

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE.
MAY 08, 2008

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 Klemp Acting City Attorney
Eric Porter Comm. Dev. Director
Brad Grimm Public Works Director
Lisa Young Finance Director
Kathy Nelson City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Boyd at 7:11 p.m.

II. VISITOR COMMUNICATIONS

III. CONSENT AGENDA

A. Minutes

1. March 20, 2008 –Workshop
2. April 17, 2008 – Workshop

B. Bills to Approve

1. May Accounts Payable

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

Councilor Bell asked for clarification on the payment to Building Department LLC in the amount of \$41,482.60. **Community Development Director Porter** explained it was payment for inspection fees and that it was higher than normal since it included inspections for the new Ray's Food Place building that is currently under construction.

The motion carried unanimously.

IV. STAFF REPORTS

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

Manager Stein asked for questions regarding her staff report. There were none.

B. Lisa Young, Finance Director– *(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 service hours provided in April as well as the number of citations, written warnings, verbal warnings and hours worked by the School Resource Officer. He stated it was a busy month but the department had done a good job solving the burglary ring that stuck the City in April. He reported that 14 burglaries performed by a group of teens ages 12 to 15 were cleared.

Councilor Bell asked what happens when a business is found unsecured when deputies perform business checks. **Captain Edwards** stated that deputies contact the business owner to come and secure the building or secure the building to the best of their ability if they are unsuccessful in reaching the business owner. He stated that in addition the Sheriff's Department is currently checking in with all City businesses to make certain the correct emergency information for the business is on file.

Councilor Kellstrom voiced concern over the high number of what he characterized as "serious crimes" that had been committed in April as compared to other months and asked if that was the case throughout the County. **Captain Edwards** stated serious crime was not prevalent throughout the County and likely was an anomaly in Sisters. He stated he expects those types of cases to be lower next month.

V. COUNCIL BUSINESS

A. Discussion and Consideration of Ordinance No. 379: AN ORDINANCE OF THE CITY OF SISTERS AMENDING THE SISTERS MUNICIPAL CODE RELATED TO PUBLIC CONTRACTING AND DECLARING AN EMERGENCY

Manager Stein stated the affect of this ordinance is to increase the threshold of the requirement to use a competitive bid process for projects higher than \$50,000. She stated the current threshold is \$25,000. She stated increasing this threshold will allow the City to get three informal bids as opposed to going through a formal bid process on projects up to \$50,000 which will allow the City to save both time in allowing projects to begin faster and money on advertising costs. She stated that projects with a cost over \$25,000 will still come before the Council for approval.

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Councilor Kellstrom moved for the first and second reading by title only of Ordinance No. 379. Councilor Merrill seconded the motion. The motion carried unanimously.

City Attorney Klemp read by title only Ordinance No. 379, twice.

Councilor Kellstrom moved to adopt Ordinance No. 379 amending the Sisters Municipal Code related to public contracting. Councilor Merrill seconded the motion. The motion carried unanimously.

- B. Discussion and Consideration of a Motion** to Award a Bid to Pat Hodge Construction & Excavation in the Amount of \$40,150.40 for the Tyee/Maple Waterline

Public Works Director Grimm stated that ten bids had been received in this re-bid of the Tyee/Maple waterline project.

Councilor Merrill moved to award a bid to Pat Hodge Construction & Excavation in the amount of \$40,150.40 for the Tyee/Maple waterline. Councilor Bell seconded the motion. The motion carried unanimously.

- C. Discussion and Consideration of a Motion** to Accept a Termination of Easement from the United States of America (USFS) that is Recorded in the Public Records of Deschutes County, in Book 361, Page 848

Councilor Merrill moved to accept a termination of easement from the USFS that is recorded in the public records of Deschutes County in Book 361, Page 848. Councilor Kellstrom seconded the motion.

Mayor Boyd asked why the Forest Service was requesting the termination of the easement. **Director Grimm** stated the Forest Service was trying to clean up easements in order to get the property ready for its impending sale. He stated this was apart of overlapping easements on Hood Street.

The motion carried unanimously.

- D. Discussion and Consideration of a Motion** to Accept the 2009 Legislative Agenda and FY 08/09 Budget for the Central Oregon Cities Organization (COCO)

Manager Stein stated the 2009 Agenda was presented to all cities that are members of COCO each year to approve as a formality. She stated that COCO has already approved the agenda.

Councilor Kellstrom moved to accept the 2009 legislative agenda and FY 08/09 budget for COCO. Councilor Merrill seconded the motion.

Mayor Boyd asked for clarification regarding the tax policy item. **Manager Stein** explained that there is a work group at the State level looking at how property tax on new construction is added to the tax roles since in rapidly growing communities there is an inequity in the current system.

The motion carried unanimously.

E. Public Hearing and Consideration of a Motion to Declare Certain Vehicles and Equipment as Surplus

Director Grimm recommended the inventory of old and unusable vehicles and equipment be declared surplus.

Mayor Boyd opened the public hearing and asked if there was anyone wishing to speak. There was no one wishing to speak and **Mayor Boyd** closed the public hearing.

Councilor Kellstrom moved to declare certain vehicles and equipment as surplus. Councilor Merrill seconded the motion.

Councilor Kellstrom asked what the City will do with the vehicles and equipment. **Director Grimm** stated that those vehicles that are roadworthy will be sent to Oregon State surplus for auction and those vehicles that are not roadworthy and equipment will be auctioned locally.

The motion carried unanimously.

F. Discussion and Consideration of a Motion to Authorize the City Manager to Enter Into a Contract for Banking Services

Director Young recommended Bank of America for the commercial financing on behalf of the Urban Renewal Agency.

Councilor Merrill moved to authorize the City Manager to enter into a contract for banking services for a commercial financing on behalf of the City of Sisters Urban Renewal Agency with Bank of America. Councilor Kellstrom seconded the motion.

Councilor Kellstrom asked if the City only received three responses to the request for proposal (RFP) that it sent out and **Director Young** stated the City had only received three responses. **Manager Stein** stated that according the Regional Financial Advisors, the City's financial advisor, many banks are "skittish" under the current market conditions and are not responding to RFP's for commercial loans.

The motion carried unanimously.

VI. OTHER BUSINESS

A. City Manager Update

Manager Stein directed the Council to copies of the draft power point presentation for the Clemens Park community meeting and asked councilors to get back with any comments before the meeting on Tuesday, May 13th.

Councilor Merrill asked if community members and affected neighbors had been notified. **Director Porter** stated that notification letters outlining the upcoming meeting were sent to individuals that had signed the petition against relocating the Sisters Community Garden to the park, homes within 250 feet of the park and members of the Architectural Review Committee for the park. He stated there were also press releases and notices published in the Nugget Newspaper.

Manager Stein reported that a return letter had been received from High Country Disposal regarding its desire to take over the solid waste and recycling franchise in the City and would be discussed at a later time.

Manager Stein reported that the Oregon Transportation Commission will visit Central Oregon on August 20-21 to discuss destination resorts and rail systems.

VII. MAYOR/COUNCILOR COMMENT

Councilor Bell noted that the Central Oregon Intergovernmental Council (COIC) transit bus was running twice a week between Sisters and Bend.

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VIII. ADJOURN – 7:43 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor