

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
JUNE 09, 2016

**MEMBERS PRESENT:**

Chris Frye Mayor  
Nancy Connolly Council President  
David Asson Council  
Amy Burgstahler Councilor  
Andrea Blum Councilor

**STAFF PRESENT:**

Rick Allen City Manager  
Alan Dale City Attorney  
Joe O'Neill Finance Officer  
Paul Bertagna PW Director  
Kathy Nelson City Recorder

**ABSENT:**

Patrick Davenport CDD Director

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting was called to order by Mayor Frye at 7:15 p.m.

**II. VISITOR COMMUNICATION - None**

**III. CONSENT AGENDA**

A. Minutes

1. April 28, 2016 – Regular Meeting
2. May 05, 2016 – Special Meeting
3. May 06, 2016 – Special Meeting
4. May 26, 2016 – Regular Meeting

B. Bills to Approve

1. June Accounts Payable

C. **Resolution No. 2016-15:** A RESOLUTION DECLARING THE MUNICIPAL SERVICES PROVIDED BY THE CITY OF SISTERS

D. **Resolution No. 2016-16:** A RESOLUTION EXTENDING THE CITY OF SISTERS WORKERS COMPENSATION COVERAGE TO VOLUNTEERS OF THE CITY OF SISTERS

*Councilor Blum moved to approve the consent agenda. Councilor Connolly seconded the motion.*

**Finance Officer O'Neill** explained how workers compensation for volunteers was structured.

*The motion carried unanimously.*

**IV. STAFF REPORTS**

A. June Staff/Council Work Plan

J **Finance Officer O'Neill** stated one of the two outstanding Urban Renewal Grants had submitted the appropriate paperwork. He reported the second grant recipient had until June 30<sup>th</sup> to submit the paperwork.

J **Director Bertagna** reported the finishing steps for school district tennis courts would be completed sometime this summer.

J **Director Bertagna** reported the restrooms for Clemens Park would be installed by mid-July.

J **Director Bertagna** reported the public showers at Village Green Park were being utilized by many people.

B. New Business License Report for May 2016 – list included

**V. COUNCIL BUSINESS**

**A. Public Hearing and Consideration of Resolution No. 2016-17: A RESOLUTION ADOPTING THE FISCAL YEAR 2016/17 BUDGET, APPROPRIATING FUNDS, APPROVING A TAX LEVY AND DIRECTING STAFF TO FILE THE BUDGET WITH THE COUNTY CLERK**

**Finance Officer O'Neill** stated the budget included the changes approved by the Budget Committee during the budget process.

**Mayor Frye** opened the public hearing for Resolution No. 2016-17 for anyone that wished to speak. As there was no one that wished to speak, **Mayor Frye** closed the public hearing.

*Councilor Connolly moved to adopt the fiscal year 2016-17 budget, appropriate funds, approve a tax levy and direct staff to file the budget with the County Clerk. Councilor Blum seconded the motion. The motion carried unanimously.*

**B. Public Hearing and Consideration of Resolution No. 2016-18: A RESOLUTION DECLARING THE CITY OF SISTERS ELECTION TO RECEIVE STATE REVENUES**

**Mayor Frye** opened the public hearing for Resolution No. 2016-18 for anyone that wished to speak. As there was no one that wished to speak, **Mayor Frye** closed the public hearing.

*Councilor Burgstahler moved to approve Resolution No. 2016-19 declaring the City of Sisters' election to receive state revenues. Councilor Connolly seconded the motion. The motion carried unanimously.*

**C. Discussion and Consideration of Resolution No. 2016-19: A  
RESOLUTION AMENDING THE PAY PLAN CLASSIFICATION FOR THE  
CITY OF SISTERS**

**Finance Officer O'Neill** explained the pay plan classification included the cost of living increase approved by the Council as well as the addition of some new positions to accommodate anticipated staffing re-classifications.

***Councilor Burgstahler** moved to approve Resolution No. 2016-19 amending the pay plan classification for the City of Sisters. **Councilor Blum** seconded the motion. The motion carried unanimously.*

**D. Discussion and Consideration of a Motion** to Approve an Intergovernmental Agreement (IGA) between the City of Sisters and Deschutes County for Advanced Planning Fee Collection Services (Document 2016-197) and Authorize the Mayor and City Manager to Execute the Agreement

***Councilor Connolly** moved to approve an IGA between the City of Sisters and Deschutes County for advanced planning fee collection services and authorize the Mayor and City Manager to execute the agreement. **Councilor Burgstahler** seconded the motion. The motion carried unanimously.*

**E. Discussion and Consideration of a Motion** to Approve a Memorandum of Understanding (MOU) between the City of Sisters and Deschutes County for the Building Administration and Enforcement Program and Authorize the City Manager to Execute the Memorandum of Understanding

**City Manager Allen** stated Deschutes County was already working at the City one day a week to assist with the current staffing shortage. He reported legal Counsel had reviewed the MOU and was satisfied. **Attorney Dale** confirmed it was a standard agreement uses by many cities.

***Councilor Blum** moved to approve a MOU between the City of Sisters and Deschutes County for the Building Administration and Enforcement Program and authorize the City Manager to execute the MOU. **Councilor Burgstahler** seconded the motion. The motion carried unanimously.*

**VI. OTHER BUSINESS**

) **City Manager Allen** reported he would be meeting with representatives from the homeowners associations surrounding the airport as well as airport officials to discuss noise concerns from the neighboring developments.

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- J **City Manager Allen** reported he was in the process of meeting with each department to get a better feeling for what each job entails.
- J **City Manager Allen** stated he would be meeting with the City's Economic Development Manager to get information on Sisters Advisory Committee.
- J **City Manager Allen** reported an Oregon State Bomb Technician was called in on a suspicious package left in front of the Fire Station. It was blown up and found to not contain any explosives.
- J **City Manager Allen** reported he had been receiving updates from the incident command on the Akawana fire.

**VII. MAYOR/COUNCILOR BUSINESS**

- J **Councilor Blum** questioned who had cut down the dead tree stump in front of Sisters Athletic Club that was located in the City's right of way. **Director Bertagna** stated he was unaware the tree stump had been cut down, no one had received permission to do so and would need to check to see if he could discover who had done so.
- J **Councilor Connolly** remarked she was grateful to Deschutes County for providing a building permit official prior to the official start date of the Intergovernmental Agreement (IGA) since the City was currently short-staffed in the Community Development Department.
- J The **Council** discussed the upcoming November election for open Council positions and requested **City Manager Allen** act as a contact for interested parties. **City Recorder Nelson** reported a news release was being sent out the following day and application packets would be available on Monday.
- J Request for Proposals (RFP) for legal services are due on Wednesday, June 15<sup>th</sup>.
- J **Council** requested a workshop be scheduled to discuss the criteria under which a permanent City Manager would be considered. The workshop was tentatively scheduled for July 21<sup>st</sup>.
- J **Council** requested staff estimate how much revenue could be realized if the City were to enact a construction excise tax (CET). That information would help the Council determine if it would be worth the amount of outreach and work that would be required to enact the tax.
- J **Director Bertagna** reported the City had received notice from Oregon Parks and Recreation Department (OPRD) it had been chosen to receive a grant for the construction of Americans with Disabilities (ADA) restrooms at the overnight park. He stated staff would look at the options of where the City's \$150,000 match could come from and report back to the Council with that information. He reported the City had not received notice yet for the small grant application to OPRD for ADA compliant play equipment at Village Green Park.

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- J The **Council** discussed approaching the County Commissioners to see if they could provide any financial support towards affordable housing. **City Manager Allen** suggested the Council identify a specific project prior to requesting any support.
- J **Councilor Burgstahler** voiced appreciation to City Manager Allen for his diligence in communicating with the Council to keep them up to date on events and issues.

**VIII. ADJOURN – 7:56 p.m.**

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Kathy Nelson, City Recorder

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Chris Frye Mayor