

# LA PINE CITY COUNCIL WORK SESSION AGENDA

January 9, 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. December 19, 2007 – Work Session
6. Bills and Invoices\*
  - a. Travel reimbursement
  - b. December COBRA reimbursement for City Manager
  - c. Local Government Budgeting training for City Manager and City Recorder
  - d. OMFOA membership for City Recorder (Ore. Municipal Financial Officers Assoc.)
  - e. OMFOA spring conference for City Recorder
  - f. OMA dues for Mayor (Ore. Mayor's Assoc.)
  - g. Monthly Bills
7. Discussion Items
  - a. Prioritization of Work Items for City Attorney and City Staff
  - b. Budget Committee Terms\*
  - c. Mid-year Budget Review Process\*
  - d. Report on Meeting with OHCS – Affordable Housing Project Status
  - e. Report on Meeting with DLCD (Dept. of Land Conservation & Development)
  - f. Strategic Planning – List of Facilitators
  - g. Stationery and Business card prototypes
  - h. Liability concerns regarding “Ask the City” newspaper column
8. Administrative Updates:
  - FEMA Certification
  - Road Dedication Request
  - Transportation Enhancement Grant workshop
  - Business Roundtable
  - Status of Chamber TRT Agreement and Disbursement
  - Pending BiMart Land Sale
  - Status of Birthday Celebration
  - La Pine 2007 Accomplishments
  - Next Council meeting items
9. Staff Comments
10. Council Comments
11. Adjourn

**LA PINE CITY COUNCIL WORK SESSION MINUTES**  
**January 9, 2008**

**1. Call to Order**

The meeting was called to order at 6:12 pm by Mayor Martinez.

**2. Establish Quorum**

Present were:

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

Councilor Jordt was absent.

**3. Pledge of Allegiance**

The Pledge of Allegiance was led by Councilor Dee.

**4. Added Agenda Items**

BLM land Process Update was added to Administrative Updates item #8.

**5. Review of Minutes\***

a. December 19, 2007 – Work Session

There were no changes to the minutes. These are to be placed on the Jan. 23, 2008 meeting consent agenda.

**6. Bills and Invoices\***

- a. Travel reimbursement
- b. December COBRA reimbursement for City Manager
- c. Local Government Budgeting training for City Manager and City Recorder
- d. OMFOA membership for City Recorder (Ore. Municipal Financial Officers Assoc.)
- e. OMFOA spring conference for City Recorder
- f. OMA dues for Mayor (Ore. Mayor's Assoc.)
- g. Monthly Bills

There were no changes to the bills and invoices. These are to be placed on Jan. 23, 2008 meeting consent agenda.

**7. Discussion Items**

a. Prioritization of Work Items for City Attorney and City Staff

Christine requested that the council look over the projects lists for the attorney and staff. The City Attorney, City Manager and City Recorder stated which items on this list they felt were their priorities. The council did not suggest any changes at this time.

Christine followed with information about the ODOT grant application process. There is a workshop in Bend on Jan. 16, 2008 for the Transportation Enhancement Grant.

b. Budget Committee Terms\*

Jeremy clarified that the budget is based on a fiscal year. He also stated that he and Christine can get together and determine the term date after looking at the budgeting documentation from 2007-2008. Consensus was to start the budget committee member year in Feb.

c. Mid-year Budget Review Process\*

Christine stated that the mid-year budget update was in the packet. She explained what the report read, and what the numbers meant.

Councilor Jordt arrived at 6:50 pm.

Councilor Shields stated she would like to have the budget committee meet mid-year, just for good practice. Volunteers from the council to attend a budget meeting were Councilor Shields and Councilor Dee. Christine will get a date set.

d. Report on Meeting with OHCS – Affordable Housing Project Status

Christine gave a report on her meeting with OHCS, noting some items of special interest. She asked for the council's vision of her role in this process, and for a possible replacement of one of the committee members or an additional person. Mayor Martinez thought Christine should be there as a participant anyway, as that is what she was hired for. Councilor Jordt stated the committee should actually be reporting back to the city. More discussion followed ending with the consensus to have Christine be involved. She was asked to talk to the other committee members and come back to the council with a recommendation.

e. Report on Meeting with DLCD (Dept. of Land Conservation & Development)

Christine reported that we will need a grant request sent in to DLCD asap.

She explained what the process was and if we went with what the county already had, it would go quicker. Tailoring might be needed at that point. There will be more discussion in the future.

She asked the council for authorization of funds to get the grant started. This is to be added as an agenda item for tonight's regular meeting.

f. Strategic Planning – List of Facilitators

Christine went over the list of consultants and their individual costs. She asked the council what they would like her to do with the list and what can the city pay for. The council asked her to get the resumes and references on those facilitators.

g. Stationery and Business card prototypes

This item is to go on tonight's meeting agenda.

h. Liability concerns regarding "Ask the City" newspaper column

This item was tabled.

The following items were moved to the regular session meeting due to time restrictions.

**8. Administrative Updates:**

- FEMA Certification
- Road Dedication Request
- Transportation Enhancement Grant workshop
- Business Roundtable
- Status of Chamber TRT Agreement and Disbursement
- Pending BiMart Land Sale
- Status of Birthday Celebration
- La Pine 2007 Accomplishments

- Next Council meeting items
- BLM land Process update

9. **Staff Comments**

This item was tabled.

10. **Council Comments**

This item was tabled.

11. **Adjourn**

The work session was adjourned at 7:29 pm.

attest:

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City Recorder Luana Damerval

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Mayor Stu Martinez