

# **LA PINE CITY COUNCIL REGULAR MEETING AGENDA**

**March 12, 2008 6 pm**

**51340 Hwy. 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

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 with respect to 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. February 13, 2008 Regular Session
    - ii. February 27, 2008 Regular Session
    - iii. February 20, 2008 Budget Committee
  - b. Expenditure Authorization
    - i. Oregon Association of Municipal Records Membership
    - ii. City Recorder Training Request
  - c. Bills and Invoices
    - i. Travel reimbursement
    - ii. Monthly Bills
  - d. Monthly Financial Report
6. Resolution to join COIC
  7. Resolution to renumber Resolution 2007-12
  8. If I were Mayor Contest
  9. **Budget Officer Search**
  10. Status of City Road Maintenance Activities and Letter regarding On-going Maintenance
  11. Roles and Responsibilities
  12. TRT Funding Priorities for 2008-2009 Budget Cycle
    - a. Tourism Vision for City
    - b. Priorities for Funding
    - c. Tourism Committee
  13. Administration Updates
    - a. COCIB Final Payment (City Recorder)
    - b. Small Cities Allotment Grant (City Attorney)
    - c. Status of ODOT IGA (City Attorney)
    - d. ***Proposed Text Amendment to La Pine Neighborhood Development Standards*** (City Manager)
    - e. Status of TRT Agreements and Reporting (City Manager)
    - f. Rural Enterprise Zone Public Meeting March 18<sup>th</sup> (City Manager)
    - g. Retirement Plan Work Session March 17<sup>th</sup> (City Manager)
    - h. ***Councilor Recruitment*** (City Manager)
  14. Staff Comments
  15. Council Comments
  16. Public Comments for Items not on the Agenda
  17. Adjourn

# **LA PINE CITY COUNCIL REGULAR MEETING MINUTES**

**March 12, 2008**

**1. Call to Order**

The meeting was called to order by Mayor Stu Martinez at 6:06 pm.

**2. Establish Quorum**

Present were:

Mayor Martinez  
Councilor Shields  
Councilor Maggard  
Councilor Dee  
City Attorney Jeremy Green  
City Manager Christine Nelson  
City Recorder Luana Damerval

Quorum was established.

**3. Pledge of Allegiance**

The Pledge of Allegiance was led by Councilor Maggard.

**4. Added Agenda Items**

None.

**5. Consent Agenda**

a. Approval of Minutes

- i. February 13, 2008 Regular Session
- ii. February 27, 2008 Regular Session
- iii. February 20, 2008 Budget Committee

b. Expenditure Authorization

- i. Oregon Association of Municipal Records Membership
- ii. City Recorder Training Request

c. Bills and Invoices

- i. Travel reimbursement
- ii. Monthly Bills

d. Monthly Financial Report

*A motion was made by Councilor Dee to approve the consent agenda. It was seconded by Councilor Shields. All ayes - motion passed unanimously.*

**6. Resolution to join COIC 2:15:00**

Councilor Dee reported he attended the last COIC meeting. He explained who is on that committee and what they do. The dues for the City of La Pine are \$416.00. He stated that a resolution needs to be passed for the membership of COIC, then the City will need to identify a primary member and an alternate, for voting purposes.

Christine stated that dues will not be required for 2008-09, as COIC had waived them this year for the City of La Pine.

**Public input on this item:**

None.

*A motion was made by Councilor Maggard to pass the resolution (2008-2) to become a member of COIC. It was seconded by Councilor Shields. All ayes - motion passed unanimously.*

Councilor Maggard volunteered to be the alternate on that board, as Councilor Dee is already the primary member.

**7. Resolution to renumber Resolution 2007-12 8:39:00**

Christine explained that Resolution # 2007-12 is a duplicate number, and it would be easiest to renumber the SCA Grant Application Resolution from # 2007-12 to # 2007-13. This can be done by Resolution #2008-1.

**Public input on this item:**

None.

*A motion was made by Councilor Dee to change the Resolution number of the SCA Grant to 2007-13. It was seconded by Councilor Maggard. All ayes - motion passed unanimously.*

**8. If I were Mayor Contest 9:45:00**

Christine reported that a statewide contest is being implemented by the Oregon Mayor's Association. If the City wishes to do this, they will need to sponsor the contest, which includes getting prizes, etc. The finalists will go to a state competition. The deadline is May 30, 2008. Councilor Shields volunteered to coordinate this.

**Public input on this item:**

None.

**9. Budget Officer Search 18:35:00**

Christine reported that she had talked with Ken Kendall, who has requested to be Budget Officer for the 2008-09 budget year. He is only interested in the initial process and doesn't want to be responsible for any budget adjustments from this fiscal year. He would also like to be reimbursed for travel expenses. Christine anticipates she will be acting as Budget Officer for the monthly review to the Council and the Budget Committee. Luana informed the Council that another application had been mailed out for this position and she expected it to be submitted soon. Council discussed the time restraints, and that the position needs to be filled quickly.

*A motion was made by Councilor Shields to accept Ken Kendall's resignation from the Budget Committee. It was seconded by Councilor Dee. All ayes - motion passed unanimously.*

**Public input on this item:**

Mary Garcia - Citizen - stated that she agreed with Councilor Dee about going with Ken Kendall, even though the City could be losing out on a fresh perspective.

*A motion was made by Councilor Shields to appoint Ken Kendall as Budget Officer for 2008-09. It was seconded by Councilor Dee. All ayes - motion passed unanimously.*

Christine reported that the Budget Committee application is ready and requested a time-line on the cutoff of that application.

Discussion led to leaving the application process open until filled with first review in the second week of April.

**10. Status of City Road Maintenance Activities and Letter regarding On-going Maintenance 43:25:00**

Christine reported she had a discussion with ODOT on the proposed road repair. She asked for comments from the Council as to where more rock should go, and she would pass that on to ODOT. The status of cost is currently just over \$2,100.00, and ODOT did not charge us for the rock. ODOT didn't do some of the shorter streets in the Cagle Subdivision, as they didn't want to damage the base of the road which is already there. Most of the other streets the City had intended to have worked on are actually private roads and not the responsibility of the City.

***Public input on this item:***

None.

**11. Roles and Responsibilities 48:05:00**

Christine stated that the packet contained a list that she had developed of the Roles and Responsibilities of the City Manager, City Recorder and the Council. She asked for feedback from the Council about how they viewed these roles. She stated these are current job duties that can be used for the Job Description. She requested from the Council to decide how much authority she will be given and what level of controls established. After more discussion, City Attorney Green requested he and Christine get together next week and present a Resolution at the next meeting as he feels he can clear up any issues.

Christine stated she attended an Internal Controls class, and recommended that CIS Insurance come in and address internal controls for the City in April. Further discussion led to scheduling a work session in April to define staff duties.

***Public input on this item:* 1:20:25**

Ginny Woodruff - City Resident - had gone through each line item for descriptions, and felt they are overly aggressive and could have a potential for abuse, as there are items listed that don't apply at this time. Some items we are not ready for and the needs will be apparent as the City builds. We have no charters, ordinances or land use projects and we are spinning our wheels. She felt we need to pull together and get these things done. She also stated that the City Attorney should not be on the City's organizational chart, as he is contracted by the City.

**12. TRT Funding Priorities for 2008-2009 Budget Cycle**

**a. Tourism Vision for City**

Christine stated this had been discussed previously about allocating funds next year, and how to recruit for a tourism committee. Last week's brainstorming session came up with focusing on recreation and fishing and new events coming into town.

**b. Priorities for Funding**

Councilor Dee stated he likes the idea of a tourism committee, to appropriate the funds where it could promote other events. He further stated that events also happen outside of the City limits, and we should not isolate ourselves from those events.

**c. Tourism Committee**

Councilor Dee felt the structure of the committee should include certain ad hoc members that are already concentrating on tourism, such as a motel operator, the Chamber, etc. that will give us good balanced input for distribution of funds. Discussion continued on possible requirements that should be included on the committee member application.

Jeremy advised the framework needs to be done before forming a committee, which would include an ordinance or a formal resolution. This needs to be in place first, and he stated he could have that ready for the next Council meeting.

**Public input on this item:**

Ginny Woodruff - City Resident - stated that the budget committee came up with a good idea of getting area members involved by forming a committee, and that it would be the better way. This committee can Create an outline of all of the constraints by the statutes and let them go with it, but committee members should be from the whole area.

**13. Administration Updates 1:40:50**

a. COCIB Final Payment (City Recorder)

Luana reported that the COCIB Grant was complete and all of the grant money was received by the City.

b. Small Cities Allotment Grant (City Attorney)

Jeremy reported that the grant will have to be accepted as is from ODOT. He advised the Council to accept the grant. It was noted that approval was given at a previous meeting subject to Jeremy's review.

c. Status of ODOT IGA (City Attorney)

This document will be ready soon and can also be used as a template for the County IGA.

d. Proposed Text Amendment to La Pine Neighborhood Development Standards (City Manager)

Christine updated the Council on the status of the text amendment. The County is still working on this, and she did not think there would a hearing in April or May.

e. Status of TRT Agreements and Reporting (City Manager)

Christine updated the Council on the status of the Park & Rec. District, as the forms had been mailed in to the state and they will be on "active" status soon. The district will have to specify their use for the funds, which will be written into the agreement. Also, the matrix has been created to do that..

f. Rural Enterprise Zone Public Meeting March 18<sup>th</sup> (City Manager)

Christine announced that a public meeting is scheduled for Tuesday, March 18 at Midstate Electric.

g. Retirement Plan Work Session March 17<sup>th</sup> (City Manager)

This is scheduled as a work session on March 17, 2008 at 6 pm in the meeting room of the So. County Building.

h. Councilor Recruitment (City Manager)

Christine updated the Council that the application and advertisements were distributed and published. We will be waiting until there are at least 3 applicants, and the application process will be left open until filled.

**14. Staff Comments**

None.

**15. Council Comments 1:53:52**

Councilor Maggard reported she had attended an Enterprise Zone work shop. Also, the council will be able to hear this information again at the March 18 work shop at Midstate Electric. She feels it is an excellent program.

Councilor Dee reported that COIC had a presentation and they requested that local cities support the Deschutes County Transportation Project, that could expand public transportation entities to outlying areas, such as La Pine. This project will promote, coordinate, and provide grants. The Ceremony will be on the 20th.

**16. Public Comments for Items not on the Agenda 1:53:26**

Ginny Woodruff - City Resident - previously made the offer to work on the City books, and she has a new master account process. This will be completed by Wed. and new reports will be issued to the Councilors. This is now set up for ease of audit, and the old set will be retained for verification by the auditors. Regarding the budget, reclassification in the materials and supplies may change some of the small items in that class. The City Attorney will also get a copy of the new set.

**17. Adjourn**

*A motion was made by Councilor Dee to adjourn. It was seconded by Councilor Maggard. All ayes - motion passed. The meeting was adjourned at 8:08 pm.*

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Mayor Stu Martinez

attest:

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City Recorder Luana Damerval