

LA PINE CITY COUNCIL WORK SESSION AGENDA

December 6, 2007 6:00 pm

51340 Hwy. 97 La Pine, Oregon 97739.

SOUTH COUNTY BUILDING MEETING ROOM

1. Call to Order & establish quorum
2. Pledge of Allegiance
3. Swearing in of new Council Member Bob Dee
4. Consent Agenda
 - a. Minutes
 1. Nov. 8, 2007 - Work Session
 2. Nov. 14, 2007 - regular meeting
 - b. Approval of Bills
5. Discussion Items
 - a. 2008 Council meeting schedule & 2nd work session in December?
 - b. Hours of Operation
 1. City Hall Office Hours
 2. 2007/2008 City Holiday schedule
 - c. TRT agreements*
 - d. Midstate Electric Franchise Agreement*
 - e. La Pine Sewer District Intergovernmental Agreement
 - f. La Pine Water District Intergovernmental Agreement
 - g. Council meeting agendas & packets
 1. Placing items on work & regular session agendas
 - a. procedure
 - b. methods to improve/increase opportunities for citizen input
 2. Meeting packet schedule(s)
 3. Packet information for public at meetings
 - h. Council member mail
 - i. Expenditure authorization limitations*
 - j. Payroll frequency*
 - k. Medical insurance for City employees*
 - l. City Manager Projects and Priorities
 1. Strategic plan
 2. Business license forms and processes
 3. Technology needs assessment
 - m. Attorney contact procedure
 - n. Council Contact Info Sheet
 - o. Vendor preferences
 - p. Stationery & business cards- to logo or not to logo?
6. Administration updates
 - a. County road maintenance
 - b. Small Cities Allotment (SCA) Grant status
 - c. Report on Meeting with Small Cities Network
 - d. Meeting with DLCD and Oregon Housing and Comm. Services Dept.
7. Added Items for Agendas
8. 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.

LA PINE CITY COUNCIL WORK SESSION MINUTES

December 6, 2007 6:00 pm

1 Call to Order & establish quorum

The meeting was called to order by Mayor Pro Tem Kitty Shields at 6:01 pm.

Present are:

Mayor Pro Tem Kitty Shields
Councilor Linda Maggard
Councilor Darlene Jordt
Councilor Elect Robert Dee
City Attorney Jeremy Green
New City Manager Christine Nelson
City Recorder Luana Damerval

Mayor Stu Martinez was called out of town by the Red Cross to help those in need on the Oregon coast.

Quorum Established.

2 Pledge of Allegiance

The Pledge of Allegiance was led by City Manager Christine Nelson.

3. Swearing in of new Council Member Bob Dee

Mayor Pro Tem Kitty Shields swore in Bob Dee as the new City Councilor for the City of La Pine.

Items 5e & 5f have been dropped from the agenda, as it was determined prior to the meeting that no further discussion is needed.

4 Consent Agenda

a. Minutes

1. Nov. 8, 2007 - Work Session
2. Nov. 14, 2007 - regular meeting

City Recorder Damerval stated the minutes from 11-14-07 should read "minutes" at the top instead of "agenda." With this correction both sets of minutes will be on the consent agenda of Nov. 14, 2007.

b. Approval of Bills

The Council gave their consensus to approve the bills as presented for the consent agenda.

5. Discussion Items

a. 2008 Council meeting schedule & 2nd work session in December?

Christine went over this item and recommended the time slot for the work session be from 6 pm-7:30 pm, with the regular meeting at 7:30 pm. She also recommended a second work session for Dec. 19th, 2007. Councilor Dee stated he will not be available for that work session. Christine asked if the 2008 schedule would work for everyone. Discussion about Dec. 2008 meetings came to the conclusion of having the second meeting on Mon. Dec. 22, 2008.

She also stated that Rule #2 in the Council Rules and Procedures will need to be changed to reflect the changes in the meetings schedule.

This will be added to the consent agenda.

b. Hours of Operation

1. City Hall Office Hours

Christine asked to formally set new office hours for City Hall. She suggested maintaining the 9am-3pm office hours, but with a 1 hour lunch from 12 - 1. This will make the hours from 9am -

noon, 1 pm to 3 pm. It was to put this item on the consent agenda

2. 2007/2008 City Holiday schedule

Christine is proposing a city policy that if a holiday falls on a Sat, it will be acknowledged on Friday. If a holiday is on a Sunday, then it will be acknowledged on Monday. Councilor Dee asked if the day after Thanksgiving and the day after Christmas will be acknowledged as a paid holiday. Christine stated it was in her contract, but did not know what the council wanted to set as policy for city employees. Councilor Dee stated that down the road there will be other employees. Councilor Jordt questioned what the public would expect of the city. More discussion led to asking staff to check with other municipalities. Christine recommended that we have some certainty through Jan. 1, 2009. If it needs revisiting, then it can be done in Oct. or Nov. of 2008. Staff will research, and report on what the other cities are doing. This item will go on a regular line item on the Dec. 12 meeting agenda.

c. TRT agreements*

Jeremy explained where some of the language needed clarification and changes will be made on the agreements. One is in Section 1.3 "commencing on July 1". chamber requested the work plan be submitted in March with approval in July. This is for a proposed schedule or plan on how the chamber will use that money. As part of the budget process, it will also be addressed next year.

Secondly, Section 4.9 "payment of legal fees" will be removed. Councilor Dee still has concerns about what the city is actually getting for what they are giving. He has seen a report naming certain items, but cannot see a correlation on what was spent. He is asking for a dollar by dollar report. He also made reference to the Chamber cademy, stating that out of 34 sessions presented, only 3 addressed tourism. He is working on a proposal of ideas that will give us a better understanding of where our money is going. This proposal will not affect this agreement. But it is something we will need to look at. Jeremy suggested putting the TRT agreement back on the next meeting agenda to approve the changes he discussed, for final discussion and vote of the council. The council concurred.

d. Midstate Electric Franchise Agreement*

Jeremy feels there are some minor revisions to be made, and asked for permission to contact Midstate's legal counsel. Those items include the term of 20 years, 5% franchise fees, and insurance provisions. He also would like their rules and regulations attached to that agreement. Jeremy will call their attorney next week and report back at our Dec. 12 meeting. The council gave their consensus.

~~e. La Pine Sewer District Intergovernmental Agreement~~

~~f. La Pine Water District Intergovernmental Agreement~~

g. Council meeting agendas & packets

1. Placing items on work & regular session agendas

a. procedure

Christine is asking how to handle citizen requests to be put on the agenda. She recommends it be a written request to the city manager so she can schedule it for a regular item on the agenda. If it is worthy of more discussion, then it is up to the council. Maybe having sub-committees speed the process with recommendations to the council, as it keeps a good format during the meetings. Further discussion determined that to get on the agenda, the request should be submitted to the City Manager and/or a councilor. Currently it is to be in writing to the mayor at least 5 calendar days before the meeting. Final consensus was for this to be funneled to the city manager. In this discussion Christine suggested we may need to re-address the issue of the mayor approving the agenda.

b. methods to improve/increase opportunities for citizen input

Councilor Dee stated that more people getting involved through the committees is best.

Christine suggested we keep it in mind.

Mayor Pro Tem Shields asked if we form sub-committees, do they fall under the public meeting laws. They are not usually considered quorums and it is a city recognized committee. Jeremy stated it is not a public meeting unless a quorum is present. Jeremy will be addressing this issue with the council in January.

2. Meeting packet schedule(s)

This is to make sure the council has time to read the packet, and to make sure there is enough time to prepare the packet. A calendar was provided in this packet to show a time line. Consensus is to put this item on the consent agenda. What is carried over from one discussion will then go to the next agenda. Councilor Dee suggested more agendas be posted, as at the Wickiup Jct. store and other places around town.

This item will be on the consent agenda to start implementing in Jan. 2008 by consensus.

3. Packet information for public at meetings

Christine explained 2 packets will be made available for the meetings, and copies will be made available to the public for 25 cents a page. Mayor Pro Tem Shields, as a courtesy, asked the public in attendance if that would work for them, and all agreed it would. On input from citizen Pat Rongey, she then suggested putting up a poster at the meetings with councilor names.

h. Council member mail

Christine stated there has been some mail addressed to the councilors that should actually go to the staff. Staff is not sure what to do with it, and is asking for direction.

Councilor Jordt stated she would like to have all her mail. Discussion of the council led to the conclusion that council mail is city mail, only to respect the fact if a letter was labeled "confidential" or "personal" then the sender's intent for the recipient to be the first to see it should be honored. Consensus is for staff to open all mail except those marked "confidential" or "personal".

Christine also explained the need for a mail slot box outside for councilor packets. This will save the City Recorder from delivering them personally.

i. Expenditure authorization limitations*

Christine is asking for feedback of day to day expenditures. The City of Sisters suggested 1) adopting Atty. Gen. recommendations. or 2) to customize those guidelines. Christine is asking for direction about limitations. Mayor Pro Tem Shields suggested Christine lay out some scenarios, or she can check with other jurisdictions. Christine suggested a low figure of \$500, and a high figure of \$5,000 per purchase. Discussion led to trying to figure out a limitation per incident. Jeremy suggested he and Christine create a proposal to the council, as he has done this before. This item is to be put on 19th work session. Mayor Pro Tem Shields suggested Ginny Woodruff from Budget committee get together with Christine and go over some items.

j. Payroll frequency*

Christine asked about going from one payday with a draw, to twice monthly. Consensus of the councilors was to put it on consent agenda with this to start in Jan. 2008.

k. Medical insurance for City employees*

Regarding verification of insurance for the City Recorder, Christine went over the options to explain what the city is required to offer to full time employees. Nothing has been formalized, but it needs to be addressed by Dec. 12 in order to start Jan. 1, 2008.

Rex from Bancorp Ins. explained that all employees get the same benefit, otherwise it is discrimination. Eligibility is at the first of the month following 30 days of full time employment.

Consensus is to go with zero dependents on insurance, and this can be reviewed at budget time in July. This is to go on the regular agenda item on 12th meeting.

1. City Manager Projects and Priorities

The following are Christine's top 3 projects.

1. Strategic plan

An abbreviated plan for 3-4 citywide goals for a 1+ year period will be created. This is to let citizens know what the city is working on. It also helps with the budgeting process. She is recommending a meeting or two in January or to set up a special meeting. The top items will be discussed and included in the plan. This will be re-discussed on the 19th.

BREAK TIME AT 8 PM

RECONVENED AT 8:10 PM

2. Business license forms and processes

Christine had more questions on the Business License agreement. Many tasks need to be tackled in order to get this implemented. Staff will need council help to get the word out and there is not enough time to get this done to begin implementation in January. The ordinance is structured and she feels we need different IGA's with the county and other departments to be enforced. All of this will take a lot of time, and she recommends that we implement this on June 1, 2008. Councilor Dee stated this is necessary to have the license, and we need to have the input as to who is here doing business and having control. Also, Christine wants to make sure certain businesses are doing business according to the correct codes inside the city. We will be looking to other cities for assistance. This item is to be left off of the next agenda, as it will be an ongoing thing, and there was consensus to not implement it until June, 2008.

3. Technology needs assessment

We need to look at our needs and functions, see what we have and what will last us, and to work out a plan to discuss what will need replaced or what is good.

Our current software will function until we get into permitting, which will require GIS and a higher level of computers to meet the needs of those programs. A different phone system is item that needs to be addressed; maybe upgrading to trunking lines instead of individual lines on individual phones. The copier needs will be assessed at near future. These needs will be assessed and discussed at a future meeting.

m. Attorney contact procedure

Christine is asking for permission to work independently of the council to confer with the attorney without barriers. Mayor Pro Tem Shields stated that this fits in with what has already been in place with the staff.

n. Council Contact Info Sheet

An information sheet for internal use of all councilors personal information is in packet. All councilors are asked to mark up sheet with items they request not to be public and turn it in to City Hall.

o. Vendor preferences

Christine is asking for feedback on expenditures. Whether to shop locally despite costs or go outside of the city for better savings. Consensus was to shop locally. The cost to go to Bend would not be cost effective. This is for non-bid, low cost items.

p. Stationery & business cards- to logo or not to logo?

Christine stated we need stationery and she needs business cards. The current logo issue needs to be resolved. Mayor Pro Tem Shields stated that a contest was started and nothing was really finished. Rose Aslbury suggested "holding off and doing it the right way". It was the consensus to revisit this, acknowledge the effort, and revisit this issue at a later date. Mayor Pro Tem Shields asked how many people needed business cards. She suggested doing them in-house, as we have capability to do that. Staff will come up with ideas for the business cards and present them to the council on the Dec.19th work session. The Logo issue will go to a March work session agenda.

6. Administration updates

a. County road maintenance.

Christine went over the reasoning for having an IGA with State ODOT or the County for snow removal. All roads in the city would cost about \$1,000 per snowfall to be plowed. Staff will try to have something by the Dec.19th work session in the form of a draft.

b. Small Cities Allotment (SCA) Grant status

Christine relayed information about the SCA grant, and what it entails. ODOT recommended an oil mat instead of paving.

c. Report on Meeting with Small Cities Network

Christine reported on the meeting in Maupin, with emphasis on their grant writing information. She gave a brief review of that meeting.

d. Meeting with DLCD and Oregon Housing and Comm. Services Dept.

Christine has a meeting scheduled for Dec. 28 and will report back on the first work session in Jan. 2008. The meetine is with Mark Radabaugh/Dept. of Land Conservation & Development, Deb Price/Oregon Housing & Community Services and Teresa Rozic/Property Specialist of Deschutes County.

e. Meeting at Library about youth at the Library.

Christine reported about the continuing problem with Jr. high kids bullying and fighting, vandalism, etc that is going on at the Library. She updated the council on that meeting about community policing.

f. School Superintendent survey for Bend-La Pine.

Christine asked the council to fill out a survey for hiring a new Superintendent.

7. Added Items for Agendas

This is the place to add items for future meetings.

8. Adjourn

A motion to adjourn was made by Councilor Jordt. It was seconded by Councilor Maggard. All Ayes - motion passed. The meeting was adjourned at 9:11 pm

Attest:

City Recorder Luana Damerval

Mayor Stu Martinez