

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE.
JUNE 12 2008

MEMBER PRESENT:

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

STAFF PRESENT:

Brad Grimm Public Works Director
Eric Porter Comm. Dev. Director
Steve Bryant City Attorney
Kathy Nelson City Recorder

ABSENT:

Shawna Bell Councilor

ABSENT:

Eileen Stein City Manager
Lisa Young Finance Director

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

II. VISITOR COMMUNICATIONS

1. Aaron Chapman, 852 S. Pine Street, Sisters, OR 97759

Mr. Chapman stated he was addressing the Council with regard to his concerns on the forthcoming cluster mail boxes. He asked that the Council reconsider the current proposal for the south side of town as he feels the current proposal will negatively impact traffic flow and property values. He asked the Council to consider other options for more centralized cluster box locations or for standardized placement at the entrance of area neighborhoods. He stated this will allow people a more efficient means of picking up their mail on the way home as opposed to making a daily trip through the neighborhood and then a return trip back. He stated it would be a more efficient means of addressing the cluster mail box issue. **Mr. Chapman** thanked the Council for their time.

III. CONSENT AGENDA

A. Minutes

1. May 1, 2008 – Joint Workshop with SOAR
2. May 15, 2008 – Workshop
3. May 22, 2008 – Regular Meeting

B. Bills to Approve

1. June Accounts Payable

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

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Councilor Weed asked for clarification on the invoice from Audio Visual Presentations Inc., for the projector and screen replacement for a total of \$4, 451.89. **City Recorder Nelson** explained that the projector had been planned but never purchased for the new City Hall. She stated that the projection screens in the Council Chamber and Council conference room were both replaced as the previous screens had proven to be non-functional with the lighting units that hang from the ceiling of both rooms. **Mayor Boyd** added that the specification for the screens had been incorrect initially.

Councilor Weed asked for clarification on the invoice from Deschutes County in the amount of \$7,585. **Community Development Director Porter** stated the invoice represented the planning fees charged by Deschutes County for the urban growth boundary comprehensive plan amendment the City is requesting.

Councilor Weed asked for clarification on the invoice from the Sisters/Camp Sherman Fire District in the amount of \$103,484.50 charged to the National Fire Plan Grant. **Recorder Nelson** stated that the coding for the invoice was incorrect when the register was printed and had been correctly coded to the Urban Renewal Projects for the Fire Hall Street Improvements.

Councilor Weed asked for clarification on the invoice from Tewalt and Sons Excavation in the amount of \$300 for the placement of the flag pole. She stated she thought the invoice should be charged to Community Grants. **Mayor Boyd** stated that the cost of purchasing the flag pole had come from Community Grants but this charge represented the cost for installing the flag pole and was a separate charge.

The motion carried unanimously.

IV. STAFF REPORTS

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

Councilor Weed asked if the CCI was planning to work on updating the Comprehensive Plan stating she felt that would be going in the wrong direction as there are other plans that need to be undertaken prior to a Comprehensive Plan update. **Director Porter** stated that a joint meeting is being planned between the CCI and Planning Commission to discuss how the two committees will interact and that an update of the Comprehensive Plan is not planned. Instead, he stated the CCI may make a recommendation to the Planning Commission with regard to whether there is a need to reassess the Comprehensive Plan. **Councilor Merrill** stated the Comprehensive Plan requires the Planning Commission to review the document each year and the CCI is an adjunct to the Planning Commission. **Director Porter** stated the

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CCI could take a cursory look at the Comprehensive Plan but the Planning Commission is the caretaker of the plan.

Councilor Weed asked for an update on the Transportation System Plan (TSP) update. **Director Porter** stated that the TSP Project Advisory Committee (PAC) is working with the consultants to narrow down the alternatives to one option from each category. The categories are; 1) bypass, 2) Cascade Avenue, 3) couplet and 4) reroute. He stated that DKS & Associates will work over the summer to bring back something quantitative regarding the options to the PAC at the next meeting in September.

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

There were no questions regarding Director Young's report.

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

Captain Edwards reported on the number of service hours provided in May as well as the number of citations, written warnings, verbal warnings and hours worked by the School Resource Officer. He stated it was a quieter month with burglaries down from 16 in April to four in May and that those incidents are not believed to be related to the April events. He stated that extra deputies will be on DUI patrol during the upcoming Sisters Rodeo weekend. He added that the County Commissioners approved the contract between the City and County yesterday for law enforcement service.

Councilor Weed stated she is concerned as it seems there is more juvenile crime occurring. **Captain Edward** stated there is historically an increase in juvenile crime once school is out not only in Sisters but all of Central Oregon and stated it is imperative for parents to know where there children are and who they are with.

V. COUNCIL BUSINESS

A. Discussion and Consideration of a Motion to Accept Public Improvements for West View Business Park

Director Grimm recommended acceptance of the public improvements.

Councilor Weed moved to accept the public improvements for West View Business Park. **Councilor Merrill** seconded the motion. *The motion carried unanimously.*

B. Discussion and Consideration of a Motion to Accept a Drainage Easement from Sisters School District

Public Works Director Grimm explained this easement would allow Public Works staff to perform the necessary work in install the drainage retention basin on School District property and save approximately \$80,000 by eliminating highway boring, proprietary stormwater filters, drywells and time.

Councilor Merrill moved to accept a drainage easement from Sisters School District. Councilor Weed seconded the motion.

Councilor Weed asked if the saved \$80,000 was part of the original bid for the work. **Director Grimm** stated it was and as the money represented a real savings to the City. **Councilor Weed** asked if the easement was perpetual and **Director Grimm** stated it was.

The motion carried unanimously.

C. Discussion and Consideration of a Motion to Approve an Intergovernmental Agreement with Deschutes County to Provide Recycling Center Staffing

Director Grimm stated this was an intergovernmental agreement between the City and Deschutes County for staffing and the necessary accommodations for the recycling center.

Councilor Kellstrom moved to approve an intergovernmental agreement with Deschutes County to provide recycling center staffing. Councilor Merrill seconded the motion. The motion carried unanimously.

D. Public Hearing and Consideration of Resolution No. 2008-12: A RESOLUTION ADOPTING THE CITY OF SISTERS BUDGET FOR FISCAL YEAR 2008-09, MAKING APPROPRIATIONS AND LEVYING TAXES

Mayor Boyd opened the public hearing and asked for anyone wishing to speak on the budget.

1. **Virginia Lindsey, 108 N. Wheeler Loop, Sisters, OR 97759**

Ms. Lindsey stated that in reading the information for the FY 08/09 budget posted in the Nugget Newspaper she was unclear regarding some issues. She stated that there had been discussion regarding the use of contingency funds during Budget Committee meetings and wanted to know if the current budget included taxing at the full allowable amount of three percent and if imposing a gas tax was included in the budget.

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Mayor Boyd stated that the budget did include the full three percent property tax levy. He stated the budget had a placeholder for the gas tax just like last years budget that allows the Council the opportunity to review and discuss the possibility of imposing a gas tax at a later time. He added that a gas tax has not been approved and no decision has been made and that prior to any decision there would be a public hearing.

Ms. Lindsey stated that Manager Stein must have thought not imposing the full tax amount was a possibility if she brought it up at the budget meeting. **Mayor Boyd** stated that Manager Stein brought up the possibility of not levying the full three percent tax allowed at Ms. Lindsey's request and that it was not supported by the other Budget Committee members. **Ms. Lindsey** stated that with \$8,000,000 in contingency funds she feels collecting the full three percent tax levy is excessive. **Mayor Boyd** reminded Ms. Lindsey that stating the City had \$8,000,000 in Contingency Funds was not a factual assessment as some of those funds are sewer, water and transportation system development charges (SDC). He agreed that some funds are adequate but many are underfunded. **Mayor Boyd** used the example that the City needs to construct a new reservoir that will cost three to four million dollars to construct and currently there is only two million dollars available in the fund for the project. He added that the Budget Committee voted to send the proposed budget on to the City Council that included the full tax assessment and the placeholder for the gas tax.

Councilor Kellstrom moved to adopt Resolution No. 2008-12. Councilor Merrill seconded the motion.

Councilor Weed asked for clarification regarding the City Hall Remodel Fund and stated she was under the impression that fund no longer existed. **Mayor Boyd** stated the fund was used to build the new City Hall and might be renamed at the later date. **City Attorney Bryant** stated that typically each department would transfer a pro-rata portion of its budget to offset its costs for the building.

