

LA PINE CITY COUNCIL SPECIAL WORK SESSION AGENDA

Wednesday, March 5, 2014

2:00 pm

16345 Sixth Street, Suite 102

La Pine, Oregon 97739

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Discussion on Priorities
5. Public Comments
6. 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. This 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.

LA PINE CITY COUNCIL SPECIAL WORK SESSION MINUTES

Wednesday, March 5, 2014

2:00 pm

16345 Sixth Street, Suite 102

La Pine, Oregon 97739

1. Call to Order

Mayor Mullenex called the meeting to order.

2. Roll Call

Interim City Manager Rick Allen
Mayor Ken Mullenex
Councilor Stu Martinez
Councilor Greg Jones
Councilor Kathy Agan
Councilor Karen Ward – arrived at 2:10 pm
Student Councilor Conrad Parker - absent
Public Works Manager Scott Perkins
Office Utility Specialist Ashley Williams - absent
Admin Ass't Patricia Morgan
Quorum established.

3. Pledge of Allegiance

Was not said.

4. Discussion on Priorities

Interim City Manager Allen stated that today's work will assist him with putting together a budget. He discussed the monthly financial statement that is being revised. Summer Sears, finance consultant, recommended a quarterly financial report. She said it can be at any level of detail but she recommends a one page summary for efficiency. Ms. Sears said then you can go into more detail if desired. She recommended approving the financials on a quarterly basis. Councilor Mullenex said if it is done quarterly he would like to see it be a specific agenda item for discussion purposes. Ms. Sears said that they have restructured the accounting system so that it can create the areas needed to create the reports. She also said she has consolidated the bank accounts and closed several accounts and are now down to only four bank accounts. Ms. Sears suggested closing the Home Federal Accounts since that bank is no longer a local bank. She has made inquiries to US Bank and Washington Federal Bank regarding moving monies out of the Home Federal accounts. Ms. Sears said she is also getting documents ready for the auditors that will be doing the audit. She said she needs to do a close out report for the last fiscal year since that was never done. There was also a discussion on the insurance needed at the banks. Ms. Sears said she is still doing some clean-up work on the financials for the auditors. She said right now the City is out of compliance with the USDA (United States Department of Agriculture) loans because the audit was not done within their time limits.

Interim City Manager Allen said that eventually there will be some part time or contract staff in the financing position. He said there is not enough work to have full time staff in that position. Mr. Allen also said he plans to work on a salary schedule for employees as there is currently no schedule. He also said he would be reviewing the PTO (Paid Time Off) policy as it stands now. There was also a discussion on the new Wickiup Group that has been formed to look at urban renewal issues around Wickiup Junction.

Councilor Jones stated he favored getting a contingency fund for the City. Interim City Manager Allen said that there are some contingency funds that are in the budget. Mayor Mulenex suggested putting money in the budget for someone to do the work on Connect Oregon which would bring in grant monies. He said he favored the City seeking more grant monies from different entities.

Interim City Manager Allen suggested setting aside monies to improve Cagle Road. One of the projects would be to widen the road and also raise it up. Mr. Allen said it may cost \$100,000 to improve Cagle Road. There was also a discussion on the monies needed to move utility lines for the signalization project at 1st and Hwy 97. Mr. Allen said they will explore obtaining some outside monies for moving the lines. He also said that the school issues with ownership should be resolved sometime this year.

The Meeting was temporarily adjourned for a 10 minute break at 3:15 pm. The meeting resumed at 3:25 pm.

Interim City Manager Allen said that code enforcement will have its own line item on the budget. He said that planning for the City has been going very well since the City took over planning tasks from the County. There was also a discussion on medical marijuana dispensers in the City.

Interim City Manager Allen stated that the City has committed to EDCO (Economic Development for Central Oregon) for the next three years. He also said he would like a contract with the Chamber of Commerce on what is bought for our contribution to them. Councilor Ward stated that she would like to see the Frontier Days and the Rodeo as separate line items in the budget. Interim City Manager said that giving the Chamber a flat fee instead of a percentage of total TRT receipts will actually give the City more TRT monies. This policy is now in place. There was a discussion on having the Chamber of Commerce/Visitor's Center open on Saturdays. Interim City Manager Allen stated that part of the monies for urban renewal will come out of next year's budget. There was also a discussion on getting a quarterly report from EDCO.

Interim City Manager Allen said that any additional monies should go to streets. Councilor Martinez said he would like to see more street lights put in, especially along Morson Street. He also suggested installing another sidewalk for the elderly people living at Prairie House. Mr. Allen said there may be ODOT (Oregon Dept of Transportation) grants out there; there are a lot of steps to resolve a problem like that.

Councilor Jones stated that more work needs to be done on the excess and unattractive signage that is currently in the City. Councilor Ward said she would like to see more work done on the roads in the Cagle neighborhood. There was a discussion regarding the disposal of appliances in La Pine. Mayor Mulenex said he would like to see the City participate in a voucher system to help people with the disposal of appliances.

5. Public Comments

Kitty Shields, former Mayor, suggested having a link on the website regarding information on the disposal of appliances.

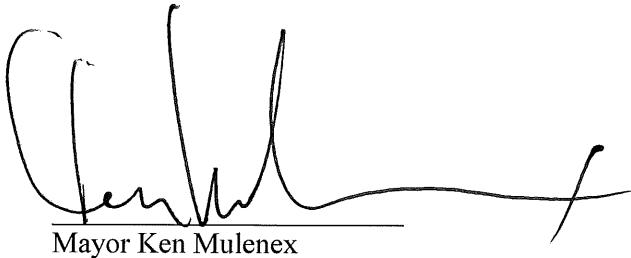
6. Adjourn

A motion was made by Councilor Agan and seconded by Councilor Jones to adjourn the Work Session.

<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>	

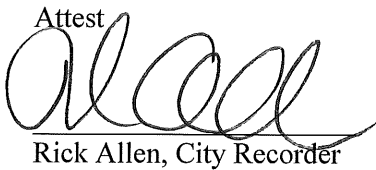
Motion passed unanimously.

Mayor Mullenex adjourned the meeting.



Mayor Ken Mullenex

Attest



Rick Allen, City Recorder