

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
FEBRUARY 25, 2010

MEMBERS PRESENT:

Lon Kellstrom Mayor
Sharlene Weed Councilor
Pat Thompson Councilor
Jerry Bogart Councilor

ABSENT:

Bill Merrill Council President

STAFF PRESENT:

Eileen Stein City Manager
Steve Bryant City Attorney
Eric Porter Comm. Devel. Director
Lisa Young Finance Director
Brad Grimm P.W. 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 7:06 p.m.

II. VISITOR COMMUNICATION

Robin Tawney, 525 E. Washington, Sisters, OR 97759

Ms. Tawney, Habitat for Humanity ReStore Manager stated she was in attendance to thank the Council for its continued support of the ReStore program by allowing the store to be located in the former City Hall building. She stated the ReStore has been in existence for three years and distributed a copy of the 2008-09 Sisters Habitat for Humanity Annual Report. She informed the Council that due to the ReStore's success, Habitat was able to transfer \$59,000 to the Habitat Building Fund in 2009.

Mayor Kellstrom complimented Ms. Tawney on the success of the ReStore, adding she was doing a very nice job.

III. CONSENT AGENDA

A. Minutes

1. January 28, 2010 - Workshop
2. February 04, 2010 - Workshop
3. February 11, 2010 – Workshop
4. February 11, 2010 - Regular Meeting

B. Bills to Approve

1. February Accounts Payable

C. Council Policy on Community Assistance Grants

D. FY 2010-11 Council Goals and Priorities

Councilor Weed moved to approve the consent agenda. Councilor Thompson seconded the motion. The motion carried unanimously.

IV. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA

A. February Accounts Payable

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

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

The motion carried unanimously.

V. STAFF REPORTS

A. Brad Grimm, Public Works Director

Public Works Director Grimm asked for questions regarding his staff report.

Councilor Weed referred to the Southside water line project underway and noted there were several holes that had been unfilled for a few weeks. She asked their purpose and when the holes would be filled in, citing safety concerns. **Director Grimm** explained the holes are where the line joints connect and have purposefully been left open until the air pressure and bacteria testing has been completed. He stated the testing was completed earlier in the day and expects the holes to be filled in very soon if they are not already.

B. Eric Porter, Community Development Director

Community Development Director Porter asked if there were questions related to his staff report.

Mayor Kellstrom stated he had a question for Director Porter related to the workshop minutes of February 4th. The minutes refer to Mayor Kellstrom stating he had heard that Bend was waiving and delaying the payment of system development charges (SDC) and **Director Porter** had stated he would do some research on the matter. **Director Porter** stated he had one conversation with Bend staff that was not productive but would follow up with another call.

VI. COUNCIL BUSINESS

A. Public Hearing and Consideration of Resolution No. 2010-04: A RESOLUTION SUPPORTING THE CITY OF SISTERS LOCAL

GOVERNMENT GRANT APPLICATION FOR DEVELOPMENT
PROJECTS TO THE OREGON PARKS AND RECREATION
DEPARTMENT (OPRD)

***Councilor Weed** moved to adopted Resolution No. 2010-04, supporting the City of Sisters local government grant application for development projects to the OPRD. **Councilor Bogart** seconded the motion.*

Senior Planner Pauline Hardie recommended the Council approve staff's recommendation to apply for the grant which would be used for installation of playground equipment at Clemens Park. She explained Sisters Kiwanis will provide \$18,000 towards the purchase of the equipment which is well above the 20% required local match. She explained the grant application would be even stronger if the City also provided a match of some type to show its support of the project.

Manager Stein discussed the three options available to the Council: 1) have Public Works staff install the equipment with an estimated value of \$4,000, 2) have the manufacturer install the equipment at a cost to the City of \$10,000, or 3) use an outside contractor for the installation of the equipment at an estimated cost to the City of \$4,000. She recommended having Public Works staff install the equipment. **Director Grimm** stated that in order to maintain the warranty on the equipment the installation must be managed by a supervisor from the equipment company which would cost approximately \$2,500 for travel expenses. **City Attorney Bryant** reminded the Council that the City has no liability at a public park since the City does not charge an admission fee.

Councilor Weed asked if Public Works staff would have time for the installation and **Director Grimm** stated the installation could be worked into the schedule, estimating it would take a three man crew three days for the task. **Councilor Thompson** stated it would be an easy job to contract out and **City Attorney Bryant** explained a contractor could be held liable for the equipment installation. **Councilor Thompson** suggested committing the \$4,000 and deciding later whether it will be in-kind or a cash donation. **Planner Hardie** explained that the application requires an indication of whether the match is in-kind or a cash donation. She added that the application is not due until April 4th so this could be determined by the Council at a later time and that she would check with the grant manager to see if it is possible to indicate how the \$4,000 will be provided or changed at a later time if the award is granted.

Councilor Weed stated she felt the work should be performed by Public Works staff since the idea behind franchising garbage service was in part to save money by having more projects done with in-house staff.

Councilor Thompson stated a bid could come in at less than \$4,000. **City Attorney Bryant** stated the City would still need to put a total of \$4,000 into the project if that is the amount noted as the City's match on the application.

Manager Stein added this matter raises a larger question the Council needs to be thinking about, the matter of how and when it is appropriate to use Public Works staff versus hiring a local contractor. She stated since the grant application was not due until April, the Council did not have to make its decision that evening, but that this issue should be addressed at some point perhaps during the discussion of the FY '10-11 budget.

The **Council** agreed to have Planner Hardie move forward with the application and would decide at the March 11th regular meeting if the match would be in-kind or cash.

The motion carried unanimously.

B. Discussion and Consideration of a Motion to Support a Central Oregon Intergovernmental Council (COIC) Community Renewable Energy Feasibility Fund (CREFF) Grant Application

Manager Stein stated in collaboration with COIC, the City has an opportunity to apply for a CREFF grant to study the feasibility of creating a distributed heating system in Sisters using biomass as a renewable energy. As instructed by the Council at the February 11th meeting, she stated, she has been working with Phil Chang from COIC to determine the best way for the City to provide support for the grant application. On the advice of Mr. Chang, the City will act as the grant applicant. She recommended the Council support the grant application.

Councilor Weed moved to support a COIC CREFF grant application. **Councilor Bogart** seconded the motion.

Councilor Weed asked whether a local match was needed and **Manager Stein** stated she was unaware of any required match but would double-check with Phil Chang at COIC who is preparing the grant application on the City's behalf. **Councilor Weed** asked if the end result is a viable biomass utility system who will be responsible for paying back the grant. **Manager Stein** confirmed it would be the utility that is ultimately created.

The motion carried unanimously.

B. Discussion and Consideration of a Motion to Accept Public Improvements for the Timber Creek Subdivision (Timber Creek Bridge)

Director Grimm stated the bridge has been completed and a certificate of compliance from the bridge engineer was received by the City. He recommended accepting the public improvements.

***Councilor Weed** moved to accept public improvements for the Timber Creek Subdivision (Timber Creek Bridge). **Councilor Bogart** seconded the motion. The motion carried unanimously.*

VII. OTHER BUSINESS

A. Budget Committee Appointments

Mayor Kellstrom appointed Michael Preedin to the Budget Committee. The **Council** concurred with the appointment.

B. School District Requests

Manager Stein reported to the Council that a letter had been received from the Sisters School District requesting assistance from the Public Works crew to improve and groom the baseball fields for the upcoming season. She stated an email was also received from the school district requesting assistance from Public Works to crack seal the school parking lots. The district will pay the City for labor and materials. She stated the City is beginning to receive enough of these types of requests that she would like the Council's direction on how to handle the requests. She stated there are many factors to consider such as the financially stretched budget of the school district as well and other entities, and whether it is an appropriate use of Public Works staff. She added she was not looking for an answer this evening but would like the Council to consider the matter and discuss it at a later time.

Director Grimm stated he will be meeting with Leland Bliss, Sisters School District Facilities Manager, and the baseball coach to determine what the request for the field upgrades entails. **Councilor Thompson** gave a report on the fields in question. He stated the Junior Varsity baseball field was in the worst condition but all the fields could use work. He stated good ballfields enhance the City by bringing opportunities for tournaments, which in turn is good for area businesses. **Manager Stein** added that one issue that is unclear is whether this is a onetime request, or whether it will become a yearly commitment for maintenance of the fields. **Mayor Kellstrom** indicated the Council can't make a decision until the school district provides additional information. **Director Grimm** stated he would bring back the requested information after he meets with school district personnel.

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C. Sheriff Department Follow-up to Letter Received by the City

Manager Stein updated the Council on the response received from the Sheriff's Department with regard to a letter from Mr. Frank Deggendorfer voicing his opinion that the Sheriff's Department targeted him when he was seen leaving a local establishment that serves alcohol. The Council discussed the incident. **Mayor Kellstrom** asked to have Captain Edwards provide a recap of the range of stops over a six week period with his next monthly report. **Manager Stein** reminded the Council that anyone can also contact Captain Edwards with any concerns at any time.

D. Air Quality in Sisters

Councilor Weed brought up the subject of the newspaper story regarding the follow-up by the Department of Environmental Quality (DEQ) on a complaint about air quality in Sisters and asked if Manager Stein had any other information on the story. **Manager Stein** stated she followed up on the story with County Forester Joe Stutler who explained the complaint came from an individual living outside city limits. The individual had complained to an individual commissioner and the suggestion to have DEQ test was at the request of the County Commission.

VIII. MAYOR/COUNCILOR BUSINESS

IX. ADJOURN –7:57 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor