

# LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, June 8, 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. May 11, 2011 Meeting Minutes

ii. May 18, 2011 Meeting Minutes

iii. May 25, 2011 Meeting Minutes

b. Bills and Invoices

i. Approval of Bills

ii. Financial Report

iii. Approval of Reimbursements

c. Homestead Tavern Temporary Liquor License

6. Public Comments

7. Submission of TRT Fund Recommendations

- Mike Jensen, Chair of TRT Committee

8. Federal Neighborhood Stabilization Program – #3  
Discussion on the IGA Approval
9. Council Rules and Procedures
10. Request for Proposal for Legal Services
11. Other Matters  
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
12. Public Comments
13. Committee Reports
14. Staff Comments
15. Council Comments
16. 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, June 8, 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.

00:05:00

### 1. Call to Order

Mayor Mulenex called the meeting to order at 6:09 pm.

### 2. Establish Quorum

#### Roll Call:

City Manager Rick Allen

Mayor Ken Mulenex

Councilor Stu Martinez – absent by prior arrangement

Councilor Dan Varcoe

Councilor Adele McAfee

Councilor Don Greiner

Admin Ass't Patricia Morgan

Quorum established.

### 3. Pledge of Allegiance

This had been done in the previous Budget Hearing that was just held.

### 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.

11a) Computer Needs for Councilors

11b) Small Cities Network Visit

### 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. May 11, 2011 Meeting Minutes

ii. May 18, 2011 Meeting Minutes

iii. May 25, 2011 Meeting Minutes

- b. Bills and Invoices
  - i. Approval of Bills
  - ii. Financial Report
  - iii. Approval of Reimbursements
- c. Homestead Tavern Temporary Liquor License

Councilor McAfee stated that in the May 11<sup>th</sup> Minutes, page 8, first paragraph regarding Doug Ward's appointment to the Planning Commission it needed to be corrected. She said she had some revisions based on her comments and what she had said during that meeting. Councilor McAfee asked to have the comments revised to say the following, "Mr. Ward's position was consistent and I did not offer an opinion as to whether it was right or wrong, however this position did not reflect the community position and he was voted out of office and new Councilors, with different tenets, were voted in and therefore I cannot support the appointment of Doug Ward."

**A motion was made by Councilor Varcoe and seconded by Councilor McAfee to approve the Consent Agenda with a change to the Meeting Minutes.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ken Mullenex</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.**

00:09:25

6. Public Comments

Gloria Fleming, area resident, stated that the Minutes were to report what was said not the intent. Councilor McAfee said she listened to the recording and her comments did accurately reflect what was actually said.

7. Submission of TRT Fund Recommendations  
 - Mike Jensen, Chair of TRT Committee

Chair Mike Jensen stated that the committee had met six or seven times and had started out looking at the application that was required and making some modifications. He said once that was finished they submitted the application publically and then began to review applications as they were submitted. He said the largest and most significant application was under the La Pine Visitor's Center. Mr. Jensen said from a marketing perspective the La Pine Visitor's Center is most effective in combining various events under their marketing process.

Chair Jensen stated that Transit Room Tax (TRT) amount would be down from last year. He said \$68,000 is the approximate projected amount for all TRT funds with the TRT distribution being 70% of that amount and the City receiving 30% of the fund.

Chair Jensen said the committee was assuming a tax amount of \$68,000 in revenue and after the 30% the City takes out the remaining amount would be \$47,600. He said the committee agreed to have most of the event applications in the future go under the Visitor's Center. He said then hold another amount aside, from the fund, for non event related types of things similar to what was done with Parks and Rec last year for Rosland Park. Chair Jensen said the committee recommended giving \$41,748 to the Visitor's Center to be distributed on a monthly basis. He also discussed the 2% set aside fund that is available under certain circumstances.

Chair Jensen stated, in the future, for events or activities after their application has been reviewed then the committee would recommend bringing all the event related items under the Visitor's Center. He said the change in direction is because from a marketing perspective it is best for the City of La Pine to market its events under one entity like the Visitor's Center. Chair Jensen said they are further recommending that the Visitor's Center have a larger role in managing the events in La Pine. He said the committee plans to meet two or three times next year to review applications and make recommendations to the Council. Chair Jensen also said they are recommending that the Visitor's Center be designated as the City of La Pine's choice for promoting tourism.

Dan Varcoe declared a conflict of interest regarding this discussion since he is the Director of the Visitor's Center.

City Manager Allen stated that next spring the TRT Committee would come before the Council and Budget committee with their recommendations to be reviewed and for approval. Mayor Mulenex stated that having the Visitor's Center be the City's manager of most of the TRT funding should work very well.

00:39:00

**A motion was made by Councilor Greiner and seconded by Councilor McAfee to accept the TRT recommendations with a proviso that the City Manager will look into a contract that is agreeable to both the Council and the Visitors Center.**

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

**Motion passed by three votes and one recused.**

00:42:18

8. Federal Neighborhood Stabilization Program – #3  
Discussion on the IGA Approval

Mayor Mulenex stated that this item was discussed at the last Work Session. City Manager Allen stated he discussed the housing projects with Bend and they told him they did not get funded this

time around. He said the City of Redmond did get funded but received only about half of what they expected. Mayor Mulenex stated that the 20% down payment assistance would have a very helpful impact for qualified City residents.

**A motion was made by Councilor Varcoe and seconded by Councilor Greiner to authorize the City Manager to negotiate for the Federal Neighborhood Stabilization Program.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ken Mulenex</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.**

9. Council Rules and Procedures

City Manager Allen stated that the Council would need to repeal the original Council Rules and Procedures and approve a Resolution before the new Council Rules and Procedures could come into effect. He said there would be a Resolution at the July City Council Meeting to approve these revised Council Rules and Procedures. City Manager Allen stated that after July 1<sup>st</sup> the Mayor only votes in ties. He said if the Council had any questions or concerns about the Rules and Procedures to e-mail him with that information. The Council had consensus that at the next City Council Meeting there would be a Resolution revising the current Council Rules and Procedures.

00:54:55

10. Request for Proposal for Legal Services

City Manager Allen stated that this item came up from the Budget Committee. He said he thinks it should be done to get everything in order. He stated the contract he proposed would be for three years with a two year renewal option but it can be broken at any time. City Manager Allen said applicants would have until July 13<sup>th</sup> to submit their bids and then have the Council do the interviews after the bids had been reviewed by the City Manager. After the Council had selected the finalist the City Manager would work on the contract. City Manager Allen said he expected the interviews would probably take place in August.

01:01:30

11. Other Matters

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

11a) Computer Needs for Councilors

Mayor Mulenex stated that each of the Councilors needed to have an opportunity to have a laptop to do their City work. At the last meeting it was approved for the Mayor to get his own laptop which has worked out very well for him. Mayor Mulenex said he is saving a lot of time with the new laptop

and software. Councilor Greiner stated he is having trouble getting his e-mails and downloading documents with Microsoft Office. He said he got a quote of \$200-\$300 to upgrade his software.

In response to a comment by Councilor McAfee, Mayor Mulenex said that Councilor Martinez was having trouble with the software, as well. City Manager Allen said this needs to come out of the 2011-2012 fiscal year budget. He also said he will be checking on prices with some different providers.

**A motion was made by Councilor Varcoe and seconded by Mayor Mulenex to allow any Councilor to have a City owned laptop.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ken Mulenex</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.**

City Manager Allen stated for Councilors wanting their own laptop they should e-mail him.

#### 11b) Small Cities Network Visit

Councilor Greiner discussed the Small Cities Network that will be visiting La Pine. He said they will come to La Pine sometime in September. Councilor Greiner stated that he would like the City to host a luncheon for them. He suggested the small room at the Senior Center with a variety of food offered. Mayor Mulenex stated he had no problems with the City hosting the luncheon.

**A motion was made by Councilor Greiner and seconded by Councilor McAfee that the City host the September Small Cities Network meeting in La Pine with a luncheon.**

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ken Mulenex</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.**

01:22:45

#### 12. Public Comments

Barbara Hedges, former Councilor, asked if bids will be put out for purchasing more computer equipment. City Manager Rick Allen stated that they would be going out for bids.

Wayne Kovacs, area resident, asked if the Council will be communicating with COVA (Central Oregon Visitor Association) to explore more TRT (Transient Room Tax) funding sources. Councilor Varcoe stated that the Visitors Center is working on this issue.

Vicky Jackson, area resident, stated that the City needs various places to purchase computer equipment to get the best prices. City Manager Allen stated that when Water & Sewer are part of the City it may be time to order computers online. He said unless there is a significant difference in costs the City wants to support the City businesses. Mayor Mulenex stated that purchasing it locally would elevate some maintenance issues as well as supporting the business community in La Pine.

Vicky Jackson asked if the Visitor's Center, since it is part of the Chamber will they require only members to apply for TRT funds. It was stated that applicants do not have to be members of the Chamber to apply for TRT funds.

Gloria Fleming, area resident, asked about the TRT reporting requirements and accounting. She said she did not hear if the reporting was going to be done on a monthly or quarterly basis and how the funds would be dispersed. City Manager Allen stated that the Visitor's Center will have a contract with the City regarding reporting requirements, etc. Ms. Fleming stated that Little d does a very good job and also sometimes does things without any charge.

Kitty Shields, former Mayor, stated in the past there were reporting requirements and a reporting schedule for how the TRT funds were used.

Loretta Murphy, area resident, said for the Councilors to have laptops it could prevent a problem especially if e-mails were subpoenaed and she thinks it is a good idea for them to have separate computers for city business. She also discussed that Redmond just got notified, today, that they received the Intergovernmental Grant Agreement (IGA) grant. Ms. Murphy said she did not understand how they (City of Redmond) could do an IGA with La Pine prior to receiving confirmation of the funding becoming available. She said the funding will be less than half of what was expected for the IGA.

13. Committee Reports

None.

14. Staff Comments

City Manager Allen stated that the mosquito abatement is occurring. He also discussed the newsletter he is working on and the sign information that will be contained in it. City Manager Allen also discussed the project to reduce the vegetation along side Cagle Road that interferes with snow plowing and road work. He said there will be a meeting on July 1<sup>st</sup> with residents that have property along Cagle Road. City Manager Allen said the bidding documents will be ready in a few days to go out to contractors for the new City Hall remodel. He said there will be a required meeting on June 20<sup>th</sup> for all contractors interested in bidding on the remodel.

01:48:12

15. Council Comments

Councilor Varcoe discussed the community weed pull scheduled for Saturday, June 11th pulling weeds for three hours and then having a free lunch provided.

City Manager Allen stated that a new server for the computer/e-mail system will be installed at the new City Hall due to technical problems with the current server. He also discussed the new logo for the City's letterhead that he has been working on recently.

Councilor Greiner stated if possible the City should purchase services in La Pine whenever it is convenient.

Mayor Mulenex stated that there is another clean-up La Pine day on June 18<sup>th</sup> and they will meet at the new City Hall. They will concentrate on the south end of La Pine and Huntington Road. There will be a lunch provided after the clean-up activity.

There was also a discussion of resolving the unsightliness associated with the flea market off Hwy 97 going north. City Manager Allen stated he will be looking into that issue next week.

Public Comments

Gloria Fleming stated that the wood carver does attract a number of out of state people but it does need to be cleaned up and organized better.

City Manager Allen said the work session on June 15<sup>th</sup> will be on staffing for the City Recorder/Finance person and also for a new City Manager.

16. Adjourn

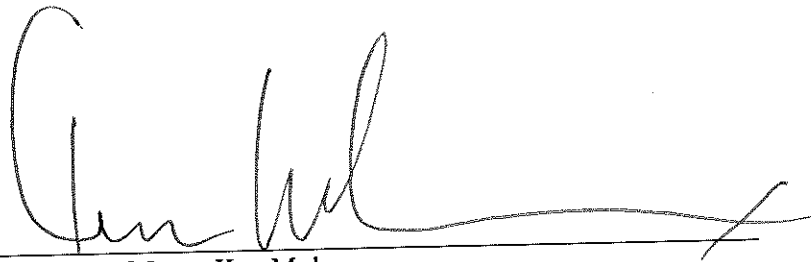
**A motion was made by Councilor McAfee and seconded by Councilor Varcoe to adjourn the meeting.**

*Vote as follows:*

	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ken Mulenex</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 8:05 pm.



Mayor Ken Mulenex

Attest:



City Manager/Recorder Rick Allen