

LA PINE CITY COUNCIL/ DESCHUTES COUNTY COMMISSIONERS
JOINT WORK SESSION AGENDA
Tuesday, July 7, 2009 - 6:00 p.m.
16755 Finley Butte Road, La Pine, Oregon 97739
Midstate Electric Conference Room

1. Call to Order
2. Establish Quorum - La Pine City Council
3. Establish Quorum - Deschutes County Commissioners
4. Pledge of Allegiance
5. Added Agenda Items
Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda.
6. US Highway 97 and 1st Street/Reed Road Traffic Signal - Update

Gary Farnsworth, Oregon Department of Transportation
7. City of La Pine - Comprehensive Plan Update

Deborah McMahon, DMC Consulting Services, LLC
James Lewis, Foreterra, LLC
8. Deschutes County - Comprehensive Plan Update

Nick Lelack, Planning Director
9. Affordable Housing Project - Status Report

Susan Ross, Director of Property Facilities Dept.
10. La Pine Land Conveyance Act (S.1140)

Deschutes County Commissioners
11. Other Matters
Only those matters properly added to this Agenda under line item No. 5 (Added Agenda Items) will be discussed at this time.
12. Staff Comments - City of La Pine
13. Staff Comments - Deschutes County
14. Comments - La Pine City Council

15. Comments - Deschutes County Commissioners

16. 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 or the County Commissioners to consider or discuss additional subjects. This meeting is subject to cancellation without notice. This 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/ DESCHUTES COUNTY COMMISSIONERS
JOINT WORK SESSION MINUTES
Tuesday, July 7, 2009 - 6:00 p.m.
16755 Finley Butte Road, La Pine, Oregon 97739
Midstate Electric Conference Room

1. Call to Order

The meeting was called to order at 6 pm by Mayor Shields.

2. Establish Quorum - La Pine City Council

Roll Call:

Mayor Kitty Shields

Councilor Barbara Hedges

Councilor Adele Moilanen

City Attorney Jeremy Green

City Recorder Luana Damerval

Administrative Ass't Patti Morgan

Quorum Established

3. Establish Quorum - Deschutes County Commissioners

Roll Call:

Commissioner Alan Unger

Commissioner Dennis Luke

Commissioner Tammy Baney

Quorum Established

00:05:51

Commissioner Dennis Luke introduced Jon Oshel, Program Manager, with the Board of Oregon Counties. He said that Jon Oshel also worked for Deschutes County in the past.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Al Unger.

5. Added Agenda Items

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda.

Commissioner Baney stated she would like to add the County Fair Bus Schedule to the Agenda.

Mayor Shields announced the following changes/additions to the Agenda:

- Agenda Item #6, Tom Blust is filling in for Gary Farnsworth.

(Commissioner Dennis Luke mentioned that Gary had attended the Stakeholders Meeting that was held earlier in the day in La Pine).

- Agenda Item #9, Susan Ross will also give an update on St. Vicent De Paul and the Bio-Green Project per Mayor Shields' request.
- Agenda Item #10, Dave Kanner and Toni DeBone will be discussing the BLM land conveyance.
- Under Item #8, Peter Russell is replacing Nick LeLack for the Comprehensive Plan Update

00:05:03

6. US Highway 97 and 1st Street/Reed Road Traffic Signal - Update

Mayor Shields noted that the name has been changed to the La Pine Intersections Analysis.

Tom Blust, Deschutes County Road Department, spoke about what had been discussed at the Stakeholders Meeting prior to the Joint Session Meeting. He said they want to look at corridors in La Pine and come up with areas that a planner would include in an analysis. The stakeholders discussed getting a consultant onboard first, completing the study, and then addressing funding. Tom Blust stated that ODOT believed the study would cost approximately \$75,000 and once the analysis was completed, they could apply for grants. Commissioner Luke stated that the analysis was important so they could be sure they would remedy La Pine's traffic congestion and not create more of a problem by just putting one traffic light up, arbitrarily. It was also discussed that the analysis could take up to six months.

In response to a comment made by Ted Scholer of the La Pine Industrial Group, regarding the need for an SCD Ordinance, Commissioner Luke stated that the city has to have their own SDC's and has to have their own study to justify them, according to state law.

In response to a question from Councilor Moilanen regarding what can be done now to ensure citizens' safety by the new McDonalds, Tom Blust stated that cones could be used to calm down the traffic in that area.

Darwin Thurston of the La Pine Industrial Group discussed that the City and County need to have some monetary input into the analysis, although LIGI would provide the majority of the funding and become a stakeholder as well. He also emphasized the need for all stakeholders to be committed to the project for it to be successful.

00:19:20

Mayor Shields mentioned that, in an earlier discussion with City Attorney Green, a Memorandum of Understanding had been suggested as a good starting place for the Stakeholders. She also said that the City Council plans to do an SDC study in the future. Tom Blust also talked about having a Project Manager for the Consultant contract and having the County step into that role for management purposes.

Mayor Shields stated that the City does not have the resources to manage the project and they would like the County to take over that administrative role. She said the MOU will define roles and also agree on who is doing what.

Commissioner Luke stated that they had discussed having the technical people get together, work out the details and then come back to the Commissioners and Council with a proposal. There was further discussion on moving forward with the MOU, as it will show that all parties have a commitment.

Mayor Shields stated that the Council will determine which Councilor will be part of that Stakeholders Group. She said she came out of the meeting feeling very good about what had been discussed.

John Thomas, La Pine Planning Commissioner, asked about the study for the highway beautification project in the late 1990's. Peter Russell stated that the study is still there and the City has the study and can use it with their comprehensive planning. He said the project was stopped because of the possibility of La Pine incorporating.

00:35:33

7. City of La Pine - Comprehensive Plan Update

Deborah McMahon, DMC Consulting Services, LLC
James Lewis, Foreterra, LLC

Deborah McMahon of DMC Consulting stated that they had completed the rough draft and were moving into the second phase which is to go forward with an adoption and also make adjustments with the draft. She also said they have been working on goals and policies that look at 20 years as a guidebook for the community. This comprehensive plan information will be on the City of La Pine's website. Deborah McMahon said that they had also produced a long range plan in map form to assist citizens in making their development plans for La Pine.

In response to Commissioner Luke's question about a joint meeting in the future, Deborah McMahon stated that there will be a joint meeting between the Deschutes County Planning Commission and the La Pine Planning Commission. James Lewis of DMC Consulting said that a meeting will probably take place around August/September and it will also involve citizen participation.

00:46:01

8. Deschutes County - Comprehensive Plan Update

Nick Lelack, Planning Director

Peter Russell, Senior Transportation Planner, stated he was filling in for Nick Lelack who was on a road trip to Klamath County regarding Destination Resort Mapping. He said they have had numerous community conversations for public input and also with Stakeholders. On July 23rd there will be a meeting with the County Commissioners regarding the Destination Resorts Mapping. Peter Russell said On August 27th there will be another meeting with the Deschutes Planning Commission. He said it will take approximately another year to wrap up the comprehensive plan.

00:45:57

9. Affordable Housing Project - Status Report

Susan Ross, Director of Property Facilities Dept.

Susan Ross stated that the County donated approximately 4-1/2 acres for the Affordable Housing Project. She said they hope to do a second 26 unit development if things go well. She said there is a website for the project called "Little Deschutes Lodge." The County also gave a \$25,000 loan for the project.

Mayor Shields stated that the City of La Pine granted a 20 year tax abatement for the project. In response to a question from Councilor Hedges regarding sidewalks, Susan Ross said they are required to put sidewalks on all the roads they are building but not along Huntington. In response to a question from Mayor Shields regarding energy usage, Susan Ross said the contractor was trying to incorporate a number of energy saving projects into the construction. Susan Ross also said that she will provide the Council with the name and phone number of the developer for the project, Rob Roy, to answer additional questions.

John Thomas, Planning Commissioner, stated that he had just received information that the La Pine Community Clinic is now at capacity and urged the City Council and County Commissioners to do everything they can to encourage more medical facilities in the area. Commissioner Luke assured John Thomas that the County will continue to do what they can to assure accessible medical services in the La Pine community.

Susan Ross discussed the Biogreen Sustainable Energy development in La Pine and also the County's involvement with it. She said the County had entered into an option agreement with Biogreen on June 29th. This would be for a land purchase agreement through the La Pine Industrial Group. She said this option is good for two years because the County wants assurance that the company will go ahead with the proposed project. In response to a question from Mayor Shields regarding the permitting process, Susan Ross said that Biogreen now has to meet necessary requirements and also apply for permits. In response to a question from Councilor Moilanen regarding job creation, Susan Ross said that they expect 20 internal jobs to be created and up to 90 indirect jobs in forestry work and transportation. Commissioner Baney said that the fact that Biogreen had a large fuel source was an important factor in granting the option agreement.

In response to a question from City Recorder Damerval regarding the County not coordinating with the City of La Pine prior to granting the option agreement, Commissioner Luke said the County thought Biogreen had already met with the City Council. Mayor Shields said that she had advised Biogreen to meet with the Water and Sewer Districts, and with LIGI, prior to presenting their project to the City, as that would give them some of the answers to questions they will no doubt be asked by the Council.

In a discussion regarding the new grade school in La Pine, Commissioner Luke said that the County sold the land to the School for approximately \$18,000 for about 15 acres. Susan Ross stated that St. Vincent De Paul came before the Commissioners and did a presentation. She said the County is looking at utilizing a piece of County property adjacent to the Senior Center on the east side. Mayor Shields stated the proposed location was ideal.

Councilor Moilanen discussed the communication breakdown within the City's organization regarding the Biogreen option agreement. Mayor Shields stated that the City has implemented a different internal procedure to improve the communication issue between the County and City in regard to planning and permitting in the city of La Pine.

Planning Commissioner Gloria Fleming discussed her concern about the public having input with the proposed Biogreen plant coming into the City. Mayor Shields stated that Biogreen is scheduled to do a presentation at the City Council Meeting scheduled for July 22nd at 6 pm. Citizen Judy Forsythe said that Biogreen gave a presentation at CAG recently.

Commissioner Luke suggested having the Biogreen July 22nd presentation filmed for cable as a public announcement. Susan Ross said she would talk to them about it.

01:10:37

10. La Pine Land Conveyance Act (S.1140)

Deschutes County Commissioners

Dave Kanner, County Administrator, passed out a map showing the proposed BLM lands that are included in the Conveyance Act. He said the lands would go from the federal government to Deschutes County and then to the Rodeo Association (Parcel A) and the La Pine Sewer District (Parcel B). Toni Debone stated that Parcel A has some elk habitat issues. He said they have been asked to use only 80 acres of the 160 acre Parcel A. Toni Debone also stated that since they are in a "mark up" phase there may be an opportunity for more BLM land to become available.

Commissioner Luke said that if they do get additional land that land may be able to be sold to finance recreational development like the building of the rodeo grounds. Mayor Shields stated that the rodeo is a big draw and a lot of hours go into the preparation for it. She also said that it has been discussed that there is a lot of land that cannot be developed already in the City and that could affect the urban growth boundary.

Commissioner Baney stated that the County wants to be of assistance but would probably not pay for land use studies that would cost hundreds of thousands of dollars. Commissioner Unger said that the Park District and City could work together on possible land sales. Planning Commissioner John Thomas stated that the Park District and Planning Commission will be working together.

01:23:20

11. Other Matters

Only those matters properly added to this Agenda under line item No. 5 (Added Agenda Items) will be discussed at this time.

Commissioner Baney passed out the bus schedule for free bus rides to the Deschutes County Fair on July 29th through August 1st. The buses will run from and to La Pine and the fair and they will be handicap accessible.

01:29:00

12. Staff Comments - City of La Pine

None.

13. Staff Comments - Deschutes County

Tom Anderson, Director of Community Development, discussed the Skyline Bill and the opportunity for more forest and recreation opportunities just to the west of La Pine. Commissioner Luke said it is not a done deal but it is a good opportunity.

01:31:30

14. Comments - La Pine City Council

Councilor Moilanen asked about the SDC's for the lights that were put up and how much money was left over. Commissioner Luke said that about 30% of the costs for each light came from the SDCs. He said SDCs are only for expansion of facilities and cannot be used for operations or studies. Commissioner Luke said the new development was only estimated at 30% for the need of the light. Dave Kanner said that the County is still doing some collection specifically for the traffic signal and there is money in that

fund. Tom Anderson said they are collecting for that light from a much larger area than just the new neighborhood. He also said there was about \$30,000 in the account. Mayor Shields asked if any of the SDCs fees were actually collected? Dave Kanner said the SDCs were collected but he is not sure how much money is sitting in that fund. Commissioner Luke said that Dave Kanner will get back to the Council regarding Mayor Shields question about what happens to that money. Alan Unger said that the monies need to be spent on what they were collected for or given back. Some of the things the monies can be spent for can be for expansion of facilities but the traffic study would not qualify.

Mayor Shields complimented everyone on a very good meeting. She said a lot of good information was shared.

01:37:50

15. Comments - Deschutes County Commissioners

Commissioner Unger thanked the Mayor and City Recorder for their efforts in keeping the City viable.

Commissioner Baney said that the Public Hearing with DEQ on July 22nd in La Pine will be regarding sewer and septic issues. She said the County will take more of an advisory role and not be involved directly in the public hearings. Commissioner Baney also said that Richard Witman, from DLCDC, will also be at the meeting and provide additional information.

Commissioner Luke stated that at a meeting with Forest Service officials they were very impressed with the work that had been done in regard to the Deschutes County wildfire reduction.

Commissioner Unger stated that the County will be reconstructing Masten Road. He said the bid will be awarded in the very near future. Commissioner Luke said that a contract has been awarded for Huntington Road from South Century Drive to Burgess Road for an overlay. Tom Anderson stated they had received stimulus monies to expand the park and ride at Burgess and Wickiup Junction.

16. Adjourn

Meeting was adjourned at 7:54 pm by Mayor Shields.

Mayor Kitty Shields

Attest

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, July 8, 2009

Executive Session - 4:30 p.m.

Work Session - 5:00 p.m.

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Executive Session – 4:30 p.m.

1. Call to Order

2. Establish Quorum

3. Pledge of Allegiance

4. Executive Session under ORS 192.660(2)(i)

An executive session will be held pursuant to ORS 192.660(2)(i) – to review and evaluate the employment-related performance of a chief executive officer, other officer, employee, or staff member. The executive session is closed to the public. In accordance with applicable law, representatives of the news media are permitted to attend the executive session; however, the media is prohibited from disclosing any information discussed in the executive session. All discussions in the executive session are confidential and those present may not disclose any information discussed in the executive session. The executive session will not be held for the purpose of taking any final action or making any final decision.

5. Adjourn

B. Work Session – 5:00 p.m.

1. Call to Order

2. Roll Call

3. Presentation – Deschutes Water Alliance

Mary Meloy, Deschutes Water Alliance

4. Adjourn Work Session

C. Regular Session – 6:00 p.m.

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 other such portion of the Agenda agreed upon 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. June 24, 2009 – Work Session and Regular Meeting Minutes
 - b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report – Year End
 - iii. Approval of Reimbursements
6. Presentation – Central Cascade Lines

Lupita Lewis, Central Cascade Lines
7. Agreement to Provide Tourism Promotion Services with High Lakes Car Club
8. Letter to EDCO (Economic Development of Central Oregon)
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. Staff Comments
12. Council Comments
13. 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 work session and regular session. This notice does not limit the ability of the City Council to consider or discuss additional subjects. The work session and regular session are subject to cancellation without notice. The work session and regular session are open to the public and interested citizens are invited to attend. The work session and regular session 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

Work Session - 5:00 p.m.

51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

B. Work Session – 5:00 p.m.

1. Call to Order

The Meeting was called to order at 5:16 pm by Mayor Shields.

2. Establish Quorum

Roll Call

Mayor Kitty Shields

Councilor Barbara Hedges

Councilor Adele Moilanen

City Attorney Jeremy Green

City Recorder Luana Damerval

Quorum Established.

Councilor Ward was absent by prior arrangement.

00:00:41

3. Presentation – Deschutes Water Alliance

Alan Unger, County Commissioner, stated that they are part of the steering committee working on the Deschutes Water Alliance Presentation. Present also were: Tod Heisler, Executive Director of the Deschutes River Conservancy, Patrick Griffiths, Water Resource Coordinator for the City of Bend and Mary Meloy, Deschutes Water Alliance.

Alan Unger stated that the group was formed from a federal grant in 2004 to look at the demand and supply of the water in the Deschutes Basin, and to develop a water bank and also to look at how we manage taking surface water and putting it back into the river and transferring that right to a groundwater right. He also said that a study was done that determined that all the water in the Deschutes Basin was hydrologically linked.

One of the missions of the Alliance is to:

Improve the stream flow; create ground mitigation water rules that state if you could put water into the river you could take water out of the ground because you are allowing water to flow through the lower Deschutes.

Tod Heisler stated that all municipalities need to understand ground water mitigation because it is the only way to obtain new ground water permits for growing municipalities. Councilor Moilanen asked Mr. Heisler about how water gets returned. He said they have to find someone who owns surface water, like irrigation districts, but does not need all of it. He said this is often in areas where land is being converted from agriculture to urban/residential zoning.

Tod Heisler said most of the Water Bank's focus is working with irrigation districts and agriculture interests as potential future suppliers of water for other purposes. He said it is clearly what the City

of La Pine will need to understand as it goes through its growth process.

Patrick Griffiths stated that for water rights to be used properly in the future more water rights would be needed during the peak summer time. He said that by 2020-2025 La Pine and other municipalities would need to acquire more water rights for their summer water needs. Patrick Griffiths stated that La Pine will grow over agricultural areas in future years.

00:23:16

Mayor Shields asked if municipalities included special districts. Patrick Griffiths said that special districts had been included in the total water supply amounts along with the cities.

Alan Unger stated that the DWA includes all those people associated with the water supply including irrigation districts, special districts, cities, etc., to be able to speak as one voice regarding water issues to the legislature or others. He said right now there is no more available water in the Deschutes Basin for the City of La Pine. Alan Unger said that the DWA may be able to assist the City with obtaining more water by applying to the legislature or finding more available water for La Pine.

Mary Meloy stated that the City of La Pine can partner with DWA as they work with the La Pine Water District. Alan Unger said that a regional plan is the most effective means to politically get what changes need to be implemented to meet needs. He said they will come back before the Council at a future meeting and would like the City of La Pine to formally sign onto the DWA. Alan Unger said that the DWA will determine what needs to be done and then determine the costs.

The Mayor stated that she would like the Water District to be at the future meeting with the City Council and the Deschutes Water Alliance.

Councilor Moilanen asked how big of an issue is La Pine's water right now. Alan Unger suggested talking with the Water District about it. He also said it takes about five years to obtain more water rights.

4. Adjourn Work Session

The meeting was adjourned at 5:57 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, July 8, 2009

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

C. Regular Session – 6:00 p.m.

1. Call to Order

The meeting was called to order at 6:03 pm by Mayor Shields.

2. Establish Quorum

Roll Call

Mayor Kitty Shields
Councilor Barbara Hedges
Councilor Adele Moilanen
City Attorney Jeremy Green
City Recorder Luana Damerval
Administrative Assistant Patti Morgan

Quorum Established.

Councilor Ward was absent by prior arrangement.

3. Pledge of Allegiance

Administrative Assistant 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 other such portion of the Agenda agreed upon by the City Council.

Mayor Shields added the following to the Agenda under item #9 Other Matters:

- 9a) Training/City Management Certification
- 9b) Wildfire Protection Plan

Mayor Shields announced that immediately after the conclusion of this meeting the Council will go into Executive Session to conclude an Executive Session that was started earlier today and **was** interrupted to begin today's Work Session.

00:04:02

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. June 24, 2009 – Work Session and Regular Meeting Minutes
- b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report – Year End
 - iii. Approval of Reimbursements

A motion was made by Councilor Moilanen and seconded by Councilor Hedges to approve the Consent Agenda as presented.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Kitty Shields</i>	<i>X</i>	
<i>Councilor Barbara Hedges</i>	<i>X</i>	
<i>Councilor Adele Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:05:06

- 6. Presentation – Central Cascade Lines

Lupita Lewis, Central Cascade Lines, stated that they disagree with the County and State’s decision to deny them funds. She said they have made many efforts to work with them and have had no success. Lupita Lewis then gave a brief history of Central Cascade Lines to the Council.

Lupita Lewis encouraged the City Council to communicate with the County about the necessity of having public transportation from La Pine to Bend. Councilor Moilanen asked about grants and other assistance. Lupita Lewis stated that the County will not communicate with them as to what they need for CCL to obtain grants. She said the State is making it very difficult for rural communities to obtain funding.

Councilor Hedges stated that the City could try to schedule a meeting with the County for Central Cascade Lines to do a presentation. Lupita Lewis said the meeting should probably include the Commissioners since they have the final say. Councilor Moilanen requested documentation from Cascade Lines regarding their efforts to obtain funding. Lupita Lewis stated she would provide the City Council with summary reports. Mayor Shields stated that the Council should discuss this at an upcoming Work Session after receiving additional documentation from Cascade Lines. City Attorney Green stated that a Work Session on this issue would be a good idea.

00:33:03

- 7. Agreement to Provide Tourism Promotion Services with High Lakes Car Club

City Attorney Green stated that he would like the City Council to approve this draft agreement subject to legal review. He also said that the High Lakes Car Club will have a chance to review the

draft agreement as well as having City Recorder Damerval verify the amount of monies due the club. Mayor Shields stated that the car show the club puts on is very enjoyable and attracts people from many parts of the country. She said the car club is getting itself recognized all over the place.

A motion was made by Councilor Hedges and seconded by Councilor Moilanen to approve the Agreement to provide tourism and promotional services subject to legal review and also give authority to the Mayor to sign the finalized Agreement.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Kitty Shields</i>	<i>X</i>	
<i>Councilor Barbara Hedges</i>	<i>X</i>	
<i>Councilor Adele Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:38:50

8. Letter to EDCO (Economic Development of Central Oregon)

This is a draft letter written by Councilor Moilanen about the elimination of a job development position/person for Central Oregon. Mayor Shields stated that after reading the letter she felt that the letter needs to emphasize the elimination of the position rather than a particular person. City Attorney Green said the letter was good and he would only suggest a few changes. He said it would be better to focus on the region as a whole. Mayor Shields suggested keeping the letter more generic and stating that we believe we will have better representation with a local person.

Councilor Moilanen discussed the Town Hall meeting that is scheduled in Bend on July 23rd regarding no longer having a local business development representative in Central Oregon.

A motion was made by Councilor Hedges and seconded by Councilor Moilanen to authorize the letter to EDCO be signed and sent out by the Mayor after appropriate revisions.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Kitty Shields</i>	<i>X</i>	
<i>Councilor Barbara Hedges</i>	<i>X</i>	
<i>Councilor Adele Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:47:20

9. Other Matters

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

9a) Training/City Management Certification

City Recorder Damerval stated that the League of Oregon Cities is starting a new program titled Local Government Management Certification Program. She said that it would include taking

classes as well as receiving some credit for a working career experience. City Recorder Damerval also said that the classes would be in various locations. Mayor Shields stated that costs would be something the Council should be informed about as the classes become available. City Recorder Damerval stated there were also scholarships available. In response to a question from City Attorney Green, it was reported that class costs can vary from \$40 to \$140. Mayor Shields confirmed that the current training budget for this year is \$4,500. She also said she was in favor of ongoing training for City staff.

A motion was made by Councilor Hedges and seconded by Councilor Moilanen for City Recorder Damerval to sign up for the City Management Certification through the League of Oregon Cities.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Kitty Shields</i>	<i>X</i>	
<i>Councilor Barbara Hedges</i>	<i>X</i>	
<i>Councilor Adele Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:53:52

9b) Wildfire Protection Plan

Councilor Moilanen attended, as a representative from the City of La Pine, the steering committee for the Wildfire Protection Plan. She said they reviewed what they had accomplished and considered new areas. Councilor Moilanen stated that the City will be considering endorsing the plan and asked if the Council would like a presentation from them. She said the Wildfire Protection Plan will be released sometime next week.

Mayor Shields requested that the presentation be narrowed down to how it affects the City of La Pine and how the City relates to the surrounding community. She also said she would need more information about it. City Attorney Green suggested reviewing the Plan and what would be required from the City. Councilor Moilanen said that she will provide the Council and City staff with the Wildfire Protection Plan when it is finalized.

Mayor Shields asked that it be put on a future work session after the final Wildfire Protection Plan has been completed for the Council to consider signing.

01:03:35

10. Public Comments for Items not on the Agenda

Dan Varcoe, Executive Director of the Chamber of Commerce, asked questions about the BOCC/Joint Meeting that was held with the City Council of July 7th. Mayor Shields stated that it will be discussed under Council Comments later in this meeting.

01:05:29

11. Staff Comments

City Recorder Damerval stated that she received a letter from Chris Marko regarding an Oregon

Water and Wastewater Infrastructure Workshop on July 16th in Roseburg and July 21st at Mt. Vernon and asked if anyone from the City of La Pine was going to be able to attend. The Council did not have anyone that could attend that workshop. City Recorder Damerval discussed a new web page regarding community resources that a private individual had recently started. She said there was a lot of community information on it. Mayor Shields asked that City Recorder Damerval e-mail the web page address to the Councilors.

City Recorder Damerval stated that she received a letter from the Oregon Government Ethics Commission. She said that starting July 15th the Councilors are not required to do quarterly reporting, just yearly reporting. Mayor Shields stated that the cities get notified prior to the yearly reports being due. City Recorder Damerval stated she had a letter from Janet Brown regarding the emergency jobs program. She said that the City had decided not to apply for it because of hidden costs and the legislature did not pass it anyway.

01:11:20

12. Council Comments

Mayor Shields gave a brief review of the Traffic Stakeholders meeting she attended on July 7th prior to the BOCC/Joint Meeting. She said they came up with the idea of a “core” stakeholders group that will refine the work of the group via an MOU and also determine the cost sharing for the work to be done.

City Attorney Green stated that the MOU would be a short document that will identify who has what responsibilities with the project going forward. He said it would also detail who would be responsible for the public contracting part of the work. City Attorney Green also said it would establish for LIGI, in addressing a concern of theirs, that all stakeholders are committed. He said the County has asked him to prepare an MOU for the stakeholders group and it would be considered a contribution from the City of La Pine as well. City Attorney Green said he would like to have the MOU signed within 90 days. He said that the County and City would produce a polished product that would be given to ODOT to hopefully expedite the project.

Dan Varcoe, Chamber of Commerce, asked about the timeframe for the study. City Attorney Green said that the study itself, once approved, would take about six months to complete. Mayor Shields stated that we need to stop talking about traffic lights until the study has been completed and has determined what type of traffic controls are needed. Lupita Lewis, Central Cascade Lines, mentioned the studies that TAG has done and Mayor Shields said all of that will be taken into consideration.

Councilor Hedges stated that she would like the City Attorney to prepare the MOU as that will assist in moving the process along. City Attorney Green said that LIGI will want to see some type of commitment from the City regarding SDC’s like maybe starting to take steps to implement the SDCs.

Mayor Shields stated that due to La Pine’s small budget, it was understood by the other public entities that the City of La Pine will be contributing in other ways and that a \$1,000 monetary contribution had been discussed. She also said she would like to wait to determine which Councilor will be on the core stakeholders group to represent La Pine until Councilor Ward is able to participate and that would probably be at the July 22nd Council Meeting. Mayor Shields stated that Tom Blust will probably be the project manager for the group. It was also discussed that City Recorder Damerval, Tom Blust and Peter Russell would be determining traffic “calming” measures to assist

with the problem in the short term.

The Council gave consensus for City Attorney Green to produce the MOU for the core stakeholders group. City Attorney Green also stated, in regard to a question from Councilor Moilanen at the BOCC/Joint Meeting on July 7th regarding the SDCs, that the response they received yesterday was very different than the response they received in the past and will result in further investigation. City Attorney Green said he was told in the past that they were no longer going to collect SDC funds and that there were no monies in that fund. Mayor Shields said it was very helpful to have the full County Commission there as well as having two Deschutes County staff members, Dave Kenner and Tom Anderson, during the SDC discussion.

Mayor Shields discussed a letter and conversation she recently had with Mr. Lundgren regarding a horse manure problem with a neighbor. She said Councilor Ward has also brought up this manure nuisance issue in the past. City Attorney Green stated that it would be considered a nuisance ordinance. He also suggested that every other month, during a work session, that the Council review the project list and determine if they need to be re-prioritized. Mayor Shields instructed City Recorder Damerval to be sure to put that on the work session schedule. She also said that financially it would be better for the City to put together a number of ordinances rather than just do them piecemeal. City Attorney Green said that the Council would need to have tailored specifically to the City of La Pine. He also recommended that the nuisance ordinance be put on the mid-term priority list. Mayor Shields discussed that fines could be imposed as part of the enforcement.

Councilor Moilanen asked about a training session for the Council about SDCs. City Attorney Green said that he had done a training session once for the Council and he could e-mail the information on that session. He also said he could do another training session that could include the Planning Commission, staff from the County and also ODOT.

City Recorder Damerval asked about the date for swearing in of the Planning Commission. Mayor Shields asked City Recorder Damerval to ask the Planning Commission if they would like to be sworn in at their first meeting.

Mayor Shields also said to remember to add to the City Recorder's job description that she is the responsible official for finances.

13. Adjourn

The meeting was adjourned at 7:36 pm with an Executive Session to start immediately afterward.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING AGENDA

REVISED 7/22/09

Wednesday, July 22, 2009

Work Session – 5:00 p.m.

Regular Session – 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Work Session – 5:00 p.m.

1. Call to Order
2. Roll Call
3. Central Cascade Lines – Request for City Support
4. Wildfire Protection Plan
5. Priorities, Goals, and Publicity Plan
5. Outdoor Lighting Agreement
Tom Weller from Midstate Electric will be available.
6. Adjourn Work Session

B. Regular Session – 6:00 p.m.

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 at 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. July 7, 2009 – BOCC/City Meeting Minutes
 - ii. July 8, 2009 – City Council Work Session and Regular Meeting Minutes

6. Presentation – Bio-Green Sustainable Energy Co.
Tim Riley, L.D. Jellison, Inc.
7. Selection of Councilor Representative for La Pine Intersection Analysis Meetings
8. Approval of Changing LGIP Bank to Local Bank
9. Temporary Liquor License Sales Application – Homestead Tavern

FYI – They have cancelled Aug 7 event and Sept 5 changed to Sept 11. Still need to discuss.
10. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
11. Public Comments for Items not on the Agenda
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 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, July 22, 2009

Work Session – 5:00 p.m.

51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

A. Work Session – 5:00 p.m.

1. Call to Order

Mayor Kitty Shields called the meeting to order at 5:07 pm.

2. Roll Call

Establish Quorum

Mayor Kitty Shields
Councilor Barbara Hedges
Councilor Adele Moilanen
Councilor Doug Ward
City Recorder Luana Damerval
Administrative Ass't Patti Morgan

Quorum Established

City Attorney Green was absent by prior arrangement.

00:01:40

3. Central Cascade Lines – Request for City Support

City Recorder Damerval reported on her discussions with the State of Oregon, Deschutes County, COIC and Central Cascades Lines regarding this issue. She said she has been told that CCL needs to obtain technical assistance for noncompliance issues in order to apply for next year's grants.

Barry Mills, Chairman of the Board for CCL, said that they have been told they are not in compliance, according to ODOT and Deschutes County, but they did not tell them how to be in compliance and are not willing to help them get in compliance.

In response to a question from Councilor Ward regarding what CCL wants from the City, Lupita Lewis, President of CCL, said they want the City to coordinate a meeting with all the entities and tell CCL specifically what they need from CCL and how to achieve it. City Recorder Damerval stated that with the City's Comprehensive Plan, they had to hire a consultant to achieve the goals that were needed. She also said that CCL was given two reports telling them what they were in non-compliance with before they could receive grants.

00:06:52

Mayor Shields said that it seems like CCL wants the City to do their technical research to find out what they need to do in order to be in compliance. She said that CCL should be able to do that without the City's assistance and that this could set a precedent for the City which could become very

costly for the City. She said everyone that runs a business needs to do their own technical research. During the discussion with Mayor Shields, Lupita Lewis said that CCL is a private nonprofit organization.

Councilor Moilanen stated that there is a large population in La Pine that cannot drive into Bend on their own for a variety of reasons. She also said that there is another transportation system in the City and that the City cannot show favoritism.

00:12:13

Mayor Shields said that the City needs to find out if this issue is a role that the City should be involved with. In response to a question from City Recorder Damerval regarding the Community Transportation of America, Lupita Lewis said they are reviewing all of their policies and procedures. She said they also told her they cannot get involved directly with public entities.

Councilor Moilanen stated it is a public transportation issue but the City would need to ask City Attorney Green to look into the matter. Councilor Ward said this is an area where the City cannot be getting involved with a private enterprise.

00:15:48

Mayor Shields stated that she had no problem with Councilor Moilanen's request to contact the City Attorney and then possibly look into the matter further. Lupita Lewis said that according to the 501-3C IRS codes under charitable organizations, CCL is a public non profit (charitable) organization.

00:16:30

Councilor Hedges asked if one of the reasons CCL is not receiving grants is because of the complaints they have received. Lupita Lewis said that the County and State have lost their objectivity in analyzing the complaints in a fair manner. She said she also does not understand why COIC received CCL's grant monies.

00:18:35

Mayor Shields stated that she did not want to have the City Attorney spend his time on this matter but if a Councilor wants to look into the matter and determine if it is something the City should be looking into, we might be able to help. Councilor Moilanen volunteered to look over the material and would get back to her.

00:21:38

4. Wildfire Protection Plan

Councilor Moilanen stated that she participated as a stakeholder on the committee for the Wildfire Protection Plan. She said the committee comes together, assesses the risk and commits a plan to paper. Councilor Moilanen says that the plan is reviewed every year. She said the La Pine/Sunriver area is divided into 9 communities at risk. The committee is requesting an endorsement from the City of La Pine. The endorsement states that the Council is recommending that the community follow the plan. Councilor Moilanen is also requesting that the Council designate her as the signee for the community endorsement.

City Recorder Damerval asked if it includes inside the City limits, who is going to enforce that or will it be enforced. Councilor Moilanen said that the occupied lots have to be certified. Councilor

Hedges asked about having a property certified. Councilor Moilanen said the lot would have to be cleared first. If not, and there is a fire, the property owner would be liable. Councilor Ward stated that when the City passes its zoning and ordinances laws they need to address fire hazards on properties.

00:29:12

Mayor Shields asked about the deadline for approval which is August 8th, before the next Regular Council Meeting. She also said that City Attorney Green suggested reviewing the plan and what would be required by the City. Mayor Shields asked Council about consensus to endorse the plan. She said since there was consensus the plan will be moved forward to the Regular Session and become Agenda item 10a. Councilor Moilanen stated that she would follow through on getting the signed plan back to the committee.

5. Priorities, Goals, and Publicity Plan

Removed

00:38:30

5. Outdoor Lighting Agreement

Tom Weller from Midstate Electric will be available.

Tom Weller, from Midstate Electric, passed out a revised Outdoor Lighting Agreement. He said that if the City needs to go forth with future lighting, it needs to be a separate contract from the Ford Foundation group. Mr. Weller said on Page 2 of the revised agreement they eliminated the section on what the City would do for future lighting.

Tom Weller stated that the Ford Foundation has about six lights fully funded and expects to get the remaining lights funded before the deadline in about a month. He also gave a brief history of the Ford Foundation in La Pine. Robin Mirrasoul, one of the Ford Foundation Leadership Team members, stated that the criteria of the group were for safety and also to improve La Pine's image. She said the project has to be completed this year or they lose the funding from the Ford Foundation.

00:52:25

City Recorder Damerval stated that City Attorney Green has requested to review the agreement and then bring it back to the Council at a future meeting. She said one of the issues was regarding City right of way.

00:53:26

Mayor Shields and City Recorder Damerval discussed that City Attorney Green was asking for direction from the Council to review the agreement for a Memorandum of Understanding. The Council had consensus for City Attorney Green to follow through on the review and MOU and bring it back to the next Council Meeting.

Mayor Shields stated that the Priorities, Plans and Goals will be discussed at a future meeting due to scheduling conflicts.

6. Adjourn Work Session

The meeting was adjourned at 6:06 pm by Mayor Shields.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, July 22, 2009

Regular Session – 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

B. Regular Session – 6:00 p.m.

1. Call to Order

Mayor Kitty Shields called the meeting to order at 6:18 pm.

2. Establish Quorum

Establish Quorum

Mayor Kitty Shields

Councilor Barbara Hedges

Councilor Adele Moilanen

Councilor Doug Ward

City Recorder Luana Damerval

Administrative Ass't Patti Morgan

Quorum Established

City Attorney Green was absent by prior arrangement.

3. Pledge of Allegiance

Citizen Tony DeBone led the Pledge of Allegiance.

00:01:20

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 at such other time selected by the City Council.

Mayor Shields added one Agenda Item:

10a) Agree to Community Wildfire Protection Plan with authorization for Mayor to sign.

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. July 7, 2009 – BOCC/City Meeting Minutes
- ii. July 8, 2009 – City Council Work Session and Regular Meeting Minutes

Mayor Shields made the following corrections to the Minutes:

- (1) July 7, 2009 – on page 4, use correct possessive for Shields; on page 5, remove “who” in one sentence.
- (2) July 8, 2009 – on page 8, change effect to affect in the sentence.

A motion was made by Councilor Ward and seconded by Councilor Hedges to accept the Consent Agenda with corrections to the 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 Adele Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:05:10

6. Presentation – Biogreen Sustainable Energy Co.

Rob Broberg, President of Biogreen Sustainable Energy, began the slide presentation and discussion. He briefly discussed his first meeting with Mayor Shields and City Recorder Damerval, this past spring, and also gave a short biography of his experience. Larry Jellison, Consultant for Biogreen, also participated in the presentation.

The Presentation included the following:

- The plant will be producing power 24/7 and also assisting with forest fire prevention.
- 20 jobs will be created in-house, in addition to contract jobs for truckers and wood cutters.
- They will upgrade the Water District system in exchange for water acquisition.
- EPA monitors the plant and automatically contacts DEQ to shut down the plant if needed.
- It will be the largest project in Central Oregon.

00:35:20

Mayor Shields stated that the presentation was very informative and answered a lot of questions. Councilor Ward asked about the employment opportunities with the plant, especially regarding local hiring. Rob Broberg stated that he would prefer to have employees that are from the local area but cannot give preferential treatment. Biogreen also indicated that the wages would be industry standard for the Northwest and some of the jobs would be seasonal. In addition, tree cutters and trucking companies would be subcontractors.

00:43:20

Mayor Shields stated that hiring local people would be good, especially regarding the severe winter weather in La Pine. Councilor Moilanen asked about the trucks that would be coming through the

City. Larry Jellison stated that trucks would only be coming through the City during the daytime. He also said that they have their own fire response team. Mr. Jellison assured the Council that the City would be included in the infrastructure discussions at some point. Tim Riley, Power Engineer for LD Jellison Inc., stated they have contracted with the Water District to find water rights. He said he would supply the name of the water rights consultant to the Council.

00:47:25

Mayor Shields stated that obtaining water rights is something that the Water District does on a regular basis. Tim Riley said that they will be using the effluent water but have to research how it will affect the pond. Mr. Jellison stated he would like to do a tour with the Council of one of the Biogreen plants.

Councilor Hedges asked if Biogreen was a union company and if they had health insurance for their employees, and if they can change fuels. Mr. Jellison said that they are not a union company, have employee health insurance and they cannot change fuels without community involvement and they have no plans at this time to change fuels.

00:55:20

Mayor Shields asked about air quality and how Biogreen was addressing it. Mr. Jellison stated that they have hired an air quality consultant to assist them with meeting DEQ requirements. City Recorder Damerval asked about supply on hand and the La Pine winters. Mr. Riley stated that most of the wood will be cut a year in advance. He also said that they will stay at responsible specific densities in the forest. In response to a question from Councilor Ward, Mr. Jellison stated that they are going to be bringing in a geo-technical engineering firm to evaluate the possible effect on the aquifer.

01:06:00

During the public questions, Mary Garcia, area resident, asked Biogreen about their use of urea and how it breaks down after use. Mr. Jellison stated that the urea is heavily diluted ammonia that is inserted high up in the stack. He said it is either vaporized or dissolved.

Councilor Moilanen asked about future community meetings. Mr. Jellison stated that there will probably be a picnic and barbeque with some of their technical people present to answer questions.

01:17:50

7. Selection of Councilor Representative for La Pine Intersection Analysis Meetings

Mayor Shields discussed that as a result of the last stakeholders meeting they need to solidify a working core group and need to select a representative from the Council for that group.

Councilor Hedges and Councilor Moilanen both expressed interest in being the Council representative and attending the meetings. During discussion Mayor Shields reminded the council that we needed to designate a representative and an alternate, and both could attend all meetings if they wish. Councilor Moilanen volunteered to be the alternate.

A motion was made by Councilor Ward and seconded by Councilor Hedges to make Councilor Hedges Council representative for the La Pine Intersection Analysis Meetings, with Councilor Moilanen the alternate.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

01:25:20

8. Approval of Changing LGIP Bank to Local Bank

City Recorder stated that the City has an opportunity to have their LGIP Bank transferred to a local bank, Community First in Prineville.

A motion was made by Councilor Moilanen and seconded by Councilor Hedges for approval of change in the LGIP Bank to our local Community First Bank.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

01:27:20

9. Temporary Liquor License Sales Application – Homestead Tavern

FYI – They have cancelled Aug 7 event and Sept 5 changed to Sept 11. Still need to discuss.

City Recorder Damerval stated that regarding the application for the August 7th, that event has been cancelled. The second application, for Sept 4th, has been changed to September 11th. She said regarding the incident sited in her staff report, Homestead stated they did cut the troublemaker off at two drinks but the police had to be called to remove him.

In response to a question from Councilor Ward to Niki Powell, Bartender of Homestead Tavern, she said that the person who created the problem was a known trouble maker who was on parole and not even supposed to be in a bar. She said he is currently back behind bars and serving a long sentence.

Mayor Shields stated it's apparent that the incident happened independent of the event that was going on; they were not related.

A motion was made by Councilor Ward and seconded by Councilor Moilanen to approve the temporary liquor license application for the September 11, 2009 event at the Homestead Tavern.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

01:39:15

10. Other Matters

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

10a) Wildfire Protection Plan

This matter was brought forward from the Work Session in order to be voted on.

A motion was made by Councilor Hedges and seconded by Councilor Ward to agree to the Wildfire Protection Plan to be signed by the Mayor and for Councilor Moilanen to follow through on getting all the steps in place.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

01:41:30

11. Public Comments for Items not on the Agenda

None

12. Staff Comments

City Recorder Damerval stated that the City received a phone call from the new La Pine McDonald's. She said they told her they chose to remodel and not re-build to avoid the possible cost of a new traffic light at the Reed/Hwy 97 intersection. City Recorder Damerval stated that they are concerned about the traffic issues at that intersection and have offered to provide testimony and reports as support. Dan Varcoe, Chamber of Commerce, stated that the opening ceremony is scheduled for August 25th and they would like to have the Mayor attend at 10 a.m.

Mayor Shields stated that this is the type of event all Councilors can attend as long as a quorum is never together, and there is no discussion of City business for the purpose of leading to a decision.

01:46:23

13. Council Comments

Councilor Ward stated that the TAG meeting for July was cancelled. He said the County Road Dept is looking into the feasibility of putting in a roundabout on Day and Burgess Road. Councilor Ward stated that he attended the LIGI meeting with Luana. He said that Biogreen does have a zoning problem with State land use issues regarding no electrical generating plant in the Industrial Park unless driven by hydro power. Councilor Ward stated that the County Planning Department said they will fix the problem. He also said that Bear Mountain Forest Products wants to go in next door to the Biogreen proposed plant. Councilor Ward stated that Habitat for Humanity still wants to go into the Industrial Park. He said that someone is interested in putting in a movie theater, but the Industrial Park code does not allow for that so they are exploring other areas in La Pine. Councilor Ward stated that ODOT is planning on putting in cones to slow up traffic on Hwy 97 and Reed Road in order to assist with safety issues for the increased traffic due to McDonald's.

Councilor Moilanen stated that she went to the COCO meeting and they handed out the legislative summary. She said they also endorsed a program that is called Bank on Central Oregon. It is a program that is lowering the requirements for a person to establish a bank account. Councilor Moilanen passed out a flyer for the City Recorder to possibly distribute to the Council.

Councilor Hedges stated that she is going to be the primary person for COIC. She said she has not been getting a lot of out the meetings. Councilor Hedges stated that they rarely deal with La Pine. City Recorder Damerval stated that is the same thing that is happening at the COACT/Rail meetings, all the interest is centered around Prineville. Mayor Shields suggested that if there is nothing on the meeting agenda relating to La Pine, Councilor Hedges may not want to attend.

Councilor Moilanen stated that she thought the COACT/Rail meetings might be a good one for the City to have a representative at it. City Recorder Damerval stated that the train will not stop in La Pine. Councilor Ward said they want to build a switching yard but not in La Pine. He also said that he goes to the regular COACT meeting every other month but it also does not seem to be very worthwhile. Mayor Shields asked how many meetings missed it takes for the City to lose their voting ability. Councilor Ward said he does obtain valuable information from time to time and he does not mind going and will continue to do so.

01:57:04

Mayor Shields stated regarding the cancelled agenda item for the Work Session, Priorities, Plans and the Publicity Plan it will be discussed at the August 12th Meeting. She asked the Councilors to review the document titled Goals with Proposed Priorities that had been passed out at an earlier meeting in preparation for the next meeting's discussion. It will also be included in the August 12th Meeting Agenda Packet. Mayor Shields confirmed that Deborah McMahan, from DMC, would be at the meeting to assist with the goal's discussion. She also talked about the e-mail that was passed out to the Councilors regarding the stakeholders group for the La Pine Intersection Analysis. The memo discussed some of the tasks and who would be doing those tasks like the Memorandum of Understanding. Mayor Shields said the new group will be the core working group but the Council

will still be involved in the decision making process.

Tony DeBone mentioned that Tuesday mornings would be a good time for any Councilor that would like to be on his radio show. Mayor Shields stated that maybe they could come up with a Councilor to be on the program once a month. Councilor Moilanen said that she would be willing to do it for a future Tuesday.

14. Adjourn

The meeting was adjourned at 8:22 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, August 12, 2009

Work Session - 5:00 p.m.

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

Work Session – 5:00 p.m.

1. Call to Order
2. Roll Call
3. Priorities, Goals, and Publicity Plan
4. Adjourn Work Session

B. Regular Session – 6:00 p.m.

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. July 22, 2009 – Work Session and Regular Session Meeting Minutes
 - b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements
6. Biogreen Letter of Support
7. Proclamation for “Firefighter Appreciation Week”

8. Ordinance No. 2009-03

An ordinance establishing procedures and requirements for conducting special events in the City of La Pine in order to properly provide for traffic and crowd control, street, park, and property maintenance, and the protection of the public health, safety, and welfare; and providing penalties for a violation of this ordinance.

9. Resolution No. 2009-007

A resolution establishing permit fees in accordance with Ordinance No. 2009-03, an ordinance establishing procedures and requirements for conducting special events in the City of La Pine.

10. Outdoor Area Lighting Project Agreement

11. Other Matters

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

12. Public Comments for Items not on the Agenda

13. Staff Comments

14. Council Comments

15. 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, August 12, 2009

Work Session - 5:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Work Session - 5:00 p.m.

1. Call to Order

Mayor Shields called the meeting to order at 5:04 PM

2. Roll Call

Present Were:

Mayor Kitty Shields
Councilor Doug Ward
Councilor Barbara Hedges
Councilor Adele Moilanen
City Attorney Jeremy Green
City Recorder Luana Damerval
Admin Ass't Patricia Morgan

Quorum established.

City planning consultants Deborah McMahon and James Lewis of DMC Consulting Inc. were also in attendance.

00:00:48

3. Priorities, Goals, and Publicity Plan

Deborah McMahon, DMC Consulting, passed out a one page document of core issues entitled "Conceptual Council Goal Areas--General Concepts To Consider." She said she broke it down into three sections:

- Public Safety,
- Efficiency in Delivering Public Services and;
- Livability.

Mayor Shields asked how this handout fits in with the prior handouts. Deborah McMahon stated it is not inconsistent with the other handouts, just more relevant for today.

04:40

Mayor Shields stated, previously, she was confused by the way the goals and proposed priorities were formatted in the old handouts. She said that it was because the category structure was unclear. City Attorney Green stated that the new handout makes them more simplified and clearer.

Councilor Ward asked about the completion date for the comprehensive plan. Deborah McMahon confirmed that they plan to have it completed by the end of December 2009. She also emphasized that communicating to the citizens about how the City is spending their tax dollars is very important.

14:30

Councilor Hedges talked about the difference between citizens that want things to change in the City and the one's that do not want things to change. She also suggested town hall meetings.

Mayor Shields stated that in her experience, the people who have lived here the longest are the ones that want things to change and improve. Regarding a discussion on publicizing what the City is doing, Mayor Shields asked where that fits into the goal areas? Deborah McMahon stated that it probably fits in as communication and would go under efficient delivery of Public Services.

19:55

Mayor Shields suggested listing the topics under 1, 2 and 3 and then prioritizing each of them. The Council agreed to put the creation of a City Charter under efficient delivery of Public Services as well. Deborah McMahon stated that public safety is what matters most to the public.

24:00

The Council had consensus to put roads under public safety. They also agreed to put the comprehensive plan under the Livability category. SDC's were listed under Public Safety on the advice of Deborah McMahon. She also suggested putting traffic control issues under Public Safety.

27:55

City Attorney Green discussed how the City would set-up a fee schedule for SDC's by an ordinance. He also said that code enforcement could consist of things beyond land use. Deborah McMahon suggested putting code enforcement under the Delivery of Public Services category. She said this would give the Council the broad authority to do other kinds of code enforcement.

City Attorney Green suggested dropping the business license ordinance into one of the categories. He also detailed the current progress on the City's project list. City Attorney Green said that the status of the projects is constantly changing and that the Council will get an updated list at every meeting.

42:20

City Attorney Green stated he would e-mail his information to Deborah McMahon to incorporate into the finalized version of the City's goals. That version would then be brought back to the Council at a future meeting to review. City Attorney Green suggested getting the final version approved by the Council before distributing it to the public.

Deborah McMahon gave an update on the Planning Commission and their training program. She said they will understand the rules and legal issues they will face when deciding on planning issues. Deborah McMahon stated that they are very close to starting the Public Hearings for the Comprehensive Plan. She also discussed the Technical Assistance grant that the City can apply for and that should be applied for by August 15th for priority placement. Deborah McMahon said that they will be able to complete the zoning ordinances as well as other work through this grant.

48:50

In response to a question from Mayor Shields, Deborah McMahon stated that there are either matching funds or a complete grant for the project. She said it depends on what DLCD wants to do but they are aware of La Pine being a new City and in need of funds. Mayor Shields asked at what

point we would know if they are asking for matching funds. Deborah McMahon said she would make an estimate of room usage time, the City Recorder's time, etc. on the form just like she did for the Comprehensive Plan. She said she would also like to add in the sign codes and some other work that the City will need. Deborah McMahon said she could e-mail the completed form to the Mayor for signature.

52:50

Mayor Shields asked the Council if they had consensus to move the grant request forward to the Regular Session. The Council agreed.

James Lewis from Forterra LLC, presented the Council with an updated map to accompany the Comprehensive Plan text. Deborah McMahon said that they will continue to refine the plan as they go through the Public Hearing process.

56:17

City Attorney Green suggested swearing in the Planning Commission members during one of the Council Meetings. James Lewis stated that Council members are welcome to attend the training for the Planning Commission. City Recorder Damerval was asked to schedule the swearing in of the Planning Commission for the next meeting on August 26th. DMC Consulting will coordinate with City staff for the scheduling of the training meetings.

57:45

Mayor Shields discussed that the City's bank, Community First, was recently taken over by Home Federal Bank. She asked if the Council would like to continue using this bank as the City's bank and proceed with transferring the LGIP account. The Council had consensus to stay with Home Federal Bank for the entire City's banking needs.

59:49

4. Adjourn Work Session

Mayor Shields adjourned the meeting at 6:04 pm meeting.

