

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
JULY 03, 2008

**MEMBERS PRESENT:**

Brad Boyd                    Mayor  
Bill Merrill                Councilor President  
Lon Kellstrom              Councilor  
Sharlene Weed            Councilor  
Shawna Bell                Councilor

**STAFF PRESENT:**

Eileen Stein                City Manager  
Eric Porter                 Comm. Dev. Director  
Lisa Young                 Finance Director  
Brad Grimm                Public Works Director  
Kathy Nelson               City Recorder

**GUESTS:**

Yvonne Balderson      City of Sisters Postmaster

The meeting was called to order by Mayor Boyd at 8:01 a.m.

1. RV Hook-Up Conversion

**Public Works Director Grimm** discussed his spreadsheet regarding the proposed Overnight Park improvements. He provided a breakdown on the costs and number of hours Public Works staff will spend to make the improvements to convert 20 existing RV sites without hook-up to 25 RV sites with full hook-up. He stated it will take less than three years to recoup the costs for the improvements with the net increase in revenue estimated to be \$26,650 each year thereafter.

**Councilor Kellstrom** asked if there would be increased cleaning costs with the addition of the showers. **Director Grimm** explained that the camp hosts are required to clean the restroom each day as a part of their duties and are paid a percentage of the revenue collected from campers. **Mayor Boyd** asked how the camp hosts are paid. **Director Grimm** explained that the hosts are required to make minimum wage so they track the actual number of hours they work. The hosts are then paid minimum wage or 10% of the revenue collected, whichever is greater.

**Director Grimm** directed the Council to a map (attached) indicating where the improved sites will be located in the park. **Mayor Boyd** asked when the improvements would take place.

**Director Grimm** stated that after the Overnights Park closes for the season Public Works staff will work on the project as a secondary task.

**Councilor Bell, Councilor Weed and Councilor Kellstrom** all agreed to move forward with the improvements. **Councilor Merrill** asked if procedurally the Council could make the decision to move forward at a workshop meeting. **Manager Stein** stated that the Council was just giving direction to move forward on an item already approved in the budget. **Councilor Merrill** stated that the Council was still making a decision and felt it should come before the Council at a regular meeting to allow an opportunity for anyone that might want to speak on the matter. **Mayor Boyd**

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asked Manager Stein to check with the City Attorney to make certain the Council was handling the matter correctly but stated there are enough councilors in favor of the improvements to move forward.

2. Cluster Mailbox Location Follow-up

**Community Development Director Porter** stated that staff had the opportunity to re-evaluate potential sites for the cluster mailboxes as indicated by stars on the attached map. He stated that 18 potential residential sites have been identified as well as three commercial locations. He stated the next step will be to notify neighbors to allow comments from affected parties to be gathered. He stated after that process, staff will bring a final recommendation back to the Council.

**Mayor Boyd** informed Council members they should have a letter in their mailbox from Amy Pickett regarding the proposed placement of a cluster mailbox in front of her home. He stated she is very upset at the prospect. **Director Porter** stated that he expects to hear from many community members both opposed and in favor of the placement of cluster mailboxes close to their home.

**City of Sisters Postmaster Yvonne Balderson** stated that after reviewing the map and driving around to the various proposed locations she has some concerns. She stated that typically mailboxes are located at the entrance to a community and that from an operational standpoint she would like the cluster mailboxes to all be placed on Jefferson Street and St. Helens Avenue. She stated it would be very difficult for a carrier to zigzag through the city. She suggested there be four locations identified on Jefferson Street and three locations identified on St. Helens Avenue. **Mayor Boyd** stated that Jefferson Street is a collector street and the City may need to use all of the right of way to widen the street in the future. He stated that the sites identified near Jefferson Street are all on side streets off of Jefferson Street. **Postmaster Balderson** stated that having the mailboxes on a side street off Jefferson Street works also. She stated the delivery person can pull off on the side street, deliver the mail then merge back onto Jefferson Street and move to the next delivery location.

**Councilor Bell** asked if Washington Avenue might not be a better choice as it is the divider street between residential and commercial areas. **Director Grimm** informed the Council that the City is seeking an Oregon Department of Transportation (ODOT) \$500,000 bike/pedestrian grant which has identified Washington Avenue as the alternate route for bikes and the east-west path through the City. He stated that attempting to put mailboxes on Washington Avenue would crowd the bike boulevard.

**Mayor Boyd** stated that the logical next step as Director Porter stated is to notify the community and neighborhoods to generate public comment or the City is only guessing what the residents want. He stated he feels that all 18 residential areas proposed should be included for comment. **Councilor Bell** agreed but stated she could also see where it makes sense to centralize the

mailboxes for the benefit of the Post Office and Public Works staff that will be required to keep the areas cleared during snow events. **Councilor Merrill** stated that he feels it is important that the notices to the residents also include the rationale that explains the City's choices. **Director Porter** stated there is a set of criteria that was used in identifying locations and that it will be reiterated to each property owner within 250 feet of each site in a letter.

**Councilor Weed** stated she was trying to decide if having the mailboxes in centralized locations was preferable to having mailboxes located where residents can walk to the mailboxes. **Postmaster Balderson** reminded the Council that ultimately the decision of where the mailboxes will be placed lies with the Post Office. **Mayor Boyd** stated he still wants to hear from residents to allow them to weigh-in and instructed staff to move forward with the notification process.

### 3. Goals Progress Report

**Manager Stein** stated the updated list gives the Council an opportunity to see the status of various City projects. She asked for questions regarding the report.

**Councilor Weed** asked when the non-emergency Development Code update would be completed. **Director Porter** stated it would be the spring or summer of 2009.

**Councilor Weed** asked for information on the bike and pedestrian grant. **Mayor Boyd** explained that was the project that Director Grimm was discussing earlier that will get bikes off Cascade Avenue. **Director Grimm** added that he is working with the ODOT grant manager to make certain that the City meets the necessary criteria. He stated the project would have a street calming effect and provide a safer route for bikes and pedestrians as they would not need to cross Locust Street or Jefferson Street. He stated the City has ten feet of right of way by Whychus Creek that would be used for the path. He stated the ultimate goal is to have the path meet up with the Sisters Middle School path by obtaining right of way from the proposed hotel, Steve McGhehey and the Patterson Elk Farm. He stated the ten foot multiuse path would then provide a continuous path from the Five Pine campus to the Middle School. **Mayor Boyd** asked when the grant funds would be available and **Director Grimm** stated it would be in 2010.

**Councilor Weed** asked what the *Standards and Specs Update* entails. **Director Grimm** explained that it provides developers and builders with the information they need to built roads and put in sewer and water lines. He stated that the current version is difficult to navigate at present and the new guidelines will match the Development Code.

**Councilor Weed** asked where the parking district improvements will take place. **Director Grimm** stated that the planned improvements are to fill in gaps on the sidewalks along Main Street. **Mayor Boyd** asked if anything is planned for the sidewalk gap on Hood Street across from the auto parts store as it is the only spot along Hood Street that has no sidewalk and it is busier than Main Street. **Director Grimm** stated that staff was getting an estimate for that work also and

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could re-prioritize that location to be included in this year's plan. **Councilor Merrill** stressed the importance of designating handicapped parking spaces. He stated that now there are two types of handicap parking placards, one for wheelchair accessibility parking as the spaces require more room to manipulate a wheelchair and one for handicap parking. He added that in 1990 every city was required to complete a survey on the number of handicap parking spots available in the city and he is unsure if the City ever completed that task. He stated he wants staff to be thinking about this need whenever they are working on sidewalks and parking.

**Councilor Weed** inquired if all the sidewalk repairs the City had previously sent letters out on had been repaired. **Manager Stein** stated that staff is still working with some business owners on getting the repairs completed but the City Attorney is crafting a delinquent notice letter that will come from his office and informs the business owner that if the work is not completed within a certain timeframe the City will perform the work, bill the owner and place a lien on the property.

**Councilor Weed** asked for an update on water rights and when the water rights from the business park developments would take place. **Manager Stein** stated that Adam Sussman from GSI Water Solutions will be working towards getting the water rights transferred to the City.

#### 4. Preview of 07/10/08 Regular Meeting Agenda

**Manager Stein** stated the workshop will give the Council an opportunity to discuss allocation of community grant funds. **Councilor Bell** stated she will need to recues herself from the discussion because of her employment with Family Area Network (FAN) and its request for grant funds. **Councilor Kellstrom** stated he will also need to recues himself as his wife is the bereavement coordinator for Hospice of Remond/Sisters and the organization is requesting a grant also. **Manager Stein** stated she would check with the City Attorney on how to handle the situation.

**Manager Stein** provided an overview of the regular meeting. She asked Director Grimm to explain the need for the resolution to amend the master fee schedule with regard to water meters. **Director Grimm** stated that at present a flat fee of \$350 is charged for ¾" water meters but over the last three years the cost has ballooned to \$825. He stated instead he wants to charge for the actual cost of the water meter plus a \$50 flat rate for installation. **Councilor Kellstrom** asked if there was another source for water meters as the cost is getting out of hand. **Director Grimm** stated he will research other suppliers

**Councilor Merrill** voiced concern for the liquor license endorsement request from Sisters Oil LLC. He stated the request is for a non-conforming use and there should be no connection between the store and gas station. **Director Porter** agreed and **Manager Stein** stated she will check with the City Attorney.

**Manager Stein** stated that there will be a resolution to amend the pay plan classification for the three percent cost of living adjustment (COLA) and a bid award for the Elm Street improvements.

**Councilor Weed** asked if the COLA adjustments take place every year and **Manager Stein** explained that increases only take place when they have been approved in the budget. She stated that each cell in the 15 step schedule will be increased three percent and will take effect July 1<sup>st</sup> if approved by the Council.

#### 5. City Manager Update

**Manager Stein** provided an update on a previous Council conversation regarding a transient merchant license relative to Christmas Mountain Magic. She stated that in researching the matter further and consulting with the City Attorney she found that by definition a transient merchant is someone that carries goods or services to sell from area to area without making the business permanent or continuous in the City. Christmas Mountain Magic has a permanent home in the City and has a yearly business license and feels they should be covered by their current license. **Manager Stein** stated that since the store plans on having sellers walking around town selling candy it sounds more like street vendor activity. She stated she wanted to see if the Council was satisfied with Christmas Mountain Magic using their existing business license for these events or wanted to take up the issue. **Mayor Boyd** stated he felt the City should allow them to continue to sell their candy from a wagon as they have proposed unless it becomes a problem and then address it if needed. **Councilor Weed** stated that she feels one could argue that Christmas Mountain Magic is a continuous and permanent business only at their store address. **Manager Stein** stated a problem arose when Christmas Mountain Magic tried to sell their wares at a Chamber sponsored event and were asked to leave. The **Council** agreed that under those circumstances Christmas Mountain Magic would need to petition with the Chamber or whoever is sponsoring an event to get permission or pay the fee to the sponsor to participate.

**Manager Stein** reported that she and Director Porter met with the stakeholder group from Clemens Park to discuss improvements for the park. **Director Porter** stated that input was received for the elements they would like to see and where they should be placed within the park. The desired elements include a split rail fence, Kiwanis memorial entrance arch, restrooms, play structure and dog clean-up stations. He provided the Council with a conceptual drawing of an American with Disabilities Act (ADA) compliant western themed restroom that he is proposing be constructed in the parking lot. He stated the next step will be a notice to the neighborhood to provide an opportunity for input before the site design review that will come before the Planning Commission.

**Councilor Merrill** inquired who will be responsible for mowing and clean-up of the dog stations and how the park will be accessed to perform those jobs. **Director Grimm** stated that the Public Works Department has a riding lawnmower but anytime elements are added such as fencing, play structures, picnic tables and arches it requires additional time to complete the job as those items need to be taken into consideration. **Councilor Merrill** stated that there is a Development Code requirement to hide the parking through landscaping and that needs to be addressed. **Director Porter** agreed that whatever improvements are made will need to comply with the Development

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Code. **Mayor Boyd** added that the amount of landscape screening needed is dependent on the total number of parking spots. **Councilor Bell** asked if the restrooms would automatically lock in the evening like other City restrooms and **Director Grimm** stated they would. **Manager Stein** stated that a reason for the fence to be set-back is for the memorial to Cliff Clemens, a memorial bench to Jim Mitchell and a flag pole that will be set in the entrance area. **Director Porter** stated that he will meet with the architectural review committee (ARC) for the neighborhood next week. **Mayor Boyd** asked staff to check to see if the neighborhood wants a lighted flag.

**Manager Stein** reported that Central Oregon Intergovernmental Council (COIC) is narrowing down a scope of work for a risk assessment project for the endangered Species Act (ESA) that all the cities and counties will be involved in. She stated it appears the risk assessment will be approximately an \$80,000 project and an additional \$30,000 for COIC to manage the project. She stated the cost per jurisdiction will likely be around \$20,000 with irrigation districts likely not participating. She stated that this amount was not included in the budget and that she would be attending another meeting on Monday. **Manager Stein** added that with regard to the Habitat Conservation Plan (HCP) she recommends taking a wait and see approach before committing to the project as the City may only need to place a fish screen on the Uncle John Ditch.

**Manager Stein** reported that a small fire of less than one acre had burned south of Suttle Lake, two to three miles west of Black Butte Ranch. She stated it was extinguished after 36 hours and is the only fire that has been near the City. She provided an update of other fires in the region.

**Manager Stein** stated that she received some feedback on the Barclay Drive intersection from an individual who feels the City needs to conduct a speed study of the area before changing the intersection to a right turn only lane. **Director Grimm** reported that the cost to restrict the through movement at the intersection will be \$3,600. He stated this will include grinding off the existing thermal plastic stripes, laying down a double yellow stripe and purchasing mountable lineators. He added that it does not include the cost for signage. **Mayor Boyd** stated that the City will never be able to make everyone happy and if the "fix" doesn't work out it can be changed. **Councilor Merrill** stated the City needs to inform people that it is an interim solution.

**Councilor Weed** asked how long the speed study will take. **Director Grimm** stated that the person he needs to speak with is currently on vacation but will be back in the office on Monday and he will submit the request at that time. He stated he anticipates it will take four to six weeks to complete. **Director Grimm** explained that the highway is a designated federal freight route which guarantees that there will not be delays of over 11 minutes per a specified route for freight trucks and that it will be free of obstructions and this designation will also factor into the speed study.

**Councilor Weed** stated she is not convinced that a right turn only on Barclay Drive will work and that the Council should be thoughtful not reactive. **Councilor Kellstrom** agreed that it is a reaction and the City should not spend the money to change the intersection prematurely.

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**Councilor Weed** stated she feels the City should wait for the speed study to decide what to do. **Councilor Merrill** stated that community members have said they want the City to do something and if there is something the City can do it should. **Councilor Weed** stated she feels the City should do research to see if the change will be effective first.

Councilor Merrill excused himself from the workshop due to a scheduled conflict.

**Councilor Bell** stated that she is very conflicted about the matter. She stated that on one hand she worries about new drivers such as students on their way to the high school crossing the highway but she doesn't want to do nothing until 2011 when the Transportation System Plan update is implemented.

**Mayor Boyd** stated that driver behavior is not consistent as cars are going different speeds on Highway 20. **Councilor Weed** suggested having the high school help with educating students to avoid the intersection. **Councilor Bell** stated that she agrees that education is necessary along with flashing lights, signs and Committee for Citizen Involvement (CCI) involvement to inform the public of the dangers and alternative routes. **Director Grimm** stated that ODOT feels that flashing lights are not really effective as it is just one more distraction to drivers. **Manager Stein** stated that she wants to remind the Council that there is another sentiment in the community that a right turn only from Barclay Drive is not an effective means of dealing with the problem intersection. **Councilor Kellstrom** stated it is important to not over react to driver error and not waste taxpayer money on a "fix" that will not work. **Mayor Boyd** stated that he has received many emails regarding the matter and that he will forward the emails to City Recorder Nelson to make copies for each councilor. **Councilor Bell** asked if the Council should ask for public comment and **Councilor Kellstrom** stated that it is the Council's decision to make.

**Mayor Boyd** asked Director Grimm to place a hold on the order for the supplies. The **Council** agreed to have the City provide an information sheet to be included in back to school packets for middle and high school students regarding the intersection and suggested alternatives. **CCI Chair Wendy Holzman** stated the CCI will include a reminder about the intersection in its August Nugget Newspaper column.

**Director Porter** informed the Council that an invoice from the City in the amount of \$101,880 will be sent to the United States Postal Service for planning fees and system development charges (SDC) for the new Post Office.

**Councilor Bell** reported that Family Access Network (FAN) has received two thirds of its funding back for next year that will fund the organization through April of next year. She added that the \$250,000 appropriation that Congressman Walden is suggesting still needs to obtain Senate approval.

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**Councilor Bell** suggested that as a courtesy the City notify Pine Meadow Ranch of the installation of cluster mailboxes that will be taking place. **Director Porter** stated he would attempt to contact a representative in the wake of Doug Sokol's death.

The meeting was adjourned at 9:57 a.m.

Respectfully submitted,

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Kathy Nelson, City Recorder

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Brad Boyd, Mayor