



LA PINE WORK SESSION & CITY COUNCIL AGENDA

Wednesday, November 18, 2015

Work Session – 2:00-4:00 pm

Regular Session – 6:00 pm

16345 6th Street, Suite 102

La Pine, Oregon 97739

A. Work Session – 2:00 pm

1. Call to Order
2. Establish a Quorum
3. ODOT – Westside Streetscape and Sidewalk Project
 - Access Management Methodology and Communication Plan
4. Overview of COIC (Central Oregon Intergovernmental Council)
 - Andrew Spreadborough
5. Public Comments
6. Staff Comments
7. Council & Mayor Comments
8. Adjourn

B. Council Meeting – 6:00 pm

1. Call to Order
2. Establish a 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. October 14, 2015 Council Meeting Minutes
 - ii. October 28, 2015 Work Session Minutes
- b. Bills and Invoices
 - i. Approval of Reimbursements
- c. Christmas Basket Association Donation
6. Public Comments
7. Review of Financials for the City of La Pine
 - Brenda Bartlett
8. Quarterly Update from LED (La Pine Economic Development)
 - Janet Burton
9. Authorize City Manager to Enter into Professional Service Agreement
 - Becon Engineering
10. Approval to Purchase the 2.1 Water Mitigation Credits
11. Code Enforcement Update
12. City Website Update
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 public will not be permitted to attend the executive session; provided, however, representatives of the news media and designated staff will be allowed to attend the executive session. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the executive session as previously announced. No decision will be made in the executive session. 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 WORK SESSION & CITY COUNCIL MINUTES

Wednesday, November 18, 2015

Work Session – 2:00-4:00 pm

Regular Session – 6:00 pm

16345 6th Street, Suite 102

La Pine, Oregon 97739

A. Work Session – 2:00 pm

1. Call to Order

Mayor Mulenex called the meeting to order.

2. Establish a Quorum

Interim City Manager Rick Allen
Assistant City Manager Cory Misley
Mayor Ken Mulenex
Councilor Stu Martinez
Councilor Kathy Agan
Councilor Karen Ward
Councilor Dennis Scott
Student Councilor Sydney Bright – absent by prior arrangement
Public Works Manager Scott Perkins
Accounting Clerk Ashley Williams
Admin Ass't Patricia Morgan – absent by prior arrangement
Quorum established.

3. ODOT – Westside Streetscape and Sidewalk Project - Access Management Methodology and Communication Plan

Gary Farnsworth, Area Manager of Region 4, stated he is responsible for capital projects. He also works with a Regional Solutions team. Mr. Farnsworth stated that there are only funds available for sidewalks along the westside of downtown La Pine between 1st and 6th streets. He also said that for the sidewalks and crossings they need to be ADA accessible. Mr. Farnsworth said a draft plan of the project has been created. He said ODOT would be getting feedback from the Council, the property owners, etc., on the draft. Mr. Farnsworth said in January 2016 he will probably come back to the City with a final plan on the project. He also discussed the public involvement and communication plan. Some property acquisition will be necessary for the project. Mr. Farnsworth said the plan would consider each type of business, access to the business, types of vehicles going onto the property, how many people are coming and going from the businesses, real property rights, safety, etc. He said there would be no changes to driveways. Mr. Farnsworth also discussed having a public meeting about the project. He also said they have considered putting out a mailer to better inform the public. Mr. Allen said the City received a grant, through ODOT, to do the project. There was a discussion of having a public meeting about both the sidewalk project and the Wickiup Junction project. Mr. Farnsworth discussed the need for construction easements for the sidewalk project. He said if everything comes together they may be able to start the project in 2017.

Public Comment

A question was posed, by a member of the public, regarding the word “consider” in the plan. Mr. Farnsworth said that they need a certain amount of information to make a decision. The decision

makers will be ODOT and the City of La Pine. He said they will continue to respect the rights of the property owners.

Mr. Allen said that this project will impact people. He said these things get worked out. Mr. Allen said the City would work closely with ODOT during the construction process. He said usually when the construction is completed, most of the public are pleased with it. Mr. Allen suggested having a public meeting on the downtown project, the sidewalks and Wickiup Junction.

Mayor Mullenex called for a five minute break.

4. Overview of COIC (Central Oregon Intergovernmental Council)
- Andrew Spreadborough

Mr. Spreadborough said he wanted to give a general overview of COIC. He said he also wanted to discuss some of the items on the 2016 agenda for COIC. Mr. Spreadborough stated he wanted to talk about legislative issues. He said COIC completed their strategic plan and re-wrote their mission statement. Mr. Spreadborough said that local governments are important to COIC and it serves them. He said the Board for COIC is composed of City and County officials. Mr. Spreadborough said that COIC provides many services like job services, and also transportation services through Cascade Transit. He said they have about 130 employees and about twelve locations. Mr. Spreadborough emphasized the need for public communication regarding the transit system. He said the transportation system runs on an appointment system, dial-a-ride. Mayor Mullenex said the program is leveraged with a federal funding program. Mr. Spreadborough discussed a variety of trips that are handled through the transportation program. He said they averaged about 700 rides per month. Mr. Spreadborough said 80% of the rides are for school or work. He said ridership surveys will be done more frequently to distinguish who is riding and for what purpose.

Mr. Spreadborough discussed the employment and training programs that COIC operates. He also said they operate a GED program for students that have dropped out of school. Rick Allen mentioned the issue of not having an acceptable workforce is an issue for new businesses wanting to come into Central Oregon. Mayor Mullenex said there needs to be more emphasis on training for skills like carpentry, welding, etc. He also said COIC does some economic development in Central Oregon. Mr. Spreadborough said that eventually COIC wants authorization to go to voters for some of their transit funding.

The following comments were not recorded for Minutes due to problems with the recorder.

5. Public Comments
6. Staff Comments
7. Council & Mayor Comments
8. Adjourn

Mayor Mullenex adjourned the Work Session.

B. Council Meeting – 6:00 pm

1. Call to Order

Mayor Mulenex called the meeting to order.

2. Establish a Quorum

Interim City Manager Rick Allen
Assistant City Manager Cory Misley
Mayor Ken Mulenex
Councilor Stu Martinez
Councilor Kathy Agan
Councilor Karen Ward
Councilor Dennis Scott
Student Councilor Sydney Bright
Public Works Manager Scott Perkins
Accounting Clerk Ashley Williams
Admin Ass't Patricia Morgan
Quorum established.

3. Pledge of Allegiance

Jim Fleming, Public Works Committee Member, 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.

None

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. October 14, 2015 Council Meeting Minutes
- ii. October 28, 2015 Work Session Minutes

b. Bills and Invoices

- i. Approval of Reimbursements

c. Christmas Basket Association Donation

Councilor Martinez mentioned a possible conflict of interest regarding the Wilderness Garbage bill.

A motion was made by Councilor Agan and seconded by Councilor Scott to Approve the Consent Agenda.

| | | |
|-------------------------------|------------|------------|
| <i>Vote as follows:</i> | <i>AYE</i> | <i>NAY</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> | |
| <i>Councilor Dennis Scott</i> | <i>X</i> | |

Motion passed unanimously.

7. Public Comments

None

8. Review of Financials for the City of La Pine
- Brenda Bartlett

Brenda Bartlett, Finance Consultant for the City, discussed the financial summary with the Council. She discussed that 90% of property taxes are received in November so do not show up on these financials. Ms. Bartlett said that with franchise fees, they are collected quarterly, and that doesn't show on these financials. She said the majority of the City's revenue comes from sewer and water income. Mr. Allen said the motel tax revenue is up from what was projected at this point in time. Community Development revenue (Planning) is difficult to tell because it could be one month when the City gets all of it. Mr. Allen discussed how money is transferred between different accounts. Ms. Bartlett said some of the water and sewer funds get transferred into a special water and sewer fund for capital projects. She said personnel services is one account that needs to be watched carefully. Ms. Bartlett said the largest amount budgeted is in the SDC Fund (System Development Charges). She said the financial picture for La Pine, for the first quarter, is right on target and where it should be.

8. Quarterly Update from LED (La Pine Economic Development)
- Janet Burton

Janet Burton, La Pine Area Manager for Economic Development, reviewed some of the strategic plan for the economic area. She said branding and image improvement were needed. Ms. Burton said they are engaging a branding agency to assist them. She said Travel Oregon has given a \$10,000 grant to hire a branding agency. Ms. Burton said that wood products is continuing to grow in the area as well as bio-fuels that are so available. She said Cascade Divide, a tech company, has a signed and new purchase option agreement. Ms. Burton said she is also working with some startup companies. She said they are also looking at adding on new business information to the City's website. Ms. Burton said that finding a good worksource in the area has been challenging. She also discussed the planned St. Charles Clinic in La Pine. Ms. Burton discussed combining economic interests and goals with other organizations in the area. She also said she has recently worked on a business survey. Student Councilor Sydney Bright said she felt the job fair was very successful. Mr. Allen said that both he and Cory Miskey work closely with Janet Burton and that she is doing a good job. Councilor Martinez mentioned that Janet is doing a very good job promoting economic development in the area.

9. Authorize City Manager to Enter into Professional Service Agreement
Becon Engineering

Mr. Allen stated that the City did an RFP for engineering services. He said they selected Becon Engineering to be the Engineer of Record.

A motion was made by Councilor Martinez and seconded by Councilor Agan to Authorize the Mayor to Sign the Agreement for Becon Engineering to be the Engineer of Record.

| <i>Vote as follows:</i> | <i>AYE</i> | <i>NAY</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> | |
| <i>Councilor Dennis Scott</i> | <i>X</i> | |

Motion passed unanimously.

9. Approval to Purchase the 2.1 Water Mitigation Credits

Mayor Mulenex said that this item was discussed during the Work Session.

A motion was made by Councilor Agan and seconded by Councilor Martinez to Authorize the City Manager to Move Forward on Purchase of 2.1 Water Mitigation Credits for \$22,000.

| <i>Vote as follows:</i> | <i>AYE</i> | <i>NAY</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> | |
| <i>Councilor Dennis Scott</i> | <i>X</i> | |

Motion passed unanimously.

10. Code Enforcement Update

Cory Misley discussed the clean up process on the Railroad property. He said one of the RV's has been removed and a dumpster has been placed on the property. Mr. Misley said the property owner is assisting with the clean-up. He stated he will also be monitoring the clean up on the property. Mr. Allen said the property will probably be foreclosed on in the coming year. He said this incident was a good test for the nuisance ordinance. Mr. Misley also discussed a few other recent code complaint properties and that some of them have already been cleaned up. There was also a discussion on the new street lights on Railroad Street.

11. City Website Update

Cory Misley said it has been a long time since an update of the website has been done. He said they will be making a change to the front page, as well. Mr. Misley said there will be a mega menu that will point the user to an exact area of the website that they are seeking.

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

None

13. Public Comments

None

15. Staff Comments

Rick Allen announced that December 9th will be the next Council Meeting. He said there will possibly be an Executive Session at 5 pm before the Council Meeting. Mr. Allen said there will probably be a Work Session during the day, maybe the following Wednesday, after the Council Meeting. He said staff will be calling businesses that have not renewed their business license. Mr. Allen said the City is applying for a 1.5 million dollar grant to do the sidewalks on the eastside of Hwy 97 between 1st and 6th Street in La Pine. That construction would take place in 2019 or later.

16. Council Comments

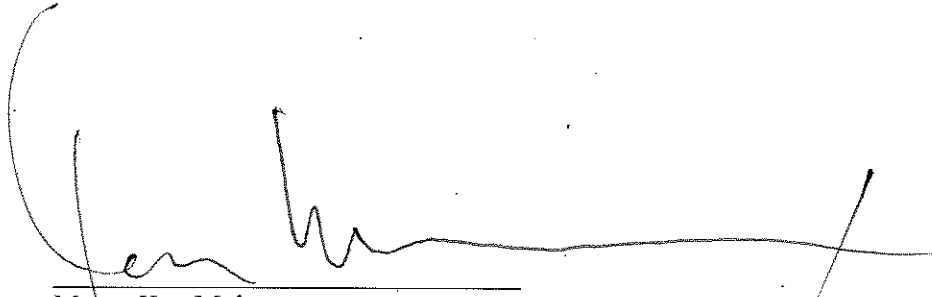
Councilor Agan said it was good to see everything coming together. Councilor Scott said he liked receiving updates.

17. Mayor's Comments

Mayor Mulenex discussed traveling to Salem for the Oregon Water Resources Board.

18. Adjourn

Mayor Mulenex adjourned the meeting.



Mayor Ken Mulenex

Attest



Rick Allen, City Recorder