

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, July 13, 2011

Regular Session - 6:00 pm

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Regular Session – 6:00 p.m.

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. May 17, 2011 Meeting Minutes
- ii. June 8, 2011 Budget Hearing Meeting Minutes
- iii. June 8, 2011 Regular City Council Meeting Minutes
- iv. June 15, 2011 Special Meeting Minutes
- v. June 15, 2011 Work Session Meeting Minutes

b. Bills and Invoices

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

6. Public Comments

7. State Revenue Sharing Hearing Pursuant to ORS 221.770
 - a. Open Public Hearing
 - b. Staff Report
 - c. Public Comments
 - d. Close Public Hearing
 - e. Council Deliberations
8. Approval of City Hall Remodeling Bids
9. Resolution Revising the Council Rules and Procedures
10. Cagle Road Right of Way Project
11. Terminix Contract and Spraying
12. Other Matters

Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
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 CITY COUNCIL MEETING MINUTES

Wednesday, July 13, 2011

Regular Session - 6:00 pm

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Regular Session – 6:00 p.m.

1. Call to Order

Mayor Mulenex called the meeting to order at 6:02 pm

2. Establish Quorum

Roll Call:

City Manager Rick Allen

Mayor Ken Mulenex

Councilor Stu Martinez

Councilor Dan Varcoe

Councilor Adele McAfee – arrived at 6:04 pm

Councilor Don Greiner

Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Barbara Hedges, former Councilor, 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) LIGI’s request for City participation to join a short term Steering Committee regarding the branding of La Pine.

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
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Councilor McAfee asked that on the June 8, 2011 minutes, page 4, second paragraph, strike the word ‘intent’ because she did not say that. Also, on the same page under item number 6, it should state ‘McAfee said she listened to the recording and her comments did accurately reflect what was actually said.’ Councilor Varcoe said there was a misspelling of “tenets” on the same page, last line of the first paragraph.

A motion was made by Councilor Greiner and seconded by Councilor Varcoe to Approve the Consent Agenda with corrections to Minutes as noted.

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

Motion passed unanimously.

6. Public Comments

None

7. State Revenue Sharing Hearing Pursuant to ORS 221.770

- a. Open Public Hearing

Mayor Mulenex opened the Public Hearing.

- b. Staff Report

City Manager stated that it is necessary to have the document as a Resolution even though the matter had been reviewed at a previous meeting. He said the Resolution had to go back to the State to qualify for revenue sharing monies.

c. Public Comments

None

d. Close Public Hearing

Mayor Mulenex closed the Public Hearing.

e. Council Deliberations

None

A motion was made by Councilor McAfee and seconded by Councilor Varcoe to approve the Resolution 2011-12 a Resolution declaring the City's election to receive State revenues.

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

Motion passed unanimously.

00:12:33

8. Approval of City Hall Remodeling Bids

City Manager Allen said that there were four bids in all that were submitted. He said the base bid was approximately \$189,000. City Manager Allen discussed the remodeling in relationship to the heating/cooling unit and its location and effectiveness. He also said that the remodeling will probably not be completed before sometime in October. City Manager Allen asked the Council to award the bid to CS Construction who was the low bidder.

A motion was made by Councilor Greiner and seconded by Councilor Varcoe to Award the base bid and alternate to CS Construction and authorize the City Manager to enter into a contract with CS Construction for the remodel of the La Pine City Hall as planned in the amount of \$202,667.00

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

Motion passed unanimously.

City Manager Allen stated that Alternative Three of the bid is the cost for outside parking lot lights. He said the problem is to get power out of the building to the parking area. City Manager Allen stated that solar lighting had been discussed. He also said a light could be put on the end of the building. Councilor Greiner suggested having Midstate install the lighting and maintain it. City Manager Allen said it was not necessary to deal with this matter at this point in time. Council had consensus for some type of lighting to be put in for the parking lot area prior to occupancy of the building.

00:30:07

9. Resolution Revising the Council Rules and Procedures

Councilor McAfee stated in 1.4 Emergency Meetings, there was no definition of what constituted an emergency. She said it should be more specific. City Manager Allen recommended keeping it as broad as possible. Councilor Martinez said he liked the idea of keeping it as broad as possible.

Councilor McAfee stated in section 5.3 the removal of the Mayor and the Mayor Pro Tem she said maybe it should be added that they can remove them from the title but not from the Council position. Mayor Mullenex said it could read, 'the Mayor Pro Tem may be removed as Mayor Pro Tem by a majority vote of the Council.' Also, it was understood that the Mayor and Mayor Pro Tem would still remain on the Council regardless of being removed from those positions.

City Manager Allen stated that 5.2, regarding the Mayor Pro Tem, would need to be changed as that position is now called the President of the Council.

Councilor McAfee stated in 8.1 regarding the City Manager excused from a meeting by the Council, she would add, 'or the Presiding Officer.'

City Manager Allen stated that he would revise the Rules and Procedures and bring them back at the August 10th meeting.

10. Cagle Road Right of Way Project

City Manager Allen stated he is still waiting to receive all the bids. He said the trees have been marked that would need to come down. City Manager Allen said letters were sent to all property owners along Cagle Road. He said no one attended an informational meeting that was held for property owners.

00:47:38

11. Terminix Contract and Spraying

City Manager Allen stated that to double the mosquito abatement would cost about an additional \$5,000 to do the entire City every week, not every other week. Councilor McAfee stated that there is a public health and safety issue with the West Nile virus and also the mosquito abatement benefits tourism. Councilor Varcoe stated that he was in favor of expanding the abatement service. Councilor Greiner stated he was opposed due to cost issues now and in the future.

A motion was made by Councilor McAfee and seconded by Councilor Varcoe to approve the increase in the Terminix contract and spraying.

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

Motion passed 3-1.

01:01:55

12. Other Matters

Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.

12a) LIGI's request for City participation to join a short term Steering Committee regarding the Branding of La Pine.

Councilor Martinez stated that LIGI (La Pine Industrial Group) is trying to present the industrial park in a more fashionable way to other parts of the Pacific Northwest. He said branding is not a logo, it is the City's product. He said LIGI has a company that is willing to do that but it is unclear who will pay for it. Councilor Martinez said they would be looking at the City and the Chamber to pay some of that bill. Councilor Varcoe stated he believes in the concept and will definitely participate in some way. (He also announced he is resigning from the Chamber at the end of the year). Mayor Mulenex stated that the committee will last from approximately six to eight weeks. Councilor Martinez stated that this is a committee to see if it is even feasible to continue investigating the matter. Councilor McAfee volunteered to be on the steering committee.

13. Public Comments

None

14. Committee Reports

Councilor McAfee attended the COCO (Central Oregon Cities) Meeting and they talked mostly about the legislation and how Central Oregon did not have a successful go at it this time around and they are thinking of doing things differently next year. She said that everything is coming along fine with the League of Oregon Cities Conference scheduled to be held in Bend in September.

Councilor Greiner stated that Annette Liebe, Central Oregon Regional Solutions and Intergovernmental Relations, was at the Small Cities Network Meeting. He said the Governor is trying to get all agencies to start working together on regional priorities. Councilor Greiner stated that they are forming a partnership between state government and institutions of higher learning. He

said there will be advisory committees at the local level. Councilor Greiner stated that he also attended the COIC (Central Oregon Intergovernmental Council) meeting. He said they are looking for an inventory of large lots (50 acres) or more to bring large businesses in. He said they would like to eventually have 17-20 large lot parcels, in Central Oregon, that can be shown to potential businesses. Councilor Varcoe stated that, currently, there are no large lots available in the City limits of La Pine.

Councilor McAfee stated that the State agencies will be at the League of Oregon Cities for one full day during the conference.

01:25:25

15. Staff Comments

City Manager Allen stated that he discovered that the Tiger Grant is very difficult to apply for especially for a traffic signal on 1st and Highway 97.

City Manager Allen discussed the letter that will be going to USDA (United States Dept of Agriculture) allowing the City to take over the loans from the Special Districts. He also announced that Water and Sewer District meetings will now start at 5 pm on the third Tuesday of each month at City Hall.

City Manager Allen stated he is working on a financial software program that will include the ability to do utility billing. He said there is one software company that is located in Portland and one that is located in Salt Lake City.

City Manager Allen stated that Courtney Snead has been hired to work on job descriptions for the City Recorder/Finance position as well as the City Manager position.

City Manager Allen stated that two firms submitted bids for legal services. He said that several law firms were contacted about the RFP (Request for Proposal) but only two submitted bids. City Manager Allen said that the two law firms will be interviewed by the Council at the July 27th Work Session.

City Manager Allen stated that he was at the City Manager's Conference in Bend this week. He also said he will be spending a lot more time learning about the Sewer and Water Districts. City Manager Allen said that he is working on an ordinance concerning animal control in the City.

01:41:15

16. Council Comments

Mayor Mullenex stated that he received a full scholarship to attend the Oregon Mayor's Association summer conference in Madras. He said he is very satisfied with the new laptop and new software on it and highly recommends it.

Mayor Mullenex complimented the City Manager on the recent newsletter. City Manager Allen asked for one of the Councilors to write an article in it besides the Mayor's column. He also mentioned that he attended a meeting on sign ordinance issues and that there will be more meetings in the future.

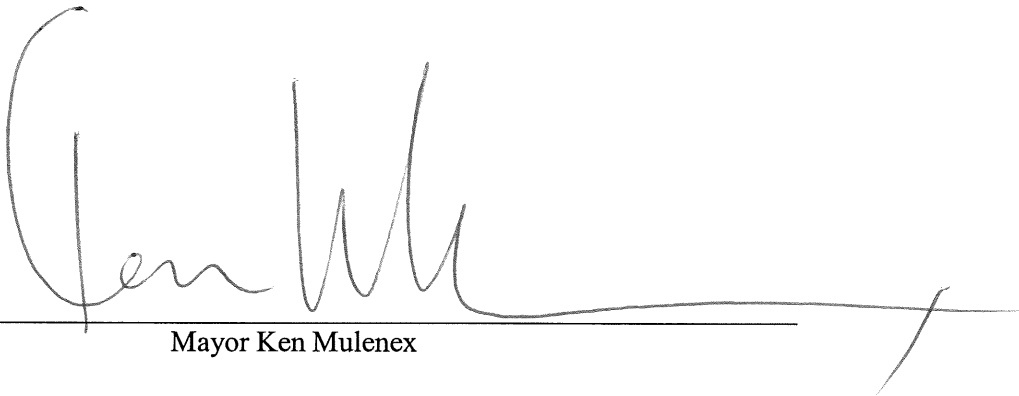
17. Adjourn

A motion was made by Councilor McAfee and seconded by Councilor Varcoe to adjourn the meeting.

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

Motion passed unanimously.

Mayor Mulenex adjourned the meeting at 7:57 pm.



Mayor Ken Mulenex

Attest:



City Manager/Recorder Rick Allen