

COUNCIL MEETING AGENDA
City of La Pine
WED. MARCH 14, 2007
6:30 p.m.
La Pine City Hall
16405 First Street
La Pine, Oregon 97739.
JOHN C. JOHNSON BUILDING

I. CITY COUNCIL MEETING

A. Call to Order

B. Flag Salute

C. Roll Call

D. Approval of Minutes for the February 21 2007, City Council Meeting

E. Unfinished Business

1. Bank account update
2. Insurance update
3. Census update

F. New Business

1. Tax assessor report
2. Website update - approval of Red Cross & Fish & Wildlife links
3. Office & supplies update
4. Email & Phone Mssg Protocol out of city hall
5. Discussion of % of TRT to tourism
6. COCIB Grant contract update and sign
7. Advertise for City MGR/meetings to review & Interview.
8. C.O.A.C.T. report
9. Establishing budget committee/setting budget committee meetings
10. Approve statement to water & sewer districts.
11. Reimbursement for out-of-pocket expenses by council members
12. Schedule meeting with Deschutes County & La Pine Community Cemetery
13. Discussion of franchises with Legal Counsel
14. Council meeting Rules & Procedures

G. Council Comments

H. Public Comments from Citizens at the Meeting

I. Scheduling of Next Meeting

J. Good of the Order

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. Meetings are subject to cancellation without notice.

The work session and City Council meeting are open to the public and interested citizens are invited to attend. The meetings are public meetings not a community forum; audience participation is at the discretion of the Council. 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 Luana Damerval at (541) 536-1432.

Minutes of La Pine City Council March 14th 2007

A. Meeting called to order 6:35 PM

B. Pledge of Allegiance led by Councilor Shields

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

D. Minutes-Councilor Thomas asked that a correction be made to the minutes of February 21st, changing the word reporter to recorder. **Councilor Shields moved to approve as corrected. Councilor Damerval 2nd. All ayes Approved as corrected**

E. Approval of Bills- **Councilor Damerval** stated there were outstanding bills for Deschutes County, utilities, insurance, legal fees and setting up the computers. There was discussion of how and when these could be paid. Since funds are not yet available this item was tabled until next meeting. Councilor Damerval will contact vendors, notify them of the situation and ask them to be patient.

F. Unfinished Business

1. **Bank account** – **Councilor Shields** told all the bank account was in place and the paper work complete. **Councilor Damerval** was then **appointed by consensus** to handle deposits and other bank business.

2. **Insurance** – **Councilor Shields** stated she had met with Mayor Martinez and Bancorp Insurance to go over the policy binder, coverage etc. She said there was one more step to complete in order to join CIS (City County Insurance Services). She is preparing a resolution to be reviewed by the city legal counsel. She emphasized that each council member must review an agreement and declaration to administrative trust, by laws and rules that is in effect with CIS and the League of Oregon Cities. The resolution will state they have read and accept the terms and conditions. Councilor Shields provided information so each council member could access and review these documents on the CIS web site on the web.

3. **Census Update** **Councilor Damerval** reported a figure of 1461 for physical count. Portland State University will add an adjustment because of 47 occupied houses that volunteers were unable to contact. That number is unknown. The final figure will be know March 21st. Councilor Damerval has recorded the information in the computer. Mayor Martinez asked how many volunteers did the census. Luana said there were 10 the first day and 5 of those finished it up. The Mayor recognized and thanked all those present.

G. New Business-**Mayor Martinez** asked to add items 15 & 16 to the agenda and the council agreed.

1. **Tax Assessor Report** – **Councilor Daggett** said the county has not yet provided the property market value statistics the council has asked for. **Counselor Jeremy Green** reported he, Counselor Bob Lovlien , Councilors Daggett and Damerval and volunteer Jim Fleming had met with the county tax assessor on March 13th.

The next step is to appoint a Budget Officer and Budget Committee. The budget committee must comprise residents who live within the city limits. The deadline to submit a budget is July 15th. This is also item 9 on the agenda. After further discussion it was agreed volunteers for the budget committee would be sought and appointments other than Budget Officer would be made at the next council meeting. The request for volunteers will be put on the city website and flyers posted. Councilor Shields moved to nominate Jayne Benner to be the Budget Officer. This is a volunteer position and Jayne has been working with the council on the budget until now. Councilor Thomas 2nd All Ayes. A budget committee meeting will be held immediately following the next council meeting.

2. Website update – Councilor Damerval reported the website is up and running. Permission was granted to Little d Technology to link a fishing and hunting site and the Red Cross emergency preparedness site. Councilors Daggett and Damerval agreed to be a committee to review requests regarding advertising and updates in order to expedite in the future .

3. Office & Supplies update- Councilor Damerval reported 2 computers were operational and QuickBooks had been installed. She has received some supplies and water sewer districts authorized additional funds. Some supplies are still needed.

4. Email & Phone message protocols – Council Damerval requested clarification on how to handle calls and emails. It was decided she should make a note of calls and distribute. Emails could be forwarded. Calls would be answered centrally at City Hall. Councilor Damerval will respond for the time being.

5. T.R.T (Transient Room Tax) % to Tourism- Waiting for legal clarification. Item tabled

6. C.O.C.I.B. (Central Oregon Community Investment Board) Grant-Councilor Damerval reported the application was accepted and an additional \$2000 was added. City must incur expense and then will be reimbursed.

7. Advertise for City Manager/meetings to review and interview- Mayor Martinez reported he had been to a meeting in Salem with other Mayors. Several Mayors, Representative Gene Whisnant and Senator Ben Westlund all spoke with the Governor on the City of La Pine's behalf. Funds in the form of an interest free loan may soon be available for the city. Those funds could be used for a city manager. Councilor Damerval suggested an interim position and suggested a possible person for consideration. Councilor Daggett wanted to know what local areas pay for the position. It was suggested a sub-committee be formed to look into legal requirements to hire someone on a temporary basis. They will review qualifications and interview possible candidates. **Councilor Damerval and Mayor Martinez volunteered.**

8. C.O.A.C.T. (Central Oregon Area Commission on Transportation)report- Bernie Roberts reported he and Councilor Damerval had attended a meeting on March 8th. Gas tax and residential time requirements for driver's license were discussed. He questioned whether Councilor Damerval would be attending meetings because only 1 vote was allowed. Mayor Martinez said he was told it would be best to have a member of the council there to vote. Bernie said he will resign. **Councilor Damerval** said she made an appeal to others at the meeting for road equipment for the city. She also asked for any other help that could be given to the city for road repair. She said Don Lovelady from the City of Prineville

railway wanted to come and talk to the city council and Ron Wortman from BLM wanted a list of priorities from the city. Discussion followed and it was suggested emails be sent to council from groups that were interested in community properties. Councilor Damerval will contact Ron Wortman and ask him to come to the next meeting to educate all on what properties and what uses are available. The council all agreed there are several groups in the community that have an interest. Councilor Thomas suggested that an exploratory committee should be formed and Councilor Daggett said he felt each group should form and present their case individually. All agreed no decisions would be made without considerable thought and public input..

9. Budget Committee- discussed earlier.

10. Approve statement for sewer and water districts- Councilor Shields presented a statement to the water and sewer districts acknowledging the status quo thru the new fiscal year. The attorneys are discussing an intergovernmental agreement but the letter can be used for budgeting purposes.

11. Reimbursements for out-of-pocket expenses by council members- Tabled until next meeting

12. Schedule meeting with Deschutes County and La Pine Community Cemetery- Mayor Martinez referenced an email he received and forwarded to the council members concerning the La Pine Cemetery. Council Shields volunteered to be the contact to find out what needs to be done and set up a meeting if necessary. Councilor Thomas agreed to volunteer also.

13. Discussion of Franchise with legal counsel – Attorney Green asked that a sub- committee be set up. Councilor Daggett and Councilor Damerval volunteered.

14. Council meeting Rules and Procedures- Attorney Green presented the council with a draft of Rules and Procedures for review and response

15. Proposed alternative to address Nitrate and other Pollutants from septic systems in south Deschutes county. Mayor Martinez presented a request from a committee wanting an endorsement from the council on a letter to be sent to Ron Wyden. After discussion and legal advice a decision was made that much of the data was contested and the city council could not endorse without further information and clarification. The request was not received in time to do so.

16. Approval of formation of a research committee for an airport. Bob Knudtson spoke on behalf of a group that wishes to have the city's approval to research the feasibility of an airport. They must have that in order to talk to FAA, BLM, Deschutes County and other interested parties. The group recognized that they are aware this would not be an endorsement. Discussion followed about legality, the need for city to remain neutral and public perception of the city's priorities. The council determined that parameters and limitations must be set up for any committees that would be acting on behalf of the city. Legal counsel will clarify and advise the council on citizen committees and prepare a document to be used as a template. A decision was tabled until next meeting.

H. Council Comments Councilor Damerval stated she had received the original letter from Governor Kulongoski that was read at the swearing in ceremony.

I. Public Comments

Wanda Ziegler – Commented that she thought the city could hire someone willing to work on the airport. She suggested a minimal fee .

Rex Kellso –Said he thought the council should encourage more citizens to become involved by setting up committees and delegating.

Gloria Fleming- Suggested putting ads in the paper regarding the formation of a road committee. They could identify problem roads, set priorities, meet with local contractors to get advice and identify funding sources. They could report back to the council. She does not feel the council should have to spend the time to do the research.

J. Next meeting is scheduled for Wednesday April 11, 6:30 pm

At the new city site – 16405 First Street La Pine (John C. Johnson Bldg.)

K. Good of the Order

Meeting adjourned: 9:20 pm

Respectfully submitted, _____
Recorder

Approved _____
Mayor of La Pine