

# LA PINE CITY COUNCIL REGULAR MEETING AGENDA

February 27, 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. Council member Resignation
  
6. City Road Conditions and Action Plan
  - a. Immediate fix
  - b. Long term plans
    1. Road improvements
    2. Seasonal Road maintenance
    3. Snow Removal Plan
      - (i) Priorities
      - (ii) Elements - Minimum snowfall trigger, Slush clean-up, sand and salt
      - (iii) Sidewalk clearing ordinance
      - (iv) Cost and Budget
  
7. Copier Lease
  
8. Expenditure Authorizations
  - a. Exterior Mailbox
  - b. LOC internal financial controls training course
  
9. Young Child Proclamation
  
10. Planning Commission
  - a. Size of Committee/ Alternates
  - b. Residency, Expertise, Area of Employment and other Requirements and Restrictions
  - c. Duties and By Laws
  - d. Application Criteria/ Questions
  - e. Recruitment Process and Timing
  
11. 2008 Intern Opportunities
  - a. RARE Program
  - b. League of Oregon Cities
  
12. Administration Updates
  - a. Contract for COIC Grant Writing (City Manager)
  - b. Small Cities Allotment Grant (City Attorney)
  - c. Status of ODOT IGA (City Attorney)
  - d. Chamber TRT Agreement Amendment (City Attorney)
  - e. Statement of Economic Interest filing (City Manager)
  - f. 2006-2007 Fiscal Year Report in Lieu of Audit (City Manager)
  - g. La Pine Business and Economic Development Round Table Results (City Manager)
  - h. County decision on ODOT allocation for road improvements (City Manager)
  - i. Strategic Planning session (City Manager)
  - j. Rural Enterprise Zone seminar (City Manager)
  - k. USDA comments on La pine area projects (City Manager)
  
13. Staff Comments
14. Council Comments
15. Public Comments for Items not on the Agenda
16. Adjourn

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

February 27, 2008

## **1. Call to Order**

The meeting was called to order by Mayor Martinez at 6:10 pm

## **2. Establish Quorum**

Present were:

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

Councilor Jordt was absent.

## **3. Pledge of Allegiance**

The Pledge of Allegiance was led by Councilor Shields

## **4. Added Agenda Items**

A revised agenda was available for everyone. There were no additions.

## **5. Council member Resignation**

Mayor Martinez announced that Councilor Jordt had submitted her resignation to the Council.

*A motion was made by Councilor Maggard to accept Councilor Jordt's resignation effective immediately. It was seconded by Councilor Dee. All ayes - motion passed unanimously.*

Christine opened up the discussion of items to be added to the current Councilor applications. Some suggestions were made and will be added. It was decided to leave the application deadline open until filled with sufficient qualified applicants, with a minimum of 3.

## **6. City Road Conditions and Action Plan**

### **a. Immediate fix**

Christine explained that the City has received dozens of phone calls in recent weeks about certain roads being in bad condition with the recent snow. She stated that ODOT could do a pit run for the Cagle Subdivision for about \$4700. There was discussion about private contractors vs. ODOT doing the work and their differences in cost. She explained how much of our street fund was available at this time. The temporary fix would have to do at this time, as something has to be done now, and funds are very limited. Mayor Martinez suggested not doing the whole subdivision, and fixing some of the other streets. Councilor Dee asked how much it would cost to do all of the gravel roads in the City limits. More discussion led to the need to figure out how much can be spent this summer and next winter.

Telegraph Road was questioned as to who is responsible for it. Christine will check on that.

b. Long term plans

This will have to be decided by the Council, and will be part of the strategic plan, and the following items will be included in those plans.

1. Road improvements
2. Seasonal Road maintenance
3. Snow Removal Plan
  - (i) Priorities
  - (ii) Elements - Minimum snowfall trigger, Slush clean-up, sand and salt
  - (iii) Sidewalk clearing ordinance
  - (iv) Cost and Budget

Councilor Shields wanted to make sure that we keep in contact with the Water & Sewer districts on any road improvements, to coordinate that with any planned water or sewer line upgrade, repair or new installation.

**Public Input on this item:**

Ginny Woodruff - City Resident- asked if the \$25,000 grant was included in the \$50,000 quote. Also, she is worried about Wilderness Garbage, postman, and people not getting to work because of the conditions of the roads. She wanted the City to use that \$4700 to work on the subdivision.

John Taylor - Citizen - complimented the Council for tackling the road issues. He asked about the paved roads that are sinking, whose responsibility is it. On the long term plans, we didn't include some roads off Huntington. On sidewalk clearance, this needs to be tackled. There is a County ordinance until we take over the responsibility,, and we should adopt an ordinance as soon as possible before next winter.

Leroy Dalebout - City Resident - stated that the Mayor left out 2 roads when he discussed the Cagle Subdivision. Doe Lane is one he wants to address. He explained his situation when he got high centered and explained a real problem, and he cannot rent out his house at this time because of the roads. The mudholes need to be fixed and would appreciate some attention to Doe Lane.

*A motion was made by Councilor Dee to make an agreement with ODOT to provide the repairs to the roads within the City of La Pine, that are no longer safely passable, and make them passable, at the agreed upon level for Cagle and the future negotiated level for the rest of them, at approximately the same price.*

Christine stated she needed more specificity of the roads.

*Councilor Dee named the roads to be included in the motion as follows: Railroad, Skidgel, Antler, Doe, Pine, Cagle, Ash, Oak, Elm, Santa Barbara, Murry, Drafter, Preble, Anchor Way, Evans, Walling Lane, and other roads within the City that need repair to make them passable, for residents and first response. (for pit run only). And authorize the City Manager to sign the agreement to get it done in the soonest possible time. It was seconded by Councilor Shields. All ayes - motion passed unanimously.*

There was clarification by the City Attorney about the Competitive Bidding and how to handle that.

*An amendment to the motion on road repairs was made by Councilor Dee to have the City Manager go through the necessary competitive process for selection of a contractor and cap the amount at \$10,000. It was seconded by Councilor Shields. All ayes - motion passed unanimously.*

**7. Copier Lease**

Christine updated the Council on the current copier on trial. The cost of the lease, cost per month and quality. She recommended approval of the lease as proposed.

*A motion was made by Councilor Maggard that we rent the Cannon Image Runner 3045 for the 60 month duration. It was seconded by Councilor Dee. All ayes - motion passed unanimously.*

**8. Expenditure Authorizations**

a. Exterior Mailbox

Christine requested approval to purchase a mailbox for packet pickup for \$199. Councilor Dee stated that he has one already and he will donate it to the City.

b. LOC Internal Financial Controls Training Course

Christine requested \$40.00 to attend this 1/2 day course next Friday.

*A motion was made by Councilor Maggard to give the allotted money to Christine to attend the L.O.C. Internal Financial Controls Training Seminar on March 7. It was seconded by Councilor Shields. All ayes - motion passed unanimously.*

**9. Young Child Proclamation**

There is a request from Healthy Beginnings. Christine is asking for time on the agenda to hear a presentation at the last meeting in March. The Council gave their consensus to do that.

**10. Planning Commission**

a. Size of Committee/ Alternates

Christine and the Attorney asked for answers to the following questions.

1. Do we want 5 members or more? Christine recommended 5.

The Council gave their consensus to 5 members, with 2 max outside the City limits.

2. Does the City want alternates in case of vacancies.

Christine recommended the majority live inside the City limits, with 1 alternate inside and 1 alternate outside.

Christine stated length of term should be 4 years, staggered. Because of the intensity of the Planning Commission learning curve. Council agreed to 3 years.

b. Residency, Expertise, Area of Employment and other Requirements and Restrictions

Christine stated there is a legal statute that states limitations on types of employment for these committee members. No more than 2 in the same occupation.

c. Duties and By Laws

d. Application Criteria/ Questions

e. Recruitment Process and Timing

Items c, d & e will be dealt with once we have an ordinance.

**Public Input on this item:**

John Taylor - Citizen - stated the Council answered his questions.

Mary Garcia - Realtor - stated that as a Real Estate Broker and has dealt with land issues, she asked that the Council take into consideration not using Deschutes County as a template.

**11. 2008 Intern Opportunities**

a. RARE Program

This is an 11 month placement for \$17,000. This is a graduate level trained participant.

b. League of Oregon Cities

This is a 10 week placement for \$7,900 through Portland State University.

Christine recommended the Rare program as it is a long term placement, and would give the City help and support. This could help supplement staff and get some of the projects and programs going that we need.

Council discussion led to the need to define what type of assistance we will need and that will determine what type of person we will need. Christine passed on that her experience led to not using a high school student.

**Public Input on this item:**

Ginny Woodruff - City Resident - stated she liked the idea of using an intern for 2 reason. #1- we have alot of projects that will take experience with an intern prior to graduating, and it will save payroll taxes. She feels it would be a win-win situation.

The Mayor called for a break at 7:10 pm

The meeting was reconvened at 7:29 pm

**12. Administration Updates**

a. Contract for COIC Grant Writing (City Manager)

Christine reported that the contract with COIC writing the grant to DLCD is signed and she will be sending them the notice to proceed on Monday.

b. Small Cities Allotment Grant (City Attorney)

Jeremy sent an email to ODOT and is expecting a response next week.

c. Status of ODOT IGA (City Attorney)

Jeremy went through the agreement and made some minor revisions, which he and Christine discussed. Based on that discussion he will complete and send off the draft to ODOT for review in the next few days.

d. Chamber TRT Agreement Amendment (City Attorney)

Jeremy stated the need for an amendment to the agreement regarding the language stating the use of the funds for the Visitor Center. The cabin is their summer visitor information center. He recommended to make the amendment. It will come back to the Council on the 12th of March.

*A motion was made by Councilor Dee to amend the agreement with the Chamber of Commerce to allow the TRT funds to be spent on the Visitor Information Booth in accordance with Oregon Statute and authorize Christine to sign the agreement when it is finished. It was seconded by Councilor Shields. All ayes - motion passed unanimously.*

e. Statement of Economic Interest filing (City Manager)

Christine stated with the passage of SB10 and HB 2595, it is a more extensive questionnaire required by the Councilors. The Planning Commission members will also be required to send this in. She asked the Council to email any questions to her and bring the filled out forms to City Hall for her to send in all at once.

f. 2006-2007 Fiscal Year Report in Lieu of Audit (City Manager)

Christine reported it is ready to sign and we will send it out on Monday.

g. La Pine Business and Economic Development Round Table Results (City Manager)

Christine reported that the minutes of the last meeting were distributed to the Council at the meeting. The major issue was the stop light at 1st St. and Hwy. 97. The intersection is now failing, per letter from the County, and she is working towards a meeting to try to get funding for this light.

h. County decision on ODOT allocation for road improvements (City Manager)

Christine reported that in lieu of timber receipts coming in, the County agreed to pay for the light at Huntington and Burgess Roads. They have \$87,000 in SDC's. They picked the City's second option first, and Christine is trying to get all parties together to discuss funds for this.

i. Strategic Planning session (City Manager)

Christine reported that Chris Marko will be here on March 10 at 6 pm. Homework for the Councilors will be out next week. His travel cost, meals and motel will be paid for by RCAC, saving the City an estimated \$900-\$1200.

j. Rural Enterprise Zone seminar (City Manager)

Christine stated this workshop is scheduled for March 6, and is in conflict with the Budgeting class she planned to attend. She asked for another Councilor to attend this meeting. Councilor Maggard volunteered to go to this instead of the Budget class.

k. USDA comments on La pine area projects (City Manager)

Christine is asking for feedback from the Councilors on the Deschutes Forest Projects. These are due by March 12.

**Public Input on this item:**

John Taylor - citizen - On discussion of Visitor's Center. Regarding the agreement with the Park and Rec. District, they have an old ranger station and the forest service funding is requesting use of this as a visitor's center for the High Lakes, and didn't know if it would qualify for TRT funds or not. Regarding the IGA with ODOT, he is requesting a copy for the public. In lieu of an audit, asked if there was clarity on the revenue and expenses or just revenue. Park and Rec. found that their report needed to include both. Regarding COIB board, wanted to make sure we have a voting representative on that board.

**13. Staff Comments**

None.

**14. Council Comments**

Councilor Dee reported the we do not have a voting place with COIC and we need a Resolution and a separate letter stating who will represent us, who will be an alternate, and pay the dues. This will need to be done to give us voting power. Jeremy will work on this.

Councilor Maggard had a citizen ask that the audience state their names, as an introduction at the beginning of meetings, and if they do or don't live in the City limits. Christine stated the Council meetings are meant to be more formal.

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

None.

**16. Adjourn**

*A motion was made by Councilor Maggard to adjourn. It was seconded by Councilor Dee. All ayes - motion passed unanimously.*

The meeting was adjourned at 7:57 pm.

attest:

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City Recorder Luana Damerval

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Mayor Stu Martinez