

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 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
Lisa Klemp Acting 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 7:00 p.m.

II. VISITOR COMMUNICATIONS

Sheriff Larry Blanton, Deschutes County Sheriff's Department

Sheriff Blanton stated he was in attendance to request support for Measure 9-77, a bond measure on the May 18th ballot that would provide funding for expansion and remodeling at the existing Deschutes County Jail. He explained an additional 250 beds would be added for general population inmates and 50 beds would be added for mental health and other special needs inmates. He stated the overcrowding the jail is currently experiencing has created a situation where those inmates with low matrix scores are often released prematurely to leave room for more dangerous offenders. He added the jail is always at or above capacity. The annual cost of the measure is estimated at \$.18 per \$1,000 of assessed value. He stated the design and construction cost is estimated at \$44 million and would take approximately two years to complete. He stated he considers it not only a matter of safety but an issue of quality of life for Deschutes County residents.

The **Council** asked questions on the average length of stay for inmates, staffing considerations for the expansion and about increases in the crime rate. **Sheriff Blanton** answered the questions and reiterated that he would appreciate the Council's support. He referenced the resolution included in the Council's meeting packet.

Councilor Merrill moved to approve Resolution No. 2010-05, a resolution supporting ballot Measure 9-77 for the proposed Deschutes County Jail Expansion and Remodel at the May 18th election. **Councilor Weed** seconded the matter. The motion carried unanimously.

Sheriff Blanton thanked the Council for their time and support.

III. CONSENT AGENDA

A. Minutes

1. January 21, 2010 – Workshop
2. February 18, 2010 – Workshop
3. February 25, 2010 – Workshop
4. February 25, 2010 – Regular Meeting

B. Bills to Approve

1. March Accounts Payable

C. Central Oregon Cities Organization (COCO) Budget and Dues for FY 2010-11

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

Councilor Weed asked for clarification on the invoice from Stettler Supply Company in the amount of \$14,798.62. **Public Works Director Grimm** explained it was for the Well #2 project where the chlorine gas system is being replaced with a self generating chlorine system. He stated this will remove the potential public safety issue as when chlorine gas is used.

Councilor Weed asked for clarification on the invoice from Tewalt & Sons Excavation in the amount of \$500. **Director Grimm** explained it was to move the storage unit that holds archived city documents which was situated where the new Public Works Maintenance Facility is to be built.

Councilor Bogart asked for clarification on the invoice to Central Electric Cooperative in the amount of \$22,644. **Director Grimm** stated it was to relocate the transformer at the wastewater treatment plant to make room for the new maintenance facility.

Mayor Kellstrom asked about a check for Columbia River Bank for the release of the bridge assessment and bank erosion work performed in the Timber Creek subdivision. **Manager Stein** stated the information needed had been received and it was in process.

The motion carried unanimously.

IV. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA

A. March 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.

V. STAFF REPORTS

A. Eileen Stein, City Manager

Manager Stein informed the Council she attended the first League of Oregon Cities (LOC) Water Policy Committee meeting earlier in the week. **Mayor Kellstrom** asked if there was any conversation as to how a municipality can protect its water rights and issues related to consumptive use. **Manager Stein** shared the priorities identified at the meeting stating many were pertinent to Sisters. She mentioned Patrick Griffiths, Water Resource Manager for the City of Bend is also on the committee. **Councilor Merrill** suggested having Mr. Griffith provide a briefing on issues related to water rights as he is quite knowledgeable. **Manager Stein** stated one surprising issue addressed at the meeting was the problem of pharmaceuticals finding their way into water sources from expired and unused medications that are flushed into sewer systems. She stated large scale 'take-back' programs for these types of medications are being organized across the State. **Captain Edwards** of the Deschutes County Sheriff's Office stated that unused and expired medications can be turned over to a deputy for proper disposal at any time. He added that when the Sheriff Department sponsors shredding events, collection of medications are also part of the event.

Manager Stein reported she and Director Grimm met with members of the Oregon Water Resources Department on how to better use the City's Pole Creek water rights.

Manager Stein stated Marc Thalacker of the Three Sisters Irrigation District invited interested Council and staff members to tour the main canal piping project it currently has underway. **Councilor Merrill** stated this would be a great project for anyone to see as it relates to steelhead propagation. He stated this topic was discussed at the Deschutes River Conservancy (DRC) meeting he attended earlier in the day. He stated the DRC would like to see 20 cubic feet per second (CFS) flow at the upper portion of Whychus Creek and 30 CFS flow in the lower portion. **Councilor Merrill** stated that although this flow will satisfy the endangered species act (ESA), the actual need to propagate the steelhead is closer to a 50 CFS flow. **Mayor Kellstrom** and **Councilor Weed** stated they would be interested in touring the project.

Councilor Weed asked how Manager Stein was working with Council leadership and the Committee for Citizen Involvement (CCI). **Manager Stein** reported she met with CCI Chair Wendy Holzman to discuss how to modify the scope and refine the mission of the CCI. She

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

stated they also discussed the committee's issue with vacancies, lack of quorum at meetings and poor attendance by the student members. She stated the list of suggestions from Chair Holzman on how to improve the committee's viability will be discussed with other members of the CCI at their next meeting before meeting with Council leadership and eventually the entire Council.

Manager Stein stated she is preparing a letter to the fuel dealers that will include a copy of the gas tax ordinance. She stated **Finance Director Young** and her staff are refining the forms for collection of the tax and will be scheduling a meeting with the dealers to go over the reporting requirements. She stated the City has set April 1st as its implementation date with the first remittance due to the City on May 25th. She noted the City did receive a call from petroleum industry lobbyist Paul Romaine's office requesting information on the ordinance, but so far no paperwork related to a lawsuit as Mr. Romaine had suggested has been received by the City.

Councilor Bogart questioned why a resolution prohibiting the use of 'excessive force' by law enforcement personnel was a condition of the microenterprise facilitation grant as it had nothing to do with economic development. **Manager Stein** agreed, stating this was a federal requirement to receive the funds from the program. She stated the Council must adopt a resolution stating law enforcement personnel will not use 'excessive force' when responding to civil rights demonstrations.

B. Lisa Young, Finance Director

Director Young reported her department has been preparing for budget season and is collecting preliminary materials for the budget binders.

Director Young provided a follow-up to the transient vendor workshop the Council had with the Chamber of Commerce. She stated she and Erin Borla, Chamber of Commerce Executive Director, has come up with an educational timeline for business owners and vendors. She stated an email newsletter will be going out to chamber members that discusses the need to purchase a permit no less than 10 days prior to an event, informing them of the opt-out program and the need for parking compliance. Director Young stated the same information will be posted on the City's and Chamber's website and that Finance Assistant Liz Majury is sending letters to former transient vendors to inform them of the changes. Chamber Director Borla will send another reminder to Chamber members in June. She stated there are plans to meet with the Chamber of Commerce and business owners next fall to see if there were improvements with the changes implemented for this season. She reported that a review of the cost for a transient vendor permit confirmed the permit cost is appropriate for the amount of staff time required.

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 February. He confirmed the Sheriff's Department does not allow excessive force. He reported School Resource Officer Don Pray received an award for his work with youth.

Councilor Weed asked if there was any follow-up to the letter from Frank Deggendorfer. **Captain Edwards** provided information about this case. **Manager Stein** reminded the Council that she had a DVD of the stop if they were interested in viewing it.

Councilor Thompson asked if the Sheriff's Department has received other letters of complaint about profiling or targeting of late night drivers. **Captain Edwards** stated the Department has not.

VI. COUNCIL BUSINESS

A. **Discussion and Consideration of a Motion** to Approve a Contract with Bank of the Cascades for Banking Services and Authorize the City Manager to Execute the Contract

Councilor Merrill moved to approve a contract with Bank of the Cascades for banking services and authorize the City Manager to execute the contract. Councilor Weed seconded the motion.

Councilor Bogart questioned if the City has the ability to move its accounts from Bank of the Cascades (BOTC) if the bank is sold. **Director Young** stated the contract will be written to insure the City has the authority to do so if it chooses. **Mayor Kellstrom** stressed the importance of protecting the City's assets. **Director Young** informed the Council that the proposal review committee was great to work with and stated she will be working on an investment policy in the future. She stated staff will continue to maintain its open communication with BOTC personnel.

The motion carried unanimously.

VII. OTHER BUSINESS

Manager Stein referenced the letter from the Sisters School District requesting help to repair its baseball and softball fields. **Director Grimm** stated he met with School District personnel to discuss the fields and created a list from that meeting of what improvements were requested for the four fields. He directed the Council's attention to the list that outlined the requests and

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

associated cost. He explained the need for engineered soil, not dirt, and described the benefits and differences.

Sisters School District Facilities Supervisor Leland Bliss and Athletic Director Mary Flande stated the City has equipment the School District lacks that would make the improvements easier and less costly to the district. **Ms. Flande** stated any help would be greatly appreciated.

The **Council** discussed at length whether Public Works staff should be working on non City related projects and if it was an appropriate use of resources. They discussed the desire for the School District to have good fields, the short timeframe in which there was to act on the improvements before games begin and the amount and type of help that would be appropriate. In the end the **Council** reached agreement on some tasks they felt would be appropriate.

***Councilor Weed** moved to purchase \$1,000 worth of dirt, (understood to be engineered soil) with funds from the Community Grant line item, and provide the equipment and staff needed to cut the lips on all but the varsity baseball field and cut a warning track on the varsity field. **Councilor Thompson** seconded the motion. The motion carried unanimously.*

Manager Stein stated if the Council wants Public Works staff to work on this project and future projects, such as the crack-sealing school parking lots, an intergovernmental agreement with the School District on resource sharing should to be drawn up.

VIII. MAYOR/COUNCILOR BUSINESS

There was no Mayor or Councilor business.

IX. ADJOURN – 9:00 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor