

COUNCIL MEETING AGENDA

City of La Pine

February 13, 2007

6:30 p.m.

La Pine City Hall

Located at 16405 1st St, La Pine, Oregon 97739.

John C Johnson Building

Open Meeting
Flag Salute
Roll Call

1. Approve Minutes: Of February 6th 2007 Meeting
2. Approve Bills:
3. Unfinished Business:

- A. Attorney
- ~~B. Intergovernmental Agreement Deschutes County Planning~~
- C. League of Oregon Cities Membership
- D. City Manager Job Description
- E. Water & Sewer
- F. Bank Account
- G. Census
- H. City Website
- I. Office Supplies
- J. CIS Update

4. New Business:

- A. City Council Meeting Procedures
- B. City Logo & Flag Contest
- C.
- D.
- E.

6. Correspondence:
7. Special Meetings or Workshops:
8. Open Forum for Public Input:
9. Executive Session Pursuant to: none
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 536-1432

Minutes of La Pine City Council February 13, 2007

Meeting called to order 6:34 pm

Pledge of Allegiance led by Councilor Thomas

Roll call: Mayor Stu Martinez, Councilors Ann Thomas, Jesse Daggett, Luana Damerval, Kitty Shields, Recorder Gloria Fleming, City of La Pine legal counsel Jeremy Green All present

Minutes: Councilor Thomas expressed concern with the minutes as presented and requested that a sentence be deleted. Discussion followed and Councilor Thomas moved to remove the sentence.

Councilor Daggett 2nd Ayes unanimous motion passed

Councilor Shields moved to approve the minutes as amended Councilor Thomas 2nd Ayes unanimous

February 6 minutes approved as amended

Bills for approval No bills were presented

Unfinished Business

Mayor Martinez asked the council to add a general discussion with City of La Pine's attorney under new business. Councilor Damerval moved to do so. Councilor Daggett 2nd Ayes unanimous
The mayor also asked the council to table item B (Intergovernmental Agreement –Deschutes County Planning). This item will be brought up as part of general discussion later in the meeting. Councilor Damerval moved to table. Councilor Daggett 2nd Ayes unanimous

A. Attorney

Mayor Martinez stated he had engaged in an agreement with our new legal counsel Bryant, Lovlien & Jarvis Attorneys At Law to represent the City of La Pine. Attorney Jeremy Green was introduced as one of the legal representatives from the law firm.

B. Tabled

C. League of Oregon Cities Membership

Mayor Martinez stated he is still waiting for information and has nothing new to report. He will be attending a meeting on February 28th and will report to the council after that date.

D. City Manager

Councilor Thomas gave a packet to each councilor containing information from several cities on job requirements, descriptions and salaries for the city manager position. She stated all the positions paid "very well" and in her opinion would not be affordable to the city for 1 to 2 years. She suggested a secretarial position be created to assist the councilors and then work toward a city manager position later.

Mayor Martinez stressed that the council members cannot continue to do all the work they are doing now and that he feels this should be the next priority.

Councilor Daggett agreed the need is there but feels the council needs to take their time so they don't get in over their heads.

Councilor Shields stated that the process is just beginning. Possibly a part time position could be considered to start but emphasized that research needed to be started.

Mayor Martinez expressed concern and feels this is an urgent matter. He said he does not want this to drag on for a year or more.

Councilor Thomas again suggested looking into a secretarial, city clerk position.

Mayor Martinez agreed and suggested the League of Oregon Cities might be a good place to advertise.

E. Water & Sewer

Councilor Shields stated everything was on hold until consultation with legal counsel. She then volunteered to continue to work with the water & sewer districts and the attorneys on the city's behalf. **Mayor Martinez asked for as consensus. All council members agreed.**

BarbeAnn Nelson-Dodson, representative of both water & sewer districts, addressed the council stating the water & sewer district board meetings were on the 2nd Tuesday of each month. At the last meeting both boards agreed to allow the city to postpone absorbing the water & sewer districts on a year to year basis if they should wish to do so. She indicated the boards would need a response from the city by March 1st so that they can make plans to prepare their budgets.

F. Bank account update

Councilor Shields explained some of the difficulty she encountered trying to get a BIN (Business Identification Number) assigned by the Oregon Employment Department. As of February 13, this had been resolved, she had faxed all the information required and expected to get notice of the assigned number shortly. The city can then open their account. **Mayor Martinez** put forth the idea of obtaining a loan of \$10,000 to cover start up costs. **Councilor Damerval** stated that would probably cover costs for the next few months. Discussion followed and the feasibility study was referenced as a starting point. **Councilor Shields** questioned if a loan would be possible without a budget in place or the ability to show the bank how it would be paid off. **Councilor Daggett** felt the council should pursue. It was decided that **Mayor Martinez** would find out if a loan was possible and what the bank would require. He will bring the information for discussion at the next meeting.

G. Census update

Councilor Daggett has scheduled a meeting for Thursday, February 15th at 6:30 for volunteers at the city hall. The census is still scheduled for February 16th & 17th if he can get some more volunteers. He stated he presently only has 10 but needs 20.

H. City website update

Councilor Daggett asked the council to make a decision concerning the city website. Based on the presentation Little d Technology made to the council at the Feb. 6, 2007 meeting, he recommended they go with them. Everyone on the council agreed they could provide the best service as far as support and timelines. **Councilor Shields** liked the fact that the sewer district's services would be free but also had concerns about ability to keep all up to date. After further discussion **Councilor Daggett moved** that the **City of La Pine hire Little d Technology to develop and manage the city website.** **Councilor Thomas 2nd Ayes unanimous motion passed**

I. Office Supplies

Councilor Thomas reported she had received wish lists from the councilors and is working with the water and sewer districts to get what everyone needs.

J. CIS (City Insurance Services)

Councilor Shields announced that the city is insured as of 2/2/2007. We will receive the policy and contract soon. She also stated that John Taylor had expressed a concern to the council's insurance agent Rex Lesueur about insuring volunteer census takers. She said she had spoken to Rex about the issue. He told her Volunteer insurance is available for a fee, but a waiver signed by volunteers might be all that is required. John Taylor presented a sample waiver he had gotten from the insurance agent. Legal counsel will review the waiver and get back to Mayor Martinez with a decision before Friday.

New Business

A. Councilor Thomas stated she would like the city council to have a “map” to guide the council and suggested following the protocol of the City of Sisters.

Legal Counsel Jeremy Green cautioned the council about adopting rules that may be too rigid. He said whatever the city decides to do they need to be consistent. The city can adopt its own parliamentary procedures and the attorneys can work with the council to develop them. Alternatively, the attorneys could develop and submit a proposed set of procedures to the council members for review.

Mayor Martinez asked for suggestions.

Councilor Daggett expressed that he would like to have some written rules and guidelines. He hopes it would cut meeting times and make them more efficient. He then asked what the cost would be if the attorneys prepared and submitted the procedures for approval. **Councilor Thomas** stated she felt the meetings were too frequent. **Councilor Shields** expressed a concern because of many of the councilors’ time constraints. She feels most presently have way too much on their plates and didn’t see how this chore could be tackled quite yet. Legal counsel will submit some recommendations to the council on this issue to be discussed at a later date.

B. City Logo & Flag

Councilor Damerval said she would like to offer a challenge on behalf of the city council to the local high school students to come up with a new city logo. Computers could not be used and the contest would be based solely on a student’s personal efforts. Some concerns were expressed about the ability to digitize any artwork and the contest only being open to high school students. **Councilor Thomas moved that the council proceed with a contest to allow La Pine High School students to design a city logo and that Councilor Damerval be the coordinator. Councilor Daggett 2nd Ayes**
Unanimous motion passed

C. General Discussion with City Attorney

Attorney Jeremy Green thanked the city on behalf of Bryant, Lovlien & Jarvis, PC. He stated they are very excited and eager to provide services to the city. They would like to provide a template that would be more formal for agendas and one the councilors could all use. They are also able to prepare a 3 or 4 page document on public meeting laws that would be written in layman terms to educate the council and be a source of reference. The attorneys are currently conferring with Laurie Craghead (county legal counsel) to develop a working relationship and determine responsibilities. The franchise tax agreement issue is also a top priority and they are pursuing negotiations with the disposal and recycling franchise as well as Crestview Cable. They have contacted the League of Oregon Cities Attorney Paul Nolte and requested information for review so they can see what he has already done. They will be meeting with the county tax assessor to discuss property tax issues. Jeremy Green promised his firm would be available to help the city in any way they can and give prompt service. He stressed the firm does not make policy and their job is to make sure the city acts in a legal and ethical manner.

Mayor Martinez expressed a concern that he may have a conflict of interest due to his association with a disposal/ recycling company. Legal counsel advised him that he would need to abstain from voting on those issues but he thought it was okay to be present during discussions. He will verify that and let Mayor Martinez know for sure.

Correspondence

Oregon Mayors Association- Invitation to “Mayor’s Day at the Capitol” in Salem on February 28th. Mayor Martinez stated he had paid his own registration since the city has no money at this point.

John Walters – Mayor Martinez received a copy of a letter Mr. Walters sent to various agencies stating his ideas and concerns about the present placement and future plans for railroad tracks along the Highway 97 corridor.

League of Oregon Cities – Sent a copy of the paid bill for a conference.

Special Meetings or Workshops

Mayor Martinez called for discussion about the meeting schedule. It was decided that Wednesdays would work better for everyone and the regular meeting schedule should be changed. **Councilor Daggett moved to make the regular meeting date the 2nd Wednesday of each month at 6:30 PM in the John C. Johnson Bldg. Councilor Thomas 2nd Ayes unanimous**

Attorney Jeremy Green requested a special workshop so legal counsel could help the council with the “nuts & bolts” of the formation of a city. The workshop is set for Wednesday February 21st at 6:30 PM in the John C. Johnson Bldg. The attorney will handle public notification.

Open Forum for Public Input

Bernie Roberts - Reminded the council that Prineville and Redmond had offered use of their city manager services and they might be a possible resource for the time being. He also mentioned that a biomass plant was built in Prairie City and that he would be willing to drive any council members to see it so they would be more informed.

BarbeAnn Nelson-Dodson - Expressed a concern about the city manager position. Job descriptions she has looked at give the city manager the sole responsibility of hiring and firing employees. She would like to make sure the council will maintain that control. She also had a concern about the wording on the legal request for the transient room tax. She asked the council if the city lawyer could review.

John Taylor - Asked more volunteers to come forward to do the census and once again expressed that he does not feel a part time city manager would work. He also recommends that the council continue to work with the county community developers, but sees a real need to form a group so the city will have input and eventually its own planning commission. He feels they would protect the city’s interest better.

Bob Dee – Had concerns about the city manager position and stated it must be a competitive process to avoid any perception of favoritism. He said he was glad the city had already obtained insurance and that he sees some issues coming up about safety and protection.

Rex Kelso, Developer from Washington - Spoke about working with the city – stated he currently has permits for development and plans for the future. He would like to see more benefits and improvements to the city instead of the county. He offered to share his vision and work with the city to develop a plan for future development.

He also suggested we would not need a “Cadillac” city manager and that the council might consider using interns as possible city managers.

9: Executive session - None

10. Good of the Order - None

Next regular scheduled meeting: **Wednesday, March 14th, 2007 6:30 pm**
At the new city site – John C. Johnson Bldg.

Meeting adjourned: 8:20 pm