



LA PINE CITY COUNCIL AGENDA

Wednesday, January 13, 2016

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 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. December 9, 2015 Council Meeting Minutes

b. Bills and Invoices

i. Approval of Reimbursements

c. Financials

i. Revenue and Expenses

d. Partial Pay Estimate #1 – US97 Wickiup Junction Utility Relocation Project

e. Partial Pay Estimate #2 – US97 Wickiup Junction Utility Relocation Project

f. Purchase of Snow Blower for City Hall

g. Six Month Wage Adjustment for Cory Misley

6. Public Comments
7. Review of the 2014-2015 Audit – Steve Tuchscherer
8. Resolution No. 2016-01 A Resolution of the City of La Pine Authorizing the City Finance Department to Write-off Certain Uncollectable Accounts Receivable
9. Request for Branding Initiative Matching Funds (TRT)
10. Discussion on Snow Plowing Services
11. Discussion on Draft Sidewalk Ordinance
12. Award of Contract for Council Chambers Meeting Room Sound System Modification
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 for TTY

LA PINE CITY COUNCIL MINUTES

Wednesday, January 13, 2016

Regular Session – 6:00 pm

16345 6th Street, Suite 102

La Pine, Oregon 97739

A. Regular Session – 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 - absent
Public Works Manager Scott Perkins
Accounting Clerk Ashley Williams
Admin Ass't Patricia Morgan
Quorum established.

3. Pledge of Allegiance

Ann Gawith, Director of La Pine Chamber of Commerce, 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.

- a) New Resolution No. 2016-02
- b) Change in Contract with Insurance Company

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

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f. Purchase of Snow Blower for City Hall

g. Six Month Wage Adjustment for Cory Misley

Councilor Martinez mentioned 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.

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

7. Review of the 2014-2015 Audit – Steve Tuschcherer

Steve Tuschschere, from Steve Tuschschere CPA, complimented Finance Manager Brenda Bartlett for her work on the audit. He said the internal controls for financial accounting in the City, has a well designed set of controls. Mr. Tuschschere then reviewed the audit letter with the Council. He said there were no changes in policies. Mr. Tuschschere said it is always a challenge, in an office with few staff members, to create a separation of duties. He said their auditor prepared the financial statements which were reviewed and approved by Brenda Bartlett. Mr. Tuschschere said they also assess risks in the audit. He discussed assets that the City owns. Mr. Tuschschere stated that in the past, those auditors decided that the amount of money in the reserve fund, SDC (System Development Charges) funds, should be

considered governmental activity type money. He said his company switched those funds back to the Water and Sewer Fund where they really belong. Ms. Bartlett said that the research she did concurred with the auditors that the money should be moved back to the Water and Sewer Fund. Mayor Mulenex said the audit letter was understandable and informative. Mr. Tuschschere said that the City has a significant amount of assets ready to work for the City. He said the City is in a great financial position. There was also a discussion on the construction and progress fund. Mr. Allen said the City is run financially sound. Mayor Mulenex said that Ms. Bartlett has served the City well. The Council had consensus about the good audit report and the good financial state of the City.

A motion was made by Councilor Scott and seconded by Councilor Ward to approve the FY 2014-2015 Audit.

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

8. Resolution No. 2016-01 A Resolution of the City of La Pine Authorizing the City Finance Department to Write-off Certain Uncollectable Accounts Receivable

Ms. Williams, Accounting Clerk, said these are accounts that cannot be collected through a lien or other process. She said that because of new policies adopted, this write-off will not occur, again.

A motion was made by Councilor Agan and seconded by Councilor Ward to approve Resolution No. 2016-01 to Write-off Certain Uncollectable Accounts Receivable.

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

Added Item

- New Resolution No. 2016-02 Declaring the City's Acceptance of ODOT Funding for Street Fund Capital Outlay Project.

Ms. Bartlett stated that this Resolution will keep us from violating the budget. She said ODOT gave the City some funds for a project. Ms. Bartlett said it was not budgeted for before because we did not know we would receive this money. She said a supplemental budget did not have to be done if the Resolution is passed.

A motion was made by Councilor Agan and seconded by Councilor Ward to approve Resolution No. 2016-02 Declaring the City's Acceptance of ODOT Funding for Street Fund Capital Outlay Project.

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

8. Request for Branding Initiative Matching Funds (TRT)

Janet Burton, Economic Development Manager for the Sunriver/La Pine Area, stated that branding was identified as a critical need for the City and community. She said that they need an outside professional for the branding. Ms. Burton discussed what is branding with the Council. She said it is a shared vision for a community both currently and in the future. Ms. Burton said the branding will help to put the City on the regional stage and national map. She said it will bring in more tourist to the community as well as encouraging new businesses to open up in La Pine. Ms. Burton said a community task force met with three branding companies. She said it was almost a unanimous vote to select Mandala for the branding company. Ms. Burton said Mandala was a Bend based company. She said that they anticipate three phrases costing \$30,000. The three phases were: the brand development, how do you develop a messaging component, and how do you get the message out. She said that Travel Oregon committed \$10,000 to this effort. Ms. Burton said that they need \$15,000 to enter into a contract with Mandala. She said she is requesting \$5,000 from the City. Ann Gawith, Director of Chamber of Commerce, stated that she is very excited that the City will end up with a new community face. Ms. Burton also discussed La Pine getting the Rural Tourism Studio. She said Travel Oregon will work with the community for tourism as an economic driver. Mr. Corey discussed the tourism fund where the \$5,000 is available. Mayor Mullenex stated that the people involved with the branding process, including Janet, did a very good job. He said it needs to move forward. Councilor Agan said she looks forward to the work that is being done. Councilor Ward said that the money was in the budget for the branding. Mr. Allen stated it will be necessary to get new people involved in the branding process for it to be fully successful. Councilor Martinez said he thinks it is excellent and it will really benefit the Industrial Park. Ms. Burton said the three phases for the branding, will occur over six months.

A motion was made by Councilor Martinez and seconded by Councilor Scott to approve the Fund Request of \$5,000 for the Branding Company.

| <i>Vote as follows:</i> | <i>AYE</i> | <i>NAY</i> |
|-------------------------------|------------|------------|
| <i>Councilor Dennis Scott</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. Discussion on Snow Plowing Services

Cory Misley discussed some of the problems that occurred with the snow plowing services this past November/December snow storms. He said cars were parked on the bio-swells and in the areas that the snow needed to be pushed into when clearing off the road. This caused the roads to be very narrow, when plowed. Mr. Misley stated that the City did take measures to rectify this problem. Mr. Allen said they would like to move forward on a snow ordinance that would address towing cars in the rightofway. Mr. Misley said there is a snow removal policy on the City's website that addresses many questions that customers may have. He also discussed the notices that were put on the various residences and the phone calls that were made to those residences stating that vehicles needed to be moved out of the right-of-way or be towed. Mr. Allen discussed the various issues that came up with the snow plowing from the storms. He said the snow plowers got behind and had difficulty catching up and Deschutes County had to be called in to assist with the plowing. Mr. Allen said the process could have been done better and he was not happy with how it turned out. Councilor Martinez said he was not proud of how it was done but at least it got done. Mayor Mulenex said the City did the best they could do under the circumstances and also learned from the experience. Councilor Ward said she had quite an experience dealing with the snow at the Senior Center. Councilor Agan said it was good to have called Deschutes County to assist with the snow emergency. Councilor Scott said that the contractor dropped the ball and this cannot keep happening as it reflects badly on the City. Mr. Allen said staff will be back with a snow plow ordinance.

10. Discussion on Draft Sidewalk Ordinance

Mr. Allen said this ordinance would address property owners maintaining the sidewalk (from snow, etc.) and cutting of grass strips in front of their property. He said if the property owners fails to do this, the City will have it done and bill the property owner. Mayor Mulenex stated he thought it was an important ordinance. Mr. Allen said he will probably bring the Ordinance to the February Council Meeting.

11. Award of Contract for Council Chambers Meeting Room Sound System Modification

Mr. Allen discussed the work that will be done on the new sound system for the Council Chambers.

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|---|------------|------------|
| A motion was made by Councilor Martinez and seconded by Councilor Scott to Approve the Contract with Smeed Communication Services. | | |
| <i>Vote as follows:</i> | <i>AYE</i> | <i>NAY</i> |
| <i>Councilor Dennis Scott</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. | | |

Added Item

b) Change in Contract with Insurance Company

Ms. Williams said that when the City changed agents the City had CIS (Insurance Provider) transfer all the accounts with the previous insurance company to the new insurance agent. She stated that in their original contract, that the City signed, they did not take health benefits into account, so this created a need for a modified contract.

A motion was made by Councilor Scott and seconded by Councilor Agan to Approve the Modification to the Contract with WHA Insurance Agency.

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

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

None.

14. Public Comments

Don Greiner, Planning Commissioner, stated that the plower that did Crescent Creek did not plow the full width of the street and so as subsequent plowing was done the road got narrower each time.

15. Staff Comments

Mr. Misley stated that there are two new Industrial Park signs. He said he has coordinated with John Grily, a Deschutes County Code Enforcement Official, to move forward on a code enforcement citation at a property on Huntington across from the trailer park. Mr. Allen said the City will be bidding for landscaping through Becon Engineering. He also said the City will move on the water tank and pump at an estimated cost of \$20,000. Scott Perkins, Public Works Manager, said the re-programming of the controller is most of the cost. Mr. Allen said the pump will increase fire flow, as needed. The tank will ensure that the City has water even if there is a hydrant damaged or some other emergency.

Mr. Allen said that the Work Session, Scheduled for January 27th will involve a discussion on marijuana. Staff will be looking for direction on the subject. He said it looks like the legislature is putting medical marijuana and recreational marijuana together. Mr. Allen said the City has already spent the entire year budget for legal fees. He said he is also working on coming up with guidelines for marijuana growers that are located on public land. Mr. Allen said they are keeping the lots for sale to marijuana growers in the back, by Midstate Electric, not upfront. There was also a discussion on greenhouses needing to meet snow loads and wind loads.

Mr. Allen said staff is working on a Memorandum of Understanding regarding a contribution of water to Finley Butte Park for their three ball fields.

16. Council Comments

Councilor Ward stated she felt really good about the audit. Councilor Agan said that on Friday and Saturday (January 8th and 9th) a training session was held at City Hall for installing smoke alarms in the City. She said it will be a continual thing. Councilor Scott asked about the Public Meetings for Wickiup Project and other projects. Mr. Misley said February 23rd there will be an Open House at Rosland Elementary from 5 pm to 7 pm about the Cagle water and sewer expansion. He said on March 3rd there will be a public meeting put on by ODOT at City Hall, regarding various ODOT projects for the La Pine

area. Councilor Scott said he liked the way the website had changed. Mr. Allen discussed some of the calls he received during the snow storm. He said the City is not plowing school bus stops.

17. Mayor's Comments

Mayor Mulenex asked about the speed limit trailer, Mr. Allen said it has not been worked on yet. Councilor Agan said that Red Cross had a warming center at Calvary Chapel after the snow storm that took out many people's electricity.

Mayor Mulenex said it was time for the "If I Were Mayor" contest and he is making preparations for it. He also announced that he will be in Mexico during the next Work Session but will do a conference call in for it.


18. Adjourn

A motion was made by Councilor Scott and seconded by Councilor Agan to Adjourn the meeting.

| <i>Vote as follows:</i> | <i>AYE</i> | <i>NAY</i> |
|-------------------------------|------------|------------|
| <i>Councilor Dennis Scott</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 Mulenex adjourned the meeting.



Mayor Ken Mulenex

Attest



Rick Allen, City Recorder