



SISTERS CITY COUNCIL
520 E. Cascade Avenue
Sisters, OR 97759

MARCH 24, 2016

6:00 p.m. WORKSHOP

1. Sustainable City Year Program (SCYP) – *Megan Banks*

7:00 P.M. CITY COUNCIL REGULAR MEETING

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

- II. VISITOR COMMUNICATION**

- III. CONSENT AGENDA**
 - A. Minutes
 1. February 25, 2016 – Regular
 2. March 10, 2016 – Workshop
 3. March 10, 2016 – Regular Meeting

 - B. Bills to Approve
 1. March Accounts Payable

- IV. STAFF REPORTS**
 - A. Deschutes County Sheriff's Office

- V. COUNCIL BUSINESS**
 - A. Public Hearing and Consideration of Resolution No. 2016-05: A RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE 2015/16 BUDGET – *J. O'Neill***

 - B. Discussion and Consideration of Resolution No. 2016-06: A RESOLUTION SUPPORTING THE CITY OF SISTERS GRANT APPLICATION FOR CREEKSIDE CAMPGROUND RESTROOM AND SHOWER FACILITY REPLACEMENT AND RIPARIAN BUFFER ENHANCEMENT TO THE OREGON PARKS AND RECREATION DEPARTMENT AND AUTHORIZE THE CITY MANAGER OR DESIGNEE TO EXECUTE THE GRANT APPLICATION - *P. Davenport***

This agenda is also available via the Internet at www.ci.sisters.or.us

*The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Kathy Nelson, City Recorder, at the number below.
520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213*

March 24, 2016

- C. Discussion and Consideration of Resolution No. 2016-07:** A RESOLUTION SUPPORTING THE CITY OF SISTERS GRANT APPLICATION FOR THE VILLAGE GREEN PARK PLAY STRUCTURE REPLACEMENT AND SUPPORTING INFRASTRUCTURE TO THE OREGON PARKS AND RECREATION DEPARTMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE GRANT APPLICATION - *P. Davenport*

- D. Discussion and Consideration of Resolution No. 2016-08:** A RESOLUTION ADOPTING THE CITY OF SISTERS' REPRESENTATION IN THE UPDATES TO THE DESCHUTES COUNTY MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN – *K. Nelson*

- E. Discussion and Consideration of Seven Requests to Close Public Roads for Seven Public Events in the City of Sisters – *N. Abbenhuis***

VI. OTHER BUSINESS

VII. MAYOR/COUNCILOR BUSINESS

VIII. ADJOURN

Sustainable City Year Program

Megan Banks

Sustainable City Year Program Manager
Sustainable Cities Initiative
University of Oregon

mbanks@uoregon.edu



UNIVERSITY OF OREGON

March 2016

Sustainable Cities Initiative (SCI)

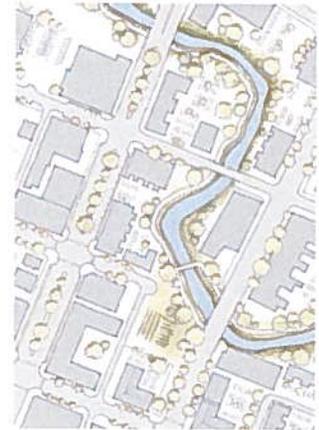
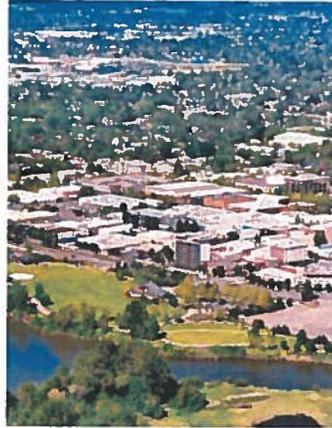
- Research
- Training
- **Sustainable City Year Program (SCYP)**
- SCI-China
- Policy, Legislation

Sustainable City Year Program (SCYP)

Catalytic Learning



What if we could connect ***existing*** courses taught in their ***existing*** ways with ***existing*** faculty to a single city over an academic year to work on sustainability-related projects identified by city staff?



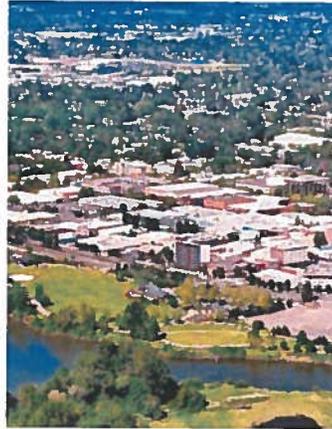
Pesky Perennial Issues for Cities

- Aging facilities and infrastructure
- Constrained budgets and declining property values:
- Areas of town plagued by vacancies or slow to redevelop Shifting economy and industries
- Growing populations
- Increased demand for all services

SCYP City Partners – Past and Current

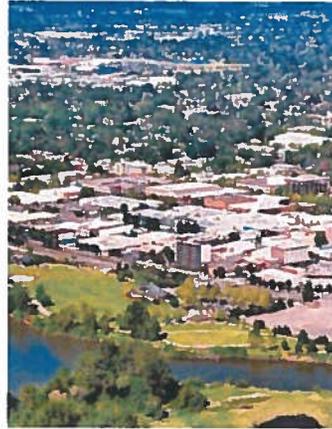


Other Project-specific Partners:
Lane Transit District
Metro
Multnomah County
Rogue Valley Transp. District
Tigard
Tri-Met
City of Troutdale



Multiple Departments across Campus

- Planning
- Architecture
- Public Policy
- Landscape Arch
- Interior Arch
- Journalism
- Digital Arts
- Product Design
- Business
- Law
- Historic Preservation
- Economics
- Arts and Administration
- Geography

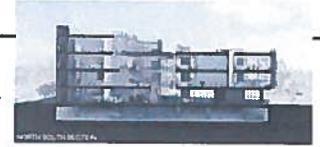


In any given year

- 15-20 Projects
- 25-35 Courses
- 20-25 Faculty
- 14 Disciplines
- 500+ students
- 60,000 hours of student time

Range of Projects

Gresham Sustainable City Hall
Architecture



Salem North Downtown Waterfront
Planning, Architecture, Law, Civil Engineering



Sustainable Streetlights
Planning, Product Design



Booth-Kelly Redesign
Env. Studies, Landscape Arch., Architecture



LEED Incentive Analysis
Economics



**Metro Wastewater Management
Commission Outreach**
Journalism



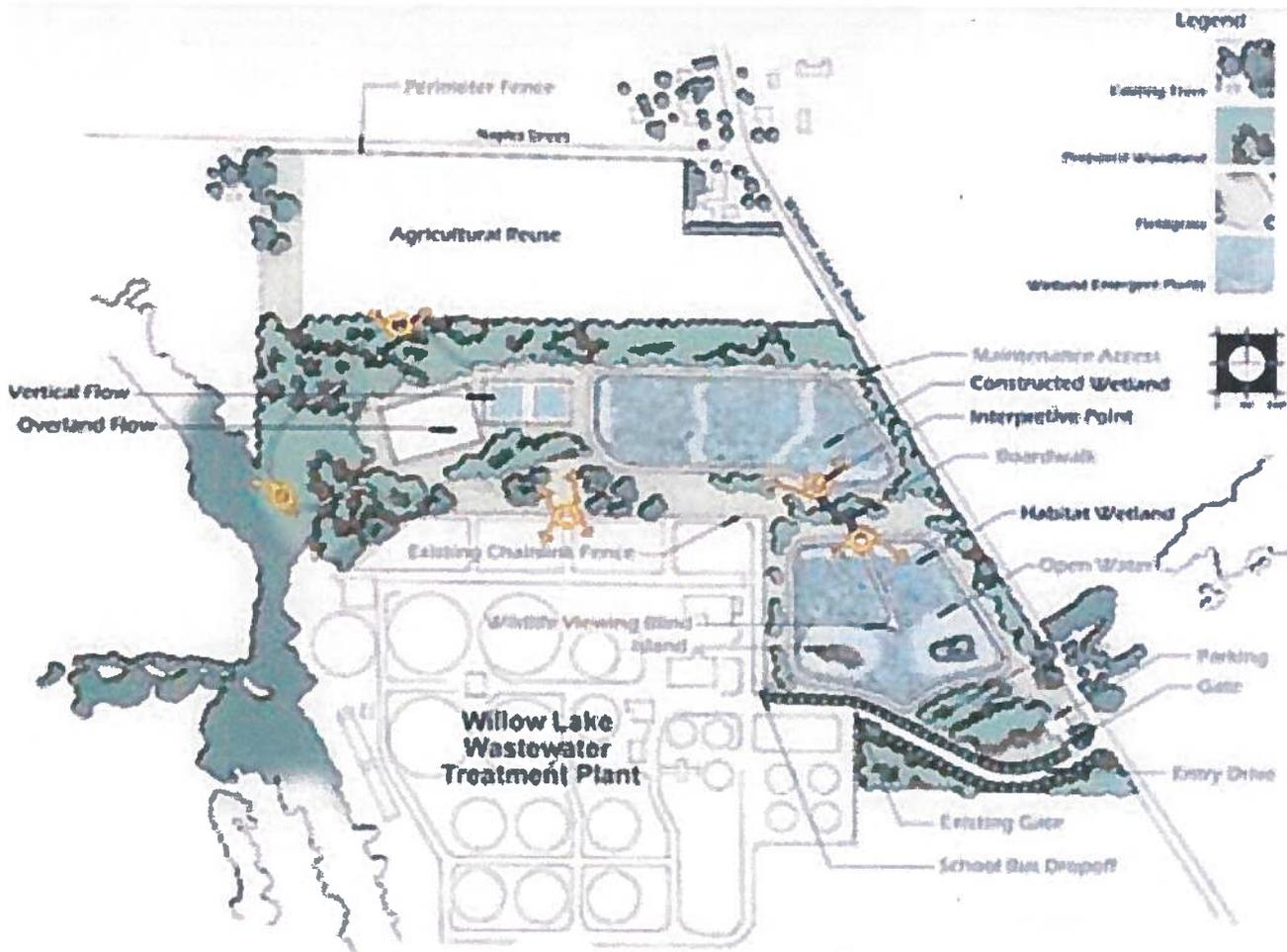
Industrial By-Product Re-Use
Business



Salem: Industrial Byproduct Re-Use

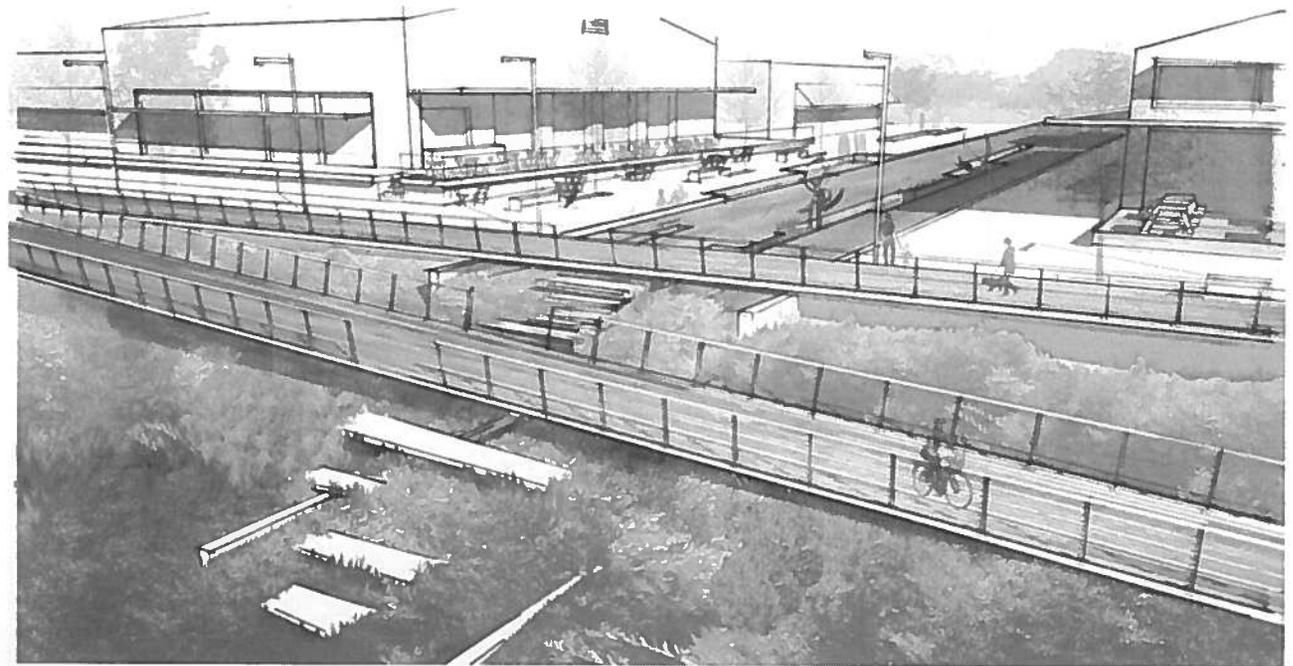
- **Sought:** recommendations to enhance business opportunities for biofuels, food processing clusters
- **Outcome:**
 - Three project ideas for Willow Lake Treatment facility
 - Baseline financial model to evaluate business case and emissions for new technologies
 - Enhanced sustainability practices backed by financial viability
- **Use:** More than \$1,000,000+ in unanticipated revenue (2012-13)

Industrial Byproduct Re-Use



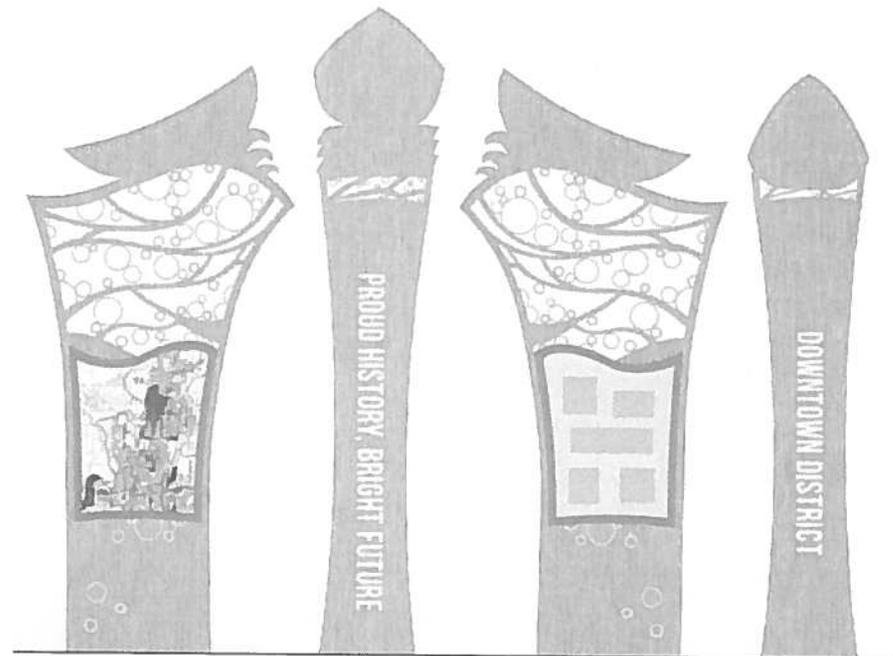
Downtown Waterfront Redevelopment

- **Sought:** Develop design concepts for opportunity sites; identify barriers to redevelopment (City of Salem)
- **Outcomes:**
 - Further studies completed by city
 - Project in Urban Renewal Area plan to allow future investment



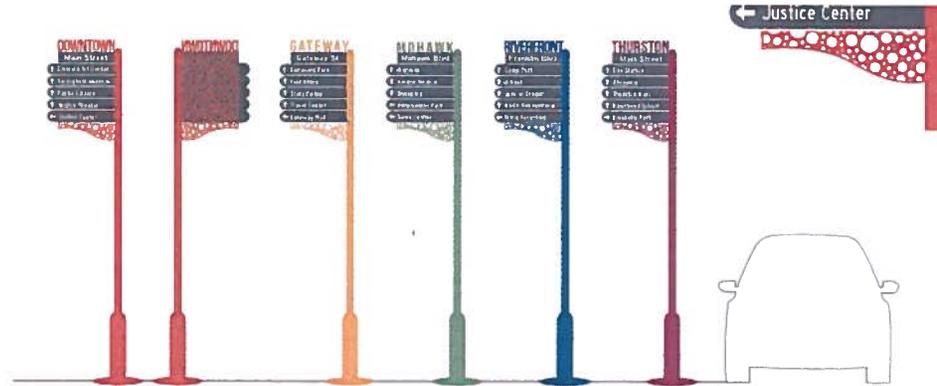
Springfield: Communication Design

- **Sought:** New wayfinding signage design that reflects Springfield's history and future, and help citizens and tourists learn about the city.
- **Outcomes:**
 - Poster mock-ups of concepts
 - Details of proposed materials, font readability, how assembled

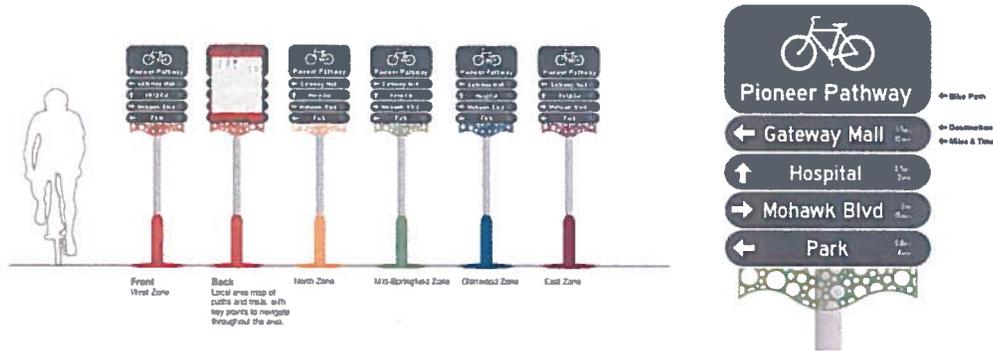


Communication Design

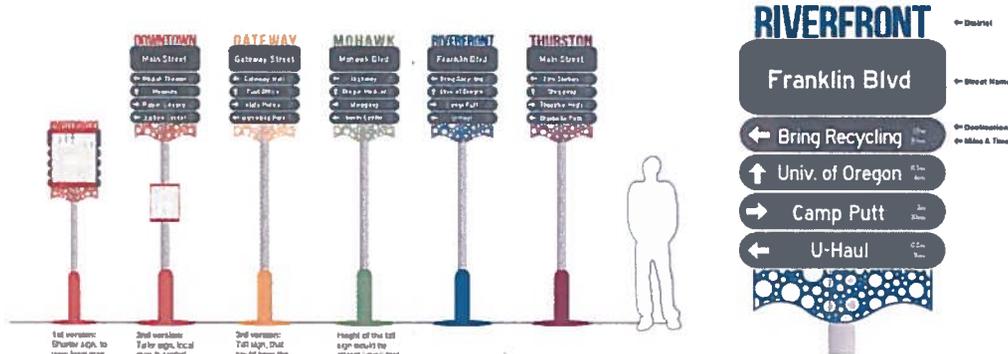
VEHICULAR DESIGN



BICYCLE DESIGN

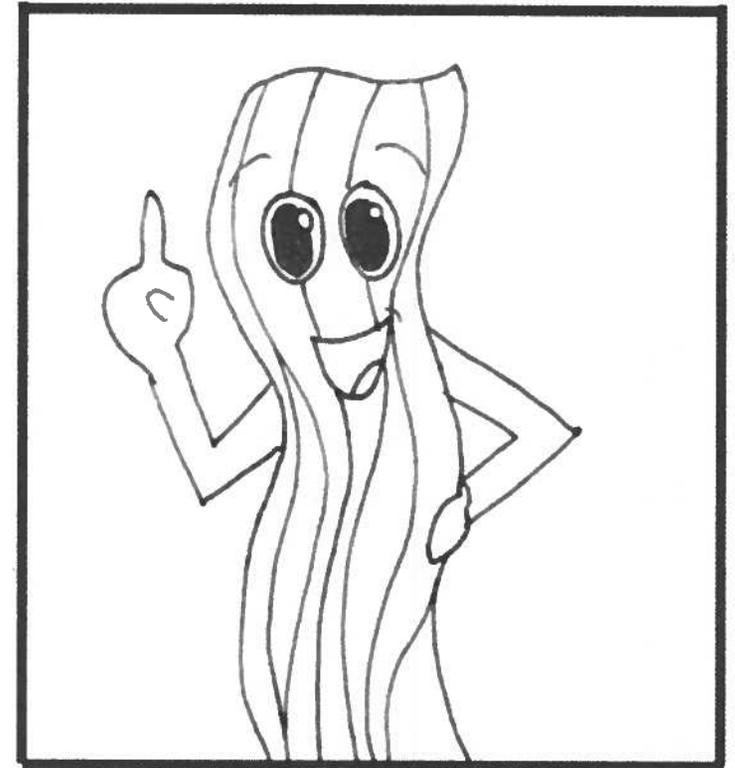


PEDESTRIAN DESIGN



Redmond: Strategic Communications

- **Sought:** Increase Redmond K-12 students' awareness, attitudes and behavior towards water conservation and contamination.
- **Outcomes:**
 - Poster and logo design competitions
 - Redmond Water Division internship program
 - Redmond Water Division field trips
- **Implement:**
 - School year 2016-17



Don't send Mr. Bacon down the drain, learn about FOGs and use your brain!

Redmond: Family-Friendly Bicycle System

- **Sought:** Analyze Redmond's key public hubs and transportation infrastructure to increase walkability and bikeability in Redmond
- **Outcomes:**
 - Some suggestions in upcoming Transportation System Plan
 - Some recommendations to be incorporated into city street projects



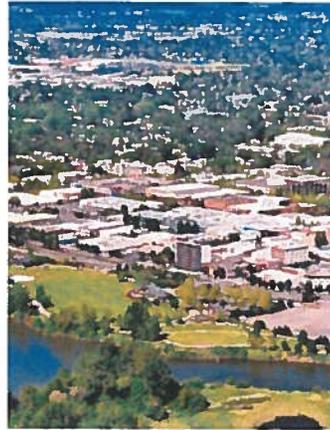
SCYP Redmond: Sample Projects

- **Neighborhood Revitalization Plan (Planning)**
- **Establishment of a Redmond Community Foundation (Non-Profit Consultancy)**
- **Improving Community Engagement with new Emerging Tools (Journalism)**
- **Outreach to Minority Community (Planning)**
- **Downtown Market Analysis (Business)**
- **Local Business Empowerment (Law)**



SCYP Annual Schedule

Nov-Feb:	RFP/Selection Process
March-May:	Match Making (Courses/Projects)
May/June:	Contract
July/Aug:	Course Prep/Open House/Comm. Plan
Sept:	Kick-Off Event
Fall/Winter/Spring:	Courses/Report Writing Cycle
June:	Wrap-Up Event



City Benefits

- Increased Capacity
- Expanded Breadth of Conversation, Testing the Water
- Sustainability Overlay
- Outreach including Marginalized Groups
- Increased Efficiencies, Energized Staff
- Moving Projects Forward
- Continued Momentum

Funding Sources

- City General Fund
- Urban Renewal Agency
- Housing Authority
- Parks District
- Utility District
- School District
- Transit District
- Private Partners
- Philanthropic Funds
- Federal Funding (HUD, DOT, etc.)
- State Funding

Sustainable City Year Program

Megan Banks

Sustainable City Year Program Manager

Sustainable Cities Initiative

University of Oregon

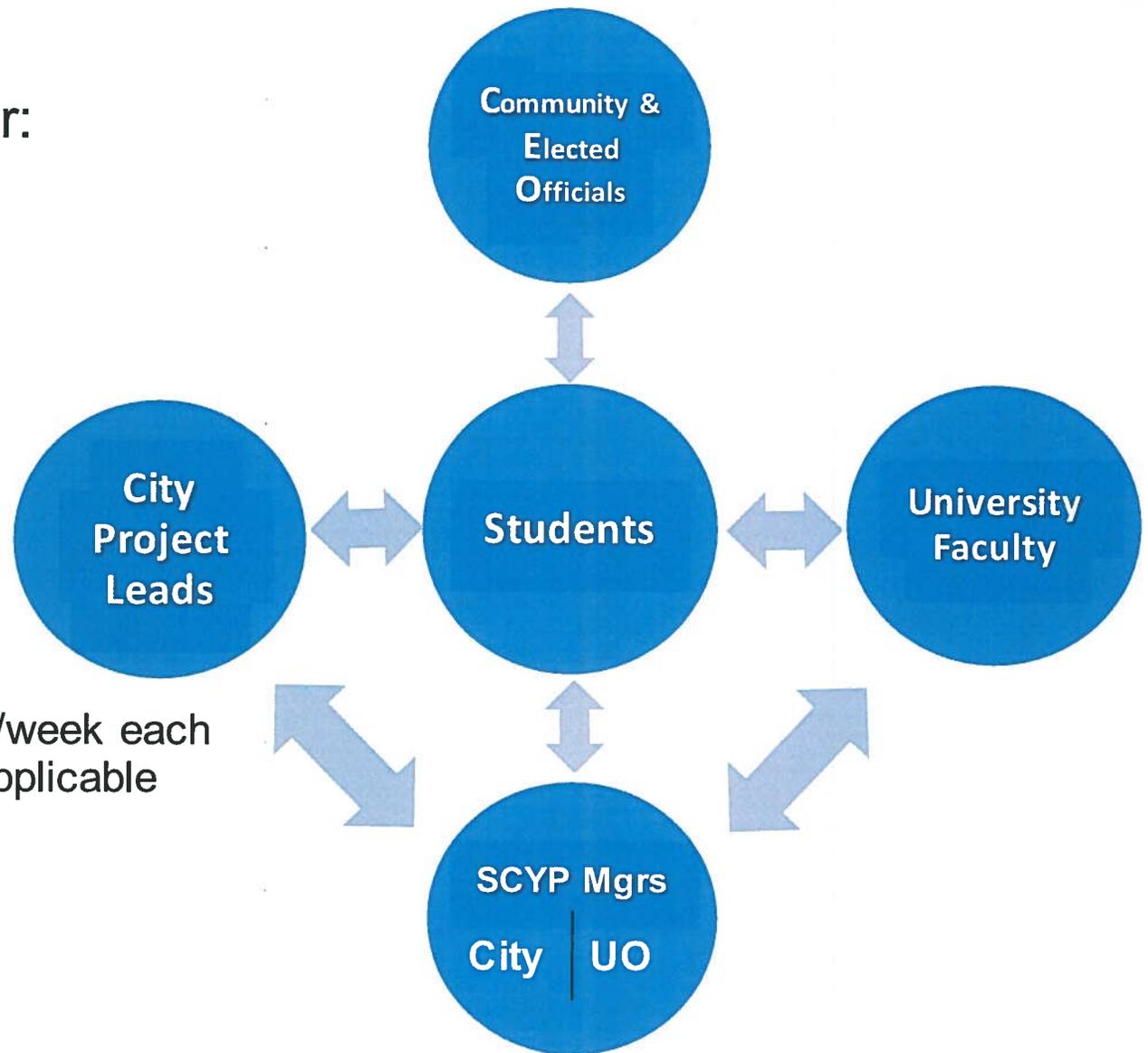
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UNIVERSITY OF OREGON

How it Works

- **City SCYP Manager:**
 - 20 hours/week
- **Community and Elected Officials:**
 - 1 event/presentation each week (during the term)
- **City Project Leads:**
 - 16 Leads @ 4 hours/week each (during duration of applicable terms)



REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
FEBRUARY 25, 2016

MEMBERS PRESENT:

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

STAFF PRESENT:

Steve Bryant City Attorney
Paul Bertagna PW Director
Patrick Davenport CDD Director
Joe O'Neill Finance Officer
Kathy Nelson City Recorder

ABSENT:

Andrew Gorayeb City Manager

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. October 08, 2015 –Regular Meeting
2. February 11, 2016 – Workshop
3. February 11, 2016 – Regular Meeting
4. February 18, 2016- Workshop

B. Bills to Approve

1. February Accounts Payable

Councilor Blum made an edit to the February 11, 2016 regular meeting minutes.

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

IV. STAFF REPORTS

- A. Deschutes County Sheriff's Office – No questions

V. COUNCIL BUSINESS

- A. Public Hearing and Consideration of Resolution No. 2016-03: A RESOLUTION ADOPTING A WASTEWATER SYSTEM CAPITAL FACILITIES PLAN DATED FEBRUARY 2016**

Director Bertagna stated the primary objective of updating the 2006 plan was to provide a plan identifying the improvements needed for growth and maintenance related to the

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
FEBRUARY 25, 2016

collection, treatment and effluent disposal for the wastewater system. He stated the plan also identified the necessary expansion projects related to increased growth.

City Engineer Erik Huffman provided a Powerpoint presentation. He outlined the components of the existing system on a map, projected effluent, Biochemical Oxygen Demand (BOD) for the treatment plant and a listing of proposed sewer system infrastructure improvements along with the timing, estimated cost and funding source. Expansion projects were highlighted. He explained that once the City determined its system development charge (SDC) portion for the projects it would go to grant funding agencies and seek grants in order to lower SDC rates.

Councilor Burgstahler questioned whether the crop choice effected capacity and **Engineer Huffman** replied it did as there were different levels of nutrient uptake effected by the crop and soil. He stated the types of crops could be rotated but the City was limited in what would grow by the number of frost-free days in the area. He stated that was another reason why the forest effluent spraying was recommended to be the first phase. **Councilor Connolly** asked how the City removed biosolids. **Director Bertagna** replied biosolids would be disposed of by spraying them onto City owned property. He reported it was possible to pump through the City's effluent system directly onto the property. **Councilor Connolly** asked what the City could do with the crops. **Director Bertagna** replied the crops could be used as cattle feed or nursery stock.

Councilor Connolly asked if parts of pump station #1 could be recycled and **Director Bertagna** replied it would have reached its life capacity but would still be keep for emergencies.

Councilor Connolly thanked staff for its response to Councilor Asson's questions noting it was a good summation and answered all the questions thoroughly.

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

Councilor Connolly moved to approve Resolution No. 2016-03 adopting a wastewater system capital facilities plan dated February 2016. Councilor Burgstahler seconded the motion. The motion carried unanimously.

B. Discussion and Consideration of Ordinance No. 467: AN ORDINANCE REGARDING TRANSIENT ROOM TAX IN THE CITY OF SISTERS AND INCREASING SAID TAX TO 8.99 PERCENT

Finance Officer O'Neill stated the Council had directed staff to increase the transient room tax (TRT) rate in Sisters from 8:00% up to 8.99 % and with the additional 1% state mandated tax, the total TRT was 9.99%. He stated, of the additional revenue collected, 70% would go

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
FEBRUARY 25, 2016

to the Chamber of Commerce for tourism and the remaining 30% would go towards affordable housing.

Councilor Connolly asked if the 70% going to the Chamber should be spelled out in the ordinance and **City Attorney Bryant** replied it was unnecessary as the 70% was state mandated. **Councilor Connolly** commented the term "hotel" seemed to be used in a very broad sense and **Finance Officer O'Neill** replied it was meant to include any lodging that was rented for 30 days or less.

***Councilor Connolly** moved for the first and second reading of Ordinance No. 467 by title only. **Councilor Blum** seconded the motion. The motion carried unanimously.*

City Attorney Bryant read Ordinance No. 467 by title only, twice.

***Councilor Blum** moved to adopt ordinance No. 467 regarding transient room tax in the City of Sisters and increasing said tax to 8.99 percent. **Councilor Blum** seconded the motion. The motion carried unanimously.*

VI. OTHER BUSINESS

A. Discuss application for the Sisters Fall Street Festival and Sisters Wild West Show

Mayor Frye noted the letter from Richard Esterman related to the discussion. **Councilor Burgstahler** asked if any events were excluded from the 100 foot setback requirement due to being a long-standing event. **City Attorney Bryant** replied there were no exceptions as the Council had created the special city-wide event category when it adopted its public events ordinance that identified the three city-wide events as such. He advised the Council they were allowed to add or remove events as they wanted. **Councilor Burgstahler** asked if any consideration had been given to where the Farmers Market could set up this year and **Director Bertagna** replied as long as the market was set up south of the alley in Barclay Square, it could stay where it had been the last few years and still work within the confines of the ordinance.

Councilor Burgstahler suggested the Council consider carving out exceptions for events that had gone on for more than five years that had not caused any problems in the past. **Mayor Frye** replied deciding if an event caused a problem was too subjective and there were numerous facets considered when the decision was made. He stated he was not in favor of carving out exceptions. **Councilor Connolly** added Mr. Esterman contention that the rules for transient merchants did not apply to him because he was a public event were inaccurate since the public events application clearly asked for the number of transient merchants expected.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
FEBRUARY 25, 2016

Councilor Blum stated she felt there was ample opportunity to have these events and others; it was just that they were not allowed within 100 feet of Cascade Avenue. She stated she was interested in following the issue to review the results in a year. She stated she felt many events could relocate and still be very successful, even if they were 100 feet off of Cascade Avenue. She stated she felt the Council should not consider any exceptions at this time.

Mayor Frye questioned if the limits imposed by the ordinance were defensible and **City Attorney Bryant** replied they were as there was nothing in the City's code that assured any previous event would be automatically permitted, especially if it involved a street closure. **Councilor Connolly** questioned if an event could allow a band to play within the 100 foot buffer and **City Attorney Bryant** replied as long as there was no merchant activity it was allowed.

VII MAYOR/COUNCILOR BUSINESS

Councilor Burgstahler stated a name for the newsletter needed to be created. **Mayor Frye** suggested she come up with three options and bring them back to the Council for a decision.

Councilor Burgstahler noted the Council would be reviewing the Council rules at the next workshop and questioned if the *Speak Your Peace* concepts would be incorporated into the rules. The **Council** determined it could make a determination once the Council rules had been reviewed.

Mayor Frye reported the City of Sisters had received the 2015 Sisters Country Pioneering Spirit of the Year award at the annual Sisters Area Chamber of Commerce award ceremony. He stated Chamber Executive Director Trudy Trego had voiced appreciation for all the City had done for the Chamber and remarked the relationship between the Chamber and City was the best it had ever been.

The **Council** discussed finalizing their goals for the year. **Councilor Burgstahler** reported she had been working on creating a document that incorporated the over-arching goals and elements that related to the Vision Statement. The **Council** decided to review the document at the March 3rd workshop and determine their next step at that time.

VIII. ADJOURN - 8:08 p.m.



Kathy Nelson, City Recorder

Chris Frye Mayor

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 10, 2016

MEMBERS PRESENT:

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Amy Burgstahler Councilor
Andrea Blum Councilor

STAFF PRESENT:

Paul Bertagna PW Director
Patrick Davenport CD Director
Joe O'Neill Finance Officer
Kathy Nelson City Recorder

ABSENT:

David Asson Councilor

ABSENT:

Andrew Gorayeb City Manager

GUESTS:

Roque Barrios Ford Family Foundation Director
Carrie Thompson Ford Family Foundation Board Member
Jeff Campbell Board Chair Sisters Park and Recreation District
Sharlene Weed Executive Director Habitat for Humanity
Steve McGhehey Sisters Developer

The workshop was called to order by Mayor Frye at 6:02 p.m.

1. Ford Family Foundation "Listen and Learn" Discussion

Director of the Institute of Community Building for the Ford Family Foundation Roque Barrios introduced himself and Foundation Board Member Carrie Thompson. He explained that for the past 13 years the foundation had provided leadership development in over 80 hubs and provided leadership development to over 6,000 individuals. He stated that program had been successfully completed and the foundation was transitioning into community development. He reported foundations members were revisiting all the community where the leadership development had occurred. He explained community based change was based on the principles of having the residents lead the process, starting where the community was since communities were in various stages of development, using what the community had, promoting inclusivity in order to get participation from the unheard voices and hard to reach and to have it all centered around the community. He stated the foundation was interested in seeing where it might be supportive and see what role it might have. He stated he was in Sisters to meet with a variety of groups and organizations to hear what they have to say.

Mayor Frye asked if the foundation was focused on any particular aspect of community needs. **Mr. Barrios** explained the foundations used the *Vital Rule Communities* principle as it was known that community building and economic development went hand in hand. **Ms. Thompson** stated successful citizenry was also focused on early childhood and youth development and the approach in working with communities was more holistic then in the past. **Mr. Barrios** stated the foundation listens, designs and then implements a project

Councilor Burgstahler asked if Mr. Barrios and Ms. Thompson had any impressions of Sisters. **Mr. Barrios** replied he enjoyed the diversity of people as he had met with business owners, people from the arts community and public agencies and boards. **Councilor Burgstahler** asked what “listen and learn” would look like. **Mr. Barrios** replied it looked different depending on the project. He stated it was purposefully flexible with were no firm timelines that needed to be followed. He commented projects were most often related to economic development, but the foundation would support any project to the levels of its ability. **Councilor Burgstahler** asked how Sisters should come together as a community. **Mr. Barrios** stated typically a collaborative group comes together as a result of the process. He provided examples of projects from other communities.

Councilor Burgstahler asked how events were promoted and Mr. Barrios replied there was a concerted effort to reach the unheard voices and hard to reach. He stated this was accomplished by looking for strategies to engage these people. **Habitat for Humanity Executive Director Sharlene Weed** stated it was important to share goals, challenges, opportunities and obstacles in order to move any project forward. The **Council** agreed it was difficult to engage citizens prior to decisions being made and were looking for methods to do so citing the creation of an upcoming City newsletter as one means to promote communication. **Mayor Frye** explained the community had gone through a lengthy process to identify some potential community asset projects the citizens would support, had identified two potential ideas and were now trying to move those projects forward to determine feasibility. He stated the city also had challenges related to affordable housing and economic development.

Local developer **Steve McGhehey** asked if the foundation ever participated in public/private joint ventures and **Mr. Barrios** replied he had with a previous foundation but not with Ford Family Foundation. He stated it had been quite successful and was certainly something to consider.

Mayor Frye thanked Mr. Barrios and Ms. Thompson for attending.

2. Other Business

Speak Your Peace Tenents

Sisters Park and Recreation District (SPRD) Board Chair Jeff Campbell stated he was in attendance at the request of Councilor Burgstahler to tell the Council how SPRD had gone about incorporating the tenents of Speak Your Peace (SYP) into its board operations, procedure training and orientation processes. He stated the values of SYP had been widely embraced by the board. He reported that at the beginning of each meeting, he reminded everyone of the principles and requested they take time to reflect on their meaning. He stated the SPRD Board discussed what each of the nine principles meant to them as a group and included that language with each principle. He recommended the Council also take that approach if they chose to incorporate the tenents into a document. **Mayor Frye** stated he felt the principles could easily dovetail into the Council Rules and Orientation Procedures for Council members. **Councilor Burgstahler** reported several local boards and agencies that had also incorporated the principles into their

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 10, 2016

proceedings and in some cases had added a tenth tenet that was specific to their organization. She provided the example of the Folk Festival that chose the tenet “*let it go*” as its tenth principle.

Mr. Campbell stated the SPRD Board unanimously accepted the principles and reported the local Citizens4Community committee had created a packet for agencies on how to implement SYP and incorporate its tenets into an organization. He noted individual buy-in from board members and employees was necessary to be successful.

Agenda Calendar

The **Council** discussed their agenda calendar and informed staff of their priorities.

The meeting was adjourned at 6:58 p.m.


Kathy Nelson, City Recorder

Chris Frye, Mayor

REGULAR MEETING MINUTES
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STAFF PRESENT:

Steve Bryant City Attorney
Patrick Davenport CDD Director
Paul Bertagna PW Director
Joe O'Neill Finance Officer
Kathy Nelson City Recorder

ABSENT:

Andrew Gorayeb City Manager

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Frye at 7:06 p.m.

II. VISITOR COMMUNICATION

Shane Nelson, Deschutes County Sheriff

Sheriff Nelson stated he was in attendance to assure the Council that despite the numerous personnel changes the Sheriff's Office had undergone recently, the safety of the Sisters community had not been compromised at all. He reported the city was still receiving excellent service and being well served.

III. CONSENT AGENDA

A. Minutes

1. March 26, 2015 – Workshop
2. April 09, 2015 – Quarterly Workshop
3. February 25, 2016 – Regular Meeting - PULLED
4. March 03, 2016 – Workshop

B. Bills to Approve

1. March Accounts Payable

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

Councilor Connolly asked if the monthly tracking of vehicles had worked as hoped in alerting the City to maintenance issues for the vehicles. **Director Bertagna** replied it had been very useful and even alerted the City to recalls on vehicles prior to receiving notice from the dealerships. He remarked the greatest savings had been on fuel consumption, down 30 percent, due to public works staff becoming more cognizant of letting their trucks idle and instead were turning their trucks off even when they stopped momentarily.

The motion carried unanimously.

IV. STAFF REPORTS

A. March Staff/Council Work Plan

Councilor Connolly asked for an update on the sport court improvements at the elementary school. **Director Bertagna** reported the new basketball hoops had been installed and the base for the tennis courts had been installed. He reported that once weather permitted, tennis and pickle ball striping would take place. **Councilor Connolly** questioned if the lighting at the courts would be dark skies compliant and **Director Bertagna** replied there was an exemption for lighting of sports fields.

Councilor Connolly requested an update on the work being performed at Creekside Overnight Park. **Director Bertagna** replied dirt was being hauled in for screening, irrigation was being added, additional trees would be planted on March 22nd and 23rd, the current entry would be removed and the new wider entrance/exit would be created. He stated the electrical for some RV spots was being moved to accommodate the shortened spot length. **Councilor Connolly** asked how the new reservation system was working and **Finance Officer O'Neill** reported the first day the system came on-line, it had been extremely busy, with receipts of over \$20,000. He stated it was well received and dates for some of the big events were already filled. He reported the biggest complaint had been people having trouble finding the spot on the website where they made the reservation. He stated the issue had been resolved by adding a spot on the home page of the website that would immediately link people to the reservation system.

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

V. COUNCIL BUSINESS

A. **Public Hearing and Consideration of Ordinance No. 468: AN ORDINANCE AMENDING THE CITY OF SISTERS DEVELOPMENT CODE CHAPTER 1.3 (DEFINITIONS), CHAPTER 2.2 (RESIDENTIAL DISTRICT), CHAPTER 2.3 (MULTI-FAMILY RESIDENTIAL DISTRICT), CHAPTER 2.4 (DOWNTOWN COMMERCIAL DISTRICT), AND CHAPTER 3.2 (LANDSCAPING AND SCREENING)**

Mayor Frye read from the public hearing script for Ordinance No. 468, stating it was an ordinance amending the Sisters Development Code Chapter 1.3 (definitions), Chapter 2.2 (Residential District), Chapter 2.3 (multi-family residential district), Chapter 2.4 (downtown Commercial District) and Chapter 3.2 (landscaping and screening), referred to collectively as City file TA 15-03. He called the hearing to order. He described how the hearing would be conducted and how to provide testimony. He asked for disclosures from the City Council. **Councilor Burgstahler** stated she had a potential conflict of interest as she was in the process of building a home but would still participate. There were no members of the audience that wished to challenge the ability of any member of the Council to hear the matter. **Mayor Frye** asked for the staff report to be presented.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 10, 2016

Planner Reed reported the applicant was the City of Sisters for the text amendments that would amend various sections of the City's Development Code. She reported the Planning Commission held workshops on the matter on September 17, 2015, November 19, 2015 and December 17, 2015 and held a public hearing on February 18, 2016. She reported the Planning Commission approved their resolution with modifications. She advised the Council held a workshop on January 7, 2016 and authorized the Type IV application.

Planner Reed reported the text amendments were bundled and the Council could approve them as is, modify them or continue the public hearing to a future date. She reviewed the proposed text amendments for the effected chapter. They included changes to the definition of formula foods, building height, setbacks, permitting and open space requirements for higher density multi-family dwelling units and caliper of street trees.

The **Council** questioned why the formula foods definition had changed from 12 to 20 locations, **Planner Reed** explained it was based on the threshold of the Food and Drug Administration (FDA) of when restaurants were required to provide nutritional information. The **Council** also asked why the Planning Commission had gone from initially suggesting a 10 foot set-back for side and front loaded garages from an alley, back to 20 feet. **Planner Reed** stated the Planning Commission received testimony from a developer who was building single car garage dwellings that felt the reduced setbacks would not provide adequate space to park large vehicles since the space would need to act as the second parking space.

Mayor Frye asked if there was anyone that wished to provide public testimony.

Tom Kemper, Housing Works Executive Director

Mr. Kemper stated he wanted the Council to understand that allowing buildings up to 35 feet in height allowed three story complexes to be built which was a significant, positive change for affordable housing providers.

Steve McGhehey, 313 S. Pine Meadow Street

Mr. McGhehey stated he felt changing the number of establishments in defining formula food from 12 to 20 establishments was not a big deal. He noted there were not many formula food establishments that had between 12 and 20 franchise locations. He also voiced support for raising the allowable building heights to 35 feet.

Peter Hall, 1195 NW Redfield Circle, Bend, OR

Mr. Hall discussed the garage setbacks. He stated the Development Code shouldn't cater to a builder just because that builder wanted to build single car garage dwellings. He suggested the setbacks for front loaded and side loaded garages accessed from a 20 foot alley only needed to be five feet and provided illustrations to show how that configuration could work. He explained a vehicle needed 24 feet in order to back-up and the five foot setback could

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 10, 2016

accommodate that in a 20 foot alley. He provided a rendering of a 1,700 square foot three bedroom home with a side loaded versus a front loaded garage. He noted how much more yard room there would be with the front loaded garage. He stated he was trying to get the best utilization of the lots. He agreed the longer setbacks needed to be maintained on the older alleys that were only 12 feet wide but the newer 20 foot alleys didn't need the larger setbacks.

Councilor Connolly noted at a previous meeting when Mr. Hall's Clear Pine development was being discussed, a comment had been made that he could build smaller homes or create larger lots. **Mr. Hall** replied he could create larger lots but that would equate to a higher cost for the home and he felt the size of his homes was right. He stated buyers in the current market appeared to prefer single story homes as opposed to two story homes. **Councilor Burgstahler** asked what means was used to keep cars from parking in the alley and blocking other cars. **Mr. Hall** reported that in Bend neighborhoods with alleys, cars that blocked other cars in alleys were ticketed by the Police Department as well as being fined by the home owners association. He stated by setting a five foot setback, it insured no one would even try to park in a driveway.

Councilor Connolly asked why the Planning Commission had changed its mind from its original recommendation for a 10 foot setback back to a 20 foot setback. **Planner Reed** explained their decision was influenced by the 24 feet of maneuvering space needed to back-up a vehicle and to make certain public safety and snow removal vehicles could get through.

Mayor Frye announced the Council could close the hearing or close the hearing for oral testimony and allow the record to be left open for written testimony for an additional seven days. He asked how the Council would like to proceed and the **Council** agreed the hearing should be closed without additional time for written testimony to be provided. **Mayor Frye** closed the public hearing.

The **Council** discussed at length what, if any, modifications it would make to the ordinance. After considering the matter, the **Council** choose to reduce the definition of formula food establishments from 20 locations down to 12 thus allowing any restaurants that had 12 or fewer locations to be eligible to establish a restaurant in any district that allowed the use and where the maximum number allowed had not yet been met. The **Council** felt since the City had received a lot of citizen input on the formula foods matter, it should respect their input and stay with the lower number. The **Council** was undecided on what setbacks for front and side loaded garages in alleys should be and decided to uphold the Planning Commission recommendation for the time being. The **Council** requested staff have the Planning Commission revisit the matter with the possibility of amending the setbacks in a future text amendment.

Councilor Connolly moved for the first and second reading, by title only, for Ordinance No. 468 with the amendment to revise the definition of formula food establishments to those that were “substantially similar” with a minimum threshold to 12. Councilor Blum seconded the motion. The motion carried unanimously.

City Attorney Bryant read Ordinance No. 468, as amended, by title only, twice.

Councilor Connolly moved to adopt Ordinance No. 468, as amended, amending the City of Sisters Development Code Chapter 1.3 (definitions), Chapter 2.2 (residential district), Chapter 2.3 (multi-family residential district), Chapter 2.4 (downtown commercial district), and Chapter 3.2 (landscaping and screening). Councilor Blum seconded the motion. The motion carried unanimously.

B. Discussion and Consideration of Ordinance No. 469: AN ORDINANCE OF THE CITY OF SISTERS CREATING THE HOUSING POLICY ADVISORY BOARD

Director Davenport reported Council had tasked staff with creating a Housing Policy Advisory Board to act as an advisory board to the Council and Planning Commission on matters pertaining to the development of housing, with a particular focus on affordable and workforce housing. He stated if approved, he hoped to have the board positions filled by July 1, 2016.

Councilor Connolly moved for the first and second reading, by title only, for Ordinance No. 469 creating the Housing Policy Advisory Board. Councilor Blum seconded the motion. The motion carried unanimously.

City Attorney Bryant read Ordinance No. 469 by title only, twice.

Councilor Connolly moved to adopt Ordinance No. 469 creating the Housing Policy Board. Councilor Blum seconded the motion. The motion carried unanimously.

C. Discussion and Consideration of a Motion to Approve the Request for Proposals (RFP) for a Transportation System Plan (TSP) Update.

Director Bertagna reported staff had researched the possibility of the City applying for a Transportation Growth Management (TGM) Grant from the Oregon Department of Transportation (ODOT) to fund the update of the TSP. He noted the City had submitted a grant application the previous year and been unsuccessful in receiving it. He stated the City could try again and if the City did receive the grant, it would add 12 to 18 months to the update process. **Mayor Frye** asked if the current system development charges the City imposed included collection of funds for the update and **Director Bertagna** replied it did.

He reported the focus of the update would be on the eastern portion of the city including Highway 20, Highway 126, the truck scales, red dirt triangle and Locust Street intersection. He stated approval of the RFP would also indicate approval of the selection review committee. He stated the impact to the Transportation System Development Charge (SDC) fund had been estimated at \$115,000 when the City has applied the previous year, but staff was hoping to bring that cost down some prior to bringing it to the Budget Committee for approval. The **Council** discussed the situation and decided to not apply for the grant since waiting so long would impact many projects that were dependent on the findings of the TSP update.

Councilor Connolly moved to approve the RFP for a TSP update. Councilor Burgstahler seconded the motion. The motion carried unanimously.

D. Discussion and Consideration of a Motion to Consider a Request for Waiver of System Development Charge (SDC) Fees for Three Single Family Lots of Affordable Housing at Sky Gate Subdivision

Director Davenport stated Housing Works had requested a waiver of SDC fees for three single family lots at Sky Gate subdivision. Accepting the waiver would require the homes to maintain affordability for a period of 50 years, as per the City's Charter. He explained Housing Works would hold title to the land and the qualified applicants would hold the mortgage. He disclosed the permits were ready to be pulled so construction could begin. He stated the transportation SDC's had been paid a number of years ago and so only the SDC's for water, sewer and parks would be due. The cost for the initial three homes was \$20,824.40.

Executive Director of Housing Works Tom Kemper explained how Housing Works strives to build high quality homes and could only offer the homes at the prices they did because of the SDC waiver option. He stated there seemed to be an issue with assuring the homes were owned by people who maintained a salary of 80% of medium family income (MFI) for the entire 50 years. He maintained that would be an impossible task for Housing Works to undertake and he was concerned that if a qualified person were to get a raise or promotion that raised the household above the 80% MFI after they moved in, they could be hit with a large SDC bill.

City Attorney Bryant agreed it was a challenge to create some type of documentation and monitoring system that would meet the provisions of the City's Charter without being punitive to Housing Works and the home owner. He stated it appeared when the Charter was created, the 50 years affordability requirement was intended to apply to apartment buildings and single family dwelling had not even been considered as a possibility. He agreed the Charter hamstrung Housing Works from what it wanted to do and the City from

what it wanted Housing Works to be able to do. He suggested the Council might consider a future amendment to the Charter to make it more functional.

The **Council** discussed the matter and were unanimous in their support of the City waiving the SDC's for the three homes being discussed and the remaining four homes Housing Works would be building in the future. They directed City Attorney Bryant and Mr. Kemper to continue to work together and find a solution that would be acceptable to both organizations while still following the tenets of the City Charter. **Mayor Frye** stated he wanted to make certain that Mr. Kemper understood his organization had the full support of the Council and to not confuse that with how the City was constrained by its City Charter.

VI. OTHER BUSINESS

Public Events

Finance Officer O'Neill stated an issue relating to public events had arisen with regard to the language in the ordinance stating only six events could be held by the same public event coordinator in the course of the year. He stated this was an issue for the Farmers Market as it runs one day a week from June through September, resulting in far more events than the allowed six. He stated he was bringing the issue to the attention of the Council to make certain this had been the intent. **City Attorney Bryant** explained he felt the language had been included to make certain that no one would set up on a particular piece of property every weekend. He stated the solution was to carve out an exception so that limitation did not apply to public events on public property. He stated the limitation from the ordinance would still apply to public events on private property.

The **Council** was supportive of amending the ordinance and directed staff to bring an ordinance back to do so.

Small Grant Application to Oregon Parks and Recreation District

Director Bertagna stated staff had created a list of projects that would qualify for the small grant (under \$75,000) being offered. He stated the projects included:

- Americans with Disability Act (ADA) compliant play structure for Village Green Park
- ADA compliant upgrades to the bridge at Creekside Park
- Electrical upgrades at Creekside Park
- Clemens Park restrooms

The **Council** discussed the options and determined they wanted to have restrooms installed as soon as possible at Clemens Park, and therefore, the City would pay for the restrooms and apply for a grant for the play equipment at Village Green Park. **Director Bertagna** reported he had reached out to the Kiwanis to see if there was interest in sharing some of the cost of installing the restrooms. He stated the Kiwanis Board needed to discuss the

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 10, 2016

matter and the subsequent budget impacts before deciding and therefore had not received a definitive answer so far. He reported he also asked the restroom supply company if it could provide any discount and was informed that since the company had a contract with the state, the price the City received was already discounted and so additional discounts were not available.

Councilor Connolly asked if the play equipment at Village Green was salvageable for another location and **Director Bertagna** replied since the equipment was old he was uncertain and he would need to check on whether there was any way to repurpose the equipment to become ADA compliant.

The **Council** directed staff to begin the restroom project at Clemens Park as soon as possible and **Finance Officer O'Neill** stated he would bring a supplemental budget resolution for the expenditure to the Council at its next regular meeting.

VII MAYOR/COUNCILOR BUSINESS

Mayor Frye provided an update on the City Manager investigation to the Council. **Council** members voiced their hope to have the matter resolved as soon as possible. Staff were encouraged to respond to the investigators email to approve the transcript of their conversation as soon as possible.

VIII. ADJOURN –10:00 p.m.


Kathy Nelson, City Recorder

Chris Frye Mayor

PACKET: 02461 AP 3/24/16

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-0057	BEERY, ELSNER & HAMMOND, LLP					
I-12863		LEGAL SERVICES	203.80			
3/04/2016	AP-US	DUE: 3/04/2016 DISC: 3/04/2016		1099: Y		
		LEGAL SERVICES		01 5-01-777	LEGAL FEES	203.80
		=== VENDOR TOTALS ===	203.80			
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01-0573	BEND PLASTIC SUPPLY					
I-174190		AERATOR REPAIR PARTS	135.00			
3/11/2016	AP-US	DUE: 3/11/2016 DISC: 3/11/2016		1099: N		
		AERATOR REPAIR PARTS		05 5-00-787	SEWER SYSTEM REPAIRS	135.00
		=== VENDOR TOTALS ===	135.00			
=====						
01-0551	BEND RIGGING SUPPLY, LLC					
I-33796		SEWER AERATOR SUPPLIES	324.40			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: Y		
		SEWER AERATOR SUPPLIES		05 5-00-795	SUPPLIES	324.40
		=== VENDOR TOTALS ===	324.40			
=====						
01-0716	BI-MART CORPORATION					
I-3754		BASKETBALL NETS	13.85			
3/04/2016	AP-US	DUE: 3/04/2016 DISC: 3/04/2016		1099: N		
		BASKETBALL NETS		01 5-05-786	PARK MAINTENANCE	13.85
I-4701		PINESOL, OXICLEAN, PENCIL, SPONGE	64.80			
3/08/2016	AP-US	DUE: 3/08/2016 DISC: 3/08/2016		1099: N		
		PINESOL, OXICLEAN, PENCIL, SPONGE		01 5-05-795	SUPPLIES	61.32
		PINESOL, OXICLEAN, PENCIL, SPONGE		03 5-00-795	SUPPLIES	3.48
		=== VENDOR TOTALS ===	78.65			
=====						
01-0014	CENTRAL ELECTRIC COOP					
I-5016080107-0316		CITY STREET LIGHTS	348.08			
3/16/2016	AP-US	DUE: 3/16/2016 DISC: 3/16/2016		1099: N		
		CITY STREET LIGHTS		03 5-00-743	ELECTRICITY	348.08
		=== VENDOR TOTALS ===	348.08			

pg 1 of 5

PACKET: 02461 AP 3/24/16

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-0582	DESCHUTES COUNTY					
I-01312016		PERMIT SERVICES JANUARY 2016	7,504.47			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		ELECTRICAL PERMITS		01 5-07-301	ELECTRICAL INSPECTION	378.82
		BUILDING PERMITS		01 5-07-300	BUILDING INSPECTIONS	7,125.65
		=== VENDOR TOTALS ===	7,504.47			
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01-0028	FERGUSON ENTERPRISES, INC.					
I-0506418		DOUBLE PORT MXU'S	603.44			
2/26/2016	AP-US	DUE: 2/26/2016 DISC: 2/26/2016		1099: N		
		DOUBLE PORT MXU'S		02 5-00-788	METERS & PARTS	603.44
		=== VENDOR TOTALS ===	603.44			
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01-0689	FLATLINE CONCRETE PUMPING					
I-10145		CONCRETE-CHAMBER BLDG	915.00			
3/11/2016	AP-US	DUE: 3/11/2016 DISC: 3/11/2016		1099: Y		
		CONCRETE-CHAMBER BLDG		01 5-03-906	CAPITAL OUTLAY	915.00
		=== VENDOR TOTALS ===	915.00			
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01-0017	HOYT'S HARDWARE					
I-443846		CONCRETE-TENNIS COURTS	222.88			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		CONCRETE-TENNIS COURTS		01 5-05-786	PARK MAINTENANCE	222.88
		=== VENDOR TOTALS ===	222.88			
=====						
01-0103	LEAGUE OF OREGON CITIES					
I-17325		BUILDING OFFICAL AD	20.00			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		BUILDING OFFICAL AD		01 5-07-705	ADVERTISING	20.00
		=== VENDOR TOTALS ===	20.00			
=====						
01-0143	NORCO					
I-17984923		20#	19.14			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		20#		01 5-03-795	SUPPLIES	1.91
		20#		01 5-05-795	SUPPLIES	4.98
		20#		02 5-00-795	SUPPLIES	4.59
		20#		03 5-00-795	SUPPLIES	4.98
		20#		05 5-00-795	SUPPLIES	2.68
		=== VENDOR TOTALS ===	19.14			

pg 2 of 5

PACKET: 02461 AP 3/24/16

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-0515	OFFICEMAX					
I-384864		INK REFILL	5.14			
3/03/2016	AP-US	DUE: 3/03/2016 DISC: 3/03/2016		1099: N		
		INK REFILL		01 5-01-714	OFFICE SUPPLIES	0.77
		INK REFILL		01 5-02-714	OFFICE SUPPLIES	0.82
		INK REFILL		01 5-03-795	SUPPLIES	0.10
		INK REFILL		01 5-05-714	OFFICE SUPPLIES	0.46
		INK REFILL		01 5-07-714	OFFICE SUPPLIES	1.28
		INK REFILL		02 5-00-714	OFFICE SUPPLIES	0.72
		INK REFILL		03 5-00-714	OFFICE SUPPLIES	0.41
		INK REFILL		05 5-00-714	OFFICE SUPPLIES	0.58
I-477633		NOTEBOOKS, LEGAL PADS	31.24			
3/11/2016	AP-US	DUE: 3/11/2016 DISC: 3/11/2016		1099: N		
		NOTEBOOKS, LEGAL PADS		01 5-01-714	OFFICE SUPPLIES	4.69
		NOTEBOOKS, LEGAL PADS		01 5-02-714	OFFICE SUPPLIES	4.98
		NOTEBOOKS, LEGAL PADS		01 5-03-795	SUPPLIES	0.62
		NOTEBOOKS, LEGAL PADS		01 5-05-714	OFFICE SUPPLIES	2.82
		NOTEBOOKS, LEGAL PADS		01 5-07-714	OFFICE SUPPLIES	7.80
		NOTEBOOKS, LEGAL PADS		02 5-00-714	OFFICE SUPPLIES	4.37
		NOTEBOOKS, LEGAL PADS		03 5-00-714	OFFICE SUPPLIES	2.50
		NOTEBOOKS, LEGAL PADS		05 5-00-714	OFFICE SUPPLIES	3.46
I-493589		COPY PAPER	77.94			
3/14/2016	AP-US	DUE: 3/14/2016 DISC: 3/14/2016		1099: N		
		COPY PAPER		01 5-01-721	COPIER/PRINTER	24.95
		COPY PAPER		01 5-02-721	COPIER/PRINTER	14.03
		COPY PAPER		01 5-05-721	COPIER/PRINTER	3.90
		COPY PAPER		01 5-07-721	COPIER/PRINTER	24.16
		COPY PAPER		02 5-00-721	COPIER/PRINTER	5.45
		COPY PAPER		05 5-00-721	COPIER/PRINTER	5.45
I-507701		LEGAL FOLDERS	54.67			
3/15/2016	AP-US	DUE: 3/15/2016 DISC: 3/15/2016		1099: N		
		LEGAL FOLDERS		01 5-01-714	OFFICE SUPPLIES	8.22
		LEGAL FOLDERS		01 5-02-714	OFFICE SUPPLIES	8.72
		LEGAL FOLDERS		01 5-03-795	SUPPLIES	1.09
		LEGAL FOLDERS		01 5-05-714	OFFICE SUPPLIES	4.93
		LEGAL FOLDERS		01 5-07-714	OFFICE SUPPLIES	13.66
		LEGAL FOLDERS		02 5-00-714	OFFICE SUPPLIES	7.66
		LEGAL FOLDERS		03 5-00-714	OFFICE SUPPLIES	4.37
		LEGAL FOLDERS		05 5-00-714	OFFICE SUPPLIES	6.02
=== VENDOR TOTALS ===			168.99			

pg 3 of 5

PACKET: 02461 AP 3/24/16

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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01-0144		RESERVE ACCOUNT				

I-03142016		RESERVE ACCOUNT POSTAGE	200.00			
3/14/2016	AP-US	DUE: 3/14/2016 DISC: 3/14/2016		1099: N		
		RESERVE ACCOUNT POSTAGE		01 5-01-715	POSTAGE	6.00
		RESERVE ACCOUNT POSTAGE		01 5-02-715	POSTAGE	74.00
		RESERVE ACCOUNT POSTAGE		01 5-07-715	POSTAGE	46.00
		RESERVE ACCOUNT POSTAGE		02 5-00-715	POSTAGE	36.00
		RESERVE ACCOUNT POSTAGE		03 5-00-715	POSTAGE	2.00
		RESERVE ACCOUNT POSTAGE		05 5-00-715	POSTAGE	36.00
		=== VENDOR TOTALS ===	200.00			
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01-0034		PONDEROSA FORGE & IRONWORKS, I				

I-13267		PIPE FOR TENNIS COURTS	63.16			
3/04/2016	AP-US	DUE: 3/04/2016 DISC: 3/04/2016		1099: N		
		PIPE FOR TENNIS COURTS		01 5-05-786	PARK MAINTENANCE	63.16
		=== VENDOR TOTALS ===	63.16			
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01-0527		RANCH COUNTRY OUTHOUSES				

I-21407		PORTABLE TOILET RENTAL CLEMEN	110.00			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		PORTABLE TOILET RENTAL CLEMENS		01 5-05-786	PARK MAINTENANCE	110.00
		=== VENDOR TOTALS ===	110.00			
=====						
01-0754		SANI-STAR				

I-3401		SANI-STAR MARCH 2016	100.00			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		SANI-STAR MARCH 2016		01 5-05-718	LEASES	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-0083		SISTERS RENTAL				

I-0036072		SOD CUTTER RENTAL	49.45			
3/10/2016	AP-US	DUE: 3/10/2016 DISC: 3/10/2016		1099: N		
		SOD CUTTER RENTAL		01 5-05-786	PARK MAINTENANCE	49.45
		=== VENDOR TOTALS ===	49.45			

pg 4 of 5

PACKET: 02461 AP 3/24/16

VENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-0039	SOLID WASTE					
I-296996		SEWAGE SCREENINGS	20.00			
3/07/2016	AP-US	DUE: 3/07/2016 DISC: 3/07/2016		1099: N		
		SEWAGE SCREENINGS		05 5-00-795	SUPPLIES	20.00
		=== VENDOR TOTALS ===	20.00			
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01-0166	SWIFT STEEL					
I-821706		STEEL FOR GRIZZLEY MAINT.	601.09			
3/02/2016	AP-US	DUE: 3/02/2016 DISC: 3/02/2016	6.01CR	1099: N		
		STEEL FOR GRIZZLEY MAINT.		01 5-03-788	PWHQ MAINTENANCE	601.09
		=== VENDOR TOTALS ===	601.09			
=====						
01-0052	THE NUGGET NEWSPAPER					
I-62321		PUB NOTICE-15/16 ADPT BUDGET	60.00			
2/03/2016	AP-US	DUE: 2/03/2016 DISC: 2/03/2016		1099: N		
		PUB NOTICE-15/16 ADPT BUDGET		01 5-02-705	ADVERTISING	60.00
I-62397		SEASONAL UT ASSISTANT AD	26.00			
2/10/2016	AP-US	DUE: 2/10/2016 DISC: 2/10/2016		1099: N		
		SEASONAL UT ASSISTANT AD		01 5-05-704	RECRUITMENT	26.00
		=== VENDOR TOTALS ===	86.00			
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01-0937	U.S. BANK					
I-4201791		FULL FAITH CREDIT REFUNDING	700.00			
3/14/2016	AP-US	DUE: 3/14/2016 DISC: 3/14/2016		1099: N		
		FULL FAITH CREDIT REFUNDING		01 5-02-727	PERMITS & FEES	700.00
		=== VENDOR TOTALS ===	700.00			
=====						
01-0344	USA BLUEBOOK					
I-882890		WATER SAMPLE SUPPLIES	54.73			
2/25/2016	AP-US	DUE: 2/25/2016 DISC: 2/25/2016		1099: N		
		WATER SAMPLE SUPPLIES		02 5-00-795	SUPPLIES	54.73
		=== VENDOR TOTALS ===	54.73			
		=== PACKET TOTALS ===	12,528.28			

pg 5 of 5

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2016-00029462	02/01/2016 9:24	E WASHINGTON AVE	Sex Crime/Drug Offense: Investigation continuing.	
2016-00029498	02/01/2016 10:04	EDGINGTON RD	Animal Complaint: Two dogs surrendered to animal shelter.	
2016-00030042	02/01/2016 20:20	S ELM ST / E HOOD AVE	Animal Complaint: Found dog taken to shelter.	
2016-00033862	02/05/2016 15:41	N TAMARACK ST / E GREEN RIDGE AVE	UEMV (Car Clout): Citizen reported his vehicle had been entered. Nothing taken.	
2016-00034392	02/06/2016 5:55	E CASCADE AVE	UUMV/DUII/Reckless Driving*: Adult male arrested for stealing a car, later crashing it and leaving the scene.	3
2016-00034824	02/06/2016 15:23	EDGINGTON RD	Animal Complaint*: Two adult females cited for Dog at Large and Animal Nuisance after their dogs killed the neighbor's chickens.	1
2016-00035629	02/07/2016 16:29	W HWY 20 MP	Warrant Arrest*: Adult female arrested on an outstanding Crook County warrant.	
2016-00036456	02/08/2016 14:04	E HWY 20	Abandoned Vehicle: Vehicle tagged and towed as abandoned.	1
2016-00036598	02/08/2016 16:10	N LARCH ST	Traffic Crime Hit & Run: Adult female reported someone hit her vehicle and a parking lot and left the scene.	
2016-00041709	02/13/2016 17:24	CHESTNUT DR	Agency Assist: Deputy assisted medics on medical call.	1
2016-00044940	02/17/2016 10:35	N LARCH ST	Found Property: Citizen turned in found wallet.	
2016-00047875	02/20/2016 9:44	N LARCH ST	Missing Person: Adult couple reported missing. Both found to be fine and not missing.	
2016-00049115	02/21/2016 21:59	CLOVERDALE RD / HWY 126	UUMV: Citizen reported the theft of his disabled truck parked alongside the road. Vehicle later recovered.	1
2016-00051965	02/24/2016 17:53	S BUCKAROO TRL	Unattended Death: Adult male died of natural causes.	1
2016-00053810	02/26/2016 16:21	E ADAMS AVE	Citizen Assist: Deputy assisted a family with getting an out of control juvenile to the hospital.	
2016-00056327	02/29/2016 13:47	N LOCUST LN	Drug Offense: Deputy assisted DHS with drug use by DHS client.	
2016-00056449	02/29/2016 15:21	W CASCADE AVE	Theft II*: Business owner reported theft by an employee. Adult male cited.	
* DENOTES CASE INCLUDED LAW ENFORCEMENT ACTION				
ADDITIONAL PERSONNEL NEEDED FROM OTHER DISTRICTS:				8

SISTERS PATROL HOURS

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL PATROL	VACATION	SICK	TRAINING	SRO	TOTAL
JAN	114.5	110	130	129.5	53.5	537.5	55	0	10	162	764.5
FEB	129	99.5	117.5	122	16	484	45	60	31	170	790
MAR											
APR											0
MAY											0
JUN											0
JUL											0
AUG											0
SEP											0
OCT											0
NOV											0
DEC						0					0
YEAR TO DATE						1021.5	100	60	41	332	1554.5



Meeting Date: March 24th, 2016

Staff: Joseph O'Neill

Type: Regular Meeting

Dept: Finance

Subject: Supplemental Budget – FY 2015-16

Action Requested: Conduct a public hearing and consider the approval of Resolution No. 2016-05: A RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE FY 2015/16 BUDGET.

Background:

Budget adjustments are permitted under Oregon Revised Statute 294.471. Per Oregon Revised Statute 294.473(1)(b), if total fund expenditures change by more than ten percent, or a new appropriation category is created, a notice of a public meeting and the proposed budget adjustments need to be published at least 5 days prior to the meeting. The public notice appeared in the Nugget News on March 18th, 2016.

This supplemental budget includes items that effect various funds. The summary points are below:

General Fund

- The Department of Finance and Administration is requesting an increase of Capital Outlay for preparedness, health and safety training for \$2,000. The training is in direct response to an internal safety audit and advice from CIS best practices for employee safety compliance. The training will take place in April at City Hall.

Park SDC Fund

- The Department of Public Works is requesting an increase in Capital Outlay for the addition of a bathroom at Clemens Park. The project includes the creation of a permanent restroom at the Park in lieu of a temporary facility. The Fiscal Year 2015-16 budget allowed for \$90,000 for the facility, however a recent detailed plan revealed a more accurate assessment of \$115,000, for a difference of \$25,000. The project will be initiated in April 2016.

Financial Impact:

Funding for the Clemens Park restroom will originate from the Park SDC Fund Reserve for Future Expenditures resulting in a \$25,000 addition to appropriations. The safety training will originate from the General Fund Operating Contingency, therefore, there are no impacts on appropriations.

Attachment(s):

Attachment A – Resolution No. 2016-05

Attachment B – Supplemental Budget Worksheet

Concurrence: CM: _____ FIN:  PW: _____ CDD: _____

ATTACHMENT A

RESOLUTION NO. 2016-05

A RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE 2015/16 BUDGET.

WHEREAS, the City of Sisters will have unexpected and unbudgeted resources and expenditures for FY 2015/16.

RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET

BE IT RESOLVED that the City Council of the City of Sisters hereby adopts the supplemental budget for fiscal year 2015/16. This budget is now on file at 520 E. Cascade Ave., in Sisters, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the following adjustments to appropriation categories are authorized by supplemental budget:

General Fund

Materials and Services	\$ 2,000
Operating Contingency	(2,000)

Park SDC Fund

Capital Outlay	\$ 25,000
Reserve for Future Expenditures	(25,000)

SECTION THREE: This resolution is hereby approved and adopted by the Sisters City Council and approved by the Mayor on this 24th day of March 2016.

Chris Frye, Mayor

Nancy Connolly, Councilor

Amy Burgstahler, Councilor

David Asson, Councilor

Andrea Blum, Councilor

ATTEST:

Kathy Nelson, City Recorder

AGENDA ITEM SUMMARY



CITY OF SISTERS SISTERS CITY COUNCIL

Meeting Date: March 24, 2016

Staff: Patrick Davenport

Type: Regular

Dept: CDD

Subject: Oregon Department of Parks and Recreation Grant– Resolution of Support

Action Requested: Approve Resolution of Support RES No. 2016-06. A resolution supporting the City Of Sisters grant application for the Creekside Campground Restroom and Shower Facility Replacement and Riparian Buffer Enhancement to the Oregon Parks and Recreation Department and authorize the City Manager to execute the grant application.

Report in brief: This item is a request to approve a Resolution of Support to apply for a grant to the Oregon Parks and Recreation Department Local Government Grant program that would support the construction of a replacement restroom and shower facility with supporting infrastructure at Creekside Campground. The project is also proposed to provide enhancements to the Whychus Creek riparian buffer in the project area.

Background: The existing restroom/shower facility at Creekside Campground is not ADA compliant and an analysis of the existing structure revealed that it would be more cost effective to replace the facility instead of attempting a retrofit.

Discussion: In addition to the restroom/shower facility replacement, other items on the project proposal are a new dishwashing station, ADA accessible camp sites and a riparian enhancement project along Whychus Creek. The riparian enhancement project would consolidate points of access to the creek and improve those access points to enable safe and appropriate access. The Upper Deschutes Watershed Council staff have indicated a grant opportunity is available from their organization in the Fall of 2017 that would leverage the City's project. Notification of grant award would occur sometime in August of 2016 and if successfully awarded, the project could start in late winter/early spring of 2017 and be ready for the 2017 campground opening. The grant application is due by April 1, 2016. The itemized project list includes:

Replacement of existing restroom/shower facility:	\$265,000
ADA camp sites	\$15,000
Install dishwashing station	\$5,000
Whychus Creek riparian area enhancement	\$10,000
Misc infrastructure	\$5,000

Fiscal Impact: The total project costs are estimated to be \$300,000.00. Staff is proposing that the grant application offer a 50% City contribution to the project costs which would make the City's contribution \$150,000.00 + "in-kind" services such as design and work site support.

Recommendation: Approve Resolution 2016-06 supporting the grant application

Attachments: Resolution No. 2016-06

Concurrence: _____ CM  F&A  CDD  PW

RESOLUTION NO. 2016-06

A RESOLUTION SUPPORTING THE CITY OF SISTERS GRANT APPLICATION FOR THE CREEKSIDE CAMPGROUND RESTROOM AND SHOWER FACILITY REPLACEMENT, ADA CAMPING SITES, DISHWASHING STATION AND RIPARIAN BUFFER ENHANCEMENT TO THE OREGON PARKS AND RECREATION DEPARTMENT AND AUTHORIZE THE CITY MANAGER OR DESIGNEE TO EXECUTE THE GRANT APPLICATION

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Sisters desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, City of Sister City Council and the City Parks Advisory Board have identified improvements at Creekside Campground and riparian areas adjacent to Whychus Creek as a high priority need in the City of Sisters; and

WHEREAS, the project includes replacing an existing restroom and shower facility, adding ADA accessible camping sites and dishwashing station, Whychus Creek riparian area enhancement, construction of supporting infrastructure; and

WHEREAS, the City of Sisters has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Sisters will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SISTERS AS FOLLOWS:

Section 1: The City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for a project to replace an existing restroom and shower facility, adding ADA accessible camping sites, dishwashing station, and Whychus Creek riparian area enhancement, with supporting infrastructure at Creekside Campground.

Section 2: This Resolution shall be effective following its adoption by the City Council.

ADOPTED by the City Council of the City of Sisters, Oregon and APPROVED by the Mayor this 24th day of March, 2016.

Chris Frye, Mayor

ATTEST:

Kathy Nelson, City Recorder

AGENDA ITEM SUMMARY



**CITY OF SISTERS
SISTERS CITY COUNCIL**

Meeting Date: March 24, 2016

Staff: Patrick Davenport

Type: Regular

Dept: CDD

Subject: Oregon Department of Parks and Recreation Local government grant– Resolution of Support for Village Green play structure replacement project

Action Requested: Approve Resolution of Support RES No. 2016-07 A Resolution supporting the City Of Sisters grant application for the Village Green Park Play Structure Replacement and supporting infrastructure to the Oregon Parks And Recreation Department and authorize the City Manager or designee to execute the grant application

Report in brief: This item is a request to approve a Resolution of Support to apply for a grant to the Oregon Parks and Recreation Department Local Government Grant program that would support the construction of a replacement play structure with supporting infrastructure at Village Green Park. The new play structure will offer significant accessibility for the physically handicapped.

Discussion: The existing play structures at Village Green Park is aged and does not offer adequate accessibility for the physically handicapped. Notification of grant award would occur sometime in August of 2016 and if successfully awarded, the project could start in late winter/early spring of 2017. The grant application is due by April 1, 2016.

The itemized project list includes:

Replacement of existing play structure	\$120,000
Misc infrastructure	\$5,000

Fiscal Impact: The total project costs are estimated to be: \$125,000.00. Staff is proposing that the grant application offer a 50% City contribution to the project costs which would make the City's contribution \$50,000.00 + "in-kind" services such as design and project site support

Recommendation: Approve Resolution 2016-07 supporting the grant application.

Attachments: Resolution No. 2016-07

Concurrence: _____ CM _____ F&A _____ CDD _____ PW

RESOLUTION NO. 2016-07

A RESOLUTION SUPPORTING THE CITY OF SISTERS GRANT APPLICATION FOR THE VILLAGE GREEN PARK PLAY STRUCTURE REPLACEMENT AND SUPPORTING INFRASTRUCTURE TO THE OREGON PARKS AND RECREATION DEPARTMENT AND AUTHORIZE THE CITY MANAGER OR DESIGNEE TO EXECUTE THE GRANT APPLICATION

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Sisters desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

WHEREAS, City of Sister City Council and the City Parks Advisory Board have identified improvements at Village Green Park as a high priority need in the City of Sisters; and

WHEREAS, the project includes replacement of an existing play structure with a fully ADA accessible play structure and supporting infrastructure; and

WHEREAS, the City of Sisters has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Sisters will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SISTERS AS FOLLOWS:

Section 1: The City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for a project to replace an existing play structure with a fully ADA accessible play structure and supporting infrastructure at Village Green Park.

Section 2: This Resolution shall be effective following its adoption by the City Council.

ADOPTED by the City Council of the City of Sisters, Oregon and APPROVED by the Mayor this 24th day of March, 2016.

Chris Frye, Mayor

ATTEST:

Kathy Nelson, City Recorder

U.S. Department of Homeland Security
Region X
130 228th Street, SW
Bothell, WA 98021-9796



FEMA

March 11, 2016

Mr. Dennis Sigrist,
State Hazard Mitigation Officer
Oregon Military Department
Office of Emergency Management
P.O. Box 14370
Salem, Oregon 97309

Dear Mr. Sigrist:

As requested, the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) has completed a pre-adoption review of the *Sisters addendum to the Deschutes County Hazard Mitigation Plan*. The plan successfully contains the required criteria, excluding the adoption, for hazard mitigation plans, as outlined in 44 CFR Part 201. This letter serves as Region 10's commitment to approve the plan upon receiving documentation of its adoption by the Community.

The plan will not be formally approved by FEMA until it is adopted. The Community is not eligible for mitigation project grants until the plan is formally approved by FEMA.

Please contact our Regional Mitigation Planning Manager, Kristen Meyers, at (425) 487-4543 with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Tamra Biasco".

Tamra

Tamra Biasco
Chief, Risk Analysis Branch
Mitigation Division

BH:bb

RESOLUTION NO. 2016-08

**A RESOLUTION ADOPTING THE CITY OF SISTERS' REPRESENTATION
IN THE UPDATES TO THE DESCHUTES COUNTY
MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN**

Whereas, the City of Sisters recognizes the threat that natural hazards pose to people, property and infrastructure within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people, property and infrastructure from future hazard occurrences; and

Whereas, an adopted Natural Hazards Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

Whereas, the City of Sisters has fully participated in the FEMA prescribed mitigation planning process to prepare the *Deschutes County, Multi-Jurisdictional Natural Hazard Mitigation Plan*, which has established a comprehensive, coordinated planning process to eliminate or minimize these vulnerabilities; and

Whereas, the City of Sisters has identified natural hazard risks and prioritized a number of proposed actions and programs needed to mitigate the vulnerabilities of the City of Sisters to the impacts of future disasters within the *Deschutes County, Multi-Jurisdictional Natural Hazard Mitigation Plan*; and

Whereas, these proposed projects and programs have been incorporated into the *Deschutes County, Multi-Jurisdictional Natural Hazard Mitigation Plan* that has been prepared and promulgated for consideration and implementation by the cities of Deschutes County; and

Whereas, the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials approved the *Deschutes County, Multi-Jurisdictional Natural Hazard Mitigation Plan* on July 23, 2015 and pre-approved the Sisters addendum (dated, March 11, 2016) contingent upon this official adoption of the participating governments and entities;

Whereas, the NHMP is comprised of four main elements: Basic Plan, Hazard Annex, City Addenda, and Mitigation Resources, collectively referred to herein as the NHMP; and

Whereas, the NHMP is in an on-going cycle of development and revision to improve it's effectiveness; and

Whereas, City of Sisters adopts the NHMP and directs the City Manager or their designee to develop, approve, and implement the mitigation strategies and any administrative changes to the NHMP.

Now, therefore, be it resolved, that the City of Sisters adopts *the Deschutes County Multi-Jurisdictional Natural Hazards Mitigation Plan* as an official plan; and

Be it further resolved, that the City of Sisters will submit this Adoption Resolution to the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials to enable final approval of the *Deschutes County Multi-Jurisdictional Natural Hazards Mitigation Plan*.

APPROVED by the City Council of the City of Sisters, Oregon and signed by the Mayor this 24th day of March, 2016

Chris Frye, Mayor

ATTEST:

Kathy Nelson, City Recorder

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

RECEIVED
MAR 09 2016
CITY OF SISTERS

APPLICATION FOR:			
<input type="checkbox"/> PARADE	<input type="checkbox"/> SMALL EVENT (UP TO 24)	<input type="checkbox"/> MEDIUM EVENT (25 TO 100)	<input checked="" type="checkbox"/> LARGE EVENT (OVER 100)
ORGANIZATION INFORMATION			
Organizational Name: Sisters Folk Festival, Inc.			
Applicant: (Last, First, Middle) Richardson, Ann H			
Mailing Address: PO Box 3500 PMB 304 Sisters, OR 97759			
Daytime Telephone (541-549-4979)	Fax Number (541-549-8223)	Cell Number (541-815-4546)	
EVENT			
Nature of the Event: (e.g. concert, race, festival) Community Parade - My Own Two Hands			
Event Location: Hood Avenue from Spruce to Oak St.			
Date (s) of Event: 5/13/2016	Time (s) of Event: 4 pm	Expected Attendance: 100	
<input checked="" type="checkbox"/> Attached Site Plan/Traffic Plan/Event Narrative: 1 or 2 paragraphs describing the event.			

Liability

The applicant must be at least 21 years of age and must assume financial responsibility for payment of fees, set-up and clean up, and any damages to equipment and/or property which may be incurred. Abuse of facilities or violation of regulations shall result in subsequent denial of use of parks/facilities. Applicant must provide adequate supervision of scheduled event. The City of Sisters is not responsible for the security of personal items of the applicant or attendees/guests of the event. The City of Sisters reserves the right to deny use of facilities to the applicant. Parking allowed only in designated area, unless other arrangements have been made.

Additional Fees

The City of Sisters reserves the right to charge an extra fee for special services rendered. Example: location for tent stakes, extra tables, extra garbage containers or pickups, and electricity.

Waiver

I, and/or the organization I represent understand that any violation of these agreements or City Code will result in forfeiture of event fee, immediate termination of event, and jeopardize future use of City of Sisters facilities. User agrees to indemnify, defend, and save and hold City of Sisters, its affiliates and their respective directors, officers, and employees, and agents of the City of Sisters harmless from and against any claims (including without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorney's and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or City Code, or collecting any sums due hereunder), costs, consultants' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user.

As a condition of use of the City of Sisters' facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age gender or disability.

Applicant Signature <u><i>Ann H Richardson</i></u>	Title <u>Managing Director</u>	Date <u>3/4/2016</u>
--	--------------------------------	----------------------

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

INSURANCE	
Liability Insurance in the amounts and for the purposes required by the City of Sisters has been obtained by the applicant. Certification of Insurance is attached.	
Received by: <u>Micelle Abbenhuis</u>	Date: <u>3.10.16</u>

DEPOSIT		
Small Event (up to 24)	\$ 50.00	\$ _____
Medium Event (25 to 100)	\$ 100.00	\$ _____
Large Event (over 100)	\$ 250.00	\$ _____

FEE CALCULATION			
	FEE	QUANTITY	TOTAL
Alcohol Consumption Permit	\$ 10.00		\$ _____
Auctioneer's Permit	\$ 25.00		\$ _____
Beer Garden Permit	\$ 250.00		\$ _____
Gaming Permit	\$ 25.00		\$ _____
Parade Permit/Road Closure (per block)	\$ 50.00 x	_____	\$ _____
Public Event:			
Small Event (up to 24)			
Application Fee (per event)	\$ 30.00		\$ _____
Park Fee (per day)	\$ 50.00 x	_____	\$ _____
Medium Event (25 to 100)			
Application Fee (per event)	\$ 75.00		\$ _____
Park Fee (per day)	\$ 100.00 x	_____	\$ _____
Large Event (over 100)			
Application Fee (per event)	\$ 200.00		\$ _____
Park Fee (per day)	\$ 300.00 x	_____	\$ _____
Non-Profit			
Application Fee (per event)	\$ 30.00		\$ 30.00
Park Fee (per day)	\$ 25.00 x	_____	\$ _____
Cones	\$ 2.50 x	_____	\$ _____
Barricades/Signs	\$ 5.00 x	_____	\$ _____
City			
Labor per hour	\$ 65.00 x	_____	\$ _____
Other:			
_____	\$ x	_____	\$ _____
_____	\$ x	_____	\$ _____
TOTAL FEE			\$ 30.00
DEPOSIT			\$ _____
TOTAL DUE			\$ 30.00
DEPOSIT RELEASE			\$ _____

paid

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

FOR OFFICE USE ONLY:

PERMIT REQUIREMENTS			
Sanitary Facilities:	Yes	No	N/A
Parking Facilities:	Yes	No	N/A
Fire Protection:	Yes	No	N/A
Parade:	Yes	No	N/A
Medical Services:	Yes	No	N/A
Street Closure:	X Yes	No	N/A

Public Works Director:	Date:	ODOT:	Date:
		N/A.	
Deschutes County Sherriff's Office:	Date:	Sisters/Camp Sherman Fire Department:	Date:
per E-mail (attached)	3.14.16	per E-mail (attached)	3.14.16
Comments			

PERMIT FOR PUBLIC EVENT: Permission for the above-named applicant to conduct the Public Event specified herein is hereby granted:

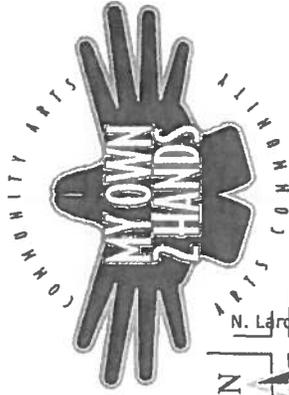
City Manager

Date

FOR OFFICE USE ONLY - DO NOT WRITE BELOW LINE	
Application Received Date: 3.9.2016	Cash Receipt Number:
Email & Scanned To: <input type="checkbox"/> D.C. Health Dept	<input type="checkbox"/> Sisters /Camp Sherman Fire Dept
	<input type="checkbox"/> Brown & Brown Insurance
<input type="checkbox"/> Application Approved & Confirmed	<input checked="" type="checkbox"/> Posted to Public Event Calendar
Deposit Release: N.A.	Date:

Community Parade

May 13, 2016



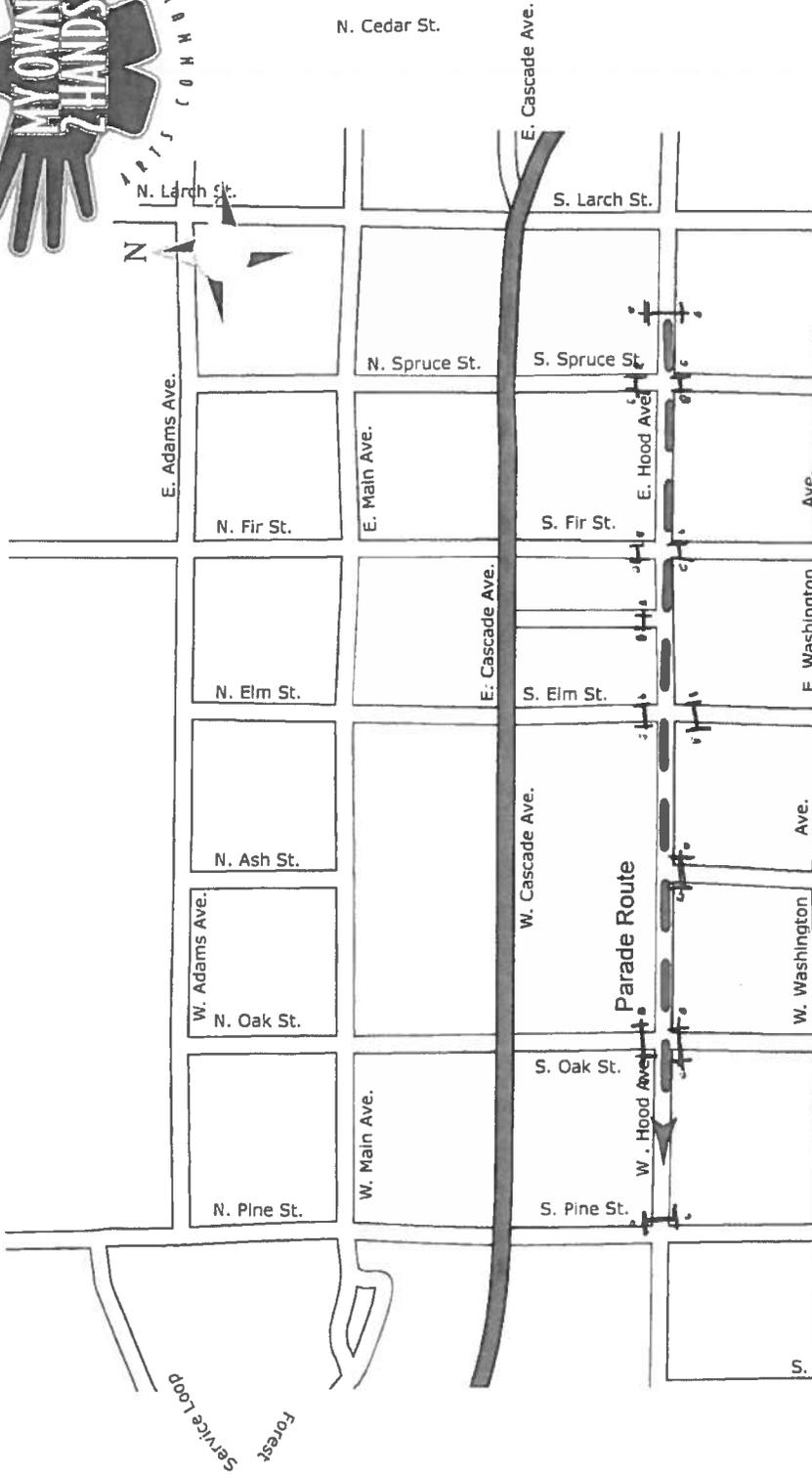
Camp Polk Rd.

N. Locust St.

S. Locust St.

N. Cedar St.

S. Cedar St.



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o Cone

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

PER EMAIL from Joseph 1-26-16 - RE-Filing out new form with same date from old form - Old form was pve city hall

NOV 2015

APPLICATION FOR:		
<input type="checkbox"/> PARADE	<input type="checkbox"/> SMALL EVENT (UP TO 24)	<input type="checkbox"/> MEDIUM EVENT (25 TO 100)
		<input checked="" type="checkbox"/> LARGE EVENT (OVER 100)
ORGANIZATION INFORMATION		
Organizational Name: <u>Central Oregon Shows (Richard Esterman) Art in the Park</u>		
Applicant: (Last, First, Middle) <u>Esterman, Richard, A</u>		
Mailing Address: <u>POB 1555, Sisters, OR, 97759</u>		
Daytime Telephone ()	Fax Number ()	Cell Number () <u>541-420-0279</u>
EVENT		
Nature of the Event: (e.g. concert, race, festival) <u>Variety of Art, Crafts, food, Entertainment & fundraiser local charity</u>		
Event Location: <u>Creekside Park</u>		
Date (s) of Event: <u>Setup 6-10-16</u> <u>6-11 & 6-12, 2016</u>	Time (s) of Event: <u>Setup 8am-8pm</u> <u>SAT 10-5 SUN 10-4</u>	Expected Attendance: <u>2 - 5,000</u>
<input checked="" type="checkbox"/> Attached Site Plan/Traffic Plan/Event Narrative: 1 or 2 paragraphs describing the event.		

14th Year @ location

Liability

The applicant must be at least 21 years of age and must assume financial responsibility for payment of fees, set-up and clean up, and any damages to equipment and/or property which may be incurred. Abuse of facilities or violation of regulations shall result in subsequent denial of use of parks/facilities. Applicant must provide adequate supervision of scheduled event. The City of Sisters is not responsible for the security of personal items of the applicant or attendees/guests of the event. The City of Sisters reserves the right to deny use of facilities to the applicant. Parking allowed only in designated area, unless other arrangements have been made.

RECEIVED

Additional Fees

FEB 02 2016

The City of Sisters reserves the right to charge an extra fee for special services rendered. Example: location for tent stakes, extra tables, extra garbage containers or pickups, and electricity.

CITY OF SISTERS

Waiver

I, and/or the organization I represent understand that any violation of these agreements or City Code will result in forfeiture of event fee, immediate termination of event, and jeopardize future use of City of Sisters facilities. User agrees to indemnify, defend, and save and hold City of Sisters, its affiliates and their respective directors, officers, and employees, and agents of the City of Sisters harmless from and against any claims (including without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorney's and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or City Code, or collecting any sums due hereunder), costs, consultants' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user.

As a condition of use of the City of Sisters' facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age gender or disability.

Applicant Signature: <u>[Signature]</u>	Title: <u>Promoter</u>	Date: <u>1-1-16</u>
---	------------------------	---------------------

To be attached to stamped form (1-4-16) & to be priced @ 2015 fees.

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

INSURANCE

Liability Insurance in the amounts and for the purposes required by the City of Sisters has been obtained by the applicant. Certification of Insurance is attached.

Received by: Michelle Abbenhuis Date: 1.4.2016

DEPOSIT

Small Event (up to 24)	\$ 50.00	\$ _____
Medium Event (25 to 100)	\$ 100.00	\$ _____
Large Event (over 100)	\$ 250.00	\$ <u>250.00</u> paid

FEE CALCULATION

	FEE	QUANTITY	TOTAL
Alcohol Consumption Permit	\$ 10.00		\$ _____
Auctioneer's Permit	\$ 25.00		\$ _____
Beer Garden Permit	\$ 250.00		\$ _____
Gaming Permit	\$ 25.00		\$ _____
Parade Permit/Road Closure (per block)	\$ 50.00	x _____	\$ _____
Public Event:			
Small Event (up to 24)			
Application Fee (per event)	\$ 30.00		\$ _____
Park Fee (per day)	\$ 50.00	x _____	\$ _____
Medium Event (25 to 100)			
Application Fee (per event)	\$ 75.00		\$ _____
Park Fee (per day)	\$ 100.00	x _____	\$ _____
Large Event (over 100)			
Application Fee (per event)	\$ 200.00	<u>N-A</u>	\$ <u>N-A</u>
Park Fee (per day)	\$ 300.00 <u>150</u>	x <u>450</u> <u>day</u>	\$ <u>450</u> - paid
Non-Profit			
Application Fee (per event)	\$ 30.00		\$ _____
Park Fee (per day)	\$ 25.00	x _____	\$ _____
Cones			
	\$ 2.50	x _____	\$ _____
Barricades/Signs			
	\$ 5.00	x _____	\$ _____
City			
Labor per hour	\$ 65.00	x _____	\$ _____
Other:			
_____	\$ _____	x _____	\$ _____
_____	\$ _____	x _____	\$ _____
TOTAL FEE			\$ <u>450.00</u>
DEPOSIT			\$ <u>250</u>
TOTAL DUE			\$ <u>700.00</u>
DEPOSIT RELEASE	<u>on hold for season</u>		\$ _____

Deposit ck
+
Show fee ck enclosed

NOTE* Deposit ck to stay on record for all events through September 2016

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

FOR OFFICE USE ONLY:

PERMIT REQUIREMENTS			
Sanitary Facilities:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Parking Facilities:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Fire Protection:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Parade:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	N/A
Medical Services:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Street Closure: <i>temporary for loading/unloading</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A

Public Works Director:	Date:	ODOT:	Date:
		<i>N.A.</i>	
Deschutes County Sherriff's Office:	Date:	Sisters/Camp Sherman Fire Department:	Date:
<i>per e-mail (attached)</i>	<i>2.19.16</i>	<i>per e-mail (attached)</i>	<i>2.19.16.</i>
Comments			

PERMIT FOR PUBLIC EVENT: Permission for the above-named applicant to conduct the Public Event specified herein is hereby granted:

City Manager

Date

FOR OFFICE USE ONLY - DO NOT WRITE BELOW LINE	
Application Received Date: <i>1.4.2016</i>	Cash Receipt Number: <i>#129814 + 129815</i>
Email & Scanned To: <input type="checkbox"/> D.C. Health Dept	<input type="checkbox"/> Sisters/Camp Sherman Fire Dept <input type="checkbox"/> Brown & Brown Insurance
<input type="checkbox"/> Application Approved & Confirmed	<input checked="" type="checkbox"/> Posted to Public Event Calendar
Deposit Release: <i>on hold for Season</i>	Date:

Locust Street

Jefferson Street

15' set back
From Creek

Creek

15' set
back

Cove
Bridge

15' FT
SET BACK

Creek

15' FT SET BACK
FROM CREEK

10x20

TABLE

TREE

TREE

WALKWAY

TREE

TREES

TABLE

TREE

TABLE

10x15 TABLE

10x15

TABLE

WALKWAY

WATER FOUNTAIN

OPT

TREE

Trees

10x15

TABLE

TABLE

TABLE

TABLE

TABLE

TABLE

TABLE

Trees

Trees

Trees

FOOD

TREE

FOOD

FOOD

GATE

May 20

STAGE

TABLE

10x15

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

APPLICATION FOR:			
<input type="checkbox"/> PARADE	<input type="checkbox"/> SMALL EVENT (UP TO 24)	<input type="checkbox"/> MEDIUM EVENT (25 TO 100)	<input checked="" type="checkbox"/> LARGE EVENT (OVER 100)

ORGANIZATION INFORMATION

Organizational Name: Sisters Park and Recreation District

Applicant: (Last, First, Middle)
Rob Meeter

Mailing Address:
PO Box 2215

Daytime Telephone (541) 549-2091 Fax Number () 541-549-0997 Cell Number ()

EVENT

Nature of the Event: (e.g. concert, race, festival)
Sisters Glory Daze Car Show

Event Location:
Main Street from Elm to Ceder (see map)

Date (s) of Event: <u>July 16, 2016</u>	Time (s) of Event: <u>10:00-3:00</u>	Expected Attendance: <u>unknown</u>
--	---	--

Attached Site Plan/Traffic Plan/Event Narrative: 1 or 2 paragraphs describing the event.

Liability

The applicant must be at least 21 years of age and must assume financial responsibility for payment of fees, set-up and clean up, and any damages to equipment and/or property which may be incurred. Abuse of facilities or violation of regulations shall result in subsequent denial of use of parks/facilities. Applicant must provide adequate supervision of scheduled event. The City of Sisters is not responsible for the security of personal items of the applicant or attendees/guests of the event. The City of Sisters reserves the right to deny use of facilities to the applicant. Parking allowed only in designated area, unless other arrangements have been made.

Additional Fees

The City of Sisters reserves the right to charge an extra fee for special services rendered. Example: location for tent stakes, extra tables, extra garbage containers or pickups, and electricity.

Waiver

I, and/or the organization I represent understand that any violation of these agreements or City Code will result in forfeiture of event fee, immediate termination of event, and jeopardize future use of City of Sisters facilities. User agrees to indemnify, defend, and save and hold City of Sisters, its affiliates and their respective directors, officers, and employees, and agents of the City of Sisters harmless from and against any claims (including without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorney's and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or City Code, or collecting any sums due hereunder), costs, consultants' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user.

As a condition of use of the City of Sisters' facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age gender or disability.

Applicant Signature <u>Rob Meeter</u>	Title <u>SPRD</u>	Date <u>2-22-16</u>
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**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

INSURANCE	
Liability Insurance in the amounts and for the purposes required by the City of Sisters has been obtained by the applicant. Certification of Insurance is attached.	
Received by: <u>Micole Adenhuus</u>	Date: <u>3.15.16</u>

DEPOSIT		
Small Event (up to 24)	\$ 50.00	\$ _____
Medium Event (25 to 100)	\$ 100.00	\$ _____
Large Event (over 100)	\$ 250.00	\$ _____

FEE CALCULATION			
	FEE	QUANTITY	TOTAL
Alcohol Consumption Permit	\$ 10.00		\$ _____
Auctioneer's Permit	\$ 25.00		\$ _____
Beer Garden Permit	\$ 250.00		\$ _____
Gaming Permit	\$ 25.00		\$ _____
Parade Permit/Road Closure (per block)	\$ 50.00 x	_____	\$ _____
Public Event:			
Small Event (up to 24)			
Application Fee (per event)	\$ 30.00		\$ _____
Park Fee (per day)	\$ 50.00 x	_____	\$ _____
Medium Event (25 to 100)			
Application Fee (per event)	\$ 75.00		\$ _____
Park Fee (per day)	\$ 100.00 x	_____	\$ _____
Large Event (over 100)			
Application Fee (per event)	\$ 200.00		\$ _____
Park Fee (per day)	\$ 300.00 x	_____	\$ _____
Non-Profit			
Application Fee (per event)	\$ 30.00		\$ <u>30.00</u>
Park Fee (per day)	\$ 25.00 x	_____	\$ _____
Cones	\$ 2.50 x	_____	\$ _____
Barricades/Signs	\$ 5.00 x	_____	\$ _____
City			
Labor per hour	\$ 65.00 x	_____	\$ _____
Other:			
_____	\$ _____ x	_____	\$ _____
_____	\$ _____ x	_____	\$ _____
TOTAL FEE			\$ <u>30.00</u>
DEPOSIT			\$ _____
TOTAL DUE			\$ <u>30.00</u>
DEPOSIT RELEASE			\$ _____

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

FOR OFFICE USE ONLY:

PERMIT REQUIREMENTS			
Sanitary Facilities:	_____ Yes	_____ No	_____ N/A
Parking Facilities:	_____ Yes	_____ No	_____ N/A
Fire Protection:	_____ Yes	_____ No	_____ N/A
Parade:	_____ Yes	_____ No	_____ N/A
Medical Services:	_____ Yes	_____ No	_____ N/A
Street Closure:	<input checked="" type="checkbox"/> Yes	_____ No	_____ N/A

Public Works Director:	Date:	ODOT:	Date:
Deschutes County Sherriff's Office:	Date:	Sisters/Camp Sherman Fire Department:	Date:
Comments			

PERMIT FOR PUBLIC EVENT: Permission for the above-named applicant to conduct the Public Event specified herein is hereby granted:

City Manager

Date

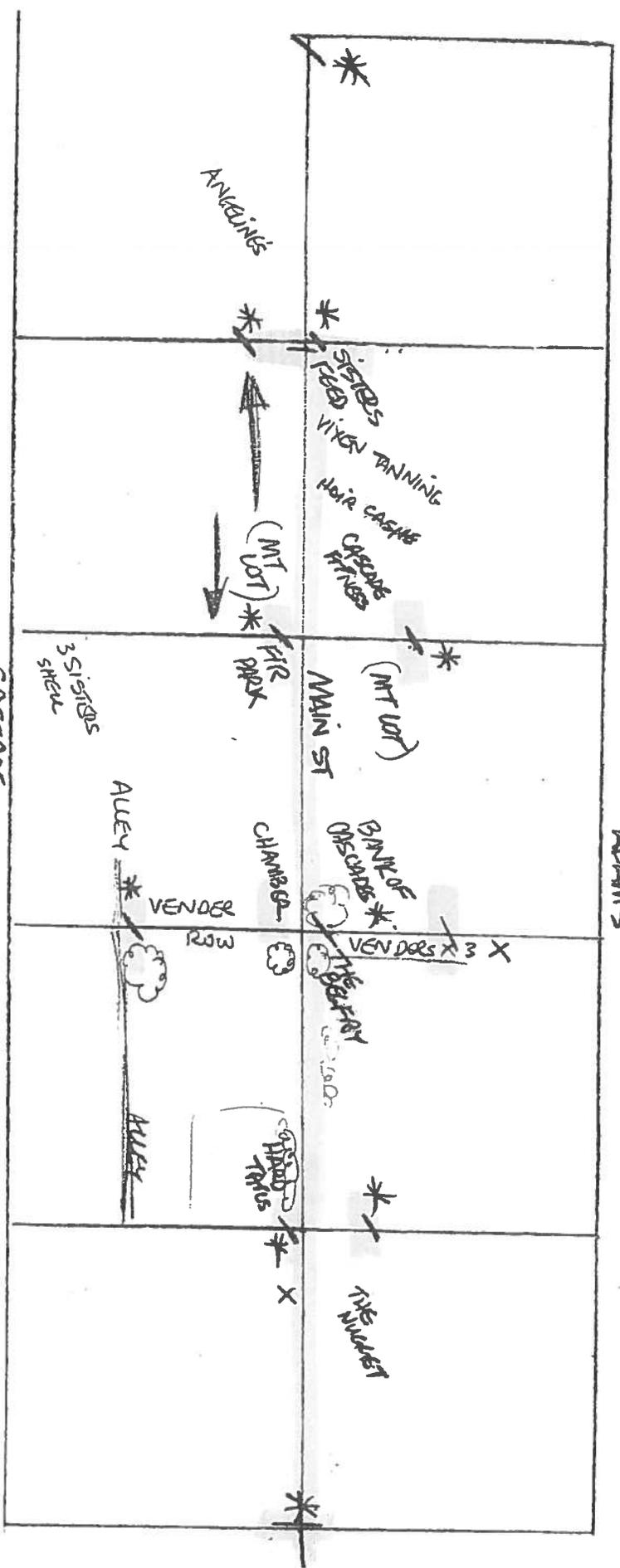
FOR OFFICE USE ONLY - DO NOT WRITE BELOW LINE	
Application Received Date: <u>3.15.16</u>	Cash Receipt Number:
Email & Scanned To: <input type="checkbox"/> D.C. Health Dept	<input type="checkbox"/> Sisters /Camp Sherman Fire Dept <input type="checkbox"/> Brown & Brown Insurance
<input type="checkbox"/> Application Approved & Confirmed	<input checked="" type="checkbox"/> Posted to Public Event Calendar
Deposit Release:	Date:

GLORY DAZE CAR SHOW

2016
SISTERS, OREGON

— SPRD —
HOST

ADAMS



**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

per Email from Joseph 1-26-16 - Re-Filling out new form with same date as previous form. Form was P-U City Hall Nov 2015.

APPLICATION FOR:			
<input type="checkbox"/> PARADE	<input type="checkbox"/> SMALL EVENT (UP TO 24)	<input type="checkbox"/> MEDIUM EVENT (25 TO 100)	<input checked="" type="checkbox"/> LARGE EVENT (OVER 100)
ORGANIZATION INFORMATION			16th yr @ location
Organizational Name: Central Oregon Shows (Richard Esterman)			Sisters Arts + Crafts Festival
Applicant: (Last, First, Middle) Esterman, Richard A			
Mailing Address: POB 1555, Sisters, OR, 97759			
Daytime Telephone ()	Fax Number ()	Cell Number () 541-420-0279	
EVENT			
Nature of the Event: (e.g. concert, race, festival) Variety of Arts, Crafts, Food, Entertainment - w/ fundraiser local			
Event Location: Creekside Park			
Date (s) of Event: Setup 7-22 7-23 + 7-24, 2016	Time (s) of Event: Setup 8-9 SAT 10-5 + Sun 10-4	Expected Attendance: 2 - 5,000	
<input checked="" type="checkbox"/> Attached Site Plan/Traffic Plan/Event Narrative: 1 or 2 paragraphs describing the event.			

Liability

The applicant must be at least 21 years of age and must assume financial responsibility for payment of fees, set-up and clean up, and any damages to equipment and/or property which may be incurred. Abuse of facilities or violation of regulations shall result in subsequent denial of use of parks/facilities. Applicant must provide adequate supervision of scheduled event. The City of Sisters is not responsible for the security of personal items of the applicant or attendees/guests of the event. The City of Sisters reserves the right to deny use of facilities to the applicant. Parking allowed only in designated area, unless other arrangements have been made.

FEB 02 2016

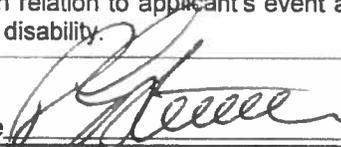
Additional Fees

The City of Sisters reserves the right to charge an extra fee for special services rendered, example location for tent stakes, extra tables, extra garbage containers or pickups, and electricity.

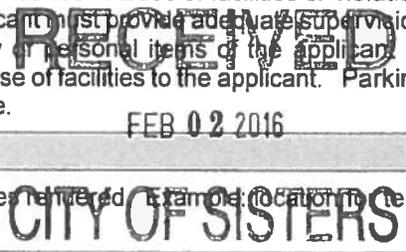
Waiver

I, and/or the organization I represent understand that any violation of these agreements or City Code will result in forfeiture of event fee, immediate termination of event, and jeopardize future use of City of Sisters facilities. User agrees to indemnify, defend, and save and hold City of Sisters, its affiliates and their respective directors, officers, and employees, and agents of the City of Sisters harmless from and against any claims (including without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorney's and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or City Code, or collecting any sums due hereunder), costs, consultants' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user.

As a condition of use of the City of Sisters' facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age gender or disability.

Applicant Signature 	Title Promoter	Date 1-1-16
---	----------------	-------------

understanding to be attached to previous stamp dated form 1/4/16
Priced @ 2015 fees.



**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

INSURANCE

Liability Insurance in the amounts and for the purposes required by the City of Sisters has been obtained by the applicant. Certification of Insurance is attached.

Received by: Michelle Hobenhuis Date: 1.4.2016

DEPOSIT

Small Event (up to 24)	\$ 50.00	\$ _____
Medium Event (25 to 100)	\$ 100.00	\$ _____
Large Event (over 100)	\$ <u>250.00</u>	\$ <u>on file</u>

FEE CALCULATION

	FEE	QUANTITY	TOTAL
Alcohol Consumption Permit	\$ 10.00		\$ _____
Auctioneer's Permit	\$ 25.00		\$ _____
Beer Garden Permit	\$ 250.00		\$ _____
Gaming Permit	\$ 25.00		\$ _____
Parade Permit/Road Closure (per block)	\$ 50.00	x _____	\$ _____
Public Event:			
Small Event (up to 24)			
Application Fee (per event)	\$ 30.00		\$ _____
Park Fee (per day)	\$ 50.00	x _____	\$ _____
Medium Event (25 to 100)			
Application Fee (per event)	\$ 75.00		\$ _____
Park Fee (per day)	\$ 100.00	x _____	\$ _____
Large Event (over 100)			
Application Fee (per event)	\$ 200.00 N-A		\$ <u>N-A</u>
Park Fee (per day)	\$ 300.00 150	x <u>3</u>	\$ <u>450.00</u>
Non-Profit			
Application Fee (per event)	\$ 30.00		\$ _____
Park Fee (per day)	\$ 25.00	x _____	\$ _____
Cones			
	\$ 2.50	x _____	\$ _____
Barricades/Signs			
	\$ 5.00	x _____	\$ _____
City			
Labor per hour	\$ 65.00	x _____	\$ _____
Other:			\$ _____
_____	\$ _____	x _____	\$ _____
_____	\$ _____	x _____	\$ _____
TOTAL FEE			\$ <u>450.00</u>
DEPOSIT			\$ <u>on file</u>
TOTAL DUE			\$ <u>450.00</u>
DEPOSIT RELEASE	<u>on hold for season</u>		\$ _____

paid
paid

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

FOR OFFICE USE ONLY:

PERMIT REQUIREMENTS			
Sanitary Facilities:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Parking Facilities:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Fire Protection:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Parade:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	N/A
Medical Services:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	N/A
Street Closure: <i>temporary for set up & take down</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A

Public Works Director:	Date:	ODOT: <i>N.A.</i>	Date:
Deschutes County Sherriff's Office:	Date:	Sisters/Camp Sherman Fire Department:	Date:
<i>per email (attached)</i>	<i>2.19.16</i>	<i>Per e-mail (attached)</i>	<i>2.19.16</i>
Comments			

PERMIT FOR PUBLIC EVENT: Permission for the above-named applicant to conduct the Public Event specified herein is hereby granted:

City Manager

Date

FOR OFFICE USE ONLY - DO NOT WRITE BELOW LINE	
Application Received Date: <i>1.4.2016</i>	Cash Receipt Number: <i># 00129817</i>
Email & Scanned To: <input type="checkbox"/> D.C. Health Dept	<input type="checkbox"/> Sisters/Camp Sherman Fire Dept <input type="checkbox"/> Brown & Brown Insurance
<input type="checkbox"/> Application Approved & Confirmed	<input checked="" type="checkbox"/> Posted to Public Event Calendar
Deposit Release:	Date:

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

* PER EMAIL From Joseph 1-26-16 - RE-Filling out new form with same date as previous form. Form was pu @ city Hall Nov 2015

APPLICATION FOR: <u>6th yr @ Location</u>			
<input type="checkbox"/> PARADE	<input type="checkbox"/> SMALL EVENT (UP TO 24)	<input type="checkbox"/> MEDIUM EVENT (25 TO 100)	<input checked="" type="checkbox"/> LARGE EVENT (OVER 100)
ORGANIZATION INFORMATION			
Organizational Name: <u>Central Dream Shows (Richard Esterman) Sisters Antiques in the Park</u>			
Applicant: (Last, First, Middle) <u>Esterman, Richard, A</u>			
Mailing Address: <u>P.O. Box 1555, Sisters, OR. 97175</u>			
Daytime Telephone ()	Fax Number ()	Cell Number () <u>541-420-0279</u>	
EVENT			
Nature of the Event: (e.g. concert, race, festival) <u>Variety Antiques, Collectables, Crafts, + Entertainment Fundraiser in honor of Veterans</u>			
Event Location: <u>Creekside Park</u>			
Date (s) of Event: <u>Setup 7-28</u> <u>7-29 + 7-30, 2016</u>	Time (s) of Event: <u>Setup 8-8</u> <u>8-10-5 + Sat 10-5</u>	Expected Attendance: <u>2 - 5,000</u>	
<input checked="" type="checkbox"/> Attached Site Plan/Traffic Plan/Event Narrative: 1 or 2 paragraphs describing the event.			

Liability

The applicant must be at least 21 years of age and must assume financial responsibility for payment of fees, set-up and clean up, and any damages to equipment and/or property which may be incurred. Abuse of facilities or violation of regulations shall result in subsequent denial of use of parks/facilities. Applicant must provide adequate supervision of scheduled event. The City of Sisters is not responsible for the security of personal items of the applicant or attendees/guests of the event. The City of Sisters reserves the right to deny use of facilities to the applicant. Parking allowed only in designated area, unless other arrangements have been made.

RECEIVED

Additional Fees

The City of Sisters reserves the right to charge an extra fee for special services rendered. Example: location for tent stakes, extra tables, extra garbage containers or pickups, and electricity.

FEB 02 2016

Waiver

CITY OF SISTERS

I, and/or the organization I represent understand that any violation of these agreements or City Code will result in forfeiture of event fee, immediate termination of event, and jeopardize future use of City of Sisters facilities. User agrees to indemnify, defend, and save and hold City of Sisters, its affiliates and their respective directors, officers, and employees, and agents of the City of Sisters harmless from and against any claims (including without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorney's and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or City Code, or collecting any sums due hereunder), costs, consultants' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user.

As a condition of use of the City of Sisters' facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age gender or disability.

Applicant Signature [Signature] Title Promoter Date 1-1-16

With understanding to be attached to previous form stamped dated 1-4-16
Price @ 2015 fees.

CITY OF SISTERS PUBLIC EVENT PERMIT



(As required under Municipal Code Section 5.06)

INSURANCE

Liability Insurance in the amounts and for the purposes required by the City of Sisters has been obtained by the applicant. Certification of Insurance is attached.

Received by: Nicole Abbenhuis Date: 1.4.2016

DEPOSIT

Small Event (up to 24)	\$ 50.00		\$ _____
Medium Event (25 to 100)	\$ 100.00		\$ _____
Large Event (over 100)	\$ <u>250.00</u>	hold for the Season	\$ <u>250.00</u> paid

FEE CALCULATION

	FEE	QUANTITY	TOTAL
Alcohol Consumption Permit	\$ 10.00		\$ _____
Auctioneer's Permit	\$ 25.00		\$ _____
Beer Garden Permit	\$ 250.00		\$ _____
Gaming Permit	\$ 25.00		\$ _____
Parade Permit/Road Closure (per block)	\$ 50.00 x _____		\$ _____
Public Event:			
Small Event (up to 24)			
Application Fee (per event)	\$ 30.00		\$ _____
Park Fee (per day)	\$ 50.00 x _____		\$ _____
Medium Event (25 to 100)			
Application Fee (per event)	\$ 75.00		\$ _____
Park Fee (per day)	\$ 100.00 x _____		\$ _____
Large Event (over 100)			
Application Fee (per event)	\$ 200.00 N-A		\$ <u>N-A</u>
Park Fee (per day)	\$ 300.00 150	x <u>3</u>	\$ <u>450.00</u>
Non-Profit			
Application Fee (per event)	\$ 30.00		\$ _____
Park Fee (per day)	\$ 25.00 x _____		\$ _____
Cones			
	\$ 2.50 x _____		\$ _____
Barricades/Signs			
	\$ 5.00 x _____		\$ _____
City			
Labor per hour	\$ 65.00 x _____		\$ _____
Other:	\$ _____ x _____		\$ _____
	\$ _____ x _____		\$ _____
TOTAL FEE			\$ <u>450.00</u>
DEPOSIT (can hold for season)			\$ <u>250.00</u>
TOTAL DUE			\$ <u>700.00</u>
DEPOSIT RELEASE			\$ _____

paid
paid

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

FOR OFFICE USE ONLY:

PERMIT REQUIREMENTS			
Sanitary Facilities:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Parking Facilities:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Fire Protection:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Parade:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	N/A
Medical Services:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	N/A
Street Closure: - temporary closure for set-up & take down	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A

Public Works Director:	Date:	ODOT: N.A.	Date:
Deschutes County Sherriff's Office:	Date:	Sisters/Camp Sherman Fire Department:	Date:
per e-mail attached	2.19.16	per e-mail (attached)	2.19.16
Comments			

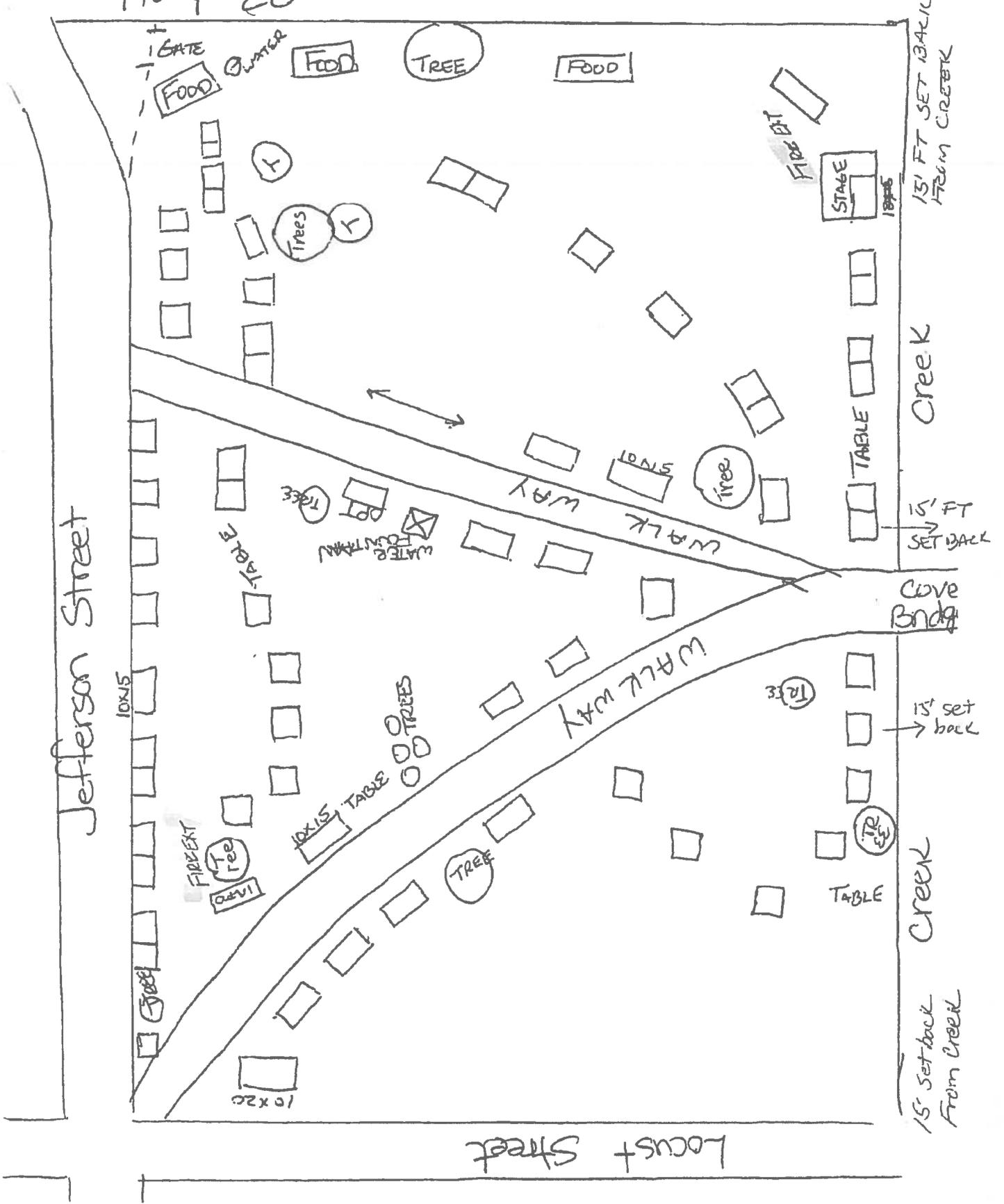
PERMIT FOR PUBLIC EVENT: Permission for the above-named applicant to conduct the Public Event specified herein is hereby granted:

City Manager

Date

FOR OFFICE USE ONLY - DO NOT WRITE BELOW LINE	
Application Received Date: 1.4.2016	Cash Receipt Number: # 00129818 - 1.20.16
Email & Scanned To: <input type="checkbox"/> D.C. Health Dept	<input type="checkbox"/> Sisters/Camp Sherman Fire Dept <input type="checkbox"/> Brown & Brown Insurance
<input type="checkbox"/> Application Approved & Confirmed	<input checked="" type="checkbox"/> Posted to Public Event Calendar
Deposit Release:	Date:

Hwy 20



Jefferson Street

Locus Street

Creek

Creek

Cove Bridge

15' FT SET BACK FROM CREEK

15' FT SET BACK

15' set back

15' set back From Creek

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

* per email 1-26-16 by Joseph [unclear] RE-filing not new form with same dates as previous form. Form was pu Nov 2015. Call hall

APPLICATION FOR:			
<input type="checkbox"/> PARADE	<input type="checkbox"/> SMALL EVENT (UP TO 24)	<input type="checkbox"/> MEDIUM EVENT (25 TO 100)	<input checked="" type="checkbox"/> LARGE EVENT (OVER 100)
ORGANIZATION INFORMATION			
Organizational Name: Central Oregon Shows (Richard Esterman)		Sisters Wild West Show	
Applicant: (Last, First, Middle) Esterman, Richard, A			
Mailing Address: POB 1555, Sisters, OR 97759			
Daytime Telephone ()	Fax Number ()	Cell Number () 541-420-0279	
EVENT			
Nature of the Event: (e.g. concert, race, festival) Wild West performances Variety Art, Craft, Food, Ent handcraber local charity			
Event Location: Oak St. (between Cascade + Main St)			
Date (s) of Event: Setup 8-19-16 8-20 + 8-21, 2016	Time (s) of Event: Setup 5pm-8pm SAT 10-5 + Sun 10-4	Expected Attendance: 25000	
<input checked="" type="checkbox"/> Attached Site Plan/Traffic Plan/Event Narrative: 1 or 2 paragraphs describing the event.			

Liability

The applicant must be at least 21 years of age and must assume financial responsibility for payment of fees, set-up and clean up, and any damages to equipment and/or property which may be incurred. Abuse of facilities or violation of regulations shall result in subsequent denial of use of parks/facilities. Applicant must provide adequate supervision of scheduled event. The City of Sisters is not responsible for the security of personal items of the applicant or attendees/guests of the event. The City of Sisters reserves the right to deny use of facilities to the applicant. Parking allowed only in designated area, unless other arrangements have been made.

RECEIVED

FEB 02 2016

Additional Fees

The City of Sisters reserves the right to charge an extra fee for special services rendered. Example: location for tent stakes, extra tables, extra garbage containers or pickups, and electricity.

CITY OF SISTERS

Waiver

I, and/or the organization I represent understand that any violation of these agreements or City Code will result in forfeiture of event fee, immediate termination of event, and jeopardize future use of City of Sisters facilities. User agrees to indemnify, defend, and save and hold City of Sisters, its affiliates and their respective directors, officers, and employees, and agents of the City of Sisters harmless from and against any claims (including without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorney's and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or City Code, or collecting any sums due hereunder), costs, consultants' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user.

As a condition of use of the City of Sisters' facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age gender or disability.

Applicant Signature <i>[Signature]</i>	Title Promoter	Date 1-1-16
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with understanding to be attached to previous form stamp dated 1-4-16 priced @ 2015 fees.

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

INSURANCE	
Liability Insurance in the amounts and for the purposes required by the City of Sisters has been obtained by the applicant. Certification of Insurance is attached.	
Received by: <u>Micole Abbenhuis</u>	Date: <u>1/4/2016</u>

DEPOSIT		
Small Event (up to 24)	\$ 50.00	\$ _____
Medium Event (25 to 100)	\$ 100.00	\$ _____
Large Event (over 100)	\$ <u>250.00</u>	\$ <u>on file</u>

FEE CALCULATION			
	FEE	QUANTITY	TOTAL
Alcohol Consumption Permit	\$ 10.00		\$ _____
Auctioneer's Permit	\$ 25.00		\$ _____
Beer Garden Permit	\$ 250.00		\$ _____
Gaming Permit	\$ 25.00		\$ _____
Parade Permit/Road Closure (per block)	\$ 50.00	x <u>1</u>	\$ 50.00 <u>50.00</u>
Public Event:			
Small Event (up to 24)			
Application Fee (per event)	\$ 30.00		\$ _____
Park Fee (per day)	\$ 50.00	x _____	\$ _____
Medium Event (25 to 100)			
Application Fee (per event)	\$ 75.00		\$ _____
Park Fee (per day)	\$ 100.00	x _____	\$ _____
Large Event (over 100)			
Application Fee (per event)	\$ 200.00	NA	\$ <u>NA</u>
Park Fee (per day)	\$ 300.00	x _____	\$ _____
Non-Profit			
Application Fee (per event)	\$ 30.00		\$ _____
Park Fee (per day)	\$ 25.00	x _____	\$ _____
Cones	\$ 2.50	x <u>8</u>	\$ <u>20.00</u>
Barricades/Signs	\$ 5.00	x <u>2</u>	\$ <u>10.00</u>
City			
Labor per hour	\$ 65.00	x _____	\$ _____
Other:			
<u>Street Fee Above</u>	\$	x _____	\$ <u>30.00</u>
<u>Barricade + Cones</u>	\$	x _____	\$ _____
TOTAL FEE			\$ <u>80.00</u>
DEPOSIT			\$ <u>on file</u>
TOTAL DUE			\$ <u>80.00</u>
DEPOSIT RELEASE			\$ _____

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

FOR OFFICE USE ONLY:

PERMIT REQUIREMENTS				
Sanitary Facilities:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Parking Facilities:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		N/A
Fire Protection:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		N/A
Parade:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		N/A
Medical Services:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		N/A
Street Closure:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		N/A

Public Works Director:	Date:	ODOT:	Date:
Deschutes County Sherriff's Office:	Date:	Sisters/Camp Sherman Fire Department:	Date:
Comments			

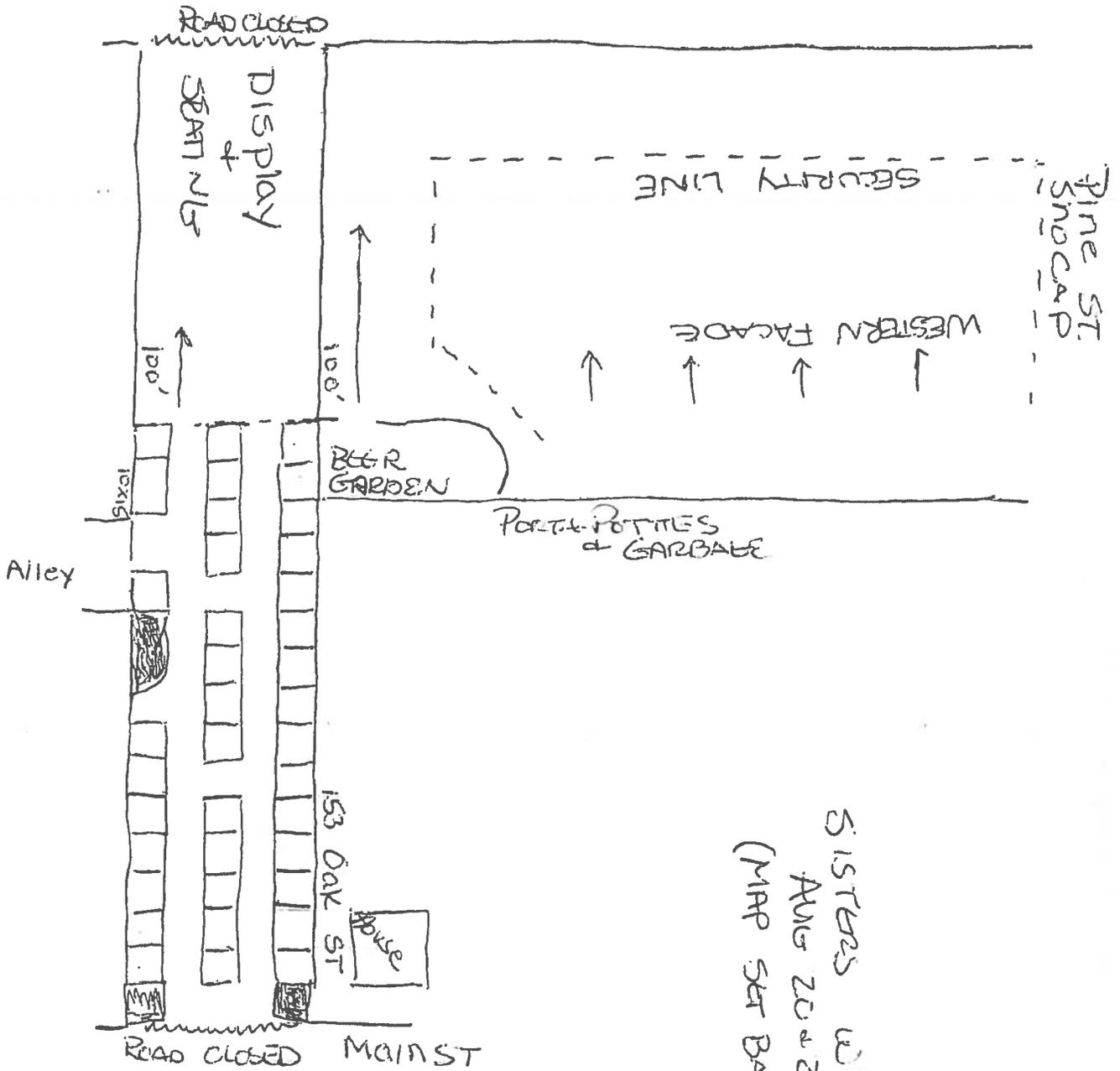
PERMIT FOR PUBLIC EVENT: Permission for the above-named applicant to conduct the Public Event specified herein is hereby granted:

City Manager

Date

FOR OFFICE USE ONLY - DO NOT WRITE BELOW LINE	
Application Received Date: <i>1/4/16</i>	Cash Receipt Number:
Email & Scanned To: <input type="checkbox"/> D.C. Health Dept	<input type="checkbox"/> Sisters/Camp Sherman Fire Dept <input type="checkbox"/> Brown & Brown Insurance
<input type="checkbox"/> Application Approved & Confirmed	<input checked="" type="checkbox"/> Posted to Public Event Calendar
Deposit Release: <i>end of Season</i>	Date:

CASCADE AVE



SISTERS WILD WEST STORE
 AUG 20 & 21, 2016
 (MAP SET BACK UNDER DURESS)
 2-29-16

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

* per email 1-26-16 by Joseph Re filling out new form with same dates as previous form - Form was pu City hall Nov 2015.

APPLICATION FOR:			
<input type="checkbox"/> PARADE	<input type="checkbox"/> SMALL EVENT (UP TO 24)	<input type="checkbox"/> MEDIUM EVENT (25 TO 100)	<input checked="" type="checkbox"/> LARGE EVENT (OVER 100)
ORGANIZATION INFORMATION			
Organizational Name: <i>Central Oregon Shows (Richard Esterman) Sisters Fall Street Festival</i>			
Applicant: (Last, First, Middle) <i>Esterman, Richard, A</i>			
Mailing Address: <i>P.O. Box 1555, Sisters, OR. 97759</i>			
Daytime Telephone ()		Fax Number ()	Cell Number () <i>541-420-0279</i>
EVENT			
Nature of the Event: (e.g. concert, race, festival) <i>Variety of Arts, Crafts, Fun, Entertainment Fundraiser for SITS Visual Art Dept.</i>			
Event Location: <i>Dad st & Main st. Oak - Cascade to opposite intersection Main Oak to Prins.</i>			
Date (s) of Event: <i>Setup 9-2-16</i>	Time (s) of Event: <i>Setup 5-9 PM</i>	Expected Attendance: <i>2-5000</i>	
<i>9-3 & 9-4, 2016</i>			
<input checked="" type="checkbox"/> Attached Site Plan/Traffic Plan/Event Narrative: 1 or 2 paragraphs describing the event.			

Liability

The applicant must be at least 21 years of age and must assume financial responsibility for payment of fees, set-up and clean up, and any damages to equipment and/or property which may be incurred. Abuse of facilities or violation of regulations shall result in subsequent denial of use of parks/facilities. Applicant must provide adequate supervision of scheduled event. The City of Sisters is not responsible for the security of personal items of the applicant or attendees/guests of the event. The City of Sisters reserves the right to deny use of facilities to the applicant. Parking allowed only in designated area, unless other arrangements have been made.

RECEIVED

Additional Fees

FEB 02 2016

The City of Sisters reserves the right to charge an extra fee for special services rendered. Example: location for tent stakes, extra tables, extra garbage containers or pickups, and electricity.

Waiver

CITY OF SISTERS

I, and/or the organization I represent understand that any violation of these agreements or City Code will result in forfeiture of event fee, immediate termination of event, and jeopardize future use of City of Sisters facilities. User agrees to indemnify, defend, and save and hold City of Sisters, its affiliates and their respective directors, officers, and employees, and agents of the City of Sisters harmless from and against any claims (including without limitation, third party claims for personal injury or real or personal property damage), actions, administrative proceedings, judgments, damages, punitive damages, penalties, fines, cost, liabilities, (including sums paid in settlement of claims), interest, or losses, including reasonable attorney's and paralegal's fees and expenses (including without limitation, any such fees and expenses incurred in enforcing this agreement or City Code, or collecting any sums due hereunder), costs, consultants' fees, together with all other costs and expenses of any kind or nature that arise directly or indirectly from the use of the facilities by user.

As a condition of use of the City of Sisters' facilities, the applicant agrees that it will not discriminate or permit discrimination at or in relation to applicant's event against any person on the basis of race, color, creed, national origin, age gender or disability.

<i>[Signature]</i>	<i>Proctor</i>	<i>1-1-16</i>
Applicant Signature	Title	Date

with understanding to be attached to previous form stamped 1-4-16
Priced @ 2015 Fees

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

INSURANCE	
Liability Insurance in the amounts and for the purposes required by the City of Sisters has been obtained by the applicant. Certification of insurance is attached.	
Received by: <u>Shale Abbenhuis</u>	Date: <u>1.4.2016</u>

DEPOSIT		
Small Event (up to 24)	\$ 50.00	\$ _____
Medium Event (25 to 100)	\$ 100.00	\$ _____
Large Event (over 100)	\$ <u>250.00</u>	\$ <u>on file</u>

FEE CALCULATION			
	FEE	QUANTITY	TOTAL
Alcohol Consumption Permit	\$ 10.00		\$ _____
Auctioneer's Permit	\$ 25.00		\$ _____
Beer Garden Permit	\$ 250.00		\$ _____
Gaming Permit	\$ 25.00		\$ _____
Parade Permit/Road Closure (per block)	\$ 50.00	x <u>2</u>	\$ <u>100.00</u>
Public Event:			
Small Event (up to 24)			
Application Fee (per event)	\$ 30.00		\$ _____
Park Fee (per day)	\$ 50.00	x _____	\$ _____
Medium Event (25 to 100)			
Application Fee (per event)	\$ 75.00		\$ _____
Park Fee (per day)	\$ 100.00	x _____	\$ _____
Large Event (over 100)			
Application Fee (per event)	\$ 200.00	<u>N-A</u>	\$ <u>N-A</u>
Park Fee (per day)	\$ 300.00	x _____	\$ _____
Non-Profit			
Application Fee (per event)	\$ 30.00		\$ _____
Park Fee (per day)	\$ 25.00	x _____	\$ _____
Cones	\$ 2.50	x _____	\$ _____
Barricades/Signs	\$ 5.00	x _____	\$ _____
City			
Labor per hour	\$ 65.00	x _____	\$ _____
Other:			
<u>Assorted Cones</u>	\$ _____	x _____	\$ <u>30.00</u>
<u>barricades</u>	\$ _____	x _____	\$ _____
TOTAL FEE			\$ _____
DEPOSIT			\$ <u>on file</u>
TOTAL DUE			\$ _____
DEPOSIT RELEASE			\$ _____

**CITY OF SISTERS
PUBLIC EVENT PERMIT**



(As required under Municipal Code Section 5.06)

FOR OFFICE USE ONLY:

PERMIT REQUIREMENTS				
Sanitary Facilities:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Parking Facilities:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		N/A
Fire Protection:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		N/A
Parade:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		N/A
Medical Services:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		N/A
Street Closure:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		N/A

Public Works Director:	Date:	ODOT:	Date:
Deschutes County Sherriff's Office:	Date:	Sisters/Camp Sherman Fire Department:	Date:
Comments			

PERMIT FOR PUBLIC EVENT: Permission for the above-named applicant to conduct the Public Event specified herein is hereby granted:

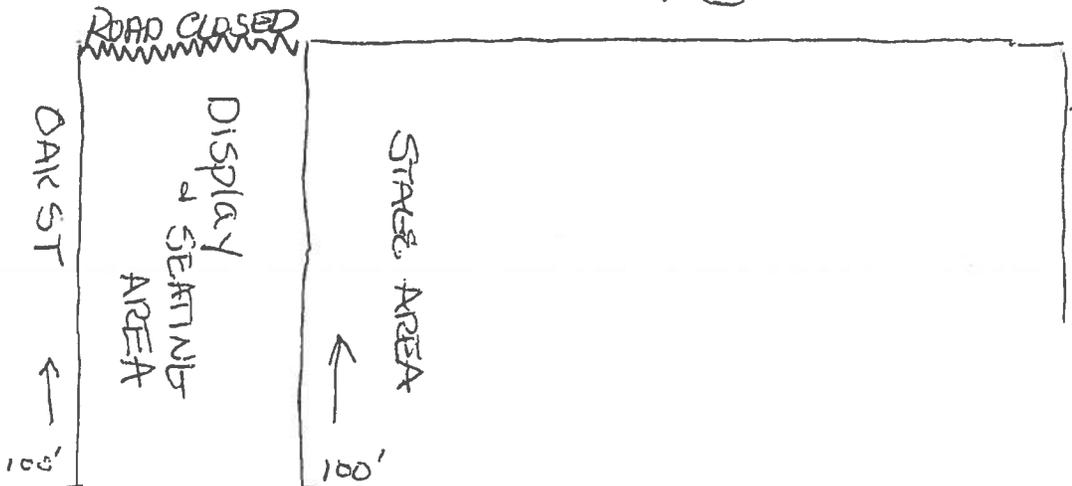
City Manager

Date

FOR OFFICE USE ONLY - DO NOT WRITE BELOW LINE	
Application Received Date: <i>1/4/2016</i>	Cash Receipt Number:
Email & Scanned To: <input type="checkbox"/> D.C. Health Dept	<input type="checkbox"/> Sisters /Camp Sherman Fire Dept <input type="checkbox"/> Brown & Brown Insurance
<input type="checkbox"/> Application Approved & Confirmed	<input checked="" type="checkbox"/> Posted to Public Event Calendar
Deposit Release: <i>End of Season</i>	Date:

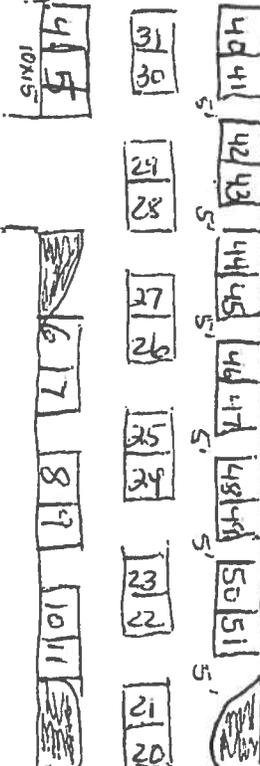
CASCADE AVE

Pine St

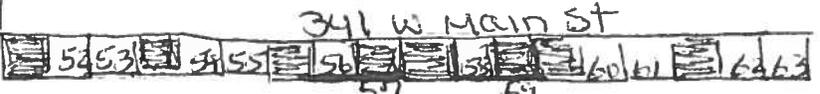


Beer Garden

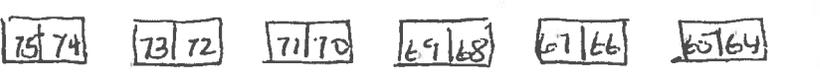
Pinto Potatoes - GARBAGE



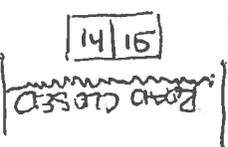
153 Car St House



341 W Main St



MAIN ST



Pine St

Road Closed

Road Closed

Road Closed

SISTERS FALL STREET FESTIVAL
 SEPT 30 - OCT 2 2016
 (REVISED UNDER DURESS 2-29-16)