

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, June 23, 2010

Work Session - 5:00 p.m.

Regular Session - 6:30 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

Work Session – 5:00 p.m.

1. Call to Order
2. Roll Call
3. City Manager Report
Rick Allen
4. Adjourn Work Session

B. Regular Session – 6:30 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
April 30, 2010 Special Emergency Meeting Minutes
May 12, 2010 Work Session and Meeting Minutes
May 13, 2010 Special Meeting Minutes
May 17, 2010 Budget Meeting Minutes
May 24, 2010 Special Meeting Minutes
May 26, 2010 Meeting Minutes
 - b. Bills and Invoices
Approval of Reimbursements
 - c. Resignation of BarbeAnn Nelson-Dodson from Utilities Committee
 - d. Temporary Liquor License Application

6. Resolution 2010-09 Municipal City Services
A resolution declaring the municipal services provided by the City of La Pine.
7. Resolution 2010-10 Election to Receive State Revenue
A resolution declaring the City's election to receive state revenues.
8. Resolution 2010-11 Budget Adoption and Appropriations
A resolution adopting the City's fiscal year 2010-2011 budget, making appropriations, and imposing and categorizing the tax.
9. LGPI Membership
Rick Allen, City Manager
10. Trail Grant Application
11. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
12. Public Comments for Items not on the Agenda
13. Committee Reports
14. Staff Comments
15. Council Comments
16. 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. These meetings are subject to cancellation without notice. These 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, June 23, 2010

Work Session - 5:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

Work Session – 5:00 p.m.

1. Call to Order

Mayor Shields called the meeting to order at 5:06 pm

2. Roll Call

Roll Call:

Present Were:

City Manager Rick Allen

Mayor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

Councilor Adele McAfee

Councilor Don Greiner

City Recorder Luana Damerval

Admin Ass't Patricia Morgan

City Attorney Green absent by prior arrangement

Quorum established.

3. City Manager Report
Rick Allen

City Manager Allen stated that he was asked by the Council to prioritize work on City Hall, all the things involving the structure and the foundation of City Hall and also how we run the government. He then discussed the following items with the Council:

Office Hours – City Manager Allen recommended changing the City Hall hours to 9 am to 5 pm, Monday through Friday. He said he talked with City staff and they were agreeable to the new hours. Council had consensus to change the City Hall office hours to 9 am to 5 pm, Monday through Friday effective Tuesday, July 6, 2010.

Employee Handbook - City Manager Allen stated he was developing an Employee Manual from a template provided by CIS (City Insurance Services). In response to a question from Councilor McAfee regarding the City of La Pine's Dispute Resolution Policy, he said the grievance policy in the handbook was from CIS. City Manager Allen said he will compare the two grievance policies.

00:11:05

City Council Rules & Procedures – City Manager Allen suggested having a Work Session to make revisions to the Council Rules & Procedures and to change the requirement for the City Attorney to not be at meetings unless requested. Councilor McAfee stated that last winter the Council had a Work Session on revising the Council Rules & Procedures and directed staff to make some revisions. City Manager Allen stated the Council should schedule another Work Session toward the end of summer.

Meeting Agenda - City Manager Allen suggested moving several items like the OLCC Temporary Permits, appointments to committees, etc., to the Consent Agenda of the meetings. He also suggested having a Public Comments section for items not on the Agenda at the beginning of each meeting to avoid the public having to wait toward the end. Mayor Shields stated that the Public Comments had been moved to the end of the meeting because people liked it better. The Council had consensus to have Public Comments at both the beginning and end of each meeting. City Manager Allen also stated that items pulled from the Agenda should be discussed immediately afterward while the item is still fresh in people's mind.

00:26:30

Meeting Minutes – City Manager Allen suggested reducing the size of the Meeting Minutes and doing more summarizing with them in an order to save considerable staff time and also time at City Meetings reviewing the Minutes. He also suggested distributing the Meeting Minutes as soon as Administrative Assistant Patti Morgan had prepared them and after City Recorder Luana Damerval's review. Councilor McAfee noted that the Admin Ass't had done a good job of capturing the meetings in her Minutes. In response to a comment from Councilor Greiner regarding the May 12 and May 13 Meeting Minutes, Councilor McAfee stated that those Minutes had been completed but were removed from the Consent Agenda for the June 9th Meeting due to an issue. Council had consensus for summary Meeting Minutes to be prepared and also have them placed in the black box for Council pick-up as well as sent via e-mail. Councilor McAfee asked about putting the audio recordings of City Council Meetings on the website. City Manager said they are talking about it and once they are able to do it, it will be a good thing.

Public Record's Request - City Manager Allen suggested having free e-mailing of Minutes to the public. The Council had consensus to provide for free e-mailing to the public for Minutes and also other items at the discretion of City staff.

00:46:02

Meetings – City Manager Allen suggested going to a once a month City Council Meeting and a once a month Work Session to be held on separate Wednesday nights starting at 6 pm. The Council had consensus, starting in July, for the Work Session Meeting to be on the fourth Wednesday of the month and with the City Council Meeting on the Second Wednesday, and both meetings to start at 6 pm.

00:50:50

Committees – City Manager Allen suggested that the various City committees be consolidated to make better use of staff and volunteer time. He also passed out a pre-draft flow chart demonstrating the City's structure. The following committee consolidations were recommended by City Manager Allen:

- Public Works Committee
 - Transportation Advisory Group
 - Parks
 - Utilities Work Group
- Planning Commission
 - System Development Charges (SDC) Work Group
- Community & Economic Development Committee
 - Transient Room Tax
 - Economic Development

Councilor McAfee noted that the Transportation Advisory Group should be listed under the Planning Commission and not under the Public Works Committee. City Manager Allen stated that the current committee Resolutions would need adjustment with their name and scope. He said the

subcommittees, under the three main committees, would be informal with no meeting minutes nor audio recording needed. City Manager Allen said Parks would include green spaces, trails and street lights in the City. Council had consensus on the consolidation suggestions for the committees.

City Manager Allen stated that he had viewed the jeep from the City of Sisters that was going to be given to the City, and that it was in good shape and condition. Council gave direction to obtain the vehicle.

4. Adjourn Work Session

A motion was made by Councilor Ward and seconded by Councilor Greiner 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 Adele McAfee</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	

Motion passed unanimously.

Mayor Shields adjourned the meeting at 6:14 pm.

LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, June 23, 2010

Regular Session - 6:30 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

B. Regular Session – 6:30 p.m.

1. Call to Order

Mayor Shields called the meeting to order at 6:39 pm.

2. Establish Quorum

Roll Call

Present Were:

City Manager Rick Allen

Mayor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

Councilor Adele McAfee

Councilor Don Greiner

City Recorder Luana Damerval

Admin Ass't Patricia Morgan

City Attorney Green excused by prior arrangement

Quorum established.

3. Pledge of Allegiance

Don Greiner 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.

01:11:48

Public Comment

Marilyn Wagner stated that there are two small travel trailers housed at a wood cutting operation next to Gordy's. She said they are never moved and one of them has a wood stove in it and also there is no septic. City Manager Allen stated that the City could notify Deschutes County because there is not suppose to be long term inhabited trailers on property and also with sanitation. He said the correspondence could be sent to the Sanitation department as well as the Code Enforcement department.

Councilor McAfee had the following two items to add to Other Matters:

11a) Discussion of Legislative Priorities to turn into League of Oregon Cities

11b) Discussion of Economic Development ideas for the COCO (Central Oregon Cities Organization) group.

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
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 - May 12, 2010 Work Session and Meeting Minutes
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- b. Bills and Invoices
 - Approval of Reimbursements
- c. Resignation of BarbeAnn Nelson-Dodson from Utilities Committee
- d. Temporary Liquor License Application

Councilor McAfee requested that the April 30, 2010 Meeting Minutes be moved to the July 14th City Council Meeting. The following changes/deletions/additions were requested for the above Meeting Minutes:

01:16:00

- May 13th Minutes: page 5, number 7, first line stated three names were presented but should read four names.
- May 12th Minutes: page 4, under public safety included direction given to City Recorder Damerval to check into the possibility of the presence of Sheriff patrol at the Hwy 97 and Reed Road intersection during peak crossing hours.
- May 24th Minutes: page 3, bottom of page, last line should be restated to read that “Councilor McAfee called Mayor Shields and ‘asserted’ that she (Mayor Shields) agree to call an Executive Session”; on page 4, second full sentence, change to state, “it was inappropriate for Councilor McAfee to tell her (Mayor Shields) that she agree to call an Executive Session regarding Councilor Ward”; on page 9, add that Vicky Jackson stated that Mayor Shields resign and that Councilor McAfee become Mayor prior to the statement made by Mayor Shields that she would not be resigning.

Public Comment

Vicky Jackson, 17346 Mink Court, stated that she made that statement in regard to a ‘failed situation.’

01:22:19

A motion was made by Councilor McAfee and seconded by Councilor Greiner to Approve the Consent Agenda with the removal of the April 30, 2010 Special Emergency Meeting Minutes to the next meeting and with the corrections to the May 12, 13 and 24th Minutes as requested.

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

Motion passed unanimously.

6. Resolution 2010-09 Municipal City Services
A resolution declaring the municipal services provided by the City of La Pine.

City Recorder Damerval read the budget document, Resolution 2010-09 Municipal City Services by title.

A motion was made by Councilor Ward and seconded by Councilor Greiner to Adopt Resolution 2010-09.

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

Motion passed unanimously.

Public Comment

Vicky Jackson asked if when other Districts provide services, like the Water District that had an Intergovernmental Agreement with the City, did that constitute a service that the City provided. City Manager Allen stated that would be yes because it was a requirement of the incorporation.

7. Resolution 2010-10 Election to Receive State Revenue
A resolution declaring the City's election to receive state revenues.

City Manager Allen stated that this was the cigarette, beer tax and every City has to do this every year. City Recorder Damerval read Resolution 2010-10 Election to Receive State Revenues by title.

A motion was made by Councilor McAfee and seconded by Councilor Greiner to Adopt Resolution 2010-10.

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

Motion passed unanimously.

01:29:12

8. Resolution 2010-11 Budget Adoption and Appropriations
A resolution adopting the City's fiscal year 2010-2011 budget, making appropriations, and imposing and categorizing the tax.

Mayor Shields stated that this Resolution was about adopting the budget and making appropriations. City Recorder Damerval read the Resolution 2010-11 by title.

A motion was made by Councilor Greiner and seconded by Councilor Ward to Adopt Resolution 2010-11 the Resolution Adopting the Budget and Making Appropriations.

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

Motion passed unanimously

01:31:10

9. LGPI Membership
Rick Allen, City Manager

City Manager Allen recommended membership in this organization as the City is in the process of development. He said with the annual membership of \$545.00 it would include one hour of free legal service with additional service available at a rate of \$125/hr. City Manager Allen said they can review the personnel policy and job descriptions as well as other matters.

A motion was made by Councilor McAfee and seconded by Councilor Greiner to Pay the Fee and become a member of LGIP for the 2010-2011 fiscal 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 Adele McAfee</i>	<i>X</i>	
<i>Councilor Don Greiner</i>	<i>X</i>	

Motion passed unanimously.

01:36:05

10. Trail Grant Application

City Manager Allen stated that the City will not apply for the grant. He said that John Thomas, Chair of the Planning Commission, and Justin Cutler, Manager of Parks and Rec District, discussed the grant with him. City Manager Allen said there are only two-four grants to be awarded statewide so they need to be very well thought out and the City could not meet the July 9th deadline.

Councilor McAfee wondered about two grants, one regarding sidewalks, that she had passed on to Deborah McMahan, Planning Consultant for the City. City Manager Allen said that once the City has a TSP (Traffic System Plan) and zoning ordinances they will be more successful in obtaining many of these grants. Councilor McAfee stated that a discussion on extending the contract for planning consultant services may be necessary. City Manager Allen stated he planned to review that contract as well as other City contracts and possibly schedule a Work Session on extending planning consultant services.

01:46:24

11. Other Matters

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

11a) Discussion of Legislative Priorities to turn into LOC

Councilor McAfee stated that the League of Oregon Cities has asked for the City to provide them with some legislative priorities. She suggested they identify a problem and think of what the legislature can do to alleviate it.

11b) Discussion of Economic Development ideas for the COCO group

Councilor McAfee stated that some of the bigger cities have had many meetings with their staff and Council to come up with good ideas and plans for economic development. The Council had consensus to bring back at least one idea each to the next meeting.

01:56:38

12. Public Comments for Items not on the Agenda

- Dan Varcoe, Chamber of Commerce, stated that LTAG (La Pine Transportation Action Group) is looking for a new chairman to help out with communication and other needs. He said that Tourism is something that would be easy for La Pine to improve on because there are so many resources. Mr. Varcoe also discussed beautification projects and a City logo.
- Vicky Jackson, area resident, asked City Manager Allen about City staff contacting the City Attorney. He stated that City staff consulted him first before contacting City Attorney Green. City Manager Allen also confirmed he will be in the City on Tuesdays and Wednesdays or Wednesdays and Thursdays to coordinate with various meeting schedules. He mentioned that he will be on vacation from July 10th through the 18th.

02:07:32

13. Committee Reports

- Gloria Fleming, Vice Chair of the Planning Commission, requested that Commissioners be included in a City meeting regarding tasks for the City's Planning Consultants. She also said that the Commission needs public input for beautification projects as well as on other issues as they develop ordinances for the City.
- Councilor McAfee gave a brief report on the Utilities Committee because Chair Ted Scholer was unable to attend this meeting. She said they discussed the charge of the committee, budgets and also insurance policies.

02:11:47

14. Staff Comments

- City Recorder Damerval discussed the thank you letter to the League of Oregon Cities. The Council agreed to have all of them sign the letter. She also discussed the spam issues with the City computers that had recently been resolved.
- City Manager Allen stated that Commissioner Unger is going to set up a meeting with him and the Deschutes County department heads to review La Pine work issues. He also said he would be having a dinner meeting with Roger Jordan, from the Range Riders, next Wednesday, June 30th. City Manager Allen said that Deschutes County will be taking over the 911 function and the City will need to sign the agreement sometime in July. He also said he has been meeting with various City committee members.

02:16:30

15. Council Comments

- Councilor Ward congratulated Budget Officer Ken Kendall on all the work he did on the City's budget.
- Mayor Shields attended the Water and Sewer Districts meetings and that the Water District is still trying to get more water rights.
- Councilor McAfee stated that she attended the COCO meeting and they discussed the 9% cut across the board for the State budget. She also said that an example was given about the State police who have been trying to charge cities for background checks and this sets the tone for probably how things will be going.
- Councilor Greiner protested the comments made about the attorney charges. He said that Scott Hammers told him that he reviewed the invoices and he could find nothing wrong with the charges. Councilor Greiner said it is either time to bring the charges out and let City Attorney Green explain them or drop it.
- Councilor McAfee stated that no one has criticized the quality of work but only the amount of legal bills and how the City Attorney had been utilized.

Public Comment

Vicky Jackson stated that there were some charges on the invoices that were because of things City Attorney Green was doing that would have been done by a City Manager.

Councilor Ward stated that unless there is a specific item on the invoice that needs to be discussed, the entire matter needs to be put to bed and not discussed further.

16. Adjourn

A motion was made by Councilor Ward and seconded by Councilor Greiner to Adjourn the Meeting.

Vote as follows:

Mayor Kitty Shields
Councilor Doug Ward
Councilor Barbara Hedges
Councilor Adele McAfee
Councilor Don Greiner

<i>AYE</i>	<i>NAY</i>
<i>X</i>	
<i>X</i>	
<i>X</i>	
<i>X</i>	
<i>X</i>	

Motion passed unanimously.

Mayor Shields adjourned the meeting at 7:56 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval