

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
SEPTEMBER 10, 2015

MEMBERS PRESENT:

Chris Frye Mayor
Nancy Connolly Council President Pro-tem
David Asson Councilor
Amy Burgstahler Councilor

STAFF PRESENT:

Andrew Gorayeb City Manager
Lonn Johnston Acting City Atty
Lynne Fujita-Conrads Finance Officer
Patrick Davenport CD Director
Paul Bertagna PW Director
Kathy Nelson City Recorder

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. March 12, 2015 – Regular Meeting
2. August 27, 2015 – Workshop
3. August 27, 2015 – Regular Meeting

B. Bills to Approve

September Accounts Payable

Councilor Burgstahler moved to approve the consent agenda. Councilor Connolly seconded the motion.

Councilor Connolly noted there was a charge for a car that was towed due to the street paving project. She asked whether residents in the neighborhood had been given notice of the upcoming paving project. **Manager Gorayeb** replied all neighbors had been notified well in advance and the car belonged to someone who was not home at the time. He reported waited as long as it could and then had it towed around the corner so the paving project could proceed.

The motion carried unanimously.

IV. STAFF REPORTS

A. September Staff/Council Work Plan

Councilor Connolly asked if funds needed to be allocated for trees to be planted in the overnight park as discussed at the August 27th workshop. **Manager Gorayeb** replied the City was waiting to get an approved master plan for Creekside Overnight Park and then it would cost out all the improvements and determine which elements the City might attempt to find grants funds for. He stated once the plan was approved, which was anticipated to be in the next few months, staff could begin planting the additional trees. **Mayor Frye** stated he

thought the City had set a moratorium on the cutting of any trees but did not remember the City ever lifting the ban. **Manager Gorayeb** replied trees were not cut without a recommendation by the City Forester with support from the Urban Forestry Board but staff would look into whether the moratorium had been lifted.

Councilor Connolly stated she would like to see the Council goals that were listed on the work plan indicate whether the goal had been met so the Council would know which goals had been met. The **Council** members agreed and staff will update the work plan accordingly.

B. New Business License Report for June 2015 – list included

V. **COUNCIL BUSINESS**

A. **Discussion and Consideration of a Motion** to Approve an Intergovernmental Agreement (IGA) with Oregon Department of Transportation (ODOT) for the Highway 20/Barclay Avenue Intersection Improvement Project and Authorize the Mayor to Sign an Intergovernmental Agreement

Manager Gorayeb explained the intergovernmental agreement had been reviewed by staff, City Attorney Bryant and Oregon Department of Transportation (ODOT) representatives. He noted there were several ODOT Region 4 representatives in attendance including Regional Manager Bob Bryant, Area Manager Gary Farnsworth and Project Leader Mike Darling that could answer any questions the Council might have.

Councilor Burgstahler asked for some clarity on the crash data. **Mr. Farnsworth** stated going back as far as he could remember there had always been interest in the safety of the intersection. He stated there had been a number of crashes, including four significant crashes within the last two to three years. He noted there had been a dramatic increase in the number of crashes at the intersection as it had grown in importance to getting around the city. **Mayor Frye** asked how the intersection compared to other intersections in the state. **Mr. Farnsworth** reported besides the safety concerns related to crash history and crash potential, there were a host of other reasons to make the improvements including the intersection was a major component of the alternate route, congestion, accessibility, livability, mobility and economic impacts. He remarked the project had been designated the #2 priority project in the region.

Councilor Burgstahler thanked Mr. Farnsworth for the great outreach that had been performed and asked about the general tone of the conversations Mr. Farnsworth had with individuals. **Mr. Farnsworth** reported that over the previous five months he had received over 80 comments with most voicing strong support for the project. He stated he had contacted all of those individuals and those that had submitted letters to the Nugget newspaper also. He noted while people tended to be afraid of anything new he would

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characterize the dialogue as very good. He stated one of the reason ODOT had focused on a single lane roundabout was to avoid confusion for those unfamiliar with roundabouts. He stated data indicated there were very few incidents or crashes at roundabouts due to the reduced speeds of vehicles and the intuitive nature of how to maneuver within a roundabout. He reported that studies had found attitudes surrounding roundabouts had improved dramatically once they were installed in an area.

Mayor Frye stated the improvement project on Cascade had been great but he had heard from some business owner voicing concern on how the roundabout project could impact their businesses. **Mr. Farnsworth** replied the team of City staff, the Chamber of Commerce and ODOT had worked well together during the Cascade Avenue project and anticipated the same would occur with the roundabout project. He stated there would be joint approval on the traffic management plan used during construction and ODOT would continue to look for input from stakeholders and would provide regular briefings to the Council. He noted the intergovernmental agreement could be amended as needed.

Councilor Asson moved to approve IGA with ODOT for the Highway 20/Barclay Avenue intersection improvement project and authorize the Mayor to sign the intergovernmental agreement. Councilor Connolly seconded the motion. The motion carried unanimously.

VI. OTHER BUSINESS

A. City Parks Advisory Board Appointments

Mayor Frye appointed Greg Johnson to serve as an in-city limits representative and Barbara Holm to serve as an out of city limits representative to the City Parks Advisory Board. The **Council** concurred.

City Recorder Nelson asked the Council for direction on the formation of the follow-up committee the Community Assets Committee had recommended and for which the Council had allocated the use of Community Actions Team of Sisters (CATS) funds. Council directed staff to advertise for a minimum of five members residing both within and outside city limits. Qualified candidates should have experience with business development, design and architecture and financing.

City Recorder Nelson reminded the Council of the need to appoint a new representative to the Central Oregon Area Commission on Transportation (COACT). The **Council** decided to wait until it had a full slate of members before deciding to appoint the City's representative.

The **Council** extended the application period for individuals interested in serving on the City Council to September 18th.

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The **Council** decided to cancel the September 24th workshop and regular meeting due to the League of Oregon Cities (LOC) Conference that was occurring at the same time. **Councilor Burgstahler** will take Councilor Asson's place at the conference and will serve as the City's voting delegate.

VII. MAYOR/COUNCILOR BUSINESS

Mayor Frye reported Deschutes County had re-funded its forgivable loan program up to \$200,000. He stated Sisters Economic Development Manager Caprielle Foote-Lewis was attempting to procure some of that funding for a client she was working with. He encouraged other Council members to reach out to the County Commissioners to let them know the importance of this business coming to Sisters

Mayor Frye reported he had spoken with Nancy Straw of the Ford Family Foundation regarding a new economic growth grant the foundation will start providing. He reported Economic Development Manager Foote-Lewis had scheduled some time to see what options might be available through the grant for businesses interested in locating in Sisters. He reported applying was by invitation only and he would have a further conversation with Ms. Straw to discuss possible City projects that would qualify.

Mayor Frye stated he had spoken with Chamber of Commerce Executive Director Judy Trego about the Chamber hosting a business owner meeting where Mayor Frye would present the different options and solicit comments on the amended ordinances the City has crafted for transient merchants, temporary businesses and public events.

Manager Gorayeb reported there was an event, not related to the Folk Festival that was occurring over the weekend that involved a street closure. He explained the individual had applied for and received approval for the event prior to the Folk Festival applying for its annual event.

Manager Gorayeb informed the Council that Kittleson & Associates, the company that performed the traffic study related to Creekside Overnight Park, offered to perform an additional count over the Labor Day weekend which the City took advantage of. He stated once that date was received, it would be shared with the Council and City Parks Advisory Board (CPAB).

VIII. ADJOURN – 7:54 p.m.

Respectfully submitted,


Kathy Nelson, City Recorder


Chris Frye Mayor