

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE.  
August 9, 2007

**MEMBER PRESENT:**

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

**STAFF PRESENT:**

Eileen Stein City Manager  
Lisa Young Finance Director  
Brad Grimm Public Works Director  
Gary Frazee P.W. Operations Director  
Susanna Julber Interim Plng. Director  
Steve Bryant City Attorney  
Laura Lehman Asst. Planner  
Kathy Nelson City Recorder

**ABSENT:**

Lon Kellstrom Councilor

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

The meeting was called to order by Mayor Boyd at 7:02 p.m.

**II. VISITOR COMMUNICATIONS**

**Gary Miller, 17245 Buffalo Drive, Sisters, OR 97759**

**Mr. Miller** stated he was representing the Sisters Folk Festival, going into its twelfth year of performances. He stated that the Folk Festival had recently been made aware that Cycle Oregon will be renting out the entire Sisters Overnight Park through a block reservation the weekend of September 7<sup>th</sup> and 8<sup>th</sup>, which coincides with the Folk Festival. He stated that he and other organizers are quite concerned that will hurt attendance to the Folk Festival if there is no place to camp either in an RV or tent within City limits. He requested the Council consider opening Creekside Park and any other viable areas to camping that weekend to accommodate visitors to the area wishing to camp or stay in their RV.

**Councilor Weed** asked if Creekside Park would provide adequate space for tent camping. **Mr. Miller** stated that camping is a big component of the experience of the Folk Festival so he was unsure. He stated that limiting camping at Creekside to tent camping was a concern as it leaves no space for visitors traveling in RV's. He stated it would be beneficial to identify some areas for campers also. **Mayor Boyd** stated the Jazz Festival uses private space for RV parking and suggested the Folk Festival research doing the same. **Mr. Miller** stated they are pursuing that option but that the Jazz Festival provides shuttle buses which are an insurance burden the Folk Festival does not want to undertake. He stated that the money raised by the Folk Festival all goes to the Americana Project for the Sisters School District and the hope is to minimize costs for the Folk Festival in order to increase the support to the Americana Project.

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**Mayor Boyd** stated that at present the policy is not to take reservations for the Sisters Overnight Park unless a block of 10 or more spaces is reserved. He stated that Cycle Oregon had committed to renting out the entire campground, but since the Folk Festival and Cycle Oregon are both great events, he suggested making Creekside Park available for tent camping to those people attending the Folk Festival. He stated he did not recommend loosening the rules with regard to RV's parking within city limits.

**Councilor Weed** asked what impact camping at Creekside Park would have and if there are any legal or liability issues to consider. **City Attorney Bryant** stated there is not a liability issue but he will need to look at the code provision to see if anything needs to be addressed to take care of any technicality. **Public Works Operations Director Gary Frazee** stated that impact on the park grounds will be minimal.

**Councilor Bell** suggested the East Portal area owned by the Forest Service as a possibility for camping also. **Mr. Miller** stated it was his understanding that is a day use area.

**Councilor Bell** stated that like the City, the Forest Service might grant an exception to the Folk Festival. She also recommended the Sisters Mobile Home Park.

**Jerry Norquist, PO Box 337, Sisters, OR 97759**

**Mr. Norquist**, representing Cycle Oregon, thanked the community for working with Cycle Oregon and allowing Cycle Oregon to begin and finish in Sisters. He stated it is the mission of the organization to provide economic development to rural communities as well as education for cyclist. He stated the organization does not like to create conflict. He stated that since the average age of cyclists participating in Cycle Oregon is 48, there are typically 60 to 70 RV coaches used for sleeping as opposed to camping on the ground. He stated participants hire drivers to follow the route and eight participants will sleep in one coach. He stated that was the reasoning behind renting out the entire Sisters Overnight Park. He thanked the Folk Festival for providing music on the first night of the Cycle Oregon event.

**Manager Stein** confirmed that Cycle Oregon will be using the Sisters Overnight Park only on the first weekend of the Cycle Oregon event. **Mr. Norquist** stated that on Saturday, September 15th when participants finish the tour they will disperse to various hotels and campsites all over Central Oregon. He stated that once participants have enjoyed the community he is certain that many will come back to visit over and over again.

**Manager Stein** asked the Council what their expectation was regarding the camp sites and how to manage the number of people staying. **Councilor Merrill** stated he will not agree to any motion to approve camping at the park without there being adequate trash and toilet facilities arranged. **Mr. Norquist** stated that Cycle Oregon will provide the extra trash and

toilet facilities for Creekside Park if that will be helpful. The **Council** accepted the offer and thanked Mr. Norquist and Cycle Oregon for working with the community.

***Councilor Merrill** moved to open Creekside Park to overnight tent camping on September 7<sup>th</sup> and 8<sup>th</sup> during the Folk Festival. **Councilor Weed** seconded the motion. The motion carried unanimously.*

### III. CONSENT AGENDA

- A. Minutes
  - 1. July 19, 2007 –Workshop
  - 2. July 26, 2007 – Regular Meeting
  
- B. Bills to Approve
  - 1. August Accounts Payables
  
- C. Authorize Bank of the Cascade to revise the signature card for the safe deposit Box to remove Emma Siviers as a signer and to add Lisa Young and Lynne Fujita-Conrads as signers

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

**Councilor Bell** questioned why there were two payments regarding the modular building located at the treatment plant with one payable to Bank of the Cascades and one payable to Design Space in the amount of \$320 and \$331.21 respectively. **Director Young** explained that the \$320 paid to Bank of the Cascades was a charge to the Visa card to expedite delivery and set-up of the modular building while the payment to Design Space represented the regular monthly lease amount.

**Councilor Bell** asked for clarification on the \$7,300 refund to PMR Development Company. Director Young stated it was a refund of planning fees. **Mayor Boyd** asked why the fees were being refunded. **Interim Planning Director Julber** explained that the application in question had been withdrawn. She stated in those types of cases the City refunds the application fee collected minus the rate for the amount of staff time spent on the application.

**Councilor Bell** asked for clarification on the payments to Alsea Geospatial for \$1,859.90 and to Sisters Camp-Sherman Fire District for \$1,952.28 being paid from the National Fire Planning Grant Match. **Director Young** explained that those were invoices that the City pays that will be reimbursed to the City from the grant agency. **Manager Stein** stated that the Fire District is providing some structural assessment work that is qualified under the National Fire Protection Plan.

**Councilor Weed** asked for clarification on the line item payment of \$1,659.90 to HGE Architects with regard to the pedestrian path on McKenzie Highway. **Director Young** explained the line item was for engineering fees.

**Councilor Weed** asked for clarification on the \$518 membership dues to LGPI. **Director Young** explained that was to allow the City membership to the Oregon Purchasing Project.

*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** invited councilors, as long as there was not a quorum, to attend the August 14<sup>th</sup> meeting with Matt Hill, Chief of Staff for Senator Gordon Smith. She stated the purpose of the meeting is to discuss the Forest Service property sale.

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

**Director Young** asked for questions regarding her staff report. There were none.

**Councilor Bell** complimented Director Young for setting up direct deposit for payroll and preparing an employee separation packet and stating the actions add more professionalism to the City. **Director Young** informed the Council that she now had the dates of September 19-20 set with Pauly Rogers & Company to complete the City's audit for FY 06-07.

##### C. Sergeant Swearingen, Deschutes County Sheriff's – *(Report Attached)*

**Sergeant Swearingen** stated that he was providing the report as Lt. Holman was unavailable. **Mayor Boyd** asked for questions regarding the report.

**Mayor Boyd** stated there were five incidents of Burglary II listed in the report and asked the difference between Burglary I and Burglary II. **Sgt. Swearingen** explained that Burglary I involved a residence while Burglary II involved an out building.

**Sgt. Swearingen** reported that the transients that had caused some problems the previous month had left the area.

**Councilor Bell** complimented the Sheriff's Department on the number of business checks that had been preformed in the month of July.

**Councilor Merrill** stated he is still waiting for City Attorney Bryant and the Sheriff's Department to work together to determine what ordinances can and cannot be enforced regarding abandoned vehicles.

**V. COUNCIL BUSINESS**

**A. Public Hearing and Consideration of Ordinance No. 371: AN ORDINANCE CONCERNING THE VACATION OF THAT PORTION OF NORTH ROPE PLACE CONSISTING OF THE CUL-DE-SAC BULB ADJACENT TO TAX LOTS 15 10 04DD 101 AND 102 AND DECLARING AN EMERGENCY**

**Mayor Boyd** opened the public hearing on Ordinance No. 371 and asked for anyone wishing to speak. As there was no one wishing to speak, **Mayor Boyd** closed the public hearing.

***Councilor Weed** moved for the first and second reading by title only of Ordinance No. 37. **Councilor Merrill** seconded the motion. The motion carried unanimously.*

***City Attorney Bryant** read Ordinance 371 by title, twice.*

***Councilor Merrill** moved to adopt Ordinance No. 371 concerning the vacation of that portion of North Rope Place consisting of the cul-de-sac bulb adjacent to tax lots 15 10 04DD 101 and 102 and declaring an emergency. **Councilor Bell** seconded the motion. The motion carried unanimously*

**B. Discussion and Consideration of a Motion to Accept Public Improvements for Cottage Grove Subdivision**

*The item was pulled*

**C. Discussion and Consideration of a Motion to Award a Bid for Municipal Well #3 Improvements**

**Director Grimm** informed the Council that three bids were received for the well improvements with the apparent low bidder as Schneider Equipment Inc. He stated the low bid amount was \$648,000 which was 6.8% higher than the City Engineer's estimate. He stated the City Engineer reviewed the bid and recommended awarding the bid to Schneider Equipment, Inc.

**Councilor Weed** asked what was included in the bid. **Director Grimm** stated that the well building, pump, chlorination system and telemetric electronics to tie the three wells together were included in the cost.

***Councilor Merrill** moved to award a bid to Schneider Equipment, Inc. for Municipal Well #3 improvements. **Councilor Bell** seconded the motion. The motion carried unanimously.*

## VI. OTHER BUSINESS

**Mayor Boyd** stated that Bill Willitts of Five Pine Lodge had approached him and asked if the City would be interested in participating in purchasing water bottles with the new Sisters brand for the Cycle Oregon participants as a gift from the City. He stated the requested amount was \$500. The **Council** discussed the possibility and decided the purchase did not qualify as a Community Assistance Grant request, and therefore will not participate in the purchase.

## VI. MAYOR/COUNCILOR COMMENT

**Councilor Bell** asked for an update on the interim recycling center. **Operations Director Frazee** stated he had been given notice by the Fire District on Tuesday afternoon to move the recycling center immediately as it was interfering with the construction of the new Fire Hall. He stated that 13 signs had been produced and would be up the next day showing community member the route to the temporary recycling center at the intersection of Sisters Park Drive and Sisters Park Court. **Mayor Boyd** asked for an update on the completion of the new recycling center. **Operations Director Frazee** stated that the contract with G.J. Miller Construction gave till September 14<sup>th</sup> for completion but all indications were it would be completed by September 2nd.

**Councilor Weed** asked for some information with regard to an email forward by Manager Stein from a visitor complaining of inadequate lighting on Cascade Avenue in the evening. She questioned if the street lights were ineffective. **Operation Director Frazee** stated there were a few lights not working. **Manager Stein** explained that the City is dependent on the business owners to whom the street lights are tied and the electricity is paid for.

**Councilor Weed** asked for an update regarding street vendors. **Manager Stein** stated that by ordinance transient merchants are required to pay \$100 a day for a transient vendor license. She stated this approach is successful for special events but does penalize a street vendor, who wishes to operate for a longer period of time, such as a hot dog stand. She asked the Council if they would want to consider making a provision for such vendors. **Councilor Merrill** suggested asking the Chamber of Commerce to carry out a membership

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survey as to how businesses feel about transient food stands. **Manager Stein** stated she would request the survey.

**ADJOURN –8:07 p.m.**

Respectfully Submitted,

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Kathy Nelson, City Recorder

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Brad Boyd, Mayor