

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 26, 2009

MEMBER PRESENT:

Lon Kellstrom Mayor
Bill Merrill Council President
Sharlene Weed Councilor
Jerry Bogart Councilor

ABSENT:

Pat Thompson Councilor

STAFF PRESENT:

Eileen Stein City Manager
Steve Bryant City Attorney
Eric Porter Comm. Devel. Director
Brad Grimm Public Works Director
Pauline Hardie Senior Planner
Kathy Nelson City Recorder

ABSENT:

Lisa Young Finance Director

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:04 p.m.

II. VISITOR COMMUNICATIONS

Jeri Buckman, Events Director, Sisters Area Chamber of Commerce, 291 E. Main Street

Sisters Area Chamber of Commerce Events Director Jeri Buckman informed the Council that the Chamber of Commerce would like to hold a Sisters “Glory Daze” car show on Saturday, July 18th from 10 to 4. She distributed a map detailing the set-up for the event and stated she was looking for consent from the Council to close Spruce Street between Main Street and Highway 20 for the event. She stated she is expecting approximately 50 cars to be on display which will be parked in designated parking spots along Main Street. She stated food will be provided by Ski Inn and Scoots restaurants as well as a beer garden in the outside area of Scoots. She explained that the grassy lot across from the Chamber of Commerce office will be set up for vendors and a stage will be set up on the closed off portion of Spruce Street, where live music will be performed. She stated that the Chamber of Commerce will hire its own security for the event.

Councilor Merrill stated he would like to see some noise restrictions in place with regard to the sound levels of the music so as not to disturb nearby residents. He also asked that the Chamber coordinate with the Sheriff’s Department to ensure vehicle and pedestrian safety and inform all the businesses on Main Street about the event that have not already been contacted. **Manager Stein** stated the City can rope off a safe area around the cars parked on Main Street for pedestrians viewing the cars.

Councilor Weed stated that even though the event will take place during the busy summer months, since it will only close off one small section of the road, she is in support of the

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event. The **Council** discussed the matter and were in agreement to allow the event to move forward with the street closure as an experiment.

Erin Borla, Executive Director, Sisters Area Chamber of Commerce, 291 E. Main Street

Sisters Area Chamber of Commerce Executive Director Erin Borla stated she was in attendance to provide an update of Chamber accomplishments to date since she became the director two month ago. She highlighted activities, events and accomplishments and informed the Council there were 31 new members for the first quarter of 2009. She stated that five new special events have been added to the calendar for 2009 as well as creating a strategic marketing plan for the next two years. She provided financial information for fiscal year 2008 as well as a breakdown of how transient room tax funds are budgeted for use in 2009. She asked if there was anything else the Council felt the Chamber should be doing to help promote Sisters Country.

Mayor Kellstrom complimented Ms. Borla for the great strides she has made with regard to not only day to day operations of the Chambers but for the long term plans that have been made. The **Council** discussed the matter and determined that they were satisfied with the efforts of the Chamber and will approve the payment of the Chambers normal percentage of transient room tax for the second quarter.

III. CONSENT AGENDA

A. Minutes

1. February 25, 2009 –Goal Setting Session
2. March 12, 2009 - Workshop
3. March 12, 2009 –Regular Meeting

B. Bills to Approve

1. March Accounts Payable

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

Councilor Weed asked for clarification on the invoice to the Oregon Department of Administration and how EBAY is involved. **Public Works Director Grimm** explained that Oregon State advertises its surplus vehicles on EBAY and he had purchased a 2004 Chevy truck off the site.

The motion carried unanimously.

IV. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA

Councilor Merrill moved to approve the accounts payable not on the consent agenda. Councilor Weed seconded the motion. The motion carried unanimously.

V. STAFF REPORTS

A. Brad Grimm, Public Works Director

Director Grimm asked for questions regarding his staff report.

Councilor Weed asked if the Oregon Department of Transportation (ODOT) \$100,000 quick fix grant will cover the entire cost of the Highway 242 pedestrian path. **Director Grimm** stated that it will and with the current bidding climate the City will likely be able to get even more paving work done on the path than previously expected. He stated instead of stopping the path at the Middle School as originally planned, the City will likely be able to continue from the Middle School towards the High School with the path.

Mayor Kellstrom asked about the \$1,957,000 project grant the City applied for from the Oregon Department of Environmental Quality (DEQ) Clean Water Revolving Fund to pay for the Lazy Z reuse project. He stated Director Grimm's staff report indicates the City must match 25% of the grant if the grant is awarded which will equal almost \$500,000. He asked where the funding for the City's match will come from. **Director Grimm** stated the project is System Development Charge (SDC) funded and is already budgeted for FY 09-10. He stated if the City receives the grant it will represent a huge savings for the City. **Councilor Weed** asked if that could mean a reduction in SDC charges for construction projects. **Manager Stein** stated that this grant along with other stimulus funds that the City receives could have the secondary benefit of lowering SDC charges.

Director Grimm stated he followed up with DEQ after he submitted the grant application and was told the City's chances of receiving the grant look very good. He stated the selection process will occur sometime in April.

Councilor Weed asked about the drainage swale by the new United States Post Service (USPS) building, voicing concern that it is unsightly with the fencing around it. **Director Grimm** explained that since the swale is on USPS property the City has no voice in determining how it was built. He stated the swale is deep and quite steep, but was likely the least expensive means for the Postal Service to alleviate the problem.

B. Eric Porter, Community Development Director

Director Porter stated that currently the new Post Office building does not meet the City's "dark skies" ordinance. He stated he will write an enforcement letter regarding the outdoor lights with hopes that the Post Office will voluntarily comply.

Director Porter reported the enterprise zone application was approved by the City of Redmond and Deschutes County, the City's partners in the enterprise zone application. He stated he feels the application has a very good chance of being approved by the State for the re-designation.

Councilor Weed asked if the Planning Commission had the Black Butte Crossing development come back before them since the Council approved the extensions of time for permits. **Director Porter** stated the Planning Commission had and a recommendation from the Planning Commission will be coming before the Council at the April 9th regular meeting.

Councilor Weed asked for an update on Bi-Mart moving into the old Ray's Food Place location. **Director Porter** stated that the permits to begin the remodeling process are ready for pick-up and he expects the store to open sometime in April.

VI. COUNCIL BUSINESS

**A. Discussion and Consideration of Resolution No. 2009-06: A
RESOLUTION SUPPORTING THE CITY OF SISTERS LOCAL
GOVERNMENT GRANT APPLICATION FOR DEVELOPMENT
PROJECTS TO THE OREGON PARKS AND RECREATION
DEPARTMENT (ODPR)**

***Councilor Merrill** moved to approve Resolution No. 2009-06 supporting the City's application for an ODPR grant for development projects. **Councilor Weed** seconded the motion.*

Councilor Weed complimented staff for the design and inclusion of the pre-application grant request form and asked if there were sufficient funds budgeted for both projects if the grants are awarded to the City. **Manager Stein** stated that the Clemens Park project will require a \$36,000 match will be a combination of in-kind work and cash and the Parks Master Plan grant will require a \$6,250 match. She stated there is sufficient cash carry-forward in the Parks Development Fund and she plans on including the necessary amounts in the FY 2009-10 budget.

The motion carried unanimously.

B. Discussion and Consideration of Resolution No. 2009-07: A RESOLUTION SUPPORTING THE CITY OF SISTERS GRANT APPLICATION FOR THE SMALL CITY PLANNING PROJECTS GRANT TO THE OREGON PARKS AND RECREATION DEPARTMENT (ODPR)

Councilor Merrill moved to approve Resolution No. 2009-07 supporting the City's application for small city planning project grant from the ODPR. Councilor Weed seconded the motion.

Senior Planner Hardie stated if received, the grant will be used for an update to the Parks Master Plan and explained that only four cities in the State will be chosen to receive the \$25,000 grants.

The motion carried unanimously.

VII. OTHER BUSINESS

A. Budget Committee Appointments

Mayor Kellstrom appointed Gwendolyn Chapman and Larry Nelson to the Budget Committee. **Councilor Weed** asked if it would be a conflict of interest for Mr. Nelson to be on the Budget Committee since he is related to a staff member. **City Attorney Bryant** stated that even though the appointment would be in an advisory position it would be an actual conflict of interest due to his relation to a staff member. Once informed, **Mayor Kellstrom** withdrew his nomination of Larry Nelson. The **Council** agreed to the appointment of Ms. Chapman.

VIII. MAYOR/COUNCILOR COMMENT

A. Committee Reports

Mayor Kellstrom reported on the community safety meeting he and staff members attended earlier in the evening. He stated the meeting centered on discussion of wildfires relative to defensible space and how to organize, encourage and provide information on the subject to citizens.

Councilor Bogart reported that he and Councilor Weed attended the Regards to Rural Conference in Salem. He stated it was very informative and that he and Councilor Weed plan on bringing information to share with the rest of the Council to the next workshop.

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Councilor Weed reported that she attended a meeting with a gentleman who is interested in building an assisted living facility in Sisters. She stated he is looking at various properties in the area for possible consideration and she feels the City should be supportive of the effort. **Manager Stein** stated that she was aware of the gentleman's desire to consider Sisters for the facility as he had approached her wanting to make a presentation to the Planning Commission. She stated she was concerned about ex-parte contact and wanted to discuss the matter with the City Attorney prior to allowing him to make any presentation to the Council or Planning Commission. She stated since the matter would eventually come before the City as a land use project for approval she feels that exposure should be limited. **Councilor Weed** stated that since the facility is something the City could use and it would provide 15 fulltime positions and 15 part time positions she wondered if there was anything the City could do to help cultivate the relationship. **Manager Stein** stated she will discuss the matter further with the City Attorney and that meanwhile the gentleman is working closely with staff who are giving him the resources he needs.

IX. ADJOURN – 7:48 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor