

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, April 13, 2011

Work Session – 5:00 pm

Regular Session - 6:00 pm

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Work Session – 5 pm

1. Call to Order
2. Establish Quorum
3. Zoning Ordinances
 - Deborah McMahon, DMC Consulting Inc.
 - James Lewis, Foreterra LLC
4. Adjourn

B. 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. March 8, 2011 Meeting Minutes
 - ii. March 9, 2011 Meeting Minutes
 - iii. March 30, 2011 Meeting Minutes

- b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements

- 6. Public Comments

- 7. Resolution 2011-04
A resolution declaring the Municipal services provided by the City of La Pine in order to receive State-Shared revenues.

- 8. Approval of a new Utilities Committee Member
- Linda Johnston

- 9. Review 2011-12 Goals

- 10. Discussion on Animal Control Ordinance

- 11. Discussion on Council Rules and Procedures

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

- 13. Public Comments

- 14. Committee Reports

- 15. Staff Comments

- 16. Council Comments

- 17. Adjourn

LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, April 13, 2011

Work Session – 5:00 pm

Regular Session - 6:00 pm

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Work Session – 5 pm

1. Call to Order

The meeting was called to order at 5:02 pm by Pro Tem Mayor Don Greiner.

2. Establish Quorum

Roll Call:

City Manager Rick Allen
Mayor Ken Mulenex – arrived at 5:30 pm
Councilor Stu Martinez
Councilor Dan Varcoe – arrived at 5:10 pm
Councilor Adele McAfee
Councilor Don Greiner
Admin Ass't Patricia Morgan

Quorum established.

3. Zoning Ordinances

- Deborah McMahon, DMC Consulting Inc.
- James Lewis, Foreterra LLC

Deborah McMahon stated that the sign code is fairly direct but there are a lot of definitions because sign codes are attacked frequently. She said the law states that they can manage time, place and manner when it comes to regulating signs. Ms. McMahon said that each zone will have their own sign regulations. She said in place of additional billboards they were recommending a kiosk be used (they look like small houses and can hold a lot of tourist information). Ms. McMahon said the council will need to have a phase in period with the new sign ordinance. She said she would recommend five years given the current economy and what was heard from the public.

Ms. McMahon stated that residential sign zones are allowed only so many types of size. In multifamily developments you get a double faced sign, near the primary frontage (or primary entrance) and it cannot exceed 16 square feet. She said that commercial signs in residential areas have different requirements than commercial signs in commercial zones.

Ms. McMahon stated that in commercial and industrial zones they have their own limitations on pole signs, etc. She also said the sign face cannot exceed 120 square feet for each sign. Ms. McMahon said that electric message signs need to be regulated. She said they need to be limited to time, temperature, emergency condition, and if it is a moving banner it needs to be slow moving so it does not distract drivers.

Ms. McMahon stated she could add language for community based events to be put on the electronic reader boards. She said electronic message signs that are not moving do not have to be regulated like the moving electronic signs. Ms. McMahon stated that ballon signs are a maximum of 50 square feet. She said she would delete the square footage for ballons based on Council comments. Ms. McMahon stated that they would like to keep the number of billboards that exist now and not allow additional billboards. She said that is what they heard from the public. Ms. McMahon stated that the signs are measured for height by the average grade to the highest point of the supporting structure.

Ms. McMahon stated that signs for construction and maintenance will be controlled by the building department. She said a sign permit will be required and obtaining one is contained in the zoning ordinance. Ms. McMahon said temporary signs are signs that are not permanently attached to a building, structure or the ground and are intended to be in use for a short period of time. James Lewis stated that regarding garage sale signs they usually do not get taken down after the event. Ms. McMahon reviewed signs for elections. There are specific sizes for these sizes and also a time limit for them to be used. A sandwich sign, for example, in front of a business must be pulled in at night.

Ms. McMahon stated that under the outdoor lighting code it restricts light downward and shielded in order not to interfere with the night sky. She said there is an illuminator device that can test the impact of an outdoor light. Ms. McMahon said that billboards with lighting being directed upward would not be allowed in the codes. She said that a mercury vapor lamp fixture and lamp, laser source light and search lights will all be prohibited. Ms. McMahon said that sodium lights are not prohibited.

58:59

Ms. McMahon stated that the Planning Commission felt that a five year timeline to comply with the new rules was the best. She said it could be extended if so desired. Council had consensus with the timeline.

Ms. McMahon said there will be a draft ordinance for the Public Hearing on zoning which will be held on April 27th at the Council meeting. There was a brief discussion on the TSP's (Transportation System Plan). Ms. McMahon said they were encouraged by ODOT, (Oregon Department of Transportation) to do the ground work so they would be ready for when and if the money becomes available. She said La Pine has some unique things that need to be managed so they do not get something that will not be helpful. Ms. McMahon said that a TSP is required and if a City was to delay a long time that could affect the business owners.

A motion was made by Councilor Varcoe and seconded by Councilor McAfee to adjourn the work session.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ken Mulenex</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Dan Varcoe</i>	<i>X</i>	
<i>Councilor Adele McAfee</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	

Motion passed unanimously.

Mayor Mulenex adjourned the meeting at 6:14 pm

01:12:00

B. Regular Session – 6:00 p.m.

1. Call to Order

Mayor Mulenex called the meeting to order at 6:21 pm.

2. Establish Quorum

Roll Call:

City Manager Rick Allen
Mayor Ken Mulenex
Councilor Stu Martinez
Councilor Dan Varcoe
Councilor Don Greiner
Councilor Adele McAfee
Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Councilor McAfee led the Pledge of Allegiance.

4. Added Agenda Items

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

None

5. Consent Agenda

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

a. Approval of Minutes

- i. March 8, 2011 Meeting Minutes
- ii. March 9, 2011 Meeting Minutes
- iii. March 30, 2011 Meeting Minutes

Councilor Greiner noted that on page 7 of the March 9th Minutes Commissioner Unger was referred to as Councilor Unger. Councilor McAfee asked, on page 5, that the DWA (Deschutes Water Authority) show that Councilor Varcoe is the Council representative with Mayor Mulenex as the alternate. She also asked to have the wording replaced, on page 8 from 'of moving some money around' and instead put in 'reallocating existing funds.'

- b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements

A motion was made by Councilor Greiner and seconded by Councilor Varcoe to approve the Consent Agenda and corrections on Minutes.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ken Mullenex</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Dan Varcoe</i>	<i>X</i>	
<i>Councilor Adele McAfee</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	

Motion passed unanimously.

6. Public Comments

None

7. Resolution 2011-04

A resolution declaring the Municipal services provided by the City of La Pine in order to receive State-Shared revenues.

City Manager Allen stated that this is something that has to be done every year to receive the tax on liquor, cigarettes, etc.

A motion was made by Councilor Varcoe and seconded by Councilor Greiner to approve Resolution 2011-04.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ken Mullenex</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Dan Varcoe</i>	<i>X</i>	
<i>Councilor Adele McAfee</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	

Motion passed unanimously.

8. Approval of a new Utilities Committee Member
- Linda Johnston

There was no discussion on this matter.

A motion was made by Councilor Varcoe and seconded by Councilor Greiner to accept Linda Johnston as a member of the La Pine Utilities Committee.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ken Mullenex</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Dan Varcoe</i>	<i>X</i>	
<i>Councilor Adele McAfee</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	

Motion passed unanimously.

01:25:00

9. Review 2011-12 Goals

City Manager Allen reviewed some of the goal setting items that were discussed on April 2, 2011 at the special Work Session:

- Under transportation maintenance keep the right of way of Cagle with removing some trees as needed
- Grading roads to lessen pot holes
- Support the signal light option at 1st Street and Reed.
- Install signs in residential speed areas and dead end signs as well as other signs as needed
- Create an MOU between the Deschutes Sherriff Department and the City of La Pine
- Aggressively advocate for the Wickiup Corridor Plan
- Coordinate and adopt a disaster plan for the City of La Pine (Councilor McAfee suggested putting this item on a future agenda to flush out the details).
- Establish zoning code enforcement procedures and hire a code enforcement officer
- Provide technical support or laptop computers to those Councilors that would like to have them. (It was determined that this item will be discussed at a future meeting).
- Establish and implement a benefits package prior to the new City Manager being recruited or hired.
- Financial management, create a capital projects line or fund in the budget for roads and repairs, create a capital reserve line for the new City Hall and create a debt line or fund for the bonds for the new City Hall.
- Improve customer service especially in communication with the State and County.
- The new City website will be updated and improved.
- Budget for City to include community clean-up.
- New City Logo letterhead
- Money to help people to meet the new sign codes

01:42:15

10. Discussion on Animal Control Ordinance

Sid Rivers, Assistant to the City Manager, passed out the control ordinance for the Deschutes County code. She said their code is quite simple as to what they allow and do not allow. Ms. Rivers has written a draft ordinance that has the nuisance provision and the at large provision and also the pet waste provision. She said it does not contain a leash law.

City Manager Allen discussed some of the issues involved in having the Deschutes Sheriff actually enforce the animal control codes. It was decided to bring the animal control ordinance back for discussion at a future meeting.

01:46:35

11. Discussion on Council Rules and Procedures

City Manager Allen suggested that the Council Rules and Procedures be adopted in the near future. The Council had consensus to consider adopting it at the June City Council Meeting after the election has been held on the City Charter. There will be a discussion on the Council Rules and Procedures at the Work Session in May and it will probably be brought back for approval at the June meeting.

12. Other Matters

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

None

13. Public Comments

Linda Johnston, area resident, stated it was helpful that all the Council got to hear about the incident in the park with the dog attack.

14. Committee Reports

Councilor Greiner passed out some Cascade East Transit rider guides that show all the areas included in the transportation throughout the County. He said the Cascade East Transit has a new building. Councilor Greiner said COIC has more trained individuals than there are jobs for and to get the word out to employers looking to hire.

Councilor Varcoe attended the DWA meeting a few weeks ago. He said the group may be able to do a presentation for the Council, especially on the use of wetlands.

Mayor Mulenex discussed the LIGI (La Pine Industrial Group) meeting. He said EDCO (Economic Development for Central Oregon) will be at the Senior Center the first part of May. Mayor Mulenex said that the Biogreen situation may be closer to being resolved but there are still facets of it that are

in contention. He also said that they, LIGI, are going to support the traffic signal at the Reed Road intersection. Mayor Mulenex said that they are also working on a profile to let people know the opportunities that exist for economic development in La Pine.

It was also mentioned that City Manager Allen and Councilor Greiner will have a discussion with Andrew Spreadborough regarding the status of the Reed Road intersection matter.

01:52:20

15. Staff Comments

City Manager Allen stated that he had a call from a State fire service person and they would like to start doing more in La Pine regarding inspecting safety concerns. He said he will be meeting with this individual and the Fire Chief from La Pine. He said they also have meetings with two different mosquito abatement companies to select a contractor. City Manager Allen is also working on the grading of the roads which should start in the next few weeks. He is also working on the food bank funding and he plans on meeting with all entities involved with the food bank. City Manager Allen also said he will start working on a transition for the new City Manager.

16. Council Comments

Councilor Varcoe stated he has had some communication regarding the BLM land transfer bill. City Manager Allen said if the bill could get through Congress it would move things along.

Public Comment

Jim Fleming, area resident, stated that the BLM land was put inside the city limits for expansion. He said where the sewer is now is inadequate and they need to move it.

Stu Martinez stated that he met with Don Weber, the Emergency Manager, who came to La Pine. He said Mr. Weber talked with Commissioner Debone about the County buildings in La Pine and is looking forward to working here. Councilor Martinez recommended a future work session in case of an emergency situation. He also said that the Red Cross will be holding a meeting on April 30th at Midstate Electric for a disaster preparedness class.

02:11:27

Mayor Mulenex stated that the Friends of La Pine clean-up is set for May 21st. He said 25-30 young people will be donating their time to the activity. Mayor Mulenex then gave a brief report on the library hours changing due to County budget constraints.

Public Comments

Wayne Kovaks, area resident, stated that the problem he has with closing on Saturday is that is the time when the young people use the computers. Mayor Mulenex stated maybe the City could look into communicating with the Deschutes Library that closing Sunday and Monday would be better for the citizens of La Pine.

Vicky Mulenex, area resident, stated that the Senior Citizen's Center does not have many outdoor lights and it is unsafe walking there in the evenings to the parking lot.

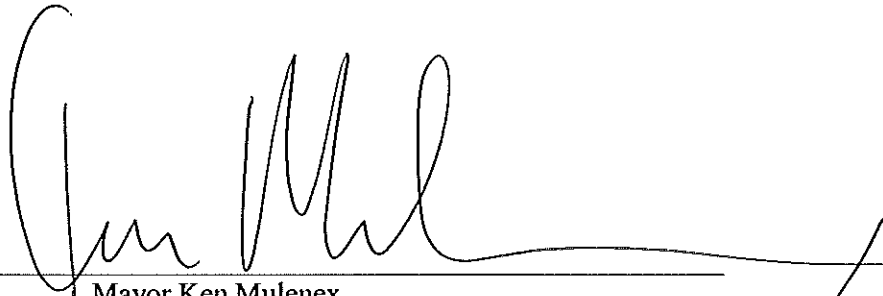
17. Adjourn

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

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ken Mulenex</i>	<i>X</i>	
<i>Councilor Stu Martinez</i>	<i>X</i>	
<i>Councilor Dan Varcoe</i>	<i>X</i>	
<i>Councilor Adele McAfee</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	

Motion passed unanimously.

Mayor Mulenex adjourned the meeting at 7:37 pm.



Mayor Ken Mulenex

Attest:



City Manager/Recorder Rick Allen