

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MAY 27, 2010

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. Devel. Director
Brad Grimm	PW 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 7:03 p.m.

II. PROCLAMATION – PETERSEN RIDGE TRAIL GRAND OPENING

Mayor Kellstrom read the Official Opening of Petersen Ridge Trail System Proclamation and encouraged citizens and visitors to make use of and enjoy this asset.

III. DEVELOPMENT CODE ADVISORY COMMITTEE RECOGNITION

Mayor Kellstrom thanked the Planning staff, in particularly Senior Planner Hardie, for their outstanding effort and hard work on the Development Code update. He provided background information on the project recounting that the process began in 2000. He stated it was a major endeavor for all involved and thanked the Council, Planning Commission, staff and Technical Advisory Committee (TAC). He provided a certificate of appreciate to TAC members in attendance, with the aid of Council President Merrill, and noted the remaining TAC member unable to attend would receive their certificates in the mail.

IV. VISITOR COMMUNICATION

Julia Rickards, 69635 Old Corral Loop, Sisters, OR 97759

Ms. Rickards stated she was in attendance to request support from the City of Sisters for an old-fashioned 4th of July picnic and fun run at Creekside Park for the entire community, hosted by Habitat for Humanity. She stated the purpose was to provide a free event to promote family fun and tourism. She stated the request was for a \$500 sponsorship and thanked the Council in advance for its consideration.

Mayor Kellstrom informed Ms. Rickards the Council would discuss the request under other business later in the meeting.

V. CONSENT AGENDA

- A. Minutes
 - 1. April 08, 2010 - Workshop
 - 2. May 13, 2010 – Regular Meeting
 - 3. May 20, 2010 – Workshop

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

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

VI. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA

- A. May Accounts Payable

There were no accounts payable not on the consent agenda.

VII. STAFF REPORTS

A. Brad Grimm, Public Works Director

Director Grimm asked for questions on his staff report.

Councilor Weed complimented Director Grimm and the entire Public Works staff for their hard work around town, remarking the town looked great and that she had received a lot of positive feedback from citizens.

Mayor Kellstrom asked when construction on the new maintenance shop would begin.

Director Grimm stated it would begin on Monday.

B. Eric Porter, Community Development Director

Director Porter informed the Council the Department of Land Conservation and Development (DLCD) had finally accepted a \$62,000 bid for creating a concept plan for the Forest Service property. He stated the plan would be the final step before re-marketing the property. He stated an intergovernmental agreement (IGA) for the City would be forthcoming.

Director Porter informed the Council the two out of city-limits positions for the Planning Commission would expire on June 30th. He stated both commissioners had indicated an interest in reapplying. He stated the openings were also being advertised in the Nugget Newspaper. He stated the City would accept applications until June 17th.

Councilor Weed asked the location of the site plans reviewed noted in the staff report. **Director Porter** explained where the sites involved were located.

Councilor Weed asked what type of modification was being requested for the Highland Village subdivision. **Director Porter** stated it was to place a trail through private property for the path that runs between the Overnight Park and the Five Pine Conference Center.

Councilor Weed asked for additional information on the request to ‘condominiumize’ a two-unit office building on the Five Pine campus. **Director Porter** stated the office building is a two unit building and the owner is proposing that each half be owned by the occupant.

Councilor Weed asked what type of action the Fire District was pursuing on the home located at 252 S. Elm Street as noted in the staff report. **Director Porter** explained the Fire District was taking the first steps in formally identifying the building as a hazardous building. He stated the home had recently been boarded up by the property owner but the request for some action to be taken on the home will likely come before the Council in the future.

VIII. COUNCIL BUSINESS

A. Public Hearing and Consideration of Ordinance No. 398: AN ORDINANCE DECLARING CERTAIN TERRITORY CONSISTING OF APPROXIMATELY 4.00 ACRES FOR USE AS A FUTURE FIRE TRAINING FACILITY, AS BEING ANNEXED TO AND INCORPORATED WITHIN THE CITY OF SISTERS AND SETTING THE ZONE THEREFORE

Mayor Kellstrom opened the public hearing for anyone who wanted to speak on the annexation of four acres into city limits. As there was no one wishing to speak on the matter. **Mayor Kellstrom** closed the public hearing.

Councilor Merrill moved for the first and second reading, by title only, of Ordinance No. 398. Councilor Weed seconded the motion. The motion carried unanimously.

City Attorney Bryant read the title of Ordinance No. 398, twice.

Councilor Merrill moved to adopt Ordinance No. 398 declaring certain territory consisting of approximately 4.00 acres for use as a future fire training facility, as being annexed to and incorporated within the City of Sisters and setting the zone therefore. Councilor Weed seconded the motion. The motion carried unanimously.

B. Discussion and Consideration of Ordinance No. 399: AN ORDINANCE AMENDING SISTERS MUNICIPAL CODE SECTION

13.12.090 CONCERNING BILLING AND PAYMENT FOR WATER
SERVICE

Councilor Merrill moved for the first and second reading, by title only, of Ordinance No. 399. Councilor Weed seconded the motion. The motion carried unanimously.

City Attorney Bryant read the title of Ordinance No. 399, twice.

Councilor Merrill moved to adopt Ordinance No. 399 amending Sisters Municipal Code Section 13.12.090 concerning billing and payment for water service. Councilor Weed seconded the motion. The motion carried unanimously.

C. Public Comment and Consideration of a Resolution No. 2010-09: A RESOLUTION OF THE CITY OF SISTERS AMENDING THE CITY OF SISTERS FEE SCHEDULE BY ESTABLISHING NEW FEES FOR LAND USE REVIEW AND DOCUMENTS AND AMENDING EXISTING FEES FOR LAND USE REVIEW MODIFYING LAND USE FEES

Councilor Merrill moved to adopt Resolution No. 2010-09 amending the City's fee schedule by establishing news fees for land use review and documents and amending existing fees for land use review modifying land use fees. Councilor Weed seconded the motion.

Mayor Kellstrom asked if there was anyone who wished to comment on the resolution. There was no one who wanted to comment.

The motion carried unanimously.

D. Discussion and Consideration of a Motion to Approve an Amended Annexation Agreement with McKenzie Meadow Village, LLC

Councilor Merrill moved to approve an amended annexation agreement with McKenzie Meadow Village LLC. Councilor Weed seconded the motion. The motion carried unanimously.

E. Discussion and Consideration of a Motion to Approve an Intergovernmental Agreement (IGA) with the Oregon Department of Transportation (ODOT) for Cascade Avenue improvements and authorize the City Manager to Execute the Agreement

Councilor Merrill moved to approve an IGA with ODOT for Cascade Avenue improvements and authorize the City Manager to execute the agreement. Councilor Weed seconded the motion.

Councilor Weed clarified the \$25,000 in funding was coming to the City because ODOT will be doing a project in Sisters in the coming fiscal year. **Director Grimm** stated that was the case and the request was made to reimburse the City for the time staff will spend working on the Cascade Avenue improvement project.

The motion carried unanimously.

- F. Discussion and Consideration of a Motion** to Award a Contract to Cameron McCarthy Gilbert and Scheile/University of Oregon Community Planning Workshop to Update the Park Master Plan in the Amount of \$28,400 and Authorize the City Manager to Execute the Contract

Councilor Merrill moved to award a contract to Cameron McCarthy Gilbert and Scheile/University of Oregon Community Planning Workshop to update the Parks Master Plan in the amount of \$28,400 and authorize the City Manager to execute the contract. Councilor Weed seconded the motion.

Councilor Weed remarked that she sat on the selection committee that reviewed the applications from the consulting groups and Cameron McCarthy Gilbert and Scheile/University of Oregon Community Planning Workshop stood out above all the other proposals. She stated she felt the City would be very happy with the end result.

The motion carried unanimously.

- G. Discussion and Consideration of a Motion** to Endorse a Liquor License for Angeline's Bakery LLC

Councilor Merrill moved to endorse a liquor license for Angeline's Bakery LLC. Councilor Weed seconded the motion. The motion carried unanimously.

IX. OTHER BUSINESS

Mayor Kellstrom directed the Council back to the conversation on the sponsorship request from Habitat for Humanity for its 4th of July picnic. **Councilor Weed** stated she would not participate in the discussion due to a direct conflict of interest.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MAY 27, 2010

Manager Stein stated the request was the type that would normally be funded from the community grant line item in the budget. She reported there was approximately \$1,200 still left in the line item. **Mayor Kellstrom** questioned if there would be a charge for Habitat to use Creekside Park for the event. **Manager Stein** stated there would normally be a \$150 special event fee for use of the park and bathroom cleaning in the overnight park. **Mayor Kellstrom** asked if those types of fees were ever waived and **Manager Stein** replied they sometimes are and have been waived for other community organizations.

Councilor Merrill suggested waiving the \$150 special event fee and donating \$350 towards the event to reach the request for \$500. **Manager Stein** noted the City's participation would likely encourage participation from other organizations and businesses. **Planner Hardie** reported the event had already secured several sponsorships ranging from \$1,000 to \$250.

Councilor Merrill stated he was somewhat concerned with setting precedence by considering the request outside of the normal community grant application process. **Manager Stein** reminded the Council that each year they typically do not fully appropriate the account for requests such as this that come up during the year. **Councilor Thompson** questioned if the City should get involved in the sponsorship of an event. **Manager Stein** stated sponsorship is less typical but had been done in the past. **Councilor Bogart** added by asking whether donating funds was setting precedent and whether having a Council member who was involved with the requesting organization was a problem. **City Attorney Bryant** explained it was not setting a precedent nor was it a problem as the Council has the authority to allocate funds for non-profits by waiving fees or donating funds.

Mayor Kellstrom stated he would suggest a lower level of sponsorship by waiving the \$150 in special event fees and donating \$100 to the picnic. **Council** members discussed the matter further and decided to wait to make a decision at the June 10th regular meeting.

X. MAYOR/COUNCILOR BUSINESS

Manager Stein reported the Central Oregon Area Commission on Transportation (COACT) was updating the master transportation needs list for the region. She stated staff was working to identify projects from the updated Transportation System Plan (TSP) that should be added to the list.

Councilor Merrill reported he would be attending a Deschutes River Conservancy Board meeting in Madras on June 10th and therefore not in attendance at the regular Council meeting.

Councilor Weed reported Neighborhood Stabilization Program 2 (NSP-2), a US Department of Housing and Urban Development (HUD), funds had been allocated to Central Oregon to

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MAY 27, 2010

purchase bank owned properties to stem the decline of house values in neighborhoods. She explained the program offers 0% interest with deferred payment loans to eligible households. She recommended speaking with Jim Long or Greg Blackmore at the City of Bend for additional information.

Councilor Weed asked High Country Disposal (HCD) Manager Ron Shearer, who was in attendance, about the market for recycled glass. **Mr. Shearer** stated it is currently hauled to the valley but he was uncertain how it was being reused. He indicated he would get more information before meeting with City staff next week at the scheduled meeting.

City Attorney Bryant reported he was waiting for a response from Judge Brady on the ruling related to the fuel tax that was heard on May 21st. **Manager Stein** reported that two gas stations had submitted their tax payments. **City Attorney Bryant** discussed how penalties will be imposed on stations that do not pay the tax on time.

XI. ADJOURN – 7:53 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor