

# LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, October 12, 2011

Regular Session - 6:00 pm

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Regular Session – 6:00 p.m.

1. Call to Order

2. Establish Quorum

3. Pledge of Allegiance

4. Added Agenda Items

Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such other time selected by the City Council.

5. Consent Agenda

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request.

a. Approval of Minutes

i. September 14, 2011 Meeting Minutes

b. Bills and Invoices

i. Approval of Bills

ii. Financial Report

iii. Approval of Reimbursements

c. Approval of New Copy Machine Lease

- IKON

d. Approval of Snow Plow Agreements

- Vic Russell

- La Pine Equipment

e. Approval of Road Maintenance Agreement

- Vic Russell

f. Approval of Furniture for new City Hall

- Office Value

- SmithCFI

g. City Server Proposal

- Little d Technology

6. Public Comments

7. Request for Funds for Centennial Park

- Linda Stephenson

8. Resolution 2011-014  
A Resolution to Provide for a Code of Ordinances, Revising, Amending, Restating and Codifying certain existing General Ordinances and to provide for a Substantive Legal Review of Ordinances for the City of La Pine, Oregon.
9. Ordinance 2011-06 Animal Ordinance  
An Ordinance Prohibiting Dogs from running at large; providing that certain acts constitute a nuisance; authorizing the impoundment and disposal of dangerous dogs; providing penalties for violations; and establishing the effective date hereof by declaring an emergency.
  - a. Open Public Hearing
  - b. Staff Report
  - c. Public Comments
  - d. Council Deliberations
10. Ordinance 2011-07 Social Gaming  
An Ordinance authorizing the playing and conducting of social games in private businesses, private clubs, or places of public accommodation within the City of La Pine and imposing a license requirement.
  - a. Open Public Hearing
  - b. Staff Report
  - c. Public Comments
  - d. Council Deliberations
11. Request for Support of the Ten Year Plan to End Homelessness
12. Trunk or Treat for Halloween
13. Other Matters  
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
14. Public Comments
15. Committee Reports
16. Staff Comments
17. Council 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 meetings. This notice does not limit the ability of the City Council to consider or discuss additional subjects. These meetings are subject to cancellation without notice. These meetings are open to the public and interested citizens are invited to attend. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Patti Morgan at (541) 536-1432.

# LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, October 12, 2011

Regular Session - 6:00 pm

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Regular Session – 6:00 p.m..

1. Call to Order

Mayor Ken Mulenex called the meeting to order at 6:00 pm

2. Establish Quorum

Roll Call:

City Manager Rick Allen

Mayor Ken Mulenex

Councilor Stu Martinez

Councilor Dan Varcoe

Councilor Adele McAfee – absent by prior arrangement

Councilor Don Greiner

Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Bob Metcalf 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.

13a) New Liquor License

13b) Grading of Parking Lot at City Hall

5. Consent Agenda

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired concerning a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request.

a. Approval of Minutes

i. September 14, 2011 Meeting Minutes

Councilor Greiner stated on page 7 of the minutes it should state that the State does regulate bingo.

b. Bills and Invoices

i. Approval of Bills

ii. Financial Report

iii. Approval of Reimbursements

- c. Approval of New Copy Machine Lease
  - IKON
- d. Approval of Snow Plow Agreements
  - Vic Russell
  - La Pine Equipment
- e. Approval of Road Maintenance Agreement
  - Vic Russell
- f. Approval of Furniture for new City Hall
  - Office Value
  - SmithCFI
- g. City Server Proposal
  - Little d Technology

**A motion was made by Councilor Martinez and seconded by Councilor Greiner to approve the consent agenda.**

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

**Motion passed unanimously.**

6. Public Comments

Mr. Bob Metcalf, head football coach at La Pine High School, introduced several members of the football team. He said the Homecoming game is on Friday, October 21<sup>st</sup> and they are asking for some kind of support from the City. City Manager Allen stated it sounded like the team would want a proclamation as support of the event. Mr. Metcalf said they would like all the city businesses to offer their support. Councilor Martinez stated to get the proclamation up on any reader boards. Wendy Korn from the Newberry Eagle said she would put a notice in the newspaper.

00:10:40

7. Request for Funds for Centennial Park  
- Linda Stephenson

Ms. Stephenson passed out information regarding the new light pole banners for Centennial Park. She said she has raised enough money for twelve banners for the light poles. She said she needs to raise \$170 more for the 'welcome to La Pine' seasonal banners in Centennial Park that would be changed out between winter to summer. Ms. Stephenson said that she would also like to receive a donation for fourteen spring banners that would cost about \$1,200.

In response from a question from Councilor Martinez, City Manager Allen said that there was money budgeted for beautification of the city.

**A motion was made by Councilor Greiner and seconded by Councilor Varcoe to support the idea of sponsoring two banners for \$170.00**

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

**Motion passed unanimously.**

**A motion was made by Councilor Greiner and seconded by Councilor Martinez to approve the sponsorship of 14 spring banners as described by Ms. Stephenson.**

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

**Motion passed unanimously.**

00:18:55

8. Resolution 2011-014

A Resolution to Provide for a Code of Ordinances, Revising, Amending, Restating and Codifying certain existing General Ordinances and to provide for a Substantive Legal Review of Ordinances for the City of La Pine, Oregon.

City Manager Allen stated that codifying the ordinances is important because ordinances can be around for twenty years or more. Codifying ordinances by subject or topic will make it much easier to do research on a particular ordinance subject. He said it will cost about \$1,000 to \$2,000 to get it started with an update cost of about \$250 a year. City Manager Allen said that while there are not a bunch of ordinances this would be the ideal time to have the codification done. He also said that at some point all of the Water and Sewer District ordinances will also need to be codified. From a question by Councilor Greiner, City Manager Allen said the information will also be on the internet. He said they may be able to put the codified ordinances on the City's website as well. Mayor Mulenex stated he has experienced great difficulty in accessing ordinances on a specific topic as the system is set-up presently. City Manager Allen stated he received an e-mail from Councilor McAfee suggesting having the law firm do this task since they had already done a review of the ordinances. She also said if it was a formatting issue someone at City Hall could probably do it.

In response to a question from Councilor Varcoe, City Manager Allen stated that when the withdrawal of the Water and Sewer Districts occurs that cost to codify their ordinances will be around \$500. He said some of the ordinances may even go away after the withdrawal.

**A motion was made by Councilor Varcoe and seconded by Councilor Greiner to pass Resolution 2011-014 as described.**

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

**Motion passed unanimously.**

00:28:14

9. Ordinance 2011-06 Animal Ordinance

An Ordinance Prohibiting Dogs from running at large; providing that certain acts constitute a nuisance; authorizing the impoundment and disposal of dangerous dogs; providing penalties for violations; and establishing the effective date hereof by declaring an emergency.

a. Open Public Hearing

Mayor Mulenex opened the Public Hearing.

b. Staff Report

City Manager Allen stated that the Sheriff has a hard time enforcing the County animal control law in the City of La Pine. He said then the law enforcement can site someone under the County or City ordinance. The County's attorney is going to draw up an IGA (Intergovernmental Agreement) that allows the Sheriff to enact the law. In response to a question from Councilor Greiner, City Manager Allen said that the agreement will not include feral cats.

c. Public Comments

In response to a question from Wendy Korn, Newberry Eagle Reporter, City Manager Allen stated that the IGA will allow the Sheriffs to enforce the ordinance. Councilor Martinez said the County will enforce it like there are no City limits.

Mayor Mulenex closed the Public Hearing.

d. Council Deliberations

**A motion was made by Councilor Greiner and seconded by Councilor Martinez to pass Ordinance 2011-06 an ordinance prohibiting dogs running at large.**

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

**Motion passed unanimously.**

0042:16

10. Ordinance 2011-07 Social Gaming

An Ordinance authorizing the playing and conducting of social games in private businesses, private clubs, or places of public accommodation within the City of La Pine and imposing a license requirement.

a. Open Public Hearing

Mayor Mulenex opened the Public Hearing.

b. Staff Report

City Manager Allen stated at the Council's direction some changes were made for bingo as requested. It also allows the donation of food but it is not required. The fee will be \$100 and it is an annual fee. Mayor Mulenex stated he has had some positive comments from the people he has spoken with about allowing social gaming.

c. Public Comments

Wendy Korn asked about the electronic lottery. City Manager Allen said those are regulated by the State and this license is only for social gaming like Texas Hold'em, etc.

In response to a question from Wayne Kovacs, area resident, Mayor Mullenex stated that the business has to follow State law and also buy a license. There are also specific times the social gaming can be held.

In response to a question from Wendy Korn, if someone does not purchase the license they can be fined by the State and also receive a \$500 penalty from the City. They can also lose their electronic lottery machines.

Mayor Mullenex Closed the Public Hearing

d. Council Deliberations

**A motion was made by Councilor Martinez and seconded by Councilor Varcoe to adopt Ordinance 2011-07.**

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

**Motion passed unanimously.**

00:49:40

11. Request for Support of the Ten Year Plan to End Homelessness

There was no discussion on this item.

**A motion was made by Councilor Varcoe and seconded by Councilor Greiner to support the Ten Year Plan to End Homelessness.**

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

**Motion passed unanimously.**

12. Trunk or Treat for Halloween

Mayor Mullenex stated that he has volunteered to set up the trunk or treat for the City to participate. He said he recommended spending about \$150.00 for the candy and also to purchase some decorative lights. Mayor Mullenex also recommended having a City banner put up. Councilor Greiner stated that the Senior Center will be on the trick or treat map site that is done by WiseBuys.

**A motion was made by Councilor Varcoe and seconded by Councilor Greiner to spend up to \$150 for candy for the trunk or treat at the Park.**

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

***Motion passed unanimously.***

Mayor Mulenex also said there will be coffee and hot chocolate at the booth. Lori Martin, the new City Recorder/Finance Officer volunteered to participate in the trunk or treat.

00:57:52

13. Other Matters

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

13a) New Liquor License

City Manager Allen asked for approval for Mountain View Design to distribute alcoholic beverages.

**A motion was made by Councilor Varcoe and seconded by Councilor Greiner to approve Mountain View Designs to distribute alcohol.**

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

***Motion passed unanimously.***

13b) Grading of Parking Lot at City Hall

City Manager Allen passed out the bids for grading the parking lot that is dirt right now. This bid award would get the lot leveled and based with gravel. He said he received two quotes, one from Vic Russell for \$4350 and one from La Pine Equipment for \$4650. He said La Pine Equipment is putting down 196 tons of rock while Vic Russell is putting down 140 tons of rock. Because of this he recommended La Pine Equipment because of the amount of rock for the money. Councilor Martinez stated the City should request to receive receipts of the weight of the rock to state how much gravel was actually put down.

The Council had consensus to select La Pine Equipment to do the parking lot work with the provision that receipts for the weight of the rock be provided to the City.

13c) Hiring of City Recorder/Finance Officer

City Manager introduced Lori Martin as the new City Recorder/Finance Officer. He said he received positive recommendations from former employers. He said she will work Tuesday through Friday from 9 am to 5 pm. And her salary will be \$17.00 hr for the first 3 month, then at 3 months it would go up to \$19.50 an hour and then at the one year anniversary \$21.50. City Manager Allen stated that the City will contribute up to \$800 a month on 11/10/2011



medical expenses for all employees as well as a retirement plan that the City will be contributing to and also matching funds from employee contributions up to 3%. He also said that Ms. Martin will have 18 days of PTO a year. City Manager Allen stated that Ms. Martin has years of financial experience, has a CPA, and also lives in the La Pine area.

Ms. Martin stated she is looking forward to becoming part of the community. She said she has a Master's degree in Business from Marylhurst University. She said she teaches online finance part time for the University of Phoenix. Ms. Martin said she also teaches online finance for Portland Community College. She said she designed the class for Portland Community College.

**A motion was made by Councilor Varcoe and seconded by Councilor Greiner to approve the Hiring of Lori Martin as the new City Recorder/Finance Officer.**

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

***Motion passed unanimously.***

01:24:47

14. Public Comments

Wendy Korn asked, regarding codification of ordinances, does that mean that the City will skip having the City's attorney write the ordinance? City Manager Allen said that the City's attorney will still write the ordinances but they will get a second review when the codification process happens.

Wayne Kovacs, area resident, asked about the grand opening of the new City Hall. City Manager Allen said that there will be an open house on Thursday, November 17<sup>th</sup>, from 5 pm to 7 pm. (City Manager Allen said there will another open house during the following day.) He said other Mayors and public officials will be invited to attend. City Manager Allen said that food and beverages will be provided.

City Manager Allen stated that City Hall will be closed down for a few days and re-open once everything has been moved over and set up at the new City Hall. He also said he has been working on the signs for the building. City Manager Allen said all of the signs will cost about \$2,300.

Public Comment

Kitty Shields, area resident, stated that her son would be able to help with some of the moving. Mayor Mulenex thanked her for the offer and asked that her son contact him. He said he has been working on the logistics of the move. Councilor Martinez also offered assistance with the move.

15. Committee Reports

Councilor Greiner stated that the Small Cities Network was held in La Pine and a whole bus load of people took the tour. He said all he heard were good comments. Councilor Greiner stated that he wanted a thank you letter sent to both High Lakes Christian Church and also Charlene Lester who provided transportation.

Councilor Greiner stated that COIC has a grant for \$110,000 to prepare the master plan and \$125,000 grant for a company to do the technical plan. He also discussed the need for a park and ride at State Recreation Road and Highway 97. Councilor Greiner said that Les Schwab laid off their security guards and hired a security firm who ended up hiring some of the security guards that were laid off.

Councilor Varcoe said there was a full bus, about 35 people, for the tour of La Pine during the League of Oregon Cities conference. He said they received a history of La Pine talk from Terry Meyers. Councilor Varcoe stated that the people were very impressed with the state of the art construction of the Midstate Electric building. He said there was also a discussion about Biogreen. Councilor Varcoe said that they also toured the new City Hall and they were very impressed with the building. He said they also visited the Little Deschutes Lodge and the new Elementary School. Mayor Mulenex stated that Councilor McAfee did a lot of the coordination and planning for the trip.

11/10/2011

16. Staff Comments

City Manager Allen reviewed the construction process of the new City Hall. He said it looked really good and will provide adequate space for individual meetings, etc. City Manager Allen said the contractor and architect did a really good job.

City Manager Allen stated that ODOT will be doing a presentation at the October 26<sup>th</sup> Work Session meeting regarding the Wickiup Junction design. He said the plan has been finalized and is just waiting for available funding like if there is another stimulus plan for example. Mayor Mulenex stated that ODOT suggested \$400,000 (money they had seeded) to do Phase 1 of the stop light at Hwy 97 and Reed Road. He said the City told them they needed both phases done not just Phase 1 of the stop light.

City Manager Allen stated that the first transition meeting occurred today and it went very well. He said they started with very basic information like when employees clock in and then walked through an average day with staff. City Manager Allen said the next meeting will be the trucks and infrastructure. He said salaries were reviewed at the meeting today. City Manager Allen said that the staff get paid for their lunch hour.

City Manager Allen stated that the Special Districts installed the neighborhood watch signs for the City. He also said the majority of the items for the transfer of the loan from the Special Districts have been provided to USDA (United States Department of Agriculture) and there are ongoing meetings.

Wayne Kovacs stated that the forensic audit is ongoing for the Special Districts. City Manager Allen said that his schedule is full to the end of his term and he cannot take on anymore tasks for the time being. He said he will take the week of Thanksgiving off and the week between Christmas and New Years.

17. Council Comments

None

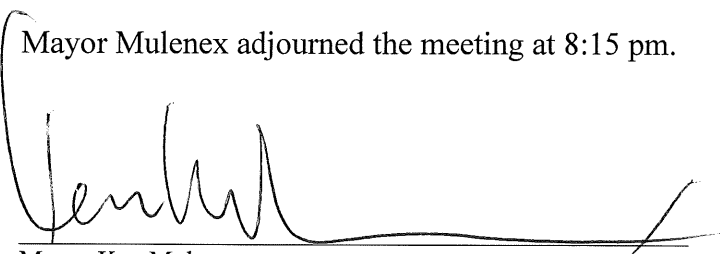
18. Adjourn

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

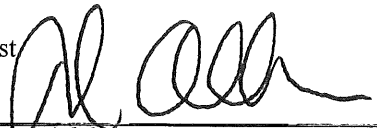
<b><i>Vote as follows:</i></b>	<b><i>AYE</i></b>	<b><i>NAY</i></b>
<b><i>Councilor Dan Varcoe</i></b>	<b><i>X</i></b>	
<b><i>Councilor Don Greiner</i></b>	<b><i>X</i></b>	
<b><i>Councilor Stu Martinez</i></b>	<b><i>X</i></b>	

***Motion passed unanimously.***

Mayor Mulenex adjourned the meeting at 8:15 pm.

  
Mayor Ken Mulenex

Attest

  
Rick Allen, City Recorder/City Manager