



BOARD OF COMMISSIONERS

BOARD OF COUNTY COMMISSIONERS MEETING

9:00 AM, WEDNESDAY, OCTOBER 23, 2024

Allen Room - Deschutes Services Building - 1300 NW Wall Street - Bend

(541) 388-6570 | www.deschutes.org

AGENDA

MEETING FORMAT: In accordance with Oregon state law, this meeting is open to the public and can be accessed and attended in person or remotely, with the exception of any executive session.

Members of the public may view the meeting in real time via YouTube using this link: <http://bit.ly/3mmlnzy>. **To attend the meeting virtually via Zoom, see below.**

Citizen Input: The public may comment on any topic that is not on the current agenda. Alternatively, comments may be submitted on any topic at any time by emailing citizeninput@deschutes.org or leaving a voice message at 541-385-1734.

When in-person comment from the public is allowed at the meeting, public comment will also be allowed via computer, phone or other virtual means.

Zoom Meeting Information: This meeting may be accessed via Zoom using a phone or computer.

- To join the meeting via Zoom from a computer, use this link: <http://bit.ly/3h3oqD>.
- 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, if and when allowed. If using a phone, press *9 to indicate you would like to speak and *6 to unmute yourself when you are called on.
- When it is your turn to provide testimony, you will be promoted from an attendee to a panelist. You may experience a brief pause as your meeting status changes. Once you have joined as a panelist, you will be able to turn on your camera, if you would like to.



Deschutes County encourages persons with disabilities to participate in all programs and activities. This event/location is accessible to people with disabilities. If you need accommodations to make participation possible, call (541) 388-6572 or email brenda.fritsvold@deschutes.org.

Time estimates: The times listed on agenda items are estimates only. Generally, items will be heard in sequential order and items, including public hearings, may be heard before or after their listed times.

CALL TO ORDER

ACTION ITEMS

1. La Pine Park & Rec Board Recruitment Interviews

RECESS and RECONVENE at 1:00 PM

CITIZEN INPUT: Citizen Input may be provided as comment on any topic that is not on the agenda.

Note: In addition to the option of providing in-person comments at the meeting, citizen input comments may be emailed to citizeninput@deschutes.org or you may leave a brief voicemail at 541.385.1734.

CONSENT AGENDA

- [2.](#) Approval of the dedication of real property to right-of-way for a future portion of Masten Mill Drive in La Pine
- [3.](#) Authorize the donation of real property located at 16628 Assembly Way in La Pine to the City of Pine
- [4.](#) Authorize the sale of real property located at 16630 Box Way in La Pine to BP Holdings
5. Consideration of Board Signature on letters thanking Scott Asla and appointing Torry Berger for service on the Deschutes River Recreation Homesites Special Road District #1
6. Approval of minutes of the BOCC September 16 and 18, 2024 meetings

Continued ACTION ITEMS

- [7.](#) La Pine Park & Rec Board Recruitment Discussion

OTHER ITEMS

These can be any items not included on the agenda that the Commissioners wish to discuss as part of the meeting, pursuant to ORS 192.640.

EXECUTIVE SESSION

At any time during the meeting, an executive session could be called to address issues relating to ORS 192.660(2)(e), real property negotiations; ORS 192.660(2)(h), litigation; ORS 192.660(2)(d), labor negotiations; ORS 192.660(2)(b), personnel issues; or other executive session categories.

Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media.

8. Executive Session under ORS 192.660 (2) (d) Labor Negotiations

ADJOURN



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: October 23, 2024

SUBJECT: La Pine Park & Rec Board Recruitment

BACKGROUND AND POLICY IMPLICATIONS:

The five members of the La Pine Park & Recreation District Board have resigned. ORS 198.320 (1) provides that if a majority of the membership of the governing body is vacant, the vacancies shall be filled promptly by the county court of the county in which the administrative office of the district is located.

Staff will connect with commissioners following interviews of applicants interested in serving on the Board. Interviews are scheduled to occur during the morning on Wednesday, Oct. 23.

Staff will seek Board direction on how they would like to proceed with potential appointments to the La Pine Park & Rec Board.

BUDGET IMPACTS:

None.

ATTENDANCE:

Whitney Hale, Deputy County Administrator



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: October 23, 2024

SUBJECT: Approval of the dedication of real property to right-of-way for a future portion of Masten Mill Drive in La Pine

RECOMMENDED MOTION:

Move approval of Document No. 2024-839, authorizing the dedication of +/- 0.24-acres of real property known as Map and Tax Lot 2210110000400 for a future portion of Masten Mill Drive in La Pine.

BACKGROUND AND POLICY IMPLICATIONS:

In December 2023, the Board of County Commissioners authorized the conveyance of 5.02-acres located at 51950 Huntington Road to Habitat for Humanity La Pine Sunriver (Habitat). The 5.02-acres was partitioned from Map and Tax Lot 221110000400 known as the Newberry Neighborhood Quadrant 2a. Earlier this year, staff completed the property conveyance to Habitat.

The City of La Pine's Notice of Decision (NOD, File No. 01SUB-24) associated with Habitat's subdivision to create 34 townhome lots was issued in August 2024. The NOD includes a requirement for a 16 foot dedication to right of way for a future portion of Masten Mill Drive. The +/- 0.24-acre dedication will satisfy the City's requirement, which will allow Habitat to file the final plat.

This request was presented to the Board at an executive session earlier in 2024 and the Board supported proceeding with dedicating the property from Tax Lot 0400. Because the City's NOD has been issued, staff is ready to proceed with the property dedication to right of way.

BUDGET IMPACTS:

Based on a July 2023 property appraisal, the 0.24-acre is valued at approximately \$16,800.

ATTENDANCE:

Kristie Bollinger, Property Manager

REVIEWED

LEGAL COUNSEL

For Recording Stamp Only

10/23/2024 Item #2.

After Recording Return to:
City of La Pine
Attn: City Manager
19345 Sixth Street
La Pine, Oregon, 97739

DEED OF DEDICATION

Deschutes County, a political subdivision of the State of Oregon, Grantor, does hereby dedicate to the public for roadway and utility purposes that parcel of land described in Exhibit "A" and depicted in Exhibit "B" attached hereto and by this reference incorporated herein.

The true consideration for this conveyance is \$0.00.

Dated this _____ of _____, 2024

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

PATTI ADAIR, Chair

ANTHONY DEBONE, Vice Chair

ATTEST:

Recording Secretary

PHIL CHANG, Commissioner

STATE OF OREGON)
) SS.
County of Deschutes)

Before me, a Notary Public, personally appeared Patti Adair, Anthony DeBone, and Phil Chang, the above-named Board of County Commissioners of Deschutes County, Oregon, acknowledged the foregoing instrument, on behalf of Deschutes County, Oregon.

Dated this _____ day of _____, 2024.

NOTARY PUBLIC FOR OREGON
My Commission Expires: _____

ACCEPTANCE

The City of La Pine, acting by and through it's Mayor, does hereby accept the foregoing Deed of Dedication as public road pursuant to ORS 93.808.

CITY OF LA PINE

By: _____
Daniel Richer, Mayor

STATE OF OREGON)
) ss
County of Deschutes)

This instrument was acknowledged before me this _____ day of _____, 2024, by Daniel Richer, Mayor of the City of Sisters.

Notary Public for Oregon

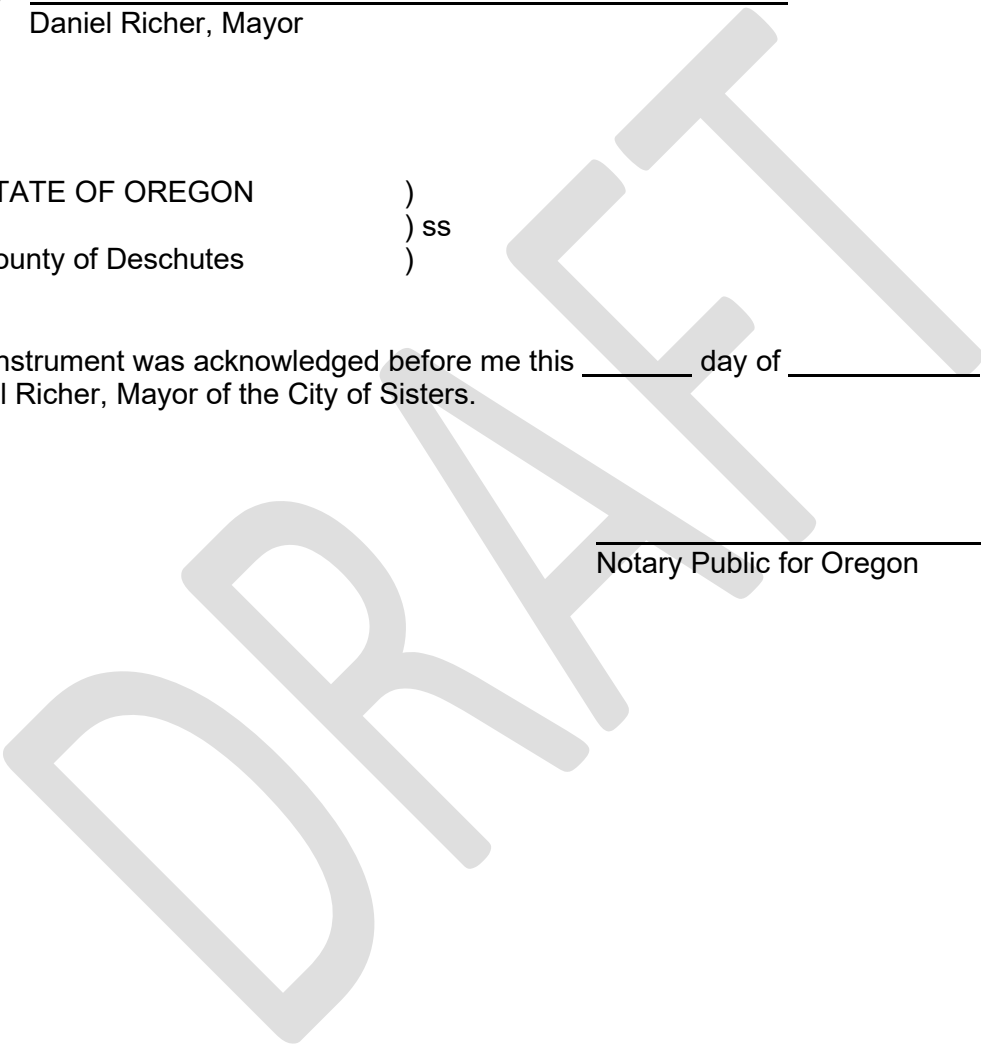


Exhibit "A"

RIGHT OF WAY DEDICATION

HFH-02

February 21, 2024

Page 1 OF 2

A 16.00 foot wide strip of land located in the North one-half of Section 11, Township 22 South, Range 10 East, Willamette Meridian, City of La Pine, Deschutes County, Oregon and being a portion Lot 8, Newberry Neighborhood No. 2, Deschutes County Official Records, being more particularly described as follows:

Bearings are based on the Central Oregon Coordinate System.

Commencing at the northeast corner of Tract J, Crescent Creek, Deschutes County Official Records, from which a 5/8" iron rod bears North 59° 06' 30" West 0.19 feet, and being a point of curvature to the left on the westerly Right of Way of Crescent Creek Drive;

Thence along said Right of Way and along said curve left through an angle of 02° 16' 53", having a radius of 755.00 feet, an arc length of 30.06 feet, and whose long chord bears North 32° 04' 38" East a distance of 30.06 feet;

Thence continuing along said Right of Way North 30° 56' 12" East 289.81 feet to the **True Point of Beginning** of the strip of land herein described, said point being the future boundary line between Parcel 1 and parcel 2 of the Partition Plat approved by the City of La Pine as File Number 08PA-23, and Submitted and Preliminarily approved at the Deschutes County Surveyors office on 01/03/2024 as ST5921;

Thence leaving said Right of Way and along said boundary line the following three course:

Thence North 65° 56' 54" West 130.74 feet to a point of curvature to the left;

Thence along said curve left through an angle of 15° 14' 21", having a radius of 1,082.00 feet, an arc length of 287.78 feet, and whose long chord bears North 73° 34' 05" West a distance of 286.93 feet to a point of compound curvature to the left;

Thence along said curve left through an angle of 19° 37' 35", having a radius of 682.00 feet, an arc length of 233.62 feet, and whose long chord bears South 88° 59' 58" West a distance of 232.48 feet;

Thence leaving said boundary line North 08° 07' 28" West 16.02 feet to a point of non-tangent curvature to the right;

RIGHT OF WAY DEDICATION

HFH-02

February 21, 2024

Page 2 OF 2

Thence along said curve right through an angle of 19° 33' 53", having a radius of 698.00 feet, an arc length of 238.35 feet, and whose long chord bears North 89° 01' 49" East a distance of 237.19 feet to a point of compound curvature to the right;

Thence along said curve right through an angle of 15° 14' 21", having a radius of 1,098.00 feet, an arc length of 292.04 feet, and whose long chord bears North 73° 34' 05" West a distance of 291.18 feet;

Thence South 65° 56' 54" East 132.67 feet to the westerly Right of Way of Crescent Creek Drive;

Thence along said Right of Way South 30° 56' 12" West 16.12 feet to the **Point of Beginning**.

Containing 10,522 square feet, more or less.

See attached Exhibit "B" entitled "RIGHT OF WAY DEDICATION".

REGISTERED
PROFESSIONAL
LAND SURVEYOR


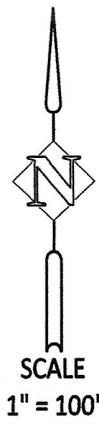
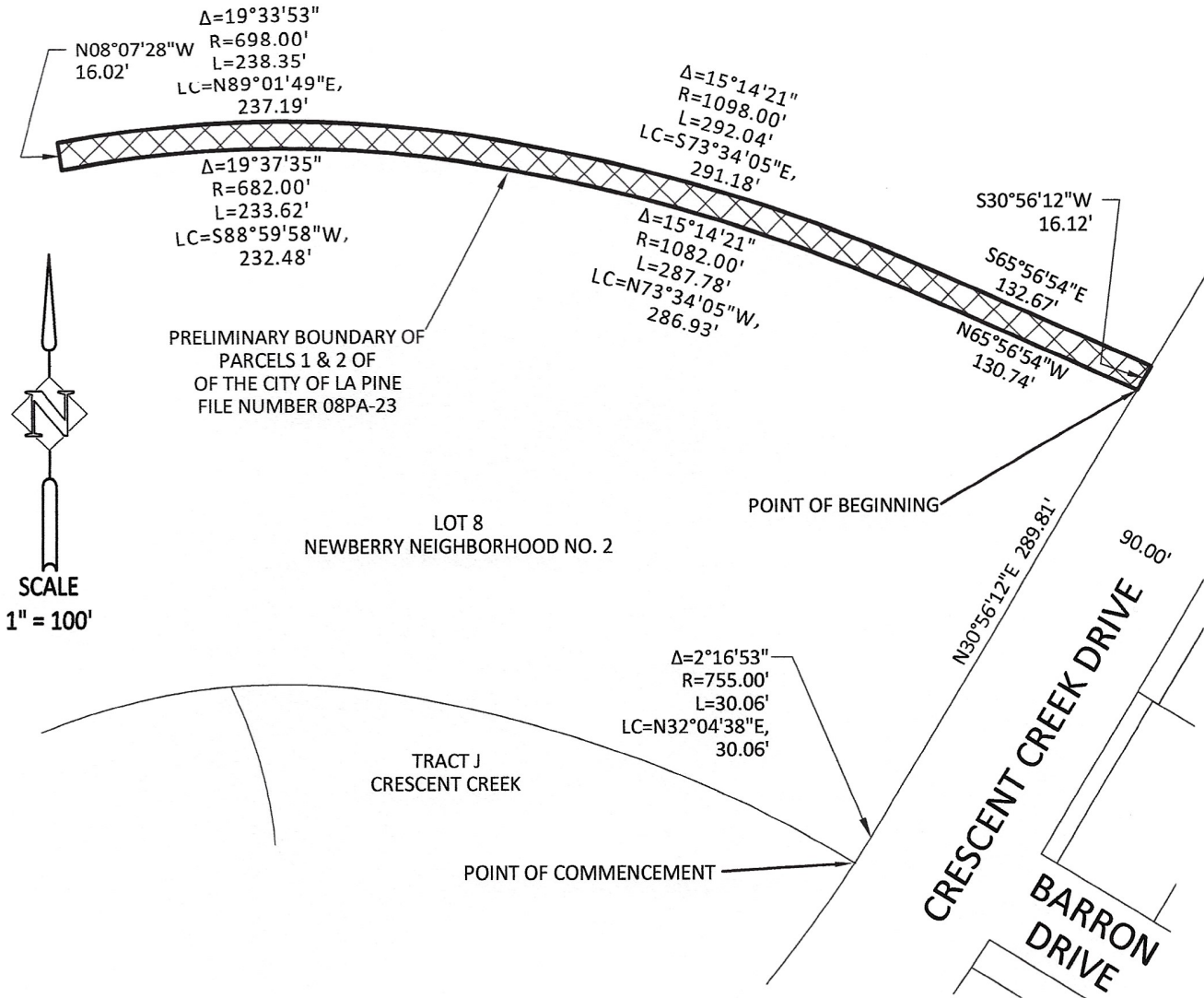

OREGON
Nov. 08, 2010
JOHN TAYLOR HAGLUND
55022PLS
RENEWS: 6-30-25

EXHIBIT "B" RIGHT OF WAY DEDICATION

LOCATED IN THE NORTH ONE-HALF OF SECTION 11, TOWNSHIP 22 SOUTH,
RANGE 10 EAST, WILLAMETTE MERIDIAN, CITY OF LA PINE, DESCHUTES COUNTY, OREGON



LEGEND

RIGHT OF WAY DEDICATION
 ± 10,522 SQUARE FEET

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

OREGON
 NOVEMBER 08, 2010
JOHN TAYLOR HAGLUND
 55022

RENEWS: 6-30-2025

HHPR Harper Houf Peterson Righellis Inc.

ENGINEERS • PLANNERS
 LANDSCAPE ARCHITECTS • SURVEYORS

250 NW Franklin Avenue, Suite 404 Bend, OR 97703
 phone: 541.318.1161 www.hhpr.com fax: 541.318.1141

FHF-02 JTH 2/21/2024 PAGE 1 OF 1

SEE ATTACHED LEGAL DESCRIPTION



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: October 23, 2024

SUBJECT: Authorize the donation of real property located at 16628 Assembly Way in La Pine to the City of Pine

RECOMMENDED MOTION:

Move approval of Board signature of Order No. 2024-004 authorizing the donation of real property located at 16628 Assembly Way in La Pine to the City of La Pine, and further authorize the Deschutes County Property Manager to execute the documents associated with the donation.

BACKGROUND AND POLICY IMPLICATIONS:

Deschutes County owns a 0.57-acre lot at 16628 Assembly Way in the Newberry Business Park within the La Pine Industrial area. The property (Map and Tax Lot 221014AB00108) has a real market value of \$64,790 as determined by the Assessor's Office.

As a result of the City of La Pine's capital funding request submitted to the State Legislature through Representative Reschke's office, the City was awarded \$1.5M to construct an incubator/spec building.

To assist with maximizing the City's development funds, in late 2023, the City submitted a request to acquire Tax Lot 108 by donation. At that time, the Board reviewed the request in an executive session and was supportive with proceeding. The conveyance will include a restriction and reversion back to the County if the property is utilized outside of the intended use.

BUDGET IMPACTS:

Property in the La Pine Industrial area is currently marketed at \$1.75 per square foot, therefore the market value Tax Lot 108 is \$43,451.10. Note, as provided by the 2019 Intergovernmental Agreement with the City of La Pine, sales proceeds from property in the La Pine Industrial area are split 50/50 between the City and County. Therefore, budget impacts are approximately \$21,725.55 in unrealized proceeds.

ATTENDANCE: Kristie Bollinger, Property Manager

REVIEWED

LEGAL COUNSEL

10/23/2024 Item #3.

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

An Order Designating the Deschutes County	*	
Property Manager, Kristie Bollinger as the	*	ORDER NO. 2024-004
Deschutes County Representative for the	*	
Purpose of Signing Documents for the	*	
Donation of Deschutes County Owned		
Property known as Map and Tax Lot		
221014AB00108 located at 16628 Assembly		
Way, La Pine, Oregon 97739		

WHEREAS, the Board of County Commissioners of Deschutes County has authorized the donation of a 0.57-acre property known as Map and Tax Lot 221014AB00108 located at 16628 Assembly Way, La Pine, Oregon 97739, to the City of La Pine; and

WHEREAS, the City of La Pine received \$1.5M through State legislation to build incubator space to accommodate up to five (5) new traded sector businesses in the La Pine Industrial area to help leverage the economic development capacity of the City of La Pine; and

WHEREAS, to assist with maximizing the City’s development funds, the City submitted a request to the County to acquire Tax Lot 108 by donation for zero consideration; now, THEREFORE,

THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, HEREBY ORDERS as follows:

Section 1. The Deschutes County Property Manager, Kristie Bollinger is designated as the Deschutes County representative to sign the necessary documents to complete the donation of real property known as Map and Tax Lot 221014AB00108 located at 16628 Assembly Way, La Pine, Oregon 97739, to the City of La Pine.

SIGNATURES ON FOLLOWING PAGE

Dated this _____ of _____, 2024

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

PATTI ADAIR, Chair

ANTHONY DEBONE, Vice Chair

ATTEST:

Recording Secretary

PHIL CHANG, Commissioner



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: October 23, 2024

SUBJECT: Authorize the sale of real property located at 16630 Box Way in La Pine to BP Holdings LLC

RECOMMENDED MOTION:

Move approval of Board signature of Order No. 2024-036 authorizing the sale of property located at 16630 Box Way known as Map and Tax Lot 221014AB00132 in La Pine to BP Holdings LLC, and move approval to authorize the Deschutes County Property Manager to execute the documents associated with the sale.

BACKGROUND AND POLICY IMPLICATIONS:

Deschutes County owns a 0.43-acre lot at 16630 Box Way, which is located in the Newberry Business Park within the La Pine Industrial area. The property known as Map and Tax Lot 221014AB00132 has a Real Market Value of \$56,210 as determined by the Assessor's Office.

Jesse and Chandra Bath recently submitted an offer to purchase said property. The Baths who are local developers, intend to construct a 7,500 square foot multi-tenant industrial building with 4-5 flex spaces ranging from 1,200 to 2,000 square feet in size. It is estimated that the new development will create 8-24 new jobs at estimated wages of \$15-\$40/hour. Development timeline is approximately 18-months after the sale is finalized.

Highlights of the offer includes,

1. \$32,845.75 sales price, or \$76,230/acre at \$1.75 per square foot
2. \$4,000 refundable earnest money –becomes nonrefundable after buyer removes contingencies
3. 60-day (calendar) due diligence period
4. Closing to occur within no more than 35-days (calendar) after buyer removes contingencies

In 2019, the County and City of La Pine entered into an intergovernmental agreement that provides the City full power and authority to market, promote and negotiate sales of County-owned property located in the industrial area (La Pine Industrial, Newberry Business Park and Finley Butte Industrial Park) for the purpose of economic development.

The IGA includes a 50/50 split of gross proceeds from sales. The City of La Pine and Sunriver La Pine Economic Development (SLED) support this transaction including the sales

BUDGET IMPACTS:

\$32,845.75 gross proceeds will be allocated between the County and the City per the terms of the Intergovernmental Agreement.

ATTENDANCE:

Kristie Bollinger, Property Manager

REVIEWED

LEGAL COUNSEL

10/23/2024 Item #4.

For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

An Order Designating the Deschutes County
Property Manager, Kristie Bollinger as the
Deschutes County Representative to complete the
sale of property located at 16630 Box Way, La
Pine, Oregon 97739 known as Map and Tax Lot
221014AB00132

ORDER NO. 2023-036

WHEREAS, the Board of County Commissioners of Deschutes County has authorized the sale of property located at 16630 Box Way, La Pine, Oregon 97739 known as Map and Tax Lot 221014AB00132 to BP Holdings LLC or their assignee; and

WHEREAS, Deschutes County received an offer from Jesse and Chandra Bath of BP Holdings LLC (Buyer) to purchase (purchase and sale agreement or PSA) the 0.43-acre lot for \$32,845.75 or \$1.75 per square foot, subject to a 60-day due diligence period; and

WHEREAS, upon the execution of the PSA, Buyer will pay \$4,000 Earnest Money, which will be applied to the purchase price at closing; and

WHEREAS, the transaction is estimated to close no more than 35-days (calendar) after the due diligence period from when Buyer removes contingencies, at which time documents to close the transaction need to be signed on behalf of Deschutes County as the seller; now, THEREFORE,

THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, HEREBY ORDERS as follows:

Section 1. The Deschutes County Property Manager, Kristie Bollinger is designated as the Deschutes County representative for the purpose of executing the necessary documents to complete the sale of property located at 16630 Box Way, La Pine, Oregon 97739 and known and Map and Tax Lot 221014AB00132.

SIGNATURES ON FOLLOWING PAGE

Dated this _____ of _____, 2024

BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

ANTHONY DEBONE, Chair

PATTI ADAIR, Vice Chair

ATTEST:

Recording Secretary

PHIL CHANG, Commissioner



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: October 23, 2024

SUBJECT: La Pine Park & Rec Board Recruitment

BACKGROUND AND POLICY IMPLICATIONS:

The five members of the La Pine Park & Recreation District Board have resigned. ORS 198.320 (1) provides that if a majority of the membership of the governing body is vacant, the vacancies shall be filled promptly by the county court of the county in which the administrative office of the district is located.

Staff will connect with commissioners following interviews of applicants interested in serving on the Board. Interviews are scheduled to occur during the morning on Wednesday, Oct. 23.

Staff will seek Board direction on how they would like to proceed with potential appointments to the La Pine Park & Rec Board.

BUDGET IMPACTS:

None.

ATTENDANCE:

Whitney Hale, Deputy County Administrator