

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE 7:00 P.M.  
JULY 12, 2007

**MEMBER PRESENT:**

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

**ABSENT:**

Sharlene Weed Councilor

**STAFF PRESENT:**

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

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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

**II. VISITOR COMMUNICATIONS**

**III. CONSENT AGENDA**

A. Minutes

1. June 21, 2007 – Joint City Council/Planning/CAC Workshop
2. June 28, 2007 – Regular Meeting

B. Bills to Approve

1. July Accounts Payables

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

**IV. STAFF REPORTS**

**A. Eileen Stein, City Manager – (Report Attached)**

**Manager Stein** asked for questions from the Council regarding her staff report. There were none. **Manager Stein** informed the Council that relative to budget and finance matters the budget notice for the Urban Renewal Agency (URA) will be republished. She stated it had been published previously but the meeting was not conducted. She stated the URA Board will meet the evening of the July 26, 2007 prior to the regular Council meeting.

**B. Lisa Young – Director of Finance and Administration – (Report Attached)**

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**Director Young** asked for questions regarding her staff report. There were none. **Manager Stein** told the Council of how impressed she has been with Director Young's skill set and her accomplishments in the short period of time she has been employed by the City.

**C. Captain Tim Edwards, Deschutes County Sheriff's – (Report Attached)**

**Captain Edwards** reported on the number of hours worked, incidents and business checks for the month of June. He reported on a complimentary letter received by Deschutes County Sheriff's from Five Pines Lodge to the deputies who worked at solving a burglary at the Five Pine Lodge premises. He directed the Council to some cases of note and stated there was only one significant problem during Rodeo weekend.

**Councilor Bell** asked for an explanation of why the number of business checks was significantly less in June than prior months and what the goal for number of business checks per month is. **Captain Edwards** stated the reduction was due to vacations taken by officers more familiar with the business check process in Sisters in June and stated that he felt some had been done but not necessarily noted by the replacement officers. He added there is not a specific number goal that the officers try to attain during the month.

**Councilor Kellstrom** asked the status on the checks at the East Portal restrooms with regard to transients sleeping in the restrooms. **Captain Edwards** stated that regular checks of both the East Portal and Creekside restrooms have been taking place and there has been no criminal activity.

**Mayor Boyd** stated it seemed the June case log was larger than in previous months and asked for an explanation. **Captain Edwards** stated that there is normally a seasonal increase in criminal activity during summer months when it stays light longer and students are out of school.

**Councilor Kellstrom** asked what time the restrooms at Barclay Park are being locked during the summer months. **Manager Stein** replied that the restrooms are supposed to be locked at 10:00 p.m. by an employee from the Gallery Restaurant. She stated that Director of Public Works Operations Frazee had recently learned and informed her that the time the restrooms are being locked is inconsistent and at times the restrooms are not locked at all. **Councilor Kellstrom** stated he thought the Gallery Restaurant employee had agreed to the time and procedure. She agreed and stated that Director Frazee was following up on the matter.

**Councilor Merrill** stated that he wanted Captain Edwards to know that he was still concerned with enforcement of City ordinances by the Sheriff's office. **Captain Edwards** stated that a representative from the Sheriff's office was working on enforcement issues with City Attorney Bryant. **City Attorney Bryant** confirmed he was working with Deschutes

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County Sheriff staff and stated the issue is that code provisions for vehicles are located in three different areas and it can prove to be quite confusing. He stated he is working with the Sheriff's office to consolidate the provisions into one location in the form of an ordinance that will be brought to the Council for approval. **Captain Edwards** added that officers are enforcing the State code regarding abandoned vehicles in the City at present.

**V. COUNCIL BUSINESS**

**A. Public Hearing and Consideration of Resolution No. 2007-14: A RESOLUTION OF THE CITY OF SISTERS, OREGON, ADOPTING A METHODOLOGY ESTABLISHING A SYSTEM DEVELOPMENT CHARGE FOR ITS WASTEWATER COLLECTION, STORAGE AND DISTRIBUTION SYSTEM AND REPEALING RESOLUTION NO. 2000-02**

**Director Rankin** stated that Resolutions 2007-14, 2007-15 and 2007-16 were the culmination of work that began in 2005 regarding system development charges (SDC). He stated that the Citizen Advisory Committee (CAC) along with Deb Galardi of Galardi Consulting participated in the process to change the fundamental way that SDC's are determined, by basing the charge on the plumbing or drainage fixture units. He stated that both Resolution 2007-14 and 2007-15 rely on the same Exhibit A that presents the methodology used to determine the SDC's. He added the new resolutions also repeal the old resolutions used to determine the SDC's. He stated that for the average residential house the sewer SDC will increase \$318 and the water SDC will increase \$553. He stated the new methodology also provided a means to tie the cost of the SDC's to the consumer index and allow for yearly increases as necessary. **Director Rankin** recommended approval of all three resolutions.

**Councilor Kellstrom** asked for the current SDC flat rates for a residential unit. **Director Rankin** stated the water rate is \$2,895 per equivalent dwelling unit (EDU) and the sewer rate is \$3,994 per EDU and that includes a \$1,000 connection fee that was being repealed by Resolution 2007-16.

**Councilor Merrill** stated that in the interest of encouraging conservation he would like to see the City begin a program that provides rebates to anyone in a new or existing building that installs water saving devices. **Manager Stein** stated she was aware of Councilor Merrill's interest in such a program and stated that she felt it would be appropriate to discuss that policy issue when water rates are discussed by the Council.

***Mayor Boyd** opened the public hearing on Resolution 2007-14 and Resolution 2007-15 and asked for anyone wishing to speak. As there was no one wishing to speak, **Mayor Boyd** closed the public hearing.*

*Councilor Merrill moved to adopt Resolution 2007-14 adopting a methodology establishing a system development charge for its wastewater collection, storage and distribution system and repealing Resolution No. 2000-02. Councilor Kellstrom seconded the motion. The motion carried unanimously*

**B. Public Hearing and Consideration of Resolution No. 2007-15: A RESOLUTION OF THE CITY OF SISTERS, OREGON ADOPTING A METHODOLOGY ESTABLISHING A SYSTEM DEVELOPMENT CHARGE FOR ITS WATER COLLECTION, STORAGE AND DISTRIBUTION SYSTEM AND REPEALING RESOLUTION NO. 2000-02**

*Councilor Kellstrom moved to approve Resolution 2007-15 adopting a methodology establishing a system development charge for its water collection, storage and distribution system and repealing resolution No. 2000-02. Councilor Merrill seconded the motion. The motion carried unanimously.*

**C. Discussion and Consideration of Resolution No. 2007-16: A RESOLUTION REPEALING PORTIONS OF RESOLUTION NO. 2001-19**

*Councilor Bell moved to approve Resolution 2007-16 repealing portions of Resolution No. 2001-19. Councilor Merrill seconded the motion. The motion carried unanimously.*

**D. Discussion and Consideration of a Motion to Endorse Liquor License Renewals for Fiscal Year 2007-08**

**Manager Stein** informed the Council this was the annual master renewal for all businesses currently holding a liquor license in the City of Sisters. She stated the Council had the ability to recommend or not recommend endorsement of any of the licenses for any business in Sisters to the OLCC.

*Councilor Merrill moved to endorse all the liquor license renewals for Fiscal Year 2007-08. Councilor Bell seconded the motion. The motion carried unanimously.*

**VI. OTHER BUSINESS**

A. Planning Commission Appointment – This item was pulled.

**VI. MAYOR/COUNCILOR COMMENT**

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**Councilor Kellstrom** referred to the Nugget article stating Gutenberg College's interest in possibly relocating to Sisters in the former Multnomah Publishing building and asked Manager Stein if she had had met with any representative from the college. **Manager Stein** stated she had been unable to attend the orientation meeting the college held nor had she met with anyone from Gutenberg College but that she would make an outreach call. She asked if there had been any inquiries to the Planning Department from the college. **Director Rankin** stated there had been no inquiries. **Councilor Kellstrom** asked if the proposed building could accommodate the college. **Director Rankin** stated he would need to look closely at the Development Code as there are some restrictions with regard to assembly within the airport overlay where the building is located. **Councilor Kellstrom** stated he would like to have Manager Stein follow up with Gutenberg College and **Councilor Merrill** agreed.

**Councilor Bell** and **Mayor Boyd** were ambivalent with regard to the possibility of the college relocating to Sisters. **Mayor Boyd** stated he was concerned as to where the students would live. **Councilor Merrill** stated that he had attended the orientation meeting. He stated he had also looked at the code and felt it would require some innovative thought to include the college in the code at present. **Councilor Bell** stated that housing for the students was a major issue to address and asked how many students would attend the school. **Mayor Boyd** stated that according to the Nugget article enrollment would be between 50 and 100 students. He added that since housing is so tight in Sisters he would rather see bedroom units go to individuals that are employed in the City. He stated if the college plans on providing dorm rooms he would be more in favor of the relocation. **Councilor Bell** stated that the students could provide a work force for City businesses. **Councilor Kellstrom** stated he felt that in the long term the college could benefit the City. **Manager Stein** stated she would follow up with the college.

**Mayor Boyd** asked Manager Stein to report on the schedule conflict regarding the Forest Service property visioning charrette. **Manager Stein** reported that after checking with charrette facilitator Jeff Goebel, the School District calendar and the Chamber of Commerce event calendar it was determined that October 6<sup>th</sup> and 7<sup>th</sup> would be the best dates for maximum community participation. She stated that Councilor Weed will be unavailable on those dates and has requested an alternative week-end. Manger Stein stated that there were no week-ends available in September that suited Mr. Goebel's calendar that did not conflict with large community events such as the Folk Festival, Jazz Festival and Cycle Oregon. She stated that Mr. Goebel was available the week-end of October 13<sup>th</sup> and 14<sup>th</sup> but his preference was for the prior week-end. She stated he is not available the remainder of October due to other commitments. She informed the Council that the week-end of October 13<sup>th</sup> and 14<sup>th</sup> will be the Harvest Faire in Sisters. Due to the Harvest Faire falling on the week-end of October 13<sup>th</sup> and 14<sup>th</sup>, the **Council** chose to stay with the original dates of October 6<sup>th</sup> and 7<sup>th</sup>.

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**Manager Stein** informed the Council that a status report on storm water management had been placed in each of their mailboxes.

**Councilor Merrill** stated he wanted to discuss the letter written by Richard Esterman to the City regarding the City not enforcing the rules that pertain to advertising banners that are displayed for longer then allowed by City rules. He agreed that the City should enforce its own rules pertaining to the length of time the advertising banners can stay up and that no corporate logos should be visible from the State highway. **Manager Stein** stated that banners go up each year for the Rodeo that advertise corporate sponsors and she stated she has mixed feelings as to whether these banner increase or decrease the spirit of the festivities. She stated she would like some direction from the Council with regard to this issue. **Mayor Boyd** stated that advertising banners should be a non-controversial area and that those in violation of the City's current code should be removed.

**ADJOURN – 7:45 p.m.**

Respectfully Submitted,

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Kathy Nelson, City Recorder

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Brad Boyd, Mayor