

LA PINE CITY COUNCIL
MEETING AGENDA
June 11, 2008 - 6:00 p.m.
51340 Highway 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. May 28, 2008 - Regular Session
- b. Bills and Invoices
 - i. Travel and Other Reimbursements
 - ii. Training Request
 - iii. Monthly Bills
- c. Monthly Financial Report

6. Public Hearings

a. State Revenue Sharing Funds

In accordance with Oregon law, the City Council will hold a public hearing concerning the proposed use of the Oregon revenue sharing funds. Citizens will have an opportunity to provide written and oral comment to, and ask questions of, the City Council regarding the proposed use of these funds during this public hearing.

- i. Open Public Hearing
- ii. Staff Report
- iii. Public Comments
- iv. Close Public Hearing
- v. Council Deliberations

b. 2008-2009 City of La Pine Budget

In accordance with Oregon law, the City Council will hold a public hearing concerning the budget document as approved by the Budget Committee. Citizens will have an opportunity to comment on any item in the budget document.

- i. Open Public Hearing
- ii. Staff Report
- iii. Public Comments
- iv. Close Public Hearing
- v. Council Deliberations

7. City Street Improvement Proposal
8. COCO Legislative Agenda
9. Honorary Police Vehicle
10. City Manager Leave Request
11. Administrative Updates
 - a. Business Roundtable Meeting
 - b. Ford Foundation Leadership Nominees
 - c. Strategic Planning Open House Format
 - d. Traffic Signal
 - e. Insurance Coverage
12. Public Comments for Items not on the Agenda
13. Staff Comments
14. Council Comments
15. Adjourn

LA PINE CITY COUNCIL

MEETING MINUTES

June 11, 2008

1. Call to Order

The meeting was called to order at 6:10 pm by Mayor Pro-Tem Shields.

2. Establish Quorum

Present were:

Mayor Pro-Tem Shields
Councilor Robert Dee
Councilor Ginny Woodruff
City Attorney Jeremy Green
City Manager Christine Nelson
City Recorder Luana Damerval

Mayor Stu Martinez was absent due to illness.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Jim Fleming.

4. Added Agenda Items

#11 - RFP response review
#12f - Upcoming meetings
#13 - La Pine Frontier days Liquor License Application

5. Consent Agenda

- a. Approval of Minutes
 - i. May 28, 2008 - Regular Session
- b. Bills and Invoices
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A motion was made by Councilor Woodruff to accept the consent agenda as written.

It was 2nd. by Councilor Dee.

All ayes - motion passed unanimously.

6. Public Hearings 00:03:05

- a. State Revenue Sharing Funds
 - i. Open Public Hearing

This Public Hearing was opened at 6:14 pm by Mayor Pro-Tem Shields.

- ii. Staff Report

City Manager Nelson reported that the first public hearing was held and this was the second hearing. She went over the revenue sharings and what they would be used for.

- iii. Public Comments

Mary Garcia - area resident - Asked if the reduction in taxes would make a difference in the revenue budget, that a decrease would not be a wise decision.

Ken Kendall - Budget officer - explained that the budget had money left over from last year, and the expenses for this year allowed for the reduction of the tax base.

iv. Close Public Hearing

The public hearing was closed at 6:18 pm.

v. Council Deliberations

Councilor Woodruff felt the budget committee did a good job on the budget this year and commended Ken Kendall (Budget Officer) for a job well done. In the discussion of the tax rate, the proposed rate went from \$1.88 to \$1.80.

b. 2008-2009 City of La Pine Budget 00:08:35

i. Open Public Hearing

This Public Hearing was opened at 6:19 pm by Mayor Pro-Tem Shields.

ii. Staff Report

City Manager Nelson reported that the Budget Officer created 2 new funds - Tourism and Comprehensive Plan and Land Use Regulation fund. She went over what the items would be spent for. The Budget Committee is recommending \$1.80 per \$1,000 for budget year 2008-2009. This is to be adopted by the City Council on June 25, 2008.

iii. Public Comments

Doug Ward - City resident - Budget Committee Member - He felt the budget does 3 things.

1. Provides money for the City to function
2. Provides money for the Contingency Fund.
3. Lowers the tax rate.

He encouraged the City Council to accept this budget.

iv. Close Public Hearing

The Public Hearing was closed at 6:22 pm.

v. Council Deliberations

Mayor Pro-Tem Shields asked for clarity of the City's 3% Tourism fund, and if that will be rolled over into the starting cash of the Tourism fund for 2008-2009.

7. City Street Improvement Proposal 00:19:23

City Manager Nelson distributed an updated cost estimate sheet. We will have the money available after July 1, 2008, out of our budget. City Manager Nelson asked for authority from the Council not to exceed \$90,000 because of the time crunch. Pengra and Walker Streets were added to the list of City Streets, as they were public roads.

Councilor Dee stated that we need paperwork proving these are now City Streets. City Manager Nelson stated she will get that from George Kolb. She has that proof on most of the other City streets.

Public Comment on this item:

None.

A motion was made by Councilor Dee to authorize City Manager Nelson to obligate funds up to the amount of \$90,000 for the City streets improvements as listed on the handout, and approval of contract authority.

It was seconded by Councilor Woodruff.

All ayes - motion passed unanimously.

8. COCO Legislative Agenda 00:29:00

This item is from the last meeting, requesting approval of the COCO(Central Oregon Cities Organization) legislative agenda. The budget doesn't show any contributions from the City of La Pine and a letter of waiver of the dues for 2008. It was clarified that the word "contributions" is used in place of "dues" on that letter.

Public Comment on this item:

Mary Garcia - area resident - asked what COCO stood for, and who our representative is, and asked if they lobby for input from the cities.

A motion was made by Councilor Woodruff to approve the Legislative Agenda for COCO as is.

It was seconded by Councilor Dee.

All ayes - motion passed unanimously.

9. Honorary Police Vehicle 00:33:21

Jeremy went over some problems that could arise and the Insurance coverage issue. He suggested that a simple MOU (Memorandum of Understanding) might be an option. Council discussed the issue of mis-perception and how dangerous this is. Jeremy related some concerns. Councilor Dee asked about duration, and a comment was renewable annually.

Public comment on this issue:

Mary Garcia - area resident - stated that Sunriver has a Citizens Safety group and are not really authorized to enforce anything, but it has become a problem.

City Manager Nelson will look into the Insurance issue.

A motion was made by Councilor Dee to designate Rick Surry as La Pine's Honorary Police Chief and that he provide an Honorary Police Vehicle in the form of a decorated lawn tractor subject to the completing of an agreement provided by the City Attorney protecting our rights and liabilities and signable by City Manager Nelson.

It was seconded by Councilor Woodruff.

All ayes - motion passed unanimously.

10. City Manager Leave Request 00:44:04

Councilor Dee felt the City Manager needs to manage the City and this includes her leave time. Her request per her draft employment agreement is for anything over 4 days.

A motion was made by Councilor Dee to approve City Manager Nelson's leave request as presented.

It was seconded by Councilor Woodruff.

All ayes - motion passed unanimously.

11. RFP Response Review 00:46:04

City Manager Nelson will meet with DLCD and COIC to go over the Request For Proposal for a Planning Consultant. Committees will need to be created by City staff, Councilors and citizens. City Manager Nelson will promote on the radio for more volunteers on this and Council will appoint a citizen representative at the June 25, 2008 meeting. Councilor Dee and City Manager Nelson will be the City representatives for this committee.

City Manager Nelson suggested that the Audit Services RFP committee would be a good one for Councilor Woodruff to be on. Councilor Woodruff agreed, and requested that the City Recorder be on that committee also.

For the Fiscal Impact RFP, City Manager Nelson recommended herself, Mark Radabaugh and Mayor Pro-Tem Shields volunteered for that committee.

12. Administrative Updates 01:00:55

a. Business Roundtable Meeting

The quarterly meeting was today. Presentations were made by the Low Housing group and the La Pine Schools. Top items that should be addressed in Economic Development Strategies are:

1. Local Rule - Septic issue and flagging lots
2. Stoplight issues
3. Park & Rec. status
4. A loss of Doctors at the Center
5. Funding mechanisms for the City

b. Ford Foundation Leadership Nominees

This meeting is Tues June 17th. at 6:30 pm. City Manager Nelson asked for nominee's.

c. Strategic Planning Open House Format

This Open House is June 18th from 3-7 pm at the Midstate Meeting Room. She went over the format, and requested opening remarks from the Council We will send out agendas and information. This questionnaire will be on our website for public input for those who cannot attend.

d. Traffic Signal 01:07:43

The County Planning is saying the Design requirements are what ODOT requires. City Manager Nelson stated that the meeting with the County Commissioners (BOCC) would clarify who could pay for what services and she was concerned about the \$99.00 light, that it wasn't a viable option. The raising of awareness of the community and a community effort was a great idea. Councilor Dee stated that Bob Cox needed to be thanked for his efforts, but it just won't happen this way.

Mayor Pro-Tem Shields clarified that what she got out of the letter was that it was not trying a different design, but a different suggestion of a way to pull people together and get alternative funding for this.

Councilor Dee stated that we need to know what needs funded first, then figure out how to fund it.

City Manager Nelson reported that the County had been asking ODOT for a light there for years, but ODOT has only recently agreed to allow a traffic signal. The shifting of work times is not a solution to the issue.

Councilor Dee ran across an ODOT "Safe Community Mini-grant" where they fund a committee within the City to address traffic safety issues. They train them, they allow them to do research on the State. He feels this would be a way to attack this issue. Maybe they can come up with the options that would work.

Mayor Pro-Tem Shields stated that this was what she got out of Bob Cox's letter.

Public Comment on this issue:

Rose Alsbury - Chamber Director - On the Low income Housing Project, if they do not have 10% of the project done by June 2009, and that traffic light is not in, they will lose the application for that \$4 million project. Also, for another business that may be coming here, hiring over 200 people. She felt we need to go after the County for that funding.

e. Insurance Coverage

City Manager Nelson talked about canceling the Worker's Comp. Insurance for volunteers. Councilor Woodruff asked for Rex from Bancorp Ins. to check out Fiduciary Bonds. There are smaller Cities that have these bonds for staff employees. City Manager Nelson stated she will mention this to him.

f. Upcoming Meetings

1. Park & Rec. discussion on a tax base on Monday 6-16-08 at 6 pm.
2. Economic Development lunch meeting at COIC in Redmond on 6-23-08 at noon.
3. Small Cities regional lunch meeting in Maupin on Wednesday 6-25-08.

13. Liquor License Application 01:22:39

This application is for the La Pine Frontier Days Assoc. temporary liquor license.

A motion was made by Councilor Dee to recommend approval of temporary liquor license for Frontier Days to OLCC.

It was seconded by Councilor Woodruff.

All ayes - motion passed unanimously.

14. Public Comments for Items not on the Agenda 01:24:21

Gloria Fleming - area resident - Asked on the status on mass gathering meetings on the 2 events coming up, and the overnight camping. City Manager Nelson replied there was concern about the camping in the White School Park. It has been addressed for the walk/run event, but has not heard from Park & Rec about the Rock Concert. The zoning does not allow overnight camping and there has been no code enforcement, so when getting agreements with these organizations, it may become an issue. City Manager Nelson stated this is being worked on.

Doug Ward - City resident - He asked if anyone had any idea of the Park & Rec. District. Mayor Pro-Tem Shields stated going to their meeting would be the best place to get information.

Rose Alsbury - Chamber Director - Asked Councilor Dee if he would be able to attend the Ford Foundation meeting, and also that it is a great opportunity for our community.

15. Staff Comments 01:30:32

City Manager Nelson stated that residents from Terrebonne are here, as they are thinking of incorporating. They were here to observe.

16. Council Comments 01:33:11

Councilor Woodruff passed out the new Timeline for priorities and Council asked for this in the packets.

Councilor Woodruff stated the Audit RFP needs some changes, and she went over those items. Councilor Woodruff asked about our policy on emails, whether she needs to copy to the info@ email. Councilor Dee reiterated that it is there, and this was discussed before Councilor Woodruff's appointment and was the thing to do, to comply with public records law.

Regarding the BOCC meeting on June 30, at 5 pm at the Sr. Center, Councilor Woodruff asked for a need to set up a work session for the Council to get updated on issues that will be discussed at that meeting. City Manager Nelson is thinking of putting together a proposal of how we could fund the Street light issue. Mayor Pro-Tem Shields stated this can be placed as a limited discussion item on the 6-25 agenda for 30 minutes.

Councilor Woodruff also asked why there is a Resolution on the snow removal on the streets, but an Ordinance for snow removal of sidewalks. City Manager Nelson replied the streets are a policy, and the sidewalks are a law.

Mayor Pro-Tem Shields asked about succession planning, that we need mechanisms in place, with items needing to be left at City Hall while City Manager Nelson is on leave. City Manager Nelson stated that the packet will be ready to go, and agreed that she would work it out with the City Recorder to have passwords, keys and thumbdrives available in case they were needed while she is gone.

17. Adjourn 01:47:15

A motion was made by Councilor Dee to adjourn. It was seconded by Councilor Woodruff. All ayes - meeting adjourned at 8:01 pm.

Mayor Martinez or Pro-Tem Shields

attest:

City Recorder Luana Damerval