Mayor Kitty Shield

Attest:

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, August 12, 2009

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

B. Regular Session - 6:00 p.m.

1. Call to Order

Mayor Shields called the meeting to order at 6:19 pm.

2. Establish Quorum

Present Were:

Mayor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

Councilor Adele Moilanen

City Attorney Jeremy Green

City Recorder Luana Damerval

Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

The pledge of allegiance was led by Planning Commissioner John Thomas.

00:01:14

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.

11a) CCL Issue Update

11b) Authorization for DMC Consulting Inc to apply for Technical Assistance Grant

00:02:16

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. July 22, 2009 - Work Session and Regular Session Meeting Minutes
- b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements

Administrative Assistant Patti Morgan stated that on page 9, first paragraph, Tim Riley; add his position which is Power Engineer for LD Jellison, Inc. Councilor Moilanen stated that on page 10 in the motion on the top of the page, change Adele to Councilor Moilanen.

Councilor Hedges asked about the charges for the City storage payments. City Recorder Damerval stated that that payment was for the entire year, not just for one month. She said they decided to do this because the storage company does not send out monthly statements.

00:05:30

A motion was made by Councilor Hedges and seconded by Councilor Moilanen to Approve the Consent Agenda with corrections to the 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 Adele Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:05:59

- 6. Biogreen Letter of Support

Mayor Shields stated that a concern has recently been raised by Biogreen to the City. She said Biogreen is concerned about their water rights agreement with La Pine Water District when the City eventually absorbs that District. They are asking if the City has authority to modify those agreements. City Attorney Green stated, without doing the research, most likely the City would honor or perform the obligations that exist under their current contracts. He said he could review this in a short amount of time if the City would like him to do so. Mayor Shields suggested the City Attorney review if there is or is not anything in the Administrative Rules that specifically would allow the City to go in and restructure their agreements.

00:12:03

City Attorney Green stated he has reservations about giving Biogreen any type of support letter without additional qualifications, etc. He said the City could still support the project without giving a letter of support. Councilor Moilanen cautioned against giving a letter of support at this point in time

with the limited information the City has received. City Recorder Damerval said that she did not believe a verbal support, only, would satisfy Biogreen. The Council had consensus for City Attorney Green to contact Biogreen and discuss the matter with them further, but not provide them with a letter for support.

00:17:30

7. Proclamation for “Firefighter Appreciation Week”

Dan Daugherty, Interim Fire Chief of the La Pine Fire District, stated they appreciated the Council recognizing them with this proclamation. City Recorder Damerval read the proclamation out loud.

A motion was made by Councilor Ward and seconded by Councilor Moilanen to Authorize the Proclamation for Firefighter Appreciation Week.

Vote as follows:

AYE

NAY

Mayor Kitty Shields

X

Councilor Doug Ward

X

Councilor Barbara Hedges

X

Councilor Adele Moilanen

X

Motion passed unanimously.

00:21:40

8. Ordinance No. 2009-03

An ordinance establishing procedures and requirements for conducting special events in the City of La Pine in order to properly provide for traffic and crowd control, street, park, and property maintenance, and the protection of the public health, safety, and welfare; and providing penalties for a violation of this ordinance.

City Attorney Green stated that the Council has before them the revised ordinance from the discussion the Council had about it last month during the Work Session. He stated that City Recorder Damerval, after reviewing the ordinance, expressed concern about the limitation of this ordinance only applying to public property. She also told him that nearly all the mass gathering activities in La Pine are held on Park and Recreation property. City Attorney Green stated he also spoke with Tony DeBone, Chairperson of the Park & Rec Board, regarding the matter. They agreed that the ordinance benefitted Park & Rec property as well. City Attorney Green suggested that the ordinance be re-noticed if it is going to include private property as well. He said he was asking tonight if the City Council wanted to expand the ordinance to include private property and in particular Park and Rec property to capture all the mass gatherings that are not held on public property.

00:30:05

Tony Debone asked the Council to reconsider the number of people that constitute a large event due to the nature of many of the Park & Rec’s events. City Attorney Green stated that because of the way

the ordinance was written, the Council or City staff would have wide discretion to determine if a particular event needed a permit or not. He also said the ordinance could be amended very easily.

00:29:20

City Attorney Green said he would drop off public and just call it property and define property to include Park & Rec., etc. He said he would take care of it and it would be on the next meeting agenda.

00:34:27

Mayor Shields stated that each event is different, i.e., alcoholic beverages not being served for example, and staff should use discretion in these cases. Dan Daugherty suggested that under section 6.6 in the ordinance, requiring an “Emergency Medical Technician” be replaced with the wording, “suitable medical care provider” as that would qualify more medical care staff.

00:39:20

Mayor Shields asked the Council if they wanted to change the numbers on the mass gathering ordinance. The Council had consensus for City Attorney Green to bring the ordinance back to the next Council meeting with the following changes:

- Change the number for large events to 150+ people; and small events up to 149 people
- Change the wording under section 6.6 from “Emergency Medical Technician” to “suitable medical care provider.”

9. Resolution No. 2009-007

A resolution establishing permit fees in accordance with Ordinance No. 2009-03, an ordinance establishing procedures and requirements for conducting special events in the City of La Pine.

Mayor Shields tabled this item to the next Council Meeting scheduled for August 26, 2009.

00:42:01

10. Outdoor Area Lighting Project Agreement

City Attorney Green stated that he was concerned because the Agreement was not consistent with what was presented to the City Council by the Ford Foundation. He said during that presentation it was made very clear that there would be no costs to the City. City Attorney Green advised the City to clarify what the financial obligations would be, especially after termination of the lighting agreement in ten years when the City would now be required to purchase the lighting facilities.

Tony DeBone stated that he believes there may have been some kind of misunderstanding between the Ford Foundation and Midstate Electric and that it should easily be resolved because this was not the intention of the group. City Attorney Green said he has a phone conference tomorrow with Tom Weller, of Midstate Electric, to review the agreement. He said he will hopefully have it ready for signature by the August 26th Council Meeting.

00:49:45

11. Other Matters

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

11a. Central Cascades Lines - Issue Update

Councilor Moilanen stated that after careful consideration and research done by staff, they came to the conclusion that it is not in the best interest of the City to get involved in this matter. Mayor Shields read the letter that staff had put together to send to CCL. Council had consensus to send the letter to CCL.

00:52:14

11b. Authorization for DMC Consulting Inc to apply for Technical Assistance Grant

Mayor Shields stated that this grant opportunity had been discussed during the Work Session. She said DMC Consulting Inc., offered to apply for this grant on behalf of the City for land use related work that will be required. Council had no further discussion on the matter.

A motion was made by Councilor Hedges and seconded by Councilor Ward to authorize DMC Consulting Inc., to apply for a Technical Assistance grant for a zoning ordinance and any related land use items and authorization for the Mayor to sign the application.

Vote as follows:

AYE

NAY

Mayor Kitty Shields

X

Councilor Doug Ward

X

Councilor Barbara Hedges

X

Councilor Adele Moilanen

X

Motion passed unanimously.

01:10:29

12. Public Comment

John Thomas, area resident, stated that on Saturday, August 29th there will be a grand opening for the new La Pine Community Clinic. Gloria Fleming, area resident, stated she was very concerned that the City did not know about Senator Wyden's visit on August 13th at the La Pine Community Clinic. She said the Senator's office should have let the City know in advance about his visit.

Dan Varcoe stated that they were trying to keep the Senator's visit discreet because of possible protesters but he agreed that the City should have been notified about his visit in advance. He also discussed his interest in publicizing the Council and staff's hard work at getting the City up and running. John Thomas suggested a monthly column in the Newberry Eagle updating citizens about the priorities and projects of the City.

00:15:30

Mayor Shields stated that if citizens would like to form a communications committee they need to talk with staff and get it started. She said, unfortunately, people have not been signing up for volunteer positions. John Thomas said he would talk with staff in the next week about forming some kind of committee for City publicity. Mayor Shields stated they could discuss it further at the next Council Meeting if people wanted to start a committee. Jim Fleming, area resident, stated that Ghost Rock Ranch needs help with feeding their rescue horses. Dan Varcoe also said that many Chamber members have volunteered for fund raising activities to offset the cost of feeding and taking care of the rescue horses. Mr. Fleming also said it was an insult to the City when they are not notified about high public officials coming to La Pine.

00:54:11

13. Staff Comments

City Recorder Damerval stated that there was a local beer garden event held recently that the City did not receive prior notification about and found out about it through the newspaper. She said after checking with OLCC she was told that with some temporary liquor permits the business only needs to get approval through the Sherriff's office. City Recorder Damerval said that if the Council desires, the City can set a policy so that they will always be included in the process. The Council had consensus that they would like the City to always be included in the temporary liquor permit process.

City Attorney Green suggested that City Recorder Damerval conduct the research to ensure that the City take the necessary action to always be involved in the temporary liquor permit process. Dan Varco, La Pine Chamber of Commerce, stated that it is too much and that he does not favor the City being involved to that extent. Mayor Shields said that it does help that the City knows when these types of events are going on and can also notify the Sherriff's department.

01:02:01

City Recorder Damerval stated that she has been invited to a meeting on August 13th at Midstate Electric to discuss a possible \$500,000 grant for the Community Kitchen. She said that the way the grant is set up the money would need to pass through a municipal agency's accounting system. City Recorder Damerval also said, from what she understood, all the City would have to do is cut the check and forward it to the Community Kitchen. Jim Fleming, area resident, stated that from what he understood the involvement of the City with the grant would require very little time.

01:05:45

City Recorder Damerval stated that Clark Jackson has been re-hired by Oregon Business Development Department for the same position he held with them previously. Also, she said that Roger Lee is now the La Pine representative. She also said she had just received a phone call from David Blair, Field Representative for Senator Wyden, asking that the Mayor and Councilors try to attend the ribbon cutting ceremony for the La Pine Community Clinic tomorrow. Senator Wyden will be the special guest at the ceremony. Councilors Ward and Hedges plan to attend.

City Recorder Damerval also reported that:

- the ribbon cutting for the new McDonald's in La Pine is on August 25th starting at 9:30 am;
- the Chamber Breakfast is on August 21st at 7:45 am. at the Senior Center;
- a questionnaire is now on the City's website asking citizen's if the City should do a mosquito abatement program;

- August 16th at the White School, there will be community party at the White School with the Old Time Fiddlers performing and starting around 1 pm.

01:19:23

Administrative Assistant Patti Morgan discussed the visitors and phone calls that staff has tracked at City Hall over the past month. She said, due to the fact that the County has only part-time staffing at the building, a number of calls and visitors come into City Hall for County needs.

01:20:02

14. Council Comments

Councilor Ward discussed that he and City Recorder Damerval attended the LIGI meeting that morning. He said that LIGI had a land use problem in approving the Biogreen plant but the County Planning Department has assured the County Commissioners that they are going to rewrite the rules and have the permits available for them to begin construction in the not too distant future. The Council had consensus for Councilor Ward, should he have the opportunity, to ask Senator Wyden why the City received such late notice about his visit.

01:23:34

Mayor Shields stated she found the tracking sheet of phone calls and visitors coming into City Hall interesting and also commented on the number of interruptions that creates for staff. City Recorder Damerval stated that staff just did it for one month and will not continue to give Council reports on it. She also said, regarding the traffic calming committee, it is only supposed to meet a couple of times regarding what kind of temporary measures can be put in place. Councilor Moilanen stated both she and Councilor Hedges were interested in attending.

01:26:25

Mayor Shields stated she attended the Water District and Sewer District meetings and that the Water District is now looking for surface water rights due to the water shortage. She also reported that the new school has requested a separate meter for their irrigation water usage. Although the Water District does not normally do this, because they do not have a separate rate structure, they are going to put in a separate water meter. Mayor Shields said that both the Water District and Sewer District are going back and looking at their ordinances and resolutions to make changes in their rate structures. She also reported that the water line and sewer line for the Little Deschutes Lodge is complete. Mayor Shields said that at the Sewer District meeting the contract is almost complete that would allow a contractor to upgrade the lines along Morson Street to replace the too small and shallow lines that had been put in there before. She also said there was nothing new on the BLM land transfer and also the sewer line for Little Deschutes Lodge is now complete. Mayor Shields also briefly discussed the thank you letters the Council had received from LD Jellison, Inc., regarding the Biogreen presentation.

15. Adjourn

Mayor Shields adjourned the meeting at 7:50 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, August 26, 2009

Work Session - 5:00 p.m.

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

Work Session – 5:00 p.m.

1. Call to Order
2. Roll Call
3. Outdoor Area Lighting Agreement
4. Adjourn Work Session

B. Regular Session – 6:00 p.m.

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 12, 2009 – Work Session and Regular Session Meeting Minutes
 - b. Bills and Invoices
 - i. Approval of Reimbursements
6. Swearing in of La Pine Planning Commission
7. Memorandum of Understanding – Deschutes Water Alliance

8. Designation of "Tax Administrator" under Ordinance 2007-1
9. Review and Evaluation of City Recorder Compensation
10. La Pine Goals for 2009-2010 Fiscal Year
11. Other Matters
Only those matters properly added to the Agenda under line item No. 4 will be discussed at this time.
12. Public Comments for Items not on the Agenda
13. Staff Comments
14. Council Comments
15. 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, August 26, 2009

Work Session - 5:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Work Session - 5:00 p.m.

1. Call to Order

Mayor Shields called the meeting to order at 5:05 pm.

2. Roll Call

Present Were:

Mayor Kitty Shields
Councilor Doug Ward
Councilor Barbara Hedges
Councilor Adele Moilanen
City Attorney Jeremy Green
City Recorder Luana Damerval
Admin Ass't Patricia Morgan

Quorum established.

00:00:50

3. Outdoor Area Lighting Agreement

City Attorney Green stated that there needs to be a clear understanding of what kinds of terms and conditions should be in the Agreement. He said, after a discussion with Mayor Shields, it was decided to have a formal meeting with all the Council to review the Agreement.

City Attorney Green recommended that for the first ten years there should be no expenditure of funds by the City of La Pine for the lighting. He also said at the end of the ten year term the City should have the ability to continue to receive the benefits of these lights fixtures; the cost of which would only be the continued operation costs. Art Uecker, Ford Foundation member, stated this was the understanding of the Ford Foundation from the beginning. City Attorney Green stated that he has proposed to Tom Weller, Midstate Electric, that he draft another Agreement and circulate it to all parties involved and then bring it back to the Council for approval.

George Kolb, of the Deschutes County Road Department, stated that Deschutes County has jurisdiction over the right-of-way but he does not believe they need to be part of the Agreement.

00:06:47

Mayor Shields stated that she had some concerns about the advertising on the banners and the involvement for the City. Art Uecker stated that once the fund raiser advertising for the lights has been completed, the City can sell the space for revenue raising or whatever. He said the banner advertising time limit was 30 to 90 days for some of the donators. Karen Demaris said some of the donators will have several months of banner advertising time because of the amount of their donations. Art Uecker said once the time limits have been satisfied on the individual banners, they automatically become the property of the City to be used as the City chooses. City Attorney Green recommended that the City have an active role in what kind of advertising goes on in the City.

00:15:30

Mayor Shields stated that the City should be involved in what is on the banners since they will be located within the City. City Attorney stated that the Council approved the project "in concept." He said the Foundation should have come to the City and given more details regarding the advertising and solicitation of sponsors. Karen Demaris, Ford Foundation, stated that there will be a permanent plaque on the lamp posts for the individuals or businesses that donated more than \$3,000. Art Uecker stated that funds raised at this point in time will purchase six of the lamp posts and lights.

City Attorney Green stated that he could flush out the advertising issue in the Agreement so that the City has review of the banners that go up. Tom Weller, Midstate Electric, stated that by their contribution of \$1,250 per light with pole, Midstate will own the light poles but also do all the maintenance on them. Mr. Weller also said the only lighting cost to the City, during the initial ten year time period, is a \$10.75 per month maintenance fee for each of the light fixtures. He said after ten years the cost of electric for the lighting would be determined by the meter reading on each light.

00:29:20

In response to Mayor Shields question regarding purchasing of the lights, Tom Weller stated that Midstate Electric's contribution of \$1,250 is conditional because it is a long term investment for them but it is also a community service. Mayor Shields stated that she had been concerned about obligating a City Council, ten years out, to be responsible for the lights. In response to a question by City Attorney Green, Tom Weller stated that the Agreement could contain a termination right for the City.

00:43:51

George Kolb stated that the sidewalks are the responsibility of the individual property owner. He also said the County is responsible for the road and curb. City Attorney Green stated that the City is the local road department and has the right-of-way within the City limits. Tom Weller said they planned to install the lights before the snow season starts.

00:48:27

City Attorney Green stated that he will produce the revised Agreement and circulate it to Midstate Electric and the Ford Foundation and if everything goes alright it will be on the next Council Meeting Agenda for approval. Mayor Shields said that the Council appreciates the efforts that have been made on behalf of the City for these lights. She said they did not realize there would be so many details but everything will hopefully be in place for the next Council Meeting.

00:50:07

4. Adjourn Work Session

Mayor Shields adjourned the meeting at 5:55 pm.

LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, August 26, 2009

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

B. Regular Session - 6:00 p.m.

1. Call to Order

The meeting was called to order at 6:04 pm by Mayor Shields.

2. Establish Quorum

Roll Call

Present Were:

Mayor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

Councilor Adele Moilanen

City Attorney Jeremy Green

City Recorder Luana Damerval

Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Gloria Fleming.

00:01:10

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.

None

00:01:23

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 12, 2009 - Work Session and Regular Session Meeting Minutes
- b. Bills and Invoices
 - i. Approval of Reimbursements

Mayor Shields asked that on page three of the Minutes from the Work Session, replace “because there were no categories listed...” with “the category structure was unclear.”

Councilor Moilanen requested on page 7 of the Regular Session Meeting Minutes replace, “Councilor Moilanen was against giving a letter of support...” with “Councilor Moilanen cautioned against giving a letter of support...”

A motion was made by Councilor Ward and seconded by Councilor Hedges to accept the Consent Agenda with corrections to the 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 Adele Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:04:09

6. Swearing in of La Pine Planning Commission

Mayor Shields requested that City Recorder Damerval review the process of Swearing in the Planning Commissioners. The Commissioners were then asked to come forward and stand by the flag during the Swearing in ceremony. Planning Commissioners Gloria Fleming, Virginia Classen, John Thomas, Linda Maggard and Renee Clark were sworn in by City Recorder Damerval. The Commissioners then signed their names to the Oath of Office and were given copies and presented with their name plaques.

00:11:00

7. Memorandum of Understanding - Deschutes Water Alliance

City Attorney Green expressed concern about the MOU where on page 5 it requires six days termination notice to be given to all participants. He said this seems a little time consuming and he would prefer to have the termination notice go just to the Chairperson. Mary Meloy, from the Deschutes Water Alliance, stated that they could probably re-word it and just e-mail that change to the City Recorder. Mayor Shields stated she would like to see that change made as well. Mary Meloy stated that all cities through Central Oregon City's Organization have signed or are pending signature. Regarding financial impact to the City of La Pine, Mary Meloy stated that the group as a whole would determine that cost.

Mayor Shields stated that on page one of the MOU, the use of the word "affect" should be changed to "effect." She also said she would prefer to sign a clean document after it has been revised.

Mary Meloy said that the City of La Pine would need to select an official voting member and also an alternate for the DWA. She said they are planning a tentative first meeting on October 12th at a room in the County Services building in Bend that was offered by Commissioner Unger.

00:21:45

City Attorney Green asked what would happen if the DWA takes a position that is inconsistent with the City Council of La Pine. He wondered if that would impair the City Council to go in a different direction than the DWA. Mary Meloy stated that they have changed out doing issue by issue decisions and intend to reach consensus on only very broad and long range planning issues. She said they have removed a lot of voting and lobbying language, etc. In response to Mayor Shields question regarding the clout that the DWA would have regarding decisions made, Mary Meloy said that the DWA would be voting on policies such as conservation, etc. She also said one of the benefits of being organized is that they can help each other understand their own situations, especially concerning applying for water rights. Mayor Shields stated that what the DWA is about then is creating a unified body to address water issues across the State of Oregon. In response to a question from Councilor Ward, Mary Meloy stated that they are crossing traditional lines to come together as an alliance and work toward the same goals.

00:29:27

Mayor Shields stated that she would like to have more time to think about the MOU and see if she or any other Councilor has some more questions. Mary Meloy stated that joining the DWA would allow the City to know what the Water District of La Pine is facing in the future. Councilor Moilanen stated that if it was up to her she would go ahead and agree to sign it now, and that the DWA is held in high regard. Mayor Shields also said that the Council would need to think about who they would want to be the voting member and alternate for the DWA.

00:32:58

Mayor Shields stated that all but Councilor Moilanen, wanted to wait to make a decision on signing the MOU. The Council agreed to wait until the next Regular Council Meeting to vote on the MOU.

00:33:31

8. Designation of "Tax Administrator" under Ordinance 2007-1

Mayor Shields stated that the Council needed to designate the City Recorder as the City Tax Administrator. City Attorney Green stated that the City Tax Administrator is responsible for administrating the Transient Room Tax. He said that the City Recorder has already been functioning in that capacity.

A motion was made by Councilor Ward and seconded by Councilor Hedges to formally Appoint City Recorder Damerval as Tax Administrator for the City.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

Councilor Hedges requested that City Recorder Damerval provide the Council with an update with which businesses are making tax payments to the City and which individual businesses are required to be making payments. Mayor Shields suggested that it could be part of the monthly financial report.

The Council then did individual roll call consensus voting to have this information included in the monthly financial reports. Councilor Moilanen was the only Councilor who declined to give consensus because she wanted to draw a line between administration and policy. Consensus was reached with a 3-1 roll call vote for the requested motel tax information to be included in the monthly financial report.

00:39:30

Review and Evaluation of City Recorder Compensation

Councilor Hedges asked about the comparison salaries that were presented in the Staff Report regarding this issue. She said she would like to see more on the background of the individuals making those salaries. Councilor Hedges stated that based on the salaries of employees at other businesses in La Pine, that they make nowhere near those kinds of salaries.

Councilor Ward stated that the status of employees at other cities should not be what the Council bases staff salaries on at this City. He also said the compensation should be based on the City Recorder and what she has done and is being asked to do.

Councilor Moilanen stated that the Council needs to start recognizing City Recorder Damerval as the City Administrator. She said she dislikes discussing these matters in a public forum. City Attorney Green stated that a compensation discussion could not be discussed in an Executive Session. Councilor Moilanen stated that the compensation should reflect what the community's compensation

base is, such as at Midstate Electric. She also said that City Recorder Damerval has demonstrated that she understand the City especially in regard to the things she has brought to light. Councilor Moilanen stated that a pay raise was not out of line.

00:45:12

Mayor Shields stated that she has always said that City Recorder Damerval is a good, dedicated and hard worker, forward thinking and that she always has the best interest of the City in mind. She said she agrees that the City Recorder should have a pay raise. She said, however, it should be tailored more to what the City Recorder's duties are at this City and also what the background is of City Recorder Damerval. Mayor Shields said that the City Recorder has taken training but she would like to see her take more training. She also said that one item of concern for her was that in the Staff Report, City Recorder Damerval stated that she was overseeing the City Recorder position while performing other duties. Mayor Shields stated that in her opinion, City Recorder Damerval is still learning the position of City Recorder with Patti Morgan being her Administrative Assistant. She also said that City Recorder Damerval had no prior background or education as a City Recorder prior to working for the City of La Pine.

Mayor Shields also stated that for a pay scale of \$20 an hour, and also comparing that position to a managerial position, that employee should already know the answers to numerous administrative questions. She did state that she felt a salary raise was in order for the City Recorder but did not feel the justification was there for a \$4 an hour increase. Mayor Shields suggested step increases for the City Recorder's compensation.

00:49:40

Councilor Moilanen stated that she would be in favor of an eventual increase to the \$20 an hour raise request, with gradual increases toward the \$20 request to be kept in step with City Recorder Damerval's continued training. City Recorder Damerval stated that she is currently registered for and will be taking classes for the City Manager's Certificate program through the League of Oregon Cities.

Administrative Assistant Patti Morgan announced that she will be attending the Annual Conference for Oregon Municipal Recorder's next month in Albany. She said she would be taking classes in technical writing, records retention and management, etc., that would assist her in the Admin Ass't position. Councilor Moilanen stated that it sounded like City Recorder Damerval was taking on a more managerial role in her current position.

00:55:22

Mayor Shields asked City Recorder Damerval about her City Recorder training over the past couple of years. City Recorder Damerval stated she had taken classes and attended seminars. She also said that because of the City being new, she has had to handle many different duties. City Recorder Damerval stated that different cities have different duties for the City Recorder. Mayor Shields stated that it was hard to define City Recorder Damerval's position.

Councilor Moilanen stated that the Council should define the authority of City Recorder Damerval's role and after that put a compensation amount on the definition. Mayor Shields said that City Attorney Green was working on job descriptions and policies. She also said there was no other City like this one, so it has to be particular to this City.

Mayor Shields stated that if someone is going to supervise a City Recorder, they need to understand the position they are supervising. Councilor Moilanen asked if there was a title change, would the position have to be advertised? City Attorney Green stated that, out of equity, the City may want to advertise but the City can always hire internally and always promote from within. He also said that it did not appear that there was consensus to give City Recorder Damerval a pay raise, today. City Attorney Green suggested that City Recorder Damerval come back to the Council with a refined proposal identifying some type of step increases based on meeting certain criteria or completing certain training. He said that could then be approved by the City Council so she could eventually reach the \$4 an hour increase. He also said he could work, for no charge, with City Recorder Damerval and identify milestones and hopefully be able to facilitate this process.

Mayor Shields thanked City Attorney Green for his generous offer to assist with resolving this issue.

01:05:10

10. La Pine Goals for 2009-2010 Fiscal Year

Mayor Shields asked if the Councilors felt the end product was what they had discussed at their previous meeting. Neither the Councilors nor City Attorney Green had any discussion on the matter. Mayor Shields reviewed the list of goals. She said each one of the goals had a lot of underlying tasks behind it.

A motion was made by Councilor Moilanen and seconded by Councilor Hedges to Adopt the La Pine City Council Goals for the 2009-2010 Fiscal Year.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

Mayor Shields, after consensus from the Councilors, directed staff to post the goals on the City's website for the public to view.

01:12:52

11. Other Matters

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

None

12. Public Comments for Items not on the Agenda

Dan Daugherty, La Pine Fire District, stated that the Fire District is in the process of hiring a new Fire Chief. He said that they would like to have at least one City Councilor participate on the hiring panel scheduled for October 6th. He said it will start sometime in the morning and it may take all day.

Councilor Moilanen stated that she would like to participate. Dan Daugherty stated that he would contact her later on with more details.

Dan Varcoe, Chamber of Commerce, discussed the community of La Pine's 100th anniversary in 2010. He also said he could probably find volunteers to staff Mayor Shields home business office in order to give her opportunities to welcome new businesses, etc., in the community. Mayor Shields thanked Dan Varcoe for his offer.

Gloria Fleming, local area resident, stated she had been in a similar position to the City Recorder. She said that she had to re-write her position for the school district because she found that she was not being compensated fully for her duties.

Representative Gene Whisnant congratulated the Planning Commissioners for their volunteer efforts to assist the City with its planning challenges. He also said that this meeting had been very informative and had also dealt with some difficult issues.

01:21:41

13. Staff Comments

Administrative Assistant Morgan stated that staff are working on putting together an Office Procedures Manual. She said some of the information contained in it would be instructions on how the public can get on the Agenda, appropriate forms for different needs, as well as addressing some basic safety procedures.

City Recorder Damerval presented the following:

- 2010 Celebration activities are already in the planning process. She said the 1910 photo that is on the Council's business cards will probably be the basis for the celebration theme. There may also be logo's that will come out of the planning.
- La Pine Rodeo will have a Playday on September 12th. They have asked the City for a \$25 donation that would result in the City banner, which already exists, being hung up at the Playday.
Council had full consensus that City Recorder Damerval should make the donation to the La Pine Rodeo Association in support of the community.
- The local government investment pool money has been transferred to the La Pine branch of Home Federal. She also said that on September 1st, the CEO of Home Federal Bank will be at City Hall for a meet and greet with any Councilors/Mayor that would like to attend at 1 pm. Councilor Hedges stated that she planned to attend. Mayor Shields stated that if she is able to arrange to attend with her work schedule, she will do so.
- The City's e-mail has had major issues lately. More firewall and also more spam controls have been added, by Little d, to alleviate the problem. She said there will be an approximate \$5 a month charge for the extra controls.
- The \$90,000 check for the Comprehensive Plan grant has been received at City Hall.
- A grant for the pre-application land use ordinance has also been applied for by DMC Consulting, Inc., on behalf of the City.
- Deborah McMahon of DMC Consulting Inc., is also investigating a Tiger Grant 20 million dollar grant for the Wickiup Junction Project that is for depressed areas.

- The most recent map for the Wickiup Junction Road Project was hung on the wall and also discussed.

01:32:10

City Attorney Green stated that he talked with Rob Broberg, from Biogreen, regarding the request for a letter of support. He said that Mr. Broberg understood the City's position but asked for a very "conditional" letter of support from the City. City Attorney Green suggested he call Rob Broberg back and just telling him again that the City is supportive of the project but cannot provide a letter at this time.

Dan Varcoe, Chamber of Commerce, stated that by not sending Biogreen a letter of support it could appear that the City is not supportive of the project for the community.

Councilor Moilanen stated that the Biogreen project will be one of the biggest projects in Central Oregon and the support letter should go forward. Mayor Shields stated it sounds like the community would like to see a letter of support. Councilor Ward said that the letter of support should be very generic with no promises but probably should be provided. Councilor Moilanen and Councilor Hedges agreed for City Attorney Green to draft a "conditional" letter of support for Biogreen. Mayor Shields also concurred and direction was given to legal counsel to draft the letter of support.

00:01:38:13

14. Council Comments

Councilor Ward stated that he and the City Recorder attended the Community Kitchen Block Grant meeting last week. He said that they put so many restrictions on the City, particularly financial, that the City would have to go into a federal audit. Councilor Ward also said the City would receive no compensation for this additional expense. He said the City would have to additionally guarantee that the Community Kitchen would continue in operation for five years or the City of La Pine would be liable for monies.

Councilor Ward stated he attended the ribbon cutting ceremony at the La Pine Clinic with Senator Wyden as the honored guest. He said the Senator assured him that the BLM land transfer is a go and that the property will be deeded to the La Pine Sewer District and the La Pine Park & Rec District by the County.

Councilor Ward said that the Wickiup Junction Interchange will be finalized by May of 2012 and at that time they will start looking for funding. He said the plan has been approved. He added that Masten Road is almost finished except for the stripe. Huntington Road, where part of it is currently gravel, will be paved beginning in September 2009. Councilor Ward said he has made a request of the County Road Dept to put asphalt aprons off of Burgess onto Pine, Antler and Doe. He said they were happy to do this and told him they should have done this in the first place.

Councilor Hedges stated that Councilor Ward and she attended the McDonald's Grand Opening and that Councilor Ward gave a good speech. City Recorder Damerval said that within two hours of the opening there was a traffic accident at Hwy 97 and Reed Road. She said she notified ODOT about the accident and it will be further discussed at the Traffic Calming Meeting scheduled for August 31, 2009 in La Pine.

Dan Varcoe mentioned that he and John Thomas, Planning Commissioner, would be putting an article about the City of La Pine in The Eagle starting in September.

01:49:15

Mayor Shields stated that she appreciated how supportive both the City Council and Staff have been for the City. She said she did receive a copy of the draft article for the September edition of The Eagle. Mayor Shields said that Dan Varcoe and John Thomas made it very clear in the article that these were their comments and that they were not coming from the City Council or City Staff.

Mayor Shields also thanked Representative Whisnant for being at the meeting tonight as well as Mary Meloy.

15. Adjourn

Mayor Shields adjourned the meeting at 7:55 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, September 9, 2009

Regular Session – 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. August 26, 2009 – Work Session and Regular Meeting Minutes
 - b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements
 - iv. Transient Room Tax Update
6. Request to Lower the Speed Limit on Huntington Road

John Thomas
7. CCIS Insurance Coverage for Volunteers
8. Resolution No. 2009-007

A resolution declaring the City of La Pine’s support to seek federal funding for the US 97/Wickiup Junction Project.
9. Outdoor Area Lighting Agreement
10. Other Matters

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

11. Public Comments for Items not on the Agenda
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 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, September 9, 2009
Regular Session – 6:00 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order

The meeting was called to order at 6:05 pm by Mayor Shields.

2. Establish Quorum

Roll Call:

Present Were:

Mayor Kitty Shields
Councilor Doug Ward
Councilor Barbara Hedges
City Attorney Jeremy Green
City Recorder Luana Damerval
Admin Ass't Patricia Morgan

Quorum established.

Councilor Adele Moilanen was excused by prior arrangement.

3. Pledge of Allegiance

Art Uecker, area resident, 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.

Councilor Hedges requested that Consent Agenda item 5.b., Approval of bills, be moved to Other Matters for discussion purposes.

Mayor Shields moved Approval of Bills, from the Consent Agenda, to Other Matters, Agenda item 10a.

00:01:50

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 26, 2009 - Work Session and Regular Meeting Minutes
- b. Bills and Invoices (**Moved to Agenda Item 10a**)
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements
 - iv. Transient Room Tax Update

A motion was made by Councilor Ward and seconded by Councilor Hedges to Approve the Consent Agenda with the exception of item 5b, approval of bills which has been moved to item 10a, Other Matters.

<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>	

Motion passed unanimously.

00:05:15

6. Request to Lower the Speed Limit on Huntington Road

John Thomas, area resident, spoke on the area of Huntington Road south of Burgess where the end of the speed zone sign is posted. He said even though that particular area is a recognized wildlife crossing area, most vehicles are traveling around 55 mph. John Thomas stated not only were wildlife hit regularly by vehicles but also it was dangerous for pedestrians because of the current speed limit. He said he would like the Council's permission to proceed with taking necessary action to reduce the speed limit on that part of Huntington Road.

00:10:02

Councilor Ward said that they were told at the last TAG meeting that no students would be walking to the new elementary school on Burgess, that they would all be bussed. He said he was also concerned about the high speed of vehicles on Burgess road.

City Attorney Green said, in response to a question from Councilor Ward, we have some authority as it relates to speed issues. He said there is a process the City can go through to get the speed limit reduced. City Attorney Green said he would have to review the statutes. He also said he did not believe it would require a lot of his time to review the issue.

City Recorder Damerval stated that the City has received requests before from citizens to reduce speed limits on roads within the City. Mayor Shields stated that since the City has gone through this process before, staff already has an idea of how to approach the process.

00:13:25

Mayor Shields stated that the situation with Huntington Road reminded her of Knott Road and 27th in Bend.

Councilor Ward said that 40 mph was a good speed in his opinion for that part of Huntington Road. Councilor Hedges said she favored going with even less of a speed limit in that area.

00:16:29

Mayor Shields stated that she was comfortable with the 40 mph. In response to a question by Mayor Shields, City Attorney Green said there is a criteria under which a speed limit can be established. He said that City Recorder Damerval could contact Tom Blust at the County to discover what paperwork needs to be filed to start the process.

00:18:15

Mayor Shields and City Attorney Green advised John Thomas against removing any speed limit signs or putting up any other signs. Mayor Shields assured him that the City will be contacting the County regarding the issue. She said when they requested the speed limit change on Finley Butte Road it was resolved pretty quickly.

00:20:17

Mayor Shields advised John Thomas that he consider contacting the School District regarding safety issues with students walking to the new elementary school on Burgess Road. She said that he might want to return to the City Council after discussing the matter with the School District.

00:21:28

City Attorney Green stated that the Council can recommend a speed limit that the County can use for consideration.

00:22:27

The Council had individual consensus for City Attorney Green and City Recorder Damerval to move forward with requesting the speed limit change on that part of Huntington Road.

00:23:30

7. CCIS Insurance Coverage for Volunteers

City Recorder Damerval stated the workers' comp volunteer insurance will cost approximately \$40 a year or \$10 for each volunteer committee. She said the City currently has four volunteer committees.

In response to a question from Mayor Shields, City Recorder Damerval stated that the City had this insurance during 2007-2008 but did not have it last year. City Attorney Green said that it was discretionary, that the City was not required to have the insurance. City Insurance Agent Uecker stated that the insurance is very economical and can easily be renewed from year to year. In response to a question from Mayor Shields, City Insurance Agent Uecker said it was a simple process to add another committee to the insurance policy should the City create another one.

Councilor Ward and Councilor Hedges both agreed it was a good idea to have this insurance for the volunteers. Mayor Shields also agreed. City Attorney Green stated that the Council would have to pass a resolution to authorize coverage for volunteers. The Council each gave individual consensus

to direct City Attorney Green to bring back for adoption, at the next Council Meeting, a Resolution for authorizing the purchase of volunteer insurance.

00:27:41

8. Resolution No. 2009-007

A resolution declaring the City of La Pine's support to seek federal funding for the US 97/Wickiup Junction Project.

City Recorder Damerval stated that ODOT requested that the City of La Pine and Deschutes County provide a letter of support for ODOT's request for federal funding for the project. Mayor Shields stated that after review, it sounded like a good thing to do.

City Recorder Damerval read the title of Resolution No. 2009-007.

A motion was made by Councilor Hedges and seconded by Councilor Ward to adopt Resolution No. 2009-007.

Vote as follows:

Mayor Kitty Shields

AYE

NAY

X

Councilor Doug Ward

X

Councilor Barbara Hedges

X

Motion passed unanimously.

00:31:44

9. Outdoor Area Lighting Agreement

City Attorney Green stated that this is a draft Agreement before the Council. He said he has received comments from the County as well as Midstate Electric. City Attorney Green said that Midstate has sent the Agreement on to their attorney for review. He also said that the Ford Foundation has agreed to be responsible for some of the installation infrastructure costs of the light fixtures. City Attorney Green said this would be incorporated into the Agreement before finalization.

Art Uecker, Ford Foundation, stated that Midstate is overseeing the construction but not performing all aspects of the construction. He also said the General Manager at Midstate was concerned about the ongoing costs of electricity over the ten years.

Councilor Ward asked if the \$10.75 per light per month could be changed as electricity goes up in cost. City Attorney Green stated that if the Agreement is signed as is, Midstate could not raise the rates over the next ten years. However, he said it sounds like Midstate now has some concerns about the costs and their attorney may bring up some changes regarding these costs.

City Attorney Green stated that all the stakeholders for this project are committed to resolving their differences and desire to sign a Lighting Agreement.

Councilor Ward expressed concern about the City locking themselves into something ten years from now. Councilor Hedges stated that she wanted the Agreement to be finalized as soon as possible.

00:45:30

Mayor Shields said that what we do not know is what Midstate's Counsel is going to come back with that might cause a tug of war situation. Councilor Ward reversed his position and agreed to give authority to the City Attorney to make changes as needed.

Art Uecker, Ford Foundation, stated that the Foundation is committed to pay the costs for ten years. City Attorney Green stated that if something comes up, during the Agreement's finalization process that requires the Council's attention, staff will call a Special Meeting.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the Outdoor Area Lighting Agreement subject to legal review and approval with authority for Mayor to sign.

<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>	

Motion passed unanimously.

10. Other Matters

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

10a) Approval of Bills

In response to a question from Councilor Hedges regarding overtime for staff, City Recorder Damerval stated that there was a coding problem with the check detail list. She asked that the approval of bills be tabled and moved to the next Council Meeting for approval.

In response to another question from Councilor Hedges, staff stated that one of the mileage checks was to reimburse the Administrative Assistant for a trip to Albany to attend an Identity Theft Class. Administrative Assistant Morgan said that another check was to cover the registration fee for the Oregon Municipal Records Conference in Eugene. She said she is scheduled to attend the technical writing class and also some other courses at the annual conference.

Mayor Shields stated that it is standard for mileage to be reimbursed when staff or Councilors are attending meetings or training out of the area.

Councilor Ward asked about some office supply costs. City Recorder Damerval stated that a new laser color printer was recently purchased for the office as a replacement. She also said that some charges under interest were incorrectly put there because they were actually credit card charges for supplies, etc. Administrative Assistant Morgan also mentioned that some of the expenses were for

obtaining new office supplies for the City Bookkeeper. City Recorder Damerval advised the Council to pass the mileage reimbursement for the Administrative Assistant.

A motion was made by Councilor Hedges and seconded by Councilor Ward to Approve the Mileage Tracking under Approval of Bills.

<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>	

Motion passed unanimously.

01:00:20

11. Public Comments for Items not on the Agenda

Gloria Fleming, area resident, asked about the accounting procedures for capital assets and items that become a depreciable asset. City Recorder Damerval stated that the City Bookkeeper will be setting up a system for the City's accounting procedures. She said she was also unsure about what point a Resolution needs to be created to purge unused items. Mayor Shields stated that this matter has come up before and the Council is aware of this issue and will be getting it resolved.

Dan Varcoe, Chamber of Commerce, asked about postings for a Public Hearing on the Comprehensive Plan. City Recorder Damerval stated that there is a Comprehensive Plan Public Hearing scheduled at the Senior Center on October 13th starting at 6:00 pm. In addition to postings, letters also went out to City of La Pine residents regarding the Public Hearing. Mr. Varcoe asked about the construction progress for the Assisted Living Center on Huntington Road. He was assured that the construction is still ongoing for the project.

John Thomas, Planning Commissioner, asked about the use of office supplies and equipment. City Recorder Damerval stated that the Planning Commissioners can receive office supplies and use of office equipment from the City.

01:07:24

12. Staff Reports

Administrative Assistant Morgan stated that there have been a number of calls and some visitors asking questions about the scheduled Comp Plan Hearing. She said the public has also been referred to Deborah McMahon of DMC Consulting.

City Recorder Damerval reported on the following:

- Mosquito Abatement Form on the Website has been receiving some good responses. She said it has also gotten more of the public knowledgeable about the City's website.
- A Traffic Calming Meeting was held on August 31st. ODOT has now put up signs and candlestick posts as temporary measures on Hwy 97 starting from north of Reed Road and continuing south past Reed Road.

- The \$25.00 donation was made to La Pine Frontier Days and the City's banner will be hung up at the Playday.
- She and Adele Moilanen will be attending the League of Oregon Cities conference October 1-3. She also said they were both awarded scholarships to pay for the conference cost excluding the cost of hotel and mileage.

01:12:20

13. Council Comments

Councilor Ward thanked Dan Varcoe and John Thomas for the article they put in The Eagle this month.

Councilor Hedges asked to be the representative and attend the Chamber of Commerce meetings. She also said she thought Councilor Moilanen wanted to attend the DWA meetings. Councilor Hedges stated that she went to the COIC meeting last week and learned about some loans they have given out to businesses and such. She said that Alan Unger, County Commissioner, suggested that someone from the group talk to the Council about these loans and how to obtain them.

01:20:18

City Attorney Green stated that the loans do have to be repaid. He said it was his understanding that COIC provides both grants and loans. City Attorney Green stated he could contact COIC, if the Council was interested, about giving a presentation on available programs. Mayor Shields suggested that staff try to schedule a presentation for some time in October before the roads get bad. City Attorney Green said he could contact them in the next day or two.

City Attorney Green stated that he wanted to bring the Council up-to-date on the IGA with ODOT. He said that the changes are basically that ODOT will only provide emergency snow removal to the City but that is all they will provide. City Attorney Green said he is also working on the LIGI/City Council/County/ODOT Memorandum of Understanding regarding the traffic issues. He said he is continuing to work on the snow removal policy and contracts with City Recorder Damerval.

01:24:55

Mayor Shields stated that the Sewer District and Water District Meetings, that she attends, were both cancelled due to emergencies.

14. Adjourn

The meeting was adjourned at 7:30 pm by Mayor Shields.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY PLANNING COMMISSION MEETING AGENDA

Wednesday, September 16, 2009 - 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.
5. Review of Typical Planning Commission Tasks
 - i. Roles and Responsibilities
 - ii. Elect Chair, Vice Chair, and Secretary
 - iii. Meeting Protocol – Public/Visitor Items and Time Allotment
 - iv. Standard Hearing Protocol
6. Preparation for October 8, 2009 City/County Planning Commission Meeting
Hearing regarding County zoning text amendment to add utility facilities to the IL zone in the County Zoning Code – TA – 09-04
 - i. Definition of Utility Facility
 - ii. Overview of County/City Industrial Zone
 - iii. Review of Proposed County Zoning Text Amendment
7. Preparation for October 13, 2009 City Comprehensive Plan Hearing
 - i. Purpose of the Comprehensive Plan
 - ii. La Pine Comprehensive Plan Highlights
 - iii. Potential Public Questions
 - iv. Protocol at Hearing
8. Planning Commissioner Reports and Staff Update
9. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
10. 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 Planning Commission 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 PLANNING COMMISSION MEETING MINUTES

Wednesday, September 16, 2009 - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order

The meeting was called to order at 6:00 pm by James Lewis of DMC Consulting, Inc.

2. Establish Quorum

Roll Call

Present Were:

Commissioner Virginia Claussen

Commissioner John Thomas

Commissioner Renee Clark

Commissioner Gloria Fleming

Commissioner Linda Maggard

Quorum established.

Deborah McMahon and James Lewis from DMC Consulting, Inc., were in attendance. Planning Commission Secretary, Luana Damerval, was also present.

3. Pledge of Allegiance

The pledge of Allegiance was led by James Lewis.

4. Added Agenda Items

Any matters added to the Agenda at this time will be discussed during the "Other Matters" portion of this Agenda.

James Lewis discussed what qualifies as an Added Agenda Item.

00:03:00

5. Review of Typical Planning Commission Tasks

- i. Roles and Responsibilities
- ii. Elect Chair, Vice Chair, and Secretary
- iii. Meeting Protocol – Public/Visitor Items and Time Allotment
- iv. Standard Hearing Protocol

James Lewis explained that the Commission was appointed by the City Council and is basically an advisory board. He said there are certain items that are required by law to go to the Planning Commission for review. James Lewis said some of the items that will come before the Commission will be for approval but other planning issues will only be for recommendations.

04:57

Deborah McMahon stated that the Planning Commission will be the group that eventually approves building plans, as well as performing a caretaker role for ordinances. She said some things will end with the Planning Commission, but most things will be recommendations to the City Council.

Deborah McMahon said that the City Council has the final say on what happens in the community. James Lewis said State law requires that a public body review land use laws.

07:55

James Lewis stated that the Planning Commission does not get to change laws, and does not get to change City Council decisions even though they may have strong disagreements. He also said that the City Council has final say on direction for City staff.

10:17

James Lewis stated that the City is contracting right now with the Deschutes County Planning Department. He said a County Planner could make a decision on a land use matter that gets appealed to a Hearings Officer. Deborah McMahon said an appeal on a decision would go to the Board of County Commissioners per the Intergovernmental Agreement with the City of La Pine.

Deborah McMahon said most of the things the Planning Commission deals with will be making recommendations to the City Council. She also said that they will develop a procedures ordinance for the recommendations.

James Lewis then discussed the term limits for the Planning Commission. He said the City will have to advertise as vacancies occur on the Commission. James Lewis also stated that the Commissioner, whose term is expiring, has the option to write a letter to the City Council and request to be re-appointed.

The Planning Commission decided to draw lots for their term lengths. The following term lengths were established for each Planning Commissioner:

- 2010 – Virginia Classen
- 2011 - Gloria Fleming
- 2011 – Linda Maggard
- 2012 – Renee Clark
- 2012 – John Thomas

Linda Maggard nominated Commissioner Gloria Fleming for Chair. Commissioner Fleming declined.

A motion was made by Commissioner Fleming and seconded by Commissioner Clark to make Commissioner John Thomas Chair of the Planning Commission.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Planning Commissioner Fleming</i>	<i>X</i>	
<i>Planning Commissioner Thomas</i>	<i>X</i>	
<i>Planning Commissioner Maggard</i>	<i>X</i>	
<i>Planning Commissioner Clark</i>	<i>X</i>	
<i>Planning Commissioner Claussen</i>	<i>X</i>	

Motion passed unanimously.

After a brief discussion the following motion was made:

A motion was made by Chair Thomas and seconded by Commissioner Fleming to make the positions of Chair, Vice Chair and Secretary be temporary until January 1, 2010 at which time a permanent election will take place.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Planning Commissioner Fleming</i>	<i>X</i>	
<i>Planning Commissioner Thomas</i>	<i>X</i>	
<i>Planning Commissioner Maggard</i>	<i>X</i>	
<i>Planning Commissioner Clark</i>	<i>X</i>	
<i>Planning Commissioner Claussen</i>	<i>X</i>	

Motion passed unanimously.

The Planning Commission then reviewed the Vice Chair position and possible candidates.

A motion was made by Commissioner Maggard and seconded by Commissioner Claussen to make Commissioner Gloria Fleming the Vice Chair of the Planning Commission.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Planning Commissioner Fleming</i>	<i>X</i>	
<i>Planning Commissioner Thomas</i>	<i>X</i>	
<i>Planning Commissioner Maggard</i>	<i>X</i>	
<i>Planning Commissioner Clark</i>	<i>X</i>	
<i>Planning Commissioner Claussen</i>	<i>X</i>	

Motion passed unanimously.

The Planning Commissioner then discussed the Secretary position.

A motion was made by Vice Chair Fleming and Seconded by Commissioner Clark to have the City Recorder or designee be the Planning Commission Secretary.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Planning Commissioner Fleming</i>	<i>X</i>	
<i>Planning Commissioner Thomas</i>	<i>X</i>	
<i>Planning Commissioner Maggard</i>	<i>X</i>	
<i>Planning Commissioner Clark</i>	<i>X</i>	
<i>Planning Commissioner Claussen</i>	<i>X</i>	

Motion passed unanimously.

Consultant Deborah McMahon stated that it makes sense that somewhere on the Agenda the Public can express their opinions to the Planning Commission on things that are not on the Agenda. The Planning Commission had consensus to have the Public Comment on non Agenda

items be listed as Agenda Item #4 on future Agendas. They also had consensus to limit the public comments to 3-5 minutes.

Consultant James Lewis discussed the handout of the Land Use Action Hearings chapter 22:24 from the Deschutes County Code. He said if a Planning Commissioner has a conflict of interest on a particular issue they must step down during that issue. James Lewis defined quasijudicial matters as land use applications that were submitted by a private individual to ask for permission to develop their land in some way. He said a legislative matter is more about running the business of the City, like adopting a Comprehensive Plan.

James Lewis advised the Planning Commissioners that they need to disclose conversations, with others, regarding a particular issue at the beginning of every Hearing. He suggested that the handout, "Statement for Quasijudicial Matters" be read at the start of every Hearing. Deborah McMahon stated that the procedures manual for the Planning Commission will provide guidelines for different matters.

00:51:30

6. Preparation for October 8, 2009 City/County Planning Commission Meeting
Hearing regarding County zoning text amendment to add utility facilities to the IL zone in the County Zoning Code – TA – 09-04
 - i. Definition of Utility Facility
 - ii. Overview of County/City Industrial Zone
 - iii. Review of Proposed County Zoning Text Amendment

Deborah McMahon reviewed protocol for the City and County Planning Commission meetings. James Lewis said the County Planning Department staff will submit their proposal to the Commission for approval. He said the text amendment to the County Code will add the wording "Utility Facility" as an allowed activity. James Lewis said, although County wide, it is specific to the Industrial Zone in La Pine. He also said that the La Pine Planning Commission can make recommendations but the County Planning Commission votes on the matter.

01:04:40

7. Preparation for October 13, 2009 City Comprehensive Plan Hearing
 - i. Purpose of the Comprehensive Plan
 - ii. La Pine Comprehensive Plan Highlights
 - iii. Potential Public Questions
 - iv. Protocol at Hearing

Deborah McMahon stated that the Commission will run this Public Hearing similar to the Planning Commission Meetings. She said they will discuss how the goals for the City will be met through the Comprehensive Plan. Deborah McMahon said that the State mandates that four years after incorporation, a city has to have an adopted Comprehensive Plan.

James Lewis stated once the Comp Plan is adopted, zoning codes would need to be adopted and he recommended they be a top priority. He said fee driven applications will provide the administrative cost to do the plan reviews. James Lewis stated that the Planning Commission can inform the City Council that they are observing conflict between the County and City planning after the comprehensive plan is adopted.

Deborah McMahon stated that using the City Limits as the Urban Growth Boundary makes the most

sense. She also said that the Council gives the direction for a zoning ordinance to be developed. Deborah McMahon stated that developing zoning ordinances requires more work than developing a comprehensive plan.

James Lewis stated there was adequate available land within the City to accommodate the 20 year plan. He also said that water and sewer are linked to the Urban Growth Boundary and not to the City Limits.

James Lewis reviewed the protocol at the Public Hearing scheduled for October 13th. He said the Planning Commission needs to leave the written record open so the Public can continue to submit written information after the meeting. James Lewis asked that the Commission refrain from offering personal opinions during the Public Hearing.

01:28:55

8. Planning Commissioner Reports and Staff Update

Planning Commissioners had no comments. Deborah McMahon stated that they have received about half a dozen calls a day regarding the Public Hearing Notice on the Comp Plan. She emphasized that the Planning Commissioners must maintain control during the Hearing.

9. Other Matters

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

Chair John Thomas stated that initially the Commission will have one meeting a month, on the third Wednesday of every month. The Planning Commission agreed to meeting again on October 21st. Starting time for the monthly meeting will be 6 pm.

Deborah McMahon stated that the Planning Commission cannot meet as a quorum unless the meeting is noticed beforehand. She also said it would be unlawful for them to do circular e-mails.

Planning Commission Secretary, Luana Damerval, advised the Commissioners they may obtain an e-mail account for Planning Commission business since it is considered public information.

10. Adjourn

Chair John Thomas adjourned the meeting at 7:46 pm.

John Thomas, Chair

Attest:

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, September 23, 2009 - 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 this 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. September 9, 2009 - Regular Meeting Minutes
 - b. Bills and Invoices
 - i. Approval of Bills
 - ii. Approval of Mileage and Cash Reimbursements
6. Memorandum of Understanding - US 97/La Pine Corridor Traffic Analysis Project
7. Resolution No. 2009-008

A resolution extending the City of La Pine's workers' compensation coverage to volunteers of the City of La Pine.
8. Proclamation Observing October 8, 2009 as Oregon Day of Culture
9. Lowering of Speed Limits on Huntington Road and US97.
10. Designation of Voting Delegate - 2009 Annual LOC Membership Meeting
11. Other Matters

Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
12. Public Comments for Items not on the Agenda

13. Staff Comments
14. Council Comments
15. 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, September 23, 2009 - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order

The meeting was called to order at 6:04 pm by Mayor Shields.

2. Establish Quorum

Roll Call

Present Were:

Mayor Kitty Shields
Councilor Doug Ward
Councilor Barbara Hedges
Councilor Adele Moilanen
City Attorney Jeremy Green
City Recorder Luana Damerval
Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

The pledge of Allegiance was led by Councilor Ward.

00:05:30

4. Added Agenda Items

Any matters added to this Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such other time selected by the City Council.

Councilor Hedges requested to move Approval of Bills from the Consent Agenda to Other Matters. Mayor Shields asked to move the September 9th Meeting Minutes to Other Matters. In addition, Mayor Shields asked to add internet technical issues to Other Matters. The following agenda items were added under Other Matters:

- 11a. August 1-31, 2009 Approval of Bills
- 11b. September 9, 2009 Meeting Minutes
- 11c. Internet Technical Issues

00:01:08

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. September 9, 2009 - Regular Meeting Minutes - *moved to item 11b.*
- b. Bills and Invoices
 - i. Approval of Bills – *moved to item 11a.*
 - ii. Approval of Mileage and Cash Reimbursements

A motion was made by Councilor Hedges and seconded by Councilor Moilanen to Approve Consent Agenda Item 9bii - Approval of Mileage and Cash Reimbursements.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:06:52

- 6. Memorandum of Understanding - US 97/La Pine Corridor Traffic Analysis Project

City Attorney Green stated that the Agreement is regarding the scoping project for the Traffic Analysis Project with the County, ODOT, LIGI and the City of La Pine.

00:08:50

Mayor Shields asked about the completion date. City Attorney Green said the analysis completion date is tentatively slated for March of 2010 and the presentation would probably be scheduled for two weeks later.

00:11:15

Mayor Shields asked the Council if they wanted to approve the MOU pending legal review. City Attorney Green said if there were any significant changes, he would bring the MOU back to the Council for review.

A motion was made by Councilor Moilanen and seconded by Councilor Hedges to Approve the Memorandum of Understanding between ODOT, Deschutes County, La Pine Industrial Group, and the City of La Pine subject to legal review with authority for the Mayor to sign and also with the understanding that if there are any material changes Legal Counsel will bring it back for review.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:14:02

7. Resolution No. 2009-008

A resolution extending the City of La Pine’s workers’ compensation coverage to volunteers of the City of La Pine.

After a brief discussion, City Recorder Damerval read the title to Resolution 2009-008.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve Resolution No. 2009-008.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:15:27

8. Proclamation Observing October 8, 2009 as Oregon Day of Culture

Mayor Shields stated that she received this request and suggested to City staff to add this Proclamation to the agenda.

After a short discussion, the Council agreed to request City staff to post the Proclamation in the Frontier Advertiser and Wisebuys.

A motion was made by Councilor Hedges and seconded by Councilor Ward to approve the Proclamation observing October 8, 2009 as the Oregon Day of Culture and directing staff to get it published in the Frontier Advertiser and Wisebuys.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:20:40

9. Lowering of Speed Limits on Huntington Road and US 97.

City Recorder Damerval stated she had obtained the ODOT speed limit change request form. She said this is the same form that can be used for both speed zone change requests on Huntington Road and US 97. City Recorder Damerval recommended extending the 45 mph speed limit on Huntington Road, south of Burgess, to where the current 55 mph speed limit is posted. She also recommended decreasing the 55 mph speed limit on Hwy 97, just north of Wickiup Junction, to 50 mph and continuing it south until the speed limit decreases to the posted 45 mph coming into the downtown

area. Mayor Shields stated that comparing Huntington Road to Knott Road a 45 mph speed limit would seem reasonable.

The Council agreed to request that ODOT extend the 35 mph speed limit from Huntington Road and 1st Street, north to the Burgess Road.

A motion was made by Councilor Ward and seconded by Councilor Moilanen to submit speed zone requests to ODOT to recommend speed and sign changes as discussed.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:41:38

10. Designation of Voting Delegate - 2009 Annual LOC Membership Meeting

A motion was made by Councilor Hedges and seconded by Councilor Ward to appoint Councilor Adele Moilanen as the City of La Pine's voting delegate at the League of Oregon Cities conference and City Recorder Damerval as an alternate.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:43:07

11. Other Matters

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

11a) Approval of bills

Councilor Hedges had concerns regarding the office supply expenses. City Recorder Damerval said that IKON creates two invoices, one for the usage and one for the lease of the copier. Administrative Assistant Morgan said that a new color laser printer had been purchased to replace the old color printer.

Mayor Shields asked staff to describe the costs for big purchases on the check detail reports. City Recorder Damerval said she could make handwritten notes on the reports before distributing.

A motion was made by Councilor Hedges and seconded by Councilor Ward to approve the check detail as presented.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:50:20

11b) Approval of Minutes

Mayor Shields requested the following corrections to the September 9, 2009 Meeting Minutes:

- Remove the apostrophe for “students” in the fifth paragraph on page 5 and also in the fourth paragraph on page 8 for the word “its”
- Remove the word “that” from the first sentence in paragraph six on page 6, remove the comma from that same sentence and also the question mark at the end of the sentence
- Insert “the City” in the first paragraph on page 7
- Insert the location of the candlestick posts in the last paragraph on page 8
- Delete the apostrophe for “Commissioners” in the fourth paragraph on page 8
- Insert “County” in the fifth paragraph on page 9

A motion was made by Councilor Moilanen and seconded by Councilor Ward to approve the Sept 9, 2009 Meeting Minutes with changes 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 Adele Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:56:55

11c) Internet Tech Issues

Mayor Shields discussed the recent problems with the City’s e-mail program. City Recorder Damerval said she has spoken to Tony DeBone, from Little d Technology, regarding the problem.

Council gave direction to City Recorder Damerval to further investigate ways of resolving the e-mail issue with the City’s e-mail, including exploring other e-mail programs.

01:02:10

12. Public Comments for Items not on the Agenda

Pam Seiber, representing the Chamber, stated she wanted to ask the Council a question on behalf of Dan Varcoe and Art Uecker. She asked the Council about setting a date for the Town Hall meeting with the Chamber of Commerce.

Councilor Ward requested that Art Uecker invite all members of the Chamber of Commerce to attend the Town Hall meeting. Councilor Hedges stated that she could check availability with Crescent Creek Community Center for a place to hold the meeting. The Council agreed to tentatively schedule the meeting for October 7th at 6 pm.

Gloria Fleming, area resident, suggested the City's historical preservation photos could be displayed in the Library conference room for the Oregon Day of Culture. Councilor Hedges volunteered to contact the Library about the availability of their conference room. City Recorder Damerval stated she would followup on arrangements to use the preservation photos.

01:11:09

13. Staff Comments

City Recorder Damerval announced the following:

- The La Pine Planning Commission will participate with the Deschutes County Planning Department at the Public Hearing regarding zoning changes in the La Pine Industrial Park. She said the Hearing is scheduled for October 8th at 5:30 pm in the Midstate Conference Room.
- On October 13th the Comprehensive Plan Public Hearing will be held at the Senior Center beginning at 6 pm. She also said the La Pine Planning Commission will be running the meeting.
- On October 21st there is a Planning Commission monthly meeting starting at 6 pm in the South County Building Meeting Room.
- The City has received a copy of a building application from Deschutes County for a new Subway. She said, if approved, it will be located next to the new McDonald's off Reed Road. After a brief discussion, it was confirmed that Deschutes County would have the final decision on the application.
- On October 1, 2009 there is a free Christian concert at the White School starting at 7 pm.
- There was information distributed to the Council regarding bonds available through Deschutes County through the American Recovery and Reinvestment Act.
- Chris Marko, of the Rural Community Assistance Corporation, has requested an infrastructure meeting in La Pine the week of October 19th. After a brief discussion, the Council requested that City Recorder Damerval review possible dates in November with Chris Marko and others.
- The Mosquito Abatement survey on the City's website received a number of responses. She said she will have a report on the survey at the next City Council meeting.
- The Community Wildfire Protection Plan will also be giving a presentation at the next City Council meeting.

Administrative Assistant Patti Morgan briefly discussed the annual conference of the Oregon Municipal Recorders held in Eugene. She said she received instruction in technical writing as well as records management and archiving.

01:26:35

14. Council Comments

Councilor Ward stated he attended the COACT Rail Meeting with City Recorder Damerval. He said the Wickiup Junction Interchange Project is in the number two spot for Central Oregon funding with ODOT.

01:28:59

Councilor Moilanen discussed the COCO meeting she recently attended. She also requested an update on the Deschutes Water Alliance agreement. City Attorney Green stated that one idea being considered was for City of Bend, Redmond and La Pine to go back to the DWA with proposed revisions. Councilor Moilanen said on October 6th she will serve on the selection committee for the new Fire Chief in La Pine. She also said she was asked to participate on the Cascade Lakes Byway Scenic Route committee in a non official capacity.

Councilor Hedges requested information on the chemical product used for a mosquito abatement program and if there were any side effects. She also asked for clarification regarding the authority of the La Pine Planning Commission regarding building permit applications. City Attorney Green said that all the building and permitting rests with the County per the current Intergovernmental Agreement. He said the City would need qualified planning staff and also adopted ordinances before they could take over that role.

Jim Fleming, area resident, stated he would like to see the City take the permitting responsibility away from the County. City Attorney Green said that the Planning Commission is not qualified to make permitting decisions.

01:37:20

Mayor Shields stated she recently participated in a meeting to determine the criteria for hiring a Parks & Recreation Director.

15. Adjourn

The meeting was adjourned at 7:42 pm by Mayor Shields.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

**LA PINE CITY COUNCIL
TOWN HALL MEETING MINUTES**

October 7, 2009 from 5:30pm to 7:00 pm
Crescent Creek Club House
La Pine, Oregon

1. Call to Order

Mayor Shields called the meeting to order at 5:30 pm.

2. Establish Quorum

Roll Call

Mayor Kitty Shields

Councilor Barbara Hedges

Councilor Adele McAfee

City Attorney Jeremy Green

City Recorder Luana Damerval

Administrative Ass't Patti Morgan

Quorum Established.

3. Pledge of Allegiance

John Taylor led the Pledge of Allegiance.

00:01:25

4. Opening Statement From Mayor Shields

Mayor Shields welcomed the public to the first Town Hall Meeting for the City of La Pine. She said the meeting is to be informal and interactive. She listed some general meeting guidelines:

- She will encourage closure of a topic to move onto another topic after a certain point in time.
- One or two speakers should speak for a particular group
- Please state your name and address the first time you speak, and state your name only, every time you speak.

00:04:27

5. Public Comments

John Taylor, 51375 Riverland, discussed the proposed airport efforts by various individuals and groups.

Mayor Shields stated she was at that same meeting and she does not recall the consultant saying that the proposed airport was not feasible. She said the discussion concerned land use within the City and if an airport fit into that usage. Mayor Shields said that the City does have to stay within the State land use rules.

She encouraged Mr. Taylor to go the Comprehensive Plan Hearings and that the airport was not out of the picture.

00:09:35

Ted Scholar, 15640 Corniel Drive, stated he did not see anything in the Comp Plan that concerns economic development. Mayor Shields stated that in a conversation with planning consultant, Deborah McMahon, she was told that a City is to have the mechanisms in place that would allow for all the economic development that is needed. Mayor Shields said that economic development can take place when everything is there for it.

00:12:45

Councilor McAfee stated that La Pine is designated as an Enterprise Zone. She also discussed the Bio-green plant in La Pine, if approved, would be one of the largest construction projects in the State of

00:13:50

Gloria Fleming, 50662 Deer Forest Drive, stated that there is a section in the Comprehensive Plan devoted to economic development. Mayor Shields stated this subject is not listed directly in the City project list and goals.

00:15:30

Pam Cosmo, 51420 Cedar Road, discussed the Comprehensive Plan, where a copy is located at, etc., City Recorder Damerval stated that there is a copy of it at City Hall and it is also on the website for the City of La Pine.

00:17:50

Dan Varcoe, Chamber of Commerce, encouraged the public to get involved with the Comprehensive Plan by attending Public Hearings and Planning Commission Meetings. He said this is the time to give feedback on the Comp Plan.

00:19:01

Pat Murphy, 51427 Cedar Road, asked what assumptions are being made for the 20 year Comp Plan. Alan Unger, County Commissioner, stated he could probably answer that question. He said it is a blueprint for a 20 year growth period. Alan Unger said it addresses goals to plan for the quality of life in the community. He said policies and codes are created from the Comp Plan.

00:21:40

Miles Petroff, 15919 Leslie Drive, stated he had been on a planning commission for ten years in Chino Hills, California. He recommended a community based committee to work between the citizens and the Councilors.

00:25:00

City Recorder Damerval stated that there will be a Planning Commission Hearing with both the Deschutes Planning Commissioners and also the La Pine Planning Commissioners regarding a re-zoning issue in the La Pine Industrial Park. It will be held on Oct. 8th at Midstate Electric Conference Room starting at 5:30 pm. She also said there is a Comprehensive Plan Hearing on Oct. 13th at the Senior Center Conference Room starting at 6:00 pm. City Recorder Damerval announced that the Planning Commission for the City of La Pine will be held on Oct. 21st at 6 pm in the South County Building Conference Room.

00:26:40

Kathryn (inaudible), 16830 Cagle Road, complained about the condition of the roads around Cagle Road as well as Cagle Road. City Recorder Damerval stated that the City is in the process of putting out road work bids and that the plan is to put three more inches of gravel on Cagle Road. She said they will probably be doing work on the other roads in the near future.

00:29:05

Art Uecker, President of Chamber of Commerce, stated that one of the City's long term goals is also a personal goal of his and that is the City Charter. He said he would like to see the City Charter allow people to run for the Council Chamber that do not reside within the City limits. City Attorney Green stated that when the City is closer to adopting a Charter, they will be looking into that issue. He said he would need to research the matter.

00:37:05

Patty Lee King, (inaudible), Hackett Drive, stated that she would be interested in being involved with the City and even the City Council if that was ever open to non-residents.

00:38:40

Pam Cosmo, 51427 Cedar Road, stated that she does not feel there has been enough outreach by the City to the community as a whole. Mayor Shields asked for a show of hands for everyone that lives in the City boundaries. She said there were about 13 people that raised their hands. She then asked for a show of hands from non-residents and that number was at least 20.

00:41:30

Vicky Jackson, (inaudible), complained that Councilors did not attend the TAG meetings. She stated that she does not want the City of La Pine to die. Ms. Jackson then asked the Council if they had any plans to hire a City Manager. Mayor Shields stated that the City is currently trying to determine the future staffing needs for City Hall.

00:44:30

After Vicky Jackson expressed concern about various issues such as the traffic issue, Councilor Doug Ward stated that the City has been working hard to fix them. He said some of these issues are ones that the County has control over. Councilor McAfee stated that a group of stakeholders is working on ordering a traffic analysis to be done for the City of La Pine.

00:47:27

Robin Mirrasoul, (inaudible), stated that she wanted to thank the Council and public for their donated time to serve. She said that with the City not having a City Manager, the perception of La Pine is that there is no forward movement. Ms. Mirrasoul said that the biggest mistake the City made was not replacing the City Manager. She also complained that there was not enough representation from the City Council at various City events and activities. Robin Mirrasoul stated that the perception is that the City Attorney is running the City and that the City is spending an enormous amount of money on attorney fees making decisions that the Council should be making and then going to the attorney about mitigating any requests.

00:50:56

Mayor Shields stated that the former Manager, Christina Nelson, worked frequently with the City Attorney. She said that City Attorney Green is not running the City. Mayor Shields stated that City Attorney Green gives the same amount of advice now as he did when the City had a City Manager.

She said that the City staff is getting things done. Mayor Shields stated that the Council is trying to see how it works to continue with the staff that we have while the City is focused on the time consuming Comprehensive Plan.

Councilor Ward stated that we do not know what you want unless you tell us. He said the City has reduced the attorney fees by 25%. Councilor Ward said the City may be budgeting for the City Manager in the next fiscal year. He did say that the City has a very small budget and many things are mandated by the State of Oregon. Councilor McAfee stated that she would be an advocate for a City Manager or City Administrator.

00:55:50

John Taylor thanked County Commissioner Alan Unger for attending the Town Hall Meeting. He said he was concerned that the Water and Sewer Districts have not been absorbed into the City of La Pine. John Taylor said that the City is way overdue with absorbing the Water and Sewer District.

00:58:49

(Inaudible), 17681 Souza Court, asked about receiving notice of when the Council Meeting and other City related meetings are held and their locations.

00:59:20

City Recorder Damerval discussed the various locations where meeting notices are regularly posted as well as the Wisebuys and Frontier when there is enough time. She also said they are posted on the website for the City of La Pine.

01:00:55

Sandy Jones, Newberry Eagle Newspaper, asked what happened to the City Manager. Mayor Shields stated that the former City Manager chose to move on. She also said Christine Nelson was not laid-off, she resigned. Mayor Shields also stated that there was no budget for this fiscal year for a City Manager.

01:02:45

Councilor Ward stated that \$1.80/thousand is saving the people of La Pine money on their property taxes. He said if the City hires a City Manager, that tax rate will go up.

01:04:03

Andrea Wood, (inaudible), stated that the City Council needs to find someone that fits in La Pine and also fits the vision of La Pine and that the former City Manager did not fit that vision. Councilor McAfee stated that Christine Nelson is not here to defend herself.

01:05:23

Tom (inaudible), 1658 Daisy Place, stated that it sounds like everyone has a personal agenda. He said that government processes take time. He suggested that the community put up a Reader Boarder in the middle of the City and advertise meetings; councilors needed and even staff positions.

01:08:20

Mayor Shields stated that even though the City gets all the notices out in a legal manner, sometimes people do not look at the posted notices.

01:09:03

Tony Debone, Park & Rec District, stated that they are in the process of hiring a Director for the Park & Rec District. He said that the Sewer and Water Districts acquisition need to be addressed in the near future. Tony Debone stated that, regarding a business license, he suggested a flat \$50 fee and also having the City sweep in front of their business once a year.

01:12:02

Councilor McAfee stated that she has had experience running a business license program for the City of Bend. She said it requires a lot of start-up work as well as staff time.

01:13:30

Art Uecker, La Pine Insurance, stated that the Chamber of Commerce was against a business license because the City offered nothing in exchange for it such as nuisance ordinances, etc. Mayor Shields stated that there are too many projects and also that priorities are always changing. She said that the business license start-up is very complicated and very time consuming.

01:17:54

Vicky Jackson spoke about the former City Manager, Christine Nelson. She said she would very good at coming to the community meetings. Mayor Shields stated that she is spending less time on City issues than she did a year ago when there was as City Manager.

01:19:33

Councilor Ward stated that many of the traffic issues mentioned in this meeting are under the discretion of ODOT (Oregon Dept of Transportation). He said until the legislature gives them money, there is nothing that can be done. Councilor Ward said these things are going to get done but they will take more time. He also said he was in support of hiring a City Manager and will push for the funding in next year's budget.

01:21:26

City Attorney Green stated that there is an MOU circulating between the County, ODOT, LIGI (La Pine Industrial Group) and the City of La Pine regarding having a traffic analysis performed in the La Pine corridor. He said once that is completed it will determine what traffic improvements are needed.

01:23:26

City Attorney Green suggested citizens could write letters, e-mails, and phone calls to ODOT concerning the traffic safety issues in La Pine. He said the public comments to ODOT could not be ignored.

01:25:18

Vern Walters, Dorrance Meadow Road, said the traffic analysis study is going to come up with a solution. He also said that a few years ago the County offered to loan money for engineering work to the City if they could show a way to repay the monies. Vern Walters said that the County should loan the City the money, once this new study is completed, and also that building permits could be issued because the solution to the problem was in the works or coming.

01:27:23

City Attorney Green stated that the Memorandum of Understanding (MOU) only addresses the employment of a consultant to complete the studies. He said that the study would just identify problems and solutions. City Attorney Green said there is no currently binding agreement in that MOU to implement the identified solution nor does it speak to the County's funding of that solution. He said that is something that

LIGI can propose and then it can be discussed by the four stakeholders. City Attorney Green emphasized that the MOU is at the preliminary stage and being circulated among the stakeholders.

01:29:44

Councilor Ward stated that ODOT's preliminary estimation to put in stop lights, etc., is approximately 1.5 million. He said the only place that money can probably come from is the State legislature through ODOT.

01:30:45

Mayor Shields stated that all stakeholders, the County, ODOT, LIGI, and the City of La Pine are serious about getting this traffic issue fixed.

01:31:15

(inaudible), stated that you don't just write to ODOT, you write to the County Commissioners, Senator Wyden, the Governor, the greasy wheel gets the grease.

01:31:52

Mayor Shields discussed that the ending time for the Town Hall meeting had been scheduled for 7:00 pm but apparently there had been some misinformation communicated so in order to respond to the public's needs and desires she asked the Council about extending the meeting. Councilors and City staff agreed to extend the meeting until 7:30 pm.

01:32:50

Robin Mirrasoul stated that the City may be able to operate more efficiently if there was a City Manager. She also said that the City needs to take action on exploring the acquisition of the Water and Sewer Districts. She also said she supported a business license fee. Robin Mirrasoul also stated that 75% of the taxes the City receives are from business owners, not residents.

Councilor Ward stated that the City is not playing "catch up." He said the time is not right for the City to acquire the Water and Sewer Districts. Councilor Ward also said he was not in favor of raising the tax rate at this point in time.

01:36:20

Mayor Shields stated that raising the tax rate to \$1.98 per thousand is not going to pay for everything that is on people's wish list. She said that they purposely kept the tax rate below \$2.00 so that the incorporation of the City would pass.

01:38:56

Mayor Shields stated that 51.2% of the taxes for the City of La Pine come from residential properties. She also said that the renters living inside the City are paying their taxes in their rent.

01:40:18

Art Uecker stated that not having a City Manager has significantly caused a real slowdown in City administration. Mayor Shields stated that she is not doing any administrative duties.

01:41:50

Councilor Ward stated that the City is moving forward on a number of fronts. He also said that this Town Hall Meeting is the best meeting, with the number of attendees that the City has ever held with the public.

01:43:25

Mayor Shields stated that City Recorder Damerval handles the administrative duties for the City. She said that the Administrative Assistant, Patti Morgan, was hired to assist with the increased workload.

01:44:30

Jim Fleming stated that Water and Sewer Districts is a big issue for the public. Mayor Shields asked if he would be interested in spearheading this issue. He said he firmly believes in people getting involved in the process. Mayor Shields suggested forming a committee.

01:45:50

Councilor Hedges stated that she sometimes does not know where to go for answers, herself. She said that she would like the Town Hall Meetings to be held every six weeks. Councilor Hedges suggested having a spokesman for every area of issues. She said she would like to see a City Manager that has some legal and business background to supplement information from City Attorney Green and also be timelier.

01:47:50

Pam Cosmo, Cedar Row, stated that she would like to be notified ahead of time about the upcoming meetings.

01:48:49

City Recorder Damerval stated that there is a standard list of e-mail addresses that the meeting announcements e-mailed to ahead of time. She said that people can either call City Hall and ask to be put on that list, or we can use the list of e-mail addresses from tonight's meeting and add them to the agenda meeting notice e-mail list.

01:49:25

Pam Cosmo asked how the new McDonald's received approval because of the traffic and safety issues at the Reed and Hwy 97 intersection.

01:50:04

Mayor Shields stated that there was not time left tonight to get into that issue. She also said that it might be good to have another Town Hall Meeting every few weeks.

01:50:23

Linda Johnston, area resident, stated that people do not really appreciate what it is like to be in a Councilor's footsteps. She said that forming committees and having them give the Council suggestions; the Council will not have to address the issue, again.

01:51:40

Patty (inaudible), Hackett Road, stated that the City Manager provides leadership and knows infrastructure and regulatory rules. She said that on the City website it could show what the City is working on and also keep the public informed.

01:52:51

City Recorder Damerval stated that the City's goals are on the website.

Patty (inaudible) stated that goals are different than what the City is working on at the current time. She said there still needs to be more communication coming from the City Council members to the public.

01:53:20

Art Uecker thanked the Council and staff for doing this Town Hall Meeting for the community. He suggested doing the Town Hall meeting again, perhaps quarterly.

01:54:40

Councilor McAfee stated that the City has been in this do no harm phase into a more visionary phase. She said this is where the public really comes in and more progress occurs.

01:55:05

Mayor Shields stated that the Council has wanted to do a Town Hall Meeting for awhile and has been talking about it.

01:55:37

Dan Varcoe stated that he appreciated all the public that showed up for the meeting and made it a priority in their schedule.

(Inaudible), said the next few months are going to be very critical for the City. He recommended a part time City Manager or part time Planner for the first year and then have the position go to full time the following year. He also suggested that they talk to other communities that have at large councilors and see how it worked for them.

6. Adjourn

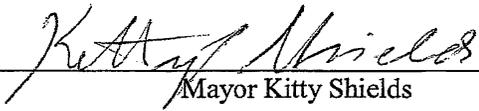
A motion was made by Councilor McAfee and seconded by Councilor Hedges to adjourn the Town Hall Meeting.

Vote as follows:

	<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>	

Motion passed unanimously.

Mayor Shields adjourned the Town Hall Meeting at 7:34 pm.



Mayor Kitty Shields

Attest:



City Recorder Luana Damerval

NOTICE OF PUBLIC HEARING

The La Pine Planning Commission, in conjunction with the Deschutes County Planning Commission, will hold a Public Hearing on October 8, 2009, at 5:30 p.m. in the Mid State Electric Building, 16755 Finely Butte Road, La Pine, to consider the following request:

FILE NUMBER: TA-09-4

SUBJECT: Text amendment to the: Deschutes County Code, Section 18.61.030 (C) (3) La Pine Industrial District *This is a proposal to allow utility facilities in the La Pine industrial district with a conditional use permit and site plan review and address height limits for industrial exhaust stacks.*

APPLICANT/S: Deschutes County

LOCATION: La Pine Industrial District

Copies of the staff report, application, all documents and evidence submitted by or on behalf of the applicant and applicable criteria are available for inspection at the Planning Division at no cost and can be purchased for 25 cents a page. The staff report should be made available seven days prior to the date set for the hearing. Documents are also available online at: www.co.deschutes.or.us/cdd/.

Please contact Kristen Maze with the County Planning Division at (541) 383-6701 or Luana Damerval with the City of La Pine at (541) 536-1432 if you should have questions.

LA PINE CITY COUNCIL MEETING AGENDA

Tuesday, October 13, 2009

Special Session - 4:30 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. Review and Evaluation of City Recorder Compensation
5. Adjourn

Pursuant to ORS 192.640, this notice includes a list of the principal subject 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

Tuesday, October 13, 2009

Special Session - 4:30 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order

The Special City Council meeting was called to order by Mayor Shields at 4:31 pm.

2. Establish Quorum

Roll Call

Present Were:

Mayor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

Councilor Adele Moilanen

City Attorney Jeremy Green was present by teleconference

City Recorder Luana Damerval

Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Councilor Barbara Hedges.

00:01:14

4. Review and Evaluation of City Recorder Compensation

Councilor Hedges stated that she appreciated the work City Recorder Damerval does and also her value to the City.

In response to a question from Councilor Hedges, City Recorder Damerval stated she completed five courses toward the certificate program in Local Government Management sponsored at the League of Oregon Cities Conference. In response to a question from Mayor Shields, City Recorder Damerval stated she is already a quarter of a way through the certificate program. She said she had hoped to complete the certificate program by Spring 2010 but it will depend on class scheduling.

Councilor Moilanen stated that she would have preferred the benchmarks for the salary increases based on educational benchmarks. She said the benchmarks for salary increases put forth in the Oct. 11, 2009, Staff Memo are really part of City Recorder Damerval's regular job duties.

00:09:50

Councilor Ward stated he was in favor of all the salary increases that City Recorder Damerval had requested. He also asked City Recorder Damerval if the City were to recruit for a City Manager, would she be interested in applying for the position. City Recorder Damerval stated that, after

receiving prior approval from the Council to register for the management certificate program, she planned to apply for the position upon it becoming available.

In response to a question from Mayor Shields, regarding how City Recorder Damerval had arrived at the initial salary increase request of \$18.50 an hour, City Recorder Damerval stated that she had determined the amount because that was what she desired. Mayor Shields stated that she appreciated the City Recorder for her forward thinking when performing her job and also her straightforward manner. She also discussed City Recorder Damerval's value to the City of La Pine.

00:19:13

Councilor Ward stated that if the City pays City Recorder Damerval more money, they would expect additional job duties such as in the area of public relations for the City.

00:20:00

Councilor Hedges made the suggestion to utilize Administrative Assistant Morgan more in order to allow City Recorder Damerval to have time for additional responsibilities. Administrative Assistant Morgan stated she would be willing to help out with extra office duties, as her schedule allowed.

00:25:20

City Attorney Green clarified that a salary increase could start once approved and the proposed retroactive application of the wage increase would be paid out as a one time performance based bonus. He said this bonus would not be considered a retroactive wage increase.

00:27:20

Councilor Moilanen stated she would consider a pay raise to \$19.50 an hour. She also asked for a fiscal impact report based on the new salary amount.

00:32:19

Councilor Ward stated that when City Recorder Damerval asked for a salary increase in August, the budget was reviewed. He said there were available monies to compensate staff salary increases during this fiscal year on top of the budgeted 7% salary raises for City staff.

00:41:20

Councilor Hedges stated that she would be satisfied with the \$19.00 an hour salary rate for the City Recorder. She also requested a short course review from City Recorder Damerval, to the City Council, upon completion of a course.

00:46:25

City Attorney Green stated that upon City Recorder Damerval obtaining the certification the City Council could do another salary review.

00:51:40

City Attorney Green also suggested that after City Recorder Damerval has her next performance review the Council could determine if she is entitled to another salary increase. In lieu of applying this wage increase retroactively, which is a problem and also to avoid possible issues, the raise for prior wages would be based on the \$18.50 hourly rate for straight time, not including overtime pay.

00:51:53

City Attorney Green also suggested that the City reflect the retroactive raise amount in the new hourly salary rate for the City Recorder, going forward. He suggested the retro raise amount be based on this fiscal year. City Attorney Green stated that this would take the hourly wage for City Recorder Damerval to approximately \$19.50 an hour.

01:00:05

City Attorney Green stated that he will prepare a memorandum for the City Council, at the next scheduled meeting on October 28, 2009, for approval of the wage increase. He said that the salary increase for City Recorder Damerval would also consist of a rate that will be determined on the results of the work hour calculations from July 8-October 28, 2009. City Attorney Green stated that upon approval, the salary increase would immediately go into effect. He also said the raise amount would capture a lump sum payment over the balance of the fiscal year. He said that would be City Recorder Damerval's hourly rate until such time as it is changed.

City Attorney Green stated that City Recorder Damerval's job could be characterized as an exempt position and then she would not be eligible for overtime. He said he will confirm that she is an exempt employee and could be paid a monthly salary based on the new hourly rate, upon Council approval. City Attorney Green said this would save the City money overall.

The City Council gave consensus to direct City Attorney Green to prepare the memorandum for approval at the next Council Meeting scheduled for Oct. 28, 2009.

5. Adjourn

A motion was made by Councilor Ward and seconded by Councilor Hedges to adjourn the City Council Meeting.

Vote as follows:

	<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

The meeting was adjourned at 5:42 pm by Mayor Shields.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY PLANNING COMMISSION MEETING AGENDA

Tuesday, October 13, 2009 Regular Session - 6:00 p.m.

La Pine Senior Center, 16450 Victory Way, La Pine, Oregon 97739

A. Regular Session – 6:00 p.m.

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.
5. Public Hearing – City of La Pine Draft Comprehensive Plan and Urban Growth Boundary
 - i. Planning Commissioners Declaration and Opening of the Public Hearing
 - ii. Staff Report
 - iii. Public Testimony
 - iv. Planning Commissioners Questions and Discussion
 - v. Protocol and next steps – continued public hearing, open record and future work sessions
6. Other Matters
Only those matters properly added to this Agenda under line item No. 4
7. Planning Commissioner Reports and Staff Update
8. 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 Planning Commission 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.

**City of La Pine Planning Commission
Comprehensive Plan - Public Hearing Notes
October 13, 2009**

The following is a list of comments, questions and suggestions that were documented during the public testimony at the October 13th hearing (omits name of participant, but lists comments). These are not verbatim, but include the specific sense of the testimony. Additionally, they do not offer any response or other commentary in this document. Brief responses to the individual items will be in a separate memorandum to the Planning Commission and will be offered as discussion points for the Planning Commission during an upcoming work session and the continued public hearing:

1. Comments on the Proposed Findings document:
 - Page 2, #6 – Add the following text “.....”work toward incorporating water and sewer districts into City jurisdiction.”
 - Page 5, #6 – Change text to specify that: Deschutes County found overall that there were low levels of nitrates but the model predicted higher levels.
 - Page 11, Under Goal 14 – Possibly include a reference that the BLM/Rodeo Grounds parcel should be included into the City Limits.
2. A question was raised as to whether or not the properties bordering the City have the ability to be brought into the City limits.
3. Comment – An Urban Reserve Area (UAR) should be designated so that it is known what properties would be brought into the City in the future.
4. Comment - One challenge is that there are two La Pines: One is the traditional La Pine (south) where majority of businesses are located, and the other is the traditional Wickiup Junction (north). There is a sense of isolation for those residing in the Wickiup Junction area.
5. Comment – Regarding the La Pine Airport project: There have been two studies that have been done which show how it could work.
6. Comment – The La Pine Airport should be referenced in the Comprehensive Plan today as it will take some time to bring the project to fruition.
7. Comment – The type of Airport that could/would be constructed is a point of debate (private vs. public ownership was the main concern).

8. Suggestion – Include a Policy in the Comprehensive Plan that the City will either organize or work with the Transportation Advisory Group and/or Deschutes County to explore the creation of an airport in the La Pine area.
9. A question was asked about the administration of City business – specifically the hiring of a City Manager and how those types of issues fit within the realm of the Comprehensive Plan.
10. Comment on Findings document, Page 2, #2 – There appears to be an error in the reference to the number of acres of residential land available and needed for future population growth in that they are the same figure.
11. Comment – The Comprehensive Plan map should be adjusted to reflect Neighborhood/Convenience Commercial at the Huntington Road/Burgess Road intersection – based on the fact that there is an existing daycare and the property has historically been used for commercial business purposes.
12. The area between Wickiup Junction on the north and the La Pine business area in the south should be developed with a commercial strip to better connect the two areas. This is due to the undeveloped, forested nature of the area in between.

General: The overall tenor of the testimony was positive regarding the Comprehensive Plan document with the above listed comments and suggestions offered as potential changes, clarifications and additional considerations to better the effectiveness of the document as related to community growth.

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, October 14, 2009 - 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 this 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. September 23, 2009 – Regular Meeting Minutes
 - b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements
6. Community Wildfire Protection Plan Presentation

Joe Stutler, Deschutes County Forester
7. Memorandum of Understanding – Deschutes Water Alliance
8. Consideration of Vehicle Acquisition
9. Liquor License Application – The Pit Stop
10. Mosquito Abatement Feedback and Product Information
11. Other Matters

Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
12. Public Comments for Items not on the Agenda
13. Staff Comments

14. Council Comments

15. 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, October 14, 2009 - 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 6:08 pm.

2. Establish Quorum

Present Were:

Mayor Kitty Shields
Councilor Doug Ward
Councilor Barbara Hedges
Councilor Adele Moilanen
City Attorney Jeremy Green
City Recorder Luana Damerval
Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Stu Martinez, former Mayor of the City of La Pine, led the Pledge of Allegiance.

4. Added Agenda Items

Any matters added to this Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such other time selected by the City Council.

11a) \$1,000 Planning Assistance Grant Application

11b) Discussion on a Letter to Senator Wyden

11c) Discussion on an Assurance Agreement for Rural Communities Development Initiatives.

11d) Discussion of the Formation of a Committee regarding Water and Sewer Acquisition and the Appointment of Ted Scholer, resident, for Chair of the committee.

00:04:28

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. September 23, 2009 - Regular Meeting Minutes
- b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements

A motion was made by Councilor Hedges and seconded by Councilor Ward to approve the Consent Agenda with minor changes on the 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 Adele Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:06:48

6. Community Wildfire Protection Plan Presentation

Joe Stutler, Deschutes County Forester, conducted the presentation.

Mr. Stutler stated that in 2003 the Healthy Forest Restoration Act was passed. He said the Act allowed for the creation of community fire plans. Mr. Stutler said the communities were basically telling the federal agencies what the priorities were for treating fuels around those communities. He also stated there is now every acre of the County included in the plan. Mr. Stutler said there are about 40,000 people using County public land for recreational purposes during most of the spring through fall.

Joe Stutler stated that from 1900 to 1999 about 125,000 acres were burned. He said from 2000 through 2008 about 180,000 acres were burned. Mr. Stutler said this is the result of having community fire plans which allows them to get grant money and treat fuels.

Joe Stutler stated that when the Community Wildfire Protection Plan is completed, the La Pine City Council would need to approve it as well as the local Fire Chief, Board of County Commissioners and other public entities. He said there are about 23,000 people that live in the greater La Pine area. Mr. Stutler stated that for Newberry Estates they had meetings, got waivers and put out the contracts for fuel reduction as well as posting excavation signs.

Mr. Stutler stated he appreciates the City's support and would like to have a formal signing ceremony with the City of La Pine, BOCC, etc., and also with members of the media in attendance. He said the Program Coordinator, Katie, will be contacting the City to schedule a ceremony.

00:24:50

7. Memorandum of Understanding - Deschutes Water Alliance

City Attorney Green stated that this is a follow up to the discussion the Council had on this topic, about a month ago. He said the following changes or suggestions have been made to the MOU:

- The statement regarding voting members having authority to bind their Councils or Boards to budgetary or policy decisions;
- Voting members having the ability to formulate recommendations;
- Financial expectations for the City have not been determined. If the City finds the financial contributions are not agreeable, the City can terminate the MOU;
- All members present at a meeting agreeing to support a decision. Members will have the opportunity to seek advice from the organizations they represent.

City Attorney Green also said that there are various versions of the MOU that some public entities have signed. He suggested the City could sign the Agreement subject to legal revisions, or we could wait until all the issues are worked out and sign the final version. Mayor Shields stated she thinks it is cleaner and easier if everyone signs the same document in the end. Councilor Hedges stated that she detected some trust issues at the DWA meeting the prior day, and thinks all details should be worked out before signing. Councilor Ward agreed that there is too much that is missing or unclear, and we should wait for the final version.

Councilor Hedges advised that the DWA will hold a meeting sometime in November to flesh out these issues. By consensus City Council gave direction for City Attorney Green to attend this meeting.

00:41:40

8. Consideration of Vehicle Acquisition

City Recorder Damerval stated that the City of Sisters has a good running vehicle and offered to provide it to the City of La Pine at no cost. She provided a cost analysis showing the current mileage reimbursement as compared to the gas for a City vehicle. City Recorder Damerval said she could not provide information on other costs for operating the vehicle such as cost of repairs. She did state that the vehicle had recently been serviced and was in good condition.

City Recorder Damerval stated that the insurance company requests an MVR report from all employees or potential employees in order for the City to obtain discounts on the cost. It had not been determined if Councilors would be required to use the City vehicle (when available) for longer trips to Bend, etc., rather than submit mileage reimbursement.

Mayor Shields requested that the mpg cited in the document be changed from 20 mpg to 15 mpg. She also requested a typo be corrected in the document. Councilor Ward stated he was in favor of obtaining a City vehicle because it would probably save the City money.

The Council gave direction for City Recorder Damerval to make some changes, as noted above, and bring the request back at the next Council Meeting.

00:51:05

9. Liquor License Application - The Pit Stop

City Recorder Damerval stated that the above business is requesting greater privileges in order to serve hard liquor as well as beer and wine.

Councilor Ward expressed disappointment that there was no representative from The Pit Stop at the Council Meeting to answer questions or provide clarification.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the Liquor License Application for The Pit Stop:

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:56:50

10. Mosquito Abatement Feedback and Product Information

City Recorder Damerval discussed the list of ingredients that are in the fogger and also in the regular treatment spray for mosquito abatement. She provided this information to the City Council per their earlier request.

Councilor Ward stated that he was against having the mosquito abatement approved without having an opportunity to get additional information and have his specific questions answered by a technical person.

Mayor Shields stated that most of the residents were in favor of the abatement program. She also said that most of the non residents were in favor of the program.

Tony Debone, from the Park & Rec District, stated that their District will be doing abatement spraying at Rosland next year.

Mayor Shields requested that Tony Debone have the individual that will be doing the spraying for the Park & Recreation District contact City Hall and provide abatement program information. Tony Debone also said this person is interested in starting up his own insect abatement business.

01:09:40

11. Other Matters

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

11a) \$1,000 Planning Assistance Grant Application

City Recorder Damerval stated that she first learned of this grant and then forwarded the application information to Deborah McMahon, Planning Consultant for the City. She said Deborah McMahon applied for the Planning Assistance Grant and the City was awarded the \$1,000 grant.

Mayor Shields stated, in response to a question from Councilor Hedges, that there is a line item in the budget for any grants the City receives during the fiscal year.

A motion was made by Councilor Hedges and seconded by Councilor Moilanen to give authority for the Mayor to sign the DLCD 2009-2011 Grant 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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

01:16:01

11b) Discussion on a Letter from Senator Wyden.

City Recorder Damerval stated that the City has been requested to send a letter to Senator Wyden. She then passed out to the Council, two draft letter samples from David Blair, Field Representative for Senator Wyden, and Mark Smuland, Managing Director at Development Strategy and Management.

She said that the City would be requesting a BLM transfer of land to the City, of approximately 2.5 acres near the County library. City Recorder Damerval stated that the land would be used in a beautification program for the City.

In response to a question from Mayor Shields, Tony Debone reported that the BLM land transfer for the Sewer District is moving through the legislative process and that another BLM land transfer request should not slow up that process in any way.

Mayor Shields called for a roll call consensus to direct City Attorney Green to research this land transfer request further and then create a letter to Senator Wyden. Council gave consensus. In response to a question from Councilor Moilanen, City Attorney Green said he would try to have the letter ready for the next Council Meeting, October 28th, but would not guarantee it.

01:27:00

11c) Discussion on an Assurance Agreement for RCDI

Mayor Shields discussed the Assurance Agreement that would allow Rural Community Development Initiatives to obtain monies to assist the City with infrastructure planning and coordination. She said

if the City decides to sign this Agreement the City agrees to comply with all terms of use of the funds. Mayor Shields also said that this will allow RCIDI to have the funds to continue to assist the City.

A motion was made by Councilor Ward and seconded by Councilor Moilanen to give authority for the Mayor to sign the RCIDI Assurance 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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

01:35:54

11d) Discussion of Forming a City Committee to Explore Possible Acquisition of the Water District and the Sewer District and Appointment of Ted Scholer as Chair for this Committee.

Mayor Shields stated that the City is always appreciative of volunteer help from the community. Councilor Moilanen said that the public had expressed interest in the City acquiring the Water District and Sewer District. She said she would like the City to form this volunteer committee and name it The Water and Sewer Acquisition Committee. Councilor Moilanen stated that Ted Scholer had volunteered to assist with the Committee and she would like him to be appointed Chair.

01:38:30

In response to a question from Councilor Ward, City Attorney Green stated there is a process identified in the State Statutes as far as the City's responsibilities going forward, etc. He said it is his understanding that the Committee would be investigating the issue and eventually reporting back to the City Council.

01:39:10

In response to a question from Councilor Ward, Mayor Shields stated that the Water District and Sewer District had always said that when it is right for the City to do the acquisition, it is right for them. She said she had never heard of any opposition. Mayor Shields stated it is just a matter of timing.

City Attorney Green suggested that there may be grants available to assist with legal fees, and other financial aspects for the acquisition of the Districts. Mayor Shields stated that it is better when a committee is City created and authorized for research and other processes.

City Attorney Green advised creating this committee by a motion. He also recommended advertising the formation of the committee on the website and also notice it in the local newspapers and other regular posting locations.

01:41:50

Mayor Shields announced that the Water and Sewer Districts are actively looking into annexing the Cagle Subdivision and also some lands to the west and north of it that would be outside of City boundaries.

01:42:50

In response to a question from Mayor Shields, Ted Scholer stated that he was not in favor of more than nine people on the committee for efficiency purposes. He also said County Commissioner Unger, Tony Debone, Jayne Benner and Clark Jackson have already volunteered to be on the committee. Clark Jackson and Commissioner Unger would be unofficial members of the committee.

01:43:40

City Attorney Green stated that the Council has appointed other committee members, in the past. He said the Council could fill the spots instead of having the chairperson fill the spots.

01:44:47

Tony Debone suggested that a spot on the committee be offered to a City Council member and also a Water District and Sewer District board member. Councilor Moilanen and Mayor Shields both expressed interest in being on the committee.

City Attorney Green stated as a general rule it is always better to advertise the committee rather than just open it up to anybody.

Mayor Shields stated that City Recorder Damerval would approach the Water District and Sewer District about their interest in each having a representative on the committee. City Recorder Damerval will also prepare a Memorandum that defines the general parameters of the committee.

01:53:33

A motion was made by Councilor Moilanen and seconded by Councilor Ward to establish a seven member Water and Sewer Districts committee to review and evaluate the feasibility of the acquisition of the Districts:

Vote as follows:

Mayor Kitty Shields

AYE

NAY

X

Councilor Doug Ward

X

Councilor Barbara Hedges

X

Councilor Adele Moilanen

X

Motion passed unanimously.

01:54:20

12. Public Comments for Items not on the Agenda

Dan Varcoe, Chamber of Commerce, thanked the Council and staff for the Town Hall Meeting that was held on October 7th. He also reminded the Council that the Chamber monthly breakfast will be held on October 16th.

Ted Scholer, Vice President of the La Pine Industrial Group, stated that LIGI has decided not to sign the MOU for the traffic analysis until there is language in it that commits all stakeholders to whatever

recommendations are made. City Attorney Green asked if he or ODOT would receive an e-mail regarding this decision. Mr. Scholer stated that Lee Smith should be communicating with all stakeholders regarding the decision.

Jim Fleming, area resident, stated that the \$500,000 grant for the Community Kitchen was rejected. Gloria Fleming, area resident, stated that the grant does not fund community kitchens, only food pantries. Mr. Fleming said another option would be to purchase the property directly across the street for a food pantry. He also said since the money is handled through the County, the County would be buying the property. Jim Fleming said that would allow them to qualify for the grant money. Mayor Shields stated that the City could provide a support letter for the grant.

02:01:00

13. Staff Comments

City Recorder Damerval reported on the following:

- Veteran's signage added onto the Population Signs for the City will be very costly due to stipulated sign requirements. She received information from another City that La Pine might want to make this a community effort and get City entrance signage honoring Veterans. Possible grant funds may be available for this project.
- The Oregon Health Plan has opened up for more enrollees.
- Allen Unger is going to be doing a column in The Eagle newspaper titled Ask the Commissioner. She passed out information on how to ask him a question for the column.
- Kathy Debone has provided the City with the cost to have a domain name www.lapine.gov for the City of La Pine. She said the cost would be \$125 a year.
- There is a Draft copy of the Deschutes Comp Plan at City Hall.
- She and Deborah McMahon have applied for an \$80,000 grant through DLCD for zoning processes.
- Councilors have been invited to attend a dinner meeting presentation, in Redmond, regarding COIC grants and loans.

02:06:30

14. Council Comments

Councilor Ward stated he was not able to attend the La Pine Industrial Group meeting but City Recorder Damerval did attend.

Councilor Hedges discussed the Small Cities Network Meeting in Maupin. She said there was information provided on receiving assistance for economic development. Councilor Hedges also discussed the meeting she attended about starting a small business. She suggested having another Town Hall meeting in the near future, perhaps in December. Councilor Hedges also stated that the library does not have the meeting room available for Culture Day or any day in October.

City Recorder Damerval announced that the City of La Pine was awarded two certificates at the Oregon League of Cities Annual Conference. She said they received the Gold Medal Award for Wellness Promotion and the Gold Safety Award for Safety.

Mayor Shields stated that the Water and Sewer Districts have applied for some funding assistance for the proposed annexation of the Cagle Subdivision. She also said they plan to have Deschutes County initiate the annexation.

Mayor Shields thanked people for showing up at the Town Hall Meeting. She said that City staff will be tracking all the suggestions and also inform the public that the City is following up on them. Mayor Shields stated that City Recorder Damerval will have a follow up report at a Council Meeting in the near future.

15. Adjourn

A motion was made by Councilor Ward and seconded by Councilor Hedges to adjourn the Council Meeting:		
<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 Moilanen</i>	<i>X</i>	
Motion passed unanimously.		

Mayor Shields adjourned the meeting at 8:21 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

**City of La Pine Planning Comprehensive Plan
Deschutes County Board of Commissioners Discussion
October 21, 2009**

The following is a list of comments, questions and suggestions that were documented during the consultant discussion with the Deschutes County Board of Commissioners and staff at their October 21st meeting. These are not verbatim, but include the specific sense of the comments and discussion. Additionally, they do not offer any response or other commentary in this document. Brief responses will be included in a separate memorandum to the Planning Commission and will be offered as discussion points for the Planning Commission during an upcoming work session and the continued public hearing:

1. It was stated that the Findings document needs to include justification and/or verify that one of the intents of the Transition Area on the County owned master planned neighborhood is to allow for a transfer of densities from the widened “green” corridor to the transition area. The desire was to clarify that these changes in land use designations over and above the desired master plan will allow a similar degree of development on the County owned parcel. Part of the rationale and importance for this is that the project is slated to compensate for the transfer of development rights as linked to rural parcels with septic difficulties.
2. The widened open space corridor that crosses the County parcel should be extended further to the west, across the adjoining privately owned parcels, to the western City limits.
3. La Pine should be considered as a possibility for a regional sewer treatment area for the outlying rural areas – if possible under state laws. This is due to the septic/ground water contamination issues in the surrounding area. Part of this comment is based on the potential for a future land exchange from the BLM to the County/City adjacent to the existing La Pine sewer treatment facility – this is anticipated to lead to expansion of the existing sewer treatment facility.
4. A comment was made about concerns that the La Pine Industrial Group (LIGI) may have with the draft Comprehensive Plan – in a follow up e-mail from LIGI, specific questions were related to references to: 1.) prices for industrial land; 2.) the environmental impacts of industrial development/targeted industries; and, 3.) community desires for business attraction.
5. It was stated that the transfer of BLM land adjacent to the Wickiup Junction interchange project could be packaged with other proposed BLM land exchanges proposed for La Pine.

6. The proposed rodeo grounds (adjacent to the southwest corner of the City – proposed for transfer from BLM) should be included within the City limits.

LA PINE CITY PLANNING COMMISSION MEETING AGENDA
Wednesday, October 21, 2009 - 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.
5. Statement from the Chair
6. Approval of the September 16, 2009 Planning Commission Meeting Minutes
7. Public Comments for Items not on the Agenda
8. Continuing Discussion on Proposed County Sign Ordinance Changes
9. Planning Commissioner Reports and Staff Update
10. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
11. 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 Planning Commission to consider or discuss additional subjects. The meetings are subject to cancellation without notice. The 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 PLANNING COMMISSION MEETING MINUTES
Wednesday, October 21, 2009 - 6:00 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order

The meeting was called to order at 6:00 pm by Chair John Thomas.

2. Establish Quorum

Roll Call

Present Were:

Commissioner Virginia Classen

Commissioner John Thomas

Commissioner Renee Clark

Commissioner Gloria Fleming – absent by prior arrangement

Commissioner Linda Maggard – absent by prior arrangement

Quorum established.

Deborah McMahon and James Lewis from DMC Consulting, Inc., were in attendance. Planning Commission Secretary, Patti Morgan, was also present. Councilor Doug Ward was also in attendance.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Councilor Doug Ward.

4. Added Agenda Items

Any matters added to the Agenda at this time will be discussed during the “Other Matters” portion of this Agenda.

None

5. Statement from the Chair

Chair John Thomas welcomed the public that were in attendance at the meeting.

6. Approval of Sept. 16, 2009 Planning Commission Meeting Minutes

Chair John Thomas stated that he wanted the wording on page 6 of the Minutes, at the last sentence on that page, replace City Recorder Damerval with Planning Commission Secretary Damerval. He also wanted the wording changed right after that to read, “they may obtain an e-mail account for Planning Commission business.” He said this was a clearer way of stating the information.

A motion was made by Cmsr. Classen and seconded by Cmsr. Clark to Approve the September 16, 2009 Planning Commission Meeting Minutes with changes as noted:

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Planning Commissioner Clark</i>	<i>X</i>	
<i>Chair John Thomas</i>	<i>X</i>	
<i>Planning Commissioner Classen</i>	<i>X</i>	

Motion passed unanimously.

7. Public Comments for Items not on the Agenda

There were none.

00:06:09

8. Continuing Discussion on Proposed County Sign Ordinance Changes

Chair John Thomas reviewed a letter from Gloria Fleming regarding the proposed County sign ordinance changes. He also discussed the three zoning ordinances that he had read and asked the consultants for feedback.

James Lewis, DMC Consulting, stated that the County provided the sign ordinance history for the City of La Pine Planning Commission for background and clarity. Cmsr. Clark discussed the change regarding communities like La Pine since, for now, Deschutes County performs this service. Deborah McMahan, DMC Consulting, briefly discussed the grant the City has requested that would assist with paying for the cost of developing a sign ordinance.

John Thomas than read the letter from Cmsr. Fleming who was unable to be at the meeting tonight due to a family emergency. The letter concerned the proposed County sign ordinance.

James Lewis, DMC Consulting, said the letter was a good template for the La Pine Planning Commission when they write their letter to the County.

Councilor Ward asked if the Planning Commission has the right to later modify what the County has done regarding sign ordinances. Chair John Thomas stated that once there are specific City of La Pine ordinances regarding signage and zoning, those will override any County ordinances.

Councilor Ward expressed concern about a business owner having to change a sign due to the County making changes in their sign ordinance and then, later on, the City of La Pine requiring the same business owner to change their sign again. Chair John Thomas stated that the City of La Pine Planning Commission has a good working relationship with the County Planning Commission. He also said that the current County sign ordinance has no actual sign ordinance enforcement at this time. Chair John Thomas stated that the Planning Commission will follow the direction of the City Council regarding enforcement, which will probably direct some type of enforcement. Deborah McMahan, DMC Consulting, Inc., stated that it is always best to start the ordinance process by collaborating with the business community and also with the citizens. She also said that there is usually a transition timeline where those changes are allowed to take place, possibly five years.

James Lewis, DMC Consulting Inc., stated that if a business has been there a long time and will likely continue to be there a long time, the City may not want to require them to replace their signs.

A motion was made by Cmsr. Clark and seconded by Cmsr. Classen to have the Planning Commission Secretary send a letter to the Deschutes County Planning Commissioners using the wording and style of Cmsr. Fleming's letter and complete it prior to the Oct 26, 2009 County Planning Commission Meeting.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Planning Commissioner Clark</i>	<i>X</i>	
<i>Chair John Thomas</i>	<i>X</i>	
<i>Planning Commissioner Classen</i>	<i>X</i>	

Motion passed unanimously.

Chair John Thomas announced that the entire City of La Pine Comprehensive Plan is on the website for the City.

James Lewis stated that the Planning Commission received a request at last week's meeting to work with the public to create an Airport Advisory Committee. He said that Cities use committees like this all the time and they are usually very helpful for all. James Lewis said that the City Council is the only authority in the City that can create committees. He suggested the Commission make a request to the City Council for the formation of a transportation committee.

John Thomas stated that a Transportation Systems Committee maybe could have the Airport Committee under it as a sub-committee. There was also a discussion about the Town Center Project and the inclusion of that concept into the Comprehensive Plan. Deborah McMahon stated that because that project is on private property she cautioned against giving a pre-approval for it.

Councilor Ward stated that the Council has twice voted down an airport in the City. He said there is no way the City could afford an airport unless they vote in a bond, and that is also unlikely. Councilor Ward stated an airport might be acceptable to the Council if it was located outside of the city limits and a funding source was found.

Cmsr. Classen suggested that the Commission be careful if they endorse something or not, that they should take anything under careful advisement before giving an endorsement. It was also announced that Patrick Sanchez, Sunni Rounds and Marilyn Waggoner will be heading up a Transportation Advisory Group that is not connected with the City or the Planning Commission.

00:39:10

9. Planning Commissioner Reports and Staff Update

Deborah McMahon, DMC Consulting Inc., stated that they have had recent contact with a representative from the Meadow Billboard Company. She said that there are a variety of ways to manage signage in the City and there will probably be some lively discussions on it.

James Lewis stated they are working on having a Work Session with the Planning Commission prior to the Nov. 18th Comp Plan Hearing. He said the agenda for the Work Session would be only on the Comp Plan. Mr. Lewis said the Commissioners will receive information when the meeting has been scheduled.

Chair John Thomas announced that the next Planning Commission regular meeting would be on Nov. 18th, 2009 at 6 pm.

10. Other Matters

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

None

11. Adjourn

A motion was made by Cmsr. Classen and seconded by Cmsr. Clark to adjourn the Planning Commission Meeting.

Vote as follows:

AYE

NAY

Planning Commissioner Clark

X

Chair John Thomas

X

Planning Commissioner Classen

X

Motion passed unanimously.

Chair John Thomas adjourned the meeting at 6:43 pm.

Chair John Thomas

Attest:

Planning Secretary Luana Damerval

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, October 28, 2009

Work Session - 5:00 p.m.

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

Work Session – 5:00 p.m.

1. Call to Order
2. Roll Call
3. Review and Evaluation of Auditor Proposals
4. Review and Evaluation of Cagle Road Improvement Proposals
5. Discussion of Suggested Cagle Subdivision Road Improvements
6. Adjourn Work Session

B. Regular Session – 6:00 p.m.

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. Added Agenda Items
Any matters added to this 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. October 13, 2009 – Special Meeting Minutes
 - ii. October 14, 2009 – Regular Meeting Minutes
- b. Bills and Invoices
 - i. Approval of Reimbursements.

6. Presentation by Newberry Habitat for Humanity
Michael Beeson, Representative
7. Approval of Temporary Liquor License for Casino Night
8. Consideration of Vehicle Acquisition
9. Support Letter for La Pine Community Kitchen
10. Letter to Senator Wyden
11. City Recorder Wage Increase
12. City Auditor Selection
13. Contractor Selection for Cagle Road Improvements
14. Planning Commission – Update on Commission Activities
15. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
16. Public Comments for Items not on the Agenda
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 meetings. This notice does not limit the ability of the City Council to consider or discuss additional subjects. The meetings are subject to cancellation without notice. The 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 MINUTES

Wednesday, October 28, 2009

Work Session - 5:00 p.m.

51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

A. Work Session - 5:00 p.m.

1. Call to Order

Mayor Shields called the meeting to order at 5:09 pm.

2. Roll Call

Present Were:

Mayor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

Councilor Adele Moilanen – absent by prior arrangement

City Attorney Jeremy Green

City Recorder Luana Damerval

Admin Ass't Patricia Morgan

Quorum established.

00:01:10

3. Review and Evaluation of Auditor Proposals

City Recorder Damerval stated that the City only received one proposal from the bid process. There was consensus to move the auditor bid proposal from Gregor Professional Corporation to the Regular Session for voting purposes.

00:05:40

4. Review and Evaluation of Cagle Road Improvement Proposals

City Recorder Damerval recommended the Vic Russell proposal over the Hooker Creek and Knife River proposals because of the cost.

Discussion followed on the disparities in amount and type of information included in the quotes from each of the contractors, and on other elements of the project.

City Attorney Green stated that the Council could authorize someone to sign the contract.

00:11:40

City Recorder Damerval stated that once this project is completed, the City will receive a \$25,000 grant as this work would be the third part of a project.

There was also a discussion of the local gravel mountain that Vic Russell owns. This was considered one of the reasons his bid was so much lower than the other two bids.

00:15:04

City Attorney Green stated that the City Council can award the contract even though the bid proposal was not complete.

00:15:56

Councilor Barbara Hedges stated that she would like to see some work dates and also who will be working on the project in a bid proposal from Vic Russell.

00:18:28

Mayor Shields stated she was uncomfortable with approving the bid without all the required information. She also said that water may be needed and that is not included in the Vic Russell bid.

00:23:16

Mayor Shields requested a timeline from Vic Russell and also said that she would want it adhered to for the project.

00:26:30

City Attorney Green stated that the bid request does require the City to select the lowest bidder. He said that the Council could recommend the Mayor to select the contractor so the issue would not have to be revisited again in two weeks.

00:29:54

Mayor Shields asked the Council if they are comfortable with having her award the contract to Vic Russell based on getting additional information. Council had consensus for the Mayor to award the contract and also sign it.

00:32:14

5. Cagle Subdivision Improvements

City Recorder Damerval stated that the rest of the Cagle subdivision, excluding Cagle Road and including Drafter Road, requires some road work prior to winter. She said it could probably be done in the \$5,000 price range. Mayor Shields stated that having those roads worked on now would make it easier for the snow plowing this winter. City Recorder Damerval said that the crowns need to be put back on the roads for drainage purposes.

Councilor Ward stated that if the City has the money it should go ahead and do the road work now.

00:39:30

City Attorney Green stated that the Council could authorize City Recorder Damerval to award the contract so the issue would not have to be back on the Agenda again.

The Council had consensus to move this item to the Regular Session for 15b under Other Matters. Mayor Shields stated that 15a) will be the Midstate Electric/Ford Foundation Contract Discussion.

Added Agenda Item for Work Session:

00:42:32

6. Communication Between Staff and Council

Mayor Shields discussed the e-mail that Administrative Assistant Patti Morgan had sent to City Recorder Damerval requesting to be copied on e-mails going to Council, etc. Administrative Assistant Morgan said that the issue had come up due to a problem with locating an e-mail for Councilor Hedges from City Attorney Green.

Mayor Shields stated she favored all staff, most of the time getting all e-mails so that it helped with the flow of communication. City Attorney Green stated that he thought it was an internal staff issue. He also said that it was the City Recorder's responsibility to coordinate the flow of information.

00:47:40

Councilor Ward briefly discussed the call he received from The Bulletin regarding an underground drainage issue that was killing fish. Mayor Shields said she had also received a call from The Bulletin. Both Councilors agreed that it was an issue for the County not the City of La Pine.

00:49:30

Councilor Hedges suggested providing City Recorder Damerval with a cell phone. Mayor Shields stated that if the City Recorder has the monies in the office budget, she had no problem with the City providing a cell phone for staff. City Recorder Damerval said she was agreeable to having a staff cell phone.

00:53:30

City Attorney Green stated that the issue would need to go to a Regular Session for voting purposes. Council had consensus to move this item to the Regular Session Agenda.

7. Adjourn

A motion was made by Councilor Ward and seconded by Councilor Hedges to adjourn the Meeting.

<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>	

Motion passed unanimously.

The meeting was adjourned at 6:04 pm by Mayor Shields.

LA PINE CITY COUNCIL MEETING MINUTES
Wednesday, October 28, 2009
Regular Session - 6:00 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

B. Regular Session - 6:00 p.m.

1. Call to Order

Mayor Shields called the meeting to order at 6:10 pm.

2. Establish Quorum

Present Were:

Mayor Kitty Shields
Councilor Doug Ward
Councilor Barbara Hedges
Councilor Adele Moilanen – absent by prior arrangement
City Attorney Jeremy Green
City Recorder Luana Damerval
Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

The Pledge of Allegiance was led by citizen Ann Gawith.

4. Added Agenda Items

Any matters added to this Agenda at this time will be discussed during the “Other Matters” portion of this Agenda or such other time selected by the City Council.

Mayor Shields placed three added Agenda Items under Other Matters, Agenda Item #15.

15a) Midstate Electric and Ford Foundation Contracts Discussion

15b) Cagle Subdivision Road Improvements

15c) Approval of Cell Phone Acquisition for Staff

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. October 13, 2009 - Special Meeting Minutes
 - ii. October 14, 2009 - Regular Meeting Minutes

The Minutes were pulled from the Consent Agenda and carried over to the November 10, 2009 meeting, as they were not completed in time for this Meeting.

- b. Bills and Invoices
 - i. Approval of Reimbursements

Mayor Shields stated that Councilor Moilanen's Mileage Reimbursement Form had no explanation given for the mileage. She said she would like the Bills & Invoices pulled from the Consent Agenda and moved to Added Agenda Items #15d.

01:00:02

6. Presentation by Newberry Habitat for Humanity

Michael Beeson, Chairman of the Board of Directors, stated that they are moving forward with a plan to build at least three homes a year. He said because of some available federal funding, Habitat for Humanity is now capable of picking up a subdivision in La Pine. Mr. Beeson stated there are twelve buildable lots ready to be built on from a foreclosure. He also said they now need to acquire a larger labor force. Mr. Beeson stated the minimum income to qualify for a home is \$17,000 a year. He said for a family of four the maximum would be \$37,000 a year.

Mr. Beeson stated that there could be, within the next five years, as many as 24 homes in the City of La Pine. He said they have recently leased a building in La Pine for a Re-Store. This store would take donations of building materials and re-sell them to generate revenue for homebuilding. Mr. Beeson stated they hope to have it up and running before the first of the year.

01:13:40

Mayor Shields invited Mr. Beeson to attend the next Comprehensive Plan Hearing scheduled for Nov. 18, 2009. She also thanked him for a good presentation.

01:07:02

7. Approval of Temporary Liquor License for Casino Night

Council had no questions or comments regarding this agenda item.

A motion was made by Councilor Hedges and seconded by Councilor Ward to approve the Temporary Liquor License for Casino Night:

<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>	

Motion passed unanimously.

01:18:20

8. Consideration of Vehicle Acquisition

City Recorder Damerval stated that, per Council request, she had changed the mpg for the vehicle to 30 mpg on her staff memo. She said the auto insurance will be charged out of the insurance line item in the budget and the gas would go under meetings and travel.

Councilor Ward stated that the vehicle would save the City money in mileage reimbursement. Councilor Hedges said she would like it if the vehicle could have a public license plate. Mayor Shields said that the vehicle could be obtained but not used until an appropriate point in time. City Recorder Damerval said that CIS will be the insurer of the vehicle.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the Acquisition of the Jeep 4x4 from the City of Sisters:

<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>	

Motion passed unanimously.

9. Support Letter for La Pine Community Kitchen

Councilor Hedges stated that the idea of a food bank across the street from the dining area was excellent. Councilor Ward said the Support Letter should be signed and sent off.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the Letter of Support for the La Pine Community Kitchen.

<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>	

Motion passed unanimously.

10. Letter to Senator Wyden

City Attorney Green stated that Bob Lovlien has reviewed the letter and it has also been reviewed by Mayor Shields. The letter concerns the proposed land transfer from BLM. Mayor Shields said she and Mr. Lovlien will rework the letter into City of La Pine language.

A motion was made by Councilor Ward and seconded by Councilor Hedges to authorize the Mayor to work with legal counsel Bob Lovlien to put the letter to Senator Wyden in our words, and for the Mayor to sign it and get it out:

<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>	

Motion passed unanimously.

01:31:40

11. City Recorder Wage Increase

Councilor Hedges stated that she had one section on the Memo Wage Increase she wanted changed. She said she would like the wording changed from exemplary performance evaluation to satisfactory performance evaluation.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the City Recorder's Wage Increase with one change 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>	

Motion passed unanimously.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the job description for the City Recorder position as described:

<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>	

Motion passed unanimously.

01:36:28

12. City Auditor Selection

Mayor Shields stated that they received one response to the City’s informal solicitation. She said this matter was discussed in the Work Session and Council had consensus to move the selection forward.

Councilor Ward stated that the auditor had experience with several public entities and the proposal was very professionally presented.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the selection of the Gregor Professional Corporation as the City Auditor.

<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>	

Motion passed unanimously.

A motion was made by Councilor Ward and seconded by Councilor Hedges to amend the previous motion and authorize City Recorder Damerval to award the contract to the Gregor Professional Corporation as the City Auditor and also sign the contract on behalf of the City of La Pine.

<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>	

Motion passed unanimously.

01:36:28

13. Contractor Selection for Cagle Road Improvements

City Attorney Green stated that during the Work Session it was decided that Mayor Shields would ask the Council for authority to get some clarification from Vic Russell on his bid proposal and then to sign the contract.

A motion was made by Councilor Ward and seconded by Councilor Hedges to give approval for Mayor Shields and City Recorder Damerval to get more information for clarification in order to be able to award the Cagle Road work contract and upon receipt of appropriate information that the Mayor and staff deem appropriate, give authority to the Mayor to sign the contract:

<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>	

Motion passed unanimously.

01:43:06

14. Planning Commission - Update on Commission Activities

Vice Chair Gloria Fleming reviewed the Planning Commission and their activities thus far. She discussed the organization of the Commission, their training and also their joint meeting with the County Planning Commission.

Vice Chair Fleming announced that the next Public Hearing for the Comprehensive Plan will be on Nov. 18, 2009. She said a Workshop for the Planning Commissioners will be held on Nov. 12, 2009.

Chair John Thomas requested that the Council make a recommendation to the Commission to explore the formation of a Transportation Systems Planning Committee to assist the City using the Comprehensive Plan, upon completion, as a guide to fulfill the requirements of developing Transportation Systems Planning, State Planning Goal Number 12, State Transportation Planning Goal Oregon Administrative Rule 660-012.

01:50:10

City Attorney Green recommended that the request be reviewed and discussed at the next Council Meeting which would be Nov. 10, 2009. Council agreed with his suggestion.

01:50:50

15. Other Matters

15a) Midstate Electric and Ford Foundation Contract Discussion

City Attorney Green stated that there is a general perception that the City of La Pine has dropped the ball on this project at a community meeting held the night before. He discussed the action the City took to work with the three entities Midstate Electric, Deschutes County and the Ford Foundation. City Attorney Green stated that he requested a status report from Midstate's attorney after about a month had passed since the contract had been submitted for review. He said that on Oct. 15, 2009 he finally received an e-mail from Bill Sheridan, Midstate's attorney, to break the agreement into two separate agreements, one between the City of La Pine and Midstate and one between the City of La Pine and the Ford Foundation as it relates to the funding.

City Attorney Green stated that the Council and City have put a lot of money and time into this project. He said he will participate in a telephone conference with Midstate Electric tomorrow to discuss the matter further.

02:13:10

15b) Cagle Subdivision Road Improvements

City Attorney Green discussed the road improvements for the Cagle subdivision in preparation for the snowfall and also something that would be done again in the springtime after the snowmelt. He said the Council needs to give approval for the City Recorder to do a bid solicitation for a contractor to complete construction work and road improvements to the Cagle Road subdivision and Drafter Road.

A motion was made by Councilor Ward and seconded by Councilor Hedges to authorize City Recorder Damerval to pursue the solicitation of contracts to complete road improvements to the Cagle Road Subdivision and Drafter Road and to award and sign the contract:

<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>	

Motion passed unanimously.

02:16:45

15c) Approval of Cell Phone Acquisition for Staff

Mayor Shields discussed the reasons why it would be a good idea for City Recorder Damerval to have a cell phone. Councilor Hedges stated that she had brought up the idea thinking it would be helpful for the City to provide City Recorder Damerval with a cell phone.

A motion was made by Councilor Hedges and Seconded by Councilor Ward to approve a cell phone acquisition for Staff and authorization for City Recorder Damerval to enter into a cell phone contract and also sign it.

<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>	

Motion passed unanimously.

15d) Approval of Bills and Reimbursements

Mayor Shields stated that she had pulled the payment of reimbursements from the Consent Agenda due to an issue she had with one of them. She said Councilor Moilanen had submitted her mileage reimbursement form without noting on it what the travel was for. City Recorder Damerval stated that Councilor Moilanen has been waiting awhile to receive that particular monetary reimbursement. She also said that the travel was for the League of Oregon Cities annual conference that she attended with Councilor Moilanen.

A motion was made by Councilor Hedges and seconded by Councilor Ward to Approve Bills and Invoices With The Added Information Regarding Councilor Moilanen's Reimbursement request as Noted:

Vote as follows:	AYE	NAY
Mayor Kitty Shields	X	
Councilor Doug Ward	X	
Councilor Barbara Hedges	X	

Motion passed unanimously.

02:23:30

16. Public Comments for Items not on the Agenda

Dale Hutchins, area resident, discussed, in detail, the difficulties his wife has had with the La Pine Community Clinic since moving to La Pine in May. John Thomas, former Treasurer for the La Pine Community Clinic, offered to make an appointment for Mr. and Mrs. Hutchins to meet with the Chief Executive Officer for the La Pine Community Clinic and discuss their concerns.

John Thomas, area resident, asked the following questions:

1) Do the local newspapers print public notices for the City at no cost?

City Recorder Damerval said, Yes, but they need to receive it before publication deadline.

2) Does the City have a budget for a City Manager?

Mayor Shields said not at this time.

3) Has there been discussion on hiring a City Manager?

Mayor Shields stated that they are keeping an eye on it to see if existing City Staff can work into that position, etc.

4) Will the City be advertising for the City Manager position should they chose to hire one?

Mayor Shields stated it will be widely advertised.

5) What has been done to date to change the speed limit on Huntington Road.

City Recorder Damerval stated that she will address it during her staff comments, later in the meeting.

Jim Fleming, area resident, thanked the City for the support letter for the Community Kitchen.

Marilyn Waggoner, area resident, asked about the status of the City's Charter? Mayor Shields stated that emergency issues occur and take up more time and push that goal back further. City Attorney Green said it is on the list to be worked on this coming Spring.

Vicky Jackson, area resident, asked City Attorney Green about his research into the possibility of having someone serve on the Council from outside the City. He said his preliminary research shows that it may be a possibility. City Attorney Green said he would let the Council know the results of his eventual findings. He said the City Charter would be the place for the City to determine what they wanted to do with this matter.

02:36:49

17. Staff Comments

City Recorder Damerval presented the following:

- City of Sisters has excess furniture and room dividers and has invited the City of La Pine to have first pick of that furniture.
- Meetings for November and December, in November the meetings are on Tuesdays the 10th and 24th and in December they are on Wednesday, Dec. 9th and Tuesday, Dec. 22nd.
- Dan Serpico, ODOT Region 4 Traffic, has responded to the City's request for speed changes on Hwy 97 and Huntington. He said they will move the speed limit signs on Hwy 97 further north of 1st street at 35 mph. Dan Serpico will send the traffic study results when they are finalized.
- COIC has invited the City Council to attend a dinner presentation about their programs.
- She passed out a list of the classes that she is taking through the League of Oregon Cities. She also discussed some of the classes she has already attended. She said she is almost half way through the courses.

Neither Administrative Assistant Morgan nor City Attorney Green had any comments.

02:41:15

18. Council Comments

Councilor Ward attended the last TAG meeting that also involved both the County and ODOT. He said the Wickiup Junction Interchange Program is on the number two priority list for ODOT and will probably receive funding in the next two years or so. Councilor Ward stated that the dirt portion of Huntington Road is now not going to be paved. He also said the County is still talking about putting in a roundabout at Day and Burgess Road. Councilor Ward asked the County if they would put in asphalt aprons on Doe, Antler and Pine, and they agreed to it.

Councilor Hedges stated that she attended the Ford Foundation Strategy and Goals Seminar and found it very helpful with the strategic planning that the City is now going through.

Mayor Shields stated a reminder from the Water and Sewer Districts to stay in contact with them whenever someone is doing road improvements.

19. Adjourn

A motion was made by Councilor Ward and seconded by Councilor Hedges to adjourn the meeting:

<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>	

Motion passed unanimously.

The meeting was adjourned at 8:05 pm by Mayor Shields.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

MEMORANDUM

To: City of La Pine Planning Commission

From: Deborah McMahon, James Lewis; Comprehensive Plan Consultants

RE: Planning Commission Meeting/Work Session – November 12, 2009. As a follow up to initial Comprehensive Plan Public Hearing on October 13, 2009

Memo Date: November 4, 2009

Background

Greetings Commissioners: This memorandum will serve as update to the Planning Commission for the upcoming work session on the Draft Comprehensive Plan. The work session meeting, which is at 7:00pm on November 12, 2009 at the La Pine City Hall, is the follow up to the public hearing which was held on October 13th. This work session is an opportunity for the Planning Commissioners to discuss the concerns of those that testified as they may influence the final Comprehensive Plan recommendation from the Planning Commission to the City Council.

Aside from the testimony at the aforementioned public hearing, we (Deborah McMahon and James Lewis – Consultants) gave an update on the project to the Deschutes County Board of Commissioners and staff on October 21st – this was with the consent of the La Pine City Councilors. The update was provide due to the fact that the County is a partner agency who must ultimately amend their own Comprehensive Plan to remove references to La Pine upon La Pine’s adoption of their Comprehensive Plan, but also because the County is a large land owner within the City. The comments from the County Commissioners and staff should also be considered by the Planning Commission as you decide upon a final recommendation to the Council.

Comments From Public Hearing Testimony

Attached to this memorandum is a list of the comments, questions and suggestions from the testimony at the public hearing held on October 13th. Brief responses and suggestions (from consultants) are provided below – these responses were also explained and discussed in greater detail at the public hearing:

1. Three comments concerning changes to the Findings document: a.) The first comment is a policy decision as to the long term desire for the City to administer water and sewer services to residents. We believe this is a valid long term goal of the City. Rationale for this is explained and listed in the

- policies of the Public Facilities and Services chapter (Chapter 7) in the draft Comprehensive Plan. b.) The second comment is valid and provides clarification for the rationale and intent of the findings as support for the Comprehensive Plan if the statement is in deed factual. c.) The third suggestion, stating that the BLM/Rodeo grounds should be referenced as being included in the City limits, is a policy issue. Overall ownership and management of the BLM/rodeo parcel/facility should be weighed as part of the decision to include this as a policy, as should the ability to provide public facilities and services to the site.
2. Because the amount of land currently inside the City limits (which is also proposed as the Urban Growth Boundary) is greater than the projected need for all land types to support the projected growth over the next 20-years, it would be very difficult to incorporate additional land into the City/UGB at this time, unless it was for a special purpose such as the rodeo grounds or the like.
 3. Based on the same rationale as described in #2 above, the need to do Urban Reserves Planning is not necessary at this time.
 4. One of the overall goals of this Comprehensive Plan text and map is to allow development to create complete neighborhoods. Three distinct neighborhood areas are shown on the draft map. The desire is to have a mixture and arrangement of residential, commercial and industrial lands that maximize the efficient provision of public facilities and services in close proximity to one another. By creating complete neighborhoods, residents are able to live, work and provide basic everyday needs and eliminate the perceived sense of isolation.
 5. The airport studies are referenced in the draft Comprehensive Plan – in the transportation chapter (Chapter 8).
 6. The airport studies are referenced in the draft Comprehensive Plan – in the transportation chapter (Chapter 8).
 7. Whether or not the City decides to pursue a publicly owned airport is a policy question that is up to the City Council.
 8. A policy could be included in Chapter 8, Transportation to address how the City could support exploration of an airport in the La Pine area – the policy could indicate that the City would support such discussions with the Transportation Advisory Group.
 9. The administration of City business (how the day to day affairs of the City are managed) is not a specific point for inclusion within the Comprehensive Plan.
 10. The reference to number acres necessary for residential lands to accommodate growth and the number of acres available was referenced incorrectly in the Findings document. This is a simple error to be corrected with the reference of available acres to read “over 2,700 acres.”
 11. The Plan map can be corrected to reflect the existing business and this option for this property and area to be designated “commercial” if the Planning Commission so desires.
 12. As stated under #4 above, the desire is to create complete neighborhoods and not strip development along the highway which has been the case in La Pine’s

past. Strip development along the Highway corridor would most likely not be supported by ODOT for access problems, and strip development is hard to provide services to.

Comments from Deschutes County Board of Commissioners/Staff

Attached to this memorandum is a list of the comments, questions and suggestions from the consultant update to the Deschutes County Board of Commissioners and county staff at the Board's meeting on October 21st. Brief comments related to the comments are provided below:

1. The Findings document could have modified text to clearly indicate that the Transition Area on the northern portion of the County owned master planned neighborhood would allow for a transfer of desired densities from the widened open space corridor across the central portion of the property.
2. The open space corridor could be extended to the western City boundary.
3. Currently State land use laws prevent sewer service from being provide outside acknowledged Urban Growth Boundaries. However, in light of the potential sanitary septic issues in the outlying area, a policy could be developed to indicate that La Pine could be considered as a regional sewage treatment facility upon additional land being made available from the BLM for expansion of the existing facility.
4. The concerns of LIGI should be addressed as clarifications within the Comprehensive Plan text.
5. The actual method (meaning how it occurs) by which BLM transfers land to the County/City is more of an administrative issue and not necessarily an issue for inclusion in the Comprehensive Plan.
6. Whether or not the BLM/Rodeo grounds should be referenced as being included in the City limits, is a policy issue. Overall ownership and management of the BLM/rodeo parcel/facility should be weighed as part of the decision to include this as a policy, as should the ability to provide public facilities and services to the site.

Suggestions from Consultants

1. Insert Transition Area Section into Comprehensive Plan, Chapter 12.
2. Discuss the comments raised during the public testimony at the October 13 hearing, as well as those raised by the Deschutes County Board of Commissioners and staff, and consider whether changes to the draft Comprehensive Plan are necessary to address those concerns (see consultant input as listed above).
3. Consider new policies related to:
 - a.) City participation in discussions related to future Airport creation as part of the Transportation Advisory Group;
 - b.) Inclusion of the BLM/Rodeo Grounds land transfer within the City limits
 - c.) Desire for City of La Pine to be considered as a regional sewer treatment area if land use laws would permit.

Continued Public Hearing on November 18, 2009

The October 13th public hearing was formally continued until November 18 to allow time for additional written testimony to be submitted, for the public to gather more information and to allow final comments by the public before final Planning Commission deliberation and recommendation occur. Barring any unforeseen issues arising, it is anticipated that the Planning Commission can address all issues listed herein during the November 12th work session and the conclusion of the public hearing on November 18th. Subsequent to the formal recommendation to the City Council by the Planning Commission, a new public notice will be mailed notifying residents of the public hearing and adoption process by the City Council.

Attachments

Attached to this document are the following documents:

- Copy of the Public Hearing Testimony Comments from October 13, 2009
- Copy of the Deschutes County Board of Commissioner and Staff comments from presentation on October 21, 2009

If you have any questions, please feel free to call me at 541-647-7831, or Deborah McMahon at 541-480-3266. Thank you, James Lewis

LA PINE CITY COUNCIL SPECIAL MEETING AGENDA

Friday, Nov. 6 2009 - 10:00 AM
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order
2. Establish Quorum
3. Outdoor Lighting Agreement and Light Funding Agreement

(a) an Outdoor Lighting Agreement between Midstate Electric Cooperative, Inc. and the City of La Pine; and

(b) a light funding agreement between the City of La Pine and the La Pine Ford Family Foundation Leadership Group.

4. Adjourn

This meeting is subject to cancellation without notice. This 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 Patti E. Morgan at (541) 536-1432.

LA PINE CITY COUNCIL SPECIAL MEETING MINUTES

Friday, Nov. 6 2009 - 10:00 am
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order

Mayor Shields called the meeting to order at 10:01 am.

2. Establish Quorum

Present Were:

Mayor Kitty Shields
Councilor Doug Ward
Councilor Barbara Hedges
Councilor Adele Moilanen - teleconference
City Attorney Jeremy Green - teleconference
City Recorder Luana Damerval – excused per prior arrangement
Admin Ass't Patricia Morgan

Quorum established.

3. Outdoor Lighting Agreement and Light Funding Agreement

(a) an Outdoor Lighting Agreement between Midstate Electric Cooperative, Inc. and the City of La Pine

Mayor Shields asked the Councilors if they had time to review the Agreements. The Councilors all replied that they had done so. Councilor Ward asked City Attorney Green if Midstate would be doing all the work. City Attorney Green said they would be doing the work or contracting it out. Councilor Ward then asked if the City will originally be paying \$12.00 a light for five years and after five years pay whatever the local rate is at that time. City Attorney Green answered yes. Councilor Ward thanked the City Attorney for making the Agreement so readable. Councilor Moilanen and Councilor Hedges stated they had no questions or concerns. Mayor Shields said she was pleased that the City was moving forward with the Agreement.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the Outdoor Lighting Agreement for Midstate Cooperative Inc., and also the City of La Pine:

Vote as follows:

	<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

03:26

(b) a light funding agreement between the City of La Pine and the La Pine Ford Family Foundation Leadership Group.

Councilor Ward asked City Attorney Green if the Ford Foundation is going to pay the City \$1,606.00 per lighting fixture. He said, if so, \$12.00 for the first five years or about \$720.00 in total cost would leave about \$885.00 for the second five years. Councilor Ward also asked if the City is going to be able to put that additional money in a safe and secure account where it will not be touched and can accrue interest. City Attorney Green said that City Recorder Damerval has been charged with the responsibility of looking into this matter. Mayor Shields stated that City Recorder Damerval has always sought to get the best interest rate for City monies.

06:44

Councilor Moilanen discussed the two blanks in the contract under Item No. 6 regarding signs. Art Uecker, Ford Foundation, stated that the blanks would be filled in with the number six months. City Attorney Green concurred that this would happen and it would state six months.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the lighting funding Agreement for the City of La Pine and the Ford Foundation Leadership Group:

Vote as follows:

Mayor Kitty Shields

AYE

NAY

X

Councilor Doug Ward

X

Councilor Barbara Hedges

X

Councilor Adele Moilanen

X

Motion passed unanimously.

Councilor Moilanen noted there are two misspellings on the last page of the Agreement with the words foundation and leadership. City Attorney Green stated that these corrections will be made in the final Agreement for signature.

Art Uecker, Ford Foundation, stated that he anticipated trenching and conduit installation to begin very soon, possibly next week. He said their goal had been to have the lights in place for the Truckers Light Parade.

City Attorney Green asked if there had been any attempt to engage the City as to the appropriate locations. Art Uecker answered that the locations that were chosen were engineered based on public lighting requirements. He also said that they are being placed strategically at intersections for future lighting needs.

Tony DeBone, Ford Foundation, stated that there is a 65 feet placement between the lights, alternating across the streets as they zigzag down them. He also said there is a Midstate design that includes completely filling in the lights from Hwy 97 to the new Assisted Housing on Huntington. Mr. DeBone said there is plenty of room for more lights. He said they would like to have a photo opportunity at some point during the project and he will let people know about it.

Art Uecker, Ford Foundation, thanked City Attorney Green and City Attorney Green thanked Art Uecker for his assistance as well.

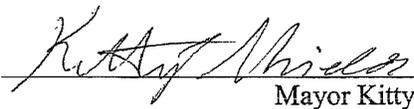
4. Adjourn

A motion was made by Councilor Ward and seconded by Councilor Hedges to adjourn the Special Meeting:

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

Mayor Shields adjourned the meeting at 10:16 am.



Mayor Kitty Shields

Attest:



City Recorder Luana Damerval



Community Development Department

Planning Division Building Safety Division Environmental Health Division

117 NW Lafayette Avenue Bend Oregon 97701-1925
(541)388-6575 FAX (541)385-1764
<http://www.co.deschutes.or.us/cdd/>

NOTICE OF PUBLIC HEARING

The Deschutes County Hearings Officer will hold a Public Hearing on November 9, 2009, at 10:00 a.m. in the Barnes and Sawyer Rooms of the Deschutes Services Center, 1300 NW Wall Street, Bend, to consider the following request:

FILE NUMBER: TA-09-4

SUBJECT: The applicant requests approval of a Text Amendment to the Deschutes County Code, Section 18.61.030 (C) (3) La Pine Industrial District. *This is a proposal to allow utility facilities in the La Pine industrial district with a conditional use permit and site plan review and address height limits for industrial exhaust stacks that shall meet the Oregon Department of Environmental Quality and the Federal Environmental Protection Agency regulations.*

APPLICANT: Deschutes County

LOCATION: La Pine Industrial District

ALL INTERESTED PERSONS MAY APPEAR, BE HEARD, BE REPRESENTED BY COUNSEL, OR SEND WRITTEN SIGNED TESTIMONY. ALL WRITTEN REPLIES MUST BE RECEIVED BY THIS DEPARTMENT PRIOR TO THE HEARING DATE OR SUBMITTED AT THE HEARING. ANY PARTY TO THE APPLICATION IS ENTITLED TO A CONTINUANCE OF THE INITIAL EVIDENTIARY HEARING OR TO HAVE THE RECORD LEFT OPEN IN ACCORDANCE WITH SECTION 22.24.140 OF THE DESCHUTES COUNTY CODE.

Recipients of this notice may request a copy of the Staff Report (25 cents a page). Any person submitting written comment or who presents testimony at the hearing will receive a copy of the decision.

Failure to raise an issue in person at the hearing or in writing precludes appeal by that person to the Land Use Board of Appeals (LUBA). Failure to provide statements of evidence sufficient to afford the decision-maker an opportunity to respond to the issue precludes appeal to LUBA based on that issue. Copies of the application, all documents and evidence submitted by or on behalf of the applicant and applicable criteria are available for inspection at the Planning Division at no cost, and can be purchased for 25 cents a page.

NOTICE TO MORTGAGEE, LIENHOLDER, VENDOR OR SELLER: ORS CHAPTER 215 REQUIRES THAT IF YOU RECEIVE THIS NOTICE, IT MUST PROMPTLY BE FORWARDED TO THE PURCHASER.

Please contact Kristen Maze Associate Planner (541) 383-6701 with the County Planning Division if you have any questions.

Dated this 21st day of October, 2009

Mailed this 21st day of October, 2009

RECEIVED
OCT 22 2009

Quality Services Performed with Pride

BY: *K. Maze*

LA PINE CITY COUNCIL MEETING AGENDA
Tuesday, November 10, 2009
Regular Session – 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 this 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. October 13, 2009 – Special City Council Meeting Minutes
 - ii. October 14, 2009 – City Council Meeting Minutes
 - b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements
6. Snow Removal Policy – Update
7. Transportation Systems Planning Committee
8. Letter of Support – City of Madras
9. Discussion on the Water and Sewer Committee for the City of La Pine
10. 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. Staff Comments
12. Council Comment
13. 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
Tuesday, November 10, 2009
Regular Session – 6:00 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order

The meeting was called to order at 6:07 pm.

2. Establish Quorum
Roll Call

Present Were:

Mayor Kitty Shields
Councilor Doug Ward
Councilor Barbara Hedges
Councilor Adele Moilanen
City Attorney Jeremy Green
City Recorder Luana Damerval
Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Councilor Ward led the Pledge of Allegiance.

4. Other Matters

Any matters added to this Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such other time selected by the City Council.

Mayor Shields added two Agenda items for Item Number 10:

- 10a) Speed limit Update
- 10b) COIC Letter of Support

Councilor Hedges requested a discussion on hiring a City Manager. Mayor Shields stated it would probably be better to schedule it for a Work Session for more time, and that a request to staff during office hours would get that on an upcoming agenda.

00:03:25

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.

Councilor Moilanen stated she had a correction on the Oct. 14th minutes. She asked to remove the address for Ted Scholer during the discussion of the Water and Sewer Committee.

- a. Approval of Minutes
 - i. October 13, 2009 – Special City Council Meeting Minutes
 - ii. October 14, 2009 – City Council Meeting Minutes
- b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the Consent Agenda with a correction to the Oct. 14th Minutes as discussed:

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:07:01

6. Snow Removal Policy – Update

City Attorney Green stated he is very close to having the policy completed. He said he is only waiting for the County Road Department to identify the County roads that the County will be responsible for maintenance. City Attorney Green stated that the document should be signed sometime next week. He also said that City staff was researching that Mayor Shields had prior approval to sign the policy.

Judy Barth, area resident, asked if there was somewhere she can get a copy of that policy, of if it is online. She also asked which roads would be taken care of. Mayor Shields stated that Ms. Barth can go into City Hall during regular scheduled hours and request that information.

00:13:30

7. Transportation Systems Planning Committee

City Attorney Green responded to the Planning Commission's request to be allowed to form a Transportation Systems Planning Committee. He suggested the Council allow the Planning Commission to explore forming the committee.

Councilor Moilanen requested to receive more information from the Planning Commission as to the details of the committee and respond back to the Council with that information.

In response to a question from Councilor Ward, Mayor Shields stated that there is money involved in developing and fulfilling the requirements of a Transportation System Plan.

The Council directed staff to contact the Planning Commission and request that they explore the formation of this Committee regarding both the duties and vision and report back to the City Council.

00:20:30

8. Letter of Support – City of Madras Airport Operational Safety Improvements Project

Mayor Shields asked the Council if they had read the suggested Letter of Support provided by the City of Madras, and if they had any questions or concerns. She said the letter is needed to help support a grant application for airport operational safety improvements. On advice from City Attorney Green, language was changed where appropriate to state that the City of La Pine understands certain outcomes will result from these improvements, rather than asserting that they will.

Council directed staff to provide a Letter of Support with the recommended changes, and authorized the Mayor to sign.

00:24:58

9. Discussion on the Water and Sewer Committee for the City of La Pine

Ted Scholer stated that he has not received any phone calls regarding additional persons wanting to serve on the Committee since it has been advertised.

A motion was made by Councilor Moilanen and seconded by Councilor Ward to appoint the following people to serve on the Water and Sewer Committee for the City of La Pine: Ted Scholer, Councilor Moilanen, Tony DeBone, Jayne Benner, and also a Commission member from the Water District and also one from the Sewer District as yet to be determined.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

00:32:30

10. Other Matters

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

10a) Speed limit Update

City Recorder Damerval stated that Dan Serpico, from the Oregon Department of Transportation, stated that a speed zone analysis was done in La Pine in September of 2009 and also that ODOT did move the 35 mph speed limit sign 200 feet north of Hwy 97 and Reed intersection. She said that was the only change that ODOT came up with. Councilor Hedges stated that at a meeting she attended, ODOT said that 200 feet was as far as they could move that speed limit sign. She said they did not give a reason.

Councilor Ward discussed the Stakeholder's Traffic Calming Meeting he attended back on November 3, 2009. He said ODOT told him that from their recent traffic volume analysis that traffic is down by 4% at the intersection of Hwy 97 and Reed Road. Councilor Ward stated that he asked Gary Farnsworth if ODOT would take the recommendations from the study, if the La Pine Industrial Group would pay \$75,000 for a traffic study. He said Mr. Farnsworth did not respond to his question. He said ODOT wants to put in flashing lights or a painted cross walk at that intersection.

Councilor Hedges stated that no discussion meetings have been held for the public regarding students crossing Burgess Road to get to the new grade school. She said one suggestion made was to have the parents volunteer as crossing guards.

Councilor Ward stated that it was his impression that ODOT did not really want to resolve the traffic and safety issue at the Hwy 97 and Reed Road intersection. He said they only want it to look like they are working on the problem. Councilor Hedges stated that she thought ODOT was making progress on the traffic and safety issues in La Pine. She said it is a slow process as it involves communication between various public and private entities. Councilor Moilanen asked City Recorder to include her on all future Stakeholder Meeting Notices since she is the Council representative for those meetings.

City Recorder Damerval stated that she asked Mr. Serpico about the Huntington Road speed change. She said he told her they do not do speed limit analyses during the winter time but that Huntington Road is first on their list for the spring of 2010.

00:45:15

10b) COIC Letter of Support for Cascade East Transit

City Recorder Damerval stated that the request for the COIC Letter of Support came in from Andrew Spreadborough. She also said the request came in at the last minute. Councilor Moilanen requested some information about Cascade East Transit, who the requested letter is to assist with a grant application. Administrative Assistant Morgan gave some information about COIC and their transportation program that she had obtained from attending a COIC dinner meeting with Councilor Hedges. Councilor Moilanen stated she would have liked the Council to have been provided with more information about Cascade East Transit, not just for now, but also in the past.

The Council had consensus and directed staff to provide a Letter of Support to COIC that has similar wording to the Letter of Support for the City of Madras. The Council also had consensus for the Mayor to sign the Letter of Support.

00:53:04

11. Public Comments for Items not on the Agenda

Mayor Shields stated that the Council always welcomes Public Comment and that the Council hopes to have more Town Hall Meetings in the future. She also suggested the public can contact City Hall to obtain additional information and also if they want to contact the Council members.

Dan Varcoe, Chamber of Commerce, announced the Community Meeting scheduled for November 19th at the Senior Center in La Pine. He said the meeting will involve planning for the 100th anniversary for the City of La Pine. Mr. Varcoe also expressed concern that the Stakeholders Meeting held on November 3rd was not noticed and did not seem to have any real public access.

Ted Scholer, area resident, stated that he has gotten very frustrated when dealing with ODOT, especially over the stop light issue on Highway 97.

Mayor Shields stated that the Council also shares the frustration with the issue, but that they will continue to pursue it.

Judy Waggoner, area resident, talked about her concerns for drivers as well as pedestrians at the Reed and Hwy 97 intersection. She said it is a terrifying intersection. Ms. Waggoner also said that she lives on Evergreen but her mailbox is on the north side of Burgess. She said it is unsafe for her to have to cross Burgess to get her mail. Councilor Ward suggested how Judy Waggoner can begin the process of getting her mail delivered to her at a mailbox on Evergreen. He said he went through the exact same process to have his mail box location changed.

00:01:02

12. Staff Comments

City Recorder Damerval discussed the following:

- Planning Commission Continuation Meeting of the Comp Plan will be held on Nov. 18th at the City Hall Conference Room,
- Community Meeting at Senior Center on Nov. 19th for planning 100th anniversary for City,
- Trucker's Parade on Dec. 5th starting at 6 pm,
- Chamber Breakfast on Nov. 20th at 7:45 pm at the High School
- Veteran's Day tribute at the flag pole at the library on Nov. 11th

City Attorney Green thanked Administrative Assistant Morgan for her work at City Hall and also about the good communication during the City Recorder's vacation. Mayor Shields also said that she felt the City had been in good hands that week.

01:04:35

13. Council Comments

Councilor Ward stated he had attended the Water District and Sewer District Meetings today. He said that both Districts want to expand into the Cagle subdivision. Councilor Ward stated that they are applying for funding through a rural development grant. He said that the sewer work on Morson Street has been completed and that Midstate Electric has taken over the old lines and will be running fiber-optic lines through them.

Councilor Moilanen stated that she attended the November 9th Text Amendment Public Hearing regarding the re-zoning of the Industrial Park. She said she did not specifically remember the County Planning Commission approving the 100 foot height of the stacks at the Oct. 8th Public Hearing. Councilor Moilanen stated that the language in the Text Amendment has now been changed to reflect the height issue.

01:07:45

Mayor Shields discussed the City of La Pine Infrastructure Focus Group Meeting scheduled for Nov. 17th at the Midstate Electric Building.

Councilor Hedges discussed the COIC informational meeting that she and Administrative Assistant Morgan attended on Nov. 5th. In response to a question from Councilor Hedges, City Attorney Green

stated that Vic Russell has been awarded the Cagle Road work contract. Mayor Shields also said she had discussed the scope of the work more in detail with Vic Russell for further clarification of his bid.

Councilor Hedges asked why the Stakeholders Traffic Meeting that was held on November 3rd was not noticed to the Public although it is open to the Public. City Recorder Damerval said the Stakeholders group was formed to resolve some temporary issues for the Reed and Hwy 97 Intersection. Mayor Shields said that it was more like a staff meeting for members of different organizations getting together to discuss issues. Dan Varcoe, Chamber of Commerce, also expressed concern about not receiving notice of the meeting. Mayor Shields said that there is some confusion on what meetings are Public and she will be talking with both City Recorder Damerval and Councilors for clarification.

14. Adjourn

A motion was made by Councilor Ward and seconded by Councilor Hedges to adjourn the Meeting.		
<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 Moilanen</i>	<i>X</i>	
Motion passed unanimously.		

Mayor Shields adjourned the City Council Meeting at 7:21 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY PLANNING COMMISSION WORKSHOP AGENDA

Thursday, Nov. 12, 2009 - 7:00 PM
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.
5. Public Comments for Items not on the Agenda
6. Continued Discussion of the Comprehensive Plan and Related Modifications
7. Other Matters
Only those matters properly added to this Agenda under line item No. 4
8. 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 Planning Commission 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 PLANNING COMMISSION WORKSHOP MINUTES

Thursday, Nov. 12, 2009 - 7:00 PM
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order

Chair John Thomas called the meeting to order at 7:00 pm.

2. Establish Quorum

Roll Call

Present Were:

Commissioner Virginia Classen

Commissioner John Thomas

Commissioner Renee Clark

Commissioner Gloria Fleming – absent by prior arrangement

Commissioner Linda Maggard – absent by prior arrangement

Quorum established.

Planning Secretary Patti Morgan was in attendance as well as Deborah McMahon and James Lewis from DMC Consulting Inc.

3. Pledge of Allegiance

Deborah McMahon 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.

Cmsr. Fleming requested a discussion on the Hearing for the Text Amendment regarding the re-zoning of the La Pine Industrial Park that she attended on Nov. 9th. Chair John Thomas stated it will be put on the agenda as item 7a.

Cmsr. Classen stated that she would like a discussion on a zoning issue regarding Shephard’s House. She also said she would like to have a future agenda item regarding tents, etc., for the La Pine Community Kitchen to be dispensing. Chair Thomas stated this item would be added under 7b.

00:03:58

5. Public Comments for Items not on the Agenda

There were none.

6. Continued Discussion of the Comprehensive Plan and Related Modifications

Deborah McMahon, DMC Consulting Inc., discussed the Measure 56 Notice that was sent to every land owner in the City limits to let them know we were preparing a Comprehensive Plan. She also discussed the almost one year of Public Hearings that have been held. Ms. McMahon stated that she and James Lewis were continuing to re-work the map for the Comprehensive Plan.

00:05:51

James Lewis discussed the two attachments that were part of this meeting agenda packet. They were regarding comments and questions made during the Public Hearings. Deborah McMahon stated some of the public were concerned about transition areas listed on the maps they received. She said that once the public understood that the transition area can always be gained back for any lost units, that issue was resolved with them.

John Thomas announced that he and his wife own a piece of property near the sign that says Pioneer Crossing. He said it has always been used as commercial but it is zoned as RR10.

