

**COUNCIL MEETING AGENDA**  
**City of La Pine**  
**WED. APRIL 11, 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 & Establish a Quorum
- B. Pledge of Allegiance
- C. Comments from Citizens at the meeting
- D. Consent Agenda
  - 1. Approval of Minutes for Meetings held Mar.14 & 28, 2007.
  - 2. Resolution 2007-005 A Resolution of the City of La Pine Regarding Membership in the City County Insurance Services Trust.
  - 3. Hold Harmless Agreement/Debit Card.
  - 4. Copier Contract.
  - 5. Adoption of Council Policy and Procedures.
- E. Cemetery
  - Vern Walters - Chair
  - Carol Brewer - Treasurer
  - Teresa Rozic - Des. Co. Properties Specialist
- F. Councilor Resignation/Appointment
- G. Staff Reports
- H. Council Comments
- I. Public Comments
- J. 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 meetings 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 April 11, 2007

### I. City Council Meeting

#### **A. Meeting called to order 6:39 PM**

**Roll call: Mayor Stu Martinez, Councilors Jesse Daggett, Luana Damerval, Kitty Shields, Recorder Gloria Fleming, Consultant Jo Anne Sutherland - All present  
Councilor Ann Thomas - Absent Quorum established**

#### **B. Pledge of Allegiance – Led by Councilor Shields**

#### **C. Comments from Citizens in attendance**

**Richard Nored**, engineer for the La Pine Special Sewer District, spoke about the continuing effort the sewer district has made to acquire BLM property near the cemetery. Questions were asked about how much acreage involved, projection for growth and capacity. It was suggested that joint usage of the land might be considered. Consultant Jo Anne Sutherland suggested more information might be available to the council by way of Deschutes County Planning and that a workshop face to face with BLM would be useful. Mayor Martinez stated, for the record, the city council is not committed to any organization nor is it endorsing any specific usage at this time.

**John Taylor** requested the city council be sure any airport plan and ODOT plans are included in any discussions concerning BLM land usage. He also asked that representatives from all groups be included in any workshops on BLM land usage

**D. Consent Agenda** -Mayor Martinez requested that items 3,4,5 be pulled off the consent agenda and that bills and correspondence be added

1. Approval of Minutes for Meetings held March 14 & 28, 3007
2. Resolution 2007-005 – City of La Pine Membership in City County Insurance Services Trust
3. Hold Harmless Agreement/Debit Card –**pulled and moved to item G for discussion**
4. Copier Contract -**pulled**
5. Adoption of Council Policy and Procedures -**pulled**.
6. Bills
7. Correspondence

**Councilor Shields moved to approve Consent Agenda as amended. Councilor Daggett 2<sup>nd</sup>.  
All Ayes - approved**

#### **E. Cemetery.**

**Vern Walter**, Chairman of the La Pine Cemetery Board made a short presentation on the history of the cemetery and how it became property of Deschutes County. For the past 30 years it has been operated and maintained by volunteers. It was understood that once La Pine became a city, the County would turn over the deed to the property to the City of La Pine. The Cemetery Board had concerns about their existing budget and the city maintaining the record keeping. Some discussion followed about insurance and liability. The current Cemetery Board is willing to continue to operate as always until the city is ready to take it over. It was agreed that they could operate as a committee under the city and report to the

council periodically. Councilor Shields expressed appreciation on behalf of the city for their willingness to continue as they have been. Consultant Sutherland asked if a M.O.U. would be sufficient and said she would get one drawn up for the next meeting.

**Teresa Rozic , Property Specialist for Deschutes County**, spoke on behalf of the county. She stated the agreement the county has states the property must be transferred promptly. The council must formally notify the county in writing, if they are willing to accept the deed of ownership of the property .

#### **F. Councilor Resignation/Appointment**

**Mayor Martinez** asked for any discussion regarding **Councilor Ann Thomas's resignation**. **None Councilor Daggett** moved to accept the resignation **Councilor Damerval 2<sup>nd</sup> All Ayes Accepted** The Mayor then asked for ideas on replacements. The council agreed the vacant position should be filled as soon as possible. Requirements are the applicant must have a minimum one year residency within the city limits and be a registered voter. Interest , background or candidate statement would also be requested. Several venues of advertising were mentioned. The Mayor emphasized all the advertising is to be done using the same format. The council asked Councilor Damerval to work on the applicant forms..

#### **G. Debit/Credit Card**

After investigation the council agreed they did not want to sign the “Hold Harmless Agreement” as the bank requested. Consultant Sutherland suggested a credit card should be issued to each council member in the name of the city. These could be checked out as needed by council members. This is the way most cities handle their account. **Councilor Damerval** moved to have each council member apply for their own credit card in the name of the city. **Councilor Shields 2<sup>nd</sup> All Ayes**

#### **H. Staff Reports**

**Jo Anne Sutherland** stated she has received help from the financial director of the City of Madras on the budget. She is using her own computer and donating her time to set up a printed copy for the City of La Pine. Jo Anne has met with Jayne Benner –acting budget officer and acknowledged her extensive research and preparation. Jo Anne is offering her expertise and support . They are still waiting for information from Oregon Department of Transportation and on other money sources that will be bringing funds into the city.

A volunteer group of 5 local citizens and all council members will make up the Budget Committee. Meetings are tentatively set up for Tuesdays or Thursdays during the first 2 weeks of May. Councilor Shields asked that a copy of the proposed budget be sent to the insurance agent .

Jo Anne also said she has met with the city attorneys regarding issues, forms, protocols and fees. All requests for information to the attorneys should be directed to Jo Anne or Mayor Martinez, who will make any needed contact. This is to help keep costs down.

Jo Anne said she met with the City Manager of Sisters ( Eileen Stein) and is receiving some copies of agreements Sisters has with the county. This will save our city time in preparing like documents. They also have some software programs that may be useful.

The State of Oregon has granted an extension on our loan as requested.

ODOT will be requesting meetings concerning work to be done.

Jo Anne asked for a workshop – The council agreed to have a workshop 4/23/07 at 6:45 p.m.

She is also working on the job description for the city manager position and hopes to have it ready the later part of May.

She is still working on franchise agreements.

**I .Council Comments**

**Councilor Damerval** showed the public a large cardboard copy of the check they had received from the state when they went to Salem. **Mayor Martinez** asked if anyone knew how they might obtain a vehicle to use during a visit by the Governor sometime this summer. He plans to stop here while on a visit to the area.

**J. Public Comments**

**Rose Alsbury,Chamber of Commerce**, said the Central Oregon Economic Development Council would be meeting in La Pine on May 10<sup>th</sup>. She felt this would give La Pine a chance to “show off” and advertise businesses in the city. She asked support and involvement from the city council.

**John Taylor-** Suggested a letter of interest be submitted with applications for vacant city council position. He also said the Dept. of Agriculture may have some rural development programs the city might qualify for. He suggested the local transportation advisory group would like to get together with the city council and expressed that citizens in the Cagle subdivision want something done on the roads and are still concerned about the septic/sewer situation. He encouraged the council to send out thank you notes whenever possible and indicated the county and or ODOT might provide City Hall signs if requested.

**Councilor Shields** inquired about the acknowledgment letter the water and sewer districts had requested. **Mayor Martinez** said he would talk to attorneys to find out why that had not been done and would then contact the water and sewer districts.

**Councilor Shields** asked permission to take the city’s flash drive home to transfer accumulated emails from her home computer to a city computer .She would also ask her nephew to engrave ownership info on the drive (city of La Pine and address) . All agreed that would be a good idea,

**Meeting adjourned: 8:00 PM**

Respectfully submitted, \_\_\_\_\_  
Recorder

Approved \_\_\_\_\_  
Mayor of La Pine