

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
SEPTEMBER 09, 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
Brad Grimm Public Works Director
Pauline Hardie Comm. Dev. Director
Kathy Nelson City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:10 p.m.

II. CAFR AWARD PRESENTATION

Michelle Hawkins, Oregon Municipal Finance Officers Association (OMFOA) President stated she was in attendance to present a Certificate of Achievement for Excellence for the Comprehensive Annual Financial Report (CAFR) to Finance Director Lisa Young and the City. She explained the award signifies the highest form of recognition for government accounting and financial reporting. She congratulated Lisa and the city for this noteworthy accomplishment.

Finance Director Young thanked Ms. Hawkins for attending to present the award. She gave thanks to Finance Department staff for their crucial assistance in preparing the reports.

III. VISITOR COMMUNICATIONS

Tony DeBone, Deschutes County Commissioner Candidate

Mr. DeBone introduced himself and stated he was running for Deschutes County Commissioner in the November 2nd election.

IV. CONSENT AGENDA

A. Minutes

1. April 01, 2010 – Quarterly Workshop with Deschutes County Commissioners
2. April 06, 2010 – Workshop
3. April 07, 2010 – Workshop
4. April 08, 2010 – A.M. Workshop
5. April 08, 2010 – P.M. Workshop
6. April 15, 2010 – Special Meeting
7. July 22, 2010 – Workshop
8. July 22, 2010 – Regular Meeting

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

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

Councilor Weed requested the minutes from the July 22, 2010 regular meeting reflect that Sisters Middle School and Sisters Park and Recreation District (SPRD) buildings will be taken into consideration as a part of the feasibility study for the CREFF grant project. **Manager Stein** stated the change would be made and that she had not yet, but would share this request with the grant team.

The motion carried unanimously.

- V. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA
 - A. September 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.

VI. STAFF REPORTS

A. Eileen Stein, City Manager

Manager Stein reported the Community Action Team of Sisters (CATS) Board had voted to disband and wanted to distribute its remaining funds to the City with some conditions. She explained the Council will need to formally accept the funds at the next regular meeting.

Councilor Bogart asked why the City was going to use Central Oregon Community College (COCC) as opposed to Wy'East as the service provider for the microenterprise facilitation program since Wy'East was originally identified as the service provider for the grant.

Principal Planner Porter explained the State was changing its contract as the grant program is funded by the Department of Housing and Urban Development (HUD). HUD requires classroom training as opposed to the peer to peer training that Wy'East uses in its program.

Councilor Bogart asked for the total amount the City has collected from the fuel tax. **Director Young** stated a total of \$37,000 was collected in April, May and June of last fiscal year and the total for July was \$17,500. She added the August payments are not due until September 25th. **Mayor Kellstrom** requested the year to date amount collected from fuel tax be included on the staff report each month. **Councilor Weed** requested the amount the City has spent on legal fees with regard to the fuel tax also be included each month. **Manager Stein** stated Finance Director Young would begin including the information with her monthly staff report.

Councilor Weed noted Manager Stein reported she meet with the CIS Public Safety Coordinator to evaluate the capital and operating requirements for a municipal police department and asked why. **Manager Stein** explained it was a budget exercise to provide a better idea of what the City should have in its Police Department reinstate reserve account.

B. Lisa Young, Finance Director

Director Young noted new pages had been added to the City website for business license, fuel tax and transient room tax information. She stated the June 30, 2010 audit report would be distributed to the Council the following day. **Director Young** stated the work to allow the payment of utility bills by an automatic payment from a credit card is almost complete and she will begin work on a collection policy for the City shortly.

Councilor Weed questioned how the transient vendor permitting process for the Quilt Show had gone. **Manager Stein** replied there had been some confusion by the Quilt Show coordinator as to how the process is handled by the City. She reported the Quilt Show went smoothly and there were four City Hall employees working to insure compliance, besides the entire Public Works staff that worked the day of the show.

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 and August. He stated the Quilt Show event ran smoothly. He stated patrol and search and rescue teams assisted with the Rooster Rock Fire. He informed the Council the shredding and prescription drug turn-in event in July at the Sisters sub-station was successful.

Councilor Weed asked what fireworks are considered illegal. **Captain Edwards** replied that any fireworks that fly in the air are illegal.

VII. COUNCIL BUSINESS

A. **Public Hearing and Consideration of Ordinance No. 400:** AN ORDINANCE OF THE CITY OF SISTERS ADOPTING CHANGES TO THE URBAN AREA COMPREHENSIVE PLAN AND MAP, AND CITY ZONING MAP AFFECTING THE THIRTY ACRE PROPERTY KNOWN AS McKENZIE MEADOW VILLAGE

Mayor Kellstrom opened the public hearing for anyone wishing to speak on the matter of McKenzie Meadow Village.

David Abbas, 3943 El Camino, Redmond, OR

Mr. Abbas, West Ridge Development Company, gave thanks to the Planning Commission and City staff for the recommendation to accept the changes to the Comprehensive Plan and map as well as the City zoning map for the McKenzie Meadow Village development.

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

Councilor Merrill moved for the first and second reading of Ordinance No. 400 by title only, twice. Councilor Weed seconded the motion. The motion carried unanimously.

City Attorney Bryant read Ordinance No. 400 by title only, twice

Councilor Merrill moved to approve Ordinance No. 400. The motion carried unanimously. Councilor Weed seconded the motion.

Councilor Merrill commented he felt the fiscal impacts listed on the staff report were incomplete as the report did not address all the costs involved with development. **Councilor Weed** agreed.

The motion carried unanimously.

B. **Discussion and Consideration of Resolution No. 2010-22:** A RESOLUTION OF THE CITY OF SISTERS SUPPORTING AN APPLICATION FOR A TRANSPORTATION ENHANCEMENT GRANT

Councilor Merrill moved to approve Resolution No. 2010-22 supporting an application for a Transportation Enhancement Grant. Councilor Weed seconded the motion.

Councilor Weed asked what the Bike Reserve mentioned in the staff report was. **Director Young** explained that the City is required to set aside 1% of all revenue received in the Street Fund by the State for bike and pedestrian projects. She stated those funds are restricted and cannot be used for any other purpose. **Councilor Weed** stated she was concerned with using money raised for street maintenance for this purpose and felt staff should look towards using funds from other accounts so as not to confuse citizens. **Director Young** stated she will track the funds in the Bike Reserve in the future so the Council is aware of the balance.

The motion carried unanimously.

- C. Discussion and Consideration of a Motion** to Approve an Operating Agreement between the City of Sisters, High Country Enterprises, LLC and Deschutes County for the Sisters Recycle Center

This item was pulled.

- D. Discussion and Consideration of a Motion** to Approve a Contract for a Services Agreement with Economic Development of Central Oregon (EDCO)

This item was pulled.

- E. Discussion and Consideration of a Motion** to Award a Contract to Richard Bartels Construction LLC in the Amount of \$167,879.49 for Water Line Improvements and Authorize the City Manager to Execute the Contract

Councilor Merrill moved to award a contract to Richard Bartels Construction LLC in the amount of \$167,879.49 for water line improvements and authorize the City Manager to execute the contract. Councilor Weed seconded the motion. The motion carried unanimously.

- F. Discussion and Consideration of a Motion** to Award a Contract to Taylor Northwest in the Amount of \$37,753 for the Locust Street Shoulder Project and Authorize the City Manager to Execute the Contract

Councilor Merrill moved to award a contract to Taylor Northwest in the amount of \$37,753 for the Locust Street shoulder Project and authorize the City Manager to execute the contract. Councilor Weed seconded the motion. The motion carried unanimously.

VIII. OTHER BUSINESS

There was no other business.

IX. MAYOR/COUNCILOR BUSINESS

Councilor Merrill reported he had attended both the Deschutes Water Alliance (DWA) and Deschutes River Conservancy (DRC) meetings.

Councilor Weed asked if the Council was going to discuss the letter included in the meeting packet from Shane Lundgren even though he had not attended the meeting. Mayo Kellstrom asked **Community Development Director Hardie** to speak on the matter. **Director Hardie** reported there were some minor items to clean-up the newly adopted Development Code that would be coming before the Council soon. She stated she looked into Mr. Lundgren's concern regarding zero lot lines and found that the Commercial, Industrial and Sun Ranch Tourist Commercial Districts allow zero lot line structures. She stated his request for the Sun Ranch Business Park to be allowed zero lot line structures was a legitimate request and she would include that recommendation when the Development Code comes back to the Council. She stated that change would address Mr. Lundgren's issue.

Councilor Thompson reported on the Central Oregon Cities Organization (COIC) meeting he attended. He stated one topic discussed at the meeting was creating an economic development projects '*needs and issue*' list for the region, a topic COIC Program Administrator Andrew Spreadborough had discussed with the Council previously. Once the list is created, COIC as the regional economic development agency will prioritize the list and provide recommendations on possible state and federal grant and loan programs that could assist with funding the projects

Councilor Thompson suggested collecting ideas from the Council, staff and community members to be incorporated into the list. He stated one item that needs to be included is the infrastructure design for the Forest Service property. **Councilor Weed** stated that without knowing how the Forest Service property will be developed it seemed premature to design infrastructure. **Councilor Thompson** disagreed stating the City knows there are sewer, water and traffic issues that will need to be addressed prior to any type of development. **Manager Stein** stated the Council will workshop the topic prior to the November 15th submission deadline.

Councilor Merrill reminded the Council that the groundwater mitigation program has a 200 CFS cap. He stated he had just learned there is a mitigation request for the remainder of the cap which could have an impact on municipalities. He stated the existing mitigation program will expire in 2014 and will need to be renewed.

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X. ADJOURN –8:13 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor