

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 09, 2008

MEMBER PRESENT:

Bill Merrill Council President
Lon Kellstrom Councilor
Sharlene Weed Councilor
Shawna Bell Councilor
Shawna Bell 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
Kathy Nelson City Recorder

ABSENT:

Brad Boyd Mayor

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Council President Merrill at 7:02 p.m.

II. VISITOR COMMUNICATIONS

Elaine Drakulich, Sisters School District Superintendent

Superintendent Drakulich informed the Council that Sisters School District will have a measure on the November 4th ballot to renew its local option tax levy for an additional four years. She stated the tax has been in place for the last eight years and will remain the same with a rate of \$.75 per \$1,000 of assessed property value. She stated the approximately one million dollars that this local option tax brings in yearly allows the school district to maintain a small student/teacher ratio, continue with music, art and technology programs as well as continue to improve and grow as a district. She stated the good reputation of the school district has a significant influence on property values staying strong in Sisters

Glen Laskin, Sisters School District Board Member

Mr. Laskin, Chair of the Local Option Tax Campaign, stated the measure is good for the City and School District. He stated it sets a good tone for the City to stand in unison with the district for a measure that benefits the City in many ways and that a successful district contributes to a successful town. He urged the Council to send a powerful message to voters by adopting a resolution in support of the measure.

III. CONSENT AGENDA

A. Minutes

1. September 11, 2008 – Workshop
2. September 18, 2008 – Special Regular Meeting
3. September 25, 2008 – Workshop
4. September 25, 2008 – Regular Meeting

B. Bills to Approve
1. October Accounts Payable

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

Councilor Weed asked for clarification on the invoice to G. J. Miller in the amount of \$1,000 for the recycling center stating she thought the City had finished paying for the center. **Public Works Director Grimm** stated the City had been on a payment plan and this payment represents the last payment to the contractor for the recycling center.

Councilor Weed asked for clarification on the invoice from Central Electric Cooperative (CEC) in the amount of \$4,801.50. **Director Grimm** explained the payment is for the transformer service to be installed by CEC and the street lights that will illuminate the crosswalk at the East Cascade realignment project site.

The motion carried unanimously.

IV. STAFF REPORTS

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

Manager Stein informed the Council the City received a letter from the Oregon Water Resources Department (OWRD) stating it would not recommend the City be given the \$20,000 grant it requested as a water management conservation plan was already a requirement for the City. She stated she has begun the appeal process by writing a formal letter of appeal, speaking with the program administrator and has scheduled a call with the Department Director for OWRD. She stated she will stress that Sisters is a small city in a very complex water district and it is trying to meet the needs of the City by developing a more robust program. She stated she hopes the City will still have an opportunity to be considered for the grant funding.

Councilor Bell asked for a time line for the utility rate study. **Manager Stein** stated she expects to bring information to the Council in the next four to six weeks and that she has received a preliminary report from the contractor working on the study.

Councilor Bell asked about the tabletop disaster exercise staff participated in as a part of the Sisters Emergency Operations Plan and specifically with regard to a Carver Lake failure flooding event. **Manager Stein** stated it was a beneficial exercise on the potential for a flood scenario. She stated that additional information has come available since the tabletop

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exercise regarding flooding in the City with a Carver Lake failure and the anticipated path of the 33 million gallons of water from Carver Lake. She stated she will schedule Sisters Fire Chief Robertson to present the information to the Council as it is quite interesting to see how impacted the City and its residents could be. She stated it is also important to let the community know that efforts are being made to put in place safety measures if there is such an occurrence.

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

Director Young asked for questions regarding her report.

Councilor Kellstrom stated that he is concerned that the FY 07/08 budget year has not been finalized and that the Council has not yet seen a year end report. He stated that in his view waiting until November to see the report is too late with the current economic climate.

Director Young explained that having the finished statement by November is actually earlier than most municipalities to have the reports completed. **Councilor Kellstrom** stated that with the long term slow down in the economy he feel it is important to see the information in a timely fashion in order to make any necessary adjustments. **Manager Stein** stated that Director Young is working to give the Council the final report for FY 07/08 by November but she can give the Council the preliminary cash balance figures at any time. She stated that while the August monthly reports show that some revenue accounts are not meeting projections there seems to be an upturn in some of those accounts in September that are making up those revenue deficiencies. **Councilor Kellstrom** stated that in times of prosperity it makes sense to not worry so much but he doesn't feel that way in the current economic climate. **Manager Stein** stated that one advantage the City has over nearby jurisdictions is that planning staff funding is not fee based which helps insulate the department in the downturned market. She stated that the City is also fortunate to have a healthy contingency fund balance.

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

Captain Edwards reported on the number of patrol hours provided, incidents, citations, warnings and business checks. He stated the case log was larger than normal this month with several driving under the influence (DUI) citations.

Council President Merrill asked what the Sheriff's Department does if it finds an unsecured business. **Captain Edwards** explained that every attempt is made to contact the owner of the business to come and secure the building but if that is unsuccessful the deputy will secure the building to the best of his/her ability and keep a watchful eye on the business.

V. COUNCIL BUSINESS

A. Discussion and Consideration of a Motion to Endorse a Liquor License Change of Ownership for Soji (formerly Soba Noodles)

City Recorder Nelson stated there was a change in ownership at Soji's (formerly Soba Noodles) and as required by Oregon Liquor Control Commission (OLCC) the new owner is seeking an endorsement by the Council for the liquor license. She introduced Kay Hill, new owner of Soji's, to answer any questions the Council might have. **Kay Hill** stated she was very happy to be taking over the restaurant and keeping the menu the same.

Councilor Kellstrom moved to endorse a liquor license change of ownership for Soji. Councilor Weed seconded the motion. The motion carried unanimously.

B. 1 Discussion and Consideration of a Motion to Approve Resolution No. 2008-24: A RESOLUTION TO ENDORSE THE CENTRAL OREGON COMMUNITY COLLEGE BOND MEASURE 9-58 ON THE NOVEMBER 4, 2008 BALLOT

B. 2 Discussion and Consideration of a Motion to Approve Resolution No. 2008-25: A RESOLUTION TO ENDORSE THE SISTERS SCHOOL DISTRICT LOCAL OPTION TAX LEVY 9-67 ON THE NOVEMBER 4, 2008 BALLOT

Councilor Kellstrom moved to approve Resolution No. 2008-24 to endorse the COCC Bond Measure 9-58 and Resolution No. 2008-25 to endorse the Sisters School District Local Option Tax Levy 9-67 on the November 4, 2008 ballot. Councilor Bell seconded the motion. The motion carried unanimously.

C. Discussion and Consideration of a Motion to Approve an Intergovernmental Agreement with Central Oregon Intergovernmental Council for Cascades East Transit Program

Manager Stein stated the agreement is in follow-up to the September 11th workshop with Scott Aycock and Karen Friend from the Central Oregon Intergovernmental Commission (COIC) to continue to support the former Central Oregon Council on Aging Commission (COCOA) van now run by COIC and named Cascade East Transit program. She stated the agreement states the City will pay for fuel and maintenance up to an amount of \$5,000 per year to be paid to COIC.

Councilor Weed asked how much the City paid for fuel and maintenance last year. **Manager Stein** stated it was approximately \$2,000. **Councilor Bell** stated that since the van is aging she would prefer to limit the amount to \$3,000 and pay that amount in full at the beginning of the agreement period. **Manager Stein** stated the dollar amount was based on a estimated local match share for a Department of Transportation grant and was unsure if lowering the amount of the City's financial commitment will cause a problem with receiving COIC the grant. **Councilor Weed** stated the Council needs more information before making a decision as to the dollar amount the City will commit. **Councilor Kellstrom** agreed with Councilor Bell to a cap of \$3,000. After further discussion **Council President Merrill** tabled the item until additional information can be obtained with regard to the grant match needed.

D. Discussion and Consideration of a Motion to Accept Public improvements for Hammond Place

Director Grimm recommended the Council accept the public improvements for Hammond Place as all work necessary has been completed.

Councilor Weed recused herself from the vote due to a conflict of interest as Hammond Place is a Habitat for Humanity project and she is the Executive Director of Habitat for Humanity.

Councilor Kellstrom moved to accept public improvements for Hammond Place. Councilor Bell seconded the motion. The motion carried unanimously (Kellstrom, Bell and Merrill).

VII. OTHER BUSINESS

Manager Stein stated that she has been working with the Public Art Team on the donation of a significant sculpture to the City to be considered for the new intersection that results from the East Cascade realignment project. She stated the rearing stallion sculpture with a value of \$250,000 created by Lorenzo Ghiglieri is being recommended for acceptance by the art team as it meets the criteria it has set. She stated the topic will be slated for an upcoming workshop as soon as some additional details are worked out.

Council President Merrill stated the Development Code states that public art decisions must be made by the Planning Commission and that all art pieces must be western themed. He stated the Council can see and hear the proposal but must let the decision be made by the Planning Commission as stated in the Development Code. **Councilor Weed** added that a model of the sculpture is currently on display in the Cascade Business Station.

VII. MAYOR/COUNCILOR COMMENT

Councilor Weed stated she has received complaints from citizens that some phone calls are not being returned by City staff in a timely manner. **Manager Stein** stated she will remind staff of the 24 hour return call policy. She added that staff is currently tracking phone calls to determine how many are misdirected due to frustration or confusion with the phone system. She stated the information will be used to determine if the existing system can be simplified, if an upgraded system is needed or if there is a need to hire a part-time staff person to move away from the auto-attendant phone system the City now has.

Council President Merrill asked if a staff member will be attending the Land Conservation and Development Commission (LCDC) meetings that are scheduled from October 15th through October 17th and **Manager Stein** stated that Community Development Director Porter will be attending. She stated that she had received a call from 1,000 Friends of Oregon and the organization is aware the City passed a resolution in support of Senate Bill 30 and asked for a copy of the resolution. The organization also asked if a representative from the City will be testifying before the LCDC. **Councilor Weed** suggested that Mayor Boyd testify and submit the resolution into the permanent record. The **Council** agreed. **Manager Stein** stated that if Mayor Boyd was unavailable Director Porter could enter the resolution into the record.

VIII. ADJOURN – 7:55 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor