



CITY OF LA PINE CITY COUNCIL AGENDA

Wednesday, March 27, 2019

5:30 p.m. Regular Session

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

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 time selected by the City Council
5. Public Comments
6. 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 Council Minutes
 - i. March 13, 2019 Meeting Minutes
 - b. Reimbursements
 - i. Approval of Council and Staff Reimbursements
7. Community Funding Requests
 - a. La Pine Performing Arts
8. Appointment of Budget Committee Officer and Committee Members
9. Local Government Investment Pool Account Approval– Action Item

10. Discussion Regarding Potential Change in City Ordinance Regarding Marijuana Dispensaries Days of Operation
11. Discussion Regarding SDCs for Accessory Dwelling Units
12. Other Matters: Only those matters properly added to this Agenda under line item No. 4
13. Public Comments
14. Staff Comments
15. Mayor and Council Comments
16. Adjourn Meeting

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 City Hall at (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.



CITY OF LA PINE CITY COUNCIL – MEETING MINUTES

Wednesday, March 13, 2019

5:30 p.m. Regular Session

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

A. Executive Session – 5:00 p.m.

1. Call to Order
Executive Session called to order at 5:00 p.m. by Mayor Richer
2. Establish Quorum
Members present: Mayor Richer, Councilor Griener, Councilor Harper, Councilor Shields
Absent by Prior Arrangement: Councilor Briese
3. Executive Session – ORS 192.660(2)(i)
An executive session will be held under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing
4. Adjourn Meeting
Executive Session Adjourned at 5:34 p.m.

B. Regular Session – immediately following Executive Session

1. Call to Order
Called to order at 5:31 p.m. by Mayor Richer
2. Establish Quorum
Members Present: Mayor Richer, Councilor Griener, Councilor Harper, Councilor Shields
Staff Present: City Manager Melissa Bethel, Administrative Assistant Tracy Read
Council Absent by Prior Arrangement: Councilor Briese
Council Absent without Prior Arrangement: Student Councilor Tenant
Staff Absent by Prior Arrangement: Jake Obrist
3. Pledge of Allegiance
Led by Council
4. Added Agenda Items
None
5. Public Comments
None
6. 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 Council Minutes
 - i. February 27, 2019 Meeting Minutes
- b. Reimbursements
 - i. Approval of Council and Staff Reimbursements
- c. Financial Reports
 - i. Approval of Financial Reports

Motion to approve the Consent Agenda by Councilor Greiner with one correction to Agenda Item No. 12, seconded by Councilor Shields. No objections. Unanimously approved.

7. Discussion Regarding City Manager Compensation – Action Item

Councilor Greiner shared the results of his research on compensation for city managers in similar sized cities in the area. Councilor Harper made a motion to approve Melissa's starting wage to be \$90,000. Seconded by Councilor Shields. No objections. Unanimously approved.

8. Intergovernmental Agreement #32978 – Wickiup Junction Area Refinement Plan – Action Item for Approval by Mayor and Council President

Funding for this project will come from ODOT funds not used on the Wickiup Junction overpass project. Melissa advised that the Transportation System Plan Update, if approved, will address all modes of transportation including pedestrian, motor vehicle, and bicycle traffic, and will extend from Wickiup Junction to First Street. If approved, an advisory committee will be formed with a focus on community input. Councilor Greiner moved to accept the proposal, Councilor Harper seconded. No objections. Unanimously approved.

9. Other Matters: Only those matters properly added to this Agenda under line item No. 4
None

10. Public Comments
None

11. Staff Comments

Melissa: At the next meeting, Council will be asked to appoint the Budget Officer and Budget Committee members. Update on Legends Cider and Huntington Headquarters openings. There have been many new business inquiries. Goal is to have the ODOT multi-use path agreement ready for consideration at the next meeting.

Melissa will be in Redmond tomorrow for the COACT meeting and expects a decision on funding of the transit center grant request. If approved, it will go to the County for final approval.

Tracy: Provided an update on security, reminded everyone to check their mailboxes. Reminder of the Small Cities luncheon on March 15. Councilor Greiner and Councilor Harper will attend.

12. Mayor and Council Comments

Councilor Shields: None

Councilor Greiner: With regard to approval of council expense reimbursements, he feels that should be the responsibility of the Mayor. He feels the Mayor should approve City Manager PTO. Oregon LOC has a code book which provides code and ordinance templates. He suggested we purchase that item.

Councilor Harper: Reviewed his visit to the Capitol yesterday.

Mayor Richer: Stated Council Rules & Procedure and City Charter will be reviewed and will include a citizen committee. He is working with Jake on the rapid-flashing pedestrian lights along Hwy. 97. Jake will address the potential need for additional lighting with ODOT.

13. Adjourn Meeting

Adjourned at 5:52 p.m.

Attest

Tracy Read

CITY OF LA PINE

NAME: DANIEL RICHER DATE 21 MAR 19

While conducting authorized City business, I the undersigned, properly incurred the following expenses. I now request reimbursement:

1. TRANSPORTATION EXPENSES (explain purpose, City, State, date of mtg)

COCO MEETING ON JAN 14TH REDMOND
COCO MEETING ON MAR 18TH REDMOND

AUTOMOBILE MILEAGE: 185 MILES @ 0.58 = \$ 107.30

2. LODGING/MEALS (explain purpose/meeting/dates)

N/A

A. Lodging for nights (attach receipts)
B. Meals for (whom)
Location (attach receipts) Date

3. PURCHASES (food, supplies and materials) (attach receipts)

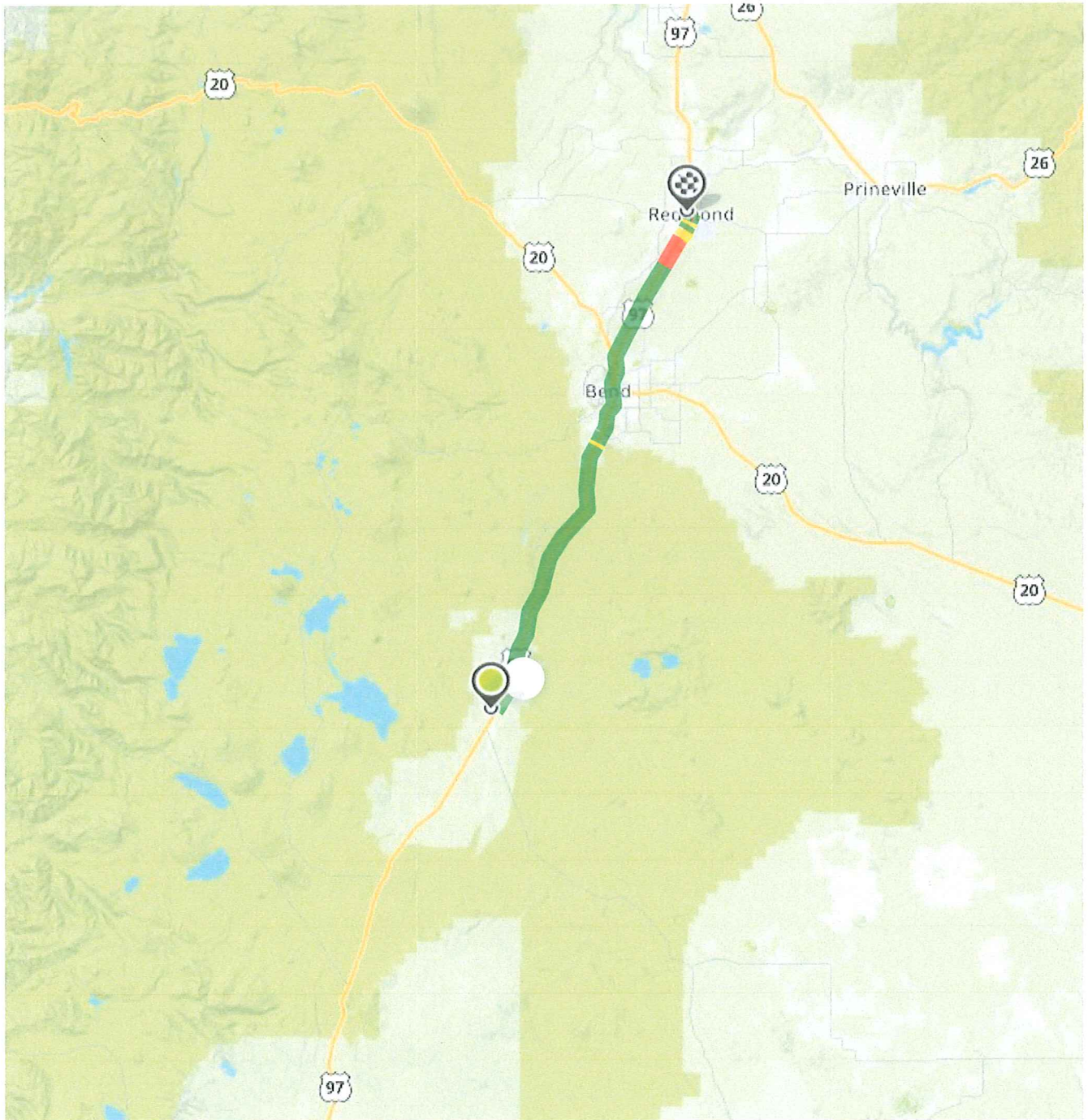
N/A

TOTAL REIMBURSEMENT \$ 107.30

Approved by City Staff Alison

Daniel Richer
Signature of Submitter of Form

46.3 MILES → ONEWAY
LAPINE TO REDMOND



CITY OF LA PINE

NAME: Melissa Bethel DATE 3-27-19

While conducting authorized City business, I the undersigned, properly incurred the following expenses. I now request reimbursement:

1. TRANSPORTATION EXPENSES (explain purpose, City, State, date of mtg)
Budget training w/ Tracy in Eugene 3/5/19 (216 miles total)

SRTS Training and COACT in Redmond 3/14/19 (92 miles total)

AUTOMOBILE

MILEAGE: 308 MILES @ 0.58 = \$ 178.64

2. LODGING/MEALS (explain purpose/meeting/dates)

N/A

A. Lodging for _____ nights (attach receipts)

B. Meals for _____ (whom)

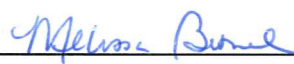
Location (attach receipts) Date

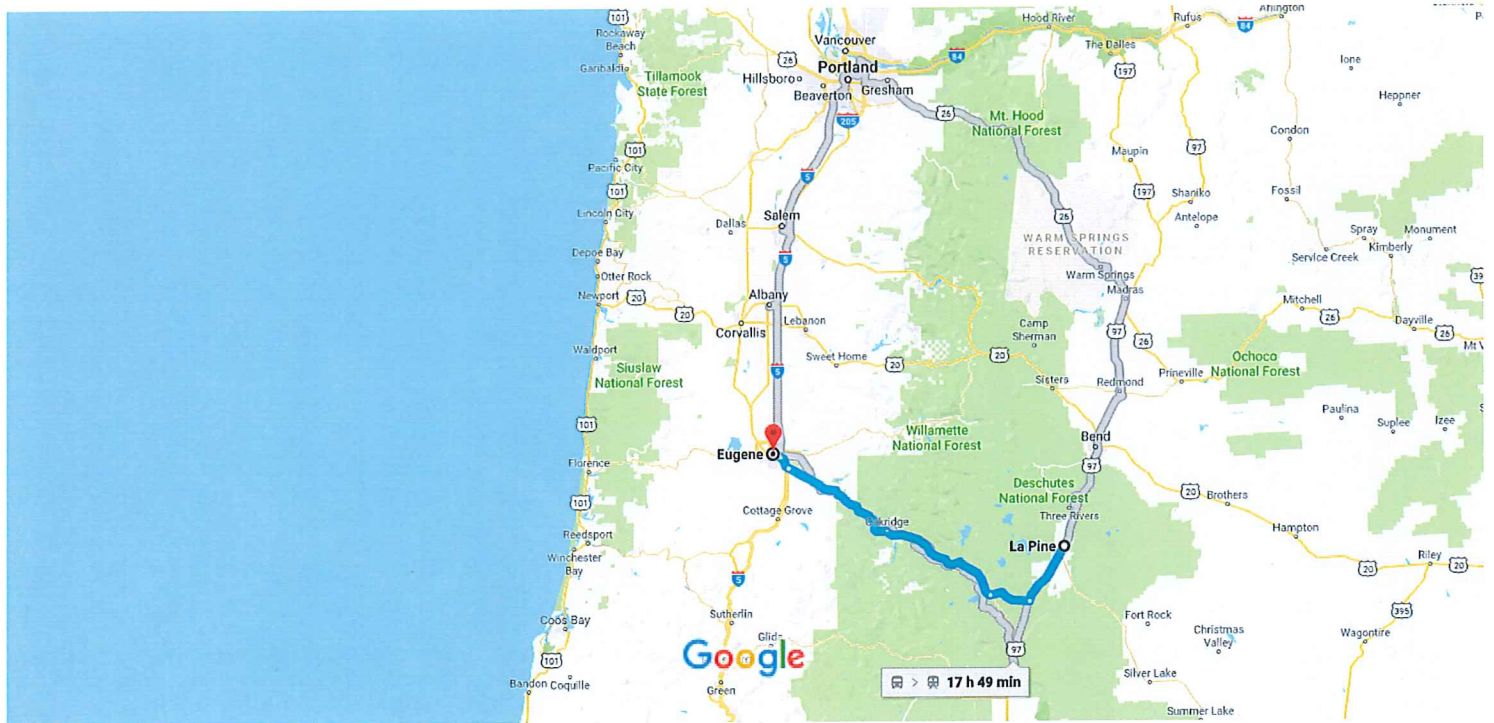
3. PURCHASES (food, supplies and materials) (attach receipts)

N/A

TOTAL REIMBURSEMENT \$ 178.64

Approved by City Staff 


Signature of Submitter of Form



La Pine

Oregon 97739

- ↑ 1. Head southwest on US-97 S toward 4th St
18 min (17.5 mi)
- 2. Turn right onto Crescent Rd/Crescent Cutoff Rd
Continue to follow Crescent Cutoff Rd
14 min (12.0 mi)

Follow OR-58 W to your destination in Eugene

- 3. Turn right onto OR-58 W
72.3 mi
- ⤴ 4. Slight right to merge onto I-5 N/OR-99 N toward Eugene
4.1 mi
- 5. Take exit 192 for OR-99/Franklin Blvd toward Eugene
0.8 mi
- 6. Continue onto OR-99 N/Franklin Blvd
0.8 mi
- ↑ 7. Continue straight onto Franklin Blvd
0.3 mi

-  8. Continue onto E Broadway
0.3 mi
-  9. Keep right to stay on E Broadway
0.1 mi
-  10. Continue onto Mill St
262 ft
-  11. Take the Coburg Rd exit on the left toward I-5/Springfield/I-105
121 ft

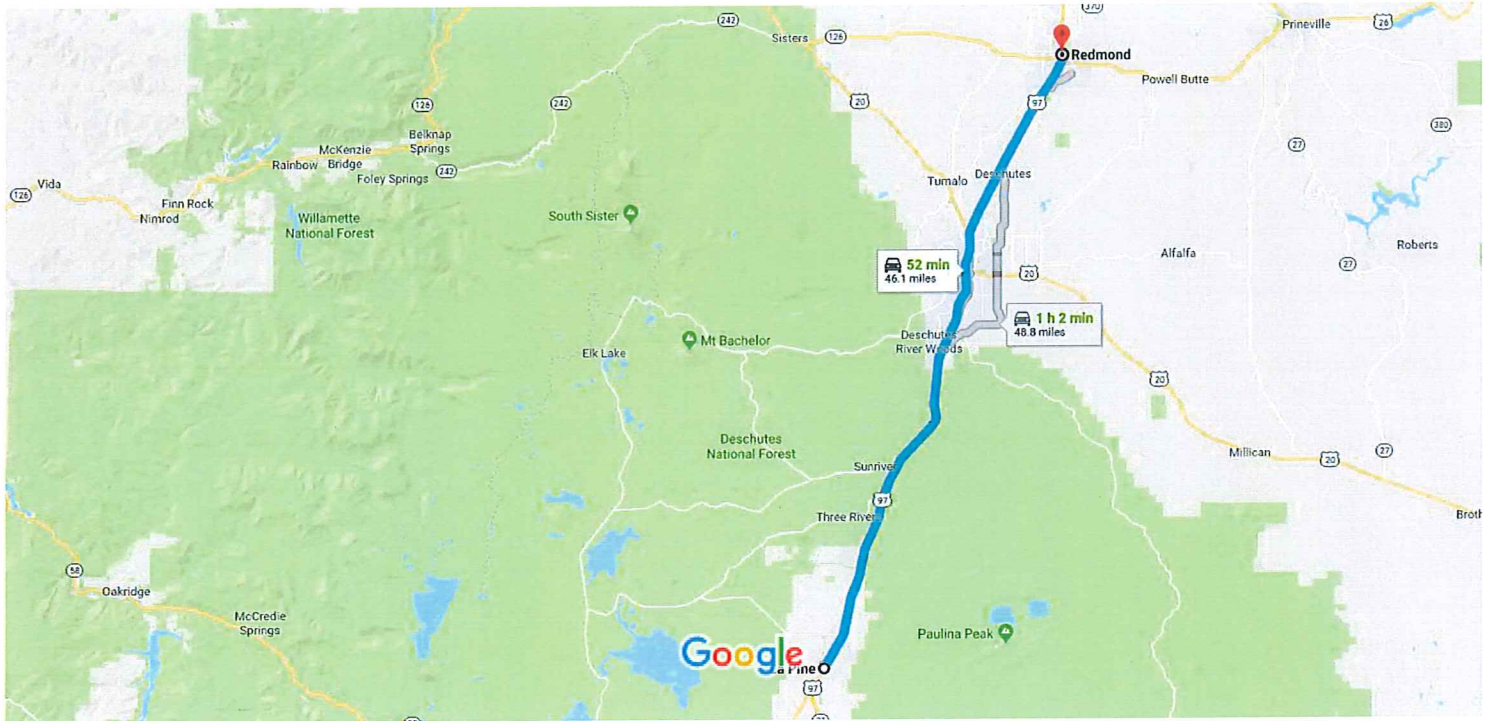
Eugene

Oregon

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Google Maps La Pine, OR to Redmond, OR

Drive 46.1 miles, 52 min



Map data ©2019 Google 5 mi

La Pine

Oregon 97739

- ↑ 1. Head northeast on US-97 N toward 3rd St
i Pass by Taco Bell (on the right in 45.4 mi)

 45.9 mi
- ↶ 2. Turn left onto SW Evergreen Ave

 0.2 mi

Redmond

Oregon 97756

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



CITY OF LA PINE

STAFF REPORT

Meeting Date: March 27, 2019
TO: La Pine City Council
FROM: Tracy Read, Staff
SUBJECT: Community Funding Request

TYPE OF ACTION REQUESTED (Check one):

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input checked="" type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: Discussion |

Councilors:

There are sufficient funds in the GL account to approve the Community Funding Request submitted by La Pine Performing Arts.



CITY OF LA PINE

Community Funding Request Application

The City of La Pine may provide funding assistance to non-profits and other entities that serve the La Pine community for projects or programs based on need versus the City's financial ability to assist. **Effective immediately, all Community Funding Request Applications must be accompanied by the attached budget spreadsheet.**

Please type or print clearly:

- Organization: La Pine Performing Arts (LPHS Drama)
- Mailing Address: 51633 Coach Rd La Pine, OR 97739
- Telephone No: 541-355-8466 E-mail: lindsey.sperry@bend.k12.or.us
- Contact Person: Lindsey Sperry
- Requested Amount: \$ 100.00 In-kind Amount \$ _____
- Project/Purpose For Funds, including date(s): TO Help sponsor 2 students in the Spring Musical and pay a portion of costume costs
- Are you an authorized 501(c)(3) corporation by the IRS? Yes No
- Have you sought funding from the City of La Pine in the past? Yes No
- Were funds provided from the City of La Pine? Yes No

Amount: \$ _____ When: _____

- Have you requested money from other sources? Yes No

If "yes," from where?

Businesses and local community members

- Is this a one-time request or will there be any additional funding requests for this project? Explain.

For this musical, one time, but potentially again in future.

Staff Review: Funding Source: _____

Remaining amount if project funded: _____

Staff's recommendation to fund request: _____



LA PINE
OREGON

Budget Spreadsheet

Name of Event:

LPHS Performing Arts Rock of Ages

Income Estimated Actual ?

Event Proceeds (entry fees, ticket sales, etc.)		
Ticket Sales	\$5,000	
TOTALS	\$5,000	

Extra Sales (auction, raffle, misc. sales)		
TOTALS		

Sponsorships		Currently
Sponsor a Cast	\$1350	\$500
TOTALS	\$1350	\$500

Donations		
TOTALS		

Expenses Estimated Actual ?

Site/Decorations (equipment, balloons, food, etc.)		
License / Materials	\$3,200	
Costumes	\$1,500	
Set	\$2,000	
Programs	\$350	
MISC.	\$1,000	
TOTALS	\$8,050	

Other Expenses		
TOTALS		

	Estimated	Actual
Overall Budget		
Income	\$6,350	
Expenses	\$8,050	
Net Profit (Loss)	\$1,700	



AGENDA REQUEST FORM

Complete this form and turn it in to City Hall. At the discretion of the Mayor and City Manager your item will be placed on a future Council Meeting agenda. This may or may not be the next meeting, depending on city business and meeting schedules. If added, you will be given 5 minutes of meeting time to present. *(This document is a public record)*

I would like to speak on:

Topic Title: Performing Arts/Theatre at LPHS

Topic (Provide brief description): The performing arts, theatre in particular, is under-funded in public schools but offers unique opportunities for under-served students. We need donations to operate.

Name: Lindsey Spring

Address: 51633 Coach Rd. La Pine 97739 Phone: 541-355-8466

Organization (if applicable): LPHS Performing Arts (Drama)



CITY OF LA PINE

STAFF REPORT

Meeting Date: March 27, 2019

TO: La Pine City Council

FROM: Melissa Bethel, Staff

SUBJECT: Approval of Budget Officer, Budget Committee Members and sets Budget Calendar

TYPE OF ACTION REQUESTED (Check one):

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input checked="" type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: Discussion |

Councilors:

This agenda item sets up our budget calendar, approves the Budget Officer (City Manager) and Budget Committee which includes the Council and 3 citizens (applications for approval are included).

Suggested motion:

I move the City Council appoint City Manager Melissa Bethel as the budget officer and appoint Colleen Scott, Russ Smith and John Cameron to the Budget Committee.



Budget Calendar

Fiscal Year 2019-2020

Appoint Budget Officer and Budget Committee	March 27, 2019
Publish 1 st Notice of Budget Committee Meeting and Public Hearing for Comments from Public (WiseBuys/Bend Bulletin)	April 18, 2019
Publish 2 nd Notice of Budget Committee Meeting and Public Hearing for Use of State Revenue Sharing (Website Only)	April 25, 2019
Budget Message and Budget Committee Meeting Community Sponsorship Presentations	May 6, 2019 5:30 p.m.
2 rd Budget Committee Meeting and Public Hearing For Use of State Revenue Sharing	May 13, 2019 5:30 p.m.
3 rd Budget Committee Meeting and Public Hearing (<i>Only If Necessary</i>)	May 14, 2019 5:30 p.m.
Publish Notice of Budget Hearing (WiseBuys/Bend Bulletin)	May 23, 2019
Budget Hearing & Adoption of the Budget Make Appropriations, Impose and Categorize Taxes (City Council)	June 12, 2019 5:30 p.m.
Budget Officer:	Melissa Bethel, City Manager
Finance Staff:	Brenda Bartlett, Tracy Read
Budget Committee:	John Cameron, Connie Briese, Don Greiner, Michael Harper, Daniel Richer, Colleen, Scott, Russ Smith, and Mike Shields

**** All dates and times are subject to change**



Urban Renewal District Budget Calendar Fiscal Year 2019-2020

Urban Renewal Agency Appoints Budget Officer	April 30, 2019 3:00 pm
City Council Appoints the Budget Committee	March 27, 2019 5:30 pm
Publish 1 st Notice of Budget Committee Meeting And Public Hearing for Comments from Public (WiseBuys/Bend Bulletin)	by April 16, 2019
Publish 2 nd Notice of Budget Committee Meeting And Public Hearing for Use of State Revenue Sharing (Website Only)	by April 23, 2019
Orientation, Budget Message, and Budget Committee Meeting	May 7, 2019 3:00 pm
Publish Notice of Budget Hearing (WiseBuys/Bend Bulletin)	by May 14, 2019
Public Hearing and adoption of budget	June 4, 2019 3:00 pm
Budget Officer:	Melissa Bethel, Executive Director
Finance Staff:	Brenda Bartlett, Tracy Read
Budget Committee:	John Cameron, Ann Gawith, Don Greiner, Michael Harper, Andrea Hine, Daniel Richer, Colleen Scott, Russ Smith, Jean Spetter Sutton, and Vicki Russell

*****All dates and times are subject to change***



City of La Pine

Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- Public Works Committee
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

General Information

Name: John Cameron

Address: 52306 Glenwood Dr.

City: La Pine State: OR Zip Code: 97739 Phone Number: 541.876.5146

Email Address: jkameron@lapineoregon.gov

Do you reside within the city limits of La Pine? Yes

Statement indicating reason you would like to serve on this voluntary board, committee, or commission: _____

To have an active role in the evaluation of budgetary line items to ensure the fiscal goals and plans are met.

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission: _____

Budgetary and fiscal responsibility experience I separate environment
Current Occupation: Technical Services Contractor

Volunteer History

Other volunteer committee, board, or commission experience: _____

Entering third year as City of La Pine planning commissioner
When: _____ Organization: _____

Type of Organization: City Hall

Address: _____ Phone Number: _____

Role: _____

Describe activities and achievements: _____

Served a two year term on the City of La Pine Budget committee. 2017, 2018

When: _____ Organization: _____

Type of Organization: _____

Address: City Hall Phone Number: _____

Role: _____

Describe activities and achievements: _____

When: _____ Organization: _____

Type of Organization: _____

Address: City Hall Phone Number: _____

Role: _____

Describe activities and achievements: _____

Other information/References

How did you hear about this position? Phone call from City Hall

Do you have any neighbors, friends, or relatives presently working for the City of La Pine? Yes _____ No. If yes, please

list: Connie Briesce

References: Name: Bill Heigh Number: 541.610.4125

Name: Karen Pierce Number: 206.724.7446

Name: Brooks Kline Number: 541.213.0326

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature: John Cameron Date: 3.5.2019

Printed Name: John Cameron



City of La Pine

Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- Public Works Committee
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

General Information

Name: Colleen Scott

Address: PO Box 2936

City: La Pine State: OR Zip Code: 97739 Phone Number: 541 306 0576

Email Address: cscott0211@yahoo.com

Do you reside within the city limits of La Pine? yes

Statement indicating reason you would like to serve on this voluntary board, committee, or commission: _____

Interested in serving on the City of La Pine Budget Committee due to previous budgetary experience & wanting to remain active in city/business.

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission: worked with school district budget for 13 years & United Way budget.

Aware of General Fund Expenditures & budget limitations/restricted funds etc

Current Occupation: Retired

Volunteer History

Other volunteer committee, board, or commission experience: United Way Board Member (present year)

La Pine Park District Budget Committee (2 years)

La Pine Library Volunteer Lions Club Member

When: _____ Organization: _____

Type of Organization: _____

Address: _____ Phone Number: _____

Role: _____

Describe activities and achievements: _____

When: _____ Organization: _____

Type of Organization: _____

Address: _____ Phone Number: _____

Role: _____

Describe activities and achievements: _____

When: _____ Organization: _____

Type of Organization: _____

Address: _____ Phone Number: _____

Role: _____

Describe activities and achievements: _____

Other information/References

How did you hear about this position? _____

Do you have any neighbors, friends, or relatives presently working for the City of La Pine? Yes No. If yes, please

list: _____

References: Name: _____ Number: _____

Name: _____ Number: _____

Name: _____ Number: _____

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature:  _____ Date: 3/11/19

Printed Name: Colleen Scott



City of La Pine

Advisory Committee Application

Which Committee would you like to apply for? Please check as many as are applicable.

- Urban Renewal Agency Board
- Planning Commission
- Public Works Committee
- City of La Pine Budget Committee (must be a City Resident)
- Urban Renewal District Budget Committee (must be a City Resident)

General Information

Name: RUSSELL SMITH

Address: 52790 OAK DR, PO Box 2458

City: LA PINE State: OR Zip Code: 97739 Phone Number: 541-536-1859

Email Address: RURSMITH@NETSCAPE.NET / RSMITH@LAPINEOREGON.GOV

Do you reside within the city limits of La Pine? YES

Statement indicating reason you would like to serve on this voluntary board, committee, or commission: _____

I WOULD LIKE TO BECOME MORE FAMILIAR AND HAVE MORE OF A VOICE IN THE CITY OF LA PINE BUDGET

Special skills, interest, and/or hobbies that you believe would bring value to your ability to serve on this board, committee, or commission: BS FINANCE AND ECONOMICS, BS COMPUTER SYSTEMS

APICS: CERTIFIED RESOURCE MANAGEMENT (CRM), PRODUCTION AND INVENTORY MANAGEMENT (CPIM), 30 YEARS OF PROJECT

Current Occupation: MANAGEMENT
→ RETIRED

Volunteer History

Other volunteer committee, board, or commission experience: BOARD OF CENTRAL OREGON

BOARD OF ADVISORY COUNCIL PLANNING

COMMISSION PUBLIC WORKS COMMITTEE, TEAM CODE DEVELOPMENT

When: 2013-2015 Organization: CENTRAL OREGON COUNCIL ON AGING

Type of Organization: FEDERATION

Address: 373 GREENWOOD AVE, BEND OR Phone Number: 541 678 5483

Role: PROVIDING SERVICES FOR SENIORS

Describe activities and achievements: _____

CITY OF LAPINE

When: 2015 - PRESENT Organization: CITY OF LAPINE PLANNING

Type of Organization: COMMISSION

Address: 16345 SIXTH ST, LAPINE OR Phone Number: 541 536 1432

Role: VICE CHAIR

Describe activities and achievements: HANDLE SPECIAL PERMIT REQUEST AND MAKES RECOMMENDATIONS ON ZONING, ORDINANCES, ANNEXATION

When: 2012-2015 Organization: CITY OF LAPINE SUBDIVISION MATTERS

Type of Organization: PUBLIC WORKS

Address: _____ Phone Number: _____

Role: COMMITTEE MEMBER / VICE CHAIR

Describe activities and achievements: _____

Other information/References

How did you hear about this position? FROM CITY HALL

Do you have any neighbors, friends, or relatives presently working for the City of La Pine? Yes _____ No. If yes, please

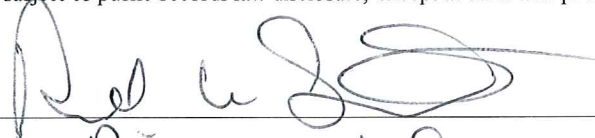
list: MELISSA BETHAL, TRACY REED, KELLY NOTARO

References: Name: MARY HATFIELD Number: _____

Name: JANE GILLETTE Number: _____

Name: JOHN CAMERON Number: _____

My signature affirms that the information contained in this application is true to the best of my knowledge. I understand and agree that any misrepresentation and/or omission of facts are cause for my removal from the board, committee, or commission to which I am appointed to. I further understand and agree that City policy requires disclosure of actual or potential conflicts of interest by persons appointed by the City Council to any committee. All information and/or documentation related to service on this board, committee or commission is subject to public records law disclosure, except as otherwise provided under applicable law.

Signature:  Date: 3/6/19

Printed Name: RUSSELL W. SMITH



CITY OF LA PINE

STAFF REPORT

Meeting Date: March 27, 2019
 TO: La Pine City Council
 FROM: Melissa Bethel, Staff
 SUBJECT: Approval for Local Government Resources

TYPE OF ACTION REQUESTED (Check one):

- | | | | |
|-------------------------------------|-------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input checked="" type="checkbox"/> | Formal Motion | <input type="checkbox"/> | Other/Direction: Discussion |

Councilors:

Staff has been proactively looking at ways to better manage our resources. Recently it was discovered the City had a large amount of funds in checking. This money is not working effectively for the City. I am asking for Council approval to potentially open an account with the Local Government Investment Pool. This program will allow the City to maximize its return and still allow us the freedom to utilize funds whenever needed. The current LGIP rate is 2.75% (as of December 24, 2018). I have attached the Information Statement for additional information regarding the program. The City may choose to not utilize the account, but would like to have the option available.

Suggested Motion:

I move the City Council approve the opening of a LGIP account to better utilize the resources of the City.

OREGON STATE TREASURY

LOCAL GOVERNMENT INVESTMENT POOL

*An Investment Service
for Public Funds*

**Information Statement
Revised January 24, 2018**

Oregon Short Term Fund Board

Tobias Read, State Treasurer
(Darren Bond, Deputy State Treasurer, Designee for Treasurer)

Douglas E. Goe, Chair

Pat Clancy

Laurie Steele

Deanne Woodring

Customer Service

EON Access • Transactions • Reporting • Account/User Maintenance
Audit Confirmation Requests • Eligibility

Client Services
PFM Asset Management LLC
(855) OST-LGIP
(855) 678-5447
(888) 535-0120 fax
csgwestregion@pfm.com

General Program Inquiries

Investment Management • Statutory Requirements • Service Provider Issues

Finance Division
Oregon State Treasury
350 Winter Street NE, Suite 100
Salem, Oregon 97301-3896
(800) 452-0345
lgip@ost.state.or.us

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Introduction

Established in 1973, the Local Government Investment Pool (LGIP) is an open-ended, no-load diversified portfolio offered to eligible participants, which include—but are not limited to—any municipality, political subdivision, or public corporation of Oregon that by law is made the custodian of, or has control of, any public funds.

The pool is commingled with state funds in the Oregon Short Term Fund (OSTF).

Policy Statement

Safety of public funds is the primary responsibility of every public investment officer. Therefore, the policy of the pool is to provide a safe environment for the short-term investment of public funds. The pool enables participants to manage their funds in a manner that seeks to maximize the yield on their investments while meeting the safety and liquidity requirements for their funds. Treasury manages the pool in the same manner it oversees the management of state funds and in accordance with the prudent investor rule (ORS 293.726). The pool is commingled with state funds in the Oregon Short Term Fund (OSTF), which is *not* managed as a stable net asset value fund. Participants should be aware that preservation of principal is not assured by Treasury, the Oregon Investment Council, or the OSTF Board. Furthermore, pool account balances are not guaranteed or otherwise protected by Treasury, its agents, the FDIC, or any other government agency.

While the OSTF is not currently rated by an independent rating agency, the OSTF's holdings provide very strong protection against losses from credit defaults; however, the fund may be sensitive to changing market conditions.

Investment Objectives

The primary objectives, in priority order, of pool investment activities are the following:

1. **SAFETY.** Safety of principal is the foremost objective. Investments are to be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio.
2. **LIQUIDITY.** The pool's investment portfolio is to be sufficiently liquid to enable participants to meet all operational requirements that might be reasonably anticipated.

3. RETURN ON INVESTMENT. The pool's investment portfolio is to be designed with the objective of attaining a market rate of return, taking into account its investment risk constraints and the cash flow characteristics of the pool.

Investment Policies

ORS 293.726 requires that Treasury apply the prudent investor rule in the management of the pool. That standard "requires the exercise of reasonable care, skill and caution, and is to be applied to investments not in isolation but in the context of each investment fund's investment portfolio and as a part of an overall investment strategy, which should incorporate risk and return objectives reasonably suitable to the particular investment fund."

The Oregon Investment Council, with advice from Treasury and the OSTF Board, has adopted specific rules for investing the OSTF. The OSTF Portfolio Rules are available online at [www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-\(OSTF\).aspx](http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-(OSTF).aspx).

Advisory Board

In seeking to best serve participants, the legislature established the OSTF Board. The board advises the Oregon Investment Council and Treasury in the management and investments of the OSTF.

The board consists of seven members: The State Treasurer or the treasurer's designee; three members who are qualified by training and experience in the field of investment or finance and who do not hold any other public office or employment (appointed by the State Treasurer); and three members who are treasurers, finance or fiscal officers or business managers of any county, city, or school district (appointed by the Governor).

Board members serve four-year terms and without compensation, except reimbursement of expenses to attend official meetings.

Transfer Agent

PFM Asset Management LLC, One Keystone Plaza, Suite 300, North Front and Market Streets, Harrisburg, Pennsylvania, serves as transfer agent for the pool.

Custodian

All investment assets and collateral are held in safekeeping by State Street Bank and Trust Company, 2 Avenue de Lafayette, LCC2, Boston, Massachusetts, or by an authorized state depository.

Legal Counsel

The Oregon Department of Justice, 1162 Court Street NE, Salem, Oregon, serves as legal counsel for the pool.

Auditor

The financial statements of the Oregon Short Term Fund are audited annually by the Office of the Secretary of State, Audits Division, 255 Capitol Street NE, Suite 500, Salem, Oregon.

Expenses and Fees

Treasury supports its operation and management of the OSTF, including the pool, primarily through the assessment of an administration fee. The fee is charged directly against investment earnings—not billed directly to participants. Treasury sets and pays participants an interest rate out of the earnings of the fund after the administration fee is accounted for and after any funds are set aside for the Allowance of Impaired Securities, which was established after the 2008 financial market turmoil. The administration fee is currently 0.435 basis points of the market value of assets under management.

Additionally, Treasury charges the following fees per transaction:

ACH Purchase.....	\$ 0.05
ACH Redemption.....	\$ 0.05
Wire Transfer Redemption	\$ 10.00
Received ACH	\$ 0.10
Returned ACH	\$ 2.00
ACH Reversal	\$ 20.00

Transaction fees are charged to pool accounts on the first business day of the month for transactions that occurred in the previous month. A participant may request that transaction fees for one or more of its pool accounts be charged to another of its pool accounts via the LGIP Account Opening form (available online at www.oregon.gov/lgip).

Dividends

Interest is accrued daily on each pool account based on an account’s closing balance and a variable interest rate set by Treasury. Interest for an entire calendar month is paid as dividends to pool accounts on the last business day of that month. A participant may request that dividends for one or more of its pool accounts be paid to another of its pool accounts via the LGIP Account Opening form (available online at www.oregon.gov/lgip).

Eligibility

Any county, municipality, school district, political subdivision, public corporation, or tribal government is eligible to participate in the pool. Special service districts, such as water and sewer districts, as well as other organizations formed for the purpose of intergovernmental cooperation under ORS 190.003 to 190.030, are also eligible.

A unit of an eligible entity is not eligible to establish a separate pool account. For example, a high school *that is part of a school district* cannot establish a separate pool account (note that a high school district established under ORS chapter 335 would be eligible). Additionally, ORS 294.125 prohibits a political subdivision from investing the funds of any other political subdivision.

Entities not easily categorized as any of the above are required to provide an opinion from the entity's legal counsel substantiating the entity's eligibility to participate. The opinion must be supported by an analysis of the documents and laws under which the entity was formed. An entity eligible to participate in the pool may have some or all of the following characteristics:

1. Participation in the Oregon Public Employees Retirement System (PERS).
2. Subject to audit laws under ORS chapter 297.
3. Subject to public meeting or records laws.
4. Subject to local budget laws under ORS chapter 294.
5. Officers and board members subject to government ethics laws under ORS chapter 244.

This list is not conclusive and should be used as an initial indicator of whether an entity wishes to proceed with obtaining an opinion from its legal counsel regarding its eligibility to participate.

Entities interested in participating are to complete and submit an LGIP Participant Application form (available online at www.oregon.gov/lqip). Treasury will review the application and determine the entity's eligibility, which may include consultation with the pool's legal counsel. The entity will be notified in writing of Treasury's determination. If the entity disagrees with the determination, the entity shall submit in writing the basis for the disagreement. Treasury will make every attempt to resolve the issue to the satisfaction of all parties involved.

Pool Accounts

Participants may open pool accounts by completing and submitting the LGIP Account Opening form. There is no limit on the number of pool accounts that a participant may open.

Participants may close pool accounts by completing and submitting the LGIP Account Closing form. It may take up to 24 hours to close an account.

All forms are available online at www.oregon.gov/lgip.

Contacts and Permissions

Any person needing access (by phone, in writing, and/or via the pool's online system) to pool accounts or pool statements must be registered as a Contact in the records of the pool. Contacts may include both staff within a participant's organization and people outside of a participant's organization (such as staff at other local governments who manage funds on behalf of the participant, debt service paying agents, or certain state agencies). Contacts must be registered using the LGIP Contact Registration form.

In addition to registration, a Contact must be granted permissions that specify the Contact's access and abilities to each pool account. Until permissions are granted, a Contact has *no* access or abilities. Permissions are managed by completing and submitting the LGIP Permissions form.

All forms are available online at www.oregon.gov/lgip.

Online Account Access (EON)

Participants may view pool accounts and initiate transactions online via a system called EON. Contacts request access to EON via the LGIP Contact Registration form and must be granted appropriate permissions via the LGIP Permissions form. To access EON, visit www.oregon.gov/lgip and click the EON login button.

Purchases

Purchases or deposits are all credits to a pool account, including those initiated by an account's owner and its authorized agents, those initiated by another participant and its agents, those initiated by approved third-party entities (*e.g.*, state agencies), and those initiated by Treasury and its agents (*e.g.*, dividends).

All purchases made from bank accounts outside of the pool are processed via ACH and may be initiated via the pool's online system, EON, or by calling customer service.

In order to settle the next business day, ACH purchases must be initiated by 1:00 p.m. Pacific on any business day. ACH purchases initiated after 1:00 p.m. Pacific will settle the second business day following initiation unless future dated. ACH purchases may be entered in the pool's online system to settle up to approximately one year in the future.

With the exception of ACH purchases made from approved third-party entities, ACH purchases are to be made from bank accounts owned by the participant. Participants should ensure that ACH purchases will not be rejected by their bank due to ACH debit blocks or filters. If a participant employs an ACH filter at its bank, the participant should contact customer service for information that will need to be shared with the participant's bank.

Participants are asked to provide customer service with notification two days in advance of ACH purchases greater than \$25 million to assist with cash flow forecasting.

Redemptions

Redemptions or withdrawals are all debits from a pool account, including those initiated by an account's owner and its authorized agents, and those initiated by Treasury and its authorized agents (*e.g.*, fees).

Redemptions made to bank accounts outside of the pool can be processed via either wire transfer or ACH and may be initiated via the pool's online system, EON, or by calling customer service.

In order to settle the same business day, wire redemptions must be initiated by 10:00 a.m. Pacific on any business day. Wire redemptions initiated after 10:00 a.m. Pacific will settle the next business day. *Please note that same day wire redemptions cannot exceed \$1.5 million.*

In order to settle the next day, ACH redemptions must be initiated by 1:00 p.m. Pacific on any business day. ACH redemptions initiated after 1:00 p.m. Pacific will settle the second business day following initiation unless future dated. Both wire and ACH redemptions may be entered in the pool's online system to settle up to approximately one year in the future.

With the exception of debt payments and state payments, wire and ACH redemptions are to be made to bank accounts owned by the participant. Participants should ensure that ACH redemptions will not be rejected by their bank due to ACH debit blocks or filters. If a participant employs an ACH filter at its bank, the participant should contact customer service for information that will need to be shared with the participant's bank.

Participants are asked to provide customer service with notification two days in advance of wire and ACH redemptions greater than \$25 million to assist with cash flow forecasting.

Transfers

Transfers between pool accounts owned by the same participant may be initiated via the pool's online system, EON, or by calling customer service.

In order to settle the same business day, transfers must be initiated by 1:00 p.m. Pacific on any business day. Transfers initiated after 1:00 p.m. Pacific will settle the next business day unless

future dated. Transfers may be entered in the pool's online system to settle up to approximately one year in the future.

Participant-to-Participant Transfers

Transfers between pool accounts owned by different participants may be initiated via the pool's online system, EON, or by calling customer service.

In order to settle the same business day, participant-to-participant transfers must be initiated by 1:00 p.m. Pacific on any business day. Participant-to-participant transfers initiated after 1:00 p.m. Pacific will settle the next business day unless future dated. Participant-to-participant transfers may be entered in the pool's online system to settle up to approximately one year in the future.

Payment Instructions

ACH instructions must be set up by an authorized Contact before ACH purchases/redemptions can be processed and may take up to 24 hours to set up. ACH instructions are set up by completing and submitting the LGIP ACH Instructions form. Instructions for ACH redemptions to debt service paying agents are set up by completing and submitting the LGIP Debt Payment Instructions form. Instructions for ACH redemptions to state agencies are set up by completing and submitting the LGIP State Payment Instructions form.

Wire instructions must be set up by an authorized Contact before wire redemptions can be processed. Wire instructions are set up by completing and submitting the LGIP Wire Instructions form. Instructions for wire redemptions to debt service paying agents are set up by completing and submitting the LGIP Debt Payment Instructions form.

Participant-to-participant transfer instructions must be set up by an authorized Contact before such transfers can be processed. Participant-to-participant transfer instructions are set up by completing and submitting the LGIP Transfer Instructions form.

All forms are available online at www.oregon.gov/lgip.

Confirmations and Statements

Daily confirmations are provided to participants within the pool's online system, EON, one business day after a transaction settles.

Monthly pool account statements are prepared regardless of transaction activity and are available by the third business day after month end. Participants can view statements within the pool's online system, EON, or request them by mail.

Audit Confirmation Requests

Auditors needing confirmation of account balances must submit requests in writing to customer service. Requests must include or be accompanied by a release signed by a participant's authorized Contact (the Contact must be registered in the records of the pool and have permission to view/access pool account information). Requests/releases can be submitted through EON, faxed to (888) 535-0120, or mailed to

Oregon LGIP
PO Box 11760
Harrisburg, PA 17108-1760

Limitation on Aggregate Pool Balances

ORS 294.810 places a limit on the aggregate funds that a participant may place in the pool. Treasury is responsible for adjusting the limitation annually and publishes a memorandum detailing the limitation online at www.oregon.gov/lqip.

The limitation is calculated by multiplying \$30 million by the percentage, if any, by which the monthly averaged U.S. City Average Consumer Price Index for the 12 consecutive months ending August 31 of the current calendar year exceeds the monthly averaged U.S. City Average Consumer Price Index for the 12 consecutive months ending August 31, 1995.

There is an exception to the limitation when funds are placed in the pool on a pass-through basis. Most participants must remove pass-through funds that exceed the limitation within 10 business days. County government and tribal government participants must remove pass-through funds that exceed the limitation within 20 business days. For purposes of determining whether excess funds are removed within the appropriate timeframe, participants may consider that such funds pass through on a first-in, first-out basis. For example: A county collects property taxes on behalf of other taxing districts and places such funds in the pool, causing the county to exceed the limitation for more than 20 business days. However, the county turns over the collected tax payments on a weekly basis, ensuring that excess funds are removed within the prescribed timeframe on a first-in, first-out basis.

Pass-through funds include monies that are collected by one local government and then passed on to another governmental unit, including property tax payments, federal funds, and other revenue distributions. They also include monies that are placed in a participant's pool account by another governmental unit, including state agencies. Pass-through funds do not include proceeds from the maturity of investments that will be reinvested or otherwise used for expenditure purposes nor excess funds that will be used for debt service or to liquidate other liabilities.

Public Funds Requirements

ORS chapter 295 outlines requirements surrounding the deposit and collateralization of public funds. Public funds are defined as funds that a public official has custody of or controls by virtue of office. Per ORS 295.002, an Oregon public official may deposit public funds up to the amount insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund of the National Credit Union Administration (NCUA) in any insured financial institution with a head office or branch in Oregon. Public funds deposits that exceed these insurance limits may only be held in a depository qualified under the Oregon Public Funds Collateralization Program (PFCP).

Treasury is not responsible for determining whether participants' banks meet the statutory definition of "depository bank," which is necessary for the lawful deposit of public funds. A current list of qualified depositories for public funds is available online at www.oregon.gov/treasury/Divisions/Finance/LocalGov/Pages/Qualified-Depositories.aspx.

Financial Reports

The OSTF is an *external investment pool* as defined in Government Accounting Standards Board (GASB) Statement 31. In accordance with that statement, Treasury issues an annual financial statement that includes a statement of net position, a statement of changes in net position, notes or disclosures, and the auditor's report.

In preparing its own annual financial statements in accordance with generally accepted accounting principles, a participant may find it necessary to use certain information contained in the OSTF financial statement, or otherwise provided in the state's Comprehensive Annual Financial Report (CAFR).

OSTF financial statements are available online at [www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-\(OSTF\).aspx](http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-(OSTF).aspx).

The state's CAFR is prepared and published by the Oregon Department of Administrative Services, Statewide Accounting and Reporting Services, and is available online at www.oregon.gov/das/Financial/Acctng/Pages/Pub.aspx#cafr.

Compliance with Tax Law and Debt Covenants

Treasury and its agents make no representations as to whether the pool complies with Section 148 of the Internal Revenue Code. Accordingly, the pool may not be appropriate for the investment of bond proceeds. Bond covenants may also restrict the investment of bond proceeds and may preclude the pool as a permitted investment option. Participants should discuss arbitrage rebate, yield restriction, and other applicable bond provisions with their bond counsel prior to depositing bond proceeds in the pool.

Local Government Mailing List and Newsletter

Treasury uses an electronic mailing list called Local-Gov-News to provide local government customers with information about Treasury-provided services and related financial news. Treasury also regularly distributes a newsletter titled *Local Government News Report*. To subscribe to the mailing list and review the current and past issues of the newsletter, visit www.oregon.gov/treasury/Divisions/Finance/LocalGov/Pages/Newsletters.aspx.



CITY OF LA PINE

STAFF REPORT

Meeting Date: March 27, 2019
 TO: La Pine City Council
 FROM: Melissa Bethel, Staff
 SUBJECT: Discussion regarding TPM Retailers hours of operation

TYPE OF ACTION REQUESTED (Check one):

- | | | | |
|--------------------------|-------------------------|-------------------------------------|-----------------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input type="checkbox"/> | Formal Motion | <input checked="" type="checkbox"/> | Other/Direction: Discussion |

Councilors:

The Mayor has asked this item be placed on the agenda and will lead the discussion. The discussion will focus solely on hours of operation for Marijuana Dispensaries. Currently, the allowed hours of operation are 7:00 a.m. to 10:00 p.m. Monday through Saturday. For Councils reference this staff report includes Amended Ordinance 2017-09 which establishes hours of operation for Marijuana retailers and Council minutes from August 23, 2017 which reflect the discussion proceeding the Ordinance.

Based on Council's discussion, staff can bring back an amended Ordinance.



L A P I N E

O R E G O N

CITY OF LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, August 23, 2017

5:30 p.m. Special Session

Work Session immediately following Special Session

La Pine City Hall

16345 Sixth Street, La Pine, Oregon 97739

A. **Special Session – 5:30 p.m.**

1. **Call to Order**

Meeting called to order at 5:30 p.m.

2. **Establish Quorum**

Present: Mayor Scott, Councilor Briese, Councilor Martinez, Councilor Greiner, and Student Councilor Tennant

3. **Pledge of Allegiance**

Led by Mayor Scott

4. **Public Comments**

None

5. **Approval of August 9, 2017 City Council Meeting Minutes**

Councilor Briese made a motion to approve the August 9, 2017 Meeting Minutes. Councilor Greiner seconded. No objections. Unanimously approved.

6. **Resolution No. 2017-12 – A Resolution of the City of La Pine Authorizing Wilderness Garbage & Recycling Service to Increase Its Solid Waste Collection Service Rates**

Councilor Martinez excused himself from the table and sat in the audience. Cory Misley explained that the City has a franchise agreement with Wilderness Garbage. Wilderness Garbage has notified the City by letter that it wants to raise its rates. In the process, the City became aware that the Franchise Agreement has become expired, and will come before the Council sometime in September or October for approval. This will allow Wilderness Garbage to raise their rates in the meantime effective October 1, 2017. Wilderness Garbage will be required to notify customers in writing that their rates will increase with a month's notice. The rates for commercial rates were introduced at tonight's meeting as part of Exhibit A to Resolution No. 2017-12. Councilor Briese

wanted to know if there were any other franchise agreements that have expired. Cory stated that he was not aware of any. ***Councilor Greiner made a motion to approve Resolution No. 2017-12. Councilor Briese seconded. No objections. Unanimously approved.***

7. Adjourn Meeting

Councilor Briese made a motion to adjourn. Councilor Greiner seconded. No objections. Meeting adjourned.

B. Work Session – 5:39 p.m.

1. Call to Order

Meeting called to order at 5:39 p.m.

2. Re-establish Quorum

3. Present: Mayor Scott, Councilor Briese, Councilor Martinez, Councilor Greiner, and Student Councilor Tennant

4. Added Agenda Items

- Title Sponsorship for SLED Luncheon
- Discussion regarding Karen Ward

5. Discussion on Time, Place, and Manner (TPM) Regulations for Marijuana Recreational Retailers

Cory Misley stated that we adopted TPM Restrictions in October 2016. The topic of tonight is based primarily on retail TPM. Larry Brown and Laura Shephard are in the audience. Larry is an investigator for retail operations with the OLCC. Laura is the regional manager. They make sure OLCC procedures are being followed. Don Huff with Green Knottz and Matt Topher with HD Botanicals are also in the audience. Cory wanted to draw attention to Section 7 regarding background checks. Larry said that the OLCC requires applicants to take an online class and then the OLCC runs a background check. Mainly they are looking for deception/dishonesty, violence or charges relating to drugs/alcohol. Those checks are good for five years, but applicants are required to notify the OLCC of any felonies if they receive one within those five years. The City also does its own background check, so the question is – does the City need to continue doing their own background checks if they're already being performed by the OLCC. The OLCC will not enforce more stringent rules if the City has them, only rules they have of their own. Cory said the Council needs to consider whether it's worth having the City do its own background check. The Council was unanimous in feeling that a city background check is not necessary if the OLCC is already running their own. The OLCC clarified that right now they are behind on running background checks and are allowing applicants to work without it, having only applied. That won't always be the case, but at least through the end of the year until they can catch up. The OLCC only requires background checks for people actually touching the marijuana – for instance, bookkeepers are not required to have one. The Council wants to adopt the same rules that the OLCC has for who they require to have the background check. Essentially, someone would just need to show their license to the City

and that's how the City will know they're approved by the OLCC. The Council wants everything to fall back on the OLCC.

Cory also mentioned getting a voicemail from someone wanting to open a daycare facility at a church. He said we'd need to talk to legal on how to handle it if they want to move within 500' of a retail marijuana business. The OLCC handles it in a way where the retail marijuana business gets grandfathered in because they were there first. It would then be up to the daycare provider to choose whether they are ok with being within 500'. Councilor Greiner recommended having the daycare facility post that there is a retail marijuana facility within 500'. The City shouldn't require them to do it, but suggest it. Cory clarified we wouldn't change any of the language, but there was clarity now on the interpretation of it.

Public Comments: Don Huff, owner of Green Knottz, wants to be open on Sundays and be open later until 9 pm. The hours would be 9 am to 9 pm. He stated that this will provide more jobs to people here in La Pine. Current OLCC restrictions are from 7 am to 10 pm. Matt Topher, owner of HD Botanicals, wants the same things. Councilor Briese reiterated that she is fine with extended hours, but she wants to protect the small town feel of La Pine and does not want to see them open on Sundays. Councilor Greiner doesn't think the marijuana facilities should be treated any differently from other businesses in town. Councilor Martinez likes the idea of staying closed on Sundays. The Council was in agreement about 7 am to 10 pm, but staying closed on Sundays. Trentyn also agreed in being closed on Sundays. Cory wanted to know if the Council also wanted to strike Section 6.13 of the TPM Restrictions regarding felons. This part will also be revised to match current OLCC regulations.

Councilor Briese wanted to know requirements with regard to putting product in the windows. The OLCC doesn't have any requirements and facilities are allowed to advertise product in the windows. Councilor Briese said that both retail owners have said in the past that they were NOT going to be putting product in the window, and she wants it to stay that way. Councilor Greiner thinks they should be allowed to do it. Mayor Scott doesn't feel like it's different than alcohol. Councilor Briese said it's not the same, as marijuana can be advertised as brownies or candy. Matt Topher is fine with having the windows blocked out, but wants to be able to have product right when you first walk in the door. Trentyn agrees with blocking out the windows but thinks the product should be available when you walk in. The OLCC doesn't enforce this. Council agreed that the product should be readily available when you walk into the store, but not advertised in the windows.

Matt Topher asked when this would all go into effect and whether applicants can work without their permits. Cory said it would be anywhere from a few weeks to a month, depending on when the new ordinance goes before the Council.

6. Discussion on US 97 Westside Streetscape Landscaping Design – 6:25 p.m.

Erik Huffman discussed several different design ideas, particularly sod, landscape, mulch and trees. There were some concerns about using sienna glen maples because they aren't doing well in other parts of town, including in front of City Hall. They also discussed tree spacing and pedestrian lighting. Councilor Briese requested Jake's opinion. Jake stated that they've walked this area a lot and have been working together on the design. He mentioned that they are trying to limit the depth of the swales, so he doesn't think there will be much of an issue with keeping the landscaping separated, i.e. where the rock and sod meet. ODOT will be coming to the September work session to discuss some of the upcoming projects. Russ Smith stated that he likes the bunch grass and rock – that it goes with our landscape and is easy to maintain. Ann Gawith likes the idea of the pull-in for tanker trucks into Towne Pump. There was discussion about making sure that the trees we get are already acclimated and don't come from the valley (if possible in the bid process). This will come before the Council again with revisions.

7. Discussion on City Hall Monument Sign Project Design – 6:45 p.m.

Reviewed new sign concept based on suggestions from last month's work session. The Council and public felt it was a better incorporation of wood and stone per the Council and community input. Szabo also incorporated "Small Town Strong" and the city's established date. They kept the raised stone planter and flag poles with uplights. The total sign is about 14' tall. Russ Smith wanted to make sure the tree next to the sign won't overgrow it and is far enough away. Ann Gawith feels that the prior recommendations were taken into consideration well. Councilor Martinez thinks the design is beautiful and is excited about it being built. He wants a really big tree and one that can grow for a long time because it will be indicative of the town. Councilor Greiner is concerned about the cost. He likes the design however. He doesn't know if we need that much sign for the size of our town. Councilor Briese likes the design, particularly raising the flag poles because it helps with the lighting issues. Her only suggestion is that the post ends don't match City Hall as much as it could. Cory reminded the Council that the design is two projects in one, the parking lot paving and the sign. We have \$50,000 budgeted for each project. There are some items that could wait, i.e. the split rail fence and re-vegetation planting. He reiterated that money has been being set aside for this project for a while. We have the money to do this project as shown, but we can downsize if the Council chooses. Szabo clarified that there are several different design ideas that can be changed to be more inexpensive. Connie said that construction costs can fluctuate. Ann Gawith said that having a sustainable sign is important and worth the money.

8. Other Matters: This item concerns any matters that were added to the Agenda under the Added Agenda Items portion of this Agenda – 7:25 p.m.

- Title Sponsorship for SLED Luncheon: Cory wanted to know how the Council felt about the City being a Title Sponsor, which costs \$500.00. It includes 5 tickets to the lunch, advertising on the screen, opportunity to talk about City projects and how we're supporting economic development. The luncheon is planned for September 22nd and Sunriver Resort is hosting, which makes them a Title Sponsor. Ryan Culp will also be reaching out to the County to be a Title Sponsor. The money goes to EDCO. Councilor Martinez thought we were already

sponsoring by paying for the EDCO position, but Cory stated this is separate. Cory said the purpose of the luncheon is a celebration of South County economic development and to discuss its successes, i.e. Sunriver Brewing expansion. It will also generate exposure and excitement for future economic development in South County. Councilor Greiner thinks it's worth the money if someone from the City is there promoting Industrial Park. Councilor Briese also thinks it might be a good advertisement for us. Councilor Martinez says we should go for it. Cory clarified it's not really a marketing opportunity, but more of a celebration. The Council unanimously agreed to be a Title Sponsor. Councilor Martinez wants the Planning Commission invited as well so La Pine can make a strong showing.

- Discussion regarding Karen Ward

Councilor Ward has resigned due to health issues. The voting majority is now two council members. Cory will get an advertisement out to at the end of the week regarding the vacancy. The requirements are that the applicant lives inside City Limits and the appointment will be the remainder of Councilor Ward's term, which is through December 2018. Cory said we'd ideally have someone on board in October.

9. Public Comments

None

10. Staff Comments – 7:40 p.m.

Cory Misley: There are two openings for the Urban Renewal Agency. The requirements are that they live or own a business within five miles of city limits. He discussed the busyness of this time with regard to upcoming projects, particularly the water/waste water improvement and expansion project. Jake Obrist stated that there was an issue with the septic receiving station and it needed some welding updates over the weekend. Holly Smith requested that the Council complete their fraud risk inquiry and related party questionnaire's for the audit. Ashley Williams gave each Council member their own budget book.

11. Council Comments

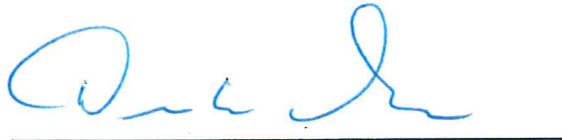
Councilor Martinez wanted to make sure all the different committees get invited to the SLED Luncheon. Councilor Briese is happy about making the TPM Improvements. She also mentioned the funding request for the wrestling tournament coming to La Pine in October.

12. Mayor's Comments

Mayor Scott is looking forward to the joint meetings with ODOT and the county commissioners. A big topic is going to be the roads. The project findings for the Wickiup overpass project will be completed in approximately two weeks.

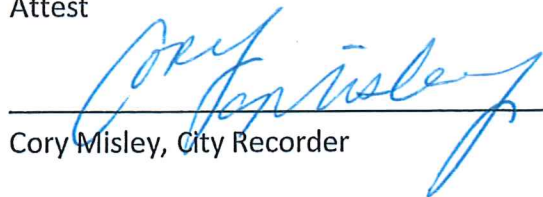
13. Adjourn Meeting – 8:00 p.m.

Councilor Briese motioned to adjourn. Councilor Greiner seconded. No objections. Meeting adjourned.



Dennis Scott, Mayor

Attest



Cory Wisley, City Recorder

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 Holly Smith (541-536-1432). For deaf, hearing impaired, or speech disabled dial 541-536-1432 for TTY.

ORDINANCE NO. 2017-09

AN ORDINANCE OF THE CITY OF LA PINE AMENDING ORDINANCE NO. 2016-10, AN ORDINANCE ESTABLISHING TIME, PLACE, AND MANNER REGULATIONS CONCERNING RECREATIONAL MARIJUANA BUSINESSES, TO EXPAND RETAILER AND WHOLESALER HOURS OF OPERATION AND ADDRESS BACKGROUND CHECK PROCEDURES.

WHEREAS, the City of La Pine (“City”) has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow City; and

WHEREAS, on October 12, 2016, City adopted Ordinance No. 2016-10 (the “TPM Ordinance”) to establish certain time, place, and manner regulations concerning recreational marijuana producers, processors, wholesalers, laboratories, and retailers; and

WHEREAS, on August 23, 2017, the La Pine City Council (the “Council”) held a work session and received input from recreational marijuana business representatives and Oregon Liquor Control Commission representatives concerning recreational marijuana business operating hours and criminal background check procedures; and

WHEREAS, the Council desires to amend the TPM Ordinance to, among other things, revise City’s criminal background check procedures and expand the operating hours of recreational marijuana retailers and wholesalers.

NOW, THEREFORE, the City of La Pine ordains as follows:

1. Findings. The above-stated findings are hereby adopted.
2. Purpose. The purpose of this Ordinance No. 2017-09 (this “Ordinance”) is to amend the TPM Ordinance to (a) expand retailer and wholesaler operating hours, (b) revise City’s criminal background check procedures for marijuana businesses, and (c) prohibit marijuana, marijuana products, and/or marijuana paraphernalia from being visible from the exterior of any business.
3. Amendment No. 1. Section 6.6 of the TPM Ordinance is amended to read in its entirety as follows:

“6.6 Operating Hours. Daily operating hours for retailers and wholesalers must be no earlier than 7:00 a.m. or later than 10:00 p.m., Monday through Saturday.”
4. Amendment No 2. Section 6.13 of the TPM Ordinance is deleted in its entirety.
5. Amendment No 3. Section 6.17 of the TPM Ordinance is amended to read in its entirety as follows:

“6.17 Sales, Transfers, and Visibility. Sales or other transfers of marijuana products on the business premises must occur inside the business’s building and must be conducted only between the business and buyer. No walk-up or drive-through service is allowed. Marijuana, marijuana product, and/or marijuana paraphernalia must not be visible from outside a business.”

6. Amendment No 4. Section 7 of the TPM Ordinance is amended to read in its entirety as follows:

“7. Background Checks. City may conduct criminal background checks to determine whether all persons specified in each initial or renewal permit application (including, without limitation, any person with financial interest, company principal, employee, or volunteer) passed any required Oregon Liquor Control Commission background check. Within ten (10) days written request from City, a business will provide City the results of criminal background checks (or the results of background checks conducted by the Oregon Liquor Control Commission) for any person specified in an initial or renewal permit application including, without limitation, any person with financial interest, company principal, employee, or volunteer, to determine compliance with Oregon law. If, following an initial application or renewal, an additional person is proposed to be a person with financial interest, company principal, employee, or volunteer, then such person must pass any applicable Oregon Liquor Control Commission background check prior to assuming such position.”


7. Miscellaneous. This Ordinance is hereby made part of the TPM Ordinance. The provisions of the TPM Ordinance that are not amended or modified by this Ordinance remain unchanged and in full force and effect. All pronouns contained in this Ordinance and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. The provisions of this Ordinance are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by order of the Council to cure editorial and/or clerical errors. Nothing in this Ordinance affects the validity of any criminal or civil enforcement actions commenced prior to the adoption of this Ordinance; all City ordinances existing at the time that such actions were filed will remain valid and in full force and effect for purposes of those actions.

This Ordinance was PASSED and ADOPTED by the La Pine City Council and APPROVED by the Mayor on this ___ day of September, 2017.



Dennis Scott, Mayor

ATTEST:



Cory Misley, City Manager



CITY OF LA PINE

STAFF REPORT

Meeting Date: March 27, 2019
 TO: La Pine City Council
 FROM: Melissa Bethel, Staff
 SUBJECT: Discussion regarding SDCs for Accessory Dwelling Units

TYPE OF ACTION REQUESTED (Check one):

- | | | | |
|--------------------------|-------------------------|-------------------------------------|-----------------------------|
| <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | No Action – Report Only | <input type="checkbox"/> | Public Hearing |
| <input type="checkbox"/> | Formal Motion | <input checked="" type="checkbox"/> | Other/Direction: Discussion |

Councilors:

The City is currently involved in a 23-million-dollar water/waste water project. The project will include extending services to the Glenwood and Cagle areas as well as increasing our capacity of service. One of the issues we are seeing with respect to our project is the identification of density with respect to our City's land use. La Pine has many larger lots and currently allows for ADUs. Although we have not seen many constructed, we are expecting this could easily change with the expansion project. ADUs have become a great affordable option for many people, and the trend to have multi-generational living is increasing every year. In addition, Staff has had discussions with Developers regarding incorporating ADUs into subdivisions.

Because these units create additional impact on our system, Staff has been tasked with creating an equitable solution for the City and developers/homeowners. Jake Obrist, our Public Works Director will give a PowerPoint presentation (included in this packet) reflecting Staff's solution to the ADU issue.

SDC's & ADU's



ADU=Accessory Dwelling Unit

ADU's for a municipality = Added water demand
and sewer flow

How do we accurately and fairly
capture these extra demands on our
municipal water and sewer systems?

SDC=System Development Charge

Our methodology for calculating SDC's are based on Meter sizing.

Most residential applications utilize a 5/8" Meter SDC

❖ 5/8" Meter=\$8,820

Our ADU requirements allow for shared services on the development.

Currently, if the developer doesn't add a service or upgrade the size of the service for an ADU, no SDC fee's are collected. Added demand to our system is still prevalent

Solution



Require all ADU developments to have a minimum of a 3/4" Meter Service

**What does this mean?
And Why?**

5/8" Vs 3/4"

5/8" Meter has 20 gpm flow rate maximum

3/4" Meter has 30 gpm flow rate maximum

This increase in flow is needed to support the flow requirements to support an ADU on a Single Family Development.

5/8" Vs 3/4"

5/8"SDC=\$8,820

3/4"SDC=\$13,229 Difference of **\$4,409**

Scenario#1

- If developer "A" is adding an ADU to a development with an existing 5/8" meter, they will need to upgrade the meter size to 3/4" and pay the difference in SDC's(\$4,409) and applicable meter upgrade fees(Currently \$255).

Scenario #2

- If developer "B" is adding an ADU to a development with an existing 3/4" meter, they will NOT need to upgrade or pay a difference in SDC's
-

SDC Fee

\$4,409

These SDC's that are captured through these developments are applicable for capacity improvement projects that will be needed as demand on our systems increases.

Questions

