

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JUNE 09, 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
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 7:13 p.m.

II. VISITOR COMMUNICATION

Cindy Rainey, 16675 Wilt Road, Sisters, OR 97759

Ms. Rainey thanked the Council for its generous support with last year's sponsorship of the first annual 4th of July Picnic in the Park. She stated the picnic would take place once again as a fundraising event for the Sisters Area Habitat for Humanity. She requested the Council provide a Stars and Stripes sponsorship to help make the community building and fun event successful.

Mayor Kellstrom informed Ms. Rainey the Council would address the request under *Other Business* later in the meeting.

III. CONSENT AGENDA

A. Minutes

1. May 12, 2011 – Regular Meeting
2. May 19, 2011 – Special Meeting
3. May 19, 2011 – Workshop
4. May 26, 2011 - Regular Meeting

B. Bills to Approve

1. June Accounts Payable

C. Resolution No 2011-06: A RESOLUTION DECLARING THE MUNICIPAL SERVICES PROVIDED BY THE CITY OF SISTERS

D. Resolution No. 2011-07: A RESOLUTION EXTENDING THE CITY OF SISTERS WORKERS COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF SISTERS

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

Councilor Weed asked about the electricity bills for the Sun Ranch and High School wells. **Director Bertagna** explained that each month one half of the amount charged for electricity for each well is a demand charge and since the Sun Ranch Well was a bigger pump, the demand charge was higher. **Councilor Weed** noted the electricity bill for City Hall was \$800 which seemed high. **Director Bertagna** stated he was working to reduce the cost for heating and cooling of City Hall.

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

There were no questions for Manager Stein related to her staff report.

B. Lisa Young, Finance Director

Director Young stated staff had begun to prepare for audit season. She reported a newsletter was being created for Councilor Holzman and Councilor Weed to distribute at the Farmers Market on how water bills are calculated. She stated the newsletter would include information on how to convert usage from cubic feet to gallons as the utility billing software system is only able to calculate consumption in cubic feet. **Councilor Thompson** stated he felt it was important to see if it was possible to add the consumption in gallons also, as users would have a better understanding of their consumption if the information was in gallons as opposed to cubic feet. **Manager Stein** stated staff will inquire what it will cost to modify the

software program. **Councilor Thompson** stated he also thought there was a safeguard in place to alert users to the fact they might have a water leak if their consumption rose dramatically from one month to the next. **Director Young** explained the City receives a report noting abnormal consumption that is scanned by staff and that staff calls high consumption users, but not all leaks are caught. She stated if the City is notified about a water leak after it occurs, an adjustment to the bill can be made if documentation is provided.

Mayor Kellstrom asked for a status update on the motor fuel dealer who was in arrears on his monthly fuel tax payments. **Director Young** stated the dealer was communicating with her often and making payments towards his overdue debt.

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. He noted that DUI's and traffic accidents were up for the month which occurs once summer arrives. He stated deputies would be attending the Sisters Rodeo and have a presence in downtown Sisters to insure calm and safety.

Mayor Kellstrom asked what could be done about dogs and feral cats running loose and if animal control officers would respond to calls of that nature or trap feral cats. **Captain Edwards** stated animal control officers are under the direction of the Sheriff's Department and field technicians would respond to call regarding animals at large if they were close by. He added if they were not, a deputy would respond.

VI. COUNCIL BUSINESS

A. **Public Hearing and Consideration of Resolution No. 2011-05: A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES**

Mayor Kellstrom opened the public hearing for anyone wishing to speak on the matter of the City's election to receive state revenues. As there was no one that wished to speak on the matter **Mayor Kellstrom** closed the public hearing.

Councilor Asson moved to approve resolution No. 2011-05 declaring the City's election to receive state revenues. Councilor Holzman seconded the motion. The motion carried unanimously.

B. **Discussion and Consideration of Resolution No. 2011-08: A RESOLUTION AMENDING THE PAY PLAN CLASSIFICATION FOR THE CITY OF SISTERS**

Councilor Holzman moved to approve Resolution No. 2011-08 amend the pay plan classification for the City. Councilor Weed seconded the motion. The motion carried unanimously.

VII. OTHER BUSINESS

Manager Stein asked the Council whether there was interest in taking a summer recess. She also reported she had worked with Councilor Holzman and Michele Sims, who has agreed to facilitate the Water CIP technical advisory committee (TAC), to schedule the first meeting for the committee, on June 20th.

Manager Stein reminded the Council that the Oregon Department of Transportation (ODOT) would be taking core samples from the pavement on Cascade Avenue next week. She stated ODOT had worked directly with businesses to schedule the drilling at times that would least impact the businesses. Based on this effort, she had given permission for the work to begin at 6:00 a.m.

Manager Stein asked for Council direction regarding the email they had received about a possible medical marijuana clinic in Sisters and requesting the opportunity to make a presentation before the City Council. **Mayor Kellstrom** asked whether the City was obligated to consider such a clinic. **City Attorney Bryant** stated it would be beneficial for the City to know what the clinic intends to do and how it intends to do it. He stated there would be regulations regarding the location and the clinic would be required to comply with state statutes. **Councilor Weed** stated if the clinic secured the appropriate permits necessary then it should be treated like any other business. She suggested letting Captain Edwards comment on the matter. The **Council** determined that representatives could come and speak at visitor communication at a regular meeting and that scheduling a workshop was unnecessary.

Mayor Kellstrom reminded the Council of Cindy Rainey's request under visitor communication.

Councilor Holzman moved for the City of Sisters to provide a Stars and Stripes sponsorship of \$500 for the Second Annual 4th of July Picnic in the Park to benefit Habitat for Humanity. Councilor Asson seconded the motion.

Councilor Thompson asked where the funds would come from and **Manager Stein** replied there were still funds in the community grant line item in FY 10-11 to cover the cost of the sponsorship. **Councilor Weed** stated she would refrain from voting due to a direct conflict of interest.

The motion carried unanimously.

VIII. MAYOR/COUNCILOR BUSINESS

Councilor Weed discussed the upcoming June 15th community meeting on the Forest Service property, stating she was hoping that attendees could identify their first and second choice using dots on how the property should be developed. **Councilor Thompson** stated how the land was going to be developed would be up to the buyer and what the city wants is immaterial. **Councilor Weed** stated she had questioned the point of the entire concept process and scope of work. **Mayor Kellstrom** stated the purpose of the community meeting was to identify that if the property were to get developed for commercial or industrial use, what it might conceptually look like. He stated he was not in favor of a dot exercise as OTAK wanted input from all attendees on all the options.

Councilor Weed stated there was a community group looking into the possibility of buying the property and the dot exercise would help gauge whether there is sufficient community support to move forward with the idea. **Councilor Asson** agreed that feedback was important but felt a dot exercise would not be the right way to get the community's input.

Mayor Kellstrom asked how OTAK would collect the community's input at the forum. **Director Hardie** explained there would first be a general overview followed by rotating small group exercises at four tables; one for each option. **Councilor Holzman** stated a dot exercise would give the pulse of what the community wants without being binding. **Manager Stein** stated the original intent for the project was to allow a future buyer to know how the property could be developed. She stated the question of whether it should be developed differently such as with a park was separate from the scope of work for this project. She stated all three concepts developed by OTAK would not trigger the transportation planning rule (TPR) and that giving a potential buyer this certainty would be a great advantage. She stated the forum, as it will be facilitated, will allow the City to receive feedback on all four of the concepts.

Councilor Thompson asked if the study addressed infrastructure needs and land values. **Director Hardie** replied it had not and instead looked at marketability and uses that could be supported on the property.

Mayor Kellstrom stated he would prefer to stay with the original plan for the community meeting and not include a dot exercise. **Councilor Asson** agreed, stating he felt it sent an improper message that the dot exercise would be a determining factor on how the property would be developed. **Councilor Weed** disagreed and stated it would provide information

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on whether pursuing funding to keep the property a park should continue. She stated not allowing the dot exercise would give the message to citizens that they don't get to weigh in on how the property will be developed. **Councilor Thompson** stated he was upset that land value and water and sewer issues hadn't been considered as part of the scope of work. After additional discussion, the **Council** determined it would not include a dot exercise at the community forum.

Councilor Weed reported a letter of interest had been submitted for a grant to purchase a permanent home for the community garden. She stated the grant would likely require a match from the community. She reported she and Councilor Holzman would be attending the Farmers Market on the first Friday of each month for community outreach purposes.

The **Council** discussed the possibility of a summer recess and decided there were too many pending issues to allow a recess this summer. The **Council** also discussed professional services contracts. **Mayor Kellstrom** noted each professional services contract included different responsibilities, different requirements and different expectations and the Council would not be able to come up with one set of standards that would suit all contracts. The **Council** requested staff schedule a workshop to discuss the matter.

Councilor Thompson asked if Mr. Robillard had been given a refund for the records request he had made. **Manager Stein** replied he had not as the City had produced the documents per the Council's adopted public records policy. She added it was the prerogative of the Council to change its policy. **Councilor Weed** stated she was surprised the City had charged Mr. Robillard as Bend and Redmond had been able to provide the same information to Mr. Robillard at no cost. **Manager Stein** commented that both Bend and Redmond had invested a lot of money up front on software systems to put their documents on-line and thus readily available. She stated the City was still reliant on staff to locate documents, scan them and send them out. **Councilor Holzman** noted both Bend and Redmond also have significantly more staff than Sisters.

Mayor Kellstrom reported he attended the last video telephone conference with Central Oregon legislators. He stated the Deschutes Mitigation Bill was expected to pass. He noted John Huffman would be the City's new state representative and Ted Ferrioli would be the new state senator with the re-districting that occurred.

IX. ADJOURN – The meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor