

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
FEBRUARY 11, 2010

MEMBERS PRESENT:

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

STAFF PRESENT:

Eileen Stein City Manager
Steve Bryant City Attorney
Lisa Young Finance Director
Eric Porter Comm. Dev. Director
Brad Grimm Public Works Director
Kathy Nelson City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:01 p.m.

II. GFOA BUDGET AWARD PRESENTATION

Mark Gonzales, Clackamas County Finance Director introduced himself, stating he was a long time member of the Government Finance Officers Association (GFOA). He explained that awards for budget documents are judged on four main criteria; 1) as a financial plan, 2) as a policy document, 3) as an operations guide and 4) as a communication device. He stated a sub-group of GFOA members, known as the 'Budget Committee', meets to identify best practices for cities to use as a guide with regard to its finances.

Mr. Gonzales stated that Finance Director Young submitted and won a *Distinguished Budget Award* with her first budget submission, a notable accomplishment. He stated the City should be proud of Director Young and offered his congratulations on the accomplishment. He presented the *Distinguished Budget Award* plaque to Director Young stating it symbolizes hard work and excellence.

Mayor Kellstrom praised Director Young for her efforts and thanked Mr. Gonzales for attending the meeting to present the award.

III. VISITOR COMMUNICATIONS

There was no visitor communication.

IV. CONSENT AGENDA

A. Minutes

1. January 07, 2010 –Quarterly Workshop with County Commissioners
2. January 28, 2010 – Regular Meeting
3. January 30, 2010 – Goal Setting Session

B. Bills to Approve
1. February Accounts Payable

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

Mayor Kellstrom asked for clarification on the invoice for street signs from Alert Safety Supply in the amount of \$4,000. **Public Works Director Grimm** stated this was to purchase 60 posts and anchors that Public Works uses for street signs. He added as the company's minimum order for these posts and anchors is 60 units, it provides inventory for Public Works to have on hand as needed.

The motion carried unanimously.

V. **ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA**
A. February Accounts Payable

Councilor Merrill moved to approve the accounts payable not on the consent agenda. Councilor Weed seconded the motion.

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

The motion carried unanimously.

VI. **STAFF REPORTS**

A. **Eileen Stein, City Manager**

Manager Stein stated she had attended a meeting earlier in the day on exploring biomass as an option for Sisters. She stated that natural resources and agribusiness are an identified economic sector in the Economic Development Strategic Action Plan (EDSAP) for Sisters and a biomass system could be a good fit for Sisters. She stated the City was approached by Central Oregon Intergovernmental Council (COIC) about the possibility of being a co-applicant or providing a letter of support for a \$50,000 grant from the Department of Energy for a feasibility study on creating and installing a biomass heating system. She stated a system could range from linking a few buildings to a full scale heating utility for the City. She stated she sees a great deal of potential for Sisters being recognized for pursuing a sustainable utility and the creating a draw to businesses related to the biomass industry such as wood stove pellet manufacturers. She asked the Council if there was interest in having the City be a co-applicant for the grant or providing a letter of support. The **Council** directed Manager Stein to go for the option that will provide the strongest application for the grant.

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Councilor Weed noted the item on the ‘*Frequently Asked Questions*’ (FAQ) sheet to be included with the February utility bills on the fuel tax measure that will be voted upon at the March 9th election. She asked if the FAQ sheet met State guidelines to ensure the City was not electioneering. **Manager Stein** stated the February insert is based on the original information sheet that was mailed to citizens in July with some updated material including a chart detailing the life cycle of a road. **City Attorney Bryant** stated the sheet will be sent to the State to be vetted prior to being mailed. **Manager Stein** added the Committee for Citizen Involvement (CCI) will also preview the document for ease of readability.

Councilor Weed asked for an overview of the Central Oregon Cities Organization (COCO) day in Salem. **Manager Stein** reported on the day’s activities and distributed a handout detailing the status of bills being tracked by COCO. **Mayor Kellstrom** added that he and **Manager Stein** met with several legislators who characterized the session as chaotic.

Manager Stein reported that the ground water application for Well #3 will be coming up for review by the Oregon Water Resources Department (OWRD). She stated the City can expect the application to be contested.

Manager Stein informed the Council she will participate in a round table discussion with other City Managers in the region on March 1st on the *Talk of the Town* television program.

B. Lisa Young, Finance Director

Director Young reminded the Council the upcoming budget season is quickly approaching and the Budget Message will be presented at the April 22nd budget meeting.

Director Young informed the Council the meter reading process is very efficient with the addition of the new equipment and software. She stated the program allows all the meters in town to be read in only 1.5 hours. **Manager Stein** added that having information technology staff allows the City to explore such cost and time savings opportunities.

Director Young reported the Banking Request for Proposal (RFP) Committee was able to narrow the proposals for banking services down to two finalists. She stated the process will be wrapping up soon and she will provide additional information to the Council once the decision is made.

Councilor Weed noted the information provided on Director Young’s staff report related to utility accounts and asked if there are any homes that have had the water turned off for non-payment that are still occupied. **Director Young** stated she did not believe there were but would check with the utility clerks to make certain.

C. Captain Tim Edwards, Deschutes County Sheriff's Department

Captain Edwards reported on the number of patrol hours provided, incidents, citations, warnings and business checks for December. He reported that School Resource Officer Don Pray will be receiving an award for his work with youth. He reported he has met with the new owner's of Scoots Bar and Grill and is very pleased with the changes he observed. He noted there have not been any calls to the bar since the new ownership took effect. He stated the Citizens Academy will begin soon and invited the Council to participate in the ten week program that allows citizens to get a better idea of what the Sheriff's Department does.

Captain Edwards reported the only case of note was a business owner who, due to a recent break-in at the shed at his business, spent the night at his business armed with a gun. A deputy doing business checks found the businesses door unlocked, investigated and initially thought the owner was a burglar. He stated the situation was sorted out and the business owner was advised to let the Sheriff's Department know if he planned to do this again in the future.

Councilor Merrill requested the instruction booklets on boater safety be made available at the Sisters Sheriff's Department sub-station. **Captain Edwards** stated he would make certain some of the booklets are stocked.

Manager Stein stated that at the last Deschutes County Public Safety Council meeting she attended it was noted there have been no criminal acts by Sisters High School student this year and asked if that was correct. **Captain Edwards** stated he was pleased to say it is true.

VII. COUNCIL BUSINESS

A. Discussion and Consideration of Ordinance No. 394: AN ORDINANCE OF THE CITY OF SISTERS AMENDING THE SISTERS MUNICIPAL CODE RELATING TO PUBLIC CONTRACTING

Councilor Merrill moved for the first and second reading, by title only, of Ordinance No. 394. Councilor Weed seconded the motion. The motion carried unanimously.

City Attorney Bryant read Ordinance No. 394, by title only, twice.

Councilor Merrill moved to adopted Ordinance No. 394 amending the Sisters Municipal Code relating to public contracting. Councilor Weed seconded the motion.

Councilor Bogart asked for clarification on the clause in the ordinance regarding 'procurement of goods or services not to exceed \$150,000 except as allowed by model rules'. He also asked if this was a standard statement for this type of document. **City Attorney Bryant** explained the clause was to insure that any change orders that would bring the contract above the \$150,000 threshold, would be allowed only under very specific rules. He stated it was standard verbiage for this type of document.

The motion carried unanimously.

B. Discussion and Consideration of Ordinance No. 395: AN ORDINANCE AMENDING SISTERS MUNICIPAL CODE SECTION 13.12.030 CONCERNING APPLICATIONS FOR WATER SERVICE AND THE REFUNDING AND REINSTATING OF DEPOSITS

Councilor Merrill moved for the first and second reading, by title only, of Ordinance No. 395. **Councilor Weed** seconded the motion. *The motion carried unanimously.*

City Attorney Bryant read Ordinance No. 395, by title only, twice.

Councilor Merrill moved to adopt Ordinance No. 395 amending Sisters Municipal Code Section 13.12.030 concerning applications for water service and the refunding and reinstating of deposits. **Councilor Weed** seconded the motion. *The motion carried unanimously.*

C. Public Hearing and Consideration of Resolution No. 2010-03: A RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS

Mayor Kellstrom opened the public hearing for anyone wishing to speak on the matter of the supplemental budget. As there was no one wishing to speak on the matter, the public hearing was closed.

Councilor Merrill moved to approve Resolution No. 2010-03 adopting a supplemental budget and establishing appropriations. **Councilor Weed** seconded the motion. *The motion carried unanimously.*

D. Discussion and Consideration of a Motion to Approve a Memorandum of Understanding (MOU) with the Oregon Department of Transportation (ODOT) for US 20/Cascade Avenue improvements (Sisters) and authorizing the City Manager to execute the MOU

Councilor Merrill moved to approve a MOU with ODOT for US 20/Cascade Avenue improvements (Sisters) and authorizing the City Manager to execute the MOU. Councilor Weed seconded the motion.

Councilor Weed asked if the cost of the temporary fix of the ruts on Cascade Avenue would be deducted from the \$1 million set aside for the Cascade Avenue improvements. **Director Grimm** replied it would not and that ODOT's Region 4 would be covering the cost of the project.

The motion carried unanimously.

VIII. OTHER BUSINESS

Manager Stein distributed a copy of the Sisters Economic Development Strategic Action Plan to the Council for advance reading in preparation of the February 18th workshop on the topic. She stated the discussion will center on those tasks delegated to the City and whether the Council agrees with those items.

IX. MAYOR/COUNCILOR BUSINESS

Councilor Merrill suggested the Council invite the Sisters Business Attraction and Retention Team (SBART) to a workshop for an update on their efforts. The other **Council** members agreed it would be timely and the item was added to the agenda schedule.

Councilor Weed stated she would like a hand-out on the benefits and safety features of back-in diagonal parking she could give to citizens who asked her questions on the topic. **Director Grimm** stated he could provide a hand-out. He reported he had met with CCI representatives, the Chamber of Commerce Board, and Kiwanis to discuss the reasoning behind the back-in parking and would soon be meeting with the Village Association for the same purpose. He stated the Nugget Newspaper plans on running a story on this type of parking once additional areas have been completed.

Wendy Holzman, CCI Chair stated a kick-off event and education campaign on back-in diagonal parking is being planned for April.

X. ADJOURN – 8:16 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor