

# LA PINE CITY COUNCIL ORIENTATION AGENDA

February 16, 2010

Finley Butte Park Building  
51390 Walling Lane, La Pine  
3 pm – 6 pm

## City Council Orientation – City of La Pine

Objective: This workshop is intended to provide a basic foundation in the roles, responsibilities, authority, and rules that govern Oregon's City Officials.

1. Roles of City Councilors, Mayor, Administrator and other Appointed Staff
2. Review of Statutory City Charter and Applicable Ordinances
3. City Council Policies/Rules
4. Public Records, Public Meetings and Executive Session
5. Public Official Ethics, Disclosure and Conflict of Interest
6. Effective Councils
7. Questions and Answers

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. Work sessions and City Council meeting are open to the public and interested citizens are invited to attend. The meetings are public meetings not a community forum; audience participation is at the discretion of the Council. 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 ORIENTATION MINUTES

February 16, 2010

Finley Butte Park Building  
51390 Walling Lane, La Pine  
3 pm – 6 pm

## Call to Order

The Meeting was called to order by Mayor Shields at 3:25 pm.

## Establishment of a Quorum

### Roll Call

Councilor Greiner  
Councilor Ward  
Mayor Shields  
Councilor McAfee  
Councilor Hedges  
Administrative Assistant Morgan  
City Recorder Damerval  
Planning Commissioner Classen  
Planning Commissioner Maggard  
Planning Commissioner Fleming  
Planning Commissioner Thomas

***Objective: This workshop is intended to provide a basic foundation in the roles, responsibilities, authority, and rules that govern Oregon's City Officials.***

Jennie Messmer, League of Oregon Cities, taught the training orientation for the City Councilors. Also, during the presentation Ms. Messmer was instructed by the Council to go ahead and submit a proposal to the Council for the cost of having the Range Riders (Roger Jordan et al.) perform interviews with the City staff and the Council and also conduct an analysis of City Hall records, etc., to determine what, if any needs there were and how some of those needs could be fulfilled such as by hiring a City Manager for example.

Ms. Messmer recommended having a technical interview panel when and if the City decides to hire a City Manager. She also recommended having a community reception so members of the public would have an opportunity to meet the potential candidates. Ms. Messmer also suggested using an outside source to handle the recruitment and screening of potential City Manager candidates.

During a discussion regarding the involvement of outside residents with City Hall and also the City Council, Ms. Messmer recommended including outside residents in certain issues especially if they were issues that would benefit the whole community. She said that most things the City deals with will affect the broader community.

Ms. Messmer also recommended that differences of opinion among Councilors on a particular voting issue should be noted in the meeting minutes for documentation purposes. She also emphasized that any conflict of interest needs to be declared by a Councilor or Commissioner or they can be held legally responsible.

Ms. Messmer stated it is not necessary to have the City Attorney at all meetings. She suggested if the City decides to hire a City Manager, they could probably determine when the City Attorney is needed at meetings. Ms. Messmer said that less legal costs may allow for more in the budget to hire a City Manager. She strongly recommended only hiring a seasoned City Manager and also probably paying a minimum of \$55,000 a year because of their expertise.

Ms. Messmer stated that if Council directs staff to do something, staff needs to give them an update on that request(s) on a regular basis via a bi-monthly memo for example. Jennie Messmer stated that all public information should be available to Councilors. She did not feel they should be charged for accessing or obtaining this information and if the information was confidential it could be provided as long as social security numbers, phone numbers, addresses were redacted for example.

Ms. Messmer also stated that Councilors could request an item be put on a future agenda during "Other Matters" as a new business item.

Ms. Messmer said that while the Council can censure a member if necessary, they do not have authority to remove a Councilor from their position. She said that can only be done by the voters. Ms. Messmer also stated that no matter if a Councilor was elected or appointed, they have equal power and rights on the Council.

Ms. Messmer also emphasized during her presentation, the need for a La Pine City Charter. She said this would address many of the issues and concerns that were brought up during the orientation.

### **Adjournment of Meeting**

**A motion was made by Councilor McAfee and seconded by Councilor Ward 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 5:22 pm

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Mayor Kitty Shields

Attest:

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City Recorder Luana Damerval





