

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE.
OCTOBER 25, 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
Steve Bryant City Attorney
Lisa Young Finance Director
Brad Grimm Public Works Director
Eric Porter Planning 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

III. CONSENT AGENDA

A. Minutes

1. September 20, 2007 – Workshop
2. October 11, 2007 – Regular Meeting

B. Bills to Approve

1. October Accounts Payables

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

Councilor Weed requested clarification regarding the following invoices and minutes:

- \$4,206.50 to HGE Architect. **Public Works Director Brad Grimm** explained this was for the design of a recycling water line on the Lazy Z.
- \$86.50 to Sisters Lock & Key. **Director Grimm** explained this was for high security keys (cannot be duplicated) for new City employees and keys for the new Recycling Center.
- If the Cedar Street Crosswalk Project discussed in the minutes of October 11, 2007 will be funded by a “quick fix” grant from Oregon Department of Oregon (ODOT). **Director Grimm** stated it will.

Councilor Bell requested clarification regarding the following invoices:

- \$4,745 to Otto Environmental Systems. **Director Grimm** explained this was to purchase a supply of residential refuse containers.

- \$90.83 to VanHandel Automotive, Inc. for repairs to the Central Oregon Council On Aging (COCOA) van. **Manager Stein** explained that the City has an agreement with COCOA to pay for gas and preventive maintenance for the van.

The motion carried unanimously.

IV. STAFF REPORTS

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

Public Works Director Grimm asked for questions regarding his staff report.

Councilor Weed asked the schedule for yard debris pickup the Public Works Department follows. **Director Grimm** stated that there is no specific schedule as it is a continuous an ever growing chore for the Public Works Department with the expansive growth of the City. He stated that currently there are two staff members working together on yard debris pickup at least two days a week. **Councilor Bell** asked if a schedule could be created that commits to a pick up of yard debris at least once a month at each residence. He stated he feels the Public Works Department can work to commit to a schedule and that this winter he plans on researching a more efficient means of handling yard debris pickup for next season.

B. **Eric Porter, Planning Director** – *(Report Attached)*

Planning Director Porter provided highlights regarding his staff report as follows:

- The need for two separate Development Code update items.
- The City has received its first Measure 37 claim and will consider requesting a \$500 fee to cover costs after discussing the issue with the City Attorney. He stated a formal fee has not yet been established by the City for these claims.
- A job offer for Senior Planner was made and accepted. Pauline Hardie provided a written acceptance for the position and will begin in January 2008.
- A survey form regarding the future vision for the Forest Service property will be included with all October city services bills. Additionally, copies of the survey will be available in the lobby for those individuals that do not reside within city limits but wish to weigh in on the future vision of the property.

Director Porter asked for questions regarding his staff report.

Councilor Merrill questioned why a Measure 37 claim is necessary on the property in question and why the City's current zoning will not suffice. **Director Porter** stated that he has not yet explored the claim and does not know if the City's current zoning will allow the property to be divided as requested by the applicant. He stated he will need to research the

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purchase dates and the chain of title for the property. **Manager Stein** stated that likely the property is controlled by Council action from several years ago that restricts where multi-family housing can be located.

Councilor Weed questioned why there is a need for more Development Code update work. **Director Porter** explained that he is trying to continue the update process where it left off. He stated there are mistakes in the current code that will be easy to fix through a simple housekeeping update and that the other work he is requesting is in order to not lose track of the work already performed to complete the update. He indicated he will have a clear idea of the remaining steps that will be necessary to complete the project soon and will bring that information to the Council.

Councilor Weed asked if the issue with the bridge and road are resolved with regard to Timber Creek Phase 6 and if not how it is moving forward to the final plat stage. **Director Porter** stated that he is researching the matter and believes that withholding building permits for the project as opposed to withholding approval of the final plat is the necessary action needed to resolve the bridge and road issues.

Councilor Weed stated she felt the recommended quarterly joint City Council and Planning Commission meetings Director Porter suggested in his staff report would be excessive and suggested lowering the number of joint meetings to twice a year. **Director Porter** he was responding to the Planning Commission's desire to have more opportunity for dialogue with the Council.

Councilor Bell expressed her surprise that the master plan for 3 Creeks Crossing was approved by the Planning Commission and asked for an update. **Director Porter** stated that it was approved at the October 18th Planning Commission meeting after a lengthy list of conditions of approval were met.

Mayor Boyd requested additional information regarding the matter of Soup Sisters, LLC, a home occupation permit request within the Timber Creek neighborhood. He stated it was his understanding the applicant was requesting a commercial kitchen in the homes garage and questioned how many trips the business might generate. **Director Porter** stated that a decision was issued earlier in the day to allow the permit. He stated there was an extensive conditions of approval list including that the permit is revocable without notice if there are confirmed violations to the conditions of approval. He stated that a majority of the concerns voiced by the Timber Creek neighborhood have to do with the neighborhood Covenants, Conditions and Restrictions (CC&R's) and although the City is sympathetic to those concerns the City does not and can not regulate them.

V. COUNCIL BUSINESS

A. Discussion and Consideration of Ordinance No. 375: AN ORDINANCE UPDATE AND POLICY CHANGE REGARDING COLLECTION OF ROOM TAX BY THE CITY OF SISTERS – L. Young

This item was pulled so that additional research can be done.

B. Discussion and Consideration of a Motion to Approve a Consulting Agreement for Financial Advisory Services with Regional Financial Advisors, a Division of Seattle-Northwest Securities Corp.

Manager Stein explained that this agreement needs to be put in place for the upcoming financing of urban renewal projects. She stated the agreement has a term of three years. She added that the agreement between the Urban Renewal Agency and the City of Sisters that allows the City to act as administrator will also be renewed in November.

***Councilor Kellstrom** moved to approve a consulting agreement for financial advisory services with Regional Financial Advisors, a division of Seattle-Northwest Securities Corp. **Councilor Bell** seconded the motion.*

Councilor Weed asked if Regional Financial Advisors will only be used for urban renewal financing projects. **Manager Stein** stated that urban renewal projects are the City's next planned financing projects, but the City uses Regional Financial Advisors for other financings as well. In the past they helped with the financing of City Hall and the Lazy Z property.

Mayor Boyd asked what will happen if within two years the City has reached the \$75,000 not-to-exceed maximum for financial advisory services. **Manager Stein** stated that the contract could be amended at that time.

The motion carried unanimously.

C. Discussion and Consideration of a Motion to Amend the Personnel Handbook Regarding the Formula for Determining on-Call Pay for Public Works Staff

Finance Director Lisa Young stated that the motion was to formalize the prior conversation of the Council regarding the formula for on-call pay to Public Works staff.

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Councilor Merrill moved to amend the personnel hand book regarding the formula for determining on-call pay for Public Works staff. **Councilor Weed** seconded the motion.

The **Council** discussed the proposed change in language for the handbook and decided to make the additional changes to the paragraph regarding payment to Public Works employees for on-call duty pay as follows:

“If during on-call duty an employee is called to perform services for the City, such employee shall be compensated for such services at the rate of one and one-half (1-1/2) times the hourly rate of pay, consistent with the overtime rules set forth in this Section. Public Works employees may be compensated at 10% of their regular hourly wage for every hour they are on-call.”

Councilor Merrill moved to amend the personnel hand book regarding the formula for determining on-call pay for Public Works staff as amended. **Councilor Weed** seconded the motion. *The motion carried unanimously.*

D. Discussion and Consideration of a Motion to Approve a Commercial Lease Agreement Between the City of Sisters and Sisters Habitat for Humanity for the Old City Hall Located at 150 N. Fir Street, Sisters, OR 97759

Councilor Weed excused herself from the Council meeting at 7:52 p.m. citing a conflict of interest with regard to the issue before the Council.

Manager Stein stated the commercial lease before the Council was to modify the terms of the existing lease between the City of Sisters and Sisters Habitat for Humanity for the old City Hall building. She stated the two major changes to the lease agreement are to extend the terms of the lease until September 30, 2008 and to raise the base rent from \$250.00 to \$500.00 per month.

Councilor Kellstrom moved to approve a commercial lease agreement between the City of Sisters and Sisters Habitat for Humanity for the old City Hall located at 150 N. Fir Street, Sisters, OR 97759. **Councilor Merrill** seconded the motion.

Councilor Merrill asked who is responsible for payment of insurance on the building and **Manager Stein** stated that the City is responsible.

The motion carried unanimously.

Councilor Weed rejoined the Council meeting at 7:54 p.m.

E. Discussion and Consideration of a Motion to Accept Public Improvements
for Three Sisters Business Park Phase 1

Director Grimm recommended acceptance of the public improvements for the Three Sisters Business Park Phase 1.

Councilor Kellstrom moved to accept Public Improvements for Three Sisters Business Park Phase 1. Councilor Merrill seconded the motion. The motion carried unanimously.

VI. OTHER BUSINESS

A. Committee for Citizen Involvement (CCI) Appointments

Mayor Boyd recommended the Council appoint Wendy Holzman, Robin Tawney, Sue Stafford, Carlos Guzman-McFadden, Bruce Bowden and Lorie Hancock to the Committee for Citizen Involvement.

Councilor Weed moved to appoint Wendy Holzman, Robin Tawney, Sue Stafford, Carlos Guzman-McFadden, Bruce Bowden and Lorie Hancock to the Committee for Citizen Involvement. Councilor Bell seconded the motion. The motion carried unanimously.

VII. MAYOR/COUNCILOR COMMENT

VIII. ADJOURN – 8:00 p.m.

Respectfully Submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor