

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
FEBRUARY 26, 2009

**MEMBER PRESENT:**

Lon Kellstrom        Mayor  
Bill Merrill         Council President  
Pat Thompson        Councilor  
Jerry Bogart         Councilor

**ABSENT:**

Sharlene Weed       Councilor

**STAFF PRESENT:**

Eileen Stein        City Manager  
Steve Bryant        City Attorney  
Lisa Young          Finance Director  
Brad Grimm         Public Works Director  
Eric Porter          Comm. Devel. Director  
Pauline Hardie      Senior Planner  
Kathy Nelson        City Recorder

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting was called to order by Mayor Kellstrom at 7:08 p.m.

**II. VISITOR COMMUNICATIONS**

**III. CONSENT AGENDA**

- A. Minutes
1. February 12, 2009 –Workshop
  2. February 12, 2009 –Regular Meeting
- B. Bills to Approve
1. February Accounts Payable

*Councilor Merrill moved to approve the consent agenda. Councilor Bogart seconded the motion. The motion carried unanimously.*

**IV. STAFF REPORTS**

**A. Brad Grimm, Public Works Director**

**Director Grimm** asked for questions regarding his staff report.

**Mayor Kellstrom** complimented Director Grimm and the Public Works staff for the prompt removal of snow from the streets in the early morning that made Sisters roads safer for pedestrian and vehicular traffic.

**B. Eric Porter, Community Development Director**

**Director Porter** asked for questions regarding his staff report. There were none.

**C. Lisa Young, Finance Director**

**Finance Director Young** informed the Council that the information on the utility rate study will be presented to the Council in a workshop on March 19<sup>th</sup>.

**Mayor Kellstrom** asked for a status update on the sewer accounts that were discovered to not be being billed for usage while the rate study was underway. **Director Young** stated she will be meeting with Manager Stein to discuss the issue and the total dollar amount involved. She stated the information will come to the Council to determine what approach the Council wants to take for the missed charges.

**Mayor Kellstrom** asked about the information technology (IT) consultant recently hired by the City. **Director Young** stated that Jason Douglas began working on February 23<sup>rd</sup> and will be used for a minimum of 20 hours a week. She stated he is not an employee of the City but a consultant hired through Express Professional Services. She stated he will normally work Mondays, Wednesdays and Fridays and is becoming familiarized with City systems with the assistance of Todd Pilch, the IT consultant for the school district the City has been using on a per need basis. She stated staff has already begun to put together a list of projects to be completed with the aid of Mr. Douglas's expertise.

**V. COUNCIL BUSINESS**

**A. Discussion and Consideration of Resolution No. 2009-03: A RESOLUTION SUPPORTING THE CITY OF SISTERS GRANT APPLICATION TO THE OREGON DEPARTMENT OF TRANSPORTATION (ODOT) AND THE OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT (DLCD) FOR THE PREPARATION OF A SPECIAL TRANSPORTATION AREA (STA), ACCESS MANAGEMENT PLAN AND DOWNTOWN PLAN**

***Councilor Merrill** moved to approve Resolution No. 2009-03 supporting the City's application for a Transportation and Growth Management (TGM) grant. **Councilor Bogart** seconded the motion.*

**Councilor Bogart** asked if the City was applying for the grant as a severely distressed community and if so, whether that designation presented a benefit or hindrance to being selected to receive the grant. **Manager Stein** stated she has posed that question to Janet Brown, Regional Director for the Governor's Economic Revitalization (GERT) Team but has not yet received an answer. **Senior Planner Pauline Hardie** stated that a lot of weight is given to the percentage of funds cities are willing to match and that those cities that

provide a higher match, regardless of whether it is designated as severely distressed or not, have a higher probability of receiving grants.

*The motion carried unanimously.*

**B. Discussion and Consideration of a Motion** to Approve the Central Oregon Cities Organization (COCO) Budget and Dues for FY 09-10

**Manager Stein** explained that COCO bylaws require members to approve dues annually. She stated that COCO does this in order to make certain assumptions and adjustments as needed for its budget for the upcoming fiscal year. She stated that the amount of dues the City pays flexuates each year depending on the amount of cash carry forward the organization has from the previous year.

*Councilor Merrill moved to approve the COCO budget and dues for FY 09-10 in the amount of \$686. Councilor Bogart seconded the motion. The motion carried unanimously.*

**C. Discussion and Consideration of a Motion** to Adopt a Utility Payment Arrangement Policy

**Director Young** stated the policy is the same as the one typically followed by staff with regard to overdue utility accounts. She stated it is being presented for adoption to have the policy in written form for use with all utility customers and to ensure everyone is receiving equitably treatment. She stated the goal is to work with customers to collect on past due accounts.

*Councilor Merrill moved to adopt a utility payment arrangement policy. Councilor Bogart seconded the motion.*

**Councilor Bogart** asked if the policy before the Council is more flexible than past practices. **Director Young** stated that the City is extremely flexible with customers, especially those that have normally had an excellent credit history with the City. She stated this policy in being put into place to assist with customers who are two months in arrears and habitually late with their payments. She stated the City is becoming more assertive in its attempts to collect payment on past due accounts and in assisting customers to try and stay current on their utility payments. **Mayor Kellstrom** stated that Councilor Weed had voiced her full support of the policy to him earlier.

*The motion carried unanimously.*

**D. Discussion and Consideration of a Motion** to Approve Dues to Economic Development for Central Oregon (EDCO) for 2009

**Manager Stein** stated the item was in follow-up to the earlier workshop to allow the Council to determine if there was a desire to upgrade to a higher level of dues the City pays to EDCO from the \$750 it has already paid for FY 08-09. She stated the level of dues the Council decides on for FY 09-10 will be incorporated into FY 09-10 budget and approved during the FY 09-10 budget process.

**Mayor Kellstrom** asked if the City were to upgrade its membership level for FY 08-09 if the amount will be prorated by EDCO. **Manager Stein** stated in a document she received from EDCO Executive Director Roger Lee, he suggested a \$5,000 level of membership for the City and showed the amount as pro-rated. **Councilor Thompson** asked if EDCO's fiscal year runs concurrently to Sisters fiscal year and **Councilor Bogart** stated it does.

**Mayor Kellstrom** stated that Councilor Weed requested that the membership level be decided at a later meeting. **Councilor Merrill** stated he agreed that waiting to decide on the membership level is a good idea as a number of issues still need to be reviewed and discussed. He stated he was not prepared to make a decision on which level of membership the City should choose and suggested the Council should wait to make its decision. **Councilor Thompson** asked which year's membership level Councilor Merrill was referring to and **Councilor Merrill** stated he was speaking with regard to both FY 08-09 and FY 09-10.

**Councilor Thompson** stated he was in favor of increasing the contribution for FY 08-09 to the \$2,500 level (Gold Membership) as the City has already received a great deal of valuable support from EDCO this year. **Councilor Merrill** stated he is not against the possibility of increasing the amount of contribution for dues to EDCO but still feels there is a need for additional discussion. **Mayor Kellstrom** suggested tabling the discussion until a later date when the matter can be discussed at a workshop and EDCO representatives can answer any additional questions the Council may have regarding membership levels. The **Council** agreed.

*The item was pulled.*

**VI. OTHER BUSINESS**

**Mayor Kellstrom** encouraged Council members to attend the March 5<sup>th</sup> EDCO annual luncheon. He stated the event is typically both entertaining and informative.

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**Manager Stein** provided a briefing on the Central Oregon Cities Organization (COCO) video-conference (v-tel) she attended in Redmond earlier in the day. She told the Council about discussion on HB 2429, a bill that will require construction improvements over \$5 million dollars that occur in an enterprise zone to meet prevailing wage requirements. She stated the bill is expected to pass and it could have a negative impact on the businesses that will consider locating in an enterprise zone. She stated she indicated to Mayor Endicott of Redmond that the City of Sisters will support efforts to have the dollar amount of the construction improvements raised.

**VII. MAYOR/COUNCILOR COMMENT**

A. Committee Reports

There were no committee reports.

**VIII. ADJOURN – 7:43 p.m.**

Respectfully submitted,

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Kathy Nelson, City Recorder

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Lon Kellstrom, Mayor