James Lewis advised the Commissioners read through the document policies and give Deborah and him any input. For the next Hearing, he advised that the Commissioners carefully review the document in order to eventually make a recommendation to the City Council.

Chair John Thomas the Commissioners reviewed the comp plan with regard to the following:

- Incorporation of the Water & Sewer Districts,
- Restrictions on BLM land, it needs to be used for a public purpose like through the Park & Rec District,
- BLM land transfer should be considered as inclusion into the UGB (Urban Growth Boundary) or the City of La Pine,
- Annexation of additional land would be difficult since there is currently so much developable land,
- URA (Urban Reserve Area), land that should be designated for future incorporation into the City.

James Lewis stated that in the future, La Pine may be considered as a Regional Sewer Service District. Pam Cosmo, area resident, said it would make no sense with the one acre lots to hook them up on a sewer system. James Lewis stated that the cost of doing that would be very expensive. He also said that there are over 2700 acres of land available for future expansion of the City.

Deborah McMahon suggested that in two years the Planning Commission could hold a public meeting and investigate what desires of the community are regarding further expansion. She also suggested not making all of the land along Hwy 97 commercial only. Deborah McMahon said the three neighborhoods should be functional and sustainable but separate for the next twenty years. Chair Thomas suggested having City signs designating when people are entering and also leaving the City limits.

00:45:05

Chair Thomas recommended some strong language in support of an airport. He said they have discussed the airport being located outside the City limits. It was also discussed that LIGI (La Pine Industrial Group) has an interest in the airport for economic growth. Chair Thomas stated that the airport

development work would come under the Transportation Systems Committee. Cmsr. Fleming stated that there would have to be a Support Letter from the City of La Pine in order to get the grants available for an airport.

Pam Cosmo, area resident, asked if anyone included the railroad under transportation in the Comp Plan. James Lewis said it was included but it is not very relevant since the railroad does not stop in La Pine. There was a discussion about TAG (Transportation Action Group) and developing that group into the Transportation Systems Committee. Deborah McMahon stated that La Pine needs to have a strong proactive lobbying group because there are a lot of people fighting for funds.

Chair Thomas suggested a future workshop with TAG to explore combining that group into the Transportation Systems Committee.

Doby Fugate, area resident, stated that putting in a community airport will greatly benefit both the economy and also create a lot of growth for the area. Chair John Thomas advised Doby Fugate to attend Council Meetings and possibly communicate his issues to them during the Public Comments section of the meeting.

Deborah McMahon stated that for the Planning Department, you start developing your staff so you can hire a Planning Manager.

01:15:21

Deborah McMahon stated that she recommended a discussion on the Comp Plan Map at the Nov. 18th meeting if time allows after the Comp Plan Hearing. Deborah McMahon stated that the zoning ordinance will address allowing for commercial businesses within residential areas i.e., like a corner store. She also recommended a policy to examine future expansion of ODOT in the community and make adjustments as necessary.

01:40:40

Deborah McMahon stated that in the economic development section of the Comp Plan, in terms of addressing the land use planning goals, those are actually run by other agencies.

7. Other Matters
Only those matters properly added to this Agenda under line item No. 4

- 7a) Text Amendment Hearing – Gloria Fleming

Vice-Chair Gloria Fleming discussed the County Public Hearing she attended in early November regarding the Text Amendment. She said there was an issue with the 100 foot stack for Biogreen. Vice-Chair Fleming stated concern that it seems like they want to rubberstamp approval by the City of La Pine's Planning Commission. Deborah McMahon stated that the County is doing what they think is appropriate and the La Pine Commission is stuck in a situation where they really do not have total control, and can only make a recommendation. She said if there is an appeal it would go to the La Pine City Council for review. Deborah McMahon stated that land use laws should never be made to accommodate just one requestor. She said a variance application can always be utilized. Deborah McMahon suggested drafting a letter from the Planning Commission to the County regarding what they are and are not comfortable with in the Text Amendment. The Commission agreed to have a letter drafted.

01:47:15

7b) Zoning Issue regarding Shephard's House – Virginia Classen

Cmsr. Classen suggested having the City consider zoning needs in regard to temporary housing shelters, specifically in regard to recent shelters donated to Shephard's House. A possible option would be to look at existing RV facilities that provide shared facilities for showering and toilet use, or something similar.

Deborah McMahon recommended having different entities that provide these public services give a presentation to the City Council. Chair John Thomas asked Cmsr. Classen for a report back on this issue to the Planning Commission.

Pam Cosmo discussed some books and videos on planning that she has now made available to the Commissioners. Vice Chair Fleming briefly discussed the Deschutes County Comp Plan Meeting that she attended. Chair Thomas asked Vice Chair Fleming to be on standby to lead the Nov. 18th meeting if he has a work conflict.

8. Adjourn

Chair Thomas adjourned the meeting at 9:08 pm.

Chair John Thomas

Attest:

Planning Commission Secretary Luana Damerval

**CITY OF LA PINE
CONTINUATION OF
COMPREHENSIVE PLAN HEARING AND
PLANNING COMMISSION MEETING**

Wednesday, Nov. 18 2009 – 6:00 pm
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
5. **Public Hearing - Comprehensive Plan Hearing Continued to Nov. 18, 2009 at 6:00 pm**
6. Other Matters
7. Planning Commissioner Reports and Staff Update
8. Adjourn

This meeting is subject to cancellation without notice. This 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 Damerval at (541) 536-1432.

LA PINE CITY COUNCIL MEETING AGENDA
Tuesday, November 24, 2009
Work Session - 5:00 p.m.
Regular Session - 6:00 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

Work Session – 5:00 p.m.

1. Call to Order
2. Roll Call
3. City Personnel and Consultants
4. Adjourn Work Session

B. Regular Session – 6:00 p.m.

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. Added Agenda Items
Any matters added to this 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. Bills and Invoices
 - I Approval of Reimbursements
6. Contract for Web Services
7. Snow Removal Policy
8. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
9. Public Comments for Items not on the Agenda

10. Staff Comments
11. Council Comments
12. 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. The meetings are subject to cancellation without notice. The 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 MINUTES

Tuesday, November 24, 2009

Work Session - 5:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Work Session - 5:00 p.m.

1. Call to Order

Mayor Shields called the meeting to order at 5:04 pm.

2. Roll Call

Present Were:

Mayor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

Councilor Adele Moilanen

City Attorney Jeremy Green

City Recorder Luana Damerval

Admin Ass't Patricia Morgan

Quorum established.

00:00:36

3. City Personnel and Consultants

Mayor Shields opened the discussion. Councilor Hedges stated that she has always wanted to have some leadership at City Hall for the Councilors. She said the City needs to have a City Manager that can go out into the public and to other meetings and talk about the City.

Mayor Shields stated that they have to look at the fact that La Pine is a small city and has a limited budget. She said right now the City sends representatives to various meetings in the community.

Councilor Moilanen stated that she agrees with Councilor Hedges. She said the Agenda did not list that the discussion was going to be about a City Manager so she did not come to the meeting prepared to discuss the City Manager. Councilor Moilanen stated that without a City Manager or Administrator, there is a hole. She said the City is not functioning as well as they could because of the administrative hole. Councilor Moilanen stated that it is good to have consistency on who is attending which meetings. She said that the City needs to make a decision to have a City Manager in place by July of 2010.

Mayor Shields stated that there is a hole in City operation, in our direction and how we operate as a City. She said that is because we never have put in place policies and procedures. Mayor Shields stated we need to identify our needs and how to best meet those needs. She said the City needs someone to guide them to get this City's operational procedures set up. Mayor Shields stated that it was a mistake to hire a City Manager. She said she is not sure if the manager is the person to set-up

the City. Mayor Shields said the City needs to have someone to help us identify our needs and determine where we can get the best help.

00:13:25

City Attorney Green stated that there is a lot of information from other newly incorporated cities like Damascus. He suggested making some contact with their City Manager and Council to obtain information for no cost.

Councilor Ward stated that a City Manager is an administrative position that the City will need, some day. He said what needs to be done first is developing the goals and priorities for next year. Councilor Ward also suggested getting a part time City Manager or a consultant. He said the Council first needs to identify their needs.

Councilor Hedges stated that she does not like the idea of always putting stuff off. She said April is not enough time to get the word out. Councilor Moilanen stated that what is missing is administrative leadership. Mayor Shields stated they have to find an administrator that knows what it takes to set-up a City.

Councilor Moilanen stated that manuals and procedures will not take the place of strong leadership. She said policies and procedures are subject to interpretation. Councilor Moilanen stated that the City needs to consider the overwhelming desire of the community, at the Town Hall meeting, for a City Manager.

Mayor Shields stated that a consultant could do research as to what a City needs to have in place. She said it is a struggle to start up a City.

Councilor Hedges stated that she is still not convinced that the City does not need a leader at the helm. Councilor Ward stated that he wants to make sure there is enough for the City Manager to manage. Councilor Moilanen stated the City should hire a manager with city management experience.

Mayor Shields stated that she does not want to hire a manager prematurely. She said once the Council identifies the needs that will help to put a timeline on it.

Councilor Moilanen suggested having someone from the City of Bend's administrative office to talk about the functions of a City Manager and what that role is in a City.

Councilor Hedges stated that just because the last City Manager did not work out does not mean the Council should avoid exploring the possibility of hiring another City Manager. She said she feels that the City could move ahead much easier with someone who is directing the City. Councilor Hedges stated that she would prefer a City Manager over a consultant.

Councilor Ward suggested having him contact five other Oregon cities that are like-size cities and younger cities and ask them about their experience with a City Manager. He also suggested getting some assistance from a local, retired citizen that has some city management experience.

Councilor Ward, in response to a comment made by Councilor Hedges, stated that he feels the City needs to implement a business license. City Attorney Green stated that the business license needs to go on the agenda. Mayor Shields stated that a Councilor can request, during a meeting, to have

something put on a future agenda. Councilor Hedges stated that she would like the business license to be put on a future agenda.

00:35:18

Councilor Moilanen stated that she would like this Work Session to end with the Council taking one step in some direction. City Attorney Green stated that getting the City Councilors informed as to what the City Manager does would be very helpful.

Councilor Ward stated that he would like a budget outline put together for the next fiscal year so the Council can better determine if the City would need a City Manager.

City Attorney Green suggested that Councilor Ward should ask the cities if when they employed their City Manager what were the Manager's initial duties and focus. Councilor Ward suggested setting the last Council Meeting in January for a work session on considering hiring a City Manager (January 27th). Councilor Moilanen stated she would like to have the Work Session topic on the City Manager rolled over to the Regular Session for public comment.

Councilor Hedges stated that she thought there were going to be changes to the City Recorder's Job Description. She said she had discussed the job description with Mayor Shields and thought they both had some revisions. City Attorney Green stated that the job description was passed at the October 28th Council Meeting but it could be revisited.

City Attorney Green stated that he would write the City Manager job description with the Council. Councilor Moilanen stated that she would like to see an interview process for the City Manager using panels, i.e., like a technical panel, etc., and also that the community should be involved.

City Attorney Green stated that he would recommend that the Council form a committee and have some formal structure as to what steps are needed to ultimately employ a City Manager.

Mayor Shields reviewed some of the comments from the Town Hall Meeting on October 7th regarding a City Manager. She said no staff member is a substitute for legal counsel, not even a City Manager. Mayor Shields then discussed a comparison cost sheet, that had been distributed to Councilors, for legal services for the period when a City Manager was employed and also when there was no City Manager.

Councilor Moilanen stated that an experienced City Manager would probably take a lot off of City Attorney Green's plate. She said she does not like the City always referring to the last experience with a City Manager. Councilor Moilanen stated that it makes her uncomfortable to discuss the last experience. Mayor Shields stated that La Pine is a brand new City and has needs that established Cities do not have and will incur more legal fees than other cities.

City Attorney Green stated that if there is a well versed, experienced City Manager, there are things that he is doing that could be done by a City Manager. He said the City is spending less money this year than last year, so far, on legal services.

Councilor Moilanen asked to speak about the public record's request for the attorney invoice and why the cost was so high to provide it to the requestor. City Attorney Green stated the \$100 amount was just an estimate, it could be more and it could be less. He said that his legal staff were not

qualified to redact confidential information; only an attorney makes those determinations. City Attorney Green stated that there is too much risk if there is information the City does not want to go out to the public, it has to be redacted. He also said the City has the ability to ask for a deposit from the requestor.

Councilor Ward stated that if compiling that requested information ends up costing the City above normal operating costs, than that person should pay for those costs, and put a deposit down. He said as a new start-up City the legal fees will be high for the time being. City Attorney Green also referenced an issue the City had with the original comprehensive plan consultant that increased attorney fees for fiscal year 2008 - 2009. He said that City Recorder Damerval, and sometimes in conjunction with him, determines if the requested information is something that the public is entitled to have.

City Attorney Green also said that if the cost is more than \$25.00 for the requested information, City staff must notify the requestor of that information. Councilor Moilanen stated that a completed request regarding attorney fees, that staff prepared, did not appear to show much transparency and made her feel uncomfortable. City Attorney Green stated that City staff does not care what the motivation is for the request and also that he has perceived City Recorder's Damerval's response to requests to be very transparent.

Administrative Assistant Morgan stated that she does not approve records request and has no decision making responsibility as to what a member of the public is allowed to receive. She also said she may be asked to gather the information needed to complete the public recorder's request. Councilor Moilanen stated that she stands firm that the response to the request was not as transparent as she would have liked but she will review it again.

01:02:20

Mayor Shields stated that often City Attorney Green does not bill the City for all the work done for the City. She said this has happened on numerous occasions. Mayor Shields also said that the City Attorney worked for the City for the first ten months before receiving payment because the City was new and had yet to collect property taxes.

City Attorney Green stated that communication between City staff and the Council should be good. Councilor Moilanen stated that she often feels she is not privy to a lot of communication. She said a weekly report done by staff to the Council would be helpful. City Attorney Green said that a staff report could be provided to Council every two weeks. He said this could be made a priority. Councilor Hedges stated that the Council has requested something like this in the past but only received one or two reports.

Councilor Moilanen stated that Council should consider policies on what work the City Attorney does and what work the City staff handles such as some of the letters. City Attorney Green said that would minimize legal fees. He said the staff needs to be directed that the Council has that expectation of them. City Attorney Green stated that even without formal procedures a lot of these things are implied.

Councilor Hedges stated that she would like the business license put on the agenda after the first of the year, sometime on the January agenda. City Attorney Green suggested having a Work Session on the business license. Councilor Ward stated that if there is a constructive Work Session on the City Manager, then it could be moved to the regular session for a vote. Councilor Moilanen stated she

would like something on every Work Session agenda from now until the January 27, 2010 Work Session regarding the City Manager position.

4. Adjourn Work Session

A motion was made by Councilor Ward and seconded by Councilor Moilanen to adjourn the Work Session Meeting.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

Mayor Shields adjourned the Work Session at 6:16 pm.

LA PINE CITY COUNCIL MEETING MINUTES
Tuesday, November 24, 2009
Regular Session - 6:00 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

B. Regular Session - 6:00 p.m.

1. Call to Order

The meeting was called to order by Mayor Shields at 6:17 pm.

2. Establish Quorum
Roll Call

Present Were:

Mayor Kitty Shields
Councilor Doug Ward
Councilor Barbara Hedges
Councilor Adele Moilanen
City Attorney Jeremy Green
City Recorder Luana Damerval
Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

The Pledge of Allegiance was led by City Attorney Green.

4. Added Agenda Items

Any matters added to this 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. Bills and Invoices

i Approval of Reimbursements

A motion was made by Councilor Moilanen and seconded by Councilor Hedges to Approve the Reimbursements on the Consent Agenda.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

01:15:15

6. Contract for Web Services

Mayor Shields asked the Councilors if they had time to read the staff report and if they had any questions. Councilor Ward stated that it is always a good idea to, when everything else is equal; select a local vendor to provide services for the City of La Pine. Mayor Shields discussed how pleased she has been with the spam blocker that Little d Technology recently put on the City Hall e-mail.

A motion was made by Councilor Ward and seconded by Councilor Hedges to Renew the Contract for Web Services with Little d Technology

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

01:19:03

7. Snow Removal Policy

City Attorney Green, responding to a question from Councilor Ward, stated that the policy will stay in effect and will not have to be renewed every year. He said once it is adopted the City Attorney or City Recorder can make some modifications if needed.

City Attorney Green stated that the City is still waiting for the County to identify what roads they will be responsible for so the agreement can be finalized and signed. He said the solicitation has already been prepared and can go out as soon as the City has that information. City Attorney Green stated that Tom Blust, County Road Department, has been on vacation and he must sign off on the agreement. He also said the contract for the contractors is already done.

City Attorney Green stated that a few contractors showed up at a snow removal meeting last month that he and City Recorder Damerval held at City Hall.

A motion was made by Councilor Ward and seconded by Councilor Moilanen to approve the Snow Removal Policy:		
Vote as follows:	AYE	NAY
<i>Mayor Kitty Shields</i>	X	
<i>Councilor Doug Ward</i>	X	
<i>Councilor Barbara Hedges</i>	X	
<i>Councilor Adele Moilanen</i>	X	
Motion passed unanimously.		

Council asked staff to bring the bids for the snow removal back to the City Council on Dec. 9, 2009 for Council to review and make a selection. City Attorney Green stated the bids may be more than \$5,000 or less than \$5,000.

8. Other Matters

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

There was nothing for Other Matters on this Agenda.

01:31:32

9. Public Comments for Items not on the Agenda

Mayor Shields asked the public to please keep their comments to three minutes per person in the interest of time. She also said this is not usually a question and answer time. Mayor Shields said if there is something the public wants regarding a more detailed response, please bring it to staff so it can be distributed to the Council in their next packet. She also requested that public comments regarding the City Manager position be put in writing and sent to the Council for review since this is going to be an ongoing process and would be helpful.

01:35:09

Judy Forsythe, area resident, complained that there was no meeting notice for the Council Meeting tonight. She said she heard about this meeting through a phone call. Ms. Forsythe also asked if there was a process in place so the agendas could get out in time to be published in Wisebuys and The Frontier. Mayor Shields stated that the change in the meeting schedule for the November and December 2009 meetings was posted on the website and also the Agenda Posting Boards since January of 2009. City Recorder Damerval reviewed the places in the City where the meeting

agendas are posted. Mayor Shields stated that they always get the meeting agenda posted within the legal requirements.

01:39:20

Vicky Jackson, area resident, discussed the attorney invoice she had requested to receive a copy of from City Hall. She also said that she was told she would have to pay \$100 in order for the attorney to go through the invoice and redact information that was attorney/client privilege. Ms. Jackson stated that she requested a copy of the contract for legal services between the City and the City Attorney. She also said that, according to the Minutes from February 2007, Mayor Martinez did sign an employment agreement between the City and the law firm. Ms. Jackson also stated that there were some job descriptions and also some goals for both the City staff and Council in 2007 that had been developed. She said it seems to her, like the City is working on a lot of the same things they were working on in 2007. Ms. Jackson stated that an experienced City Manager, pay based on accomplishments, would be helpful for the City.

01:43:06

City Attorney Green stated that an independent contractor agreement between his firm and the City would not be confidential. He said, however, it does not exist. City Attorney Green said what they have by way of an agreement would be the Request for Proposal (RFP). He said there was an understanding that what was in the RFP was the professional services agreement. In further evidence of the fact that verbal agreements can and do work between trusting parties, City Attorney Green stated that the law firm never put in writing that they would do ten months of service prior to receiving payment. He said the monthly invoice does have a description of what work the law firm did for the City. City Attorney Green also said there has been no indication that the City is not willing to give those to the public.

01:46:30

Councilor Ward stated that the income for La Pine for this budgeted year is well over \$800,000. He said that Ms. Jackson is completely inaccurate in her communication regarding the legal fees being half of the City's income. Ms. Jackson responded that she was referring to the income to the City from property taxes. Councilor Ward stated that he believes that the legal fees are not even half of the property tax income.

City Attorney Green stated that the City has an obligation to produce the documents and get the required information to the public as long as it is not exempt information. He also said as long as an agenda packet material is not exempt from public disclosure, it would be available.

Karen Ward, area resident, stated that everyone thinks that the City Manager runs the City but they do not, it is the people that were voted onto the Council that run the City.

01:50:54

Pam Cosmo, area resident, stated that when the City was looking at various consultant firms to get the planning commission going, she remembers a firm being hired that was supposed to come up with a lot of infrastructure for the City. She said it sounds like the consultant has not provided this to the City. Ms. Cosmo asked if the Council is coordinating their goals with the Planning Commission's goals.

Mayor Shields stated that the consultants for the Comprehensive Plan are only working on the Comp Plan. Councilor Moilanen stated that a lot of the structure missing in the City administration could be resolved if we had a City Charter.

Sandra Jones, area resident, stated that a knowledgeable city manager should help with writing the procedures for the City.

Dan Varcoe, Chamber of Commerce, stated that within the last 12 months the Parks District has done a strategic plan and also hired a manager. He discussed a class he and Councilor Hedges attended on leadership training. Mr. Varcoe stated that he would be happy to keep the Council informed about any training or information gathering opportunities for the City as they consider hiring a City Manager.

10. Staff Comments

There were no comments from City staff.

01:59:19

11. Council Comments

Councilor Ward stated that he attended the last Central Oregon Area Commission on Transportation (COACT). He said the Wickiup Interchange Project is number two on the approval list for State projects. He said that the Hwy 97 and 1st Street project will cost about 1.2 million and ODOT would like the City to put up \$400,000 and the County to contribute \$400,000 and ODOT would provide the rest of the project funding.

Councilor Moilanen stated that she attended the Central Oregon Cities Organization (COCO) meeting. She stated that a municipal seat has been designated on the Deschutes Water Alliance (DWA). Councilor Moilanen stated that she requested the City of La Pine be considered for that seat when they have a water district under City jurisdiction.

Councilor Hedges stated that she attended the Community Meeting on Nov. 19th regarding the 100th anniversary celebration for the City of La Pine. She also said that the Ford Leadership meetings in November were excellent. Councilor Hedges stated she would like to see something done by the City Council for leadership training.

Mayor Shields stated that the League of Oregon Cities has training for City Councilors and will come to La Pine. She said she would like staff to explore the training they provide for Councilors regarding costs and scheduling.

Mayor Shields stated that she attended the dedication for the newest Habitat for Humanity with Councilor Moilanen and Councilor Hedges. She said she was very impressed with the project.

12. Adjourn

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

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

The Meeting was adjourned at 7:11 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, Dec. 9, 2009

Work Session – 3:30 p.m.

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. **Work Session – 3:30 p.m.**

1. Call to Order
2. Roll Call
3. Presentation/Discussion with Eric King, City Manager for City of Bend
4. Staffing/City Manager Update Information
5. Adjourn Work Session

B. **Regular Session – 6:00 p.m.**

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.

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. Oct. 28, 2009 WS and Meeting Minutes
- ii Nov. 6, 2009 Special Meeting Minutes

b. Bills and Invoices

- i. Approval of Bills
- ii. Financial Report/Current Budget Chart
- iii Approval of Reimbursements

6. 2010 – Year of the Volunteer
Presentation by Ed Onimus, Redmond City Council
7. Schedule Councilor Training with LOC
8. Approval of Wilderness Garbage Disposal Fee Increase
9. Letter of Support for City of Sisters
10. Review of New Councilor Applications
11. Other Matters
Only those matters properly added to this Agenda under line item No. 4
- 11a) Review of Minutes from Dec. 9, 2009 Meeting – Councilor McAfee
12. Public Comments for Items not on the Agenda
13. Staff Comments
14. Council Comments
15. 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 WORK SESSION MINUTES

Work Session – 3:30 p.m.

Wednesday, Dec. 9, 2009

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

B. Work Session – 3:30 p.m.

1. Call to Order

The Work Session Meeting was called to order at 3:30 pm by Mayor Shields.

2. Roll Call

Present Were:

Mayor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

Councilor Adele Moilanen

City Attorney Jeremy Green

City Recorder Luana Damerval

Admin Ass't Patricia Morgan

Quorum established.

3. Presentation/Discussion with Eric King, City Manager for City of Bend

Eric King, City Manager of Bend, stated that the key areas of his job are:

- 1) Managing his relationship with the Councilors. He said it is his role to be a liaison for them.
- 2) Taking all the information from the various departments and providing it to the Councilors on a given subject.
- 3) Acting as an ombudsman for those citizens that have not been able to resolve their issues and now want to bring it to Council.
- 4) Working out in the community with the Chamber, schools, etc. He also said managing the City on a day to day basis is another job duty.

Eric King stated since La Pine has few staff members, they would probably want a City Manager that is a generalist. He said the International City Manager Association (ICMA) would be a great resource to put together job descriptions and they also have a very focused recruitment agency.

Mr. King stated that the City Manager also makes policy decision requests to the Council. He said staff usually provides the Council with background information and also staff recommendations. Mr. King said the City Manager makes the presentation to the Council.

In response to a question from Councilor Ward, Eric King stated that typically the City Administrator is for a strong Mayor form of government, in which the Mayor is usually compensated and has an office at City Hall. He said there is really not much difference between a City Administrator and a City Manager.

In response to another question from Councilor Ward, Mr. King stated that the Council should be unified in the need for a City Manager and also defines the role. He said a potential City Manager would usually notice a Council that is not working well together.

00:17:40

Mayor Shields stated that what we are trying to determine is what type of person we need to help us finish getting the City set up. She wondered if that is something that we could, or even should, expect of a manager. She said we do not even know exactly what we are missing, and we need to find the person who can help us determine that.

Mr. King introduced Ms. Courtney Snead who came to the City as a Management Intern and is now the Assistant to the City Manager of Bend. Ms. Snead stated that the Range Rider Program (volunteer retired City Managers) and also the Oregon City Council Manager Association (OCCMA) could help identify needs and help the Council to make decisions. Mr. King stated that Roger Jordan is the Range Rider for this area.

In response to a question from Councilor Ward, Mr. King stated that the Council should look for someone that is flexible and can hit the ground running. He did state that he has a Master's in Planning and received his experience in local government mainly performing citizen involvement work, managing special projects and also economic development in the Mayor's Office at the City of Portland. Mr. King gave examples of City Managers that did not have public sector experience and/or a Master's Degree. He said he had about eleven years experience in local government before going to work for the City of Bend.

Courtney Snead stated that typically, depending on the size of a City, you look for someone with a Bachelor's Degree and five years experience in the public sector or someone with a Bachelor's Degree and maybe some Master's work in Public Administration. She also said sometimes there are requirements for a City Manager that include a Master's degree and approximately twelve years of public sector experience, but the salary would be much higher for this type of City Manager.

In response to a question from Councilor Hedges, Mr. King stated that the Council probably will want to hire an experienced City Manager or someone with experience in local government. He also recommended hiring someone who has expertise in some of the specific areas the City has need of at this time. Courtney Snead recommended hiring someone that has government experience in Oregon because Oregon law is so unique.

In response to a question from Councilor Hedges regarding legal services, Eric King stated that the City Attorney comes to Council Meetings and helps guide staff and Council in making decisions that won't get them in trouble. He said they play a dual role and advise both staff and Council. He went on to say that a City Manager would be working closely with legal counsel on all issues, and that in Bend every issue goes through the "legal and financial filters" before it gets to the Council.

Councilor Moilanen stated that she does not see a Sewer & Water District under City management or a Public Works Department until La Pine has a strong City Manager. She said the citizens have made it clear to the Council that they want them to move forward toward hiring a City Manager. Councilor Moilanen also asked Eric King if policies and procedures could take the place of a City Manager. Mr. King stated that policies and procedures are only as good as they are put into practice, but somebody has to be there making sure they are adhered to because with the Council, there is always turnover. He said hopefully you would have a Manager here for awhile so they could administer those policies over time.

00:31:20

In response to a question from Mayor Shields, Mr. King stated that most cities have municipal codes that guide their basic operating procedure and then there are Council policies and also administrative policies. He said there are also operating procedures within various departments in the City. Mr. King stated that

the role of the Manager could be to help the Council define issues and needs for the City. He said this will be important for the recruitment process of a City Manager. Eric King stated that his performance review is based on how well he met the goals set forth by the Council for him.

Eric King stated that the Range Riders can work with the Council to set goals. He said they can help the Council with making the decision whether to hire a City Manager or not. Mr. King advised the Council to get public input before meeting to set goals. He suggested advertising for a community meeting that would be more like a Council Work Session on goals.

Mr. King stated that his own job description is fairly generic but he could provide the City with templates of City Manager job descriptions. He said the Council needs to develop a job description and also a job announcement for a recruitment brochure stating the goals and needs of the City. Eric King also stated that the Council is his boss. He said the Council can give him direction, collectively, as a body.

Councilor Moilanen asked Courtney Snead about the Master's Program for Public Administration. She said at the end of a variety of coursework including Human Resources and Finance, there is a six month internship program in a City Manager's office. Eric King recommended tapping into the local network in Central Oregon for assistance with hiring a City Manager.

Councilor Hedges stated that her goal is to hire a City Manager by July 1, 2010. Eric King said it usually is a three to four month process to recruit and hire a City Manager.

00:44:28

Councilor Moilanen stated that she was involved in the Fire Districts hiring of a new Chief and really liked the process they used. She said they had a couple of panels like a technical panel, etc. and she thought it was more rounded than just having the Council handle all the interviewing. Mr. King stated that panels are a good interviewing process to use. He recommended that the City have a staff interview panel as well.

00:46:57

Mayor Shields stated we may be getting ahead of ourselves, and reminded the Council that what we're trying to do is decide if in fact a City Manager is what we need now to help us put together what we're missing.

4. Staffing/City Manager Update Information

Councilor Ward discussed the survey he did and provided the Council with the written results of his survey. He said he utilized cities that had approximately the same population as the City of La Pine. Councilor Ward stated that only two cities have a City Manager. He said the other cities have a City Recorder/City Administrator and they told him that is the same as a City Manager. Councilor Ward said all these cities have departments, unlike the City of La Pine.

Councilor Ward stated that the Council needs to establish, in the next 30 days, what programs we are going to have in place for our next budget cycle and also if we have enough programs in place to justify a City Manager or City Administrator. He said if we are going to hire a City Manager we need to start the process by February 2010.

Councilor Ward stated he can call the five cities and get a copy of their job description and also rules and regulations for a City Manager. Council gave direction for Councilor Ward to obtain this information for the next City Council Meeting.

00:55:34

Councilor Moilanen stated that she did some research looking at past Meeting Minutes to locate where the administrative authority was given to the Mayor. She said all she discovered was that we still are a Council/Manager type of government. Councilor Moilanen stated that after the last City Manager left, the Mayor stepped into the City Manager/Administrator role but there was never a Council consensus for this to occur. Mayor Shields stated from a staffing point it is City Recorder Damerval who performs administrative duties for the City. City Attorney Green stated that the City does not have a choice as to who is going to fill the administrative hole. He said this was taken into consideration when creating the City Recorder's job description. City Attorney Green stated that no City Councilor is filling in as a City Manager. Councilor Moilanen stated that it would create a conflict of interest because you cannot make policy and then also administer that policy.

City Attorney Green stated that part of the reason for the recent approval of the City Recorder's job description was to address that administrative hole. He said staff implements policy based on Council recommendations.

Mayor Shields asked Eric King what staff does when an issue comes up between Council Meetings. Mr. King stated that staff asks Council for some direction and also to create a policy on a particular issue and the City Manager helps with this process. Eric King also said that there is a difference between creating policy and just making a decision on something. He said the City Manager should be able to make those day to day decisions with managing the City. Mr. King stated he will often communicate with the Council, perhaps over the telephone, when he needs their input for an administrative decision between City Council Meetings.

Councilor Hedges stated her experience has been that Councilors sometimes get left out of some processes. She said it seems like staff make decisions and the Council is left out between meetings. Councilor Hedges stated that they vote on things when they do not have the background on them. Councilor Moilanen stated that it does seem like some things just appear on the Agenda for voting purposes.

Mayor Shields stated that is why she always asks if Councilors have had time to review what is on the Agenda. She said if a Councilor has not had enough review time or information to base a decision on, they need to state that before going ahead and voting.

01:07:01

City Attorney Green stated that one of the duties of the City staff is to inform the City Council and provide them with sufficient information and background on items to make a decision. He said if the Council does not feel they have received adequate information to make a decision they should state that during the meeting, and ask for specific information, or question areas of concern.

Councilor Moilanen stated that the City's administrative hole should be on a future Work Session. Mayor Shields stated that on several occasions the Council has asked staff to obtain additional information before voting on something. City Attorney Green stated that staff reports need to be more thorough and provide more information.

Councilor Hedges stated that she understood to ask a question of staff she had to go through Mayor Shields. Mayor Shields stated that Councilors cannot give staff direction, but they can ask them a question.

Councilor Ward and Mayor Shields discussed a memo to the Council that is going to be written clarifying some City staff and Council issues and also communicating information from a prior staff meeting.

Councilor Moilanen stated that maybe the go-between administrative person for the time being can be someone other than the Mayor, perhaps another Councilor can be that go-between person. Mayor Shields stated we need to have a discussion about that as well as other things. Councilor Ward stated that when the City was first formed the original Council gave the Mayor the authority to be the go-between with staff and without communicating with other Councilors. City Attorney Green stated that the role of the Mayor historically in La Pine has been a liaison not an administrator or a manager. He said then the Mayor decides after receiving all the information, what to do with it. City Attorney Green stated that there is nothing wrong with the Councilors contacting City staff to get updates on issues or more information.

Councilor Moilanen stated that if we do decide to go with a City Manager we need to let them have the authority they need to do their job. City Attorney Green stated he thought it was a good idea to develop goals, etc., when creating the job description for a City Manager.

Mayor Shields stated that for the next City Council Meeting there will be another Work Session on the City Manager topic.

Councilor Ward asked City Attorney Green if the City Charter would be done before the next fiscal year. City Attorney Green stated if the Council wants the City Charter on the plate for this spring, it should be put on the plate.

5. Adjourn Work Session

Meeting was adjourned at 4:52 pm by Mayor Shields.

A motion was made by Councilor Ward and seconded by Councilor Moilanen to adjourn the Work Session.		
<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 Moilanen</i>	<i>X</i>	
Motion passed unanimously.		

LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, Dec. 9, 2009

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

B. Regular Session – 6:00 p.m.

1. Call to Order

The meeting was called to order at 6:04 pm by Mayor Shields.

2. Establish Quorum

Present Were:

Mayor Kitty Shields
Councilor Doug Ward
Councilor Barbara Hedges
Councilor Adele Moilanen
City Attorney Jeremy Green
City Recorder Luana Damerval
Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

Councilor Adele Moilanen 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.

- 11a) Schedule a Work Session for Formal Complaint Resolution Policy and Records Request Policy.

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. Oct. 28, 2009 WS and Meeting Minutes
- ii Nov. 6, 2009 Special Meeting Minutes

Councilor Moilanen requested a change be made to the October 28th Meeting Minutes; under a roll call vote she was listed but in fact she was not present at that meeting.

b. Bills and Invoices

- i. Approval of Bills
- ii. Financial Report/Current Budget Chart
- iii. Approval of Reimbursements

Councilor Ward stated he had a question on the Check Detail on page two, regarding a purchase for a computer program to prevent spam. City Recorder Damerval stated that the program was purchased with the credit card and the program was needed to control spam on City e-mail.

Councilor Moilanen stated she wanted to move the Financial Report/Current Budget Chart to Other Matters, item 11b.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the Consent Agenda with the minor correction to Oct 28, 2009 Minutes as recommended and with the removal of the Financial Report/Current Budget Chart to Other Matters.

Vote as follows:

	<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

01:26:13

6. 2010 – Year of the Volunteer

Presentation by Ed Onimus, Redmond City Council

Mr. Ed Ominus, from the Redmond City Council, said this past September the Redmond City Council established 2010 as the Year of the Volunteer. He said that studies indicate that three out of four Americans over the age of 16 years do not normally volunteer. Mr. Ominus stated that in Central Oregon there are 2200 people considered homeless and 40% of these people are children.

Ed Onimus stated he is here to invite the City of La Pine to join Redmond, Madras, City of Sisters, Culver and Prineville in declaring 2010 the Year of the Volunteer.

In response to a question from Administrative Assistant Morgan, Mr. Ominus stated that Oregon's definition of homeless is anyone living in temporary housing. He said there is a homeless camp south of Bend and there are also shelters but not enough beds. Mr. Ominus said there are a lack of volunteers and also a lack of funds.

Ed Onimus stated that they plan to mobilize the volunteer troops. He said they will be asking current volunteers if they have a friend that can also volunteer. Mr. Ominus stated that there may a project that will include children volunteers. He also said the Council can encourage City staff to volunteer as well as

themselves. Ed Onimus stated that some businesses close their offices one day a year and all the employees go out and participate in a volunteer project.

Councilor Ward stated that he would like to see a Proclamation created by City staff and have the Mayor sign it on behalf of the City of La Pine.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the creation of a Proclamation making 2010 the Year of the Volunteer and giving the Mayor authority to sign.		
<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 Moilanen</i>	<i>X</i>	
Motion passed unanimously.		

01:38:00

7. Schedule Councilor Training with LOC

Councilor Ward stated that the training by the League of Oregon Cities (LOC) will cost \$1,200 for a three hour session. He said he is concerned that two of the items they will receive training on are already contained in the reading materials each Councilor received when they became a Councilor.

Councilor Hedges stated that the training would clarify things that may not be understood from just reading a book. Mayor Shields stated you get more out of something when you actually have a real trainer present. She said her only question was how many could attend the training. Mayor Shields stated that she would like other City Committee and Commission members to attend. Councilor Moilanen said that the written materials are subject to interpretation and the LOC training would give the Council the parameters of what they could and could not do. She also said it would be a good team building exercise.

Mayor Shields stated that the more the City Committees and Planning Commission know about how the Council works, the better they will be able to serve the City. She emphasized that the training is Councilor training.

Council directed staff to get more information about the LOC training and how many people can be accommodated. Councilor Ward stated he is still opposed to the training. Councilor Moilanen requested a budget impact statement for the LOC training.

01:49:49

8. Approval of Wilderness Garbage Disposal Fee Increase

City Recorder Damerval stated that she learned in a conversation with City Attorney Green the City will need to have a Resolution for the fee increase. Stu Martinez, owner of Wilderness Garbage, stated that the fee increase is really considered a pass-through because it is a fee imposed from Deschutes County on garbage disposal companies.

City Attorney Green stated he would discuss the matter more with Mr. Martinez so that a resolution could be prepared by the next meeting. In response to a question from Councilor Hedges, Mr. Martinez stated

that in order to provide recycling services there would have to be a separate rate for that service. He also said they are not mandated to do recycling by the Oregon Department of Environmental Quality.

01:58:00

9. Letter of Support for City of Sisters

City Recorder Damerval stated that the letter came to the City just as it is presented.

A motion was made by Councilor Ward and seconded by Councilor Hedges to approve the Letter of Support for the Community Development Block Grant for the City of Sisters and authority for the Mayor to sign.

Vote as follows:

	<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

10. Review of New Councilor Applications

City Recorder Damerval stated that she went through the previously submitted applications for a City Council position and tried to contact each of the applicants. She said phone numbers were either disconnected or the applicant was no longer interested. Mayor Shields recounted the Council's desire to have a pool of at least three candidates to interview. However, since there has been only two applications submitted for the position vacated seven months ago, and out of respect to those who's applications were on file from prior vacancies, those prior applications were brought back into the pool to see if any were still interested. Mayor Shields stated that now she would like to move forward with the one current application for the Council position.

A motion was made by Councilor Ward and seconded by Councilor Hedges to interview Don Greiner for the Open Position on the City Council.

Vote as follows:

	<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

Councilor Ward asked applicant Don Greiner the following questions:

- Are you a resident of the City?
- Are you interested in becoming a City Councilor?
- Are you sincere when you say you want to become part of a team?

- Would you explain what you meant in the statement on your application that we need to expand the tax base for the City?
- Do you have a problem with serving on a sub-committee?

Don Greiner answered yes to all questions. In response to a statement on Mr. Greiner's application, Councilor Moilanen stated that the Comprehensive Plan does not identify any expansion of the urban growth boundary because we have enough buildable land in the City limits for the next twenty years. In response to a question from Councilor Moilanen, Mr. Greiner stated the biggest challenge the City has right now is whether to hire a City Manager or not. He said it was his opinion that policies and procedures need to be established before hiring a City Manager.

02:11:30

Councilor Hedges asked some questions regarding Don Greiner's work and volunteer experience. She also talked to Mr. Greiner about his interest in public speaking. Mayor Shields stated that all of her questions have now been asked and answered, and that she was sold when Mr. Greiner said get the horse before the cart. Councilor Ward said we have a very qualified candidate in front of us. Councilor Moilanen asked Don Greiner what was the biggest asset he would bring to the Council. He said he would be interested in recruiting and utilizing volunteers more.

Councilor Moilanen reminded the Council that they were considering a non-resident Councilor position. She noted the Oct.28th Meeting Minutes as her reference. Attorney Green stated that change would have to be adopted by City Charter and right now La Pine does not have a City Charter. Councilor Moilanen asked the Council if they could hold off filling the vacant Council seat because the Council is going through a transition phase right now. She said they are trying to fill the administrative hole and she thinks it is premature to bring someone on at this time. Councilor Ward stated that with all due respect he completely disagreed with Councilor Moilanen. He said we have a completely qualified candidate.

Councilor Hedges stated she was very impressed with Don Greiner but would prefer to put the voting off until the first meeting in January. Mayor Shields stated she thinks it is imprudent to wait. She also said we do not know if we will have a Charter that will allow for a non-resident Councilor. She said there have been two or three target dates for getting a Charter in place. City Attorney Green stated it will take months to prepare and then it has to go to the voters. Mayor Shields stated she was not willing to wait any longer to have another Councilor on the Council. Councilor Ward requested that Councilor Moilanen and Councilor Hedges allow a vote for Don Greiner to serve on the Council, right now.

Councilor Moilanen stated that Don Greiner has only been to one meeting and has already stated that he is not in favor of hiring a City Manager prior to having all the policies and procedures set up for City administration. Councilor Hedges stated she wants to move on recruiting a City Manager before drawing up all kinds of rules and regulations. She said the Council could do both at the same time. She said her goal was to have a City Manager on board by July 1, 2010. Councilor Hedges stated she approves of Mr. Greiner, but she would like to wait until the first meeting in January to appoint Mr. Greiner to the City Council. She also said the Council spends a lot of time talking and she would like the recruitment process for a City Manager to be ongoing and continuous. Councilor Ward stated you are either in favor of appointing Don Greiner or you are not. He said we should take a vote right now. Councilor Hedges stated she would like for Don Greiner to take a few weeks and be sure he wants to join the Council, especially with the various issues at hand.

Mayor Shields asked Don Greiner if he was ready and willing to be appointed to the Council at this meeting. He said he would not have applied to the Council if he did not feel he was capable and also could not spend the necessary time and study needed. Councilor Moilanen re-stated her concern that after one meeting Mr. Greiner concluded that getting a City Manager would be premature without first having

policies and procedures in place. Mr. Greiner's response was that the City should be able to tell a candidate for City Manager what is expected of him or her. Councilor Hedges stated that she had not attended any Council meetings before being appointed, so she could not hold that against Mr. Greiner. Ultimately, the Council decided they were now ready to vote on the appointment at this meeting.

A motion was made by Councilor Ward and seconded by Councilor Hedges to Appoint Don Greiner for the Open Position on the City Council and to Swear him in at this Meeting.

Vote as follows:

	<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 Moilanen</i>		<i>X</i>

Motion passed.

City Recorder Damerval swore in Don Greiner to the La Pine City Council. Councilor Greiner took the Oath of Office.

02:43:40

11. Other Matters

Only those matters properly added to this Agenda under line item No. 4

11a) Schedule a Work Session for Formal Complaint Resolution Policy and Records Request Policy.

Mayor Shields stated that the City Manager discussions during the Work Session will continue. She also said that for the January 13, 2010 meeting the Formal Complaint Resolution Policy and Records Request Policy should be on the agenda. City Attorney Green stated that they could have an initial discussion on the two policies during the first meeting in January at a Work Session.

There was also a discussion on changing the last City Council Meeting in December. City Attorney Green stated that Don Greiner could call in and participate by phone if he was not able to attend the next City Council Meeting. City Attorney Green suggested having the next and final City Council Meeting for December on December 15th so the Snow Plow Bids could be voted on at that same Meeting. The Council agreed to move forward the December 22nd City Council Meeting to December 15th starting at 5 pm. Council requested that staff notify newspapers and also post the change of meeting notice immediately.

11b) Financial Report/Current Budget Chart – pulled from Consent Agenda

Councilor Moilanen has asked this item be put on Other Matters for discussion purposes. She asked City Recorder Damerval for some clarification on the balance sheet for fiscal year to date. Councilor Ward stated that it is very difficult to read because it is not an actual dollar amount calculated for the year. Councilor Ward said he would like to see instead, what percentage of the budget has been used to date for the line items. The Council asked City Recorder Damerval to make those changes to the balance sheet. Councilor Greiner abstained from voting on the Balance Sheets as he had not had time to review them.

A motion was made by Councilor Moilanen and seconded by Councilor Hedges to Approve the Balance Sheet as presented.

Vote as follows:

	<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 Moilanen</i>	<i>X</i>	
<i>Councilor Don Greiner</i>		<i>Abstained</i>

Motion passed.

03:03:14

14. Public Comments for Items not on the Agenda

Mayor Shields stated this is public comment time only; it is not intended to be a question and answer period. She also said she is limiting the public comments to two minutes per person due to time constraints. Mayor Shields reminded the public that if they have a question to either call staff or come into City Hall during business hours. She also said if staff cannot answer their question, staff will refer the question to the Council.

Judy Forsythe, area resident, stated she would like to know if there have been any applications received for a City Manager position at City Hall and if so, what happened to those applications. She said she would like to have an update of the MOU with the City, LIGI, County, and ODOT regarding the Hwy 97 and Reed Road intersection.

Vicky Jackson, area resident, discussed her Public Records Request about obtaining information about the September 2009 City Attorney invoice. She complained that it appears that the City has been stalling on giving her the requested information. Ms. Jackson also stated that she has not been able to review meeting tapes unless the City Recorder is present in the office, not just during City Hall hours. She said there are some references to a contract between the City Attorney and the City but she has been told there is no contract. Ms. Jackson then discussed the Public Records Request Policy from the City of Madras that she had obtained.

03:08:36

15. Staff Comments

Administrative Assistant Morgan announced that she is now able to access the info@CityofLaPine emails.

City Recorder Damerval stated that the Bureau of Land Management (BLM) called City Hall and announced that they will be slash burning on 80 acres outside of La Pine, off of Burgess Road.

16. Council Comments

Councilor Ward stated he was unable to attend the LIGI Meeting. Councilor Moilanen had no comments. Councilor Hedges stated that she was not notified about the staff meeting this week and she would prefer

a phone call as she has requested to be notified about them. City Recorder Damerval stated that she sent an e-mail to Councilor Hedges regarding the staff meeting. Mayor Shields stated that Councilor Hedges should now be notified by phone or a message left on her answering machine, as it is her understanding from Councilor Hedges in an earlier conversation that she has ongoing problems with getting her emails.

Councilor Hedges stated she would like a Work Session to review the City Recorder Job Description because there were, in her opinion, too many discrepancies. In response to a question from Councilor Hedges, City Recorder Damerval said she had just received a contract for a cell phone with Verizon.

Councilor Hedges asked if any work had been done for inventory at the office. City Recorder Damerval stated she understood that the inventory needed to be done only on items of significant value. Councilor Hedges stated that it can be done for any items in the office. She also asked to receive the names of the vendors that bid on the computer work for the City.

Mayor Shields asked City Recorder Damerval to check on the new version, 2010, of the Attorney General's Public Records and Meetings Manual and to supply the Councilors with an updated copy when it becomes available. She also discussed the Water District & Sewer District Meetings. Mayor Shields said that each Districts appointed a representative to attend the Water & Sewer Committee for the City of La Pine.

Mayor Shields discussed a conversation she had with a gentleman that lives within the City. He said he did not like that it seems like we have all people who live outside the City limits wanting to run the City. Mayor Shields suggested he come to the City Council Meetings and participate. She said she did not know what is says that the City residents, who are the voters, are not coming to the City Council meetings, except that maybe it means they probably have no complaints.

Councilor Greiner stated that he would like to assist with an inventory at City Hall if that ends up being done. He also said he was looking forward to getting to work as soon as he returns from his vacation. Councilor Hedges also volunteered to assist with the inventory.

17. Adjourn

A motion was made by Councilor Greiner and seconded by Councilor Hedges to adjourn the Regular Session Council Meeting.

Vote as follows:

	<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 Moilanen</i>	<i>X</i>	
<i>Councilor Greiner</i>	<i>X</i>	

Motion passed unanimously.

Mayor Shields adjourned the meeting at 8:03 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING AGENDA

Tuesday, December 15, 2009

Work Session – 5:00 p.m.

Regular Session – 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

Work Session – 5:00 p.m.

1. Call to Order
2. Roll Call
3. Staffing/City Management Update Information
4. Review Snow Plowing Bids
5. Adjourn Work Session

B. Regular Session – 6:00 p.m.

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.

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. November 10, 2009 – Regular Meeting Minutes
 - ii. November 24, 2009 – Work Session and Regular Meeting Minutes
6. Councilor Training by League of Oregon Cities – Update
7. Selection of Snow Plow Contractor(s) for 2009-2010
8. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.

9. Public Comments for Items not on the Agenda
10. Staff Comments
11. Council Comments
12. 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. The meetings are subject to cancellation without notice. The 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 MEETING MINUTES

Tuesday, December 15, 2009

Work Session – 5:00 p.m.

51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

Work Session – 5:00 p.m.

1. Call to Order

Mayor Shields called the meeting to order at 5:12 pm.

2. Roll Call

Present Were:

Mayor Kitty Shields
Councilor Doug Ward
Councilor Barbara Hedges
Councilor Adele Moilanen
Councilor Don Greiner was absent by prior arrangement
City Attorney Jeremy Green
City Recorder Luana Damerval
Admin Ass't Patricia Morgan

Quorum established.

3. Staffing/City Management Update Information

Councilor Ward provided an update and additional materials from the five cities he originally contacted for City Manager information. He said he asked them for job descriptions for City Manager, City Recorder and City Administrator. Councilor Ward stated he has received three of the five cities' job descriptions. He said this information could be useful to determine what qualifications the City may want to have for a City Manager.

Councilor Ward recommended creating a job description for a City Manager before starting the recruitment process. Councilor Hedges suggested that the Councilors could make a list of qualifications and requirements for the City Manager prior to the January 13, 2010 meeting. Councilor Ward stated if the Council decides they want to hire a City Manager they should probably start the recruitment process in February 2010. He also said we need to be sure there is adequate work for a full time City Manager.

Councilor Hedges stated she would rather have the Council meet and go over their main points in regard to the City Manager rather than e-mail each other. Councilor Moilanen said it is important to determine the role the City Manager will be playing in the City so that they can function in their job better. She also said that training for the Council will allow for the Council to better understand the structure and what the City Manager is going to be doing.

Councilor Ward stated that he discovered through his City Manager research that all the job duties, responsibilities and authority were very defined and required regular updates on progress and also completion of work. Mayor Shields stated that a lot of stuff comes to the City Manager.

00:12:20

Councilor Moilanen discussed the State statutes and how the City decided early on to structure the City with a City Management type of government. She said, in her opinion, the City is now very close to not

following it. Councilor Moilanen stated that former Mayor Woodruff was at City Hall almost every day functioning as the Administrator. She said when Mayor Woodruff left, the administrative hole occurred. City Attorney Green stated that the City Council is responsible for developing policies and providing directions. He said a City Manager or staff is responsible for implementing those policies. City Attorney Green stated that the intent is not to appoint the Mayor as a de facto City Administrator and that Mayor Shields is not performing that role. He said that the Council should want to have the separation exist between the Council and City administration. City Attorney Green stated that when Councilors are involved in City Administration it is usually not a good process. He said the Council probably needs to re-evaluate that role and determine to what extent a Councilor should be involved with the administration of City Hall. City Attorney Green stated that Mayor Shields has had to serve as a liaison because there is no City Manager. Councilor Moilanen suggested having an administrative consultant or Range Rider to temporarily fill the administrative hole. Councilor Ward stated that no one from the City Council should interfere with City administration.

00:20:37

Councilor Moilanen stated that she did not believe that City Recorder Damerval wanted to expand her job description to include some of the duties that a City Manager would do and also serve in that capacity. Mayor Shields said that City Recorder Damerval is our Administrator. City Recorder Damerval stated that in reality, she does not think she wants the City Manager position. She also said that she did not feel she had the type of personality that would be needed, i.e., she is more a doer than a leader. City Recorder Damerval said that a City Manager needs to have the authority to approve and spend monies up to a certain amount. City Attorney Green stated that depending on what authority the City Council provides to the City Manager, they may be able to spend \$2,000 - \$5,000 without receiving Council approval. Councilor Ward stated that the City of DePoe Bay has three additional office staff members at City Hall so that the City Recorder is not picking up additional duties. He said if we had a City Recorder/Administrator we would need an additional person in the office to pick up the additional duties.

City Attorney Green stated that the job description is a critical first step for the City Manager position. He said that the personnel policies should be a project of the City Manager because they will be responsible for implementing those policies. In response to a question from Mayor Shields, he recommended a priority list of project work be given to a new City Manager, with regular status updates required. Councilor Moilanen stated that we should also establish a salary range for the position.

Councilor Moilanen asked City Recorder Damerval what authority a City Manager should have for the City of La Pine. City Recorder Damerval stated that they need to have management skills and be given broad authority. Mayor Shields asked staff members to also give input to the Council on what they think are important qualifications and duties of a City Manager. She said Council and staff need to come prepared with this information at the January 13, 2010 Work Session.

00:36:50

4. Review Snow Plowing Bids

Mayor Shields announced that she was withdrawing from both the discussion and voting on the Snow Plow Bids because one of her brothers had submitted a snow plow bid. In response to a question from Councilor Moilanen, City Attorney Green stated in an informal bid process City Recorder Damerval has the option, with incomplete bids, to contact the individual bidder for more information.

Councilor Ward asked about the bid from Get-R-Dumped and Green Construction, wondering if they are bidding as one company. City Attorney Green stated yes, for the purposes of this bid they are together.

There was also a discussion on the three separate areas of the City that would require snow plowing and since the bids were so similar, perhaps award a separate City area to each bidder. Councilor Ward and Councilor Moilanen stated that they liked the La Pine Equipment bid and also that it was better prepared.

City Attorney Green stated that he would need to research and see if the City would need to prepare two separate contracts, one for Get-R-Dumped and one for Green Construction since they are working together on this one project. City Attorney Green also said that the CCB (Construction Contractors Board) does not regulate the removal of snow from streets so the bidders do not need to have a CCB license number. Councilor Hedges stated she favored awarding the bid to all three bidders if there is going to be a lot of work. City Attorney Green recommended the Council authorize City Recorder Damerval to determine the areas serviced by each bidder.

The Council had consensus to move contractor selection to the Regular Session, Item #7.

5. Adjourn Work Session

A motion was made by Councilor Ward and seconded by Councilor Moilanen to Adjourn the Work Session.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

Mayor Shields adjourned the meeting at 6:09 pm.

LA PINE CITY COUNCIL REGULAR SESSION MEETING MINUTES

Tuesday, December 15, 2009

Regular Session – 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

B. Regular Session – 6:00 p.m.

1. Call to Order

Mayor Shields called the meeting to order at 6:21 pm.

2. Establish Quorum

Present Were:

Mayor Kitty Shields

Councilor Doug Ward

Councilor Barbara Hedges

Councilor Adele Moilanen

Councilor Don Greiner was absent by prior arrangement

City Attorney Jeremy Green

City Recorder Luana Damerval

Admin Ass't Patricia Morgan

Quorum established.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Mrs. Karen Ward.

4. Added Agenda Items

Any matters added to the agenda at this time will be discussed during the "Other Matters" portion of this Agenda.

None

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. November 10, 2009 – Regular Meeting Minutes

ii. November 24, 2009 – Work Session and Regular Meeting Minutes

Councilor Ward asked about the Cagle Road Contract. City Attorney Green stated that the contract has been awarded to Vic Russell and the work is required to be done no later than May 2010.

Councilor Moilanen stated that in the November 24th minutes, on page six, fifth paragraph, fourth line down, the word comfortable should be replaced with the word uncomfortable.

A motion was made by Councilor Ward and seconded by Councilor Hedges to Approve the Consent Agenda with the one small correction to the November 24th Minutes.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

01:02:00

6. Councilor Training by League of Oregon Cities – Update

City Recorder Damerval stated that the budget impact is going to be an issue because we will run over budget on a line item. She said it will need to go under Materials & Services and then under meetings, classes, etc. City Recorder Damerval stated that they can go over budget on that line item since they would still be under budget on the M&S category. In response to a question from Councilor Moilanen, City Recorder Damerval said she had put a call into DMC Consulting, Inc., to see if they were interested in bidding on the training, but they have not responded. City Attorney Green stated that DMC Consulting, Inc., does not usually do this type of training.

Councilor Ward stated that he was still not in support of the training due to cost and also because the information was available in print form. He said if the Council votes yes, he will attend. Councilor Hedges stated she would like some guidance and answers to her questions about different things. Councilor Moilanen said that the training would be helpful in defining the role of a City Manager.

The Council then discussed various locations and dates for the training. Mayor Shields asked if the Senior Center would be good place to hold the training. Dan Varcoe, Chamber of Commerce, stated that the Senior Center has good audio visual equipment. The Council considered the date of Tuesday, February 16th for the training. The Council also felt the best time to hold the training would probably be from 3 pm to 6 pm. Staff was instructed to research the location, time, etc., for the training and also advertise it.

01:15:10

7. Selection of Snow Plow Contractor(s) for 2009-2010

Mayor Kitty Shields declared a Conflict of Interest since one of the contractors is a brother. She said she would turn the proceedings over to Mayor Pro Tem Doug Ward. Mayor Pro Tem Ward asked if the Council had any additional questions on the selection. There was no other discussion.

A motion was made by Councilor Hedges and seconded by Councilor Moilanen to award the Snow Plow Contracts to Vic Russell Construction, La Pine Equipment, Green Construction & Get-R-Dumped (two independent companies working on one project) and give authority for City Recorder Damerval and legal counsel to finalize the contracts for signature by Mayor Pro Tem Doug Ward.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Mayor Pro Tem Doug Ward</i>	<i>X</i>	
<i>Councilor Barbara Hedges</i>	<i>X</i>	
<i>Councilor Moilanen</i>	<i>X</i>	

Motion passed unanimously.

01:19:05

8. Other Matters

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

None

9. Public Comments for Items not on the Agenda

Dan Varcoe, Chamber of Commerce, invited all to the Chamber of Commerce breakfast on Dec. 18th as well as the Chamber's Christmas Party at Ghost Rock Ranch on Dec. 19th. He also said on January 15th there will be a Volunteer Fair at the Senior Center from 10 am to 1 pm shortly after the January Chamber Breakfast meeting.

Vicky Jackson, area resident, stated she received her completed request for a summary of the September 2009 City Attorney's invoice. She complained that it did not include communication with the Mayor and staff as she had requested. City Attorney Green stated that the description of an issue in a billing entry may be confidential and very detailed. He said that would be considered excluded information from the invoice.

City Attorney Green stated that any time he saw a communication reference with staff or Council, he would estimate the amount of time spent during that particular period and total it with other times he had similar discussions whether it was in relation to that particular matter or another. He said the communication number she was given should be nearly right on as far as the communication part of the invoice. City Attorney Green stated it was difficult to recollect the amount of time spent on communication for a particular project. He also offered, if the Council would allow it, to take some billing entries from an invoice and sit down with Ms. Jackson and show her how difficult it would be to separate the projects out from a specific phone communication.

During a discussion on more education regarding the workings of government, City Attorney Green suggested that he and a Councilor or two do a presentation about government processes at a local school. Mayor Shields also suggested having some students attend the League of Oregon Cities Councilor Training.

01:29:30

10. Staff Comments

City Recorder Damerval presented three different formats of the revised balance sheets for the Council to review. She said Budget Officer Ken Kendall and City Bookkeeper Mary Thorson assisted her with the revisions. Mayor Shields asked the Council to review the balance sheets and let staff know what they do or do not like about these new versions.

City Recorder Damerval announced that the latest Attorney General's Public Records and Meetings Manual is not out yet. She also said she had provided Councilor Hedges with her requested information on bidding for the Computer/IT Services in her inbox at City Hall. City Recorder Damerval stated that through research she learned that public entities only perform audits on capital assets over \$1,000. She said the City does not own anything over a \$1,000 at the present time. City Recorder Damerval also stated, in response to a question from Councilor Hedges, that she does have a list of keys and passwords for City Hall in the event of an emergency.

01:35:07

11. Council Comments

Councilor Ward requested that staff notify him when any more faxes from cities he has contacted come into City Hall. Councilor Moilanen requested that staff set up a meeting between ODOT, Councilor Hedges and herself regarding the Highway 97 and Reed Road intersection. She also said she would like to visit with Councilor Ward regarding his experiences with ODOT on this matter. Council concurred that staff arrange for a meeting.

Councilor Hedges stated that she would like the Council to review both the City Recorder and the Administrative Assistant job descriptions as a future agenda item. City Attorney Green responded that a Work Session is the appropriate type of meeting to review job descriptions.

City Attorney Green stated his priorities are the MOU with LIGI, ODOT, Deschutes County and the City of La Pine regarding traffic issues in La Pine, and finalizing the snow plow contracts. He also noted we need to be wrapping up some loose ends with administrative kinds of things.

In response to a question from Councilor Ward, City Attorney Green stated that because of the work done on the snow plow bid and contracts, next year's snow plow bidding processes will already be in place. Contractors will now be signed up for the 2009-2010 season, and next year the City will again go out for an informal solicitation process.

Councilor Ward then asked City Attorney Green if the snow plow bidding contract will have to all be redone next year. City Attorney Green stated that for next year the City will not need to redo the contract as it is a template that can be reused, like our other types of contracts. Mayor Shields stated that is why we anticipate our legal fees going down over time.

Councilor Moilanen asked staff to work on preparing a record of accomplishments for the City in 2009.

Both City Attorney Green and Mayor Shields discussed how productive the meeting had been and that they felt it was very positive.

12. Adjourn

A motion was made by Councilor Ward and seconded by Councilor Moilanen to Adjourn the Regular Session of the Council Meeting.

<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 Moilanen</i>	<i>X</i>	

Motion passed unanimously.

Mayor Shields adjourned the meeting at 7:09 pm

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY PLANNING COMMISSION MEETING AGENDA

Wednesday Dec. 16th - 6:00 PM

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.
5. Public Comments for Items not on the Agenda
6. Approval of Oct. 21, 2009 and November 12, 2009 Planning Commission Meeting Minutes
7. Final discussion and recommendation to the City Council of the Draft City of La Pine Comprehensive Plan and Urban Growth Boundary.
8. Discussion on Transportation Systems Committee
9. Planning Commissioner Reports and Staff Update
10. Other Matters
Only those matters properly added to this Agenda under line item No. 4
11. 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 Planning Commission 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 PLANNING COMMISSION MEETING MINUTES

Wednesday Dec. 16th - 6:00 PM

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order

The Meeting was called to order at 6:01 pm by Chair John Thomas.

2. Establish Quorum

Roll Call

Present Were:

Commissioner Virginia Classen

Chair John Thomas

Commissioner Renee Clark

Vice Chair Gloria Fleming

Commissioner Linda Maggard

Quorum established.

Planning Secretary Patti Morgan was in attendance as well as Deborah McMahon and James Lewis from DMC Consulting Inc.

3. Pledge of Allegiance

Commissioner Renee Clark 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.

None.

5. Public Comments for Items not on the Agenda

None.

6. Approval of Oct. 21, 2009 and November 12, 2009 Planning Commission Meeting Minutes

A motion was made by Vice Chair Fleming and seconded by Cmsr. Maggard to approve the Oct 21, 2009 and Nov 12, 2009 Planning Commission Meeting Minutes:

Vote as follows:

	AYE	NAY
Planning Commissioner Clark	X	
Chair John Thomas	X	
Planning Commissioner Classen	X	
Planning Commission Maggard	X	
Vice Chair Fleming	X	

Motion passed unanimously.

7. Final discussion and recommendation to the City Council of the Draft City of La Pine Comprehensive Plan and Urban Growth Boundary.

James Lewis from DMC Consulting Inc., began the discussion reviewing the memo he had prepared for the Commissioners with additional policies that the Commissioners had requested. Deborah McMahon, from DMC, Consulting Inc., stated that there are no dramatic changes from what the city residents had forwarded. She said they have just been doing some fine tuning to the original Draft Comp Plan.

Deborah McMahon explained that the Deschutes Planning Commission would like to hold a Joint Meeting with the La Pine Planning Commission to review the Comp Plan. She said in the meantime, the Comp Plan would also be forwarded to the La Pine City Council for them to review.

James Lewis stated that the Deschutes Planning Commission would probably not be making any changes to the La Pine Comp Plan at the Joint Meeting. Deborah McMahon said that they did not expect the County process to be lengthy. James Lewis stated that the Deschutes Planning Commission will be looking more at how the La Pine Comp Plan will affect the citizens living on the urban fringe of the City.

00:06:06

Cmsr. Classen discussed extending the transition area at Burgess and Huntington that went to the north of Burgess. Regarding a question from Chair Thomas, Deborah McMahon recommended that the revised Comp Plan Map be sent to the La Pine City Council without another Planning Commission Meeting beforehand, so that they can stay on schedule.

Chair Thomas asked why we would want a larger transition area. He said mixed use commercial is allowed, residential is not. Deborah McMahon said that the cross hatched areas served as a transition area between industrial and residential. She said if there is more mixed use along Huntington that would allow for all uses including industrial, commercial and residential. Deborah McMahon said that they should give some thought as to how that would benefit the community.

James Lewis stated most of the impacts for residential areas are at the intersections. He said it is not inappropriate for mixed use zone at those locations. Deborah McMahon stated that they could extend the cross hatching and have a caveat in the area that would require a Master Plan. She said you would not have to worry about the zoning right now. Chair Thomas stated that the transition areas will be restrictive to developers. Chair Thomas said the developers could be granted variances if the Commission decided to allow them.

James Lewis stated that base zoning still dictates what is intended to go on that property but it adds an extra step in the planning process which requires a Master Plan relating to all other uses of that property and the adjoining properties. Chair Thomas stated that the new elementary school is a prime example of a transition area. Cmsr. Classen discussed the BLM land transfer that will probably eventually become City property.

00:27:00

Chair Thomas said to keep in mind that the transition areas will be tough to develop and a Master Plan will need to be created. James Lewis stated that mixed use is usually for primarily commercial focus with some residential uses such as first floor level commercial use and upper floor level residential. Deborah McMahon stated that designating a whole lot of commercial is difficult because you do not

have users on the other side of the street. She said staff's recommendation is that having alternate future choices based on performance and livability is the best way. Ms. McMahon stated that Master Planning gives a higher value on the property but requires the owner to do a little bit more to show how it is organized because there are usually two or three property owners involved and they have to work together to create a Master Plan.

Cmsr. Maggard abstained from voting on the following motion due to a possible conflict of interest.

A Motion was made by Cmsr. Classen and seconded by Cmsr. Clark to revise the Final Comp Plan Map with the transition area north of Burgess extending west toward the east border of Huntington Road and to exclude any property west of Huntington that is within City Limits:

	AYE	NAY
Planning Commissioner Clark	X	
Chair John Thomas	X	
Planning Commissioner Classen	X	
Planning Commission Maggard	Abstained	
Vice Chair Fleming	X	

Motion passed unanimously.

Deborah McMahon stated that staff will make those changes on the Comp Plan map and also back it up with text so there will be no misunderstanding about what was decided. James Lewis stated that once the map and zoning is approved by the City Council, the Planning Commission will review the matter again. Ms. McMahon stated that the Planning Commission may allow other uses when they review the matter at a later point in time.

00:41:47

Deborah McMahon stated that the State of Oregon has assistance grants for developers that want help designing properties but they also want a collaborative process. She said that having cross hatched areas are good for both developers and the public.

A Motion was made by Cmsr. Classen and seconded by Cmsr. Maggard to Approve the South Transition Area as it is on the Comp Plan Map.

Vote as follows:	AYE	NAY
Chair John Thomas	X	
Vice Chair Fleming	X	
Cmsr. Clark	X	
Cmsr. Classen	X	
Cmsr. Maggard	X	

Motion passed unanimously.

A Motion was made by Cmsr. Classen and seconded by Cmsr. Maggard to adopt the cross hatching along Huntington Road as shown on the original Comp Plan Map.

Vote as follows:	AYE	NAY
Chair John Thomas	X	
Vice Chair Fleming	X	
Cmsr. Clark	X	
Cmsr. Classen	X	
Cmsr. Maggard	X	

Motion passed unanimously.

Vice Chair Fleming stated we will need to decide what we want buildings to look like in the future. She said to maintain a certain feel in the City it will take a lot of discussion. Vice Chair Fleming stated that if the developers want to come in, they will have to work with what the public has decided regarding development.

A Motion was made by Cmsr. Classen and seconded by Cmsr. Maggard to adopt the previous Comp Plan Map cross hatching and put that back into the current Comp Plan Map.

Vote as follows:	AYE	NAY
Chair John Thomas	X	
Vice Chair Fleming	X	
Cmsr. Clark	X	
Cmsr. Classen	X	
Cmsr. Maggard	X	

Motion passed unanimously.

00:58:20

A Motion was made by Cmsr. Maggard and seconded by Cmsr. Classen to approve the Draft Comp Plan Map with the additional changes that were discussed this evening.

Vote as follows:	AYE	NAY
Chair John Thomas	X	
Vice Chair Fleming	X	
Cmsr. Clark	X	
Cmsr. Classen	X	
Cmsr. Maggard	X	

Motion passed unanimously.

Deborah McMahon stated that staff will proceed to make those final adjustments. She also said that once these changes have been made, the Planning Commission needs to approve the Comp Plan and Map and forward them to the La Pine City Council and the Deschutes Planning Commission for review.

A Motion was made by Cmsr. Maggard and seconded by Cmsr. Clark that the Final Comp Plan with changes should then go to the La Pine City Council and the Deschutes Planning Commission for Final Approval.

Vote as follows:	AYE	NAY
Chair John Thomas	X	
Vice Chair Fleming	X	
Cmsr. Clark	X	
Cmsr. Classen	X	
Cmsr. Maggard	X	

Motion passed unanimously.

Deborah McMahon stated that staff will continue to submit to the Planning Commission some choices for joint meetings and work sessions and any potential Hearings.

Meeting was temporarily adjourned at 7:08 pm for a five minute break. Meeting resumed at 7:17 pm after the break.

01:04:00

8. Discussion on Transportation Systems Committee

Deborah McMahon stated that staff prepared an outline of how the committee would function and what it might look like. The prepared paperwork was distributed to the Commissioners. She said the City of La Pine is comprised of three primary neighborhoods. Deborah McMahon stated that they have organized the committee membership along those three lines. She also recommended a member from the Chamber of Commerce, a City Staff person, some professionals as well a representative from each of the three City neighborhoods to be on that committee.

Deborah McMahon also recommended some ex officio members participate but do not vote, they are technical people like staff and also an ODOT staff person and a Deschutes County staff person. She also recommended a seven member committee with three ex officio members. She said one from the Chamber, one from the Planning Commission, one from the City Council, one from each of the three designated neighborhoods and then the three ex officio members. Ms. McMahon stated that the ODOT and Deschutes County staff persons will probably only attend when an issue involves them.

Chair Thomas asked Councilor Ward his opinion on the proposed set-up of the Transportation System Committee. Councilor Ward stated that the member number for the Transportation Systems Committee should be no more than five. He said the Council believes that a Transportation Systems Committee well be helpful.

Chair Thomas stated that what the committee will do is begin to discuss where the priorities are following in line with the citizen's of La Pine. Councilor Ward discussed the Hwy 97 and Reed Road intersection that the City has been working with the County, LIGI, and ODOT. He said it is a very sensitive issue.

It was then discussed that there would be one member from each of three neighborhoods and that would mean that three out of five committee members would have to live inside the City of La Pine. The other

two specifically recommended members were one from the Planning Commission and one from the Chamber of Commerce (which may or may not be from within City limits). That means that only two voting members could possibly be from outside the City limits. Ex-officio (non voting members) included one Tag (Transportation Area Group) Member and one City Council Member. Others such as ODOT (Oregon Department of Transportation) and Deschutes County would be considered under regular invitees.

Chair Thomas suggested that the committee may need a Secretary but he recommends not using City staff for that position due to workload. Deborah McMahon suggested just taping the transportation systems committee meetings. The City Council will determine the recording and transcription needs.

01:24:33

During a discussion about TAG (Transportation Action Group), Deborah McMahon stated that the City will need their own transportation systems committee, anyway. She said that the existing TAG is more than likely going to morph into focusing on areas outside the City limits. Ms. McMahon said that TAG has a huge amount of issues outside the City limits. Chair Thomas stated that he would like to combine the two transportation groups in some way. He said he would like some ex officio members from TAG to be on the new Transportation System Committee. Councilor Ward stated that the City Council has stated that TAG should concentrate their issues on the areas outside of the City limits but still there would be communication between both transportation groups.

A Motion was made by Cmsr. Fleming and seconded by Cmsr. Maggard to direct Planning Commission Staff to develop a Letter of Recommendation and to also Appoint Members to the Transportation Systems Committee and have it presented for review to the City Council.

Vote as follows:	AYE	NAY
Chair John Thomas	X	
Vice Chair Fleming	X	
Cmsr. Clark	X	
Cmsr. Classen	X	
Cmsr. Maggard	X	

Motion passed unanimously.

01:40:05

9. Planning Commissioner Reports and Staff Update

Deborah McMahon stated that they have put in a placeholder for a TGM (Traffic Growth Management) Grant that would be money that comes to the City, probably in the next Fiscal Year, and that would support and augment the corridor plan and would also produce for the City the first Transportation System Plan (TSP). She said the City would have only a very minimal amount of capital contribution. Deborah McMahon stated after receiving the grant they could then hire a Traffic Engineer to do the TSP. She also announced that the City has received a grant for the Zoning Ordinance work and the contract was in the process of being written.

10. Other Matters

Only those matters properly added to this Agenda under line item No. 4

None

The next meeting of the Planning Commission will be held on Wednesday, January 20th starting at 6 pm. Chair Thomas stated some of the agenda for the next meeting would involve the continuing implementation of the Transportation Systems Committee. James Lewis said there should also be more discussion on the Comp Plan and the review process with the County.

Administrative Assistant Morgan announced the League of Oregon Cities governmental training will be held in La Pine during the month of February. The Planning Commission, as well as other City committee members are welcome to attend with the City Council.

11. Adjourn

A Motion was made by Vice Chair Fleming and seconded by Cmsr. Maggard to Adjourn the Meeting.

Vote as follows:	AYE	NAY
Chair John Thomas	X	
Vice Chair Fleming	X	
Cmsr. Clark	X	
Cmsr. Classen	X	
Cmsr. Maggard	X	

Motion passed unanimously.

Chair Thomas adjourned the meeting at 8:13 pm.

Chair John Thomas

Attest:

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING AGENDA

Monday, January 4, 2010

Regular Session - 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 this 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. December 9, 2009 – Work Session and Meeting Minutes
 - ii. December 15, 2009 – Work Session and Meeting Minutes
- b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements

6. City Streets – Improvements and Maintenance
7. Planning Commission – Request for City Transportation System Committee
8. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.

9. Public Comments for Items not on the Agenda

10. Staff Comments
11. Council Comments
12. 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.

2/1/2010

LA PINE CITY COUNCIL MEETING MINUTES

Monday, January 4, 2010

Regular Session - 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 – absent by prior approval
City Recorder Luana Damerval
Admin Ass't Patricia Morgan

Quorum established.

Mayor Shields stated that she wanted it noted that she had excused the City Attorney from tonight's meeting but according to the Council Rules and Procedures, the Council should have excused him. Mayor Shields said she excused City Attorney Green due to lack of need and also cost savings. Mayor Shields directed staff to put Review of Council Rules and Procedures on the January 13th Agenda.

3. Pledge of Allegiance

The Pledge of Allegiance was led by City Recorder Damerval.

4. Added Agenda Items

Any matters added to this Agenda at this time will be discussed during the "Other Matters" portion of this Agenda or such other time selected by the City Council.

None

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. December 9, 2009 – Work Session and Meeting Minutes
- ii. December 15, 2009 – Work Session and Meeting Minutes

b. Bills and Invoices

- i. Approval of Bills

2/1/2010

- ii. Financial Report
- iii. Approval of Reimbursements

Mayor Shields requested to pull the December 9, 2009 Meeting Minutes due to lack of time for review and move them to the Consent Agenda for the January 13, 2010 City Council Meeting.

Councilor McAfee asked to pull the Approval of Bills to Other Matters for further discussion. They will now be item 8a) Approval of Bills under Other Matters.

A motion was made by Councilor McAfee and seconded by Councilor Hedges to approve the Dec. 15, 2009 Meeting Minutes and 5bii and 5biii under the Financial Report on the Consent Agenda.

<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. City Streets – Improvements and Maintenance

City Recorder Damerval stated that she does not have authority to call and request any urgent roadwork. Mayor Shields discussed the twice yearly road maintenance plan that the City is working on at present.

Don Ropierquet, area resident, stated that Antler is getting bad, Pine is bad, Cagle is getting worse but Doe is not too bad. Councilor Ward stated it was too late in the year to do anything about the roads because of the frozen ground. He requested staff to call and get a rough estimate on how much money it would cost to do dust abatement on the City gravel roads.

Mayor Shields also advised City Recorder Damerval to speak with the City Attorney regarding what action the Council needs to give City Recorder Damerval the authority to order urgent roadwork without prior authorization from the Council.

Mayor Shields stated that in the future she would like the Public Comment Sheets for some of the agenda items to be placed on the sign-in table for Council Meetings.

Public Comments

Vicky Jackson, area resident, asked how the City decides what roads get worked on and which do not. Mayor Shields stated that it is all the paved and gravel roads that are public roads and within the City limits. She said the plan is to have all the roads brought up to a certain standard.

00:31:05

7. Planning Commission – Request for City Transportation System Committee

Gloria Fleming, Vice Chair of the Planning Commission, stated that the committee would look at different aspects

of a transportation plan and make recommendations to the Council. She said a variety of people would be involved in developing the plan.

Vice Chair Fleming stated that there could be investigative tasks that the Council would assign to the committee as well. Councilor McAfee stated that it sounded like the committee would recommend adoption of mission, goals and policies and then the Council would eventually adopt ordinances to support them.

Councilor Ward stated that he had no objection to forming the committee but it would have to be a long range look at public transportation. He said the committee will be able to assemble all the information and put it in a package so that it can be looked at down the road.

Council agreed that the recommended committee makeup is good and directed staff to initiate the application process and utilize the City Attorney for assistance with this process. Mayor Shields suggested when putting the application together City Recorder Damerval should also try to get input from DMC, Inc. She also asked that the application be brought back to the Council for approval.

Karen Ward, citizen, asked who would sit on the committee. Mayor Shields stated that there will be one member from each of the three neighborhoods, one from the Chamber of Commerce, one would be a City Planning Commissioner, but no more than two members would be from outside the City limits.

Mr. Pat Murphy, area resident, stated that if you have more applicants than needed what criteria will be used to select the committee members. Councilor Ward stated that the Chair of the Planning Commission will select the members and recommend them to the Council. He also said it is usually difficult to get enough volunteers for any City committee.

00:57:25

8. Other Matters

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

8a) Approval of Bills – Councilor McAfee

Councilor McAfee stated that a process needs to be established where the Council can review the bills before they are paid. She said we could start with the City Attorney's bill because staff are paying it without some of the Councilors seeing it. Mayor Shields stated that when she signs checks she always reviews the invoices attached to them. Councilor Ward stated that he always checks through the invoices when he is signing checks. In response to a question from Councilor Hedges, Mayor Shields stated that the City Attorney is paid based on an hourly rate.

Councilor McAfee stated that neither she nor Councilor Hedges receive an opportunity to review the City Attorney invoices. She said she would not approve the current bills until she has reviewed the November invoice for legal services. Councilor Hedges stated that she is available for check signing on a regular basis.

The Approval of bills will be brought back at the January 13, 2010 City Council Meeting for the Consent Agenda.

01:09:36

9. Public Comments for Items not on the Agenda

Ms. Loretta Murphy, area resident, discussed the bidding process for the snowplow RFP that was recently completed. She said a lot of people did not know about the bid proposal for that work. Ms. Murphy stated that on a complex bid you should want to get the best price for the work done. She said there was not enough time for a contractor to drive the area before putting their bid together. Ms. Murphy stated when the bids come in they should remain sealed and all be opened at the same time for integrity purposes.

Ms. Murphy also stated that she was happy to see that Councilor Don Greiner has as a goal to hire a City Manager. She said the pool of candidates that are available due to the poor economy, will probably have some excellent experience and training.

Councilor Ward stated that he wanted to apologize because the City was extremely late in getting the snowplow bids out. He said they received three bids and all had similar prices and equipment. Councilor Ward said they only selected two of the bids because the third bid did not have the required insurance. Councilor Ward said the Council is exploring the possibility of hiring a City Manager. He stated that come July do we have enough projects and tasks for the City Manager to do to justify the expense of hiring one. He said if we are able to identify certain project work, we will probably need to hire a City Manager

Mayor Shields stated that a Manager is not a replacement for an attorney and even a City Manager utilizes a City Attorney

Judy Keller, area resident, stated that the Council is getting streamlined on many of their processes. City Recorder Damerval discussed the legal templates for contracts, bids, etc., that have been created and will be reusable.

01:25:40

Vicky Jackson, area resident, suggested that if the City meets every two weeks it seems like they should be able to get the Minutes approved and also the bills approved on a regular basis. She said it would be helpful to have the most current Minutes posted to the website as soon as possible. Ms. Jackson stated that the City Attorney is acting like a City Manager; you are having him draw up applications, policies, etc., if you had a City Manager with experience you would definitely cut down on attorney fees.

Gloria Fleming, area resident, stated she was glad to see more of the public coming to the meetings. She said that the City Council had a hard time of who they wanted to select for the City Attorney. She said the current City Attorney has put in many hours that were unpaid. Ms. Fleming stated that from her experience, most of the Minutes for a City take at least a month to get on the website. She also said that she could not see that it did the City one bit of good to have a City Manager. Ms. Fleming asked what services the Chamber of Commerce are not receiving that they received when there was a City Manager.

Councilor McAfee stated that the City is organized as a Councilor/Manager form of government. She said currently the Mayor does not have any expressed administrative authority. Councilor McAfee stated prior Mayors of La Pine functioned in that capacity. She said prior Mayors had taken up that administrative hole that now needs to be filled. Councilor McAfee said there is an administrative hole that needs to be filled. She said the City is still bound by the Councilor/Manager form of government.

Pat Murphy, area resident, stated that there are constant references to staff and wondered how many staff members are employed with the City. Mayor Shields stated that there are two staff members and each of them has their own job description.

Pam Cosmo, area resident, welcomed Councilor Greiner and said it was nice to see a complete Council at the table. She said the former City Manager was good at reaching out to the various groups as well as being accessible. Ms. Cosmo stated that Councilor McAfee and Councilor Hedges came to the Citizens Action Group (CAG) meeting recently and they really appreciated their participation. Mayor Shields agreed that there was more City visibility in the community when they had a City Manager.

Dan Varcoe, Executive Director of the Chamber of Commerce, stated that the Chamber has never formally taken a stand on the City Manager issue. He said he is in favor of a City Manager for the good of the community so the City could move ahead more rapidly toward goals and also have better coordination. Mr. Varcoe said they have never polled their members but the leadership of the Chamber are in favor of a City Manager. He said the City needs someone who can communicate well with the public on a regular basis.

2/1/2010

01:38:36

10. Staff Comments

City Recorder Damerval discussed the letter she had passed out regarding the next meeting of the Deschutes Water Alliance scheduled for February 11, 2010. She reported that the Disaster Plan is in place for City Hall and that includes the location of records, backup procedures for computer files, location of keys and computer password information.

Administrative Ass't Patti Morgan reminded the Council to bring their list of qualifications and tasks for the City Manager to be discussed at the Work Session on January 13th.

11. Council Comments

Councilor Ward stated that the Councilors also need to bring to the next City Manager discussion, their top four projects which need to be done before July 1st.

Councilor Greiner stated that it is critical to have a job description prior to hiring a City Manager. He also discussed the Range Rider program for retired former City Managers. Councilor Greiner recommended Roger Jordan for information and assistance. He is the Range Rider for this area. Councilor Greiner said he would like the Council to arrange to meet with him to help us through the process of hiring a Manager. He also stated that he thinks we need to hire a City Manager but wants an organized hiring process with all interviewers having the completed City Manager job description available.

Councilor Hedges requested that the Council be notified when the City Recorder takes a vacation or PTO day. She also asked about the requested speed limit change on Huntington Road. It was also discussed that the ODOT traffic analysis will be done in the spring because it cannot be done in the winter time.

Councilor Hedges also asked for an update on Biogreen. Councilor Ward stated that last he heard Biogreen was still waiting for final approval from the County and then planned to start construction this spring. City Recorder Damerval said there was another text amendment that was required. She also said she had reserved a location for a February 16th Councilor Training put on by the League of Oregon Cities (LOC). City Recorder Damerval stated that she had not yet received confirmation from the training person at LOC for the Feb. 16th date.

In response to a question from Mayor Shields, Councilor Hedges said she is still having some City e-mail issues and would like e-mails sent to her at bhedges@q.com.

City Recorder Damerval suggested having someone come in and identify City Hall needs and maybe it could be someone from LOC, or a Range Rider. Mayor Shields stated that we are still having Work Sessions on a City Manager and asked staff to contact Roger Jordan and see if he could attend the work session on January 13th.

In response to a question from Councilor Hedges, Councilor Ward stated that La Pine Equipment and Vic Russell are doing the snowplow work. He also said that four inches of snow is the County requirement for plowing and the City uses the same criteria.

Councilor McAfee stated that on December 21st she attend the COCO (Central Oregon Cities Organization) meeting. She said that depending on the outcome of Ballot Measures 66 and 67 all State shared revenues, taxes, for OLCC, cigarette, gasoline, etc., will be on the table. Councilor McAfee said that if the measures fail, the plan is to organize a day at the Oregon Capitol for all Oregon Mayors and Councilors.

01:59:35

Mayor Shields stated that there was a City news article that she and City Recorder Damerval wrote for the

January 2010 edition of The Eagle. She also said Sandy Jones, Publisher of The Eagle, was very flexible with the deadline so that the article could get out in time.

Mayor Shields explained that article writing for the City had been assigned to her and City Recorder Damerval soon after the City was incorporated but at some point they had too many other duties to keep this up. She said she would like to get back to doing a monthly update and asked if another Councilor would like to take her place with that. Councilor Moilanen volunteered. Mayor Shields stated there should be no individual opinions expressed, just a factual article.

Mayor Shields stated that they were notified by DMC, Inc., planning consultants, that the City was awarded an \$80,000 Grant for zoning ordinance work. The grant was awarded through the Oregon Department of Land Conservation and Development. She said DMC, Inc., is also applying for a Transportation Management Grant for the City.

Mayor Shields stated that the planning consultants, DMC Inc., would like to have a discussion with the Council on the next steps for the Comprehensive Plan. She requested staff to schedule that discussion for a January Council Meeting.

12. Adjourn

A motion was made by Councilor Ward and seconded by Councilor Hedges to adjourn the Meeting.

<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.

Mayor Shields adjourned the meeting at 8:11 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

2/1/2010

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, January 13, 2010

Work Session – 5:00 p.m.

Regular Session – 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Work Session – 5:00 p.m.

1. Call to Order
2. Roll Call
3. Review of City General Dispute Resolution Procedure
4. Discussion of City Manager Qualifications
5. Adjourn Work Session

B. Regular Session – 6:00 p.m.

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.
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. December 9, 2009 – Work Session and Meeting Minutes
 - b. Bills and Invoices
 - i. Approval of Bills
6. Project Wildfire – Wood Debris Removal and Fuels Treatment
Joe Stutler, Deschutes County Forester
Time for Presentation: 20 minutes
7. Comprehensive Plan – Next Steps
Deborah McMahan, DMC Consulting Services
James Lewis, Foreterra, LLC
Time for Presentation: 30 minutes

8. Resolution No. 2010-01
A resolution authorizing a fee increase for Wilderness Garbage & Recycling Service to reflect an increase in garbage disposal fees imposed by Deschutes County, Oregon.
9. City Recorder Authority to Order City Road Work
10. Council Committee Appointments
Central Oregon Area Commission on Transportation (COACT)
Wickiup Junction Steering Committee (WJSC)
Central Oregon Cities Organization (COCO)
Central Oregon Intergovernmental Council (COIC)
La Pine Industrial Group, Inc. (LIGI)
Small Cities Network (SCN)
11. Discussion of 2009 City Accomplishments
12. City General Dispute Resolution Procedure
13. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
14. Public Comments for Items not on the Agenda
15. Staff Comments
16. Council Comments
17. 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 WORK SESSION MINUTES

Wednesday, January 13, 2010

Work Session – 5:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

B. Work Session – 5:00 p.m.

1. Call to Order

Mayor Shields called the meeting to order at 5:06 pm.

2. Roll Call

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.

00:05:33

Mayor Shields stated she had forgotten that the December 9, 2009 Minutes had already gone out to the Council in an earlier agenda packet. She said that is why the Council received two versions of those Minutes. Mayor Shields stated that she has always assisted staff with proofreading the Minutes since there are only two staff members at City Hall. Councilor McAfee requested that Meeting Minutes only go out, in the Agenda packet, and then be discussed at the City Council Meeting.

Councilor Greiner stated that he believes the staff at City Hall has a large workload and also numerous interruptions during their work day.

00:12:50

3. Review of City General Dispute Resolution Procedure

City Attorney Green stated he put this resolution together to help resolve disputes in a quick and efficient manner. He said he has also prepared an employee complaint procedure form. City Attorney Green said the form will also help track the evolution of the complaint or dispute.

Councilor McAfee discussed that this policy was probably going to address a recent incident between staff. She said that the Council had been promised a memorandum, written by Mayor Shields, detailing that incident as well as a staff meeting that had taken place shortly thereafter. Councilor McAfee stated she thought this policy was suppose to address those concerns since the memorandum was never written. Mayor Shields stated that there have been employee situations in the past where there was a dispute between two staff members and the City needed to have a process in place. She said she did remember what was done with prior employee issues and some of that process was incorporated into the procedure. Councilor Greiner and Councilor Ward stated they approved of the Resolution Procedure.

Councilor Hedges stated that it is difficult when there are just two staff members, each having an

opinion or grievance but no one else in the office to see and hear things that would be able to support their perception.

City Attorney Green stated that if the employee has a complaint about their supervisor, they can go to the Mayor next. He said he would prefer employees deal with their issues among themselves.

Councilor McAfee stated she would like to see another step added. She said she would like to see some documented communication to resolve the matter. Councilor McAfee said she would like to add that step before the appeal process so that there is a concentrated effort to communicate about the issue before it goes anywhere else.

Councilor Hedges stated she would like to see a ten day limit rather than five days from the time of the occurrence to the time it is reported as a grievance. Councilor McAfee stated she would prefer to use the word “timely” instead of using number of days.

Councilor McAfee stated she would like to see the procedure state that a designee of the City Council would be the next person in the grievance process not necessarily the Mayor. She also mentioned that she has recently received training in dispute resolution from the State.

The Council had consensus to move the item over to the Regular Session.

00:41:40

4. Discussion of City Manager Qualifications

Councilor Greiner stated that he submitted a list of qualifications for the City Manager. Mayor Shields said that we should think about the things that are most important for the City of La Pine. Councilor Ward stated that the job description and qualifications from the City of Heppner seems to be very close to what is needed for La Pine.

Mayor Shields suggested the Council narrow down what they need from a City Manager so it is just what this City is going to need from the position. She also said any candidate needs to appreciate that La Pine is a new City and realize that they are going to be delving into just what it takes to start up a new City.

Council gave direction to City Attorney Green to prepare a City Manager job description. The Council decided to move the question of hiring a City Manager to the Regular Session for voting purposes prior to a job description being prepared.

5. Adjourn Work Session

A motion was made by Councilor Ward and seconded by Councilor McAfee to adjourn the meeting.

<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.

Mayor Shields adjourned the meeting at 6:10 pm.

LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, January 13, 2010
Regular Session – 6:00 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

B. Regular Session – 6:00 p.m.

1. Call to Order

Mayor Shields called the meeting to order at 6:20 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

Judy Forsythe, area resident, 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.

13a) Pursue Hiring a City Manager – Moved forward from Work Session

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. December 9, 2009 – Work Session and Meeting Minutes

00:02:44

Councilor McAfee requested that the Minutes be pulled and added as Agenda Item 13b for discussion.

- b. Bills and Invoices
 i. Approval of Bills

A motion was made by Councilor Ward and seconded by Councilor Hedges to Approve the Bills as presented.

<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.

00:05:10

6. Project Wildfire – Wood Debris Removal and Fuels Treatment
 Joe Stutler, Deschutes County Forester
 Time for Presentation: 20 minutes

Joe Stutler, Deschutes County Forester, said his proposal is to have a jointly sponsored bio-mass site and make it available to the public. He said there are two sites north of La Pine near Sunriver, one on Fontana and one on Cedar Court. Mr. Stutler said they are two acre sites. He said they would also like to put one in at the Industrial Park in La Pine. Joe Stutler said it will not cost the City any money, they already have the grant money for the work.

Mr. Stutler stated that they have not yet talked to the La Pine Industrial Group (LIGI) regarding their proposal because they wanted to speak with the City Council first. He also said that they have temporary sites as well so if there are issues than can be moved. Mr. Stutler stated that this proposal fits right in with the Community Fire Department.

Stu Martinez, citizen, stated that he is concerned about the air quality with another chipping business moving into the Industrial Park. Mr. Stutler stated that they will take responsibility for monitoring air quality and also the road conditions.

Mr. Stutler stated he would like the Council to identify some areas in La Pine which could use debris removal and fuel treatment.

In response to questions from Councilor Ward, Mr. Stutler said that the right-of-way distances vary greatly throughout the County. He said they would mow down or remove the bitter brush and other debris to about four inches. Mr. Stutler stated that they would be doing some thinning of live trees.

A motion was made by Councilor Hedges and seconded by Councilor McAfee to move forward with a partnership with Deschutes County for weed debris removal and fuels treatment.

<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.

00:37:35

7. Comprehensive Plan – Next Steps
Deborah McMahan, DMC Consulting Services
James Lewis, Foreterra, LLC
Time for Presentation: 30 minutes

Deborah McMahan, from DMC Consulting Inc., discussed the feedback received about the draft Comprehensive Plan from both the public and also the Planning Commissioners. She also passed out the revised Comp Plan Map. Deborah McMahan reviewed the three separate neighborhoods and also what type of zoning in those neighborhood is necessary to make them complete. She said the changes in the Comp Plan came out of the review done by the Planning Commission. Deborah McMahan stated that the Planning Commission has approved all changes and is asking for approval from the City Council to move forward with a Public Hearing. She also recommended leaving the public record open for a month after the Hearing. James Lewis, Foreterra, LLC, stated that they will be incorporating all the changes into a second draft and that will be available for comment at the Public Hearing.

01:68:57

In response to a question from Mayor Shields, James Lewis discussed how the Transportation System Committee will be incorporated into the appropriate chapter of the Comp Plan. Mayor Shields asked what the part means where it states the City of La Pine should be a regional sewer treatment area. Deborah McMahan stated that the Comp Plan recognizes that properties outside the city limits may need to have sewage treatment and it is also State mandated that the City of La Pine be the potential for dealing with sewage in the future.

James Lewis and Deborah McMahan recommended February 10, 2010 for the next Public Hearing on the Comprehensive Plan. Deborah McMahan stated she will check out locations to hold the meeting at since there will probably be more members from the public coming to the Public Hearing.

01:28:10

8. Resolution No. 2010-01
A resolution authorizing a fee increase for Wilderness Garbage & Recycling Service to reflect an increase in garbage disposal fees imposed by Deschutes County, Oregon.

Mayor Shields asked City Recorder Damerval to read Resolution No. 2010-01. There was no discussion on this matter as it had been discussed by the Council at the December 15, 2009 City Council Meeting.

A motion was made by Councilor Ward and seconded by Councilor Greiner to approve Resolution No. 2010-01

<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.

01:32:20

9. City Recorder Authority to Order City Road Work

City Recorder Damerval discussed the need for her to have authority from the Council to order emergency roadwork without having to come before the City Council.

City Attorney Green stated he would work on a memorandum with City Recorder Damerval that details the procedures the City Recorder would adhere to when ordering the road work and also include budget issues. Council gave direction for City Attorney Green to prepare the memorandum for review by the Council at a future meeting.

01:42:33

10. Council Committee Appointments

The following committee appointments were made:

Central Oregon Area Commission

on Transportation (COACT) -

Councilor Greiner with Councilor Ward as an alternate

Wickiup Junction Steering Committee (WJSC) -

Councilor Greiner with Councilor Ward as alternate

Central Oregon Cities Organization (COCO) -

Councilor McAfee with Mayor Shields as alternate

Central Oregon Intergovernmental Council (COIC) -

Councilor Hedges with Councilor Greiner as alternate

La Pine Industrial Group, Inc. (LIGI) -

Councilor Ward with City Recorder Damerval as alternate

Small Cities Network (SCN) -

Councilor Hedges with Councilor Greiner as alternate

01:59:44

11. Discussion of 2009 City Accomplishments

Councilor McAfee stated that she preferred the list of City accomplishments that were published in the January 2010 edition of the Newberry Eagle. Mayor Shields discussed the time and thought that went into making the decisions that resulted in the 2009 City accomplishments.

City Attorney Green stated that many of the goals for this fiscal year have already been accomplished by the Council. The Council determined some of the goals they would like to accomplish in the 2009-2010 fiscal year which are City Manager, Business License, Road Maintenance and City Charter.

City Recorder Damerval stated with the City Charter, it would need to be completed and submitted to go on the ballot no later than two months before the November election. City Attorney Green stated that the Council will want to start on the City Charter no later than March or April of this year.

02:16:35

12. City General Dispute Resolution Procedure

Mayor Shields stated that this matter had been carried over from the Work Session discussion. She asked City Attorney Green to review the requested changes from the Council.

City Attorney Green stated that the following changes will be made on the Resolution:

2/1/2010

- Remove references to five days and include language such as the complaint needs to be filed timely but not more than ten days after the occurrence
- Remove designation of Mayor as one of the identified parties involved in the resolution process and substitute that the individual would be designated by the City Council
- Include language to identify the need to communicate issues between the two parties before going through this formal process.

A motion was made by Councilor Ward and seconded by Councilor McAfee to approve the City of La Pine General Dispute Resolution Procedure and also the City of La Pine Complaint Procedure Form with revisions as discussed:

<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 4 to 1

Councilor Hedges stated that she would rather see the revised document before approving it. City Attorney Green stated that there are no issues with bringing the General Dispute Resolution Procedure back on a meeting agenda for future discussion.

13. Other Matters

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

02:21:51

13a) Pursue Hiring a City Manager – Moved forward from Work Session

Mayor Shields stated that after a discussion on this item during the Work Session the Council moved this matter to the regular meeting session for voting purposes.

A motion was made by Councilor Hedges and seconded by Councilor McAfee to pursue employment of a City Manager with direction for City Attorney Green to prepare a draft job description:

<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.

13b) Approval of Dec. 9, 2009 Meeting Minutes – Councilor McAfee

Councilor McAfee stated there is a correction needed on page 4, second paragraph of the Work Session Minutes. She said Courtney Snead started as a Management Intern and is now an Assistant to the City Manager. Councilor Greiner stated that on page 14 of the Regular Session Minutes, it

should state for the motion regarding the Balance Sheets that Councilor Greiner abstained from voting. Mayor Shields stated she would like the dashes changed to numbering under Eric King's list of key areas of his job on page 3 of the Work Session Minutes. She had some additional revisions that had been made and were already incorporated into the Minutes provided at this City Council Meeting.

Attorney Green recommended that Mayor Shields submit her proposed changes for the Dec. 9, 2009 Meeting Minutes to City Hall for review by both Councilors and the Public. He said after two weeks the Minutes would come back on the City Council Meeting Agenda for approval, providing there were no objections. Council gave direction to staff to make requested revisions on the Minutes for review and present the Minutes back to the Council at the January 27, 2010 City Council Meeting.

02:43:50

14. Public Comments for Items not on the Agenda

In response to a question from Judy Forsythe at an earlier meeting, Mayor Shields stated that there were two resumes that had been turned into City Hall in the last couple of months. She said that after checking with City Attorney Green it was decided to reply to the senders of the resumes that the City is currently going through a process with hiring and they should submit their resume again when there is a solicitation.

Justin Cutler, the new Executive Director for the Parks and Recreation District, introduced himself to the Council and invited them to visit with him at his office in the Johnson C Johnson Building.

Judy Forsythe, area resident, stated that she is the recruiter and employment tester for the 2010 Census for this area. She discussed the job opportunities available for residents of La Pine.

Vicky Jackson, area resident, asked for an update regarding the traffic analysis Memorandum of Understanding (MOU) between Deschutes County, Oregon Department of Transportation (ODOT), La Pine Industrial Group (LIGI) and the City of La Pine. Mayor Shields stated that City Attorney Green will be discussing the MOU during staff comments.

Gloria Fleming, area resident, discussed her experience as the volunteer recording secretary for the City Council Meetings in the past. She stated that since there is a digital recording made of each meeting the City Council should not be spending a lot of time during the meeting going over the Minutes.

02:52:45

15. Staff Comments

Administrative Assistant Morgan stated that Monday, January 18th, City Hall will be closed in honor of Martin Luther King Day.

City Recorder Damerval discussed the following:

- At a writing class on meeting minutes attended by Admin Assistant Morgan, she was taught that punctuation errors were a staff responsibility and that it was not standard procedure for the Council to correct punctuation errors during City Council meetings
- She will be resuming her City Management classes through the League of Oregon Cities starting in March
- She has received a Memorandum from the Deschutes County Sheriff for a MAC (Multi Agency Coordination) representation and disaster preparedness training. The meeting is scheduled for February 13th at 4 pm at the Deschutes County Sheriff's office training room.

- There is a lunch meeting scheduled for January 29th at 12:00 noon at the South County Building Meeting Room between the City Council and Range Rider Roger Jordan
- On February 16th, from 3 pm to 6 pm the League of Oregon Cities training class will be held at the Finley Butte Park Building
- She will be out of the office on Thursday afternoon, January 14th

City Attorney Green discussed the traffic analysis MOU between ODOT, the County, LIGI and the City of La Pine. He said there has been a tremendous amount of progress on the MOU. City Attorney Green said ODOT is in agreement with the proposed changes he had made to the MOU. He said if everything goes as planned it should be on the agenda for approval at the next City Council Meeting.

City Attorney Green also stated that due to heavy workload for him and the priorities of the City Council over the next couple of weeks, he would like to have the job description for the City Manager moved to the February 10th Meeting Agenda. Council was in agreement to have it brought back to the February 10th City Council Meeting.

03:01:20

16. Council Comments

Mayor Shields discussed her conversation with Kenneth Goodnight from Shepard's House in Bend. She said he wanted to know if the City could use some surplus A-frame buildings for temporary shelters for the homeless. Mayor Shields stated that with a new City and no Comprehensive Plan in place, La Pine would have to pass on the offer.

Mayor Shields stated she attended the meeting for the Water and Sewer Districts and the following was discussed:

- There is a grant that the Districts wanted to apply for but could not because the City's Comprehensive Plan has not been completed but the Districts were understanding about it;
- Dennis Clark, Chair of the Sewer Board, complained about some of the inappropriate comments that were made at the City of La Pine Utilities Committee Meeting that he attended. Mayor Shields stated that Jayne Benner, Vice Chair of the Utilities Committee, explained to Mr. Clark about how the committee was formed and also addressed some of the misunderstandings;
- Barbeann Nelson-Dodson, President of the Water Board, stated that she will try to type up answers to some of the questions that came up during the Utilities Committee Meeting;
- A memorandum from HGE Inc., the engineering firm for Biogreen, regarding water supply options to Biogreen from the La Pine Water and Sewer Districts. Mayor Shields passed out a copy of the memo to Councilors and staff members.

Mayor Shields announced that the La Pine Chamber of Commerce is looking for participants for the Volunteer Opportunity Fair on Friday, January 15th from 10 am to 1 pm at the Senior Center.

Councilor Ward discussed the LIGI meeting he had attended. He said that Biogreen, the bio-mass plant that wants to purchase 20 acres on Reed Road was one of the items for discussion. Councilor Ward said that the final drawings of the building have been submitted to the County. He said if there are no problems, construction may begin sometime this spring. Councilor Ward stated that the Pacific Pellet Company decided to go to Redmond instead of La Pine because of economic factors.

03:14:10

Councilor McAfee had no comments. Councilor Hedges stated that she attended the Federal Appropriations Seminar that was held in Bend. She said the deadline for submissions for the next

fiscal year October 2010 is February 22, 2010. Councilor Hedges also mentioned that she had attended a very lively Town Hall Meeting with Senator Wyden. Councilor Greiner had no comments.

17. Adjourn

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

<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.

Mayor Shields adjourned the meeting at 9:37 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY PLANNING COMMISSION MEETING AGENDA

Wednesday January 20, 2010 - 6:00 PM
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.
5. Public Comments for Items not on the Agenda
6. Approval of December 16, 2009 Planning Commission Meeting Minutes
7. Commissioner Training on Ordinances and Permits – Deborah McMahon
8. Transportation Systems Committee – Discussion on Process of Selecting Members
9. Planning Commission Agenda - Who on Commission is responsible for Agendas, how to get items on the Agenda and also Agenda deadlines.
10. Planning Commissioner Reports and Staff Update
11. Other Matters
Only those matters properly added to this Agenda under line item No. 4
12. 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 Planning Commission 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 PLANNING COMMISSION MEETING MINUTES

Wednesday January 20, 2010 - 6:00 PM
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order

The Meeting was called to order by Chair John Thomas at 6:01 pm.

2. Establish Quorum

Roll Call

Present Were:

Commissioner Virginia Classen
Commissioner John Thomas
Commissioner Renee Clark - absent
Commissioner Gloria Fleming
Commissioner Linda Maggard

Quorum established.

James Lewis, DMC Inc., was present via telephone. Patti Morgan, Planning Commission Secretary was also in attendance.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Virginia Classen.

4. Added Agenda Items

Any matters added to the agenda at this time will be discussed during the "Other Matters" portion of this Agenda.

None

5. Public Comments for Items not on the Agenda

None

6. Approval of December 16, 2009 Planning Commission Meeting Minutes

A motion was made by Commissioner Classen and seconded by Vice Chair Fleming to Approve the December 16, 2009 Meeting Minutes.

Vote as follows:

	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

00:02:37

2/18/2010

7. Commissioner Training on Ordinances and Permits – Deborah McMahon

James Lewis, DMC Inc., presented this training as Deborah McMahon had a prior commitment. Mr. Lewis discussed the handout he had provided to the Commissioners entitled, “Land Use Permit Application Review – Basics”.

James Lewis stated he will provide a basic direction of how the ordinance and permit process works from start to finish in this training. Mr. Lewis stated that essentially the land use application under the State law is any application to develop a piece of property that relies on discretion by the decision makers. He said a procedures code will need to be adopted. Mr. Lewis said the procedure’s code gives the directions and rules. He said a lot of it is guided by State law.

Mr. Lewis stated the codes will tell you how property should be developed. He said this is what is implemented in the policies of the comprehensive plan. Mr. Lewis said that sometimes it will require that the City to make a judgment call.

James Lewis discussed the application process done by the applicant. He said the jurisdiction establishes the guidelines and rules. Mr. Lewis said it is the applicant’s responsibility to meet those rules and guidelines. He said traffic engineers, when necessary, will be submitting their report in the application as well.

In response to a question from Vice Chair Fleming, Mr. Lewis stated that a notice of application will be sent to the City from the County when an application is made. Chair John Thomas stated that the County has not been providing the La Pine Planning Commissioners with a fully submitted application. James Lewis recommended requesting a full application packet be sent to the Planning Commissioners.

Mr. Lewis stated that the Hearings Officer or Staff Planner will look at all the comments they have received from the public, the Deschutes and La Pine Planning Commissioners and any others. He said they will also look at all the materials they have received from the applicant. Mr. Lewis stated than they will determine if the applicant met all or most of the criteria.

James Lewis stated that an appeal goes to the elected body. He said if it is inside the City of La Pine, the ultimate appeal will go the City Council. He said that appeals can go beyond the local level to the State Land Use Appeals all the way up the State Supreme Court of Appeals.

Mr. Lewis stated that number of staff needed for planning needs should be enough to process the applications and permits. He said by law the application and permit fees collected are suppose to just cover the expenses of administering those duties.

In response to a question from Vice Chair Fleming regarding planning for next year’s fiscal budget, Mr. Lewis stated that it will become more pertinent once you have all of your local codes. He recommended that the Planning Commission ask the Council if they can start evaluating the need for a Planning Department for the next fiscal budget year.

00:30:35

Chair Thomas stated he would prefer the County Planning Department forward the application to the Planning Commission and also have it reviewed by the La Pine Planning Commission, first. Commissioner Classen asked how can we make sure that the application does not automatically get approved by a County Planner because it appears to meet their criteria. James Lewis recommended asking the County to provide the Planning Commission the complete application package as soon as it becomes available. He also said if the Commission needed to review a particular application because of a deadline they could convene a Special Meeting.

James Lewis recommended establishing a protocol with Deschutes County about how and when they forward the La Pine Planning Commission applications and materials for properties inside the City of La Pine. Mr. Lewis stated he will be

meeting with planning representatives from the County and will advise them of this request from the La Pine Planning Commissioners.

00:54:00

8. Transportation Systems Committee – Discussion on Process of Selecting Members

Chair Thomas introduced this discussion on the make-up of the members for the Transportation Systems Committee. Vice Chair Fleming stated that the City Council decided, at the January 13th Meeting, to direct City Attorney Green to develop a formal application for the committee. Chair Thomas suggested that in the future the La Pine Utilities Committee and the Transportation Systems Committee will probably work closely together.

James Lewis stated that it was his experience that if there is going to be long standing permanent committee it is usually handled the way the Planning Commission was set-up in La Pine and also adopted by the City Council.

Chair Fleming stated that she will try to put on the agenda for the next City Council Meeting a status report on the Transportation Systems Committee application.

01:12:40

9. Planning Commission Agenda - Who on Commission is responsible for Agendas, how to get items on the Agenda and also Agenda deadlines.

A motion was made by Chair Thomas and seconded by Commissioner Maggard to establish Vice Chair Fleming as the meeting agenda contact and for the Chair to receive copies of the agenda items prior to the Planning Commission Meeting.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

Vice Chair Fleming stated that no term length was ever established for the Chair and Vice Chair of the Planning Commission. Chair Thomas stated that they will add this item to Other Matters and as agenda item #11a.

James Lewis suggested adding as a regular agenda item the review of land use applications starting with the February 2010 agenda.

01:24:00

10. Planning Commissioner Reports and Staff Update

James Lewis stated that the City Council has accepted the \$80,000 zoning grant from the State of Oregon. He said the next step will be advertising for a Request for Proposal (RFP) to select a company to develop the zoning codes for the City of La Pine.

Mr. Lewis announced that the final Comprehensive Plan Public Hearing is scheduled for Wednesday, February 10th, starting at 6 pm. He said the written public record will be left open for approximately one month after the public hearing. He also recommended that someone from the Planning Commission attend the public hearing so they can answer questions and offer explanations.

Planning Secretary Patti Morgan announced that the Public Hearing will be held at the Senior Center on February 10th not at the South County Service Building. Vice Chair Fleming and Commissioner Classen plan to attend.

01:46:30

11. Other Matters
Only those matters properly added to this Agenda under line item No. 4

- 11a. Nominations for Chair and Vice Chair of the Planning Commission
and Also the Establishment of Term Lengths

Chair Thomas stated when officers were originally elected for the Planning Commission they were only elected for a temporary period of time. Vice Chair Fleming stated she would like the length of the Officer positions to be for one year.

A motion was made by Vice Chair Fleming and seconded by Commissioner Maggard to establish that the Officer term shall be one year with the election to be held in January for new Officers.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

A motion was made by Vice Chair Fleming and seconded by Commissioner Maggard to nominate Commissioner John Thomas for Chair of the Planning Commission for a period of one year.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

A motion was made by Chair Thomas and seconded by Commissioner Maggard to nominate Commissioner Gloria Fleming for Vice Chair of the Planning Commission for a period of one year.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

A motion was made by Chair Thomas and seconded by Commissioner Classen to nominate

2/18/2010

Commissioner Rene Clark for Transportation Systems Committee Representative from the Planning Commission.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

12. Adjourn

A motion was made by Commissioner Classen and seconded by Vice Chair Fleming to adjourn the meeting.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Cmsr Virginia Classen</i>	<i>X</i>	
<i>Cmsr Linda Maggard</i>	<i>X</i>	

Motion passed unanimously.

The next Planning Commission Meeting is scheduled for Wednesday, February 17, 2010 starting at 6:00 pm. The meeting was adjourned at 7:58 pm by Chair Thomas.

Chair John Thomas

Attest:

Planning Secretary Luana Damerval

LA PINE CITY PLANNING COMMISSION MEETING AGENDA

Wednesday February 17, 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.
5. Approval of January 20, 2010 Planning Commission Meeting Minutes
6. Review of February 10, 2010 Comprehensive Plan Presentation Public Comments
7. February 16, 2010 Training Session and What Our Future Needs Might Be
8. County Planning Meetings Representation
9. Fee and Application Information
10. Planning Commissioner Reports and Staff Update
11. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
12. Public Comments for Items not on the Agenda
13. 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 Planning Commission 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 PLANNING COMMISSION MEETING MINUTES

Wednesday February 17, 2010 - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

1. Call to Order

Vice Chair Gloria Fleming opening the meeting at 5:59 pm.

2. Establish Quorum

Roll Call

Present Were:

Vice Chair Fleming

Cmsr. Classen

Cmsr. Maggard

Absent Were:

Chair Thomas

Quorum Established.

Deborah McMahon and James Lewis from DMC Consulting, Inc., were also present via telephone conference. Admin Ass't Patricia Morgan was present to record and take minutes of the meeting.

3. Pledge of Allegiance

Linda Maggard 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.

Cmsr. Classen requested a discussion on the resignation of Rene Clark and where to go from here. She also reminded the Commissioners that Ms. Clark had been appointed to the Transportation Systems Committee so a replacement will have to be appointed. Cmsr. Classen also requested an update from City Hall regarding the recruitment for another Planning Commissioner.

5. Approval of January 20, 2010 Planning Commission Meeting Minutes

Cmsr. Classen requested in the future that a list of the present and also a list of the absent Commissioners be listed when establishing a quorum.

A motion was made by Commissioner Classen and seconded by Commissioner Maggard to Approve the January 20, 2010 Meeting Minutes.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

6. Review of February 10, 2010 Comprehensive Plan Presentation Public Comments

Gloria Fleming brought up the comments made at the Hearing from both Barbeann Dodson-Nelson from the La Pine Water District and also from Pam Cosmos, area resident. Deborah McMahon stated that the changes that were suggested were minor but they will make those changes. She also said she could reference something on the Comp Plan Map regarding the amount of commercial industrial space per a request from Dan Varcoe. Ms. McMahon said right now there is enough property that could be converted to commercial use for the next twenty years.

James Lewis mentioned, from comments made by Pam Cosmos, that agricultural land in La Pine is really not a land use issue. He said traditionally there has been grazing areas for livestock in La Pine but very little agricultural growing of produce. The Commission did agree that vegetable gardens for personal use were something they wanted to see encouraged.

00:10:17

7. February 16, 2010 Training Session and What Our Future Needs Might Be

Vice Chair Fleming recapped the training session that all the Commissioners had attended the day before. She said it was good training for both them and the City Council but was purposely more for the City Council than the Planning Commission. Ms. Fleming said she had to really work to apply much of what was taught as it related to the Planning Commission.

Deborah McMahon discussed future training between DMC Consulting and the Planning Commission. She said the next meeting for the Planning Commission could include a training session on how to handle a land use application. Ms. McMahon said they would use a new land use application and walk the commissioners through the various processes of reviewing the applications. Vice Chair Commissioner Fleming then discussed the building and land use permit application that the Commissioners received from Deschutes County. James Lewis said that the land use applications are what the Planning Commission will be reviewing. He said to review a building permit application takes a specially trained person and would not be involved with the Planning Commission.

Deborah McMahon stated that as far as when the City will need to establish a Planning Department, the cash flow for permits will need to be reviewed to necessitate staffing, etc. Additionally, she said that after a zoning ordinance is in place, you want local people to be interpreting a local ordinance.

She said she and James could give the commission a good idea of what it costs to run a planning department. James Lewis stated that you have to look at revenue and if that would support a planning department. He also said that any permit fees collected cannot go to pay for other services such as staffing, etc. , according to a new State law.

Deborah McMahon said that handling the building permit process should be the last function that the City takes on because, in her experience, it is really involved and complicated. James Lewis said that some Cities contract out to private firms to handle their building permit reviews, etc.

00:23:49

Deborah McMahon stated that you want fees to be such that they encourage development. She reminded the Commissioners that developers as well as private individuals would be paying those fees. Ms. McMahon also advised that the Planning Commission wait until the 2011-2012 budget preparation time period to submit the creation of a Planning Department to the Council.

00:25:20

8. County Planning Meetings Representation

Vice Chair Fleming stated that someone from the La Pine Planning Commission should attend the February 25th meeting with the Deschutes County Planning Commission. Deborah McMahon stated that she and James Lewis will be at the meeting to request and inform them of the following:

- 1) Recognize that the City is incorporated and has its own Comprehensive Plan
- 2) La Pine is now proposing its own Urban Growth Boundary since incorporating.

Vice Chair Fleming stated that she will plan to attend the meeting, also.

9. Fee and Application Information

Commissioner Classen discussed the e-mails from Nick Lelack, Deschutes County Planning Dept., specifically about who on the Planning Commission has the time to come into City Hall to review copies of applications. She also asked if the Planning Consultants and/or City Attorney would need to assist with the review and response and if the Planning Commission would have to get permission from the City Council for that kind of paid for assistance.

Deborah McMahon stated that it would be very unusual for a City Attorney to assist in writing a response to the County. She also said that the commission should wait until she and James Lewis have reviewed the application process with the commissioners first to determine how much time is really involved in the process. Deborah McMahon advised the commissioners to send a transmittal to the Council regarding any responses to applications that they may send to the County. James Lewis suggested just having a two member committee made up of some of the commissioners that would review the applications, respond and also update the Planning Commission and Council as to their responses. He said it is important that if they take a position, it has been okay'd by both the City Council and the Planning Commission.

00:45:00

10. Planning Commissioner Reports and Staff Update

Vice Chair Fleming announced that Chair Thomas will be wrapping up his work in the valley in the near future and than will be able to attend more meetings. She said he did attend the Councilor Orientation Training that was held yesterday.

00:46:45

11. Other Matters

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

11a) Resignation of Cmsr Rene Clark

Cmsr Classen stated that in addition to Cmsr Clark resigning, Ms. Classen does not plan to reapply for the Planning Commission when her term expires in December 2010. She also reminded the Commission that both positions are for residents of the City, only. Cmsr. Clark said she hopes City Hall will begin advertising for the current open position very soon and also perhaps get a pool of candidates for future vacancies.

Cmsr Classen also mentioned that the Commission had appointed former Cmsr Clark to be on the Transportation Systems Committee. The Planning Commission decided to check with Chair Thomas and see if he would be interested in being on that committee.

12. Public Comments for Items not on the Agenda

None

13. Adjourn

A motion was made by Commissioner Classen and seconded by Commissioner Maggard to Adjourn the Meeting.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

Vice Chair Fleming adjourned the meeting at 6:50 pm.

Chair John Thomas

Attest:

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, February 24, 2010

Work Session - 5:00 p.m.

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Work Session – 5:00 p.m.

1. Call to Order
2. Roll Call
3. City Council Rules and Procedures (general review)
4. Resolution No. 2010-05
A resolution creating the City of La Pine Transportation Advisory Committee; prescribing the Committee's powers and duties; and establishing the Committee members' terms of office.
5. Adjourn Work Session

B. Regular Session – 6:00 p.m.

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.
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
 1. February 10, 2010 - Work Session and Regular Meeting Minutes
 2. February 16, 2010 LOC Orientation Minutes
 - b. Bills and Invoices
 1. Approval of Reimbursements

6. Sponsorship for 2010 La Pine Rodeo, In Honor of 100 Year Celebration
Tony Borba, La Pine Rodeo Association
7. 2008-2009 City Audit Report
John Gregor, Gregor Professional Corporation
8. Ordinance No. 2010-01
An ordinance repealing Ordinance No. 2007-4, an ordinance requiring licenses for trades, shops, occupations, professions, and certain other businesses for the purpose of revenue and regulation.
9. Resolution No. 2010-05
A resolution creating the City of La Pine Transportation Advisory Committee; prescribing the Committee's powers and duties; and establishing the Committee members' terms of office.
10. City Streets – Discussion of Potential Street Improvement Projects
11. Appointment of Tourism Committee Member
12. 3 Sisters Scenic Bikeway Committee (3SSB) – City Support Letter and Designate City Representative
13. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
14. Public Comments for Items not on the Agenda
15. Staff Comments
16. Council Comments
17. 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. The meetings are subject to cancellation without notice. The 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, February 24, 2010

Work Session - 5:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Work Session – 5:00 p.m.

1. Call to Order

The meeting was called to order at 5:02 pm by Mayor Shields.

2. Roll Call

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. City Council Rules and Procedures (general review)

Councilor McAfee stated that at section 1.1 regarding the first Monday in January having to schedule a meeting it should probably be changed. City Attorney Green said the first Monday in January was put in there for appointment of Mayor and Mayor Pro Tem and also for setting goals and priorities. Council agreed to decide in December 2010 if a first Monday meeting in January will be necessary. City Attorney Green suggested they rewrite the meeting schedule to state after noting the Wednesday meetings, and also on the first Monday in January if necessary and appropriate.

Councilor McAfee noted in section 3.8 regarding a dissenting vote on a motion requiring a written dissent. She said that the dissent would have been noted in the minutes and the wording written dissent should be removed. City Recorder Damerval stated that she understood it related to a majority vote and if a Councilor on the majority side wanted to change their vote at some future date.

Councilor McAfee also noted in section 8.2 having the City Attorney at meetings unless excused by the Council. Mayor Shields stated that it seems pretty clear that the City Attorney is needed at the meetings. City Attorney Green suggested that the Council might want to have some flexibility and give the Mayor or Mayor Pro Tem the authority to excuse the City Attorney from a meeting.

City Attorney Green stated that some of the meetings could be teleconferenced with him depending on what is on the agenda. He also suggested identifying an alternate parliamentarian for when he does not attend a meeting.

Councilor Greiner stated he was disappointed in the Councilor Orientation Training that had recently

been held in La Pine. He said he would have liked more information on city finances. Mayor Shields stated that the training was specifically on the role of the Council. It was agreed that Councilor Greiner should be included in the budget preparation meetings between the Budget Officer and City Recorder Damerval. City Attorney Green stated that he will e-mail Councilor Greiner links to the publications.

00:24:35

Councilor Hedges stated she was not very impressed with the training either and that she still has a lot of questions that she would like answered. She said it just seemed to go really fast and the questions and answers were flying fast.

Mayor Shields discussed section 2.2 order of business regarding Council committees. She said we may want to have a place on the agenda for committee reports. Mayor Shields said she would like to hear from the committees. She said she would like to see it included as a new line item on the agenda.

Councilor Hedges discussed section 2.4 regarding adding an item to the agenda. City Attorney Green stated that it could be added under section 2.24 as an added agenda item. Mayor Shields stated that if the added item is going to be too lengthy it may have to be put off to a work session.

Councilor Hedges requested to have an added agenda item regarding the proposal from the Range Riders. City Recorder Damerval mentioned that the proposal stated that the work could be done from March 8th to March 12th. It was decided to add this item to the agenda under Other Matters because of the deadline as item 13a.

City Attorney Green stated if an added agenda item was deemed an emergency issue it could be addressed during that same meeting, otherwise, it could probably go on the next meeting agenda. Councilor McAfee requested to add an item to the agenda seeking approval from the Council for City Attorney Green to write a memorandum concerning the Water and Sewer Districts absorption. Mayor Shields said it would be added to the agenda as item 13b.

00:37:40

Mayor Shields noted a possible change under section number 3.4 regarding voting. She said the Council has been doing a roll call vote on every vote. The Council decided to continue with the roll call form of voting. Mayor Shields also recommended that 3.5 regarding ayes followed by nays in the voting procedure should be changed to just voting yes or no. Council agreed with the change.

39:44

Mayor Shields suggested a change under section number 4.1 regarding transcription of meeting minutes. She said the word transcribed may not be the right word as we do not do a word by word record of the meetings. Councilor Greiner stated that according to the rules it says the substance of the meeting, not word for word. Mayor Shields suggested stating instead that the City Recorder will create a written record of the Council meetings.

Mayor Shields stated that under section 5.3 regarding the removal of the Mayor and Mayor Pro Tem she thought a warning or something should be given prior to that occurring. Councilor McAfee stated that the nature of it allows for this type of language, if someone is going to be removed from office they would probably know it is coming down the pike. Mayor Shields stated that Jennie Messmer from the League of Oregon Cities advised at the Councilor Orientation Training that if a

Councilor or Councilors have an issue with another Councilor they should bring it up in private to that Councilor. She said the way it is written now it leaves it open for a back door conspiracy by the majority of the Council to make plans together and then decide to remove the Mayor or Mayor Pro Tem. In response to a question from Councilor Ward, City Attorney Green stated that he does not believe there needs to be an acquisition made before removal; the Mayor and Mayor Pro Tem are appointed by a majority of votes and so can be removed by a majority. City Attorney Green stated he could come up with some different language and present it to the Council at a future meeting for consideration.

00:51:05

4. Resolution No. 2010-05

A resolution creating the City of La Pine Transportation Advisory Committee; prescribing the Committee's powers and duties; and establishing the Committee members' terms of office.

City Attorney Green stated that he had received a memo from the Planning Commission requesting to create this committee. He said Deborah McMahon, DMC Consulting Inc., suggested one change in section 9 regarding staff work for the committee, that in order for that to happen they would have to first get approval from the City Council. City Attorney Green recommended that it be changed to read that the Mayor, Council, City Manager or City Attorney direct City staff to assist the committee if the request for staff time was time sensitive.

City Attorney Green stated that there are seven members with only five voting members. He also said that regarding the terms of the members, some of the term lengths are different so there will be rotating terms. In response to a question from Councilor McAfee, City Attorney Green stated that he could create a similar document for the Utilities Committee.

5. Adjourn Work Session

A motion was made by Councilor Greiner and seconded by Councilor Ward to Adjourn the Work Session.

<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.

LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, February 24, 2010

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

01:01:13

B. Regular Session – 6:00 p.m.

1. Call to Order

Mayor Shields called the meeting to order at 6:10 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

City Recorder Damerval 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.

13a) Consideration of League of Oregon Cities Proposal

13b) Consideration for Consensus for the City Attorney to write a Legal Memorandum for the Utilities Committee

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

1. February 10, 2010 - Work Session and Regular Meeting Minutes
2. February 16, 2010 LOC Orientation Minutes

- b. Bills and Invoices
 - 1. Approval of Reimbursements

Corrections to Feb. 10th Meeting Minutes:

- Page 9, at 56:04, on second line, please change investigative committee to steering committee
- Page 3, first item #3 – second paragraph, last sentence, please clarify and put in context

A motion was made by Councilor Hedges and seconded by Councilor Ward to Approve the Consent Agenda with corrections as noted on the February 10th Meeting Minutes.

<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.

01:07:21

- 6. Sponsorship for 2010 La Pine Rodeo, In Honor of 100 Year Celebration

Tony Borba, La Pine Rodeo Association, introduced Greg Rush the Vice President of the Rodeo Association. He said it would be a great honor to have the City of La Pine be one of the major sponsors for the La Pine Rodeo. Mr. Borba than discussed the various levels of sponsorship available for the rodeo. The Council also considered that any tickets, etc. , they might receive for being sponsors would be donated to organizations. In response to a question from Councilor Ward, Mr. Borba stated that they do not receive direct TRT funds but do receive some assistance through advertising.

Regarding the 30% of TRT funds that are collected for the City's use, City Attorney Green suggested City Recorder Damerval prepare a staff report that identifies potential budget constraints and what options the City Council has available. Mayor Shields stated she favored the City providing some type of support for the rodeo. Council had consensus for City Recorder Damerval to prepare a staff report regarding the budget issues.

01:18:50

- 7. 2008-2009 City Audit Report

John Gregor, Gregor Professional Corporation, was present via tele-conference. He said that there were no material weaknesses under the internal control structure for the standards established under the Certified Public Accountant. Mr. Gregor stated that the legal fees went over budget but that was probably due to the start up work involved for a new City. He said there were six adjusting entries for yearend but that was not unusual.

Mr. Gregor said the tax payers are paying their taxes and there is really not much leftover at the end of the fiscal year. He said there was an over expenditure on General Fund and Material Services of \$48,791 because of funds needed to get the City up and running.

01:33:05

Councilor McAfee stated that she had some corrections or changes on the following parts of the audit report:

- Page 5, under A, Reporting, the City Council operates under a Manager and Council Form
- Page 8, under Investments, change the word District to City

A motion was made by Councilor McAfee and seconded by Councilor Greiner to Approve the 2008-2009 City Audio Report subject to the revisions as requested by Councilor McAfee.

<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.

01:42:35

8. Ordinance No. 2010-01
An ordinance repealing Ordinance No. 2007-4, an ordinance requiring licenses for trades, shops, occupations, professions and certain other businesses for the purpose of revenue and regulation.

Public Comments

Dan Varcoe, Chamber of Commerce, thanked the Council for putting forth this ordinance to assist the business people of La Pine especially during these difficult economic times.

City Recorder Damerval read the title of the ordinance prior to the vote.

A motion was made by Councilor Greiner and seconded by Councilor McAfee to Adopt Ordinance No. 2010-05.

<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.

01:47:30

9. Resolution No. 2010-05

A resolution creating the City of La Pine Transportation Advisory Committee; prescribing the Committee's powers and duties; and establishing the Committee members' terms of office.

Mayor Shields stated that this item had been discussed prior to this meeting during the Work Session. She said Council had approved this Resolution subject to legal revision in Section 9 of the Resolution.

City Recorder Damerval read the title of the Resolution prior to the vote. There was no further discussion on this item.

The motion was re-voted on due to some wording being left out of the original motion.

A motion was made by Councilor Greiner and seconded by Councilor McAfee to Adopt Ordinance No. 2010-05 subject to legal revisions.

<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.

01:51:45

10. City Streets – Discussion of Potential Street Improvement Projects

City Recorder Damerval stated that something needs to be prepared for spring and fall road work to be done. Councilor Greiner said he has received several e-mails from Bob Ziegert, area resident, and is very upset about the condition of Cagle road. Mayor Shields also stated that she has been in communication with Mr. Ziegert regarding the road improvement work that the City is in the process of doing.

In response to a question from Councilor Ward, City Recorder Damerval stated that she has checked with a local contractor on what needs to be done on the roads. She said the roads need to be coned and re-ditched and the potholes need to be dragged but the roads do not need more gravel at this point in time. City Attorney Green stated that he could follow up with Joe Stutler from Deschutes County regarding the road right-of-ways. There was also a brief discussion on the private roads that are located in the City but are not maintained by the City. City Attorney Green stated that it is important to require that any private roads be brought up to standard before the City would want to make them public City roads or it could become very costly.

In response to a question from Councilor Hedges regarding bids, City Attorney Green stated that

doing sealed bids for smaller bids would be costly for the City and really not necessary. He also said that after the City has selected the contractor for the road work a contract will be proposed for the contractor to sign. City Attorney Green said that in the solicitation there will be details as to what needs to be done and also what is required by the City. Councilor Ward stated that he would like to see a contractor selected for the road projects as soon as possible so that the City will not experience delays in getting the work completed.

Mayor Shields listed the road projects are for Cagle Sub-division and Drafter Road. She said the road work only for Cagle Road was awarded to bid Vic Russell and he will do this work sometime this spring. Mayor Shields said that road project work should include all City gravel roads.

The Council directed City Recorder Damerval to identify the projects and the work to be done and bring back to Council in a staff report.

02:10:21

11. Appointment of Tourism Committee Member

City Recorder Damerval stated that there is only one vacancy on the committee right now but on June 30th there may be two vacancies. The Council asked the three applicants present, the fourth (Ann Gawith) was not able to attend, to give a brief statement of their qualifications.

Justin Cutler, Parks & Rec Districts, stated he applied because he thought it would be a way to bridge the relationship between the tourism, Parks and Recreation and the City of La Pine. In response to a question from Councilor Ward, Mr. Cutler stated he would abstain from any votes regarding TRT funds for the Parks and Rec District.

Michael Jensen, area resident, stated that he has a broad background in marketing and has also organized special events such as home shows, garden shows, etc. He said there is an untapped market in La Pine and we have to stop limiting ourselves and think big.

Justin Cutler stated that regarding the property that is going to be transferred to the Parks District, as a community we need to think about what we want to do with it year round to get the most from a future facility there or whatever.

02:26:25

Linda Johnson, area resident, stated that her background is in the planning of international and national meetings. She said that La Pine is in need of promotion and advertising of various tourism opportunities. Ms. Johnson stated promoting astronomy clubs to come into the area for the clear skies would be one idea of increasing tourism.

Councilor Ward stated he would like the three candidates not selected to keep their applications on file. He also said all the candidates seemed very well qualified. Justin Cutler stated that he would like to remove his application and just have the three other candidates be considered for the committee. He said he would be involved with the committee anyway, representing the Parks and Rec District.

A motion was made by Councilor Greiner and seconded by Councilor McAfee to appoint Michael Jensen to the Tourism Committee through June 30, 2010.

<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.

02:39:30

12. 3 Sisters Scenic Bikeway Committee (3SSB) – City Support Letter and Designate City Representative

City Recorder Damerval stated that the City of La Pine has been asked to support the project with a Letter of Support. Councilors Hedges, Greiner and McAfee stated their support of the project. Mayor Shields stated that she has some real safety issues concerning the proposed route in the La Pine area. She said not only is the route unsafe but also she does not believe the route will really bring much business into the City. Mayor Shields stated that Dorrance Meadows road is another road that she does not want to see used as a bicycle route and prefers a route that would go west on Burgess Road. Councilor Ward said that he felt it was also an unsafe route.

Councilor McAfee stated that by designating a route there may be federal funds available to mitigate some of the safety issues with the routes. She said this area is unique because it has three bi-ways.

Public Comments

Dan Varcoe, Chamber of Commerce, stated that biking is getting to be a large part of recreational tourism in the area. He said it is a way of linking our community with the rest of Central Oregon because we tend to be a bit like isolationists. Mr. Varcoe stated that everybody is responsible for their personal safety. He also suggested wording in the letter of support to state that the City does have some safety concerns.

Ms. Vicky Jackson, area resident, stated that the bike events she has witnessed in the Sunriver area had roads blocked off and it was a very organized event.

Gloria Fleming, Planning Commissioner, stated that the Transportation Systems Committee could look at bike paths in the future for the City.

City Attorney Green stated that he would be willing to volunteer as the City representative on the committee because he is a bicycle rider. Council directed staff to prepare a Letter of Support and e-mail it to the Councilors for feedback prior to sending it out.

A motion was made by Councilor McAfee and seconded by Councilor Greiner to issue a Letter of Support but include some of the safety concerns that have been expressed and designate City Attorney Green as the City representative.

<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 3 to 1.

03:11:08

13. Other Matters

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

13a) Consideration of League of Oregon Cities Proposal

Mayor Shields introduced this item that was a result of the visit from the Range Riders at a Special Council Meeting held on January 29th. She noted that the title, proposal for training would need to be changed to City services and management audit.

Councilor Ward stated that this proposal for the cost and to also basically tell us what we already know is financially irresponsible. Councilor Greiner stated that at the meeting with the Range Rider they recommended hiring a retired City Manager. He said the proposal does not include the things the Range Riders originally told us we needed before hiring someone such as giving guidance. He said that unless the proposal were to change he is against it. Councilor McAfee suggested modifying the scope to take care of some of the concerns just noted like maybe go with just one consultant. Mayor Shields stated that the intent was to get someone in to analyze what we have and also what we need assistance with regarding City management.

Councilor McAfee suggested the Range Riders expand on their scope of work and provide a detailed doc stating what precisely they are going to do. She said that the City needs to make some hard decisions and to do that they will need to receive some outside consulting assistance. Councilor McAfee stated that currently the City is depending too heavily on the City Attorney to do a lot of tasks.

Councilor Greiner stated that Range Riders need to revise the proposal. He said they should be able to tell us what are the steps we need to take to achieve our goal of hiring a full time City Manager. Mayor Shields stated she understood from them that we need a City Manager more now than later because of not having any departments to manage. Councilor McAfee suggested having the proposal revised.

Councilor Hedges suggested hiring a retired City Manager for at least six months to organize City administration, etc. She said she would like to find out who these former Managers are who are retired and would be willing to help.

Councilor McAfee recommended having consensus as to what the scope and authority of the Manager would be prior to hiring. She advised against the Council trying to micromanage the Manager by prohibiting them from access to City documents which could interfere with their City administration analysis work.

Mayor Shields stated she saw the person acting as a City Manager and being in charge of the office and staff for the City. She also said she envisioned the Manager being there until the Council is certain of exactly what we need and perhaps even going full time with them. City Attorney Green suggested that the person hired should have the authority to act and engage as a City Manager but only be a contract employee with the City for the time being.

Mayor Shields stated that when this person comes onboard they will be doing a lot of the managerial work that is being handled by City Attorney Green right now and that could provide additional income for their compensation. City Attorney Green stated that he and City Recorder Damerval will be investigating available funding and bring it back to the Council at the next meeting.

Councilor McAfee stated she would like to volunteer with the City Manager hiring tasks and also assist with the job description. City Attorney Green said he would stay in e-mail contact with Councilor McAfee and keep her updated and involved with the steps needed for hiring a City Manager.

03:45:15

- 13b) Consideration for Consensus for the City Attorney to write a Legal Memorandum for the Utilities Committee

Councilor McAfee discussed the three options that the Utilities Committee is reviewing for the Water and Sewer Districts absorption by the City. City Attorney Green stated he could write a memorandum regarding the procedural steps to absorb the Districts and what the potential legal issues would be that are associated with those steps. He said Councilor McAfee and he could get together and figure out exactly what he needs to write up. Council had consensus for City Attorney Green to prepare the memorandum requested by Councilor McAfee for the Utilities Committee.

03:51:51

- 14. Public Comments for Items not on the Agenda

Dan Varcoe, Chamber of Commerce, stated that there will be a spring festival and Easter egg hunt down at the White School as a fundraiser for the Parks and Rec District and they are looking for sponsors. It will be held on Saturday, April 3rd. He also said that they are planning a Two day walk/run/bike event on June 19th and 20th. He said it will be a benefit for all non profits that want to participate.

Mr. Varcoe stated, regarding hiring an interim City Manager, it is his observation that this Council needs to decide first who they are and also how involved they want to get. He said it is not fair to a new Manager unless the Council has decided how they want to govern, how deep they want to go

with it on a consistent basis. Mr. Varcoe stated that the right consultant could help the Council clarify how they want to govern.

Vicky Jackson, area resident, stated that the Range Riders help cities get on their feet, and she thought the Council should try to work with them again, have them modify their proposal, because in a week they would be gone and you would have their information to help you. She said a retired person will not want a full time job, that is why they retired.

Gloria Fleming stated she hopes that the advertising and applications for the Transportation Systems Committee will occur soon. She said she will be attending the Deschutes County Planning Commission meeting in Bend on February 25th. Ms. Fleming said after reviewing Deschutes County applications, there is no way the Commission believes there is enough revenue generation to implement a planning department for the coming fiscal year. She said the Commission does think that in the 2011-2012 fiscal year that may be more practical. Ms. Fleming also requested that the current Planning Commissioner vacancy be advertised soon as they would like to create a pool of candidates. Mayor Shields commented to Ms. Fleming that there will be an agenda item every meeting for City committee reports, if any committees want to give reports at that time.

03:59:10

15. Staff Comments

City Recorder Damerval stated the following:

- County has advised us that our City Hall's lease is expiring May 31st. Council decided to wait to see the proposed lease before responding to the notice of expiration.
- Rare Intern Program has their application open period right now. She said it would cost about \$19,000 to pay for 1700 hours or eleven months. She said the deadline is April 15th. Mayor Shields said that the City probably does not have the monies available for this program if they try to hire an interim or part time City Manager.

16. Council Comments

Councilor Ward stated he only had one committee meeting to attend and it was cancelled. He had nothing else to say.

Councilor McAfee stated that on March 9th the Sewer District is having a Work Shop on Biogreen, and that Barbeann Nelson-Dodson told them that it was up to the Sewer District whether or not Biogreen would obtain the sewer water they need to operate their business. She said she would urge people to attend the work shop regarding this issue. Councilor McAfee stated that we need to start looking for a coordinated effort between the City and the Water and Sewer Districts and that the Biogreen issue really brought this home.

Councilor McAfee stated that she would like a couple of different scenarios to have City Hall office hours open longer. Mayor Shields stated that she wanted staff to come up with a schedule for City Hall to be open full time without costing the City overtime. Councilor McAfee requested that City Recorder Damerval continue working on getting the Ordinances, Resolutions and Franchise Agreements on the City website.

City Attorney Green stated in regard to the LIGI, ODOT, County and City Memorandum of Understanding (MOU) concerning the traffic analysis for La Pine, he hopes to have all issues

resolved and have it before the City Council on the March 10th Meeting Agenda.

Councilor Greiner discussed a request from an organization in La Pine asking for an ordinance approving card games inside the City. He said he is not sure the City would want to do it but this organization seems to be willing to pay for some of the costs of an ordinance and also some other related costs. City Attorney Green stated that the City of Bend had an ordinance on social gaming but repealed it since it was already being regulated by the State of Oregon. Councilor McAfee suggested putting the subject on a future work session for further discussion. Mayor Shields stated that it should be put on a future work session as scheduling permits.

Councilor Hedges requested to have a discussion of City Hall hours placed on the next agenda. She also said she attended the Deschutes Water Alliance meeting in Bend. City Attorney Green stated that he also attended the meeting and said that there are some water districts that are concerned about what the DWA's agenda is going to be.

Mayor Shields discussed a candidate for a Deschutes County Judgeship contacting her about coming to speak at a future Council meeting. Councilor McAfee stated if we allowed this we would then have to accommodate all candidates. Mayor Shields said it is a candidate's responsibility to seek out groups to speak to and not the Council's responsibility to seek them out.

Public Comments

Gloria Fleming, area resident, suggested prior to the start time for the April 10th Town Hall meeting schedule a meet and greet with various candidates and the public.

Councilor Greiner stated that he would want to make sure something like this meet and greet was advertised. Mayor Shields recommended putting a meet and greet on the agenda for the Town Hall meeting, starting at 12:30 pm. Councilor Hedges suggested putting out a flyer for the Town Hall meeting with the agenda topics listed on it. Council had consensus to include a meet and greet with candidates prior to the start of the City Council Town Hall meeting.

17. Adjourn

A motion was made by Councilor Hedges and seconded by Councilor Greiner to Adjourn the Meeting.

<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.

The meeting was adjourned by Mayor Shields at 9:32 pm.

Kitty Shields

Mayor Kitty Shields

Attest:

Luana Damerval

City Recorder Luana Damerval

LA PINE CITY COUNCIL MEETING AGENDA

Wednesday, March 10, 2010

Work Session - 4:30 p.m.

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

A. Work Session - 4:30 p.m.

1. Call to Order
2. Roll Call
3. Review Proposals for Creation of Urban Land Use Ordinances
4. Interviews of Budget Committee Applicants
5. Second Extension to Intergovernmental Agreement - La Pine Water District
6. Second Extension to Intergovernmental Agreement - La Pine Sewer District
7. Adjourn Work Session

B. Regular Session - 6:00 p.m.

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. February 24, 2010 - Work Session and Regular Meeting Minutes

- b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements
- 6. High Lakes Car Club - Request to Hang Signs on New Lamp Posts
Randy Rhoades
- 7. Deschutes County Sheriff's Office Presentation for Jail Expansion Bond
Sheriff Larry Blanton
- 8. Ordinance No. 2010-02
An ordinance adopting the comprehensive plan text and map of the City of La Pine and adopting an urban growth boundary to include land for housing, employment, and related uses; and declaring an emergency.
- 9. Selection of 2010-2011 Budget Officer
- 10. Selection of Budget Committee Members
- 11. Selection of Consultant to Create Land Use Ordinances
- 12. Second Extension to Intergovernmental Agreement - La Pine Water District
- 13. Second Extension to Intergovernmental Agreement - La Pine Sewer District
- 14. Memorandum of Understanding - US 97/La Pine Corridor Traffic Analysis Project
- 15. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
- 16. Public Comments for Items Not on the Agenda
- 17. Committee Reports
- 18. Staff Comments
- 19. Council Comments
- 20. 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. The meetings are subject to cancellation without notice. The 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, March 10, 2010

Work Session - 4:30 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

B. Work Session - 4:30 p.m.

1. Call to Order

The Meeting was called to order at 4:37 pm by Mayor Shields.

2. Roll Call

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. Review Proposals for Creation of Urban Land Use Ordinances

Mayor Shields thanked the representatives present from the five companies that submitted bid proposals:

- Deborah McMahon, DMC Consulting Services Inc and James Lewis from Foreterra LLC
- Duncan Brown from OTAK
- Cathy Corliss and Matt Hastie from Angelo Planning
- Scott Keillor and Scot Siegel with Siegel Planning Services.
- Elizabeth Homes, Michael Magee and Greg Blackmore from MacKay & Sposito Inc.

After a brief discussion it was decided that the Council will probably call a Special City Council Meeting so that all Councilors have an opportunity to review the proposals prior to making a selection.

Councilor McAfee asked each of the companies to discuss design dialogue, legal review, unified codes, and project management teams including a representative from the Department of Land Use Conservation and Development (DLCD), and also public outreach costs. She also said that the City Attorney would probably function as the oversight person from the City.

Councilor McAfee stated that, after listening to the various companies answer her questions, they all had hit on the important characteristics of La Pine. Mayor Shields said she was impressed with how

much each of the companies understood about the City and also its unique needs. She also asked each of the companies what their experience was in code development for a very small city and also a brand new city. All companies then discussed their experience in both of these areas.

Councilor Ward stated that after reading the proposals and listening to each of them at tonight's meeting; they all seemed extremely qualified for doing the project work and thanked them for attending the meeting.

Councilor Hedges asked Mr. Siegel about his experience working with lower socioeconomic communities. Mr. Siegel discussed his experience working as the Planner for the City of John Day as well as some other cities that had similarities to La Pine.

Councilor Greiner thanked the representatives from the various companies for coming to the meeting and answering the Council's questions. He said that all the proposals seemed very comprehensive.

Councilor Ward and Councilor Greiner both expressed a desire to make the selection during the Council Meeting. Councilor Hedges and Mayor Shields both stated they would be more comfortable putting off the selection to another day. Councilor McAfee expressed disappointment that not all Councilors came prepared to make a decision at the meeting.

City Attorney Green stated he could attend the Special Meeting on March 15th via teleconference. All representatives from the various companies expressed a desire to receive the results by e-mail immediately after the 5:00 pm Special Meeting of the City Council.

01:19:30

4. Interviews of Budget Committee Applicants

City Recorder Damerval stated that there are four openings and four applications. None of the applicants were available for interview.

5. Second Extension to Intergovernmental Agreement - La Pine Water District

Councilor McAfee stated that she wanted a significant discussion on the Water and Sewer Districts Intergovernmental Agreements.

6. Second Extension to Intergovernmental Agreement - La Pine Sewer District

The Council had consensus to move items #4, 5 and 6 from the Work Session Agenda to the Regular Session of the meeting.

7. Adjourn Work Session

A motion was made by Councilor Greiner and seconded by Councilor Hedges to Adjourn the Work Session.

<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.

Mayor Shields adjourned the meeting at 6:00 pm.

LA PINE CITY COUNCIL MEETING MINUTES

Wednesday, March 10, 2010

Regular Session - 6:00 p.m.

51340 Highway 97, La Pine, Oregon 97739

South County Building Meeting Room

B. Regular Session - 6:00 p.m.

1. Call to Order

The meeting was called to order by Mayor Shields at 6:10 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

Sheriff Blanton of the Deschutes County Sheriff Office 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.

None

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. February 24, 2010 - Work Session and Regular Meeting Minutes

- b. Bills and Invoices
 - i. Approval of Bills
 - ii. Financial Report
 - iii. Approval of Reimbursements

Councilor McAfee requested to have item bi moved to the next City Council meeting for discussion. She said it is regarding a check for a personnel expense. The item will be moved to the March 24th City Council Meeting.

A motion was made by Councilor McAfee and seconded by Councilor Hedges to Approve the Consent Agenda with removal of Item 5.b.i to the March 24th City Council Meeting.

<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.

01:28:05

- 6. High Lakes Car Club - Request to Hang Signs on New Lamp Posts
Randy Rhoades

In response to a question from Mayor Shields, Mr. Rhoades stated that according to Art Uecker, Ford Foundation, after the original 90 days the City was responsible for approving signage on the lamp posts.

01:31:51

City Attorney Green stated that we need to adopt procedures for the usage of the sign poles. He suggested the month of April to adopt that procedure. City Attorney Green said once the Council adopts the procedures the Car Club will need to submit a request, again.

01:33:09

- 7. Deschutes County Sheriff's Office Presentation for Jail Expansion Bond
Sheriff Larry Blanton

Sheriff Blanton discussed the ballot measure requesting a jail expansion. He cited the need for the expansion and the public's safety. Sheriff Blanton also discussed the parenting skill classes that are being taught to the inmates.

Public Comment

Ted Scholer, area resident, talked about the land in Redmond that was being considered for selling to help with jail expenses before the real estate depression occurred.

Council had consensus to direct City Attorney Green to prepare a resolution in support of the ballot measure and jail expansion for the March 24th City Council Meeting.

01:58:03

8. Ordinance No. 2010-02

An ordinance adopting the comprehensive plan text and map of the City of La Pine and adopting an urban growth boundary to include land for housing, employment, and related uses; and declaring an emergency.

Deborah McMahon from DMC Consulting Inc., and James Lewis from Foreterra LLC., distributed revised copies of the Comp Plan for the Council and also the revised map. Ms. McMahon reviewed the changes that were requested and have been made as a result of meetings with the public, the Planning Commission and the Council.

02:07:30

City Attorney Green stated that the declaration for an emergency so the Ordinance could become effective immediately instead of waiting 30 days was necessary because:

- It would put the City out of sync with the County's review and approval process
- It would delay the State's approval process
- Continued delay may place the City in non compliance
- May compromise the Water and Sewer Districts loan & grant applications for certain stimulus funding

02:09:10

Deborah McMahon stated that improving the Ordinance quickly will save the City money.

02:21:07

Regarding the emergency clause in the Ordinance, City Attorney Green said if the ordinance was dealing with something outside the City limits we would have a more difficult time arguing that an emergency in respect to the City actually existed. He said he felt more comfortable about it because we are not talking about businesses or individuals outside the City limits. In response to a question from Councilor McAfee, City Attorney Green said that he was using the letter from the engineer for the Water and Sewer Districts (which was given to the Councilors at the meeting) as one of the supporting reasons for the need to declare an emergency clause.

Public Comment

Dan Varcoe, Chamber of Commerce, stated that he thought the entire comprehensive plan process had gone very well.

Vicky Jackson, area resident, expressed concern about the emergency clause for the ordinance and also about the revised map and the public maybe not having time to review the map. James Lewis stated that the Council had already acknowledged that these changes were going to be made.

A motion was made by Councilor Ward and seconded by Councilor Greiner to Adopt the Comprehensive Plan Text and Map of the City of Lab Pine and adopting an urban growth boundary to include land for housing, employment and related uses; and declaring an emergency.

<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.

02:27:15

9. Selection of 2010-2011 Budget Officer

Mayor Shields stated she was very glad that Ken Kendall had stepped forward to be the Budget Officer again. City Recorder Damerval talked about how detailed Ken Kendall has been with the past budget work and what a really great job he has done for the City.

A motion was made by Councilor Ward and seconded by Councilor Hedges to Appoint Ken Kendall as the 2010-2011 Budget Officer:

<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.

01:30:00

10. Selection of Budget Committee Members

City Recorder Damerval discussed the open positions and the candidates that had applied for these positions. Councilor Greiner noted that two of the applications are from people living at the same address. Councilor McAfee expressed a desire to have the application period extended.

None of the candidates were available at the meeting for interviews but had been invited. Councilor Hedges stated she would like to see the reference section filled out on the application for Rene Schifano.

Public Comment

Ted Scholer stated that he questioned their commitment if they did not bother to show up.

Councilor Ward suggested that we take a vote on the two reapplying people and then ask the other two to attend our next meeting. Councilor McAfee stated that she would like to extend the application period. City Recorder Damerval said that in that case, the Council will need to be more active in the application process.

Councilor McAfee said that leaving the application process open for another week would show that we had tried to get more applicants. Councilor Hedges requested that staff review applications in the future to ensure they have been filled out completely. Staff was directed to notify the new applicants to attend the next City Council meeting and also have those who had not fully completed their applications do so. Staff was also directed to run the Budget Committee vacancy advertisement for another week.

A motion was made by Councilor McAfee and seconded by Councilor Ward to Appoint Randy Rhoades and Vivian Cooper to the 2010-2011 Budget Committee:

<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.

02:40:47

11. Selection of Consultant to Create Land Use Ordinances

Mayor Shields announced that after the Work Session the Council had determined they would have a Special Meeting at 5 pm on March 15th to make the selection.

02:41:41

12. Second Extension to Intergovernmental Agreement - La Pine Water District

City Attorney Green stated that this extension is similar to the one entered into last year except that the Districts are now requesting a two year extension. He also said there has been internal discussion to initiate the withdrawal process and timing as it results to that process. City Attorney Green said there was some desire for the new extension to require the Districts to assist the City with their review and work regarding the withdrawal.

City Attorney Green stated he would like direction to discuss the extension with the District's attorney and make some refinements that would require their cooperation with the withdrawal process. Mayor Shields said that she had no problem with a one year extension if that was what the Council desired.

Councilor McAfee stated that it is important to let the Districts know that the City is seriously looking at the withdrawal and that this was the single most important document that has come before the Council. She said she would like language in the extension regarding future expansions and improvements meet with the City's vision and objectives as set forth in the comprehensive plan. She also suggested that a Councilor be given a seat on the District's Board.

Council had consensus to direct City Attorney Green to explore further legal options and revisions to the extensions as discussed.

13. Second Extension to Intergovernmental Agreement - La Pine Sewer District

This discussion was included in the previous discussion on Item #12.

02:55:53

14. Memorandum of Understanding - US 97/La Pine Corridor Traffic Analysis Project

City Attorney Green stated that a version similar to this was presented to the Council at a previous meeting. He said there were revisions requested by both the La Pine Industrial Group (LIGI) as well as Deschutes County.

Public Comment

Ted Scholer, LIGI member, stated that there was an issue in the past with monies spent by LIGI for an airport study and therefore they wanted to make sure this study would have definite results.

Councilor Ward discussed the City's share of the project cost that is estimated at \$400,000. Mayor Shields stated that RCAC (Rural Community Assistance Corporation) could explore funding options to assist with the City's required share of any project work resulting from the study.

A motion was made by Councilor McAfee and seconded by Councilor Ward to Approve the Memorandum of Understanding – US 97/La Pine Corridor Traffic Analysis Project as presented with the August 10, 2010 date as the scoping completion date.

<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.

15. Other Matters

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

None

03:07:50

16. Public Comments for Items Not on the Agenda

Dan Varcoe, Chamber of Commerce, stated that we in La Pine are the biggest stakeholders in terms of caring the most about the traffic analysis study. Mayor Shields said she liked the document and that it commits each of the four agencies involved.

Vicky Jackson, area resident, stated that she was most worried about safety at the intersections in the City.

Ted Scholer, area resident, stated that in previous traffic discussions a few years ago, he felt the biggest stumbling block was ODOT (Oregon Department of Transportation).

Tom Hill, candidate for County Judge, introduced himself and said he will be at the April 10th City Council Town Hall Meeting for the candidate forum part of that meeting. He said he is one of three candidates running for the judgeship in Deschutes County.

Karen Ward, area resident, stated that she feels everything is moving along fine in the City.

03:14:55

17. Committee Reports

Ted Scholer, Committee Chair for the City of La Pine Utilities Committee, had already e-mailed his report to the Council. He said that they are trying to start now in preparation for the eventual absorption of the Water and Sewer Districts. Mr. Scholer said that should the Districts decide to annex outside the City limits that could create problems for the absorption by the City.

City Attorney Green recommended waiting to explore grant opportunities until the Utilities Committee Resolution has been created and approved. He said he could have the resolution for the March 24th City Council Meeting. It was agreed that Councilor McAfee and Ted Scholer will work with City Attorney Green on the resolution. The resolution was discussed so that the City could use the RCAC (Rural Community Assistance Corp) and Business Oregon in assisting with obtaining the grants.

03:20:45

18. Staff Comments

None

03:21:10

19. Council Comments

Councilor Ward discussed that Biogreen and the Water and Sewer Districts have come to an agreement.

Public Comments

Ted Scholer stated that Biogreen had to cut some of their expenses per their lender's request. The

Districts agreed to do a renegotiation with Biogreen as a result of this need.

Councilor McAfee stated she would like to have the City Hall office open eight hours a day from 8 to 4 pm with staggered lunches. Mayor Shields stated that although this item was in the agenda packet materials, it will be discussed at the March 24th City Council Meeting. Councilor McAfee stated that she would like City Recorder Damerval to work the half day open shift on Fridays. She also said she would like City Recorder Damerval to think about what her understanding of exempt time is as the Council would like that understanding clarified to her.

Councilor Hedges reviewed the control of signage in the City. The Council further discussed this as far as who had control when it involved a State or County roadway.

Councilor Greiner discussed the COIC (Central Oregon Intergovernmental Commission) Board Meeting that he recently attended. He said he had not been previously been aware that COIC did small business loans. Councilor Greiner said he also recently attended the Small Cities Support Group in Maupin with Councilor Hedges. He said there is now a free facilitator for Central Oregon to help small businesses navigate through the red tape they have to go through to get a loan or establish a business. Councilor Greiner stated that it was suggested that we make sure that the legislators know how much we need the shared revenue monies for the City of La Pine. He also said that it was suggested that the City recruit retired businessman to assist new business owners in the area to increase their chances of success. Councilor Greiner stated that the League of Oregon Cities has Scholarships available for additional training for Councilors.

Councilor Hedges said that the training applications are online at the LOC website. She said that one of the City's had contracted out with a police officer to supervise a busy intersection that had school children crossing it. She said this may be a temporary solution the City may want to explore and budget for in the future.

Mayor Shields asked the Council about scheduling of candidates for the April 10th Town Hall meeting. Council agreed and directed staff to include in the advertising for the Town Hall Meeting that candidates schedule with City Hall if they wanted to speak at the meeting.

Councilor McAfee asked about the Administrative Assistant's annual performance review scheduled for March 29th and if Patti Morgan wanted her and Councilor Ward to attend. Councilor Ward said he was agreeable to attending as well if that was desired. Administrative Assistant Patti Morgan stated that she would like them to attend since; when they had in the past it had been very constructive. City Attorney Green stated there was no official policy for this matter but Ms. Morgan could ask other's to attend her evaluation as long as her supervisor had no objection to it.

Councilor Hedges asked about the agenda for the Town Hall Meeting because she would like to have someone from the Chamber give an update on the 100th anniversary preparations and also have organizations from outside the City limits speak. She also suggested extending the time for the Town Hall Meeting if needed. Councilor Ward said he thought the Town Hall Meeting was an opportunity for the public to come before the Council and ask questions and did not feel an organization giving a presentation was really appropriate. Mayor Shields said she did not think people were looking for it as a forum for presentations to be made. Councilor McAfee suggested holding another Town Hall with key stakeholders in the community also participating.

Mayor Shields discussed the meeting that she recently attended with Range Rider Roger Jordan,

Councilor Ward and City Recorder Damerval at City Hall. She said that Mr. Jordan discussed putting together a revised proposal for the City to assist with hiring an interim City Manager. Mayor Shields said that Mr. Jordan suggested having the League of Oregon Cities assist the City with a City Manager job description. Mayor Shields said a date of March 26th was tentatively scheduled for Mr. Jordan to present a revised proposal to the Council. She said it would probably be a luncheon meeting.

03:50:50

Councilor McAfee stated that she felt the discussion with Roger Jordan should have been part of a full Council discussion. She also said that the last agreement of the Council was to have City Attorney Green create a City Manager job description not that the job description was on hold as had been reported. Councilor McAfee stated that not being clear and concise regarding the City Manager issue has caused difficulties between the Councilors. She asked that in the future when Councilors discuss this matter in the community and press that they be careful and concise about how they discuss it.

Mayor Shields said that Mr. Jordan has discussed LOC doing the job description instead of the City Attorney as a cost savings measure. Councilor Hedges asked if LOC will handle the recruitment for the City Manager as she did not want it done in-house. Mayor Shields said it would be more costly to do it that way.

City Recorder Damerval stated that LOC has a list of retired City Manager's and they would take whatever the City was looking for and try to match it to the City's needs. Councilor Ward said once there is an interim City Manager in place, than the Council could determine if they wanted to go with a full time position or whatever. Mayor Shields said that this interim Manager will evaluate and determine what is administratively needed for the City to progress. City Recorder Damerval stated that Roger Jordan was going to try and have the proposal to the Council for the March 24th City Council meeting to review prior to him meeting with the Council.

Public Comment

Dan Varcoe discussed the teacher's event attended by Mayor Shields to raise funds for the High School.

Mayor Shields discussed the Restore Opening for Habitat for Humanity that she attended recently. She also mentioned that she was the speaker at the JROTC Military Inspection at the local high school.

20. Adjourn

A motion was made by Councilor McAfee and seconded by Councilor Hedges to adjourn the meeting.

<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.

Mayor Shields adjourned the meeting at 8:52 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY PLANNING COMMISSION MEETING AGENDA

Wednesday March 17, 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.
5. Approval of February 17, 2010 Planning Commission Meeting Minutes
6. Update on the February 25, 2010 Meeting of the Deschutes County Planning Commission regarding the City of La Pine's Comprehensive Plan
 - Deborah McMahon and James Lewis
7. Training Session on Land Use Applications
 - Deborah McMahon – DMC Consulting Inc.
 - James Lewis - Foreterra
8. Update on Filling the Vacant Planning Commissioner's Seat
9. Update and Discussion on the Transportation Advisory Committee and Next Steps
10. Planning Commissioner Reports and Staff Update
11. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
12. Public Comments for Items not on the Agenda
13. 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 Planning Commission 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 PLANNING COMMISSION MEETING MINUTES

Wednesday March 17, 2010 - 6:00 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order

Chair Thomas called the meeting to order at 6:03 pm.

2. Establish Quorum
Roll Call

Present Were:

- Chair Thomas
- Vice Chair Fleming
- Cmsr Classen
- Cmsr Maggard

Quorum Established

3. Pledge of Allegiance

Chair Thomas 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.

None

5. Approval of February 17, 2010 Planning Commission Meeting Minutes

Cmsr Maggard noted that the word Councilors should be changed to Commissioners on page two of the minutes, bottom paragraph.

A motion was made by Vice Chair Fleming and seconded by Commissioner Maggard to Approve the February 17, 2010 Meeting Minutes with one correction as noted.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

00:03:09

6. Update on the February 25, 2010 Meeting of the Deschutes County Planning Commission regarding the City of La Pine's Comprehensive Plan

- Deborah McMahon and James Lewis

Deborah McMahon stated that the City limits have been determined as the Urban Growth Boundary for La Pine. She said this is important to the County so they can recognize what La Pine is doing for their own comprehensive plan. She said that this was what was accomplished at the County meeting. Ms. McMahon said that the next step will be that the County sends off their findings to the State of Oregon for review. She said they have excellent findings to support the City limits as the urban growth boundary.

James Lewis stated that on April 5th there is a Public Hearing for the Board of County Commissioners to

review changes on their comprehensive plan. Vice Chair Fleming asked if they anticipated any problems with the State of Oregon's review of the comp plan. Deborah McMahon said that they are not anticipating any problems and have not received any feedback about any potential problems.

00:11:30

7. Training Session on Land Use Applications

- Deborah McMahon – DMC Consulting Inc.
- James Lewis - Foreterra

Deborah McMahon stated that they wanted to do some training with the Planning Commissioners even though there are not many land use applications being filed with the County at this time. She said she would use, as a training example an application, from one of her clients. Deborah McMahon said that the Planning Commission has to review an application based on the criteria that are, the legal rules for that city. She also said the procedural requirements are very important. Deborah McMahon said that the City Staff report evaluates those requirements such as postings done in time, neighbors having a chance to comment and what were those comments, etc. James Lewis said that it is the applicant's requirement to meet those criteria. Vice Chair Fleming asked about the timeline and if it expires does the developer have to go through the entire process again. Deborah McMahon said yes, if there have been changes in the area that would make the land use application incompatible at a later date in time and they would have to reapply.

00:17:43

Ms. McMahon said if the criteria are open, meaning that it is not clear and objective, you will have the ability to make things better. She said subjective criteria give you the ability to refine the development. Ms. McMahon said the requirements to meet the reapplication are going to be different. She said the Planning Department can make a condition of approval for the developer so that they can enter into a special agreement to refine an application so it will be acceptable for the entire community. Ms. McMahon said that the public entity can give the developer compensation for lost revenues as a result of changes to the application.

Ms. McMahon stated that right now while the County is reviewing land use applications for La Pine, the Planning Commission's review will consist of making sure it was done right and sending back any comments to the County. She said DMC/Foreterra will assist the Planning Commissioners with this for the time being because of a lack of City staff.

James Lewis stated after the development period has expired, the developer is basically off the hook should sidewalks or something else fail. He said once the developer's bond is released it becomes the public entity's responsibility. Ms. McMahon stated that at some point the City will want to absorb all the streets in the City limits when it is financially feasible to do so. James Lewis said they will be developing new code

language as well and taking new criteria and seeing if it meets those criteria. He said a lot of the conditions of approval are cookie cutter conditions like preservation of trees, for example. Deborah McMahon stated that livability standards need to be applied that are specifically designed for La Pine. She said it is important to tell the developer what they need to submit so that there is no perception the City is impeding development.

Vice Chair Fleming stated that she would like a lot of public involvement in what they want La Pine to look like. Deborah McMahon used as an example the Wal-Mart building designs that go from A to Z with the A being the more basic version and the Z being the most artistically designed building. She said you have to consider the economy and other obstacles but still be looking at the community values.

Ms. McMahon stated that the land costs can skyrocket if there are a lot of conditions put on development. Chair Thomas favored La Pine developing a theme but not prohibit development by making that theme something that would incur significant costs for the developer. Ms. McMahon stated that for La Pine, since it has tourists coming through the City it is part of your system and you have to think about it differently. Chair Thomas also suggested hiding some very basic designed buildings by keeping them on side streets. He said in his opinion location is most important.

James Lewis stated there will often be written conditions of approval that cover what the developer has to do during pre/current/post development. Ms. McMahon recommended the City hold firm on landscaping, etc., and hold back a bond release to the developer for maybe two years to make sure the plants and trees live for those two years. She also said the City needs to review what the developer's impact will be on the City's system.

Ms. McMahon stated that maybe the City will decide that developer's have to pay into a plan for updating a sewer drainage line or maybe pay into a fund for improving pedestrian connections through a certain neighborhood. James Lewis also suggested that the same conditions of use be applied to the same property regardless of if the property is sold to some other business. Mr. Lewis said that requiring trails in subdivisions, a lot of that is regulated by State law. McMahon also suggested creating zoning ordinance codes that give the La Pine Industrial Group (LIGI) something to work with for promoting new businesses in La Pine.

Public Comment

Wendy Korn, The Eagle newspaper, noted that the climate in La Pine is very specific to the area and is not always similar to Bend's climate because of the amount of trees. Chair Thomas stated that because of this, La Pine may adopt some codes that do not exist in Bend.

01:00:30

8. Update on Filling the Vacant Planning Commissioner's Seat

Patti Morgan, Admin Ass't, stated that ads are currently running in the local newspapers and also posted around town regarding the open position. She said no applications have been received thus far.

01:01:58

9. Update and Discussion on the Transportation Advisory Committee and Next Steps

In response to a question from Cmsr Classen, Ms. Morgan stated that one application has been received and the City is advertising the committee positions. She also announced that the Resolution for creating the Transportation Advisory Committee was successfully passed at a recent City Council meeting. The

Commissioners then discussed the make up for the committee such as a representative from each of the three neighborhoods and also a representative from the Chamber of Commerce.

10. Planning Commissioner Reports and Staff Update

Vice Chair Fleming congratulated Deborah McMahon and James Lewis for being selected by the City Council as the new consultants for the Land Use Planning Ordinance grant.

Chair Thomas stated it would be great to have the new Planning Commissioner also have ties to transportation so they could work with the Transportation Advisory Committee as well. He said that TAG (Transportation Advisory Group) is important to stay on the County level to assist with County transportation issues.

Deborah McMahon stated that the new implementing ordinances grant does have some monies available for public outreach. She suggested perhaps using those monies for a Name the Neighborhood contest to elicit more volunteers from the City residents for both City government and committees. She said the contest could incorporate each of the three City neighborhoods and have the graphics/posters and advertising costs paid for from the grant. Vice Chair Fleming mentioned that the Planning Commission would need to make a request to the City Council for the monies.

Cmsr Classen stated that the Little Deschutes Lodge planted trees and shrubs that would require little water but were natural to the area. She said that may be something we will want to look at regarding landscaping

ordinances.

01:19:00

Vicky Jackson, area resident, asked about the Urban Growth Boundary as it relates to the expansion of the Water and Sewer Districts since the UGB has the same boundaries as the City. Deborah McMahan said serving inside the City is the highest priority for the Water and Sewer Districts. She said the Water and Sewer Districts need to be serving not only the City but also outside the City that is their choice and decision.

Ms. Morgan mentioned that March 24th was the last Regular City Council Meeting prior to the April 10th Town Hall Meeting. Cmsr Classen asked that the Commissioners agree to place it before the Council at the March 24th meeting for approval. There was consensus from the Commissioners to do so.

A motion was made by Commissioner Classen and seconded by Commissioner Maggard to make a request to the City Council to use \$200 from the Implementing Zoning Grant outreach monies for the Name the Neighborhood Project to pay for advertising costs.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

11. Other Matters

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

None

12. Public Comments for Items not on the Agenda

Public Comment

Councilor Greiner stated that he hopes the parking spaces designed for this community will be large enough for pickup trucks. He said that at Crescent Creek, where he lives, there are trails that wind through the development. Councilor Greiner says there needs to be some way to make sure those trails are maintained on a regular basis. He also said that there needs to be more space between homes in a development.

Wendy Korn, The Eagle newspaper, discussed the lava rocks that are in the bike lanes and can cause a safety issue. Vice Chair Fleming said it is too early for the lava rocks to be swept away because we still might have snow and ice. Ms. Korn said we should have a new saying for the City that we provide great views! She said she hopes the height of buildings and billboards will be carefully addressed by the Commission.

Vicky Jackson, area resident, asked about the time table for the transition from the County's code enforcement to the City's code enforcement. Ms. McMahan stated that the Urban Area Management Agreement that talks about the rules between the County and the City. She said after the zoning ordinance is adopted by the Council, the City and the County will jointly determine when the transition will occur.

01:36:09

James Lewis stated that Nick Lelack, Community Planning Dept., suggested prior to Council discussions on the 2010-11 budget he would like to visit with the Council and the Planning Commission about how the transitions will occur for the following budget year of 2011-2012. He said Nick could share how he views the transition happening with the Council and the Commissioners.

James Lewis suggested at some point creating a two member planning review group, a subcommittee of the Planning Commission, to review land use application in a timelier manner. Councilor Greiner stated that if there are any budget requirements, the Commission needs to get them in next week. Deborah McMahon said that a budget of between \$5,000 and \$10,000 would be needed for the Planning Commissioners to attend training, field trips and conferences.

The Commission requested that DMC/Foreterra prepare a request for training monies from the Council and have it presented for review at the next Planning Commission meeting scheduled for April 21st. Chair Thomas suggested the request be made in general terms to allow flexible opportunities for the Commissioners.

13. Adjourn

A motion was made by Commissioner Classen and seconded by Vice Chair Fleming to Adjourn the Meeting.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

Chair Thomas adjourned the meeting at 7:55 pm.

Chair John Thomas

Attest:

City Recorder Luana Damerval

CITY OF LA PINE TOWN HALL MEETING AGENDA

Saturday, April 10, 2010

12:30 p.m.

Finley Butte Park Building

51390 Walling Lane, La Pine, Oregon 97739.

1. Call to Order
2. Establish Quorum
3. Pledge of Allegiance
4. Current Candidates Running for Office (30 min.)
 - Thomas Hill – Deschutes County Circuit Court Judge
 - Wells Ashby – Deschutes County Circuit Court Judge
 - Tony DeBone – Deschutes County Commissioner Position #1
 - John Boyle – Deschutes County Commissioner Position #1
 - Dallas Brown – Deschutes County Commissioner Position #1
 - Ed Barbeau – Deschutes County Commissioner Position #3
 - Nancy Blankenship – Deschutes County Clerk
 - Mike Duggan – Deschutes County District Attorney
5. Open Public Forum for City Council
6. Adjourn Town Hall Meeting

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.

CITY OF LA PINE TOWN HALL MEETING AGENDA

Saturday, April 10, 2010

12:30 p.m.

Finley Butte Park Building

51390 Walling Lane, La Pine, Oregon 97739.

1. Call to Order

Mayor Shields called the meeting to order at 12:41 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

Councilor McAfee led the Pledge of Allegiance.

Mayor Shields announced that the candidates will each be allowed five minutes for their speech. She said if need be, the ending time for the Town Hall meeting could be extended.

4. Current Candidates Running for Office (30 min.)

Patrick Flaherty – Deschutes County Circuit Court Judge
Thomas Hill – Deschutes County Circuit Court Judge
Wells Ashby – Deschutes County Circuit Court Judge
Tony DeBone – Deschutes County Commissioner Position #1
John Boyle – Deschutes County Commissioner Position #1
Dallas Brown – Deschutes County Commissioner Position #1
Ed Barbeau – Deschutes County Commissioner Position #3
Nancy Blankenship – Deschutes County Clerk
Mike Duggan – Deschutes County District Attorney
Scott Langton – Deschutes County Assessor

Patrick Flaherty, candidate for the Deschutes County Circuit Court Judge, gave a brief history of his experience as a Prosecutor for the District Attorney's office. He said the District Attorney's office is about justice not about politics. Mr. Flaherty said that public safety resources are limited at this time and they do not need to ask the public to pay more, they need to be more efficient.

Mike Duggan, candidate for Deschutes County District Attorney, spoke about his 23 years of public service, and the community programs he assisted in forming in Deschutes County.

Tony DeBone, Candidate for County Commissioner Position #1, spoke about his experience heading up the Park and Rec District and also his other community work experience. We need to diversify the economy in La Pine and suggested people follow their passion to start a new career or a company.

John Boyle, Candidate for County Commissioner Position #1, talked about how unequal justice creates problems in society. He said by treating all citizens fairly will help eliminate unfair practices in Deschutes County.

Dallas Brown, Candidate for County Commissioner Position #1, talked about public transportation, jobs, education and good services for Veterans. He said this was a great concern to him and he confirmed that the new Veterans Center has been opened. Pam Cosmo, 51427 Cedar Rd., asked Mr. Brown about his opinion regarding the nitrate septic issue in South Deschutes County. He said he wants to find a resolution to the problem with all parties coming together. Pat Murphy, 51427 Cedar Rd., asked about County staff problems regarding misinformation or poor research. Candidate Brown said he will work hard to ensure the professionalism of County staff members.

Ed Barbeau, candidate for County Commissioner Position #3, talked about his work as a private investigator in the past and also as a current restaurant owner. He said he feels there is a disconnect of areas represented. He also said he feels he can represent La Pine as he would for anyone else in the County.

Nancy Blankenship, candidate for the Deschutes County Clerk, stated that she will not be on the ballot until November but wanted to introduce herself at today's meeting. She is proud of her department and staff and will continue to update the website for ease of use. Candidate Blankenship also stated that voter registration has been available online since March 1st.

Scott Langton, candidate for Deschutes County Assessor, introduced himself and stated that Oregon has a unique and complex tax assessment process. He stated that if people have questions to call him or he could do a Town Hall also.

Wells Ashby, candidate for Deschutes County Circuit Court Judge, stated that he works with Mike Dugan in the District Attorney's office. He said he has had instructional classes in La Pine on Cybercrimes and was involved with Saving Grace and other volunteer services.

Thomas Hill, candidate for Deschutes County Circuit Court Judge, stated that the law is what it is and that judges do not always like the law. He said it is the District Attorney that decides who gets prosecuted. Candidate Hill said the judge needs to be fair, honest and unbiased.

00:52:10

5. Open Public Forum for City Council

Mayor Shields welcomed the public and opened the forum by reading over some basic guidelines for the meeting today. She also requested that all speakers give their names and addresses at the beginning of their question for record keeping purposes.

Tim O'Neil, 16464 Heath Drive, spoke about a serious issue with a vacant house in his neighborhood. He said a pipe had broken and the house had been flooded with water for quite some time. Mr. O'Neil stated that he was unable to contact the owner and after contacting various public agencies had received no constructive assistance. He said he considered the problem a nuisance and a health violation because of the bad odors and standing water. City Attorney Green requested information about the property and

stated he would call the County and find out why they have not taken action regarding the problem. The house is located at 14462 Heath Drive in La Pine.

01:01:45

Deborah McMahon, DMC Consulting, Inc., introduced herself and discussed the work her company had done on the comprehensive plan and also the work they would now be doing on the zoning ordinances. She talked about the Name the Neighborhood Contest and showed the poster that had been created for the contest. Ms. McMahon said there are three designated neighborhoods in the City. She said the entries would need to be received by May 15th.

Virginia Classen, Planning Commissioner, stated that the contest would hopefully increase involvement of residents in the various City committees and also the Planning Commission. It was discussed that there are currently openings for a Planning Commissioner, the Transportation Advisory Committee and also the Utilities Committee.

Dan Varcoe, Chamber of Commerce, discussed the current banners hung on the light posts and asked for input from the City. Karen Demaris, Ford Foundation, stated that they need the City Council to give approval to the banner proposal so they can move forward and implement the plan. Mr. Varcoe was advised to contact City Hall and plan to be on a future meeting agenda to give a presentation to the Council. Art Uecker, Ford Foundation, offered to work on the banner issue with Dan Varcoe. Robin Mirrasoul, area resident, expressed concern that the process move forward smoothly and efficiently so the project the Ford Foundation produced for the City will be successful.

01:18:55

Candidate Flaherty stated that he had asked in the past about the beautification issue in the City and was now requesting an update. Deborah McMahon, DMC Consulting, Inc., stated that with the zoning ordinance project these types of issues will be addressed and there will also be public meetings to get input from the community on how to address the issue. Councilor McAfee stated that she saw this as an opportunity for the public to express their vision for how they want the City to look in the future. Planning Commission John Thomas stated that a code enforcement officer will also be needed to implement the codes at some point in time.

Patti Wintry, unknown address, stated that paint and landscaping does not require zoning ordinances and if people would just try to improve their own properties it would really help. She also complained that COCC (Central Oregon Community College) holds very few classes in La Pine. Tony Debone, Parks & Rec District, stated that they are working on holding community classes. Gloria Fleming, area resident, suggested recommending classes to COCC and also stated that she liked the idea of having educational programs through the Park & Rec District.

01:31:30

Robin Mirrasoul, PO Box 3239, congratulated the Council on working on several of the issues brought up the last Town Hall Meeting. In particular, she referenced the hiring of a City Manager, completion of a City Charter and exploring the absorption of the Water and Sewer Districts. She also thanked Administrative Assistant Morgan for her work.

Vicky Jackson, 17346 Mink Court, area resident, asked if the proposed interim City Manager will be given the authority to make decisions and actually run the City. Mayor Shields said that the Council is currently working on that issue and also the job description. Ms. Jackson also talked about code enforcement issues and the lack of code enforcement officers in Deschutes County.

Deborah McMahon, DMC Consulting Inc., discussed the hard work the City Council has been doing on the Hwy 97 traffic issues. She also discussed the RFP (Request for Proposal) for a traffic analysis study to be done.

Gloria Fleming, Planning Commissioner, mentioned that the Little Deschutes Lodge is now taking applications for Phase II of their housing project for low income people over 55 years of age. She said the cut-off date is April 26th.

Jayne Benner, Vice Chair of the Utilities Committee, asked about the SDC's (Systems Development Charges) and if the City was any closer to considering SDC's. Mayor Shields stated that it was one of the issues that the Traffic Analysis Study will be addressing.

Stu Martinez, PO Box 2669, former Mayor for the City of La Pine, suggested that through the City Manager hiring process the Council continue to get educated. He said that in the past the Council overstepped their bounds by trying to run the City management. Mr. Martinez reminded the Council that their role is as policy makers and to let the new City Manager handle the management functions of the City.

01:38:58

Lupita Lewis, member of the La Pine Tourism Committee, asked why there was no representative from the City at a transportation meeting held recently with ODOT and other interested persons. Mayor Shields discussed the Wickiup Junction Project and also the MOU for the traffic analysis study between the County, ODOT, LIGI (La Pine Industrial Group) and the City. Councilor McAfee discussed the RFP (Request for Proposal) for the traffic analysis study. She said it was a big accomplishment for the City to be able to develop the MOU between the different entities. She also stated that no one at the City had been notified about the transportation meeting that Ms. Lewis referenced.

Councilor Ward stated that the City's cost share of improvements, based on recommendations from the Traffic Analysis study will probably be around \$400,000. Councilor Greiner also stated that the Councilors do attend a number of individual meetings in the region, but cannot make them all.

John Thomas, Chair of the Planning Commission, stated that the Commission is currently down a member and that they need applicants that live within the City limits to apply for the position. He also discussed the Transportation Advisory Committee that was recently formed and needs members.

In response to a question regarding having a person living outside the City limits serving on the City Council, City Attorney Green stated that preliminary research has indicated it may be a possibility. John Thomas, Chair of the Planning Commission, suggested a timeline for the City Charter so it can be on the November 2010 ballot. City Attorney Green stated that this issue will be discussed at the Council meeting scheduled for April 28th.

City Attorney Green discussed, in response to a question from Jayne Benner, that in the MOU (Memorandum of Understanding) for the traffic analysis study it describes the various funding mechanisms available.

In response to a question from Andrew Smead, unknown address, Commissioner Thomas discussed how the Urban Growth Boundary was defined in the Comprehensive Plan for a 20 year time period. Mayor Shields also said that State land use laws dictate how and when the City can annex and currently it has been determined that within the City boundaries there is more than enough commercial, residential and industrial land.

02:03:18

Pam Cosmo suggested that business owners within the City of La Pine should be extended rights of citizens to sit on the Council and other positions with the City. Mayor Shields stated that City Attorney Green will be reviewing this option.

02:05:40

Linda Johnston, Tourism Committee member, suggested with the La Pine Industrial and Newberry Business Parks the City should try to bring in more businesses to benefit the public. Councilor

McAfee stated that is one of the reasons that the City is looking into absorbing the Water and Sewer Districts, to try and encourage more businesses to come into the City.

Candidate John Boyle discussed that in regard to the nitrate issue and the new septic systems many people do not know that the federal government will pay 71% of the costs of the new systems.

Councilor Ward stated that currently the City of La Pine has the lowest tax rate in the County. He said that the City does many things to encourage businesses to come into the City. Councilor Ward also discussed Biogreen moving into the area and starting construction, probably sometime this year. In response to a question from Robin Mirrasoul, Councilor Ward said that the City will be absorbing the Sewer and Water Districts but that many things have to occur before that can happen. Jayne Benner, Vice-Chair Utilities Committee, stated that regarding the loan the Special Districts currently have, that USCD (United States Commerce Department) sets the amounts and that you cannot blame the Sewer Districts for those costs.

Dan Varcoe, in reference to a question regarding business development, talked briefly about how Prineville got Facebook to come to their City. He said that Prineville held a heavy duty marketing campaign to attract Facebook to their City.

Councilor Ward thanked the public for attending the Town Hall today and stated that the Council is trying to do the best possible job for everyone. Councilor McAfee stated that there is a renewed excitement in the City of La Pine and that we need to come together for a shared vision. Mayor Shields thanked the public for attending the Town Hall Meeting. Councilor Hedges stated that she appreciated the watchdogs, and hoped they would keep hammering on the Council to get things done because it keeps us on top of things. Councilor Greiner stated he would echo what Councilor Ward had just talked about. City Recorder Damerval said she felt it was good meeting.

6. Adjourn Town Hall Meeting

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

<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.

Mayor Shields adjourned the meeting at 3:03 pm.

Mayor Kitty Shields

Attest:

City Recorder Luana Damerval

LA PINE CITY PLANNING COMMISSION MEETING AGENDA

Wednesday, April 21, 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.
5. Approval of March 17, 2010 - Planning Commission Meeting Minutes
6. Future Transition of Planning Review to the City of La Pine

Nick Lelack, Deschutes County
7. Update on Name the Neighborhood Contest

Deborah McMahan
8. Update on Transportation Advisory Committee and Planning Commissioner Applicants
9. La Pine Historical Commission Discussion

John Thomas and Gloria Fleming
10. Planning Commissioner Reports and Staff Update
11. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
12. Public Comments for Items not on the Agenda
13. 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 Planning Commission 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 PLANNING COMMISSION MEETING MINUTES

Wednesday, April 21, 2010 - 6:00 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order

The meeting was called to order at 6:04 pm.

2. Establish Quorum
Roll Call

Present Were:

Chair Thomas
Vice Chair Fleming
Cmsr. Classen
Cmsr. Maggard

3. Pledge of Allegiance

Linda Maggard 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.

11a) Selection of Planning Commissioner to sit on the Utilities Committee

5. Approval of March 17, 2010 - Planning Commission Meeting Minutes

John Thomas asked for the following corrections to be made:

- On Page 5, Section 10...delete 'or' change commission to commissioner
- On Page 5, Section paragraph, restate the sentence concerning Tag at the County level.

A motion was made by Vice Chair Fleming and seconded by Commissioner Maggard to Approve the March 17, 2010 Minutes with two corrections as noted.

Vote as follows:

	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

00:07:20

6. Future Transition of Planning Review to the City of La Pine
Nick Lelack, Deschutes County

Mr. Lelack stated that the City of La Pine can use a staff planner or a consultant planner for handling some of the planning reviews. He also passed out a handout entitled Checklist of Creating a Development Review System. Mr. Lelack said it is good to think about what type of system the City will want ahead of time to make plans, etc. He also said that state law determines when things have to happen in the review process. Mr. Lelack stated that most of the cities in Central Oregon have fees to support their system. He also said the electronic submittal of plans is a future item that they will want to think about down the line.

Mr. Lelack said once the application is complete, if staff need something they have not asked for, the decision must be based on the materials provided when complete. He said the first 30 days of the application being submitted is not counted in the 120 day review time period that starts after the first 30 days. Mr. Lelack advised public hearings on any land use issue that regards conditional use.

00:19:05

John Thomas discussed how helpful it has been to receive the historical data for the City of La Pine from the County.

Mr. Lelack stated that before the County can sign off on a building permit the particular City involved has to approve the legal use for the building.

Tom Anderson, Manager of the Community Planning Department for Deschutes County, stated to make the distinction between land use and building. He said building is a little different; there is a separate process under state law to establish your own building department. Mr. Anderson stated that perhaps they will be able to automate the process so the City will have the opportunity to sign off on any building permit, small or large, prior to a building permit being issued.

In response to a question from Chair Thomas regarding costs of Deschutes County planning consultant services, Mr. Anderson stated that they have interagency service agreements with other Counties where they hire out on an hourly rate as hired staff. He said with Deschutes County's contract with Redmond they agreed on a percentage.

00:27:10

Nick Lelack discussed code enforcement, another step in the development of a system. Chair Thomas discussed that the City will not initially have the budget to hire a code enforcement officer and it will probably have to be handled on a more casual basis.

In response to a question from Councilor McAfee regarding licensing to include the City of La Pine so the City could utilize electronic submittal of plans. Tom Anderson stated that they have an in-house system and would be happy to share it with the City of La Pine.

Mr. Lelack suggested forming a citizen task force to facilitate communication about planning issues to the community. He also suggested that as the Planning Commission goes through the ordinance process they should be open to making some minor adjustments to the comprehensive plan. James Lewis said that it was built into the comp plan to go back and re-visit it every two years for

flexibility. He also discussed that the land use review will have specific issues of authority and be dependent on budget decisions. Mr. Lewis said if the Planning Commissioners are utilized, it can relieve the cost of hiring some additional City staff.

00:56:19

In response to a question from Vice Chair Fleming regarding some recent information from Deschutes County about the Urban Growth Boundaries, Mr. Le Lack stated that developments proposed in the City of La Pine that are not in compliance would have to apply for a variance. Vice Chair Fleming said that the variance helps to keep a small town feel in La Pine. Mr. Lewis said that you do not want to sell out to the developers.

Vice Chair Fleming stated that she would like to see a future joint work session between the City Council and the Planning Commission so they know why we are asking for what we are and then can voice their concerns as well. In response to a question from Councilor McAfee, Mr. Le Lack stated that he can provide the Planning Commissioners with some flow charts on the land use process the County utilizes.

01:16:01

7. Update on Name the Neighborhood Contest

Deborah McMahon

James Lewis stated that there have only been one or two submittals at this point in time. Chair Thomas said that on May 8th he and Dan Varcoe, Chamber of Commerce, plan to canvass the neighborhoods with a group of volunteers to pass out flyers and hand out to residents. Patti Morgan, Administrative Assistant, did confirm that flyers had been distributed at the local schools to encourage student participation in the contest. It was also confirmed that the local newspapers have contributed to the contest by providing public service announcements.

01:23:09

8. Update on Transportation Advisory Committee and Planning Commissioner Applicants

Cmsr Classen suggested, encouraging more applicants for the committees, perhaps asking some transportation related questions in the advertisements. She also said that there could be a statement of what the committees will be working on in the next year. There was also a discussion that the Chamber of Commerce representative does not have to be a resident of the City, just a member of the Chamber and not a board member either.

Chair Thomas discussed a conversation he had with Dennis Davis, an applicant for the Transportation Advisory Committee, who he is trying to encourage to apply for a Planning Commission position. He said there is a need to have the Planning Commission complete prior to filling vacancies on sub-committees.

01:45:00

Chair Thomas suggested having the new Transportation Advisory Committee meeting start after the Planning Commission meeting so the meetings could be back to back. He also said that they need to

explore with the Council how meeting minutes will be handled for subcommittee meetings in regard to the need for City staff to be present or not and also what locations the meetings can be held at. It was also suggested to have committees meet during the day time hours to avoid any possible staff overtime issues.

There was also consensus to move the start time for the Planning Commission meeting to 4 pm on the third Wednesday of each month. It was also agreed that the Planning Commission will oversee the agendas for any subcommittee meetings in order to assure direction and clarity.

A motion was made by Vice Chair Fleming and seconded by Cmsr. Maggard to change the starting time of the Planning Commission meetings to 4 pm on the third Wednesday of each month.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

A motion was made by Vice Chair Fleming and seconded by Cmsr. Maggard that the Transportation Advisory Committee meetings will commence on June 16th, 2010 and that the meetings will start at 6 pm, following the Planning Commission Meetings, on the third Wednesday of each month.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

02:03:47

9. La Pine Historical Commission Discussion

John Thomas and Gloria Fleming

Chair Thomas stated that he and Vice Chair Fleming were appointed at the last City Council Meeting to do the La Pine Historical Commission which will be a subcommittee under the Planning Commission. Chair Thomas then read a statement he had written to advertise the new committee and look for volunteers. There was support for a landmark kiosk or historical marker for the original location of Roslyn. Vice Chair suggested that Linda Stevenson, who has been working on the 100

year celebration, would be a good resource for this commission. Chair Thomas said he wants to be sure the commission is not restricted in anyway and encourages participation from all of the community. James Lewis stated that it would be similar to any land use application that comes through the County, anything effecting historical property that goes through the Historical Landmarks Commission. He said the review would go through the Chair and Vice Chair of the Planning Commission.

02:17:15

10. Planning Commissioner Reports and Staff Update

Chair Thomas asked for an update on the Utilities Committee from Councilor McAfee. Councilor McAfee said that the City is currently in negotiations with the two IGA (Intergovernmental Agreements) with the Water and Sewer Districts. She also said that the City Attorney is preparing a legal memorandum that will outline all the steps that will need to be taken to extinguish the Districts.

02:28:18

11. Other Matters

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

There was a discussion and it was agreed to present the Planning Commission budget for fiscal year 2010-2011 to the City Council at the Council Meeting on April 28, 2010.

11a. Selection of Planning Commissioner to sit on the Utilities Committee

A motion was made by Vice Chair Fleming and seconded by Chair Thomas to Appoint Cmsr Classen to the City of La Pine Utilities Committee.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

The Commissioners then discussed the budget for fiscal year 2010-2011. Chair Thomas stated that there are planning and zoning publications that the City will need to start acquiring for their future planning department. Vice Chair Fleming discussed that since they are just getting started there are more expenses for the first year. Chair Thomas also discussed the monthly magazine and training opportunities for the Planning Commissioners.

Chair Thomas discussed the training opportunities for the Commissioners like a field trip to a Planning Department. Councilor McAfee suggested some of the land use classes offered through the League of Oregon Cities at various locations that could also assist with training needs.

A motion was made by Cmsr Classen and seconded by Chair Thomas to submit the proposed Planning Commission budget for fiscal year 2010-2011 with a request that Deborah McMahon submit a staff report with the budget.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

12. Public Comments for Items not on the Agenda

None

13. Adjourn

A motion was made by Commissioner Classen and seconded by Vice Chair Fleming to adjourn the meeting.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

Chair Thomas adjourned the meeting at 9:04 pm

Chair John Thomas

Attest:

City Recorder Luana Damerval

LA PINE PLANNING COMMISSION MEETING AGENDA

Wednesday, May 19, 2010 - 4:00 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” of this Agenda or such other time selected by the Planning Commission.
5. Approval of Minutes
April 21, 2010 – Planning Commission Meeting Minutes
6. Deschutes County Permit Action - Permit Processing and Evaluation Criteria

Deborah McMahon
James Lewis
7. Update and Pick Names for Neighborhood Contest

John Thomas
8. Update on Recruitment for Planning Commissioner and Transportation Advisory Committee Members
- Two Applications for Review
9. Issuing of a Land Use Compatibility Statement/Application for General Air Contaminant Discharge Permits
10. Planning Commissioner Reports and Staff Update
11. Other Matters
Only those matters properly added to this Agenda under line item No. 4 will be discussed at this time.
12. Public Comments for Items not on the Agenda
13. 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 Planning Commission 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 PLANNING COMMISSION MEETING MINUTES

Wednesday, May 19, 2010 - 4:00 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order

Chair Thomas called the meeting to order at 4:08 pm

2. Establish Quorum

Roll Call – delayed until Cmsr Maggard arrived.

Present Were:

Chair Thomas

Cmsr. Classen

Cmsr. Maggard – arrived at 4:20 pm

Absent Were:

Vice Chair Fleming – excused by prior arrangement

Councilor Don Greiner was also in attendance as a Council representative.

3. Pledge of Allegiance

Councilor 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” of this Agenda or such other time selected by the Planning Commission.

Discussion on Signage and Encourage Compliance (offer grants) prior to Enforcement - Cmsr Classen

5. Approval of Minutes

April 21, 2010 – Planning Commission Meeting Minutes

Chair Thomas asked that the following addition be made:

- Page 3, fifth paragraph down, and add the word “difference” to the sentence, “He said building is a little...”

A motion was made by Commissioner Classen and seconded by Commissioner Maggard to Approve the April 21, 2010 Meeting Minutes with one change as noted.

Vote as follows:

	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

6. Deschutes County Permit Action - Permit Processing and Evaluation Criteria

Deborah McMahon
James Lewis

Ms. McMahon reviewed the permits that have been issued by Deschutes County over the past month. James Lewis, Forterra LLC, stated that Deschutes County will still make the developer meet all the original conditions of the conditional use permit. Ms. McMahon stated if the City was flush with funds they might be able to offer more incentives to a developer.

James Lewis stated that the only thing that Planning will check during the building permit stage is setbacks, heights, some of those standard things. He said this is sometimes done by the Building Department even though there are provisions that come out of the building codes. Mr. Lewis said if the City hired a Planner tomorrow, they would be the person to enforce zoning codes. He said it would be the County's codes that they would be enforcing. Mr. Lewis said it becomes a budgetary issue, it becomes a control issue.

00:28:21

James Lewis said that there are no new land use applications to look at yet. Chair Thomas stated that some time in the future he believes La Pine will be really taking off. He said to delay on the existing service station's application (Traux) could have economic ramifications for the area.

Deborah McMahon read through and explained some of the terminology that was on the paperwork that Vice Chair Fleming had submitted for the agenda packet. James Lewis stated that sometimes you see block sizes that are shorter than normal, you can include easements for walking trails rather than go the one size fits all that La Pine does not want. Deborah McMahon stated, in regard to parks, that the Planning Commission can work with the Parks District as well as consider the carrying capacity of the land because La Pine has a high water table. She also suggested staying away from ornamental light bases. Ms. McMahon said that people want it dark, that do not want bright lights shining into their back yards.

00:37:50

Ms. McMahon stated that they will develop, through the subdivision ordinance, basic standards for what a local road is, what collector roads are and the basic arterials. She said the only other designation will be a State road. Ms. McMahon stated that La Pine needs RV parks as a traveling, resort community and she does not advise banning them. There was also a discussion of how there are several one acre lots in the La Pine area that are actually zoned RR-10. James Lewis said that the State considers anything less than ten acres and/or five acres not rural. He also said that if they want to develop internal lots of one acre the State considers them non-urban.

Deborah McMahon said as far as schools go, there may be one more school in the next twenty years and that would be an elementary school but it is not very likely.

00:48:05

7. Update and Pick Names for Neighborhood Contest

John Thomas

Deborah McMahon stated that the first selection for Neighborhood #1 should be Rosland Crossing. Chair Thomas said it was submitted by Delmar Olman who has served in the military on a ship, in the past.

Selection for Neighborhood #2 was the name Ranchside. It was decided to designate the winner for this name as Audrey Gulden.

The final neighborhood, Neighborhood #3 was awarded to Dan Varcoe, Chamber of Commerce, for Prairie Meadow.

It was decided that framed Resolutions would be presented to the winners at a City Council Meeting.

01:07:30

8. Update on Recruitment for Planning Commissioner and Transportation Advisory Committee Members
- Two Applications for Review

Dennis Davis and Linda Johnston had submitted applications for the Planning Commission. Ms. McMahon stated that the Planning Commission should agree on some sort of selection process because of public perception. She also said realtors can be helpful on the Commission because they understand the databases that are used for decision making.

Cmsr Classen said that they were specifically looking for a Planning Commissioner with transportation experience to serve on the Transportation Advisory Committee. She asked Chair Thomas if he would be willing to be replaced on that committee. Chair Thomas responded that he would have no problem relinquishing that seat. He said, in his opinion, Dennis Davis is very well qualified.

Regarding applicants for the Transportation Advisory Committee, the five voting members are one from each of the three neighborhoods, a Board member from the Chamber of Commerce and a Planning Commissioner. Chair Thomas said that Linda Johnston would also be qualified for the Transportation Advisory Committee.

It was decided to ask Linda Johnston if she would consider serving on the Transportation Advisory Committee. There was also a discussion about keeping all the applications in a candidate pool and letting the applicants know that they will be considered for future openings.

A motion was made by Commissioner Maggard and seconded by Commissioner Classen to direct staff to send a letter of recommendation stating that Dennis Davis be appointed as the Planning Commissioner and also be the representative on the Transportation Advisory Committee from the Planning Commission.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

A motion was made by Commissioner Maggard and seconded by Commissioner Classen to send a letter of recommendation to the City Council that Rene Schifano be appointed to the Transportation Advisory Committee.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

It was also agreed that staff will contact Julie Rychard to determine if she is a Chamber member since she does not qualify to be on the Transportation Advisory Committee because she is a non resident. The Commission had consensus to find some way to involve her with the committee.

01:45:45

9. Issuing of a Land Use Compatibility Statement/Application for General Air Contaminant Discharge Permits

James Lewis stated that this application (Traux) should have gone to the County, not La Pine. He said the three considerations for this application would be, is it allowed in the zone, has it been permitted and is it pre-existing and non conforming.

Chair Thomas said he will contact the owner of Traux that submitted the application. Deborah McMahon said that there is no paperwork that needs to be done by the City on this matter.

01:52:43

10. Planning Commissioner Reports and Staff Update

Deborah McMahon said they will prioritize the different segments; she said she is getting community feedback that the visual things may be important to talk about first, which would include signage and subdivisions. She said they would get into the meaty issues with building ordinances later on.

Ms. McMahon stated that the BLM land transfer is one of those things that is a real critical issue and it does have a purpose that fits with the comp plan in terms of solar generation. She said she has a client in Prineville and he is very interested in building a business in La Pine. Ms. McMahon also said this could generate enough electricity for approximately 200 homes in the City of La Pine.

Chair Thomas suggested that the area north of the BLM land transfer would be good for RV sites. James Lewis stated that lease rates could generate many dollars to the community.

Cmsr Classen stated she would like to see the City have a volunteer booth at the La Pine Business and Volunteer fair to be held in the future.

Chair Thomas discussed a meeting with Peter Russell regarding TSP's (Transportation Service Provider) that he recently attended. He also discussed an Elizabeth Potter Historical Grant that will allow him to attend a historical/archiving workshop in Illinois around July 19th.

11. Other Matters

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

12. Public Comments for Items not on the Agenda

Councilor Greiner gave a brief update on the budget process for fiscal year 2010-2011. He said the Planning Commission's training and materials were approved and also that there will be no increase in the tax rate for citizens of La Pine.

13. Adjourn

A motion was made by Commissioner Classen and seconded by Commissioner Maggard to adjourn the meeting at 6:19 pm.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Commissioner Classen</i>	<i>X</i>	
<i>Commissioner Maggard</i>	<i>X</i>	

Motion passed unanimously.

Chair Thomas adjourned the meeting on 6:19 pm.

Chair John Thomas

Attest:

City Recorder Luana Damerval

LA PINE PLANNING COMMISSION MEETING MINUTES

Wednesday, June 16, 2010 - 4:00 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order

Chair Thomas called the meeting to order at 4:00 pm.

2. Establish Quorum

Roll Call

Present Were:

- Chair John Thomas
- Vice Chair Gloria Fleming
- Cmsr Virginia Classen
- Cmsr Dennis Davis

Absent Were:

- Cmsr Maggard – excused absence due to illness

City Manager Rick Allen was also in attendance.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Chair Thomas.

4. Added Agenda Items

Any matters added to the Agenda at this time will be discussed during the “Other Matters” of this Agenda or such other time selected by the Planning Commission.

- 12a) Noxious Weeds – Vice Chair Fleming

It was also stated that Deborah McMahon, DMC Consulting Inc., would be updating the Commission on Sign Ordinances during the discussion under item #9.

5. Approval of Minutes

May 19, 2010 - Planning Commission Meeting Minutes

A motion was made by Vice Chair Fleming and seconded by Commissioner Davis to Approve the Meeting Minutes.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Virginia Classen</i>	<i>X</i>	
<i>Commissioner Dennis Davis</i>	<i>X</i>	

Motion passed unanimously.

6. Biogreen Additional Text Amendments

John Thomas, Chair

Deborah McMahon stated that an industry like Biogreen needs to have tall stacks. She said that when the Commission reviews the text amendments they need to look at the structure and the stacks. James Lewis stated that by raising the height limit the City could increase the number of businesses that can come into La Pine. He also said that based on the zoning ordinances they could create various zoning codes. City Manager Allen said that a power plant is going to have big stacks.

00:19:05

7. Update on Regional Advisory Committee (RAC)

John Thomas, Chair

Deborah McMahon, DMC Consulting, Inc.

Deborah McMahon stated that this committee will be examining the cities in Central Oregon and determining where large industrial lots should go, defining an inventory and also exploring where they need to be located for the economy. It was announced that Lee Smith will be the representative from La Pine and Deborah McMahon and James Lewis will be the alternates on the committee.

00:31:12

8. Grant Update on Land use Ordinances

Deborah McMahon, DMC Consulting, Inc.

Deborah McMahon stated that in order to reduce the number of meetings and receive feedback sooner, it was decided to send out documents via e-mail to the TAC (Technical Advisory Committee). She said that the Technical Advisory Committee consists of agency members from ODOT (Oregon Department of Transportation), Deschutes County, Housing Dept., etc.

Sign Ordinances – Deborah McMahon stated that she would like the Commissioners to review concepts such as impression, time, place and manner regarding sign ordinances and plan to discuss them at a future meeting. City Manager Allen cautioned that sign ordinances can become a very controversial issue and should be handled using a slow process. He also suggested that the Chamber of Commerce could try to educate people regarding sign codes. City Manager Allen stated that in other cities, franchise fees often help out with City lighting needs.

01:01:00

9. Review of Permits

Deborah McMahon, DMC Consulting, Inc.

Deborah McMahon stated that upon her review of the permits from Deschutes County, there was nothing critical about them. She also discussed the handout passed out to the Commissioners regarding the Bratton Report that tracks the home values throughout Central Oregon.

01:09:00

10. Discussion on Future Planning Commissioner Training and Membership to the American Planning Association

John Thomas, Chair

Deborah McMahon announced that the Council had given the go ahead for the Commissioners to become members of the American Planning Association. James Lewis said it is a good resource to find out what is happening around the country for comparisons. He also said that the annual conference is held at the University of Oregon in Eugene and there are all day sessions which have a lot of good planning information. Chair Thomas said he will apply online for the American Planning memberships.

01:19:35

11. Planning Commissioner Reports and Staff Update

Cmsr Classen stated that she attended the Utilities Committee Meeting held on June 17th. She said the committee was created to determine if absorbing the Special Districts is feasible at this point in time. Cmsr Classen stated that the Agreement between the Districts and Biogreen is close to being signed and finalized.

01:30:25

12. Other Matters

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

12a) Noxious Weeds – Vice Chair Fleming

- Vice Chair Fleming stated that she participated in the weed pull for La Pine that was held in June. She also discussed the noxious weed ordinance that the City of Sisters had implemented.

Chair Thomas stated the need for public input at meetings and Deborah McMahon suggested some advertising strategies to get more public involved especially for the sign ordinance discussions.

13. Public Comments for Items not on the Agenda

Councilor McAfee stated that she felt the Commission had a very productive meeting. Councilor Greiner said that he feels he is learning a lot as a member of the Planning Commission.

14. Adjourn

Deborah McMahon asked that the Commissioners do a homework assignment on signs (i.e., take photos of signs, etc.) and bring them back to the next Planning Commission meeting.

A motion was made by Vice Chair Fleming and seconded by Commissioner Classen to Adjourn the Meeting.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair John Thomas</i>	<i>X</i>	
<i>Vice Chair Gloria Fleming</i>	<i>X</i>	
<i>Commissioner Virginia Classen</i>	<i>X</i>	
<i>Commissioner Dennis Davis</i>	<i>X</i>	

Motion passed unanimously.

Chair Thomas adjourned the meeting at 5:54 pm.



Chair John Thomas

Attest:



City Recorder Luana Damerval