

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 22, 2009

MEMBERS PRESENT:

Lon Kellstrom Mayor
Bill Merrill Council President
Sharlene Weed Councilor
Jerry Bogart Councilor

ABSENT:

Pat Thompson Councilor

GUEST:

Brad Bailey HCD President

STAFF PRESENT:

Eileen Stein City Manager
Steve Bryant City Attorney
Eric Porter Comm. Devel. Director
Lisa Young Finance Director
Laura Lehman Associate Planner
Paul Bertagna PW Project Coord.
Kathy Nelson City Recorder

ABSENT:

Brad Grimm PW Director

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:06 p.m.

II. VISITOR COMMUNICATION

Charlie Miller, 110 NE Greenwood Avenue, Bend, OR 97701

Mr. Miller stated he is owner of Miller Lumber Company and serves on the Board of Central Oregon Community College (COCC). He informed the Council that COCC is celebrating its 60th year and was the first community college built in Oregon. He stated that COCC's district includes Deschutes, Jefferson and Crook counties as well as portions of Wasco, Klamath and Lake counties. He stated that COCC has experienced a 75% increase in growth during the last three year with 10% of the 190,000 people that live in the district attending a class or offering at COCC each year. He stated the goal of having one in four high school graduates attend COCC has been surpassed with one in three high school graduates attending COCC within the first year of graduation.

Mr. Miller stated economic vitality is linked to education and community colleges are the quickest means to respond to the needs of the region's workforce. He stated the college works closely with Economic Development for Central Oregon (EDCO) to determine which training programs to offer. He stated the bond measure is all about training people for jobs and putting people back to work.

Mr. Miller stated the previous bond measure lost by a very small margin at the last election and has been re-crafted. He stated the bond measure will cost a homeowner less than \$2 a month, based on an average assessed home value of \$178,000. He stated this comes to just \$.112 per thousand dollars of assessed value. He discussed the projects that will be funded if

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the bond measure passes and explained there is a match for the Health/Science building in Bend.

Councilor Merrill stated in order for people to be supportive of the bond measure they need to know how much it will cost them and the \$.112 per thousand should have been included in the bond measure summary on the ballot. **Mr. Miller** stated the intent was to get the scope of the bond measure to the people and the \$.112 per thousand of assessed value was not intentionally omitted. He stated there is a limit of 175 words for the summary and COCC was trying to be as clear and concise as possible.

Councilor Bogart noted that Sisters previously had a satellite campus and asked if there were any plans to reinstate one. **Mr. Miller** stated he was unaware of any immediate plans but a goal of the COCC Board is to provide access to underserved markets. He stated this barrier to education for individuals living some distance away from a campus is a major concern and he foresaw Sisters and LaPine as areas that will be considered for satellite locations in the future.

Doug Ertner, Account Manager, Central Oregon Electric

Mr. Ertner stated he is an executive member of EDCO and Redmond Economic Development. He stated he has been involved with economic development in Sisters for a number of years also and this bond measure is different than most in that it will bring jobs to Central Oregon. He stated it is a great economic development driver especially with the matching federal funds available. He stated it is important to endorse the bond measure with the resolution before the Council tonight. He stated passage will provide not only jobs right away but also for the future.

Virginia Lindsey, 108 N Wheeler Loop, Sisters, OR 97759

Ms. Lindsey reported that she contacted COCC President Jim Middleton to answer some of her questions regarding the bond measure and received a quick response. She stated Mr. Miller and Mr. Ertner's comments had already answered most of the questions. She stated that land has been offered for the expansion which has cut the cost for the project significantly. She stated that of the \$50 million dollars for the project, \$39 million will be spent in Deschutes County. She stated it is important for voters to realize their charges will be based on assessed value not market value and is affordable to everyone.

Councilor Merrill moved to approve Resolution No. 2009-73 to endorse the COCC Bond Measure 9-73 on the November 3, 2009 ballot amending the fifth "whereas" sentence to read as follows:

WHEREAS, the cost for these important improvements will result in a cost of less than \$2 per month for the average homeowner or \$.112 per \$1,000 of assessed value.

Councilor Weed seconded the motion. The motion carried unanimously.

III. CONSENT AGENDA

A. Minutes

1. September 24, 2009 – Workshop
2. October 08, 2009 – Workshop
3. October 08, 2009 – Regular Meeting

B. Bills to Approve

1. October Accounts Payable

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

Councilor Weed asked for clarification on the invoice from Curt's Electric in the amount of \$2,250 to install heat tape. **Public Works Special Projects Coordinator Paul Bertagna** explained that heat tape was installed in all the downspouts to keep ice from forming ice dam's in the downspouts on City Hall's roof which can cause leaking. He stated the tape starts in the scuppers (drain) and goes down the length of the downspout.

Councilor Weed asked which budget line item the Economic Development for Central Oregon (EDCO) membership dues were charged to. **Manager Stein** stated the dues were charged to the *Dues and Subscription* budget line item in the Council/Manager program budget of the General Fund.

Councilor Weed asked for clarification on the invoice from Rebuilding and Hardfacing, Inc., in the amount of \$2,134. **Project Coordinator Bertagna** stated it was for purchasing blades for the City's snow plowing equipment.

Councilor Weed asked for clarification on the invoice from United Pipe and Supply in the amount of \$20,000. **Project Coordinator Bertagna** stated the invoice was for the new auto read water meter system. He explained the device is mounted in Public Works Supervisor Andy Duran's truck and along with a lap top allows him to drive through the city and have the device automatically read all meters in the City in approximately 90 minutes. He stated previously meter reading took approximately two days to complete.

The motion carried unanimously.

IV. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA

There was none.

V. STAFF REPORTS

A. Brad Grimm, Public Works Director

Project Coordinator Bertagna asked if he could answer any questions on Public Works Director Grimm's staff report. He reported that yesterday bids were opened for the Parking District improvements and sidewalk infill on Main Street and Hood Avenue with an apparent low bid of \$238,000, which was \$152,000 under the engineer's estimate for the project.

Councilor Weed asked the timeline for installing showers in the Overnight Park. **Project Coordinator Bertagna** stated the showers will be completed this winter along with some other improvements at the Overnight Park. **Project Coordinator Bertagna** reported the Elm Street improvements are almost complete and the street would hopefully open to traffic tomorrow.

Project Coordinator Bertagna stated the trail through the Overnight Park is finished and recognized Senior Planner Pauline Hardie for her work on the project. **Manager Stein** stated a ribbon cutting ceremony will be scheduled prior to a Council workshop in the near future to commemorate the trail's completion.

B. Eric Porter, Community Development Director

Community Development Director Porter asked for questions on his staff report. He clarified that the amount of the planning grant received to update the Parks Master Fund was \$25,000 not \$15,000 as he had reported.

Director Porter stated the City should hear in December if it will be a recipient of another *Safe Routes for Schools* grant. **Councilor Weed** asked the location for the improvements if the grant is awarded to the City. **Associate Planner Laura Lehman** stated the improvements will include a crosswalk on East Cascade and several improvements over by Sisters Middle School to improve safety and create higher visibility.

VI. COUNCIL BUSINESS

Mayor Kellstrom stated he was aware of concerns, questions and confusion by councilors with regard to Ordinance No. 390 and Resolution 2009-23 and the proposal for the City to

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charge a surcharge for setting up and collecting for refuse service in cases where no account is currently in place. He stated he would like to discuss the matter and ask questions of staff and Brad Bailey, High Country Disposal President (HCD), who was present.

Councilor Weed stated she had heard if a customer didn't pay their HCD bill for two months and their containers were pulled, in order to reinstate service, the customer had to pay a \$50 reinstatement fee, a three month advance and all back charges. She asked if this was true. **Mr. Bailey** stated a \$25 reinstatement fee, which is often waived, is charged and past due amounts must be brought current in order to begin service again. He explained customers receive a 30 day late notice and then another notice at 45 days. He stated that HCD sends a 60 day notice and tries to personally contact the customer by phone or in person before pulling their refuse cart.

Councilor Bogart asked how the City decided on the amount of \$25 for the surcharge. **Finance Director Young** explained staff estimated the time required to perform the necessary administrative tasks and based the charges on those estimates. She stated if the resolution is adopted, staff will track the actual time spent on the transactions to determine if the surcharge is appropriate. She stated it is staff's hope that having to pay a surcharge for the same service a customer can receive from HCD will motivate customers to reinstate service with HCD in order to meet the City's universal garbage requirement.

Councilor Weed stated that if a customer is already not paying their bill, this system would only set them up for failure and having their water turned off. She stated it was her hope that staff could meet with HCD and Family Access Network (FAN) to brainstorm and come up with a kinder way to deal with the problem. She stated that in her conversation with a FAN representative she was told that FAN will assist with back payments if the customer qualifies. She stated she also felt it was important for staff to make certain that future mailings regarding the issue are written at a third grade level as there is often a lack of comprehension by those receiving the letters.

Mayor Kellstrom stated that Councilor Thompson had informed him that he too had some concerns with the surcharge proposal and had noted the letter sent out by staff was not as clear as it could have been. He asked the Council if they wanted to vote on the issue this evening or workshop the issue in the future before making a decision. **Councilor Weed** and **Councilor Bogart** stated they were in favor of waiting on the vote and having a workshop on the matter.

Councilor Merrill stated that councilors were making the assumption that all the people not paying their bill cannot afford to do so, which he didn't think was the case. He stated staff had done their work; he was satisfied and ready to move forward with the vote this evening.

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Mayor Kellstrom stated he understood the reason to adopt the ordinance and resolution at this time to insure there is universal garbage service for all homes and businesses but agreed that additional research and discussion would be beneficial and stated both items would be pulled and rescheduled for a later time.

Manager Stein stated if FAN is willing to help customers with back payments there is the risk that it will deplete it's emergency assistance funds sooner than normal. **Director Young** added the problem is not just with the 22 accounts that are delinquent at present but there will be an on-going issue as five additional accounts have just been added to the delinquency list.

A. Discussion and Consideration of Ordinance No. 390: AN ORDINANCE OF THE CITY OF SISTERS AMENDING SISTERS MUNICIPAL CODE SECTION 8.04 CONCERNING SOLID WASTE, AND DECLARING AN EMERGENCY

This item was pulled.

B. Public Comment and Consideration of Resolution No. 2009-23: A RESOLUTION OF THE CITY OF SISTERS AMENDING THE MASTER FEE SCHEDULE BY CREATING A SOLID WASTE COLLECTION SURCHARGE

This item was pulled.

C. Discussion and Consideration of a Motion to Approve a Parks Master Plan Grant Intergovernmental Agreement

Councilor Merrill moved to approve a Parks Master Plan Grant Intergovernmental Agreement. Councilor Weed seconded the motion.

Councilor Weed asked if the local match was a cash match or included staff time as well. **Planner Lehman** explained the local match was for \$6,285 in financial support and the remainder was in staff time. **Councilor Weed** noted the grant requires the City to keep the parks as is for 25 years or be required to pay back some portion of the grant. She asked if that will present a problem and **Planner Lehman** stated it is not expected to.

The motion carried unanimously.

D. Discussion and Consideration of a Motion to Award a Bid for Larch Street Improvements to Latham Excavation in the Amount of \$99,888.63 and Authorize the City Manager to Enter into a Contract

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Project Coordinator Bertagna stated the Public Works Department was requesting Council to accept awarding the bid for the Larch Street improvements to Latham Excavation Inc. He described the necessary changes to Larch Street since the relocation of the Post Office to Larch Street and increased traffic to the area. He stated the improvements also include moving the stop signs from Larch Street to Adams Street to accommodate the flow of traffic.

Councilor Merrill asked if the realignment issue on Larch Street will upset any property owners in the vicinity. **Project Coordinator Bertagna** stated that staff has already met with all the affected property owners and there were no concerns. **Councilor Weed** asked if any trees will be taken down for the project. **Project Coordinator Bertagna** stated one hazard tree has been removed along with some junipers and one small ponderosa pine.

Councilor Weed asked if staff is familiar with Latham Excavation. **Project Coordinator Bertagna** stated the company is located in Bend and has primarily performed commercial jobs previously. He added the company has a good reputation.

***Councilor Merrill** moved to award a bid for Larch Street Improvements to Latham Excavation in the amount of \$99,888.63 and authorize the City Manager to enter into a contract. **Councilor Weed** seconded the motion. The motion carried unanimously.*

VII. OTHER BUSINESS

Manager Stein reported on the recent Central Oregon Cities Organization (COCO) meeting which included a follow-up discussion on the Deschutes Water Alliance (DWA) kick-off meeting. She stated conversation continued on how to implement the DWA. There was also discussion on a letter that will be sent to the Deschutes River Conservancy (DRC) regarding the lack of municipal representatives on the board. Finally, there was discussion about the rulemaking process to make changes to the Transportation Planning Rule (TPR).

VIII. MAYOR/COUNCILOR BUSINESS

Councilor Weed distributed copies of a flyer she had received and explained that the Sisters High School Luthier Program was requesting a \$250 community grant to help save the program.

Mayor Kellstrom asked if there were funds still available in the Community Grant budget and **Manager Stein** indicated there were.

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Councilor Merrill moved to provide \$250 to the Sisters High School Luthier Program from the Community Grant budget. Councilor Weed seconded the motion. The motion carried unanimously.

Councilor Merrill stated the program should follow the same rules as other community grant recipients and be required to provide a letter informing the Council on how the funds were used. **Manager Stein** stated that information would be included with the check.

IX. ADJOURN – 8:08 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor