

LA PINE COUNCIL MEETING AGENDA  
Wednesday, November 9, 2011  
Regular Session – 6:00 pm  
16345 6<sup>th</sup> Street, Ste 102  
La Pine, OR 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.

a. Approval of Minutes

- i. October 12, 2011 Meeting Minutes

b. Bills and Invoices

- i. Approval of Bills  
ii. Financial Report  
iii. Approval of Reimbursements

6. Public Comments

7. Review of Planning Commission Applicants

Justin Vetanen  
Norman McClung

8. Contract to Write a Section of the City’s Comprehensive Plan and the Historic and Cultural Preservation Code

Kliewer Engineering & Associates LCC

9. City Manager Hiring Process  
Rick Allen
10. Accounting Software Update  
Rick Allen
11. Discussion on November 23<sup>rd</sup> Work Session
12. Other Matters
13. Public Comments
14. Committee Reports
15. Staff Comments
16. Council Comments
17. 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 meetings. This notice does not limit the ability of the City Council to consider or discuss additional subjects. These meetings are subject to cancellation without notice. These meetings are 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 at 541-536-1432.

LA PINE COUNCIL MEETING MINUTES  
Wednesday, November 9, 2011  
Regular Session – 6:00 pm  
16345 6<sup>th</sup> Street, Ste 102  
La Pine, OR 97739

A. Regular Session – 6:00 pm

1. Call to Order

Mayor Mulenex called the meeting to order at 6:00 pm.

2. Establish Quorum

**Roll Call Vote**

City Manager Rick Allen  
Mayor Ken Mulenex  
Councilor Stu Martinez  
Councilor Dan Varcoe  
Councilor Adele McAfee  
Councilor Don Greiner  
City Recorder/Finance Manager, Lori Martin  
Admin Ass't Patricia Morgan

**Quorum established.**

3. Pledge of Allegiance

Councilor Martinez led the 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.

12a) Update of Sewer and Water from the City Manager

12b) Application for Social Gaming – La Pine Bowling Alley

12c) Application for Social Gaming – Homestead Tavern

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.

- a. Approval of Minutes
  - i. October 12, 2011 Meeting Minutes
- b. Bills and Invoices
  - i. Approval of Bills
  - ii. Financial Report
  - iii. Approval of Reimbursements

Councilor McAfee stated that on Page 5 of the Oct. 12<sup>th</sup> Minutes, regarding the codification of the Ordinances, she said the law firm had already done a legal review on the ordinances so she was questioning why there would be additional expenses to do the same thing. She also said that if it was a formatting issue someone at City Hall could possibly do it.

**A motion was made by Councilor Varcoe and seconded by Councilor McAfee to approve the Consent Agenda as corrected.**

<i><b>Vote as follows:</b></i>	<i><b>AYE</b></i>	<i><b>NAY</b></i>
<i><b>Councilor Dan Varcoe</b></i>	<i><b>X</b></i>	
<i><b>Councilor Don Greiner</b></i>	<i><b>X</b></i>	
<i><b>Councilor Stu Martinez</b></i>	<i><b>X</b></i>	
<i><b>Councilor Adele McAfee</b></i>	<i><b>X</b></i>	

**Motion passed unanimously.**

6. Public Comments

John Thomas discussed the Church of Christ which is located next to a building that is planned to become a bar. He said the Church has been there for many years. Mr. Thomas said the whole congregation is upset about it happening. He suggested putting up a fence as one possible solution.

(Item #7 was moved behind the following item, #8)

- 8. Contract to Write a Section of the City's Comprehensive Plan and the Historic and Cultural Preservation Code  
Kliewer Engineering & Associates LCC

Pat Kliewer stated that Deschutes County has had a historical landmarks commission since the mid-1980's and that commission was unique in the State because it represented all the jurisdictions in the County. She said what they want to do is have the City of La Pine have its own historic preservation code and possibly its own landmark's commission. Ms. Kliewer stated that Redmond has started their own landmark's commission. She said that there is money that comes through the national park

service. Ms. Kliewer said a grant was written and approved for her to write the historic preservation code. She said the Grange Hall and the historic part of the Cemetery would be written into the comprehensive plan. Ms. Kliewer stated she has already started on some of the code.

City Manager Allen has already signed the contract as it was for under \$5,000. Council had a consensus on the project.

- 7. Review of Planning Commission Applicants  
Justin Vetanen  
Norman McClung

Mr. McClung, area resident, stated that he just wanted to help out the community and also help to keep the City looking good. He said he has a background in building.

Mr. Vetanen, city resident, stated he would like to use his administrative skills for the code writing that will occur with the Planning Commission.

Councilor Martinez asked Mr. McClung for clarification of his background in planning. Mr. McClung stated that he had an architectural background. He also discussed his experience of being on the Wagon Trail Board of Directors.

Councilor Varcoe and Mayor Mullenex stated a thank you to these people that want to get involved.

**A motion was made by Councilor Greiner and seconded by Councilor Varcoe to approve the two Applications submitted by the Planning Commission.**

<b><i>Vote as follows:</i></b>	<b><i>AYE</i></b>	<b><i>NAY</i></b>
<b><i>Councilor Dan Varcoe</i></b>	<b><i>X</i></b>	
<b><i>Councilor Don Greiner</i></b>	<b><i>X</i></b>	
<b><i>Councilor Stu Martinez</i></b>	<b><i>X</i></b>	
<b><i>Councilor Adele McAfee</i></b>	<b><i>X</i></b>	

**Motion passed unanimously.**

00:24:37

- 9. City Manager Hiring Process  
Rick Allen

City Manager Rick Allen stated that Mayor Mullenex, Councilor McAfee and he have been reviewing the applications. He said there is a lot of turnover in City Managers right now, so there is a lot of competition for new City Managers.

City Manager Allen stated that there will be a Meet and Greet at Wickiup Station on November 21<sup>st</sup>. He said than on November 22<sup>nd</sup> the interview process will take place. City Manager Allen said that three groups of people have been asked to participate in the hiring process. He said they included business, non-profits and government people to make up the three groups. City Manager Allen stated that once a candidate was selected a background check could begin. He said some of the people he has talked with have already been hired for a City Manager just in the last couple of weeks. City Manager Allen said he could re-run the advertisement for City Manager to get more qualified applicants. He said one of the problems is lack of experience of applicants for the City Manager position. City Manager Allen said the list has been narrowed down to four candidates. He said he would like to get one or two more applicants on the short list in case someone drops out before the interview process occurs.

John Thomas, area resident, stated that the City is going in the direction that we want bigger and better all the time. He said it might be better to get that younger and more inexperienced person for the City. Mr. Thomas stated he thought the three groups should not have a Councilor participant in a group.

00:39:40

City Manager Allen stated that he put Councilors in each of the three groups to help them to move along the process. Councilor Varcoe said some of the people that have been involved with the City (like John Thomas, Planning Commission Chair) were not put in any of the groups.

Councilor McAfee stated it was a good idea to remove the Councilors from the groups and then if any of the other Councilors want to they could add in a name. She said the idea would be that at the end of the sessions these individual groups would come up with a recommendation. City Manager Allen said one person from each of the groups, would come to the Executive Session and make recommendations.

Councilor Martinez stated that there are pros and cons to having a Councilor be on a Committee. He said he would like the names of applicants to be submitted to the full Council. City Manager Allen said there could be an issue with public disclosure, but he said they would be distributed at a later date.

Mayor Mullenex stated that he liked the idea of having a Councilor in a group to help with the process.

#### 10. Accounting Software Update

Rick Allen

City Manager Allen stated that the new City Recorder Lori Martin is checking on and reviewing the RFP's (Request for Proposal). He said they received three RFP's. City Manager Allen said it will cost about \$22,000 to have a software program that can do accounts payable and receivables and payroll. He said that City Recorder Lori Martin would be talking with the three companies that submitted an RFP. City Manager Allen said there is \$10,000 in the budget for a utility software system but he said he would like to wait on this because some of the accounting software companies are also able to process utilities.

#### 11. Discussion on November 23<sup>rd</sup> Work Session

City Manager Allen stated that there will be a reception for the new City Hall on Thursday, November 17 at 5:30. He said on Friday, November 18<sup>th</sup> there will be an official dedication. Councilor Martinez said the La Pine High School choir will come in and sing some songs. He said the Mayor will be making a

presentation. Councilor Martinez stated there will be cake and also the Naval Reserve Officers Training Corps (NROTC) students from the High School will be posting the colors. He said there will be a blessing of the new City Hall and an invocation by Pastor O’Casey. He said there will be tours throughout the building until 2:00 pm.

City Manager Allen asked the Council if they were okay with skipping another meeting on November 23<sup>rd</sup>. The Council had consensus to skip the meeting on the 23<sup>rd</sup> of November.

00:55:33

12. Other Matters

12a) Update of Sewer and Water from the City Manager

City Manager Allen stated that the transition team has worked mainly on the plant. He said they plan to start working on the Water Resource’s Permit to get the transfer of the water rights. City Manager Allen said they will get into the office/administrative organization in a few weeks. He said that there will be an Executive Session for the Water and Sewer District on November 15<sup>th</sup> and they will receive the findings from the forensic audit that was done. (A Regular Board Meeting open to the public will start after the Executive Session ends). City Manager Allen stated that he and Attorney Jeremy Green are working with USDA (United States Department of Agriculture) on the transfer of the loan. He also said the City will be receiving copies of the forensic audit report.

12b) Application for Social Gaming – La Pine Bowling Alley

12c) Application for Social Gaming – Homestead Tavern

City Manager Allen said that the businesses will need to pay the \$100.00 fee before receiving a license.

**A motion was made by Councilor Greiner and seconded by Councilor Varcoe to approve the two Applications for a Social Gaming License pending payment of the fee.**

<i><b>Vote as follows:</b></i>	<i><b>AYE</b></i>	<i><b>NAY</b></i>
<i><b>Councilor Dan Varcoe</b></i>	<i><b>X</b></i>	
<i><b>Councilor Don Greiner</b></i>	<i><b>X</b></i>	
<i><b>Councilor Stu Martinez</b></i>	<i><b>X</b></i>	
<i><b>Councilor Adele McAfee</b></i>	<i><b>X</b></i>	

**Motion passed unanimously.**

City Manager said that the American Legion plans to apply for a social gaming license, also.

13. Public Comments

Barbara Hedges, former Councilor, stated that she really likes that the Mayor is so involved with the community. Mayor Mulenex stated that the City is moving along well because of the Council as well.

14. Committee Reports

Councilor Greiner stated that at the COIC (Central Oregon Intergovernmental Council) meeting he learned about a non-profit organization that is able to finance up to \$30,000 in energy saving upgrades. The homes have to be built prior to 1993 and be owner occupied. He said they have only awarded financing for 1,000 homes so far and can do up to 3,000 homes in the next two years. Councilor Greiner said that in September COIC provided 28,710 rides for the elderly and disabled.

Councilor Martinez stated that he attended the LIGI (La Pine Industrial Group) meeting. He said that no one knows the status with Biogreen. Councilor Martinez said that Biogreen has sold 60% of the energy they will produce. He said Biogreen's credits run out in two months. Councilor Martinez also stated there are new signs up in the La Pine Industrial Park.

Mayor Mulenex stated that the State put out RFP's (Request for Proposal) to construct a building for the Oregon State Police barracks. He said they are looking at modernizing and perhaps moving to another site other than Gilchrist. Mayor Mulenex said that the County has made a proposal to utilize the South Deschutes County building. He also said that CS Construction and another company have put out proposals. Mayor Mulenex said this could be a good opportunity for the City of La Pine.

Mayor Mulenex stated that the City had a fantastic booth at the Trunk or Treat. He said the new City Recorder participated in the event. He said they handed out about 1600 pieces of candy.

Councilor Martinez stated that he attended the fire free program regarding bio mass material that is piling up in the industrial park. He said money is provided by the State of Oregon for this program to prevent forest fires. Councilor Martinez said next year there will be more advertising for the program.

<b>A motion was made by Councilor McAfee and seconded by Councilor Varcoe to have Councilor Martinez be the City representative for the fire free program.</b>		
<b><i>Vote as follows:</i></b>	<b><i>AYE</i></b>	<b><i>NAY</i></b>
<b><i>Councilor Dan Varcoe</i></b>	<b><i>X</i></b>	
<b><i>Councilor Don Greiner</i></b>	<b><i>X</i></b>	
<b><i>Councilor Stu Martinez</i></b>	<b><i>X</i></b>	
<b><i>Councilor Adele McAfee</i></b>	<b><i>X</i></b>	
<b>Motion passed unanimously.</b>		



15. Staff Comments

City Recorder Lori Martin stated she has been busy getting City Hall ready for the Open House by doing work on computers and desks and sorting through stuff. She suggested inviting other City Recorders to the Open House.

16. Council Comments

Councilor Greiner stated that some drivers are not slowing down at the flashing yellow light on Highway 97 for children's crossing. He said maybe the police can cover that area better during times when the lights are flashing.

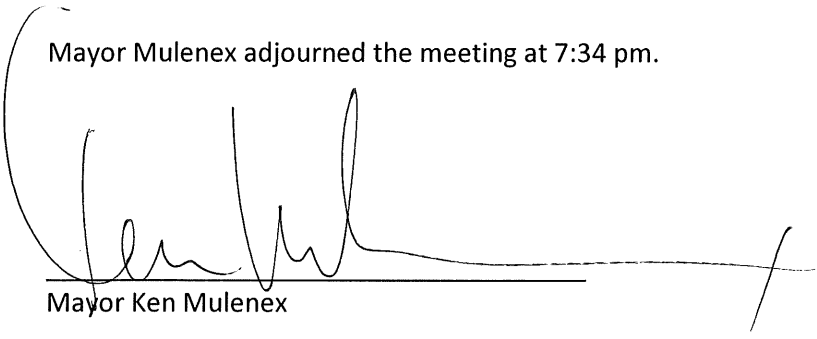
17. Adjourn

**A motion was made by Councilor Varcoe and seconded by Councilor Greiner to adjourn the Meeting.**

<b><i>Vote as follows:</i></b>	<b><i>AYE</i></b>	<b><i>NAY</i></b>
<b><i>Councilor Dan Varcoe</i></b>	<b><i>X</i></b>	
<b><i>Councilor Don Greiner</i></b>	<b><i>X</i></b>	
<b><i>Councilor Stu Martinez</i></b>	<b><i>X</i></b>	
<b><i>Councilor Adele McAfee</i></b>	<b><i>X</i></b>	

**Motion passed unanimously.**

Mayor Mulenex adjourned the meeting at 7:34 pm.



\_\_\_\_\_  
Mayor Ken Mulenex

Attest



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City Recorder Lori Martin