

LA PINE COUNCIL MEETING AGENDA

Wednesday, December 14, 2011

Executive Session – 5:45

Regular Session – 6:15 pm

16345 6th Street, Ste 102

La Pine, OR 97739

A. Executive Session – 5:45 pm

1. Call to Order

2. Establish a Quorum

3. Executive Session under ORS 192.660(2)(a)

An executive session will be held pursuant to ORS 192.660(2)(a) - to consider the employment of a public officer, employee, staff member, or individual agent. The executive session is closed to the public. In accordance with applicable Oregon law, representatives of the news media are permitted to attend the executive session. However, the media is prohibited from disclosing any information discussed in the executive session. All discussions in the executive session are confidential and those present may not disclose any information discussed in the executive session. The executive session will not be held for the purpose of taking any final action or making any final decision.

4. Discussion on the Hiring of a Public Official

5. Adjourn

B. Regular Session – 6:15 pm

1. Call to Order

2. Establish Quorum

3. Pledge of Allegiance

4. Added Agenda Items

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

5. Consent Agenda

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

a. Approval of Minutes

- i. October 26, 2011 Meeting Minutes
- ii. November 9, 2011 Meeting Minutes

- iii. November 22, 2011 Meeting Minutes
 - b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements
 - c. Liquor License Application for Dunya Food Mart LLC
 - d. Approval of Social Gaming for Moose Lodge #2093
- 6. Public Comments
- 7. Discussion on December 28th Work Session
- 8. City Manager Contract Extension
- 9. City Manager Hiring Process
- 10. Transportation System Plan (TSP) Intergovernmental Agreement
- 11. Resolution No. 2011-016
A resolution providing that the City of La Pine will provide service to users being served by the La Pine Water District.
- 12. Resolution No. 2011-017
A resolution providing that the City of La Pine will assume the debt and responsibilities of the La Pine Water District.
- 13. Other Matters
- 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.

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4. Discussion on the Hiring of a Public Official

5. Adjourn

B. Regular Session – 6:15 pm

1. Call to Order

Mayor Mulenex called the meeting to order at 6:20 pm.

2. Establish Quorum

Roll Call:

City Manager Rick Allen

Mayor Ken Mulenex

Councilor Stu Martinez

Councilor Dan Varcoe

Councilor Adele McAfee

Councilor Don Greiner

City Recorder/Finance Mgr Lori Martin

Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Vicky Jackson 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.

17a) Councilor McAfee stated she would like to add support of an urgent and emergency care facility in La Pine.

17b) Councilor Varcoe stated he wanted to discuss some type of contribution by the City for the new events sign.

17c) Mayor Mulenex stated he would like a discussion on having a high school representative on 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. October 26, 2011 Meeting Minutes
- ii. November 9, 2011 Meeting Minutes
- iii. November 22, 2011 Meeting Minutes

Councilor McAfee stated that on the October 26, 2011 Meeting Minutes, on page 5, item #9, Doug Ward should be identified as a Planning Commissioner rather than a member of the area.

b. Bills and Invoices

- i. Approval of Bills
- ii. Financial Report
- iii. Approval of Reimbursements

Councilor Martinez wanted to acknowledge that under approval of bills there is a bill from Wilderness Garbage which is a company that he owns.

c. Liquor License Application for Dunya Food Mart LLC

d. Approval of Social Gaming for Moose Lodge #2093

A motion was made by Councilor Greiner and seconded by Councilor McAfee to approve the Consent Agenda with the correction to the Minutes.

Vote as follows:	AYE	NAY
Councilor Dan Varcoe	X	
Councilor Don Greiner	X	
Councilor Stu Martinez	X	
Councilor Adele McAfee	X	

Motion passed unanimously.

6. Public Comments

Vicky Jackson, area resident, stated that articles in the Bend Bulletin with statements attributed to members of the Council regarding the Sewer and Water Districts personnel were very inappropriate. She said that people were surprised about the negative comments regarding personnel matters. Ms. Jackson stated that she was also unhappy regarding the City Manager position that according to the Bend Bulletin the City was lowering their standards for recruitment. She said that the Council needs to move faster in hiring a new City Manager and that it should have been done six months ago.

Kathy Agan, resident of Huntington Meadows, asked for City support with vehicles that block sidewalks in Huntington Meadows. Also, she requested better communication between the Sheriff and the City of La Pine. Ms. Agan said there have been threats made in the neighborhood if you try to get an issue resolved. She stated their asphalt is cracking and they do not know what to do about it, also burn barrels are a problem creating a lot of smoke in the area. She also said a lot of open lots are not maintained and are a fire hazard. Ms. Agan stated they attempted to contact the owners but have not received much in the way of response. Also, she said there were issues of trash being thrown around and not having a pick up of the debris.

Ernie Jensen, resident of Huntington Meadows, stated they also need a speed bump by the mailboxes. He said he thought it was a City street. Rick Allen, City Manager, stated that he received the most complaints from residents in Huntington Meadows. He also said that Heath and Cassidy are County roads and that Riley lane is an alley (and private road) so does not qualify to have it snow plowed. City Manager Allen also said they need strict code enforcement and also need fewer renters and more homeowners. He also said they need a comprehensive plan by the City Council. Mr. Jensen stated that people go very fast on Preble Way and that street lights might help with safety issues. Councilor McAfee stated it is going to be a process of understanding which government agencies to go to and to learn what the homeowner's power is and working with the City to help them through the process. Mayor Mulenex stated that the new City Manager will be able to bring to the Council the kind of information, with the help of the community, to solve these problems.

The Council had consensus to move forward on this matter after a new City Manager has been put in place.

7. Discussion on December 28th Work Session

A motion was made by Councilor Greiner and seconded by Councilor Varcoe to cancel the Dec. 28th City Council Meeting.

Vote as follows:	AYE	NAY
Councilor Dan Varcoe	X	
Councilor Don Greiner	X	
Councilor Stu Martinez	X	
Councilor Adele McAfee	X	

Motion passed unanimously.

8. City Manager Contract Extension

Councilor Martinez stated that he saw nothing wrong with the agreement and was in favor of it. Councilor Greiner said that City Manager Allen had done a lot of work that he had not been paid for. Councilor McAfee stated she wished the City Manager could have stayed at the current rate but if it is only for an additional month she did not see anything wrong with it. Councilor Varcoe said it is really only fair to give a little bit extra for helping the City out a little longer. Mayor Mulenex said he was in total favor of the extension.

A motion was made by Councilor Varcoe and seconded by Councilor Greiner to approve the contract extension #3 to the employment agreement.

Vote as follows:	AYE	NAY
Councilor Dan Varcoe	X	
Councilor Don Greiner	X	
Councilor Stu Martinez	X	
Councilor Adele McAfee	X	

Motion passed unanimously.

9. City Manager Hiring Process

City Manager Allen stated that in the Executive Session the Council decided on who they would interview. He suggested that the Council interview the applicants with three or four people from the community. Then, have an Executive Session immediately following the interviews where they would narrow it down to a single candidate for a final interview. He said there would be about six people to initially interview.

Councilor Varcoe stated he liked the idea of having representatives from various parts of the community but also have the public available to make comments. City Manager Allen stated that it would not be appropriate for the public as a whole to attend the interviews. Councilor McAfee stated that the goal is to do it as efficiently as possible. She said she participated in hiring the Fire Chief and that was a good process and was very tightly maintained and there was a professional facilitator to bring the individual groups to consensus. So, when it came to deciding the groups had decided already and then it was left up to the Board. Councilor McAfee said it needs to be as simple as possible. She said that to replace the Manager in a month's time the Council should be the deciding factor. Councilor Greiner stated he would

like at least one person from each of three community groups to be involved with the interview process but also move the process along as quickly as possible.

Councilor Martinez stated he was in favor of not moving too fast, this is an important position and he would like the interviewing process to be divided up into three groups with the interviewees rotating among the groups. He said they need to slow down. Mayor Mulenex stated that having the three groups like they did with the Fire Chief takes some real management and he is not sure that they would be able to do that without hiring a facilitator. He said he believed they could accomplish the same thing by taking four people from the three community groups and make sure there is one City resident as part of it. He said they would arrive at the same place as if they took three people and a Councilor and let them interview individually. Mayor Mulenex said he would propose that the Council and four or five individuals approach this one candidate at a time so everyone has heard the same thing. He said it can be effective if done this way.

Councilor Greiner said that the City lost some good candidates by not moving ahead earlier. Councilor Greiner and Councilor McAfee stated that they are not rushing on it since the Council has been working on this matter since October. Councilor Varcoe stated that one representative from each of the community groups would be good. He said they need to decide on a format first. Mayor Mulenex stated if they do it in groups they would bring back the selection to the Council. He said then the Council would take that list and decide. Mayor Mulenex said that he preferred that the Council interview each of the candidates. Councilor McAfee asked what if the community group comes to a consensus and then just make their recommendation to the Council. Mayor Mulenex stated that there would be two groups, one of local people and then the Council. He said they will be in Executive Session to hear their input individually. The people that would be on the community group were Art Uecker, Vic Russell, Jay Mathison, Robin Mirrasoul, Wayne Kovacs, Mike Supkis, with the first alternate being Justin Cutler and the second alternate being Robert Ray. The date for the interviews was scheduled for Thursday, January 5th. Lunch would be provided.

00:59:24

10. Transportation System Plan (TSP) Intergovernmental Agreement

A motion was made by Councilor Varcoe and seconded by Councilor Greiner to approve the Transportation System Plan.

Vote as follows:

	AYE	NAY
Councilor Dan Varcoe	X	
Councilor Don Greiner	X	
Councilor Stu Martinez	X	
Councilor Adele McAfee	X	

Motion passed unanimously.

11. Resolution No. 2011-016

A resolution providing that the City of La Pine will provide service to users being served by the La Pine Water District.

A motion was made by Councilor Varcoe and seconded by Councilor Greiner to approve Resolution No. 2011-016.

Vote as follows:	AYE	NAY
Councilor Dan Varcoe	X	
Councilor Don Greiner	X	
Councilor Stu Martinez	X	
Councilor Adele McAfee	X	

Motion passed unanimously.

12. Resolution No. 2011-017

A resolution providing that the City of La Pine will assume the debt and responsibilities of the La Pine Water District.

A motion was made by Councilor Greiner and seconded by Councilor McAfee to approve Resolution No. 2011-017.

Vote as follows:	AYE	NAY
Councilor Dan Varcoe	X	
Councilor Don Greiner	X	
Councilor Stu Martinez	X	
Councilor Adele McAfee	X	

Motion passed unanimously.

13. Other Matters

17a) Councilor McAfee stated she would like to add support of an urgent and emergency care facility in La Pine.

Councilor McAfee said that there is a need for an urgent care center in La Pine by the Fire Dept. She stated each transfer to St. Charles cost the patient and the community over \$2,000.00. She said 52% of the transfers are non-life threatening. Mayor Mulenex stated that he is on the Board of the La Pine Community Health Center and there is a desire to get the stakeholders and sit down to go over the need for an urgent care center and the City would be involved.

17b) Councilor Varcoe stated he wanted to discuss some type of contribution by the City for the new events sign.

Councilor McAfee said the funding for it is all coming from the community. He stated that they would like something on the sign showing a logo. Councilor Varcoe said Rene Capps with All Ways Signs has given a price of what she would charge for a design similar to Centennial Park. He said the price she has quoted is \$300.00. Councilor McAfee stated that she did not feel they could get a better logo and that the City should adopt it.

A motion was made by Councilor Martinez and seconded by Councilor Greiner to approve the saw blade emblem to go on top of the Events Sign.

Vote as follows:	AYE	NAY
Councilor Dan Varcoe	X	
Councilor Don Greiner	X	
Councilor Stu Martinez	X	
Councilor Adele McAfee	X	

Motion passed unanimously.

It was decided to have a discussion on the City logo at the first Council meeting in January.

17c) Mayor Mulenex stated he would like a discussion on having a high school representative on the City Council.

Mayor Mulenex said it is a way to partner with the youth in the town. He stated it was a great idea to bring civics to the student body. Mayor Mulenex said they would have the high school select one of the student body to participate at the regular Council meetings. He also said they would not vote just be able to offer suggestions or ideas. The Council had consensus to have this discussion at the next Work Session.

14. Public Comments

None.

15. Committee Reports

Councilor Greiner stated that he attended the celebration of a new home by Habitat for Humanity in La Pine. He said he thanked them for all the work they had done. Councilor Greiner said he also attended the COIC (Central Oregon Intergovernmental Council) meeting that was about the employee training program. He said Oregon is leading in employee training on the Pacific coast and Central Oregon is leading in Oregon.

Councilor McAfee stated she attended the COCO (Central Oregon Cities Organization) meeting and the main topic of discussion was the state issues with the LCDC (Land Conservation and Development Commission). She said they were also concerned about the state budget cuts and how they were going to effect the municipalities.

Mayor Mulenex stated he attended the COACT (Central Oregon Area Commission on Transportation) meeting and the general discussion of it was two basic subjects, who was going to be members and in what status they would be. He said they want to expand the COACT and bring some other stakeholders into it. Mayor Mulenex said there is no money out there so do not expect to see projects as there had been in the past.

Councilor Martinez stated that the LIGI (La Pine Industrial Group) meeting was cancelled. He said the fire free chipping project in the Industrial Park has been postponed.

16. Staff Comments

City Manager Rick Allen stated that QuickBooks will no longer work for the accounting program because it does not have an audit trail. He said they have done an RFP (Request for Proposal) for new accounting software and have met with the representatives from the companies submitting an RFP.

City Recorder/Finance Officer Lori Martin stated that they looked at Caselle and Sage accounting programs. They met in person with the representative from Caselle. She said they looked at utility billing and Caselle won hands down. City Recorder Martin said the selected software will be on the agenda in January 2012 for approval. She said the audit report should be ready in January. City Recorder Martin said the Council will need to select a fidelity bond for employee theft or cash on hand. She said the auditors also found that segregation of duties was not good but that had to do with the absence of personnel. She said that with the addition of a Utility clerk later in the year and also some changing of duties this issue will be resolved. City Recorder Martin stated that she will be writing out an internal control document to present to the Council with some preliminary policies and procedures for the January meeting or Work Session. She said she may be putting together a handbook that would cover what types of things public officials can and cannot do, i.e., receiving gifts, conflict of interest, etc. Admin Assistant Patti Morgan discussed the webinars (ethics training over the internet) that she and City Recorder Martin have participated in during December. She said they covered topics on conflict of interest, gifts and use of office.

17. Council Comments

Councilor McAfee stated that, in regards to the article in the Bend Bulletin regarding the Water and Sewer Districts, the article was premature at best and it was her personal feeling that any comments pertaining to District personnel were inappropriate especially considering that the City is in the middle of absorbing the Districts. She said the article very inappropriately insinuated that there had been some criminal activity.

City Manager Allen said he will be taking off the week between Christmas and New Year's. City Hall will be closed on Monday, December 26 and Monday, January 2nd.

18. Adjourn

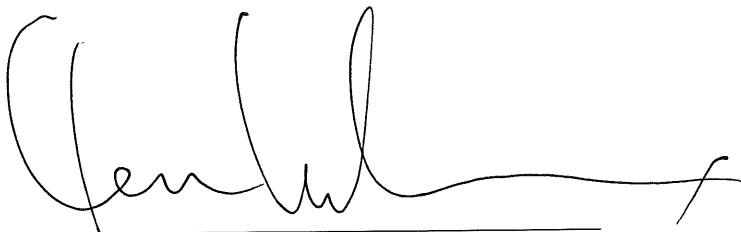
A motion was made by Councilor Varcoe and seconded by Councilor Martinez to adjourn the meeting.

Vote as follows:

	AYE	NAY
Councilor Dan Varcoe	X	
Councilor Don Greiner	X	
Councilor Stu Martinez	X	
Councilor Adele McAfee	X	

Motion passed unanimously.

Mayor Mulenex adjourned the meeting at 8:15 pm.

A handwritten signature in black ink, appearing to read 'Ken Mulenex', written over a horizontal line.

Mayor Ken Mulenex

Attest

A handwritten signature in black ink, appearing to read 'Lori Martin', written over a horizontal line.

City Recorder/Finance Officer Lori Martin