

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 08, 2015

MEMBERS PRESENT:

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

STAFF PRESENT:

Andrew Gorayeb	City Manager
Steve Bryant	City Attorney
Lynne Fujita-Conrads	Finance Officer
Patrick Davenport	CD Director
Paul Bertagna	PW Director
Julie Pieper	Finance Assistant

ABSENT:

Kathy Nelson	City Recorder
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I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Frye at 7:08 p.m.

II. COUNCIL APPOINTMENT

Councilor Connolly moved to appoint Andrea Blum to the City Council. Councilor Burgstahler seconded the motion. The motion carried unanimously.

III. OATH OF OFFICE

City Attorney Bryant administered the oath of office to Councilor Blum.

IV. VISITOR COMMUNICATION

Rima Givot, Sisters High School Astronomy Teacher

Dylan Wright, Sisters High School Astronomy Student

Ms. Givot explained that as an astronomy teacher she was interested in educating her students about the City's dark skies ordinance. She stated she was hoping the City might partner with the students on a survey to find out how the community feels about dark skies. She stated it would provide a good opportunity for the students to do some outreach and the information could provide the City with a gauge of how the community views the preservation of its dark skies. Mayor Frye replied he felt it would be good information for the City to have and staff could be used as a resource. Councilor Burgstahler stated the Council had also talked about sending out surveys and some questions relating to dark skies preservation could be incorporated into one of those surveys. Mayor Frye stated he felt it would be beneficial for the students to research the history of the ordinance and determine the reasoning behind why it was initially adopted. Manager Gorayeb stated staff would meet with Ms. Givot to discuss possible next steps. Student Dylan Wright remarked he felt that Sisters skies were a valuable resource and appreciated having its dark skies protected since many communities did not.

V. CONSENT AGENDA

A. Minutes

1. February 26, 2015 – Workshop
2. March 05, 2015 – Workshop
3. September 22, 2015 – Special Meeting

B. Bills to Approve

October Accounts Payable

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

VI. STAFF REPORTS

A. October Staff/Council Work Plan

Councilor Connolly asked about the on-line reservation system program listed on the Finance page work plan. **Finance Officer Fujita-Conrads** stated she would begin researching options soon in order to implement an on-line reservation system before the campground opened for 2016. **Manager Gorayeb** stated the reservations were currently handled by Finance Assistance Pieper and took a great deal of time certain times of the years so the on-line system would be more efficient.

Councilor Connolly asked if there were any updates relating to the Land Use Board of Appeals (LUBA) items. **City Attorney Bryant** replied the City had received a ruling from LUBA earlier in the week regarding the appeal on a 2014 temporary use permit for property on Cascade Avenue. He stated LUBA had remanded some items back to the Council for decision as LUBA did not feel it had sufficient information to make the ruling. He stated with regard to the appeal on the McKenzie Meadow Village, the record had been submitted and there had been some requests for additional information which were being finalized.

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

VII. COUNCIL BUSINESS

**A. Public Hearing and Consideration of Resolution No. 2015-22: A
RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL
BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE 2015-16
BUDGET**

Mayor Frye opened the public hearing for Resolution No. 2015-22 adopting a supplemental budget.

Finance Officer Fujita-Conrads stated the supplemental budget covered several items including a transfer from the General Fund strategic reserve to the Street Fund for the Hood Avenue project, a project in Edge of the Pine subdivision, contracted services for a traffic study for Creekside Campground, reclassification of a Utility Technician to a Maintenance Supervisor which included a salary increase and additional principal payment for the Lazy Z and City Hall loans.

Councilor Asson questioned how system development charge (SDC) funds could be used to pay for the loan on the Lazy Z property. **Manager Gorayeb** explained since the property had been purchased as a place to spray effluent when future expansion and development warranted doing so, SDC funds had always been the source of payment on the loan.

Mayor Frye asked if there was anyone that wished to testify on the resolution and as there was no one that wished to testify, **Mayor Frye** closed the public hearing.

***Councilor Connolly** moved to approve Resolution No. 2015 adopting a supplemental budget and establishing appropriations within the 2015-16 Budget. **Councilor Asson** seconded the motion. The motion carried unanimously.*

B. Discussion and Consideration of Resolution No. 2015-23: A RESOLUTION AMENDING THE PAY PLAN CLASSIFICATION OF THE CITY OF SISTERS

Finance Officer Fujita-Conrads explained this was to update the pay plan to include the maintenance supervisor position previously discussed in the supplemental budget.

***Councilor Connolly** moved to approve Resolution No. 2015-23 amending the pay plan classification of the City of Sisters. **Councilor Burgstahler** seconded the motion. The motion carried unanimously.*

C. Discussion and Consideration of a Motion to Accept Public Improvements for Clear Pine Phase I

Director Bertagna stated this action was to formally accept the improvements for the first Phase of the Clear Pine development. He stated it was a 14 lot subdivision. **Councilor Connolly** asked what the acronym "UIC" stood for. **Director Bertagna** explained it was for a dry well, or 'underground injection control (UIC) device. He explained a permit from the Department of Environmental Quality (DEQ) was required for a UIC and this was the City's method of tracking the permit.

Councilor Burgstahler moved to accept the public improvements for Clear Pine Phase I. Councilor Asson seconded the motion. The motion carried unanimously.

VI. OTHER BUSINESS

Councilor Burgstahler discussed the news release she had drafted to inform the community of the October 22nd public hearing on the matter of transient merchants. She stated she wanted to create a sense of urgency in the release in hopes it would motivate community members to come and provide their views on the issue at the meeting. She stated the news release would be published in the Nugget newspaper for two weeks and the information would be sent to the Sisters radio station. The **Council** was supportive of sending the release out and also discussed using monthly utility bills for direct mailing opportunities.

VII. MAYOR/COUNCILOR BUSINESS

Councilor Connolly reported the City Parks Advisory Board (CPAB) had met and after additional conversation and input from effected business and homeowners surrounding the overnight park, reversed their initial recommendation to have only one way in and one way out of the overnight park. The CPAB decided using either Buckaroo Trail or Locust for both ingress and egress was appropriate as it would provide more flexibility for campers. Having to use a particular entrance and exit could make it harder for the RV's depending on the direction they were coming from and allowing campers to use either entrance/exit would be fair to both effected businesses and property owners. She questioned when the planting of the additional trees to create even more of a buffer would begin and **Manager Gorayeb** they would begin planting soon.

Councilor Connolly stated there were some member of the community at the CPAB meeting that had suggested the campground be closed altogether, be limited to tent camping only or that size restrictions for RV's be set. She questioned whether it was appropriate for the CPAB to continue discussing those options. **Mayor Frye** replied that since the Council was the final decision maker, the CPAB members could discuss and recommend whatever they chose. **Councilor Burgstahler** added it was her understanding the Council would be reviewing the campground ingress/egress topic after a year to see how it was working.

The **Council** discussed how the recruitment process for the Community Assets Technical Advisory Committee was going. It was reported there were no applicants so far.

Councilor Burgstahler suggested that as part of the recruitment process, applicants were made aware that funds had been budgeted to perform the preliminary design and cost analysis.

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Mayor Frye appointed Councilor Blum to act as the City's representative to the Central Oregon Area Commission on Traffic (COACT). The Council concurred.

VIII. ADJOURN – 7:55 p.m.


Kathy Nelson, City Recorder


Chris Frye Mayor