

**LA PINE COUNCIL MEETING**  
Wednesday, June 13, 2012  
Regular Session – 6:00 pm  
16345 6<sup>th</sup> Street, Ste 102  
La Pine, OR 97739

A. Regular Session

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. Added Agenda Items

Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such other time selected by the City Council.

5. 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.

- a. Approval of Minutes
  - i. May 2, 2012 Budget Committee Minutes
  - ii. May 9, 2012 Budget Committee Minutes
  - iii. May 9, 2012 Regular Council Meeting Minutes
  - iv. May 23, 2012 Special Meeting and Budget Hearing Minutes
  - v. May 30, 2012 Special Meeting Minutes
- b. Bills and Invoices
  - i. Approval of Bills
  - ii. Financial Report
  - iii. Approval of Reimbursements
- c. i. Liquor License Application for Homestead Tavern

6. Public Comments

7. Resolution No. 2012-07 Adoption of the Fiscal Year 2012-2013 Budget for the City of La Pine
8. Employee Handbook Addendum Update
9. Presentation on the La Pine Cemetery
10. Transient Room Tax (TRT) Update
11. Sewer & Water Transition Update
12. Other Matters
13. Public Comments
14. Committee Reports
15. Staff Comments
16. Council Comments
17. Adjourn

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meetings. This notice does not limit the ability of the City Council to consider or discuss additional subjects. These meetings are subject to cancellation without notice. These meetings are open to the public and interested citizens are invited to attend. 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 Patti Morgan at 541-536-1432.

**LA PINE COUNCIL MEETING MINUTES**

Wednesday, June 13, 2012

Regular Session – 6:00 pm

16345 6<sup>th</sup> Street, Ste 102

La Pine, OR 97739

B. Regular Session

1. Call to Order

Mayor Ken Mulenex called the meeting to order.

2. Establish Quorum

City Manager Steve Hasson  
Interim Public Works Director Rick Allen  
Mayor Ken Mulenex  
Councilor Stu Martinez  
Councilor Dan Varcoe  
Councilor Don Greiner  
Councilor Kathy Agan  
City Recorder/Finance Officer Lori Martin  
Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Paul Cody led the Pledge of Allegiance.

4. Added Agenda Items

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such other time selected by the City Council.

None

5. 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.

- d. Approval of Minutes
  - i. May 2, 2012 Budget Committee Minutes
  - ii. May 9, 2012 Budget Committee Minutes
  - iii. May 9, 2012 Regular Council Meeting Minutes
  - iv. May 23, 2012 Special Meeting and Budget Hearing Minutes
  - v. May 30, 2012 Special Meeting Minutes
  
- e. Bills and Invoices
  - i. Approval of Bills
  - ii. Financial Report
  - iii. Approval of Reimbursements
  
- f. i. Liquor License Application for Homestead Tavern

Councilor Martinez stated that there may be a possible conflict of interest because there is a bill from Wilderness Garbage and that is the business he owns.

**A motion was made by Councilor Greiner and seconded by Councilor Agan to approve the consent agenda.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dan Varcoe</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

**Motion passed unanimously.**

6. Public Comments

None

7. Resolution No. 2012-07 Adoption of the Fiscal Year 2012-2013 Budget for the City of La Pine

City Manager Hasson gave a brief history of the budget process for the 2012-2013 budget for the City of La Pine.

**A motion was made by Councilor Martinez and seconded by Councilor Greiner to approve Resolution No. 2012-07 adopting the 2012-2013 fiscal year budget, make appropriations and impose and categorize the tax levy on the assessed value of all taxable property in the City.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dan Varcoe</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

**Motion passed unanimously.**

9. Presentation on the La Pine Cemetery (THIS ITEM WAS MOVED FORWARD)

City Manager Hasson stated that what is being proposed is the transfer of the La Pine Cemetery from the La Pine Community Cemetery Association for the City of La Pine to the City of La Pine. He said there is no debt or legal actions with assuming the La Pine Cemetery. City Manager Hasson said he would like some direction from the Council as to if they want to proceed with the transfer.

Vern Walters stated he has been associated with the Cemetery since the late 1970's. He said the mortuary would have the contract filled out and that would in turn be given to the City to be put into a special computer program. Mr. Walters said the program would allow sorting, for example. He said Paul Cody opens and closes the graves and also does maintenance. Mr. Walters said there are funds in the cemetery account that pays for maintenance work. He said there is approximately \$17,000 in the account that would be transferred over to the City. Mr. Walters said that the cemetery monies need to stay cemetery monies to maintain the cemetery as time goes on. It was also discussed that only people who live in La Pine community can be buried in the cemetery. In addition the insurance coverage for the cemetery would be melded into the general liability insurance for the City.

City Manager Hasson said they will prepare an Ordinance to come back to the Council for the transfer of the cemetery.

00:26:51

8. Employee Handbook Addendum Update

Director Allen stated that they have added the retirement as well as some insurance issues into the updated Employee Handbook. He said that some non-exempt employees will need to be on call. Director Allen said those employees will receive an additional amount of \$50.00 for being oncall plus any hourly pay if they are actually called out to work. He also said that there was a new internet policy regarding employees not using social networking sites on the City's computers.

City Manager Hasson stated that the employees will need to be versatile and possibly undertake duties not normally done.

**A motion was made by Councilor Greiner and seconded by Councilor Varcoe to accept the changes to the City Employee Handbook as written.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dan Varcoe</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

**Motion passed unanimously.**

#### 10. Transient Room Tax (TRT) Update

City Manager Hasson stated that there are six lodging businesses in the City that provide the TRT funds. He said the City recently engaged an auditor to review the books for the six providers of these revenues. City Manager Hasson stated that 70% of the monies received are distributed to the Chamber and Visitor Center. He said there was a contract about how the reporting on the usage of the funds would be done. City Manager Hasson said the contract has expired. He said they would be reenacting the contract just to be sure the public monies are safeguarded. City Manager Hasson said that the Chamber was amenable to reenact the contract.

The Council had consensus to receive a report of how the TRT monies were utilized for last year. City Manager Hasson said the report would be provided to the Council at the next meeting. He said the contract would also be brought back at the next meeting.

#### 11. Sewer & Water Transition Update

City Manager Hasson stated that they have had excellent relationships with the Water and Sewer District's staff and Board members. He said there will be an employee meeting held on June 18<sup>th</sup>. City Manager Hasson stated that they would like to close down the Water and Sewer Districts operating outside of the City as soon as possible after July 1<sup>st</sup>.

Director Allen stated that the transfer of the USDA (United States Department of Agriculture) loan will be handled similar to a deed transfer of land. He said the City had to prove its ability to pay on the loan. Director Allen said the speed at which the transfer can occur is beyond the City's control and is up to the USDA. City Recorder/Finance Officer Martin stated that the Districts accounting software programs should transfer over to the City's software system without too much difficulty.

Director Allen stated that there will be a Special Council Meeting on June 20<sup>th</sup> to go over the Districts Water and Sewer resolutions and ordinances. He also said that the legal fees will be high because of all the Districts withdrawal work that the City Attorney is handling.

#### 12. Other Matters

City Manager Hasson discussed the water rate study initiated by the Water District late last year. He also passed out documents related to the study for the Council.

City Manager Hasson stated that the La Pine School District would like to honor Patricia Yaeager for her years of service with the District. He said the City has received a request to name one of the City streets with Ms. Yeager's name. City Manager Hasson said the request is to rename Reese Street to Yeager Way. He said there are no legal or land use constraints to change the street name. The Council had consensus for the City Manager to go ahead with the plans to change the street name. There was a discussion to rename another street with the Rease name. City Manager Hasson will look into the matter as it may not be a good idea to remove the Rease name as it was done as an honorarium.

City Manager Hasson discussed the \$50,000 grant that has become available. He said the purpose of this grant is to assist Cities with improvements to City sidewalks and streets. City Manager Hasson stated he would like the Council to think about where improvements are needed. He said he will also make the Public Works Committee aware of the opportunity. Mayor Mullenex discussed the danger in crossing the intersection of 4<sup>th</sup> and Morson next to the Prairie House. Councilor Martinez stated that William Foss is also dangerous for children crossing and travelling on it.

City Manager Hasson stated that he met with staff from Deschutes County regarding the Planning Agreement the City has with the County that is set to expire on June 30<sup>th</sup>. He said the County has offered to perform planning services beyond that date for as long as the City needs to have them handle it and will just need another Intergovernmental Agreement. It will be brought before the Council at a future meeting.

City Manager Hasson stated that the mosquito abatement company began spraying on the City roadways. He said staff has been given a questions and answers sheet to assist with public inquiries.

City Manager Hasson stated that it will probably be a couple of years before the Reed/1st and Hwy 97 intersection will be signaled. However, he said ODOT (Oregon Department of Transportation) has a number of smaller projects to assist with the problem in the meantime.

City Manager Hasson discussed the youth partnership with the City. He said he met with the leadership class at La Pine High School. City Manager Hasson stated that the class will come up with ideas for the partnership and they will be presented to the Council.

### 13. Public Comments

None

### 14. Committee Reports

Councilor Greiner stated that COIC (Central Oregon Intergovernmental Council) has a 20 million dollar budget. He said that the State is looking for stable funding for the transportation funding. Councilor Greiner stated COIC would like some ideas from the Council regarding the stable funding. It was decided to bring this matter back at the June 27<sup>th</sup> Work Session.

### 15. Staff Comments

None

18. Council Comments

Councilor Varcoe stated he thought the budget process went very smoothly this year. Mayor Mulenex stated that he would like the City to participate in the basket to be auctioned at the Mayor's Conference. He said last year's basket was very successful in raising funds. The Council had consensus to donate \$25.00 for this year's basket. He also said that High Lakes Car Club would like to give a Mayor's trophy and would like to ask the City for a donation of \$50.00.

**A motion was made by Councilor Varcoe and seconded by Councilor Greiner to appropriate \$50 for a Mayor's Trophy to participate in the High Lakes Car Club Show.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dan Varcoe</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

**Motion passed unanimously.**

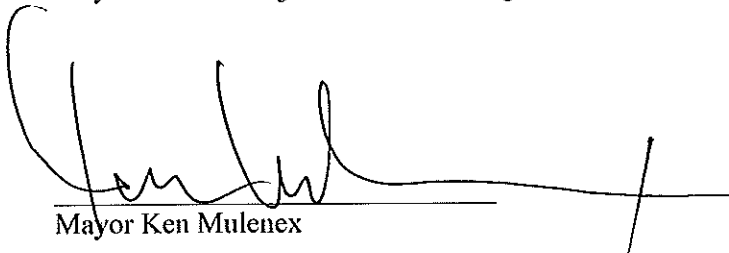
19. Adjourn

**A motion was made by Councilor Varcoe and seconded by Councilor Agan to adjourn the meeting.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dan Varcoe</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

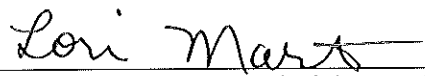
**Motion passed unanimously.**

Mayor Mulenex adjourned the meeting.



Mayor Ken Mulenex

Attest:



Lori Martin, City Recorder/Finance Officer