

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JUNE 10, 2010

MEMBERS PRESENT:

Lon Kellstrom Mayor
Pat Thompson Councilor
Jerry Bogart Councilor

ABSENT:

Bill Merrill Councilor President
Sharlene Weed Councilor

STAFF PRESENT:

Eileen Stein City Manager
Steve Bryant City Attorney
Lisa Young Finance Director
Brad Grimm Public Works Director
Eric Porter Comm. Dev. Director
Julie Pieper Office Specialist

ABSENT:

Kathy Nelson City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:05 p.m.

II. VISITOR COMMUNICATIONS

Andrew Spreadborough, Program Administer for Central Oregon Intergovernmental Council (COIC)

Mr. Spreadborough stated he was in attendance to provide an update on the Comprehensive Economic Development Strategy (CEDS) re-write. He explained that a CEDS is required for the region to receive federal funding from the Economic Development Administration (EDA). He stated COIC is soliciting project concepts from Central Oregon cities to create a high priority regional needs and issues list. He stated the list will allow COIC to market to state and federal funders. **Mr. Spreadborough** stated COIC plans to finish the final list by December. **City Manager Stein** asked if the City's website upgrade or the Westside sewer collection design and infrastructure needs could qualify. **Mr. Spreadborough** replied that any project that can be tied to promoting economic developments is appropriate. **Councilor Bogart** asked if COIC could meet with Sisters Business Attraction and Retention Team (SBART). **Mr. Spreadborough** stated he had met with SBART members previously and would be happy to do so again.

Dave and Sandy Marlow, 70110 Running Horse Ct., Sisters, OR 97759

Mr. Marlow stated he was in attendance because he and his wife are unhappy with the Public Works Department and City Council. He stated he met with Public Works Director Grimm to review plans for the sidewalk, parking and curbing improvements and indicated at that time he would prefer sidewalk pavers to the traditional concrete sidewalk. He stated he had been

given a cost estimate and had indicated he would be willing to pay for the upgrade. He stated he was extremely disappointed with the concrete sidewalk.

Public Works Director Grimm explained the initial meeting was to discuss trees that would need to be removed for the sidewalk improvements. He stated the decision to not use pavers for the Marlow's property was for continuity of the entire project as well as drainage issues. He explained that permeable pavers would be installed between the road and the concrete sidewalk to provide drainage and provide delineation for pedestrians and parked cars. He stated Public Works staff made no commitment to the Marlow's that the sidewalk pavers would be installed. He stated he was sorry for the miscommunication.

Mrs. Marlow expressed her dissatisfaction there had been no communication informing them the pavers would not be installed.

Councilor Thompson asked who would be responsible for replacing the sidewalk in the future. **Director Grimm** stated it would be the Marlow's responsibility but added that sidewalk pavers would still not be compatible with the drainage system. He stated no lien was placed on the property for the sidewalk improvements.

Mayor Kellstrom stated in the future the City would strive to improve communication.

III. CONSENT AGENDA

A. Minutes

1. May 27, 2010 – Workshop
2. May 27, 2010 – Regular Meeting
3. June 03, 2010 - Workshop

B. Bills to Approve

1. June Accounts Payable

C. Endorsement of a Liquor License for Divine Earth LLC

D. Resolution No. 2010-11: A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

E. Resolution No. 2010-12: A RESOLUTION DECLARING THE MUNICIPAL SERVICES PROVIDED BY THE CITY OF SISTERS

F. Resolution No. 2010-13: A RESOLUTION EXTENDING THE CITY OF SISTERS' WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF SISTERS

G. Resolution No. 2010-14: A RESOLUTION AMENDING THE PAY PLAN CLASSIFICATION FOR THE CITY OF SISTERS

Councilor Bogart moved to approve the consent agenda. Councilor Thompson seconded the motion. The motion carried unanimously.

IV. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA

A. June Accounts Payable

Councilor Bogart moved to approve the accounts payable not on the consent agenda. Mayor Kellstrom seconded the motion.

Councilor Thompson asked if he should refrain from voting due to a direct conflict of interest. **City Attorney Steve Bryant** stated that in order to have a quorum, **Councilor Thompson** could vote.

The motion carried unanimously with Councilor Thompson participating in the vote.

V. STAFF REPORTS

A. Eileen Stein, City Manager

City Manager Stein reported on water rights, economic development, public safety, the budget and the fuel tax. **Manager Stein** stated that the protest period for the proposed final order for Well No. 3 ended on May 21st with no protests filed. **Manager Stein** stated the litigation on the fuel tax was decided in the City's favor.

B. Lisa Young, Finance Director

Finance Director Lisa Young reported pre-audit field work would take place June 14-16. She stated- Finance staff met with the Sisters branch Bank of the Cascades (BOTC) staff to analyze BOTC accounts and discuss additional needs.

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 May. **Captain Edwards** reported the Deschutes County Sheriff's Department patrol division had been re-accredited and the jail had received a compliance score of 100% at its yearly inspection.

Manager Stein requested **Captain Edwards** inform the Council on the findings of the background check for the principals of SOJI'S restaurant with regard to their liquor license application. **Captain Edwards** stated the background check found nothing that should hinder the endorsement of the liquor license.

VI. COUNCIL BUSINESS

A. Public Hearing and Consideration of Resolution No. 2010-10: A RESOLUTION ADOPTING THE CITY OF SISTERS BUDGET FOR FISCAL YEAR 2010-11, MAKING APPROPRIATIONS AND LEVYING TAXES

Mayor Kellstrom opened the public hearing for anyone wishing to speak on the FY 10/11 Budget. As there was no one that wished to speak, he closed the public hearing.

***Councilor Bogart** moved to approve Resolution No. 2010-10 adopting the City of Sisters Budget for FY 2010-11, making appropriations and levying taxes. **Councilor Thompson** seconded the motion. The motion carried unanimously.*

B. Discussion and Consideration of Resolution No. 2010-15: A RESOLUTION APPROVING THE EXECUTION OF NECESSARY DOCUMENTS TO OPEN THREE ZERO-BASED ACCOUNTS WITH BANK OF THE CASCADES

Director Young explained the three accounts would not impose any fees and would be used each day when balancing the automated pay system installed at the overnight park.

***Councilor Bogart** moved to adopt Resolution No. 2010-15 approving the execution of necessary documents to open three zero based accounts with Bank of the Cascades. **Councilor Thompson** seconded the motion. The motion carried unanimously.*

C. Discussion and Consideration of a Motion to Proceed with Accepting a Community Development Block Grant (CDSG) and Authorize the City Manager to Execute the Grant between the City of Sisters and the Oregon Business Development Department (OBDD)

***Councilor Bogart** moved to proceed with accepting a CDBG and authorize the City Manager to execute the grant between the City of Sisters and the OBDD. **Councilor Thompson** seconded the motion. The motion carried unanimously.*

D. Discussion and Consideration of a Motion to Approve an Intergovernmental Agreement (IGA) with the Oregon Department of Transportation (ODOT) for a Quick Response Program for the United States Forest Service (USFS) Property

and Authorize the City Manager to Execute the Agreement

Councilor Bogart moved to approve an IGA with ODOT for a Quick Response Program for the USFS property and authorize the City Manager to execute the agreement. Councilor Thompson seconded the motion.

Community Development Director Porter explained the Quick Response Program was a partnership between the City, Oregon Department of Transportation (ODOT) and the Department of Land Conservation (DLC) to develop a concept plan for the Forest Service property located off Barclay Drive. He stated the \$62,000 project would produce a marketable concept plan for the property and make it more attractive to a prospective developer. **Manager Stein** explained the Quick Response Program was developed to help local communities fund economic development efforts. She stated there will be opportunity for potentially affected interests (PAI), focus groups and community members to provide input on the vision for the Forest Service property prior to coming to the Council for consideration.

Councilor Thompson voiced concern over the actual usefulness of the concept plan since there are so many issues surrounding sewer and transportation needs, especially with the hefty price tag attached to those issues. He stated he those were the primary reason the Forest Service did not receive any bids on the property when it was marketed previously. **City Attorney Bryant** stated part of the reason for the expense is to insure the community vision, infrastructure and impacts on City systems will all be reflected in the plan. He stated the plan will also identify zones that will be feasible for the property and it will be valuable information for a developer. He advised the plan would bring future benefit to the City by providing the necessary information when applying for grants. **Manager Stein** explained the information collected from previous visioning processes will be incorporated into the plan and will actually expedite the work. **Councilor Thompson** replied that he hadn't gotten the full picture of what the concept plan could provide the City and a developer from the staff report, but he was pleased to understand its value after discussing the matter.

The motion carried unanimously.

E. Discussion and Consideration of a Motion to Consider a Community Grant Fund Request from Habitat for Humanity

Councilor Thompson moved to award \$500 from the Community Grant account and waive the special event permit fees for a Fourth of July picnic in Creekside Park to be hosted by Sisters Habitat for Humanity. Councilor Bogart seconded the motion. The motion carried unanimously.

VII. OTHER BUSINESS

A. Endorsement for a Liquor License at SOJI's

Councilor Bogart moved to endorse a liquor license for SOJI's Restaurant. Councilor Thompson seconded the motion. The motion carried unanimously.

Manager Stein informed the Council of the resignation of Michael Preedin from the Planning Commission and Budget Committee.

Manager Stein informed the Council a presentation on utility rates from Deb Galardi was scheduled for the June 24th workshop and asked to start the meeting at 5:45p.m. in order to allow sufficient time for the presentation and questions.

VIII. MAYOR/COUNCILOR BUSINESS

There was no Mayor or Council business.

IX. ADJOURN – 8:19 p.m.

Respectfully submitted,

Julie Pieper, Office Specialist

Lon Kellstrom, Mayor