

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 27, 2009

MEMBERS PRESENT:

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

STAFF PRESENT:

Brad Grimm PW Director
Lisa Klemp Acting City Attorney
Eric Porter Comm. Devel. Director
Lynne Fujita-Conrads Finance Dept.
Kathy Nelson City Recorder

ABSENT:

Eileen Stein City Manager
Lisa Young Finance Director

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:07 p.m.

II. VISITOR COMMUNICATION

Gene Whisnant, Oregon State Representative for District 53

Representative Whisnant voiced his appreciation to the Council for the time and service they provide to Sisters and that it has been his pleasure to work with the Council and Manager Stein for six years. He stated he will be addressing the Sisters Rotary Club on September 1st and invited everyone to attend.

Mayor Kellstrom thanked Representative Whisnant for attending the meeting.

III. CONSENT AGENDA

- A. Minutes
 - 1. July 23, 2009 – Workshop
 - 2. August 13, 2009 - Regular Meeting

- B. Bills to Approve
 - 1. August Accounts Payable

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

Councilor Weed asked for clarification on the invoice from HGE Architect and Engineers in the amount of \$16,445.30 for water system improvements. **Public Works Director Grimm** stated the invoice was for the design work to move water meters that are currently located in the backyards of properties and alleys to the front of the properties. He stated the properties

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involved are located in the southwest part of town and the design work is part of a \$400,000 capital improvement project.

Councilor Weed asked for clarification on an invoice from Mardac Consultants in the amount of \$1,160. **Community Development Director Porter** stated the consultant was hired to provide a team building experience and education exercise for Planning Department staff.

Councilor Weed stated she had received a call from a concerned citizen on the process used by the City in determining what contractor will be used for projects and asked what process the City uses when making the decision. **Director Grimm** explained that if a project is estimated to be over \$5,000, the Public Works Department solicits at least three quotes for the project and then awards the job to the lowest bidder. He added that the documentation sheet showing all the calls made and prices quoted by the businesses is always attached to the invoice.

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.*

Councilor Thompson stated he would refrain from voting due to a direct conflict of interest.

The motion carried unanimously with Councilor Thompson abstaining from the vote.

V. STAFF REPORTS

A. Brad Grimm, Public Works Director

Public Works Director Grimm asked for questions regarding his staff report.

Councilor Weed asked if the Council would be seeing the design plans for the Public Works maintenance shop. **Director Grimm** stated he would provide a schematic of the design to the Council at the next workshop.

Councilor Weed asked where the sidewalk infill will be that is noted on Director Grimm's staff report. **Director Grimm** stated the infill project was identified during the budget session and will be in collaboration with Parking District improvements also. He stated it will provide continuous sidewalks and additional parking for Main Street and Hood Avenue.

B. Eric Porter, Community Development Director

Director Porter asked for questions regarding his staff report.

Councilor Weed asked for an example of what would be included with a “super enterprise zone” as mentioned in the Economic Development of Central Oregon (EDCO) brochure that is being written. **Director Porter** stated a super enterprise zone provides extended benefits on tax credits and must meet the requirement of providing an average salary of 150% of average medium income (AMI). He stated the brochure is only in draft state and this incentive will be further researched by staff and discussed with the Council prior to being included in the brochure.

Mayor Kellstrom stated the time line for completing the Development Code update seemed to be really stretched out and asked Director Porter if he actually thought it would take through next March to complete the update. **Director Porter** stated the timeline presented in his report represented a “worst case” time line. He stated the timeline could potentially be shortened if the Planning Commission and City Council only require one workshop. He stated staff will begin to provide summary changes to the Council and Planning Commission in advance of the workshops to expedite the process.

C. Captain Tim Edwards, Deschutes County Sheriff’s Department

Captain Edwards reported on the number of patrol hours provided, incidents, citations, warnings and business checks for July. He reported the document shredding and prescription drug turn-in event that occurred on July 18th was well attended.

Councilor Weed asked if prescription drugs could be turned in to the Sheriff’s Department at any time. **Captain Edwards** stated prescription drugs can be turned in at the Sisters substation at any time but must be relinquished to a deputy only so it is a good idea to call in advance to insure a deputy will be available.

Captain Edwards reported that the incident where a teenage girl was harassed at Village Green Park was an isolated incident where an intoxicated man grabbed her hand. The man was apprehended and jailed after he subsequently was involved as a passenger in a motor vehicle crash.

Captain Edwards reported that an arrest was made in the incident where a vehicle window was broken out with a sewer drain cover. He stated the same individual was responsible for breaking into another vehicle and assaulting the car’s owner when she interrupted the break-in.

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Captain Edwards reported that in the three burglary cases that occurred on July 20th an arrest was made of three Sisters area residents. He stated there were two male and one female involved.

Councilor Weed noted an assault/criminal mischief/hit and run incident that occurred on Larch Avenue and asked if it or any other incidents were related to Scoots Bar and Grill. **Captain Edwards** stated the incident was related to Scoots as well a DUII arrest of a patron at Scoots who arrived intoxicated. He stated he did not know if that individual had anything to drink at Scoots prior to the arrest. He stated a verbal dispute that occurred between business owners and Scoots was also resolved.

VI. COUNCIL BUSINESS

- A. Discussion and Consideration of a Motion** to Accept a Grant from the Oregon Parks and Recreation Department in the Amount of \$17,450 for the Whychus Creek Trail

Director Grimm stated the grant award will be used to create an eight foot wide bike/pedestrian path between Locust Avenue and the property adjacent to the Five Pine campus.

***Councilor Merrill** moved to accept a grant from the Oregon Parks and Recreation Department in the amount of \$17,450 for the Whychus Creek trail. **Councilor Weed** seconded the motion. The motion carried unanimously.*

VII. OTHER BUSINESS

- A. Committee for Citizen Involvement (CCI) Appointment**

Mayor Kellstrom appointed Debbie Newport to serve as an out of city limits member of the CCI. The **Council** concurred.

- B. City Manager Report**

Director Grimm reported the bike/pedestrian path along Highway 242 will start tomorrow or Monday and will be completed before school begins. He reported the improvement project on East Cascade by the elementary school was completed earlier in the day and will be inspected by the Oregon Department of Transportation (ODOT) tomorrow. He stated the timing of finishing the project was important as he will be applying for another Small Cities

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Allotment (SCA) grant from ODOT on Tuesday of next week and the City needed to have the East Cascade project completed in order to apply for another grant.

Mayor Kellstrom asked when work will begin on the Timber Creek Bridge. **Director Grimm** reported the contractor is currently working with Central Electric Co-op (CEC) to move an existing wooden pole and replace it with a steel pole. He stated the developer will begin on Monday and he estimated it will take three to four weeks to complete the various elements of the bridge.

VIII. MAYOR/COUNCILOR BUSINESS

A. Committee Reports

Councilor Weed reported she has set up a meeting on September 21st at 4:00 p.m. at City Hall with Corky Senecal of Neighbor Impact to discuss how the City can access weatherization and rehab programs for Sisters residents. She invited interested Council members to attend.

Councilor Thompson asked Director Porter if he had made contact with the realtor that had contacted him about the program and whose name he had forwarded. **Director Porter** stated he was waiting for the meeting so he would be better informed and that he would call and let the gentleman know about the meeting. **Councilor Weed** stated any other interested realtors were also welcome to attend. **Director Porter** stated he would take care of inviting realtors to the meeting

IX. ADJOURN – 8:47 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor