

LA PINE CITY COUNCIL WORK SESSION AGENDA

Wednesday, August 25, 2010

Work Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order
2. Roll Call
3. Crestview Cable Communications Update
Roger Harris, VP of Cable Operations
4. Update on Text Amendment re: Industrial Park Height restrictions
Nick Lelack, AICP, Planning Director for Des. Co.
5. Charter Committee and Resolution Discussion
6. Review of Contracts
DMC Consulting Services
Little d Technologies
7. Employee Handbook Review
8. City Manager Report
9. Public Comments
10. Adjourn Work Session

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, August 25, 2010

Work Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order

Mayor Pro Tem Doug Ward called the meeting to order at 6:00 pm, due to the temporary absence of Mayor Shields.

2. Roll Call

Roll Call:

Present Were:

City Manager Rick Allen
Mayor Kitty Shields – arrived at 6:51 pm.
Councilor Doug Ward
Councilor Barbara Hedges
Councilor Adele McAfee
Councilor Don Greiner
City Recorder Luana Damerval
Admin Ass't Patricia Morgan

Quorum established.

3. Crestview Cable Communications Update

Roger Harris, VP of Cable Operations

Mr. Harris gave an update on the current operations of Crestview Cable Communications. He said they currently offer triple play lottery video, internet, phone service and television service. Mr. Harris also said they are up to twenty HD television channels and also have increased their speed of internet connectivity. He said they will be putting out a lower cost phone service in the near future.

00:13:00

4. Update on Text Amendment re: Industrial Park Height restrictions

Nick Lelack, AICP, Planning Director for Des. Co.

Nick Lelack and Senior Planner Will Groves gave a presentation on the current status of the Text Amendment. Mr. Groves said that tomorrow night the County Commissioners and the Deschutes Planning Commission will review the text amendment. He said there has been some recent opposition on pollution and traffic and those issues would be reviewed at the meeting tomorrow night. Mr. Groves said some of the opposition is from professional anti-energy people who were approached by local citizens.

Mr. Groves said that they were looking tonight for direction from the Council as to if they would want them to do an administrative review of the conditional use permit or send it to a Hearings Officer. He said if this was a Deschutes County issue only, they would send it to a Hearings Officer because of the controversy involved. Mr. Groves said any issues raised will be addressed in the

Findings and Decision Report from the County. Mr. Groves stated that if an administrative review is done there would only be a twelve day appeal time, around the first of October. He said any matter that has received an initial decision, the City Council can call it up to review it and have a Public Hearing. Mr. Groves said by the end of October, early November, because of the twenty day posting notice, the City of La Pine could hold their Public Hearing. He said that if the decision is appealed to the State of Oregon's LUBA (Land Use Board of Appeals) the waiting period is around six months. Mr. Groves said that Biogreen needs to break ground on the project before the end of this year or they will lose grant monies and will not be able to do the project.

Mayor Shields entered the meeting at 6:51 pm.

00:57:00

City Manager Allen recommended having the Council approve an administrative review by the Deschutes County Planning staff for the conditional use permit and that after the decision is rendered, the Council can call it up and have a Public Hearing and make a decision at that time. The Council had consensus to follow the recommendation of City Manager Allen.

01:01:20

5. Charter Committee and Resolution Discussion

City Manager Allen stated that the committee will have a recommendation on the City Charter to the Council no later than December 31, 2010. He said the Charter will need to go to the County around the first of March so it can be on the May ballot. City Manager Allen handed out a template of a partial City Charter to let the Council see what the Charter Committee will be working with when they began their assignment to develop a Charter. He said the committee will have a Public Hearing to receive public input and then the Charter Committee would turn their work over to the Council for another Public Hearing to be held on the proposed City Charter. City Manager Allen said that the Charter Committee Resolution will be in front of the Council to approve at the September 8th City Council Meeting.

01:19:13

6. Review of Contracts
DMC Consulting Services
Little d Technologies

City Manager Allen said the contract for Little d Technologies is just for the maintenance on the City's website. He said over the last couple of years the average yearly cost has been between \$2,000 and \$2,500. City Manager Allen said that the service contract with Little d Technologies is just an hourly rate with no special deal. He said the purchases for the computer and set-up for the City Manager caused the costs for Little d to be higher than normal last month.

City Manager Allen said that the DMC Consulting service had a flat fee \$4,750 a year for Deborah McMahan to staff the Planning Commission meetings and review planning applications for the City. He said that City Attorney Green had already reviewed the contract.

01:24:20

7. Employee Handbook Review

City Manager Allen reviewed the Employee Handbook and the following sections with the City Council and received input and comments from them:

- Employment Policies
- Harassment
- Equal Employment Opportunity
- General Dispute Resolution
- At-Will Employment and Introductory Period
- Employment Classifications and Descriptions
- Hours, Pay Administration, and Overtime
- General Office Policies
- Confidential, Internet, and Electronic Mail
- Compensation and Performance Evaluations
- Employee Benefits
- Leaves of Absences
- Employee Safety and Equipment Use
- Separation of Employment

City Manager Allen will prepare a revised version of the Employee Handbook based on Council's comments and provide it to them for further discussion and review at a future meeting.

02:50:00

8. City Manager Report

City Manager Allen announced that the Water and Sewer District had requested a meeting in September with the City Council. Staff was directed to ask the Districts to meet with the City Council on Thursday, September 9th at 10 a.m. City Manager Allen said that he has a meeting next week with USDA (United States Dept of Agriculture) to discuss the financing issues with the Districts.

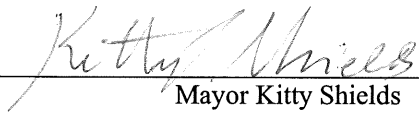
City Manager Allen stated that he has begun the process of requesting proposals for snow plow work on the City streets for the coming winter. He said he will next be working on the road maintenance proposals for the Cagle subdivision for both the 2010 winter and spring of 2011. He also said that if the work can be done during the rainy seasons the cost for maintenance on the roads should be considerably less, because there will be no need to purchase water for road compaction.

9. Public Comments

Gloria Fleming, Vice Chair of the Planning Commission, asked if Biogreen does not go through, will another company be able to take advantage of Biogreen's previous work. City Manager Allen said that another company will have to submit a conditional use permit just like Biogreen had to do.

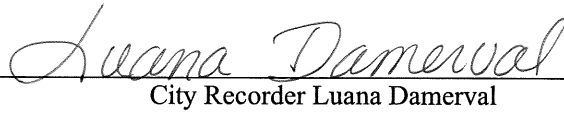
10. Adjourn Work Session

Mayor Shields adjourned the meeting at 9:05 pm.



Mayor Kitty Shields

Attest:



City Recorder Luana Damerval