

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JULY 09, 2009

MEMBERS 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
Kathy Nelson City Recorder

ABSENT:

Eric Porter Comm. Dev. Director

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:02 p.m.

II. VISITOR COMMUNICATIONS

III. CONSENT AGENDA

A. Minutes

1. May 21, 2009 – Workshop
2. June 11, 2009 – Workshop
3. June 18, 2009 – Workshop
4. June 25, 2009 – Regular Meeting

B. Bills to Approve

1. July Accounts Payable

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

IV. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA

A. July Accounts Payable

Councilor Thompson stated he would refrain from voting due to a direct conflict of interest.

Councilor Merrill moved to approve the accounts payable not on the consent agenda. Councilor Bogart seconded the motion. The motion carried unanimously.

V. STAFF REPORTS

A. Eileen Stein, City Manager

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

B. Lisa Young, Finance Director

Director Young reminded the Council of a letter and questionnaire they should have received regarding the City audit and asked they return the questionnaire to the auditing firm of Dickey and Tremper. She asked for questions on her staff report. There were none.

VI. COUNCIL BUSINESS

A. Discussion and Consideration of Resolution No. 2009-19: RESOLUTION AMENDING THE PAY PLAN CLASSIFICATION FOR THE CITY OF SISTERS

Manager Stein stated the resolution would change two things in the City's pay structure; 1) moving the Director of Finance and Administration position from a Grade 29 to a Grade 30 to be in keeping with other director positions and 2) create a 3% increase between all steps from 1 through 15 as opposed to a 3% increase in steps 1 through 10 and only a 2% increase for steps 11 through 15. She added there is only one employee who currently will be affected by the change to steps of 11 through 15. She stated she is recommending the change as this year's budget message and consequently the adopted budget indicates that employees will be eligible for a 3% merit increase not a one step increase if their performance warrants such an increase.

Councilor Thompson asked if the grade change will increase the current budget. **Finance Director Young** explained that when an employee changes to a different grade they do not necessarily stay at the same step in their new grade and are instead matched up to the step in the new grade that most closely matches the employee's hourly rate before the grade change. She stated that in this case it actually created a small decrease in salary. **Councilor Thompson** stated the change will make a difference in future years and **Manager Stein** agreed that it will have the effect of accelerating labor costs when employees reach steps 11 through 15. She reiterated there is only one employee in that range now.

Councilor Thompson requested that in the future if an issue of this nature comes up he would prefer to receive the information farther in advance and have some type of document that outlines the actual dollar amount involved with the change so he may better understand what is being recommended. **Councilor Bogart** stated he would have also liked additional information. **Director Young** stated the difference of a 2% versus 3% increase for the one employee that is affected amounts to approximately a difference of \$400. **Manager Stein** offered to brief Councilor Thompson and Councilor Bogart more thoroughly at a later time.

Councilor Merrill moved to adopt Resolution No. 2009-19 amending the pay plan classification for the City of Sisters. Councilor Thompson seconded the motion. The motion carried unanimously.

B. Discussion and Consideration of a Motion to Amend an Intergovernmental Agreement (IGA) Between the City of Sisters and the Oregon Department of Transportation (ODOT) for the Highway 242 Bike/Pedestrian Path Project

Councilor Merrill moved to amend an intergovernmental agreement between the City of Sisters and Oregon Department of Transportation for the Highway 242 bike/pedestrian path project. Councilor Thompson seconded the motion.

Public Works Director Grimm explained that because the bids to do the original path work from Hood Street to the middle school came in at one half of the City Engineer's cost estimate due to the current economic climate, ODOT agreed that the City could extend the bike/pedestrian path beyond the original design in order to use the entire \$100,000 Quick Fix Grant the City received. He requested the Council approve the amended IGA.

Councilor Thompson asked when the path will be paved. **Director Grimm** stated that both sections of the path will be paved prior to the beginning of the new school year in September.

The motion carried unanimously.

C. Discussion and Consideration of a Motion to Award a Bid to GGL Architecture LLC in the Amount of \$35,000 for the Design of the Public Works Maintenance Building and Authorize the City Manager to Enter into a Contract

Councilor Merrill moved to award a bid to GGL Architecture LLC in the amount of \$35,000 for the design of the Public Works maintenance building and authorize the City Manager to enter into a contract. Councilor Thompson seconded the motion.

Councilor Thompson asked how many bids were received. **Director Grimm** stated there were four bids received and the bid from GGL Architecture LLC was the lowest.

Councilor Thompson expressed his surprise at what he considered a high cost for the design work. **Director Grimm** explained that the increased paper work required by public agencies always increases the cost of a project.

The motion carried unanimously.

VII. OTHER BUSINESS

A. Community Grant Allocations

Mayor Kellstrom invited those wishing to address the Council on community grants to speak.

John Gerke 70020 Appaloosa Drive, Sisters, OR 97759

Mr. Gerke requested the Council consider the grant request he submitted for Sisters Community Church even though it was submitted a day late.

Tom Barrier 18589 Mc Swain Drive, Sisters, OR 97759

Mr. Barrier stated he was in attendance to discuss the Sisters Area Veteran's Assistance Program, a brand new program to provide initial or follow up requests for assistance from the Veteran's Association in Portland. He voiced his frustration that it can take up to two weeks to get in to see a veterans counselor in Bend and his group wants to set up a local office where veteran's can meet for information on assistance and support options available to them.

Mr. Barrier stated the all volunteer organization is just beginning and needs grant money to secure a place to meet, and purchase furniture and supplies. He outlined a fundraising project to sell tee-shirts for the organization that will include a different color tee-shirt for each branch of the military to readily identify individual who have served. He added that there is a need to honor those that have served our Country.

City Recorder Nelson read the recipients and allocation amounts the Council discussed at the earlier workshop. They were:

- \$6,000 to Family Access Network (FAN)
- \$4,000 to Sisters Recreation and Park District (SPRD)
- \$800 to Sisters Ford Leadership Institute
- \$450 to Sisters Outdoor Quilt Show
- \$1,000 to Sisters Public Art
- \$500 for Meals at Financial Fitness Classes

Recorder Nelson stated these grants total \$12,750. **Mayor Kellstrom** confirmed the Councils agreement to hold back \$2,250 for any unseen eligible projects that may occur in the course of the fiscal year.

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Councilor Bogart stated he wanted to amend the community grants allocations to include \$5,000 to the Sisters Area Veteran's Assistance Program. **Councilor Thompson** stated he felt there are other forms of assistance the City can provide to the organization that are not financial. **Councilor Merrill** stated he feels the veteran's group is on the right path but there is a need to gather additional information and discuss options. He stated furnished office space can be rented for as little as \$800 a month in Sisters but there is also a need to provide trained professional help. He stated it is also important to remember that it is not just the veterans that need help and that often a spouse or other family member needs support also. He stated the County is also struggling as it recently lost its one provider of mental health counseling for veterans. He stated the group needs to set down with other agencies and work cooperatively to determine exactly what is needed. He stated he feel the idea can work but first there is a need to design a program before asking for an arbitrary amount of money.

Mr. Barrier stated he just wanted the Council to see what the organization is striving to do and stated the group of organizers is receiving support from Veteran's Administration representatives. He thanked the Council for their words of support and ideas.

Councilor Bogart stated he would rescind his request for an amendment to the community grants as long as the concerns of the veterans are a priority of the City.

Councilor Merrill moved to approve the community grant allocations as read by Recorder Nelson. Councilor Thompson seconded the motion. The motion carried unanimously.

B. Development Code Technical Advisory Committee (TAC) Appointments

Mayor Kellstrom appointed Jerry Bogart and Wendy Holzman to serve on the technical advisory committee (TAC) for the Development Code update to replace previous members who have resigned. The **Council** concurred.

VIII. MAYOR/COUNCILOR BUSINESS

A. Committee Reports

Councilor Bogart reported on the Economic Development of Central Oregon (EDCO) Board meeting he attended. He stated that EDCO gave high praise to Sisters and its economic development efforts that have taken place since the beginning of the year.

Mayor Kellstrom reported that he and Manager Stein attended the Central Oregon Area Commission on Transportation (COACT) meeting that afternoon. He stated the State's \$.06 gas tax increase is awaiting the Governor's signature and a report from the Association of

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Oregon Counties (AOC) indicates the bill is not expected to be referred. He added the bill to increase State income tax is expected to be opposed and referred to a vote of the people.

Manager Stein stated the City is still expecting the \$1 million dollars for the Cascade Avenue improvements to be awarded. She stated that ODOT's recent concern with freight routes, specifically a decrease of lanes or lane width, could have some impact on the Cascade Avenue project.

Mayor Kellstrom reminded the councilors of the information they had received regarding the October 2009 League of Oregon Cities (LOC) conference. He encouraged the Council to submit their registration materials to Recorder Nelson by July 20th if they planned on attending in order to take advantage of the "early-bird" registration savings.

IX. ADJOURN – 8:10 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor