

# LA PINE CITY COUNCIL MEETING AGENDA

Wednesday February 11, 2009

Work Session - 5:00 p.m.

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

## A. Work Session – 5:00 p.m.

1. Call to Order
2. Roll Call
3. Cagle Subdivision Project and Special Cities Allotment Grant
4. Flexible Service Maintenance Agreement - Oregon Department of Transportation
5. Comprehensive Plan Management Consultant  
The City has informally solicited proposals for a comprehensive plan management consultant. The City will review proposals submitted by the responders.
6. Adjourn Work Session

## B. Regular Session – 6:00 p.m.

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. Added Agenda Items  
Any matters added to the agenda at this time will be discussed during the “Other Matters” portion of this Agenda.
5. Appointment of 2009-2010 Budget Members
6. 2008-2009 Agreement to Provide Tourism Promotion Services with La Pine Rodeo Assoc.
7. Selection of Comprehensive Plan Management Consultant
8. Flexible Service Maintenance Agreement - Oregon Department of Transportation
9. Other matters  
Only those matters properly added to this Agenda under line item No.4.
10. Public Comments for Items not on the Agenda
11. Staff Comments
12. Council Comments
13. Adjourn

# LA PINE CITY COUNCIL WORK SESSION MINUTES

Wednesday February 11, 2009

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

## B. Work Session – 5:00 p.m.

### 1. Call to Order

The Work Session was called to order at 5:02 p.m. by Mayor Woodruff.

### 2. Roll Call

Present were:

Mayor Ginny Woodruff  
Councilor Kitty Shields  
Councilor Doug Ward  
Councilor Ken Mulenex  
Councilor Barbara Hedges  
City Attorney Jeremy Green  
City Recorder Luana Damerval

Quorum established.

00:00:40

### 3. Cagle Subdivision Project and Special Cities Allotment Grant

City Recorder Damerval reported on the status of the Cagle Road grant, and asked for approval of at least \$11,000 to do more work specifically on Cagle Road, to complete the grant and get it submitted. After Council discussion, consensus was to put this on the agenda as added item # 9c, for approval of an additional \$15,000 allocation from the Street Fund for Cagle Road work only.

00:15:36

### 4. Flexible Service Maintenance Agreement - Oregon Department of Transportation

City Attorney Jeremy Green explained the situation with the agreement and where we are with it. It is not yet ready for Council approval.

00:20:46

### 5. Comprehensive Plan Management Consultant

The City has informally solicited proposals for a comprehensive plan management consultant. The City will review proposals submitted by the responders.

The Comprehensive Plan Services solicitation was done last week and proposals came in. The Council discussed the proposals, looking at approach and philosophy, cost effectiveness, efficiency, capability to perform, experience and performance history. Consensus of the Council was to award this to DMC Consulting Services.

Updated Meetings: Mayor Woodruff stated she would like to set-up a budget review meeting for the last half of March 2009. She also said that they need to establish goals and priorities in order to move ahead for the next year. It was decided to start the meeting at 5 pm every Wednesday between the regularly scheduled Council Meetings. First meeting for Goals and Priorities was scheduled for February 18, 2009 at 5:00 pm.

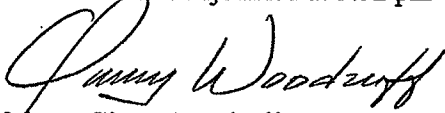
Meeting for review of current budget status will be scheduled at later half of March, when it is determined what date would work best. Tentative date for this meeting will be March 18, 2009. It was decided to provide the Councilors with the latest goals and priorities that currently exist. It was also suggested to bring in a facilitator from DMC Consulting to listen and work with the Councilors as well as what the timing is on the really big issues. Deadline for

submitting schedules and personal goals and priorities to Luana will be Friday, February 13<sup>th</sup>, at 9:00 am and out by noon.

Public Comment: Art Uecker, La Pine Insurance, stated that, regarding the ODOT issue, if the city names ODOT as the additional insured on the city's liability policy, when they are operating, if there is a loss and ODOT's insurance company does not pay it off, a claim could be filed against the city's insurance company but it would only pay if the adjuster for the city's insurance company agreed that it was a city liability issue. If it was clearly negligence on the part of an ODOT operator or some other third party, it would not be a claim against the city's insurance.

**6. Adjourn Work Session**

The Work Session was adjourned at 5:52 pm



Mayor Ginny Woodruff

attest:



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City Recorder Luana Damerval

# LA PINE CITY COUNCIL MEETING MINUTES

Wednesday February 11, 2009

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

## B. Regular Session – 6:01 p.m.

### 1. Call to Order

The meeting was called to order by Mayor Woodruff at 6:01 p.m.

### 2. Establish Quorum

Present were:

Mayor Ginny Woodruff  
Councilor Kitty Shields  
Councilor Doug Ward  
Councilor Ken Mulenex  
Councilor Barbara Hedges  
City Attorney Jeremy Green  
City Recorder Luana Damerval

Quorum established.

### 3. Pledge of Allegiance

The Pledge of Allegiance was led by Councilor Ken Mulenex.

### 4. Added Agenda Items

Any matters added to the agenda at this time will be discussed during the "Other Matters" portion of this Agenda.

- 9a. Ford Foundation Presentation by Karen.
- 9b. Surplus Vehicle
- 9c. \$15,000 allocation for Cagle Road work.

00:06:03

### 5. Appointment of 2009-2010 Budget Members

A motion was made by Councilor Shields and seconded by Councilor Mulenex to appoint Pat Ronzey to a one year term, Vivian Cooper to a six month term and Linda Maggard to a three year term.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ginny Woodruff</i>	<i>X</i>	
<i>Councilor Kitty Shields</i>	<i>X</i>	
<i>Councilor Doug Ward</i>	<i>X</i>	
<i>Councilor Barbara Hedges</i>	<i>X</i>	
<i>Councilor Ken Mulenex</i>	<i>X</i>	

Motion passed unanimously.

00:07:13

6. 2008-2009 Agreement to Provide Tourism Promotion Services with La Pine Rodeo Assoc.

*A motion was made by Councilor Ward and seconded by Councilor Hedges to accept the agreement to provide tourism promotion services as written and also to authorize the Mayor to sign the agreement.*

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ginny Woodruff</i>	<i>X</i>	
<i>Councilor Kitty Shields</i>	<i>X</i>	
<i>Councilor Doug Ward</i>	<i>X</i>	
<i>Councilor Barbara Hedges</i>	<i>X</i>	
<i>Councilor Ken Mullenex</i>	<i>X</i>	

*Motion was passed unanimously.*

00:10:06

7. Selection of Comprehensive Plan Management Consultant

This was a work session item in which the Councilors received proposals for a management consultant for the Comprehensive Plan.

With City Manager's resignation, this part needed to be solicited out. Consensus was that DMC would be the best fit.

*A motion was made by Councilor Ward and seconded by Councilor Shields to award the contract to DMC Consulting and also authorize Mayor Woodruff to sign the agreement.*

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ginny Woodruff</i>	<i>X</i>	
<i>Councilor Kitty Shields</i>	<i>X</i>	
<i>Councilor Doug Ward</i>	<i>X</i>	
<i>Councilor Barbara Hedges</i>	<i>X</i>	
<i>Councilor Ken Mullenex</i>	<i>X</i>	

*Motion was passed unanimously.*

00:13:00

8. Flexible Service Maintenance Agreement - Oregon Department of Transportation

Item was tabled until a further date and there was consensus on doing so.

00:13:21

**9. Other matters**

**Only those matters properly added to this Agenda under line item No.4.**

**9a. Ford Foundation Presentation**

Karen De Maris – Ford Foundation  
Tom Weller – Midstate Engineering  
Dan Dougherty – Fire Department

They chose a project and feel it will benefit the City and are excited. Lights on Huntington Road from core area to Highway 97, looking at installing five of these. Cost on these lights for first 10 years would be at no cost to the City as Midstate Electric would cover that cost.

Tom Weller stated by Huntington and Hwy 97 by the metal sign that is a triangle. Dan Dougherty from Fire Department Safety stated it will assist with crime prevention and safety. Ford Foundation has committed to five years. Group is confident they can get more grant money. This project, for the five lights, must be completed by January of 2010 in order to qualify for the \$5,000 that the Ford Foundation has allocated for it. Kick off of lighting will be at Trucker's Light Parade. Mayor Woodruff stated this is middle of comprehensive plan process. They hope City will adopt this standard of lights for the City. The lights will be an acorn style with high pressured sodium. There was a consensus for the City to provide a letter of support to Midstate Electric. Mayor Woodruff stated that the Comprehensive Plan consultants will be notified about this development. She also encouraged the Public to attend the Comprehensive Plan meetings.

00:37:25

**9b. Surplus Vehicle Opportunity**

City Recorder Damerval reported on the availability of a vehicle by the County. Decision was made for staff to track mileage for all errands. No action was taken on the vehicle opportunity at this time.

01:00:23

**9c. SCA Grant Discussion**

Swede Barber from ODOT will make the decision on what needs to be done up to the amount of money that has been allotted. There was also a discussion on the type of rock to be used on the roads and not to use the reject rock. Standard road base rock was considered a good type of rock to use.

*A motion was made by Councilor Shields and seconded by Councilor Ward to approve expenditure up to \$15,000 from the street fund specifically to do repair to Cagle Road to fulfill the \$25,000 grant.*

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Ginny Woodruff</i>	<i>X</i>	
<i>Councilor Kitty Shields</i>	<i>X</i>	
<i>Councilor Doug Ward</i>	<i>X</i>	
<i>Councilor Barbara Hedges</i>	<i>X</i>	
<i>Councilor Ken Mullenex</i>	<i>X</i>	

*Motion was passed unanimously.*

01:06:22

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

Gloria Fleming, who lives at 50662 Deer Forest Drive, stated that she was required to use County vehicle as they found it was cheaper, overall, to use that vehicle. She also said as the staffing increases, there will be more people charging mileage.

Jim Fleming, who lives at 50662 Deer Forest Drive, who had worked for a City, said no one in that City used their own vehicles for business related travel, except the Mayor. He said the upkeep on the city's vehicle was much better than most people's maintenance schedules.

John Taylor, who lives at 51375 Riverland Avenue, he wondered if the Sewer & Water Districts were notified on this, as that vehicle may be what they need.

It was announced that the Lyons Club will be sponsoring a Golf Tournament at Quail Run on May 3<sup>rd</sup> and 4<sup>th</sup>.

01:11:21

**11. Staff Comments**

City Recorder Luana Damerval stated she delivered the birthday card to Jessie Darin at Prairie House who turned 100. She said she got a big hug from the Receptionist. She also said that there should be five sets of minutes to approve. She stated that the notifications for the Administrative Assistant have been advertised. She said the only other applications are for two more members of the Planning Commission for inside the city limits. She said the City Council and Budget Committee have filled all their positions.

02:13:00

**12. Council Comments**

Councilor Ward stated that it had been a very productive 2 hours and 14 minutes and thanked all for staying on track and getting the job done.

Councilor Hedges stated she had no comments but that it was very informative.

Councilor Shields stated that she liked City Recorder Damerval's memorandums to introduce the discussion and action items. She said she attended the Water & Sewer District meeting, yesterday. She said that she is the current representative from the City, Councilor Ward is the alternate. She also said she promised to get them a copy of those meeting minutes for their files. She said water and sewer line extensions for the new La Pine Elementary School will go outside the district boundaries along Huntington, north of Crescent Creek subdivision and east along Burgess Road but they will be within the city boundaries. The school district was alerted that both districts will impose significant SDC fees in the next 60 to 90 days. Also, the water and sewer district will begin upgrading sewer lines along Morson Street. No specific date for the work was given. She also said that the sewer district and BLM are stepping up their discussions on the additional land needed by the sewer district.

Councilor Mulenex stated that Frontier Days was having their Crab Feed next month.

Councilor Ward, who attended the LIGI meeting, stated that the bio-mass plan was still in the planning stages. He also said that St. Vincent's DePaul is thinking of moving out there, as well as another small company. He also said they are pushing the railroad.

Mayor Woodruff stated that at the COIC meeting will be purchasing the Cascade Natural Gas building to use as a transportation hub. Neighbor Impact currently has funds available for accessibility remodels, as well as septic

replacements. Staff Holiday is Monday, February 16th, and also the Tourism Committee will be meeting on Feb. 17<sup>th</sup> at 5:30 pm. She also said there will be a Tag meeting coming up on February 12th at 1:00 pm. She stated that she and Councilor Hedges will be going to a Small Cities Network meeting on February 20<sup>th</sup> in Maupin.

Attorney Green stated he is currently going through the list of identifying the various City agreements that require extensions or updating. He said the extension of our intergovernmental agreement with the County was one he was reviewing. He also said, regarding employees using their own vehicles, that out of practical necessity the employee is using their own vehicle

**13. Adjourn**

The meeting was adjourned at 7:26 pm by Mayor Woodruff.



Mayor Ginny Woodruff

attest:



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City Recorder Luana Damerval