

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, November 13, 2013

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 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. October 9, 2013 Council Meeting Minutes
 - ii. October 23, 2013 Work Session Minutes
 - b. Bills and Invoices
 - i. Approval of Financials
 - ii. Approval of Bills
 - ii. Approval of Reimbursements
6. Public Comments
7. Finance Manager Position Discussion
8. Planning Permit Fees
9. Website Process Update
10. City Hall Sidewalk Project – Landscaping Plan (Preliminary)

11. Other Matters This item concerns any matters that were added to the Agenda under the Added Agenda Items portion of this Agenda.
12. Public Comments
13. Staff Comments
14. Council Comments
15. Mayor's Comments
16. 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 for TTY.

LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, November 13, 2013

Regular Session – 6:00 pm

16345 6th Street, Suite 102

La Pine, Oregon 97739

B. Regular Session – 6:00 pm

1. Call to Order

Mayor Mulenex called the meeting to order.

2. Establish Quorum

Interim City Manager Rick Allen

Mayor Ken Mulenex

Councilor Stu Martinez

Councilor Greg Jones

Councilor Kathy Agan

Councilor Karen Ward

Student Councilor Conrad Parker

Public Works Manager Scott Perkins

Office Utility Specialist Ashley Williams – absent by prior arrangement

Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Jim Fleming, Public Works Committee, 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.

11a. Transient Room Tax Required to have a Tax Administrator

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. October 9, 2013 Council Meeting Minutes

ii. October 23, 2013 Work Session Minutes

- b. Bills and Invoices
 - i. Approval of Financials
 - ii. Approval of Bills
 - iii. Approval of Reimbursements

Councilor Martinez stated a possible conflict of interest with the bill payment for Wilderness Garbage.

A motion was made by Councilor Agan and seconded by Councilor Ward 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>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

6. Public Comments

None

7. Finance Manager Position Discussion

Interim City Manager Allen stated that he and Councilors Martinez and Agan as well as Mayor Mullenx interviewed candidates for the finance manager position. He said that both candidates had the ability to do the job. Mr. Allen said that one of the candidates preferred to do organization tasks for a few months until all systems were set-up. He said the other candidate preferred the long term tasks. Mr. Allen said that there was no need for a full time Finance Manager at this point in time. He said both of the candidates that were interviewed have their own businesses and have a lot of experience in the public sector. Councilor Agan stated that they were fortunate that they both liked specific types of jobs. Councilor Martinez said that both of them have the qualifications for the Finance Manager position. He said there are many qualified people moving into the area and that is very fortunate for the City. Mayor Mullenx stated that he thinks both candidates were very qualified and could get the finances for the City under control. Interim City Manager Allen stated that the SDC's (System Development Charges) need to be separated out before the next budget cycle.

8. Planning Permit Fees

Interim City Manager Allen passed out a comparison sheet of various planning fees from other public entities. Councilor Jones suggested evaluating the costs by size rather than value. Mr. Allen said that the City will subsidize the planning expenses because it will have little activity. He said at the December Council Meeting the Council will have to approve the fees.

9. Website Process Update

Interim City Manager Allen gave an update on the new website. He said that they are still working on the home page. Mr. Allen said that they went with the saw blade design for the logo on it. He showed some of the photos that will be on the front home page of the website. Mayor Mullenex and Councilor Jones have been working on the website with the City Manager.

This item was moved forward in the agenda:

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

11a. Transient Room Tax Required to have a Tax Administrator

Interim City Manager Allen stated that legal counsel advised him of the need for him to be made the tax administrator for the City.

A motion was made by Councilor Agan and seconded by Councilor Martinez to appoint the City Manager as the Tax Administrator.

<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>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

Mr. Allen discussed the problems with a motel that has not paid transient room tax for over a year and a half. He said the City is working diligently to remedy the situation.

This item was moved forward in the agenda:

12. Public Comments

Gerry Albert, EDCO Manager, asked for clarification on how a nonprofit would be viewed by the City in relation to different fees. Interim City Manager Allen said that the nonprofit would have to come to the City individually and ask for a fee to be waived. Mr. Albert expressed concern about both the bill pay feature and the garage sale feature in regard to the website being possibly attacked by hackers. Mr. Allen said that the City will work through all the security needs and that the bill pay will go through a third party.

10. City Hall Sidewalk Project – Landscaping Plan (Preliminary)

Interim City Manager Allen showed pictures of what the landscaping plan currently shows. He said it was in the process of being revised after having recently been reviewed. Mr. Allen said the original draft had more bushes than were needed. He also showed a picture of the new City sign that will be put up at the old Water District building.

14. Council Comments

Student Councilor Parker suggested that the City purchase a laser pointer for power point presentations. He also discussed the Christmas play that is being put on by the High School. Councilor Agan stated that at the Economic Summit the two biggest questions that came up involved the wood carver and flea market that are located on Highway 97. Mr. Allen said that the wood carver has about three months to comply with the issues that were addressed by the County with him.

Councilor Martinez discussed the veteran's memorial ceremony that he attended. He said he attended the Economic Summit that was recently held, and found it very worthwhile. Councilor Jones stated that he got a lot of good information from the Economic Summit. Councilor Ward reminded Mr. Allen about the garbage receptacle for the front of City Hall. Mr. Allen said that they would put one in, it just did not show up on the drawing. Councilor Ward discussed the partially torn down building on Highway 97 that use to be the home of Homestead Tavern. Mr. Allen said that a nuisance abatement ordinance is needed to take care of problems like with that building.

15. Mayor's Comments

Mayor Mullen discussed not having the November 27th Work Session since it is the night before Thanksgiving. The Council agreed to not hold a November Work Session. Also, the December Work Session is scheduled for Christmas day so that will not be held either.

13. Staff Comments

Interim City Manager Allen stated that Ashley Williams, Utility Billing Specialist, is in Utah training on the Caselle software. He also announced that the USDA loan finally closed and has been fully transferred to the City.

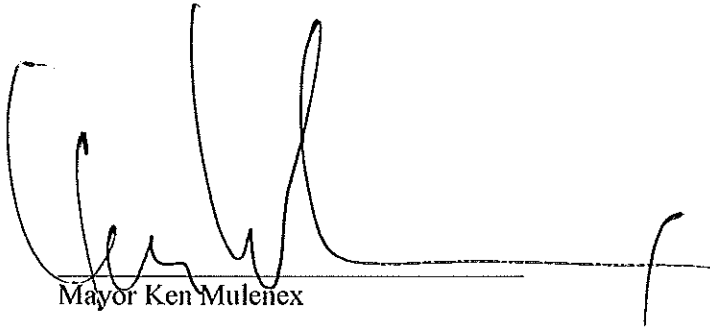
16. Adjourn

A motion was made by Councilor Agan and seconded by Councilor Martinez 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>	
<i>Councilor Karen Ward</i>	<i>X</i>	

Motion passed unanimously.

Mayor Mullenex adjourned the meeting.



Mayor Ken Mullenex

Attest



Rick Allen, City Recorder