

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JANUARY 22, 2015

MEMBERS PRESENT:

Chris Frye Mayor
McKibben Womack Council President
Wendy Holzman Councilor
David Asson Councilor
Nancy Connolly Councilor

STAFF PRESENT:

Andrew Gorayeb City Manager
Steve Bryant City Attorney
Paul Bertagna PW Director
Kathy Nelson City Recorder

ABSENT:

Lynne Fujita-Conrads Finance Officer
Pauline Hardie CDD Director

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Frye at 7:00 p.m.

II. VISITOR COMMUNICATION - None

III. CONSENT AGENDA

A. Minutes

1. December 11, 2014 – Workshop
2. December 18, 2014 – Workshop
3. December 31, 2014 – Special Meeting
4. January 08, 2015 – Regular Meeting

B. Bills to Approve

1. January Accounts Payable

C. US Bank Signature Card Update

Councilor Womack moved to approve the consent agenda. Councilor Holzman seconded the motion. The motion carried unanimously.

IV. STAFF REPORTS

A. Deschutes County Sheriff's Office

Manager Gorayeb informed the Council the monthly report had been modified to reflect parking citations as parking citations and not as City ordinance violations,

V. COUNCIL BUSINESS

A. Public Hearing and Consideration of Resolution No. 2015-01: A

RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE FY 2014-15 BUDGET

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JANUARY 22, 2015

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

***Councilor Womack** moved to approve Resolution No. 2015-01 adopting a supplemental budget and establishing appropriations within the FY 2014/15 budget. **Councilor Holzman** seconded the motion. The motion carried unanimously.*

B. Discussion and Consideration of a Motion to Accept Public Improvements for Pine Street Commons

Director Bertagna explained that accepting the public improvements was a final step the City takes prior to taking perpetual responsibility for improvements. He stated Pine Street Commons was a 12 lot subdivision. He explained a one year warranty period for the improvements would begin upon acceptance.

***Councilor Womack** moved to accept public improvements for Pine Street Commons. **Councilor Holzman** seconded the motion. The motion carried unanimously.*

C. Discussion and Consideration of a Motion to Accept Public Improvements for Three Creeks Brewing

Director Bertagna explained the public improvements for the brewery were a water line that services a hydrant, the facility and the fire suppression system.

***Councilor Womack** moved to accept public improvements for Three Creek Brewing. **Councilor Holzman** seconded the motion. The motion carried unanimously.*

D. Discussion and Consideration of a Motion to Approve a Merit Increase for the City Manager

***Councilor Womack** moved to approve a merit increase for the City Manager. **Councilor Holzman** seconded the motion.*

Councilor Connolly stated since she had not been involved in an evaluation process she would abstain from the vote. She stated she would be interested in getting information on evaluation criteria used, as well as the salary range, for the experience and size of Sisters when compared to other small cities. **Manager Gorayeb** stated Finance Officer Fujita-Conrads could provide that information upon her return but noted the salary range was based on a number of factors. **City Recorder Nelson** added that the positions and salary were part of the budget process and each year the pay plan classification was approved by the Council.

Mayor Frye explained the goals on which the City Manager would be evaluated were based on the goals set by the Council at its goal setting. He stated the goals needed to be measurable, time bound and not subjective. **Councilor Womack** explained the evaluation goals the Council had been working from the past year had been created by former Councilor Catherine Childress and approved by the rest of the Council.

*The motion carried with **Councilor Womack, Councilor Holzman and Mayor Frye** voting in support of the merit increase, **Councilor Asson** voting against the motion and **Councilor Connolly** abstaining from the vote.*

VI. OTHER BUSINESS

IFA Grant

The scope of the grant will be enlarged.

GPS Tracking

Global positioning satellite (GPS) tracking devices have been installed on Public Works vehicles. The devices will provide information on maintenance needs, location and speed of the vehicles as well as other pertinent data. The devices were paid for with a grant the City received from CityCounty Insurance Services (CIS). The City will pay the on-going \$30 per vehicle monthly monitoring fee.

Signage/Dispensers

Signage and dispensers have been installed at the access points to Whychus Creek. The dispensers hold maps and information about stewardship of the creek. There has been no feedback from the homeowners associations so far.

Cascade Avenue Lights

Staff met with members of the Astronomy Club to discuss the Cascade Avenue lights and how to make them comply with the City's dark skies ordinance. They tested aluminum flanges of varying widths. Staff and members of the club felt the best solution was installing aluminum flanges that were five inches wide on three sides and 4.5 inches wide on the side facing oncoming traffic. **Director Bertagna** explained it would provide reduction of glare to drivers and still provide an adequate amount of light for the crosswalks. He reported he had received a phone call from the Oregon Department of Transportation (ODOT) project manager approving the option.

Speed Feedback Signs

Councilor Womack reported he had received a request from citizens living in the Hayden Homes subdivision asking to have a speed feedback sign installed in their neighborhood due to their concerns with speeding drivers on the way to and from the high school. He asked if it would be possible to move the feedback sign that was scheduled for installation on Three Creek Road to the Hayden Homes area instead. **Councilor Holzman** replied that

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JANUARY 22, 2015

she had personally seen some close calls on Three Creek Road due in part to the location of the Petersen Ridge Trailhead and bridge just as drivers were coming back into town. She stated she had lobbied for that particular sign. **Councilor Womack** suggested the City purchase another feedback sign. **Manager Gorayeb** stated one problem he foresaw was that on McKinney Butte Road, the speeding traffic was going in both directions. **Councilor Asson** suggested the City should take it slow and give folks a chance to get used to the signs prior to installing additional signs. **Manager Gorayeb** stated another possibility was to install the sign slated for Camp Polk Road in the Hayden Homes neighborhood. The **Council** voiced concern with doing so since Camp Polk fed into the elementary school area. **Manager Gorayeb** stated the signs to be installed on Cascade Avenue were envisioned to be permanent installations. **Mayor Frye** suggested the Council request funding for an additional feedback sign from the County Commissioners at the upcoming joint workshop in February. **Manager Gorayeb** remarked the school district was also having a joint meeting with the County Commissioners soon and since the request was related to school safety, it might be appropriate to have the School Board bring it up.

Councilor Connolly asked if there would be diminishing returns if the City were to install feedback signs all over town. **Manager Gorayeb** replied that according to Deschutes County Sheriff's Office (DCSO), the feedback signs had clearly been shown to reduce driver speed. **Director Bertagna** added the signs also provided the DCSO a good tool as they clearly showed and collected information on drivers speed. **Manager Gorayeb** stated the Sheriff's Office had one feedback on a trailer that was easily moved. **Council** requested **Manager Gorayeb** ask if the City might be able to use it.

VII MAYOR/COUNCILOR BUSINESS

Councilor Holzman reported on the meeting she, **Manager Gorayeb**, **Director Hardie** and **Director Bertagna** attended in Salem on roundabouts. She stated there were also representatives from the freight industry in attendance and available by conference call. She reported the vision for the roundabout in Sisters had altered some with large loads going through on the side of the road versus the middle of the roundabout. She noted this would allow the City to have a centralized monument coming into the city. She stated a facsimile of the roundabout would be constructed and tested by truckers at the Portland Racetrack as well as at Deschutes County Fairgrounds. She stated the Highway 20/Barclay Drive/McKinney Butte Drive roundabout was still on the State Transportation Improvement Plan (STIP) for 2016. **Manager Gorayeb** stated the plan was to partner with ODOT for public outreach. He stated the City would also need to earmark some funds for the City's portion of the cost of the project.

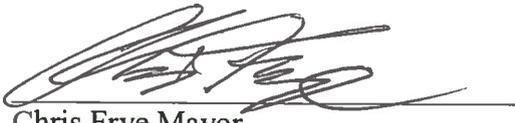
Manager Gorayeb reported the new website beta testing would be going live tomorrow. The **Council** decided to include the beta site address in the newsletter for the following week and request that comments and suggestions be sent to City Recorder Nelson.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JANUARY 22, 2015

VIII. ADJOURN – 7:43 p.m.

Respectfully submitted,


Kathy Nelson, City Recorder


Chris Frye Mayor