

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE.
FEBRUARY 14, 2008

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
Eric Porter	Planning Director
Brad Grimm	Public works Director
Kathy Nelson	City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Boyd at 7:05 p.m.

II. VISITOR COMMUNICATIONS

Phil Gale, Veterans of Foreign Wars (VFW) Post Commander, Post 8138, 512 S. Ash, Sisters, OR 97759

Post Commander Gale stated he hoped the information packet provided to the Council answered the questions that were raised during the January 10th Council meeting. He acknowledged the numerous members of the post in attendance and asked if there were any additional questions he and the other members could answer.

Mayor Boyd thanked Post Commander Gayle for the information. **Councilor Weed** asked Post Commander Gayle to identify the flagpole and flag the post was recommending for purchase. **Post Commander Gayle** stated the flagpole was a 25 foot internal halyard pole, item number 1LXIH25V and the flag was item number ICC25D61, both shown in the literature provided. He stated the VFW was recommending an internal halyard that can be locked to deter vandalism.

Mayor Boyd asked how many ceremonies the VFW hosts at the Village Green each year. **Post Commander Gayle** stated that the VFW will host its 16th annual Memorial Day event this year. He stated the Village Green provides a good central location for the memorial with easy access for the elderly. He added it is the desire of the VFW to have the American flag always standing watch over the memorial. **Mayor Boyd** asked if the VFW hosts a Veterans Day event at the Village Green and **Post Commander Gayle** stated that instead of a ceremony at the Village Green, his organization is very involved with the middle and high schools on Veterans Day with presentations.

Mayor Boyd informed Post Commander Gayle that the Council will take all the information under consideration, discuss the options and get back in touch with him soon via a phone call

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from the City Manager. **Post Commander Gayle** provided his phone number and thanked the Council for its time.

III. CONSENT AGENDA

A. Minutes

1. January 17, 2008 –Workshop
2. January 24, 2008 – Workshop
3. January 24, 2008 – Regular Meeting

B. Bills to Approve

1. February Accounts Payable

Councilor Kellstrom moved to approve the consent agenda. Councilor Merrill seconded the motion.

Councilor Bell asked for clarification for the invoice from DKS Associates for \$218.68 for Sisters Center. **Planning Director Porter** explained the invoice was for traffic impact analysis with regard to the Rays Food Place application.

Councilor Bell asked for clarification on the invoice from Sisters Camp Sherman Rural Fire District in the amount of \$12,487.43. **Manager Stein** explained this was the City's portion of the cost for the environmental clean-up at the fire hall property where the City's recycling center and work shops were previously located. **Mayor Boyd** asked if the payment represented the final cost for the cleanup and **Manager Stein** stated it did.

Councilor Bell asked for clarification on the invoice from Walker-Macy in the amount of \$2,711.95. **Manager Stein** explained this invoice was for the two Walker-Macy employees who helped facilitate the Forest Service property charrette in October 2007.

Councilor Weed asked for clarification on the invoice to DSU Peterbilt & GMC, Inc. in the amount of \$3,296.07 for garbage truck repair. **Public Works Director Grimm** explained that the electronic computer system on the garbage truck went out and there is only one repair shop in Oregon qualified to make the repair.

Councilor Weed asked for clarification on the invoice to Galt Line, LLC in the amount of \$2,788 for a garbage study. **Director Grimm** stated the invoice was for a consultant that was hired to look at the entire refuse operations of the City. He stated the City is slated to purchase a new front loader garbage truck as well as a new residential truck in the next two years and he wants to insure the City will be making the best investment it can towards an efficient refuse operation. He stated the information regarding the finding will be presented to the Council at a future workshop.

The motion carried unanimously.

IV. STAFF REPORTS

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

City Manager Stein asked for questions regarding her staff report. **Councilor Merrill** requested a Council workshop to address concerns with regard to the Sheriff's contract. **Manager Stein** stated she had purposefully waited until the workshop on code enforcement had taken place before bringing the subject back to the Council for another discussion but would schedule a workshop on the contract for the future. **Councilor Bell** requested **Manager Stein** also check with Lane County with regard to the way code enforcement is handled in that jurisdiction and **Manager Stein** stated she would contact Lane County and bring that information back when the Council workshops the topic again.

Councilor Weed asked to receive a copy of the bid package regarding the sale of the Forest Service property. **Manager Stein** stated she would obtain a copy for the councilors when they become available from the Forest Service.

Councilor Weed asked if the burning ban ordinance was still in effect and **Manager Stein** stated it was. She explained a refuse operation evaluation will be presented to the Council in March that could change how yard debris is collected by the City and thus affect the ordinance. **Councilor Merrill** stated that the Fire District is making changes to its own rules and brochure on yard burning and the Council should wait to see what the changes are in order to have the revised burning ban ordinance complement the Fire District rules and brochure. He stated that a difference between commercial waste and industrial waste also needs to be defined. **City Attorney Bryant** stated that the Fire District is also interested in the changes the City is going to propose to the burning ban ordinance and as such the two revisions are on a parallel track.

Councilor Weed asked if there were any opportunities that had surfaced from the meeting between the City's management team and the Governor's economic revitalization team (ERT). **Manager Stein** stated that the management team had met the local government people and received a great deal of information. She stated the ERT team was interested in assisting on various levels with Whychus Creek and a Transportation Enhancement Program (TEP) grant. She informed the Council the ERT team was very impressed with the City and its accomplishments.

B. Lisa Young, Finance Director– (*Report Attached*)

Finance Director Young asked for questions regarding her staff report. **Councilor Bell** asked why a customer had asked for a sewer equivalent dwelling unit (EDU) evaluation as she reported. **Director Young** explained that the commercial account was under new ownership and had requested the evaluation as the account had had a previous water leak. She stated that in addition to the evaluation of the one account she had met with Public Works staff to re-evaluate the entire process of establishing EDU's. **Mayor Boyd** asked how EDU's are currently determined for commercial accounts and **Director Young** stated they are based on the average of the usage for the months of January through March as per Ordinance 322. She stated the initial reasoning of the ordinance was to not base EDU's on usage during the irrigation season but it unfortunately misses the busy season for restaurants and hotels and as such doesn't provide an equitable charge to those businesses compared to their usage. She stated that was one of the reasons to re-evaluate the process. **Manager Stein** agreed that peak usage that occurs for many Sisters businesses in the summer needs to be addressed.

Councilor Weed asked for an explanation of the banking contract Director Young was working on. **Director Young** explained that it was a renewal of the contract that had expired. She stated she wanted to get in writing what the City will receive for its rate of return, which is 2.5% higher than the current rate, as a part of the contract. She added that Bank of the Cascades has an excellent reputation and local representatives that works with the City. She stated that Bank of the Cascades is also providing fraud training to staff at no charge to the City. **Mayor Boyd** asked why no quotes for banking services from other banks in the City were requested. **Director Young** stated that she is very satisfied with the Bank of the Cascades and that a request for proposal (RFP) for banking services will take three to four months to complete. **Director Young** stated she wants something in place at present to protect the City's interests but an RFP for banking services can go out in the future. She added that when the City does go out to bid for large financings it considers many financial institutions. **Mayor Boyd** stated that he felt it would be beneficial to give other financial institutions an opportunity to compete to insure the City is receiving the best rates and services. **Manager Stein** stated that Director Young is trying to codify the current working arrangements she has worked out with Bank of the Cascades for the City's current terms of operation such as no annual fee credit cards. She stated the City has a sizable money market account and changing banks is a large undertaking. **Mayor Boyd** stated he has no problem with the contract at this time but feels the City has a fiduciary responsibility to make certain it is getting the best customer service and rates it can and stated an RFP for banking services can go out sometime in the next three years.

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Councilor Weed thanked Director Young for all that she has undertaken for the benefit of the City.

C. Lieutenant Erik Utter – (Report Attached)

Lt. Utter asked for questions regarding the Sheriff's report. **Councilor Weed** asked if the rash of car break-ins while people were at area restaurants had been solved. **Lt. Utter** stated that he was uncertain of the status of the cases but will check and see if there are any active leads on the case and report back to the Council with that information.

Councilor Bell asked how it is determined to tow abandoned cars. **Lt. Utter** stated that the Sheriff's Department has authority to remove abandoned vehicles on city, county or state highways.

