

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, April 24, 2013

Regular Session – 4:00 pm

16345 6th Street, Suite 102

La Pine, Oregon 97739

1. Call to Order

2. Roll Call

3. Establish Quorum

4. Pledge of Allegiance

5. Interview Candidates for the City Councilor Position

Four Candidates – 20 Minutes Each (80 hour estimated total time)

6. Break (10 Minutes)

7. Public Comments

8. 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.

9. 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. March 6, 2013 – Work Session Minutes
- ii. March 13, 2013 – Regular Meeting Minutes
- iii. March 16, 2013 – Work Session Minutes
- iv. March 20, 2013 – Special Meeting Minutes
- v. March 27, 2013 – Work Session Minutes

b. Bills and Invoices

- i. Approval of Bills
- ii. Financial Report
- iii. Approval of Reimbursements

- c.
 - i. Award Right of Way Clearing Services in the Cagle Neighborhood
 - ii. Award Road Maintenance for Cagle and Drafter Roads
 - iii. Award Mosquito Abatement Services

10. Public Comments

11. United States Department of Agriculture - Letter of Conditions

Pam Swires, Community Programs Specialist with the United States Department of Agriculture, will review (a) a Letter of Conditions concerning the transfer and assumption of certain loans and grants held by the La Pine Water District, and (b) a Letter of Conditions concerning the transfer and assumption of a certain grant held by the La Pine Special Sewer District.

12. USDA Loan Resolution (Form RD 1942-47) - \$275,004.50

A resolution of the City Council of the City of La Pine authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending its water facility to serve an area lawfully within its jurisdiction to serve.

13. USDA Loan Resolution (Form RD 1942-47) - \$2,225,963.56

A resolution of the City Council of the City of La Pine authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending its water facility to serve an area lawfully within its jurisdiction to serve.

14. Week of the Young Child – Proclamation

15. If I Were Mayor Contest

16. Approval of the Software Maintenance and Support Agreement with Caselle

17. Break (10 Minutes)

18. Little Deschutes Lodge – Rescind Potential Tax Termination Notice

19. Review Project List and Budget Update Discussion

20. Other Matters

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

21. Public Comments
22. Staff Comments
23. Council Comments
24. Mayor's Comments
25. 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 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 ext. 116 for TTY.

LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, April 24, 2013

Regular Session – 4:00 pm

16345 6th Street, Suite 102

La Pine, Oregon 97739

1. Call to Order

Mayor Mulenex called the meeting to order.

2. Roll Call

Interim City Manager Rick Allen

Mayor Ken Mulenex

Councilor Stu Martinez

Councilor Greg Jones

Councilor Kathy Agan

Student Councilor Conrad Parker – arrived at 6:15 pm

Public Works Manager Scott Perkins – arrived at 5:45 pm

Admin Ass't Patricia Morgan

Utility Billing Clerk Ashley Williams

3. Establish Quorum

Quorum established.

4. Pledge of Allegiance

Karen Ward led the Pledge of Allegiance.

5. Interview Candidates for the City Councilor Position

Four Candidates – 20 Minutes Each (80 hour estimated total time)

Karen Ward, Melverd Burl Adamson Jr., and Kevin Urbank were interviewed for the position.

6. Break (10 Minutes)

7. Public Comments

Vicky Jackson, area resident, asked why the tax exemption letter sent to Little Deschutes Lodge needed to be rescinded...why was the letter sent out in the first place, then.

8. 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.

Accepting resignation of City Recorder Lori Martin

Appointing Rick Allen as City Recorder and Budget Officer

9. 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.

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b. Bills and Invoices

- i. Approval of Bills
- ii. Financial Report
- iii. Approval of Reimbursements

- c. i. Award Right of Way Clearing Services in the Cagle Neighborhood
- ii. Award Road Maintenance for Cagle and Drafter Roads
- iii. Award Mosquito Abatement Services

A motion was made by Councilor Jones and seconded by Councilor Martinez to approve the consent agenda.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Greg Jones</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

Motion passed unanimously.

10. Public Comments

None

11. United States Department of Agriculture - Letter of Conditions

Pam Swires, Community Programs Specialist with the United States Department of Agriculture, will review (a) a Letter of Conditions concerning the transfer and assumption of certain loans and grants held by the La Pine Water District, and (b) a Letter of Conditions concerning the transfer and assumption of a certain grant held by the La Pine Special Sewer District.

