

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
FEBRUARY 04, 2010

MEMBERS PRESENT:

Lon Kellstrom Mayor
Sharlene Weed Councilor
Jerry Bogart Councilor

ABSENT:

Bill Merrill Council President
Pat Thompson Councilor

STAFF PRESENT:

Lisa Young Finance Director
Eric Porter Community Devel Director
Brad Grimm PW Director
Kathy Nelson City Recorder

ABSENT:

Eileen Stein City Manager

The meeting was called to order by Mayor Kellstrom at 8:00 a.m.

1. FY 09-10 Supplemental Budget

Finance Director Young stated the workshop was to allow the Council time to discuss the proposed supplemental budget and ask questions.

General Fund

Maintenance:

Councilor Weed asked why the City was purchasing new trash receptacles for the downtown core. **Public Works Director Grimm** explained the receptacle cans were in the budget for FY 08/09 but had not been purchased due to the cost. He stated purchasing the cans was discussed again at a budget meeting in May and it was determined that since the cost had come down the City would replace the receptacles. He stated the receptacles will be wooden barrels with western themed medal tops and will be placed on Hood Avenue, Cascade Avenue and Barclay Park.

Planning:

Councilor Weed asked about the change in the General Fund for Planning. **Director Young** stated it was to account for an unanticipated \$1,000 grant received by the Planning Department for use with the Housing Plan project.

Reserve Fund

Councilor Weed questioned the change to the Reserve Fund. **Director Young** explained the additional funds will be used to complete the Overnight Park showers and site upgrades. She stated \$64,000 was budgeted in FY 08/09 but only \$33,000 was used for the upgrades completely that fiscal year. She stated the remaining \$31,000 to complete the project was inadvertently left out of the FY 09/10 budget. **Director Grimm** stated the increase in revenue the City will receive from the park will more than pay for the improvements within two years. **Councilor Weed** asked if he had any figures regarding the changes in revenue. **Director Grimm** stated that in the first six

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months of FY 09/10 the City collected \$46,000 and in the past the average revenue was \$20,000 to \$25,000 for the entire fiscal year. He stated the increased revenue came from an increased number of campers staying and using the full hook-up sites.

The **Council** questioned how the new showers will be set up. **Director Grimm** explained there will be two showers, one designated for each gender, with a key-pad entrance system. He stated there will be a hot water tank dedicated to just the showers.

SCD FUNDS

Director Grimm stated the Council will need to decide when to update the transportation, water and sewer system development charge (SDC) funds. He stated all the funds could be updated at once or one type at a time.

Mayor Kellstrom stated that he heard that the City of Bend is reducing SDC's or deferring them until occupancy. **Community Development Director Porter** stated he would check with City of Bend staff. **Director Young** explained a dilemma exists when a project list is updated as it must include the full project such as design and construction and cannot be listed in phases. She stated this can trigger increased SDC fees to cover the anticipated costs. **Director Grimm** stated the updated list must include all the needs and the estimate must come from the City Engineer. He stated the methodology to determine the SDC's is then crafted by SDC consultant Galardi and Associates. He explained the cost for the engineer and consultant are included in the supplemental budget and after that information is collected, the Council can make the decision to move forward with adding these projects to the list or not.

2. Public Works Maintenance Building Design/Status

Director Grimm informed the Council that the City is in the final stages of designing and creating the bid selection criteria for the Public Works Maintenance Facility. He explained the bid selection criteria will be based on a point system and experience with similar projects, work plan and schedule, qualifications of the Project Manager all considered, as well as the construction price proposal. **Mayor Kellstrom** asked who the members of the bid selection team will be. **Director Grimm** replied the team will include Public Works Project Coordinator Bertagna, Councilor Bogart, a staff person from GGL Architecture (designer of the facility), a facilities manager from the cities of Bend or Redmond and one at-large member.

Director Grimm directed the Council to the site plan of the new facility and pointed out the lay-out of the building as it relates to the wastewater treatment plant grounds. He positioned the blueprint of the 4,200 sq. ft. building to show the Council the lay-out of the rooms. He noted the rooms will include, a water meter testing room, office space, a fire resistant room for storage of City archives, office space, break room and restrooms. He stated a large area will be closed off for future growth and only heated minimally. He explained the facility will be built for functionality

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and will have stained concrete floors. He stated the construction cost is budgeted at \$550,000 but he anticipates the project to come in under budget.

Director Grimm stated the application is complete and after advertising and the bid award process, the construction will likely begin in April, with the building to be completed by summer.

3. Preview 02/11/10 Workshop and Regular Meeting Agenda

City Recorder Nelson provided an overview of the February 11th workshop and regular meeting agenda. She reported that Mark Gonzales, Finance Director for Clackamas County will attend to present the GFOA Budget Award to Director Young and the City. She stated Council business will include an ordinance related to public contracting, adoption of the supplemental budget and approving a memorandum of understanding (MOU) with the Oregon Department of Transportation (ODOT) for Cascade Avenue improvements. She reported an ordinance amending the Municipal Code relating to utility deposits may be added to the agenda if staff can amass the information it needs.

Councilor Weed asked what changes are being made to the public contracting ordinance and **Director Grimm** provided a summary of the recommended changes to project thresholds. He explained it will allow the City to obtain bids for projects in a more expeditious and less expensive way. He added that raising the thresholds will not impede anyone from bidding on a project that wants to.

4. City Manager Update

Director Grimm reported that as a follow-up to last week's workshop, he contacted Sisters School District's Facilities Manager Leland Bliss to discuss what work needs to be done for the ball fields. He stated Mr. Bliss and other Sisters School District staff will meet and come up with a formal request for tasks that need to be completed initially to bring the fields up to standards and those that will need to be performed each year thereafter to get the fields ready each spring. He stated he will determine the associated costs for materials and labor. He stated that nicer fields can pull in more tournaments at the schools which in turn bring additional revenue to businesses.

Director Grimm provided follow-up information on the trees that were removed as part of the waterline upgrades on Ash Street and Oak Street. He reported that in total 14 trees were removed; six were Juniper trees and eight were Ponderosa Pines. He stated one of the Ponderosa Pine trees was alive but the rest of the trees were leaning or already dead. He stated the updated Development Code language under consideration states that for every two trees a property owner removes, the property owner must plant one tree. He stated taking that language into consideration Council could direct staff to plant seven trees at an approximate cost of \$125 per tree.

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Councilor Weed stated she feels it is important that the City make a policy of following the same rules it requires of property owners and should replace the trees accordingly. There was discussion on what size the replacement trees should be and the associated costs with the Council requesting information on those costs prior to making a decision.

Mayor Kellstrom reported on letters received by the City from two separate homeowners complimenting the efforts of Liz Majury and Robin Bentz with regards to water leaks at their homes. He stated the homeowners both mentioned how impressed they were with the proactive approach staff presented and attentiveness to their problem. He praised staff for their attitudes and stated he had written letters to both homeowners thanking them for taking the time to write.

Director Grimm reported he was meeting with Chamber of Commerce staff to discuss the downtown plan regarding Cascade Avenue improvements and the timing of those improvements. He stated the City will begin collecting citizen in-put and identifying a stakeholder group to meet and determine the types of improvements they would like to see included in the update.

Councilor Weed requested the stakeholder group include someone involved in the Public Art Committee.

Director Grimm reported the ruts on Cascade Avenue will be fixed, at the Oregon Department of Transportation's (ODOT's) cost, prior to Memorial Day. He stated the ruts will only be filled as a temporary measure until Cascade Avenue is completely redone in 2012-13.

Director Porter stated the Planning Commission will have the first hearing on the Development Code update on February 11, 2010. He reported the second batch of summaries of proposed changes will be distributed as soon as they are ready.

Director Porter informed the Council that Planning Department staff will be requesting approval to apply for a grant for Clemens Park improvements, specifically restrooms and a play structure. He stated he will be meeting with a representative of the Kiwanis to discuss using the \$18,000 the Kiwanis have committed to the project as an offset for the grant application.

Director Young reported the City received six bank proposals from the banking investment request for proposal (RFP). She stated the review committee will be meeting on Monday to summarize and discuss the proposals.

The meeting was adjourned at 9:35 a.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor