



L A P I N E

O R E G O N

CITY of LA PINE CITY COUNCIL WORK SESSION AGENDA

Wednesday, March 22, 2017

6:00 p.m. Work Session

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

A. Work Session – 6:00 p.m.

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. Discussion on Water and Wastewater Bonding Authority for Loans
7. Discussion on Implementing Ordinance for Water and Wastewater SDC Increases
8. Discussion on Marijuana Processing Amendments to the Zoning Ordinance
9. Discussion on Newberry Business Park Covenants
10. Discussion on SLED Advertising Campaign for Spring/Summer 2017
11. Discussion on Proposals from Landscape Architects for City Hall Monument Sign Project
12. Discussion on Proposal for City Hall Server Upgrade and IT Support
13. Discussion on City Clean Up Week
14. Public Comments
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

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

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A. Work Session – 6:00 p.m.

1. Call to Order

Mayor Scott called the meeting to order at 6:00 pm.

2. Establish Quorum

Mayor Dennis Scott

Councilor Stu Martinez

Councilor Don Greiner

Councilor Karen Ward

Councilor Connie Briese

Student Councilor Treyton Plamondon

City Manager Cory Misley

Tammy Wisco – Contract Planner, joined partial meeting by phone – *arrival time indicated in body of minutes*

Public Works Manager Jake Obrist

Accounting Clerk Ashley Williams

Quorum Established

3. Pledge of Allegiance

Jake Obrist 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. Discussion on Water and Wastewater Bonding Authority for Loans

Brandon Mahon, from Anderson Perry and Associates, joined the City Council for the meeting. Brad Baird, also from Anderson Perry and Associates, joined the meeting by phone. Brad explained that in order for the City to receive USDA funding that bonding authority would have to be put in place. He went over the ways to achieve this authority. There is a GO bond where the City would collect a tax to pay the bond back. He said that this way is not very common. The other way to achieve this is a revenue bond. This way the City would only use revenue from water or sewer payments to repay the loan. Brad said that he thought the City should use a revenue bond to get bonding authority.

He explained how to go about getting a revenue bond in place. There are two ways to do it. The City can put it on the ballot and send it to a regular vote of the citizens or they can adopt a resolution with a 60 day remonstrance period. If

during the remonstrance period more than 5% of the general population are opposed to the Resolution the City must withdraw it. He said in his experience he has only seen this happen once. He said that public outreach is the key in achieving a revenue bond. Additionally, he said that the City has been really transparent throughout this entire process, so he doesn't think any issues will arise. Brad said that it is important to understand that what the City bonds is not what needs to be paid, it is a coverage mechanism in case other funding scenarios don't go through. Cory said that the USDA is ready to obligate funds, but before they will do so this bonding needs to be achieved. Brad said that each service has a loan amount needed from the USDA. Brad suggested that we bond for 10% more than the loan that we hope to get.

There were some questions about the numbers presented from Don. They are using this number because the bonding is only for loans and not grants. It was explained that the numbers from the SDC study will not match because there are portions of the projects for expansion are not subject to SDC's and are for already existing growth. Brad clarified that the numbers on the hand out were backwards for the water and sewer bonding amounts. Brad said that the bonding attorney that he has been working with is Hawkins, Delafield & Wood and that USDA is comfortable with the work that this attorney provides.

Brad went over the timeline that is required for this authority. As long as there was no remonstrance then the security would be passed in mid-July. He said that there will be plenty of time for review and additional questions from the Council before this is officially presented on May 10th. He urged the Council to come forward before that with any additional questions so that they could be resolved. Cory asked for consensus that Council was comfortable with the direction staff is moving. There was consensus. Brad said that we should have all of the funding scenarios available by August and that he would recommend another open house at that time.

7. Discussion on Implementing Ordinance for Water and Wastewater SDC Increases

Cory said that there is a draft ordinance in the packet. Attached to the ordinance is an exhibit that goes through a quick and easy break down of the methodology. Cory presented the council with a new updated phase in schedule. John intended the first phase-in schedule would start in July. The new schedule shows that we will start the increase in January. The reason for the increase starting in January is because there are developers building this summer that were not expecting the rates to increase. Staff felt that it was only fair to provide warning to those developers. The first jump in January is double to make up for the jump not taken in July of this year. Overall, it will take 4 years to phase the rates from about \$7000 to about \$10000 (these amounts include both water and sewer SDC's for the smallest meter available).

City Manager Cory Miskey said that he would like the Council provide consensus on two item with the first item being if they would like to increase the SDC's and the second item being if they were comfortable with phase in scheduling. Don said that he has looked it all over and is comfortable with it. He thinks that the dates are good as well. Karen, Connie and Stu all said that they were alright with it. Dennis said that since COBA (Central Oregon Builders Association) was comfortable with it he was as well.

8. Discussion on Marijuana Processing Amendments to the Zoning Ordinance

Tammy Wisco, Contract Planner, joined the meeting for the next two agenda items via phone. Tammy said that the issue tonight is about marijuana processing and that currently the code is silent on these types of uses. She said that there are two types of processing; extraction of concentrates and the creation of a food product. The Council has two items to consider at this point. Should all these two types of processing be defined separately and if so what zones should processing be allowed in. Currently staff is requiring a Conditional Use Application if processing of edibles is done in the Commercial Zone. Currently all Marijuana related uses must complete an application required by the City. Connie had questions about the level of danger about the processes. Tammy said that she is scheduling some time to tours some facilities to better understand the process. Connie asked if this would separate the production from the retail sales. Tammy said that this would do that. Karen has some questions about the odor. In response, Tammy said that the odor is more prominent in grows, but again she is unsure of the market. Karen asked if there would be a limit to the number of facilities, it was decided that the TPM (Time Place and Manner) Ordinance would address those issues. At this time staff does not believe that there is a limit addressed. Tammy further explained the State regulations in regards to odors. Don

said that he would like to see both types of processing in separate in the building Tammy said that she will look into a way to address that issue, but currently there is nothing in place that would prohibit them from building together. There was consensus that all Marijuana Processing should take place in the Industrial Park. Don would like additional attention paid to the requirement that processors cannot do both types of processing in the same building.

9. Discussion on Newberry Business Park Covenants

Cory said that in the agenda packets are CC&Rs for the business park that were adopted before the City was incorporated and that this issue was discussed at SLED (Sunriver La Pine Economic Development Board) meeting yesterday. He gave some history of how the County worked with LIGI (La Pine Industrial Group Incorporated) with the intent that the Business Park be developed in a certain way. As part of that process an architectural review committee is cited in this plan to review Site Plan Applications provided for the park. In 2007 when the economy crashed these documents kind of went to the wayside. The question before the Council today is do we want the covenants or do we want the county to remove them? And if the county removes them do we want to have a design committee that will review the architecture of these buildings? The CC&R's lay out a couple of things that are not covered by our already existing Ordinances. As such the question was presented as to if there is specific design criteria that the Council would like entertained. Stu inquired as to whether there was a difference between light industrial and industrial. Tammy said that both types are listed in the code; however the City is only using one type of Industrial Zone on the map.

Stu went over what was discussed at the SLED board on the day prior and he said that board was under the opinion that the covenants were not very helpful and redundant to the City's already existing code. Karen said that what is out there is a mixture, if we make restrictions there are several businesses that we can't regulate. She wants to see it kept clean and presentable and that we should get rid of the covenants. Don said that after it is all developed if there were CC&R's they would have to provide many services, such as road clearing on their own and he doesn't think that they should be that way, he thinks that the City should remove the CC&R's. Connie said that she is also comfortable with repealing the document and that she is comfortable with the restrictions that are already in place.

10. Discussion on SLED Advertising Campaign for Spring/Summer 2017

Cory passed out some documents that related to the SLED campaign that the board is trying to work on. He said that Steve Parnell and he reached out to Mandala to see if they could help them campaign. Mandala is recommending that they do a digital campaign. They are recommending that the content on the website should be enhanced. The last page of the proposal is the time line and cost. All county land the city gets ½ of the money. Stu said that some funding could possibly come from EDCO, and the entire SLED board thought that this was important. Cory said that likely Mandala would make a drone video of the park, showing that the land is in prime area. Connie said that she liked that we solicited Mandala and that we should try to leverage some funds to help pay for the venture. Don said that he was surprised to see what success he had with his digital campaign last election. He thinks that this is good idea. Karen agreed, and said that it always surprises her when people are unaware of the activities, like the Senior Center, that we have in La Pine.

There was a consensus to leverage funds, but the Council is supportive of doing the campaign if we cannot get additional funding from other agencies.

11. Discussion on Proposals from Landscape Architects for City Hall Monument Sign Project

Cory said that these proposals are for a signature signage when people come into La Pine located at City hall. Dennis said they should go with the company that bid the middle amount. Don said that he looked over all of the contracts and the websites for the companies and he liked all of them, but felt the same as Dennis. Karen agreed, but she would like to see the companies be interviewed. Connie said she would like to see both of the lower bidders come out for an interview with the Council. There was consensus for the two lowest bidding companies to come do presentations for the Council.

12. Discussion on Proposal for City Hall Server Upgrade and IT Support

Cory went over the some background of the IT issues the City has been having. He got the proposal recommendation from another small city. Dennis said he would like to see things more fine-tuned because the staff is already really busy, and doesn't need to be spending additional time on IT issues. Connie said that her opinion as a business owner it is a waste of time to have recurring IT issues. Cory mentioned that we may move to office 360 that allows everyone to have an easier platform for the emails in light of what the attorneys suggested last week. Stu said that he thinks that it needs to be done for the liability and the security. Don said he is in favor of it and he would like to see a better email program. Karen said that she really thought that something needed to be done in this regard. There was consensus from Council to have staff move forward with the proposal from Velox.

13. Discussion on City Clean Up Week

There was a discussion about clean up week started by the Mayor. He said that the dates for the clean-up week will be from May 30th to June 3rd. He said that he would like to see the City pay for some dumpsters and have a community BBQ at the end of the week. Connie said that she would like to see the Community involved, and maybe get some T-shirt sponsors like last year. Cory said that he staff would coordinate with the staff at Wilderness Garbage to get some dumpsters for the event and that the staff would provide an update for the matter at the April worksession.

14. Public Comments

Barbie Dunham, Area Resident, said that she liked the idea of an end of the week celebration for clean-up week and hoped that the City could get some tables since that was an issue last year. She said that there is a lot of smell associated with Marijuana growing and processing and that it is a real hazard. In response to a question from Ms. Dunham, Cory said that the City could not retro-act decisions made about marijuana, but is trying to be diligent for the future.

Gary Gordon, President of the La Pine Parks & Rec Board announced that their new Comprehensive Plan was available for review. He said that they are looking for feedback, both good and bad, on the document before they adopt it. He also requested a work session with the City in the near future.

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

None.

16. Staff Comments

Cory said that the budget is well underway, and that staff will be spending all of our extra time working on it. Cory met the president for COCC, they are considering looking at a La Pine campus sometime in the future.

Jake landscape maintenance contract opened up and he went with the middle bidder. He said that they showed the most interested in providing that service. He also said the benches will be going in soon. He said that he will need to put an apron on the south side of 1st Street to leave enough room for plowing snow around the bench.

17. Council and Mayor's Comments

Don asked when the speed trailer would be put out, Jake said that he would like to get it out this week sometime, but the weather is still a little uncooperative. Karen said that this was a really good meeting, and that it went faster than she thought. She also likes starting at the meetings at 6:00. Connie said that it was a good meeting and that she was surprised it went so fast as well. She recommended that staff ask the business person at the school who would be a good candidate for the scholarship. Stu said that scholarships are tricky and each year they are different. He saw public works crew cleaning up and that everyone's excited about the sunshine. He really likes the clean-up idea of going for a whole week instead of a day. Dennis said that the city is moving ahead, he also wants to consider hiring more people. He is excited to see the city buy a small backhoe for clearing sidewalks and other projects. He said that taking over some of the County streets should be a long term goal of the Council. He said that the job announcement is out and that we are hoping to find

some good candidates for that position. He said that we have a good mix of people here at City Hall. Interviews were discussed, and many of the Council members would like to be involved in that process. Cory will keep the councilors updated as the hiring process goes on.

18. Adjourn

A motion was made by Councilor Briese and seconded by Councilor Martinez to adjourn the meeting.

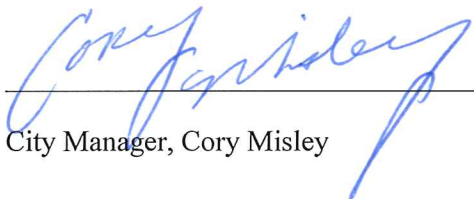
<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Martinez</i>	<i>X</i>	
<i>Councilor Ward</i>	<i>X</i>	
<i>Councilor Greiner</i>	<i>X</i>	
<i>Councilor Briese</i>	<i>X</i>	

Motion passed unanimously.



Mayor, Dennis Scott

Attest



City Manager, Cory Misley