

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JUNE 24, 2010

MEMBERS 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
Lisa Young Finance Director
Eric Porter Comm. Devel. Director
Brad Grimm PW Director
Kathy Nelson City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:08 p.m.

II. VISITOR COMMUNICATION

Jeri Buckman, Sisters Area Chamber of Commerce

Ms. Buckman was in attendance to update the Council on the revised plan for the Chamber of Commerce classic car show scheduled for July 17th. She explained the show will move from Main Street where it was originally scheduled to W. Adams Street. She stated the move would make the show more pedestrian friendly and not impose on the normal flow of summer traffic as much. She stated she is working with affected home and business owners to ensure access to their property.

Mayor Kellstrom thanked Ms. Buckman for the update, stating he was sure it would be a successful event.

III. CONSENT AGENDA

A. Minutes

1. April 15, 2010 - Workshop
2. June 10, 2010 – Regular Meeting
3. June 17, 2010 – Workshop

B. Bills to Approve

1. June Accounts Payable

C. Liquor License Change of Ownership – Cork Cellar

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

IV. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA

A. June Accounts Payable

*Councilor Merrill moved to approve the accounts payable not on the consent agenda.
Councilor Bogart seconded the motion.*

Councilor Weed recused herself from voting as she is employed by Habitat for Humanity.

The motion carried unanimously.

V. STAFF REPORTS

A. Brad Grimm, Public Works Director

Director Grimm updated the Council on Locust Street improvements, provided details on the multi-use path through the overnight park that connects to the Five Pine campus, and informed the Council an uprooted City tree was stolen while staff waited to replant it after sidewalk improvements were completed.

Councilor Weed asked Director Grimm if there was a more aesthetically pleasing way of blocking the corners at Village Green Park for events other than the current use of orange cones and tape. **Director Grimm** explained the tape is necessary to keep people from removing the cones. He stated that when Jefferson Street is eventually redone with bulb outs the problem would be solved but stated he would look into alternatives that could be used in the meantime.

B. Eric Porter, Community Development Director

Director Porter reminded the Council of the three openings on the Planning Commission. He reported no applications have been received for the one in-city open position that is open. He reported the zone change and Comprehensive Plan amendment for the McKenzie Meadow Village development is expected to come before the Planning Commission in July.

VI. COUNCIL BUSINESS

**A. Public Hearing and Consideration of Resolution No. 2010-16: A
RESOLUTION OF THE CITY OF SISTERS ADOPTING A
SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS**

Mayor Kellstrom opened the public hearing for anyone who wanted to speak on the supplemental budget. As there was no one wishing to speak on the matter **Mayor Kellstrom** closed the public hearing.

Councilor Merrill moved to approve Resolution No. 2010-16 adopting a supplemental budget and establishing appropriations. Councilor Weed seconded the motion. The motion carried unanimously.

B. Discussion and Consideration of Resolution 2010-17: A RESOLUTION DISCONTINUING THE REFUSE FUND AND TRANSFERRING THE REMAINING FUND BALANCE AND ASSETS TO THE GENERAL FUND

Councilor Merrill moved to approve Resolution No. 2010-17 discontinuing the Refuse Fund and transferring the remaining balance and assets to the General Fund. Councilor Weed seconded the motion.

Councilor Weed asked if the funds being transferred into the General Fund had been included in the FY 10/11 budget. **Finance Director Young** replied the funds had been included.

The motion carried unanimously.

C. Discussion and Consideration of Resolution 2010-18: A RESOLUTION OF THE CITY OF SISTERS AUTHORIZING AN INTERFUND LOAN OF \$100,000 FROM THE GENERAL FUND TO THE SISTERS URBAN RENEWAL AGENCY FOR SIDEWALK IMPROVEMENTS

Councilor Merrill moved to adopt Resolution No. 2010-18 authorizing an interfund loan of \$100,000 from the General Fund to the Sister Urban Renewal Agency for sidewalk improvements. Councilor Weed seconded the motion. The motion carried unanimously.

D. Public Comment and Consideration of Resolution 2010-19: A RESOLUTION OF THE CITY OF SISTERS AMENDING THE CITY OF SISTERS MASTER FEE SCHEDULE FOR TEMPORARY USE PERMITS

Mayor Kellstrom asked if there was anyone who wanted to comment on the fee schedule change. There was no one who wanted to comment.

Councilor Merrill moved to approve Resolution No. 2010-19 amending the City of Sisters master fee schedule for temporary use permits. Councilor Weed seconded the motion. The motion carried unanimously.

E. Discussion and Consideration of a Motion to Accept a Community Renewable Energy Feasibility Fund Grant in the Amount of \$31,000 and Authorize the City Manager to Execute an Intergovernmental Agreement

with the Oregon Department of Energy

Councilor Merrill moved to accept Community Energy Feasibility Fund (CREFF) Grant in the amount of \$31,000 and authorize the City Manager to execute an intergovernmental Agreement (IGA) with the Oregon Department of Energy (DOE). **Councilor Weed** seconded the motion.

Councilor Weed asked City Attorney Bryant if the terms of the grant were acceptable. **City Attorney Bryant** stated it was necessary to make one small change to clarify that if the DOE has the sole discretion to determine if a potential project is feasible and the governing board where the project would take place chooses not to move forward, who would be responsible for repayment of the grant.

The motion carried unanimously.

F. Discussion and Consideration of a Motion to Declare Certain City Property as Surplus

Councilor Merrill moved to declare certain City property as surplus. **Councilor Weed** seconded the motion.

Councilor Weed asked which vehicles were being donated to the City of LaPine. **Director Grimm** stated the 1994 Jeep Cherokee would be donated to LaPine. **Mayor Kellstrom** asked if the City would be purchasing a new vacor sewer truck. **Director Grimm** replied he was looking for a replacement and had sent out specifications for a replacement vacor truck. He stated he expects to purchase a truck manufactured between 2001 to 2004 with the budgeted amount allocated. He added that any funds received from the sale of surplus equipment will go back into the fund it was originally purchased from.

The motion carried unanimously.

G. Discussion and Consideration of a Motion to Approve the Deschutes County 911 Service District Amended Operating Agreement

Councilor Merrill moved to approve the Deschutes County 911 Service District amended operating agreement. **Councilor Weed** seconded the motion.

Councilor Weed questioned why Sisters is a party to the agreement. **Manager Stein** explained that all agencies that were a party when the service district was first created were included in the amended agreement.

The motion carried unanimously.

VII. RECESS TO EXECUTIVE SESSION – Pursuant to ORS: 192.660(2)(i) – City Manager Evaluation

Mayor Kellstrom recessed the meeting at 7:35 p.m. to Executive Session.

Directors Grimm, Porter and Young left the meeting.

Mayor Kellstrom reconvened the meeting at 8:27 p.m.

VIII. OTHER BUSINESS

A. Discussion and Consideration of a Motion to Approve and Item Considered in Executive Session

Councilor Weed moved to provide Step 5 retroactive pay from January 1, 2010 to Manager Stein. She also moved to compensate Manager Stein at Step 6 beginning July 1, 2010. Councilor Merrill seconded the motion. The motion carried with a vote of three to one in favor of the motion. Councilor Bogart voted against the motion.

Councilor Weed stated she hoped the Council would take the opportunity to give Manager Stein a merit increase of one additional step at her December evaluation.

IX. MAYOR/COUNCILOR BUSINESS

Mayor Kellstrom reported he attended a Central Oregon Cities Organization (COCO) meeting focused on water issues.

Councilor Weed reported she attended a meeting on the *10 Year Plan to End Homelessness* heading up by County Commissioner Baney. She stated several town hall meetings will be held throughout the region on July 22nd.

Councilor Weed stated she had attended a *Green Print* meeting. The project centers on identifying green spaces throughout the region.

Councilor Merrill followed up on the conversation from the June 17th workshop relating to the decision to use metal traffic control signs and wooden signs and signposts for street signs. The concern raised at the workshop was maintenance issues related to winter weather if wooden traffic control signs were used. He stated on a recent visit to Sunriver, which has noticeably more snow in the winter than Sisters, he noted all the signs and posts were

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wooden including those from the Forest Service. He distributed photos of the signs and stated he had discussed the possible use of them with Director Grimm who agreed the signs would be more efficient and less expensive than the existing wooden signs and posts the City uses for its street signs. He stated since metal signs are not 1880's themed, the Council should reconsider the signs and posts he was showing as an option. The **Council** requested Director Grimm look into the possibility and associated cost of using the alternate signs and posts and report back on the findings.

Councilor Bogart asked why the City does not perform backflow tests on commercial accounts like it does for residential accounts. He reported he had received a suggestion from a business owner to do so, citing it would simplify the process and likely be less expensive to business and building owners. **Manager Stein** stated initially only residential properties were chosen to insure a smooth transition but she felt including commercial accounts was now a possibility. She stated she would follow up with Director Grimm.

X. ADJOURN – 8:40 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor