

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, September 11, 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. August 14, 2013 Council Meeting Minutes
 - ii. August 28, 2013 Work Session Minutes
 - b. Bills and Invoices
 - i. Approval of Financials
 - ii. Approval of Reimbursements
6. Public Comments
7. LED Manager Hiring Process (Update and Status Report)
8. Professional Services Agreement AHA Consulting (Website Development)
9. Finance Manager Position (Discussion and Options)
10. Staff Health Insurance Benefits Plan and City Contribution
11. US 97 Sidewalks 1st to Huntington Road STIP 2015-2018 Project (Enhancement Group)
12. September Work Session Meeting on September 18 (Regular Work Session League of Oregon Cities)

13. Other Matters This item concerns any matters that were added to the Agenda under the Added Agenda Items portion of this Agenda.
14. Public Comments
15. Staff Comments
16. Council Comments
17. Mayor's Comments
18. 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 ext. 116 for TTY.

LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, September 11, 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 – arrived at 6:08

Public Works Manager Scott Perkins

Office Utility Specialist Ashley Williams

Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Jim Fleming led the Pledge of Allegiance.

Councilor Martinez stated that since this is the anniversary of September 11th he asked for a moment of silence from everyone and also he said a simple prayer.

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.

Interim City Manager Allen stated that there were three items to be added to the agenda:

- Request to call up the Deschutes County Landuse Decision DR 1319 Urbanc Smokehouse for review and appeal processing to come after Public Comments in the meeting.
- Midstate lighting agreement – under other matters
- SDC's and Utility Rates and an RFP for them – under other matters

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. August 14, 2013 Council Meeting Minutes
- ii. August 28, 2013 Work Session Minutes

b. Bills and Invoices

- i. Approval of Financials
- iii. Approval of Reimbursements

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

A motion was made by Councilor Agan and seconded by Councilor Ward to approve the consent agenda.

Vote as follows:

	<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

- Request to call up the Deschutes County Landuse Decision DR 1319 Urbanc Smokehouse for review and appeal processing

Interim City Manager Allen stated that the City reserves the right to call up a landuse decision that has been appealed. He said staff recommends that the best route to go is for the City to call it up and set a Hearing date for the appeal. Interim City Manager Allen said that people will come before the Council and speak at the Hearing either for or against it. He said the decision reached by the City Council is appealable. Interim City Manager Allen said that the issue is if the smokehouse is a home occupation or not. The County has said it is not a home occupation.

Mr. Urbanc stated that his business only runs during the hunting season and is really a very small business. Interim City Manager Allen said that the issue before the Council tonight is whether or not they want to call up the land use decision.

A motion was made by Councilor Martinez and seconded by Councilor Ward to call up DR 1319 the Urbanc Smokehouse.

<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.

The date for the appeal is October 30th. It was recommended to set the date of November 6th if the appeal process was continued over from the 30th. The Council was informed of the need to report any interaction with Mr. Urbanc prior to the Hearing.

7. LED Manager Hiring Process (Update and Status Report)

Interim City Manager Allen stated that several good candidates will be interviewed on September 17th. Councilor Martinez and the Interim City Manager will be involved in the interview process. Interim City Manager Allen said that probably the start date for the LED Manager would be November 1st.

8. Professional Services Agreement AHA Consulting (Website Development)

Interim City Manager Allen reviewed the companies that had applied to provide website development for the City of La Pine. He said that AHA Consulting had the best price for the number of services that they would provide. Mayor Mullenex and Councilor Jones also assisted in the hiring of a website developer. Mayor Mullenex said that \$2,500 of free training was agreed upon.

A motion was made by Councilor Martinez and seconded by Councilor Agan to approve the Professional Services Agreement with AHA Consulting.

<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.

9. Finance Manager Position (Discussion and Options)

Interim City Manager Allen stated that he would like to put out an RFP for the financial position. He said that the City Attorney worked on the description of the position and the skills required. Interim City Manager Allen said the City may still contract out for payroll. He also said that there may be small

businesses that would be interested in the position. Interim City Manager Allen stated that the position would be 20 hour or less. The Council had consensus for the City Manager to move forward on recruiting for financial assistance.

10. Staff Health Insurance Benefits Plan and City Contribution

Interim City Manager Allen stated that right now there is an \$800 cap on what the City will contribute to the Medical and Dental policies. He said the co-pay plan the City has is currently a \$250 deductible. Interim City Manager Allen said that by raising the deductible to \$1,000 and having the City contribute up to \$1,000 for benefits per employee would allow them to add family members at a more reasonable cost. Councilor Jones discussed some of the changes that will occur when Obamacare goes into effect.

A motion was made by Councilor Jones and seconded by Councilor Ward to approve the change to Co-Pay Plan C.

<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.

Interim City Manager Allen stated that the call out pay for the utility workers was based on paying \$50.00 a week plus overtime for call outs after hours. He recommended going up to \$100 a week for on-call pay and also having Manager Scott Perkins do on-call for one week a month. Manager Scott Perkins said 60% of the time the calls that are responded to are homeowner issues. He said backflow devices freeze during the winter time and require a call out.

A motion was made by Councilor Agan and seconded by Councilor Jones to approve the change to the call out payment from \$50 to \$100 a week and be effective October 1st.

<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.

11. US 97 Sidewalks 1st to Huntington Road STIP 2015-2018 Project (Enhancement Group)

Interim City Manager Allen stated that the City of La Pine applied for sidewalks from one end of the City to the other end in the downtown area. He said that having a blinking light and flashers was a second part of the application. He also said that the third part of the application was the Wickiup trail from Crescent Creek north to the Wickiup Park and Ride on Burgess Road and Hwy 97. Interim City Manager Allen

said that he discussed the planned narrower sidewalks of six feet instead of the preferred eight foot wide sidewalks. He said it was important to stay focused on the goals. Interim City Manager Allen stated that there are also partnerships with the State that can be used for enhancement projects. Mayor Mulenex stated that the monies that the State acquires has really been reduced in recent years. Councilor Martinez stated that this is a perfect way to start enhancing the look of the City, especially along Hwy 97. The Council had consensus for the Interim City Manager to move forward with the enhancement projects.

12. September Work Session Meeting on September 18 (Regular Work Session League of Oregon Cities

Interim City Manager Allen discussed having the Work Session one week early due to the League of Oregon Cities annual conference the week of September 23rd. Councilor Ward said she would be out of town for the September 18th Work Session. Council had consensus to change the date for the Work Session to Sept. 18th. It was decided to have Urban Renewal discussed at the Work Session.

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

- Midstate lighting agreement

Interim City Manager Allen stated that Midstate credit is being lowered from \$1,100 per light to \$680 because they recalculated their cost and were having to transfer money from the District to fund it. He said this would not effect the number of street lights that will be built.

A motion was made by Councilor Agan and seconded by Councilor Ward to approve the Midstate Lighting Agreement.

<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.

- SDC's and Utility Rates and an RFP for them

Interim City Manager Allen stated that this would be a comprehensive analysis of the Water and Sewer System in regard to rates and SDC's (System Development Charges).

Mayor Mulenex called for a five minute break at 7:17 pm. Meeting was called back to order at 7:25 pm.

Interim City Manager Allen discussed the water rate study that was done by RCAC. He said there were problems with that study, particularly since they used outdated data. Interim City Manager Allen said the

City needs to know what water and sewer services really cost. He said there is a belief that high SDC's (System Development Charges) have driven business away from La Pine. Interim City Manager Allen stated that several of the cities in Central Oregon are doing rate studies on water and sewer. He said he would like the Council's consensus to put out an RFP (Request for Proposal) for a rate study. Interim City Manager Allen said there is money available to do the rate study from water and sewer. It does not need to come out of the general fund. The Council had consensus to do a RFP for a rate study.

14. Public Comments

Doug Ward, Planning Commissioner, thanked the Council for following the recommendations from the Public Works committee for the Midstate lighting project.

15. Staff Comments

There was a discussion of the sidewalk improvements that have been made recently. Interim City Manager Allen showed some pictures of the proposed improvements to City Hall which includes landscaping and sidewalks.

16. Council Comments

Student Councilor Parker stated he felt the improvements to the City were really important. Councilor Agan stated there is a need for a different clock in the chamber room that would be more readable. She also discussed the blind that is needed for the chamber door to prevent blinding sunlight coming inside. Councilor Martinez stated he attended a meeting for emergency shelters in La Pine. Councilor Jones stated people are surprised at how much the City of La Pine is getting done. Councilor Ward said she would like to see something done about putting more trash receptacles in the City. She also said she would like the Council to discuss the Business license in the near future. It was agreed upon to add the business license to the Work Session agenda on September 18th. There was also an update on the speaker system improvements.

17. Mayor's Comments

Mayor Mulenex said the junior ROTC is interested in taking over the maintenance of the little park next to the Best Western. He also discussed the need for maintenance to be done at park and rides in the City.

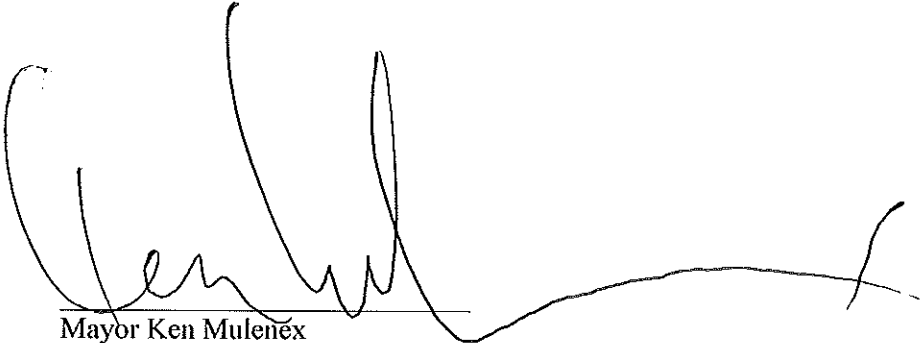
18. Adjourn

A motion was made by Councilor Martinez and seconded by Councilor Jones 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.

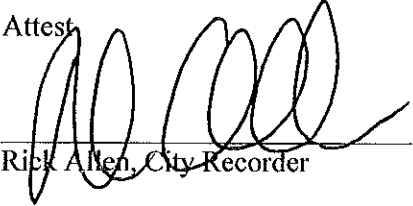
Mayor Mullenex adjourned the meeting.



A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Mayor Ken Mullenex

Attest



A handwritten signature in black ink, featuring a series of overlapping loops and a final horizontal stroke.

Rick Allen, City Recorder