety concerns. She encouraged citizens to come and speak with her regarding community issues.

EXECUTIVE SESSION: per ORS 192.660 if necessary

ADJOURNMENT

Mayor Earls adjourned the meeting at 6:19 p.m.

Date:
Jeannine Earls, Mayor

ATTEST:

Date:
Amanda Metcalf, City Recorder

1rst



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)

I would like to comment on:

Agenda Item Topic #: _____ in support of in opposition to as an interested party

Topic Title: _____

Non-Agenda Item Topic (Provide brief description): Recreation and Public Services Act
(wildfire mitigation)

Name: Anthony Accinelli

City of La Pine Resident: YES NO

Phone: 503 - 752 - 2777

Organization (if applicable): _____

21st



PUBLIC COMMENT FORM

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I would like to comment on:

Agenda Item Topic #: _____ in support of in opposition to as an interested party

Topic Title: _____

Non-Agenda Item Topic (Provide brief description): Fire / Homeless

Name: RICH HARD

City of La Pine Resident: YES NO

Phone: 72-308-4870

Organization (if applicable): _____

2nd



LA PINE
OREGON

PUBLIC COMMENT FORM

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I would like to comment on:

Agenda Item Topic #: _____ in support of in opposition to as an interested party
Topic Title: _____

Non-Agenda Item Topic (Provide brief description): Gen

Name: Stu Martinez

City of La Pine Resident: YES NO Phone: 541 - 410 - 6938

Organization (if applicable): _____



FINANCIAL SUMMARY February 28, 2025

TOTAL RESOURCES - BUDGET TO ACTUAL

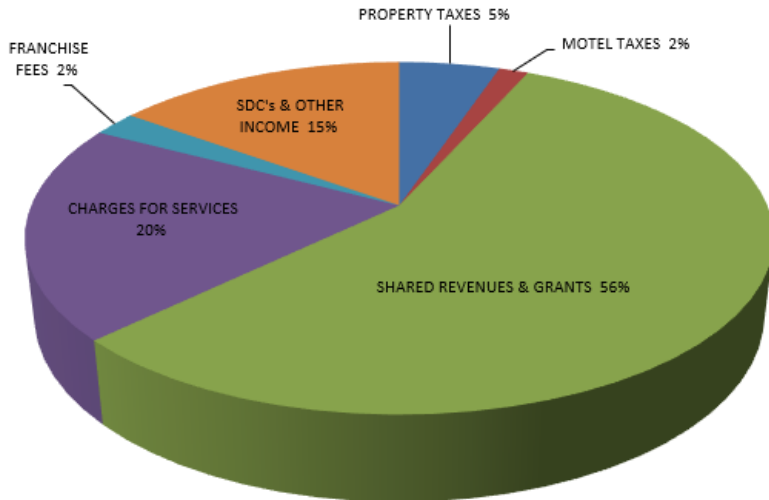
AS OF FEBRUARY 28, 2025

	Year To Date	FY 2024-25 Budget	Budget Remaining	(67% lapsed) % Earned
BEGINNING FUND BALANCE	17,587,219	17,587,219	-	100.0%
PROPERTY TAXES	459,245	457,500	(1,745)	100.4%
MOTEL TAXES	134,489	156,000	21,511	86.2%
SHARED REVENUES & GRANTS	4,961,353	5,609,797	648,444	88.4%
CHARGES FOR SERVICES	1,754,385	2,210,575	456,190	79.4%
FRANCHISE FEES	202,105	328,225	126,120	61.6%
SDC's & OTHER INCOME	1,327,814	1,196,700	(131,114)	111.0%
	<u>26,426,610</u>	<u>27,546,016</u>	<u>1,119,406</u>	<u>95.9%</u>

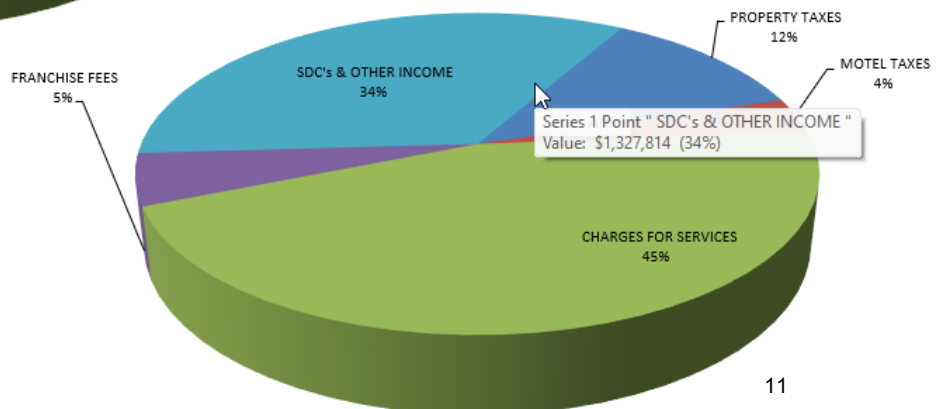
FINANCIAL HIGHLIGHTS – RESOURCES

- 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 FEBRUARY 28, 2025

	Year To Date	FY 2024-25 Budget	Budget Remaining	(67% lapsed) % Earned
GENERAL FUND				
BEGINNING FUND BALANCE	2,870,326	2,870,326	-	100.0%
PROPERTY TAXES	459,245	457,500	(1,745)	100.4%
SHARED REVENUES & GRANTS	104,316	85,000	(19,316)	122.7%
MOTEL TAXES (30%)	40,352	56,000	15,648	72.1%
CHARGES FOR SERVICES	2,510	16,375	13,865	15.3%
FRANCHISE FEES	60,634	105,075	44,441	57.7%
MISCELLANEOUS & OTHER INCOME	642,371	69,500	(572,871)	924.3%
INTERFUND TRANSFERS - IN	-	554,750	554,750	0.0%
	<u>4,179,754</u>	<u>4,214,526</u>	<u>(519,978)</u>	<u>99.2%</u>
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		
	<u>42,013</u>	<u>43,913</u>	<u>1,200</u>	<u>95.7%</u>
STREETS FUND				
BEGINNING FUND BALANCE	1,681,883	1,681,883	-	100.0%
SHARED REVENUES & GRANTS	148,501	645,000	496,499	23.0%
FRANCHISE FEES	141,471	223,150		
MISCELLANEOUS & OTHER INCOME	4,658	17,000	12,342	27.4%
INTERFUND TRANSFERS - IN	-	325,000	325,000	0.0%
	<u>1,976,513</u>	<u>2,892,033</u>	<u>833,841</u>	<u>68.3%</u>
TOURISM FUND				
BEGINNING FUND BALANCE	360,557	360,557	-	100.0%
MOTEL TAXES	94,137	100,000	5,863	94.1%
MISCELLANEOUS & OTHER INCOME	-	3,500	3,500	
	<u>454,694</u>	<u>464,057</u>	<u>9,363</u>	<u>98.0%</u>
COMMUNITY DEVELOPMENT FUND				
BEGINNING FUND BALANCE	510,293	510,293	-	100.0%
CHARGES FOR SERVICES	61,193	40,000	(21,193)	153.0%
ADVANCED PLANNING FEES	36,870	45,000	8,130	81.9%
MISCELLANEOUS & OTHER INCOME	-	51,000	51,000	0.0%
INTERFUND TRANSFERS - IN	-	155,000	155,000	0.0%
	<u>608,356</u>	<u>801,293</u>	<u>192,937</u>	<u>75.9%</u>
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	178,027	17,500	(160,527)	1017.3%
MISCELLANEOUS & OTHER INCOME	-	30,000	30,000	0.0%
	<u>2,222,354</u>	<u>2,001,598</u>	<u>(220,756)</u>	<u>111.0%</u>
RESERVE FUND - WATER/SEWER				
BEGINNING FUND BALANCE	452,670	452,670	-	100.0%
INTERFUND TRANSFERS - IN	-	400,000	400,000	0.0%
	<u>452,670</u>	<u>852,670</u>	<u>400,000</u>	<u>53.1%</u>
DEBT RESERVE FUND				
BEGINNING FUND BALANCE	193,503	193,503	-	100.0%
INTERFUND TRANSFERS - IN	-	734,227	734,227	0.0%
	<u>193,503</u>	<u>927,730</u>	<u>-</u>	<u>20.9%</u>
EQUIPMENT RESERVE FUND				
INTERFUND TRANSFERS - IN	-	285,000	285,000	0.0%
	<u>-</u>	<u>285,000</u>	<u>-</u>	<u>0.0%</u>
SDC FUND				
BEGINNING FUND BALANCE	4,665,141	4,665,141	-	100.0%
SYSTEM DEVELOPMENT CHARGES	614,112	920,000	305,888	66.8%
INTERFUND TRANSFERS - IN	-	250,000		0.0%
MISCELLANEOUS & OTHER INCOME	-	15,000	15,000	0.0%
	<u>5,279,253</u>	<u>5,850,141</u>	<u>305,888</u>	<u>90.2%</u>
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	715,736	1,018,000	302,264	70.3%
MISCELLANEOUS & OTHER INCOME	64,471	34,500	(29,971)	186.9%
	<u>6,343,568</u>	<u>5,851,104</u>	<u>(492,464)</u>	<u>108.4%</u>
SEWER FUND				
BEGINNING FUND BALANCE	1,635,428	1,635,428	-	100.0%
GRANT REVENUE	2,239,383	3,302,500	1,063,117	67.8%
CHARGES FOR SERVICES	796,919	1,117,500	320,581	71.3%
MISCELLANEOUS & OTHER INCOME	2,202	10,500	8,298	21.0%
	<u>4,673,932</u>	<u>6,065,928</u>	<u>1,391,996</u>	<u>77.1%</u>

TOTAL EXPENDITURES - BUDGET TO ACTUAL

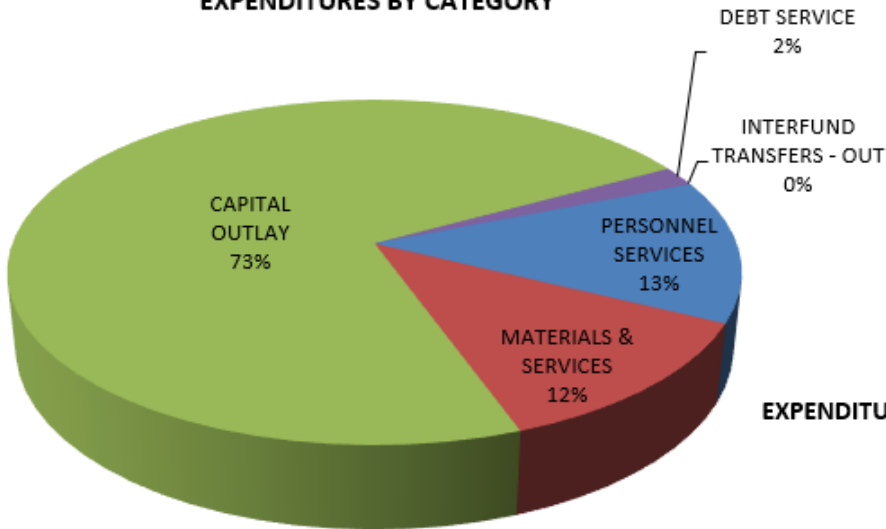
AS OF JANUARY 31, 2025

	Year To Date	FY 2024-25 Budget	Budget Remaining	(59% lapsed)
PERSONNEL SERVICES	966,642	2,028,155	1,061,513	47.7%
MATERIALS & SERVICES	879,286	3,181,650	2,302,364	27.6%
CAPITAL OUTLAY	5,227,520	9,810,626	3,123,583	53.3%
DEBT SERVICE	135,250	1,192,908	1,057,658	11.3%
INTERFUND TRANSFERS - OUT	-	2,703,977	2,672,227	0.0%
	7,208,698	18,917,316	10,217,345	38.1%

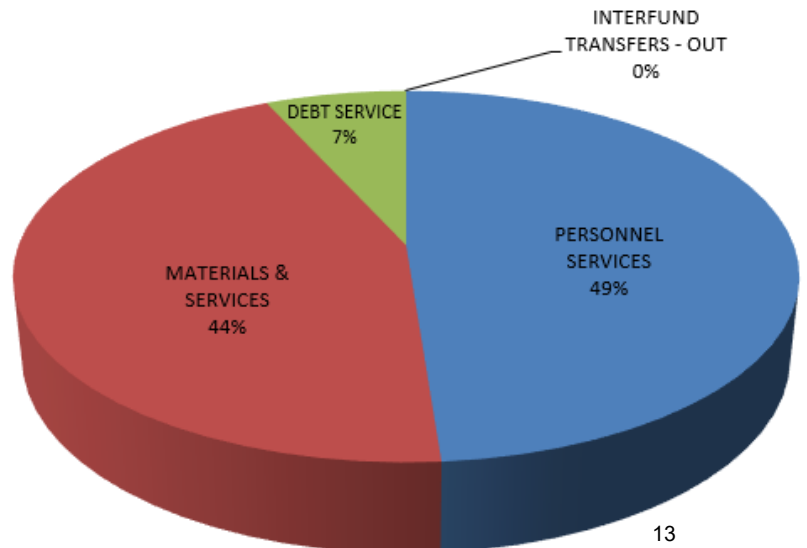
FINANCIAL HIGHLIGHTS – EXPENDITURES:

- All expenses are in line with staff expectations
- Interfund transfers have not been made, and will likely be made in February as we prepare for the budget

EXPENDITURES BY CATEGORY



EXPENDITURES BY CATEGORY EXCLUDING CAPITAL OUTLAY



EXPENDITURES - BUDGET TO ACTUAL BY FUND

AS OF FEBRUARY 28, 2025

	Year To Date	FY 2024-25 Budget	Budget Remaining	(67% lapsed) % Expended
GENERAL FUND				
PERSONNEL SERVICES	113,842	220,497	106,655	51.6%
MATERIALS & SERVICES	146,217	567,700	421,483	25.8%
CAPITAL OUTLAY	217,899	316,700	98,801	68.8%
DEBT SERVICE	36,847	42,908	6,061	85.9%
INTERFUND TRANSFERS - OUT		480,000	480,000	0.0%
	<u>514,805</u>	<u>1,627,805</u>	<u>1,113,000</u>	<u>31.6%</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	94,331	272,875	178,544	34.6%
MATERIALS & SERVICES	150,211	293,950	143,739	51.1%
CAPITAL OUTLAY	165,030	970,000	804,970	17.0%
INTERFUND TRANSFERS - OUT		261,750	261,750	0.0%
	<u>409,572</u>	<u>1,798,575</u>	<u>1,389,003</u>	<u>22.8%</u>
TOURISM FUND				
MATERIALS & SERVICES	63,357	125,650	62,293	50.4%
CAPITAL OUTLAY		75,000	75,000	0.0%
INTERFUND TRANSFERS - OUT	-	25,000	25,000	0.0%
	<u>63,357</u>	<u>225,650</u>	<u>162,293</u>	<u>28.1%</u>
COMMUNITY DEVELOPMENT FUND				
PERSONNEL SERVICES	187,832	379,477	191,645	49.5%
MATERIALS & SERVICES	44,923	89,150	44,227	50.4%
CAPITAL OUTLAY	52,499	199,700	147,201	26.3%
INTERFUND TRANSFERS - OUT	-	38,750	38,750	0.0%
	<u>285,254</u>	<u>707,077</u>	<u>421,823</u>	<u>40.3%</u>
INDUSTRIAL AND ECONOMIC DEVELOPMENT				
MATERIALS & SERVICES	38,035	220,900	182,865	17.2%
CAPITAL OUTLAY	47,177	1,506,700		
INTERFUND TRANSFERS - OUT		31,750		
	<u>85,212</u>	<u>1,759,350</u>	<u>182,865</u>	<u>4.8%</u>
SDC FUND				
MATERIALS & SERVICES	-	1,050,000	1,050,000	0.0%
CAPITAL OUTLAY	249	1,500,000	1,499,751	0.0%
	<u>249</u>	<u>2,550,000</u>	<u>2,549,751</u>	<u>0.0%</u>
WATER FUND				
PERSONNEL SERVICES	290,666	587,423	296,757	49.5%
MATERIALS & SERVICES	196,322	337,200	140,878	58.2%
CAPITAL OUTLAY	2,290,556	1,810,026	(480,530)	126.5%
DEBT SERVICE	98,403	500,000	401,597	19.7%
INTERFUND TRANSFERS - OUT	-	1,387,737	1,387,737	0.0%
	<u>2,875,947</u>	<u>4,622,386</u>	<u>1,746,439</u>	<u>62.2%</u>
SEWER FUND				
PERSONNEL SERVICES	279,971	567,883	287,912	49.3%
MATERIALS & SERVICES	236,812	473,000	236,188	50.1%
CAPITAL OUTLAY	2,454,110	3,427,500	973,390	71.6%
DEBT SERVICE		650,000	650,000	0.0%
INTERFUND TRANSFERS - OUT		478,990	478,990	0.0%
	<u>2,970,893</u>	<u>5,597,373</u>	<u>2,626,480</u>	<u>53.1%</u>

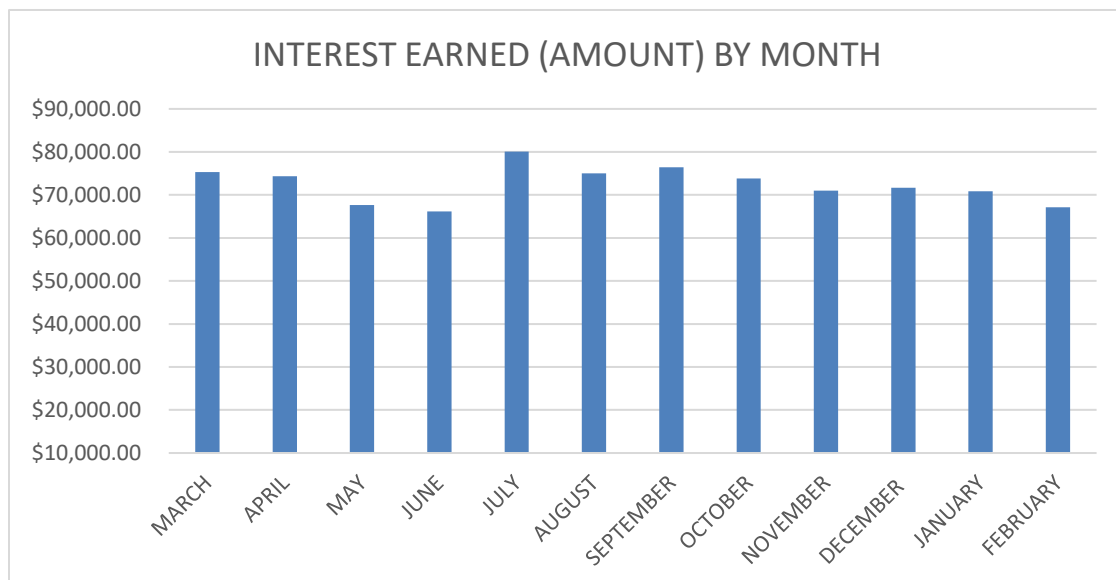
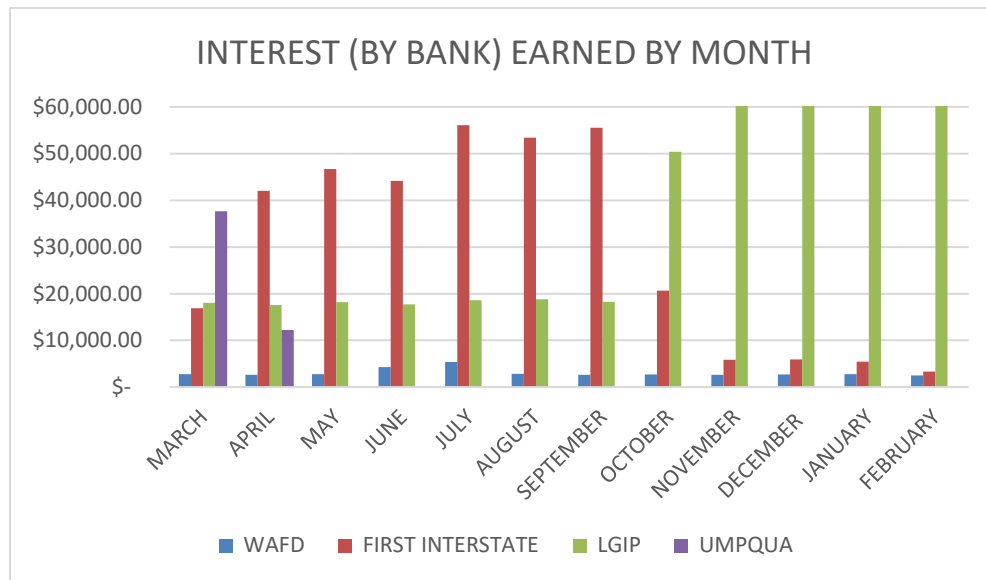


City Interest Income Revenue Report

March 2024 – February 2025

City Bank Balances – 02/26/2025

Bank	2/26/2025	Rate
LGIP	\$ 17,013,208.56	4.70%
FIB	\$ 1,016,079.85	4.30%
FIB Checking	\$ 976,275.06	0.00%
WAFD	\$ 1,102,605.54	2.94%
WAFD Checking	\$ 790,159.78	
Xpress	\$ 52,330.60	0.00%
	\$ 20,996,373.39	





PO Box 616, La Pine, OR 97739
51375 Huntington Road, La Pine
541.536.9771
info@lapine.org

April 7, 2025

To: City of La Pine, City Councilors, City Manager
Re: TRT funds report for Fiscal Year 2024/2025 –3rd Quarter

Greetings Mayor & Councilors!

We are continuing with our marketing partnership with Crater Lake Country. I have attached the newest update from them as I think you will find it interesting. This remains a valuable partnership and is worth the expenditure of a large portion of our advertising budget. As we grow and offer more “roadway” services this kind of marketing will be invaluable. We are doing a good job of catching a small portion of the million + visitors to the area coming specifically to see Crater Lake that are driving through La Pine on Hwy 97. We get a fair number of those visitors in our Visitor Center and then we end up convincing them to extend their travels to Newberry and beyond.

We are working on our newest version of the very popular La Pine Visitor Guide. We are changing to a bi-annual publication. The costs of printing etc. are becoming very costly and it seems the most cost efficient avenue. We expect delivery of the new guide in early summer.

As always, if you have any questions about the operation of the Visitor Center, please let me know. And if there are reports in particular you would like to see, please let me know that as well. We pride ourselves on being good stewards of the TLT monies the City has elected to send our way for our Visitor operations.

Sincerely,

A handwritten signature in black ink that reads "Ann Jewitt". The signature is written in a cursive style with a large initial 'A'.



CRATER LAKE COUNTRY UPDATE #4 – APRIL 2025

GOING TO THE GOVERNOR’S TOURISM CONFERENCE? – Help spread

the word that Crater Lake National Park **IS NOT CLOSING FOR TWO YEARS**. We’ve been busy trying to correct news reports that imply the park is closing. Yes, the trail down to the lake, which provides access to boat tours and swimming (very chilly), is closing next year (2026) for rebuilding.

But boat tours will be happening this year and all lodging, camping, and facilities will be “business as usual.” Our social media efforts have generated more than 150,000 views in the last few days. But please help us spread the word!



NOT TRUE - This is the type of story that is spreading the false narrative that Crater National Park will be closed for years. One trail to the water’s edge (for boat tours and swimming) will be closing next year (2026) for repair. But the Park will remain open, and all other trails and visitor services will be open as usual.



WEATHER.COM
Oregon’s Crater Lake Will Close To The Public For Years | Weather.com
Here’s why you should plan that trip now, or you’ll have to wait until the end of t...

WELCOME NEW PARTNERS - We are super excited to welcome **Explore Crater Lake**, the official concessionaire for the park service, as a new partner. <https://craterlakecountry.com/ultimate-park-guide/> Now all in-park lodging, camping, and dining options will be featured in our program.

We are also excited to add two special experience partners, **Wine Hopper Tours** (Jacksonville) <https://craterlakecountry.com/things-to-see-and-do-map/#winehopper> and **Oregon Wellness Retreat** (Ashland). <https://craterlakecountry.com/things-to-see-and-do-map/#oregonwellness>

Remember, if you know someone that should be our partner, let us know. They can join at any time during the year.

10,000+ CLICK-THRUS TO PARTNERS AND LISTINGS – Great news, during the first quarter, which is our slowest traffic period, we generated 1.3 million impressions and 10,440 click-thrus to member websites or their individual listings. Thank you again for being our partner.

2025 METRICS	Total Year to Date	January	February	March
TOTAL EVENTS INCLUDING PAGE VIEWS OF THE CLC WEBSITE	41,686	19,092	7,846	14,748
TOTAL CLICKS TO PARTNER LISTINGS AND PARTNER WEBSITES	10,440	5,532	2,753	2,155
TOTAL VIEWABLE IMPRESSIONS FOR ALL MARKETING	1,368,739	624,698	385,700	358,341
Social Media Views - All	139,400	4,300	29,500	105,600
Native ad (Taboola) Campaign Impressions - All	1,186,839	605,398	341,200	240,241
Online Exposure (Google, American Road, others) Impressions - All	30,000	10,000	10,000	10,000
Regional TV and Digital Campaign Impressions - All	0	0	0	0
Other Advertising (print, PR stories, etc.) Impressions - All	12,500	5,000	5,000	2,500

JOIN OUR APRIL E-BLAST – Next week we will send out our “SUMMER SURPRISES e-blast. It’s free to be in, and it goes to 10,000 opt-in contacts, plus we share it with our 13,600 Facebook followers. **Email me now if you want to be featured!** (Mark@dennettgroup.com).

SPONSOR A FACEBOOK CONTEST! – Need some extra exposure? Just donate a prize and we will create an exclusive contest for you – we do all the work. Plus, we provide opt-in leads from everyone that enters your contest – great for building your e-mail campaign efforts. Email if you want to be a contest sponsor.

REVIEW YOUR LISTINGS AND LINKS – We’ve wrapped up our 2025 updates to our websites. Please review your listing and links to make sure they are working. If you see any problems, email us ASAP. And remember we can now include a video link on your listing (at no extra charge).

NEW MONTHLY FACEBOOK CAMPAIGN LAUNCHED – March was our first month for our new Facebook ad campaign that focused on Gateway partners (Best Routes to the Park). We tripled our social media impressions! This month we are focusing on Attractions (Level 2).

OUR MAJOR MARKETING EFFORT IS LAUNCHING – We will be monitoring the weather in the park, and as soon as access improves and the park opens up facilities in May, we will launch our major marketing effort. If you are a Level 1 (Gateway) or Level 2 (Attraction) partner look for an email that will provide details on our native ad campaign that will feature you.

MONTHLY FEATURE – SPOTLIGHT RESEARCH – In association with DCG Research (our sister company) each month we review selected research. As always, DCG Research can help you learn more about your customers and potential customers. Let us develop a proposal for you (no cost, no obligation).

Given the “tariffing” week we have all gone through, I found this latest **Longwoods International** tracking study of American travelers a bit concerning: **42% said that the political climate of destinations greatly impacts their travel decisions**, up from 24% last September. Only 20% reported that a destination’s political climate had no impact on their destination choices, down from 30% in September.

“Politics in America is playing an ever larger role in the nation’s tourism economy,” said Amir Eylon, President and CEO of Longwoods International. “Political considerations are driving both a growing number of domestic travel choices and the desirability of the U.S. as a potential travel destination for international visitors from around the world.”

