

# **LA PINE CITY COUNCIL REGULAR MEETING AGENDA**

**February 13, 2008 6 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. Consent Agenda

Information concerning the matters listed within the Consent Agenda has been distributed to each member of the City Council for reading and study, is considered to be routine, and will be enacted or approved by one motion of the City Council without separate discussion. If separate discussion is desired with respect to a particular matter listed within the Consent Agenda, that matter may be removed from the Consent Agenda and placed on the regular agenda by request.

- a. Approval of Minutes
  - i. January 9, 2007 - Work Session
  - ii. January 9, 2007 – Regular Session
  - iii. January 23, 2008 - Work Session
  - iv. January 23, 2008 – Regular Session
- b. Bills and Invoices
  - i. Travel reimbursements
  - ii. Cash reimbursements
  - iii. Grant writing class authorization
  - iv. Monthly bills and bank report
6. Rural Enterprise Zone – Presentation by Roger Lee, EDCO (15 minutes)
7. CLG Historic Preservation Grant Program – Presentation by Pat Kliever (10 minutes)
8. Recommendation on Frontier Days Association temporary liquor sales license for Crab Feed
9. Expenditure Authorizations
  - a. Donations to NJROTC & FBLA for assistance with Birthday celebration
  - b. Room Dividers
  - c. Hanging Map System
10. Employee Benefits
  - a. Wages/Pay increases
  - b. Retroactive leave for City Recorder
  - c. Employee Leave Policy
  - d. How to address overtime compensation until 2008-09 Budget adoption
11. Financial Procedures Updates
  - a. 2006/2007 Fiscal Year-end Report
  - b. Bank accounts, charitable donations and investments
  - c. Retirement Plan presentation
  - d. Selection of Auditor
  - e. Internal Financial Practices
12. Revenue Options
  - a. Franchise Agreements
  - b. Business License Process
13. Administration Updates
  - a. Contract for COIC Grant Writing(City Attorney)
  - b. Small Cities Allotment Grant (City Attorney)
  - c. Status of ODOT & County Roads IGA (City Attorney and City Manager)
  - d. Liability concerns regarding “Ask the City” newspaper column (City Attorney)
  - e. Strategic planning facilitator/ process (City Manager)
  - f. Development of Snow Removal Plan (City Manager)
14. Staff Comments
15. Council Comments
16. Public Comments for Items not on the Agenda
17. 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.

# **LAPINE CITY COUNCIL REGULAR MEETING MINUTES**

February 13, 2008 6 pm

**1. Call to Order**

The meeting was called to order by Mayor Martinez at 6:08 pm.

**2. Establish Quorum**

Present were:

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

Quorum was established.

**3. Pledge of Allegiance**

The Pledge of Allegiance was led by Councilor Jordt.

**4. Added Agenda Items**

Item 13g. Wickiup Junction Alignment Community Meeting.

**5. Consent Agenda**

a. Approval of Minutes

- i. January 9, 2007 - Work Session
- ii. January 9, 2007 – Regular Session
- iii. January 23, 2008 - Work Session
- iv. January 23, 2008 – Regular Session

b. Bills and Invoices

- i. Travel reimbursements
- ii. Cash reimbursements
- iii. Grant writing class authorization
- iv. Monthly bills and bank report

City Recorder Damerval had a corrected sheet for the January 23, 2008 meeting minutes.

*A motion was made by Councilor Jordt to approve the consent agenda with the changes. It was seconded by Councilor Maggard. All ayes - motion passed unanimously.*

**6. Rural Enterprise Zone – Presentation by Roger Lee, EDCO (15 minutes)**

Roger Lee gave a presentation on the Rural Enterprise Zone. This program is to cover stressed communities and there will be competition for these zones from other areas. He explained the eligibilities for companies to qualify and the benefits to the City and to the companies coming into the City. There will be hearings held in the area, and a Resolution will need to be passed by the Council. Questions from the Council determined that EDCO will write up a draft resolution at no cost to the City. The program is not discretionary and it will be open to any business wanting to qualify. All current land use laws and local laws will

apply. The selection of the areas to be included in this zone are made by EDCO and it is done administratively. There are many points where the word will get out that La Pine is on this program. The E-zone is good for 10 years.

**Public comment on this issue:**

Dan Varcoe-Citizen- stated that the Industrial Park could really use this program. Also, it is a great resource and Redmond has been successful with theirs.

*A motion was made by Councilor Jordt to go ahead with the Economic Development E-zone application. It was seconded by Councilor Shields. All ayes - motion passed unanimously.*

**7. CLG Historic Preservation Grant Program – Presentation by Pat Kliewer (10 minutes)**

Pat Kliewer explained the basics of the program. She asked if the Council wanted her to ask the State Historical Preservation office for a \$10,000 grant to fund a consultant to complete the inventory of the Historical and Cultural properties. The National Parks Service sends money to Oregon every year, and this year she is requesting this money goes to La Pine. This fund will cover 100% of the costs, including the staff time for that portion of the City's comprehensive plan.

**Public comment on this issue:** None.

*A motion was made by Councilor Dee to direct Pat Kliewer to proceed with including the La Pine Historical Preservation Resources inventory in with the Certified Local Government grant program. It was seconded by Councilor Maggard. All ayes - motion passed unanimously.*

**8. Recommendation on Frontier Days Association temporary liquor sales license for Crab Feed**

**Public comment on this issue:** None.

*A motion was made by Councilor Dee to approve a temporary liquor license to the Frontier Days for the Crab Feed. It was seconded by Councilor Shields. All ayes - motion passed unanimously.*

**9. Expenditure Authorizations**

- a. Donations to NJROTC & FBLA for assistance with Birthday celebration

*A motion was made by Councilor Jordt to approve donating \$25.00 each to the NJROTC & FBLA for their assistance with the Birthday celebration. It was seconded by Councilor Dee. All ayes - motion passed unanimously.*

- b. Room Dividers

As sound proofing is needed in City Hall for noise reductions, the consensus of the Council was to continue to look at all options available for finding a room partition.

- c. Hanging Map System

Christine stated that as more maps are coming in, she had a recommendation of a map hanger that was available and would grow with the City. She requested approval to spend \$347.88 for the Safco Pivot Wall Rack.

*A motion was made by Councilor Dee to authorize the purchase of the Safco Pivot Wall Rack. It was seconded by Councilor Maggard. All ayes - motion passed unanimously.*

**Public comment on this issue:** None.

**10. Employee Benefits**

a. Wages/Pay increases

Christine went over items that have not been addressed yet for future and current staff of the City, such as the potential for pay increases, probationary time period, etc. Mayor Martinez recommended a committee consisting of the City Attorney, City Manager and one Councilor, to discuss, create and submit a proposal to the Council at the next meeting. Discussion led to Councilor Dee as the Councilor, along with the City Attorney and City Manager to be on this committee.

b. Retroactive leave for City Recorder

Christine presented the Council with retroactive sick pay time and vacation time that the City Recorder accumulated from June 15, 2007 through Feb. 15, 2008. She asked for formalization of this for the records.

*A motion was made by Councilor Dee to approve the leave time for the City Recorder, retroactive to date. It was seconded by Councilor Maggard. All ayes - motion passed unanimously.*

c. Employee Leave Policy

Christine went over leave time discussed from the previous Council meeting. She then went over future leave time for part-time and full-time employees. Jeremy was under the impression that the time would be combined to be a simplified system to keep track of. More discussion included defining how much time off would be available for part-time employees and what the part-time hours would include to receive that time. It was the consensus that 20-39 hours would be considered the part-time hours. It was also the consensus of the Council to have the same committee as item 10 b. to include this in their discussions.

d. How to address overtime compensation until 2008-09 Budget adoption

Christine stated that at the last meeting, it was the decision of the Council to pay overtime, even though it was a zero line item on the budget, and she wanted to make sure that was what the intent was of the Council and she suggested that 150 hours be budgeted for next year. Councilor Dee stated that there was flexibility in the original discussion for the employee to take compensation time off instead of overtime.

**Public comment on this issue:** None.

**11. Financial Procedures Updates**

a. 2006/2007 Fiscal Year-end Report

Christine explained why this report was not sent in to the state auditors, and that we are working on that now. She informed the Council that next year, if the expenditures do not exceed \$150,000, we will not have to have an audit, but it looks like we will go over that.

b. Bank accounts, charitable donations and investments

Christine clarified that we cannot participate in this program with our current bank account, as we now receive interest on the account. If we change to a non-interest account,

then we can participate in it. She stated that Sharon McDermott and our bank's Investment Specialist from Prineville were willing to discuss with the Council options available for our banking needs. She asked if the Council wants to have this discussion at a regular meeting, or schedule it up in a work session. *See next item for meeting schedule.*

c. Retirement Plan presentation

Consensus was to have a work session scheduled on Monday, March 10th at 6 pm with Daniel Schuette from Community First Bank of Prineville. Christine will verify that date.

d. Selection of Auditor

Christine stated that if we exceed \$150,000, we will need an audit. That cost could be \$6,000 to \$10,000 as an annual expense. This may require a bid process. She will call around and try to get some quotes.

e. Internal Financial Practices

Christine is interested in having an expert accountant look at what we have currently in place and having them prepare us for the actual audit. Also, she noted that we need policies and procedures in place, so we have consistency with our books. She had made some calls to bookkeepers who could come in and check that, especially local ones who would charge about \$40-50 per hour. Mayor Martinez suggested checking with the Water & Sewer District or the Fire Dept. Christine stated if we have lots of issues, it would cost the City more money to start with an auditor rather than having things identified by a bookkeeper before hand. Councilor Shields suggested calling Jennie Messmer with the League of Oregon Cities to see if they have a best practices program that could give us an outline. Christine stated that she had the policies and procedures from the City of Sisters, but it was quite large. Mayor Martinez stated that Redmond Mayor Alan Unger offered his staff any time we need them, to assist us in any way, and he would like to start with accepting that offer, and seeing what LOC has to offer, and if this doesn't work then re-visit.

**Public comment on this issue:**

Ginny Woodruff-City Resident-stated that of the 12 auditors, they were from only 5 firms. She felt we should get a bid from all 5 of them. She asked when the audit had to take place. Christine stated that it needs to be done within 180 days of fiscal year end. Ginny suggested writing out procedures as we go along, to facilitate creating those procedures. She stated she has 35 years experience as a corporate accountant, and volunteered her time to come to City Hall and help us set up those procedures.

**12. Revenue Options**

a. Franchise Agreements

Christine stated that she and the attorney need direction from the Council as to whether they should keep working on the Midstate and Qwest franchises. Discussion from the Council led to opinions on why the City should or should not impose those franchises.

**Public comment on this issue:**

Ginny Woodruff-City Resident- stated she is very opposed to Midstate and Cascade Natural Gas being franchises. Midstate is a co-op, and electricity and gas is life sustaining and citizens should not be paying for that. She requested to not do Midstate Electric and give the Cascade Natural Gas franchise back.

John Taylor-Citizen- stated he was an Assistant Manager. The City has a responsibility to taxpayers to get the best services for their money. If they have exclusive rights to a geographic area they should offer a lower price services to those customers. Also, by not having all the franchises in place, the others that are in place would have grounds to contest it.

*A motion was made by Councilor Dee to proceed with both Midstate Electric and Qwest franchise agreements. It was seconded by Mayor Martinez. 2 ayes, 3 opposed - motion failed. Votes were as follows:*

*Mayor Martinez - aye*

*Councilor Dee - aye*

*Councilor Shields - opposed*

*Councilor Jordt - opposed*

*Councilor Maggard - opposed*

b. Business License Process

Christine stated that a question had been raised about the many forms and processes needed, and she explained why it was administratively difficult right now to implement this. Discussion ensued, and Christine requested this to be tabled until the 2nd meeting of the strategic plan. The Council gave their consensus.

**Public comment on this issue:**

None.

**13. Administration Updates**

a. Contract for COIC Grant Writing (City Attorney)

Jeremy updated the Council about minor changes to the contract, and recommended that the Council approve it with those changes.

*A motion was made by Councilor Shields to approve the COIC grant writing agreement subject to minor legal revisions with Christine being authorized to sign that agreement. It was seconded by Councilor Dee. All ayes - motion passed unanimously.*

b. Small Cities Allotment Grant (City Attorney)

Jeremy had contacted ODOT and discussions went well. He expected those agreements to be ready in 7-14 days for approval from the Council.

c. Status of ODOT & County Roads IGA (City Attorney and City Manager)

Jeremy also had discussions with ODOT and the county, and expected those agreements to be done in 7-14 days also.

d. Liability concerns regarding "Ask the City" newspaper column (City Attorney)

Jeremy stated he sent an email to the Councilors regarding his concerns, and felt the email was self explanatory.

e. Strategic planning facilitator/ process (City Manager)

Christine had talked to Chris Marko and requested available dates for the strategic planning meeting. Council agreed on March 10, 2008 at 6 pm, therefore needing item 11-c date changed to March 17, 2008.

f. Development of Snow Removal Plan (City Manager)

Christine reported she had several phone calls complaining about the road conditions with the heavy snow. A draft priority list was available, and she asked the Council to look that over to have ready for the plan.

g. Wickiup Junction Alignment community meeting.

Christine reported that a meeting is scheduled for Tuesday, Feb. 26, 2008 at the La Pine Senior Center to go over the potential project options at Wickiup Junction.

**Public comment on this issue:**

Ginny Woodruff-City Resident- asked if the City needs to notify the county about the streets that need plowed, and if that is why they are first on the list. Christine clarified that sometimes we call. But the list would be a guideline for the county and ODOT for plowing.

Ginny also asked if the residents at Wickiup Jct. and the store have the support they may need from the City. Christine explained that the meeting scheduled would be the best opportunity for them to voice their opinion.

John Taylor-Citizen-complimented the Council on getting the IGA's going with the county and ODOT. TAG group has worked with the Wickiup Jct. plan for the past 5 years, and he stated that ODOT had not made any promises to the businesses or residents in that area. He also stated that ODOT was making sure that there was as little impact as possible.

**14. Staff Comments**

None.

**15. Council Comments**

Councilor Dee reported on his visit to COIC and reported that we had been invited to become a member, as without that membership, we will have no say so as to where the money will be disbursed. Therefore, we would need to pass a resolution of our intent to become a member. This would give us one vote from our City.

**16. Public Comments for Items not on the Agenda**

Ginny Woodruff - City Resident- suggested we should make sure the City includes a severance package for the City Manager. Also, that the City had sent in a priority list to the county regarding traffic lights, and with a school going in at that area, that the county might be required to put that light in and the City could change one of the priorities. She thought the public comments item should clarify if the speakers are City residents or not, using a standard terminology. She also stated that she liked how the new public comment format worked for the citizens.

Mayor Martinez asked the Council if any one of them would like to do a TV interview with KOHD. He stressed that we really need to find out what the interview is about, and that he would call KOHD tomorrow and find out.

**17. Adjourn**

*A motion to adjourn was made by Councilor Jordt. It was seconded by Councilor Shields. All ayes - motion passed unanimously. Meeting was adjourned at 9:03 pm.*

attest:

---

City Recorder Luana Damerval

---

Mayor Stu Martinez