



LA PINE CITY COUNCIL AGENDA

Wednesday, March 9, 2016

Regular Session – 6:00 pm

16345 6th Street, Suite 102

La Pine, Oregon 97739

A. Regular Session – 6:00 pm

1. Call to Order

2. Establish a 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 of any member of the City Council.

a. Approval of Minutes

i. February 10, 2016 Council Meeting Minutes

ii. February 24, 2016 Council Work Session Minutes

b. Bills and Invoices

i. Approval of Reimbursements

c. Financials

i. Revenue and Expenses

6. Public Comments

7. Funding Request from La Pine Rodeo for Concert & Rodeo

8. Funding Request for Bicycle Fix It Station.

9. Authorize City Manager to Award Contract for 1st & Hwy 97 Landscaping Project
10. Approve Intent to Award and Authorize City Manager to Award Contract for Wickiup Lift Station Project
11. Approval of Memorandum of Understanding with the La Pine Park & Recreation District for Finley Butte Park
12. Approval of La Pine Community Cemetery Rules and Regulations
13. Water District Loans – USDA and Washington Federal Refinance Option
14. Re-Appointment of Planning Commission Member
- Norman McClung
15. Other Matters: This item concerns any matters that were added to the Agenda under the Added Agenda Items portion of this Agenda
16. Public Comments
17. Staff Comments
18. Council Comments
19. Mayor's Comments
20. 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 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. The public will not be permitted to attend the executive session; provided, however, representatives of the news media and designated staff will be allowed to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the executive session as previously announced. No decision will be made in the executive session.

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 (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY

LA PINE CITY COUNCIL MINUTES

Wednesday, March 9, 2016

Regular Session – 6:00 pm

16345 6th Street, Suite 102

La Pine, Oregon 97739

A. Regular Session – 6:00 pm

1 Call to Order

Mayor Ken Mullenex called the meeting to order.

2 Establish a Quorum

Mayor Ken Mullenex

Councilor Stu Martinez

Councilor Kathy Agan

Councilor Karen Ward

Councilor Dennis Scott

Student Councilor Sydney Bright - absent

Interim City Manager Rick Allen

Assistant City Manager Cory Misley

Public Works Manager Scott Perkins – absent by prior arrangement

Accounting Clerk Ashley Williams

Administrative Assistant Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Doddie Gillis 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.

a. Budget Committee Application

b. Budget Calendar

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 of any member of the City Council.

a. Approval of Minutes

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ii. February 24, 2016 Council Work Session Minutes

- b. Bills and Invoices
 - i. Approval of Reimbursements
- c. Financials
 - i. Revenue and Expenses

Councilor Martinez mentioned a possible Conflict of Interest with the Wilderness Garbage bill.

A motion was made by Councilor Ward and seconded by Councilor Scott to approve the Consent Agenda.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

6. Public Comments

None

7. Funding Request from La Pine Rodeo for Concert & Rodeo

Candy Yow, President of the La Pine Rodeo Board, presented the funding request. She said on July 1st they will bring in national recording artist Lone Star. She said last year's concert was very successful. Ms. Yow said on July 2nd they will have the buck and boom with a new event called mini bulls for the children to ride. She said the NPRA Rodeo will be July 3rd and 4th. Mr. Allen said there was enough money in the TRT fund to give them the \$7,500 a little more than they were requesting. Mayor Mulenex said it would be good after the events if the Rodeo Board came back to a meeting and discussed how they used the monies.

A motion was made by Councilor Agan and seconded by Councilor Ward to approve the \$7,500 from TRT funds for the La Pine Rodeo Association.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

8. Funding Request for Bicycle Fix It Station.

Scott Morgan, City representative for the Bicycle Pedestrian Advisory Committee, gave the presentation. He wanted to recommend a funding request of \$1,000 for a Bicycle Fix It Station. Mr. Morgan said this would help to draw bicycle riders from the Sunriver area and also south Bend. He said the station is moveable to different locations. Mayor Mulenex said that this is an outstanding idea and a good start. Mayor Mulenex suggested that he would like to see this topic come to a Work Session and also discuss with the La Pine Park & Rec District. Mr. Morgan thought that the District would probably do the maintenance of the station. Councilor Ward said she thought it was a great idea but wondered where it could be put so there is no vandalism of the station. Mr. Morgan suggested having it over by the District office underneath a good light to help with preventing vandalism. Mr. Misley said there were funds available to purchase the equipment. He suggested putting the station in a place where the public comes together. Mr. Misley said that the Public Works Department has offered to assist with installing the station. He said this topic could be on the agenda at the March 23rd Work Session. Councilor Martinez suggested deciding on this request at tonight's meeting so the station could be ready by possibly spring break. Councilor Scott agreed with Councilor Martinez. Mayor Mulenex stated he would like some assurance that the District would keep up the maintenance on the station. Mr. Morgan said it takes about 4-5 weeks to receive the station. Mr. Gary Gordon, Board Chair for the District, said he would like Scott to do a presentation at the Districts meeting regarding how the District can pay for the upkeep on the station since it is not in the budget.

A motion was made by Councilor Scott and seconded by Councilor Agan to put this item on the City Council Work Session Agenda for March 23rd.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>		<i>X</i>
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed 3-1.

The below item was moved forward due to time constraints.

15. Application for new Budget Committee member.

- a. Brian Earls said he was on the Water & Sewer Boards and also their Budget Committees. He is the Budget Officer for his church. Councilor Ward said Brian would be a good asset to the Budget Committee. Councilor Martinez stated that Mr. Earls does a lot of work in the community.

A motion was made by Councilor Agan and seconded by Councilor Martinez to appoint Brian Earls to the Budget Committee for the City of La Pine.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

9. Authorize City Manager to Award Contract for 1st & Hwy 97 Landscaping Project

Eric Huffman, City Engineer, said that they received four bids. He said the low bid was Paul Brothers, Inc., out of Boring, Oregon. Mr. Huffman said this company recently constructed a project for the Bend Park & Rec District. He said they are also working on another project for the District. Mr. Huffman said construction could begin in the next week or two with a completion date of May 13th. Mr. Misley said by taking the landscaping bidding out of the contract for the construction of the 1st & Hwy 97 project it allowed the cost for the landscaping to be much less than it would have been. Mr. Huffman said that the species of trees and shrubs were designated for the climate in Central Oregon. Mr. Misley said there is a two year warranty on all plant materials.

A motion was made by Councilor Ward and seconded by Councilor Agan to award the contract for the Landscaping Project on Hwy 97 and 1st Street to Paul Brothers Inc.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

10. Approve Intent to Award and Authorize City Manager to Award Contract for Wickiup Lift Station Project

Brandon Mahon, from Anderson Perry, said that they opened the re-bids in February, and it saved about \$30,000 - \$40,000 from when it was initially bid out in the fall. He said this time there were a lot more bidders. He said they have selected Tornado Soft Excavation out of Independence, Oregon. The low bid was for \$288,874. Mr. Allen said the work being done on the Lift Station will accommodate the expansion into the Cagle and Glenwood Neighborhoods.

A motion was made by Councilor Ward and seconded by Councilor Scott to award the contract for the Wickiup Lift Station Project.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

11. Approval of Memorandum of Understanding with the La Pine Park & Recreation District for Finley Butte Park

Gary Gordon, Board Chair of the La Pine Park & Rec District, suggested making a change to page 2, second paragraph, to have it say the water amount would not carry over to the next year. Mr. Misley said the way he reads it is there is an annual contribution of water and it does not say anything about carrying it over so he thinks it is fine the way it is now.

A motion was made by Councilor Martinez and seconded by Councilor Scott to approve the Memorandum of Understanding between the City of La Pine and the La Pine Parks and Recreation District.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

12. Approval of La Pine Community Cemetery Rules and Regulations

Mr. Misley said a working group was assembled last fall to work on rules and regulations for the La Pine Cemetery. He said he also received input from Brad at Baird Memorial Funeral Home. Kathy Agan said that Cory has worked hard on getting this done and the City needs to move forward on it. Mayor Mulenex said the rules and regulations were needed. Mr. Misley said Paul Cody was also very helpful. Mayor Mulenex said Paul Cody has been a great volunteer for many years.

A motion was made by Councilor Ward and seconded by Councilor Martinez to approve the La Pine Community Cemetery Rules and Regulations.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

13. Water District Loans – USDA and Washington Federal Refinance Option

Mr. Allen stated that interest rates are low and he has been watching the bonds that came when the Districts came over to the City. He said he met with Washington Federal regarding refinancing the 2.4 million from the USDA loan and have a new interest rate that would be 2.3% for an estimated savings of \$674,000. He said there will be some costs to the City from bond counsel. Mr. Allen said that this savings can be used toward the Cagle Expansion.

A motion was made by Councilor Ward and seconded by Councilor Martinez to have the City Manager move forward on refinancing the Water District loans.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

The Council had consensus to commend the City Manager for saving the City so much money.

14. Re-Appointment of Planning Commission Member
- Norman McClung

A motion was made by Councilor Scott and seconded by Councilor Ward to rescind the earlier motion made at the February 10th Council Meeting re-appointing Gloria Fleming to the Planning Commission and instead re-appoint Norman McClung to the Planning Commission.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

15. Other Matters: This item concerns any matters that were added to the Agenda under the Added Agenda Items portion of this Agenda

Mr. Misley discussed the Budget Calendar and the need to appoint a Budget Officer and Budget Committee, tonight. He said the Public Hearings on the budget will take place the first week of May. There will probably be two or three meetings.

A motion was made by Councilor Martinez and seconded by Councilor Agan to appoint Cory Misley, Assistant City Manager, as the Budget Officer.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

Mr. Allen said there will also be a meeting with the Urban Renewal Members regarding their budget.

A motion was made by Councilor Martinez and seconded by Councilor Scott to approve the Budget Calendar.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

Mr. Misley said one of the weaknesses that was identified during last fall's water crisis was that there was a water tower not being used for emergency or extra water. He said the City has been making repairs to the water tower and also doing some cleaning. Mr. Misley said they are also putting in an automated system where the water will empty and refill at designated times to keep fresh water in the tower. The cost for this automatic system is \$9,640 to write the programing code.

A motion was made by Councilor Scott and seconded by Councilor Martinez to authorize the expenditure of these funds to carry out the upgrading of the water tower at the Public Works Office.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

16. Public Comments

None

17. Staff Comments

Mr. Misley said they have met with USDA regarding the funding available for the Cagle Expansion Project. He said there is money available for this project, about \$10 million dollars, at 1.75% interest rate. Mr. Misley said the City will be putting out an RFP to hire a company to put together a financial assistance binder for obtaining financing for the project. Mr. Allen said they are budgeting so that the City would pay to replace older septic tanks for the new customers. He said the entire project cost is somewhere around \$20 million dollars. Chaz Hutchings, from Anderson Perry, introduced himself. He is working on the sewer system for the City of Prineville. Jim Frost, from Barametrics, also introduced himself. He has done engineering for several cities in Central Oregon. Cedar Simmons also introduced herself and she is from Barametrics.

Mr. Allen said that the job announcement is out from the Public Works Manager job. He said it closes on March 18th. Mr. Allen said he would like the replacement for Scott Perkins to start in early May so they can cross-train with Mr. Perkins. He said there will be an interview committee and he would like some of the Council to participate. Mayor Mulenex and Councilor Scott said they would like to be on the

committee. Mr. Allen said the position is exempt so will not receive any overtime pay. It was decided that all the Council would like to participate in the interviewing which will probably be done using a rotation system.

Mr. Allen said there will be a Goal Planning Work Session on March 22nd at 2 pm. He said the meeting will also address the timeline for his departure from the City Manager position. Mr. Allen said a speed trailer for autos travelling in the City is something they are planning to purchase. Mr. Misley gave a brief description of the presentations that will be made at the March 23rd Work Session. Ms. Williams discussed the Government Ethics Statement of Interest are now paperless and will be sent to the Council via their City e-mail addresses. She said they need to be completed and sent back in for processing.

18. Council Comments

Councilor Scott said it was wonderful for the savings on interest of approximately \$600,000 and he thanked staff for that. Councilor Agan said she would like to receive information about new businesses coming into town. Mr. Allen said the general rule is that when someone makes application for a business it becomes a public record. However, he said before the application process the perspective business cannot be revealed because they may only be exploring opening up in La Pine, which several companies have done from time to time. Mr. Misley suggested Councilors call into City Hall and staff can discuss these perspective businesses with them. He said staff could also provide, on a monthly basis, a list of new businesses that apply for business licenses. Councilor Martinez mentioned including it in the agenda packet, on a monthly basis. Councilor Ward stated that it was a very productive and efficient meeting.

19. Mayor's Comments

Mayor Mullenex mentioned that people should be sure and set their clocks ahead this coming weekend.

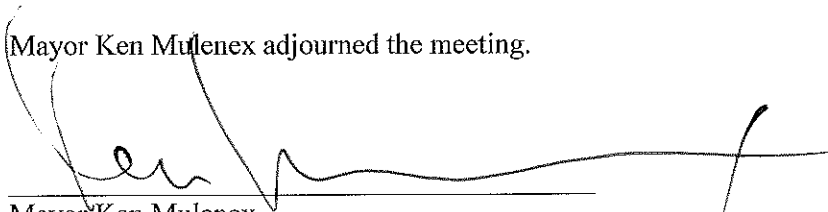
20. Adjourn

A motion was made by Councilor Ward and seconded by Councilor Scott to adjourn the meeting.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Dennis Scott</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	
<i>Councilor Karen Ward</i>	<i>X</i>	

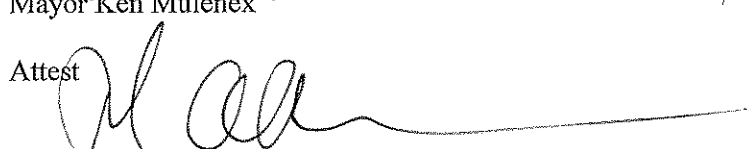
Motion passed unanimously.

Mayor Ken Mullenex adjourned the meeting.



Mayor Ken Mullenex

Attest



Interim City Manager Rick Allen