

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE.
OCTOBER 11, 2007

MEMBER PRESENT:

Brad Boyd Mayor
Bill Merrill Council President
Lon Kellstrom Councilor
Shawna Bell Councilor

ABSENT:

Sharlene Weed Councilor

STAFF PRESENT:

Eileen Stein City Manager
Lisa Young Finance Director
Steve Bryant City Attorney
Brad Grimm Public Works Director
Eric Porter Planning Director
Kathy Nelson City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Boyd at 7:04 p.m.

II. VISITOR COMMUNICATIONS

III. CONSENT AGENDA

A. Minutes

1. September 6, 2007 – Workshop
2. September 13, 2007 – Regular Meeting

B. Bills to Approve

1. September Accounts Payable
2. October Accounts Payable

Councilor Kellstrom moved to accept the consent agenda. Councilor Merrill seconded the motion.

Councilor Bell asked for clarification regarding the \$972.83 invoice from Community Forest Consultants. **Manager Stein** explained this for travel expense associated with the staff training on the LIDAR software program.

Mayor Boyd asked for a correction of the word “is” to “if” on the minutes of September 6th on page five, last paragraph. **City Recorder Nelson** stated she would make the correction.

Mayor Boyd asked for clarification regarding the following invoices:

1) \$1,702.76 payable to HGE and charged to “new well” and \$5,078.52 payable to HGE and charged to “capital outlay”. **Finance Director Young** explained that both were charged to capital outlay but the accounts have different line item names that can be misleading.

2) Why the discount to Ace Hardware did not appear to be taken. **Director Young** explained that until the checks are run, after Council approval, the discount is not reflected in

the amount paid, but that as long as the amount owed from the previous month is paid by the 10th of the following month, the discount is noted on the check and received. **Mayor Boyd** stated he wants to make certain that the City is always paying in time to receive the discount.

3) Whether VanHandel Automotive is a local company and **Public Works Director Grimm** stated it is located in Sisters.

4) What the \$2,995 payable to the Sisters School District for computer services was for. **Director Young** explained it was for the computer services provided to the City by Todd Pilch, a district employee.

Councilor Kellstrom moved to accept the consent agenda as amended. Councilor Merrill seconded the motion. The motion carried unanimously.

IV. STAFF REPORTS

A. Eileen Stein, City Manager – *(Report Attached)*

City Manager Stein asked for questions regarding her staff report.

Councilor Bell asked how many people attended the Sisters field tour, as part of the League of Oregon Cities Conference on September 27th. **Manager Stein** stated there were 22 people in attendance.

B. Lisa Young – *(Report Attached)*

Finance Director Young asked for questions regarding her staff report. There were none.

C. Captain Tim Edwards – *(Report Attached)*

Captain Edwards reported on the number of patrol hours worked, school resource officer hours worked, and incidents for the month of September. He asked for questions regarding his report. There were none.

V. COUNCIL BUSINESS

A. Discussion and Consideration of a Motion to Authorize the City Manager to Enter into a Contract for the Transportation System Plan Update

Manager Stein provided an overview of the proposal comparison she created for the Transportation System Plan (TSP) update from the DKS Associates team (DKS Associates, Jeanne Lawson & Associates and HHPR) and CH2M Hill team (CH2M Hill, Kittleson & Associates and Alta Planning & Design). She discussed the

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evaluation criteria in the request for proposal (RFP), public involvement process, products and cost, as well as the hourly rate charged by key staff from both firms. She stated she focused heavily on the public involvement process as she considered it to be critical to the entire project. She noted the cost magnitude between the two firms (DKS at \$146,000 and CH2M Hill at \$200,000) were affected by not only the hourly rate of key staff (one Principal for DKS and three principals for CH2M Hill) but also by the number of times the firms would meet with the public. She stated that DKS will provide visual simulations. She stated that CH2M Hill will provide an economic analysis of a bypass versus a couplet with regard to moving traffic through the City. She added that DKS works exclusively with the public sector while Kittleson & Associates has both private and public sector clients.

Councilor Bell asked if the economic analysis would be performed by the City if DKS was chosen for the TSP update. **Manager Stein** stated that the City could do the analysis another way or that DKS could be asked to include an analysis in a revised proposal.

Councilor Merrill asked if the City needs to accept the proposals as presented or if they can be negotiated. **Manager Stein** stated that the City can request changes to the process suggested by the firms but the City runs the risk of not meeting the necessary public involvement process. **Councilor Merrill** asked if other staff members had evaluated the two proposals. **Manager Stein** stated that both Planning Director Eric Porter and Public Works Director Grimm had evaluated the two alternatives and both were in favor of accepting the DKS proposal.

Councilor Bell asked if either of the directors had ever worked with the firms. **Director Grimm** stated he had experience with both firms and he feels both are highly qualified. He stated he based his decision on the more reasonable fees of the DKS proposal and what he saw as its more realistic time frame to complete the task of the update. **Councilor Bell** asked if he though the City would receive the same value from both firms and **Director Grimm** stated he did. **Councilor Merrill** asked about the 14 month projected time frame for the process from DKS versus the eight months from CH2M Hill. **Director Grimm** stated he feels that the eight month time frame is wishful thinking and would be extended by CH2M Hill as the project progressed. **Councilor Merrill** asked what Director Grimm would change on the public involvement pieces presented. **Director Grimm** stated he feels the sub-groups suggested by CH2M Hill are a good idea and if the City awards the contract to DKS, they could provide the same.

Mayor Boyd asked if Manager Stein had a recommendation for one firm over the other. **Manager Stein** replied she is torn to make a recommendation as she

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falls both firms are highly competent, but that she is leaning slightly towards DKS after receiving very positive feedback regarding Vaughn Brown of Jeanne Lawson & Associates.

Mayor Boyd stated he is in favor of CH2M Hill because of the economic analysis the firm will provide and that Alta Planning & Design is a part of their team. He stated he also liked the larger public involvement piece the company offers as a means of educating the public. He stated that if DKS could provide the economic analysis and sub-contract with Alta Planning and Design he would support a contract with DKS.

Manager Stein informed the Council that both teams had been involved with the City of Philomath couplet project. She stated that Philomath's City Manager expressed he was very impressed with Jeanne Lawson of Jeanne Lawson & Associates. **Manager Stein** stated that she is sensitive to the cost differential between the two firms with regard to community perception. She stated she was having trouble seeing where there is \$50,000 more value in the CHM2 Hill proposal other than the hourly rates charged by key personnel and a few more public meetings.

Councilor Kellstrom asked if the current TSP can be used as a framework for the update. **Manager Stein** stated that both firms will use it as a framework and starting point but that representatives from Oregon Department of Transportation (ODOT) have said that the City can't update the TSP without solving the couplet question or rather, the question of how to get traffic thorough Sisters efficiently. **Councilor Kellstrom** asked if the "*Safe Routes to School*" portion of the project could be pulled from the proposal and completed at a later time. **Manager Stein** stated that it is an important piece of work that needs to be completed and there are grants available for that type of work. **Councilor Kellstrom** stated he is inclined to favor DKS for the project from a financial standpoint.

Councilor Bell asked what the driver for performing the update is at this time. **Mayor Boyd** explained that the last update was performed in 2000 and that traffic volume concerns have increased since that time. He added that ODOT will not work with the City with regard to traffic concerns until the TSP is updated. **Manager Stein** stated that several of the projects identified in the 2000 TSP have been completed and concurred with Mayor Boyd.

Councilor Bell stated she was in favor of awarding the contract to DKS with a sub-contract with Alta Planning & Design. **Councilor Merrill** stated he was in favor of DKS and **Mayor Boyd** stated that he was in favor of DKS with a sub-contract with Alta.

Councilor Merrill moved to authorize the City Manager to enter into a contract for the Transportation System Plan Update with DKS Associates using Alta Planning & Design for bike and pedestrian paths and an additional scope of work for economic analysis. Councilor Bell seconded the motion. The motion carried unanimously.

B. Discussion and Consideration of a Motion to Award a Bid and Authorize the City Manager to Enter into a Contract for the Cedar Street Crosswalk Project

Director Grimm circulated a memo regarding the three quotes received for the Cedar Street crosswalk and sidewalk improvements. He recommended Tewalt & Sons Excavating for the project with the low bid of \$34,000.

Mayor Boyd stated it was his understanding that the project will be funded by a “quick fix” grant from ODOT. **Director Grimm** stated that is true as the project is eligible as a “quick fix” project as it promotes safe movement of traffic in the school zone and the cost is less than \$50,000. He stated the work will facilitate the safe movement of children across the street by providing better visibility. **Councilor Kellstrom** asked when the work will begin. **Director Grimm** stated the work will begin after the City receives an ODOT permit, in approximately two weeks. He added there is a 60 day completion deadline for the project.

Councilor Kellstrom moved to award a bid and authorize the City Manager to enter into a Contract with Tewalt & Sons Excavation for the Cedar Street Crosswalk Project for \$34,000. Councilor Merrill seconded the motion. The motion carried unanimously.

C. Discussion and Consideration of a Motion to Approve a contract for Regional Financial Advisors

This item was pulled.

D. Discussion and Consideration of a Motion to Participate in a Central Oregon Steelhead Reintroduction Coordinating Council

Manager Stein stated this is a follow-up to a previous workshop discussion on whether the City will participate in the Steelhead Reintroduction Coordinating Council at a cost of \$5,000 per year. **Councilor Bell** asked if this council was the original council discussed at the workshop or the Central Oregon Cities Organization (COCO) group. **Manager Stein** stated this decision related to the original regional organization proposed to local counties and cities. **Mayor Boyd** asked Manager Stein if she recommended participation. **Manager Stein** stated she recommended participation for at least the first year of the program.

Councilor Merrill stated that as he sees the City joining this organization as a form of insurance. **Mayor Boyd** asked how the City determines if it is joining at the \$500 level or as a permittee at the \$5,000 level. **Manager Stein** stated that although it is not certain if the City is a permittee yet, she feels the City has a responsibility to join as a permittee because the City is extracting water for the Lazy Z. She requested the Council authorize the \$5,000 amount to join which can be reduced to the \$500 level if the City is not granted permittee status. **Councilor Bell** suggested the Council approve the motion to participate and figure out the level at a later time. **Mayor Boyd** agreed. **Councilor Bell** stated she would also like to see the Reintroduction Council inform cities what the other expenses will be and suggested adding language to cap the amount that can be charged without notification and approval by the members of the group. **Director Grimm** stated he asked that question at the September 24th meeting he attended and was informed the cost has not yet been determined.

Manager Stein stated that she recommended that Councilor Merrill act as the City's elected representative and the technical staff member could be determined later.

Councilor Kellstrom moved to participate in a Central Oregon Steelhead Reintroduction Coordinating Council. Councilor Bell seconded the motion. The motion carried unanimously.

VI. OTHER BUSINESS

Manager Stein informed the Council that she has been contacted by the Kiwanis that their organization will no longer be responsible for the downtown trash receptacles. She stated that some business owners empty the receptacles in front of their businesses and some do not. **Mayor Boyd** stated that ultimately the City needs to come up with an organized plan before next summer. He stated the trash receptacles need to be attractive, properly maintained and well placed throughout the City. **Councilor Merrill** suggested the Chamber of Commerce might want to participate in the effort by placing the new Sisters "brand" on the receptacles. **Mayor Boyd** stated the Council will look for a recommendation from staff regarding the issue. **Manager Stein** stated a fresh look at the downtown receptacles will be a beneficial opportunity for the City.

Manager Stein informed the Council that although the final costs are not in on the clean-up at the Sisters Fire Hall, the City's responsibility thus far for contaminates clean-up is at least \$11,000. She reminded the Council of the City's obligation to pay for 50% of the cost associated with the clean-up on the property of dry well #1 and #4.

VII. MAYOR/COUNCILOR COMMENT

Councilor Bell provided an update on that morning's meeting between the City and the development community. She stated it was well attended and action oriented. She added the feedback was both positive and constructive. **Mayor Boyd** informed the Council and staff that Curt Kallberg thanked the City for the work done and for the staff that has been brought on.

VIII. ADJOURN – 8:45 p.m.

Respectfully Submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor