

LA PINE CITY COUNCIL AND EXECUTIVE MEETING AGENDA

Wednesday, August 13, 2014

Executive Session – 5:00 pm

Regular Session – 6:00 pm

16345 6th Street, Suite 102

La Pine, Oregon 97739

A. Executive Session – 5:00 pm

Executive Session - ORS 192.660(2)(h)

The council will hold an executive session under ORS 192.660(2)(h) - to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

B. 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. July 9, 2014 Council Mtg Minutes

ii. July 23, 2014 Special Mtg Minutes

b. Bills and Invoices

i. Approval of Reimbursements

c. Change Order

i. Vic Russell Constuction Inc.

6. Public Comments
7. Presentation on Centennial Park and Bi-Mart Frontage
- Linda Stephenson
8. Speed Zone Recommendations by ODOT
9. Wickiup Lift Station Improvements
10. Cost of Living Wage Adjustments for Staff
11. New Job Description – Accounting Clerk
12. Award of Asphalt Maintenance Contract
13. Cagle/ Glenwood Acres Area Septic and Water System Technical Assistance Grant Application
14. First Street Signalization Project Professional Services Agreement
15. Other Matters: This item concerns any matters that were added to the Agenda under the Added Agenda Items portion of this Agenda.
16. Public Comments
17. Staff Comments
18. Council Comments
19. Mayor’s Comments
20. 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 for TTY.

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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 - absent

Public Works Manager Scott Perkins

Office Utility Specialist Ashley Williams

Admin Ass't Patricia Morgan

Quorum established.

Also in attendance were Summer Sears, Finance Consultant, and Corey Misley, Intern.

3. Pledge of Allegiance

Gary Gordon 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.

Two items were added to the agenda:

- FY 2012-2013 Audit Report
- Financials

5. Consent Agenda
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- a. Approval of Minutes
 - i. July 9, 2014 Council Mtg Minutes
 - ii. July 23, 2014 Special Mtg Minutes
- b. Bills and Invoices
 - i. Approval of Reimbursements
- c. Change Order
 - i. Vic Russell Constuction Inc.

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

<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.

- FY 2012-2013 Audit Report

Roy Rogers (through SKPE), from the accounting firm of Pauly Rogers & Company, reviewed the FY 2012-2013 Audit Report with the Council. He also reviewed the management letter and the communication to the governing body document that the accounting firm had prepared. Some of the deficiencies found during the audit and that were listed in the letter were: no written internal control policies and procedures document; numerous journal entries with no evidence of approval; multiple disbursements missing back-up documentation; no written policy and procedures in place for making

changes to employee pay rates; no review of the meter reading billings register billed out by the Utility Billing Specialist. Summer Sears, Finance Consultant, stated that any discrepancies that were found by the audit were in the process of, or had already been resolved.

6. Public Comments

There were no public comments.

7. Presentation on Centennial Park and Bi-Mart Frontage

- Linda Stephenson

Linda Stephenson said she has been providing maintenance and upkeep of Centennial Park for many years now and thinks it is time the City takes over the maintenance of the Park. She also said that maintenance is badly needed at the section of land in front of Bi-Mart that the City planted with wild flowers a couple of years ago. Ms. Stephenson said there was nothing more she could do there. Interim City Manager Rick Allen stated that he would like Ms. Stephenson to make a presentation to the Public Works Committee at their next meeting in September. He also said the City is currently getting bids to resolve the issue at the Bi-Mart property. It was decided that Ms. Stephenson would attend the next Public Works Meeting regarding Centennial Park.

8. Speed Zone Recommendations by ODOT

Interim City Manager Allen discussed the speed zone recommendations from ODOT (Oregon Department of Transportation). The Council had consensus to approve the speed zone recommendations.

9. Wickiup Lift Station Improvements

Interim City Manager Allen discussed the extension of the contract with Perry Anderson for the Wickiup Lift Station improvement. He said the project will cost approximately \$250,000.

A motion was made by Councilor Agan and seconded by Councilor Jones to approve the contract for the Wickiup Lift Station Improvement and for the City Manager to sign it and proceed.

<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 Council meeting was adjourned for a five minute break at 7:25 pm. The meeting resumed at 7:30 pm.

- Financials

Summer Sears discussed the financials that were given to the Council. She said there was also information on the TRT (Tourism Room Tax). Ms. Sears discussed the revenues that have come in to the City and how those funds were budgeted. She said the TRT monies came in over budget. Additional monies came in from SDC's (System Development Charges) and other water and sewer revenues.

Ms. Sears said it was only the Glenwood Project that went over budget on the expenditures side. This was because the engineering was not added into the projection. She said the City was \$443,000 under budget on expenditures city wide for FY 2013-2014.

10. Cost of Living Wage Adjustments for Staff

Rick Allen stated that when the FY 2014-2015 budget was developed a cost of living wage increase was put into it. He said no cost of living wage was given, last year. Mr. Allen said the wage increase would be effective to July 1, 2014.

A motion was made by Councilor Martinez and seconded by Councilor Jones to approve the cost of living adjustment and to make it effective July 1, 2014.

<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. New Job Description – Accounting Clerk

Rick Allen stated that he and Summer Sears developed the new job description. He said Ashley Williams has really been doing a lot of accounting duties along with her utility responsibilities. Mr. Allen said in addition to the new job description Ms. Williams will receive a \$1.00 to \$2.00 raise. Ms. Sears said that Ms. Williams is already functioning as an accounting clerk.

A motion was made by Councilor Ward and seconded by Councilor Jones to approve the new job description for an Accounting Clerk.

<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 was approved unanimously.

12. Award of Asphalt Maintenance Contract

This project is for the parking lot at City Hall. Scott Perkins stated that both companies that bid are local. He recommended Seven Peaks Paving based on price.

A motion was made by Councilor Jones and seconded by Councilor Ward to hire Seven Peaks Paving for the asphalt work at City Hall.

<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 was approved unanimously.

13. Cagle/ Glenwood Acres Area Septic and Water System Technical Assistance Grant Application

Corey Misley, Intern, discussed the issues around old septic systems in the southern part of Deschutes County. He said they met with a representative from Business Oregon and it was brought to their attention that there are grants available if the City expands service to the Cagle neighborhood and Glenwood. The grants are technical assistance grants. The City would have to put in a certain amount of funds to obtain the grant. Rick Allen stated that this would be primarily a first step in the process. City Manager Allen asked the Council to move forward with these grants.

A motion was made by Councilor Martinez and seconded by Councilor Agan to move forward on the two technical grant applications.

<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 was approved unanimously.

14. First Street Signalization Project Professional Services Agreement

Rick Allen stated that there was a need to hire an engineering company, Becon, LLC, to assist the City with the signalization project regarding costs and work. He said it was an hourly contract not to exceed \$10,000. This company will work with ODOT to make sure the City saves money as much as possible especially relocating utilities. It will also incorporate landscaping and street lights that the City would like to see in the project. Rick Allen said that the City would need to sign an agreement with ODOT that they would maintain the landscaping.

A motion was made by Councilor Martinez and seconded by Councilor Agan to Approve the Professional Services Agreement with Becon, LLC.

<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 was approved unanimously.

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

Interim City Manager Allen stated that they had budgeted \$60,000 to replace the old pickup trucks that the Public Works Department uses. He said he was able to get the best price on new vehicles with fleet pricing. He contacted several different companies. The cost was approximately \$25,000 for each truck. Mr. Allen said that the trucks will have logos put on them and flashing lights.

A motion was made by Councilor Martinez and seconded by Councilor Agan to Approve the Purchase of Two Ford Pickup Trucks.

<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 was approved unanimously.

16. Public Comments

Rolando Alonzo stated that he would like to continue to do the maintenance on the stone name piece at Centennial Park.

17. Staff Comments

Rick Allen mentioned that he has received compliments about the work that was done at the front of City Hall. He also discussed some of the different areas that will be getting street lights. Some of the areas that will be getting lighting are by Crescent Creek and various locations on Huntington Road.

Councilor Martinez stated that there needs to be street lighting on Morson Street by the Prairie House and the Park and Recreation Building. Planning Commissioner Doug Ward stated that the lighting plan the Public Works Committee did was substantially changed by the City Council. Mayor Mulenex stated that the lighting plan needs to be methodical in its approach.

18. Council Comments

Councilor Agan stated that she was very impressed with the lighting in Sisters. Councilor Ward mentioned the people who are riding motorized chairs from Prairie House to the Senior Center have to ride on the street. Councilor Martinez discussed the DreamSkate Park and that today they laid the asphalt for the Park. He said that Seven Peaks Paving donated the gravel and up to \$2,000 for the asphalt and also time and materials. Councilor Martinez said there would be a ribbon cutting ceremony on September 6th. He thanked the Council for approving funds for the Park. Councilor Martinez stated that Student Councilor Conrad Parker was elected again to serve on the Council.

19. Mayor's Comments

Mayor Mulenex gave an update on the Mayor's Conference that he returned from. He said that he learned about an urban renewal district where the property values went up 210%. Mayor Mulenex said the properties that were outside the urban renewal district increased by 21%. He said there was also information about getting power from sewage and generating a product that is sold of the solids and that is useable out in the fields. He said there was great networking with the State agencies that were at the conference.

20. Adjourn

A motion was made by Councilor Martinez and seconded by Councilor Agan 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 was approved unanimously.

Mayor Mulenex adjourned the meeting.



Mayor Ken Mulenex

Attest



Rick Allen, City Recorder