

LA PINE CITY COUNCIL REGULAR MEETING AGENDA

April 30, 2008 2 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. April 9, 2008 Regular Session
 - ii. April 16, 2008 Work Session
 - b. Bills and Invoices
 - i. Travel reimbursements
6. Acceptance of Councilor Resignation
7. Resolution to Amend Council Rules
8. Consideration of Council Applications
9. Contract with COIC for Comp Plan RFP
10. Tourism Committee Resolution
11. Budget Officer Questions
12. Draft Road Maintenance and Improvements Plan
 - a. Cagle Road Improvement Project Estimate
 - b. Snow Removal Plan
 - c. Road Maintenance and Improvements Options
13. Hwy 97 at 1st Street/Reed Intersection Signal Update
14. Administrative Updates
 - a. Joint meeting with BOCC
 - b. Newberry Woods dedication
 - c. Strategic Plan Meeting date conflicts
 - d. Results of SEI filing changes
15. Staff Comments
16. Council Comments
17. Public Comments for Items not on the Agenda
18. 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. Meetings are subject to cancellation without notice. The work session and City Council meetings are open to the public and interested citizens are invited to attend. The meetings are public meetings not a community forum; audience participation is at the discretion of the Council. 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 Damerval at (541) 536-1432.

LA PINE CITY COUNCIL REGULAR MEETING MINUTES

April 30, 2008

1. **Call to Order**

The meeting was called to order by Mayor Martinez at 2:00 pm.

2. **Establish Quorum**

Present were:

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

All present - quorum established.

3. **Pledge of Allegiance**

The Pledge of Allegiance was led by Councilor Shields.

4. **Added Agenda Items**

Item # 12 was postponed until the next meeting.

14 e. Rock Concert was added.

14 f. Rural Enterprise Zone was added

14 g. Audit RFP was added.

5. **Consent Agenda**

a. Approval of Minutes

i. April 9, 2008 Regular Session

ii. April 16, 2008 Work Session

b. Bills and Invoices

i. Travel reimbursements

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

6. **Acceptance of Councilor Resignation**

A motion was made by Councilor Dee to accept Councilor Maggard's resignation, with regret. It was seconded by Councilor Shields. All ayes - motion passed unanimously, with regret.

7. **Resolution to Amend Council Rules** 00:02:46

Resolution # 2008-004

A Resolution Amending the Council Rules and Procedures.

This resolution is to amend the wording clarifying that a majority of the current Council constitutes a quorum.

Public input on this item: None.

01:05:45

A motion was made by Councilor Dee to pass Resolution #2008-004. It was seconded by Councilor Shields. All ayes - motion passed unanimously.

8. Consideration of Council Applications 00:07:48

There were 2 applications for the open Councilor position. One applicant was not available, and was not at this meeting. There was discussion from the Council about the SEI filing issue, and if the applicants were willing to fill out that form.

Councilor Shields requested that applicant Ginny Woodruff have a chance to speak about herself and let the Council know her thoughts on being a Councilor. Ginny Woodruff stated that she had no problems with the Ethics report that was required. She added that she has attended most of the meetings, and has volunteered in City Hall helping with the books. Her priority as a Councilor would be what is best for the citizens of La Pine, and the surrounding residents.

Councilor Dee had concerns about her becoming a Councilor, and that the relationship with the staff would change, as she has volunteered to help in City Hall in the past. It was understood by her, and she reassured the Council that her volunteer time would be coming to an end by June 30, 2008.

Public input on this item: None.

A motion was made by Councilor Shields to appoint Ginny Woodruff to the City Council. It was seconded by Councilor Dee. All ayes - motion passed unanimously.

At the request of Mayor Martinez, an amendment to the motion was made by Councilor Shields to swear Ginny Woodruff in as a Councilor at the May 14, 2008 meeting. It was seconded by Councilor Dee. All ayes - motion passed unanimously.

9. Contract with COIC for Comp Plan RFP 00:21:32

Christine explained that the proposal from COIC for the RFP process was in the packet. She recommended the Council approves an agreement with COIC to write the proposals.

Public input on this item: None.

A motion was made by Councilor Dee to accept the proposal from COIC for the RFP development proposal for the Comprehensive Plan and direct the City Manager and the City Attorney to bring the contract back to the Council for signing.

It was seconded by Councilor Shields. All ayes - motion passed unanimously.

10. Tourism Committee Resolution 00:58:42

Christine went over the criteria for committee members. Councilor Dee felt it would be beneficial if one member of the Chamber were on that committee.

Public input on this item: Jayne Benner clarified that any Chamber of Commerce Director is also a member of the Chamber, so stating that a member of the Chamber should be on that committee can include the Director.

A motion was made by Councilor Dee to pass Resolution # 2008-005 to establish a Tourism Advisory Committee with the inclusion of a permanent seat by a member of the Chamber and establish the committee. It was seconded by Councilor Shields. All ayes - motion passed unanimously.

11. Budget Officer Questions 00:25:50

The Budget Officer (Ken Kendall) had a list of specific questions about the upcoming budget. These were gone over and discussed by the council to give input for items on the list.

Consensus of the Council resulted in the following actions.

1. Eliminate the 15% wage split to the Street Fund of the City Managers wages.
2. To get the Business License action plan on the May 14 agenda.
3. To put money into contingency on the funds.

4. Rex recommended we increase our Risk Ins. for the upcoming year. He was asked to bring a price quote back to the council on the May 14 meeting. The Worker's Comp. insurance now covers a minimal amount of volunteers, but we may need to cover extra volunteers for the City this year. Rex stated we need a Resolution requesting the coverage for volunteers and they need to be on a roster, keep their time and report these to the Insurance Co. The City Attorney is working on that now.
5. A cost of living raise or step wage increases is needed to be placed on the budget as a potential item and as a separate line item that can be removed. Mayor Martinez advised to figure those increases at 7 % to get that going.

Public input on this item: None.

- ~~12. — Draft Road Maintenance and Improvements Plan~~
~~—— a. — Cagle Road Improvement Project Estimate~~
~~—— b. — Snow Removal Plan~~
~~—— c. — Road Maintenance and Improvements Options~~

13. Hwy 97 at 1st Street/Reed Intersection Signal Update 01:06:18

Christine reported that the intersection of Hwy. 97 and 1st. Street was currently at failure, therefore, any future businesses that would generate more than 50 am/pm peak hour vehicle trips wishing to come into the City in that area will not be allowed by the County until a light has been installed. The SDC's are also an issue, and neither the County or ODOT will put in this light for La Pine. A potential solution from OECD is a 50% grant that is tied to job creation. LIGI is working on a list to get those figures on job loss. The business community is very concerned about this issue. Clark Jackson was available to answer any grant questions.

Mayor Martinez stated that this is a top priority and he stated that this is the highest priority for Christine to get this going, with going to meetings and to bring information back to the Council. Councilor Shields stated that she does not agree that the City has a big ownership in this issue, that the County has the biggest ownership, and she does not believe the County doesn't have the money for it. Also, the County does want the lots in the Industrial park to sell, and that is important to them. The County has the motivation to get this going. Another issue is the City's budget with the 50% match. The SDC's that the City could impose would add to the SDC's from the Water & Sewer District, which is already a deterrent for trying to get those lots sold. So adding another SDC might not help development occur. She agreed that we really do need a light, but that the City could not really afford any resources for this, meaning upfront costs, Attorney costs, survey costs, etc. before any grant money can ever be seen. We need to be very careful with the budget this year, and that Christine has stated that we will already have problems covering the Comprehensive Plan costs. It may end up actually slowing the process if the City buys into this now, and later learns through the budget process that we can't contribute very much, or even anything. The safety issue needs to be brought back up and urge the County and ODOT to remedy this situation.

Councilor Dee stated that just because we can't afford it doesn't mean we can't drive the situation. We need to take the lead whether there are matching funds or not. The County has charged SDC's in the past and that money is already spent, but the City needs to drive the light issue.

More discussion took place on this issue. Christine stated that current SDC on this traffic light is very low and would actually save developers money. The County wide SDC's are about \$3600.00. This would push development into La Pine instead of outside of City limits. If the light is there, the requirements for traffic studies may very well go away. She clarified that with this

grant the upfront money spent, such as the survey costs and design costs could be used for the matching funds. She has asked to work with the County and ODOT, and asked what those costs are. Over a long period of time, an interest free loan could be paid back by the SDC's. Mayor Martinez feels that the City needs to push this issue and stated that it is a priority issue for the City. We need to figure out how to get this done without costing the City. Christine stated that any agreements with the County or ODOT, or any grant applications need to be authorized by the City, so we could say no at any stage. But what we are committing to is the continuation of the investigation.

Public input on this item:

Ted Scholer - LIGI Board of Directors - He has been actively marketing the Business Park, and the spotlight issue is now in the picture. They have sold several parcels that are not developed yet, and this is stopping development at this time. He stated that the Finley Butte Industrial Park is also in the picture. In comparison to other areas, the SDC's from the Water & Sewer District has stopped building in the past.

Vic Russell - LIGI Board of Directors - As a healthy community, it should provide living wage jobs. The SDC's are part of the equation to fund these items. It should not be a deterrent to move ahead. It is the single most important thing facing La Pine, especially with the E-zone coming into play now. There are people willing to help out on this.

Sylvia Shields - LIGI Board of Directors - The County is the biggest developer in the City, with 500 acres on the West side they are developing, and also the Industrial Park on the East side of La Pine that they are developing. They are the ones most responsible for getting the traffic light in. She stated also that the County can come up with the money for the light, as they can borrow from their Sanitation Dept. and the money could be paid back through the sale of their property. They need to be pushed to do that instead of them pushing La Pine to put the light in.

Dan Varcoe - President of Chamber of Commerce - He agrees with Sylvia, that the County has the responsibility of the position we are in, and that the City should be the catalyst in this. This is a crossroads for the City, and that this is the time for the City to step forward. In 1985 a bunch of people got together for Economic Development, and he read the report they wrote. He appreciates our diligence in this.

Bob Cox - Chamber of Commerce Member - He thanked the Councilors for their leadership. In 2006, LPAC (La Pine Political Action Committee) did a survey and the 4 top priorities as reasons for incorporation were as follows:

1. Local Control
2. Local Jobs
3. Opportunity for Kids
4. Sensitivity needs for Seniors

The community asked for leadership, and he encourages the City to lead and find the resources to get this done.

Jayne Benner - Chamber Board and Chair of Econ. Dev. Committee - She stated that most of what she had ready to say was already said. Yes, the SDC's could be challenging, but no spotlight will be the death of La Pine.

01:37:25

Clark Jackson - State of Oregon, Community Development Dept. - He stated that a similar fund is currently being asked for at the Bend Airport for turn lanes. The process of that request was explained by him. It is an important issue for Commissioner Tammy Melton. The process takes about 2 months. It requires 50% identifiable local match and firm estimates.

The Economic Development Dept. and the State do not want to see La Pine slow down on it's growth.

A meeting was scheduled for tomorrow, starting at 9:00 am, with this issue being covered at approximately 10:15. He also stated that letters of support will be needed for this project also from major players in this project.

Councilor Shields questioned why couldn't the County or ODOT apply for this grant, and not involve the City. Clark replied the grant is available to government bodies, but that the County and ODOT both stated that it is "our town", therefore it is "our stoplight". He explained that it was in a 2004 report when a certified site was approved, and different things are triggering this. He clarified that the light doesn't have to be "built" to keep the other processes going with building, but it has to be "planned" so that it will get done, therefore the building permits will be issued. He read a portion of that report for clarification.

Councilor Shields asked where in that report is it stated the light is now a "City" issue. He stated what he heard was that it was "a City of La Pine stoplight", but acknowledged that doesn't say who's going to pay for it.

Vic Russell - Local business owner - Stated that as a new city, we need to feed the wolf that will get something done - taking the high road.

Lou Gillette - Sylvan Power Co. - Stated that by the time this light gets in, the Biomass Plant will be faced with this light and the Finley Butte light. Biomass will have to pay Water and Sewer District, and also for these 2 lights.

Mary Garcia - Realtor - She felt the Rural Enterprise Zone would not have happened for the Bend Airport had La Pine not joined up with them, and maybe they need to be reminded that it could be a good point for aid with joint efforts in getting the light in.

The Council took a break at 3:52 pm. Mayor Martinez left at this time.

The meeting was called back to order at 4:05 pm by Mayor Pro-Tem Shields. We still have a quorum.

14. Administrative Updates 01:53:30

a. Joint meeting with BOCC

They are requesting quarterly meeting with the Councilors. Consensus was late afternoon meetings. Christine asked about setting a time for our next Council meeting on May 14, 2008. She will check with Mayor Martinez and get back to the Council on that time.

b. Newberry Woods dedication

There is an invitation from the Newberry Habitat for a dedication on May 6, between 9:30-10 am.

c. Strategic Plan Meeting date conflicts

The potluck for public input for May 17 is in conflict with other meetings in the area, and it was suggested to set up a booth at the Midstate Electric annual meeting. All we would need is the materials. Councilor Dee asked about other public input opportunities, and if there are any scheduled. We will ask for more feedback at the May 17 booth.

d. Results of SEI filing changes

This process has resulted in 176 resignations statewide. It affected mostly the small cities.

e. Rock Concert

This is proposed for downtown La Pine this summer. Christine is checking with Jeremy on the legalities of that event, and what permits are required. This falls under the mass gathering law. The event holders will attend the May 14 meeting for more discussion.

f. Rural Enterprise Zone

Christine announced that this was awarded to the City.

g. Audit RFP

Christine has a draft written for this proposal, and the attorney now has it. Time is running out, and it will be on the May 14 meeting agenda.

15. Staff Comments

Recorder Damerval stated she has written up a shorter version of the retention schedule, and also an e-mail policy that is ready for review. She was directed to send it to all the Councilors and the Attorney, and any Council comments are to go directly to the Attorney.

16. Council Comments

Mayor pro-tem stated she thought this was a very productive meeting.

17. Public Comments for Items not on the Agenda

Linda Maggard - City Resident - thanked the Council, staff, and the citizens of La Pine for support her through her time in office, and that she will still be available as a volunteer.

18. Adjourn

A motion to adjourn was made by Councilor Dee. It was seconded by Mayor Pro-Tem Shields. All ayes - meeting adjourned at 4:25 pm.

Mayor Stu Martinez

attest:

City Recorder Luana Damerval