

**REVISED**  
**LA PINE CITY COUNCIL WORK SESSION AGENDA**

Work Session

Wednesday, July 25, 2012

12:00 pm

16345 Sixth Street, La Pine, Oregon 97739

A. Work Session – 12:00 pm

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Discussion about updating the City's water management and conservation plan to meet Oregon Water Resource Department's scrutiny. Richard Nored P.E. will provide an overview of this action and provide guidance on the steps involved in updating the Plan for purposes of preserving the City's supplementary water rights allocation.
5. City Hall Highway 97 frontage: One of the Council's goals for 2012/13 was to reconstruct the City Hall street frontage to serve as a template for development/redevelopment along Highway 97. The Council earmarked \$20,000 for this purpose. A preliminary estimate places that cost closer to \$75,000. The City is attempting to procure matching ODOT funds to accomplish this task in its entirety. In the interim, staff is recommending the City Hall frontage be landscaped to include installation of an irrigation system.
6. Another one of this year's Council's goals is to assist our City youth with employment ventures and staff is proposing the City Hall landscape effort [if approved] be initiated through youth effort [with proper oversight and supervision].
7. Update on Bird invasion of City Hall. City staff has put out a public notice soliciting for construction services to remedy the bird roosting problem.
8. Agreement to Provide Tourism Promotion Services. The City has been working with the La Pine Chamber to construct an agreement about the expending and reporting of TRT revenue. the staff will provide an update on this effort. Additionally, the Chamber has provided their TRT Report for fiscal year 2011/2012, which will be discussed and may factor into the agreement's construction.

9. The intergovernmental agreement [IGA] the City has with Deschutes County for planning services is about to expire. There is a need to reactive that agreement until such times as the city has the capacity to address land use matters. The County is proposing as part of the IGA update to provide code enforcement services until such times as the City is in a position to provide this public service. At present, the IGA is a work in progress but staff intends to share information about its current status.
10. Discussion about Honoring Ashton Eaton for his Athletic Excellence
11. Suggestions to Improve the La Pine City Council Agenda: Added Agenda Items, Public Comment, Consent Agenda, Presentation to the Council and Staff Reports.
12. Other City Topics of Interest
13. Public Comments
14. 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. For deaf, hearing impaired or speech disabled, dial 536-1432 ext 116 for TTY.

**REVISED**  
**LA PINE CITY COUNCIL WORK SESSION MINUTES**  
Work Session  
Wednesday, July 25, 2012  
12:00 pm  
16345 Sixth Street, La Pine, Oregon 97739

**B. Work Session – 12:00 pm**

1. Call to Order

Mayor Mulenex called the meeting to order.

2. Roll Call

City Manager Steve Hasson  
Interim Public Works Director Rick Allen  
Mayor Ken Mulenex  
Councilor Stu Martinez  
Councilor Dan Varcoe – arrived at 12:10 pm  
Councilor Don Greiner  
Councilor Kathy Agan  
City Recorder/Finance Officer Lori Martin  
Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Mayor Mulenex led the Pledge of Allegiance

4. Discussion about updating the City's water management and conservation plan to meet Oregon Water Resource Department's scrutiny. Richard Nored P.E. will provide an overview of this action and provide guidance on the steps involved in updating the Plan for purposes of preserving the City's supplementary water rights allocation.

City Manager Hasson stated back in 2009, Engineer Richard Nored constructed a conservation plan for the Water District in order to preserve some additional water rights. He said that for some reason that plan was never processed by the Oregon Resource Department. City Manager Hasson said that they need to preserve the .71 cubic feet per second allocation. He said they will ask for a time extension and consider withdrawing the beneficial use and also update the conservation plan to reflect 2012 issues and concerns. City Manager Hasson said that the City would rely on Mr. Nored to provide this service.

Mr. Nored stated that the District received a permit in 1998 that was the original water right. He said in November of 2007 they filed an extension of time request for full beneficial usage of the water. Mr. Nored said in February 2008 they issued a final order extending the permit to the first of October 2012 but limiting the water use until the District submitted a new water conservation plan. He said in March

2009 the District submitted a water conservation plan for approval but the State has not been able to locate that document. Mr. Nored said in June of 2009 they filed a claim of beneficial use and a final survey requesting approval of the entire 2.23 cfs (cubic feet per second) that was issued by the original permit in 1998. He said they also resubmitted the water conservation plan. Mr. Nored said they now need to re-submit the water management conservation plan with the fee, a letter from Deschutes County and also change the name to the City of La Pine. He said this is doable to be able to file by the deadline of October of 2012. City Manager Hasson stated that for the City to develop it must obtain more water rights.

5. City Hall Highway 97 frontage: One of the Council's goals for 2012/13 was to reconstruct the City Hall street frontage to serve as a template for development/redevelopment along Highway 97. The Council earmarked \$20,000 for this purpose. A preliminary estimate places that cost closer to \$75,000. The City is attempting to procure matching ODOT funds to accomplish this task in its entirety. In the interim, staff is recommending the City Hall frontage be landscaped to include installation of an irrigation system.

City Manager Hasson stated that one of the goals of the Council for this year was to improve the frontage of City Hall and \$20,000 was budgeted for this goal. The cost is closer to \$75,000. He said the City is requesting to receive matching funds from ODOT (Oregon Dept of Transportation) to accomplish this task in its entirety. City Manager Hasson said that an irrigation system will need to be included in the landscaping. Council had consensus that the City Manager move forward with the landscaping project.

6. Another one of this year's Council's goals is to assist our City youth with employment ventures and staff is proposing the City Hall landscape effort [if approved] be initiated through youth effort [with proper oversight and supervision].

City Manager Hasson said the City Hall landscaping project may be able to employ local youth to do the labor and also accomplish another goal of the Council for the year, that of employment of local youth.

7. Update on Bird invasion of City Hall. City staff has put out a public notice soliciting for construction services to remedy the bird roosting problem.

City Manager Hasson said that an RFP (request for proposal) has been put out to do this work with a deadline of August 10<sup>th</sup>.

8. Agreement to Provide Tourism Promotion Services. The City has been working with the La Pine Chamber to construct an agreement about the expending and reporting of TRT revenue. the staff will provide an update on this effort. Additionally, the Chamber has provided their TRT Report for fiscal year 2011/2012, which will be discussed and may factor into the agreement's construction.

City Manager Hasson stated that he has received the agreement back that was reviewed by the attorney. He said at the last meeting there was a lengthy discussion on whether or not there should be a cap on how much of the TRT (Transient Room Tax) monies should go to payroll. City Manager Hasson said that when he received the TRT report it showed that 57% of the monies went to payroll with 30% of the monies going toward the salary of the Executive Director. He recommended that the salary range be somewhere between 25% and 50%. Councilor Varcoe stated that he does not think a cap is a good idea because there are so little TRT funds anyway to employ three people. Councilor Greiner said that there should be a set amount for salaries with either a flat amount or percentage. Councilor Agan said she favored having a cap on salaries in regard to TRT monies. Councilor Martinez stated that there should be a limit but was not sure he supported a cap.

Council decided to put the approval of the agreement on the agenda for the Regular Session on August 8<sup>th</sup>.

9. The intergovernmental agreement [IGA] the City has with Deschutes County for planning services is about to expire. There is a need to reactive that agreement until such times as the city has the capacity to address land use matters. The County is proposing as part of the IGA update to provide code enforcement services until such times as the City is in a position to provide this public service. At present, the IGA is a work in progress but staff intends to share information about its current status.

City Manager Hasson stated that the Planning Service Agreement with Deschutes County Planning Department is about to expire. He said the County has asked to do code enforcement as an additional item for this agreement. It would also include solid waste violations. City Manager Hasson discussed the work that the Water and Sewer District employees can now do to assist the City with tasks and how helpful that will be. One example was the tree removal in the Cagle subdivision.

10. Discussion about Honoring Ashton Eaton for his Athletic Excellence

City Manager Hasson stated that he would like the Council to agree on some way to honor Ashton Eaton who has accomplished so much athletically. Councilor Martinez suggested that the City do something in conjunction with the Chamber and School District that are also working on ways to honor Ashton Eaton. Mayor Mullenex recommended that they do at least a Proclamation as well as something with the other organizations. Council decided to come back at a later meeting and decide on what they will do to honor Ashton Eaton after the Olympics have concluded.

11. Suggestions to Improve the La Pine City Council Agenda: Added Agenda Items, Public Comment, Consent Agenda, Presentation to the Council and Staff Reports.

City Manager Hasson stated that there are some suggestions to improve the Council meeting in terms of time efficiency. Councilor Greiner said that sometimes the Council takes too much time during the meetings. He said he would like to see the presentation process and public comments be limited. Councilor Greiner said that staff reports can be reviewed before the meeting to shorten that process. He said he would like to make the meeting more attractive and useful. Mayor Mullenex stated that there are subjects that need to allow a lot of public input in order to be handled properly. Councilor

Martinez said that the public should be allowed to speak but with a certain time limit. Mayor Mulenex said if a topic needs comments, it needs to go on the agenda five days before the meeting so it can go out in the agenda packet.

12. Other City Topics of Interest

Mayor Mulenex requested that Gary Farnsworth come to the next Council meeting to make a presentation on the STP (Surface Transportation Program) through ODOT. It relates to how the State will dole out funds in the future.

13. Public Comments

Luana Damerval, area resident, suggested that the Council do their homework so they are prepared and that would help to streamline the meetings. She also said that the TRT funds are to encourage tourism.

City Manager Hasson stated that an auditor has been hired to do an audit of the Water and Sewer. He also said that they need to clarify who should sit on the Board on behalf of the City. City Manager Hasson stated that an RFP for legal labor services will be going out to bid.

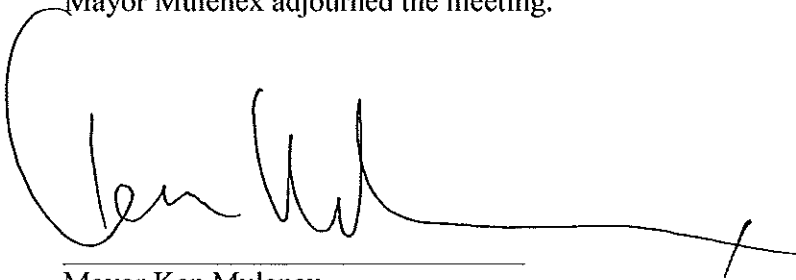
14. Adjourn

**A motion was made by Councilor Varcoe and seconded by Councilor Greiner 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