

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE.  
AUGUST 28, 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 Comm. Dev. Director  
Kathy Nelson City Recorder

**ABSENT:**

Brad Grimm Public Works Director

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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

**II. VISITOR COMMUNICATIONS**

**III. CONSENT AGENDA**

- A. Minutes
1. July 17, 2008 –Workshop
  2. August 14, 2008 –Regular Meeting
- B. Bills to Approve
1. August Accounts Payable

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

**Councilor Kellstrom** asked why City Hall had been rekeyed. **Finance Director Young** stated that the building was rekeyed for security reasons. **Councilor Kellstrom** asked if there are procedures in place for when an employee leaves the City to ensure the City gets back any keys or credit cards the individual might have been issued. **Director Young** stated that there is a procedure in place for assigning keys and credit cards to employees as well as getting those items back when anyone leaves the City's employment. **Manager Stein** explained that with the turnover in staff along with the uncertainty that the original building contractor had turned over all the keys that had been issued to his staff and sub-contractors she felt it was a necessary step at this time. She stated that she had though that City Hall was secure until a theft from an employee workspace had occurred during non-business hours and had influenced the decision to rekey also. **Director Young** stated that the new tiered key system allows employees only into those parts of the building that are necessary for them to

perform their job. **Councilor Bell** asked if the City had considered key cards as that would allow the City to know exactly who has come into the building and at what time. **Manager Stein** stated the City had looked into key cards when City Hall was first being built and that method was not chosen due to the cost.

**Councilor Weed** asked about the American flag stolen from the flag pole in front of City Hall. **Manager Stein** stated it was apparently stolen sometime during the night of August 14<sup>th</sup>. **Mayor Boyd** asked if the flag has a locked lanyard and **Manager Stein** stated it does not but is being converted to a locked one. She stated the flag stays on display all the time as it is lighted.

*The motion carried unanimously.*

#### IV. STAFF REPORTS

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

**Councilor Bell** stated that she has noticed that one of the two dogs from the City owned multi-piece sculpture on the Lazy Z property is gone and wondered if it has merely fallen down or has possibly been stolen. **Manager Stein** stated she would have the Public Works staff check on the piece. **Councilor Weed** asked if the sculpture is insured and **Manager Stein** stated it is.

**Councilor Weed** asked why the contractor was waiting for a permit from ODOT to begin the East Cascade realignment project. **Manager Stein** stated that the City was under the impression that a right-of-way permit for Knife River Company to begin work was the only permit needed but had just been informed by the Oregon Department of Transportation (ODOT) that the initial project review by ODOT staff has been performed but additional review is necessary. She stated she has communicated her unhappiness to ODOT that a higher level of review was needed earlier and that now ODOT is now raising issues that should have been brought to the City's attention prior to the City putting the project out to bid. She stated that ODOT is questioning drainage issues. She stated she has been in contact with ODOT Regional Director Bob Bryant and voiced her discontent with the delay as well as concern that the project move forward prior to winter weather setting in. She stated she hopes the problem will be resolved very soon.

##### B. **Eric Porter, Community Development Director**– *(Report Attached)*

**Director Porter** asked for questions regarding his staff report.

**Councilor Weed** asked for details regarding the three-to three vote for the Planning Commission Chair and Vice-Chair positions. **Director Porter** explained that both Planning Commissioner David Gentry and Planning Commissioner Alan Holzman had expressed a desire to serve in the capacity of chair for the commission. He stated that with one member not in attendance at the meeting the vote was tied and it was decided that the commission would vote next month when hopefully there will be a full commission present. He stated that David Gentry who has been acting as the Chair since the departure of the previous chair David Marlow is still acting as pro-tem Chair and Alan Holzman will be acting as pro-tem Vice Chair. **Director Porter** stated that to complicate the matter further, Commission Andrew Gorayeb is resigning from the Planning Commission at the end of August as he is moving outside city limits. He stated that a notice to apply for Commission Gorayeb's remaining term will run in the Nugget Newspaper beginning next week.

## V. COUNCIL BUSINESS

### A. Discussion and Consideration of a Motion to Endorse a Liquor License Change of Licensee for Five Pine Conference Center

**City Recorder Nelson** stated that there has been a change of licensees, with the addition of and removal of some individuals, from the liquor license for Five Pine Conference Center. She stated that because of that change the Council needs to recommend endorsement or not recommend endorsement of the liquor license to the Oregon Liquor License Commission (OLCC) for the conference center. She reported that a background check run by Deschutes County Sheriff's Department found that none of the applicants has a criminal record and there have not been any alcohol related violations at the conference center.

***Councilor Kellstrom** moved to endorse a liquor license change of licensee for Five Pine Conference Center. **Councilor Merrill** seconded the motion. The motion carried unanimously.*

### B. Discussion and Consideration of Resolution No. 2008-20: A RESOLUTION OF THE CITY OF SISTERS REFERRING THE PROPOSED ANNEXATION OF APPROXIMATELY 13.8 ACRES NORTH OF THE WASTEWATER TREATMENT FACILITY TO THE ELECTORS OF THE CITY OF SISTERS

**Manager Stein** stated that the resolution was the one reviewed by the Council at the August 21<sup>st</sup> workshop meeting and that it allow electors to vote as to whether the property in question can be brought into the City for the eventual location for the Public Works office.

*Councilor Weed moved to adopt Resolution No. 2008-20 to refer the proposed annexation of approximately 13.8 acres north of the Wastewater Treatment Facility to the electors of the City of Sisters. Councilor Kellstrom seconded the motion. The motion carried unanimously.*

**C. Discussion and Consideration of Resolution 2008-21: A RESOLUTION SUPPORTING THE CREATION OF A DESCHUTES COUNTY GREENPRINT**

**Manager Stein** asked the Council if there were further questions regarding this resolution after the earlier discussion at the workshop.

**Councilor Kellstrom** stated he was sorry to have missed the earlier discussion but he was skeptical as to the actual worth the Greenprint might bring to the City. He stated that since it was not a large dollar amount he would defer to the judgment of the other Council members and not oppose the matter.

*Councilor Merrill moved to adopt Resolution No. 2008-21 to support the creation of a Deschutes County Greenprint in the amount of \$1,000. Councilor Bell seconded the motion. The motion carried unanimously.*

**D. Discussion and Consideration of Resolution No. 2008-22: A RESOLUTION SUPPORTING THE ENHANCEMENT OF DESCHUTES COUNTY'S RECREATION ASSETS**

**Manager Stein** stated there was no dollar amount attached to this resolution and it was merely a resolution for the support of Senator Wyden's efforts for Deschutes County's recreation assets.

*Councilor Merrill moved to adopt Resolution No. 2008-22 to support the enhancement of Deschutes County's recreation assets. Councilor Weed seconded the motion. The motion carried unanimously.*

**E. Discussion and Consideration of a Motion to Approve the Location of Cluster Boxes in the Residential Area South of Cascade Avenue and Expend Approximately \$5,600 for Concrete Installation**

**Director Porter** stated that approval of the motion will result in the creation of a letter to the United States Postal Service (USPS) from Mayor Boyd recommending they use locations 1, 3, 4, 6, 10, 11, 14, 15, 17, and 18 as shown on the map (copy attached) for

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE.  
AUGUST 28, 2008

residential mail delivery sites and the commitment from the City to contribute the concrete and labor to install the pads onto which the mailboxes will be anchored.

*Councilor Merrill moved to approve the location of cluster boxes in the residential area south of Cascade Avenue at locations 1, 3, 4, 6, 10, 11, 14, 15, 17, and 18 shown on the map (copy attached) and expend approximately \$5,600 for concrete installation.*

*Councilor Kellstrom seconded the motion.*

**Councilor Bell** requested that the records show that the City will look at covering the cost of mail box installation for the Fourth Sisters Condominium complex, if the condominium owners are interested, at the same time the Highland Village mailboxes are installed.

*The motion carried unanimously.*

## **VI. OTHER BUSINESS**

### **A. Appointment of Development Code Update Technical Advisory Committee**

**Director Porter** stated that he was looking for approval from the Council to form a new technical advisory committee (TAC) to assist staff with the continuation of the Development Code update process that began in 2005. He providing the reasoning staff used to compile the recommended members and explained that the members are comprised of both original members as well as new members who provide a broad background and viewpoints.

**Councilor Weed** stated she feels it is very important that the TAC carefully weighs the pros and cons of those items in the Development Code that could be controversial. **Director Porter** stated that matters will be brought to the Planning Commission and Council if there is not consensus or if staff and the TAC do not agree.

**Councilor Merrill** stated that there must be two public meetings prior to any changes to the Development Code and **Director Porter** assured him that any part of the code that is recommended to be more restrictive requires the City to notice such changes. He added that all the meetings will be noticed and the public will always be welcome to attend.

*Mayor Boyd recommended that Bill Merrill, Andrew Gorayeb, Chuck Humphreys, Jon Skidmore and himself be appointed to the TAC for the continuation of the Development Code update. The Council agreed with the appointments.*

**Manager Stein** informed the Council that a flier inviting the Council to participate in an upcoming water roundtable discussion that will take place on September 25<sup>th</sup>. She added that

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AUGUST 28, 2008

on September 26<sup>th</sup> the House Energy and Environment Commission will tour Whychus Creek and meet at City Hall for lunch, of which the Council is also invited.

**Manager Stein** informed the Council that the public forum regarding the High County Disposal (HCD) refuse franchise proposal will take place on September 8<sup>th</sup> from 6:30 to 8:00. She stated that representative from HCD as well as City staff will be present to answer questions. She reported that beginning September 2<sup>nd</sup> an information kiosk will be installed in the City Hall lobby for citizens to come and gather information about HCD. She stated the kiosk will be manned by HCD employees the evening of the public forum from 5:30 to 6:30. She noted that a Frequently Asked Questions (FAQ) information sheet has been created that will be at the information kiosk too. **Councilor Weed** asked if Councilor Kellstrom's perspective is presented in the FAQ's. **Manager Stein** stated it is in that the \$7,000 figure he used in his editorial in the Nugget Newspaper is shown as an impact towards funds and an explanation that it is not cash or profit that can be used to purchase equipment is given.

**VII. MAYOR/COUNCILOR COMMENT**

**Councilor Bell** asked for the final list of candidates running for City Council at the November 4<sup>th</sup> general election. **Recorder Nelson** reported that incumbent Council members Brad Boyd and Lon Kellstrom are running for Council as well as Wendy Holzman, Jerry Bogart and Pat Thompson and that all have qualified to be on the November ballot.

**VIII. ADJOURN – 7:43 p.m.**

Respectfully submitted,

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Kathy Nelson, City Recorder

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Brad Boyd, Mayor