

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JANUARY 14, 2016

MEMBERS PRESENT:

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

STAFF PRESENT:

Andrew Gorayeb City Manager
Steve Bryant City Attorney
Paul Bertagna PW Director
Lynne Fujita-Conrads Finance Director
Joe O'Neill Finance Officer
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 7:03 p.m.

II. VISITOR COMMUNICATION

Richard Esterman, 153 Oak Street, Sisters, OR 97759

Mr. Esterman voiced his displeasure with the newly adopted Transient Merchant Code stating he felt his events were being discriminated against. He provided a list of acts he felt were discriminatory and stated he felt there was no accountability or outlined chain of command in City Hall. He requested the Council reconsider its decision and allow established events to be grandfathered in.

III. CONSENT AGENDA

A. Minutes

1. March 12, 2015 – Workshop
2. August 13, 2015 – Workshop
3. October 22, 2015 – Workshop
4. November 19, 2015 – Workshop
5. December 03, 2015 – Workshop
6. December 10, 2015 – Workshop
7. December 10, 2015 – Regular Meeting
8. December 17, 2015 – Workshop
9. January 07, 2016 - Workshop

B. Bills to Approve

1. January 14, 2016 Accounts Payable
2. December 17, 2015 Accounts Payable

C. Liquor License Expanded Use Application – Eurosports

Councilor Burgstahler moved to approve the consent agenda including the additional page of accounts payable. Councilor Connolly seconded the motion.

- **Director Bertagna** explained the \$63,634.68 payment to Legacy Builders was for reimbursement of a performance bond as the contractor had met its obligation. He explained the City collects a bond worth 120% of the cost of the required improvements that are outstanding until the work has been completed.
- **Director Bertagna** explained the \$4,360 payment to Becon LLC was for work performed on the update of the Wastewater Capital Facilities Plan.
- **Director Bertagna** explained the \$12,119 payment to Ferguson Enterprises was for battery packs for meter reading equipment. He added the City reserves funds specifically for this purpose each budget year.
- **Director Bertagna** explained the 744.80 payment to Sisters Lock & Key Service was for water meter padlocks, keys for the new Village Green restrooms, lockout service for a vehicle, and some additional keys.

The motion carried unanimously.

IV. STAFF REPORTS

A. Deschutes County Sheriff's Office – no questions

B. January Staff/Council Work Plan

Councilor Connolly questioned if the terms for maintaining the tennis courts at the elementary school had been determined and if some type of document to formalize those terms had been crafted. **Manager Gorayeb** replied the cost division terms had been determined. He explained the maintenance of the tennis courts would be borne by the school district and he felt it was an unnecessary cost to have an intergovernmental agreement (IGA) crafted. He added the City could decide to assist the school district if the tennis courts sustained significant damage, but that would be on a case by case basis. **Director Bertagna** reported the City would be painting pickle ball and basketball lines on the courts as weather permitted.

C. New Business License Report for December 2015 – list included

V. COUNCIL BUSINESS

A. **Public Hearing and Consideration of Resolution No. 2016-01: A
RESOLUTION OF THE CITY OF SISTERS ADOPTING CHANGES TO THE
MASTER FEE SCHEDULE**

Mayor Frye opened the public hearing for Resolution 2016-01.

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Finance Director Fujita-Conrads stated the Master Fee schedule was being amended to reflect the fees the Council had directed staff to incorporate into the schedule for public events. She stated the amended fees would produce approximately \$4,700 in additional revenue for the year.

Mayor Frye asked if there was anyone that wished to testify.

Richard Esterman, 153 Oak Street, Sisters, OR 97759

Mr. Esterman stated it used to cost him \$450 to rent Creekside Park for three days and that fee would now be \$900. He challenged the notion of increased maintenance costs, stating the City maintained its parks whether there was an event or not. He stated he also left the park cleaner than when he had initially set up for one of his events. He requested the Council reconsider before adopting any changes to the fee structure.

Mayor Frye asked Director Bertagna to respond to Mr. Esterman's claims. **Director Bertagna** stated all anyone needed to do was look at the difference to a park on the Thursday before set-up began and compare it to the Sunday once all the vendors had left. He stated the contrast would speak for itself. He stated the green lawn was wilted and Public Works staff had to work to bring the lawn back to its initial state. He reported there were costs associated with that type of maintenance that otherwise would not be incurred. He added that damage to the lawn by elements such as gasoline or cooking oil, as have occurred in the past, incur an additional charge to the event promotor as those are not considered normal maintenance tasks.

As there was no else that wished to speak, **Mayor Frye** closed the public hearing.

Councilor Connolly moved to approve Resolution No. 2016-01 adopting changes to the master fee schedule. Councilor Blum seconded the motion. The motion carried unanimously.

B. Discussion and Consideration of a Motion to Approve a Chamber of Commerce Lease

Manager Gorayeb stated the new lease had been drawn up in response to Chamber of Commerce Executive Director Judy Trego's request, and the Council subsequent directive, to reduce the base rent to zero. He stated staff had also looked into property tax implications and found that the City would still be required to pay property tax for the building the Chamber uses but would be excluded for paying property tax for the Maida Bailey building since it was available to be used as a community room at no charge. He reported that would save the City approximately \$778 in property taxes a year.

Councilor Burgstahler questioned if any upgrades to the Maida Bailey building were planned noting the interior was quite gloomy and dark. **Manager Gorayeb** replied staff would look into what improvements might be possible once it finished with the necessary Americans with Disability (ADA) compliance upgrades. He stated upgrades for the building could be considered during the FY 2016/17 budget cycle.

Councilor Asson moved to approve a Chamber of Commerce lease. Councilor Burgstahler seconded the motion. The motion carried unanimously.

C. Discussion and Consideration of a Motion to Accept Public Improvements for Sky Gate Subdivision

Director Bertagna stated the item was being pulled as the City had not received the necessary performance bond.

VI. OTHER BUSINESS

A. Goal Setting Worksheet

The **Council** discussed submitting their goals to staff in advance of the goal setting session in order to provide the opportunity to collate the information into one list. The **Council** discussed the agenda, format of the goal setting and information to be covered. The **Council** requested a list of upcoming projects from the department heads for the upcoming year.

VII MAYOR/COUNCILOR BUSINESS

- **Councilor Connolly** stated she had received a compliment on the professionalism and thoroughness of Director Davenport and Planner Reed from a party to a recent Planning Commission hearing.
- Mayor Frye and Councilor Blum will conduct an exit interview with Finance Director Fujita-Conrads.
- The **Council** discussed their agenda calendar to prioritize and schedule topics.

Councilor Asson left the meeting at 7:48 p.m.

- **Manager Gorayeb** reported the refinance of the City's debt through a municipal bond issuance would save the city approximately \$672,000. He noted that combined with the savings with the Bank of the Cascades re-finance, the total saved was approximately \$786,000 over the life of the loans.
- **Finance Director Fujita-Conrads** informed the Council the contract with Dickey and Tremper, the City's auditor for the past several years, was up and suggested the Council consider offering a one year extension to assist with the transition for Finance Officer O'Neill. The **Council** was supportive of the extension.

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- City Manager evaluations are due to Mayor Frye by Tuesday, January 19th.
- The criteria under which the City Manager was to be rated was discussed and the **Council** stated it would prefer an open discussion as opposed to a numeric rating. **City Attorney Bryant** reminded the Council the criteria could not be changed without approval in a public meeting. The **Council** discussed the possibility of having an interim evaluation in six months and how it was difficult to convert comments into a score. There was also conversation about basing a portion of the evaluation on the City Manager's job description. **City Attorney Bryant** suggested that if the Council wanted to change the format by which the City Manager was to be evaluated, it consider doing so right after their goal setting when the issue was fresh in their minds. There was discussion on the importance of setting measurable goals.

Councilor Connolly moved to approve the evaluation criteria for the City Manager as presented with the addition of a numeric score of one to three. Councilor Blum seconded the motion. The motion carried unanimously.

VIII. ADJOURN –8:20 p.m.


Kathy Nelson, City Recorder


Chris Frye Mayor