

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
MAY 12, 2011

**MEMBERS PRESENT:**

Lon Kellstrom            Mayor  
David Asson            Council President  
Sharlene Weed        Councilor  
Pat Thompson        Councilor  
Wendy Holzman       Councilor

**STAFF PRESENT:**

Eileen Stein        City Manager  
Steve Bryant       City Attorney  
Pauline Hardie     CDD Director  
Paul Bertagna     PW Director  
Lisa Young        Finance 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.     VISITOR COMMUNICATION**

**Kerry Bott, President, Kiwanis Club of Sisters**

**Mr. Bott** noted the long history of support the Kiwanis Club has provided for city parks with Clemens Park being the latest one to receive support from his organization. He stated the Kiwanis have made \$30,000 worth of improvements to the park and the play structure the Kiwanis purchased is the latest addition to their efforts, supported by the Sisters Senior Council and Central Electric Cooperative. He presented a check in the amount of \$2,374.65 to help offset the cost of installation the playground and thanked the City for its support.

**Director Bertagna** informed the Council he was in the process of securing quotes to install the playground installation with an anticipated date for installation in approximately three weeks.

**Janet Zulke, 69725 Lake View Drive, Sisters, OR 97759**

**Ms. Zulke** announced she was in attendance as a representative for the Sisters Farmers Market to follow-up on the request to the Council to close Ash Street between Adams Avenue and Main Avenue from 2:00 p.m. to 8:00 p.m. each Friday beginning June 6<sup>th</sup> through September 16<sup>th</sup> to accommodate a farmers market. She stated all the issues previously discussed had been addressed to the satisfaction of Public Works staff, property owners and tenants.

**Councilor Weed** moved to approve the closure of Ash Street between Adams Avenue and Main Avenue from 2:00 p.m. to 8:00 p.m. each Friday beginning June 6<sup>th</sup> through September 16<sup>th</sup> to accommodate a farmers market. **Councilor Holzman** seconded the motion. The motion carried unanimously.

### III. CONSENT AGENDA

- A. Minutes
  - 1. April 21, 2011 – Workshop
  - 2. April 28, 2011 – Regular Meeting
  
- B. Bills to Approve
  - 1. May Accounts Payable

*Councilor Asson moved to approve the consent agenda as amended. Councilor Holzman seconded the motion.*

**Councilor Weed** asked that the minutes of the April 28<sup>th</sup> regular meeting be corrected with regard to her motion on the formation of the Technical Advisory Committee (TAC) to read “approve the water rate proposal submitted by Councilor Holzman and Councilor Weed in its entirety except removing the 5<sup>th</sup> paragraph on page one as directed by the City Attorney.” **City Recorder Nelson** stated she would make the change.

*The motion carried unanimously.*

### IV. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA

*Councilor Holzman 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

**Manager Stein** stated the League of Oregon Cities (LOC) was conducting a workshop on council-staff relations that she would be attending and invited Council members to attend also. She reported she was exchanging emails with Senator Merkley’s office about the possibility of the Senator holding a Town Hall meeting at City Hall on May 31<sup>st</sup>.

- B. Lisa Young, Finance Director

**Director Young** informed the Council that the Financial Fitness class held earlier in the week had 16 people in attendance. She reported two attendees were from the City’s low-

income utility assistance program that were in jeopardy of losing their eligibility as they had fallen behind in their utility payments to the City. She stated by attending the class, the individuals would be able to continue in the program for an additional year. She also reported the a dealer who was delinquent in making fuel tax payments had paid his February tax in full and was only delinquent with his March payment.

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 April. He stated with the Sisters Rodeo only a month away, the deputies were gearing up for the event.

**Councilor Weed** asked when the practice of doing business checks had begun and why. **Captain Edwards** replied that a council from several years ago had made the request. He added he liked the deputies under his direction to get out and walk foot patrol.

VI. COUNCIL BUSINESS

A. **Discussion and Consideration of a Motion** to Approve an Intergovernmental Agreement with Deschutes County Sheriff's Office for Law Enforcement Services for FY 11-12 through FY 13-14

**Councilor Asson** moved to approve an intergovernmental agreement with Deschutes County Sheriff's Office for law enforcement services from FY 11-12 through FY 13-14. **Councilor Holzman** seconded the motion.

**Manager Stein** stated the language for the contract had remained the same with the exception of removing the provision regarding a 5% charge for over or under actual costs in the compensation clause. She stated the clause had never been invoked and she and the Sheriff's Department had agreed to remove it. She stated the business checks discussed during the Sheriff's Report were considered part of community policing referenced in the existing and proposed new agreement.

**Councilor Thompson** asked how the yearly 4% increase was justified. **Captain Edwards** replied the increase was based on projections created by the Sheriff's Department's business manager on anticipated costs for the next three years for salaries, equipment, vehicles and office space. **Councilor Thompson** noted the increase would not provide any additional services for the City but in the difficult economic climate the cost continues to climb. **Captain Edwards** replied he would be happy to have the business manager meet with the Council to discuss the methodology used in determining the contract amount. **Manager Stein** remarked she had asked Sheriff Blanton to reconsider the increase. She stated the

Council had indicated previously it did not want to discuss the contract in a workshop meeting, but if it wanted to pull back from the process and do so there was time prior to the current contract expiring. She stated that compared to other cities grappling with their police department, especially those with collective bargaining issues, she felt it was a reasonable contract.

**Councilor Thompson** asked what cuts would be made to the budget to offset the 4% increase. **Manager Stein** replied the increase was already incorporated into the proposed budget for FY 11-12 and that it was the Council's prerogative to revisit the contract if it wanted to do so. **Captain Edwards** stated the City currently only pays for 120 hours of coverage a week when in actuality the City receives 24/7 coverage. He stated the Sheriff's Department also provides a school resource officer at no additional cost to the City or school district and other resources such as detectives and the SWAT unit are available as needed. **Councilor Thompson** replied he was not at all concerned with the service the Sheriff's Department was providing, that it was a budget concern as the City's costs continue to increase without additional revenues to offset them.

*The motion carried unanimously.*

## **VII. OTHER BUSINESS**

### **A. Appointment/Formation of a Technical Advisory Committee (TAC) for the Water System Capital Improvement Plan**

**Mayor Kellstrom** asked Manager Stein if there was any additional information for the Council. She stated she had nothing to add and noted staff was looking for direction from the Council on the steps outlined in the staff report.

**Mayor Kellstrom** stated he felt the size of the TAC was the first question to be answered. He indicated Councilor Weed's suggestion was for three to four citizens but suggested consideration be given to having more members in order to provide a broader view of the issues. **Councilor Weed** stated she had considered the size when she made her recommendation and had purposely chosen a small number so the committee would not be cumbersome. She stated she would agree to expand to number of citizens to five at the most, noting the individuals need to have some technical expertise. **Councilor Asson** stated he would prefer an odd number on the committee. **Councilor Holzman** stated the Council voted to approve the TAC and she felt the number in the original proposal was fine. **Councilor Thompson** stated he was in favor of appointing the seven individuals who had volunteered to serve on the committee at the last meeting.

**Director Bertagna** discussed the expertise of Mike Caccavano, who is a Sisters Country resident and City Engineer for the City of Redmond. He stated Mr. Caccavano has extensive knowledge of water modeling and water systems and would be a great asset to the TAC. **Manager Stein** stated that in speaking with veteran city managers who had first suggested the concept of a blue-ribbon panel advised that in order to assure a quorum for meetings, it should be a larger committee, especially given it would meet over the summer. The **Council** agreed to have at least seven members.

**Councilor Holzman** asked what her role would be and it was discussed as to whether she should be a voting member of the TAC or an ex-officio member. **Councilor Holzman** indicated she would prefer to be a voting member of the committee and the **Council** agreed.

***Councilor Weed** moved to have the Water Fund TAC be comprised of eight voting members. **Councilor Holzman** seconded the motion. The motion carried unanimously.*

**Mayor Kellstrom** appointed Mike Morgan, Ed Protas, Cris Converse, McKibben Womack, Kris Calvin, David Abbas, Mike Caccavano and Wendy Holzman to serve on the TAC. The **Council** concurred.

## VIII. MAYOR/COUNCILOR BUSINESS

### A. Committee Reports

**Councilor Holzman** reported she had attended a Central Oregon Area Commission on Transportation (COACT) meeting. She stated ODOT'S study on roundabouts was moving forward. She suggested the City submit a letter of support to ODOT for the early plowing of McKenzie Pass to encourage bicyclists and hikers to the area, especially in light of the recent accomplishment by the City of receiving Silver Status from the League of American Cyclists. She stated signage would be provided to the City to identify its silver status designation as well as the City being identified on the League of American Cyclists website.

**Councilor Weed** reported she attended a meeting sponsored by Central Oregon Intergovernmental Council (COIC) regarding a grant application to purchase the lot where the community garden is located to allow the lot to become its permanent home. She reported the grant might require some financial commitment from the City. **Councilor Thompson** asked for the amount the City's had spent at the Overnight Park to prepare an area for the relocation of the community garden. **Director Bertagna** replied the investment had been in-kind; water lines were installed to the area when staff was installing other water lines in the Overnight Park.

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**IX. ADJOURN** – The meeting was adjourned at 8:46 p.m.

Respectfully submitted,

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Kathy Nelson, City Recorder

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Lon Kellstrom, Mayor