The motion carried unanimously.

E. Discussion and Consideration of Resolution No. 2008-10: A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

Councilor Kellstrom moved to approve Resolution No. 2008-10. Councilor Merrill seconded the motion. The motion carried unanimously.

F. Discussion and Consideration of Resolution No. 2008-11: A RESOLUTION EXTENDING THE CITY OF SISTERS' WORKERS' COMPENSATION COVERAGE TO VOULUNTEERS OF THE CITY OF SISTERS

Councilor Kellstrom moved to approve Resolution No.2008-11. **Councilor Merrill** seconded the motion.

Councilor Weed asked if there was a mechanism in place to make certain that unanticipated volunteer projects are added to the City's insurance coverage agreement. **Director Grimm** stated that Director Young calls the City's insurance agent to add a rider for such events.

The motion carried unanimously.

VI. OTHER BUSINESS

A. Planning Commission Appointment

Mayor Boyd recommended Dominic DeBari and moved to appoint him to the Planning Commission to finish out a vacated term ending on June 30, 2010 for an out of city limits commissioner position. **Councilor Merrill** seconded the appointment. The motion carried unanimously.

VII. MAYOR/COUNCILOR COMMENT

Councilor Weed asked for an update on the meeting with Senator Wyden on May 26th. **Mayor Boyd** reported that Senator Wyden was in Sisters to take part in the Memorial Day dedication of the Veteran of Foreign Wars memorial plaque and flag pole at Village Green Park. He stated that prior to the event Senator Wyden met with City agency and committee leaders at Five Pine Conference Center to discuss a regional recreation/healthy living initiative. He stated attendees provided input for the idea and that information regarding the plan would be forthcoming to the Council.

Councilor Weed stated she feels the City needs to be more proactive with regard to the Barclay Drive/ Highway 20 intersection adding she does not feel the City should wait for the Oregon Department of Transportation (ODOT) to do something or the TSP update to be completed. **Mayor Boyd** stated that even though Barclay Drive is a city street the City is required to get ODOT approval to make improvements that will impact a state owned highway. He stated the article in the Nugget Newspaper misidentified the person to contact at ODOT as Jim Bryant and that it should Bob Bryant that people call and write to. In response to the article he also stated that the Council had fought to not allow the construction of the passing lane just outside the west side of Sisters. He stated he had traveled to Salem to testify before the Oregon Transportation Commission in an effort to halt construction of the passing lane.

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Director Grimm stated he had been in contact with ODOT Area Manager Gary Farnsworth about the possibility of restricting movement on Barclay Drive to a right turn only lane onto Highway 20. He stated that ODOT approval is needed as the striping would be on ODOT right of way. He stated he was directed to work with ODOT's Regional Traffic Engineer and Regional Traffic Assessment Engineer regarding the issue and he was awaiting a response from those individuals.

Councilor Merrill stated he feels the Council has been proactive with regard to the intersection but that drivers also need to take some responsibility for their choices. He suggested the Nugget Newspaper provide alternative routes that avoid the intersection as working with ODOT to resolve the issue will take time.

Ms. Lindsey asked if ODOT has control over the speed limit in the area of Barclay Drive and Highway 20. **Mayor Boyd** stated that ODOT has complete control on Highway 20 and Cascade Avenue and the City must get approval for any improvements. **Councilor Weed** informed Ms. Lindsey that ODOT had reduced the speed limit coming into Sisters after the McDonalds restaurant was opened. **Councilor Merrill** stated that if Cascade Avenue had been designated a special transportation area the City would have more control.

Councilor Weed asked if there was any update on the Public Facilities Master Plan. **Mayor Boyd** stated he had not received any updated information.

Councilor Weed asked for an update on the City assisting the Community Garden in finding a permanent location. **Mayor Boyd** stated that he and Director Grimm had driven around and identified two areas that might be appropriate; an area in the Sisters Overnight Park and an area in the buffer zone leading up to the gate into the wastewater treatment plant. He stated that both were on City property and appeared to have a good solar footprint. He stated that followup with the Community Garden representatives will take place.

Councilor Weed asked for an update on the cluster mailbox issue and specifically if a public hearing would be planned. **Mayor Boyd** stated that after the workshop on the issue the Council can decide on the next step to take.

VIII. ADJOURN – 7:51 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor