

LA PINE CITY COUNCIL WORK SESSION AGENDA

January 23, 2008 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. January 9, 2008 - Work Session
 - b. January 9, 2008 – Regular Session
6. Bills and Invoices
 - a. Travel reimbursements
 - b. Cash reimbursements
 - c. Grant writing class authorizations
7. Discussion Items
 - a. Selection of Strategic Planning Facilitator
 - b. Efficient and Effective Council Meeting Processes
 - Opportunity for Public Comment at Council meetings
 - Meeting frequency, length and schedule
 - How to streamline meetings/agendas
 - Communications with Council and Community
 - Workload and Priorities
 - c. Undetermined Employee Benefits
 1. Leave Days
 2. Work schedule and compensation options
 3. Formalize wages
 4. Retirement options
 - d. Small Cities Allotment Grant
 - e. ODOT Transportation Enhancement Grant application
8. Staff Comments
9. Council Comments
10. 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
January 23, 2008

1. Call to Order

The work session was called to order at 6:09 pm by Mayor Pro Tem Kitty Shields.

2. Establish Quorum

Present were:

Mayor Pro Tem Shields
Councilor Dee
Councilor Maggard
City Manager Christine Nelson
City Attorney Jeremy Green
City Recorder Luana Damerval

Absent by prearrangement:

Mayor Martinez
Councilor Jordt

Quorum was established.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Jim Fleming, in honor of the late Bernie Roberts.

4. Added Agenda Items

None.

5. Review of Minutes

- a. January 9, 2008 - Work Session
- b. January 9, 2008 – Regular Session

Mayor Pro Tem Shields made some corrections to the draft minutes, and those will be corrected for the Feb. 13, 2008 meeting consent agenda.

6. Bills and Invoices

- a. Travel reimbursements
- b. Cash reimbursements
- c. Grant writing class authorizations

There were no concerns from the council, and these items will be added to the Feb. 13, 2008 meeting consent agenda.

7. Discussion Items

- a. Selection of Strategic Planning Facilitator

Christine briefly went over the list of facilitators that were submitted, and the council discussed 4 of the applicants. Some comments from citizens were allowed. The council decided on Chris Marko, pending results of a references check, as requested by Councilor Dee.

- b. Efficient and Effective Council Meeting Processes

Christine asked for input on the following bulleted items.

- Opportunity for Public Comment at Council meetings

After discussion on what has/has not worked in the past, and some things that have worked for other jurisdictions, Christine suggested sign up sheets for comment on specific items for the public to be able to present their input on an item immediately after it has been discussed by the council. There would of course be a time limit on each comment. Consensus of council

members present was that "in the moment" public comment is needed in order for council to best act in the public interest.. After council discussion, Councilor Dee requested input from Councilor Jordt and Mayor Martinez before deciding on this as the best format. Jeremy reminded the council that, regardless of formal procedure, the mayor has the opportunity to solicit public input at any time during a meeting, so that option is automatically covered.

- Meeting frequency, length and schedule and
- How to streamline meetings/agendas

Christine stated that the city still needs two regular meetings to function. Mayor Pro Tem Shields stated that 2 meetings are taking up a lot of time, a lot of what we're taking on are things that a fully established city does, and we don't need to get involved in certain types of things just because they're there - we need to get our own house in order first. City Recorder Damerval expressed concern that bills are not being approved in a timely manner with the current procedure. Jeremy noted that with information on bills and invoices going into the packets for review before any meeting, they can be put on the consent agenda for that meeting and approved if there is no objection. The same goes for minutes. After further discussion, it was agreed to go back to the 2 regular monthly meeting schedule, with the bills and minutes to be on the consent agenda, and to have work sessions only for in-depth discussion as needed on any particular topic(s).

- Communications with Council and Community

There was discussion of upcoming community meetings and events attended by the City Manager, and how the council would like for her to report on these. The council's preference is verbal reports at meetings, rather than written.

- Workload and Priorities

This had already been discussed at a previous meeting.

c. Undetermined Employee Benefit

1. Leave Days

Discussion led to options of 8 hours per month sick leave and tiered vacation time of

1-5 yrs - 8 hrs./mo

6-10 yrs - 10 hrs./mo

11 plus yrs - 12 hrs./mo

Vacation accumulation would not start for 90 days, then it can be accrued from the 1st day of employment.

2. Work schedule and compensation options

Councilor Dee suggested that compensation time be made available as an employee option rather than overtime pay. Further discussion led to a consensus on this.

3. Formalize wages

Christine asked that the employee wages be formalized. Also, pay scale and pay increases need to be established by budget time. This will be tabled for another meeting.

4. Retirement options

This will be discussed at another time.

- d. Small Cities Allotment Grant
This was tabled, as it is also on the regular meeting agenda.

- e. ODOT Transportation Enhancement Grant application
This was tabled, as our ability to deal with this is not in our current picture.

8. Staff Comments

This item was tabled.

9 Council Comments

This item was tabled.

10. Adjourn

Councilor Dee made a motion to adjourn. It was seconded by Councilor Maggard.
All Ayes - motion passed unanimously. The work session was adjourned at 7:42 pm.

attest:

City Recorder Luana Damerval

Mayor Stu Martinez