Regarding the cost of travel, **42% of travelers expect costs to be higher this year, while 17% expect travel prices to go down.** Perceptions of travel costs do vary by political affiliation, with 57% of Democrats expecting price increases, compared with 43% for independents and 30% for Republicans. Here’s a link to the full report recap: [American Travel Sentiment Wave 94 - Longwoods International](#)

La Pine Chamber of Commerce

Profit & Loss

January through March 2025

	Jan - Mar 25
Ordinary Income/Expense	
Income	
Annual Banquet	
Annual Dinner Tickets	1,051.16
Sponsors	2,400.00
Total Annual Banquet	3,451.16
Breakfast	
Breakfast Sponsor	150.00
Regular Attendance	5,105.00
Breakfast - Other	35.00
Total Breakfast	5,290.00
Events	
Miscellaneous Events	0.00
Total Events	0.00
Facilities	
Frontier Days Assoc	900.00
KNCP Radio	1,500.00
Total Facilities	2,400.00
Made In La Pine Store	2,358.63
Membership	
New Membership	2,355.00
Renewals	16,090.00
Total Membership	18,445.00
South County Shopper	
SCS Discounts	-432.00
South County Shopper - Other	15,304.00
Total South County Shopper	14,872.00
TRT from City of La Pine	18,700.00
Total Income	65,516.79
Gross Profit	65,516.79
Expense	
Annual Banquet Expenses	
Decorations/Misc	226.36
Total Annual Banquet Expenses	226.36
Breakfast Expense	
Catering	4,083.00
Facility Rental	1,300.00
Total Breakfast Expense	5,383.00
Chamber Expense	
General Operating	
Miscellaneous Operations	
Bank Service Charges	6.00
Credit Card Processing	-177.00
Total Miscellaneous Operations	-171.00
Total General Operating	-171.00
Total Chamber Expense	-171.00

La Pine Chamber of Commerce

Profit & Loss

January through March 2025

	<u>Jan - Mar 25</u>
Credit Card Processing Fees	
CC - Chamber Activities	241.19
CC - Membership	140.35
MIL Credit Card Fees	32.18
SCS Credit Card Fees	371.15
Total Credit Card Processing Fees	<u>784.87</u>
Facilities Exp	
Rent	7,261.50
Repair/Maint/Snowplow/Upgrade	59.01
Utilities	1,213.48
Total Facilities Exp	<u>8,533.99</u>
Insurance	
Business Auto & GL	219.75
D&O Coverage	348.34
Total Insurance	<u>568.09</u>
Made in La Pine Store Exp	
Maint/Supplies	50.00
Merchandise for Sale	138.00
Paid to Vendors	3,771.05
Total Made in La Pine Store Exp	<u>3,959.05</u>
Miscellaneous Operations	
Accounting	3,406.98
Advertising-Chamber Activities	250.00
Bank Service Charges	15.00
Contract Services	65.25
Membership Dues	290.00
Misc Expense	100.00
Miscellaneous Events	1,059.36
Seminar/Workshops	1,010.34
Software	90.24
Total Miscellaneous Operations	<u>6,287.17</u>
Office Equipment & Supplies	
General Supplies	497.02
Printer Costs	296.71
Printer Lease	578.82
Total Office Equipment & Supplies	<u>1,372.55</u>
Payroll Expenses	
Executive Director	8,653.17
Office Staff-Part Time	7,896.20
Payroll Taxes/Expenses	5,881.44
Total Payroll Expenses	<u>22,430.81</u>
SCS Expenses	
SCS Ad Sale Commissions	4,224.11
SCS Advertising/Marketing	6,411.71
SCS Contract	3,775.00
SCS Supplies/Software/Other	650.00
Total SCS Expenses	<u>15,060.82</u>
Visitor's General Operating	
Miscellaneous Operations	
Software	225.00
Total Miscellaneous Operations	<u>225.00</u>
Total Visitor's General Operating	<u>225.00</u>

La Pine Chamber of Commerce

Profit & Loss

January through March 2025

	<u>Jan - Mar 25</u>
Visitor Operations Expenses	
Advertising - General	1,574.00
Total Visitor Operations Expenses	1,574.00
Visitors Guide Exp	
Visitors Guide Distribution	50.00
Total Visitors Guide Exp	50.00
Website	99.00
Total Expense	66,383.71
Net Ordinary Income	-866.92
Other Income/Expense	
Other Income	
Interest from Checking Account	21.07
Total Other Income	21.07
Net Other Income	21.07
Net Income	-845.85



CITY OF LA PINE

STAFF REPORT

Meeting Date: April 23, 2025
TO: City Council
FROM: Ashley Ivans, Finance Director *Ashley Ivans*
SUBJECT: Notice of Intent to Award – Newberry Lift Station

- | | | | |
|-------------------------------------|-------------------------|--------------------------|------------------|
| <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:

As you are all aware, the City’s Newberry Lift Station project was out for an RFP last month. The RFP closed and the bid opening was conducted on April 10th. Troy Baker, of Anderson Perry, and I were there and conducted the opening where Rickabaugh Construction was the lowest bidder at \$1,185,699.63.

Included with this staff report is a letter from Mr. Baker regarding the opening and tabulation. Also included is the notice of intent to award (NITA) to be signed by the City. Once the NITA is signed, there is a 7-day protest period. After that protest period, we will be able to enter into contract with Rickabaugh Construction.

A recommended motion acknowledging this process and the contract amount is below.

Motion Recommendation: *I move 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, followed by a second and a roll call vote.*

April 15, 2025

Mayor Earls and City Council Members
 City of La Pine
 P.O. Box 2460 / 16345 Sixth Street
 La Pine, Oregon 97739

RE: Newberry Wastewater Lift Station Improvements - 2025
 Bid Summary and Construction Contract Award

Dear Mayor Earls and City Council Members:

The bid opening for the City of La Pine, Oregon - Newberry Wastewater Lift Station Improvements - 2025 project was held on April 10, 2025. Four responsive bids and one non-responsive bid were received. The apparent low bidder for the project is Rickabaugh Construction, LLC, from Prineville, Oregon. A tabulation of bids received is attached. The bids for the five bidders are summarized on the following table.

Bidder	Location of Bidder	Total Bid Price
Rickabaugh Construction, LLC	Prineville, Oregon	\$1,185,699.63
Taylor Northwest, LLC	Bend, Oregon	\$1,299,081.58
Morello Construction, LLC	Klamath Falls, Oregon	\$1,388,681.00
The Saunders Co., Inc. ¹	Dundee, Oregon	\$1,462,872.00
Robinson & Owen Heavy Construction, Inc.	Sisters, Oregon	\$1,654,799.99

¹The Saunders Co., Inc., submitted a non-responsive bid due to not submitting the required First-Tier Subcontractor Disclosure Form.

We have reviewed the bid, and the accompanying documents provided in the Bidder’s Packet as submitted by Rickabaugh Construction, LLC, and their bid appears to be responsive. We have reviewed the State of Oregon Contractor’s Board website, and it appears the license held by Rickabaugh Construction, LLC, is in good standing. We have spoken with Rickabaugh Construction, LLC, and they are confident with their bid and are eager to get underway. We see no reason why Rickabaugh Construction, LLC, is not qualified to perform the work called for in the Contract Documents.

A copy of the Notice of Intent to Award Contract to Rickabaugh Construction, LLC, is enclosed with this letter. The Notice of Intent to Award Contract must be sent by the City to all bidders who submitted bids for the project, and then a seven-day protest period will begin. If the City desires to award the Contract to Rickabaugh Construction, LLC, the award will need to be made contingent on the City receiving no protests. Once the required seven-day protest period has expired, and if no protests have been filed, the City can proceed with issuing the Notice of Award to the Contractor.

If the City awards the Contract to Rickabaugh Construction, LLC, the Notice of Award will be forwarded to the City for signature. Once signed, the Notice of Award will need to be returned to me. Once we

Mayor Earls and City Council Members

April 15, 2025

Page -2-


receive the signed Notice of Award from the City, I will forward the Notice of Award, along with the required Contract forms, to Rickabaugh Construction, LLC, so the Contract, including Performance and Payment Bonds, can be prepared for City review.

Once the various forms included with the Notice of Award are received from the Contractor, we will complete the Responsible Bidder Determination process as required by Oregon Revised Statutes 279C.375.

If you have any questions, please let me know.

Sincerely,

ANDERSON PERRY & ASSOCIATES, INC.

By  _____
Troy Baker, P.E.

TB/jg

Enclosure

cc: Geoff Wullschlager, City of La Pine (w/encl.)
Ashley Ivans, City of La Pine (w/encl.)
Branden Bren, City of La Pine (w/encl.)
File No. 33-17-55 (w/Notice of Intent to Award)

EarlsAwardLtr_LaPine_NwbryWWLSImp-2024_33-17-055.docx

BID TABULATION

ANDERSON PERRY & ASSOCIATES, INC.
3818 S.W. 21st Street, Suite 302
Redmond, Oregon 97756

PROJECT: City of La Pine, Oregon
Newberry Wastewater Lift Station Improvements - 2025

OWNER: City of La Pine
P.O. Box 2460 / 16345 Sixth Street
La Pine, Oregon 97739

Bid Opening: 2:00 p.m., April 10, 2025, at La Pine City Hall,
16345 Sixth Street, La Pine, Oregon 97739

BIDDERS

Item	Description	Unit	Amount	Engineer's Estimate		Rickabaugh Construction		Taylor Northwest, LLC		Morello Construction LLC	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization/Demobilization	L.S.	1	\$55,400.00	\$55,400.00	\$14,871.34	\$14,871.34	\$57,759.76	\$57,759.76	\$85,100.00	\$85,100.00
2	Temporary Protection and Direction of Traffic/Project Safety/Quality Control	L.S.	1	\$5,500.00	\$5,500.00	\$19,100.87	\$19,100.87	\$29,166.86	\$29,166.86	\$5,100.00	\$5,100.00
3	Job Photos	Each	25	\$25.00	\$625.00	\$48.41	\$1,210.25	\$20.00	\$500.00	\$28.80	\$720.00
4	10-inch Polyvinyl Chloride (PVC) Pressure Sewer Line	L.F.	5,689	\$55.00	\$312,895.00	\$51.10	\$290,707.90	\$52.31	\$297,591.59	\$59.00	\$335,651.00
5	8-inch PVC Pressure Sewer Line	L.F.	650	\$45.00	\$29,250.00	\$50.83	\$33,039.50	\$48.58	\$31,577.00	\$90.00	\$58,500.00
6	U.S. Highway 97 Crossing	L.S.	1	\$100,000.00	\$100,000.00	\$115,063.40	\$115,063.40	\$112,714.75	\$112,714.75	\$107,000.00	\$107,000.00
7	Pressure Sewer Cleanout	EA	7	\$4,500.00	\$31,500.00	\$7,328.95	\$51,302.65	\$8,139.55	\$56,976.85	\$9,884.00	\$69,188.00
8	Sewage Air Release Valve	EA	2	\$5,500.00	\$11,000.00	\$6,036.68	\$12,073.36	\$6,908.22	\$13,816.44	\$7,515.00	\$15,030.00
9	Lagoon 1 Pressure Sewer Discharge	L.S.	1	\$30,000.00	\$30,000.00	\$30,805.79	\$30,805.79	\$32,455.98	\$32,455.98	\$38,992.00	\$38,992.00
10	Tracer Wire Access Box	EA	5	\$500.00	\$2,500.00	\$50.76	\$253.80	\$397.50	\$1,987.50	\$571.00	\$2,855.00
11	Wastewater Lift Station	L.S.	1	\$544,200.00	\$544,200.00	\$596,391.70	\$596,391.70	\$617,964.69	\$617,964.69	\$641,165.00	\$641,165.00
12	Demolition of Existing Wastewater Lift Station	L.S.	1	\$30,000.00	\$30,000.00	\$6,656.79	\$6,656.79	\$28,522.56	\$28,522.56	\$19,300.00	\$19,300.00
13	Oregon Department of Transportation Path Restoration	L.S.	1	\$5,000.00	\$5,000.00	\$10,076.58	\$10,076.58	\$15,547.60	\$15,547.60	\$7,080.00	\$7,080.00
14	Additional Potholing	HR	10	\$400.00	\$4,000.00	\$414.57	\$4,145.70	\$250.00	\$2,500.00	\$300.00	\$3,000.00
			TOTAL BID PRICE		\$1,161,870.00		\$1,185,699.63		\$1,299,081.58		\$1,388,681.00

BID TABULATION

ANDERSON PERRY & ASSOCIATES, INC.
3818 S.W. 21st Street, Suite 302
Redmond, Oregon 97756

PROJECT: City of La Pine, Oregon
Newberry Wastewater Lift Station Improvements - 2025

OWNER: City of La Pine
P.O. Box 2460 / 16345 Sixth Street
La Pine, Oregon 97739

Bid Opening: 2:00 p.m., April 10, 2025, at La Pine City Hall,
16345 Sixth Street, La Pine, Oregon 97739

BIDDERS

Item	Description	Unit	Amount	Engineer's Estimate		Rickabaugh Construction		Taylor Northwest, LLC		Morello Construction LLC	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
Breakdown of Lump Sum Bid Item No. 11: Wastewater Lift Station											
1	Site Work	L.S.	1	\$15,000.00	\$15,000.00	\$28,618.71	\$28,618.71	\$7,834.05	\$7,834.05	\$139,418.00	\$139,418.00
2	Bypass Pumping, Piping, and Controls	L.S.	1	\$5,000.00	\$5,000.00	\$13,272.14	\$13,272.14	\$5,775.00	\$5,775.00	\$9,910.00	\$9,910.00
3	Fiberglass Wetwell and Precast Concrete Valve Vault	L.S.	1	\$200,000.00	\$200,000.00	\$180,795.91	\$180,795.91	\$191,932.37	\$191,932.37	\$139,845.00	\$139,845.00
4	Submersible Pumps, Rails, and Appurtenances	L.S.	1	\$50,000.00	\$50,000.00	\$52,067.65	\$52,067.65	\$48,751.18	\$48,751.18	\$42,996.00	\$42,996.00
5	Mechanical Work, including Piping, Valves, Fittings, and Appurtenances	L.S.	1	\$65,000.00	\$65,000.00	\$53,569.66	\$53,569.66	\$62,423.26	\$62,423.26	\$17,035.00	\$17,035.00
6	Electrical Work	L.S.	1	\$100,000.00	\$100,000.00	\$26,240.98	\$26,240.98	\$51,975.00	\$51,975.00	\$33,300.00	\$33,300.00
7	Control and Instrumentation Work	L.S.	1	\$45,000.00	\$45,000.00	\$81,045.07	\$81,045.07	\$108,762.20	\$108,762.20	\$124,925.00	\$124,925.00
8	Standby Power Generator System	L.S.	1	\$20,000.00	\$20,000.00	\$104,479.17	\$104,479.17	\$88,913.17	\$88,913.17	\$90,757.00	\$90,757.00
9	12-inch Gravity Sewer Pipe Installation	L.S.	1	\$9,200.00	\$9,200.00	\$19,957.66	\$19,957.66	\$15,153.73	\$15,153.73	\$7,210.00	\$7,210.00
10	Asphalt Street Restoration	L.S.	1	\$5,000.00	\$5,000.00	\$3,010.94	\$3,010.94	\$7,200.16	\$7,200.16	\$1,050.00	\$1,050.00
11	Fencing	L.S.	1	\$15,000.00	\$15,000.00	\$22,014.25	\$22,014.25	\$21,159.60	\$21,159.60	\$22,900.00	\$22,900.00
12	Painting	L.S.	1	\$15,000.00	\$15,000.00	\$11,319.56	\$11,319.56	\$8,085.00	\$8,085.00	\$11,775.00	\$11,775.00
TOTAL (Must Equal Bid Item No. 11: Wastewater Lift Station)					\$544,200.00		\$596,391.70		\$617,964.72		\$641,121.00

Indicates math or rounding error.

Lump Sum Breakdown does not match the Bid Item price listed above.

BID TABULATION

ANDERSON PERRY & ASSOCIATES, INC.
3818 S.W. 21st Street, Suite 302
Redmond, Oregon 97756

PROJECT: City of La Pine, Oregon
Newberry Wastewater Lift Station Improvements - 2025

OWNER: City of La Pine
P.O. Box 2460 / 16345 Sixth Street
La Pine, Oregon 97739

Bid Opening: 2:00 p.m., April 10, 2025, at La Pine City Hall,
16345 Sixth Street, La Pine, Oregon 97739

				BIDDERS							
				Engineer's Estimate		The Saunders Co., Inc.		Robinson and Owen Heavy Construction, Inc.			
Item	Description	Unit	Amount	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization/Demobilization	L.S.	1	\$55,400.00	\$55,400.00	\$230,000.00	\$230,000.00	\$86,779.69	\$86,779.69		
2	Temporary Protection and Direction of Traffic/Project Safety/Quality Control	L.S.	1	\$5,500.00	\$5,500.00	\$6,000.00	\$6,000.00	\$2,260.00	\$2,260.00		
3	Job Photos	Each	25	\$25.00	\$625.00	\$10.00	\$250.00	\$105.00	\$2,625.00		
4	10-inch Polyvinyl Chloride (PVC) Pressure Sewer Line	L.F.	5,689	\$55.00	\$312,895.00	\$43.00	\$244,627.00	\$87.56	\$498,128.84		
5	8-inch PVC Pressure Sewer Line	L.F.	650	\$45.00	\$29,250.00	\$48.00	\$31,200.00	\$74.32	\$48,308.00		
6	U.S. Highway 97 Crossing	L.S.	1	\$100,000.00	\$100,000.00	\$128,000.00	\$128,000.00	\$128,208.70	\$128,208.70		
7	Pressure Sewer Cleanout	EA	7	\$4,500.00	\$31,500.00	\$8,950.00	\$62,650.00	\$7,652.95	\$53,570.65		
8	Sewage Air Release Valve	EA	2	\$5,500.00	\$11,000.00	\$7,250.00	\$14,500.00	\$5,971.76	\$11,943.52		
9	Lagoon 1 Pressure Sewer Discharge	L.S.	1	\$30,000.00	\$30,000.00	\$32,000.00	\$32,000.00	\$52,613.80	\$52,613.80		
10	Tracer Wire Access Box	EA	5	\$500.00	\$2,500.00	\$1,000.00	\$5,000.00	\$830.58	\$4,152.90		
11	Wastewater Lift Station	L.S.	1	\$544,200.00	\$544,200.00	\$656,345.00	\$656,345.00	\$721,413.64	\$721,413.64		
12	Demolition of Existing Wastewater Lift Station	L.S.	1	\$30,000.00	\$30,000.00	\$45,000.00	\$45,000.00	\$36,481.25	\$36,481.25		
13	Oregon Department of Transportation Path Restoration	L.S.	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$6,164.00	\$6,164.00		
14	Additional Potholing	HR	10	\$400.00	\$4,000.00	\$230.00	\$2,300.00	\$215.00	\$2,150.00		
				TOTAL BID PRICE	\$1,161,870.00		\$1,462,872.00		\$1,654,799.99		

Bidder is non-responsive due to not submitting its First-Tier Subcontractor Disclosure form.

BID TABULATION

ANDERSON PERRY & ASSOCIATES, INC.

3818 S.W. 21st Street, Suite 302

Redmond, Oregon 97756

PROJECT: City of La Pine, Oregon

Newberry Wastewater Lift Station Improvements - 2025

OWNER:

City of La Pine

P.O. Box 2460 / 16345 Sixth Street

La Pine, Oregon 97739

Bid Opening: 2:00 p.m., April 10, 2025, at La Pine City Hall,
16345 Sixth Street, La Pine, Oregon 97739

BIDDERS

Item	Description	Unit	Amount	Engineer's Estimate		The Saunders Co., Inc.		Robinson and Owen Heavy Construction, Inc.		Unit Price	Total
				Unit Price	Total	Unit Price	Total	Unit Price	Total		
Breakdown of Lump Sum Bid Item No. 11: Wastewater Lift Station											
1	Site Work	L.S.	1	\$15,000.00	\$15,000.00	\$13,000.00	\$13,000.00	\$59,073.03	\$59,073.03		
2	Bypass Pumping, Piping, and Controls	L.S.	1	\$5,000.00	\$5,000.00	\$18,000.00	\$18,000.00	\$11,000.00	\$11,000.00		
3	Fiberglass Wetwell and Precast Concrete Valve Vault	L.S.	1	\$200,000.00	\$200,000.00	\$238,000.00	\$238,000.00	\$226,001.60	\$226,001.60		
4	Submersible Pumps, Rails, and Appurtenances	L.S.	1	\$50,000.00	\$50,000.00	\$57,785.00	\$57,785.00	\$54,637.52	\$54,637.52		
5	Mechanical Work, including Piping, Valves, Fittings, and Appurtenances	L.S.	1	\$65,000.00	\$65,000.00	\$58,285.00	\$58,285.00	\$65,473.94	\$65,473.94		
6	Electrical Work	L.S.	1	\$100,000.00	\$100,000.00	\$53,275.00	\$53,275.00	\$45,160.60	\$45,160.60		
7	Control and Instrumentation Work	L.S.	1	\$45,000.00	\$45,000.00	\$57,000.00	\$57,000.00	\$127,223.28	\$127,223.28		
8	Standby Power Generator System	L.S.	1	\$20,000.00	\$20,000.00	\$110,000.00	\$110,000.00	\$82,372.40	\$82,372.40		
9	12-inch Gravity Sewer Pipe Installation	L.S.	1	\$9,200.00	\$9,200.00	\$13,000.00	\$13,000.00	\$21,494.27	\$21,494.27		
10	Asphalt Street Restoration	L.S.	1	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$3,105.00	\$3,105.00		
11	Fencing	L.S.	1	\$15,000.00	\$15,000.00	\$25,000.00	\$25,000.00	\$20,152.00	\$20,152.00		
12	Painting	L.S.	1	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$5,720.00	\$5,720.00		
TOTAL (Must Equal Bid Item No. 11: Wastewater Lift Station)					\$544,200.00		\$656,345.00		\$721,413.64		

Bidder is non-responsive due to not submitting its First-Tier Subcontractor Disclosure form.

NOTICE OF INTENT TO AWARD CONTRACT

TO: All Bidders for the Project Listed Below

DATE OF NOTICE: April 23, 2025

PROJECT NAME: City of La Pine, Oregon - Newberry Wastewater Lift Station Improvements - 2025

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:

**Rickabaugh Construction, LLC
3480 S.W. Empire Drive
Prineville, Oregon 97754**

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, 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 23rd day of April 2025.

City of La Pine, Oregon

By _____
Jeannine Earls, Mayor



CITY OF LA PINE

STAFF REPORT

Meeting Date: April 23, 2025
TO: City Council
FROM: Ashley Ivans, Finance Director *Ashley Ivans*
SUBJECT: Appointment of Budget Committee Members

- | | | | |
|-------------------------------------|-------------------------|--------------------------|------------------|
| <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:

This year we received two applications for budget committee members. One, Rachel Vickers, is only for the City’s Budget Committee. The other, Lynn King, is for the City’s budget committee and for the Urban Renewal Agency’s Budget Committee. As the appointing body for the City’s Urban Renewal Agency, I am going to recommend that you appoint Ms. King to the Budget Committee for the Urban Renewal Agency. We will then advise the Urban Renewal Agency to appoint Ms. King prior to their budget meeting in early May. Secondly, I would advise that you appoint Ms. King to the City’s Budget Committee as well.

Our second application is for Rachel Vickers. I am recommending that Rachel be appointed to the City’s Budget Committee.

Both members will have 4 year terms ending in December 2029.

I have provided two recommended motions for these members below. As always, City staff appreciate the folks that step up to volunteer on these committees.

Motion Recommendation: *I move that we appoint Lynn King to the Urban Renewal Agency Budget Committee, followed by a second and a roll call vote.*

Motion Recommendation 2: *I move that we appoint Rachel Vickers and Lynn King to the City’s Budget Committee, followed by a second and a roll call vote.*



City of La Pine

Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

General Information

Name: Lynn C. King

Address: 16688 Tannenhorst Dr

City: LaPine State: OR Zip Code: 97739 Phone Number: 971 216 1088

Email Address: king.lynn.c@aol.com

Do you reside within the city limits of La Pine? Yes

Statement indicating reason you would like to serve on this voluntary board, committee, or commission: I am a

new resident to LaPine but would like the
opportunity to become involved in the
future of our town and its growth.

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission:

Organized - Planner - Team Player - Business Background
Willing to invest time and energy

Current Occupation: Retired

Volunteer History

Other volunteer committee, board, or commission experience: Here in LaPine, have

joined LP Women's Group, LP Grange
LP Voters for Smart Development

When: 2001 - 2019 Organization: North West International Baec Assoc

Type of Organization: Coordinators involved in IB Programs - service

Address: https://northwestibassociation.com Phone Number:

Role: Member, Board Member President

Describe activities and achievements: Educational programs for Coordinators of

3 levels of program. Helped with a student conference
on global attendance

When: 1992 - 2009 Organization: Oregon Assoc of Student Councils

Type of Organization: Service, education, training of ms/hs leaders

Address: 707 13th Street Ste 100 Salem Phone Number: 503 480 7208

Role: Senior Counselor, Exec Board, Camp Coordinator

Describe activities and achievements: Senior Counselor for Summer Camp
Winter energizer; worked w/junior counselor & groups of 20-25

When: 2011 - 2020 Organization: Friends of Trigon State Park Students

Type of Organization: Educate and assist those who come to Park

Address: 11321 Terrilliger Blvd 97219 Phone Number: 503 636 9886

Role: Nature Center Volunteer - greet, educate, resupply

Describe activities and achievements: items promoting park, complete
data files for record of activities

Other information/References

How did you hear about this position? City Council Meeting

Do you have any neighbors, friends, or relatives presently working for the City of La Pine? Yes No If yes, please

list: _____

References: Name: Nancy Moen Number: 503 428 3731

Name: Anita Endresen Number: 503 991 8966

Name: Lynda Tucker Number: 503 708 6039

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature: Lynn C. King Date: _____

Printed Name: Lynn C. King



City of La Pine

Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

General Information

Name: Rachel Vickers
Address: 51974 Crescent Creek Dr
City: La Pine State: OR Zip Code: 97739 Phone Number: (425)-466-3225
Email Address: rachel.vickers16@gmail.com
Do you reside within the city limits of La Pine? Yes ☺

Statement indicating reason you would like to serve on this voluntary board, committee, or commission: _____

I'd like to be involved with the growth of the City of La Pine and I think reviewing the yearly budget is a great place to start

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission: _____

Having worked for the City I think I can bring good insight to the budget process & I like reading long documents!

Current Occupation: Community Planning Manager for Pahlisch Homes

Volunteer History

Other volunteer committee, board, or commission experience: _____

When: 2014-2019 Organization: Young Life

Type of Organization: mentorship of school age children

Address: _____ Phone Number: _____

Role: High school student leader

Describe activities and achievements: _____

When: _____ Organization: _____
Type of Organization: _____
Address: _____ Phone Number: _____
Role: _____
Describe activities and achievements: _____

When: _____ Organization: _____
Type of Organization: _____
Address: _____ Phone Number: _____
Role: _____
Describe activities and achievements: _____

Other information/References

How did you hear about this position? City website

Do you have any neighbors, friends, or relatives presently working for the City of La Pine? Yes No. If yes, please

list: Brent Bybee, Ashley Ivans, Geoff Willschlaeger, Tina Kemp,

Amanda Metcalf, Steven Emerson, James Ivans, Brandon Bren, Zane Anderson,
Zane Anderson, Cody Chavez, Molly

References: Name: Brent Bybee Number: 541-536-1432 x107

Name: Amanda Metcalf Number: ametcalf@lapine.oregon.gov

Name: Tina Kemp Number: tkemp@lapine.oregon.gov

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature:  Date: 3/27/25

Printed Name: Rachel Wickers