Pam Swires reviewed the letter of conditions with the Council for sewer. She said by signing the documents today it would mean the City is taking over the loan but is not a guarantee that the loan will be approved. The City agrees to take care of the customers as before.

A motion was made by Councilor Agan and seconded by Councilor Martinez to approve the letter of conditions, the letter of intent to meet the conditions and the assurance agreement for the sewer.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Greg Jones</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

Motion passed unanimously.

Brian Earls, from the Water and Sewer District's old Board, was present to sign some of the documents.

12. USDA Loan Resolution (Form RD 1942-47) - \$275,004.50

A resolution of the City Council of the City of La Pine authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending its water facility to serve an area lawfully within its jurisdiction to serve.

Pam Swires reviewed the letter of intent to meet conditions for the water loan. She also discussed the resolutions that would be necessary for the entire transaction. Ms. Swires discussed the rate analysis that will need to be done. She also discussed refinancing of the loan should an opportunity occur.

A motion was made by Councilor Agan and seconded by Councilor Martinez to approve the letter of conditions, the letter of intent to meet the conditions and the assurance agreement for water.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Greg Jones</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

Motion passed unanimously.

A motion was made by Councilor Martinez and seconded by Councilor Agan to approve the loan Resolution for \$275,004.50

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Greg Jones</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

Motion passed unanimously.

13. USDA Loan Resolution (Form RD 1942-47) - \$2,225,963.56

A resolution of the City Council of the City of La Pine authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending its water facility to serve an area lawfully within its jurisdiction to serve.

A motion was made by Councilor Martinez and seconded by Councilor Agan to approve the Resolution in the amount of \$2,225,963.56

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Greg Jones</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

Motion passed unanimously.

20a) Resignation of City Recorder Lori Martin.

City Manager Rick Allen announced that he has received a letter of resignation from Lori Martin and that it would be effective April 26, 2013.

20b) Appt of Rick Allen as City Recorder

A motion was made by Councilor Martinez and seconded by Councilor Agan to appoint Rick Allen as City Recorder.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Greg Jones</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

Motion passed unanimously.

20c) Appointment of Rick Allen as Budget Officer

A motion was made by Councilor Agan and seconded by Councilor Martinez to appoint Rick Allen as Budget Officer.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Greg Jones</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

Motion passed unanimously.

20d) Approval of Caselle Professional Services Proposal for Account Payables, Payroll and General Ledger.

City Manager Rick Allen stated that this provides an opportunity to have all the City accounting set up using the Caselle software. He said the cost would be \$1,800 per month and will start on May 1st.

A motion was made by Councilor Agan and seconded by Councilor Jones to approve Caselle Professional Services for providing accounts payable, general ledger and payroll.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Greg Jones</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

Motion passed unanimously.

14. Week of the Young Child – Proclamation
This item was tabled as the date had passed.

15. If I Were Mayor Contest

Mayor Mullenex stated that the City became very involved in a state wide program that is sponsored by the Oregon Mayor's Association. He said the students used posters, video's and essays to compete in the contest. Mayor Mullenex announced, for the posters, that Tommy Rohde won first place. Sydney Bright won first place for an essay. Terry Collins won second place for a poster. Logan Timmons and Cassidy Cummings tied for third place. Chloe Sicora won second place for an essay and Zachary Aldridge won third place for an essay. High School student Gavin Boen won first place for a video.

16. Approval of the Software Maintenance and Support Agreement with Caselle

City Manager Allen stated that the cost for maintaining the system would be \$280.00 He said the service agreement is required.

A motion was made by Councilor Martinez and seconded by Councilor Jones to approve the software maintenance and support agreement with Caselle.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Greg Jones</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

Motion passed unanimously.

17. Break (10 Minutes) – break not taken a the point

18. Little Deschutes Lodge – Rescind Potential Tax Termination Notice

A motion was made by Councilor Martinez and seconded by Councilor Jones to have the City Attorney write a recension letter to Little Deschutes Lodge.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Greg Jones</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

Motion passed unanimously.

Break taken

19. Review Project List and Budget Update Discussion

City Manager Allen stated that he needed direction on how to proceed with the current project list. He said as the interim City Manager he will be working more on internal processes for the City and have less emphasis on big projects. City Manager Allen said that for the next sixty plus days the focus will be on budget and financials. Mayor Mullenex said he agreed with the City Manager regarding priorities. City Manager Allen said that the economic development position is something that needs to get done as soon as possible. He said he did not expect to see the engineering projects (which are currently out for bid) being started before July.

City Manager Allen said that the bids for the website design will not be dealt with until July. He said he does feel it is a priority. City Manager Allen said that Little d will handle the updating of the current website. There was also a discussion on an intergovernmental agreement with Deschutes County for law enforcement duties. City Manager Allen suggested making the handyman position employed through a temporary employment agency. Councilor Martinez said that the new logo will probably come before the Council in the next month.

City Manager Allen said that obtaining water rights would be something that could be done at a future date. He said that normally the Parks Department would come to the City requesting a BMX track, for example. City Manager Allen said that they would be worked on at the appropriate time when the Park District was ready for them. He said he would be meeting with Bob Schultz, the Park District Manager, to discuss the projects. The Council agreed that the City needs more activities for the youth. Councilor Jones discussed projects done by Army Reserves that have engineering crews that come to a city and build projects like these. He said there is a long waiting list, however.

City Manager Allen discussed the trail from downtown La Pine to Wickiup Junction as something that could be put off and would require grants. He said street lights would be something that could be worked on shortly. City Manager Allen said that the monies for the land transfer will come together with the new budget. He said the City will partner with the County to take care of the flooding areas in downtown La Pine. City Manager Allen said that the business license can take up to a year or more for all the prep work to be done for it. He said the emergency plan is a non money issue and he will see how it plays out over the next several months. Regarding the sidewalk from the Senior Center to Bi-Mart that would be included in the new budget. City Manager Allen discussed the proposal for a sidewalk along Finley Butte Park and some of the subdivisions. He stated that it is easy to get grants for sidewalks and the TSP (Transportation System Plan) should help prioritize. City Manager Allen said the City needs to come up with a policy regarding the taking on the maintenance of private roads in the City. He also discussed the new lift station and that there should be some grants for it. City Manager Allen said a downtown beautification project could be done after the economic development position has been filled. There was also a discussion regarding increasing water rates. City Manager Allen recommended doing a sewer rate study.

20. Other Matters

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

None

21. Public Comments

County Commissioner Tony Debone spoke about the 911 district. He said they are proposing a \$.03 decrease for property taxes. Commissioner Debone urged people to vote yes on the levy.

Ann Gawith, Director of Chamber of Commerce, passed out the quarterly TRT (Transient Room Tax) report showing the outcome of all their hard work.

Dan Varcoe discussed the grand opening on June 14th at 1:30 for the Little Deschutes II.

Don Griener, former Councilor, complained about the poor sound system in the council chamber. City Manager Allen acknowledged that the current system does not work. He said they will need to spend some money to get a better system.

22. Staff Comments

A motion was made by Councilor Martinez and seconded by Councilor Jones to authorize the City Manager to enter into contracts with Vic Russell, La Pine Equipment and Terminix.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Greg Jones</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

Motion passed unanimously.

23. Council Comments

Councilor Martinez stated that he attended a FBLA (Future Business Leaders of America) conference in Portland representing the City. He said that he would like the City to continue to support the FBLA.

Councilor Martinez stated that officers were appointed at the LED (La Pine Economic Development) meeting. He said Vic Russell was appointed as Chair.

Councilor Agan stated that she has decided to continue to stay on the Council for the time being.

24. Mayor's Comments

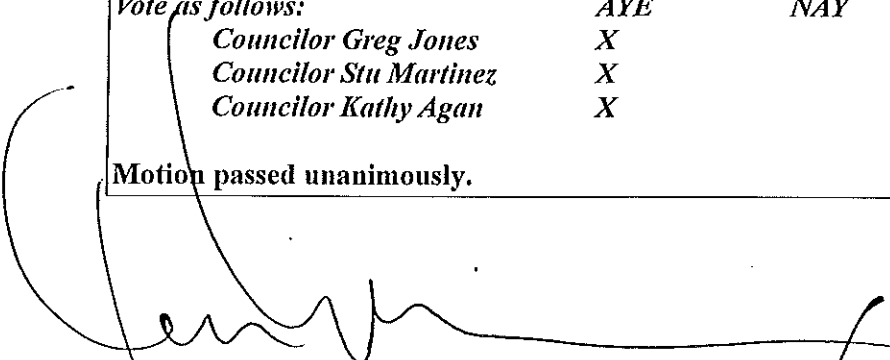
None

25. Adjourn

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


<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Councilor Greg Jones</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Kathy Agan</i>	<i>X</i>	

Motion passed unanimously.



Mayor Ken Mulenex

Attest:



City Recorder Rick Allen