

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 26, 2015

MEMBERS PRESENT:

McKibben Womack Council President
David Asson Councilor
Wendy Holzman Councilor
Nancy Connolly Councilor

ABSENT:

Chris Frye Mayor

STAFF PRESENT:

Andrew Gorayeb City Manager
Steve Bryant City Attorney
Paul Bertagna PW Director
Patrick Davenport CDD Director
Darcy Reed Associate Planner
Kathy Nelson City Recorder

ABSENT:

Lynne Fujita-Conrads Finance Officer

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Council President Womack at 7:02 p.m.

II VISITOR COMMUNICATION

A. Liam Hughes, Executive Director of Sisters Park and Recreation District

Mr. Hughes explained he was in attendance to request community grant funds. He stated Sisters Park and Recreation District (SPRD) was applying for a grant from Oregon Parks and Recreation District (OPRD) that would cover 60% of the cost to build a bike park. He reported SPRD had to provide a match of 40% of the cost through donations and in-kind donations. He stated the grant application was due on April 1st and it would make the application stronger if a pledge from the City could also be listed. He explained that if the OPRD grant was not received, SPRD would continue to apply for other grant opportunities. Until it could find a way to fund the project. He reported the estimated cost for the bike park was \$138,000.

Manager Gorayeb reported there was approximately \$800 left in the Community Grant funds. **Councilor Asson** asked if there were any other needs the City was aware of that might need community grant funds prior to the end of the fiscal year. **City Recorder Nelson** reported she had received an inquiry from a Sisters Middle School counselor regarding a need for funds to support a mental health program a few week prior but had heard nothing further. The **Council** discussed the request and decided that \$400 would be allocated to SPRD.

***Councilor Holzman** moved to provide \$400 in Community Grant funds to Sisters Park and Recreation District for its proposed bike park. **Councilor Asson** seconded the motion. The motion carried unanimously.*

Jeri Buckman, Sisters Area Chamber of Commerce

Ms. Buckman stated she was in attendance to request permission to move the annual Harvest Faire from Hood Avenue to Main Avenue between Larch Street and Elm Street along with a portion of Spruce Street between Main Avenue and the alley behind the Chamber of Commerce. She reported the event was slated for October 10th and 11th but she was requesting Main Avenue be closed on Friday, October 9th after 6:00 a.m. to provide time for chalking the spaces as opposed to using road tape as they have in the past. She stated food vendors would be set up on Spruce Street next to the Chamber of Commerce. She stated Main Avenue was a better place to hold the event as it was less impactful to businesses, provided close access to the park and its amenities, and there was generally less traffic on Main Avenue than Hood Avenue. She stated the layout she was suggesting was generally the same one used by the Chamber for its annual Glory Daze Car Show. She reported she had spoken with all the businesses on Hood Avenue that would be impacted and some had been supportive of the idea while others had not. She noted all businesses would still have alley access into their businesses.

Director Bertagna agreed that logistically Main Avenue would provide a better area for the event as opposed to Hood Avenue. **Ms. Buckman** stated the Chamber would gauge the success of the event at the new location from interviewing vendors and visitors. **City Attorney Bryant** suggested the Council make certain there were no provisions in the Development Code that precluded the Council from allowing the closure of a street.

Councilor Holzman moved to allow a change of venue for the Harvest Faire on October 9th, 10th and 11th from Hood Avenue to Main Avenue between Larch Street and Elm Street along with the area on Spruce Street between Main Avenue and the alley behind the Chamber of Commerce subject to any Development Code provisions. Councilor Connolly seconded the motion. The motion carried unanimously.

III. CONSENT AGENDA

A. Minutes - None

B. Bills to Approve

1. March Accounts Payable

Councilor Holzman moved to approve the consent agenda, including the additional page of account payable. Councilor Asson seconded the motion.

Councilor Connolly requested clarification on a charge on the Bryant Emerson LLP invoice. **City Attorney Bryant** explained it was with regard to a case where the owners of a vacation rental home had not obtained a business license or submitted transient room tax.

The motion carried unanimously.

IV. STAFF REPORTS

A. Deschutes County Sheriff's Office – No Questions.

V. COUNCIL BUSINESS

A. **Discussion and Consideration of a Motion** to Approve a Memorandum of Understanding between the City of Sisters and Economic Development of Central Oregon

Manager Gorayeb explained the Memorandum of Understanding (MOU) was to clarify the City would fund Economic Development of Central Oregon (EDCO) an additional \$20,000 for FY 15/16 in order to have a full-time Economic Development Manager, which would bring the amount the City pays to EDCO to \$80,000. He explained the City would still receive \$20,000 from Deschutes County to off-set some of the cost of the program.

Councilor Asson questioned why Section 1 of the agreement stated “*EDCO will initiate recruitment of a Program Manager immediately upon the signing of this agreement.*” **City Recorder Nelson** explained the request for a revised MOU and the document had come from EDCO. The **Council** discussed whether they should request that provision be removed from the document and decided to leave the MOU as it was written.

Councilor Holzman moved to approve a Memorandum of Understanding between the City of Sisters and Economic Development of Central Oregon. **Councilor Connolly** seconded the motion. *The motion carried unanimously.*

VI. OTHER BUSINESS

Cascade Avenue Street Lights

Manager Gorayeb reported he and Director Bertagna had been working with members of the Astronomy Club and other interested community members with regard to the street lights on Cascade Avenue and the City's dark skies ordinance. He reported the solution most liked was a combination of dimming the lights and glazing the shades. He reported one member of the Astronomy Club was out of town until April 15th and had requested the City wait for his input prior to moving forward. **Director Bertagna** reported a majority of those interested in the lights liked this proposed fix better than any of the previously proposed fixes. He stated it removed the glare but still left the ornamental portion of the lamp visible. The **Council** directed staff to move forward with getting the parts necessary for the fix and not wait for the gentleman to get back in town as they were anxious to begin the process.

Diseased/Dead Trees

Director Bertagna reported there were six diseased and/or dead trees at Creekside Park and the Urban Forestry Board had recommended immediate removal of them due to the danger of the beetle infestation moving to adjoining trees. He reported OPRD had stated the City could remove dead and/or diseased trees per the deed between OPRD and the City of Sisters. He stated he had also had a private forester look at the tree and provide a written report with photos illustrating the infestation. The forester had also recommended immediate removal of the trees. He reported CPAB members had been informed of the decision at their meeting the previous evening and a private contractor would be removing the trees prior to the end of the week-end. **Councilor Connolly** requested the park be posted with signs indicating the trees were being removed due to a beetle infestation and **Director Bertagna** replied staff would post the signs.

Creekside Overnight Park

Director Bertagna reported the Sister Camp Sherman Fire District annual Easter egg hunt would take place on Sunday, April 5th. He stated the overnight camp had traditionally not opened prior to the egg hunt event but could open any time after that. The **Council** directed staff to open the overnight park on Monday, April 6th.

VII. MAYOR/COUNCILOR BUSINESS

City Parks Advisory Board

Councilor Holzman reported on the City Parks Advisory Board (CPAB) meeting. She stated the board was working on clarifying its suggestion for Creekside Overnight Park so staff could prepare a cost analysis of those suggested improvements. She stated the board would then make a decision on what to recommend to the Council.

Councilor Connolly asked City Attorney Bryant to clarify whether the CPAB could limit the size of RV's allowed in the overnight park. **City Attorney Bryant** replied the CPAB could recommend limiting the size of RV's to the Council. He explained the park belonged to the City and while its usage must comply with state and federal laws, the City could decide how it wanted the park to be used. He summarized the day to day operation of the park was a Council decision.

Council Goals

Councilor Asson asked for a clarification on when the Council would print up the final goals for the year. **Council President Womack** stated he would check in with the Mayor on the matter.

Food Carts

Councilor Connolly asked what repercussions there would be if the proposed food carts at Eurosports kept turning over. **City Attorney Bryant** stated it was his understanding the

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food carts were required to meet the standards for a permanent business and if the carts kept turning over, that would be a problem for the property owner as per the conditions of approval. He stated the Development Code allows the City to enforce the conditions of approval and the Community Development Department provides that enforcement action.

Oregon Department of Transportation (ODOT) Letter of Support

Councilor Connolly requested the Council set a policy that the Council has an opportunity to provide input prior to any letter of support the Council agrees to write, such as the one it agreed to write for ODOT at the workshop for the transportation award ODOT was applying for related to the Cascade Avenue project. **City Recorder Nelson** replied that could easily be done but noted sometimes there was a tight timeframe as to when a letter might be needed and therefore not always a lot of time for the Council to provide input. She stated she would inform the Council of any timeframe when sending out the draft letters with the assumption that if she did not hear from anyone, it was acceptable as written. She reported that sometimes a draft letter was provided by the agency or group and she could also sent that type out for the Council to review. The **Council** was supportive of the idea.

VIII. ADJOURN – 7:43 p.m.

Respectfully submitted,



Kathy Nelson, City Recorder



Chris Frye Mayor