

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JANUARY 14, 2009

MEMBERS PRESENT:

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

STAFF PRESENT:

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

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:00 p.m.

II. VISITOR COMMUNICATIONS

Mark Hilgart, 67751 Petterson Burn Road, Sisters, OR 97759

Mark Hilgart stated he is opposed to back-in diagonal parking. He stated people are not used to it. He added it will hurt businesses because people will be confused and just drive through town as opposed to stopping. He stated tourists that have loaded vehicles will be unable to maneuver that type of parking and back in parking will slow traffic. He stated he foresees people choosing a different route around Sisters and not stop or get to know Sisters. He stated that type of parking could possibly work on other streets but asked not to have this type of parking on Main, Cascade or Hood avenues.

Mayor Kellstrom stated the back-in diagonal parking was not the idea of the Council but instead an Oregon Department of Transportation (ODOT) requirement. He stated since ODOT controls funding, the City is obliged to follow ODOT recommendations or risk difficulty in getting funding for other projects. He assured Mr. Hilgart there will be no back-in diagonal parking on Cascade Avenue and only limited back-in diagonal parking on Main Street and Hood Avenue. He thanked Mr. Hilgart for his comments and stated the Council appreciated hearing from him.

Councilor Weed told Mr. Hilgart about the added safety for pedestrians and cyclists with back-in diagonal parking and suggested he speak further on the benefits with Public Works Director Grimm.

III. CONSENT AGENDA

A. Minutes

1. November 19, 2009 –Workshop

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2. December 03, 2009 – Workshop
3. December 10, 2009 -Workshop
4. December 17, 2009 – Special Meeting
5. December 17, 2009 – Workshop

Bills to Approve

1. December 24, 2009 Accounts Payable
2. January 14, 2010 – Accounts Payable

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

Councilor Weed noted the electricity bill in the amount of \$1,318.16 for City Hall and stated that seemed particularly high. She asked if there was a specific reason. **Finance Director Young** stated she compares bills each month to see if there is a large difference in the invoices and the electricity bill for City Hall did not stand out, but she will check it again. **Councilor Weed** suggested staff could make certain they turn off unused lights and take other conservation measures. **Mayor Kellstrom** noted there was a particularly cold period in December that likely increased usage also.

Councilor Bogart asked if the payment to Central Oregon Intergovernmental Council (COIC) in the amount of \$1,355 for a stormwater manual revision helps the City to meet its endangered species act (ESA) requirements. **Public Works Director Grimm** stated the invoice represents the City's share for the cost of the updated manual for Central Oregon and is a requirement for the City to be compliant. He stated the manual is part of the City's documented ESA plan.

The motion carried unanimously.

IV. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA

A. January 14, 2010 Accounts Payable

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.

V. STAFF REPORTS

A. **Eileen Stein, City Manager**

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Manager Stein pointed out that she will attend the Oregon City County Management Association (OCCMA) Board retreat from February 2nd to February 4th and will miss the February 4th workshop.

Councilor Weed asked why the Personnel Handbook was being revised since the Council had approved some changes not long ago. **Manager Stein** stated this was a revision of the entire handbook to incorporate best practices. She stated staff is consulting with City County Insurance Services (CCIS) to ensure the handbook meets best practices standards.

B. Lisa Young, Finance Director

Director Young informed the Council the Comprehensive Annual Financial Report (CAFR) for FY 08-09 was submitted to the Government Finance Officers Association (GFOA). She stated she hopes the City will receive an award in financial reporting.

Director Young stated she had reviewed the chart of accounts in InCode to inactivate unused accounts and is researching the cost of adding an Accounts Receivable module.

Director Young stated a request for proposal (RFP) for banking and investment services is out to bid. She reported a five person committee will evaluate the bids and make a recommendation to the Council. She stated that in addition to herself and Accounting Analyst Lynne Fujita-Conrads, the review committee will include Jeff Reents, Robin Carlson and Councilor Bogart.

Director Young stated she has been preparing for the upcoming budget season and what steps have occurred to date. She complimented the Nugget Newspaper article that addressed the City's need for two more Budget Committee members.

Director Young reported that 95 customers have signed up to receive electronic statements. **Councilor Weed** suggested continuing to remind customers that this option is available and **Director Young** stated an announcement on the availability of the program could be printed on the memo portion of the City's monthly bill to customers. She added the program is also on the announcement page of the City website.

Director Young reported the Low Income Utility Assistance Program has been successful as the City has handed out 25 applications and has approved four households for the program so far. She stated the City will continue to advertise the program to reach other households that might be helped by the program.

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 December.

The Council had no questions for Captain Edwards.

VI. COUNCIL BUSINESS

A. Public Hearing and Consideration of Ordinance No. 392: AN ORDINANCE OF THE CITY OF SISTERS ADOPTING THE SISTERS 2009 TRANSPORTATION SYSTEM PLAN (TSP) AND COMPREHENSIVE PLAN AMENDMENTS TO GOALS 2, 8, 9, 11 AND 12 – E. Porter

Mayor Kellstrom opened the public hearing for anyone wishing to speak on the TSP.

Chuck Humphreys, PO Box 653 Sisters, OR 97759

Mr. Humphreys asked the Council to adopt the TSP as it is a good plan. He stated for the first time in 35 years the City has a solution to its traffic problems. He stated he had four areas on which he wanted to comment.

1. The alternate route offers a good solution for Sisters temporary traffic problem without splitting the City in two. He stated it provides flexibility in financing as it can be completed in stages as funding becomes available.
2. The bike and pedestrian plan is very important. The City is surrounded by first class trails and this plan fills in the missing link to attach these trails to and through Sisters. He stated this is especially important for children. He stated safer pedestrian and bile paths make Sisters a more livable place.
3. The cost for the plan is manageable since it will be implemented over a twenty year period of time. He stated there are many grants available for the City to take advantage of. He stated the TSP should be viewed as an investment.
4. Roundabouts should be endorsed by the Council as opposed to signals. The roundabouts will provide an inviting entrance and exit to the City with art and attractive landscaping. He stated beside the better image that roundabouts will bring they are clearly safer and should be a priority.

Mr. Humphreys added it was his pleasure to work on the TSP Project Advisory Committee (PAC) and to help create a plan with merit.

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Manager Stein entered into the record a letter from Emil Smith advocating the use of roundabouts as opposed to signals in the TSP update.

As there was no one else wishing to speak on the TSP, Mayor Kellstrom closed the public hearing.

Community Development Director Porter stated staff was recommending adoption of the plan including the text language changes recommended by the Technical Advisory Committee (TAC) for the Development Code update included in the staff report.

***Councilor Merrill** moved for the first and second reading, by title only, of Ordinance No. 392. **Councilor Weed** seconded the motion. The motion carried unanimously.*

City Attorney Bryant read Ordinance No. 392, by title only, twice.

***Councilor Merrill** moved to adopted Ordinance No. 392 incorporating the changes as requested by the TAC. **Councilor Weed** seconded the motion.*

Councilor Weed stated her appreciation to the members of the TPS PAC members for their efforts and the time they gave to this project.

The motion carried unanimously.

***Councilor Merrill** moved that no project in compliance with Ordinance No. 392 be initiated without the express consent of the Council. **Councilor Weed** seconded the motion.*

Councilor Weed asked for clarification on what this meant. **City Attorney Bryant** stated it means that if a project is related to the TSP, staff must first come to the Council for approval prior to moving forward. **Manager Stein** asked for clarification about the size of projects that would come back to the Council for approval. She wondered whether this might include projects as small as a striping project. She suggested that perhaps in application, staff can indicate in the Street Capital Improvement Plan which is reviewed annually at budget time which projects come from the TSP.

The motion carried unanimously and the Council concurred with Manager Stein's recommendation.

B. Public Hearing and Consideration of Ordinance No. 393: AN ORDINANCE OF THE CITY OF SISTERS ADOPTING THE SISTERS HOUSING PLAN AND COMPREHENSIVE PLAN AMENDMENTS TO GOAL 10

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Mayor Kellstrom opened the public hearing for anyone wishing to speak on the Housing Plan.

Chuck Humphreys, PO Box 653 Sisters, OR 97759

Mr. Humphreys stated the Housing Plan is an important document and a step forward for the City. He stated the plan provides a means for those who have a critical interest in affordable housing to move forward and be effective. He urged adoption of the plan.

As there was no one else wishing to speak on the Housing Plan, Mayor Kellstrom continued the public hearing to the January 28th regular meeting at 7:00 p.m.

Mayor Kellstrom reported he and Manager Stein met with Deb Price of Oregon Housing and Community Services (OHCS) to discuss the Housing Plan and what it means to Sisters. He stated Ms. Price will attend the January 28th workshop to provide that information to the remainder of the Council.

C. Discussion and Consideration of Resolution No. 2010-01: A RESOLUTION SUPPORTING OREGON DEPARTMENT OF TRANSPORTATION'S (ODOT) FY 2011 FEDERAL APPROPRIATIONS REQUEST FOR US 20 (CASCADE AVENUE) PEDESTRIAN IMPROVEMENTS

Senior Planner Hardie asked if there were any questions surrounding the appropriations request. **Councilor Weed** stated the request looked great and the City should move forward. She suggested asking for letters of support from other entities such as the Sisters Trail Committee, Sisters School District and County. **Planner Hardie** stated she planned on doing so.

***Councilor Merrill** moved to approve Resolution No. 2010-01 supporting ODOT's FY 2011 federal appropriations request for US 20 (Cascade Avenue) pedestrian improvements. **Councilor Weed** seconded the motion. The motion carried unanimously.*

VII. OTHER BUSINESS

There was no other business.

VIII. MAYOR/COUNCILOR BUSINESS

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Councilor Weed stated she felt that the TSP PAC members should be acknowledged in some way. **Mayor Kellstrom** stated the Volunteer Recognition policy is just finishing up and there are plans to acknowledge the members of the PAC.

Councilor Weed asked for a status update on the Development Code and when the Council will see it. **Mayor Kellstrom** explained that Councilor Merrill, Manager Stein and he have been discussing the matter to determine the best way to present the information to the Council. He stated those plans will be brought to the Council at the next workshop.

Councilor Weed stated she had received a notice in the mail of a Town Hall meeting with regard to the Development Code update and asked what the format will be. **Director Porter** stated it was a Measure 56 notice which he explained. He stated the goal of the meeting is to make certain that property owners understand what is taking place. He stated the City has received calls or visits from approximately 30 people so far with regard to the notices and staff has worked to reassure those property owners.

Councilor Weed asked why the Committee for Citizen Involvement (CCI) appointments were removed from the agenda. **Mayor Kellstrom** stated that as there are three vacancies and only one application was received. He is hopeful that additional applications will be received prior to making the appointments at the January 28th meeting.

Councilor Weed informed the Council that the Habitat for Humanity lot that currently houses the Sisters Community Garden was recently sold to an investor from Colorado. She stated since the investor has no immediate plans for the property the Community Garden will be able to enjoy one more growing season at that location. **Manager Stein** reported the Community Garden is still planning on relocating to an area in the Overnight Park.

Councilor Weed reported that Central Oregon will receive Neighborhood Stabilization Program (NSP2) funds through Housing and Urban Development (HUD) in the amount of \$2.5 million. She stated these funds will be used to purchase bank owned properties by people with a low income. She stated Central Oregon Habitat for Humanity affiliates will be eligible, to compete for the \$600,000 for use within the region. She stated a request for proposal (RFP) system will be used to determine how the funds will be distributed.

IX. ADJOURN – 8:00 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor