



CITY of LA PINE CITY COUNCIL WORK SESSION AGENDA

Wednesday, June 22, 2016

5:00 pm Work Session and Special Session

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

A. Work Session – 5:00 pm

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. Public Comments
6. Presentation by Assistance League of Bend
7. Presentation on System Development Charges (SDC) Changes by John Ghilarducci – FSC Group
8. Presentation on Housing Development Opportunity by Tom Kemper – Housing Works
9. Discussion on Development Provisions and Design Standards
10. Discussion on County Owned Industrial Land Realtor Commissions – 3% Split Between City and County
11. Discussion on Advanced Planning Fee Collections IGA with Deschutes County
12. Discussion on Professional Services Agreement with RL Allen Group, LLC for Consulting Services
13. Discussion on Annual Review of Assistant City Manager
14. Discussion on the 40 hours for Management PTO (Paid Time Off)
15. Other Matters: Only those matters properly added to this Agenda under line item No. 4

16. Staff Comments

17. Council and Mayor's Comments

18. Adjourn

B. Special Session (immediately following the work session)

1. Authorization of Professional Services Agreement with RL Allen Group, LLC

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

CITY of LA PINE CITY COUNCIL WORK SESSION MINUTES

Wednesday, June 22, 2016

5:00 pm Work Session and Special Session

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

A. Work Session – 5:00 pm

1. Call to Order

Council President Stu Martinez called the meeting to order.

2. Establish Quorum

Mayor Ken Mullenex – absent by prior arrangement

Council President 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 Jake Obrist

Accounting Clerk Ashley Williams

Administrative Assistant Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Councilor Dennis Scott 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. Public Comments

None

6. Presentation by Assistance League of Bend

Sue Emmons, Vice-President of Marketing for the Assistance League of Bend , introduced herself. She said many children were clothed through the help of the League. Ms. Emmons said the new clothing really helps the children with self-esteem. She said 315 students in south Deschutes County were provided with new clothing in the past year. Attendance increased with these students and any bullying by other students decreased as a result of the new clothing. Ms. Emmons said they also provide senior care items for seniors in need. She said the League is a volunteer group and

there is no paid staff. Ms. Emmons said that the grants they usually receive have not come through this year and they are asking for funding assistance, especially from South Deschutes County. She said they have contacted different community groups for assistance.

7. Presentation on System Development Charges (SDC) Changes by John Ghilarducci – FSC Group

Mr. Ghilarducci, Managing Principal of FSC Group, began the presentation on updating the System Development Charges (SDC). He said existing uses do not pay SDC'S. He said the law states exactly how SDC can be charged. He said they are proposing a meter size approach for the SDC's so it will match the current rate structures. Mr. Allen discussed the grants that the City will be applying for in regard to the Cagle/Glenwood expansion of water and sewer. Mr. Misley stated that there was scheduled to be a Public Hearing on September 14th on SDC changes. However, it does not now look like that date will happen so FSC Group can have more time to work on the SDC. The meeting will now occur sometime in the fall, probably November.

Public Comment

Doug Ward, area resident, asked what it would cost to put in sewer and water to a residence in the Cagle/Glenwood neighborhoods. Mr. Misley said the study FCS Group is working on does not involve that area of discussion.

8. Discussion on Development Provisions and Design Standards

Eric Huffman, City Engineer, said the development provisions lay out the process for the construction of infrastructure within the City. He said all development must be constructed by the City codes and standards. Mr. Huffman said a lot of these standards have been used for Bend, Redmond and other cities in Central Oregon. Mr. Misley said Mr. Huffman will be evaluating each development in the City to make sure they comply with the standards. He said he would like direction from the Council as how to move forward with the development and design standards. The Council had consensus to move forward on the standards at the next Council Meeting.

9. Presentation on Housing Development Opportunity by Tom Kemper – Housing Works

Tom Kemper with Housing Works, stated that the State will grant \$38,000 a unit to build housing under a new program this year.. He said La Pine qualifies for these monies. He discussed a development that was recently built in Bend. There are about 50 units which have two and three bedrooms. Mr. Kemper said they are looking for land in La Pine, probably about 2-1/2 acres for building units. The rents would probably be around \$600-\$750 per month. Council had consensus for the City to write a Letter of Support for Housing Works.

10. Discussion on County Owned Industrial Land Realtor Commissions – 3% Split Between City and County

Janet Burton, EDCO Manager (Economic Development for Central Oregon) discussed sending out letters to Realtors to see if they would be interested in selling property in the Industrial Park and Enterprise Zone. Then, those that reply to the letter would be invited to a luncheon with the County present. She also said land cannot be bought for speculation; they must build on the land within two years. Mr. Misley said it could really create growth and bring in more jobs. Ms. Burton said that an amended IGA (Intergovernmental Agreement) will be coming from the County to the City. Council had consensus to move forward with this matter.

11. Discussion on Advanced Planning Fee Collections IGA with Deschutes County

Mr. Misley said the City took over planning development about two years ago from Deschutes County. Effective July 1, 2016 the City will receive a percentage of building permit fees collected by Deschutes County. Mr. Misley said he thought the City would receive approximately \$10,000 annually.

Council President Martinez called for a break at 7:20 pm.

Meeting resumed at 7:30 pm.

12. Discussion on Professional Services Agreement with RL Allen Group, LLC for Consulting Services

Mr. Misley reviewed the services that Mr. Allen would provide. Some of those services are on industrial leases and economic development, working on the water and wastewater project, and urban renewal . He will also be available for information requests by City Staff. Mr. Misley said it would be about ten hours a week. Mr. Allen said the hours could be increased or decreased as needed.

13. Discussion on Annual Review of Assistant City Manager

It was decided that the Council would do a review with Mr. Misley after he becomes City Manager. Interim City Manager Rick Allen would do a review of Mr. Misley as the Assistant Manager.

14. Discussion on the 40 hours for Management PTO (Paid Time Off)

Mr. Misley said that the exempt employees do not get any overtime so this is a way to make up for that . Exempt employees would receive 40 hours of extra paid time off a year. There was also a discussion on having a contract for the City Manager.

Public Comment:

Don Greiner, area resident, discussed the new development, the clean up that went on at the neighborhood, and the maintenance of sidewalks at Crescent Creek..

15. Other Matters: Only those matters properly added to this Agenda under line item No. 4

None

16. Staff Comments

Mr. Misley said they will do an RFQ that help build salary schedules and step systems. He also mentioned that he would like to have a Work Session on July 13th in the afternoon, time not yet set.

17. Council and Mayor's Comments

Councilor Scott discussed the local radio show that had Cory Misley and Jake Obrist being interviewed. Councilor Agan discussed the healthy trees that were planted at the 1st and Hwy 97 project. Mr. Allen said that he has contacted the owner the trailers on Hinkle Way. He said he has talked to that person and they will be removing the trailers.

18. Adjourn

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

<i>Vote as Follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Scott</i>	<i>X</i>	
<i>Councilor Agan</i>	<i>X</i>	
<i>Councilor Ward</i>	<i>X</i>	
<i>Council President Martinez</i>	<i>X</i>	

Motion passed unanimously.

B. Special Session (immediately following the work session)

Council President Martinez opened the Special Session.

Establish Quorum

Mayor Ken Mulenex – absent by prior arrangement

Council President 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 Jake Obrist

Accounting Clerk Ashley Williams

Administrative Assistant Patricia Morgan

Quorum established.

1. Authorization of Professional Services Agreement with RL Allen Group, LLC

A motion was made by Councilor Agan and seconded by Councilor Ward to approve contract with RL Allen Group, LLC.

<i>Vote as Follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Scott</i>	<i>X</i>	
<i>Councilor Agan</i>	<i>X</i>	
<i>Councilor Ward</i>	<i>X</i>	
<i>Council President Martinez</i>	<i>X</i>	

Motion passed unanimously.

2. Added Agenda Item

40 Hours of PTO for exempt employees.

A motion was made by Councilor Agan and seconded by Councilor Scott to approve an additional 40 hours of PTO for exempt employees per calendar year.

<i>Vote as Follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Scott</i>	<i>X</i>	
<i>Councilor Agan</i>	<i>X</i>	
<i>Councilor Ward</i>	<i>X</i>	
<i>Council President Martinez</i>	<i>X</i>	

Motion passed unanimously.

A motion to adjourn was made by Councilor Agan and seconded by Councilor Ward.

<i>Vote as Follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Scott</i>	<i>X</i>	
<i>Councilor Agan</i>	<i>X</i>	
<i>Councilor Ward</i>	<i>X</i>	
<i>Council President Martinez</i>	<i>X</i>	

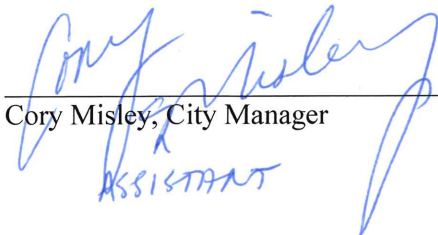
Motion passed unanimously.

Council President Martinez adjourned the meeting.



Stu Martinez, Council President

attest



ASSISTANT

Cory Misley, City Manager