

SPECIAL MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
SEPTEMBER 22, 2015

MEMBERS PRESENT:

Chris Frye Mayor
Nancy Connolly Council President Pro-tem
David Asson Councilor
Amy Burgstahler Councilor

STAFF PRESENT:

Andrew Gorayeb City Manager
Patrick Davenport CDD Director
Paul Bertagna PW Director
Kathy Nelson City Recorder

ABSENT:

Lynne Fujita-Conrads Finance Director

I. CALL TO ORDER

The special meeting was called to order by Mayor Frye at 4:50 p.m.

II. CONSENT AGENDA

A. Minutes

September 10, 2015 – Regular Meeting

September 10, 2015 – Workshop

B. Accounts Payable

Councilor Asson moved to approve the consent agenda including the additional page of accounts payable. Councilor Connolly seconded the motion. The motion carried unanimously.

III. STAFF REPORTS

Deschutes County Sheriff's Office – no questions

IV. REGULAR BUSINESS

A. Discussion and Consideration of Resolution No. 2015-21: A RESOLUTION SUPPORTING THE CITY OF SISTERS GRANT APPLICATION FOR A TECHNICAL ASSISTANCE GRANT FROM THE DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE GRANT APPLICATION

Director Davenport stated the resolution was to demonstrate support by the Council for the City's application to the Department of Land Conservation and Development (DLCD) for a technical assistance grant. He stated if the City was awarded the grant, staff would come back to the Council to receive acceptance and to provide an accounting of how the funds would be used.

Councilor Burgstahler moved to approve Resolution No. 2015-021 supporting the City of Sisters grant application for a technical assistance grant from the DLCD and authorize the

City Manager to execute the grant application. Councilor Connolly seconded the motion. The motion carried unanimously.

B. Discussion and Consideration of a Motion to Approve an Engagement Letter with Piper Jaffrey

Manager Gorayeb stated the City had been working with Seattle Northwest on refinancing its sewer system related debt with the United States Department of Agriculture (USDA). He reported Seattle Northwest had recently merged with Piper Jaffrey and in order to continue working with the same individuals, an updated engagement letter was necessary.

Councilor Asson moved to approve an engagement letter with Piper Jaffrey. Councilor Burgstahler seconded the motion. The motion carried unanimously.

V. CONTRACT REVIEW BOARD

Mayor Frye opened the Contract Review Board

A. Discussion and Consideration of a Motion to Award a Construction Services Contract to Robinson and Owen Heavy Construction Inc., in the Amount of \$373,664.42 for the Camp Polk Road and Barclay Drive Sewer and Street Improvements and Authorize the City Manager to Execute the Contract provided the City does not receive a Bid Protest by Midnight, September 23, 2015

Director Bertagna stated the timing and speed of completing the project was important in order to finish prior to a change in the seasons and noted the project had come in under the City Engineer's estimate. He stated he also wanted to request approval to close Camp Polk Road for safety reasons during the project, estimated to take no more than two weeks. He stated drivers would detour onto Sun Ranch Road. He explained the sewer line trenches would be very deep and even having one lane of traffic open could prove hazardous. He stated if the Council approved the road closure, the City would send out a press release as well as locating large reader boards near the affected area prior to, and during the project.

Manager Gorayeb provided a recap of the funding sources used for the public/ private partnership project and discussed the reimbursement agreements the City had entered into with Sisters Airport and the Conklin House property owner.

Councilor Asson moved to award a construction services contract to Robinson and Owen Heavy Construction Inc., in the amount of \$373,664.42 for the Camp Polk Road and Barclay Drive sewer and street improvements, to close Camp Polk Road during the project and authorize the City Manager to execute the contract provided the City does not receive a bid

SPECIAL MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
SEPTEMBER 22, 2015

protest by midnight, September 23, 2015. Councilor Burgstahler seconded the motion. The motion carried unanimously.

Mayor Frye closed the Contract Review Board.

VI. OTHER BUSINESS

The **Council** discussed the agenda calendar and how they would like to have the issues related to transient merchants, public events and business licenses finished up prior to the end of the year. Workshops and regular meetings were scheduled through the end of the year in order to meet that goal.

VII. ADJOURN – The meeting was adjourned at 5:15 p.m.

Respectfully submitted,



Kathy Nelson, City Recorder



Chris Frye, Mayor