

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
MARCH 24, 2016

**MEMBERS PRESENT:**

Chris Frye Mayor  
David Asson Councilor  
Amy Burgstahler Councilor  
Andrea Blum Councilor

**ABSENT:**

Nancy Connolly Council President

**STAFF PRESENT:**

Steve Bryant City Attorney  
Patrick Davenport CDD Director  
Joe O'Neill Finance Officer  
Nicole Abbenhuis PW Oper Coord  
Kathy Nelson City Recorder

**ABSENT:**

Andrew Gorayeb City Manager  
Paul Bertagna PW Director

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

The meeting was called to order by Mayor Frye at 7:05 p.m.

**II. VISITOR COMMUNICATION - None**

**III. CONSENT AGENDA**

A. Minutes

1. February 25, 2016 –Regular Meeting
2. March 10, 2016 – Workshop
3. March 10, 2016 – Regular Meeting

B. Bills to Approve

1. March Accounts Payable

*Councilor Blum moved to approve the consent agenda with an edit to the March 10<sup>th</sup> regular meeting minutes. Councilor Burgstahler seconded the motion. The motion carried unanimously.*

**IV. STAFF REPORTS**

- A. Deschutes County Sheriff's Office – No questions

**V. COUNCIL BUSINESS**

- A. **Public Hearing and Consideration of Resolution No. 2016-05: A  
RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL  
BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE 2015/16  
BUDGET**

**Finance Officer O'Neill** explained the supplemental budget was to pay for needed health and safety training for staff and the restrooms at Clemens Park.

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

***Councilor Blum** moved to approve Resolution No. 2016-05 adopting a supplemental budget and establishing appropriations within the 2015/16 budget. **Councilor Burgstahler** seconded the motion. The motion carried unanimously.*

**B. Discussion and Consideration of Resolution No. 2016-06: A RESOLUTION SUPPORTING THE CITY OF SISTERS GRANT APPLICATION FOR CREEKSIDE CAMPGROUND RESTROOM AND SHOWER FACILITY REPLACEMENT AND RIPARIAN BUFFER ENHANCEMENT TO THE OREGON PARKS AND RECREATION DEPARTMENT (OPRD) AND AUTHORIZE THE CITY MANAGER OR DESIGNEE TO EXECUTE THE GRANT APPLICATION**

**Director Davenport** stated the resolution was to convey to Oregon Parks and Recreation Department (OPRD) the City's support of its application for a grant to fund Americans with Disabilities (ADA) restrooms, showers and campsites as well as a dishwashing station and Whychus Creek riparian enhancement. He stated the Upper Deschutes Watershed Council had indicated there might be a grant opportunity for the City for the creek riparian enhancements and the City was hopeful it could obtain free or nearly free materials for the creek bank project.

***Councilor Burgstahler** moved to approve Resolution No. 2016-06 supporting the City of Sisters grant application for Creekside Campground restroom and shower facility replacement and riparian buffer enhancement to OPRD and authorize the City Manager or designee to execute the grant application. **Councilor Blum** seconded the motion. The motion carried unanimously.*

**C. Discussion and Consideration of Resolution No. 2016-07: A RESOLUTION SUPPORTING THE CITY OF SISTERS GRANT APPLICATION FOR THE VILLAGE GREEN PARK PLAY STRUCTURE REPLACEMENT AND SUPPORTING INFRASTRUCTURE TO THE OREGON PARKS AND RECREATION DEPARTMENT (OPRD) AND AUTHORIZE THE CITY MANAGER OF DESIGNEE TO EXECUTE THE GRANT APPLICATION**

**Director Davenport** reported the resolution would convey the City's support for the grant application for a new ADA compliant play structure and supporting infrastructure at Village Green Park.

***Councilor Blum** moved to approve Resolution No. 2016-07 supporting the City of Sisters grant application for Village Green Park play structure replacement and supporting*

*infrastructure to OPRD and authorize the City Manager or designee to execute the grant application. Councilor Burgstahler seconded the motion. The motion carried unanimously.*

**D. Discussion and Consideration of Resolution No. 2016-08: A RESOLUTION ADOPTING THE CITY OF SISTERS' REPRESENTATION IN THE UPDATES TO THE DESCHUTES COUNTY MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN**

This item was pulled from the agenda.

**E. Discussion and Consideration of Seven Requests to Close Public Roads for Seven Public Events in the City of Sisters**

**Public Works Operations Coordinator Nicole Abbenhuis** informed the Council that six of the seven applications were for repeat events and the Wild West Show would be the only new event for the city. She noted the Glory Daze Car Show was expanding its footprint of street closures to include the intersection of Larch Street and Main Avenue and end at Cedar Street. She stated all event organizers had or would be informing effected merchants of the road closures.

**Councilor Blum** noted the Fire District, Health Department and City's insurance company had not signed off on the applications yet. **Coordinator Abbenhuis** explained staff was waiting to make certain the Council would approve the road closures prior to routing the applications to the other agencies.

*Councilor Burgstahler moved to approve the road closures for the seven public events presented. Councilor Blum seconded the motion. The motion carried unanimously.*

**VI. OTHER BUSINESS**

**City Recorder Nelson** informed the Council the City's website had been updated to include a "notify me" icon on the home page that would take visitors to a subscription page where they could sign up to receive city agendas, news releases and notices. She reported the webmail icon had been moved to the bottom footer area.

**VII MAYOR/COUNCILOR BUSINESS**

*911 Measure*

**Councilor Blum** reported she and Fire Chief Roger Johnson were representing Sisters in the 911 Political Action Committee (PAC) and would be coordinating presentations to various groups and boards throughout the community.

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*Planning Commission Meeting Attendance*

**Mayor Frye** disclosed there was a continuing problem with meeting attendance for certain members of the Planning Commission. He reported the workshop the previous week did not have a quorum even after staff had made extensive outreach to determine which Planning Commission members would be attending. He explained this created additional cost burden to the City when it was required to re-notice hearing dates as well as an inconvenience and cost to applicants who often showed up with legal counsel. He stated it was embarrassing to the City and staff and showed a lack of consideration when Planning Commission members didn't let staff know they would not be in attendance. He stated when the issue was first raised, he called the three members of the Planning Commission who were not fulfilling their obligation to the position. As a result, one member resigned and the other two stated they would try and improve their attendance. He stated he was going to follow up with another call to two Planning Commission members and request the resignation of one member whose attendance was particularly spotty. He stated if that member did not agree to resign, the Council could go through a formal process to remove the person from their position by holding a public hearing. **Councilor Blum** noted there had been a number of qualified applicants in the past that would hopefully be able to fill any vacancies that occurred.

*ADA Compliance*

**Mayor Frye** asked for an update on ADA compliance issues for the City. **Director Davenport** replied the City had been contacted by an ADA advocacy group requesting information on ADA compliance within the City. He noted the City did need to create an ADA self-evaluation report but was not required to have an ADA Transition Plan as it did not meet the 50 employee threshold that would make that plan a requirement.

**Mayor Frye** questioned if the City was at risk for a lawsuit for not being totally ADA compliant and **City Attorney Bryant** replied a lawsuit was not an issue the City needed to worry about. He stated the advocacy group would be willing to help the City to the extent it wanted the group to in identifying areas that created access issues for disabled individuals.

*Urbanization Study*

**Mayor Frye** asked for an update on the urbanization study. **Director Davenport** stated the project was on hold at present as staff worked on other tasks and projects. He stated there were specific steps the City needed to follow as the study had a rule of law behind it. He noted the study was at a complicated stage where there was a need to create a buildable lands inventory and it was important it was done correctly to protect the City.

**Mayor Frye** requested Director Davenport research the estimated cost if the City were to hire a consultant to assist with the project and bring the information back to the Council.

*Building Official Services*

**Director Davenport** reported after two unsuccessful solicitations to find an in-house building inspector with no viable candidates applying, staff had decided staying with

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Deschutes County and having County building officials provide inspection services was the best option for the City. He reported the City would need to increase its fees to match the County's fee structure. He reported most small cities did use their county's building official services. He stated it would allow for on-line submittals which he felt the builders in the community would like.

*Economic Development Activity*

The **Council** requested Sisters Economic Development Manager Capi Lewis be scheduled for a workshop to provide an update to the Council.

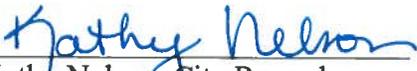
*Community Assets Technical Advisory Committee*

The **Council** requested an update on the Community Asset Technical Advisory Committee (TAC). **City Recorder Nelson** reported she had only received two applications for the committee and an informal group had been meeting to further discuss the combination project, a combination of a convention center and winter sports park, but had recently hit a standstill. The field house project was being further researched by a Sisters Park and Recreation District (SPRD) committee. The Council discussed the \$10,000 commitment of Community Action Team of Sisters (CATS) funds to further research the architectural design, budget, elevations, and financing options available. The **Council** requested City Recorder Nelson make one final attempt to reach out to the informal group meeting on the combination project and see if it was going to formally commit to moving the project forward so the Council could decide how the disbursement of the \$10,000 would be handled.

*Building Hurdles*

**Mayor Frye** reported he had been contacted by Sharlene Weed, Dana Perry and George Myers who had offered to facilitate a meeting with builders of market rate apartments to discuss hurdles encountered when trying to build in Sisters. He stated if it worked for their schedule he would like to have them come to the April 21<sup>st</sup> or May 5<sup>th</sup> workshops. The **Council** was supportive of the idea.

VIII. ADJOURN - 8:00 p.m.

  
Kathy Nelson, City Recorder

  
Chris Frye Mayor