



CITY OF LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, December 20, 2017

6:00 p.m. Regular Session

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

1. Call to Order

Meeting called to order at 6:00 p.m.

2. Establish Quorum

Present: Mayor Scott, Councilor Greiner, Councilor Briese, Councilor Martinez, Councilor Heaton
Student Councilor Tennant absent by prior arrangement.

3. Pledge of Allegiance

Led by Colleen Scott

4. Added Agenda Items

None

5. Public Comments

None

6. 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. November 13, 2017 Meeting Minutes
- ii. November 15, 2017 Meeting Minutes

b. Reimbursements

- i. Approval of Council and Staff Reimbursements

c. Financial Reports

i. Approval of Financial Reports

Councilor Briese made a motion to approve the Consent Agenda as presented. Councilor Greiner seconded. No objections. Unanimously approved.

7. Community Funding Request Application for Shine on La Pine

Bea Hatler spoke on behalf of Shine on La Pine. She stated that now that Shine on La Pine is growing, they are incurring more expenses. The funding request is for pins to hand out to those who keep their properties looking nice. They also hand out plaques and awards to local businesses. They are asking for \$597.00. Next year, she will seek additional funding through other sources as well. Councilor Martinez stated that it's a lot of money. Councilor Briese wanted to know how much we gave last year to Shine on La Pine. Ashley Williams checked and stated that it was \$776 plus additional funds for the June BBQ. Councilor Briese stated that what Shine on La Pine does is amazing and it's made a huge difference, but agrees with Councilor Martinez that they need to find additional funding so that it's not an every year occurrence. Mayor Scott stated that Shine on La Pine needs to request funding in advance and not order before funding is approved in the City's name.

Councilor Briese made a motion to approve the funding request as submitted. Councilor Greiner seconded. No objections. Unanimously approved.

8. Audit Report presented by Steve Tuchscherer

Steve Tuchscherer presented the City's audit report. He explained the complexities of the City's budgeting system and praised Brenda, the City CPA, and Ashley Williams, Accounting Clerk, for doing such a great job. He discussed the City's liabilities, insurance rates and accounting estimates. There were no mistakes detected. He said there were no disagreements with management and that management was very easy to work with and cared a lot about things being done correctly. They did not have to consult with any third-party accounting firms, due to not finding any complex accounting mistakes. Councilor Martinez and Councilor Briese both stated that they felt that Steve would point out any items that were red flags, and since there weren't any, they have no comment. Councilor Heaton asked for Steve to clarify whether he felt the City was on "good, solid ground." Steve said "yes" and that the ending balances have all increased from last year and they are getting stronger each year. Councilor Greiner stated that he's amazed at how much money the City handles and he's impressed with the balances. Mayor Scott wanted to know if there was anything the City could be doing better. Steve mentioned internal controls being challenging due to us being a small City and having such a small staff. He felt that we are still doing a significantly good job considering the resources we have. At some point, the City could consider adding additional staff. Mayor Scott said that he's very proud of how the City is operating financially. Councilor Briese asked whether other cities do studies on funding balances per capita. Steve stated that most cities the size of La Pine do not due to the added cost. He also explained the City's reserve funds.

Steve will present the Urban Renewal Agency Board Budget Audit at the next Urban Renewal Agency Board meeting.

9. Approval of Amendment No. 1 to ODOT Cooperative Improvement Agreement for Westside US 97 Streetscape Project

Mike Darling, Senior Project Leader with ODOT, presented the amendment to ODOT Cooperative Improvement Agreement for the Westside US 97 Streetscape Project. It primarily adds funding to

the project. There are two big pieces, which are the streetscape elements and the paving project. This amendment adds funding in the amount of \$350,000. Cory Misley explained that when we applied for the grant, the City was obligated to contribute a minimum of \$30,000.00. There will also be funding from COIC in the amount of \$40,000 and funding from the Sidewalk Improvement Program (SWIP). It also adds language for ADA compliance, updates the new Deschutes County Engineer, adds some scope changes (pavement preservation work), and extends the length of the project. Councilor Greiner asked where the additional money was coming from. Cory Misley said that the City has already saved for and budgeted \$500,000 to pay for the City's portion, and we will only be spending \$350,000 of that amount. Cory Misley also pointed out that the City saved approximately a million dollars by purchasing the transit center site and not having to move our water line for this project. Councilor Briese asked about the Vandervert Rd portion. Mr. Darling confirmed that a major change is likely to happen there in a few years, but they are going to make some safety changes in the meantime. ODOT will be holding a public outreach meeting at the Senior Center on March 13th. This streetscape project will start in the spring 2018 and end in November 2018. He confirmed that the paving will only take place at nighttime. Part of the contract is that the construction still allow for business access.

Mr. Darling stated that they are looking at short-term improvements for the Wickiup Junction area and also possibly "piggy backing" on this next year's streetscape project. There will also be a longer term refinement plan due to the overpass issue. Councilor Greiner thinks the passing lane between Wickiup Junction and the traffic light is a safety hazard. Mr. Darling stated that that area was created before La Pine was incorporated as a City, but that it's one of the things that will be looked at down the road. Councilor Briese wanted confirmation that the location of the crosswalks had been changed per discussions at prior Council meetings. Mr. Darling confirmed that they'd been updated.

Councilor Greiner made a motion to approve the amendment as presented. Councilor Briese seconded. No objections. Unanimously approved.

10. Discussion on Planning for Council Goal Setting Session

Cory Misley stated that he'd like to plan a Council Goal Setting Session. Tentative date is January 19th. Holly Smith will send out an email confirming that the date works for everyone. Crescent Creek Clubhouse is reserved. He'd like to meet with each Council member individually prior to the meeting to talk about the process and expectations. Cory explained that these goals will be for one year, but starting in 2019, corresponding with election season, the goal session will be a two-year plan. Cory explained that this is something necessary for City staff to know how to move forward in future years that meet the desires and goals of the Council.

11. Appointment of Urban Renewal Agency Board members

Councilor Heaton volunteered to fill the Councilor position. ***Councilor Greiner made a motion. Councilor Briese seconded. No objections. Unanimously approved.***

Councilor Heaton stated that he gave the other applicants considerable thought. He recommends Andrea Hine. Councilor Greiner stated that Russ Smith is already on two boards and he'd like to see new people involved, so he recommends Andrea Hine. Councilor Martinez agreed with Councilor Greiner's thoughts and recommends Andrea Hine. Councilor Briese agrees with the rest of Council and recommends Andrea Hine. She feels the more diverse committees we have, the better. Mayor Scott stated that these decisions are hard for the Council and he'd hate for anyone to be offended.

Councilor Briese made a motion for Andrea Hine to fill the Urban Renewal Agency vacancy. Councilor Heaton seconded. No objections. Unanimously approved.

Staff will notify Andrea Hine of the vote.

12. Other Matters: Only those matters properly added to this Agenda under Item No. 4

None

13. Public Comments

None

14. Staff Comments

Cory Miskey reminded Council that Melissa Bethel will be starting January 2nd. She is the City's new Planning and Development Director. She will be communicating and training with Tammy Wisco. He reminded staff about the Sustainable City Year Program Kick-Off Event January 12th and requested the Council to RSVP so we can have enough space reserved. He also stated that the City received the grant from COIC to do some community outreach work to identify community priorities. A steering committee has been established and two meetings have taken place thus far. They created a draft survey to distribute to the community to receive more input that Cory will email to the Council for review. The plan is to have the survey go live on January 19th and it will be available to fill out online and on paper for approximately one month.

Jake Obrist stated that Cory and Jake met with Anderson Perry, the engineering firm awarded the contract for designing the City's water/wastewater expansion and improvement project. He is also working on the City's telemetry system. He may be requesting a small amount of money in January to grow the system, which is really important with some of the big projects coming the City's way. He did a public works tour for the Public Works Committee and invited the Council to do one as well.

Ashley Williams stated that the City is removing Councilor Karen Ward from the bank account due to her resignation and adding Councilor Heaton. Ashley Williams had more involvement this year with the audit and found it really interesting.

Holly Smith stated that she is working on a video conferencing system for Council Chambers and a paperless system/Council tablets.

15. Council Comments

Councilor Briese is looking forward to the Council goal setting session. Councilor Greiner asked Jake Obrist about a check that he signed for hauling wastewater from one of our treatment plants. Jake explained that it was from when the City's lift station went down and he had to order a contractor come in and help pump and transfer. Councilor Heaton stated that he is impressed with the City's budget. He asked Jake who the manufacturer is for the telemetry system is. Jake said it's called

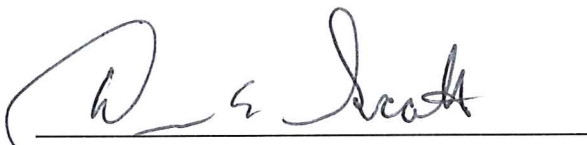
"Mission" and explained the system and the notification process. Councilor Martinez had no comment.

16. Mayor's Comments

Mayor Scott reminded everyone that this is the last meeting of 2017. He has enjoyed his first year as Mayor and praised City staff for the job they've done this year. He praised the Council for the way they've stepped up through the holidays as well.

17. Adjourn Meeting

Councilor Briese made a motion to adjourn. Councilor Heaton seconded. No objections. Meeting adjourned.

A handwritten signature in cursive script that reads "Dennis Scott". The signature is written in black ink and is positioned above a horizontal line.

Dennis Scott, Mayor

Attest

A handwritten signature in cursive script that reads "Cory Misley". The signature is written in black ink and is positioned above a horizontal line.

Cory Misley, City Recorder

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