

LA PINE CITY COUNCIL MEETING AGENDA

Monday, January 4, 2010

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 this 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. December 9, 2009 – Work Session and Meeting Minutes
 - ii. December 15, 2009 – Work Session and Meeting Minutes
- b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements

6. City Streets – Improvements and Maintenance

7. Planning Commission – Request for City Transportation System Committee

8. Other Matters

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

9. Public Comments for Items not on the Agenda

10. Staff Comments

11. Council Comments

12. 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

Monday, January 4, 2010

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order

Mayor Shields called the meeting to order at 6:02 pm.

2. Establish Quorum

Roll Call

Present Were:

Mayor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

Councilor Adele McAfee

Councilor Don Greiner

City Attorney Jeremy Green – absent by prior approval

City Recorder Luana Damerval

Admin Ass't Patricia Morgan

Quorum established.

Mayor Shields stated that she wanted it noted that she had excused the City Attorney from tonight's meeting but according to the Council Rules and Procedures, the Council should have excused him. Mayor Shields said she excused City Attorney Green due to lack of need and also cost savings. Mayor Shields directed staff to put Review of Council Rules and Procedures on the January 13th Agenda.

3. Pledge of Allegiance

The Pledge of Allegiance was led by City Recorder Damerval.

4. Added Agenda Items

Any matters added to this Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such other time selected by the City Council.

None

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. December 9, 2009 – Work Session and Meeting Minutes

ii. December 15, 2009 – Work Session and Meeting Minutes

b. Bills and Invoices

i. Approval of Bills

2/1/2010

- ii. Financial Report
- iii. Approval of Reimbursements

Mayor Shields requested to pull the December 9, 2009 Meeting Minutes due to lack of time for review and move them to the Consent Agenda for the January 13, 2010 City Council Meeting.

Councilor McAfee asked to pull the Approval of Bills to Other Matters for further discussion. They will now be item 8a) Approval of Bills under Other Matters.

A motion was made by Councilor McAfee and seconded by Councilor Hedges to approve the Dec. 15, 2009 Meeting Minutes and 5bii and 5biii under the Financial Report on the Consent Agenda.

<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 McAfee</i>	<i>X</i>	
<i>Councilor Greiner</i>	<i>X</i>	

Motion passed unanimously.

00:12:10

6. City Streets – Improvements and Maintenance

City Recorder Damerval stated that she does not have authority to call and request any urgent roadwork. Mayor Shields discussed the twice yearly road maintenance plan that the City is working on at present.

Don Ropierquet, area resident, stated that Antler is getting bad, Pine is bad, Cagle is getting worse but Doe is not too bad. Councilor Ward stated it was too late in the year to do anything about the roads because of the frozen ground. He requested staff to call and get a rough estimate on how much money it would cost to do dust abatement on the City gravel roads.

Mayor Shields also advised City Recorder Damerval to speak with the City Attorney regarding what action the Council needs to give City Recorder Damerval the authority to order urgent roadwork without prior authorization from the Council.

Mayor Shields stated that in the future she would like the Public Comment Sheets for some of the agenda items to be placed on the sign-in table for Council Meetings.

Public Comments

Vicky Jackson, area resident, asked how the City decides what roads get worked on and which do not. Mayor Shields stated that it is all the paved and gravel roads that are public roads and within the City limits. She said the plan is to have all the roads brought up to a certain standard.

00:31:05

7. Planning Commission – Request for City Transportation System Committee

Gloria Fleming, Vice Chair of the Planning Commission, stated that the committee would look at different aspects

of a transportation plan and make recommendations to the Council. She said a variety of people would be involved in developing the plan.

Vice Chair Fleming stated that there could be investigative tasks that the Council would assign to the committee as well. Councilor McAfee stated that it sounded like the committee would recommend adoption of mission, goals and policies and then the Council would eventually adopt ordinances to support them.

Councilor Ward stated that he had no objection to forming the committee but it would have to be a long range look at public transportation. He said the committee will be able to assemble all the information and put it in a package so that it can be looked at down the road.

Council agreed that the recommended committee makeup is good and directed staff to initiate the application process and utilize the City Attorney for assistance with this process. Mayor Shields suggested when putting the application together City Recorder Damerval should also try to get input from DMC, Inc. She also asked that the application be brought back to the Council for approval.

Karen Ward, citizen, asked who would sit on the committee. Mayor Shields stated that there will be one member from each of the three neighborhoods, one from the Chamber of Commerce, one would be a City Planning Commissioner, but no more than two members would be from outside the City limits.

Mr. Pat Murphy, area resident, stated that if you have more applicants than needed what criteria will be used to select the committee members. Councilor Ward stated that the Chair of the Planning Commission will select the members and recommend them to the Council. He also said it is usually difficult to get enough volunteers for any City committee.

00:57:25

8. Other Matters

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

8a) Approval of Bills – Councilor McAfee

Councilor McAfee stated that a process needs to be established where the Council can review the bills before they are paid. She said we could start with the City Attorney's bill because staff are paying it without some of the Councilors seeing it. Mayor Shields stated that when she signs checks she always reviews the invoices attached to them. Councilor Ward stated that he always checks through the invoices when he is signing checks. In response to a question from Councilor Hedges, Mayor Shields stated that the City Attorney is paid based on an hourly rate.

Councilor McAfee stated that neither she nor Councilor Hedges receive an opportunity to review the City Attorney invoices. She said she would not approve the current bills until she has reviewed the November invoice for legal services. Councilor Hedges stated that she is available for check signing on a regular basis.

The Approval of bills will be brought back at the January 13, 2010 City Council Meeting for the Consent Agenda.

01:09:36

9. Public Comments for Items not on the Agenda

Ms. Loretta Murphy, area resident, discussed the bidding process for the snowplow RFP that was recently completed. She said a lot of people did not know about the bid proposal for that work. Ms. Murphy stated that on a complex bid you should want to get the best price for the work done. She said there was not enough time for a contractor to drive the area before putting their bid together. Ms. Murphy stated when the bids come in they should remain sealed and all be opened at the same time for integrity purposes.

Ms. Murphy also stated that she was happy to see that Councilor Don Greiner has as a goal to hire a City Manager. She said the pool of candidates that are available due to the poor economy, will probably have some excellent experience and training.

Councilor Ward stated that he wanted to apologize because the City was extremely late in getting the snowplow bids out. He said they received three bids and all had similar prices and equipment. Councilor Ward said they only selected two of the bids because the third bid did not have the required insurance. Councilor Ward said the Council is exploring the possibility of hiring a City Manager. He stated that come July do we have enough projects and tasks for the City Manager to do to justify the expense of hiring one. He said if we are able to identify certain project work, we will probably need to hire a City Manager

Mayor Shields stated that a Manager is not a replacement for an attorney and even a City Manager utilizes a City Attorney

Judy Keller, area resident, stated that the Council is getting streamlined on many of their processes. City Recorder Damerval discussed the legal templates for contracts, bids, etc., that have been created and will be reusable.

01:25:40

Vicky Jackson, area resident, suggested that if the City meets every two weeks it seems like they should be able to get the Minutes approved and also the bills approved on a regular basis. She said it would be helpful to have the most current Minutes posted to the website as soon as possible. Ms. Jackson stated that the City Attorney is acting like a City Manager; you are having him draw up applications, policies, etc., if you had a City Manager with experience you would definitely cut down on attorney fees.

Gloria Fleming, area resident, stated she was glad to see more of the public coming to the meetings. She said that the City Council had a hard time of who they wanted to select for the City Attorney. She said the current City Attorney has put in many hours that were unpaid. Ms. Fleming stated that from her experience, most of the Minutes for a City take at least a month to get on the website. She also said that she could not see that it did the City one bit of good to have a City Manager. Ms. Fleming asked what services the Chamber of Commerce are not receiving that they received when there was a City Manager.

Councilor McAfee stated that the City is organized as a Councilor/Manager form of government. She said currently the Mayor does not have any expressed administrative authority. Councilor McAfee stated prior Mayors of La Pine functioned in that capacity. She said prior Mayors had taken up that administrative hole that now needs to be filled. Councilor McAfee said there is an administrative hole that needs to be filled. She said the City is still bound by the Councilor/Manager form of government.

Pat Murphy, area resident, stated that there are constant references to staff and wondered how many staff members are employed with the City. Mayor Shields stated that there are two staff members and each of them has their own job description.

Pam Cosmo, area resident, welcomed Councilor Greiner and said it was nice to see a complete Council at the table. She said the former City Manager was good at reaching out to the various groups as well as being accessible. Ms. Cosmo stated that Councilor McAfee and Councilor Hedges came to the Citizens Action Group (CAG) meeting recently and they really appreciated their participation. Mayor Shields agreed that there was more City visibility in the community when they had a City Manager.

Dan Varcoe, Executive Director of the Chamber of Commerce, stated that the Chamber has never formally taken a stand on the City Manager issue. He said he is in favor of a City Manager for the good of the community so the City could move ahead more rapidly toward goals and also have better coordination. Mr. Varcoe said they have never polled their members but the leadership of the Chamber are in favor of a City Manager. He said the City needs someone who can communicate well with the public on a regular basis.

2/1/2010

01:38:36

10. Staff Comments

City Recorder Damerval discussed the letter she had passed out regarding the next meeting of the Deschutes Water Alliance scheduled for February 11, 2010. She reported that the Disaster Plan is in place for City Hall and that includes the location of records, backup procedures for computer files, location of keys and computer password information.

Administrative Ass't Patti Morgan reminded the Council to bring their list of qualifications and tasks for the City Manager to be discussed at the Work Session on January 13th.

11. Council Comments

Councilor Ward stated that the Councilors also need to bring to the next City Manager discussion, their top four projects which need to be done before July 1st.

Councilor Greiner stated that it is critical to have a job description prior to hiring a City Manager. He also discussed the Range Rider program for retired former City Managers. Councilor Greiner recommended Roger Jordan for information and assistance. He is the Range Rider for this area. Councilor Greiner said he would like the Council to arrange to meet with him to help us through the process of hiring a Manager. He also stated that he thinks we need to hire a City Manager but wants an organized hiring process with all interviewers having the completed City Manager job description available.

Councilor Hedges requested that the Council be notified when the City Recorder takes a vacation or PTO day. She also asked about the requested speed limit change on Huntington Road. It was also discussed that the ODOT traffic analysis will be done in the spring because it cannot be done in the winter time.

Councilor Hedges also asked for an update on Biogreen. Councilor Ward stated that last he heard Biogreen was still waiting for final approval from the County and then planned to start construction this spring. City Recorder Damerval said there was another text amendment that was required. She also said she had reserved a location for a February 16th Councilor Training put on by the League of Oregon Cities (LOC). City Recorder Damerval stated that she had not yet received confirmation from the training person at LOC for the Feb. 16th date.

In response to a question from Mayor Shields, Councilor Hedges said she is still having some City e-mail issues and would like e-mails sent to her at bhedges@q.com.

City Recorder Damerval suggested having someone come in and identify City Hall needs and maybe it could be someone from LOC, or a Range Rider. Mayor Shields stated that we are still having Work Sessions on a City Manager and asked staff to contact Roger Jordan and see if he could attend the work session on January 13th.

In response to a question from Councilor Hedges, Councilor Ward stated that La Pine Equipment and Vic Russell are doing the snowplow work. He also said that four inches of snow is the County requirement for plowing and the City uses the same criteria.

Councilor McAfee stated that on December 21st she attend the COCO (Central Oregon Cities Organization) meeting. She said that depending on the outcome of Ballot Measures 66 and 67 all State shared revenues, taxes, for OLCC, cigarette, gasoline, etc., will be on the table. Councilor McAfee said that if the measures fail, the plan is to organize a day at the Oregon Capitol for all Oregon Mayors and Councilors.

01:59:35

Mayor Shields stated that there was a City news article that she and City Recorder Damerval wrote for the

January 2010 edition of The Eagle. She also said Sandy Jones, Publisher of The Eagle, was very flexible with the deadline so that the article could get out in time.

Mayor Shields explained that article writing for the City had been assigned to her and City Recorder Damerval soon after the City was incorporated but at some point they had too many other duties to keep this up. She said she would like to get back to doing a monthly update and asked if another Councilor would like to take her place with that. Councilor Moilanen volunteered. Mayor Shields stated there should be no individual opinions expressed, just a factual article.

Mayor Shields stated that they were notified by DMC, Inc., planning consultants, that the City was awarded an \$80,000 Grant for zoning ordinance work. The grant was awarded through the Oregon Department of Land Conservation and Development. She said DMC, Inc., is also applying for a Transportation Management Grant for the City.

Mayor Shields stated that the planning consultants, DMC Inc., would like to have a discussion with the Council on the next steps for the Comprehensive Plan. She requested staff to schedule that discussion for a January Council Meeting.

12. Adjourn

A motion was made by Councilor Ward and seconded by Councilor Hedges to adjourn the Meeting.		
<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 McAfee</i>	<i>X</i>	
<i>Councilor Greiner</i>	<i>X</i>	
Motion passed unanimously.		

Mayor Shields adjourned the meeting at 8:11 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval