

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE 7:00 P.M.
JUNE 28, 2007

MEMBER PRESENT:

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

STAFF PRESENT:

Eileen Stein City Manager
Brian Rankin Planning Director
Steve Bryant City Attorney
Gary Frazee Public Works Director
Lisa Young Finance Director
Kathy Nelson City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Boyd at 7:04 p.m.

II. VISITOR COMMUNICATIONS

Mayor Boyd made a special presentation to the Budget Committee members for their participation in the budget process. He thanked them for their commitment of time and presented them with a Certificate of Appreciation from the City. In attendance were Budget Committee members, Tim Quinton, Jerry Mohler, and Virginia Lindsey. Budget Committee Chair Margaret Hughes came in after the presentation and was recognized later.

III. CONSENT AGENDA

A. Minutes

1. June 7, 2007 – Workshop
2. June 14, 2007 – URA Board Workshop - Pulled
3. June 14, 2007 – Workshop
4. June 14, 2007 – Regular Meeting
5. June 21, 2007 - Workshop

B. Bills to Approve

1. June Accounts Payables

Mayor Boyd stated the June 14th Urban Renewal Agency (URA) Board workshop minutes would be pulled from the consent agenda as the City Council was not convened as the Urban Renewal Board. **Councilor Kellstrom** moved to accept the consent agenda minus the June 14th, 2007 URA Board Workshop minutes. **Councilor Merrill** seconded the motion.

Councilor Bell stated that the June 7th workshop meeting minutes referred to Director Rankin as Councilor Rankin on page six. She also requested that the June 14th workshop meeting minutes reflect that she recused herself from the discussion on the community grants

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as she is employed by one of the agencies that was requesting a grant. **Councilor Weed** asked that the same minutes reflect that she requested an increase to the budget for community grants in order to fund additional projects. **Mayor Boyd** stated the vote on the minutes of the June 14th Regular Meeting regarding the vote on the community grants was listed incorrectly as a vote of four to one with Councilor Bell abstaining. He stated the minutes should instead read the vote was four in support of the motion with Councilor Bell abstaining from the vote. **City Recorder Nelson** stated she would make the corrections.

Mayor Boyd asked for clarification on the invoice for \$12,767 to the Upper Deschutes Watershed Council. **Planning Director Rankin** explained that it was for a specialized aerial photo to produce a digital elevation model of the city. He stated it will be a topographic map of the entire city and will register all ground elevation. He stated it will also provide all structure and canopy heights and be used for a number of purposes such as a tree inventory for the City's Tree City USA designation, a flood plain model as well as engineering and planning applications. **Mayor Boyd** asked if it was a one time snapshot or if it could be updated. **Director Rankin** explained it was a one time photo that will be incorporated into the Geographic Information system overlay for use with parcels and land use. He added the market value of the photo was approximately \$24,000.

Councilor Kellstrom moved to approve the consent agenda as amended. Councilor Merrill seconded the motion. The motion carried unanimously.

IV. STAFF REPORTS

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

Public Works Director Frazee asked if there were any questions regarding his staff report.

Councilor Bell asked if the City could request that the chip sealing to be done by Deschutes County in July not coincide with the Quilt Show. **Director Frazee** stated he had already been in contact with the County with that request. **Mayor Boyd** asked what streets would be involved in the chip sealing process. **Director Frazee** stated he would provide a map to Mayor Boyd providing the specific streets involved in the process and added this additional chip sealing will complete all of downtown area.

Councilor Bell requested that an announcement go in the Nugget News regarding the new Recycling Center to inform the public of the upcoming change to its location. **Director Frazee** stated he would provide an update of the progress made to the center to the Nugget. He added that there are numerous signs posted at the old recycling center location announcing the temporary location 100 feet away and the location of the new center.

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Councilor Bell asked if there is an ordinance regarding the homeless individuals currently sleeping in undesignated areas in the City and if they could be picked up by the Sheriff's Department and transported to the homeless shelter in Bend. **Director Frazee** stated the Sheriff's Department has had contact with the homeless individuals on several occasions. He stated the four transients tend to disperse at night but there have been several complaints regarding their unfriendly dogs.

Mayor Boyd asked if the Sheriff's Department was informed when there was vandalism to the East Portal restrooms. **Director Frazee** stated they were informed as that event coincided with the event when a male transient was discovered in the ladies room with his three dogs. **Mayor Boyd** stated he saw the vandalism and transients sleeping in the public restrooms as two separate issues that both need to be dealt with. He stated the City needs to come up with an action plan to alleviate the problems. He asked City Attorney Bryant if there was a city ordinance to deal with transients. **City Attorney Bryant** stated he was unsure if there was a city ordinance but there are provisions in the state laws to address the issue. He suggested having the Sheriff Department make several checks daily to the East Portal restrooms to make them less desirable to the transients. **Mayor Boyd** requested Manager Stein contact the Sheriff's Department to increase patrol to the area.

Mayor Boyd asked that Director Frazee follow up with him regarding the pavers being laid on Hood Avenue. **Director Frazee** stated he has collected some information regarding the specific pavers being used and has requested additional information from the distributor to determine if they are Americans with Disability Act (ADA) compliant. He stated there are issues with the pavers at the ramps and he has been in contact with the developer. **Mayor Boyd** stated it is very important for the City to be proactive with the matter as there are federal laws that require the pavers be ADA approved. **Councilor Weed** stated she felt it brought up the bigger issue of sidewalks around the entire downtown area and their standards. **Mayor Boyd** requested Director Frazee and City Attorney Bryant to work together to insure that any repairs or new sidewalks in the downtown area are ADA compliant.

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

Planning Director Rankin asked for questions from the Council regarding his staff report.

Councilor Bell asked which specific buildings in the Pine Meadow Ranch (PMR) development were requesting to remove the 1880's design theme. **Director Rankin** stated he had erroneously listed the request as coming from PMR but the request was actually from the New Sisters Village, which is the commercial area of PMR. He stated the applicant has not moved forward with that request and is instead working towards some new 1880's design theme that does not incorporate the false fronts primarily used in Sisters.

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Councilor Bell asked if there had been any change in the Master Plan subdivision at Sisters Mobile Home Park to include any affordable housing. **Director Rankin** stated there had been no changes.

V. COUNCIL BUSINESS

**A. Public Hearing and Consideration of Resolution No. 2007-10: A
RESOLUTION ADOPTING THE CITY OF SISTERS BUDGET FOR FISCAL
YEAR 2007-2008, MAKING APPROPRIATIONS AND LEVYING TAXES**

Mayor Boyd opened the public hearing regarding the 2007-08 budget and asked for anyone wishing to speak on the matter.

Cheryl Mills, Executive Director Sisters Area Chamber of Commerce

Ms. Mills stated the Chamber of Commerce has conducted another poll (copy attached) regarding a city gas tax for a wider range of input from both Chamber members as well as community members. She went over the results of the poll that showed that 26.4% of participants were in favor of a gas tax and that 73.6% were not. She highlighted reason why participants were in favor or not in favor of the tax and suggested alternatives to provide the funds necessary for road maintenance.

Mayor Boyd stated that the survey had been unavailable several times when he tried to access it. **Ms. Mills** explained there had been a problem with the system and stated she felt there would have been even more participation in the survey if there had not been the glitch.

Virginia Lindsey, 108 North Wheeler Loop, Sisters, OR 97759

Ms. Lindsey stated that when the Budget Committee had met and voted at its last meeting regarding the budget she was under the impression that the language had been changed regarding the proposed gas tax and after the vote she realized it had not. She stated she wanted to change her “yes” vote to a “no” vote at this time, stating she realized it would not make a difference. She stated that she feels a gas tax will hurt more than the gas stations and believes there are other ways to pay for road maintenance. She stated she fears a gas tax will drive tourists as well as residents to shop in Bend and other cities. She suggested that the City take some of its cash and pay down the recent purchase of the Lazy Z and use the additional savings for road maintenance.

***Mayor Boyd** asked for additional speakers and there being none closed the public hearing.*

Mayor Boyd stated he wanted to make it clear that approving the budget did not automatically approve the gas tax and only allowed the tax to be researched and considered.

Councilor Merrill moved to adopt Resolution No. 2007-10 adopting the City of Sisters budget for fiscal year 2007-2008, making appropriations and levying taxes. **Councilor Weed** seconded the motion.

Councilor Weed stated she wanted to make certain that concerned individuals realize the process for deciding on a gas tax will be a very transparent and allow additional input from the community.

Councilor Bell asked that approval of the budget did not allow automatic recruitment for staff positions listed in the budget without approval by the Council. **Manager Stein** stated that was her intention. She stated she would be monitoring the personnel budget over the next few months before she would be comfortable moving ahead with recruitment.

The vote carried unanimously.

B. Discussion and Consideration of Resolution 2007-11: A RESOLUTION EXTENDING THE CITY OF SISTERS' WORKERS COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF SISTERS

Manager Stein explained this was a resolution adopted each year in order to provide Workers Compensation coverage to members of the Planning Commission and City Council.

Councilor Kellstrom moved to approve Resolution No. 2007-11 extending Workers Compensation coverage to volunteers of the City of Sisters. **Councilor Weed** seconded the motion. *The motion carried unanimously.*

C. Discussion and Consideration of Resolution 2007-12: A RESOLUTION AMENDING THE PAY PLAN CLASSIFICATION FOR THE CITY OF SISTERS

Manager Stein stated this was the same wage plan that was adopted by the Council earlier in the year with the additional positions reflected from the recent recruitment.

Councilor Weed asked for clarification on the new positions. **Manager Stein** stated the budget is the control for positions but the positions not yet authorized included the Associate Planner, Accounting Analyst, Planning Technician, and Permit Coordinator. She stated this allowed her more flexibility to reclassify an individual. **Councilor Weed** asked

if the purpose was to allow a staff member to be promoted and **Manager Stein** stated it was. **Mayor Boyd** added that it more accurately reflected the actual positions held by city staff.

***Councilor Kellstrom** moved to approve Resolution No. 2007-12 amending the pay plan classification for the City of Sisters. **Councilor Merrill** seconded the motion. The motion carried unanimously.*

D. Discussion and Consideration of Resolution 2007-13: A RESOLUTION AMENDING THE CITY OF SISTERS PERSONNEL HANDBOOK

Manager Stein stated she had included a memo as there were several changes contemplated with this resolution and asked for questions.

Councilor Bell asked for clarification regarding discretionary paid leave (DPL) and vacation accrual. **Manager Stein** explained that the monthly vacation accrual credited to each staff member was included in the DPL accrual. She stated that DPL included both vacations and holidays.

Councilor Bell asked for clarification regarding COBRA payments for new employees. **Manager Stein** stated that the most common practice among Oregon cities is to provide insurance to new employees after 30 days. She stated the COBRA payment would address the 30 day gap period but might not always be needed as an individual can apply for COBRA retroactively and if there was no incurred medical expense it would not be necessary.

***Councilor Merrill** moved to approve Resolution No. 2007-13 amending the City of Sisters Personnel Handbook. **Councilor Bell** seconded the motion. The motion carried unanimously.*

VI. OTHER BUSINESS

- A. Reappointment of Daryl Tewalt to the Planning Commission for a term ending June 30, 2011

Mayor Boyd reappointed Daryl Tewalt to the Planning Commission for a term to end on June 30, 2011. The **Council** concurred with the appointment.

VII. MAYOR/COUNCILOR COMMENT

Councilor Weed stated she felt that after meeting with urban renewal consultant Jeff Tashman that the Council was favorable to adding an additional piece of the Forest Service

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property to the Urban Renewal District and asked if other Council members were interested in moving forward with that idea. She stated she was in favor of adding the additional property. The remainder of the **Council** did not concur.

Councilor Weed stated she felt the City needs to designate some parking for recreational vehicles (RV's) in the city. **Councilor Bell** stated she had noticed several RV's illegally parked also and felt it would be a benefit to the City to identify a parking area. **Manager Stein** stated she has given the notion of RV parking a great deal of thought since she became City Manger and stated the challenge is finding a lot the City can afford to purchase that allows RV's to maneuver around each other. She stated it would need to be a corner lot to allow the vehicles to drive in one way and exit through another and there are currently lots available that would be large enough to house more then a few RV's. She stated that North Pine Street offers the best solution for RV parking but she is unsure if it's adequate. She stated she hasn't been able to think of an elegant solution to the problem. She stated that elementary school has been suggested for use during the summer months but it is a long way from the downtown core and she is unsure if it would actually be used. **Councilor Bell** suggested the Council brainstorm on the problem and discuss it at a workshop meeting. **Councilor Kellstrom** stated that in his opinion it is not a big problem and that most cities do not have designated RV parking. **Mayor Boyd** agreed, stating that many RV's park at the Village Green Park which is a viable solution. He stated he feels it is important to enforce the height restrictions on Cascade Avenue but otherwise not an issue to spend time on.

Councilor Weed asked if there was an update on the Tri County Mobility Forum that Manager Stein had attended. **Manager Stein** reported on the recent forum. She also mentioned the Mobility Consortium was in need of an elected official as a representative from Sisters. She stated Redmond Mayor Alan Unger would provide a briefing at the next quarterly meeting with the County Commissioner on the Mobility Consortium.

Councilor Weed asked if a date had been set to meet with the Chamber of Commerce Board. She stated she did not want Chamber Board members to think the Council was not interested in meeting but that they understood it was meeting at the same time as the Council's meeting with the Commissioners. **Manager Stein** stated she was working with Chamber Executive Director Mills on rescheduling the meeting.

VIII. ADJOURN – 8:00 p.m.

Respectfully Submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor