

# LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, February 25, 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. City Goals and Priorities

City Council

4. Contracting for City Planning Services

Mayor Ginny M. Woodruff

5. Business License Ordinance

City Attorney, Jeremy M. Green

6. Council Presence at Local Functions

Councilman, Ken Mulenex

7. 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. 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 concerning 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 7, 2009 - City Council Regular Session

ii. January 16, 2009 - City Council Work Session and Regular Session

iii. January 28, 2009 - City Council Work Session and Regular Session

- iv. February 4, 2009 - City Council Work Session
  - v. February 4, 2009 - Board of County Commissioners/City Council Joint Session
- 
- b. Bills and Invoices
    - i. Approval of Bills
    - ii. Financial Report
- 
- 6. Hiring of Administrative Assistant  
City Council
  - 7. Approval of Liquor License for Frontier Days Association Crab Feed  
City Recorder, Luana K. Damerval
  - 8. Light Meals Prior to City Council Meeting  
Councilor Kitty Shields
  - 9. La Pine Park and Recreation District - Support Letter  
Mayor Ginny M. Woodruff
  - 10. Public Contracting Ordinance - Ordinance No. 2008-01  
Discussion concerning proposed revisions to ordinance due to City Manager's resignation.  
City Attorney, Jeremy M. Green
  - 11. DMC Comprehensive Plan Management Contract  
City Attorney, Jeremy M. Green
  - 12. Other Matters  
Only those matters properly added to this Agenda under line item No. 4
  - 13. Public Comments for Items not on the Agenda
  - 14. Staff Comments
  - 15. Council Comments
  - 16. 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 meeting. This notice does not limit the ability of the City Council to consider or discuss additional subjects. The meeting is subject to cancellation without notice. The meeting is open to the public and interested citizens are invited to attend. 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 K. Damerval at (541) 536-1432.

# LA PINE CITY WORK SESSION MINUTES

Wednesday, February 25, 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

The Work Session was called to order at 5:03 pm by Mayor Woodruff.

### 2. Roll Call

Present Were:

Mayor Ginny Woodruff

Councilor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

Councilor Ken Mulenex absent by prior arrangements

City Attorney Jeremy Green

City Recorder Luana Damerval

Quorum established.

00:40:00

### 3. City Goals and Priorities

City Council

Deborah McMahon, of DMC Consulting Services, stated that what she and James Lewis have prepared is an overview of goals and priorities:

- Goals are general, over-arching concepts;
- Actions are plans that implement the Goals;
- Tasks are budgeted projects that fulfill the Action plan to meet the Goal.

00:43:20

### 4. Contracting for City Planning Services

City Attorney Green suggested contracting out for City planning so that we would have a resource to go to when a building code or planning issue comes up. The issue was tabled for budget review.

00:54:03

### 5. Business License Ordinance

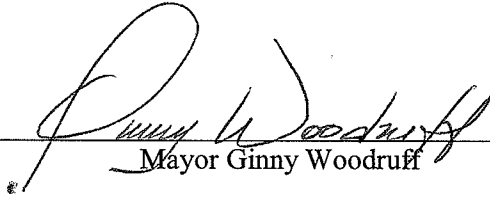
City Attorney Green stated he needs to get some direction from the City Council as to whether or not they want to implement the business license issue. There was Council consensus to direct City Attorney Green to finish putting together the business license ordinance and applications implementation.

### 6. Council Presence at Local Functions

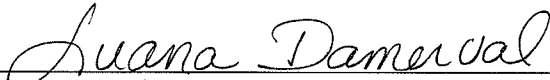
Item has been tabled for the night.

### 7. Adjourn Work Session

Session was adjourned at 6:01 pm by Mayor Woodruff.

  
\_\_\_\_\_  
Mayor Ginny Woodruff

Attest:

  
\_\_\_\_\_  
City Recorder Luana Damerval

# LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, February 25, 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

## B. Regular Session – 6:06 p.m.

### 1. Call to Order

The Regular Session was called to order at 6:06 pm by Mayor Woodruff.

### 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 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.

The following items were added items under item #12

- 12a. Councilor Resigns
- 12b. Airport
- 12c. Audit Resolution

02:30

### 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. It 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 concerning 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 7, 2009 - City Council Regular Session
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- v. February 4, 2009 - Board of County Commissioners/City Council Joint Session

Councilor Shields requested pulling minutes review to the next meeting. It was agreed to table the item until next meeting.

- b. Bills and Invoices
  - i. Approval of Bills
  - ii. Financial Report

**A motion was made by Councilor Shields and seconded by Councilor Hedges to approve Item 5b Bills and Invoices.**

<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 passed unanimously.**

05:47

- 6. Hiring of Administrative Assistant

Mayor Woodruff stated that the recommendation by the committee was unanimous to select Patricia Morgan. City Recorder Damerval stated there will be a 90 day probationary period and a starting wage of \$12.00 per hour for a 20-25 hour work week with no benefits.

**A motion was made by Kitty Shields and seconded by Councilor Hedges to hire Patricia Morgan as the new Administrative Assistant beginning on March 2, 2009.**

<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 passed unanimously.**

00:9:40

- 7. Approval of Liquor License for Frontier Days Association Crab Feed

City Attorney Green stated that they identified the licensed area as the White School and he thought there were some compliance issues with the building. He was told that they had a temporary occupancy permit.

**A motion was made by Councilor Mullenex and seconded by Councilor Ward to approve the liquor license for the Frontier Days Crab Feed.**

<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 passed unanimously.**

00:11:42

- 8. Light Meals Prior to City Council Meeting

Councilor Shields suggested to have light finger foods available during the Work Session Meeting. She said the City of Bend does this for their meetings. It was suggested to purchase from the store a veggie platter with chips and dip.

**A motion was made by Councilor Hedges and seconded by Councilor Ward that there be a light meal/snack for the meetings that are known in advance will be of a long duration.**

<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 passed unanimously.**

00:17:39

9. La Pine Park and Recreation District - Support Letter

Councilor Ward stated that he feels we should support them. Councilor Mullenex said he would retract his concern regarding the support letter. Mayor Woodruff stated she fully supports the measure.

**A motion was made by Councilor Ward and seconded by Councilor Mullenex to support the letter of support for the La Pine Park and Recreation District.**

<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 passed unanimously.**

00:22:42

10. Public Contracting Ordinance - Ordinance No. 2008-01

Discussion concerning proposed revisions to ordinance due to City Manager's resignation.

City Attorney Green stated section B2 of the Public Contracting Ordinance provides that the City Manager, as Chief Procurement Officer, may exercise or perform those powers provided by the public contracting code.

**A motion was made by Councilor Shields and seconded by Councilor Mullenex to have City Attorney Green revise the Public Contracting Ordinance subject to legal confirmation.**

<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 passed unanimously.**

00:33:17

11. DMC Comprehensive Plan Management Contract

This item was tabled to a later date.

00:33:32

12. Other Matters

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

12a. Councilor Resignation

Councilor Ken Mulenex submitted his resignation because of illness.

**A motion was made by Councilor Ward and seconded by Councilor Hedges to regretfully accept Councilor Mulenex's resignation.**

<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>Ken Mulenex</i>	<i>X</i>	

**Motion passed unanimously.**

00:37:47

12b. Airport

Mayor Woodruff stated that Jason Mugar has been requesting a feasibility assessment for an airport in La Pine. She said that on October 4, 2007 the Council decided that the BLM/Water and Sewer issues were the main priority and it was tabled until further notice.

**A motion was made by Councilor Mulenex and seconded by Councilor Ward to write a letter stating that the previous position was, and continues to be, that sewer and water has a higher priority for now than an airport.**

<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</i>
<i>Ken Mulenex</i>	<i>X</i>		

**Motion passed unanimously.**

00:45:39

12c. Audit Resolution

City Attorney Green stated to adopt a resolution identifying areas of concern that can be identified in the audit and discuss briefly how the City Council will address a deficiency. There was a consensus to have City Attorney Green draft a resolution of audit weaknesses and corrections.

00:49:48

13. Public Comments for Items not on the Agenda

Vern Walter, from the Chamber of Commerce, gave statistics on the Chamber of Commerce for the visitor center for February.

John Taylor, who lives at 51375 Riverland, stated that he doesn't know where the Council is at regarding the Comprehensive Plan. He said he wanted to know where the City was in regard to priority of the IGA's for the County and State on roads. He also wanted to know more about the City plans in regard to the Stimulus Package opportunities.

Tom Humphrey, 60084 Turquoise, stated he was a building code consultant in Portland and he would like to volunteer to do grant writing for Central Oregon and the City of La Pine.

00:56:15

#### 14. Staff Comments

City Recorder Damerval discussed the following:

- Pat Rongey is trying to get a movie night started at the Finley Butte Park building and has asked for \$300 donation to get it legally started. Council decided to pass on this request.
- Think Again Parents organization is asking the Mayor of La Pine to give her signature to the added brochure packet of materials that the parents will receive. Mayor Woodruff said she would sign it.
- Need for a customer help counter. Mayor Woodruff stated it was a good idea and also the other Council members thought it should be purchased.
- She is awaiting feedback from the Board of County Commissioner's and ERT regarding scheduling a meeting with the Council at City Hall.
- Regarding the Cagle Road work, she has talked with Swede and he suggested using three-quarter minus commercial rock. He also recommended Hooker Creek to do the work. City Attorney Green said he would investigate whether the work needed to be bid out or not.
- She received a call from Bob Crone regarding the property at the NE corner of Hwy 97 and Reed. He is working with potential retailers wanting to build there. He has been put on the mailing list.

01:11:18

#### 15. Council Comments

Councilor Mulenex stated that the Council needs to remember that regarding the COACT/RAIL, COCO, TAG, WJSC meetings that the City has not had representation at them for a significant time. Mayor Woodruff agreed with discussing this during the budget preparation and asked that it be added.

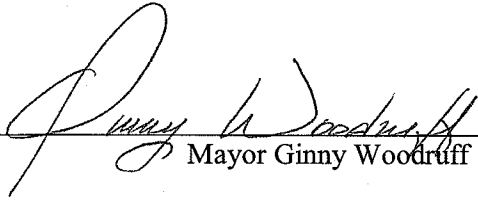
Mayor Woodruff gave a list of meeting dates and Councilor attendees and also asked for the Councilors to assist with attending these meetings:

March 5:	COIC	Woodruff & Hedges (Hedges not required to attend)
March 10:	COACT/RAIL	No Alternate (this will need to be filled)
March 10:	Water and Sewer	Shields & Ward
March 12:	COACT	Ward is our alternate
March 16:	COCO	No Alternate (not sure if it will benefit the City or not to attend)
March 19:	TAG	No Alternate (this will need to be filled)

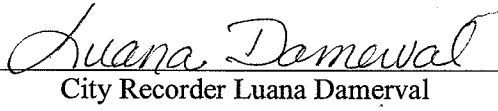
Mayor Woodruff stated that the Basic Local Budget Law Workshop will be on March 12<sup>th</sup> from 9:00 am to 3:30 pm. She also said that the Park & Recreation department is having their PAC Meeting on February 26<sup>th</sup> at the Fire Department conference room at 5:30 pm. She said there will be a groundbreaking for the new elementary school on March 18<sup>th</sup>.

16. Adjourn

The meeting was adjourned at 7:27 pm by Mayor Woodruff.

  
\_\_\_\_\_  
Mayor Ginny Woodruff

Attest:

  
\_\_\_\_\_  
City Recorder Luana Damerval