



CITY OF LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, August 8, 2018

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 6:01 p.m.

2. Establish Quorum

Present: Mayor Scott, Councilor Greiner, Councilor Briese, Councilor Martinez, Councilor Heaton and Student Councilor Tennant

Staff Present: City Manager Cory Misley, Public Works Manager Jake Obrist, Planning Manager Melissa Bethel, Accounting Clerk Ashley Williams and Administrative Assistant Tracy Read

3. Pledge of Allegiance

Led by Gary Gordon

4. Added Agenda Items

Mayor Scott requested to add discussion regarding contract with city attorney on the BioMass project.

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. July 11, 2018 City Council Meeting Minutes
- ii. July 12, 2018 City Council Meeting Minutes
- iii. July 25, 2018 City Council Meeting Minutes

- b. Reimbursements
 - i. Approval of Council and Staff Reimbursements
- c. OLCC Application for Grounded Café
- d. Sponsorship Request KNCP

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

7. Community Funding Request from La Pine Park & Recreation District Foundation
Karen Miller spoke in support of the request. Parks & Rec is looking for a permanent solution to provide picnic tables that will withstand wear and tear, and that cannot be moved. There was discussion regarding previous donations and allocation in the Foundation's current budget for this expense. No other funding request for this project have been made. Councilor Heaton suggested funding requests to the City be made prior to the budget being adopted. Councilor Briese requested reports on previous funding provided. Karen stated she will provide that information in the near future.

A request for a motion to approve was made. No motion received. Request declined.

8. Review of FY 2017-2018 Financial Reports
Ashley Williams reviewed financial reports. Mayor Scott expressed his appreciation for all that Ashley has done for the City. Cory Misley stated there will be a more detailed report soon pending completion of the audit.
9. Resolution No. 2018-06 – A Resolution 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
Mayor Scott asked if there was any additional information. Cory stated this is a requirement of the USDA.

Councilor Briese made a motion to approve Resolution No. 2018-06 as presented. Councilor Greiner seconded. No objections. Unanimously approved.

10. Resolution No. 2018-07 – A Resolution 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 Wastewater Facility to Serve an Area Lawfully Within its Jurisdiction to Serve

Councilor Briese made a motion to approve Resolution No. 2018-07 as presented. Councilor Martinez seconded. No objections. Unanimously approved.

11. Memorandum of Understanding Between the City of La Pine and Economic Development for Central Oregon for Forgivable Loan Program

Ryan Culp, Economic Development Director for Sunriver/La Pine, outlined this MOU and stated it is the quickest and most effective process based on previous experience. He elaborated on the Qualifying Business requirements. Councilor Briese requested the City be represented on the Due Diligence Committee. Cory Misley stated: 1) we can do more outreach and education; 2) the intention of this is to serve as a piloting of the program; and 3) the City Council controls the program as far as budgeting and establishing a forgivable loan agreement.

Councilor Greiner made a motion to approve the MOU between the City of La Pine and EDCO for the Forgivable Loan Program as presented. Councilor Briese seconded. No objections. Unanimously approved pending legal review/revision.

12. Loan Agreement Between the City of La Pine and Legend Cider Company

Ryan Culp outlined the changes made to this Agreement based on previous discussion. There was discussion regarding the clause requiring a business to have at least 5 employees. Cory stated there are other requirements which would be a part of the Agreement, and stated there are still a few legal revisions to be made. Concern was expressed regarding approval of the Agreement while still subject to legal review.

Councilor Greiner made a motion to approve the Loan Agreement Between the City of La Pine and Legend Cider Company as presented pending legal review. Councilor Briese seconded. Objection by Councilor Martinez. Approved by majority vote.

13. Amendment to Deschutes County 911 Service District Operating Agreement (No. 2015-109)

Cory Misley stated the only change is under item 1, language change to add "and the governing body". The City is a signatory to the original agreement.

Councilor Martinez made a motion to approve the amendment to the Deschutes County 911 Service District Operating Agreement as presented. Councilor Greiner seconded. No objections. Unanimously approved.

14. Appointment of Vicki Russell and Andrea Hine to the Urban Renewal Agency Board

Cory stated that Vicki and Andrea are very interested in continuing to serve.

Councilor Briese made a motion to re-appoint Vicki Russell to the Urban Renewal Agency Board. Councilor Heaton seconded. No objections. Unanimously approved.

Councilor Briese made a motion to re-appoint Andrea Hine to the Urban Renewal Agency Board. Councilor Heaton seconded. No objections. Unanimously approved.

15. Update on City Hall Entry Monument Sign and Flag Poles Project

Cory provided an update that the project is nearly complete and that direction is needed on remaining items. The tree will be replaced and the flags will be changed to include a U.S. Flag as

well as flags for the State of Oregon and POW. We will wait for the wood to weather and address the color if needed. Bunch grass will be installed next week. The middle pole is not taller than the other two. Cost estimate to replace is \$6,680.00. After discussion it was agreed that the center flagpole needs to be replaced and we will keep the existing center pole for future use. There was additional discussion regarding whether the plan included language specific to the height of the three poles. There are funds to cover the additional expense.

16. Update on Public Works Lead Job Announcement and Description

Jake Obrist reviewed the new position. There was discussion regarding productivity in the department and that the person in this new position needs to be able to direct current staff. Councilor Martinez asked about Council involvement in the interview process.

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

Mayor Scott expressed concern with the City Attorney and the lack of progress on the BioMass project. He feels that billable time is not being used wisely. He suggested holding an Executive Session to discuss. Cory requested that a candid discussion be had with Jeremy with specific concerns. He will contact Jeremy to schedule the meeting in conjunction with an upcoming work session.

18. Public Comments

Michael Harper asked if the other two flag poles could be shortened. Cory stated the cost would have been about the same as replacing the center one.

19. Staff Comments

Cory Misley stated the Invitation to Bid for Forest Fuels Reduction is live today and will be published in the Bend Bulletin on August 15, 2018. Job Announcements have been posted for the Public Works lead and Administrative Assistant. He is out Monday – Thursday next week at a retreat. Jake Obrist advised he is working on an RFQ for septic tank pumping services and on low income utility assistance. Melissa Bethel advised that in the past two months we have received over 15 calls regarding food trucks in La Pine and asked for direction on how to proceed. She has a draft code to review which will be routed through the Planning Commission and discussed at the August 22nd Joint City Council/Planning Committee Work Session. Ashley Williams mentioned that if we were to join GFOA, our budget process would be eligible for an award. The membership fee is \$560. The unanimous consensus was this is not a worthwhile expense. Tracy Read encouraged everyone to spread the word regarding the upcoming election. Council laptops are here and she will work on getting them set up. She reminded everyone there is no Urban Renewal meeting in August.

20. Council Comments

Councilor Briese advised that the COIC meeting this month has been canceled. She updated the Council on the current vacancy for Executive Director and stated that there are two candidates. She also requested calendar updates with meeting changes. Councilor Martinez recommended a reminder on the City's Facebook page regarding current fire danger.

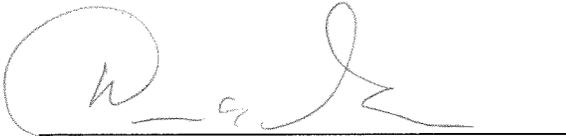
Councilor Greiner also praised the budget effort. Councilor Heaton thanked Ashley for all her hard work. Student Councilor Tenant updated everyone on his busy summer. He has traveled quite a bit and has been busy with several projects, including FBLA and 4-H projects.

21. Mayor's Comments

Mayor Scott stated there should be a final version of the Wickiup Park & Ride plan by the September Regular Session. He also stated that he is passing on concerns from the public regarding the Public Works Department and these are not directed at Jake. He is happy with hiring and moving staff and agreed that Ashley will be missed. He stated that the Housing Works and Streetscape projects look great.

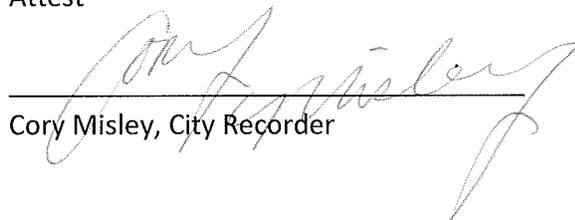
22. Adjourn Meeting

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

A handwritten signature in black ink, appearing to read "Dennis Scott", written over a horizontal line.

Dennis Scott, Mayor

Attest

A handwritten signature in black ink, appearing to read "Cory Misley", written over a horizontal line.

Cory Misley, City Recorder