

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

**MEMBER PRESENT:**

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

**STAFF PRESENT:**

Brian Rankin   Planning Director  
Lisa Young      Finance Director  
Steve Bryant    City Attorney  
Brad Grimm     Public Works Director

**ABSENT:**

Eileen Stein    City Manager

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

The meeting was called to order by Mayor Boyd at 7:00 p.m.

**II.     VISITOR COMMUNICATIONS**

**III.    CONSENT AGENDA**

A. Minutes

1. June 28, 2007 – Workshop
2. July 5, 2007 – Quarterly Meeting with County Commissioners
3. July 12, 2007 – Regular Meeting

B. Bills to Approve

1. July Accounts Payables

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

**Councilor Bell** requested clarification on the invoice from Dell Marketing for \$3,932.45. **Director Young** stated the invoice was for the purchase of three computers for new staff members. **Councilor Bell** requested clarification on the invoice from Design Space Modular Buildings for \$706.21. **Director Grimm** stated the invoice was for the monthly lease payment, delivery and set up of the trailer for Director of Public Works Operations Gary Frazee at the Treatment Plant. He added the normal monthly lease payment will be \$315.

*The motion carried unanimously.*

**IV.    STAFF REPORTS**

**A. Brad Grimm, Public Works Director – (Report Attached)**

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

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**Councilor Bell** asked if the full time Public Works employee that will be advertised is to replace former employee Greg Brownlee. **Director Grimm** stated it is. **Director Grimm** thanked Councilor Bell for alerting the Public Works Department of the messy conditions at the temporary Recycling Center and stated the area had been cleaned up.

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

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

**Councilor Bell** asked if the Helmick site adult foster care home is a new foster home for the City and **Director Rankin** replied that it is. **Councilor Weed** asked if the application for a home to relocate and rebuilt in the flood plain will build under the new flood plain code or the former code. **Director Rankin** stated the owner had submitted their application to preserve their ability to build under the old code but as the applicant is happier with the new code they will likely utilize the new flood plain code. **Councilor Weed** asked about the Planning Commission meeting on energy efficiency. **Director Rankin** stated that the presenter failed to show up so the Planning Commission used the time to discuss what they would like to see implemented in the City standards with regard to energy efficiency. He stated the Planning Commission took the opportunity to discuss ways of encouraging builders to voluntarily build to Earth Advantage or Energy Star standards by allowing the builders to fast-track their application process.

**Councilor Bell** stated that she had heard from two Pine Meadow Ranch residents voicing concern over the proposed density of a residential lot to be built in the subdivision. **Director Rankin** stated the Planning Commission had recently approved an application to build eight units, an approved density for the lot involved, in Pine Meadow Ranch. He stated that similar concerns had been raised during the public hearing process. He added that the development he referenced on his staff report is for 11 small commercial buildings to be built in the New Sisters Village, the commercial portion of Pine Meadow Ranch.

**Councilor Weed** stated that Habitat for Humanity had received an *Intent to Serve* notice from Qwest stating that facilities may not be available and asked if Planning Director Rankin knew what the notice might reference. **Director Rankin** stated if it is a “will serve” letter, it employed language he is unfamiliar with. He stated typically a disclaimer is received stating that Qwest will serve in accordance to their requirements and by-laws. **City Attorney Bryant** stated he felt it was a capacity letter indicating that Qwest might not be able to serve a location until upgrades are made to their system. **Director Rankin** stated he will follow-up with Qwest to inquire if the possible inability to provide services is unique to Sisters or a problem affecting the entire region.

**V. COUNCIL BUSINESS**

**A. Discussion and Consideration of Resolution No. 2007-17: A RESOLUTION OF THE CITY OF SISTERS AMENDING RESOLUTION NO. 95-15 PERTAINING TO CITY COUNCIL RULES**

**City Recorder Nelson** informed the Council the resolution represented a clean-up of the Council Rules to accurately reflect the times and types of meetings observed by the City Council. She stated it also set forth the rules of conduct for those meetings. She stated that the two significant changes were to allow the Council to cancel a meeting if it fell not only on a holiday but also near a holiday and that the Council may choose to take a recess and not meet at all.

***Councilor Merrill** moved to adopt Resolution No. 2007-17 updating the City of Sisters Council Rules. **Councilor Weed** seconded the motion.*

**Councilor Weed** asked if the Council had to meet for a workshop meeting every first and third Thursday morning. **City Recorder Nelson** stated that canceling a meeting was allowed as it would be considered a recess. **Councilor Weed** voiced some concern that any citizen may place items on the agenda. **City Attorney Bryant** stated that any citizen may ask to place an item on the agenda but it is the prerogative of the Mayor and City Manager to determine the timing of the issue and if it is a matter should come before the Council or some other authority of the City. **Mayor Boyd** stated that the language regarding citizens placing items on the agenda has been in place for many years without complications and in the spirit of keeping open communication between the City and its citizens he recommended leaving the language as it stands.

**Councilor Weed** stated that she was in favor of the new language that requires the entire Council to approve the appointments to the Planning Commission, Budget Committee, Committee for Citizen Involvement, other committees to be determined as needed, ad hoc committees and task forces. She asked what the difference is between consensus by the Council and approval by the Council. **City Attorney Bryant** stated that it formalized the process and indicated a need for a vote by the Council as opposed to a general nod of agreement.

**Councilor Kellstrom** stated that since there is a need for approval by the Council to appoint a replacement councilor in the case of a resignation he felt there should be a process for the Council to rescind the appointment in the case where the appointment does not appear to be working. He gave the example of a newly appointed councilor that does not attend the necessary meetings. **Mayor Boyd** stated that he felt the issue of declaring a vacancy due to non-attendance was covered in the City Charter. **Councilor Kellstrom**

stated that he felt that pertained only to elected councilors and not those that have been appointed. **City Attorney Bryant** stated that it was his understanding that once a councilor is sworn-in, whether the individual has been elected or appointed, they become fully vested as a City Council member and that it would not be possible to rescind that appointment except by authority of the City Charter or State law. He stated he will research the matter.

*The vote carried unanimously.*

## **VI. OTHER BUSINESS**

- A. Appointment of Charles Humphreys to the Planning Commission for a term ending June 30, 2010 as a replacement for Commissioner Lori Steinthal who resigned.

*Mayor Boyd* nominated Charles Humphreys to the Planning Commission for a term to end on June 30, 2011. **Councilor Weed** moved to accept the nomination of Charles Humphreys to the Planning Commission. **Councilor Bell** seconded the motion.

**Councilor Weed** stated that although she felt the Mr. Humphreys will be a valuable addition to the Planning Commission, she feels that Planning Commission and other appointed positions within the City should be noticed and opened to the general public to encourage diversity. **Councilor Kellstrom** stated he agreed in principal with Councilor Weed. **Councilor Bell** asked if the City is required to advertise the open position. **Mayor Boyd** stated the City is not required to advertise open positions. He stated he had asked three individuals who had shown an interest in participating on the Planning Commission previously and that Mr. Humphreys was the only individual still interested. He stated Mr. Humphreys is very qualified and will be an asset to the Planning Commission. He added that the next appointment necessary for the Planning Commission will be noticed.

*The vote was four to one with Councilor Kellstrom voting against the nomination.*

## **VII. MAYOR/COUNCILOR COMMENT**

**Councilor Kellstrom** asked Director Grimm to check the front door as he is concerned it does not close properly. **Director Grimm** stated he will follow up on the door.

**Mayor Boyd** suggested that since there was not yet a topic ready for discussion for the scheduled August 2<sup>nd</sup> meeting the Council cancel the workshop. He stated he would like the entire Council and staff to have an informed discussion regarding a letter received from "64 Concerned Citizens" (copy attached) by the City after everyone has had an opportunity to read the letter. He

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stated he felt scheduling the discussion for the August 2<sup>nd</sup> meeting will not allow adequate time for the Council and staff to respond effectively. He stated he would like to schedule that discussion for the August 9<sup>th</sup> workshop. The **Council** agreed.

***Councilor Kellstrom** moved to recess the August 2, 2007 workshop meeting. **Councilor Merrill** seconded the motion. The motion carried unanimously.*

**VIII. ADJOURN – 7:30 p.m.**

Respectfully Submitted,

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Kathy Nelson, City Recorder

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Brad Boyd, Mayor