

LA PINE CITY COUNCIL WORK SESSION AGENDA

Dec. 19, 2007 6:00 pm

51340 Hwy. 97 La Pine, Oregon 97739

SOUTH COUNTY BUILDING MEETING ROOM

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. Added Agenda Items
5. Review of Minutes*
 - a. December 6, 2007 – Work Session
 - b. December 12, 2007 – Regular Session
6. Bills and Invoices*
 - a. Dues
 - b. Travel Reimbursement
7. Discussion Items
 - a. Budget Committee Terms*
 - b. Mid-year Budget Review Process*
 - c. Bank Account*
 1. Signatories
 2. Community Care Feature
 - d. Undetermined Employee Benefits*
 1. Personal Days
 2. Work hours
 3. Retirement Plan
 4. Formalize wages
 - e. Franchise Agreements and Fees
 1. Status of Midstate Electric Franchise Agreement
 2. Cascade Gas Franchise
 - f. Transportation Enhancement Grant
 - g. City of La Pine Print Materials
 - Business Card Options
 - Stationery Concepts
 - h. Ideas for “Love La Pine” Community Clean-up
 - i. City of La Pine 2007 Accomplishments
 - j. Strategic Planning
 - Meeting Facilitation
 - Meeting Date(s)
 - Reading Materials
 - Citizen Participation Ideas--Town Hall Forum
 - k. Councilor Mail Items
 - l. Prioritization of Future Work Session Topics
8. Administrative Updates:
 - Liquor License Process Requirements
 - Wyden Deschutes Town Hall Meeting
 - Park and Recreation District Status
 - LOC Information Partners
 - LOC Virtual Training Center
 - Video Conference on Measure 49/37
 - Status of Intergovernmental Agreements with ODOT & County Roads
 - Meeting with County Planning
 - Flag Placement concerns
 - Council Contact Information
 - Bank Safe Deposit box
 - Copier Quotes
9. Staff Comments
10. Council Comments
11. 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
Wednesday, Dec. 19, 2007

1. Call to Order

The meeting was called to order by Mayor Martinez at 6:09 pm.

2. Establish Quorum

Present were:

Mayor Stu Martinez
Councilor Kitty Shields
Councilor Linda Maggard
City Manager Christine Nelson
City Recorder Luana Damerval

City Attorney Jeremy Green was absent-weather related.

Councilor Dee was absent by prearrangement

Councilor Jordt was absent by prearrangement

Quorum was established.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Councilor Maggard.

4. Added Agenda Items

Christine announced the following changes to the agenda.

The following items were removed from the agenda because of the Attorney's absence.

7a-Budget Committee Terms
7b-Midyear Budget Review Process
7d-Employee Benefits
7e-Franchise Agreements and Fees

These are rescheduled for Jan. 9, 2008 Work Session

Added items were as follows:

7c3 La Pine Park and Rec. Dist. TRT Check
An added bullet under #8-COIC Board Representation

5. Review of Minutes*

a. December 6, 2007 – Work Session

b. December 12, 2007 – Regular Session

It was the consent of the council to place these minutes as presented on the consent agenda for the Jan. 9, 2008 regular meeting agenda.

6. Bills and Invoices*

a. Dues

Councilor Shields asked about the invoice for dues membership from Washington State for the City Manager, wondering why the City of La Pine would be paying for dues in another state. Christine explained that this was for National dues, which covers whatever state she was working in.

Councilor Shields expressed that we don't have a signed contract yet with Christine and questioned paying those dues until the contract is signed. Christine stated she will have that issue on Jan. 9th on Jeremy's list. If the city chooses not to pay those at this time, Christine stated she will have to pay for those herself, because of the deadline, and be reimbursed by the city after her contract is signed. Without a contract, the council gave

their consensus to wait for Jeremy's response and put it on the consent agenda, pending Jeremy's input.

b. Travel Reimbursement

Councilor Shields asked for discussion about the travel that takes place, regarding the council needing to know about any meetings the manager plans to attend, and suggested the council should have advance knowledge of when staff is out of town. Mayor Martinez said it is a policy thing that Jeremy is going to cover. He also noted that the administrator will have a calendar to have an idea of the meetings. Councilor Shields commented that we have no policy in place, so no guidance on what meetings we want the staff to attend. Mayor Martinez understood that it would happen with policies, and that is what Jeremy is going to go over. Christine stated that the city does not support the required programs for a computerized calendar, and until then, a calendar will have to be on paper. Also, she would have to have a level of trust, and she needs that learning curve right now, and will be attending all the meetings she can. She also stated that maybe this needs to be in the employment agreement, until it can be placed in the Policies and Procedures manual. This is what the full council needs to discuss. It was the consensus of the council to place this bill on the consent agenda.

7. Discussion Items

~~a. Budget Committee Terms*~~

~~b. Mid-year Budget Review Process*~~

c. Bank Account*

1. Signatories

City Recorder Damerval reported on the process needing to be done by the new councilors, to get the signature card updated for check signing. This item will go on the Jan. 9 consent agenda.

Christine stated that she and the Attorney came to a conclusion on expenditure limitations. She also stated that she should be a signer on the account. This is on the priority list for January.

2. Community Care Feature

Christine reported that Community First Bank has a donation program to 501c3 charitable organizations on behalf of account holders. The Bank is willing to do a 3 month equivalent donation, if the council decides who to do this for. Christine recommended picking an organization to get this going, so it can be put on the consent agenda for Jan. 9th. Mayor Martinez asked for a copy of the list of requests for each of the councilors and to place it as an action item on regular meeting for the 2008 choice. Consensus of the council was Central Cascade Lines for 2007. This item to be placed on the consent agenda for Jan. 9 meeting. The 2008 choice will be an action item on the Jan 9th meeting.

3. La Pine Park & Rec. District Transient Room Tax check was not cashed, and they asked the city to stop payment on that first check. The District status is inactive at this time, so the check will be re-dispersed when they are active again. Also, Christine stated that the reporting requirement may not be met in January from the LPRD. Mayor Martinez requested a stop payment tomorrow. The council concurred. Christine will call Dan Feer of the La Pine Park & Recreation District tomorrow and let him know. Mayor Martinez stated that maybe the bank will waive the fees to stop payment on that check.

~~d. Undetermined Employee Benefits*~~

~~4. Personal Days~~

~~5. Work hours~~

~~6. Retirement Plan~~

~~7. Formalize wages~~

e. ~~Franchise Agreements and Fees~~

1. ~~Status of Midstate Electric Franchise Agreement~~
2. ~~Caseade Gas Franchise~~

f. Transportation Enhancement Grant

Christine went over some of the information of the grant and that it was due by Feb. 1, 2008. Mayor Martinez stated that with a deadline, there may not be enough time to go to the public, but we need to apply for it. Matching funds could possibly come out of the Street funds or the TRT funds. This item to be on the Jan. 9th Work Session agenda, to try for the grant.

g. City of La Pine Print Materials

- Business Card Options
Website options were emailed out to councilors on preprinted designs of business cards.
- Stationery Concepts
Christine needed stationery and cards. Mayor Martinez wanted to appoint one person to do this. Christine wants 1-3 trees in the background on stationery with the city information. Mayor Martinez requested to have the City Recorder try to make the design and work it out in-house.

h. Ideas for "Love La Pine" Community Clean-up

A youth group will be in town on Jan. 12, from La Pine churches, looking for projects that youth can do. They have about 150 volunteers. If city has any ideas of projects, we need to let them know.

i. City of La Pine 2007 Accomplishments

The city is getting requests for this information. Christine gave Chris Stollar of the Bend Bulletin some information. She also asked the council to send thoughts on past accomplishments to city hall, so the list can be compiled and discussed further at the next work session.

j. Strategic Planning

- Meeting Facilitation
Christine has been trying to find facilitators and will have a list by the 9th, including costs and availability.
- Meeting Date(s)
This would require one or two meeting dates to get through the process. Mayor Martinez requested starting with the local facilitators first.
- Reading Materials
How much background reading does the council want, (old LCAT information, etc.) or do they want to go with a clean slate?
- Citizen Participation Ideas--Town Hall Forum
How much community input could we afford? The facilitator would have some ideas on how much citizen input we should get.

k. Councilor Mail Items

A recurring item, on mail that council may not have received, as it comes directly to City Hall. Some mail was about conferences that are upcoming and the issue is that some of the councilors received some of these mailings and other councilors received other mailings. The City Recorder will make sure that all councilors are on the mailing lists.

l. Prioritization of Future Work Session Topics

The attorney's priority list was passed out and Christine went over some of the items on the list. In reference to one item, an IGA with the Sheriff's Department regarding county code enforcement, Mayor Martinez stated the sheriff will not do that. Christine wanted to verify that, and if so, we would have no code enforcement what-so-ever, and thought the sheriff might be able to work with us. This will need to be discussed again. She will have an updated list on priorities by the Jan. 9 meeting. The councilors need to go over this list, for their input.

8. Administrative Updates:

- Liquor License Process Requirements
Christine reported that the liquor license portion of the Business License Fee Resolution that was adopted by the city on June 27, 2007 did not follow legal guidelines and therefore is not valid. We will need to redo this ordinance and get it to the Oregon Liquor Control Commission in time for 2008 renewals.
Once they approve it, it will come back to us to adopt and it goes back to OLCC.
- Wyden Deschutes Town Hall Meeting
The town hall meeting is on Jan. 7, 2008 with Sen. Wyden. Christine stated one of the items on the priority list is the BLM land transfer. Christine stated she would like to coordinate a meeting with all of the groups involved with the request of land, and take it to BLM. Mayor Martinez stated that had already been done, and the City's position is 'the Sewer District is first on the list.' Councilor Shields stated Jeremy told the city that Molly Brown said they were concentrating on one thing, and that was the Sewer District. Christine thought that she, Jeremy, Sen. Wyden and BLM should all meet to make sure all were working in the same direction. Mayor Martinez stated he will email David Blair tomorrow to take care of it. He requested that Christine call Jeremy and see why this is even still an issue, and Christine will report on Jan. 9th.
- Park and Recreation District Status
This item was not discussed.
- LOC Information Partners
Christine suggested we join this. We could get emailed documents that could be shared between cities. We will sign up for this.
- LOC Virtual Training Center
Christine took a 1 hour webinar and found it informational. She has copies if anyone was interested in additional training.
- Video Conference on Measure 49/37
This item was not discussed.
- Status of Intergovernmental Agreements with ODOT & County Roads
This item was not discussed.

- Meeting with County Planning
Christine will report on Jan. 9th on this. She stated the city is the actual deciding body of all land use decision making processes.
- Flag Placement concerns
Christine talked to all involved about who was in charge of the flag placements. She will speak to all involved in January to straighten out the issue, and find out how some citizens thought the city became responsible for the town flags, without any knowledge to the city.
- Council Contact Information
The City Hall still needed all councilor contact information.
- Bank Safe Deposit box
It was agreed that we need a Safe Deposit Box or a fireproof safe. Christine asked for input from the council. Councilor Shields stated she liked having safe-storage of items in-house, as they are accessible to the city on the city's schedule. This item will need to be discussed again when more information is available.
- Copier Quotes
The copier quit working and it cannot be fixed. Christine is collecting quotes. She also checked with Jeremy as far as bid requirements. The State of Oregon had done that already, with a contract with one of the vendors. Jeremy is checking on that. She is looking at \$150-\$170 per month to lease a factory refurbished copier on a 48-60 month contract plus a per sheet cost. Mayor Martinez asked to look at the fax option, and Christine stated it is not available on the refurbished machines. Also, we are only getting 1-2 faxes a week anyway, so the council consensus was that the fax capability is unnecessary.
- COIC Board Representation
Christine stated they would be happy to have a representative from La Pine on their board. She stated she will email the other councilors asking for a volunteer for this board.

9. Staff Comments

City Recorder Damerval reported on the issue of the WWII Veteran signs, renaming Hwy. 97 throughout the state. A letter was received from Dick Tobiason about how La Pine was the first city to send in a letter of support. Also, he had suggestions for the "We Honor Vets" signs for the city.

10. Council Comments

Councilor Shields stated apologetically that we haven't been very helpful to the new councilors. She thought the city should buy several copies of the League of Oregon Cities publication, "The Handbook for Oregon Councilors." She asked that we find out what the cost is.

Councilor Shields asked if the City got the information about the school building a new bus barn. She received the information from the county, as a neighboring property owner. It was noted that the city had not received this information. Mayor Martinez requested of Christine to call Tom Anderson and tell him that the council is not happy.

Mayor Martinez thanked the Councilors and the City Recorder for holding down the fort while he was out of town.

11. Adjourn

A motion to adjourn was made by Councilor Maggard
It was seconded by Councilor Shields.
All Ayes - Motion Passed Unanimously.
The meeting was adjourned at 8:18 pm.

attest:

City Recorder Luana Damerval

Mayor Stu Martinez