

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE 7:00 P.M.
APRIL 26, 2007

MEMBER PRESENT:

Brad Boyd Mayor
Bill Merrill Council President
Lon Kellstrom Councilor
Sharlene Weed Councilor

STAFF PRESENT:

Eileen Stein City Manager
Brian Rankin Planning Director
Steve Bryant City Attorney
Kathy Nelson City Recorder

ABSENT:

Gary Frazee Public Works Director

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Boyd at 7:03 p.m.

II. VISITOR COMMUNICATIONS

A. Sisters Community Garden

Katie Cavanaugh, 17505 Kent Road, Sisters, OR 97759

Sue Stafford, 996 E. Creekside Court, Sisters, OR 97759

Ms. Cavanaugh and **Ms. Stafford**, co-facilitators for the Sisters Community Garden introduced themselves and distributed an information packet (copy attached) containing the lease agreement with Habitat for Humanity for the land being used, by-laws, mission statement and other information for the Sisters Community Garden. **Ms. Stafford** explained that the garden was the outcome of one of the Sisters Vision Action Teams, a product of the October 2006 Sisters Future Fair. The action team was motivated by trying to find ways to connect all members of the community. She stated the garden was much more than just someplace to grow something. She spoke of the many donations of products and time from a broad spectrum of individuals from the community that have helped make the garden a reality. She stated that Habitat for Humanity and Sisters Organization for Activities and Recreation (SOAR) have co-partnered with the garden to assist in its goal. They stated that originally the Community Garden wanted to request irrigation water be donated by the City for the growing season but had changed its mind and instead the organization was requesting \$500 from the Community Grant Fund to assist with the costs associated with the garden.

Mayor Boyd asked how much was left in the Community Grant Fund and **Manager Stein** stated there was approximately \$500 remaining for this fiscal year. **Councilor Weed** stated she was concerned about using the remainder of the fund as **Kathy Kemper-Green**, coordinator for the Disc Golf Course, was also requesting a donation of garbage service from the Council during visitor communication and the Community Garden request would

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completely deplete the fund. **Mayor Boyd** reminded Councilor Weed that the Council had already provided a \$450 donation from the Community Grant Fund earlier in the year to the Disc Golf course.

Councilor Kellstrom moved to give \$500 from the Community Grant Fund to the Community Garden . Councilor Weed seconded the motion.

Councilor Merrill stated he had some conditions of approval he wanted to include with the grant. They were: 1) names and phone numbers of the responsible parties provided to the City, 2) no more than seven sprinkler heads with a head connector larger than ½ inch will be running at any time, 3) the grant is only to be used for the 2007 irrigation season and 4) all garbage will be removed daily by Community Garden members.

Councilor Kellstrom amended his motion to include the conditions of approval presented by Councilor Merrill. Councilor Weed seconded the motion. The motion carried unanimously.

Ms. Cavanaugh and **Ms. Stafford** thanked the Council for its generosity and invited everyone to the garden's grand opening party on June 2, 2007 at 10:00 a.m.

B. Disc Golf Course

Kathy Kemper-Green, 69199 Lariat, Sisters, OR 97759

Ms. Kemper-Green stated there is a donation box set up at the golf course to help with the up-keep of the course as there is no other funding source for the course. She stated that presently she has volunteers to help provide general clean up on the course and to insure that garbage is dumped into the SOAR dumpster, with SOAR's full approval. She stated she is concerned that maintaining a clean course is dependent on volunteers and asked that the City provide free garbage pickup to help with the issue.

Mayor Boyd stated that SOAR has a dumpster and the disc gold course is located in the forest where the City garbage trucks would not have access. **Ms. Kemper-Green** stated that she felt there were accessible spots on the course that could be reached by City trucks on its way to the SOAR dumpster. **Manager Stein** stated that if Ms. Kemper-Green was looking to use non-standard garbage cans that would be much more difficult and extra labor for the City. She suggested that City cans be used and located on the course where City trucks might be able to access them. **Ms. Kemper-Green** stated she would use City garbage receptacles. **Manager Stein** suggested Public Works Director Frazee walk the course with Ms. Kemper- Green upon his return from vacation and see if a possible solution could be worked out. **Mayor Boyd** suggested she request a community grant for the 2007-2008 fiscal year for the golf course.

Councilor Merrill asked what relationship the Disc Golf course has to SOAR. **Ms. Kemper-Green** stated there is no relationship. **Mayor Boyd** asked if the course was located on SOAR property. **Ms. Kemper-Green** stated it was not, that it was located on school property. **Councilor Weed** complimented Ms. Kemper-Green on the amazing job she has done with the course working at a grass roots level. **Ms. Kemper-Green** stated she has received tremendous support in the form of \$28,000 from the community to build the course.

III. CONSENT AGENDA

A. Minutes

1. April 5, 2007 – Workshop
2. April 12, 2007 – Workshop
3. April 12, 2007 – Regular Meeting

B. Bills to Approve

1. April Accounts Payables

Councilor Kellstrom moved to accept the consent agenda. **Councilor Merrill** seconded the motion.

Councilor Weed asked for a change in the minutes of the April 5th Workshop Meeting on page 2, paragraph two, to add the word “necessarily” to the sentence “Councilor Weed stated the process assumed the vision will be to develop the property and she stated she does not believe that will *necessarily* be the outcome from a community design charrette.”

Councilor Weed had questions on the following invoices:

- \$348.99 to CEC for street lights

Manager Stein stated she will research the item.

- \$2960.48 to Engineered Control Products for chlorinator parts

Manager Stein stated she will research the item.

- \$1063.50 to Estes Surveys, LLC

Manager Stein explained that the water rights on all of the Lazy Z property had moved around, not just the portion of the property that the City owns. A master application to the Water Resources Department was submitted on behalf of the City to insure the correct parcels were identified and matched up to the correct water rights. The amount represents the application fee.

- \$1099.95 to Trailer World for valve exercise machine

Manager Stein explained this is a trailer for the water valve exercising machine.

The motion carried unanimously.

IV. **STAFF REPORTS**

A. **Gary Frazee, Public Works Director** – *(Report Attached)*

In Director Frazee's absence, questions were addressed to Manager Stein. **Mayor Boyd** asked if the cross walk material that is being replaced in the downtown care area is at no cost to the City, as it was test material and had proven to be substandard. **Manager Stein** answered that the material will be provided at no cost and she will need to research if the labor cost are also provided at no cost.

B. **Brian Rankin, Planning Director** – *(Report Attached)*

Director Rankin asked for questions from the Council regarding his staff report. **Councilor Weed** stated she had no questions on his report but asked the location of some of the developments listed on the Public Works monthly report. **Director Rankin** was able to provide an explanation on where the new developments are located.

V. **COUNCIL BUSINESS**

A. **Discussion and Consideration of Ordinance 365:** AN ORDINANCE OF THE CITY OF SISTERS, OREGON, ADOPTING CHANGES TO THE CITY OF SISTERS URBAN AREA COMPREHENSIVE PLAN (Sun Ranch Business Park)

Director Rankin stated the three ordinances and condition of approval agreement under consideration by the Council this evening are necessary to implement the Sun Ranch Mixed Use Community. He stated he felt the Council was very familiar with the details of the development after several workshops and individual meetings with him. He stated that Ordinance 365 will change the Comprehensive Plan and Comprehensive Plan Map, Ordinance 366 will change the Development Code by adding two new zoning districts and the Zoning Map, Ordinance 367 will change the development agreement between the city and the property owner and the Conditions of Approval Agreement will establish the conditions that will enable the City to receive the pump station, well site, park site and affordable housing agreement. He stated he discussed the revised documents in detail at the April 19th workshop and had worked to incorporate concerns from the Council, the Sun Ranch project team and the 3 Sisters project team into the finished documents. He stated he had worked to get the light industrial development right and in place. He stated the major new changes to the documents were to change the name to the North Sisters Business Park, to limit the retail businesses to a total of 50,000 square feet, to limit the

personal services businesses to a total of 50,000 square feet and to allow the 7 affordable housing units, with a total combined area of at least 6000 square feet, to be dispersed throughout the development. He added the affordable units must have a 50 year affordability period and that the developer will come back with specifics on how they will meet those goals prior to residential development. He stated the ordinances and conditions of approval agreement are consistent with the Council's and developer's vision and recommended approval of the items.

Councilor Kellstrom moved for the first and second reading by title only of Ordinance 365 adopting changes to the City of Sisters Urban Area Comprehensive Plan. Councilor Merrill seconded the motion. The motion carried unanimously.

City Attorney Bryant read Ordinance 365 by title only, twice.

Councilor Kellstrom moved to adopt Ordinance 365 changing the City of Sisters Urban Area Comprehensive Plan. Councilor Merrill seconded the motion. The motion carried unanimously.

B. Discussion and Consideration of Ordinance 366: AN ORDINANCE OF THE CITY OF SISTERS, OREGON, ADOPTING CHANGES TO THE CITY OF SISTERS DEVELOPMENT CODE (Sun Ranch Business Park)

Councilor Kellstrom moved for the first and second reading by title only of Ordinance 366 adopting changes to the City of Sisters Development Code. Councilor Merrill seconded the motion. The motion carried unanimously.

City Attorney Bryant read Ordinance 366 by title only, twice.

