



CITY OF LA PINE CITY COUNCIL – MEETING AGENDA
Monday, January 7, 2019
6:00 p.m. Special Meeting
La Pine City Hall
16345 Sixth Street, La Pine, Oregon 97739

1. Call to Order
2. Color Guard Presentation / Pledge of Allegiance
3. Roll Call
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 time selected by the City Council.
5. Public Comments
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. December 12, 2018 City Council Meeting Minutes
 - b. Reimbursements
 - i. Approval of Council and Staff Reimbursements
 - c. Financial Reports
7. Swearing in of New Councilors
8. Election of City Council President
9. Public Hearing – Resolution No. 2019-01

A resolution of City of La Pine adopting findings to support an exemption from competitive bidding for a new industrial park wastewater lift station project.

- a. Open Public Hearing
 - b. Staff Report
 - c. Public Comments
 - d. Close Public Hearing
 - e. Council Deliberations, Questions, and/or Comments
 - f. Council Takes Formal Action
10. Amendment of The Master Fee Schedule for Mobile Food Vendor Business and Miscellaneous Land Use Applications – Resolution No. 2019-02
11. Appointment of Regional Organization Representatives
- a. Central Oregon Area Commission on Transportation (COACT):
Current Appointees: Mayor Scott with Councilor Martinez as alternate
 - b. Central Oregon Intergovernmental Council (COIC):
Current Appointees: Councilor Briese with Councilor Greiner as alternate.
 - c. Central Oregon Cities Organization (COCO):
Current Appointees: Mayor Scott with Councilor Briese as alternate.
Councilor Martinez will be third
 - d. Sunriver/La Pine Economic Development (SLED):
Current Appointees: Councilor Martinez with Councilor Heaton as alternate
 - e. League of Oregon Cities – Small Cities Network:
Current Appointees: Councilor Greiner with Councilor Briese as alternate
 - f. Urban Renewal Agency:
Current Appointees: Councilor Briese, Councilor Heaton and Councilor Martinez
 - g. Deschutes River Basin Water Study Group:
Current Appointees: Councilor Heaton with Mayor Scott as alternate
 - h. Regional Solutions Center:
Current Appointees: Mayor Scott with Councilor Martinez as alternate
12. Discussion on City of La Pine 2018-2019 City Council Goals, Mission and Vision Statements
13. Discussion on City Council City of La Pine Area Representatives
14. Discussion on Council Meeting Times
15. Other Matters: Only those matters properly added to this Agenda under line item No. 5

16. Public Comments
17. Staff Comments
18. Council Comments
19. Mayor's Comments
20. Adjourn Meeting

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. Regular meetings are open to the public and interested citizens are invited to attend. The public will not be permitted to attend executive sessions; provided, however, representatives of the news media and designated staff will be allowed to attend executive sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during executive sessions, except to state the general subject of the executive session as previously announced. No decision will be made in 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 Tracy Read (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

6(a)(1)



CITY OF LA PINE CITY COUNCIL MINUTES
Wednesday, December 12, 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 6:00pm by Mayor Scott

2. Establish Quorum

Present: Mayor Dennis Scott, Councilor Connie Briese, Councilor Craig Heaton, Councilor Stuart Martinez, and Councilor Donald Greiner

Not Present: Student Councilor Trentyn Tennant

Staff Present: Interim City Manager Melissa Bethel, Public Works Manager Jake Obrist, Administrative Assistant Kelly Notary and Accounting Clerk Tracy Read

3. Pledge of Allegiance

Led by Stuart Martinez

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 time selected by the City Council.

5. Public Comments

Teri Myers (La Pine City Resident) - Thanked Councilor Heaton, Councilor Martinez and Mayor Scott for their service. She is also here to support Melissa Bethel for City Manager due to her considerable work in the community and her genuine interest and concern for the people of this community.

Kitty Shields (La Pine City Resident) – Echoed Teri’s comments regarding those Councilors who are leaving and is also in support of Melissa Bethel for the new City Manager. Thinks highly of her and all that she does and participates in around town.

Don Hazeltine (LP Resident & Lion’s Club Member) – Thanked the Mayor for his service.

Mike Shields (La Pine City Resident) – Agreed with what his sister, Kitty Shields, had to say about Melissa Bethel and supports her for the position of City Manager.

Tony DeBone (La Pine Resident / County Commissioner) Wanted to offer support for the new Councilors and advised them he had connections to other councilors and city officials for new views on the potential hiring of a new City Manager.

Ann Gawith (La Pine Resident) – Officially representing the La Pine Chamber of Commerce at this meeting. Ann echoed the thoughts of gratitude regarding the members who are leaving and the wonderful work that has been done. Stu Martinez in particular must be singled out, due his long-time service. Ann read a memo aloud in support of Melissa Bethel for City Manager detailing all of the reasons she has been a wonderful addition to the City of La Pine and supporter of the city and its activities.

Lee Morgan (La Pine Resident) – Thanked the leaving members for their time. She is also here to support Melissa Bethel for City Manager.

Michael Harper (La Pine City Resident) – He stated that he supports moving Melissa Bethel into the City Manager position. He did research and asked around and feels that she is the right person for the job.

Daniel Richer (La Pine City Resident) – Stated that he believes in the concept of moving people up in the ranks and supports doing that here with Melissa.

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 14, 2018 City Council Meeting Minutes
- ii. November 28, 2018 City Council Meeting Minutes

b. Reimbursements

- i. Approval of Council and Staff Reimbursements

c. Financial Reports

d. Approval of City Contracts (extensions)

- i. Central Oregon Intergovernmental Council - IGA
- ii. Professional Services Agreement with NeighborImpact (1st Extension)
- iii. Land Use Planning Contract with Retia Consult LLC. (3rd Extension)

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

7. Community Funding Request from Younity

April McDaniel on behalf of Mary Russell provided information on what Younity is – anti-bullying program and how it's funded and approved by the schools.

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

8. Update from Umpqua Valley Financial – Annual Audit Report

Steve Tuchscherer CPA – Gave a brief overview and does not have any concerns to speak of, Brenda is doing a great job and we are in compliance in all areas. He offered to work with the new City Manager to go over budgets and review where we are and when the new Council comes on board he is happy to call in again and go over it with them. No concerns, everything is going well and the city is on a good path.

9. Public Hearing on New La Pine Development Code – Ordinance 2018-06

Ordinance 2018-06 – An Ordinance of the City of La Pine Replacing and/or Amending Zone Ordinance (Ord. No. 2012-05), Procedures Ordinance (Ord. No. 2011-03), and Land Division Ordinance (Ord. No. 2011-03).

Melissa reviewed the Ordinance and the changes that will affect the citizens and the Staff Report and the articles of the new code.

- a. Proposed City of La Pine Development Code (LPDC) and amendments to the Comprehensive Plan
 - i. Staff Report
 - ii. Open Public Testimony
 - iii. Public Comment
 - iv. Close Public Testimony
 - v. Deliberation

Regarding RV Language

Councilor Martinez is in favor of RV wording

Councilor Greiner is in favor of RV wording

Councilor Heaton is in favor of RV wording

Councilor Briese is not in favor of RV wording

Mayor Scott is in favor of RV wording

Regarding Containers

Councilor Martinez no comment

Councilor Greiner no comment

Councilor Heaton is in favor of the recommendation

Councilor Briese is in favor of the recommendation

Mayor Scott is in favor of the recommendation, but sees issues at the enforcement level

Regarding Fences and Walls – item F of the code

Councilor Martinez is in favor of the recommendation
Councilor Greiner is in favor of the recommendation
Councilor Heaton is in favor of the recommendation
Councilor Briese is in favor of the recommendation
Mayor Scott is in favor of the recommendation

Public Comment:

Don Bellville

Chapter 12 Item 4 – would suggest a revision to the wording regarding National Forest Land.
Melissa Bethel stated this is from the State and not our code.

Councilor Martinez made a motion to approve Ordinance No. 2018-06. Councilor Heaton seconded. No objections. Unanimously approved.

Roll Call Vote

Briese – Aye

Heaton – Aye

Greiner – Aye

Martinez - Aye

10. City Manager Employment Agreement

Discussion took place regarding the agreement and Melissa Bethel's appointment to City Manager.

Connie Briese expressed concern that Melissa hasn't managed staff and she still has not seen a resume.

Jake expressed concern about the way this process went back and forth and suggested that the new council use this as an example and avoid this in the future, as it creates uncertainty for the staff. With that said, he supported Melissa Bethel as the new City Manager and thinks that the 90-day trial period is warranted, because she deserves a chance to decide if she even wants the job after 90 days.

Kelly Notary supports Melissa Bethel in the role of City Manager and has found her to be someone who cares about the community, who is open to listening to new ideas on how things can be done more efficiently.

Tracy Read supports Melissa Bethel and finds that she has been helpful even prior to her interim term as City Manager. She is approachable and open to listening to the employees. She is active in the community and Tracy feels that she is up to the task.

Stuart Martinez is impressed with staff for speaking up in front of the room.

Connie Briese reiterated that her concern is not personal and that she will fully support Melissa if the contract is approved. She felt it was important to bring those residents' concerns that had been expressed to her to the council, as is her duty as a member of the council.

Mayor Scott stated that those he has spoken with are very supportive of Melissa as the City Manager, including former City Manager Cory Miskey. He feels that Melissa with her planning experience and law degree will bring a new vision to the position and is supportive of her being named the City Manager of La Pine.

Discussion on the contract ensued. Melissa asked for wording about reducing income at any time to be stricken from the contract. This is section 2.1.1 of the draft agreement.

Councilor Greiner made a motion to accept the contract with the section regarding salary reduction at any time be stricken (sec 2.1.1). Councilor Heaton seconded. No objections. Unanimously approved.

11. Acknowledgment of City Election Results and Proclamation

Councilor Martinez read the proclamation aloud to the room.

Councilor Greiner made a motion to approve the Election Results and Proclamation, as read by our Council President Stuart Martinez. Councilor Heaton seconded. No objections. Unanimously approved.

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

13. Public Comments

BioGreen President, Rob Broberg, wanted to thank the current council for their work and help over the years. It's been a long process and he has always felt supported and encourage to bring BioGreen to the City of La Pine.

Colleen Scott (La Pine City Resident) – Wanted to thank staff for the decorations on 97 it really makes the town look great. Thanked the community for honoring her family with the ability to serve them for the last 2 years.

Michael Harper (La Pine City Resident) – Thanked the community for allowing him to be a part of it as a business owner and now a City Councilor. He also expressed his happiness over Melissa Bethel being approved and looks forward to working with her and everyone else in the community.

Corrine Martinez (La Pine City Resident)– Stated how proud she is of her son, Stuart Martinez, and all that he has done with for the city over the years through the Council and his charitable work.

14. Staff Comments

Melissa Bethel – Thanked the community who came out to support her at the meeting. She is very excited for the new role and looking forward to what lies ahead for the City of La Pine.

Jake Obrist– Winter is upon us and with the snow comes more work. The crew is out there working and doing a great job.

Tracy Read – She will be here to swear in the new Council and Mayor on Jan 7th, 2019.

Kelly Notary – Reminded the council new and old that the first meeting of the new year is on Jan 7th, 2019. The January 9th meeting will not take place.

LOC Election Essentials on Jan 10th in Sisters, so far everyone has responded and the entire Council for next year is attending, with Mike Shields as a tentative yes. This is an all-day event with lunch provided.

15. Council Comments

Councilor Briese – COIC Meeting that occurred this month was centered on policy items and funding requests.

Councilor Heaton – Grateful for the opportunity he had to work with the Mayor, City Staff and for all that he has learned about the community. He wished the new members much success.

Councilor Greiner – Thanked everyone for their service and especially Stuart for all his years of involvement with the city. He welcomed the new members and Mayor.

Councilor Martinez – Mentioned the SLED meeting went well. Rodger Lee was present and discussed the position for a new EDCO person and he is working closely with Melissa Bethel to make that happen quickly, once it's approved by the Council. He invited everyone to the Wreaths Across America event here this Saturday on 12/15/2018 at the Senior Center. He also Thanked the community for coming out tonight and supporting the appointment of Melissa Bethel to City Manager and for being involved in the process.

16. Mayor's Comments

Isn't it nice to see employees having a good time. Which was not always the case. Congratulations to Melissa. He is Happy to see the new council here and the City is in great shape. It makes it easy to leave knowing that such amazing things are ahead.

17. Adjourn Meeting

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

Dennis Scott, Mayor

Attest

Melissa Bethel, City Recorder

CITY OF LA PINE

NAME: Jake Obnst DATE SUBMITTED 12/20/18

While conducting authorized City business, I the undersigned, properly incurred the following expenses. I now request reimbursement:

1. TRANSPORTATION EXPENSES (explain purpose, City, State, date of mtg)

~~_____~~
~~_____~~

AUTOMOBILE

MILEAGE: _____ MILES @ 0.545 = \$ _____

2. LODGING/MEALS (explain purpose/meeting/dates)

A. Lodging for _____ nights (attach receipts)

B. Meals for _____ (whom)

Location (attach receipts) _____ Date _____

3. PURCHASES (food, supplies and materials) (attach receipts)

 DEQ - State Certification Operator License Renewal
 Wastewater Collections II Treatment II \$160.00

TOTAL REIMBURSEMENT \$ 160.00

Approved by City Staff *[Signature]*

 [Signature]
Signature of Submitter of Form



State of Oregon Department of Environmental Quality

Wastewater Operator Renewal FAQ

Contact: 503-229-5161, 503-229-5349, or opcirt@deq.state.or.us

Oregon DEQ
Wastewater System Operator Certification Program
700 NE Multnomah Street, Suite 600
Portland, OR 97232

How is my Wastewater System Operator certificate renewed every two years?

DEQ mails out a two-page renewal application form to each certificate holder's mailing address on record about 75 days prior to the expiration date. It includes each person's name, address, unique certification number(s), and the new two-year renewal period. Certificate-holders expiring on June 30 should receive a form in mid-April. Certificate-holders expiring on December 31 should receive a form in mid-October.

If your form does not arrive, contact us early. Always notify the Program of any address change. Operators are still responsible for renewing their operator certificate, regardless of whether they received the form or not.

Certificate renewal is required even if applicants have a new or pending upgrade at the time of renewal. A current active certificate is required to ensure current validation of any new or pending certificate.



Seaside Wastewater oxidation ditch



Continuing Education session

What is required to maintain or renew a certificate?

- Completion of at least 2.0 CEUs (20 hours) or equivalent academic credit, during each two-year renewal cycle. Education or training must have direct application to the job tasks and required knowledge of a wastewater system operator, and be pre-approved by OESAC or DEQ.
- If you have both a Collection and a Treatment certificate, (any grade) you only need meet continuing education for one; accruing at least 2.0 CEUs total within the last two years.
- Operators are responsible for tracking their CEU awards and confirming approval (see next page).
- Payment of the \$160 renewal fee, (same fee for one or two certifications).
- Complete and mail the renewal materials, to be postmarked no later than your expiration date (June 30, or December 31), in order to avoid the \$120 reinstatement fee.
- Continued employment as an operator or Oregon residency is NOT required.
- Avoid going into expired status. If you are the system supervisor, you may not supervise the operation of a wastewater system with an expired certificate, so allow 4-6 weeks application processing time.

FINANCIAL SUMMARY NOVEMBER 30, 2018

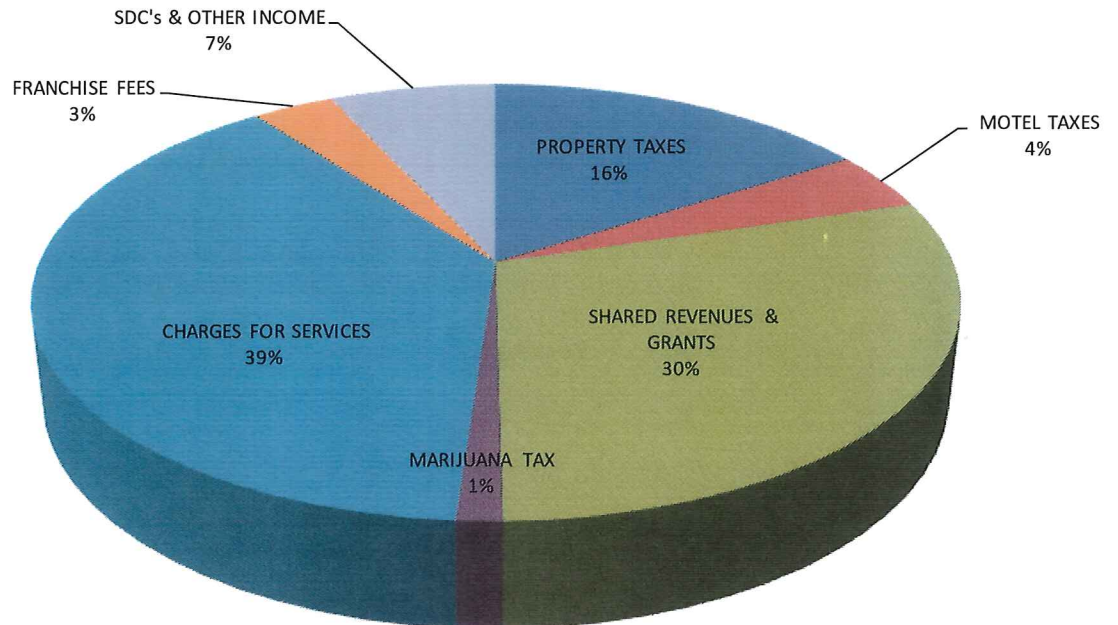
TOTAL RESOURCES - BUDGET TO ACTUAL AS OF NOVEMBER 30, 2018

	Year To Date	FY 2018-19 Budget	Budget Remaining	(42% lapsed) % Earned
BEGINNING FUND BALANCE	7,295,571	6,679,299	(616,272)	109.2%
PROPERTY TAXES	272,337	292,000	19,663	93.3%
MOTEL TAXES	73,668	140,000	66,332	52.6%
SHARED REVENUES & GRANTS	501,003	1,229,500	728,497	40.7%
MARIJUANA TAX	22,863	30,000	7,137	76.2%
CHARGES FOR SERVICES	656,245	1,491,600	835,355	44.0%
FRANCHISE FEES	57,619	223,500	165,881	25.8%
SDC's & OTHER INCOME	117,789	282,750	164,961	41.7%
	8,997,095	10,368,649	1,371,554	86.8%

FINANCIAL HIGHLIGHTS - RESOURCES:

- Beginning fund balances final, audited figures
- Last month's report for water service revenue was higher than the amount reported for November due to bad meter reads in October which were not caught prior to billing (\$66,327) and were credited off the customer bills in November.

RESOURCES BY TYPE EXCLUDING FUND BALANCE



RESOURCES - BUDGET TO ACTUAL BY FUND

AS OF NOVEMBER 30, 2018

	Year To Date	FY 2018-19 Budget	Budget Remaining	(42% lapsed) % Earned
GENERAL FUND				
BEGINNING FUND BALANCE	558,446	451,428	(107,018)	123.7%
PROPERTY TAXES	272,337	292,000	19,663	93.3%
SHARED REVENUES & GRANTS	23,258	44,000	20,742	52.9%
MARIJUANA TAX	22,863	30,000	7,137	76.2%
CHARGES FOR SERVICES	1,195	12,600	11,405	9.5%
FRANCHISE FEES	57,619	223,500	165,881	25.8%
MISCELLANEOUS & OTHER INCOME	11,954	100,000	88,046	12.0%
INTERFUND TRANSFERS - IN	-	45,000	45,000	0.0%
	<u>947,672</u>	<u>1,198,528</u>	<u>205,856</u>	<u>79.1%</u>
CEMETERY FUND				
BEGINNING FUND BALANCE	20,796	16,068	(4,728)	129.4%
CHARGES FOR SERVICES	3,645	5,000	1,355	72.9%
INTERFUND TRANSFERS - IN	-	5,000	5,000	0.0%
	<u>24,441</u>	<u>26,068</u>	<u>1,627</u>	<u>93.8%</u>
STREETS FUND				
BEGINNING FUND BALANCE	901,308	801,088	(100,220)	112.5%
SHARED REVENUES & GRANTS	43,334	90,000	46,666	48.1%
MISCELLANEOUS & OTHER INCOME	-	250	250	0.0%
INTERFUND TRANSFERS - IN	-	223,500	223,500	0.0%
	<u>944,642</u>	<u>1,114,838</u>	<u>170,196</u>	<u>84.7%</u>
TOURISM FUND				
BEGINNING FUND BALANCE	161,952	126,107	(35,845)	128.4%
MOTEL TAXES	73,668	140,000	66,332	52.6%
	<u>235,620</u>	<u>266,107</u>	<u>30,487</u>	<u>88.5%</u>
COMMUNITY DEVELOPMENT FUND				
BEGINNING FUND BALANCE	104,217	77,357	(26,860)	134.7%
CHARGES FOR SERVICES	56,400	40,000	(16,400)	141.0%
ADVANCED PLANNING FEES	-	25,000	25,000	0.0%
INTERFUND TRANSFERS - IN	-	20,000	20,000	0.0%
	<u>160,617</u>	<u>162,357</u>	<u>1,740</u>	<u>98.9%</u>
INDUSTRIAL/ECONOMIC DEVELOPMENT				
BEGINNING FUND BALANCE	37,488	21,734	(15,754)	
INDUSTRIAL SITE LEASES / SALES	5,225	163,000	157,775	3.2%
MISCELLANEOUS & OTHER INCOME	-	5,000	5,000	0.0%
INTERFUND TRANSFERS - IN	-	30,000	30,000	0.0%
	<u>42,713</u>	<u>219,734</u>	<u>177,021</u>	<u>19.4%</u>
RESERVE FUND - WATER/SEWER				
BEGINNING FUND BALANCE	1,615,000	1,590,000	(25,000)	101.6%
INTERFUND TRANSFERS - IN	-	525,000	525,000	0.0%
	<u>1,615,000</u>	<u>2,115,000</u>	<u>500,000</u>	<u>76.4%</u>
DEBT RESERVE FUND				
BEGINNING FUND BALANCE	193,503	193,503	-	100.0%
	<u>193,503</u>	<u>193,503</u>	<u>-</u>	<u>100.0%</u>
SDC FUND				
BEGINNING FUND BALANCE	2,287,045	2,233,991	(53,054)	102.4%
SYSTEM DEVELOPMENT CHARGES	99,208	150,000	50,792	66.1%
	<u>2,386,253</u>	<u>2,383,991</u>	<u>(2,262)</u>	<u>100.1%</u>
WATER FUND				
BEGINNING FUND BALANCE	668,409	577,217	(91,192)	115.8%
CHARGES FOR SERVICES	288,305	646,000	357,695	44.6%
MISCELLANEOUS & OTHER INCOME	6,597	500	(6,097)	1319.4%
INTERFUND TRANSFERS - IN	-	750,000	750,000	0.0%
	<u>963,311</u>	<u>1,973,717</u>	<u>1,010,406</u>	<u>48.8%</u>
SEWER FUND				
BEGINNING FUND BALANCE	747,407	590,806	(156,601)	126.5%
GRANT REVENUE	434,411	1,095,500	661,089	39.7%
CHARGES FOR SERVICES	301,475	625,000	323,525	48.2%
MISCELLANEOUS & OTHER INCOME	-	2,000	2,000	0.0%
	<u>1,483,293</u>	<u>2,313,306</u>	<u>830,013</u>	<u>64.1%</u>

FINANCIAL SUMMARY NOVEMBER 30, 2018

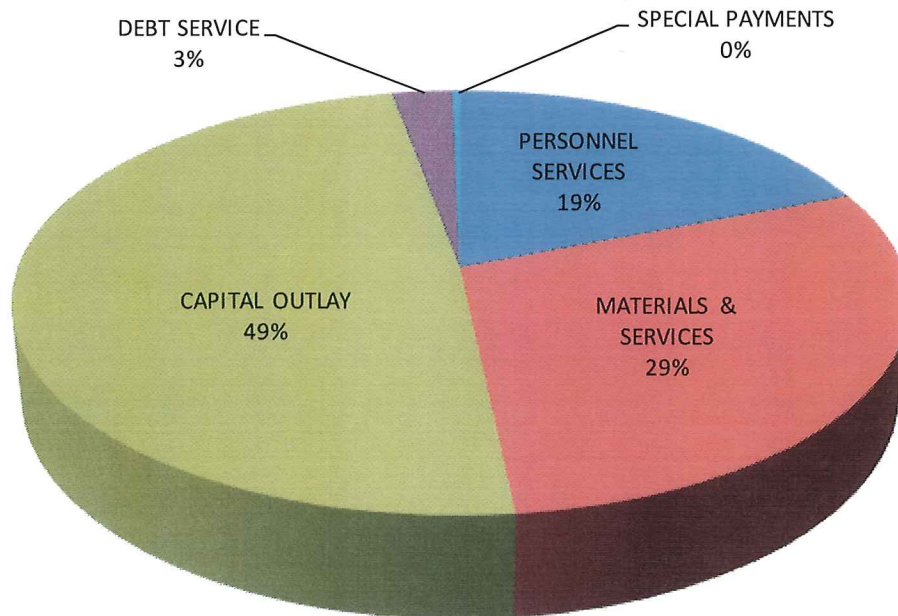
TOTAL EXPENDITURES - BUDGET TO ACTUAL AS OF NOVEMBER 30, 2018

	Year To Date	FY 2018-19 Budget	Budget Remaining	(42% lapsed)
PERSONNEL SERVICES	227,224	642,404	415,180	35.4%
MATERIALS & SERVICES	349,278	1,172,751	823,473	29.8%
CAPITAL OUTLAY	582,405	2,723,000	2,140,595	21.4%
DEBT SERVICE	30,479	245,000	214,521	12.4%
SPECIAL PAYMENTS	3,868	55,000	51,132	7.0%
INTERFUND TRANSFERS - OUT	-	1,353,500	1,353,500	0.0%
	1,193,254	6,191,655	4,998,401	19.3%

FINANCIAL HIGHLIGHTS – EXPENDITURES:

- Expenditures are in line with budget and management expectations
- No transfers have been made yet. Transfers are usually made mid-year after staff review of the budget.

EXPENDITURES BY CATEGORY EXCLUDING INTERFUND TRANSFERS



EXPENDITURES - BUDGET TO ACTUAL BY FUND

AS OF NOVEMBER 30, 2018

	Year To Date	FY 2018-19 Budget	Budget Remaining	(42% lapsed) % Expended
GENERAL FUND				
PERSONNEL SERVICES	28,019	101,530	73,511	27.6%
MATERIALS & SERVICES	77,810	184,498	106,688	42.2%
CAPITAL OUTLAY	4,687	259,000	254,313	1.8%
DEBT SERVICE	30,479	45,000	14,521	67.7%
INTERFUND TRANSFERS - OUT		278,500	278,500	0.0%
	140,995	868,528	727,533	16.2%
CEMETERY FUND				
MATERIALS & SERVICES	1,654	18,568	16,914	8.9%
CAPITAL OUTLAY		5,500	5,500	0.0%
	1,654	24,068	22,414	6.9%
STREETS FUND				
PERSONNEL SERVICES	16,579	55,541	38,962	29.9%
MATERIALS & SERVICES	16,657	136,297	119,640	12.2%
CAPITAL OUTLAY	56,888	353,000	296,112	16.1%
	90,124	544,838	454,714	16.5%
TOURISM FUND				
MATERIALS & SERVICES	33,738	128,607	94,869	26.2%
CAPITAL OUTLAY	446	50,500	50,054	0.9%
INTERFUND TRANSFERS - OUT		40,000	40,000	0.0%
	34,184	219,107	184,923	15.6%
COMMUNITY DEVELOPMENT FUND				
PERSONNEL SERVICES	33,258	89,703	56,445	37.1%
MATERIALS & SERVICES	13,808	54,654	40,846	25.3%
	47,066	144,357	97,291	32.6%
INDUSTRIAL AND ECONOMIC DEVELOPMENT				
MATERIALS & SERVICES	22,404	118,734	96,330	18.9%
	22,404	118,734	96,330	18.9%
RESERVE FUND - WATER/SEWER				
INTERFUND TRANSFERS - OUT		240,000	240,000	0.0%
	-	240,000	240,000	0.0%
SDC FUND				
INTERFUND TRANSFERS - OUT		510,000	510,000	0.0%
	-	510,000	510,000	0.0%
WATER FUND				
PERSONNEL SERVICES	74,495	197,665	123,170	37.7%
MATERIALS & SERVICES	79,778	201,052	121,274	39.7%
CAPITAL OUTLAY	85,954	810,000	724,046	10.6%
DEBT SERVICE		200,000	200,000	0.0%
SPECIAL PAYMENTS	2,771	40,000	37,229	6.9%
INTERFUND TRANSFERS - OUT		300,000	300,000	0.0%
	242,998	1,748,717	1,505,719	13.9%
SEWER FUND				
PERSONNEL SERVICES	74,873	197,965	123,092	37.8%
MATERIALS & SERVICES	103,429	330,341	226,912	31.3%
CAPITAL OUTLAY	434,430	1,245,000	810,570	34.9%
SPECIAL PAYMENTS	1,097	15,000	13,903	7.3%
INTERFUND TRANSFERS - OUT		225,000	225,000	0.0%
	613,829	2,013,306	1,399,477	30.5%

City of La Pine
Revised Notice of Public Hearing
(ORS 279C.335)

Pursuant to ORS 279C.335, the La Pine City Council, acting as the Local Contract Review Board, will hold a public hearing on Monday, January 7, 2019 at 6:00 p.m., Pacific Time, in the La Pine City Hall, 16345 Sixth Street, La Pine, Oregon 97739, for the purposes of taking comments on draft findings for an exemption from the competitive bidding requirement under ORS 279C for the construction of a new wastewater lift station to be located in City's industrial park. Copies of the draft findings are available at La Pine City Hall, 16345 Sixth Street, La Pine, Oregon 97739. In accordance with ORS 279C.335, interested parties will have the opportunity to present written or oral testimony at the public hearing.

This revised notice corrects the day of the public hearing identified in the notice published on December 21, 2018.

RESOLUTION NO. 2019-01

A RESOLUTION OF CITY OF LA PINE ADOPTING FINDINGS TO SUPPORT AN EXEMPTION FROM COMPETITIVE BIDDING FOR A NEW INDUSTRIAL PARK WASTEWATER LIFT STATION PROJECT.

WHEREAS, the La Pine City Council (the "Council") acts as the local contract review board (the "LCRB") for City of La Pine ("City"); and

WHEREAS, pursuant to ORS 279C.335, Council held a public hearing on January 7, 2019 for purposes of taking comments on draft findings submitted by City staff in support of exempting the contract for the construction of a new industrial park wastewater lift station (the "Project") from competitive bidding, which findings are attached hereto as Exhibit A; and

WHEREAS, based on the findings contained in Exhibit A, Council desires to exempt the contract for the Project from competitive bidding and approve the direct appointment alternative contracting method.

NOW, THEREFORE, BE IT RESOLVED, by and through the Council meeting in regular session, the following:

- 1. Findings. The above-stated findings are hereby adopted. Council, acting as the LCRB, hereby adopts the findings contained in the attached Exhibit A.
- 2. Exemption. Pursuant to the findings contained in the attached Exhibit A, Council hereby exempts the Project from competitive bidding procedures and authorizes and approves the use of a direct appointment procedure.
- 3. Miscellaneous. All pronouns contained in this resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this resolution. This resolution may be corrected by order of the Council to cure editorial and/or clerical errors.

APPROVED, ADOPTED, AND MADE EFFECTIVE by the Council on January 7, 2019.

Daniel Richer, Mayor

ATTEST:

Melissa Bethel, City Manager

Exhibit A
Findings

(attached)

**City of La Pine
Wastewater Lift Station Construction Project
Findings in Support of Exemption from Competitive Bidding**

A. General.

1. Oregon public contracting rules outline competitive bidding requirements for public improvement construction projects in OAR 137-049-0130. Under ORS 279C.335(2), a local contract review board may exempt certain contracts from the traditional competitive bidding methods by showing that an alternative contracting process is unlikely to encourage favoritism or diminish competition, and that it will likely result in substantial cost savings to the public agency. City of La Pine (“City”) has prepared these findings to comply with ORS Chapter 279C requirements and Ordinance No. 2016-08 (the “Public Contracting Ordinance”).

2. For the reasons set forth more fully below, the Project (as defined below) is proposed to be exempted from traditional competitive bidding methods. A public hearing and acceptance of these findings by the La Pine City Council, acting as the local contract review board, will be required prior to proceeding with the construction of the Project.

B. Project Background.

1. Biogreen Sustainable Energy Co., LLC (“Biogreen”) is proposing to construct a power generation facility (the “Plant”) on certain industrial property in City’s industrial park. Biogreen requires City’s collection system have the capacity to convey wastewater from the Plant to City’s wastewater treatment plant (“WWTP”). The existing lift station is undersized and reaching the end of its service life. In its present condition the existing station does not have the capacity to serve the Plant as well as City’s other demands.

2. To serve the Plant and expected future customers, certain improvements to City’s wastewater system are required, including, without limitation, (a) replacement of the existing lift station located at 16800 Reed Road, La Pine, Oregon 97739 with a new lift station designed to meet a future demand of 514 gallons per minute, (b) replacement of up to 1,180 feet of four-inch (4”) diameter force main with six-inch (6”) diameter force main, (c) replacement of up to eighty-feet (80’) of eight-inch (8”) gravity main with twelve-inch (12”) gravity main, and (d) demolition and removal of the existing lift station upon completion of the new lift station. To this end, Biogreen will construct a new industrial park wastewater lift station (the “Project”) and transfer ownership of the completed Project to City prior to interconnecting to City’s wastewater system.

C. Findings – ORS 279C.335. City makes the following findings in support of an exemption from the competitive bidding requirements in accordance with ORS 279C.335(2).

1. ORS 279C.335(2)(a) – Unlikely to Encourage Favoritism or Substantially Diminish Competition. The Project has similarities to a public improvement project constructed by a private developer pursuant to a land use condition of approval. Because the infrastructure upgrades are needed, at least in part, to meet Biogreen’s development, City is requiring Biogreen construct (or cause to be constructed) the Project pursuant to a water and wastewater services agreement. As a result, the Project is directly related to Biogreen’s construction of the Plant and, importantly, would not be constructed at this time absent the development and construction of the Plant. In other words, the

Project is unlike ordinary public improvements constructed by City because it is contingent on a larger private development. Thus, exempting the Project from competitive bidding procedures is unlikely to encourage favoritism or substantially diminish competition for City public improvement projects.

2. ORS 279C.335(2)(b) – Likely to Result in Substantial Cost Savings and Other Substantial Benefits to City and the Public. The Project will increase City’s collection system capacity to convey wastewater from the Plant and other future City customers. Exempting the Project from competitive bidding procedures will result in City avoiding expenditure of costs and expenses of competitively bidding the Project in City’s ordinary course of operations. To this end, cost savings will be realized through reduced City staff and consultant time to design, negotiate, and administer any solicitation and contract. The following factors under ORS 279C.335(2)(b) support the conclusion that it is reasonable to expect substantial cost savings:

a. Budget; Funding. The budget for the work to be performed on the Project is approximately \$852,000.00. Granting the exemption will not affect the sources of funding for the Project.

b. Public Benefits. The public will benefit from the Project as it will increase City’s collection system capacity to convey wastewater. Moreover, the Project is being constructed in connection with and as a condition of City’s agreement to provide water and wastewater services sufficient for the operation of the proposed Plant.

c. Market Conditions. No negative impact is expected as a result of exempting the Project so that Biogreen may construct (or cause to be constructed) the Project in connection with the development and construction of the Plant.

d. New Construction; Occupancy. Although the Project involves new construction, the Project will replace the existing lift station located in City’s industrial park. The Project will not be occupied during construction.

e. Single Phase Construction. The Project will require a single phase of construction work.

f. Additional Factors. Because the Project is being constructed by Biogreen (or Biogreen’s contractors) in connection with the development of the Plant, the following factors under ORS 279C.335(2)(b) are not applicable to the Project: (A), (D), (E), (G), (H), (J), (K), and (N). With respect to ORS 279C.335(2)(b)(F), the Project will not impact public safety.

D. Conclusion. Exempting the Project complies with the criteria outlined in ORS 279C.335(2), including the factors in ORS 279C.330. Namely, it is unlikely the exemption will encourage favoritism or substantially diminish competition. Also, the exemption will result in substantial cost savings and other substantial benefits to City. In addition, and as discussed above, having Biogreen perform (or cause to be performed) the work will result in value added to the Project that could not otherwise be obtained through a traditional competitive bidding method.

RESOLUTION NO. 2019-02

A RESOLUTION AMENDING THE MASTER FEE SCHEDULE FOR MOBILE FOOD VENDOR BUSINESSES AND MISCELLANEOUS LAND USE APPLICATIONS.

WHEREAS, the City of La Pine ("City") previously adopted a master fee schedule for fees, rates, and charges for the different types of services and/or materials provided by City (the "Master Fee Schedule"); and

WHEREAS, by adoption of this Resolution 2019-01 (this "Resolution"), the La Pine City Council desires to amend the Master Fee Schedule to include charges for mobile food vendor businesses and miscellaneous land use applications; and

WHEREAS, the fees, rates, and charges established and/or adjusted by this Resolution are intended to recover those costs and expenses incurred by City for providing the respective services and/or materials.

NOW, THEREFORE, BE IT RESOLVED, by and through the Council meeting in regular session, the following:

1. The above-stated findings contained in this Resolution are hereby adopted.
2. Fee Schedule Amendments. Council hereby adopts the amendments and adjustments to the Master Fee Schedule contained in the attached Exhibit A (the "Amendments"). Effective January 7, 2019, the Amendments incorporated into the Master Fee Schedule.
3. Miscellaneous. The provisions of the Master Fee Schedule that are not amended or modified by this Resolution remain unchanged and in full force and effect. All pronouns contained in this Resolution and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The provisions of this Resolution are severable. If any section, subsection, sentence, clause and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity enforceability, and/or constitutionality of the remaining portion of this Resolution. The Council determines that the fees imposed by this Resolution are not taxes subject to the property tax limitations of Article XI, section 11 of the Constitution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors. This Resolution will be in full force and effect from and after its passage and adoption.

APPROVED, ADOPTED, AND MADE EFFECTIVE by the Council on January 7, 2019.

Daniel Richer, Mayor

ATTEST:

Melissa Bethel, City Manager

EXHIBIT A
AMENDMENTS TO MASTER FEE SCHEDULE

Description	Fee	Unit or Comment
<i>Mobile Food Vendor Permit Application</i>	\$50.00	
<i>Other land use application, permit, service</i>	Actual cost of service	Including any legal fees incurred by City
<i>Development agreements, improvement agreements, annexation agreements, easements, and similar instruments</i>	Actual cost of service	Including any legal fees incurred by City

Current Committee Appointments (per CC Mtg. 2018-01-10):

Central Oregon Area Commission on Transportation (COACT): Mayor Scott with Councilor Martinez as alternate.

Central Oregon Intergovernmental Council (COIC): Councilor Briese with Councilor Greiner as alternate.

Central Oregon Cities Organization (COCO): Mayor Scott with Councilor Briese as alternate. Councilor Martinez will be third.

Sunriver/La Pine Economic Development (SLED): Councilor Martinez with Councilor Heaton as alternate.

League of Oregon Cities – Small Cities Network: Councilor Greiner with Councilor Briese as alternate.

Deschutes River Basin Water Study Group: Councilor Heaton with Mayor Scott as alternate.

Urban Renewal Agency: Councilor Briese, Councilor Heaton and Councilor Martinez.

Regional Solutions Center: Mayor Scott with Councilor Martinez as third.

Committee Descriptions:

Central Oregon Area Commission on Transportation (COACT):

COACT reviews the process for determining transportation infrastructure needs, capital investments, and project priorities in the Central Oregon region. Other COACT functions include advocating for Central Oregon transportation issues to neighboring regions, area legislators and other interested organizations, and advising the Oregon Transportation Commission on state and regional policies affecting Central Oregon's transportation system. COACT meets on the second Thursday of alternating months. The COACT Executive Committee meets on the first Thursday in months without a COACT meeting.

Central Oregon Intergovernmental Council (COIC):

In 1972, COIC was designated a Council of Governments organized under ORS 190. We provide services to the counties of Crook, Deschutes and Jefferson and

the cities of Bend, Culver, La Pine, Madras, Metolius, Prineville, Redmond and Sisters. Our offices are located throughout Central Oregon. COIC employs more than 100 people and services in the following areas: employment and training, alternative high school education, business loans, transportation, and community and economic development. The majority of the COIC Board is comprised of elected officials appointed by each of these member governments. Other “appointed” members of the Board are from private business, Post-Secondary Education, and Chambers of Commerce.

Central Oregon Cities Organization (COCO):

On May 28, 2002, the cities of Bend, Culver, Madras, and Redmond formally created the Central Oregon Cities Organization. COCO's purpose was to effectively and efficiently promote the common interests of the cities in Central Oregon, such as issues of water, transportation, economic development, school funding and tax reform.

Since its inception, COCO has grown to also include the cities of La Pine, Maupin, Metolius, Prineville, and Sisters.

Sunriver/La Pine Economic Development (SLED):

Partnership with EDCO and local business leaders to further Economic Development in the area. EDCO: Founded in 1981, EDCO is a non-profit corporation supported by private and public members and stakeholders. Our mission is to create a diversified local economy and a strong base of middle-class jobs in Central Oregon.

League of Oregon Cities – Small Cities Network:

The LOC Small Cities program is a forum for members to learn from and network with each other. Agendas include a topic selected by the particular region and a round table discussion about issues facing cities in attendance. The League does not solicit or accept ideas for topics other than from member cities or state agencies.

Urban Renewal Agency:

The City of La Pine has an Urban Renewal Agency. What's that you ask? Well, it's a group of citizens who are working to make the La Pine Urban Renewal area more cohesive in terms of access and appearance and investing in improvements. This agency is completely separate from your City Council with its own bylaws and meetings. They are currently working on grants for the La Pine Station (Transit Center) and the Storefront Improvement Program.

Deschutes River Basin Water Study Group:

BSWG's purpose is to manage a Basin Study with the Bureau of Reclamation that builds upon past work to update groundwater and surface water models, develop a basin-specific climate analysis, update supply and demand projections, and identify specific actions that can be taken to resolve water issues in the basin. Study results will be used to build a long-term basin water management plan to guide sustainable water management actions in the future. The study brings together a diverse set of stakeholders to seek specific solutions for resolving water supply and demand imbalances for agriculture, municipal, and instream uses in the Upper Deschutes River Basin.

Regional Solutions Center:

Regional Solutions Centers are located throughout Oregon. Starting at the local level to identify priorities, each center works from the bottom up to solve problems and complete projects. These centers integrate state agency work and funding to ensure that projects are finished as quickly and cost-effectively as possible.



Mission Statement

“To maintain the friendly, approachable, small-town nature of our City through effective local leadership, fiscal responsibility and efficient management.”

Vision Statement

“We strive to deliver the highest quality of life for our community, residents, businesses and guests.”

Goals

Beautification & Revitalization

- Enhance the shared character and connectivity of La Pine through quality public improvements and policies.

Effective Communication

- Maintain transparency while engaging the community and encouraging public participation.

Community Safety

- Work towards a safer community while building on the sense of pride and place through leveraged partnerships.

Essential Infrastructure

- Maintain and improve public infrastructure facilities through strategic investment and planning.

Fiscal Responsibility

- Provide effective, efficient and sustainable services while maintaining a healthy budget for the future.

Economic Development

- Encourage traded-sector investment and job creation while responsibly managing growth.

Provide Quality Services

- Support a highly qualified, motivated, and engaged City workforce that prioritizes customer service.

COUNCIL GOALS 2018-2019		Beautification and Revitalization	Effective Communication	Community Safety	Essential Infrastructure	Fiscal Responsibility	Economic Development	Provide Quality Services
DEPARTMENT	OBJECTIVES							
Administration	Promptly respond to citizen inquiries.		X	X		X	X	X
	Pursue next steps from SCYP Projects.	X	X	X		X	X	X
	Continue to evaluate City wide operations.	X	X	X	X	X	X	X
	Enhance relationships with other agencies.		X	X		X		X
	Maintain community calendar.		X					X
	Continue to review and update website.		X				X	X
	Conduct annual utility customer survey.		X	X				X
	Continue facilitation of Council goal setting session.	X	X	X	X	X	X	X
	Hold an annual "State of the City" event.							X
	Start Wickiup Junction ODOT refinement plan.	X	X	X	X	X	X	X
Community Development	Codification of municipal code.		X					X
	Creation of Storefront Assistant Program.	X	X		X	X		
	Pursue Safe Routes to Schools grant funding.	X		X	X	X		X
	Complete Phase II of TGM Grant Code Assistance.	X	X	X	X	X	X	X
	Continue active code enforcement.	X	X	X		X		X
	Streamline permits and services.		X			X		X
	Plan and save for bike/pedestrian path and amenities.	X		X	X	X		X
	Increase available industrial space in La Pine.	X	X		X	X	X	X
Economic Development	Establish and implement local incentive(s) program(s) for traded sector business.		X		X	X	X	
	Proactively recruit new industry to the La Pine Industrial Park while supporting existing industry expansion.				X	X	X	
	Continue community education about economic development.		X				X	X
	Increase number of land sales, leases and options on publicly owned industrial property.				X	X	X	X
	Maintain 10-15% contingencies in each fund.			X	X	X		X
	Create transparent, easy-to-understand monthly financial statements that are available to the public.		X			X		X
Finance	Assure that the City is leveraging grants and loans at the best rates possible.	X	X		X	X	X	X
	Create and maintain strong reserves.	X	X	X	X	X	X	X

COUNCIL GOALS 2018-2019		Beautification and Revitalization	Effective Communication	Community Safety	Essential Infrastructure	Fiscal Responsibility	Economic Development	Provide Quality Services
DEPARTMENT	OBJECTIVES							
	Understand the true life of City's infrastructure assets and prepare for cost replacement.		X		X	X		X
	Explore programs to better serve citizen financial needs.		X			X		X
	Continue to improve the budget process and document.		X			X		X
Human Resources	Encourage professional development.		X			X		X
	Cross-train staff.		X			X		X
	Continue to monitor internal controls.		X			X		X
Public Works								
<u>Water</u>	Start design work for Water Improvement Project.		X	X	X	X	X	X
	Complete Water Rights and Mitigation Assessment to prepare for present and future needs.			X	X	X	X	X
	Implement new meter reading technology.				X	X		X
	Continue to assess staffing levels.	X	X	X	X	X	X	X
	Continue to identify and implement maintenance programs, such as hydrant maintenance and valve turning.			X	X	X		X
	Increase staff certification in wastewater collection and treatment.			X	X			X
<u>Sewer</u>	Complete design for work for Wastewater Expansion and Improvement Project.			X	X	X	X	X
	Implement a pilot program for septic tank maintenance.				X	X		X
	Upgrade and plan for aging infrastructure components, specifically lift stations (1st St., Newberry and Industrial Park).			X	X	X	X	X
	Continue to assess staffing levels.	X	X	X	X	X	X	X
	Integrate new equipment and technology to improve the collection system.			X	X			X
<u>Streets</u>	Landscaping of Westside Streetscape Project, including HWY 97 from 1st St. through 6th St.	X		X	X		X	
	Chip seal project for Riley Drive, Betty Lane and Preble Way.			X	X	X		X
	4th St. improvements to promote connectivity for the future Transit/City Center Project.	X		X	X	X		X
	Continue to assess staffing levels.	X	X	X	X	X	X	X

COUNCIL GOALS 2018-2019

COUNCIL GOALS 2018-2019		Beautification and Revitalization	Effective Communication	Community Safety	Essential Infrastructure	Fiscal Responsibility	Economic Development	Provide Quality Services
DEPARTMENT	OBJECTIVES							
Cemetery	Assess and plan for future operations of the cemetery.				X	X		X
	Install an informational/historical kiosk at the entrance.	X	X	X	X	X		X
	Clear new sections for future expansion.				X			X
	Organize annual clean-up day.	X	X		X	X		X



CITY OF LA PINE

STAFF REPORT

Meeting Date: January 7, 2018
 TO: La Pine City Council
 FROM: Melissa Bethel, Staff
 SUBJECT: City Council Area Representatives

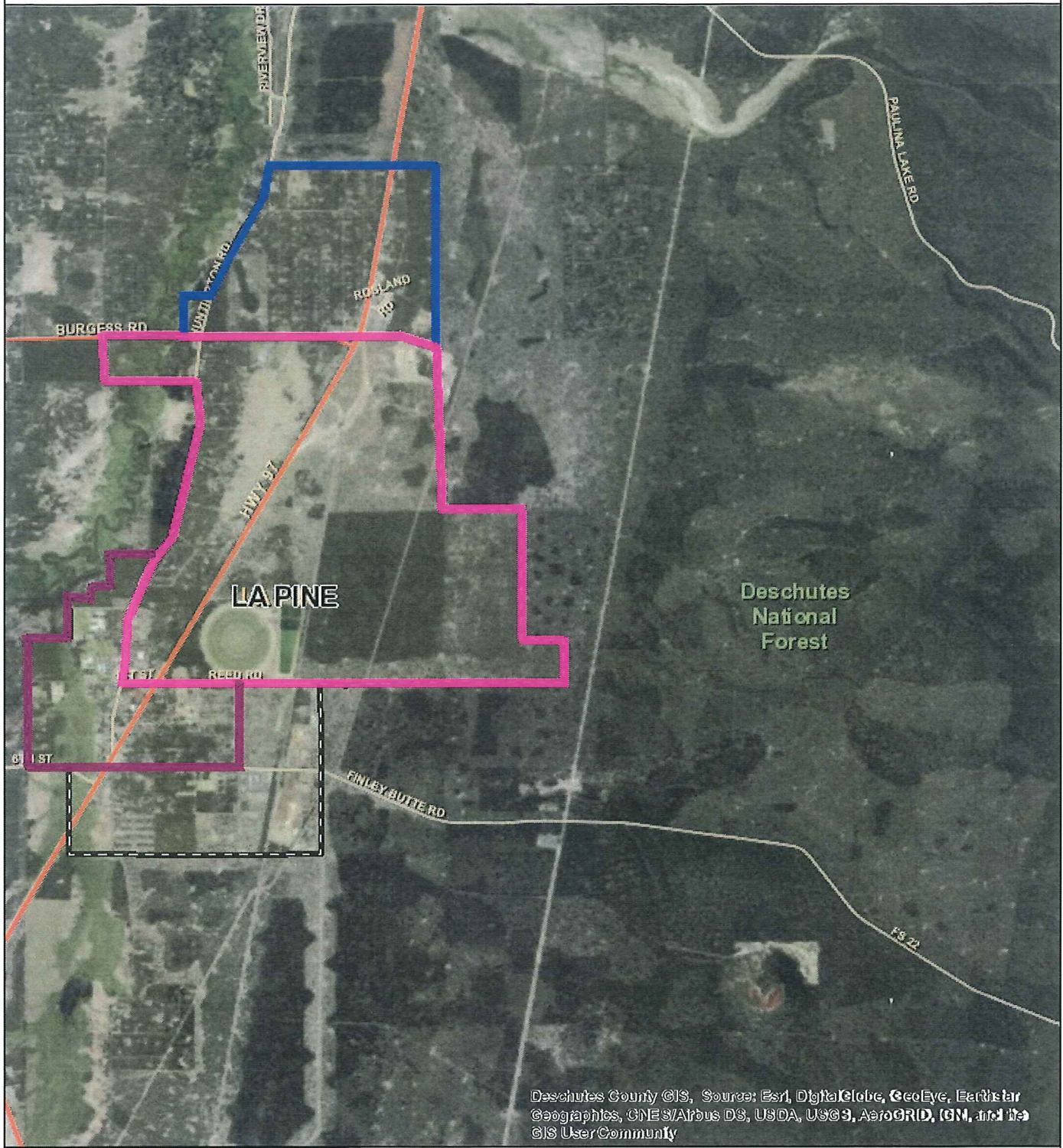
TYPE OF ACTION REQUESTED (Check one):

- | | |
|--|---|
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> No Action – Report Only | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> Formal Motion* | <input checked="" type="checkbox"/> Other/Direction: Discussion |

Councilors:

The Mayor asked that I insert the attached map showing the City divided into four areas for discussion purposes. The Mayor will lead the discussion on the potential for City Council members to be representatives to specific areas.

draft City Council Area Rep Map



Deschutes County GIS, Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

