

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, September 9, 2009

Regular Session – 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

Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such other time selected by the City Council.
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. August 26, 2009 – Work Session and Regular Meeting Minutes
 - b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements
 - iv. Transient Room Tax Update
6. Request to Lower the Speed Limit on Huntington Road

John Thomas
7. CCIS Insurance Coverage for Volunteers
8. Resolution No. 2009-007

A resolution declaring the City of La Pine’s support to seek federal funding for the US 97/Wickiup Junction Project.
9. Outdoor Area Lighting Agreement
10. Other Matters

Only those matters properly added to the Agenda under line item No. 4 will be discussed at this time.

11. Public Comments for Items not on the Agenda
12. Staff Comments
13. Council Comments
14. 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 COUNCIL MEETING MINUTES

Wednesday, September 9, 2009

Regular Session – 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order

The meeting was called to order at 6:05 pm by Mayor Shields.

2. Establish Quorum

Roll Call:

Present Were:

Mayor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

City Attorney Jeremy Green

City Recorder Luana Damerval

Admin Ass't Patricia Morgan

Quorum established.

Councilor Adele Moilanen was excused by prior arrangement.

3. Pledge of Allegiance

Art Uecker, area resident, led the 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 or such other time selected by the City Council.

Councilor Hedges requested that Consent Agenda item 5.b., Approval of bills, be moved to Other Matters for discussion purposes.

Mayor Shields moved Approval of Bills, from the Consent Agenda, to Other Matters, Agenda item 10a.

00:01:50

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. August 26, 2009 - Work Session and Regular Meeting Minutes
- b. Bills and Invoices (**Moved to Agenda Item 10a**)
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements
 - iv. Transient Room Tax Update

A motion was made by Councilor Ward and seconded by Councilor Hedges to Approve the Consent Agenda with the exception of item 5b, approval of bills which has been moved to item 10a, Other Matters.

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

Motion passed unanimously.

00:05:15

6. Request to Lower the Speed Limit on Huntington Road

John Thomas, area resident, spoke on the area of Huntington Road south of Burgess where the end of the speed zone sign is posted. He said even though that particular area is a recognized wildlife crossing area, most vehicles are traveling around 55 mph. John Thomas stated not only were wildlife hit regularly by vehicles but also it was dangerous for pedestrians because of the current speed limit. He said he would like the Council's permission to proceed with taking necessary action to reduce the speed limit on that part of Huntington Road.

00:10:02

Councilor Ward said that they were told at the last TAG meeting that no students would be walking to the new elementary school on Burgess, that they would all be bussed. He said he was also concerned about the high speed of vehicles on Burgess road.

City Attorney Green said, in response to a question from Councilor Ward, we have some authority as it relates to speed issues. He said there is a process the City can go through to get the speed limit reduced. City Attorney Green said he would have to review the statutes. He also said he did not believe it would require a lot of his time to review the issue.

City Recorder Damerval stated that the City has received requests before from citizens to reduce speed limits on roads within the City. Mayor Shields stated that since the City has gone through this process before, staff already has an idea of how to approach the process.

00:13:25

Mayor Shields stated that the situation with Huntington Road reminded her of Knott Road and 27th in Bend.

Councilor Ward said that 40 mph was a good speed in his opinion for that part of Huntington Road. Councilor Hedges said she favored going with even less of a speed limit in that area.

00:16:29

Mayor Shields stated that she was comfortable with the 40 mph. In response to a question by Mayor Shields, City Attorney Green said there is a criteria under which a speed limit can be established. He said that City Recorder Damerval could contact Tom Blust at the County to discover what paperwork needs to be filed to start the process.

00:18:15

Mayor Shields and City Attorney Green advised John Thomas against removing any speed limit signs or putting up any other signs. Mayor Shields assured him that the City will be contacting the County regarding the issue. She said when they requested the speed limit change on Finley Butte Road it was resolved pretty quickly.

00:20:17

Mayor Shields advised John Thomas that he consider contacting the School District regarding safety issues with students walking to the new elementary school on Burgess Road. She said that he might want to return to the City Council after discussing the matter with the School District.

00:21:28

City Attorney Green stated that the Council can recommend a speed limit that the County can use for consideration.

00:22:27

The Council had individual consensus for City Attorney Green and City Recorder Damerval to move forward with requesting the speed limit change on that part of Huntington Road.

00:23:30

7. CCIS Insurance Coverage for Volunteers

City Recorder Damerval stated the workers' comp volunteer insurance will cost approximately \$40 a year or \$10 for each volunteer committee. She said the City currently has four volunteer committees.

In response to a question from Mayor Shields, City Recorder Damerval stated that the City had this insurance during 2007-2008 but did not have it last year. City Attorney Green said that it was discretionary, that the City was not required to have the insurance. City Insurance Agent Uecker stated that the insurance is very economical and can easily be renewed from year to year. In response to a question from Mayor Shields, City Insurance Agent Uecker said it was a simple process to add another committee to the insurance policy should the City create another one.

Councilor Ward and Councilor Hedges both agreed it was a good idea to have this insurance for the volunteers. Mayor Shields also agreed. City Attorney Green stated that the Council would have to pass a resolution to authorize coverage for volunteers. The Council each gave individual consensus

to direct City Attorney Green to bring back for adoption, at the next Council Meeting, a Resolution for authorizing the purchase of volunteer insurance.

00:27:41

8. Resolution No. 2009-007

A resolution declaring the City of La Pine's support to seek federal funding for the US 97/Wickiup Junction Project.

City Recorder Damerval stated that ODOT requested that the City of La Pine and Deschutes County provide a letter of support for ODOT's request for federal funding for the project. Mayor Shields stated that after review, it sounded like a good thing to do.

City Recorder Damerval read the title of Resolution No. 2009-007.

A motion was made by Councilor Hedges and seconded by Councilor Ward to adopt Resolution No. 2009-007.

Vote as follows:

	AYE	NAY
Mayor Kitty Shields	X	
Councilor Doug Ward	X	
Councilor Barbara Hedges	X	

Motion passed unanimously.

00:31:44

9. Outdoor Area Lighting Agreement

City Attorney Green stated that this is a draft Agreement before the Council. He said he has received comments from the County as well as Midstate Electric. City Attorney Green said that Midstate has sent the Agreement on to their attorney for review. He also said that the Ford Foundation has agreed to be responsible for some of the installation infrastructure costs of the light fixtures. City Attorney Green said this would be incorporated into the Agreement before finalization.

Art Uecker, Ford Foundation, stated that Midstate is overseeing the construction but not performing all aspects of the construction. He also said the General Manager at Midstate was concerned about the ongoing costs of electricity over the ten years.

Councilor Ward asked if the \$10.75 per light per month could be changed as electricity goes up in cost. City Attorney Green stated that if the Agreement is signed as is, Midstate could not raise the rates over the next ten years. However, he said it sounds like Midstate now has some concerns about the costs and their attorney may bring up some changes regarding these costs.

City Attorney Green stated that all the stakeholders for this project are committed to resolving their differences and desire to sign a Lighting Agreement.

Councilor Ward expressed concern about the City locking themselves into something ten years from now. Councilor Hedges stated that she wanted the Agreement to be finalized as soon as possible.

00:45:30

Mayor Shields said that what we do not know is what Midstate's Counsel is going to come back with that might cause a tug of war situation. Councilor Ward reversed his position and agreed to give authority to the City Attorney to make changes as needed.

Art Uecker, Ford Foundation, stated that the Foundation is committed to pay the costs for ten years. City Attorney Green stated that if something comes up, during the Agreement's finalization process that requires the Council's attention, staff will call a Special Meeting.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the Outdoor Area Lighting Agreement subject to legal review and approval with authority for Mayor to sign.

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

Motion passed unanimously.

10. Other Matters

Only those matters properly added to the Agenda under line item No. 4 will be discussed at this time.

10a) Approval of Bills

In response to a question from Councilor Hedges regarding overtime for staff, City Recorder Damerval stated that there was a coding problem with the check detail list. She asked that the approval of bills be tabled and moved to the next Council Meeting for approval.

In response to another question from Councilor Hedges, staff stated that one of the mileage checks was to reimburse the Administrative Assistant for a trip to Albany to attend an Identity Theft Class. Administrative Assistant Morgan said that another check was to cover the registration fee for the Oregon Municipal Recorders Conference in Eugene. She said she is scheduled to attend the technical writing class and also some other courses at the annual conference.

Mayor Shields stated that it is standard for mileage to be reimbursed when staff or Councilors are attending meetings or training out of the area.

Councilor Ward asked about some office supply costs. City Recorder Damerval stated that a new laser color printer was recently purchased for the office as a replacement. She also said that some charges under interest were incorrectly put there because they were actually credit card charges for supplies, etc. Administrative Assistant Morgan also mentioned that some of the expenses were for

obtaining new office supplies for the City Bookkeeper. City Recorder Damerval advised the Council to pass the mileage reimbursement for the Administrative Assistant.

A motion was made by Councilor Hedges and seconded by Councilor Ward to Approve the Mileage Tracking under Approval of Bills.

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

Motion passed unanimously.

01:00:20

11. Public Comments for Items not on the Agenda

Gloria Fleming, area resident, asked about the accounting procedures for capital assets and items that become a depreciable asset. City Recorder Damerval stated that the City Bookkeeper will be setting up a system for the City's accounting procedures. She said she was also unsure about what point a Resolution needs to be created to purge unused items. Mayor Shields stated that this matter has come up before and the Council is aware of this issue and will be getting it resolved.

Dan Varcoe, Chamber of Commerce, asked about postings for a Public Hearing on the Comprehensive Plan. City Recorder Damerval stated that there is a Comprehensive Plan Public Hearing scheduled at the Senior Center on October 13th starting at 6:00 pm. In addition to postings, letters also went out to City of La Pine residents regarding the Public Hearing. Mr. Varcoe asked about the construction progress for the Assisted Living Center on Huntington Road. He was assured that the construction is still ongoing for the project.

John Thomas, Planning Commissioner, asked about the use of office supplies and equipment. City Recorder Damerval stated that the Planning Commissioners can receive office supplies and use of office equipment from the City.

01:07:24

12. Staff Reports

Administrative Assistant Morgan stated that there have been a number of calls and some visitors asking questions about the scheduled Comp Plan Hearing. She said the public has also been referred to Deborah McMahon of DMC Consulting.

City Recorder Damerval reported on the following:

- Mosquito Abatement Form on the Website has been receiving some good responses. She said it has also gotten more of the public knowledgeable about the City's website.
- A Traffic Calming Meeting was held on August 31st. ODOT has now put up signs and candlestick posts as temporary measures on Hwy 97 starting from north of Reed Road and continuing south past Reed Road.

- The \$25.00 donation was made to La Pine Frontier Days and the City's banner will be hung up at the Playday.
- She and Adele Moilanen will be attending the League of Oregon Cities conference October 1-3. She also said they were both awarded scholarships to pay for the conference cost excluding the cost of hotel and mileage.

01:12:20

13. Council Comments

Councilor Ward thanked Dan Varcoe and John Thomas for the article they put in The Eagle this month.

Councilor Hedges asked to be the representative and attend the Chamber of Commerce meetings. She also said she thought Councilor Moilanen wanted to attend the DWA meetings. Councilor Hedges stated that she went to the COIC meeting last week and learned about some loans they have given out to businesses and such. She said that Alan Unger, County Commissioner, suggested that someone from the group talk to the Council about these loans and how to obtain them.

01:20:18

City Attorney Green stated that the loans do have to be repaid. He said it was his understanding that COIC provides both grants and loans. City Attorney Green stated he could contact COIC, if the Council was interested, about giving a presentation on available programs. Mayor Shields suggested that staff try to schedule a presentation for some time in October before the roads get bad. City Attorney Green said he could contact them in the next day or two.

City Attorney Green stated that he wanted to bring the Council up-to-date on the IGA with ODOT. He said that the changes are basically that ODOT will only provide emergency snow removal to the City but that is all they will provide. City Attorney Green said he is also working on the LIGI/City Council/County/ODOT Memorandum of Understanding regarding the traffic issues. He said he is continuing to work on the snow removal policy and contracts with City Recorder Damerval.

01:24:55

Mayor Shields stated that the Sewer District and Water District Meetings, that she attends, were both cancelled due to emergencies.

14. Adjourn

The meeting was adjourned at 7:30 pm by Mayor Shields.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval