

# LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, Dec. 9, 2009

Work Session – 3:30 p.m.

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

## A. Work Session – 3:30 p.m.

1. Call to Order
2. Roll Call
3. Presentation/Discussion with Eric King, City Manager for City of Bend
4. Staffing/City Manager Update Information
5. 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. Oct. 28, 2009 WS and Meeting Minutes
- ii Nov. 6, 2009 Special Meeting Minutes

#### b. Bills and Invoices

- i. Approval of Bills
- ii. Financial Report/Current Budget Chart
- iii Approval of Reimbursements

6. 2010 – Year of the Volunteer  
Presentation by Ed Onimus, Redmond City Council
7. Schedule Councilor Training with LOC
8. Approval of Wilderness Garbage Disposal Fee Increase
9. Letter of Support for City of Sisters
10. Review of New Councilor Applications
11. Other Matters  
Only those matters properly added to this Agenda under line item No. 4
- 11a) Review of Minutes from Dec. 9, 2009 Meeting – Councilor McAfee
12. Public Comments for Items not on the Agenda
13. Staff Comments
14. Council Comments
15. 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 WORK SESSION MINUTES

Work Session – 3:30 p.m.

Wednesday, Dec. 9, 2009

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

## B. Work Session – 3:30 p.m.

### 1. Call to Order

The Work Session Meeting was called to order at 3:30 pm by Mayor Shields.

### 2. Roll Call

Present Were:

Mayor Kitty Shields  
Councilor Doug Ward  
Councilor Barbara Hedges  
Councilor Adele Moilanen  
City Attorney Jeremy Green  
City Recorder Luana Damerval  
Admin Ass't Patricia Morgan

Quorum established.

### 3. Presentation/Discussion with Eric King, City Manager for City of Bend

Eric King, City Manager of Bend, stated that the key areas of his job are:

- 1) Managing his relationship with the Councilors. He said it is his role to be a liaison for them.
- 2) Taking all the information from the various departments and providing it to the Councilors on a given subject.
- 3) Acting as an ombudsman for those citizens that have not been able to resolve their issues and now want to bring it to Council.
- 4) Working out in the community with the Chamber, schools, etc. He also said managing the City on a day to day basis is another job duty.

Eric King stated since La Pine has few staff members, they would probably want a City Manager that is a generalist. He said the International City Manager Association (ICMA) would be a great resource to put together job descriptions and they also have a very focused recruitment agency.

Mr. King stated that the City Manager also makes policy decision requests to the Council. He said staff usually provides the Council with background information and also staff recommendations. Mr. King said the City Manager makes the presentation to the Council.

In response to a question from Councilor Ward, Eric King stated that typically the City Administrator is for a strong Mayor form of government, in which the Mayor is usually compensated and has an office at City Hall. He said there is really not much difference between a City Administrator and a City Manager.

In response to another question from Councilor Ward, Mr. King stated that the Council should be unified in the need for a City Manager and also defines the role. He said a potential City Manager would usually notice a Council that is not working well together.

00:17:40

Mayor Shields stated that what we are trying to determine is what type of person we need to help us finish getting the City set up. She wondered if that is something that we could, or even should, expect of a manager. She said we do not even know exactly what we are missing, and we need to find the person who can help us determine that.

Mr. King introduced Ms. Courtney Snead who came to the City as a Management Intern and is now the Assistant to the City Manager of Bend. Ms. Snead stated that the Range Rider Program (volunteer retired City Managers) and also the Oregon City Council Manager Association (OCCMA) could help identify needs and help the Council to make decisions. Mr. King stated that Roger Jordan is the Range Rider for this area.

In response to a question from Councilor Ward, Mr. King stated that the Council should look for someone that is flexible and can hit the ground running. He did state that he has a Master's in Planning and received his experience in local government mainly performing citizen involvement work, managing special projects and also economic development in the Mayor's Office at the City of Portland. Mr. King gave examples of City Managers that did not have public sector experience and/or a Master's Degree. He said he had about eleven years experience in local government before going to work for the City of Bend.

Courtney Snead stated that typically, depending on the size of a City, you look for someone with a Bachelor's Degree and five years experience in the public sector or someone with a Bachelor's Degree and maybe some Master's work in Public Administration. She also said sometimes there are requirements for a City Manager that include a Master's degree and approximately twelve years of public sector experience, but the salary would be much higher for this type of City Manager.

In response to a question from Councilor Hedges, Mr. King stated that the Council probably will want to hire an experienced City Manager or someone with experience in local government. He also recommended hiring someone who has expertise in some of the specific areas the City has need of at this time. Courtney Snead recommended hiring someone that has government experience in Oregon because Oregon law is so unique.

In response to a question from Councilor Hedges regarding legal services, Eric King stated that the City Attorney comes to Council Meetings and helps guide staff and Council in making decisions that won't get them in trouble. He said they play a dual role and advise both staff and Council. He went on to say that a City Manager would be working closely with legal counsel on all issues, and that in Bend every issue goes through the "legal and financial filters" before it gets to the Council.

Councilor Moilanen stated that she does not see a Sewer & Water District under City management or a Public Works Department until La Pine has a strong City Manager. She said the citizens have made it clear to the Council that they want them to move forward toward hiring a City Manager. Councilor Moilanen also asked Eric King if policies and procedures could take the place of a City Manager. Mr. King stated that policies and procedures are only as good as they are put into practice, but somebody has to be there making sure they are adhered to because with the Council, there is always turnover. He said hopefully you would have a Manager here for awhile so they could administer those policies over time.

00:31:20

In response to a question from Mayor Shields, Mr. King stated that most cities have municipal codes that guide their basic operating procedure and then there are Council policies and also administrative policies. He said there are also operating procedures within various departments in the City. Mr. King stated that

the role of the Manager could be to help the Council define issues and needs for the City. He said this will be important for the recruitment process of a City Manager. Eric King stated that his performance review is based on how well he met the goals set forth by the Council for him.

Eric King stated that the Range Riders can work with the Council to set goals. He said they can help the Council with making the decision whether to hire a City Manager or not. Mr. King advised the Council to get public input before meeting to set goals. He suggested advertising for a community meeting that would be more like a Council Work Session on goals.

Mr. King stated that his own job description is fairly generic but he could provide the City with templates of City Manager job descriptions. He said the Council needs to develop a job description and also a job announcement for a recruitment brochure stating the goals and needs of the City. Eric King also stated that the Council is his boss. He said the Council can give him direction, collectively, as a body.

Councilor Moilanen asked Courtney Snead about the Master's Program for Public Administration. She said at the end of a variety of coursework including Human Resources and Finance, there is a six month internship program in a City Manager's office. Eric King recommended tapping into the local network in Central Oregon for assistance with hiring a City Manager.

Councilor Hedges stated that her goal is to hire a City Manager by July 1, 2010. Eric King said it usually is a three to four month process to recruit and hire a City Manager.

00:44:28

Councilor Moilanen stated that she was involved in the Fire Districts hiring of a new Chief and really liked the process they used. She said they had a couple of panels like a technical panel, etc. and she thought it was more rounded than just having the Council handle all the interviewing. Mr. King stated that panels are a good interviewing process to use. He recommended that the City have a staff interview panel as well.

00:46:57

Mayor Shields stated we may be getting ahead of ourselves, and reminded the Council that what we're trying to do is decide if in fact a City Manager is what we need now to help us put together what we're missing.

#### 4. Staffing/City Manager Update Information

Councilor Ward discussed the survey he did and provided the Council with the written results of his survey. He said he utilized cities that had approximately the same population as the City of La Pine. Councilor Ward stated that only two cities have a City Manager. He said the other cities have a City Recorder/City Administrator and they told him that is the same as a City Manager. Councilor Ward said all these cities have departments, unlike the City of La Pine.

Councilor Ward stated that the Council needs to establish, in the next 30 days, what programs we are going to have in place for our next budget cycle and also if we have enough programs in place to justify a City Manager or City Administrator. He said if we are going to hire a City Manager we need to start the process by February 2010.

Councilor Ward stated he can call the five cities and get a copy of their job description and also rules and regulations for a City Manager. Council gave direction for Councilor Ward to obtain this information for the next City Council Meeting.

00:55:34

Councilor Moilanen stated that she did some research looking at past Meeting Minutes to locate where the administrative authority was given to the Mayor. She said all she discovered was that we still are a Council/Manager type of government. Councilor Moilanen stated that after the last City Manager left, the Mayor stepped into the City Manager/Administrator role but there was never a Council consensus for this to occur. Mayor Shields stated from a staffing point it is City Recorder Damerval who performs administrative duties for the City. City Attorney Green stated that the City does not have a choice as to who is going to fill the administrative hole. He said this was taken into consideration when creating the City Recorder's job description. City Attorney Green stated that no City Councilor is filling in as a City Manager. Councilor Moilanen stated that it would create a conflict of interest because you cannot make policy and then also administer that policy.

City Attorney Green stated that part of the reason for the recent approval of the City Recorder's job description was to address that administrative hole. He said staff implements policy based on Council recommendations.

Mayor Shields asked Eric King what staff does when an issue comes up between Council Meetings. Mr. King stated that staff asks Council for some direction and also to create a policy on a particular issue and the City Manager helps with this process. Eric King also said that there is a difference between creating policy and just making a decision on something. He said the City Manager should be able to make those day to day decisions with managing the City. Mr. King stated he will often communicate with the Council, perhaps over the telephone, when he needs their input for an administrative decision between City Council Meetings.

Councilor Hedges stated her experience has been that Councilors sometimes get left out of some processes. She said it seems like staff make decisions and the Council is left out between meetings. Councilor Hedges stated that they vote on things when they do not have the background on them. Councilor Moilanen stated that it does seem like some things just appear on the Agenda for voting purposes.

Mayor Shields stated that is why she always asks if Councilors have had time to review what is on the Agenda. She said if a Councilor has not had enough review time or information to base a decision on, they need to state that before going ahead and voting.

01:07:01

City Attorney Green stated that one of the duties of the City staff is to inform the City Council and provide them with sufficient information and background on items to make a decision. He said if the Council does not feel they have received adequate information to make a decision they should state that during the meeting, and ask for specific information, or question areas of concern.

Councilor Moilanen stated that the City's administrative hole should be on a future Work Session. Mayor Shields stated that on several occasions the Council has asked staff to obtain additional information before voting on something. City Attorney Green stated that staff reports need to be more thorough and provide more information.

Councilor Hedges stated that she understood to ask a question of staff she had to go through Mayor Shields. Mayor Shields stated that Councilors cannot give staff direction, but they can ask them a question.

Councilor Ward and Mayor Shields discussed a memo to the Council that is going to be written clarifying some City staff and Council issues and also communicating information from a prior staff meeting.

Councilor Moilanen stated that maybe the go-between administrative person for the time being can be someone other than the Mayor, perhaps another Councilor can be that go-between person. Mayor Shields stated we need to have a discussion about that as well as other things. Councilor Ward stated that when the City was first formed the original Council gave the Mayor the authority to be the go-between with staff and without communicating with other Councilors. City Attorney Green stated that the role of the Mayor historically in La Pine has been a liaison not an administrator or a manager. He said then the Mayor decides after receiving all the information, what to do with it. City Attorney Green stated that there is nothing wrong with the Councilors contacting City staff to get updates on issues or more information.

Councilor Moilanen stated that if we do decide to go with a City Manager we need to let them have the authority they need to do their job. City Attorney Green stated he thought it was a good idea to develop goals, etc., when creating the job description for a City Manager.

Mayor Shields stated that for the next City Council Meeting there will be another Work Session on the City Manager topic.

Councilor Ward asked City Attorney Green if the City Charter would be done before the next fiscal year. City Attorney Green stated if the Council wants the City Charter on the plate for this spring, it should be put on the plate.

5. Adjourn Work Session

Meeting was adjourned at 4:52 pm by Mayor Shields.

**A motion was made by Councilor Ward and seconded by Councilor Moilanen to adjourn the Work Session.**

<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>	
<i>Councilor Adele Moilanen</i>	<i>X</i>	

**Motion passed unanimously.**

# LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, Dec. 9, 2009

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739  
South County Building Meeting Room

## B. Regular Session – 6:00 p.m.

### 1. Call to Order

The meeting was called to order at 6:04 pm by Mayor Shields.

### 2. Establish Quorum

Present Were:

Mayor Kitty Shields  
Councilor Doug Ward  
Councilor Barbara Hedges  
Councilor Adele Moilanen  
City Attorney Jeremy Green  
City Recorder Luana Damerval  
Admin Ass't Patricia Morgan

Quorum established.

### 3. Pledge of Allegiance

Councilor Adele Moilanen 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.

- 11a) Schedule a Work Session for Formal Complaint Resolution Policy and Records Request Policy.

### 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. Oct. 28, 2009 WS and Meeting Minutes
- ii Nov. 6, 2009 Special Meeting Minutes

Councilor Moilanen requested a change be made to the October 28<sup>th</sup> Meeting Minutes; under a roll call vote she was listed but in fact she was not present at that meeting.

b. Bills and Invoices

- i. Approval of Bills
- ii. Financial Report/Current Budget Chart
- iii. Approval of Reimbursements

Councilor Ward stated he had a question on the Check Detail on page two, regarding a purchase for a computer program to prevent spam. City Recorder Damerval stated that the program was purchased with the credit card and the program was needed to control spam on City e-mail.

Councilor Moilanen stated she wanted to move the Financial Report/Current Budget Chart to Other Matters, item 11b.

**A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the Consent Agenda with the minor correction to Oct 28, 2009 Minutes as recommended and with the removal of the Financial Report/Current Budget Chart to Other Matters.**

*Vote as follows:*

	<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>	
<i>Councilor Adele Moilanen</i>	<i>X</i>	

**Motion passed unanimously.**

01:26:13

6. 2010 – Year of the Volunteer

Presentation by Ed Onimus, Redmond City Council

Mr. Ed Ominus, from the Redmond City Council, said this past September the Redmond City Council established 2010 as the Year of the Volunteer. He said that studies indicate that three out of four Americans over the age of 16 years do not normally volunteer. Mr. Ominus stated that in Central Oregon there are 2200 people considered homeless and 40% of these people are children.

Ed Onimus stated he is here to invite the City of La Pine to join Redmond, Madras, City of Sisters, Culver and Prineville in declaring 2010 the Year of the Volunteer.

In response to a question from Administrative Assistant Morgan, Mr. Ominus stated that Oregon's definition of homeless is anyone living in temporary housing. He said there is a homeless camp south of Bend and there are also shelters but not enough beds. Mr. Ominus said there are a lack of volunteers and also a lack of funds.

Ed Onimus stated that they plan to mobilize the volunteer troops. He said they will be asking current volunteers if they have a friend that can also volunteer. Mr. Ominus stated that there may a project that will include children volunteers. He also said the Council can encourage City staff to volunteer as well as

themselves. Ed Onimus stated that some businesses close their offices one day a year and all the employees go out and participate in a volunteer project.

Councilor Ward stated that he would like to see a Proclamation created by City staff and have the Mayor sign it on behalf of the City of La Pine.

**A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the creation of a Proclamation making 2010 the Year of the Volunteer and giving the Mayor authority to sign.**

*Vote as follows:*

	<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>	
<i>Councilor Adele Moilanen</i>	<i>X</i>	

**Motion passed unanimously.**

01:38:00

7. Schedule Councilor Training with LOC

Councilor Ward stated that the training by the League of Oregon Cities (LOC) will cost \$1,200 for a three hour session. He said he is concerned that two of the items they will receive training on are already contained in the reading materials each Councilor received when they became a Councilor.

Councilor Hedges stated that the training would clarify things that may not be understood from just reading a book. Mayor Shields stated you get more out of something when you actually have a real trainer present. She said her only question was how many could attend the training. Mayor Shields stated that she would like other City Committee and Commission members to attend. Councilor Moilanen said that the written materials are subject to interpretation and the LOC training would give the Council the parameters of what they could and could not do. She also said it would be a good team building exercise.

Mayor Shields stated that the more the City Committees and Planning Commission know about how the Council works, the better they will be able to serve the City. She emphasized that the training is Councilor training.

Council directed staff to get more information about the LOC training and how many people can be accommodated. Councilor Ward stated he is still opposed to the training. Councilor Moilanen requested a budget impact statement for the LOC training.

01:49:49

8. Approval of Wilderness Garbage Disposal Fee Increase

City Recorder Damerval stated that she learned in a conversation with City Attorney Green the City will need to have a Resolution for the fee increase. Stu Martinez, owner of Wilderness Garbage, stated that the fee increase is really considered a pass-through because it is a fee imposed from Deschutes County on garbage disposal companies.

City Attorney Green stated he would discuss the matter more with Mr. Martinez so that a resolution could be prepared by the next meeting. In response to a question from Councilor Hedges, Mr. Martinez stated

that in order to provide recycling services there would have to be a separate rate for that service. He also said they are not mandated to do recycling by the Oregon Department of Environmental Quality.

01:58:00

9. Letter of Support for City of Sisters

City Recorder Damerval stated that the letter came to the City just as it is presented.

***A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the Letter of Support for the Community Development Block Grant for the City of Sisters and authority for the Mayor to sign.***

***Vote as follows:***

	<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>	
<i>Councilor Adele Moilanen</i>	<i>X</i>	

**Motion passed unanimously.**

10. Review of New Councilor Applications

City Recorder Damerval stated that she went through the previously submitted applications for a City Council position and tried to contact each of the applicants. She said phone numbers were either disconnected or the applicant was no longer interested. Mayor Shields recounted the Council's desire to have a pool of at least three candidates to interview. However, since there has been only two applications submitted for the position vacated seven months ago, and out of respect to those who's applications were on file from prior vacancies, those prior applications were brought back into the pool to see if any were still interested. Mayor Shields stated that now she would like to move forward with the one current application for the Council position.

***A motion was made by Councilor Ward and seconded by Councilor Hedges to interview Don Greiner for the Open Position on the City Council.***

***Vote as follows:***

	<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>	
<i>Councilor Adele Moilanen</i>	<i>X</i>	

**Motion passed unanimously.**

Councilor Ward asked applicant Don Greiner the following questions:

- Are you a resident of the City?
- Are you interested in becoming a City Councilor?
- Are you sincere when you say you want to become part of a team?

- Would you explain what you meant in the statement on your application that we need to expand the tax base for the City?
- Do you have a problem with serving on a sub-committee?

Don Greiner answered yes to all questions. In response to a statement on Mr. Greiner's application, Councilor Moilanen stated that the Comprehensive Plan does not identify any expansion of the urban growth boundary because we have enough buildable land in the City limits for the next twenty years. In response to a question from Councilor Moilanen, Mr. Greiner stated the biggest challenge the City has right now is whether to hire a City Manager or not. He said it was his opinion that policies and procedures need to be established before hiring a City Manager.

02:11:30

Councilor Hedges asked some questions regarding Don Greiner's work and volunteer experience. She also talked to Mr. Greiner about his interest in public speaking. Mayor Shields stated that all of her questions have now been asked and answered, and that she was sold when Mr. Greiner said get the horse before the cart. Councilor Ward said we have a very qualified candidate in front of us. Councilor Moilanen asked Don Greiner what was the biggest asset he would bring to the Council. He said he would be interested in recruiting and utilizing volunteers more.

Councilor Moilanen reminded the Council that they were considering a non-resident Councilor position. She noted the Oct.28<sup>th</sup> Meeting Minutes as her reference. Attorney Green stated that change would have to be adopted by City Charter and right now La Pine does not have a City Charter. Councilor Moilanen asked the Council if they could hold off filling the vacant Council seat because the Council is going through a transition phase right now. She said they are trying to fill the administrative hole and she thinks it is premature to bring someone on at this time. Councilor Ward stated that with all due respect he completely disagreed with Councilor Moilanen. He said we have a completely qualified candidate.

Councilor Hedges stated she was very impressed with Don Greiner but would prefer to put the voting off until the first meeting in January. Mayor Shields stated she thinks it is imprudent to wait. She also said we do not know if we will have a Charter that will allow for a non-resident Councilor. She said there have been two or three target dates for getting a Charter in place. City Attorney Green stated it will take months to prepare and then it has to go to the voters. Mayor Shields stated she was not willing to wait any longer to have another Councilor on the Council. Councilor Ward requested that Councilor Moilanen and Councilor Hedges allow a vote for Don Greiner to serve on the Council, right now.

Councilor Moilanen stated that Don Greiner has only been to one meeting and has already stated that he is not in favor of hiring a City Manager prior to having all the policies and procedures set up for City administration. Councilor Hedges stated she wants to move on recruiting a City Manager before drawing up all kinds of rules and regulations. She said the Council could do both at the same time. She said her goal was to have a City Manager on board by July 1, 2010. Councilor Hedges stated she approves of Mr. Greiner, but she would like to wait until the first meeting in January to appoint Mr. Greiner to the City Council. She also said the Council spends a lot of time talking and she would like the recruitment process for a City Manager to be ongoing and continuous. Councilor Ward stated you are either in favor of appointing Don Greiner or you are not. He said we should take a vote right now. Councilor Hedges stated she would like for Don Greiner to take a few weeks and be sure he wants to join the Council, especially with the various issues at hand.

Mayor Shields asked Don Greiner if he was ready and willing to be appointed to the Council at this meeting. He said he would not have applied to the Council if he did not feel he was capable and also could not spend the necessary time and study needed. Councilor Moilanen re-stated her concern that after one meeting Mr. Greiner concluded that getting a City Manager would be premature without first having

policies and procedures in place. Mr. Greiner's response was that the City should be able to tell a candidate for City Manager what is expected of him or her. Councilor Hedges stated that she had not attended any Council meetings before being appointed, so she could not hold that against Mr. Greiner. Ultimately, the Council decided they were now ready to vote on the appointment at this meeting.

**A motion was made by Councilor Ward and seconded by Councilor Hedges to Appoint Don Greiner for the Open Position on the City Council and to Swear him in at this Meeting.**

*Vote as follows:*

	<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>	
<i>Councilor Adele Moilanen</i>		<i>X</i>

**Motion passed.**

City Recorder Damerval swore in Don Greiner to the La Pine City Council. Councilor Greiner took the Oath of Office.

02:43:40

11. Other Matters  
Only those matters properly added to this Agenda under line item No. 4
- 11a) Schedule a Work Session for Formal Complaint Resolution Policy and Records Request Policy.

Mayor Shields stated that the City Manager discussions during the Work Session will continue. She also said that for the January 13, 2010 meeting the Formal Complaint Resolution Policy and Records Request Policy should be on the agenda. City Attorney Green stated that they could have an initial discussion on the two policies during the first meeting in January at a Work Session.

There was also a discussion on changing the last City Council Meeting in December. City Attorney Green stated that Don Greiner could call in and participate by phone if he was not able to attend the next City Council Meeting. City Attorney Green suggested having the next and final City Council Meeting for December on December 15<sup>th</sup> so the Snow Plow Bids could be voted on at that same Meeting. The Council agreed to move forward the December 22<sup>nd</sup> City Council Meeting to December 15<sup>th</sup> starting at 5 pm. Council requested that staff notify newspapers and also post the change of meeting notice immediately.

- 11b) Financial Report/Current Budget Chart – pulled from Consent Agenda

Councilor Moilanen has asked this item be put on Other Matters for discussion purposes. She asked City Recorder Damerval for some clarification on the balance sheet for fiscal year to date. Councilor Ward stated that it is very difficult to read because it is not an actual dollar amount calculated for the year. Councilor Ward said he would like to see instead, what percentage of the budget has been used to date for the line items. The Council asked City Recorder Damerval to make those changes to the balance sheet. Councilor Greiner abstained from voting on the Balance Sheets as he had not had time to review them.

**A motion was made by Councilor Moilanen and seconded by Councilor Hedges to Approve the Balance Sheet as presented.**

*Vote as follows:*

	<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>	
<i>Councilor Adele Moilanen</i>	<i>X</i>	
<i>Councilor Don Greiner</i>		<i>Abstained</i>

**Motion passed.**

03:03:14

14. Public Comments for Items not on the Agenda

Mayor Shields stated this is public comment time only; it is not intended to be a question and answer period. She also said she is limiting the public comments to two minutes per person due to time constraints. Mayor Shields reminded the public that if they have a question to either call staff or come into City Hall during business hours. She also said if staff cannot answer their question, staff will refer the question to the Council.

Judy Forsythe, area resident, stated she would like to know if there have been any applications received for a City Manager position at City Hall and if so, what happened to those applications. She said she would like to have an update of the MOU with the City, LIGI, County, and ODOT regarding the Hwy 97 and Reed Road intersection.

Vicky Jackson, area resident, discussed her Public Records Request about obtaining information about the September 2009 City Attorney invoice. She complained that it appears that the City has been stalling on giving her the requested information. Ms. Jackson also stated that she has not been able to review meeting tapes unless the City Recorder is present in the office, not just during City Hall hours. She said there are some references to a contract between the City Attorney and the City but she has been told there is no contract. Ms. Jackson then discussed the Public Records Request Policy from the City of Madras that she had obtained.

03:08:36

15. Staff Comments

Administrative Assistant Morgan announced that she is now able to access the info@Cityof LaPine emails.

City Recorder Damerval stated that the Bureau of Land Management (BLM) called City Hall and announced that they will be slash burning on 80 acres outside of La Pine, off of Burgess Road.

16. Council Comments

Councilor Ward stated he was unable to attend the LIGI Meeting. Councilor Moilanen had no comments. Councilor Hedges stated that she was not notified about the staff meeting this week and she would prefer

a phone call as she has requested to be notified about them. City Recorder Damerval stated that she sent an e-mail to Councilor Hedges regarding the staff meeting. Mayor Shields stated that Councilor Hedges should now be notified by phone or a message left on her answering machine, as it is her understanding from Councilor Hedges in an earlier conversation that she has ongoing problems with getting her emails.

Councilor Hedges stated she would like a Work Session to review the City Recorder Job Description because there were, in her opinion, too many discrepancies. In response to a question from Councilor Hedges, City Recorder Damerval said she had just received a contract for a cell phone with Verizon.

Councilor Hedges asked if any work had been done for inventory at the office. City Recorder Damerval stated she understood that the inventory needed to be done only on items of significant value. Councilor Hedges stated that it can be done for any items in the office. She also asked to receive the names of the vendors that bid on the computer work for the City.

Mayor Shields asked City Recorder Damerval to check on the new version, 2010, of the Attorney General's Public Records and Meetings Manual and to supply the Councilors with an updated copy when it becomes available. She also discussed the Water District & Sewer District Meetings. Mayor Shields said that each Districts appointed a representative to attend the Water & Sewer Committee for the City of La Pine.

Mayor Shields discussed a conversation she had with a gentleman that lives within the City. He said he did not like that it seems like we have all people who live outside the City limits wanting to run the City. Mayor Shields suggested he come to the City Council Meetings and participate. She said she did not know what is says that the City residents, who are the voters, are not coming to the City Council meetings, except that maybe it means they probably have no complaints.

Councilor Greiner stated that he would like to assist with an inventory at City Hall if that ends up being done. He also said he was looking forward to getting to work as soon as he returns from his vacation. Councilor Hedges also volunteered to assist with the inventory.

17. Adjourn

***A motion was made by Councilor Greiner and seconded by Councilor Hedges to adjourn the Regular Session Council Meeting.***

***Vote as follows:***

	<b><i>AYE</i></b>	<b><i>NAY</i></b>
<b><i>Mayor Kitty Shields</i></b>	<b><i>X</i></b>	
<b><i>Councilor Doug Ward</i></b>	<b><i>X</i></b>	
<b><i>Councilor Barbara Hedges</i></b>	<b><i>X</i></b>	
<b><i>Councilor Adele Moilanen</i></b>	<b><i>X</i></b>	
<b><i>Councilor Greiner</i></b>	<b><i>X</i></b>	

**Motion passed unanimously.**

Mayor Shields adjourned the meeting at 8:03 pm.

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Mayor Kitty Shields

Attest:

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City Recorder Luana Damerval