

**City of La Pine Council Workshop Agenda  
April 30, 2007 6:45 p.m.  
La Pine City Hall  
16405 First Street La Pine, OR 97739**

- I. Discuss process for City Manager selection
- II. City Recorder position
- III. La Pine city council Rules & Regulations
- IV. City street improvement discussions
- V. City Hall relocation
- VI. Economic Development Central Oregon (EDCO)  
Chamber meeting May 10, 2007
- VII. Adjourn

## La Pine City Council Workshop April 30, 2007

**Call to order: 6:52 PM**

**Roll call: Mayor Martinez, Councilor Shields, Councilor Damerval, Council Daggett, Consultant Jo Anne Sutherlund, Recorder Fleming – All present 1 vacant council position Quorum established.**

### **I City Manager position**

Jo Anne gave each councilor a packet consisting of copies of job descriptions and recruitment materials for the City of Redmond and City of Sisters. Discussion followed concerning the formats and what the City of La Pine would require and expect of a City Manager. Jo Anne also included a copy of a letter she had received from the League of Oregon Cities in response to an inquiry she sent. They outlined the key elements of the services they could provide for the hiring process. There would be a cost but it was suggested that might be negotiated since not all the services would be required. Her recommendation was that the council use the League of Oregon Cities services to do the recruiting. Mayor Martinez expressed concern and wanted to know what is involved in their background checks, psychological testing and credit checks. All the council agreed that the city needs someone that is willing to start from scratch but has extensive planning experience and good communication skills. Jo Anne asked that all review the packet information and give a response by Thursday or Friday.

### **II. City Recorder Position**

Jo Anne asked that a decision be made on May 9<sup>th</sup> concerning this position. A discussion is needed on what the job would involve and hours many hours would be required. It was agreed that any employees would report to the council and that the council needs to get an idea of the cost.

Jo Anne reported that monies are starting to come in from the tobacco and liquor taxes. She also said that funds for the position had been figured into the proposed budget draft. She stressed the importance of accurate record keeping and the probability of an audit.

### **III. Rules & Regulations**

Council is still waiting for revised copies of rules and regulations from the attorneys. This led to discussion concerning the council's disappointment with attorney services and costs. The attorney's are also working on franchise agreement and Mayor Martinez emphasized that he could not be involved in any discussion concerning the Wilderness Garbage & Recycling franchise as this would be a perceived as a conflict of interest. He deferred to Jo Anne to be "Acting City Administrator" to speak to the attorney's concerning those matters.

The council agreed that Jo Anne should meet with the attorneys, express the councils

disappointment with lack of services, ask status of current projects and give them an opportunity to respond.

It is noted that audience members have observed that the attorneys never seem to be able to provide answers when asked questions at public meetings.

#### **IV. City street improvement**

Jo Anne stated there are some funds in budget for street improvement. It needs to be decided how priorities will be established, who can do the work and if county or city is responsible to maintain some of the streets.

More clarification is needed. Further discussion postponed until May 7<sup>th</sup>.

#### **V. City Hall relocation**

The council discussed the pros of making a move to a new location at the South County Bldg. Internet service and workstations would be available. Would have 1 month free rent but would need to share space a few days a month for a while. Would not be a conflict. This will be on the agenda for decision May 9<sup>th</sup>.

#### **VI. Economic Development Central Oregon**

EDCO will be coming to La Pine May 10<sup>th</sup>. The La Pine Chamber of commerce has asked to short presentation from City Council.

Info only Central Oregon Revitalization Corporation would like to meet with the city council in June

#### **Meeting adjourned 8:04**

Respectfully submitted,

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City Recorder

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Mayor, City of La Pine

**La Pine Special Council Meeting**  
**April 30, 2007 8:00 p.m.**  
**La Pine City Hall**  
**16405 First Street La Pine, OR 97739**

- I. **Open meeting**
- II. **Purchase Authorization**
- III. **Approval of City Manager selection process**
- IV. **Adjourn**

## La Pine City Council Special Workshop April 30, 2007

### I.

Meeting called to order 8:08 pm

**Roll call: Mayor Stu Martinez, Councilors Jesse Daggett, Luana Damerval, Kitty Shields all present quorum established Recorder Gloria Fleming, Consultant Jo Anne Sutherland**

### II Purchase authorization

Jo Anne expressed the need for paper and other office supplies. Discussion followed concerning a reasonable amount that could be authorized without requiring a special meeting to approve. Receipts would be required for submission to the city for review and recordkeeping

Councilor Daggett made a motion to allow up to \$500 for purchases by acting staff.

Councilor Shields 2<sup>nd</sup> All ayes

### III. Approval of City Manager selection process

It was agreed that a preliminary job description be developed. There was a concensus to move forward with the process

**Meeting adjourned: 8:14 pm**

Respectfully submitted,

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Recorder

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Mayor of La Pine