Councilor Merrill asked that if the Sheriff's Department was asked to pick up an individual known to be in the area with an outstanding arrest warrant from another agency if they would. **Lt. Utter** stated the agency would honor a request of that nature. **Councilor Merrill** asked if there were incidents on the Sheriff's report that the Sheriff would respond to even if the City had its own Police Department. **Lt. Utter** stated the most requests would be referred to the City's own agency but if the City did not have its own agency then the Sheriff's Department, if informed of a wanted subject within the jurisdiction of Deschutes County, would execute the arrest warrant.

V. COUNCIL BUSINESS

A. Discussion and Consideration of a Motion to Endorse a Liquor License Application for Sisters Cottage House

City Recorder Nelson introduced Sisters Cottage House (previously Sisters Antiques & Sundries) owners Allison Hardy and Patricia Paiz, stating they were in attendance to answer any questions the Council might have with regard to their application for a liquor license. She recommended endorsement of the liquor license application to the Oregon Liquor Control Commission. **Ms. Hardy** explained that they wish to conduct wine tastings and sell Oregon wines at their business location and added that the tasting would be servings of three ounces or less.

Councilor Merrill moved to endorse the liquor license application for Sisters Cottage House. **Councilor Bell** seconded the motion. The motion carried unanimously.

B. Discussion and Consideration of a Motion to Endorse a Name Change for the Liquor License for the Restaurant at Five Pine, LLC.

City Recorder Nelson informed the Council that they had provided an endorsement for the liquor license for the restaurant Pleiades at Five Pine at the regular meeting of January 25, 2007. She explained that since that time the owners of the restaurant had changed their name from Presto Restaurants, LLC to The Restaurant at Five Pine, LLC and were required by OLCC to receive a second endorsement. She recommended endorsement of the liquor license application.

***Councilor Weed** moved to endorse the liquor license application for the name change for the Restaurant at Five Pine, LLC. **Councilor Kellstrom** seconded the motion. The motion carried unanimously.*

C. Discussion and Consideration of a Motion to Accept a Declaration of Dedication of Right of Way for Arrowleaf Drive.

Director Porter explained that providing a declaration of dedication of right of way for Arrowleaf Trail Road was necessary to widen the road and also a condition of approval for both the new Ray's Market decision and South Valley Bank decision. He stated the two applications required the multiple dedications that were presented tonight and recommended accepting the declaration of dedication for the right of way.

***Councilor Merrill** moved to accept a declaration of dedication of right of way for Arrowleaf Trail Road. **Councilor Kellstrom** seconded the motion.*

Mayor Boyd stated he saw four right of way changes and asked if Director Porter was certain the City was getting adequate right of way and if the design was reviewed by not only City staff but by the Fire District. **Director Porter** stated that he was confident that the design provided adequate right of way for all vehicles. He added that was why the City had hired DKS Associates to create the complicated design.

The motion carried unanimously.

VI. OTHER BUSINESS

A. Planning Commission Appointment

Mayor Boyd stated that three applications had been received for the Planning Commission position that will be vacated by John Rahm at the end of the month. He added that one of the applications was received after the deadline and as such was not considered. He informed the Council he was recommending the appointment of Alan Holzman to complete the remainder of Mr. Rahm's term on the Planning Commission stating he is qualified and a good community member.

Councilor Weed moved to accept Mayor Boyd's recommendation to appoint Alan Holzman to finish out the remainder of John Rahm's term on the Planning Commission. **Councilor Merrill** seconded the motion.

Councilor Merrill suggested that the Advisory Committee Application be edited to include both street and mailing address to assist with determining if an individual lives inside or outside City limits. **Manager Stein** stated the change would be made to the existing form.

The motion carried unanimously.

VII. MAYOR/COUNCILOR COMMENT

Councilor Weed asked if a response was received from Jefferson County relative to the Metolius Resort. **Manager Stein** reported she had received a message from the Jefferson County Administrator that only one pre-application meeting had taken place with Mr. Lundgren before the matter was appealed to Land Use Board of Appeals (LUBA) and then remanded back to Jefferson County. She stated the County Administrator indicated there is much work to be done and the County will stay in touch as the matter proceeds.

Councilor Merrill asked if a response had been written to the letter received from District Ranger Bill Anthony regarding the sale of the Forest Service property. **Manager Stein** stated she had relayed the information from the Council verbally. **Mayor Boyd** stated he'd had an additional conversation with District Ranger Anthony and wanted a written response to follow up. **Manager Stein** stated she would draft the letter.

VIII. ADJOURN – 8:02 p.m.

Respectfully Submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor