

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
SEPTEMBER 22, 2011

MEMBERS PRESENT:

Lon Kellstrom Mayor
David Asson Council President
Sharlene Weed Councilor
Pat Thompson Councilor

ABSENT:

Wendy Holzman Councilor

STAFF PRESENT:

Eileen Stein City Manager
Steve Bryant City Attorney
Lisa Young Finance Director
Paul Bertagna Public Works Director
Pauline Hardie Comm. Devel. Director
Kathy Nelson City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:08 p.m.

II. VISITOR COMMUNICATION

There was no visitor communication.

III. CONSENT AGENDA

A. Minutes

1. September 08, 2011 – Workshop
2. September 08, 2011 – Regular Meeting
3. September 15, 2011 - Workshop

B. Bills to Approve

1. September Accounts Payable

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

IV. ITEMS NOT ON THE CONSENT AGENDA

A. September Accounts Payable

There were no accounts payable not on the consent agenda.

V. STAFF REPORTS

A. Paul Bertagna, Public Works Director

Director Bertagna reported he had been busy working on issues related to the roundabout and upcoming sidewalk and parking improvement project on Main Avenue. He reported staff was

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working to install a four way stop at Elm Street and Hood Avenue, informing the Council there had been a bicycle/vehicle accident at the intersection the previous week. He stated the four-way stop would slow traffic down on Elm and the Fire District was supportive of the plan. The **Council** indicated they were also in favor of moving forward.

Mayor Kellstrom asked if there was any way to expedite the process to demolish the old city hall building. **Director Bertagna** replied he was working with T-Mobile to get a portable cell tower installed so the building demolition could move forward, noting the Federal Communication Commission (FCC) National Environmental Policy Act (NEPA) process that T-Mobile was required to go through would take another four to six weeks. He stated he hoped the building would be down before the Main Avenue project began. **Councilor Weed** stated she hoped to have a park built on the property once the building was down. **Director Bertagna** stated the property will be graveled initially and that staff is awaiting Council direction on any further improvements to the property.

Councilor Weed asked for an update on the Highway 20/Barclay intersection. **Director Bertagna** stated Kittleson and Associates was working on design concepts and cost estimates.

Councilor Weed asked why the four seat swing had been removed from Village Green Park. **Director Bertagna** replied the Occupational Health and Safety Association (OHSA) inspector had recommended removal of the swing, indicating it presented a safety hazard. He stated staff was looking to replace the swing with something safer.

B. Pauline Hardie, Community Development Director

Director Hardie stated she had received a message from Deschutes County Transportation Planner Peter Russell that another community meeting on the update of the County Transportation System Plan (TSP) would take place in Sisters on October 4th. She stated the proposed project to widen Highway 20 from Black Butte Ranch to Sisters to four lanes would again be the topic of discussion.

C. Mac Hay, Economic Development Manager

Mayor Kellstrom reported Mr. Hay was not in attendance as he was attending an event organized by Economic Development for Central Oregon (EDCO). He advised the Council to contact Mr. Hay directly if they had questions related to his report.

VI. COUNCIL BUSINESS

A. Discussion and Consideration of Resolution No. 2011-16: A RESOLUTION SUPPORTING THE CITY OF SISTERS TRANSPORTATION INVESTMENT

AND GENERATING ECONOMIC RECOVERY (TIGER) III GRANT
APPLICATION TO THE UNITED STATES DEPARTMENT OF
TRANSPORTATION FOR CASCADE AVENUE IMPROVEMENTS

Councilor Asson moved to adopt Resolution No.2011-16 supporting the City of Sisters TIGER III grant application to the US DOT for Cascade Avenue improvements. Councilor Weed seconded the motion.

Mayor Kellstrom pointed out that Resolution No. 2011-16 and Resolution No. 2011-17 were for the same amount and the City was applying for both grants in hopes of receiving at least one of them to fill the funding gap of \$1,457,000 needed for the Cascade Avenue improvement project.

The motion carried unanimously.

B. Discussion and Consideration of Resolution No. 2011-17: A RESOLUTION SUPPORTING THE CITY OF SISTERS FLEX FUNDS PROGRAM APPLICATION TO THE OREGON DEPARTMENT OF TRANSPORTATION (ODOT) FOR CASCADE AVENUE IMPROVEMENTS

Councilor Asson moved to adopt Resolution No.2011-17 supporting the City of Sisters Flex Funds program application to ODOT for Cascade Avenue improvements. Councilor Weed seconded the motion. The motion carried unanimously.

C. Discussion and Consideration of a Motion to Approve the Three Sisters Irrigation District (TSID) Piping Project Agreement and Authorize the City Manager to Execute the Agreement

Mayor Kellstrom stated the item would be moved to the end of Council Business for discussion.

Mayor Kellstrom closed the City Council meeting and opened the meeting of the Contract Review Board.

D. Discussion and Consideration of a Motion to Award a Design Contract to Century West for Main Avenue and Authorize the City Manager to Execute the Contract

Councilor Weed moved to award a design contact to Century West for Main Avenue and authorize the City Manager to execute the contract. Councilor Thompson seconded the motion.

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Councilor Weed asked where the \$72,000 match would come from. **Director Bertagna** replied the match could come from the Street Fund, Reserve Fund or the Urban Renewal Agency. He explained the Main Avenue project needed to be completed prior to the Cascade Avenue project. **Manager Stein** stated as the total picture of what grants the City will receive for the Cascade Avenue improvement project, the City may consider a tax increment financing from the Urban Renewal Agency to pay for all the local grant matches. **Councilor Weed** asked if the financing could include construction of a park on the old city hall site. **Manager Stein** replied it could if the Council decided to include the project.

Councilor Thompson asked about the scoring matrix that had been used and how it had worked. **Director Bertagna** stated the contract review committee looked at all the bids without looking at the price initially and the company that received the contract rated first in both categories. **Councilor Thompson** noted the estimate had been \$34,000 and the contract ended up being more than that. He asked where the original cost estimate had come from. **Director Bertagna** replied the former Public Works Director had come up with the cost estimate by looking at previous projects. He stated it had been a low estimate to begin with.

Councilor Thompson asked how the process had gone with the contract review committee. **Director Bertagna** replied the process had gone well and there had been a broad range of interest groups represented as well as the design expert on the committee. He stated the request for proposal (RFP) process had taken significantly more time but the concept did work. **Councilor Weed** asked Director Bertagna to keep track of the time he was spending using the RFP process.

The motion carried unanimously.

Mayor Kellstrom closed the meeting of the Contract Review Board and reconvened the City Council meeting.

E. Discussion and Consideration of a Motion to Approve an Amendment to the Intergovernmental Agreement (IGA) with the Oregon Department of Transportation (ODOT), for a Quick Response Program for the Cascade Avenue Streetscape Plan and Authorize the City Manager to Execute the Amended Agreement

Councilor Asson moved to approve an amendment to the IGA with ODOT for a Quick Response Program for the Cascade Avenue Streetscape Plan and authorize the City Manager to execute the amended agreement. Councilor Weed seconded the motion. The motion carried unanimously.

F. Discussion and Consideration of a Motion to Award a Chip Seal Contract to Central Oregon Pavers, Inc. in an Amount Not to Exceed \$32,146.50 and Authorize

the City Manager to Execute the Contract

Councilor Asson moved to award a chip seal contact to Central Oregon Pavers, Inc. in an amount not to exceed \$32,146.50 and authorize the City Manager to execute the contract. **Councilor Weed** seconded the motion.

Director Bertagna reported the \$1.45 per square yard price was an especially good price as an earlier project had cost \$2.15 per square yard. **Councilor Thompson** asked when the project would be performed. **Director Bertagna** replied that weather permitting; the project would take place on September 28th. He informed the Council that staff was delivering door hangers to affected residents to alert them of the project.

The motion carried unanimously.

C. Discussion and Consideration of a Motion to Approve the Three Sisters Irrigation District (TSID) Piping Project Agreement and Authorize the City Manager to Execute the Agreement

Manager Stein reported the draft agreement had just been received in the afternoon and she had not had the opportunity to thoroughly review the document. She stated she had sent it out to the other parties involved to get their reaction and comments. She stated she was not recommending approval this evening on the agreement.

Director Bertagna illustrated the proposed piping project on the Lazy Z property discussing the type and size of pipe that would be used. He estimated the cost of upsized pipe for effluent and to install telemetry in the ditch would be \$49,000. He stated there was significant savings to the City in having this pipe installed in conjunction with the TSIG grant project, estimating it would cost upwards of \$182,000 if the City were to contract the job. He stated although the City needed to be prudent with system development charge (SDC) funds, the City would never be able to get the effluent pipe installed for less. **Councilor Weed** asked what other projects were planned using the SDC funds. **Director Bertagna** replied there was a balance of \$430,000 in the SDC Sewer Fund and there were no higher priority projects on the list

VII. OTHER BUSINESS

Manager Stein distributed a letter from Richard Esterman requesting the Council allow him to move his Sisters Arts and Crafts Festival to the same day as the Sisters Outdoor Quilt Show. He also requested permission to close Oak Street from vehicular traffic to accommodate his event. Mr. Esterman was requesting workshop time with the Council to discuss his proposal. The **Council** determined there was not a need for a workshop and that Mr. Esterman could come and speak to them during visitor communication at a regular meeting.

Councilor Weed stated she was not interested in adding an additional event on the same day as the Quilt Show without discussing the matter with Quilt Show Executive Director Ann Richardson to get her take on the situation. **Councilor Thompson** stated he wasn't opposed to having a discussion but felt there would be opposition to adding the event to Quilt Show day. He stated he foresaw additional traffic issues with closing another street during the Quilt Show. **Manager Stein** stated Mr. Esterman had made the same request previously and been denied due to traffic circulation concerns, specifically with tour bus parking. She stated she would forward a copy of the letter to Quilt Show Director Richardson for comment.

VIII. MAYOR/COUNCILOR BUSINESS

Mayor Kellstrom reported he attended the Central Oregon Cities Organization (COCO) meeting earlier in the week. He stated he briefed other members on the City's roundabout situation. He stated there had also been discussion on the upcoming League of Oregon Cities (LOC) conference.

IX. ADJOURN – The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor