



# CITY OF LA PINE, OREGON

## REGULAR CITY COUNCIL MEETING

Wednesday, February 24, 2021 at 5:30 PM  
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

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*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.*

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## AGENDA

### 1. CALL TO ORDER

### 2. ESTABLISH A QUORUM

### 3. PLEDGE OF ALLEGIANCE

### 4. PUBLIC COMMENTS

*Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.*

### 5. 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*

### 6. 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 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.](#) 2.10.2021 Regular City Council Meeting Minutes

### 7. RESIGNATION OF COUNCILOR POWELL

### 8. HABITAT FOR HUMANITY SDC CREDIT REQUEST- PRESENTATION

### 9. RFP- LA PINE TRANSIT CENTER

### 10. CITY MANAGER REPORT

### 11. OTHER MATTERS

*Only Items that were previously added above in the Added Agenda Items will be discussed.*

### 12. PUBLIC COMMENTS

*Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.*

**13. STAFF COMMENTS**

**14. MAYOR & COUNCIL COMMENTS**

**15. ADJOURNMENT**

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**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 City Council 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.

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

Wednesday, February 10, 2021 at 5:30 PM  
La Pine City Hall: 16345 Sixth Street, La Pine, Oregon 97739

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**MINUTES**

**1. CALL TO ORDER**

Meeting was called to order at 5:31 p.m.

**2. ESTABLISH A QUORUM**

PRESENT

Mayor Daniel Richer  
Councilor Colleen Scott  
Councilor Mike Shields  
Councilor Alisha Powell  
Councilor Don Greiner

STAFF

City Manager Geoffrey Wullschlager  
Public Works Manager Jacob Obrist  
Assistant Planner Alexa Repko  
City Recorder Robin Neace  
Office/Account Clerk Jamie Kraft

**3. PLEDGE OF ALLEGIANCE**

**4. RESIGNATION OF D. SCOTT HENDERSON**

Resignation received from Councilor D. Scott Henderson.

Motion made by Colleen Scott to accept resignation, Seconded by Mike Shields.

Voting Yea: Councilor Scott, Councilor Shields, Councilor Powell

**5. PUBLIC COMMENTS**

*Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.*

None.

**6. 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*

City Recorder Robin Neace swears in Donald Greiner as City Councilor.

**7. CONSENT AGENDA**

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*approved by one motion of the City Council without separate discussion. If 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. 1.27.2021 Regular City Council Meeting Minutes
2. Visitor's Center Q2 Report- TRT Payment

Motion made by Councilor Shields, Seconded by Councilor Greiner.

Voting Yea: Councilor Scott, Councilor Shields, Councilor Powell, Councilor Greiner

**8. APPOINTMENT OF COUNCILORS AND CITIZENS TO COMMITTEES**

Motion to appoint Councilor Greiner to Urban Renewal Committee made by Councilor Scott, Seconded by Councilor Shields.

Voting Yea: Councilor Scott, Councilor Shields, Councilor Powell

Abstention: Councilor Greiner

Councilors & Staff were further appointed to the following:

SLED- Councilor Scott

COIC- Councilor Powell

COACT- Councilor Shields

Deschutes Basin Water Collaborative- Public Works Manager Jacob Obrist

COCO- Mayor Richer

League of Oregon Cities- Councilor Scott

Urban Renewal Agency- Councilor Greiner

Voting Yea: Councilor Scott, Councilor Shields, Councilor Powell, Councilor Greiner

**9. FUTURE INDUSTRIAL PARK ADVERTISING/BROKER OF RECORD**

Staff report given by City Manager Geoffrey Wullschlager.

**10. Draft RFP- LA PINE SPEC. BUILDING**

Staff Report by Geoffrey Wullschlager.

**11. CITY MANAGERS REPORT**

Staff Report by City Manager Geoffrey Wullschlager.

**12. OTHER MATTERS**

*Only Items that were previously added above in the Added Agenda Items will be discussed.*

**13. PUBLIC COMMENTS**

*Three (3) minutes per person; when asked to the podium, please state your name and whether you live within La Pine city limits.*

**14. STAFF COMMENTS**

Staff report on planning updates by Planner Alexa Repko.

**15. MAYOR & COUNCIL COMMENTS**

**16. ADJOURNMENT**

Meeting adjourned at 6:18 p.m.

2/16/2021

Dear City Manager, Fellow Council Members and City of La Pine Staff,

After being offered a promotion at work, my husband along with our family has decided to accept the new position. This new position is a move to Montana. Therefore, I will be stepping down as a member of the City of La Pine council. I do understand this is not the most convenient time with the current opening on the board. I think it's best for everyone if my position is filled with the candidates for the current opening.

I have thoroughly enjoyed my time in this position even though it was very brief. I look forward to return visits to see all the amazing growth and changes La Pine has in store.

Sincerely,

Alisha Powell

# City of La Pine Council Meeting

February 24, 2021



# Our Organization

- Non-profit organization governed by volunteer Board
- 27-year history
- Mission – provide home ownership opportunities for low-income residents of South Deschutes County
- 24 homes constructed in City of La Pine in past 10 years





# Funding Sources

- Individual & corporate donations
- Foundation grants
- ReStore retail revenue



# Dramatic Demand Growth

- Demand for low-income housing in Deschutes County is extremely high
- Habitat for Humanity monthly mortgage payments typically less than rent
- Consequent increase in demand for Habitat houses
  - Pre-2014 – 1 house constructed per year
  - 2014 – 1.5 houses constructed
  - 2015 – 2.5 houses constructed
  - 2016-2020 – 3 houses constructed per year



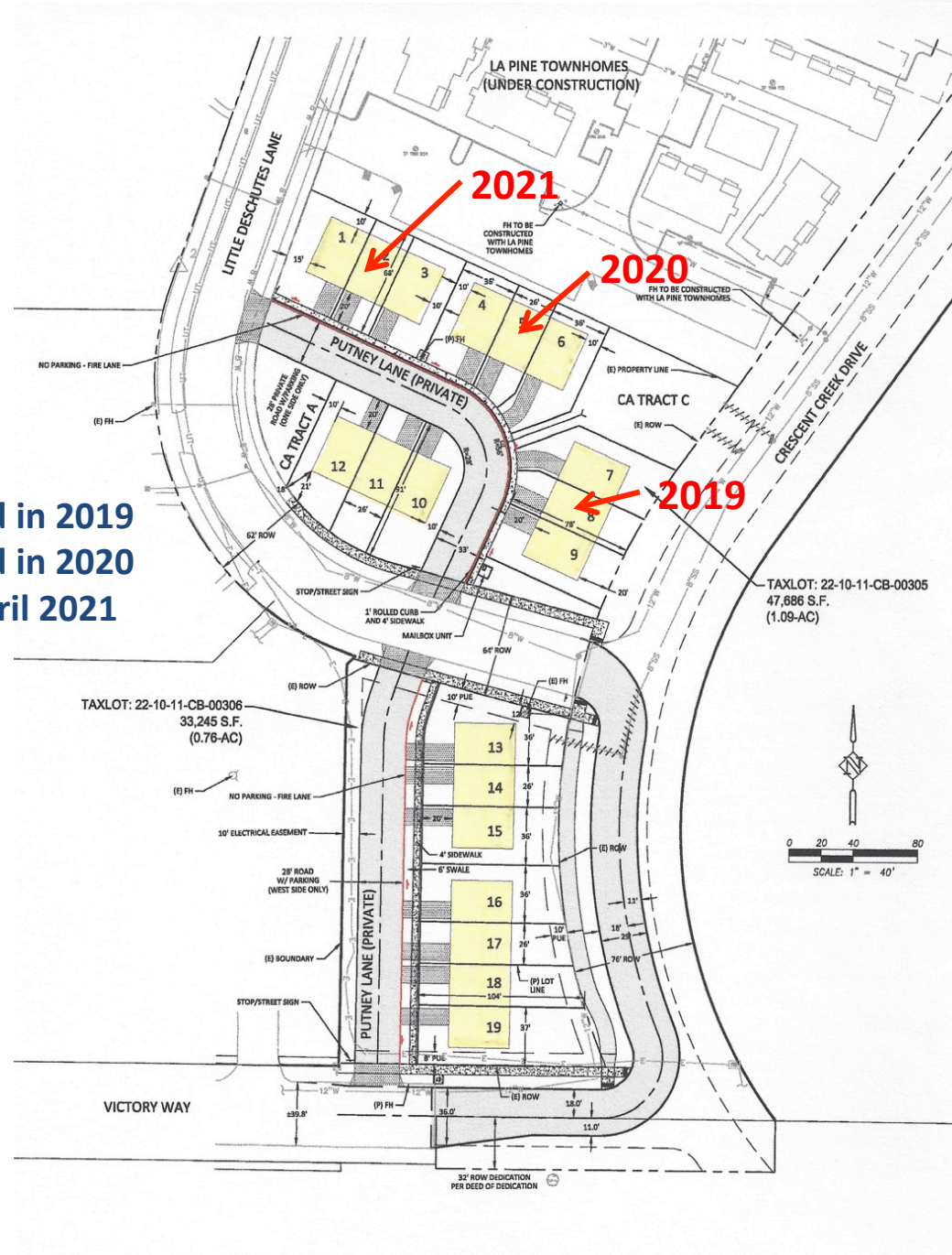
# Putney Place Development

- 1.85 acres donated by Deschutes County
- 19 new 2-story townhouses
- Each home
  - 1,350 – 1,400 sf
  - 3 bedrooms
  - Single stall garage



# Site Plan

- 3 townhouses constructed in 2019
- 3 townhouses constructed in 2020
- 3 townhouses begin in April 2021



# Attractive Additions to the Community



# Home Mortgages

- Mortgages for 2020 houses = \$170,000
- Appraisals for 2020 houses = \$212,000 – \$216,000
- Low cost relates to:
  - Substantial volunteer participation in construction
  - Generous gifts-in-kind from suppliers & contractors



# Our Big Challenge – Cost Containment

- Minimum annual gross income = \$34,000 to qualify for \$170,000 mortgages in 2020
- Many families unable to qualify
- Our goal is to contain costs to keep income qualification level as low as possible



# Increasing Costs

	<b>2017</b> NW 9,10&11	<b>2018</b> NW 4&5	<b>2019</b> PP 7,8&9	<b>2020</b> PP 4,5&6	<b>2021</b> PP 1,2&3
<b>Construction Cost</b>	\$112,004	\$113,942	\$132,038	\$133,050	\$150,821
<b>Habitat Overhead</b>	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
<b>Lot Cost</b>	\$40,000	\$40,000	\$30,000	\$30,000	\$30,000
<b>Total Cost</b>	\$157,004	\$158,942	\$167,038	\$168,050	\$185,821

Note that the \$185,000 estimate cost for 2021 will require a \$2,000 increase in the minimum annual gross income or a \$15,000 subsidy from a presently unknown source.





# System Development Charges (SDC's)

- 2021 SDC's for each townhouse
  - Water \$3,563
  - Sewer \$6,543
  - Transportation \$4,409
  - Total \$14,515
- 9.6% of estimated 2021 construction cost



# Exemption from SDC's

- Exemption from SDC's requested for Habitat homes
- Justification
  - Qualifying annual income for Habitat homes reduces \$2,000, allowing Habitat to serve more people
  - Habitat is the only organization providing housing for purchase in La Pine for families at or below 80% of Area Median Income (AMI)
  - No cash outlay for the City
  - Broadens City's taxable base
  - Exemptions already exist in other Oregon communities



# Sample Ordinance

ORDINANCE NO. 1336

**AN ORDINANCE AMENDING SECTION 52.084, EXEMPTIONS OF THE CODE OF THE CITY OF TILLAMOOK (CCT), TITLE V: PUBLIC WORKS, CHAPTER 52**

**WHEREAS**, the City received a letter of request dated May 23, 2018 from the Tillamook County Habitat for Humanity requesting legislation allowing their projects to be exempted from city System Development Charge (SDC) fees; and

**WHEREAS**, the Tillamook City Council discussed changes to the language related to exemptions of system development charges in Title V, Chapter 52, Section 52.084, Exemptions, of the Code of the City of Tillamook; and

**WHEREAS**, the Tillamook City Council has reviewed the proposed changes.

**NOW THEREFORE**, the Common Council of the City of Tillamook ordains as follows:

**Section 1: Amendment of the Code of the City of Tillamook (CCT).**

The Code of the City of Tillamook (CCT), Title V, Chapter 52, Section 52.084 (A) shall be amended by adding the following additional provisions:

4. A project financed by city revenues is exempt from all portions of the system development charge.

5. A project financed by Habitat for Humanity is exempt provided that such projects provide housing to families at or below the city's 80 percent median income level as defined by the U.S. Department of Housing and Urban Development.

**Section 2: Codification.**

Provisions of this Ordinance shall amend the Code of the City of Tillamook, and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word and the sections of the Ordinance may be renumbered, or re-lettered, the City Recorder is authorized to correct any cross references and any typographical errors.

**Section 3: Effective Date.**

This Ordinance shall take effect 30 days from the date of adoption.

**PASSED FIRST READING** by the City Council this 18<sup>th</sup> day of June, 2018.

**PASSED SECOND READING** by the City Council this 2<sup>nd</sup> day of July, 2018.

**ADOPTED** by the City Council this 2<sup>nd</sup> day of July, 2018.

**APPROVED** by the Mayor this 2<sup>nd</sup> day of July, 2018.

  
Suzanne Weber, Mayor  
Date July 2, 2018

Attest:  
  
Abigail Donowho, City Recorder  
Date 7/2/18

A project financed by Habitat for Humanity Is exempt provided that such projects provide housing to families at or below the City's 80 percent median income level as defined by the U.S. Department of Housing and Urban Development.



# Closing

- Your approval of our request for an exemption from SDC's will allow us to serve more low income people in La Pine.
- Please expand your partnership with us in this important mission.



# Questions





## City Manager's Report – February 24th, 2021

### Administration:

City Administration has been concentrating on recruitment and staffing adjustments during the period between our last Council meeting and our upcoming scheduled business. Land use inquiries have continued to increase and we anticipate an accelerated permit submission period with the coming Spring.

#### Personnel and Appointments:

The Administrative staff have met with two candidates as generated by our contract recruiting firm to date. An acceptable candidate was identified, and a contract offer was made. Unfortunately, the applicant of choice had a timing conflict and will not be able to take on the Recorder/Finance position at this time. This has created an inconvenience as it was our intention to have a qualified candidate cross train with Ms. Neace during her last week with the City. In the interim, Ms. Neace has been working with Ms. Kraft, offering guidance on the duties that will need to be performed after Ms. Neace takes her leave.

As we have not been provided with additional candidates to date by the contract recruiter, we will be initiating an internal recruitment process as current administrative staff will be taking on delegated duties to their current workload with the Recorder position remaining currently vacant. The only disadvantage at this time to the identification of an adequate candidate through our internal method will be the potentiality of a direct hire process, and the staff time consumed by a recruitment. We endeavor to have this recruitment completed within the next three to four weeks. We will also be assigning payroll duties to our contract CPA at this time.

As the Council is aware, we have also realized two vacancies on the Council as of recent. Interim Councilor Greiner has initiated the potential recruitment of an eligible La Pine resident, and the City has placed an advertisement in Wise Buys for circulation within the City. If you know of any potentially interested and eligible citizens, please have them contact the City Manager's office for an application and instructions. The CM's office will also provide a summarized introduction to process, expectations of the position, and other information to any party that would be interested in scheduling a meeting.

#### Land Use:

The Planning Department continues to field several daily inquiries regarding residential development and has been holding pre-planning meetings accordingly. The City should anticipate a large increase as mentioned in this report's preamble, as we approach Spring. Our current kickoff with our new contact

planner has been hampered by the effects of the recent ice storms in the valley, but they have initiated a code audit of our current development code. Results and recommendations will be presented to both the Planning Commission and the City Council once the audit is complete. Potential findings may be made up of contradictions and redundancy within the code, and professional suggestions for streamlining the code and the processes contained therein. The Council should be ready to hold an introductory discussion with the contract planner at our next scheduled meeting about potential visioning for the future of La Pine.

Additionally, City staff have been asked to survey the Council on their collective thoughts on the remaining 325 acres in the Newberry neighborhood. Staff will produce a summary in the coming week and administer it to sitting Council members for their consideration between meetings which will be discussed at our next scheduled convening.

Economic Development:

The draft RFP for the Spec. Building program has been submitted to the City Attorney for review and we anticipate remarks in the next week on this document. City Administration will also be developing an RFP with the City Attorney depending on Council feedback regarding the broker of record discussion. It is City Administration's recommendation that the Council open the process to all real estate brokers, both commercial and general if the Council finds that this process the direction the City should go in regarding the marketing and sale of industrial park properties.

Conclusion:

Until City staff identifies appropriate candidates for the additional administration duties of the Recorder position, City staff will be engaged primarily in daily operations maintenance. This has the potential to cause delay in our enterprise duties.

Sincerely,



Geoff Wullschlager  
City Manager