

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE.
APRIL 10, 2008

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
Steve Bryant City Attorney
Eric Porter Comm. Dev. Director
Brad Grimm Public Works Director
Lisa Young Finance Director
Pauline Hardie Senior Planner
Laura Lehman Associate Planner
Kathy Nelson City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

Mayor Boyd moved the following Council Business item to the beginning of the meeting:

A. Discussion and Consideration of a Motion to Approve Placement of a 25 Foot Down-Lighted Flagpole in the Village Green Park

Councilor Merrill moved to approve placement of a 25 foot down-lighted flagpole in the Village Green Park under the following conditions:

The flagpole is to be located to the left of the gazebo entrance (as you look at it) in a location corresponding to the location of the memorial rock on the right side, in other words the flagpole and the memorial complement each other.

The City will purchase the flagpole, in consultation with VFW Post 8138 and/or American Legion Post 86, for a cost not to exceed \$1,900 to be obtained from the Community Service Grant budget line, will install the flagpole for no additional fee and pay the monthly electric bill. The VFW Post 8138 and/or American Legion Post 86 will provide any purchase costs in excess of the \$1900.00. In addition, Post 8138 and/or Post 86 must agree to permanently care for both the memorial stone and flagpole including replacement of worn or damaged flags. Additional responsibilities for the Posts are as stated in their February 10, 2008 letter to the Council.

Post 8138 and or Post 86 will change the criteria for consideration of names on the memorial to include the Sisters school district boundaries.

The commander of Post 8138 and Post 86 agree, in writing to these conditions within 10 business days of today's date.

Councilor Kellstrom seconded the motion. *The motion carried unanimously.*

II. VISITOR COMMUNICATIONS

1. **Katie Lompa**, Oregon Department of Forestry

Ms. Lompa introduced the other members of the Oregon Department of Forestry (ODF) in attendance. They were Kevin Benton, Unit Forester; Ben Duda, Assistant Unit Forester; and Billie Thompson, Forest Officer. She stated they were all in attendance to congratulate the City for being recognized as a Tree City USA City for 2007, one of only 49 cities in Oregon that were receiving the award for 2007. She stated there were only 3,000 cities nationwide that received the designation of a Tree City. She stated being recognized with the award is an important symbol to the City's commitment to livability and acknowledges the important contribution that trees make to the community of Sisters. She explained that the award is sponsored by the National Arbor Day Foundation and administered by the Oregon Department of Forestry. She stated the City was required to meet four criteria in order to qualify for the honor by; 1) adopting a tree care ordinance, 2) establishing a Tree Board, 3) spending \$2 per capita on a community tree management program and 4) conducting an Arbor Day celebration.

Ms. Lompa stated that the Ponderosa Pine is a distinctive and defining tree in the Sisters area and plays a dominate role where we play, work and live. She stated that healthy trees are part of a well planned city, vibrant economy, quality environment and strong community and contribute to a healthy society. She stated that the ODF will continue to partner with the City to assist with achieving the community vision of Tree City each year. **Ms. Lompa** presented Mayor Boyd with the City's Tree City USA plaque for 2007. she presented the City with two outdoor signs to be posted indicating the City's Tree City designation and a Tree City USA flag. She thanked Associate Planner Laura Lehman for her assistance on behalf of the City in helping Sisters reach this goal.

City Manager Eileen Stein reminded the Council that in 2002 the Council received a presentation from Sisters High School students requesting that the City work towards Tree City status and it was rewarding to see the students vision finally come to fruition.

2. **Phil Gale**, VFW Post 8138 Post Commander and American Legion Post 86 Post Commander, 512 S. Ash Street, Sisters, OR 97759

Post Commander Gale thanked the Council for its support and provided a verbal acceptance of the proposal presented earlier by Councilor Merrill. He stated it is time to move forward with the flagpole and the Veterans Memorial. He stated he would submit a written acceptance of the proposal to the City the next day. He submitted the signed petitions in favor of the VFW's request for a flagpole to the City and stated he looked forward to hosting a great Memorial Day event.

III. CONSENT AGENDA

- A. Minutes
 - 1. March 13, 2008 – Workshop
 - 2. March 13, 2008 – Regular Meeting
 - 3. March 27, 2008 – Regular Meeting

- B. Bills to Approve
 - 1. April Accounts Payable

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

Councilor Bell asked for clarification on the equipment deposit to AudioVisual Presentation in the amount of \$7,596.09. **City Recorder Kathy Nelson** stated it was to upgrade the audio and visual systems in the Council Chamber as well as the Council conference room and to purchase new equipment to finally complete the systems. **Manager Stein** added that the improvements had been budgeted for with the new City Hall but never purchased until now.

The motion carried unanimously.

IV. STAFF REPORTS

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

Manager Stein stated she wanted to highlight the following dates for the Council; 1) TSP Update Community Workshop on April 29th and 2) meeting with NOAA Fisheries staff on April 18th to discuss the Endangered Species Act (ESA) and reintroduction of steelhead into Whychus Creek, and 3) Sisters Community Leadership Summit on April 19th from 9:00 to 2:00.

Manager Stein thanked the Council for allowing her the opportunity to go to Washington D.C. as a part of the Project Wildfire delegation. She stated the group was recognized for its coordinated and collaborative work from a wide variety of agencies for its regional wildfire protection plan.

Councilor Merrill asked that any plan to be presented on Cliff Clemens Park be brought to the Council prior to the community meeting. **Manager Stein** stated the City will coordinate the community meeting to convey to the neighborhood and other interested community member that there are approved plans in place for the park. She stated that the Community Garden Board has indicated it would consider looking elsewhere for placement of its garden if there is a great deal of opposition to it relocating at the park but feels it is important to

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE.
APRIL 10, 2008

present what they have in mind to share with the neighborhood. **Mayor Boyd** stated that the agenda will be brought to the Council for review prior to the community meeting.

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

Finance Director Young stated she wanted to highlight the dates set for the Budget Committee meetings in order for the Council to mark their calendars. She reported there will be a budget orientation meeting on April 24th for any Council member that wishes to attend. She stated she had received the audited budget reports from FY 06/07 and that copies would be available for the Council.

Councilor Merrill asked what the newspaper announcement stating that Sisters Organization for Activities and Recreation (SOAR) was now a parks and recreation district, would have in relation to the City owned parks. **Manager Stein** stated that SOAR had recently completed a strategic planning process and she had conversed with Executive Director Carrie Ward regarding the consideration of SOAR becoming a Parks and Recreation District, but she had been surprised by the announcement also. She stated a joint meeting with SOAR would be scheduled after the Community Leadership Summit to discuss various matters, and that one of the ideas to be proposed at the summit is to create a community public facilities plan.

C. Captain Tim Edwards – *(Report Attached)*

Captain Edwards brought greeting and thanks from Sheriff Blanton to the Council for their recent meeting when the proposed new contract was discussed. He reported on the number of patrol hours provided, School Resource Officer hours, incidents, citations, warnings and business checks. He pointed out that the sex abuse case on the log report was not related to a similar case from the previous month but that the suspect involved was in custody.

Mayor Boyd stated that on April 1st he observed a Black Butte Ranch police officer driving at high speeds across Village Green Park to apprehend a homeless individual. He stated from what he observed the action was unnecessary and asked for Captain Edwards to follow up to see if he could determine the circumstances surrounding the incident. **Captain Edwards** stated he would research the matter and report back to the City.

Councilor Bell stated she noticed that the number of verbal traffic warnings were considerably higher in March than in February and asked if there had been some type of inter-agency traffic sweep that had occurred to account for the increase. **Captain Edwards** stated there had not been a sweep and the higher number of warnings must have been circumstantial.

V. COUNCIL BUSINESS

B. Discussion and Consideration of a Motion to Endorse a Liquor License
Application for Lentz Enterprises LLC dba Scoots Bar & Grill

Recorder Nelson reported that David and Christine Lentz were the new owners of Scoots Bar & Grill, the former Tramondo's Trattoria, and were changing ownership of the liquor license. She introduced that Mr. Lentz to answer any questions for the Council.

Mayor Boyd asked when the restaurant will open and **Mr. Lentz** stated he hoped to open in May. He stated the restaurant would also have pool tables and that he and his wife were hoping to become involved with the community.

***Councilor Merrill** moved to endorse a liquor license application for Lentz Enterprises LLC dba Scoots Bar & Grill. **Councilor Kellstrom** seconded the motion. The motion carried unanimously.*

C. Discussion and Consideration of a Motion to Award an Auditing Contract for the City of Sisters to Dickey and Tremper LLP

Director Young asked for questions regarding the contract. **Councilor Kellstrom** asked what qualification process was used to decide on the auditing firm. **Director Young** stated that the Request for Proposal (RFP) she had used had several requirements in order to be considered. She stated they included a peer review letter, listing of staff members and their degrees, membership in the Oregon Municipal Auditors Association, a statement as to what percentage of time a partner will be involved in the audit, a history of their company expertise and a cost estimate. **Manager Stein** stated that staff had not been entirely satisfied with the responsiveness of the previous auditing firm. **Councilor Kellstrom** asked if staff had spoken to any of the other municipalities that had employed this firm for its audit. **Director Young** stated that Manager Stein had spoken with another Central Oregon city that uses the firm, and that she had run background and business checks. She stated that some members of the RFP review committee were familiar with the company's work and **Director Young** stated she had worked with the company at a previous position.

***Councilor Merrill** moved to award an auditing contract for the City of Sisters to Dickey and Tremper LLP. **Councilor Kellstrom** seconded the motion. The motion carried unanimously.*

**D. Discussion and Consideration of Resolution No. 2008-06: A RESOLUTION
AUTHORIING THE CITY OF SISTERS TO APPLY FOR A
TRANSPORTATION ENHANCEMENT PROGRAM GRANT**

Senior Planner Pauline Hardie informed the Council that the application was due on May 1st and if it was approved she hoped to complete the application by the next week.

***Councilor Kellstrom** moved to authorize the City of Sisters to apply for a Transportation Enhancement Program grant. **Councilor Merrill** seconded the motion.*

Mayor Boyd stated that currently the City is in the midst of a Transportation System Plan update and asked if the new plan changes the proposed cross-section shown on Attachment A of the resolution how that might affect the grant. **Planner Hardie** stated that she had already contacted Oregon Department of Transportation (ODOT) regarding that matter and been told that the City can propose an amendment as needed. **Manager Stein** added that it is a two year grant program, meaning the next opportunity to apply is in two years.

The motion carried unanimously.

**E. Public Hearing and Consideration of Ordinance No. 378: AN
ORDINANCE OF THE CITY OF SISTERS ADOPTING AN EMERGENCY
UPDATE TO THE SISTERS DEVELOPMENT CODE**

Mayor Boyd opened the public hearing for those wishing to speak on Ordinance No. 378. As there was no one wishing to speak, he closed the public hearing.

***Councilor Kellstrom** moved for the first and second reading by title only of Ordinance No. 378. **Councilor Merrill** seconded the motion. The motion carried unanimously.*

***City Attorney Bryant** read by title only Ordinance No. 378, twice.*

***Councilor Kellstrom** moved to adopt Ordinance No. 378, an emergency update to the Sisters Development Code. **Councilor Merrill** seconded the motion.*

Mayor Boyd questioned if the update included everything previously discussed by the Council and Planning Commission in their joint workshop. **Associate Planner Lehman** replied it did include everything previously discussed

The motion carried unanimously.

VI. OTHER BUSINESS

A. Budget Committee Appointments

Mayor Boyd moved to appoint Chris Tosello and Maggie Hughes to the Budget Committee. Councilor Merrill seconded the motion. The motion carried unanimously.

Manager Stein stated that there was still a need for one additional member for the Budget Committee.

B. Planning Commission Appointment.

Mayor Boyd moved to appoint Andrew Gorayeb to the Planning Commission. Councilor Kellstrom seconded the motion. The motion carried unanimously.

C. City Manager Update

Manager Stein reported that she and Community Development Director Porter had attended the Central Oregon Area Commission on Transportation (COACT) Technical Advisory Committee meeting earlier in the day to discuss the final year recommendations to the State Transportation Improvement Program (STIP). She stated that because of cost overruns to current projects and in an effort to reduce a deficit, staff will not recommend any projects for funding for the last year of the STIP. She stated this will result in the only source of funds for road improvements as being any federal earmarks for reauthorization to the Federal Highway Projects or whatever transportation funding package that might come out of the 2009 Legislature.

VII. MAYOR/COUNCILOR COMMENT

Councilor Merrill asked where the Tree City USA signs that the City was presented will be placed. **Associate Planner Lehman** stated they will likely be placed at the entrances into the City. **Manager Stein** stated the Tree City USA flag will fly outside City Hall or at one of the "Welcome to Sisters" flagpoles.

Mayor Boyd reported that he had a conversation with Dave Clemens, son of Cliff Clemens for whom Clemens Park is named, regarding the set-up for the memorial service that will be held in his father's honor. Mr. Clemens informed Mayor Boyd that because of the possibility of inclement weather the memorial will likely take place in their church and not at Cliff Clemens Park. **Mayor Boyd** stated that Mr. Clemens indicated that he was not concerned with any particular timeline as to when the improvements at Cliff Clemens Park might take place.

Councilor Bell asked if the VFW was planning to have the flagpole installed prior to their Memorial Day event. **Councilor Merrill** stated that he would have a conversation with Post Commander Gale to work out details on the flagpole installation. He added that depending

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE.
APRIL 10, 2008

on the time needed to receive the flagpole after it was ordered and the Public Works staff to install the flagpole would be the determining factors. He stated that the downlight will also help act as a deterrent to inappropriate behavior in the gazebo in the park. **Councilor Bell** asked if a solar downlight had been considered for the flagpole. **Councilor Merrill** stated that with the number of trees in the park he was unsure a solar light would be effective 24 hours a day, seven days a week so one would not be appropriate. He added that the VFW will also be seeking permission from next of kin prior to placing the name of any deceased veteran on the plaque.

VIII. ADJOURN – 8:05 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor