

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, April 14, 2010 - 6:00 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

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. March 15, 2010 - Special Meeting Minutes
 - iii. March 24, 2010 - Work Session and Regular Meeting Minutes
 - iv. March 26, 2010 - Special Meeting Minutes
 - b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. TRT Distribution Report
 - iv. Approval of Reimbursements
6. Pacific Crest Affordable Housing Phase I and II Update and Tax Abatement

Rob Roy, Owner/Co-Operating Manager
7. La Pine Rodeo Assoc. Donation Request
8. Social Gaming in City Limits
9. Dust and Mosquito Abatement for Fiscal Year 2010-2011
10. Adoption of Resolution 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.

11. Designate Council Member for Multiagency Coordination (MAC)
12. Designate Council Member for DEQ Representation
13. Range Rider Roger Jordan - Discussion of Interim Part-Time Management/Administrator Position
14. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
15. Public Comments for Items not on the Agenda
16. Committee Reports
17. Staff Comments
18. Council Comments
19. 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 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. The meeting is 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 MINUTES

Wednesday, April 14, 2010 - 6:00 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order

Mayor Shields called the meeting to order at 6:02 pm.

2. Establish Quorum

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. Pledge of Allegiance

Administrative Ass't Patti Morgan 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.

14a) Approval of Terms for TRT Committee Members

5. Consent Agenda

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a. Approval of Minutes

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Councilor Hedges asked City Recorder Damerval why a check had to be hand delivered to City Attorney Green's office. City Recorder Damerval stated that there was as application deadline with the County and that the check had to go in with the application. Councilor McAfee asked about the Profit and Loss Statement. She said there was a line item for 182% of the budget under grants with the DLCDD fund, on the second page. City Recorder Damerval discussed that during last fiscal year the City wrote a \$40,000 check to DMC Consulting, Inc., because they were assured the grant monies would come in during that fiscal year, which they did not. She said because of that, the income shows as being higher than it actually is since a payment of \$40,000 was already made. Regarding a concern about the business license fee that shows as \$10,000 revenue in the budget, Councilor McAfee said she would look into it because she thought it should come off the budget since it was not adopted.

Mayor Shields asked that the following change be made to the March 24, 2010 Meeting Minutes:

- Put in the motion under Agenda Item #7 for adopting the Proclamation as April being Child Abuse Prevention Month. It was decided to go ahead and approve those minutes with that addition.

A motion was made by Councilor Hedges and seconded by Councilor McAfee to Approve the Four Meeting Minutes with one necessary addition to the March 24, 2010 Meeting Minutes as noted.

<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.

00:12:10

6. Pacific Crest Affordable Housing Phase I and II Update and Tax Abatement

Rob Roy, Owner/Co-Operating Manager

Rob Roy gave an update on the status of Phase I of the Little Deschutes Lodge and their plans for Phase II. He said that Phase I was brought in under budget. Mr. Roy said there were 300 people on the waiting list and filled the Phase I building project by the 31st application. He also discussed an open house that would be held for the Lodge on April 17th between 10 am to 2 pm and also the Grand Opening on May 21st from 9 am to 11 am. Mr. Roy said that for Phase II they would like to have

Mr. Roy asked for a Letter of Support from the City based on their knowledge of Phase I of the project. He also discussed Phase II qualifying for the same tax abatement that Phase I received from the City and other public entities. Mayor Shields stated that the Council would consider his requests and address them at a subsequent City Council Meeting.

7. La Pine Rodeo Assoc. Donation Request

The Council had consensus to have the Rodeo Association determine where to donate the tickets that would have come to the City for their donation.

Motion passed unanimously.

8. Social Gaming in City Limits

Council reached a consensus to not consider Social Gaming in City limits at this time.

00:38:45

9. Dust and Mosquito Abatement for Fiscal Year 2010-2011

City Recorder Damerval stated that she had an update. She said she received a quote from Terminix and we can have 31 miles of service every month for \$80 a mile. City Recorder Damerval said the total amount would be approximately \$7,296. She said the monies would probably come out of this year's budget but if the Council wants to do it next year, it should probably be added into the 2010-11 fiscal year budget. City Recorder Damerval said it would be done during June, July and August. She also said there was a 5% discount if the monies were paid in advance.

Councilor Ward asked if Terminix would provide a schedule of when they will be spraying ahead of time. He said he is against the spraying but most of the people want the spraying so we should do it. Councilor Ward asked that they follow a regular schedule. Mayor Shields said she was not in favor of it either but since most of the citizens favor it, she believes it should be done. She said as she understood it, the monies would need to come out of the current fiscal year. City Recorder Damerval said that she believed the monies were in the current budget to pay for it in full and get the 5% discount.

Public Comment

Dan Varcoe, Chamber of Commerce, stated that, after you have lived with mosquito abatement, it is hard to live without it. He said he figures the cost works out to about \$6 per resident. Mr. Varcoe also said the abatement would be helpful for visitors to the City. Virginia Classen, area resident, stated that she has never known of an area that had regular schedules for spraying. Gloria Fleming suggested running something in the local papers announcing that the spraying would be occurring. Vicky Jackson, area resident, stated that you need to keep your pets inside when the spraying is done.

Councilor McAfee wants to make sure that all the City is covered in the abatement program. Councilor Ward said that people with respiratory problems could have adverse reactions to the spraying. He said there needs to be a way to let the residents know approximately when the spraying will occur. City Attorney Green stated that he would like the agreement to be approved with legal revisions because the copy he had is unreadable.

Art Uecker, City Insurance Agent, stated that the liability policy should be an occurrence based, not a claims based policy. He said the occurrence based policy will protect the City forever. John Thomas, area resident, asked if there would be a way to do the contract for spraying over half the time period and see how it works out. In response to a question posed by Dan Varcoe, City Recorder Damerval said that Sunriver Vector Control does not operate out of a very specific area in relation to a tax base.

Council had consensus for staff to gather more information and bring back options to the Council and a proposed abatement contract in a form that could be voted on as well.

City Recorder Damerval stated that she had received a quote on dust abatement and the cost would be approximately \$60-70,000. She said that would use up most of the monies in the street fund account.

Councilor Ward said that the amount of monies involved for only 8 miles out of 31 miles is way too much money. Mayor Shields stated that the current planned road work will only be pulling up the gravel from the ditches back onto the roads. Councilor Ward said it would take a lot of gravel over time to really reduce the dust problem on City roads. Councilor Hedges said even on asphalt roads

there is a lot of dust that comes up and goes everywhere. Mayor Shields stated that there is dust in our air and it really is a very difficult problem to control. Council had consensus to not take any action on a dust abatement program at this time.

01:05:28

10. Adoption of Resolution 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.

City Attorney Green reviewed the revisions to the Resolution that were requested at a previous meeting:

- First paragraph, section one at the bottom, the Council now has the ability to appoint someone to the Committee who may not meet one of the identified membership classifications;
- Insert a 'Grandfather' revision in the paragraph contained below the first paragraph of section one;
- Section 4, included use of the term 'extinguishment' and put in a parenthetical by annexation.

In response to a question from Councilor McAfee, City Attorney Green stated that an extinguishment only occurs if we annex in an entire area of the Districts. He said if we annex that piece of land that is outside our current City limits it would be extinguished by annexation.

Art Uecker, City Insurance Agent, asked if the Utility Committee would have the authority to request insurance information, like policies from the District. He said thus far he has not been able to obtain the policies from the Districts in order to do comparisons between their insurance and the City's insurance.

Public Comment

Vicky Jackson, area resident, asked if Councilor McAfee was content to be a nonvoting member as designated in the Resolution. Councilor McAfee said she had to be a nonvoting member so that when issues were brought to the Council from the committee she would need to be able to vote on them at that time.

City Recorder Damerval read the Resolution by Title.

A motion was made by Councilor Greiner and seconded by Councilor Ward to adopt Resolution 2010-06.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
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<i>Mayor Kitty Shields</i>	<i>X</i>	
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<i>Councilor Doug Ward</i>	<i>X</i>	
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<i>Councilor Barbara Hedges</i>	<i>X</i>	
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<i>Councilor McAfee</i>	<i>X</i>	
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<i>Councilor Greiner</i>	<i>X</i>	
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Motion passed unanimously.

01:12:55

11. Designate Council Member for Multiagency Coordination (MAC)

Mayor Shields stated that Councilor McAfee had expressed an interest to be on the committee for disaster preparedness. Councilor McAfee said that she would like to be on the committee and also contact the Fire District to see if she could coordinate the effort with them as well. City Attorney Green said he saw no problem with that communication taking place.

Councilor Ward stated that Councilor McAfee would be a good choice. Councilor Hedges agreed.

A motion was made by Councilor Ward and seconded by Councilor Greiner to Appoint Councilor McAfee as the Council Member as the City Representative for the Multiagency Coordination.

Vote as follows:

	<i>AYE</i>	<i>NAY</i>
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<i>Mayor Kitty Shields</i>	<i>X</i>	
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<i>Councilor Doug Ward</i>	<i>X</i>	
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<i>Councilor Barbara Hedges</i>	<i>X</i>	
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<i>Councilor McAfee</i>	<i>X</i>	
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<i>Councilor Greiner</i>	<i>X</i>	
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Motion passed unanimously.

01:16:42

12. Designate Council Member for DEQ Representation

Mayor Shields stated that she would like to serve on this committee. She also mentioned that her brother, Leon Shields, was also planning to be on that committee. Councilor McAfee said that the State should determine if there is a conflict and the City designate an alternate.

A motion was made by Councilor McAfee and seconded by Councilor Ward to have Mayor Shields apply to be a member of the DEQ steering committee and also with Councilor Hedges as an alternate if DEQ sees a conflict with Mayor Shields and her brother, Leon Shields, both being on the same committee.

Vote as follows:

	<i>AYE</i>	<i>NAY</i>
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<i>Mayor Kitty Shields</i>	<i>X</i>	
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<i>Councilor Doug Ward</i>	<i>X</i>	
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<i>Councilor Barbara Hedges</i>	<i>X</i>	
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<i>Councilor McAfee</i>	<i>X</i>	
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<i>Councilor Greiner</i>	<i>X</i>	
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Motion passed unanimously.

01:24:55

13. Range Rider Roger Jordan - Discussion of Interim Part-Time Management/Administrator Position

Mayor Shields introduced Roger Jordan and Bob Wells with the League of Oregon Cities (LOC). Mr. Jordan, a former Mayor, stated that he and Bob Wells are consultants for the LOC.

Roger Jordan stated they were recommending an Interim Manager for 6 to 8 months. He said there is a list of retired City Managers with LOC. Mr. Jordan said they will go back with the information they garnished from interviewing Council, City staff and members of the public to develop a job description. He said their first conclusion is that there is clearly a need for a professional manager, everyone identified it. Mr. Roger's said it was his and Bob Wells's belief that the best approach would be to hire an Interim Manager to accomplish the following:

- Manager needs to be responsible for the operation of City Hall; personnel, purchasing, etc., and also build a close partnership with those who run the City.
- Build a close partnership with the Council. Be an advisor to the Council on a variety of matters and also be a spokesperson for the Council.
- Assist with community relations and be a liaison for the City to other public entities.
- Assist with hiring for a full time Manager/Administrator at City Hall

Mr. Jordan said that they want someone who can focus on a vision for the future of the City. He said they will give the Council characteristics of the type of individual they should consider hiring. Mr. Jordan said that someone who really wants to do the work is the type of individual they would encourage because it is a small City with a small staff. He said hiring a permanent full time manager could take up to nine months but there are immediate concerns that need to be addressed so an Interim Manager would be best for now. Mr. Jordan said that the Interim Manager could help the Council to get a long term Manager. He also recommended having a full time Manager serve for three to five years.

Mr. Jordan also said that they recommended a salary of \$5,000 a month for an Interim Manager for the next six to nine months to get through immediate issues. He said the new full time manager would focus on long term goals. Mr. Jordan stated that besides the LOC list of retired city managers living in Central Oregon he would also suggest that some advertising be done.

Councilor Ward stated that he preferred a six month start period. In response to a question from Councilor Ward, Roger Jordan stated that someone could be interviewed and hired to start by July 1st. Mr. Jordan also said that some Interim Managers can have terms of much longer than six months. He said there are several people out there that want a part time job because of their income from retirement monies they cannot work full time. Mr. Jordan said he hopes the community and Council will concentrate on hiring good leadership that is professionally trained in operation of a City and that will be beneficial to everyone.

Councilor Hedges stated she was very pleased with the plan and how it had been approached and is anxious to get it started. Councilor Greiner said that we need to have someone really experienced on a part time basis and get us pointed in the right direction then we can concentrate on getting a full time Manager. He suggested that Council stop everything that is on the plate and get the City Manager/Administrator on board. Mayor Shields stated that she also looked forward to some of the pressure being taken off the Council. In response to a question from Mayor Shields, Roger Jordan stated

that they plan to be back and meet with the Council during the first or second week of May. He also said they get three or four of the best candidates available and set-up interviews for the Council to interview them. Mr. Jordan said we already have the criteria from the feedback they have received. He said the style and fit for this community is going to be very important. Mr. Rogers said someone with vision that can help the City move forward into the future is also important. He said they will be contacting those people on the Interim Manager list on behalf of the City.

Public Comment

Dan Varcoe, Chamber of Commerce, congratulated the Council on the progress they have made. Art Uecker, City Insurance Agent, stated that we all need to make sure that only positive comments are made to reporters that may be stopping by for pop in visits.

01:54:50

14. Other Matters

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

14a) Approval of Terms for TRT Committee Members

Art Uecker, Chair of the Tourism Committee, stated that the committee would like the Council to consider renaming the committee to the TRT committee to avoid confusion. He said they are also requesting term lengths of two years and terms going from January to January.

Robin Mirrasoul, member of the Tourism Committee, stated that it would be better to bring someone onboard shortly before they would be starting work on the committee. She also said a three year term is a long commitment for a volunteer position.

Mayor Shields thanked the Tourism Committee for their work and research and also the excellent job they have done. In response to a question from Councilor Ward, Mr. Uecker stated he hoped to have the first recommendation to the Council by the end of May. He also said that they believe the income from TRT funds may increase or at least remain stable.

Councilor McAfee stated that she really appreciated the work of the Tourism Committee. Councilor Greiner said everything looked good to him. Mayor Shields asked if it was a committee consensus that we have all committee with the same term lengths and such. City Attorney Green said that it has been discussed about keeping the committees consistent but the current resolution has five committee members with a three year term length. He suggested having a Resolution that is identical to the Utilities and Transportation Committees. Mayor Shields discussed the problem with filling committees.

The Council had consensus for City Attorney Green to change the name of the committee, establishing the number of members and two year terms by the calendar year. City Attorney Green stated that he hoped to have the Resolution for the April 28th or May 12th City Council Meeting for discussion and approval.

02:11:06

15. Public Comments for Items not on the Agenda

Dan Varcoe, Chamber of Commerce, stated that U.S. Congressman Greg Walden will be in La Pine this Saturday, April 17th, from a coffee meeting beginning at 8:30 am at the Johnson C Johnson Building. He said they would like some City officials to attend the meeting. He also thanked the Council for the Town Hall Meeting. Mr. Varcoe asked if there were plans to engage the people in the City to get involved with the contest because this is a good opportunity to get them engaged. Gloria Fleming, Planning Commissioner, stated that it is being advertised and posted. Virginia Classen, Planning Commissioner said there may be more money available for the contest promotion from the Zoning Ordinance Grant under community outreach. Mr. Varcoe suggested he would like to get some volunteers to canvas the neighborhoods about the contest. Mr. Mirrasoul, area resident, asked about passing out the flyers at the schools.

Mr. Varcoe also discussed the Governor's Conference regarding Tourism. He said there were a lot of opportunities to market a City. Mr. Varcoe said that Wendy Korn from The Eagle has volunteered to assist with Twitter and Facebook training for business persons in the community. Wendy Korn said they would be holding a work shop for the training. Justin Cutler, Parks & Rec, stated that there will be some flexible space in the White School to use for City offices. He said they are looking for financing options to work with other interested partners in the community. Mayor Shields said that she has asked for some of that information to be passed onto the City Recorder for future office needs.

Art Uecker stated that he would like to invite Mayor Shields or one of the Council members to come to the Chamber Monthly Breakfast on April 16th and announce the plans for a City Manager to the Chamber members. Mayor Shields said she cannot do breakfast meetings because that is the most critical time for her to be at her business. Councilor McAfee said she could go to the meeting but would want everyone onboard about what she would announce at the meeting due to issues in the past. Mr. Jordan said he could prepare an announcement and e-mail it out.

02:23:43

16. Committee Reports

There were none.

02:24:37

17. Staff Comments

City Recorder Damerval asked for a volunteer to fix the flag staff. Jim Fleming, area resident, volunteered to assist with making repairs.

There were no other staff comments.

18. Council Comments

Councilor Ward stated that the LIGI (La Pine Industrial Group Inc) meeting was cancelled and has been rescheduled for April 20th. Councilor Greiner stated he was happy with how things were going and Mayor Shields said she was also pleased with the progress that has been made.

19. Adjourn

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

Vote as follows: *AYE* *NAY*

Mayor Kitty Shields *X*

Councilor Doug Ward *X*

Councilor Barbara Hedges *X*

Councilor McAfee *X*

Councilor Greiner *X*

Motion passed unanimously.

Mayor Shields adjourned the meeting at 8:27 pm.



Mayor Kitty Shields

Attest:



City Recorder Luana Damerval