

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 11, 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
Paul Bertagna	PW Director
Patrick Davenport	CDD Director
Kathy Nelson	City Recorder

ABSENT:

Joe O'Neill	Finance Officer
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I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Frye at 7:04 p.m.

II. VISITOR COMMUNICATION - None

III. CONSENT AGENDA

A. Minutes

1. April 07, 2016 – Workshop
2. April 14, 2016 – Regular Meeting
3. April 28, 2016 – Workshop
4. May 12, 2016 – Workshop
5. July 28, 2016 – Workshop
6. July 28, 2016 – Regular Meeting
7. August 04, 2016 – Workshop
8. August 04, 2016 – Special Meeting

B. Bills to Approve

1. August Accounts Payable

Councilor Asson moved to approve the consent agenda. Councilor Connolly seconded the motion. The motion carried unanimously.

IV. STAFF REPORTS

A. August Staff/Council Work Plan

- The trench dug in Village Green Park was to install 50 amp power.
- Barclay Square Waterline Upgrade in on hold pending the easement procurement process.
- A sidewalk area with overgrown vegetation was brought to staff's attention and **Director Bertagna** stated he would speak to the developer about cleaning it up.
- The City was still awaiting reimbursement on the IOF loan. All documentation has been submitted.
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- Staff continues to gather information on water and sewer rate structure in order to move forward with devising equitable rates for citizens. **City Manager Allen** advised it may be necessary to hire a consultant to assist with determining new rates due to the complicated matrix in determining rates for commercial businesses.
- Language for the Development Code relating to cottage developments will be discussed at the Planning Commission meeting next week.
- The City was unsuccessful in its bid for a grant from Oregon Parks and Recreation Department (OPRD) for the play equipment improvements at Village Green Park. Sisters Park & Recreation District did receive a grant from OPRD for a bike park.
- Two viable candidates were interviewed by phone for the open Senior Planner position. Both will come in for face to face interviews next week.
- The City has been in the process of trying to obtain the appropriate equipment for the City's flagpoles in order to post the Missing in Action/ Prisoner of War (MIA/POW) flags since last fall. Installation was expected in the next few weeks.

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

V. COUNCIL BUSINESS

- A. Discussion and Consideration of a Motion** to Approve the Oregon Public Works Emergency Response Mutual Aid Agreement and Authorize the City Manager to the Sign the Agreement

Director Bertagna explained the City's existing Oregon Public Works Emergency Response Mutual Aid Agreement was up for renewal. He stated the agreement allowed public works agencies to assist each other during an emergency and provided the mechanism for agencies to seek maximum reimbursement from federal agencies. He noted there were no significant changes to the agreement from the previous one.

***Councilor Burgstahler** moved to approve the Oregon Public Works Emergency Response Mutual Aid Agreement and authorize the City Manager to sign the agreement. **Councilor Blum** seconded the motion. The motion carried unanimously.*

- B. Discussion and Consideration of a Motion** to Accept a Right of Way Dedication on Rail Way from Hayden Homes

This item was pulled.

- C. Discussion and Consideration of a Motion** to Approve a Memorandum of Understanding (MOU) including the Addendum to the Memorandum of Understanding between the City of Sisters and Economic Development of

Central Oregon (EDCO) for a Forgivable Loan Program and Authorize the City Manager to Execute the Memorandum of Understanding

City Manager Allen stated these were the same documents, with the edits that had been requested, reviewed by the Council at their July 28th workshop. **Sisters Economic Development Manager Caprielle Lewis** thanked the Council for their support of the forgivable loan program stating it was a very useful tool and indicated the City was a business-friendly community.

Councilor Asson moved to approve a MOU including the Addendum to the MOU between the City of Sisters and EDCO for a Forgivable Loan Program and authorize the City Manager to execute the MOU. Councilor Connolly seconded the motion. The motion carried unanimously.

VI. CONTRACT REVIEW BOARD

Mayor Frye opened the Contract Review Board.

- A. **Discussion and Consideration of a Motion** to Award a Contract to Kittleson & Associates in an Amount not to exceed \$120,000 for the 2016-17 Transportation System Plan (TSP) Update and Authorize the City Manager to Execute the Contract

Director Bertagna reported the City had solicited requests for proposal (RFP) to update the Transportation System Plan (TSP) previously adopted by the Council in January 2010. He stated the City only received one proposal and it was from Kittleson & Associates. He stated after reviewing the proposal, the scope of work was tightened up which allowed the City to bring down the cost. He stated once this update was completed, the City would not need another update until 2030. He explained the importance to keeping the TSP updated and noted the update would be funded from the Transportation System Development Charge (SDC) Fund. He stated Scott Baird from Kittleson & Associates was in attendance to answer any questions.

Councilor Asson questioned when the update would begin and how long it would take to complete. **Mr. Baird** replied collecting data for the project would begin as soon as the contract was signed. He stated Kittleson & Associates would create a public outreach plan and he anticipated the entire process would take between nine to 12 months. **Mayor Frye** asked if the plan would include the entrance to the overnight park from Highway 20 and improvements to the property known as the red dirt triangle and **Mr. Baird** replied it would. **Mr. Baird** stated the Oregon Department of Transportation (ODOT) would be involved throughout the entire process. **Mayor Frye** asked how the \$15,000 budgeted for meetings would be used and **Mr. Baird** replied at least two meetings would be scheduled;

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one with the advisory group to be appointed and one open house for the public which would include displays. **City Manager Allen** asked why an update was necessary after only six years and **Director Bertagna** explained the plan had been updated in 2010 but the data used for that update had been collected in 2008 and 2009. He stated the roundabout at Highway 20/Barclay Drive was being installed which in turn would mean some type of improvement would also become necessary on the east end of town. He stated an updated plan was needed in order to move forward with finding a solution for the Highway 20/ Locust Street/ Highway 126 intersections. He noted several projects on the 2010 TSP had also been completed.

Mr. Baird stated the update was more of an eastside refinement plan which would add specificity and clarify projects. **Councilor Blum** added citizens were always asking about the east end of town and what was currently in the TSP was inadequate to deal with those issues. **Councilor Connolly** also noted that tourism and traffic had increased tremendously in the last six years which created a problem for more than just Sisters' citizens.

Director Bertagna explained the City had applied for a Transportation Growth Management (TGM) grant in 2015 and did not receive it. He stated when staff came back to the Council to ask about trying for another grant, the Council asked staff to instead move forward since a TGM grant would not become available until 2017 and the Council felt that was too long to wait on such a major issue.

Councilor Connolly noted that during the previous year Kittleson & Associates had done a traffic study relating to access to the Overnight Park and asked if the City had received some type of credit since that data had already been collected. **Mr. Baird** replied a credit had been considered when the proposal cost was determined. He stated all work was based on time and materials so the costs of those traffic counts were not included in their proposal. **Councilor Connolly** asked if there was a slow season to the work Kittleson & Associates performed that could save the City additional funds if it waited for a period of time. **Mr. Baird** replied there was no seasonality to their work and therefore was not a factor in determining costs. **Councilor Connolly** asked how the company accounted for traffic as it could change dramatically depending on the season and **Mr. Baird** replied there were models used that took those traffic spikes and ebbs into consideration.

Councilor Blum voiced concern that only one public open house would be sufficient. **Mr. Baird** stated the company would do whatever the City needed to ensure a good process.

***Councilor Blum** moved to award a contract to Kittleson & Associates in an amount not to exceed \$120,000 for the 2016/17 TSP Update and authorize the City Manager to execute the contract. **Councilor Connolly** seconded the motion. The motion carried unanimously.*

Mayor Frye closed the Contract Review Board

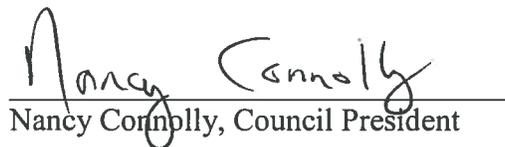
VII. OTHER BUSINESS - None

VIII. MAYOR/COUNCILOR BUSINESS

- Both candidates running for Deschutes County Sheriff have contacted the Council and requested workshop time to talk with the Council. The Council directed staff to set the workshop time up.
- **Councilor Asson** stated he wanted to make sure the Council scheduled a follow-up workshop to discuss transient merchants and whether the new ordinances relating to transient merchants had been effective. **City Manager Allen** stated a legal review of the ordinances would be taking place. **Mayor Frye** stated the City needed to look at the issue holistically and make sure the changes had accomplished what the Council had intended.
- **Director Davenport** reported the Planning Commission would be reviewing Temporary Use Permits also.

IX. ADJOURN – 8:06 p.m.


Kathy Nelson, City Recorder


Nancy Connolly, Council President