

# COUNCIL MEETING AGENDA

## City of La Pine

February 6, 2007

6:30 p.m.

### La Pine City Hall

Located at 16405 First Street

La Pine, Oregon 97739.

JOHN C. JOHNSON BUILDING

#### Open Meeting

#### Flag Salute

#### Roll Call

1. **Approve Minutes:** Of January 23rd 2007 Meeting
2. **Approve Bills:** League of Oregon Cities (past due for conference)
3. **Unfinished Business:**

- A. Update on Office
- B. Update on TRT
- C. Update on Insurance
- D. Update on Bank Account
- E. Update on Census
- F. Update on City Website
- G. Update on Water & Sewer
- H. Intergovernmental Agreement-Deschutes Co Planning
- I. League of Oregon Cities Membership
- J. Attorney RFP's
- K. Update on Office Supplies

#### 4. **New Business:**

- A.
- B.
- C.

6. Correspondence:
7. Special Meetings or Workshops:
8. Open Forum for Public Input:
9. Executive Session Pursuant to:
10. Good of the Order:
11. Next Meeting Scheduled for:
12. Adjourn Council Meeting:

**The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 24 hours before the meeting by calling 536-9771**

# Minutes of La Pine City Council February 6, 2007

Meeting called to order 6:33 pm

Pledge of Allegiance led by Councilor Daggett

Roll call: Mayor Stu Martinez, Councilors Ann Thomas, Jesse Daggett, Luana Damerval, Kitty Shields, Recorder Gloria Fleming All present

Minutes: January 23rd minutes approved as presented

## Bills for approval

Mayor Martinez told the council he had received an overdue invoice from the League of Oregon cities for a workshop. ~~However the council had never approved any workshop attendance at city expense.~~ Councilor Thomas informed him that the bill had been paid that morning by the responsible party.

## Unfinished Business

### A. Office update

Mayor Martinez thanked Jim Fleming for setting up the speaker system for the meetings and Councilor Damerval for all her hard work to clean and set up the office space. Councilor Damerval reported the phone is in, however no answer machine yet. Mayor Martinez said he had an answer machine that could be used.

### B. TRT update

Councilor Daggett stated Councilor Damerval handed out the forms to the local merchants and that money will start coming into the city March 15<sup>th</sup>.

### C Insurance update

Councilor Shields requested authority to sign and return a proposal she had received from CIS (City Insurance Services). She also said they would want a letter stating Rex Leseuer would be the city's representative. Councilor Shields said the proposal was not binding and there would be an opportunity for the city council to review the scope of coverage with legal counsel before signing a contract.

**Councilor Damerval moved** that Councilor Shields be allowed to sign proposal on the council's behalf. **Councilor Daggett 2<sup>nd</sup>. Ayes unanimous Motion passed**

### D. Bank account update

Councilor Shields apologized to the council stating the individual paperwork to open the account had a wrong EIN and must be resubmitted. Councilor Damerval asked the council to reconsider getting a debit card in case of emergencies and as a matter of convenience. Normally authorizations and expenditure approval would come before the council. Councilor Shields expressed concern and said she felt some restraints would be needed. Discussion followed concerning controls and authorization. Councilor Shields recommended that a debit card be obtained and the council think about rules to control usage. The council agreed. This is will be discussed and decided at a later meeting and before the card is used.

### E. Census update

Councilor Daggett proposed the weekend of February 17<sup>th</sup> & 18<sup>th</sup> to do the census. No objections. He stated he would check with volunteers and contact PSU to verify that date. He will report the status next meeting.

Councilor Daggett asked Little D Technology to go over their proposal for the city website and the services they would offer. Kathy Debone made a presentation including a mock-up web page. She stressed the website would allow several categories and choices. It also had a lot of room for expansion and growth for the future. Little D is also willing to allow special financial consideration noting they understand the city's current situation. The council questioned how timely updates would be and how available the staff would be. They responded stating most updates would be within 24 hrs, some as fast as 5 minutes. The staff would help promote the site and would be readily available. Council discussed costs and advantages, then decided they will consider proposal. **Tabled until next meeting**

### **G. Water & Sewer update**

Councilor Shields reported the transition would be very complicated and that an attorney and city manager must be on board to help sort it all out. She suggested tabling discussion until that occurs. Council all agreed to table discussion until a later date.

### **H. Intergovernmental Agreement – Deschutes County Planning**

Tom Anderson from the Deschutes County Planning Department presented the Council with a map of the incorporated area showing various zoning areas. He asked that some changes be made to paragraphs in the county's proposed IGA (Intergovernmental Agreement) concerning measure 37 and the 120 day turn around. He told the council the county would need a resolution from the city to approve. Mayor Martinez asked for clarification on a portion of the feasibility study done before incorporation. It stated that a percentage of fees would come to the city. Councilor Damerval expressed that she did not want to take any action on the proposal until the council had an attorney to go to for advice on the issue. All councilors agreed Tabled until further notice.

### **I. League of Oregon Cities Membership**

**Councilor Damerval** expressed some concerns and wants more clarification about the fee to join. Councilor Shields brought it to the council's attention that LOC had sent a welcoming letter to "League Member" without addressing the city. But since the dues estimate enclosure referred to in the letter names the city, she saw that as verification the city is a member.

### **J. Attorney RFP's**

**Mayor Martinez** asked each council member if they had reviewed all the attorney proposals and graded them. Each councilor was then asked to submit their tally sheet and grading number totals were entered on a summary sheet. The law firm with the highest total was **Bryant, Lovlien & Jarvis**. Mayor Martinez will contact the firm and ask them to draw up a contractual agreement. He then thanked all others for their proposals and said he would send out letters to thank them also.

### **K. Office supplies**

**Councilor Thomas** asked for a "needs" list from each councilor. She also stated she had picked up several binders from the water district for the new office. She expressed a concern about the supplies given to the council at the first meeting. She was informed that all were in the new office and being used as needed.

### **New Business**

**A. Councilor Thomas** gave each councilor a packet of information concerning council "rules" for Salem and Sisters. She indicated she would like to see La Pine adopt some of them. Mayor Martinez reminded her that the council had adopted a policy of not discussing items unless information had been received several days before the meeting and each councilor had a chance to review. Councilor Thomas agreed that it should be discussed at a future meeting. She then handed out copies of excerpts from "Roberts Rules of Order" to each councilor.

**Gene Whisnant** – Letter explaining a resolution he is submitting to the State Legislatures to commemorate the newest Oregon City of La Pine

**Perry Walters** – asking the city to consider his plans for a commercial bldg & parking area

**Deschutes County Board of Commissioners** –Information only- a copy of a letter they sent to Ron Wyden showing county commission support of his proposal to provide extended health care to veterans in Central Oregon

**Belinda J Suffield** - Application for secretarial position

**La Pine Rural Fire District** – Asking the city council to endorse Measure 9-51 that will be on the ballot for voter approval on March 13<sup>th</sup>. **Councilor Shields moved** that the city council endorse.

**Councilor Thomas 2<sup>nd</sup>** Ayes unanimous Motion passed

### **Special Meetings or Workshops**

**Councilor Thomas** asked the council members to give her some dates that they would be available for a workshop with Janet Brown from the Economic Revitalization Council.

### **Open Forum for Public Input**

Pauly Edwards spoke on behalf of several R&W Estates residents, asking the council to reconsider their position on the biomass plant. Concerns were; light 24 hrs a day, chip odor, traffic, chips coming off trucks, water usage, solid waste disposal and family wages. She said the residents want the council to make sure the citizens' interests are protected and suggested the possibility of a plant on the north side of La Pine.

Frank Carson – Has concerns about CO2 and global warming – also property depreciation.

Tom Edwards - Had a question about “output” of biomass. Mayor Martinez suggested they could get more information and could address some concerns if they attended some of the biomass meetings.

John Taylor – Reminded everyone that the council only gave biomass permission to pursue purchase of the property. No decisions have been made.

**9: Executive session** - None

### **10. Good of the Order**

**Councilor Shields** presented as a gift to the city a DVD produced by Leon Shields –it is a record of weather information recorded by Marilyn Russell from 1974-2006.

**Mayor Martinez thanked** everyone who worked on the community celebration and congratulated them on the great turnout. He stated he had a great time and thought everyone else did too.

**Next meeting is scheduled for: Tuesday February 13th, 2007 6:30 pm**

**At the new city site – John C. Johnson Bldg.**

**Meeting adjourned: 8:06 pm**