



CITY COUNCIL **Agenda**

520 E. Cascade Avenue - PO Box 39 - Sisters, Or 97759 | ph.: (541) 549-6022 | www.ci.sisters.or.us

Wednesday, June 10, 2020

520 E. Cascade Avenue, Sisters, OR 97759 - Council Chambers

The meeting will be accessible to the public via teleconference.
Please use the following phone number to listen to the meeting:

1-844-802-5555 Access Code: **399434**

5:30 P.M. WORKSHOP

1. Republic Services Request for Rate Increase-S. *Baker*
2. COVID-19 City Operations Update-C. *Misley*
3. Update on East Portal Acquisition and Concept- C. *Misley*
4. Other Business-*Staff/Council*

6:30 P.M. CITY COUNCIL REGULAR MEETING

I CALL TO ORDER/PLEDGE OF ALLEGIANCE

II ROLL CALL

III APPROVAL OF AGENDA

IV VISITOR COMMUNICATION- There will be no verbal Visitor Communication.

Written communication can be submitted for the record to kprosser@ci.sisters.or.us or dropped in the utility mail drop by 4:00 pm on Wednesday, June 10, 2020.

V CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the Sisters City Council for reading and study, are routine and will be enacted by one motion of the Council with no separate discussions. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

A. Minutes

1. May 13, 2020 -Workshop

B. Bills to Approve

1. June 05, 2020- Accounts Payable

C. Appoint Ann Marland to the Deschutes County Bicycle and Pedestrian Advisory Committee (BPAC) for a three-year term.

VI COUNCIL BUSINESS

Written comments will be accepted for the public comment section of the hearing via drop-off to the utility payment box at City Hall or emailed to nmardell@ci.sisters.or.us by 4:00 pm on Wednesday, June 10th.

- A. **Continuation of a Public Hearing** to Consider an Application for a Modification to the MP 15-01/SUB 15-01 (Master Plan and Tentative Plat for the ClearPine Subdivision). The Modification would Alter the Conditions of Approval Related to the Timeline for Delivery and Type of Affordable Housing Units - *N. Mardell*

- B. **Discussion and Consideration of a Motion** to Approve a Personal Services Agreement with Becon, LLC. for Well #4 Phase B Design and Authorize the City Manager to Execute the Agreement Subject to Legal Revisions-*P. Bertagna*

VII OTHER BUSINESS

- A. Staff Comments

VIII MAYOR/COUNCILOR BUSINESS

IX ADJOURN

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting; however, the agenda does not limit the ability of the Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice.

This meeting is open to the public and interested citizens are invited to attend. This is an open meeting under Oregon Revised Statutes, not a community forum; audience participation is at the discretion of the Council. The meeting may be audiotaped. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made to the City Recorder at least forty-eight (48) hours in advance of the meeting.

Executive Sessions are not open to the public; however, members of the press are invited to attend.

The City of Sisters is an Equal Opportunity Provider

The State of Garbage and Recycling Services

June 2020

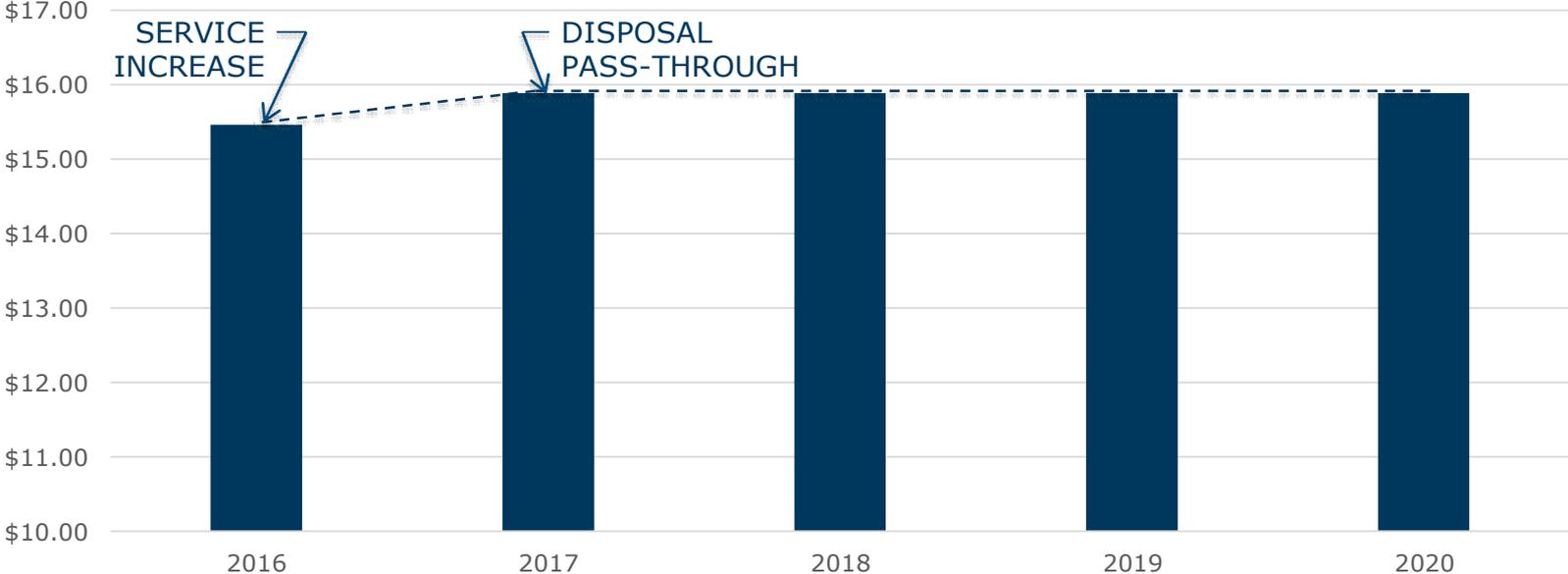


Sisters' Waste and Recycling Services

- ✓ **Curbside Trash, Commingle, Yard Debris, and Cardboard Service**
- ✓ **Organics Program**
 - Current: Raw vegetative added to residential Yard Debris program at no extra charge
Commercial Food Waste (meat, dairy, produce, bakery)
 - Coming Soon: Expansion to all food waste for residential Yard Debris program
- ✓ **Curbside Bulk Item Pickup Service**
 - Mattresses, Appliances, TVs, etc.
- ✓ **Free Residential Spring and Fall Cleanup**
 - Bi-Annual events include 4 yards of household waste, yard debris & 4 appliances
- ✓ **City Services**
 - Free trash and recycling service for the City including parks, campground, recycling center, and city cans
- ✓ **Community Support**
 - Donations for local events and non-profits, e.g. Habitat for Humanity, NeighborImpact, high school scholarship, Shepherd's House, and United Way

Sisters' Rates Over Time

35 Gallon Monthly Rate



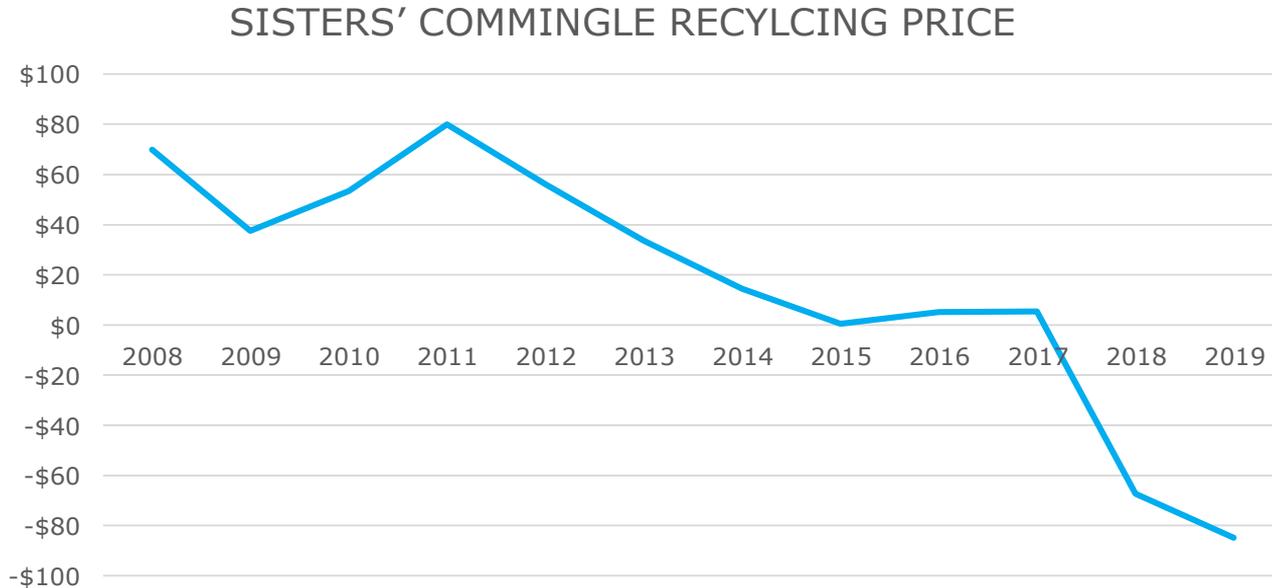
Financials & 2020 Projection

	2017 Actual	2018 Actual	2019 Actual	2020 Projection
REVENUE FROM OPERATIONS	\$694,457	\$785,111	\$805,550	\$826,400
OPERATING EXPENSES:	<u>\$650,984</u>	<u>\$755,633</u>	<u>\$772,184</u>	<u>\$806,000</u>
NET INCOME	<u>\$43,473</u>	<u>\$29,478</u>	<u>\$33,366</u>	<u>\$20,400</u>
	6.26%	3.75%	4.14%	2.47%
NET COST OF RECYCLING	-\$7,123	\$32,224	\$46,977	\$47,800
NET INCOME IF RECYCLING WAS SAME AS 2017		\$68,825	\$87,466	\$75,323
		8.77%	10.86%	9.11%

The cost of recycling is projected to reach nearly \$48k next year. This is a 6.6% margin reduction from recycling costs over 2017.

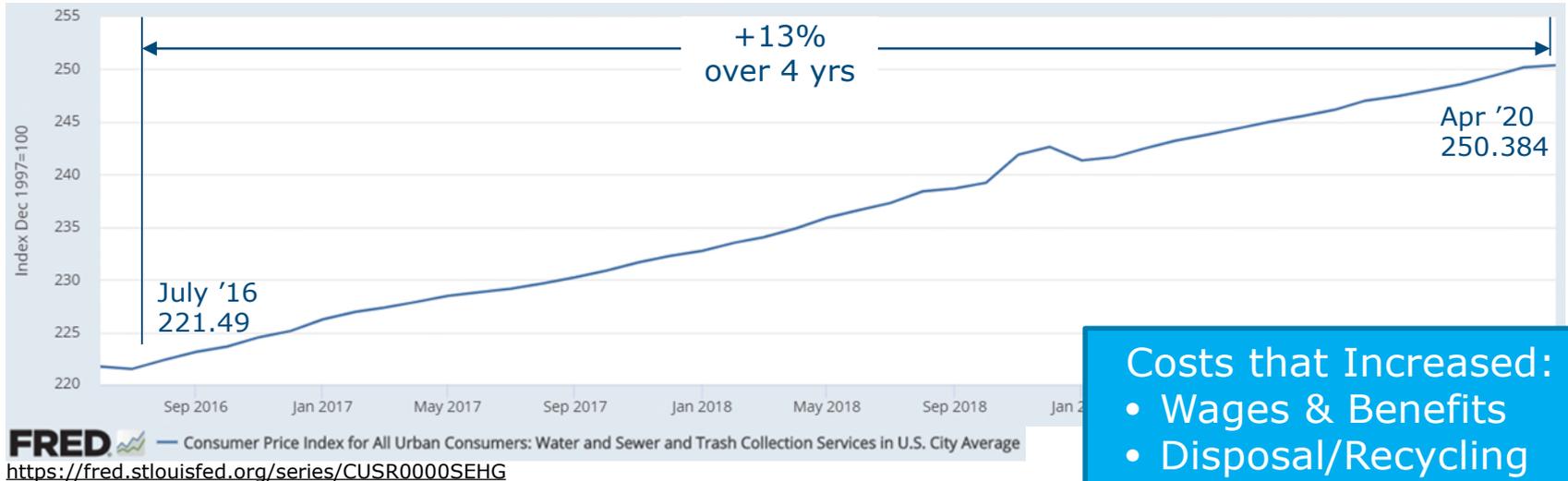
The State of the Recycling Market

For decades, China consumed a majority of commodities globally. In 2017, China drastically increased the level of acceptable quality on imported recyclables, causing commodity markets to crash. Recycling facilities are finding new local markets at a substantially higher cost.



CPI Trend - Water, Sewer, Trash

On average, US customers have seen prices rise 13% over last 4 years



Costs that Increased:

- Wages & Benefits
- Disposal/Recycling
- Depreciation
- Equip. Maintenance
- Organics Program

Proposed Price Adjustment Discussion

	Current <u>Monthly Rate</u>	New <u>Monthly Rate</u>	Increase <u>Amount</u>
RESIDENTIAL*:			
35 Gallon Cart	\$ 15.89	\$ 17.32	\$ 1.43
65 Gallon Cart	\$ 21.57	\$ 23.51	\$ 1.94
95 Gallon Cart	\$ 29.55	\$ 32.21	\$ 2.66
COMMERCIAL*:			
1 YD / ONCE WEEKLY	\$ 72.49	\$ 79.01	\$ 6.52
2 YD / ONCE WEEKLY	\$ 137.91	\$ 150.32	\$ 12.41
3 YD / ONCE WEEKLY	\$ 193.02	\$ 210.39	\$ 17.37
4 YD / ONCE WEEKLY	\$ 240.61	\$ 262.26	\$ 21.65
6 YD / ONCE WEEKLY	\$ 322.24	\$ 351.24	\$ 29.00
*These rates include trash, commingle, yard debris, and cardboard.			

Shown is a proposed 9% rate increase beginning July 1, 2020.

MEMBERS PRESENT:

Chuck Ryan Mayor
Nancy Connolly Council President
Andrea Blum Councilor
Richard Esterman Councilor
Michael Preedin Councilor

STAFF PRESENT:

Cory Misley City Manager
Paul Bertagna PW Director
Joe O’Neill Finance Director
Patrick Davenport CDD Director
Kerry Prosser City Recorder
Alan Dale City Attorney

GUESTS:

Roger Johnson Chief, Sisters-Camp Sherman Rural Fire Protection District

Mayor Ryan called the workshop to order at 5:00 pm, and City Recorder Prosser took roll call.

1. Review of Wildfire Mitigation Strategies

Director Davenport reviewed the staff report. He explained the Community Planning Assistance for Wildfire (CPAW) report recommended four measures and Staff had added their recommendations.

RECOMMENDATION 1: Spatially Define the Wildland-Urban Interface and Adopt the Advanced Oregon Wildfire Risk Explorer.

- Do not adopt any risk map at this time and instead, define city-wide wildfire risk in writing during a process to adopt an Ordinance amending Municipal Code 8.20

RECOMMENDATION 2: Update Defensible Space Requirements and Adopt New State Building Code

- Work with Sisters-Camp Sherman Fire Department to amend Municipal Code 8.20 and revise certain requirements to present clear and objective standards that were relatively simple to administer.
- Do not pursue the adoption of R.327.4 requirements at this time. Instead, observe future proposals by the State legislature to determine if additional action can be taken concerning wildfire resistant building construction.
- Work with developers and builders to encourage voluntary compliance of the requirements in R.327 and seek appropriate incentivization options.

RECOMMENDATION 3: Update Wildfire Planning Goals and Policies

- Update Goal 7: Areas Subject to Natural Hazards, and Objectives and Policies under this Goal during the Comprehensive Plan update.

RECOMMENDATION 4: Implement Mitigation Measures on Critical Infrastructure

- Projects related to this recommendation are multi-jurisdictional. The measures specified in the CPAW report will be performed on an on-going basis as financial resources were allocated, and City department and other multi-jurisdictional work plans are implemented.

Director Davenport asked Council for direction on the next steps.

Chief Johnson supported the staff recommendations. He said the fire department would partner where they could.

Council President Connolly thanked the volunteers for their work on these recommendations. She thought more vigorous building codes should be enacted at a statewide level.

Councilor Blum agreed that this process had been a tremendous amount of work, and a lot of information had been reviewed. She was disappointed in the pace of the change but said the recommendations were fine.

Councilor Preedin said it was good to take a commonsense approach but noted some of the proposed regulations could raise construction costs. He would like clear direction from the State/County on this code. He asked if we could create our own code. Councilor Preedin said the recommendations were good.

Councilor Esterman asked if the City could act without the State and create stricter regulations for our City. Director Davenport replied we could not make those types of changes to the building code. We could only make defensible space requirements. He noted Staff was working on the landscaping code, which would indirectly affect defensible space.

Mayor Ryan did not have any additional comments.

Director Davenport said Staff would move forward with the recommendations.

2. Discussion of Reopening Framework

a. Overview of State and County Status

City Manager Misley reviewed Deschutes County had submitted a plan to the Governor for Phase I reopening and was waiting for approval, which was expected on May 15th. He noted sector by sector guidance would be available for Phase I reopening.

b. Review Communication Strategy

City Manager Misley reviewed he and Mayor Ryan were submitting a weekly situation report to the Nugget, and Staff had put out numerous press releases outlining the current City changes and status; Staff was actively updating the website, Facebook, and the media. He noted Staff had used as wide of a spectrum as we could to get information out. City Manager Misley had also partnered with Economic Development for Central Oregon and the Chamber of Commerce to reach out to the business community. Mayor Ryan, Councilor Preedin, and he were also reaching out directly to businesses to connect and understand their needs. City Manager Misley said those actions would continue as long as they were needed.

During his conversations with business owners, Mayor Ryan found that most were in survival mode, their business was down, they were concerned about the safety of their employees and customers, the community had been supportive, and they would like to reopen and abide by the rules. Mayor Ryan stated businesses would like a one-stop-shop for information. He noted some mentioned the public was not being respectful of their workers, and he felt this would continue to be an issue as we reopened. He said the business owners overall had an amazing attitude, and their resolve was good.

Councilor Preedin said during his conversations with business owners he heard many of the same concerns reviewed by Mayor Ryan. In addition, they wanted to know the City had their backs, and everyone was appreciative of the calls. He thought businesses wanted to reopen and have a chance at survival.

c. Review Emergency Declaration

City Manager Misley explained the emergency declaration allowed the City flexibility to act swiftly by giving Staff the authority to put in place temporary policies, including human resource and utility billing policies. He noted Staff had been tracking expenditures due to COVID-19, and although the funds were spent without an assumption of reimbursement, there was potential they would be reimbursed by the State. City Manager Misley said, based on the current situation, he recommended the City Council extend the emergency declaration through May 31st. He noted there was a meeting on May 27th, where Council could reevaluate the emergency declaration and the need to move it forward. He explained that any temporary policies that were put in place, and the Council wished to extend, would need to be adopted by resolution if the emergency declaration ended.

Mayor Ryan noted the emergency declaration was on the regular agenda for a Council vote.

d. Review Administrative Order 2020-03

City Manager Misley reviewed the administrative order (AO) discouraging tourism that

had been adopted on April 14th. In late March, Bend had approved a similar order, and Deschutes County had banned short-term rentals outright. Deschutes County would be letting their order expire on May 15th. City Manager Misley explained the level of discouragement of tourism would lessen if we let our AO expire; however, no one was advocating for encouraging tourism at this time. He said we needed to be thoughtful over the next four weeks, we could be optimistic, but it did not mean we had switched to encouragement. Staff was recommending the AO discouraging tourism should not be extended. City Manager Misley knew we would have visitors over Memorial Day weekend but thought the State Executive Order would discourage some of the non-essential travel.

Council President Connolly said we were not rolling out the red carpet, but not discouraging tourism. She did not think the AO needed to be extended.

Councilor Blum was concerned about the mixed message if we were no longer discouraging; she was not sure how people would take it. She said if they were discouraging all non-essential travel at the State level, there was no need for us to have the order in place.

Councilor Preedin was okay with not extending the AO; the City had the power to reinstate it. He would like to be encouraging to businesses, letting the order go away was a litmus test.

Councilor Esterman did not want to extend the AO. He said as we begin to open-up, we needed to be an example for businesses; it was time to move forward.

Mayor Ryan thought we needed to continue to monitor the situation and react accordingly.

City Manager Misley said Staff would draft a press release regarding the AO and would share the next steps with Council in a few days. He anticipated a longer update in the Nugget next week.

e. Review City Operations

- **City Hall**

City Manager Misley noted Staff was thinking through our operations and had based our plan on State employer guidance. He said Staff had not skipped a beat on providing services to the community during the closure.

- **Campground**

City Manager Misley said the campground operation plan had been amended and included significantly cutting back on the number of available spaces, limiting site capacity, reducing the length of stay, and adjustments to the restroom facilities. Staff was looking at a June 1st opening and was mindful when we opened, there would be high demand for sites, and it could be hectic.

- **Recycle Center**

Staff adjusted the operating plan and included limiting the number of cars. Staff recommended opening the Recycle Center on Monday, May 18th.

- **Public Events**

City Manager Misley reviewed that per the Governor's office, all large events were essentially gone through September unless they were significantly modified. Staff would be looking at event applications on a case by case basis, we had never said we would not approve them; we were falling in line with State restrictions and guidelines. We were working with Deschutes County Environmental Health division on guidance to review public safety plans as it concerned COVID-19. Any event on City property would be required to submit a public safety plan for the remainder of 2020.

- **Board & Commission Meetings**

Staff recommends these meetings resume in June either electronically or in person dependent on State guidance.

Council President Connolly said Staff had done an excellent job with keeping the City running and developing the reopening guidelines. She deferred to Staff when City Hall should open the office and resume meetings. She agreed with the June 1st opening of the campground. Council President Connolly liked that a public safety plan would be required for events. She hoped that in June, we were able to meet in person for budget meetings.

Councilor Blum asked if we had considered doing any COVID-19 testing of Staff. City Manager Misley replied we had not planned to look into acquiring any tests. Councilor Blum asked if we were still discouraging our employees from traveling over 50 miles. City Manager Misley said as part of the temporary employee policy we discouraged non-essential travel, but we would not be policing Staff on the decisions they made on their own time. We expected them to be in line with State guidelines and be as safe as possible.

Councilor Blum asked if we were okay with the scenario where we opened the campground, and reservations were from out of State. City Manager Misley said, based on the precautions we put in place; we did not consider screening reservations from certain areas partly because we had not heard what measures lodging providers were taking. The

state had not shut down the sector, so there were no reopening guidelines. Councilor Blum would like to localize what we did; for example, could safety plans for public events include any parameters on advertising outside of Central Oregon. City Manager Misley said up until just recently we had not received a single public event application. He noted the new event code gave the City Manager quite a bit of discretion to require specific information of the applicant. If we did get an application for an event that was larger and drew from outside the region, we would vet it very carefully. City Manager Misley said we would have conversations with each event and would be mindful of Councilor Blum's suggestions.

Councilor Preedin was comfortable with the recommendations.

Councilor Esterman was concerned that if the campground were only allowing a three-day stay, more people would be rotating in, potentially bringing more people with the virus. He disagreed with the discouragement of out of state visitors.

Mayor Ryan had no issues with the recommendations. He asked Councilors their thoughts on out-of-state campers.

Council President Connolly said out of state visitors were already here, and it was first come first serve on reservations.

Councilor Blum said if we were going to follow the Governor's direction, we would open gradually to local, and then statewide visitors; that would give people the confidence to attend events. If we told people that, and then let anyone come to the campground, we were going in a different direction. She said maybe we should not open our campground in Phase I and wait to see how it went.

Councilor Preedin was not in favor of limiting out of state campers, but thought Councilor Blum had a good point, and maybe we were opening the campground too early. We had another meeting before June 1st, and we could see what happened over the next several weeks. He was fine with how it was currently proposed; he did not want to create any legal issues by not allowing people from out of state to camp.

Councilor Esterman agreed with Council President Connolly; we should not discriminate against people from out of state.

Mayor Ryan agreed and liked the idea of looking at the situation in two weeks and making sure it had not changed.

Attorney Dale had concerns if the City was attempting to restrict out of state visitors. He said there were enforcement issues, just because they made the reservation with an in-state zip code, people within the party could still be from out of state. City Manager Misley said he would review this further with legal counsel.

f. Business Outreach & Support

City Manager Misley said Staff had been brainstorming ways to help our downtown businesses; this was all an experiment and would be evolving.

- Utility account flexibility-recommend continuing through the end of June.
- Strategic Use of ROW- Staff, would like to utilize certain parking spots blocked off with whiskey barrels to add room for businesses to maintain social distancing requirements. The Staff has been working in conjunction with our transportation engineer to do this safely. We were looking for a head nod from the Council to move forward with this project. We would work with legal counsel to adopt some guidelines on how this area could be used.
- Business License: Offer a lower amount for the business license. Two options were suggested, either charge 25% or 50% of the current license fee.
- Social distancing and Sanitation: we were procuring hand washing stations and keeping restrooms open. We would be coming up with creative ways to promote social distancing in our downtown area.

Council President Connolly thought using the ROW was a fabulous idea but would like staff to be aware of equity for all businesses to meet parking and business needs. She liked the option of a reduction of 50% for business license fees.

Councilor Blum agreed a reduction in the business license fee was a token gesture that might be helpful. She would like wording that said it was an option for you to have your license reduced by 50%, but if you were able to pay the full amount, we would appreciate it, and we could use those funds to help the businesses that were struggling. On the ROW spaces, Councilor Blum thought it could be done and was in favor. She suggested there might be an opportunity to use open lots and areas that were not in the ROW if they were made available. She noted some people were not wearing masks and thought the City could invest in masks and have businesses hand them out.

Councilor Preedin thought the strategic use of ROW was a good idea, but he would like to see the plan before the expenditure happened. He agreed with Councilor Blum's suggestion on the business license fee reduction of 50% with an option to pay the full fee.

Councilor Esterman would like to see the plan for the use of the ROW. Councilor Esterman stated he had a potential conflict of interest regarding the business license fee. He agreed with Councilor Blum; you could have an option to pay the full amount if businesses were doing well.

Mayor Ryan was for the use of the ROW; he thought this was the perfect time for this project. Mayor Ryan was for the 25% business license option and also liked Councilor Blum's suggestion. He thought we could put out a couple of options.

City Manager Misley said Staff would act as swiftly as possible on the use of the ROW. He thought we needed to acknowledge that some of these projects were experiments, and we should be prepared for some criticism. Staff would roll out the ROW project and see if it got any traction.

City Manager Misley said Staff would refine the business license options to include the choices Council suggested.

3. Other Business-*Staff/Council*

The meeting adjourned at 6:45 pm.

Kerry Prosser, City Recorder

Chuck Ryan, Mayor

PACKET: 03063 6/10/2020 AP KK

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT		-----ACCOUNT NAME-----		DISTRIBUTION
01-0018	BAXTER AUTO PARTS							
C-28-651644		CALIPER CORE RETURN		40.00CR				
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020			1099: N			
		CALIPER CORE RETURN			01 5-03-796	VEHICLE MAINTENANCE		7.97CR
		CALIPER CORE RETURN			01 5-05-796	VEHICLE MAINTENANCE		7.97CR
		CALIPER CORE RETURN			02 5-00-796	VEHICLE MAINTENANCE		7.97CR
		CALIPER CORE RETURN			03 5-00-796	VEHICLE MAINTENANCE		7.97CR
		CALIPER CORE RETURN			05 5-00-796	VEHICLE MAINTENANCE		8.12CR
C-28-652856		ELBOWS		0.19CR				
5/14/2020	AP-US	DUE: 5/14/2020 DISC: 5/14/2020			1099: N			
		ELBOWS			03 5-00-796	VEHICLE MAINTENANCE		0.19CR
I-28-651610		BRAKE ROTOR, PADS		143.78				
5/01/2020	AP-US	DUE: 6/15/2020 DISC: 6/10/2020		2.88CR	1099: N			
		BRAKE ROTOR, PADS			01 5-03-796	VEHICLE MAINTENANCE		28.64
		BRAKE ROTOR, PADS			01 5-05-796	VEHICLE MAINTENANCE		28.64
		BRAKE ROTOR, PADS			02 5-00-796	VEHICLE MAINTENANCE		28.64
		BRAKE ROTOR, PADS			03 5-00-796	VEHICLE MAINTENANCE		28.64
		BRAKE ROTOR, PADS			05 5-00-796	VEHICLE MAINTENANCE		29.22
I-28-651628		BRAKE FLUID, BRAKES-JS		106.07				
5/01/2020	AP-US	DUE: 6/15/2020 DISC: 6/10/2020		2.12CR	1099: N			
		BRAKE FLUID, BRAKES-JS			01 5-03-796	VEHICLE MAINTENANCE		21.13
		BRAKE FLUID, BRAKES-JS			01 5-05-796	VEHICLE MAINTENANCE		21.13
		BRAKE FLUID, BRAKES-JS			02 5-00-796	VEHICLE MAINTENANCE		21.13
		BRAKE FLUID, BRAKES-JS			03 5-00-796	VEHICLE MAINTENANCE		21.13
		BRAKE FLUID, BRAKES-JS			05 5-00-796	VEHICLE MAINTENANCE		21.55
I-28-652038		SPARK PLUGS, OIL/AIR FILTERS		75.01				
5/04/2020	AP-US	DUE: 6/15/2020 DISC: 6/10/2020		1.50CR	1099: N			
		SPARK PLUGS, OIL/AIR FILTERS			01 5-05-796	VEHICLE MAINTENANCE		75.01
I-28-652202		FUEL/OIL FILTERS		38.42				
5/06/2020	AP-US	DUE: 6/15/2020 DISC: 6/10/2020		0.77CR	1099: N			
		FUEL/OIL FILTERS			03 5-00-796	VEHICLE MAINTENANCE		38.42
I-28-652413		HARDWARE		64.58				
5/08/2020	AP-US	DUE: 6/15/2020 DISC: 6/10/2020		1.29CR	1099: N			
		HARDWARE			03 5-00-796	VEHICLE MAINTENANCE		64.58
I-28-652662		OIL FILTER, ELBOWS		32.18				
5/14/2020	AP-US	DUE: 6/15/2020 DISC: 6/10/2020		0.64CR	1099: N			
		OIL FILTER, ELBOWS			03 5-00-796	VEHICLE MAINTENANCE		32.18
I-28-652814		IGNITION SWITCH, AIR FILTER		129.31				
5/15/2020	AP-US	DUE: 6/15/2020 DISC: 6/10/2020		2.59CR	1099: N			
		IGNITION SWITCH, AIR FILTER			01 5-03-796	VEHICLE MAINTENANCE		25.75
		IGNITION SWITCH, AIR FILTER			01 5-05-796	VEHICLE MAINTENANCE		25.75
		IGNITION SWITCH, AIR FILTER			02 5-00-796	VEHICLE MAINTENANCE		25.75
		IGNITION SWITCH, AIR FILTER			03 5-00-796	VEHICLE MAINTENANCE		25.75

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NET: 03063 6/10/2020 AP KK
 POR SET: 01 CITY OF SISTERS
 JENCE : ALPHABETIC
 TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
0018	BAXTER AUTO PARTS	(** CONTINUED **)				
		IGNITION SWITCH,AIR FILTER		05 5-00-796	VEHICLE MAINTENANCE	26.31
I-28-653187		GOLF CART BATTERY	203.69			
5/20/2020	AP-US	DUE: 6/15/2020 DISC: 6/10/2020	4.07CR	1099: N		
		GOLF CART BATTERY		01 5-05-796	VEHICLE MAINTENANCE	203.69
I-28-653395		BELT FOR GATE	9.54			
5/21/2020	AP-US	DUE: 6/15/2020 DISC: 6/10/2020	0.19CR	1099: N		
		BELT FOR GATE		05 5-00-787	SEWER SYSTEM REPAIRS	9.54
I-28-653472		FILTER	5.92			
5/22/2020	AP-US	DUE: 6/15/2020 DISC: 6/10/2020	0.12CR	1099: N		
		FILTER		05 5-00-787	SEWER SYSTEM REPAIRS	5.92
I-28-653788		GOLF CART BATTERY	692.07			
5/28/2020	AP-US	DUE: 6/15/2020 DISC: 6/10/2020	13.84CR	1099: N		
		GOLF CART BATTERY		01 5-05-796	VEHICLE MAINTENANCE	692.07
I-28-653922		BATTERY CARRIER	18.41			
5/28/2020	AP-US	DUE: 6/15/2020 DISC: 6/10/2020	0.37CR	1099: N		
		BATTERY CARRIER		01 5-05-796	VEHICLE MAINTENANCE	18.41
		=== VENDOR TOTALS ===	1,478.79			
=====						
0062	BENDBROADBAND					
I-0035372JUNE2020		INTERNET JUNE 2020	460.80			
6/01/2020	AP-US	DUE: 6/01/2020 DISC: 6/01/2020		1099: N		
		INTERNET JUNE 2020		01 5-05-733	DUES & SUBSCRIPTIONS	460.80
		=== VENDOR TOTALS ===	460.80			
=====						
0716	BI-MART CORPORATION					
I-5809		PENS,MOUNTING STRIPS	18.75			
6/01/2020	AP-US	DUE: 6/01/2020 DISC: 6/01/2020		1099: N		
		PENS,MOUNTING STRIPS		01 5-05-795	SUPPLIES	18.75
		=== VENDOR TOTALS ===	18.75			
=====						
0172	BMS TECHNOLOGIES					
I-68532		MAY UT BILLING,JUNE ONLINE BP	802.48			
6/03/2020	AP-US	DUE: 6/03/2020 DISC: 6/03/2020		1099: Y		
		MAY UT BILLING,JUNE ONLINE BP		02 5-00-715	POSTAGE	401.25
		MAY UT BILLING,JUNE ONLINE BP		05 5-00-715	POSTAGE	401.23
		=== VENDOR TOTALS ===	802.48			

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PACKET: 03063 6/10/2020 AP KK
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-1174		BUELL RECREATION, LLC					
I-200034		G1902 VG PLAY STRUCTURE	136,580.00				
5/28/2020	AP-US	DUE: 5/28/2020 DISC: 5/28/2020		1099: Y			
		G1902 VG PLAY STRUCTURE		01 5-05-906	CAPITAL OUTLAY		68,290.00
		G1902 VG PLAY STRUCTURE		12 5-00-906	CAPITAL OUTLAY		68,290.00
		=== VENDOR TOTALS ===	136,580.00				
=====							
01-0691		C & C NURSERY					
I-28489		HANGING BASKETS	4,870.00				
6/03/2020	AP-US	DUE: 6/03/2020 DISC: 6/03/2020		1099: N			
		HANGING BASKETS		03 5-00-795	SUPPLIES		4,870.00
		=== VENDOR TOTALS ===	4,870.00				
=====							
01-1049		CAMERON BUILDING MAINTENANCE					
I-2037		CH/RESTROOM CLEANING MAY 20	2,387.00				
5/31/2020	AP-US	DUE: 5/31/2020 DISC: 5/31/2020		1099: Y			
		CH/RESTROOM CLEANING MAY 20		01 5-05-726	CONTRACTED SERVICES		2,057.00
		CH/RESTROOM CLEANING MAY 20		01 5-03-726	CONTRACTED SERVICES		330.00
		=== VENDOR TOTALS ===	2,387.00				
=====							
01-0014		CENTRAL ELECTRIC COOP					
I-0005589700-0520		SISTERS SEWER TREATMENT	3,365.87				
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N			
		SISTERS SEWER TREATMENT		05 5-00-743	ELECTRICITY		3,365.87
I-0005591100-0520		ROPE LANE/LIFT STATION	628.48				
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N			
		ROPE LANE/LIFT STATION		05 5-00-743	ELECTRICITY		628.48
I-4602923513-0520		ELM/THREE CREEKS WELL	789.88				
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N			
		ELM/THREE CREEKS WELL		02 5-00-743	ELECTRICITY		789.88
I-4603150100-0520		VILLAGE GREEN RESTROOMS	275.63				
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N			
		VILLAGE GREEN RESTROOMS		01 5-05-743	ELECTRICITY		275.63
I-4630200101-0520		600 W HOOD	28.14				
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N			
		600 W HOOD		01 5-05-743	ELECTRICITY		28.14

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NET: 03063 6/10/2020 AP KK
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POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
0014	CENTRAL ELECTRIC COOP	(** CONTINUED **)				
5/20/2020	AP-US	CITY STREET LIGHTS	361.25	1099: N		
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		03 5-00-743	ELECTRICITY	361.25
5/20/2020	AP-US	CITY STREET LIGHTS				
5/20/2020	AP-US	SISTERS HIGH/WELL	880.73	1099: N		
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		02 5-00-743	ELECTRICITY	880.73
5/20/2020	AP-US	SISTERS HIGH/WELL				
5/20/2020	AP-US	FS1605 CHLORINE BLDG	28.79	1099: N		
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		02 5-00-743	ELECTRICITY	28.79
5/20/2020	AP-US	FS1605 CHLORINE BLDG				
5/20/2020	AP-US	68105 PETERSON BURN RD	32.89	1099: N		
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		02 5-00-743	ELECTRICITY	32.89
5/20/2020	AP-US	68105 PETERSON BURN RD				
5/20/2020	AP-US	CREEKSIDE CITY PARK	191.00	1099: N		
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		01 5-05-743	ELECTRICITY	191.00
5/20/2020	AP-US	CREEKSIDE CITY PARK				
5/20/2020	AP-US	W BARCLAY DR/LIFT STATION	35.88	1099: N		
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		05 5-00-743	ELECTRICITY	35.88
5/20/2020	AP-US	W BARCLAY DR/LIFT STATION				
5/20/2020	AP-US	SEWER TREATMENT/SHOP	292.62	1099: N		
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		01 5-03-743	ELECTRICITY	292.62
5/20/2020	AP-US	SEWER TREATMENT/SHOP				
5/20/2020	AP-US	HAROLD BARCLAY MEM PARK	93.49	1099: N		
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		01 5-05-743	ELECTRICITY	93.49
5/20/2020	AP-US	HAROLD BARCLAY MEM PARK				
5/20/2020	AP-US	LARCH STREET PARK	83.53	1099: N		
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		01 5-05-743	ELECTRICITY	83.53
5/20/2020	AP-US	LARCH STREET PARK				
5/20/2020	AP-US	5 PINE CAMPUS/LIFT STATION	32.32	1099: N		
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		05 5-00-743	ELECTRICITY	32.32
5/20/2020	AP-US	5 PINE CAMPUS/LIFT STATION				
5/20/2020	AP-US	1000 S LOCUST ST/GATE	29.00	1099: N		
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		05 5-00-743	ELECTRICITY	29.00
5/20/2020	AP-US	1000 S LOCUST ST/GATE				
5/20/2020	AP-US	520 E CASCADE AVE/SISTERS CH	596.98	1099: N		
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		01 5-03-743	ELECTRICITY	596.98
5/20/2020	AP-US	520 E CASCADE AVE/SISTERS CH				

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VENDOR SET: 01 CITY OF SISTERS
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0014	CENTRAL ELECTRIC COOP	(** CONTINUED **)				
I-8301034600-0520		VETERANS PARK	32.26			
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N		
		VETERANS PARK		01 5-05-743	ELECTRICITY	32.26
I-8301186200-0520		LIBRARY OUTDOOR LIGHTING	52.61			
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N		
		LIBRARY OUTDOOR LIGHTING		01 5-03-743	ELECTRICITY	52.61
I-8301301000-0520		990 N JANTZEN LN/LIFT STATION	37.36			
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N		
		990 N JANTZEN LN/LIFT STATION		05 5-00-743	ELECTRICITY	37.36
I-8301339500-0520		SISTERS PARKWAY RECYCLE	70.13			
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N		
		SISTERS PARKWAY RECYCLE		01 5-03-743	ELECTRICITY	70.13
I-8301419900-0520		SUN RANCH DR/WELL	2,260.14			
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N		
		SUN RANCH DR/WELL		02 5-00-743	ELECTRICITY	2,260.14
I-8301614400-0520		E CASCADE DECORATIVE LIGHTING	30.59			
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N		
		E CASCADE DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY	30.59
I-8301715301-0520		1000 S LOCUST ST/PW BLDG	265.87			
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N		
		1000 S LOCUST ST/PW BLDG		01 5-03-743	ELECTRICITY	265.87
I-8301802201-0520		MAIN ST/DECORATIVE LIGHTING	59.99			
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N		
		MAIN ST/DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY	59.99
I-8301966001-0520		150 N FIR/FIR ST PARK	114.70			
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N		
		150 N FIR/FIR ST PARK		01 5-05-743	ELECTRICITY	114.70
I-8302077301-0520		504 E WASHINGTON AVE/LIGHTING	32.45			
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N		
		504 E WASHINGTON AVE/LIGHTING		03 5-00-743	ELECTRICITY	32.45
I-8302370802-0520		SISTERS ROUNDABOUT	64.66			
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N		
		SISTERS ROUNDABOUT		03 5-00-743	ELECTRICITY	64.66
I-8302372501-0520		CREEKSIDE CITY PARK	43.57			
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N		
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY	43.57

=== VENDOR TOTALS ===

10,810.81

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POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
1114	CITI CARDS					
I-05312020		PINESOL	71.18			
5/31/2020	AP-US	DUE: 5/31/2020 DISC: 5/31/2020		1099: N		
		PINESOL		01 5-05-795	SUPPLIES	71.18
=== VENDOR TOTALS ===			71.18			
=====						
0135	CITY OF REDMOND					
I-20-000992		RIGHT OF WAY HERBICIDE SPRAY	1,363.64			
5/18/2020	AP-US	DUE: 5/18/2020 DISC: 5/18/2020		1099: N		
		RIGHT OF WAY HERBICIDE SPRAY		03 5-00-749	STREET MAINTENANCE	1,363.64
=== VENDOR TOTALS ===			1,363.64			
=====						
0864	CODE PUBLISHING INC.					
I-66859		MUNICIPAL CODE UPDATES	235.95			
5/28/2020	AP-US	DUE: 5/28/2020 DISC: 5/28/2020		1099: N		
		MUNICIPAL CODE UPDATES		01 5-01-726	CONTRACTED SERVICES	235.95
=== VENDOR TOTALS ===			235.95			
=====						
0101	DESCHUTES COUNTY SHERIFF'S DEP					
I-06012020		SHERIFF SERVICES JUNE 2020	50,987.38			
6/01/2020	AP-US	DUE: 6/01/2020 DISC: 6/01/2020		1099: N		
		SHERIFF SERVICES JUNE 2020		01 5-06-783	DCSD - POLICING SERVICES	50,987.38
=== VENDOR TOTALS ===			50,987.38			
=====						
1001	EDGE ANALYTICAL, INC.					
I-19-47272		SEWER SAMPLE	880.00			
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N		
		SEWER SAMPLE		05 5-00-775	LABORATORY FEES	880.00
I-20-15270		SEWER SAMPLE	62.00			
5/22/2020	AP-US	DUE: 5/22/2020 DISC: 5/22/2020		1099: N		
		SEWER SAMPLE		05 5-00-775	LABORATORY FEES	62.00
I-20-16123		WATER SAMPLE	33.00			
5/22/2020	AP-US	DUE: 5/22/2020 DISC: 5/22/2020		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	33.00
=== VENDOR TOTALS ===			975.00			

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 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0028		FERGUSON ENTERPRISES, INC. #30				
I-0884113		2"/1" WATER METERS	1,470.59			
5/30/2020	AP-US	DUE: 5/30/2020 DISC: 5/30/2020		1099: N		
		2"/1" WATER METERS		02 5-00-788	METERS & PARTS	1,470.59
I-0884121		3/4" WATER METERS	1,632.00			
5/30/2020	AP-US	DUE: 5/30/2020 DISC: 5/30/2020		1099: N		
		3/4" WATER METERS		02 5-00-788	METERS & PARTS	1,632.00
		=== VENDOR TOTALS ===	3,102.59			
=====						
01-0017		HOYT'S HARDWARE				
I-581193		CONCRETE	241.20			
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020		1099: N		
		CONCRETE		03 5-00-795	SUPPLIES	241.20
I-581644		WOOD STAKES, 2X4, 2X6	80.84			
5/04/2020	AP-US	DUE: 5/04/2020 DISC: 5/04/2020		1099: N		
		WOOD STAKES, 2X4, 2X6		01 5-05-786	PARK MAINTENANCE	80.84
I-582255		CEDAR RAIL FENCE	38.29			
5/08/2020	AP-US	DUE: 5/08/2020 DISC: 5/08/2020		1099: N		
		CEDAR RAIL FENCE		01 5-05-786	PARK MAINTENANCE	38.29
I-583776		PLYWOOD	38.30			
5/22/2020	AP-US	DUE: 5/22/2020 DISC: 5/22/2020		1099: N		
		PLYWOOD		03 5-00-795	SUPPLIES	38.30
I-583807		PLYWOOD	19.15			
5/22/2020	AP-US	DUE: 5/22/2020 DISC: 5/22/2020		1099: N		
		PLYWOOD		03 5-00-795	SUPPLIES	19.15
I-584171		VACUUM BREAKER	27.28			
5/27/2020	AP-US	DUE: 5/27/2020 DISC: 5/27/2020		1099: N		
		VACUUM BREAKER		05 5-00-765	SEWER SYSTEM IMPROVEMENT	27.28
I-584416		PLYWOOD	40.60			
5/29/2020	AP-US	DUE: 5/29/2020 DISC: 5/29/2020		1099: N		
		PLYWOOD		03 5-00-795	SUPPLIES	40.60
I-584631		RAKE, SCOOP	68.44			
6/01/2020	AP-US	DUE: 6/01/2020 DISC: 6/01/2020		1099: N		
		RAKE, SCOOP		05 5-00-746	SMALL TOOLS & EQUIPMENT	13.02
		RAKE, SCOOP		02 5-00-746	SMALL TOOLS & EQUIPMENT	14.38
		RAKE, SCOOP		03 5-00-746	SMALL TOOLS & EQUIPMENT	18.43
		RAKE, SCOOP		01 5-05-746	SMALL TOOLS & EQUIPMENT	13.70
		RAKE, SCOOP		01 5-03-746	SMALL TOOLS & EQUIPMENT	8.91

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POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====						
0017	HOYT'S HARDWARE	(** CONTINUED **)				

05-182748		FACE MASKS	15.00			
5/08/2020	AP-US	DUE: 5/08/2020 DISC: 5/08/2020		1099: N		
		FACE MASKS		05 5-00-795	SUPPLIES	15.00
		=== VENDOR TOTALS ===	569.10			
=====						
00634	INSTANT LANDSCAPING					

05-7909		SOD	1,090.50			
5/28/2020	AP-US	DUE: 5/28/2020 DISC: 5/28/2020		1099: N		
		SOD		01 5-05-786	PARK MAINTENANCE	1,090.50
		=== VENDOR TOTALS ===	1,090.50			
=====						
00719	MID COLUMBIA PROUCERS INC					

05-47818		FUEL MAY 2020	1,041.54			
5/31/2020	AP-US	DUE: 5/31/2020 DISC: 5/31/2020		1099: N		
		FUEL MAY 2020		01 5-03-755	GAS/OIL	87.59
		FUEL MAY 2020		01 5-05-755	GAS/OIL	97.03
		FUEL MAY 2020		02 5-00-755	GAS/OIL	278.57
		FUEL MAY 2020		03 5-00-755	GAS/OIL	336.15
		FUEL MAY 2020		05 5-00-755	GAS/OIL	242.20
		=== VENDOR TOTALS ===	1,041.54			
=====						
00016	ONE CALL CONCEPTS, INC.					

05-0050482		WATER/SEWER LOCATES	55.86			
5/31/2020	AP-US	DUE: 5/31/2020 DISC: 5/31/2020		1099: N		
		WATER/SEWER LOCATES		02 5-00-770	WATER LOCATE SERVICE	27.93
		WATER/SEWER LOCATES		05 5-00-770	SEWER LOCATE SERVICE	27.93
		=== VENDOR TOTALS ===	55.86			
=====						
00759	OREGON DMV					

05-L0012554772		RECORDS CHECK	3.00			
5/29/2020	AP-US	DUE: 5/29/2020 DISC: 5/29/2020		1099: N		
		RECORDS CHECK		01 5-02-727	PERMITS & FEES	3.00
		=== VENDOR TOTALS ===	3.00			

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-0441		OWEN EQUIPMENT COMPANY					
I-00195664		SWEeper BROOMS	726.39				
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N			
		SWEeper BROOMS		03 5-00-796	VEHICLE MAINTENANCE		726.39
		=== VENDOR TOTALS ===	726.39				

=====							
01-0056		PETTY CASH					
I-05312020		PETTY CASH MAY 2020	16.93				
5/31/2020	AP-US	DUE: 5/31/2020 DISC: 5/31/2020		1099: N			
		CERTIFIED LETTER		01 5-07-715	POSTAGE		6.95
		CH TOWELS		01 5-03-785	MAINTENANCE CITY HALL		9.98
		=== VENDOR TOTALS ===	16.93				

=====							
01-0628		PITNEY BOWES, INC.					
I-3311257879		POSTAGE MACHINE LEASE	235.74				
6/01/2020	AP-US	DUE: 6/01/2020 DISC: 6/01/2020		1099: N			
		POSTAGE MACHINE LEASE		01 5-01-715	POSTAGE		7.07
		POSTAGE MACHINE LEASE		01 5-02-715	POSTAGE		87.22
		POSTAGE MACHINE LEASE		01 5-07-715	POSTAGE		54.22
		POSTAGE MACHINE LEASE		02 5-00-715	POSTAGE		42.43
		POSTAGE MACHINE LEASE		03 5-00-715	POSTAGE		2.36
		POSTAGE MACHINE LEASE		05 5-00-715	POSTAGE		42.44
		=== VENDOR TOTALS ===	235.74				

=====							
01-0317		POSTMASTER					
I-06302020		PO BOX RENT	226.00				
6/03/2020	AP-US	DUE: 6/03/2020 DISC: 6/03/2020		1099: N			
		PO BOX RENT		01 5-01-715	POSTAGE		6.78
		PO BOX RENT		01 5-02-715	POSTAGE		83.62
		PO BOX RENT		01 5-07-715	POSTAGE		51.98
		PO BOX RENT		02 5-00-715	POSTAGE		40.68
		PO BOX RENT		03 5-00-715	POSTAGE		2.26
		PO BOX RENT		05 5-00-715	POSTAGE		40.68
		=== VENDOR TOTALS ===	226.00				

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TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
1167		REPUBLIC SERVICES #675				
I-0675-000337262		CMA RESIDENTIAL MAY 2020	452.42			
5/31/2020	AP-US	DUE: 5/31/2020 DISC: 5/31/2020		1099: N		
		CMA RESIDENTIAL MAY 2020		01 5-08-309	CITY MANAGED ACCOUNTS	452.42
I-0675-000338397		CMA COMMERCIAL MAY 2020	210.40			
5/31/2020	AP-US	DUE: 5/31/2020 DISC: 5/31/2020		1099: N		
		CMA COMMERCIAL MAY 2020		01 5-08-309	CITY MANAGED ACCOUNTS	210.40
		=== VENDOR TOTALS ===	662.82			
0754		SANI-STAR				
I-6882		SANI-STAR LEASE MAY 2020	100.00			
6/01/2020	AP-US	DUE: 6/01/2020 DISC: 6/01/2020		1099: N		
		SANI-STAR LEASE MAY 2020		05 5-00-718	LEASES	100.00
		=== VENDOR TOTALS ===	100.00			
1123		SEAL MASTER PORTLAND				
I-34404		FITTINGS	117.40			
6/01/2020	AP-US	DUE: 6/01/2020 DISC: 6/01/2020		1099: N		
		FITTINGS		03 5-00-795	SUPPLIES	117.40
		=== VENDOR TOTALS ===	117.40			
0011		SISTERS ACE HARDWARE				
I-375843		RETURN FACE MASKS	107.00CR			
5/04/2020	AP-US	DUE: 5/04/2020 DISC: 5/04/2020		1099: N		
		RETURN FACE MASKS		01 5-05-795	SUPPLIES	107.00CR
I-374333		PVC ADAPTERS, ELBOWS	12.12			
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020		1099: N		
		PVC ADAPTERS, ELBOWS		01 5-05-795	SUPPLIES	12.12
I-374538		PITCH FORK	45.99			
5/01/2020	AP-US	DUE: 5/01/2020 DISC: 5/01/2020		1099: N		
		PITCH FORK		05 5-00-746	SMALL TOOLS & EQUIPMENT	8.75
		PITCH FORK		02 5-00-746	SMALL TOOLS & EQUIPMENT	9.67
		PITCH FORK		03 5-00-746	SMALL TOOLS & EQUIPMENT	12.39
		PITCH FORK		01 5-05-746	SMALL TOOLS & EQUIPMENT	9.21
		PITCH FORK		01 5-03-746	SMALL TOOLS & EQUIPMENT	5.97
I-375837		FACE MASKS	107.00			
5/04/2020	AP-US	DUE: 5/04/2020 DISC: 5/04/2020		1099: N		
		FACE MASKS		01 5-05-795	SUPPLIES	107.00

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 VENDOR SET: 01 CITY OF SISTERS
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-----ID-----				GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L	ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION	
01-0011	SISTERS ACE HARDWARE	(** CONTINUED **)						
I-375933		PITCH FORK		23.91				
5/04/2020	AP-US	DUE: 5/04/2020 DISC: 5/04/2020			1099: N			
		PITCH FORK			05 5-00-746	SMALL TOOLS & EQUIPMENT		4.55
		PITCH FORK			02 5-00-746	SMALL TOOLS & EQUIPMENT		5.03
		PITCH FORK			03 5-00-746	SMALL TOOLS & EQUIPMENT		6.44
		PITCH FORK			01 5-05-746	SMALL TOOLS & EQUIPMENT		4.79
		PITCH FORK			01 5-03-746	SMALL TOOLS & EQUIPMENT		3.10
I-376176		TAPE		9.99				
5/05/2020	AP-US	DUE: 5/05/2020 DISC: 5/05/2020			1099: N			
		TAPE			01 5-03-795	SUPPLIES		1.00
		TAPE			01 5-05-795	SUPPLIES		1.30
		TAPE			02 5-00-795	SUPPLIES		2.50
		TAPE			03 5-00-795	SUPPLIES		2.90
		TAPE			05 5-00-795	SUPPLIES		2.29
I-376330		IRRIGATION PARTS		12.83				
5/05/2020	AP-US	DUE: 5/05/2020 DISC: 5/05/2020			1099: N			
		IRRIGATION PARTS			01 5-05-786	PARK MAINTENANCE		12.83
I-376583		HOSE		34.95				
5/06/2020	AP-US	DUE: 5/06/2020 DISC: 5/06/2020			1099: N			
		HOSE			01 5-05-786	PARK MAINTENANCE		34.95
I-377441		UTILITY KNIVES, CUTTING WHEEL		126.35				
5/08/2020	AP-US	DUE: 5/08/2020 DISC: 5/08/2020			1099: N			
		UTILITY KNIVES, CUTTING WHEEL			05 5-00-746	SMALL TOOLS & EQUIPMENT		24.03
		UTILITY KNIVES, CUTTING WHEEL			02 5-00-746	SMALL TOOLS & EQUIPMENT		26.56
		UTILITY KNIVES, CUTTING WHEEL			03 5-00-746	SMALL TOOLS & EQUIPMENT		34.03
		UTILITY KNIVES, CUTTING WHEEL			01 5-05-746	SMALL TOOLS & EQUIPMENT		25.29
		UTILITY KNIVES, CUTTING WHEEL			01 5-03-746	SMALL TOOLS & EQUIPMENT		16.44
I-377754		BUSHINGS		6.06				
5/08/2020	AP-US	DUE: 5/08/2020 DISC: 5/08/2020			1099: N			
		BUSHINGS			01 5-05-786	PARK MAINTENANCE		6.06
I-379108		PAVER SAND		5.51				
5/11/2020	AP-US	DUE: 5/11/2020 DISC: 5/11/2020			1099: N			
		PAVER SAND			01 5-05-786	PARK MAINTENANCE		5.51
I-379413		FACE MASKS		270.00				
5/11/2020	AP-US	DUE: 5/11/2020 DISC: 5/11/2020			1099: N			
		FACE MASKS			01 5-05-795	SUPPLIES		270.00
I-379808		GLOVES		9.18				
5/13/2020	AP-US	DUE: 5/13/2020 DISC: 5/13/2020			1099: N			
		GLOVES			05 5-00-795	SUPPLIES		9.18

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
0011	SISTERS ACE HARDWARE	(** CONTINUED **)				
I-380171		SEWER HARDWARE	6.06			
5/14/2020	AP-US	DUE: 5/14/2020 DISC: 5/14/2020		1099: N		
		SEWER HARDWARE		05 5-00-795	SUPPLIES	6.06
I-382435		REFLECTORS	43.75			
5/19/2020	AP-US	DUE: 5/19/2020 DISC: 5/19/2020		1099: N		
		REFLECTORS, STAKES, PVC		01 5-03-785	MAINTENANCE CITY HALL	43.75
I-383502		SEAL	6.98			
5/22/2020	AP-US	DUE: 5/22/2020 DISC: 5/22/2020		1099: N		
		SEALS		03 5-00-795	SUPPLIES	6.98
I-383588		CAUTION TAPE	18.38			
5/22/2020	AP-US	DUE: 5/22/2020 DISC: 5/22/2020		1099: N		
		CAUTION TAPE		01 5-05-795	SUPPLIES	18.38
I-386362		CABLE TIES	27.92			
5/28/2020	AP-US	DUE: 5/28/2020 DISC: 5/28/2020		1099: N		
		CABLE TIES		03 5-00-795	SUPPLIES	27.92
I-386670		BARRELS-18	1,980.00			
5/28/2020	AP-US	DUE: 5/28/2020 DISC: 5/28/2020		1099: N		
		BARRELS-18		03 5-00-795	SUPPLIES	1,980.00
I-386791		REFLECTORS	33.00			
5/29/2020	AP-US	DUE: 5/29/2020 DISC: 5/29/2020		1099: N		
		REFLECTORS		03 5-00-795	SUPPLIES	33.00
		=== VENDOR TOTALS ===	2,672.98			
0100	SISTERS AREA CHAMBER OF COMMER					
I-06012020		TRT JUNE 2020	20,833.33			
6/01/2020	AP-US	DUE: 6/01/2020 DISC: 6/01/2020		1099: N		
		TRT JUNE 2020		01 5-08-312	CHAMBER OF COMMERCE	20,833.33
		=== VENDOR TOTALS ===	20,833.33			
0354	SISTERS GLASS AND MIRROR					
I-15073		PLEXIGLASS FRONT COUNTERS	730.00			
5/28/2020	AP-US	DUE: 5/28/2020 DISC: 5/28/2020		1099: Y		
		PLEXIGLASS FRONT COUNTERS		01 5-03-785	MAINTENANCE CITY HALL	730.00
		=== VENDOR TOTALS ===	730.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0083	SISTERS RENTAL					
I-0027405-00		GAS CAN	21.99			
5/18/2020	AP-US	DUE: 5/18/2020 DISC: 5/18/2020		1099: N		
		GAS CAN		01 5-05-795	SUPPLIES	21.99
I-0027529-00		FILLER CAP, WEEDEATER HEAD	30.37			
5/12/2020	AP-US	DUE: 5/12/2020 DISC: 5/12/2020		1099: N		
		FILLER CAP, WEEDEATER HEAD		01 5-05-796	VEHICLE MAINTENANCE	30.37
I-0027542-00		WEEDEATER HEAD, TRIMMER SVS	54.97			
5/13/2020	AP-US	DUE: 5/13/2020 DISC: 5/13/2020		1099: N		
		WEEDEATER HEAD, TRIMMER SVS		01 5-05-796	VEHICLE MAINTENANCE	54.97
		=== VENDOR TOTALS ===	107.33			
=====						
01-0838	SPINDRIFT FORESTRY CONSULTING					
I-SIS20200004		TREE INSPECTIONS, TRIP FEE	571.00			
5/26/2020	AP-US	DUE: 5/26/2020 DISC: 5/26/2020		1099: Y		
		TREE INSPECTIONS, TRIP FEE		02 5-00-713	DEVELOPMENT REVIEW	62.60
		TREE INSPECTIONS, TRIP FEE		05 5-00-713	DEVELOPMENT REVIEW	62.60
		TREE INSPECTIONS, TRIP FEE		03 5-00-713	DEVELOPMENT REVIEW	31.30
		TREE INSPECTIONS, TRIP FEE		03 5-00-726	CONTRACTED SERVICES	414.50
		=== VENDOR TOTALS ===	571.00			
=====						
01-0052	THE NUGGET NEWSPAPER					
I-89823		UT SEASONAL JOB POSTING	95.00			
5/27/2020	AP-US	DUE: 5/27/2020 DISC: 5/27/2020		1099: N		
		UT SEASONAL JOB POSTING		01 5-05-704	RECRUITMENT	95.00
I-89829		PUBLIC HEARING	263.50			
5/29/2020	AP-US	DUE: 5/29/2020 DISC: 5/29/2020		1099: N		
		PUBLIC HEARING		01 5-07-705	ADVERTISING	263.50
I-89830		BUDGET COMMITTEE MEETINGS	228.01			
5/29/2020	AP-US	DUE: 5/29/2020 DISC: 5/29/2020		1099: N		
		BUDGET COMMITTEE MEETINGS		01 5-02-705	ADVERTISING	228.01
I-89831		WA1904 WELL 4 AD	301.75			
5/29/2020	AP-US	DUE: 5/29/2020 DISC: 5/29/2020		1099: N		
		WA1904 WELL 4 AD		11 5-00-906	CAPITAL OUTLAY	301.75
I-89857		SPONSORSHIP AD	1,998.00			
6/03/2020	AP-US	DUE: 6/03/2020 DISC: 6/03/2020		1099: N		
		SPONSORSHIP AD		01 5-01-705	ADVERTISING	1,998.00
		=== VENDOR TOTALS ===	2,886.26			

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
1744		TRI COUNTY PAVING, LLC					

12847		MOBILIZATION, ASPHALT CLEANUP	1,000.00				
5/28/2020	AP-US	DUE: 5/28/2020 DISC: 5/28/2020		1099: Y			
		MOBILIZATION, ASPHALT CLEANUP		03 5-00-749	STREET MAINTENANCE		1,000.00

12948		PARKING LOT CRACK SEAL	4,033.64				
5/28/2020	AP-US	DUE: 5/28/2020 DISC: 5/28/2020		1099: Y			
		PARKING LOT CRACK SEAL		03 5-00-749	STREET MAINTENANCE		4,033.64

12949		DESPERADO TRAIL SEAL COAT	6,405.00				
5/28/2020	AP-US	DUE: 5/28/2020 DISC: 5/28/2020		1099: Y			
		DESPERADO TRAIL SEAL COAT		03 5-00-749	STREET MAINTENANCE		6,405.00
=== VENDOR TOTALS ===			11,438.64				
=====							

1937 U.S. BANK

05202020	BERTAGNA	VISA BERTAGNA MAY 2020	29.99				
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N			
		VISA BERTAGNA MAY 2020		01 5-01-726	CONTRACTED SERVICES		3.00
		VISA BERTAGNA MAY 2020		01 5-02-726	CONTRACTED SERVICES		3.60
		VISA BERTAGNA MAY 2020		01 5-03-726	CONTRACTED SERVICES		1.20
		VISA BERTAGNA MAY 2020		01 5-05-726	CONTRACTED SERVICES		3.90
		VISA BERTAGNA MAY 2020		01 5-07-726	CONTRACTED SERVICES		5.10
		VISA BERTAGNA MAY 2020		02 5-00-726	CONTRACTED SERVICES		5.10
		VISA BERTAGNA MAY 2020		03 5-00-726	CONTRACTED SERVICES		4.50
		VISA BERTAGNA MAY 2020		05 5-00-726	CONTRACTED SERVICES		3.59

05202020	DAVENPORT	VISA DAVENPORT MAY 2020	576.31				
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N			
		VISA DAVENPORT MAY 2020		01 5-01-735	TELEPHONE		1.05
		VISA DAVENPORT MAY 2020		01 5-02-735	TELEPHONE		1.35
		VISA DAVENPORT MAY 2020		01 5-03-735	TELEPHONE		1.05
		VISA DAVENPORT MAY 2020		01 5-05-735	TELEPHONE		2.70
		VISA DAVENPORT MAY 2020		01 5-07-735	TELEPHONE		2.25
		VISA DAVENPORT MAY 2020		02 5-00-735	TELEPHONE		2.40
		VISA DAVENPORT MAY 2020		03 5-00-735	TELEPHONE		2.25
		VISA DAVENPORT MAY 2020		05 5-00-735	TELEPHONE		1.94
		APA DUES		01 5-07-733	DUES & SUBSCRIPTIONS		533.00
		VISION DOMAIN		01 5-01-783	PUBLIC OUTREACH		28.32

05202020	JOHNSON	VISA JOHNSON MAY 2020	942.94				
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099: N			
		VISA JOHNSON MAY 2020		05 5-00-793	MEETINGS/WORKSHOPS		11.22
		VISA JOHNSON MAY 2020		02 5-00-793	MEETINGS/WORKSHOPS		12.40
		VISA JOHNSON MAY 2020		03 5-00-793	MEETINGS/WORKSHOPS		15.88
		VISA JOHNSON MAY 2020		01 5-05-793	MEETINGS/WORKSHOPS		11.83
		VISA JOHNSON MAY 2020		01 5-03-793	MEETINGS/WORKSHOPS		7.67
		WILDFLOWERS		03 5-00-795	SUPPLIES		280.00
		PAVERS-VG		01 5-05-786	PARK MAINTENANCE		98.28
		DOG WASTE BAGS		01 5-05-795	SUPPLIES		468.16

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-----ID-----				GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L	ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0937	U.S. BANK	(** CONTINUED **)					
		SPREADER		01	5-05-786	PARK MAINTENANCE	37.50
I-05202020ONEILL	VISA	O'NEILL MAY 2020	1,600.00				
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099:	N		
		PORTABLE HAND WASHING		03	5-00-795	SUPPLIES	1,600.00
I-05202020PROSSER	VISA	PROSSER MAY 2020	361.61				
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099:	N		
		VISA PROSSER MAY 2020		01	5-01-735	TELEPHONE	13.83
		VISA PROSSER MAY 2020		01	5-02-735	TELEPHONE	17.79
		VISA PROSSER MAY 2020		01	5-03-735	TELEPHONE	13.83
		VISA PROSSER MAY 2020		01	5-05-735	TELEPHONE	35.57
		VISA PROSSER MAY 2020		01	5-07-735	TELEPHONE	29.63
		VISA PROSSER MAY 2020		02	5-00-735	TELEPHONE	31.61
		VISA PROSSER MAY 2020		03	5-00-735	TELEPHONE	29.63
		VISA PROSSER MAY 2020		05	5-00-735	TELEPHONE	25.69
		POSTAGE		03	5-00-721	COPIER/PRINTER	4.10
		CLEANING WIPES		01	5-05-795	SUPPLIES	19.98
		GRAMMARLY DUES		01	5-01-733	DUES & SUBSCRIPTIONS	139.95
I-05202020BERTAGNA	VISA	BERTAGNA MAY 2020	57.50				
5/20/2020	AP-US	DUE: 5/20/2020 DISC: 5/20/2020		1099:	N		
		VISA BERTAGNA MAY 2020		05	5-00-793	MEETINGS/WORKSHOPS	10.93
		VISA BERTAGNA MAY 2020		02	5-00-793	MEETINGS/WORKSHOPS	12.09
		VISA BERTAGNA MAY 2020		03	5-00-793	MEETINGS/WORKSHOPS	15.48
		VISA BERTAGNA MAY 2020		01	5-05-793	MEETINGS/WORKSHOPS	11.52
		VISA BERTAGNA MAY 2020		01	5-03-793	MEETINGS/WORKSHOPS	7.48
		=== VENDOR TOTALS ===	3,568.35				
01-0976	USA FLEET SOLUTIONS						
I-42248		MONTHLY TRACKING JUNE 2020	209.65				
6/01/2020	AP-US	DUE: 6/01/2020 DISC: 6/01/2020		1099:	Y		
		MONTHLY TRACKING JUNE 2020		01	5-03-726	CONTRACTED SERVICES	20.96
		MONTHLY TRACKING JUNE 2020		01	5-05-726	CONTRACTED SERVICES	27.26
		MONTHLY TRACKING JUNE 2020		02	5-00-726	CONTRACTED SERVICES	52.41
		MONTHLY TRACKING JUNE 2020		03	5-00-726	CONTRACTED SERVICES	60.80
		MONTHLY TRACKING JUNE 2020		05	5-00-726	CONTRACTED SERVICES	48.22
		=== VENDOR TOTALS ===	209.65				

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POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====						
0903	VELOX SYSTEMS					
I-8857		IT SUPPORT JUNE 2020	2,793.10			
6/01/2020	AP-US	DUE: 6/01/2020 DISC: 6/01/2020		1099: Y		
		IT SUPPORT JUNE 2020		01 5-01-726	CONTRACTED SERVICES	279.32
		IT SUPPORT JUNE 2020		01 5-02-726	CONTRACTED SERVICES	335.17
		IT SUPPORT JUNE 2020		01 5-03-726	CONTRACTED SERVICES	111.72
		IT SUPPORT JUNE 2020		01 5-05-726	CONTRACTED SERVICES	363.10
		IT SUPPORT JUNE 2020		01 5-07-726	CONTRACTED SERVICES	474.83
		IT SUPPORT JUNE 2020		02 5-00-726	CONTRACTED SERVICES	474.83
		IT SUPPORT JUNE 2020		03 5-00-726	CONTRACTED SERVICES	418.97
		IT SUPPORT JUNE 2020		05 5-00-726	CONTRACTED SERVICES	335.16
		=== VENDOR TOTALS ===	2,793.10			

=====						
0760	VERIZON WIRELESS					
I-9854690299		CELL PHONES MAY 2020	435.17			
5/15/2020	AP-US	DUE: 5/15/2020 DISC: 5/15/2020		1099: N		
		CELL PHONES MAY 2020		01 5-01-736	CELLULAR PHONES	26.58
		CELL PHONES MAY 2020		01 5-03-736	CELLULAR PHONES	29.68
		CELL PHONES MAY 2020		01 5-05-736	CELLULAR PHONES	93.91
		CELL PHONES MAY 2020		01 5-07-736	CELLULAR PHONES	10.63
		CELL PHONES MAY 2020		02 5-00-736	CELLULAR PHONES	89.20
		CELL PHONES MAY 2020		03 5-00-736	CELLULAR PHONES	105.88
		CELL PHONES MAY 2020		05 5-00-736	CELLULAR PHONES	79.29
		=== VENDOR TOTALS ===	435.17			

=====						
0990	VOHS CUSTOM LANDSCAPING, LLC					
I-11170		FERTILIZER	2,120.00			
5/31/2020	AP-US	DUE: 5/31/2020 DISC: 5/31/2020		1099: N		
		FERTILIZER		01 5-05-786	PARK MAINTENANCE	2,120.00
		=== VENDOR TOTALS ===	2,120.00			

=====						
0043	WCP SOLUTIONS					
I-662796		TOILET PAPER	519.00			
5/21/2020	AP-US	DUE: 6/25/2020 DISC: 5/31/2020	5.19CR	1099: N		
		TOILET PAPER		01 5-05-795	SUPPLIES	519.00
I-663566		HAND SANITIZER	53.30			
5/31/2020	AP-US	DUE: 6/25/2020 DISC: 6/10/2020	0.53CR	1099: N		
		HAND SANITIZER		01 5-05-795	SUPPLIES	53.30
		=== VENDOR TOTALS ===	572.30			

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-0891	WINSUPPLY						
I-276845 00		TUBE, TEE, IRRIGATION	175.53				
5/18/2020	AP-US	DUE: 5/18/2020 DISC: 5/18/2020		1099: N			
		TUBE, TEE, IRRIGATION		01 5-05-786	PARK MAINTENANCE		175.53
		=== VENDOR TOTALS ===	175.53				
=====							
01-0428	XEROX CORPORATION						
I-010495206		7970 COPIER LEASE MAY 2020	387.86				
5/31/2020	AP-US	DUE: 5/31/2020 DISC: 5/31/2020		1099: N			
		7970 COPIER LEASE MAY 2020		01 5-01-721	COPIER/PRINTER		124.22
		7970 COPIER LEASE MAY 2020		01 5-02-721	COPIER/PRINTER		69.71
		7970 COPIER LEASE MAY 2020		01 5-05-721	COPIER/PRINTER		19.33
		7970 COPIER LEASE MAY 2020		01 5-07-721	COPIER/PRINTER		120.17
		7970 COPIER LEASE MAY 2020		02 5-00-721	COPIER/PRINTER		27.26
		7970 COPIER LEASE MAY 2020		05 5-00-721	COPIER/PRINTER		27.17
I-010495207		7845 COPIER LEASE MAY 2020	193.78				
5/31/2020	AP-US	DUE: 5/31/2020 DISC: 5/31/2020		1099: N			
		7845 COPIER LEASE MAY 2020		01 5-01-721	COPIER/PRINTER		62.06
		7845 COPIER LEASE MAY 2020		01 5-02-721	COPIER/PRINTER		34.83
		7845 COPIER LEASE MAY 2020		01 5-05-721	COPIER/PRINTER		9.66
		7845 COPIER LEASE MAY 2020		01 5-07-721	COPIER/PRINTER		60.04
		7845 COPIER LEASE MAY 2020		02 5-00-721	COPIER/PRINTER		13.62
		7845 COPIER LEASE MAY 2020		05 5-00-721	COPIER/PRINTER		13.57
		=== VENDOR TOTALS ===	581.64				
		=== PACKET TOTALS ===	268,684.93				

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CITY OF SISTERS

PO Box 39 - Sisters, Or 97759 | ph: 541-549-6022 | www.ci.sisters.or.us

June 10, 2020

Deschutes County Bicycle and Pedestrian Advisory Committee
Tanya Saltzman, AICP,
117 NW Lafayette Ave
Bend, OR 97703

RE: Deschutes County Bicycle and Pedestrian Advisory Committee

Hello Ms. Saltzman,

On behalf of the Sisters City Council I recommend appointing Ann Marland to fill the Sisters representative vacancy on the Deschutes County Bicycle and Pedestrian Advisory Committee.

Thank you,

Chuck Ryan
Mayor



SUPPLEMENTAL STAFF FINDINGS & RECOMMENDATION

FILE NUMBERS: MOD 20-01
LOCATION: Map and Taxlots #: 151004BC00100, also known as the remainder of Tract A of the ClearPine subdivision specifically:

1124 N Bluebird St, Sisters (Tax Lot 151004BC00179), Lot 88 Clearpine Phase 6
1116 N Bluebird St, Sisters (Tax Lot 151004BC00180), Lot 87 Clearpine Phase 6
1108 N Bluebird St, Sisters (Tax Lot 151004BC00181), Lot 86 Clearpine Phase 6
1100 N Bluebird St, Sisters (Tax Lot 151004BC00182), Lot 85 Clearpine Phase 6
1092 N Bluebird St, Sisters (Tax Lot 151004BC00183), Lot 84 Clearpine Phase 6
1084 N Bluebird St, Sisters (Tax Lot 151004BC00184), Lot 83 Clearpine Phase 6
110 W Heising Drive, Sisters (Tax Lot 151004BC00155), Lot 50 Clearpine Phase 3

APPLICANT/OWNER: Peter Hall, 3 Sisters Partners LLC
STAFF: Nicole Mardell, Principal Planner

CONTINUED HEARING DATE: June 10, 2020, 6:30 PM.

SUMMARY: On May 27, 2020 the City Council held a public hearing to receive public testimony related to application number MOD 20-01. The applicant team was represented by Peter Hall, 3 Sisters Partners, Sharlene Weed, Sisters Habitat, and Myles Conway, applicant’s legal counsel.

Staff presented two written letters of support submitted by Paul Hodge, Laird Superfoods and Roger Lee, Economic Development for Central Oregon. No verbal public testimony was provided. Council closed the public hearing for oral and written testimony and commenced deliberations during the meeting.

Council reopened both the oral and written portions of the record and continued the hearing to June 10, 2020, following hearing process and procedures set forth in SDC Chapter 4.1. The purpose of reopening the hearing was to allow the applicant to respond to potential conditions of approval proposed by Council members.

This Supplemental Staff Findings and Recommendation responds to certain testimony provided at the public hearing and additional submitted written materials.

1. Financial Contribution

The applicant is working with Habitat for Humanity to construct six of the eight required affordable housing units. The applicant sold six lots to Habitat and has provided financial contribution in the form of a discounted purchase price and design services. Habitat for Humanity recently applied for a grant through the City’s Affordable Housing Grant program to cover the cost of transportation and parks system development charges (SDCs) for four townhome units, totaling approximately \$13,852. The

grant application does not request SDC assistance for the remaining two townhomes, and staff anticipates this may be a future request in 2021 based on the tentative construction schedule. The total potential SDC request would be \$20,778. Several Councilors expressed interest in imposing a condition for the applicant, 3 Sisters Partners, to cover the cost of parks and transportation system development charges (SDCs) for the townhomes so as to preserve the City's affordable housing funds for additional projects.

The applicant requested that the Council allow 3 Sisters Partners to work directly with Habitat for Humanity to cover the cost of the park and transportation and withdraw the grant application, rather than require a financial contribution be paid to the City.

2. Timeline for Delivery

MP 15-01 required the applicant to deliver all eight of the affordable units by May 11, 2020. Two of the units are currently under construction and planned to be occupied by June 2020. The applicant is seeking to modify Condition #3 to remove this timing obligation as six of the proposed units are being constructed by Habitat for Humanity. Habitat for Humanity stated they intend to complete construction of all six units by August 2021 but may have delays due to COVID 19 and other factors. Several Councilors expressed an interest in imposing a new timing requirement to ensure that the units are available for occupancy in a timely fashion. Proposal for timing will be presented at the continued public hearing.

RESOLUTION NO. 2020-10

A RESOLUTION OF THE CITY OF SISTERS APPROVING PLANNING FILE NO. MOD 20-01 MODIFYING CONDITIONS OF APPROVAL ASSOCIATED WITH MP 15-01/SUB 15-01 AND ASSOCIATED AGREEMENTS.

WHEREAS, 3 Sisters Partners, LLC (the “Applicant”), filed a modification of approval application, which was assigned Planning File No. MOD 20-01 (the “Application”); and

WHEREAS, the Application requests to modify conditions of approval associated with the original Master Plan and Tentative Subdivision approvals (MP 15-01/SUB #5-01) for the ClearPine residential subdivision as well as amend the 2007 Conditions of Approval Agreement (required under CP-06-04, CP-06-03, Z-05-02); and

WHEREAS, Applicant specifically requested to (i) change the location of certain required affordable housing units, (ii) change the date of delivery for required affordable housing units; and (iii) propose a different design for affordable housing units; and

WHEREAS, the Sisters City Council (“City Council”) provided appropriate notice of the proposed modification and held a public hearing on May 27, 2020; and

WHEREAS, on June 10, 2020, the City Council held a continued public hearing, closed the public hearing, fully deliberated the matter, and voted to approve the proposed modification application with conditions.

NOW, THEREFORE, the City of Sisters resolves as follows:

1. Findings. The above stated findings and those contained in the staff report for Planning File No. MOD 20-01 attached hereto as Exhibit A.
2. Approval. The City Council hereby conditionally approves MOD 20-01 subject to conditions of approval contain in the attached as Exhibit B.
3. Amended Conditions of Approval Agreement. The City of Sisters First Restated Conditions of Approval Agreement attached hereto as Exhibit C and incorporated herein by this reference is hereby adopted.
4. Miscellaneous. All pronouns contained in this Resolution No. 2020-10 (this “Resolution”) and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. The provisions of this Resolution are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Resolution is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Resolution. This Resolution may be corrected by order of the Council to cure editorial and/or clerical errors.

ADOPTED by the City Council of the City of Sisters and signed by the mayor this ____ day of _____, 2020. EFFECTIVE DATE: _____, 2020.

EFFECTIVE DATE: _____, 2020

Chuck Ryan, Mayor

ATTEST:

Kerry Prosser, City Recorder

DRAFT

Exhibit A
Staff Report

[attached]

DRAFT

Exhibit B
Conditions of Approval

[attached]

DRAFT

Exhibit C
First Restated Conditions of Approval Agreement

[attached]

DRAFT



CITY COUNCIL

Agenda Item Summary

Meeting Date: June 10, 2020

Staff: Paul Bertagna

Type: Regular Meeting

Dept: Public Works

Subject: Well 4 Phase B Design and Contract Administration Professional Services Agreement.

Action Requested: By motion, award a professional services agreement to BECON Engineering in the amount not to exceed \$69,500 for the Well 4 Phase B design and construction administration services and authorize the City Manager to execute the contract.

Summary Points:

- This project is part of the 2017 Water Capital Facilities Plan. The estimated timing for this project in the master plan was 2027-28. Due to rapid growth, the resulting increase in water usage and contracting flexibility staff has recommended to move this project up in the priority list to be constructed in 2020/21.
- A lot of preliminary work has been done to date in order to begin design on the new well including: Water Rights Transfer, Land Use approvals, Well Site Analysis Report and we recently received our Oregon Health Authority plan review approval that was the last regulatory step to allow us to site the new well on the preferred Campground site.
- After strategizing with staff it was decided on to break the project into two separate phases. Phase A will design and provide construction oversight for the drilling and construction of the well. Phase B will include the pumpstation, well pump/motor and piping construction. Phase A design is complete and out to bid and construction will begin this fall. Phase B design will take place this summer with construction starting after the well is drilled which should be late fall/early winter.

Financial Impact: \$1,085,000 is budgeted in FY 2020/21 in the Water SDC Fund to pay for the design of Phase B and the construction of Phase A & B.

Attachments: Professional Services Agreement
Scope of Work

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this "Agreement") is dated June __, 2020, but made effective for all purposes as of the Effective Date (as defined below), between City of Sisters ("City"), an Oregon municipal corporation, whose address is 520 E Cascade Avenue, Sisters, Oregon 97759, and Becon, LLC ("Contractor"), an Oregon limited liability company, whose address is 549 SW Mill View Way, Suite 105, Bend, Oregon 97702.

RECITAL:

City desires to contract with Contractor to perform certain engineering and survey services concerning City's "Well 4" project (the "Project"). Subject to the terms and conditions contained in this Agreement, Contractor will perform the Services (as defined below) for and on behalf of City.

AGREEMENT:

NOW, THEREFORE, in consideration of the parties' mutual obligations contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Engineer and Survey Services.

1.1 Services; Standards. Subject to the terms and conditions contained in this Agreement, Contractor will perform the following engineering, survey, and related services concerning the Project for and on behalf of City (collectively, the "Services"): (a) those project management, survey, design, engineering, construction, and related services described in the schedule of services attached hereto as Schedule 1.1 (the "Scope of Services"); (b) any other necessary or appropriate services customarily provided by Contractor in connection with its performance of those services described in the Scope of Services; and (c) such other engineering, survey, design, and related services requested by City from time to time. Contractor will (w) consult with and advise City on all matters concerning the Services reasonably requested by City, (x) communicate all matters and information concerning the Services to the city manager (or his or her designee) and perform the Services under the general direction of the city manager (or his or her designee), (y) devote such time and attention to the performance of the Services as necessary or appropriate, and (z) perform the Services to the best of Contractor's ability. Contractor acknowledges and agrees that City may cause or direct other persons or contractors to provide services for and on behalf of City that are the same or similar to the Services provided by Contractor under this Agreement.

1.2 Schedule of Services. The Services will be completed expeditiously and in a timely manner. Notwithstanding anything contained in this Agreement to the contrary, all Services will be completed in accordance with the schedule of services provided on the attached Schedule 1.2. Contractor and City will routinely consult with each other to ensure effective and efficient provision of the Services and minimize expense.

1.3 Condition Precedent. Notwithstanding anything contained in this Agreement to the contrary, City's performance of its obligations under this Agreement is conditioned on Contractor's performance of its obligations under this Agreement, including, without limitation, those Contractor obligations described under Section 4.4.

1.4 Subcontractors. Subject to the terms and conditions contained in this Agreement, Contractor will contract with R&W Engineering, Inc., an Oregon corporation, and Bend Structural Engineering, P.C., an Oregon professional corporation (individually and collectively, "Subcontractor(s)"), to perform a portion or portions of the Services. Except as expressly provided in the immediately preceding sentence, Contractor is not permitted to subcontract and/or assign all or any part of the Services without City's prior written consent. City's consent to Contractor's subcontract with Subcontractors and all other proposed subcontracts and/or assignment of Services by Contractor is conditioned on (in addition to any other condition that the City may reasonably impose) the following: (a) Contractor demonstrating to City that Subcontractors and any other subcontractor/assignees (if any) are capable of successfully performing the identified Services in accordance with this Agreement; and (b) Subcontractors and/or the subcontractor/assignee agreeing in writing to comply with and be bound by all the terms and conditions contained in this Agreement. Contractor will deliver to City, promptly after execution, an original executed copy of all documentation pertaining to the subcontract(s) or assignment(s) in form reasonably acceptable to City. Contractor's subcontracts with Subcontractors and any other subcontract or assignment concerning the Services is subject to the following: (w) the terms and conditions of this Agreement will in no way be deemed to have been waived or modified; (x) consent will not be deemed consent to any further subcontract or assignment by City; (y) the subcontract or assignment, whether with or without City's consent, will not modify, relieve, and/or eliminate any Contractor liability or obligation under this Agreement (Contractor remains liable for the timely and proper performance of the Services in accordance with this Agreement); and (z) City will pay Contractor for the performance of the subcontracted/assigned Services subject to and in accordance with the terms and conditions contained in this Agreement.

2. Compensation.

2.1 Compensation. Subject to the terms and conditions contained in this Agreement, in consideration of Contractor's timely performance of the Services in accordance with this Agreement, City will pay Contractor at the hourly rates identified in the fee schedule attached hereto as Schedule 2.1. Contractor will submit monthly invoices to City concerning the Services performed by Contractor during the immediately preceding month (each an "Invoice"). Each Invoice will contain the following information: (a) a summary of the Services performed by Contractor (and by whom) during the applicable billing period; (b) the number of hours (or fraction thereof) each person spent to perform the Services; (c) the applicable hourly rate(s) for performing the Services; and (d) all other information reasonably requested by City. City will pay the amount due under each Invoice within thirty (30) days after City has reviewed and approved the applicable Invoice. City's payment will be accepted by Contractor as full compensation for performing the Services to which the Invoice relates. No compensation will be paid by City for any portion of the Services not performed. Notwithstanding anything contained in this Agreement to the contrary, total compensation payable by City under this Agreement for performance of the Services will not exceed \$70,000.00.

2.2 No Benefits; Reimbursement. City will not provide any benefits to Contractor, and Contractor will be solely responsible for obtaining Contractor's own benefits, including, without limitation, insurance, medical reimbursement, and retirement plans. If Contractor travels to Sisters, Oregon in connection with Contractor's performance of the Services, City will reimburse Contractor for Contractor's reasonable transportation (automobile) expenses incurred by Contractor (mileage will be reimbursed at the then-current IRS standard mileage rate for standard highway vehicles and at \$0.75 per mile for vans and pick-up trucks) upon Contractor's compliance with City's expense reimbursement instructions and procedures (e.g., Contractor providing City with actual receipts and verification of

Contractor's reasonable expenses). Other miscellaneous, direct, and outside expenses, including special consultants, will be charged at actual cost.

3. Relationship.

3.1 Independent Contractor. Contractor is an independent contractor of City. Contractor is not an employee of City. Contractor will be free from direction and control over the means and manner of performing the Services, subject only to the right of City to specify the desired results. This Agreement does not create an agency relationship between City and Contractor and does not establish a joint venture or partnership between City and Contractor. Contractor does not have the authority to bind City or represent to any person that Contractor is an agent of City.

3.2 Taxes; Licenses. City will not withhold any taxes from any payments made to Contractor, and Contractor will be solely responsible for paying all taxes arising out of or resulting from Contractor's performance of the Services, including, without limitation, income, social security, workers' compensation, and employment insurance taxes. Contractor will be solely responsible for obtaining all licenses, approvals, and certificates necessary or appropriate to perform the Services.

4. Representations; Warranties; Covenants.

In addition to any other Contractor representation, warranty, and/or covenant made in this Agreement, Contractor represents, warrants, and covenants to City as follows:

4.1 Authority; Binding Obligation; Conflicts. Contractor is duly organized, validly existing, and in good standing under applicable Oregon laws. Contractor has full power and authority to sign and deliver this Agreement and to perform all Contractor's obligations under this Agreement. This Agreement is the legal, valid, and binding obligation of Contractor, enforceable against Contractor in accordance with its terms. By signing below, Contractor certifies that Contractor (and Contractor's principals) are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in the Services under this Agreement. The signing and delivery of this Agreement by Contractor and the performance by Contractor of all Contractor's obligations under this Agreement will not (a) breach any agreement to which Contractor is a party, or give any person the right to accelerate any obligation of Contractor, (b) violate any law, judgment, or order to which Contractor is subject, or (c) require the consent, authorization, or approval of any person, including, without limitation, any governmental body.

4.2 Quality of Services. Contractor will perform the Services to the best of Contractor's ability, diligently, in good faith, in a professional manner, free from errors and omissions, and consistent with the terms and conditions contained in this Agreement. The Services will be performed in accordance with the Laws (as defined below). Contractor will be solely responsible for the Services. Contractor will make all decisions called for promptly and without unreasonable delay. All materials, documents, and/or products prepared by Contractor will be accurate, complete, unambiguous, prepared properly, and in compliance with the Laws.

4.3 Insurance. During the term of this Agreement, Contractor will obtain and maintain, in addition to any other insurance required under this Agreement, the following minimum levels of insurance: (a) general liability insurance for all losses or claims arising out of or related to Contractor's performance of its obligations under this Agreement (including, without limitation, damages as a result

of death or injury to any person or destruction or damage to any property) with limits of not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (b) comprehensive automobile liability insurance for all owned, non-owned, and hired vehicles that are or may be used by Contractor in connection with Contractor's performance of the Services with limits of not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (c) errors and omissions insurance with limits of not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (d) employer liability insurance with limits of not less than \$500,000 per occurrence and in the aggregate; and (e) workers' compensation insurance in form and amount sufficient to satisfy the requirements of applicable Oregon law. Each liability insurance policy required under this Agreement will be in form and content satisfactory to City, will list City and each City Representatives (as defined below) as an additional insured, and will contain a severability of interest clause; the workers' compensation insurance will contain a waiver of subrogation in favor of City. The insurance Contractor is required to obtain under this Agreement may not be cancelled without ten (10) days' prior written notice to City. Contractor's insurance will be primary and any insurance carried by City will be excess and noncontributing. Contractor will furnish City with appropriate documentation evidencing the insurance coverage (and provisions) and endorsements Contractor is required to obtain under this Agreement upon Contractor's execution of this Agreement and at any other time requested by City. If Contractor fails to maintain insurance as required under this Agreement, City will have the option, but not the obligation, to obtain such coverage with costs to be reimbursed by Contractor immediately upon City's demand.

4.4 Compliance With Laws. Contractor will comply and perform the Services in accordance with the Laws. Without otherwise limiting the generality of the immediately preceding sentence, Contractor will comply with each obligation applicable to Contractor and/or this Agreement under ORS 279B.220, 279B.225, 279B.230, and 279B.235, which statutes are incorporated herein by reference. Prior to the Effective Date, Contractor obtained all licenses, approvals, and/or certificates necessary or appropriate to perform the Services, including, without limitation, a business license from City and an unexpired certificate issued by the Oregon Department of Administrative Services under ORS 279A.167. For purposes of this Agreement, the term "Law(s)" means all applicable federal, state, and local laws, regulations, restrictions, orders, codes, rules, and/or ordinances related to or concerning, whether directly or indirectly, Contractor, this Agreement, and/or the Services, including, without limitation, all applicable City ordinances, resolutions, policies, regulations, orders, restrictions, and guidelines, all as now in force and/or which may hereafter be amended, modified, enacted, or promulgated.

4.5 Indemnification. Contractor will defend, indemnify, and hold City, and each present and future City employee, officer, agent, and representative (collectively, "City's Representatives"), harmless for, from, and against all claims, actions, proceedings, damages, liabilities, injuries, losses, and expenses of every kind, whether known or unknown, including, without limitation, attorney fees, resulting from or arising out of, whether directly or indirectly, the following: (a) damage, injury, and/or death to person or property caused directly or indirectly by Contractor's acts and/or omissions (and/or the acts and/or omissions of Contractor's shareholders, officers, agents, employees, directors, representatives, and/or contractors (individually and collectively, "Contractor Representative(s)"); (b) Contractor's failure to pay any tax arising out of or resulting from the performance of the Services; and/or (c) Contractor's breach and/or failure to perform any Contractor representation, warranty, covenant, and/or obligation contained in this Agreement. Contractor's indemnification obligations provided in this Section 4.5 will survive the termination of this Agreement.

4.6 Assignment of Studies and Reports. Contractor will assign all studies, reports, data, documents, and/or materials of any kind produced under this Agreement (collectively, "Materials") to

City upon the earlier of City's request or the termination of this Agreement. All Materials provided to City will become the property of City who may use them without Contractor's permission for any proper purpose relating to the Services, including, without limitation, additions to or completion of the Services. Contractor will not be liable to City for any damages City sustains arising out of or related to City's modification and use of the Materials for future unrelated uses or purposes (i.e., uses or purposes unrelated to the projects or purposes for which the Services were performed). Contractor will defend all suits or claims for infringement of patent, trademark, and/or copyright for which Contractor is responsible (including, without limitation, any claims which may be brought against City), and Contractor will be liable to City for all losses arising therefrom, including costs, expenses, and attorney fees and costs.

4.7 Records. Contractor will maintain complete and accurate records concerning all Services performed, the number of hours each person spent to perform the Services, and all documents produced under this Agreement for a period of five years after the expiration or earlier termination of this Agreement. Contractor's records will be maintained in accordance with sound accounting practices. Contractor's records concerning the Services, including, without limitation, Contractor's time and billing records, will be made available to City for inspection, copying, and/or audit immediately upon City's request.

4.8 Confidential Information. During the term of this Agreement, and at all times thereafter, Contractor will maintain all Confidential Information (as defined below) in the strictest confidence and will not directly or indirectly use, communicate, or disclose any Confidential Information to any person, or remove or make reproductions of any Confidential Information, except that Contractor may (a) use Confidential Information to perform the Services to the extent necessary, and (b) communicate or disclose Confidential Information in accordance with a judicial or other governmental order or as required by applicable law, but only if Contractor promptly notifies the city manager of the order and complies with any applicable protective or similar order. Contractor will promptly notify the city manager of any unauthorized use, communication, or disclosure of any Confidential Information and will assist City in every way to retrieve any Confidential Information that was used, communicated, or disclosed by Contractor and will exert Contractor's best efforts to mitigate the harm caused by the unauthorized use, communication, or disclosure of any Confidential Information. Upon the earlier of City's request or termination of this Agreement, Contractor will immediately return to City all documents, instruments, or materials containing any Confidential Information accessed or received by Contractor, together with all copies and summaries of such Confidential Information. If requested by City, Contractor will execute a written certification satisfactory to City pursuant to which Contractor will represent and warrant that Contractor has returned all Confidential Information to City in accordance with the terms of this Agreement. Notwithstanding anything contained in this Agreement to the contrary, the terms of this Agreement do not operate to transfer any ownership or other rights in or to the Confidential Information to Contractor or any other person. For purposes of this Agreement, the term "Confidential Information" means all documentation, information, and/or materials identified by City as confidential and/or any documentation, information, and/or materials relating to or concerning City's future plans, business affairs, employment, legal, and litigation matters that need to be protected from improper disclosure, in whatever form (e.g., hard and electronic copies, etc.), that is received or assessed by Contractor; provided, however, the term "Confidential Information" does not include City's public records which are non-exempt public records under applicable federal, state, and/or local laws.

5. Term; Termination.

5.1 Term of Agreement. Subject to the terms and conditions contained in this Agreement, the term of this Agreement commenced on the Effective Date and will remain in full force and effect until completion of the Services (which in no event will be later than June 30, 2021), unless sooner terminated as provided in this Agreement. This Agreement may be extended by the parties' mutual written agreement.

5.2 Termination by Mutual Agreement or Prior Notice. Notwithstanding anything contained in this Agreement to the contrary, (a) this Agreement may be terminated at any time by the mutual written agreement of City and Contractor, and/or (b) City may terminate this Agreement for convenience and without cause by giving Contractor thirty (30) days' prior written notice of such termination.

5.3 Immediate Termination. Notwithstanding anything contained in this Agreement to the contrary, City may terminate this Agreement immediately upon notice to Contractor upon the happening of any of the following events: (a) Contractor engages in any form of dishonesty or conduct involving moral turpitude related to Contractor's independent contractor relationship with City or that otherwise reflects adversely on the reputation or operations of City; (b) Contractor fails to comply with any applicable law related to Contractor's independent contractor relationship with City; (c) continuous or repeated problems occur in connection with the performance of the Services; and/or (d) Contractor breaches and/or otherwise fails to perform any Contractor representation, warranty, covenant, and/or obligation contained in this Agreement. The determination as to whether any of the aforementioned events have occurred will be made by City in its sole discretion.

5.4 Consequences of Termination. Upon termination of this Agreement, City will not be obligated to reimburse or pay Contractor for any continuing contractual commitments to others or for penalties or damages arising from the cancellation of such contractual commitments. Within a reasonable period of time after termination of this Agreement (but in no event later than five days after termination), Contractor will deliver to City all materials and documentation, including raw or tabulated data and work in progress, related to or concerning the Services. Termination of this Agreement by City will not constitute a waiver or termination of any rights, claims, and/or causes of action City may have against Contractor.

5.5 Remedies. If a party breaches or otherwise fails to perform any of its representations, warranties, covenants, and/or obligations under this Agreement, the non-defaulting party may, in addition to any other remedy provided to the non-defaulting party under this Agreement, pursue all remedies available to the non-defaulting party at law or in equity. All available remedies are cumulative and may be exercised singularly or concurrently.

6. Miscellaneous.

6.1 Severability; Assignment; Binding Effect. Each provision contained in this Agreement will be treated as a separate and independent provision. The unenforceability of any one provision will in no way impair the enforceability of any other provision contained herein. Any reading of a provision causing unenforceability will yield to a construction permitting enforcement to the maximum extent permitted by applicable law. Subject to Section 1.4 and this Section 6.1, Contractor will not assign this Agreement to any person without City's prior written consent. Subject to the immediately preceding

sentence, this Agreement will be binding on the parties and their respective heirs, personal representatives, successors, and permitted assigns, and will inure to their benefit. This Agreement may be amended only by a written agreement signed by each party.

6.2 Attorney Fees; Dispute Resolution. If any arbitration or litigation is instituted to interpret, enforce, and/rescind this Agreement, including, without limitation, any proceeding brought under the United States Bankruptcy Code, the prevailing party on a claim will be entitled to recover with respect to the claim, in addition to any other relief awarded, the prevailing party's reasonable attorney fees and other fees, costs, and expenses of every kind, including, without limitation, costs and disbursements specified in ORCP 68 A(2), incurred in connection with the arbitration, the litigation, any appeal or petition for review, the collection of any award, or the enforcement of any order, as determined by the arbitrator or court. If any claim, dispute, or controversy arising out of or related to this Agreement occurs (a "Dispute"), City and Contractor will exert their best efforts to seek a fair and prompt negotiated resolution of the Dispute and will meet at least once to discuss and seek a resolution of the Dispute. If the Dispute is not resolved by negotiated resolution, either party may initiate a suit, action, arbitration, or other proceeding to interpret, enforce, and/or rescind this Agreement.

6.3 Governing Law; Venue. This Agreement is governed by the laws of the State of Oregon, without giving effect to any conflict-of-law principle that would result in the laws of any other jurisdiction governing this Agreement. Any action or proceeding arising out of this Agreement will be litigated in courts located in Deschutes County, Oregon. Each party consents and submits to the jurisdiction of any local, state, or federal court located in Deschutes County, Oregon.

6.4 Attachments; Further Assurances; Notices. Any exhibits, schedules, instruments, documents, and other attachments referenced in this Agreement are part of this Agreement. The parties will sign other documents and take other actions reasonably necessary to further effect and evidence this Agreement. Time is of the essence with respect to Contractor's performance of its obligations under this Agreement. All notices or other communications required or permitted by this Agreement must be in writing, must be delivered to the parties at the addresses set forth above, or any other address that a party may designate by notice to the other party, and are considered delivered upon actual receipt if delivered personally, by fax or email transmission (with electronic confirmation of delivery), or by a nationally recognized overnight delivery service, or at the end of the third business day after the date of deposit if deposited in the United States mail, postage pre-paid, certified, return receipt requested.

6.5 Waiver; Entire Agreement. No provision of this Agreement may be modified, waived, or discharged unless such waiver, modification, or discharge is agreed to in writing by City and Contractor. No waiver of either party at any time of the breach of, or lack of compliance with, any conditions or provisions of this Agreement will be deemed a waiver of other provisions or conditions hereof. This Agreement contains the entire agreement and understanding between the parties with respect to the subject matter of this Agreement and contains all the terms and conditions of the parties' agreement and supersedes any other oral or written negotiations, discussions, representations, or agreements. Contractor has not relied on any promises, statements, representations, or warranties except as set forth expressly in this Agreement.

6.6 Person; Interpretation; Execution. For purposes of this Agreement, the term "person" means any natural person, corporation, limited liability company, partnership, joint venture, firm, association, trust, unincorporated organization, government or governmental agency or political

subdivision, or any other entity. All pronouns contained herein and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. The titles, captions, or headings of the sections herein are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement. The parties may execute this Agreement in separate counterparts, each of which when executed and delivered will be an original, but all of which together will constitute one and the same instrument. Facsimile or email transmission of any signed original document will be the same as delivery of an original. At the request of either party, the parties will confirm facsimile or email transmitted signatures by signing and delivering an original document. This Agreement will be deemed binding and effective for all purposes as of the date this Agreement is fully executed by the parties (the "Effective Date").

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be binding and effective for all purposes as of the Effective Date.

CITY:

City of Sisters,
an Oregon municipal corporation

CONTRACTOR:

Becon, LLC
an Oregon limited liability company

Cory Misley, City Manager

Erik Huffman, Member

Date: _____

Date: _____

Federal Tax Id. No.: _____

Federal Tax Id. No.: _____

Schedule 1.1
Scope of Services

In addition to all other Services identified under this Agreement, Contractor will perform the following Services and tasks for and on behalf of City concerning the Project:

Task 1 – Preliminary Engineering (estimated \$4,080)

Complete necessary topo surveying and mapping to accomplish the draft design of the project; prepare draft bidding and contract documents, technical specifications and drawings.

Task 2 – Engineered Drawings and Specifications (estimated \$49,940)

1. Prepare draft design of the project, bidding and contract documents, technical specifications and drawings; and submit cost estimate based on the draft design.
2. Based on review comments accomplish the final 100% design; prepare final bidding and contract documents, technical inspections, drawings and final cost estimate for a fully functional and operational 1500 gpm drinking water well meeting Drinking Water Services and Oregon Health Authority requirements.
3. Provide the following as part of the final bidding and specification package:
 - o Site Plan
 - o Utility Plan
 - o Grading and Drainage Plan
 - o Building Elevation Plans
 - o Structural Engineering Plans
 - o Electrical and Telemetry Plans (telemetry design to utilize Well #3 specifications which will be re-formatted and sent to the manufacturer to confirm that they meet current equipment standards. No separate telemetry specifications or detailed telemetry plan sheets are anticipated to be needed for this project).
 - o Plumbing and Chlorination Plans
4. Prepare and furnish the necessary number of copies of the final bid booklet and technical specifications to the City, DWS and the Deschutes County Building Department.

Task 3 – Construction Administration (estimated \$9,600)

1. Assist City with advertising and attend a pre-bid conference.
2. Issue addenda as appropriate to clarify and/or correct the bidding documents.

3. Provide construction staking and survey control as required for the project.
4. Prepare change orders and pay estimates.
5. Review and approve project submittals.
6. Prepare record drawings off of the marked-up as-builts.
7. Conduct project close-out for the final payment to the contractor.
8. Prepare O & M manual for the Project.

Task 4 – Project Management (estimated \$5,880)

Conduct a pre-construction conference with the selected contractor and other relevant stakeholders

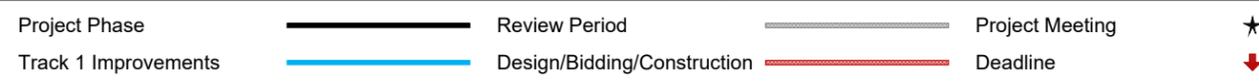
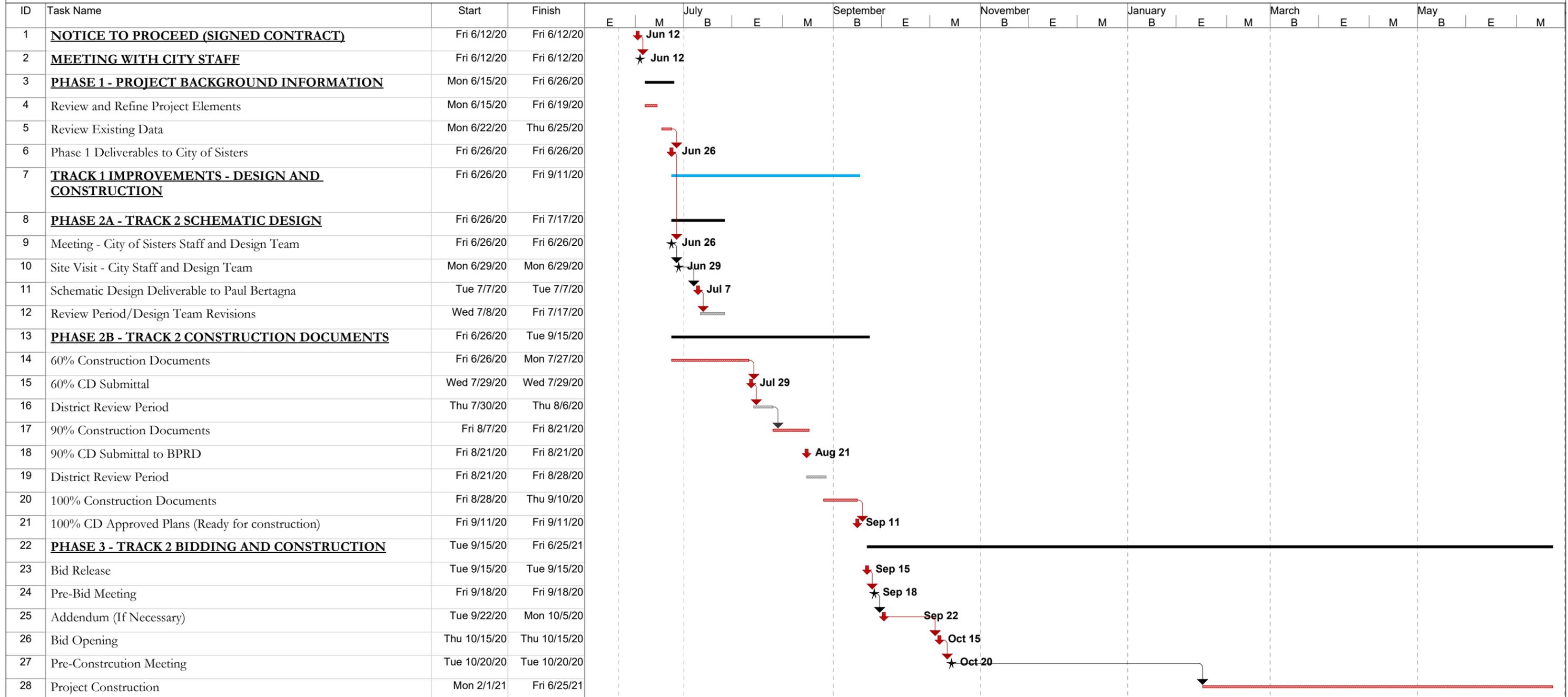
- o Attend Bid opening and provide bid tabulation sheets.
- o Conduct appropriate inspections and startup and testing procedures.
- o Conduct project meetings (up to 3 meetings) to assist the contractor and sub-contractors with the necessary clarifications and interpretations to keep the project on schedule and budget.

Schedule 1.2
Schedule of Services

[attached]

DRAFT

PROJECT SCHEDULE



Schedule 2.1
Fee Schedule

[attached]

DRAFT



June 5, 2020

Re: BECON Hourly Engineering and Surveying Labor Rates

Senior Engineer (J.N.Dempsey)	\$150/hr
Principal Engineer (Engineer of Record)	\$130/hr
Project Engineer (PE):	\$110/hr
Engineering Designer (EIT):	\$90/hr
Professional Surveyor (PLS):	\$110/hr
Survey Office Technician (LSIT):	\$90/hr
2-man survey field crew:	\$100/hr
1-man survey field crew:	\$60/hr
Construction Inspector:	\$80/hr
Administrative Staff:	\$60/hr

- Chargeable time is billed in half hour increments.
- Subcontractor costs are billed at cost with no markup.
- Direct expenses are charged at cost with no markup.
- Vehicle mileage is charged at the current IRS rate.
- Employee travel time is billed at the hourly rates above.

For any questions, please contact:

Erik Huffman PE, PLS
ehuffman@beconeng.com
office (541) 633-3140
cell (503) 730-5274

BECON Subcontractor Rates

Bend Structural Engineering, PC Hourly Billing Rates

Staff	Sandy Crenshaw, PE SE Owner			
Hourly Billing Rate	\$115/hour			



2020 HOURLY BILLING RATES

PRINCIPAL_____	\$195.00/hr
PROJECT MANAGER _____	\$175.00/hr
SENIOR ENGINEER II _____	\$160.00/hr
SENIOR ENGINEER I _____	\$130.00/hr
ENGINEER _____	\$120.00/hr
SENIOR TECHNICIAN II _____	\$125.00/hr
SENIOR TECHNICIAN I _____	\$100.00/hr
TECHNICIAN/DESIGNER _____	\$90.00/hr
PROJECT SUPPORT _____	\$75.00/hr
CLERICAL _____	\$50.00/hr
MILEAGE _____	IRS ALLOWABLE EXPENSES PLUS 10%
OTHER EXPENSES _____	COST PLUS 10%

Expires: December 31, 2020