Councilor Kellstrom moved to adopt Ordinance 366 changing the City of Sisters Development Code. Councilor Merrill seconded the motion. The motion carried unanimously.

C. Discussion and Consideration of Ordinance 367: AN ORDINANCE OF THE CITY OF SISTERS, OREGON, ADOPTING CHANGES TO A DEVELOPMENT AGREEMENT (COUNTY DOCUMENT 2001-21130) (Sun Ranch Business Park)

Councilor Kellstrom moved for the first and second reading by title only of Ordinance 367 adopting changes to the development agreement (County document 2001-21130) between the City of Sisters and Dutch Pacific Properties, LLC. Councilor Merrill seconded the motion. The motion carried unanimously.

City Attorney Bryant read Ordinance 367 by title only, twice.

Councilor Kellstrom moved to adopt Ordinance 367 changing the development agreement (County document 2001-21130) between the City of Sisters and Dutch Pacific Properties, LLC. Councilor Merrill seconded the motion. The motion carried unanimously.

D. Discussion and Consideration of Motion to Accept the Conditions of Approval Agreement for Sun Ranch Mixed Use Community

Councilor Merrill moved to Accept the Conditions of Approval Agreement for the Sun Ranch Mixed Use Community. Councilor Kellstrom seconded the motion.

Councilor Weed declared a potential conflict of interest as in the agreement states Dutch Pacific may work with Habitat for Humanity or other affordable housing programs to insure the affordable housing units are affordable as defined by the City of Sisters. She stated she has not discussed the agreement with the developer and it has not influenced her voting decision.

The motion carried unanimously.

E. Discussion and Consideration of a Motion to Accept an Easement for the Sun Ranch Well Site

Manager Stein explained this easement allows the City access to the new City Well #3 for maintenance. **Mayor Boyd** asked for clarification. **Manager Stein** explained the easement allows the well to be on the property and the City to access the well prior to the site being dedicated to the City. **Councilor Kellstrom** asked if there was a map of the site. **City Attorney Bryant** stated there is an electronic version of the map showing the location. He stated there is no lot to dedicate to the City at present, and the easement allows the City to use the property. He added it is his understanding that once the lot is defined, Dutch Pacific will dedicate the parcel to the City.

Councilor Weed moved to accept the easement for the Sun Ranch Well site. Councilor Merrill seconded the motion. The motion carried unanimously.

F. Discussion and Consideration of a Motion to Accept Public Improvements for Sun Ranch Mixed Use Community

This item was pulled.

G. Discussion and Consideration of a Motion to Approve an Easement for Underground Irrigation Pipe at the Lazy Z Property

This item was pulled.

V. OTHER BUSINESS

Councilor Merrill stated he'd had conversation with citizens living in the Creekside development off Highway 126 and it had raised some concerns. He stated at present the no passing zone extends only a short distance onto Highway 126 from Highway 20. He stated there are also no signs in either direction indicating there is an intersection into the Creekside development and the combination creates a hazard for individuals making a right hand turn from the Creekside development onto Highway 126 and individuals attempting to pass a vehicle on Highway 126 heading towards Redmond. **Manager Stein** stated those set of circumstances may have contributed to the accident between a semi tractor-trailer and a City sanding truck in January. **Councilor Merrill** stated that with the completion of the Timber Creek Bridge, traffic from the Creekside development will only increase. He recommended extending the no passing zone an appropriate distance past the Creekside intersection turnoff. He also suggested installing signs in both directions on Highway 126 to alert drivers of the Creekside intersection. He also recommended asking ODOT to install signs at all three entrances into the City prohibiting the use of compression brakes. **Councilor Weed** stated she had also received comments of concern regarding the use of compression brakes by large trucks. **Manager Stein** stated she will contact Oregon Department of Transportation (ODOT) regarding the issues discussed.

Manager Stein stated she wanted to provide an update on the sidewalk crossings on Highway 20 after meeting with Joel McCarroll from ODOT. She stated that the new crosswalk to be installed at Cedar Street and the East Cascade realignment project are being combined with ODOT processing a quick-fix grant for the Cedar Street crosswalk portion of the project. She stated the project is ready to go to bid.

She stated she also had asked about the temporary "No Parking" sign on Highway 20 by the Best Western Hotel and RELCO station. She was told the signs were temporarily placed to keep truckers from chaining up on the frozen ground. She stated that ODOT plans to stripe the area for bike lanes and remove the signs. **Mayor Boyd** asked how wide the bike lanes will be and **Manager Stein** stated she had not asked that question. **Mayor Boyd** asked that she request six foot wide bike lanes. **Manager Stein** stated she will make the request.

VI. MAYOR/COUNCILOR COMMENT

ADJOURN – 7:50 p.m.

Respectfully Submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor