

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, September 8, 2010

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Regular Session

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. August 9, 2010 Work Session Minutes
- ii. August 11, 2010 Regular Meeting Minutes
- iii. August 25, 2010 Work Session Minutes

b. Bills and Invoices

- i. Approval of Bills
- ii. Financial Report
- iii. Approval of Reimbursements

c. Little d Technology - Agreement

d. DMC Consulting Inc. - Agreement

6. Public Comments for Items not on the Agenda

7. Approval of Resolution # 2010-13

A Resolution creating the city of La Pine’s charter advisory committee; prescribing the committee’s powers and duties; and establishing the committee members’ terms of office.

8. Handbook Review and Discussion
9. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
10. Public Comments for Items not on the Agenda
11. Committee Reports
12. Staff Comments
13. Council Comments
14. 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 MEETING AGENDA

Wednesday, September 8, 2010

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Regular Session

1. Call to Order

Mayor Shields called the meeting to order at 6 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

Quorum established.

3. Pledge of Allegiance

Councilor 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.

9a) Discussion of Two OLCC applications

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. August 9, 2010 Work Session Minutes
- ii. August 11, 2010 Regular Meeting Minutes
- iii. August 25, 2010 Work Session Minutes

Councilor Greiner stated that on page 7 of the August 11, 2010 minutes, first paragraph, first line; it should read Central Oregon Intergovernmental Council not Commission.

- b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements
- c. Little d Technology - Agreement

Councilor Greiner noticed that a date change needed to be made on the termination date for the agreement.

- d. DMC Consulting Inc. - Agreement

A motion was made by Councilor Greiner and seconded by Councilor Ward to approve the Consent agenda with the exclusion of the August 11, 2010 mtg which were moved to the October 13, 2010 Council Meeting for approval and with the changes that were noted to be made in the Little d Technology agreement.

<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.

00:10:20

- 6. Public Comments for Items not on the Agenda

None

- 7. Approval of Resolution # 2010-13
A Resolution creating the city of La Pine's charter advisory committee; prescribing the committee's powers and duties; and establishing the committee members' terms of office.

There was a brief discussion about the language regarding the removal of a committee member from a committee. City Manager Allen stated that the first meeting for the Charter Committee is scheduled for September 29th at 6 pm. He said there will be a couple of public presentations done as well during the process.

A motion was made by Councilor Ward and seconded by Councilor Greiner to approve Resolution 2010-13 a Resolution creating the City of La Pine's Charter Advisory Committee, prescribing the committees' powers and duties; and establishing the committee members' terms of office.

<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.

00:14:37

8. Handbook Review and Discussion

City Manager Allen provided two new copies of the Employee Handbook. He said that one version was the old version red-lined with the changes and the second copy was a completely revised version without any red-lining.

City Manager Allen said the following changes were made:

- added substance abuse section, drug and alcohol testing;
- 5 days to file a grievance was changed to 10 days to file;
- the parameters of a regular part-time employee were changed;
- the parameters for inclement weather/emergency closing for staff were changed;
- the parameters of employee confidentiality were revised;
- removed confidentiality section regarding the public employee's compensation;
- changed the amount of PTO (paid time off) to be carried over from 60 hours to 120 hours per year;
- revised compensation for Jury Duty in regard to reimbursement to employee from the Court;
- Family Medical Leave was not included because it does not apply when there are less than 50 employees;

The Council agreed with the revisions and will have another Work Session on the Handbook and then it will be brought to a City Council Regular Meeting for adoption.

00:36:43

9. Other Matters

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

9a) Discussion of Two OLCC applications

City Manager Allen discussed the first application from the La Pine Inn that requested to sell liquor off premises. The other application from Ponderosa Pizza, had a new owner so needed to apply for a new OLCC application. Both applications had been submitted too late to go on the Consent Agenda for the meeting.

City Manager Allen said both applications have been signed off but were being brought to the Council for informational purposes only. City Recorder Damerval was asked to check with OLCC to see if the Council needs to approve, by vote, all OLCC applications prior to them being signed off by the City Manager or City Recorder for efficiency purposes.

A motion was made by Councilor Greiner and seconded by Councilor McAfee For Council to Approve the Two OLCC liquor licenses.

<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.

00:41:00

10. Public Comments for Items not on the Agenda

Dan Varcoe, Chamber of Commerce, discussed the special Play that has been written especially for the 100 Year Celebration of La Pine scheduled for September 24th and 25th. City Manager Allen suggested the City have a booth at the celebration like several businesses, profit and nonprofit, who are participating. City Recorder Damerval was asked to find volunteers to man the booth.

Vicky Jackson, 17346 Mink Court, asked about the liquor license for the La Pine Inn to sell beer for off premise consumption. She said she was concerned about someone drunk buying beer to go. City Manager Allen said he believed most of those sales would be for people to buy beer at night, after the normal stores were closed, who are maybe going camping or something else.

Ken Mulenex, 52386 Glenwood Drive, said he did not like that there were only two items for Public Comments on the agenda and both said they were only for items not on the agenda. He said sometimes he does not realize he wants to speak on something until the subject comes up and is being discussed among the Councilors. Mayor Shields explained that the signup sheets at the front door were designed for Public Comment on agenda items. City Manager Allen suggested removing the wording, 'items not on the agenda' and just have Public Comment listed twice on the meeting agenda.

Gloria Fleming, Vice Chair of the Planning Commission, suggested people sign up on the 'items on the agenda' list at the beginning of every meeting. Mayor Shields stated if someone does not sign up on an agenda item, raise their hand and she will call on the person wishing to comment.

00:56:36

11. Committee Reports

City Manager Allen mentioned that the Planning Commission will be having several meetings over the next three months with the work they are doing on the zoning ordinances. He said the conference

room at City Hall will be used heavily so that the October 27th City Council Work Session meeting will need to be held at the Midstate Electric conference room.

City Manager Allen also mentioned that Donna Ziegler had applied to be on the Public Works Committee. He said he hoped that two board members from the Special Districts would want to be on that committee. He said the TRT Committee will have their final meeting for the year on October 6th.

12. Staff Comments

City Manager Allen stated that an inventory was done by Administrative Assistant Morgan and he passed out the information received from her work.

There was also a discussion of an archive index for the records in storage. City Recorder Damerval was directed to provide a list or table of the documents in storage. Tony Debone stated that the electronic files of documents for the City of La Pine are stored through a special service at a remote location.

01:05:25

City Manager Allen stated that about \$3,000 was put in the budget to upgrade the phone system. He said there is currently no voice mail, conference or multiple phone lines with the system in use now. City Manager Allen said there is quote for \$3,045 for a Talk Switch 40 VS System, five telephone lines with extensions, voice mail, etc.

Tony Debone, Little d Technology, said that this would be a very good phone system. He said the phones will work through the internet system. Mr. Debone said there will also be a wireless extension phone to use in a different room if necessary.

Public Comments

Vicky Jackson asked if there would be a specific voice mail available for the Councilors. City Manager Allen said it might work better if calls for the Council come into the staff at City Hall. He also said often Councilors do not check their voice mail on a regular basis and that could also create a problem.

The Council had approval for City Manager Allen to move forward with the new phone system.

City Manager Allen said he met recently with the regional Manager and staff of the USDA (United States Department of Agriculture) regarding financing for the new City Hall. He said there are currently monies in the budget for contract services because the money budgeted for the crossing guard will not now be needed. City Manager Allen said the City will have to spend around \$10,000-15,000 to get the loans to buy City Hall because of requirements by the USDA. He said the USDA says the City will need to meet certain requirements to obtain the loans.

City Manager Allen said he has a meeting with Gary Farnsworth from ODOT (Oregon Dept of Transportation) and some other people to discuss road issues in La Pine and that includes Wickiup Junction. He also said that on September 15th, the traffic analysis company, Kittelson & Associates, and some Deschutes County and other people, including himself, will be evaluating the traffic flow at the First and Reed Street intersection as the children get out of school that day.

City Manager Allen also stated that the City has received a request to put up 25 mph speed limit signs in the Cagle subdivision. He suggested going to each end of the streets in that subdivision and

putting up a 25 mph speed limit sign. City Manager Allen also suggested putting dead end signs up on the roads that do not go through to another road. He said that the Council can start thinking about some of these road issues for a future discussion about them.

Public Comment

Mr. Boyd, 16669 Burgess Road, complained about the stop light at Huntington and Burgess and how vehicles are going 60 mph to avoid having to stop at that light. He said they are going through there faster than the posted 45 mph.

In reference to a question regarding school signs, City Manager Allen said they cannot just put up a school cross walk sign on a road; there are some very specific guidelines for where they can go. He said there is a process to it and it is being looked into.

Public Comments

Vicky Jackson stated, in regard to a phone call she made to the school district, that while many of the children will be bused in, there will be some students walking to the school.

City Manager Allen also said that residents of Crescent Creek have complained that their roads now have cracks in them. He said they do not believe they should be responsible for the repairs. City Manager Allen said he has been in a discussion with the County and will be meeting with them to discuss the matter further. He also said that it appears the roads were built to County standards. City Manager Allen said there are currently RFP's (Request for Proposal) out for both snow plowing and road maintenance work.

City Manager Allen said that the Mayor will be speaking at the opening of the new school on September 14th at 4 pm. He also reminded the Council that the joint meeting between the City and the Water and Sewer Districts will be held tomorrow at 10 am. City Manager Allen said that a formal request letter will be sent to the Special Districts for specific documents necessary for the withdrawal.

There were no other staff comments.

01:43:06

13. Council Comments

Councilor Ward stated that the only issue discussed at the last LIGI (La Pine Industrial Group Inc.) meeting was Biogreen. He also suggested sending Ken Kendall, Budget Officer, a thank you letter or a plaque in recognition of his three years of good solid work as Budget Officer for the City.

Councilor McAfee stated that City Hall day will be held on September 13th in Bend at the Police Station (575 NE 15th Street) starting at 5:30. She also said she believes the time has come for the City to join the Chamber of Commerce. The annual fee would be \$85.00 for a nonprofit organization. The Council agreed to have a vote on this recommendation.

A motion was made by Councilor Greiner and seconded by Councilor McAfee for the City to join the Chamber of Commerce for an annual membership cost of \$85.00

<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 4 to 1.

Councilor Hedges stated she attended the COIC (Central Oregon Intergovernmental Council) meeting last week along with Councilor Greiner. She asked about the City's cell phone contract being broken and was assured it had been.

Councilor Greiner discussed some of the following from the COIC meeting he attended:

- A new loan has been received to assist qualified homeowners in keeping their homes in conjunction with Neighborhood Impact;
- COIC obtained a large grant for construction of a new food storage facility in La Pine for the community kitchen;

Mayor Shields stated that the Habitat for Humanity homes on Mitts Way are going up and there are three homes being built. She also said that the DEQ (Dept of Environmental Quality) Nitrate Steering Committee meeting will be held on September 9th at 6 pm at the Senior Center in La Pine.

City Manager Allen asked for the position of the Council on motels that have not paid their collected TRT monies (Tourism Room Tax) to the City. The Council had agreement that a delinquency letter should go out after 90 days from the due date for the monies to be sent to the City.

14. Adjourn

Mayor Shields adjourned the meeting at 8:05 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval