

# LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, March 24, 2010

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. Discussion - City Management Options
4. Discussion - Crestview Cable Rate Increase
5. Discussion - City of La Pine Charter
6. Discussion - Historical Landmarks Commission
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 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. March 10, 2010 - Work Session and Regular Meeting Minutes
    - ii. October 7, 2009 – Town Hall Meeting Minutes
  - b. Bills and Invoices
    - i. Approval of Reimbursements
    - ii. Approval of Bills

6. Proclamation for “Week of the Young Child”  
Healthy Beginnings Executive Director, Holly Remer
7. Proclamation for “April as Child Abuse Prevention Month”  
Deschutes County Commission on Children and Families, Barbara Baltz
8. Interview of Budget Committee Applicants
9. Resolution No. 2010-06  
A resolution creating the City of La Pine utilities committee; prescribing the committee’s powers and duties; and establishing the committee members’ terms of office.
10. Resolution No. 2010-07  
A resolution of City of La Pine supporting ballot measure 9-77, the proposed Deschutes County jail expansion and remodel, for the May 18, 2010 election.
11. Request for Donation - New City of La Pine Sign  
La Pine Sign Project Committee, Linda Stephensen
12. Deschutes County - Lease with City of La Pine
13. City Hall Office Hours
14. Cagle Subdivision - Road Work
15. Pacific Crest Affordable Housing - Driveway Access Permit Application
16. Central Oregon Cities Organization - 2010 Legislative Agenda
17. Request for Use of Zoning Grant Monies for Public Outreach Activities
18. Other Matters  
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
19. Public Comments for Items Not on the Agenda
20. Committee Reports
21. Staff Comments
22. Council Comments
23. 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 meetings. This notice does not limit the ability of the City Council to consider or discuss additional subjects. The meetings are subject to cancellation without notice. The meetings are 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

Wednesday, March 24, 2010

Work Session - 5:00 p.m.

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

## B. Work Session - 5:00 p.m.

### 1. Call to Order

Mayor Shields called the meeting to order at 5:05 pm.

### 2. Roll Call

Present Were:

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

Quorum established.

### 3. Discussion - Crestview Cable Rate Increase

City Attorney Green stated that although Crestview had announced a rate increase, they have yet to notify the City of La Pine about the rate increase. He advised the Council that he would like to send them a letter reminding them that they need to personally notify the City Council 30 days prior to any rate increase per their Agreement with the City. City Attorney Green said this is the second time they have failed to submit a notification letter to the City.

The Council had consensus for City Attorney Green to send a letter to Crestview Cable reminding them about their notification responsibility per the Agreement.

00:08:00

### 4. Discussion - City of La Pine Charter

Councilor Hedges stated she requested this item for the agenda as the Charter would need to be prepared soon in order to get on the ballot in November. Councilor McAfee said she would like a timeline created for the Charter. She and Councilor Hedges both stated they wanted public involvement with the process.

City Attorney Green stated that he could have a draft of the City Charter done sometime in April. He said this will be the most critical document the City will adopt. City Attorney Green said it will summarize the steps required by Oregon law to properly adopt a Charter. Councilor McAfee mentioned the sample charter available on the website from the League of Oregon Cities. She suggested it be used as a draft for the City Charter. City Attorney Green said that either way, he will

be drafting the first draft of the Charter. He said he will glean from other charters but come up with a draft charter that will work for the City of La Pine.

City Attorney Green said that City Recorder Damerval and he will write up the timeline for the Charter process. He said the schedule could be published and they would follow the schedule. City Attorney Green said he could get the first draft of the Charter out in May and then have public meetings over the summer.

Councilor Hedges requested having the Charter timeline and plan on the website to keep the public updated on the process. Mayor Shields discussed having some communication about the Charter at the Town Hall Meeting even though there will not be an approved schedule or plan to adopt.

City Attorney Green suggested the following schedule:

- April, adoption of timeline and plan
- May, draft of City Charter
- June, July and August for revisions, notice requirements and public meetings
- November Ballot

City Attorney Green stated that the Charter plan will be put in the form of a memorandum for the Council to review at their April 14<sup>th</sup> meeting. Councilor Hedges suggested the public meeting be held in June because of all the activities scheduled for the City in July. Councilor Ward reminded the Council that he will be out of town and not able to attend the April 28<sup>th</sup> City Council Meeting.

City Recorder Damerval recommended sending a notice to each resident of the City regarding the public meeting for the Charter. After discussion, Mayor Shields said it sounded like the Council wanted a meeting in June for public discussion of the Charter.

00:28:45

5. Discussion - Historical Landmarks Commission

Mayor Shields said that City Attorney Green will discuss this agenda item. City Attorney Green asked to table this item until the Regular Meeting so that Deborah McMahan, DMC Consulting Inc., can participate via telephone for the discussion. He said the discussion will be about if the City wants to establish its own landmarks commission or request to become part of the County's historical landmarks commission.

Mayor Shields than discussed a memorandum she received from Joe Stutler of Deschutes County Forestry regarding a disaster preparedness meeting scheduled for March 18<sup>th</sup>. She said she wondered if we had appointed anyone to be on the Wildfire Committee. Councilor McAfee said she attended the meetings for the Wildfire Committee. She also said we need to address the disaster plan and getting people trained.

Mayor Shields reminded staff to open and forward any of her mail that comes in to the appropriate parties to avoid any time delays.

City Attorney Green stated that he recently spoke with Ms. Munson, attorney for the Water and Sewer Districts. He said that she told him she believes giving a Board seat to a Councilor would be prohibited by law. City Attorney Green said that in regard to improvements and expansion Ms.

Munson told him that would be up to the Districts to coordinate with the City and that she would check with her clients. He said that regarding the coordination and cooperation of the withdrawal process from the Districts, Ms. Munson said she would also check with her clients. City Attorney Green said that Ms. Munson would be happy to review the memorandum and give her perspective on the withdrawal process. He said as far as the one year extension versus the two year term, Ms. Munson said she did not feel that either District would accept the two year term due to administration costs.

In response to a question from Councilor McAfee, City Attorney Green stated that if the City and Districts could not come to an agreement the City could initiate an annexation. He said he hopes to get some feedback from Attorney Munson in the next couple of weeks.

6. Adjourn Work Session

**A motion was made by Councilor McAfee and seconded by Councilor Ward to adjourn the Work Session 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 5:51 pm.

## LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, March 24, 2010

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

Mayor Shields called the meeting to order at 6:03 pm.

#### 2. Establish Quorum

Present Were:

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

Quorum established.

#### 3. Pledge of Allegiance

City Recorder Damerval 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.

18a) Discussion on the Historical Landmarks Commission – Deborah McMahan

#### 5. Consent Agenda

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##### a. Approval of Minutes

- i. March 10, 2010 - Work Session and Regular Meeting Minutes
- ii. October 7, 2009 – Town Hall Meeting Minutes

- b. Bills and Invoices
  - i. Approval of Reimbursements
  - ii. Approval of Bills

Mayor Shields stated that the question concerning the Approval of Bills had been answered prior to the meeting and that Councilor McAfee did not require any further discussion on this item.

Mayor Shields and Councilor McAfee requested the following revisions to the March 10, 2010 meeting minutes:

- On page 8, third paragraph from the top, please flush out the reasons given for the emergency clause as to why it was needed;
- On page 12, fourth paragraph from the top, please add RCAC (Rural Community Assistance Corp) and Business Oregon as the two agencies that can assist with the grants;
- Please add on page 14, last paragraph, the meeting where Mayor Shields spoke at for the JROTC Military Inspection at the high school.

Councilor McAfee requested that Admin Ass't Morgan make the revisions requested and bring them back to the April 14<sup>th</sup> City Council Meeting and then if there are any issues they can be amended at that time. Mayor Shields stated that if she were to work with the Admin Ass't on the revision in the meantime and it comes back with that change, the Admin Ass't could read the original way it was typed and what it was changed to. Councilor McAfee said for example, say a Councilor really does not like the way something was written and the Minutes come back with those changes which the rest of the Council does not have. She said that would not be proper procedure.

City Recorder Damerval noted that the date of the Town Hall Meeting Minutes on the March 24<sup>th</sup> Agenda should have read Oct. 7, 2009 not Oct. 7, 2010.

**A motion was made by Councilor Hedges and seconded by Councilor McAfee to approve the Consent Agenda and also table the March 10, 2010 Meeting Minutes to the April 14<sup>th</sup> Meeting for Approval with Revisions.**

<b><i>Vote as follows:</i></b>	<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 McAfee</i></b>	<b><i>X</i></b>	
<b><i>Councilor Greiner</i></b>	<b><i>X</i></b>	

**Motion passed unanimously.**

01:00:00

- 6. Proclamation for "Week of the Young Child"  
Healthy Beginnings Executive Director, Holly Remer

Holly Remer, Executive Director of Healthy Beginnings, read the Week of the Young Child Proclamation out loud for the Council and audience. She then discussed the event on April 12<sup>th</sup> at 10

am at Kiddoz in celebration of the Week of the Young Child. Ms. Remer said that two times a year her agency does screening of young children in La Pine in all areas of health and development.

**A motion was made by Councilor Ward and seconded by Councilor Greiner to adopt the Proclamation declaring April 11, 2010 as the Week of the Young Child.**

<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.**

01:09:40

7. Proclamation for “April as Child Abuse Prevention Month”  
Deschutes County Commission on Children and Families, Barbara Baltz

Sue McWilliams, Board Member for the Kids Center, stated that they are partnering with the Deschutes Commission on Children and Families this year regarding Child Abuse Prevention Month. She said that last year the Center saw almost 700 children for both medical evaluations and therapy for child abuse.

**A motion was made by Councilor McAfee and seconded by Councilor Hedges to adopt the Proclamation declaring April as Child Abuse Prevention Month.**

<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.**

8. Interview of Budget Committee Applicants

City Recorder Damerval announced that Karen Sillman had pulled her application due to health reasons. It was also announced that Rene Schifano was unable to attend the interviews due to surgery but still desired to be on the committee and expected to well in a month.

Councilor Ward thanked Mr. Kovac for applying for the committee. Mayor Shields asked Mr. Kovac is he had ever worked on a municipal budget.

Councilor McAfee stated that she would also be interested in receiving some training on the budget from Budget Officer Ken Kendall. Vivian Cooper, Budget Committee Member, was also in attendance along with Budget Officer Ken Kendall.

**A motion was made by Councilor Greiner and seconded by Councilor Ward to appoint Wayne Kovacs and Rene Schifano to the Budget Committee for the 2010-11 Budget Year.**

<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.**

9. Resolution No. 2010-06

A resolution creating the City of La Pine utilities committee; prescribing the committee's powers and duties; and establishing the committee members' terms of office.

Councilor Greiner commented that the way the Resolution is written, we might be looking for new people for the committee but we are 'grandfathering in' people. Councilor McAfee stated that she did not favor the composition of the committee being changed. City Attorney Green stated that if the intent behind the Resolution was to provide a framework, the original motion does not get us there.

Councilor McAfee stated, regarding Section 1, to not change the composition of the committee, the members of the committee were stated by name in the original motion for the committee. City Attorney Green said that they will be grandfathering in the committee that is already in existence.

City Attorney Green stated the City still could have the seven members but as far as the composition, it would be as identified in the resolution and Luana and he could figure out how they fall into these criteria. Council had consensus for seven members. Mayor Shields requested that City Recorder Damerval begin advertising for the additional positions. City Attorney Green stated that City Recorder Damerval will identify the criteria for the members needed and she will advertise accordingly. There was also a discussion that terms of office would need to be addressed at the next Utilities Committee Meeting.

02:16:20

10. Resolution No. 2010-07

A resolution of City of La Pine supporting ballot measure 9-77, the proposed Deschutes County jail expansion and remodel, for the May 18, 2010 election.

Mayor Shields stated that the City Council discussed this matter at the March 10<sup>th</sup> City Council Meeting and had consensus at that time to support this ballot measure. In response to a question from Councilor Hedges, City Attorney Green said that the City is an independent body; this is not

necessarily saying it is the voice of the citizens; it is the voice of the municipal body. Councilor Hedges confirmed that the Council had agreed to support the ballot measure.

Public Comment

Ted Scholer, area resident, discussed the opportunity that the County had previously to sell off some County land to pay for the jail expansion without having to go to the voters for a tax measure to pay for it. He said, in his opinion, the County Commissioners failed to act on selling the property at the time it would have brought a very high price. Mr. Scholer said he did, however, now favor going ahead with the ballot measure for the jail expansion.

City Recorder Damerval read the Resolution by title.

**A motion was made by Councilor McAfee and seconded by Councilor Greiner to adopt Resolution No. 2010-07**

<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.**

02:25:00

11. Request for Donation - New City of La Pine Sign  
La Pine Sign Project Committee, Linda Stephensen

Linda Stephensen stated that she has maintained a very small triangle park that is dissected by Huntington Road and Highway 97. She said to come up with the criteria to put a sign there she had to contact both the County and State to get permission. Ms. Stephensen then showed a picture of what the sign will look like when completed. She said they are trying to go green by using solar lighting. Ms. Stephensen also said there would be some light given off by a nearby light post. Ms. Stephensen said there were electric lines buried underneath the sign just in case the solar lighting was not adequate. She said that she absorbed some of the cost of the sign and has been also asking for donations. Ms. Stephensen said that she is asking the City of La Pine for a \$250 donation.

In response to a question from Councilor Ward, City Recorder Damerval said that there would be enough money available in the budget for a City donation for the sign as well as a donation for the La Pine Rodeo. Councilors McAfee, Hedges and Greiner both agreed they would like to see a \$1,000 donation for the sign project.

Mayor Shields stated that the City needs to be careful about donations. She said that when we start giving donations and there are a lot of good projects out there but we need to be careful we do not get carried away with it. Mayor Shields said she thought the sign project was fantastic.

Councilor Greiner stated that he and Audrey Gulden will personally donate \$50 for the sign.

Public Comment

Ted Scholer, area resident, praised Ms. Stephensen for her hard work on the sign project as well as her dedication to the park over the years. Dan Varcoe, area resident, thanked the City for support of the sign project. Dan Varcoe, Chamber of Commerce, thanked the City for support of the sign project. He also said that the City might look into using some of the monies from their share of the TRT revenues. John Thomas, Planning Commission Chair, asked some questions about the design of the sign and also safety issues. He also suggested the County might want to donate the park to the City. Ms. Stephensen said the only problem with that is there is no maintenance department in the City.

Mayor Shields confirmed with City Recorder Damerval that there was money in the budget for a \$1,000 donation and still be able to do something for the Rodeo Association.

Public Comment

Vicky Jackson, area resident, stated that it would be good if the City had a logo. She said she thought the sign was a good idea.

Councilor McAfee said she would like to change her original request to \$1,250 for the City’s donation to help with the completion of the project. All the Council had consensus to donate \$1,250 for the sign.

<b>A motion was made by Councilor Greiner and seconded by Councilor Ward to approve a donation of \$1,250 for the new City of La Pine Sign.</b>		
<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.**

03:00:20

12. Deschutes County - Lease with City of La Pine

City Attorney Green stated that to find another piece of commercial property with an adjoining meeting room may be very difficult to locate for the City. City Recorder Damerval stated that one of the reasons the City Hall was moved to its current location was that there were issues that came up at the other location and it was unsafe.

Admin Ass’t Morgan mentioned that the current City Hall office is somewhat cramped and it might be difficult to accommodate another staff member such as a City Manager/Administrator. City

Attorney Green stated that another staff member could be located in another office around town. Councilor Ward stressed that the City needed to make sure they had the office space for the City Hall so that the County could not take that space over.

Council had consensus to direct City Attorney Green to move forward with the 3-year City Hall lease with no unilateral termination and if unsuccessful, a 180 day minimum move request time period.

03:20:00

13. City Hall Office Hours

Councilor Ward stated that he did not feel that it was necessary to be open on Fridays but if that was what the Council wanted, he favored the 8 to 4 Monday through Friday schedule with staggered lunches. Councilor Greiner said he liked the first schedule as well.

Councilor Hedges stated that there would be no overtime hours for the Admin Ass't if she adjusted her hours on meeting days. Mayor Shields said that hours have always been adjusted to avoid

overtime. Councilor Hedges mentioned that City Recorder Damerval was now exempt status. City Recorder Damerval stated she objected to a conversation regarding her exempt status, that this discussion was to be only about City Hall hours. Mayor Shields said, however, that we do have to discuss where the hours are going to come from. She said the City always tries to adjust staff hours to avoid overtime.

City Recorder Damerval stated that her work hours, which she tracks, are running 50 hours a week but she has been cutting them back to 40 hours a week due to stress. Councilor Hedges asked how that added up to 50 hours a week if City Recorder Damerval does not usually work on Fridays.

City Recorder Damerval said she starts work each day at 7 am and works until 3:30 pm and that there are also evening meetings she attends during the week. Mayor Shields stated that she can vouch for the fact that City Recorder Damerval comes into work at 7 am.

Councilor Greiner suggested hiring a part time person to work for 4-8 hours a week to help fill the gaps for staffing needs. Councilor Hedges stated that working from 8 to 5 and then the four hours on Friday will not add up to more than 40 hours a week. City Recorder Damerval said that there should be no overtime incurred with the new schedule.

Councilor Ward suggested having the Admin Ass't come in around noon on meeting days. Councilor McAfee said that she favored the 8 to 4 with a staggered lunch schedule. Mayor Shields said that these are the kind of details that the Council does not have to get involved with, that staff will adjust their schedules as needed.

Councilor McAfee stated that if it does not work out we could always address it. She said the outcome is for the public to have more time to come in and monitor it and see if the feedback is positive. City Recorder Damerval stated that the new schedule has City Hall open 36 hours a week.

03:31:18

Public Comment

Vicky Jackson, area resident, stated that since the City Recorder is exempt, she should be the staff person working any additional office hours because she is being paid sufficiently. City Recorder Damerval said that her exempt status should not be a deciding factor on when the City Hall office should be open. Ms. Jackson stated that the City Recorder’s job description is to serve the public. City Recorder Damerval said that she is serving the public by extending City Hall hours. Mayor Shields stated that there are several hours in an evening, sometimes several evenings in a week when she and City Recorder Damerval are discussing city business over the telephone.

Karen Ward, area resident, asked how many people are really coming into City Hall throughout the day. She said when you are talking about extending hours, why not do a trial run, see what your foot traffic does and see if you are spending the money in the right place.

Councilor McAfee stated that the one service the City can provide is administrative. She said that the 20 hours a week schedule was not a good use of public monies in her opinion.

Councilor Ward suggested a 60 day trial period. Admin Ass’t Morgan suggested that with a City Manager/Administrator coming onboard probably at some point in time, that person may also have suggestions regarding City Hall hours.

Councilor Ward requested that staff try to keep a daily record of walk-ins, call-ins, faxes, etc.

**A motion was made by Councilor Ward and seconded by Councilor McAfee to approve staff recommendation #1, open from 8 am to 4 pm Monday through Thursday and Friday 8 am to Noon and open during the lunch hour as City Hall hours.**

<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.**

03:39:05

14. Cagle Subdivision - Road Work

City Recorder Damerval stated that she is now recommending that the City go ahead and get the road work done without the forestry work done beforehand. City Recorder Damerval said her recommendation would be to get an RFP out and have the road work done as soon as possible. She estimated the cost at around \$5,000.00

Mayor Shields confirmed that for this additional road work the City would be using existing gravel and just pulling it up out of the ditches to fill in potholes, etc. Councilor Ward stated that no one in the Cagle Division cares about establishing a right of way. He said we need to direct staff to proceed

on having the work done as soon as possible and the City should commence with options number four and six.

**A motion was made by Councilor McAfee and seconded by Councilor Greiner to direct City Recorder Damerval to move forward on options #4, 5 & 6 on the Cagle Road area project road work.**

<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.**

03:46:47

15. Pacific Crest Affordable Housing - Driveway Access Permit Application

Deborah McMahon of DMC Consulting, Inc., stated that the County has gone through a land use action and they have issued a land use report that required a curb cut to be installed for Little Deschutes Lodge. She said the County requires applicants to meet certain land use requirements for street improvements and they have to be built using County standards and requirements. Ms. McMahon said that she recommends the Council approve the application because all the requirements have been satisfied.

Mayor Shields stated it all sounded pretty straightforward and they would be doing this anyway if the City had their own Planning Department.

**A motion was made by Councilor Greiner and seconded by Councilor Ward to Approve the Access Permit for Little Deschutes Lodge.**

<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.**

With the Council's consensus, Agenda Item #16 was moved to come after Agenda Item #18.

03:52:05

17. Request for Use of Zoning Grant Monies for Public Outreach Activities

Mayor Shields stated that this is for a contest to have the three neighborhoods named as a public outreach activity. Councilors Hedges and Greiner stated that they thought it was a good idea.

Deborah McMahon stated that she will proceed to get the wording and posters ready for the Town Hall Meeting scheduled for April 10<sup>th</sup>. City Attorney Green confirmed with Ms. McMahon that it is an approved spendable item under the grant agreement.

**A motion was made by Councilor Greiner and seconded by Councilor Ward to authorize funds not to exceed \$200 to launch a Citizen’s Outreach Neighborhood Naming Contest.**

<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.**

03:56:30

18. Other Matters

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

18a) Historical Landmark – Deborah McMahon

The Council had consensus to move this item forward on the agenda to coordinate a telephone conference with Deborah McMahon of DMC Consulting, Inc.

City Attorney Green stated that there is an issue as to whether the City wants to be part of the County’s historical landmark commission or form their own commission. Ms. McMahon stated they are now looking at how the Planning Commission can be used in a variety of roles. She said it really is a land use matter and that control should stay with the City of La Pine. Ms. McMahon stated it would be an excellent task for the Planning Commissioners.

Public Comment

Gloria Fleming, Planning Commissioner, stated that it might be a good idea to have the Planning Commission involved with this activity. John Thomas, Planning Commissioner, asked about how often meetings would be needed. Ms. McMahon stated that a good time to transition into La Pine's own Historical Landmark Commission would be when the zoning ordinance work has been completed. Mr. Thomas said he would like to see a local Landmark Commission. It was also discussed that for the time being the commission would not have a lot of work to do.

Council had consensus to establish a City of La Pine Historical Landmarks Commission.

04:36:01

16. Central Oregon Cities Organization - 2010 Legislative Agenda

Councilor McAfee introduced this topic. She said the legislative agenda that the Councilors were given are the issues that the Central Oregon Cities Organization will be watching during the 2010 legislative session.

**A motion was made by Councilor McAfee and seconded by Councilor Ward to Approve the Central Oregon Cities 2010 Legislative 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.**

04:09:45

19. Public Comments for Items Not on the Agenda

None

20. Committee Reports

Gloria Fleming stated that she wondered if some of the legislative agenda items would be of an interest to the Transportation Advisory Committee. Councilor McAfee discussed the legislative satellite meetings that are held locally and said that it is an important tool that the City could use.

21. Staff Comments

None

04:12:20

22. Council Comments

Councilor Ward stated that he attended the La Pine Transportation Advisory Group Meeting. He said ODOT is now working on fire prevention along Highway 97. Councilor Hedges stated that she attended the Water and Sewer Board Meeting and the Utilities Committee Meeting and she felt the two presentations were kind of lopsided. She said that tomorrow she and Councilor Greiner will be attending budget training taught by Budget Officer Ken Kendall. Councilor Hedges asked if there was an agenda for the April 10<sup>th</sup> Town Hall Meeting. Mayor Shields said there was no real agenda for the last Town Hall Meeting. She said it is the people's meeting for the people to let us know what is on their mind and what they would like to see us do. Councilor McAfee stated that the Utilities Committee Meeting took place and we have to work on our communication but we are making progress. She said that Chris Marko from RCAC (Rural Community Assistance Corp) gave a short presentation. Councilor McAfee said there was a miscommunication regarding the request for insurance policies for the Water and Sewer Districts.

04:18:50

Councilor Greiner discussed grant applications for airports. He stated that the grant applications for airports alone are six and one-half pages and there are only five airport applications for Central Oregon. He said it was doubtful that any of the applications from Central Oregon would receive a grant.

Mayor Shields stated that she not able to attend the Water and Sewer Districts monthly meetings because of scheduling issues so she had nothing to report on.

23. Adjourn

**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 9:38 pm.

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Mayor Kitty Shields

Attest:

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City Recorder Luana Damerval