



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

APRIL 14, 2016

5:00 p.m. EXECUTIVE SESSION

1. Pursuant to ORS: 192.660(2)(b) Discipline of Public Officers and Employees per ORS 192.502(4)
Pursuant to ORS: 192.660(2)(i) Performance Evaluation of Public Offices & Employee per ORS 192.502(4)

6:00 P.M. CITY COUNCIL WORKSHOP

1. Oregon Department of Transportation (ODOT) Roundabout Update – *ODOT Staff*
2. Other Business – *Staff/Council*

7:00 P.M. CITY COUNCIL REGULAR MEETING

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. PROCLAMATION – Week of the Young Child

III. VISITOR COMMUNICATION

IV. CONSENT AGENDA

A. Minutes

1. March 17, 2015 – Workshop
2. March 24, 2015 – Workshop
3. March 24, 2016 - Regular Meeting

B. Bills to Approve

1. April Accounts Payable

V. STAFF REPORTS

A. April Staff/Council Work Plan

B. New Business License Report for March 2016

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

VI. COUNCIL BUSINESS

- A. 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 – PULLED

- B. Public Comment and Consideration of Resolution No. 2016-09:** A RESOLUTION OF THE CITY OF SISTERS ADOPTING CHANGES TO THE MASTER FEE SCHEDULE
– *J. O'Neill*

- C. Discussion and Consideration of Resolution No. 2016-10:** A RESOLUTION OF THE CITY OF SISTERS AMENDING RESOLUTION NO. 2007-17 PERTAINING TO CITY COUNCIL RULES – *K. Nelson*

- D. Discussion and Consideration of Resolution No. 2016-11:** A RESOLUTION OF THE CITY OF SISTERS ACCEPTING THE NINE TOOLS OF CIVILITY – *K. Nelson*

VII. OTHER BUSINESS

VIII. MAYOR/COUNCILOR BUSINESS

IX. ADJOURN

BEFORE THE CITY COUNCIL OF SISTERS, OREGON

**A Proclamation Declaring
April 10-16, 2016
Week of the Young Child**

PROCLAMATION

WHEREAS, Healthy Beginnings, in conjunction with Agency Members of Partnerships for Young Children, and the Central Oregon Chapter of the Oregon Association for the Education of Young Children, are celebrating the Week of the Young Child, April 10-16; and

WHEREAS, these organizations are working to improve early learning opportunities, including early literacy programs, that can provide a foundation of learning for children in our community; and

WHEREAS, by calling attention to the need for high-quality early childhood services for all children and families within our community and state, these groups hope to improve the quality and availability of such services; and

WHEREAS, public policies that support early learning for all young children are crucial to young children's futures; and

WHEREAS, the future of our community and state depends on the quality of the early childhood experiences provided to young children today;

THEREFORE, BE IT RESOLVED that the City Council of Sisters, Oregon hereby proclaims April 10-16 as the Week of the Young Child

THE CITY COUNCIL OF SISTERS hereby urges all citizens during this week and throughout the month of April to celebrate our youngest learners by recognizing and supporting the needs of young children in our community.

Dated this 14th day of April 2016 by the City Council of Sisters

Chris Frye, Mayor

ATTEST:

Kathy Nelson, City Recorder

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 17, 2016

MEMBERS PRESENT:

Chris Frye Mayor
Nancy Connolly Councilor
Amy Burgstahler Councilor
Andrea Blum Councilor

ABSENT:

David Asson Councilor

STAFF PRESENT:

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

ABSENT:

Andrew Gorayeb City Manager
Paul Bertagna PW Director

The meeting was called to order by Mayor Frye at 8: a.m.

1. Council Goals and Priorities

Mayor Frye noted the Council had received the goals and priorities blueprint, written by Councilor Burgstahler, two weeks prior in order to provide time to review the document. He asked for comments from the Council members. **Councilor Connolly** asked Councilor Burgstahler how she foresaw the document being laid out. She stated because it was such a long and detailed document she was concerned people wouldn't read it. She asked if the intent was for it to be an internal document and whether a more descriptive succinct list of Council goals and priorities could be created for the public. **Councilor Burgstahler** replied she felt it was a Council decision as to how deep it wanted to delve down into the documents. She stated perhaps the goals and objectives would suffice for the public. She stated since goals were sometimes too vague she felt the objectives should be listed to communicate the "why" the Council chose a specific goal. She stated she hoped it would encourage engagement from the public but agreed the language could be tightened up.

Councilor Blum stated she felt a listing the goals as bulleted highlights that could link to the rest of the information would be a good approach. **Councilor Connolly** commented she preferred the five listed goals of *Increased Outreach, Leadership Development, Identify Preservation and Enhancement, Diversified Economic Vitality and Exceptional Operations, Infrastructure and Policy Making to Vision: Engagement – Prosperity – Equity*, the core principles from the Sisters Country Vision statement, as she felt the goals were more concrete. She asked if the Council felt they should keep all the tasks listed or cut them off if they did not reach a certain ranking. **Councilor Blum** stated that should be a policy decision on the part of the Council as well as budget driven. **Councilor Burgstahler** noted she had also added some categories of tasks that were visibly absent when she created the document such as elder opportunities, arts and culture and environmentally related tasks. She stated these items all related to the identity enhancement of Sisters. The **Council** discussed if and what tasks should be dropped and determined those ranked 2.6 and lower would be dropped from the task list. The **Council** chose to leave supporting a community radio station on that task list even though it was currently not on the air in hopes it might be in the future.

Mayor Frye asked why the five pillars did not match the goals and stated he would like to see the goals listed under five pillars along with the objectives. **Councilor Blum** stating she felt what the pillars said was good, the difference between the principles, pillars and goals was cumbersome and confusing. **Councilor Burgstahler** explained the pillars and principles of sustainable communities were merely background material and the vision statement and priorities were what was driving the goals created. **Mayor Frye** suggested the goals be listed under the pillars and **Councilor Burgstahler** replied that had not been her intent and she didn't feel the goals would neatly fit into the pillars. **Councilor Blum** stated there were only five goals and five pillars and it was the objectives that fell into one or more of the pillars. **Mayor Frye** commented the goals document created by the previous Council was much simpler and suggested creating a streamlined version of the goals for the public. He stated the term 'pillars' had not been used in previous years and what were being called pillars, had been called goals in the past. **Councilor Burgstahler** stated if the Council wanted to shorten the document, she would suggest using the goals and objectives only and leaving the tasks off. She explained the objectives were very important and could not be reduced to just one for each goal. **Mayor Frye** stated he felt the tasks were important in showing the public what was planned and how it would be accomplished. He stated the City could use the entire document for internal use and create an executive summary for the public that just listed the goals and tasks. **Councilor Burgstahler** stated the five goals would be highlighted in the monthly newsletters.

2. Council Rules Review

The **Council** discussed the draft Council rules, asked some clarifying questions and suggested some edits. The **Council** requested language be added to allow discussion on an item prior to calling for a motion. The **Council** determined there were instances where they would prefer to have the item introduced, a staff report provided and have discussion prior to proposing the motion. They discussed incorporating the Speak Your Peace principles into the Council rules and decided they would define the principles and determine whether an additional principle, specific to the Council, should be added as a tenth principle at the April 7th workshop.

Councilor Connolly left the meeting at 9:07 a.m.

3. Preview March 24, 2016 Workshop and Regular Meeting Agenda

Mayor Frye previewed the March 24th workshop and regular meeting.

4. Other Business

Increased Transient Room Tax Effective Date

The **Council** discussed a handout from Councilor Asson who was unable to attend the meeting requesting the Council reconsider delaying the start date for the room tax increase, scheduled for April 1st. Councilor Asson's concerns were centered on a conversation he'd had with a lodging provider about not having enough time to inform guests who had made reservations months in advance. **Finance Officer O'Neill** advised the Council notices to lodging providers alerting them to the transient room tax (TRT) rate increase has already been mailed and so far the City had not

received any other complaints on the timing of the effective date. **Mayor Frye** stated in his conversations with lodging providers the topic had never been brought up either. The **Council** discussed options with Finance Officer O'Neill and decided the best option was to allow lodging providers that had already charged visitors at the lower TRT rate the opportunity to receive a credit for the difference of the amount of room tax that should be remitted with the actual room tax charged when the reservation was made prior to the new room tax rate going into effect. The **Council** set the one year timeframe of April, 2017 to allow lodging providers to make the adjustments. The lodging providers would be required to submit an accounting of the room tax differences with their monthly room tax remittance. The amount would result in a reduction to the amount of transient room tax submitted.

Newsletter Name

Councilor Burgstahler stated the name for the newsletter would be "3180", a nod to Sisters' elevation. It would include the tag line "your monthly guide to City of Sisters' news and information". She reported Gearbox would paginate the monthly newsletter at an estimated cost of \$450 to \$500 a month. The program will be run for a year to see how it is received by the community. The **Council** agreed communication and outreach were vitally important.

Transportation Growth Management (TGM) Medium and Small Grant Applications

Director Davenport advised the Council there was an opportunity for the City to apply for both a medium and small Transportation Growth Management (TMG) grant. He stated he had submitted two pre-applications in order for the City to be eligible to apply. He stated the medium size grant application would be for an integrated land use and transportation project analysis for the runway protection zone located near the approach to Sisters airport. He explained no structures would be allowed in the zone but the City could consider developing a passive recreation space options such as growing rye or a Frisbee golf course. He stated the project would take the land included in the zone from the distillery, airport, City well site and Kuivato subdivision and create a unified project. He stated another element of the project would be to create a consolidated lighting plan for the Sun Ranch development and North Sisters Business Park relating to the requirement to have roof lights on all buildings in the approach zone.

Director Davenport stated for the small grant application public art on Hood Avenue bulb-outs would be studied. He advised with Sisters current clear vision standards and development code it was not possible to place public art in the site distance triangle due to concerns about obscuring the view for drivers. He stated if the grant was received, transportation engineers could look at options at the four-way stops to see how public art might be added.

Makers Mill

Director Davenport reported he and Sisters Economic Development Manager Caprielle Lewis had visited two 'makers mill' shared workshop spaces where tools and equipment were available for use for individual that joined. He stated a feasibility analysis for a Sisters makers mill was one of the projects he would like the Sustainable City Year Project (SCYP) to consider undertaking.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 17, 2016

Carver Lake Moraine Dam

Funding for the Carver Lake Moraine Dam study was received. The study will take two years to complete and will include public meetings.

Building Official Recruitment

Recruitment for a building official was unsuccessful with no qualified applicants identified. The current intergovernmental agreement (IGA) with Deschutes County will expire June 30th and the City will need to decide if it wants to continue receiving services from the County, use a private sector firm to provide the services or consider using the State Building Codes Division to provide services. **Director Davenport** advised the preferred method would be to continue using the services of the County and additional information would be forthcoming.

City Manager Investigation

There was discussion on how the City Manager investigation was progressing. **Mayor Frye** stated the details of how the executive session would be run were still unclear and would hopefully be clarified as soon as possible as he was still awaiting a copy of the report from the investigator.

The meeting was adjourned at 9:53 a.m.


Kathy Nelson, City Recorder

Chris Frye, Mayor

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 24, 2016

MEMBERS PRESENT:

Chris Frye Mayor
David Asson Councilor
Amy Burgstahler Councilor
Andrea Blum Councilor

ABSENT:

Nancy Connolly Council President

GUESTS:

Megan Banks Sustainable City Year Program Manager

STAFF PRESENT:

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

ABSENT:

Andrew Gorayeb City Manager
Paul Bertagna PW Director

The workshop was called to order by Mayor Frye at 6:00 p.m.

1. Sustainable City Year Program

Megan Banks introduced herself as the Sustainable City Year Program Manager for the University of Oregon and stated she would provide an overview of the program. She explained how the Sustainable Cities Initiative (SCI) program focuses on the design and development of sustainable cities through research, public outreach, service and education. She defined 'sustainable' as whatever was relevant to a city. She stated it was a simple concept where existing courses at the university were taught in their existing way by faculty to work in the city on sustainability-related projects identified by the city. She stated while every city was unique most cities had issues with aging facilities and infrastructure, constrained budgets and declining property values, areas of town with vacancies or slow to develop, growing populations and an increased demand for all city services.

Ms. Banks stated the program participants had worked with the cities of Salem, Gresham, Springfield, Medford and Redmond, with Redmond being the smallest city so far. She stated they had also worked with a variety of transit districts. She stated there were multiple departments across the university and in any year they could be working on 15 to 20 projects which included up to 500 students providing 60,000 hours of student time. She provided examples and highlights from the wide range of projects in which the program had been involved. She provided details of the 21 projects in Redmond that included a neighborhood revitalization plan, establishment of the Redmond Community Foundation, improving community engagement, outreach to minority community members, downtown market analysis and local business empowerment.

Ms. Banks stated the students come to the community and provide many benefits by providing increased capacity, exploring new ideas, outreach to marginalized groups, increased efficiencies, helping to move projects forward in a positive manner and allowing cities to do more than they would have been able to handle without the program support.

Mayor Frye asked how the cost was determined and **Ms. Banks** explained it was dependent on the number of students involved and the project but an estimate would be provided. She stated it was important to identify more projects than could be accomplished since not all projects could be accomplished due to staff availability and student interest. **Ms. Banks** explained there were a number of funding sources and in particular, the Ford Family Foundation was very interested in helping to move forward with a pilot program for Sisters and LaPine for the 2016-17 school year. She stated the Foundation would be asked by the university to match the city contribution up to \$50,000 to \$60,000.

Ms. Banks stated the next step in the process, if the City chose to participate, would be to apply for a grant in April with assistance from SCYP. She explained this would include describing the projects comprehensively so the Ford Family Foundation understood the projects being proposed. She informed the Council participation in the project would impact staff. **Director Davenport** distributed a list of potential projects and **Councilor Blum** noted there were several projects on the list the City was already planning and having a partnership would be beneficial. **Councilor Burgstahler** agreed, stating the list should be narrowed and prioritized. **Mayor Frye** agreed it was worthwhile to pursue and directed staff to move forward **Ms. Banks** suggested the City consider what other community partners could be engaged and to come up with a “not to exceed” amount to provide parameters for SCYP.

2. Other Business

The **Council** discussed the resolution relating the City of Sisters representation in the updates to the Deschutes County Multi-Jurisdictional Natural Hazards Mitigation Plan scheduled for adoption at the regular meeting. As they had questions relating to the original plan and update, they requested the item be pulled from the agenda until Director Bertagna was back and able to answer their questions.

The meeting was adjourned at 6:59 p.m.


Kathy Nelson, City Recorder

Chris Frye, Mayor

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 24, 2016

MEMBERS PRESENT:

Chris Frye Mayor
David Asson Councilor
Amy Burgstahler Councilor
Andrea Blum Councilor

ABSENT:

Nancy Connolly Council President

STAFF PRESENT:

Steve Bryant City Attorney
Patrick Davenport CDD Director
Joe O'Neill Finance Officer
Nicole Abbenhuis PW Oper Coord
Kathy Nelson City Recorder

ABSENT:

Andrew Gorayeb City Manager
Paul Bertagna PW Director

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Frye at 7:05 p.m.

II. VISITOR COMMUNICATION - None

III. CONSENT AGENDA

A. Minutes

1. February 25, 2016 –Regular Meeting
2. March 10, 2016 – Workshop
3. March 10, 2016 – Regular Meeting

B. Bills to Approve

1. March Accounts Payable

Councilor Blum moved to approve the consent agenda with an edit to the March 10th regular meeting minutes. Councilor Burgstahler 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. 2016-05: A RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE 2015/16 BUDGET**

Finance Officer O'Neill explained the supplemental budget was to pay for needed health and safety training for staff and the restrooms at Clemens Park.

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 Blum** moved to approve Resolution No. 2016-05 adopting a supplemental budget and establishing appropriations within the 2015/16 budget. **Councilor Burgstahler** seconded the motion. The motion carried unanimously.*

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 (OPRD) AND AUTHORIZE THE CITY MANAGER OR DESIGNEE TO EXECUTE THE GRANT APPLICATION

Director Davenport stated the resolution was to convey to Oregon Parks and Recreation Department (OPRD) the City's support of its application for a grant to fund Americans with Disabilities (ADA) restrooms, showers and campsites as well as a dishwashing station and Whychus Creek riparian enhancement. He stated the Upper Deschutes Watershed Council had indicated there might be a grant opportunity for the City for the creek riparian enhancements and the City was hopeful it could obtain free or nearly free materials for the creek bank project.

***Councilor Burgstahler** moved to approve Resolution No. 2016-06 supporting the City of Sisters grant application for Creekside Campground restroom and shower facility replacement and riparian buffer enhancement to OPRD and authorize the City Manager or designee to execute the grant application. **Councilor Blum** seconded the motion. The motion carried unanimously.*

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 (OPRD) AND AUTHORIZE THE CITY MANAGER OF DESIGNEE TO EXECUTE THE GRANT APPLICATION

Director Davenport reported the resolution would convey the City's support for the grant application for a new ADA compliant play structure and supporting infrastructure at Village Green Park.

***Councilor Blum** moved to approve Resolution No. 2016-07 supporting the City of Sisters grant application for Village Green Park play structure replacement and supporting*

infrastructure to OPRD and authorize the City Manager or designee to execute the grant application. Councilor Burgstahler seconded the motion. The motion carried unanimously.

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

This item was pulled from the agenda.

E. Discussion and Consideration of Seven Requests to Close Public Roads for Seven Public Events in the City of Sisters

Public Works Operations Coordinator Nicole Abbenhuis informed the Council that six of the seven applications were for repeat events and the Wild West Show would be the only new event for the city. She noted the Glory Daze Car Show was expanding its footprint of street closures to include the intersection of Larch Street and Main Avenue and end at Cedar Street. She stated all event organizers had or would be informing effected merchants of the road closures.

Councilor Blum noted the Fire District, Health Department and City's insurance company had not signed off on the applications yet. **Coordinator Abbenhuis** explained staff was waiting to make certain the Council would approve the road closures prior to routing the applications to the other agencies.

Councilor Burgstahler moved to approve the road closures for the seven public events presented. Councilor Blum seconded the motion. The motion carried unanimously.

VI. OTHER BUSINESS

City Recorder Nelson informed the Council the City's website had been updated to include a "notify me" icon on the home page that would take visitors to a subscription page where they could sign up to receive city agendas, news releases and notices. She reported the webmail icon had been moved to the bottom footer area.

VII MAYOR/COUNCILOR BUSINESS

911 Measure

Councilor Blum reported she and Fire Chief Roger Johnson were representing Sisters in the 911 Political Action Committee (PAC) and would be coordinating presentations to various groups and boards throughout the community.

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SISTERS CITY COUNCIL
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Planning Commission Meeting Attendance

Mayor Frye disclosed there was a continuing problem with meeting attendance for certain members of the Planning Commission. He reported the workshop the previous week did not have a quorum even after staff had made extensive outreach to determine which Planning Commission members would be attending. He explained this created additional cost burden to the City when it was required to re-notice hearing dates as well as an inconvenience and cost to applicants who often showed up with legal counsel. He stated it was embarrassing to the City and staff and showed a lack of consideration when Planning Commission members didn't let staff know they would not be in attendance. He stated when the issue was first raised, he called the three members of the Planning Commission who were not fulfilling their obligation to the position. As a result, one member resigned and the other two stated they would try and improve their attendance. He stated he was going to follow up with another call to two Planning Commission members and request the resignation of one member whose attendance was particularly spotty. He stated if that member did not agree to resign, the Council could go through a formal process to remove the person from their position by holding a public hearing. **Councilor Blum** noted there had been a number of qualified applicants in the past that would hopefully be able to fill any vacancies that occurred.

ADA Compliance

Mayor Frye asked for an update on ADA compliance issues for the City. **Director Davenport** replied the City had been contacted by an ADA advocacy group requesting information on ADA compliance within the City. He noted the City did need to create an ADA self-evaluation report but was not required to have an ADA Transition Plan as it did not meet the 50 employee threshold that would make that plan a requirement.

Mayor Frye questioned if the City was at risk for a lawsuit for not being totally ADA compliant and **City Attorney Bryant** replied a lawsuit was not an issue the City needed to worry about. He stated the advocacy group would be willing to help the City to the extent it wanted the group to in identifying areas that created access issues for disabled individuals.

Urbanization Study

Mayor Frye asked for an update on the urbanization study. **Director Davenport** stated the project was on hold at present as staff worked on other tasks and projects. He stated there were specific steps the City needed to follow as the study had a rule of law behind it. He noted the study was at a complicated stage where there was a need to create a buildable lands inventory and it was important it was done correctly to protect the City.

Mayor Frye requested Director Davenport research the estimated cost if the City were to hire a consultant to assist with the project and bring the information back to the Council.

Building Official Services

Director Davenport reported after two unsuccessful solicitations to find an in-house building inspector with no viable candidates applying, staff had decided staying with

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 24, 2016

Deschutes County and having County building officials provide inspection services was the best option for the City. He reported the City would need to increase its fees to match the County's fee structure. He reported most small cities did use their county's building official services. He stated it would allow for on-line submittals which he felt the builders in the community would like.

Economic Development Activity

The **Council** requested Sisters Economic Development Manager Capi Lewis be scheduled for a workshop to provide an update to the Council.

Community Assets Technical Advisory Committee

The **Council** requested an update on the Community Asset Technical Advisory Committee (TAC). **City Recorder Nelson** reported she had only received two applications for the committee and an informal group had been meeting to further discuss the combination project, a combination of a convention center and winter sports park, but had recently hit a standstill. The field house project was being further researched by a Sisters Park and Recreation District (SPRD) committee. The Council discussed the \$10,000 commitment of Community Action Team of Sisters (CATS) funds to further research the architectural design, budget, elevations, and financing options available. The **Council** requested City Recorder Nelson make one final attempt to reach out to the informal group meeting on the combination project and see if it was going to formally commit to moving the project forward so the Council could decide how the disbursement of the \$10,000 would be handled.

Building Hurdles

Mayor Frye reported he had been contacted by Sharlene Weed, Dana Perry and George Myers who had offered to facilitate a meeting with builders of market rate apartments to discuss hurdles encountered when trying to build in Sisters. He stated if it worked for their schedule he would like to have them come to the April 21st or May 5th workshops. The **Council** was supportive of the idea.

VIII. ADJOURN - 8:00 p.m.


Kathy Nelson, City Recorder

Chris Frye Mayor

PACKET: 02470 4/14/2016 AP KK
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
01-0893	BECON LLC					
I-04082016		ENGINEERING SERVICES MARCH 16	4,225.00			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: Y		
		ENGINEERING SERVICES MARCH 16		02 5-00-713	DEVELOPMENT REVIEW	285.99
		ENGINEERING SERVICES MARCH 16		05 5-00-713	DEVELOPMENT REVIEW	285.99
		ENGINEERING SERVICES MARCH 16		03 5-00-713	DEVELOPMENT REVIEW	143.02
		OR DRINKING WATER EXEMPTION		02 5-00-726	CONTRACTED SERVICES	120.00
		ST1401 HOOD ST		03 5-00-906	CAPITAL OUTLAY	110.00
		VG RESTROOM AS BUILT		01 5-03-906	CAPITAL OUTLAY	280.00
		BARCLAY SQUARE WATERLINE		02 5-00-906	CAPITAL OUTLAY	700.00
		BARCLAY SQUARE WATERLINE		21 5-00-906	CAPITAL OUTLAY	700.00
		WATER FACILITIES UPDATE		02 5-00-726	CONTRACTED SERVICES	280.00
		ADA TRANSITION PLAN		03 5-00-726	CONTRACTED SERVICES	60.00
		ADA TRANSITION PLAN		01 5-05-726	CONTRACTED SERVICES	60.00
		OPRD GRANT APPLICATION		01 5-05-726	CONTRACTED SERVICES	1,200.00
		=== VENDOR TOTALS ===	4,225.00			

01-0719	BEND OIL CO., INC.					
I-141034		FUEL MARCH 2016	882.27			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		FUEL MARCH 2016		01 5-03-755	GAS/OIL	91.00
		FUEL MARCH 2016		01 5-05-755	GAS/OIL	98.74
		FUEL MARCH 2016		02 5-00-755	GAS/OIL	160.69
		FUEL MARCH 2016		03 5-00-755	GAS/OIL	297.82
		FUEL MARCH 2016		05 5-00-755	GAS/OIL	234.02
		=== VENDOR TOTALS ===	882.27			

01-0551	BEND RIGGING SUPPLY, LLC					
I-33988		STRAPS	52.40			
3/16/2016	AP-US	DUE: 3/16/2016 DISC: 3/16/2016		1099: Y		
		STRAPS		05 5-00-746	SMALL TOOLS & EQUIPMENT	9.97
		STRAPS		02 5-00-746	SMALL TOOLS & EQUIPMENT	11.01
		STRAPS		03 5-00-746	SMALL TOOLS & EQUIPMENT	14.11
		STRAPS		01 5-05-746	SMALL TOOLS & EQUIPMENT	10.49
		STRAPS		01 5-03-746	SMALL TOOLS & EQUIPMENT	6.82
		=== VENDOR TOTALS ===	52.40			

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PACKET: 02470 4/14/2016 AP KK
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
=====						
01-0716	BI-MART CORPORATION					
I-7302		ON PARK-IRRIGATION SUPPLIES	14.36			
3/28/2016	AP-US	DUE: 3/28/2016 DISC: 3/28/2016		1099: N		
		ON PARK-IRRIGATION SUPPLIES		01 5-05-906	CAPITAL OUTLAY	14.36
=== VENDOR TOTALS ===			14.36			
=====						
01-0172	BMS TECHNOLOGIES					
I-47989		UT BILLING MARCH 2016	583.58			
4/01/2016	AP-US	DUE: 4/01/2016 DISC: 4/01/2016		1099: Y		
		UT BILLING MARCH 2016		02 5-00-715	POSTAGE	291.80
		UT BILLING MARCH 2016		05 5-00-715	POSTAGE	291.78
I-47990		ONLINE BILLPAY APRIL 2016	59.30			
4/01/2016	AP-US	DUE: 4/01/2016 DISC: 4/01/2016		1099: Y		
		ONLINE BILLPAY APRIL 2016		02 5-00-715	POSTAGE	29.65
		ONLINE BILLPAY APRIL 2016		05 5-00-715	POSTAGE	29.65
=== VENDOR TOTALS ===			642.88			
=====						
01-0537	BOBCAT OF CENTRAL OREGON.					
I-2383		ON PARK-AUGER RENTAL	25.00			
3/18/2016	AP-US	DUE: 3/18/2016 DISC: 3/18/2016		1099: N		
		ON PARK-AUGER RENTAL		01 5-05-906	CAPITAL OUTLAY	25.00
=== VENDOR TOTALS ===			25.00			
=====						
01-0249	BRATTAIN INTERNATIONAL TRUCKS,					
C-5758420		CORE RETURN	690.00CR			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		CORE RETURN		03 5-00-796	VEHICLE MAINTENANCE	690.00CR
I-5758405		YOKE FOR PLOW	148.00			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		YOKE FOR PLOW		03 5-00-796	VEHICLE MAINTENANCE	148.00
I-5759841		HOOD LATCH-5 YD DT	107.62			
3/16/2016	AP-US	DUE: 3/16/2016 DISC: 3/16/2016		1099: N		
		HOOD LATCH-5 YD DT		03 5-00-796	VEHICLE MAINTENANCE	35.87
		HOOD LATCH-5 YD DT		02 5-00-796	VEHICLE MAINTENANCE	35.87
		HOOD LATCH-5 YD DT		05 5-00-796	VEHICLE MAINTENANCE	35.88
=== VENDOR TOTALS ===			434.38CR			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0053	BRYANT EMERSON, LLP					
I-0217389		LEGAL FEES-MMV MARCH 2016	767.99			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: Y		
		LEGAL FEES-MMV MARCH 2016		01 5-07-777	LEGAL FEES	767.99
I-0217390		LEGAL FEES-LUBA 2016-021 MAR1	484.95			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: Y		
		LEGAL FEES-LUBA 2016-021 MAR16		01 5-07-777	LEGAL FEES	484.95
I-0217391		LEGAL FEES-CDD MARCH 2016	4,356.50			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: Y		
		LEGAL FEES-CDD MARCH 2016		01 5-07-777	LEGAL FEES	4,356.50
I-0217392		LEGAL FEES-FINANCE MARCH 2016	266.00			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: Y		
		LEGAL FEES-FINANCE MARCH 2016		01 5-02-777	LEGAL FEES	266.00
I-0217393		LEGAL FEES-GENERAL MARCH 2016	6,903.00			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: Y		
		LEGAL FEES-GENERAL MARCH 2016		01 5-01-777	LEGAL FEES	6,903.00
I-0217394		LEGAL FEES-KARNECKI MARCH 201	3,421.75			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: Y		
		LEGAL FEES-KARNECKI MARCH 2016		01 5-07-777	LEGAL FEES	3,421.75
I-0217395		LEGAL FEES-LUBA MARCH 2016	2,268.00			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: Y		
		LEGAL FEES-LUBA MARCH 2016		01 5-07-777	LEGAL FEES	2,268.00
I-0217396		LEGAL FEES-PW MARCH 2016	182.00			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: Y		
		LEGAL FEES-PW MARCH 2016		02 5-00-726	CONTRACTED SERVICES	182.00
		=== VENDOR TOTALS ===	18,650.19			
=====						
01-0047	C & K MARKET INC.					
I-1602242		CDD MEETINGS	83.47			
3/17/2016	AP-US	DUE: 4/25/2016 DISC: 4/25/2016		1099: N		
		CDD MEETINGS		01 5-07-757	PLANNING COMMISSION	83.47
I-1636468		CC WORKSHOP	23.58			
3/16/2016	AP-US	DUE: 4/25/2016 DISC: 4/25/2016		1099: N		
		CC WORKSHOP		01 5-01-700	MAYOR & COUNCIL	23.58
I-1636750		CC MEETING/EXECUTIVE SESSION	27.43			
4/07/2016	AP-US	DUE: 5/25/2016 DISC: 5/25/2016		1099: N		
		CC MEETING/EXECUTIVE SESSION		01 5-01-700	MAYOR & COUNCIL	27.43
		=== VENDOR TOTALS ===	134.48			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1	MISC VENDOR					
I-04062016		CARLSON,CHRIS:REFUND MNR16-03	1,940.00			
4/06/2016	AP-US	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		CARLSON,CHRIS:REFUND MNR16-03		02 4-00-314	PUBLIC WORKS FEES	200.00
		CARLSON,CHRIS:REFUND MNR16-03		03 4-00-314	PUBLIC WORKS FEES	100.00
		CARLSON,CHRIS:REFUND MNR16-03		05 4-00-314	PUBLIC WORKS FEES	200.00
		CARLSON,CHRIS:REFUND MNR16-03		01 4-00-311	CURRENT PLANNING FEES	1,440.00
		=== VENDOR TOTALS ===	1,940.00			
=====						
01-0014	CENTRAL ELECTRIC COOP					
I-0005589700-0316		SISTERS SEEWER TREATMENT	2,924.92			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		SISTERS SEEWER TREATMENT		05 5-00-743	ELECTRICITY	2,924.92
I-0005591100-0316		ROPE LANE LIFT STATION	721.73			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		ROPE LANE LIFT STATION		05 5-00-743	ELECTRICITY	721.73
I-4602923513-0316		ELM THREE CREEKS WELL	1,069.63			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		ELM THREE CREEKS WELL		02 5-00-743	ELECTRICITY	1,069.63
I-4603150100-0316		VILLAGE GREEN RESTROOMS	423.32			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		VILLAGE GREEN RESTROOMS		01 5-05-743	ELECTRICITY	423.32
I-4630200101-0316		600 W HOOD	23.28			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		600 W HOOD		01 5-05-743	ELECTRICITY	23.28
I-5024820101-0316		SISTERS HIGH WELL	486.07			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		SISTERS HIGH WELL		02 5-00-743	ELECTRICITY	486.07
I-5402923491-0316		FS1605 CHLORINE BLDG	53.18			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		FS1605 CHLORINE BLDG		02 5-00-743	ELECTRICITY	53.18
I-5431540100-0316		68105 PETERSON BURN RD	58.87			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		68105 PETERSON BURN RD		02 5-00-743	ELECTRICITY	58.87
I-8300033500-0316		CREEKSIDE CITY PARK	149.27			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY	149.27

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0014	CENTRAL ELECTRIC COOP	(** CONTINUED **)				
I-8300170200-0316	W BARCLAY DR LIFT STATION		35.59			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		W BARCLAY DR LIFT STATION		05 5-00-743	ELECTRICITY	35.59
I-8300418800-0316	SEWER TREATMENT/SHOP		924.20			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		SEWER TREATMENT/SHOP		05 5-00-743	ELECTRICITY	924.20
I-8300435700-0316	HAROLD BARCLAY MEM PARK		284.43			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		HAROLD BARCLAY MEM PARK		01 5-05-743	ELECTRICITY	284.43
I-8300550700-0316	LARCH ST PARK		23.16			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		LARCH ST PARK		01 5-05-743	ELECTRICITY	23.16
I-8300593501-0316	5 PINE CAMPUS/LIFT STATION		37.58			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		5 PINE CAMPUS/LIFT STATION		05 5-00-743	ELECTRICITY	37.58
I-8300695200-0316	1000 S LOCUST ST GATE		23.97			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		1000 S LOCUST ST GATE		05 5-00-743	ELECTRICITY	23.97
I-8301018100-0316	520 E CASCADE AVE/SISTERS CH		906.99			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		520 E CASCADE AVE/SISTERS CH		01 5-03-743	ELECTRICITY	906.99
I-8301034600-0316	VETERANS PARK		28.94			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		VETERANS PARK		01 5-05-743	ELECTRICITY	28.94
I-8301186200-0316	LIBRARY OUTDOOR LIGHTING		60.37			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		LIBRARY OUTDOOR LIGHTING		01 5-03-743	ELECTRICITY	60.37
I-830130100-0316	990 JANTZEN LN LIFT STATION		33.04			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		990 JANTZEN LN LIFT STATION		05 5-00-743	ELECTRICITY	33.04
I-8301339500-0316	SISTERS PARKWAY RECYCLE		79.88			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		SISTERS PARKWAY RECYCLE		01 5-03-743	ELECTRICITY	79.88
I-8301419900-0316	SUN RANCH DR WELL		130.74			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		SUN RANCH DR WELL		02 5-00-743	ELECTRICITY	130.74

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-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-0014	CENTRAL ELECTRIC COOP	(** CONTINUED **)					
I-8301614400-0316		E CASCADE DECORATIVE LIGHTING	28.50				
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N			
		E CASCADE DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY		28.50

I-8301715301-0316		1000 S LOCUST ST/PW BLDG	244.95				
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N			
		1000 S LOCUST ST/PW BLDG		01 5-03-743	ELECTRICITY		244.95

I-8301802201-0316		MAIN ST/DECORATIVE LIGHTING	65.03				
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N			
		MAIN ST/DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY		65.03

I-8301966001-0316		150 N FIR ST/FIR ST PARK	140.31				
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N			
		150 N FIR ST/FIR ST PARK		01 5-05-743	ELECTRICITY		140.31

I-8302077301-0316		504 E WASHINGTON AVE	19.31				
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N			
		504 E WASHINGTON AVE		03 5-00-743	ELECTRICITY		19.31

		=== VENDOR TOTALS ===	8,977.26				

=====							
01-0210	CONSOLIDATED SUPPLY CO.						
I-S7687058.001		IRRIGATION BOX-VG	122.57				
3/16/2016	AP-US	DUE: 3/16/2016 DISC: 3/16/2016		1099: N			
		IRRIGATION BOX-VG		01 5-05-786	PARK MAINTENANCE		122.57

I-S7687058.002		IRRIGATION BOXES-VG	38.99				
3/28/2016	AP-US	DUE: 3/28/2016 DISC: 3/28/2016		1099: N			
		IRRIGATION BOXES-VG		01 5-05-786	PARK MAINTENANCE		38.99

		=== VENDOR TOTALS ===	161.56				

=====							
01-0024	CURTS ELECTRIC						
I-4227		CONDUIT PLUMBING-VG PARK	3,664.11				
3/23/2016	AP-US	DUE: 3/23/2016 DISC: 3/23/2016		1099: N			
		CONDUIT PLUMBING-VG PARK		01 5-05-786	PARK MAINTENANCE		3,664.11

I-4295		BBQ/GAZEBO-VG PARK	88.48				
3/10/2016	AP-US	DUE: 3/10/2016 DISC: 3/10/2016		1099: N			
		BBQ/GAZEBO-VG PARK		01 5-05-786	PARK MAINTENANCE		88.48

I-4296		HOOD LIGHTS	969.90				
3/16/2016	AP-US	DUE: 3/16/2016 DISC: 3/16/2016		1099: N			
		HOOD LIGHTS		03 5-00-778	STREET LIGHTS		969.90

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-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0024	CURTS ELECTRIC	(** CONTINUED **)				

I-4298		SEWER PLANT	442.76			
3/10/2016	AP-US	DUE: 3/10/2016 DISC: 3/10/2016		1099: N		
		SEWER PLANT		05 5-00-787	SEWER SYSTEM REPAIRS	442.76
=== VENDOR TOTALS ===			5,165.25			

01-0045 DATA FLOW

I-21751		CHECKS	145.91			
3/15/2016	AP-US	DUE: 3/15/2016 DISC: 3/15/2016		1099: N		
		CHECKS		01 5-01-714	OFFICE SUPPLIES	21.93
		CHECKS		01 5-02-714	OFFICE SUPPLIES	23.27
		CHECKS		01 5-03-795	SUPPLIES	2.91
		CHECKS		01 5-05-714	OFFICE SUPPLIES	13.16
		CHECKS		01 5-07-714	OFFICE SUPPLIES	36.45
		CHECKS		02 5-00-714	OFFICE SUPPLIES	20.43
		CHECKS		03 5-00-714	OFFICE SUPPLIES	11.67
		CHECKS		05 5-00-714	OFFICE SUPPLIES	16.09
=== VENDOR TOTALS ===			145.91			

01-0063 DCBS - FISCAL SERVICES

I-03312016		1ST QTR 2016 GOV'T SURCHARGE	3,758.28			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		1ST QTR 2016 GOV'T SURCHARGE		01 5-07-302	STATE BUILDING FEES	3,758.28
=== VENDOR TOTALS ===			3,758.28			

01-0582 DESCHUTES COUNTY

I-02282016		PERMIT SERVICES FEBRUARY 2016	4,048.39			
4/07/2016	AP-US	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		BLDG PERMIT SERVICES		01 5-07-300	BUILDING INSPECTIONS	3,793.57
		BLDG PERMIT SERVICES		01 5-07-301	ELECTRICAL INSPECTION	254.82
=== VENDOR TOTALS ===			4,048.39			

01-0101 DESCHUTES COUNTY SHERIFF'S DEP

I-04012016		SHERIFF SERVICES APRIL 2016	45,327.50			
4/01/2016	AP-US	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		SHERIFF SERVICES APRIL 2016		01 5-06-783	DCSD - POLICING SERVICES	45,327.50
=== VENDOR TOTALS ===			45,327.50			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-1001		EDGE ANALYTICAL, INC.				
I-16-05747		WATER SAMPLES	33.00			
3/16/2016	AP-US	DUE: 3/16/2016 DISC: 3/16/2016		1099: N		
		WATER SAMPLES		02 5-00-775	LABORATORY FEES	33.00

I-16-07401		WATER SAMPLES	33.00			
4/06/2016	AP-US	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		WATER SAMPLES		02 5-00-775	LABORATORY FEES	33.00

I-16-07402		WATER SAMPLES	33.00			
4/06/2016	AP-US	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		WATER SAMPLES		02 5-00-775	LABORATORY FEES	33.00
		=== VENDOR TOTALS ===	99.00			

01-0909		FASTENAL				
I-ORBEN100753		GLOVES	60.16			
3/10/2016	AP-US	DUE: 3/10/2016 DISC: 3/10/2016		1099: N		
		GLOVES		01 5-03-795	SUPPLIES	6.01
		GLOVES		01 5-05-795	SUPPLIES	15.64
		GLOVES		02 5-00-795	SUPPLIES	14.43
		GLOVES		03 5-00-795	SUPPLIES	15.64
		GLOVES		05 5-00-795	SUPPLIES	8.44

I-ORBEN100959		BOLTS FOR STREET SIGNS	146.38			
3/21/2016	AP-US	DUE: 3/21/2016 DISC: 3/21/2016		1099: N		
		BOLTS FOR STREET SIGNS		03 5-00-762	STREET SIGNS	146.38
		=== VENDOR TOTALS ===	206.54			

01-0028		FERGUSON ENTERPRISES, INC.				
I-0510152		ON PARK-CTS,SEWER PIPE,FITTIN	1,240.39			
3/21/2016	AP-US	DUE: 3/21/2016 DISC: 3/21/2016		1099: N		
		ON PARK-CTS,SEWER PIPE,FITTING		01 5-05-906	CAPITAL OUTLAY	1,240.39
		=== VENDOR TOTALS ===	1,240.39			

01-0980		GELFUZION, INC				
I-7683		NEWSLETTER SETUP	75.00			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		NEWSLETTER SETUP		01 5-01-726	CONTRACTED SERVICES	75.00
		=== VENDOR TOTALS ===	75.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0029	H. D. FOWLER COMPANY					
I-I4160359		ON PARK-PIPE,CTS	132.80			
3/21/2016	AP-US	DUE: 4/10/2016 DISC: 4/10/2016		1099: N		
		ON PARK-PIPE,CTS		01 5-05-906	CAPITAL OUTLAY	132.80
I-I4160763		ON PARK-SEWER DRAIN	145.56			
3/21/2016	AP-US	DUE: 4/10/2016 DISC: 4/10/2016		1099: N		
		ON PARK-SEWER DRAIN		01 5-05-906	CAPITAL OUTLAY	145.56
		=== VENDOR TOTALS ===	278.36			
=====						
01-0699	HCD					
I-2208448		HCD MASTER BILLING MARCH 2016	643.93			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		HCD MASTER BILLING MARCH 2016		01 5-08-309	CITY MANAGED ACCOUNTS	643.93
		=== VENDOR TOTALS ===	643.93			
=====						
01-0139	HOOKER CREEK COMPANIES,LLC					
I-324762		STAKES	7.70			
3/29/2016	AP-US	DUE: 3/29/2016 DISC: 3/29/2016		1099: N		
		STAKES		01 5-05-906	CAPITAL OUTLAY	7.70
		=== VENDOR TOTALS ===	7.70			
=====						
01-0017	HOYT'S HARDWARE					
C-445212		ST1401 RETURN NUTS	5.50CR			
3/15/2016	AP-US	DUE: 3/15/2016 DISC: 3/15/2016		1099: N		
		ST1401 RETURN NUTS		03 5-00-906	CAPITAL OUTLAY	5.50CR
I-444338		CONDUIT	44.94			
3/07/2016	AP-US	DUE: 3/07/2016 DISC: 3/07/2016		1099: N		
		CONDUIT		01 5-05-786	PARK MAINTENANCE	44.94
I-444441		IRRIGATION FITTINGS	100.01			
3/08/2016	AP-US	DUE: 3/08/2016 DISC: 3/08/2016		1099: N		
		IRRIGATION FITTINGS		01 5-05-786	PARK MAINTENANCE	100.01
I-444621		FENCING MATERIAL	178.75			
3/10/2016	AP-US	DUE: 3/10/2016 DISC: 3/10/2016		1099: N		
		FENCING MATERIAL		01 5-05-786	PARK MAINTENANCE	178.75
I-444937		ST1401-HOOD AVE PARTS	43.27			
3/15/2016	AP-US	DUE: 3/15/2016 DISC: 3/15/2016		1099: N		
		ST1401-HOOD AVE PARTS		03 5-00-906	CAPITAL OUTLAY	43.27

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VENDOR SET: 01 CITY OF SISTERS

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0017	HOYT'S HARDWARE	(** CONTINUED **)				
I-445306		NUTS, ANCHORS	8.80			
3/18/2016	AP-US	DUE: 3/18/2016 DISC: 3/18/2016		1099: N		
		NUTS, ANCHORS		03 5-00-778	STREET LIGHTS	8.80
I-446079		ST1401-CONDUIT, PVC, ELBOW	30.18			
3/29/2016	AP-US	DUE: 3/29/2016 DISC: 3/29/2016		1099: N		
		ST1401-CONDUIT, PVC, ELBOW		03 5-00-906	CAPITAL OUTLAY	30.18
I-446423		WOOD STAKES	11.34			
4/01/2016	AP-US	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		WOOD STAKES		01 5-05-906	CAPITAL OUTLAY	11.34
I-K45987		IRRIGATION PIPE	43.99			
3/28/2016	AP-US	DUE: 3/28/2016 DISC: 3/28/2016		1099: N		
		IRRIGATION PIPE		01 5-05-786	PARK MAINTENANCE	43.99
=== VENDOR TOTALS ===			455.78			

01-1 MISC VENDOR

I-04072016		HURLEY R.E.: REFUND EXT16-01	150.00			
4/06/2016	AP-US	DUE: 4/06/2016 DISC: 4/06/2016		1099: N		
		REFUND EXT16-01/LLA13-04		01 4-00-311	CURRENT PLANNING FEES	150.00
=== VENDOR TOTALS ===			150.00			

01-0011 LUTTON'S HARDWARE

C-K19159		ON PARK-RETURN ADAPTER	0.20CR			
3/24/2016	AP-US	DUE: 3/24/2016 DISC: 3/24/2016		1099: N		
		ON PARK-RETURN ADAPTER		01 5-05-906	CAPITAL OUTLAY	0.20CR
I-318188		ON PARK-IRRIGATION	14.97			
3/02/2016	AP-US	DUE: 3/02/2016 DISC: 3/02/2016		1099: N		
		ON PARK-IRRIGATION		01 5-05-906	CAPITAL OUTLAY	14.97
I-318402		IRRIGATION SUPPLIES-VG	210.46			
3/08/2016	AP-US	DUE: 3/08/2016 DISC: 3/08/2016		1099: N		
		IRRIGATION SUPPLIES-VG		01 5-05-786	PARK MAINTENANCE	210.46
I-318404		ELBOW-VG PARK	7.16			
3/08/2016	AP-US	DUE: 3/08/2016 DISC: 3/08/2016		1099: N		
		ELBOW-VG PARK		01 5-05-786	PARK MAINTENANCE	7.16
I-318419		PVC, IRRIG FITTINGS-VG PARK	7.78			
3/08/2016	AP-US	DUE: 3/08/2016 DISC: 3/08/2016		1099: N		
		PVC, IRRIG FITTINGS-VG PARK		01 5-05-786	PARK MAINTENANCE	7.78

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0011	LUTTON'S HARDWARE	(** CONTINUED **)				
I-318420		IRRIGATION-VG	3.99			
3/08/2016	AP-US	DUE: 3/08/2016 DISC: 3/08/2016		1099: N		
		IRRIGATION-VG		01 5-05-786	PARK MAINTENANCE	3.99
I-318445		TARPS	52.94			
3/09/2016	AP-US	DUE: 3/09/2016 DISC: 3/09/2016		1099: N		
		TARPS		01 5-05-795	SUPPLIES	52.94
I-318453		ELEC TAPE,WIRING	148.97			
3/09/2016	AP-US	DUE: 3/09/2016 DISC: 3/09/2016		1099: N		
		ELEC TAPE,WIRING		01 5-05-786	PARK MAINTENANCE	148.97
I-318465		WIRING	43.21			
3/09/2016	AP-US	DUE: 3/09/2016 DISC: 3/09/2016		1099: N		
		WIRING		01 5-05-786	PARK MAINTENANCE	43.21
I-318509		WOOD GLUE	5.99			
3/10/2016	AP-US	DUE: 3/10/2016 DISC: 3/10/2016		1099: N		
		WOOD GLUE		03 5-00-762	STREET SIGNS	5.99
I-318573		ON PARK-IRRIGATION.CAP	3.96			
3/09/2016	AP-US	DUE: 3/09/2016 DISC: 3/09/2016		1099: N		
		ON PARK-IRRIGATION CAP		01 5-05-906	CAPITAL OUTLAY	3.96
I-318681		STREET SUPPLIES	20.99			
3/14/2016	AP-US	DUE: 3/14/2016 DISC: 3/14/2016		1099: N		
		STREET SUPPLIES		03 5-00-795	SUPPLIES	20.99
I-318708		PAINTBRUSH,HOSE	87.92			
3/10/2016	AP-US	DUE: 3/10/2016 DISC: 3/10/2016		1099: N		
		PAINTBRUSH,HOSE		01 5-05-795	SUPPLIES	75.94
		PAINTBRUSH,HOSE		03 5-00-795	SUPPLIES	11.98
I-318716		WD40	6.99			
3/15/2016	AP-US	DUE: 3/15/2016 DISC: 3/15/2016		1099: N		
		WD40		01 5-03-795	SUPPLIES	0.70
		WD40		01 5-05-795	SUPPLIES	1.82
		WD40		02 5-00-795	SUPPLIES	1.68
		WD40		03 5-00-795	SUPPLIES	1.82
		WD40		05 5-00-795	SUPPLIES	0.97
I-318719		SCREWDRIVER SET,TRASH CANS	52.35			
3/15/2016	AP-US	DUE: 3/15/2016 DISC: 3/15/2016		1099: N		
		SCREWDRIVER SET,TRASH CANS		05 5-00-746	SMALL TOOLS & EQUIPMENT	7.68
		SCREWDRIVER SET,TRASH CANS		02 5-00-746	SMALL TOOLS & EQUIPMENT	8.48
		SCREWDRIVER SET,TRASH CANS		03 5-00-746	SMALL TOOLS & EQUIPMENT	10.87
		SCREWDRIVER SET,TRASH CANS		01 5-05-746	SMALL TOOLS & EQUIPMENT	8.08
		SCREWDRIVER SET,TRASH CANS		01 5-03-746	SMALL TOOLS & EQUIPMENT	5.25
		TRASH CANS,CADDY		01 5-05-795	SUPPLIES	11.99

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0011	LUTTON'S HARDWARE	(** CONTINUED **)				
I-318806		PIN HITCH, SOCKET SET	23.96			
3/17/2016	AP-US	DUE: 3/17/2016 DISC: 3/17/2016		1099: N		
		PIN HITCH, SOCKET SET		05 5-00-746	SMALL TOOLS & EQUIPMENT	4.56
		PIN HITCH, SOCKET SET		02 5-00-746	SMALL TOOLS & EQUIPMENT	5.04
		PIN HITCH, SOCKET SET		03 5-00-746	SMALL TOOLS & EQUIPMENT	6.45
		PIN HITCH, SOCKET SET		01 5-05-746	SMALL TOOLS & EQUIPMENT	4.80
		PIN HITCH, SOCKET SET		01 5-03-746	SMALL TOOLS & EQUIPMENT	3.11
I-318818		CONCRETE	59.90			
3/17/2016	AP-US	DUE: 3/17/2016 DISC: 3/17/2016		1099: N		
		CONCRETE		01 5-05-786	PARK MAINTENANCE	59.90
I-319085		KEY	4.98			
3/24/2016	AP-US	DUE: 3/24/2016 DISC: 3/24/2016		1099: N		
		KEY		01 5-03-796	VEHICLE MAINTENANCE	0.50
		KEY		01 5-05-796	VEHICLE MAINTENANCE	1.30
		KEY		02 5-00-796	VEHICLE MAINTENANCE	1.19
		KEY		03 5-00-796	VEHICLE MAINTENANCE	1.30
		KEY		05 5-00-796	VEHICLE MAINTENANCE	0.69
I-319194		ON PARK-2" PVC COUPLER	11.92			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: N		
		ON PARK-2" PVC COUPLER		01 5-05-906	CAPITAL OUTLAY	11.92
I-319216		ON PARK-TUBING, CONNECTORS, TEE	104.67			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: N		
		ON PARK-TUBING, CONNECTORS, TEES		01 5-05-906	CAPITAL OUTLAY	104.67
I-319268		ON PARK-ELBOW, ADAPTERS, BUSHIN	40.13			
3/28/2016	AP-US	DUE: 3/28/2016 DISC: 3/28/2016		1099: N		
		ON PARK-ELBOW, ADAPTERS, BUSHING		01 5-05-906	CAPITAL OUTLAY	40.13
I-319293		ON PARK-IRRIGATION TUBING	20.97			
3/28/2016	AP-US	DUE: 3/28/2016 DISC: 3/28/2016		1099: N		
		ON PARK-IRRIGATION TUBING		01 5-05-906	CAPITAL OUTLAY	20.97
I-319370		ST1401 HOOD ST-PVC, CAPS	16.13			
3/30/2016	AP-US	DUE: 3/30/2016 DISC: 3/30/2016		1099: N		
		ST1401 HOOD ST-PVC, CAPS		03 5-00-906	CAPITAL OUTLAY	16.13
I-K19157		ON PARK-ELBOW, BUSHING, ADAPTER	70.48			
3/24/2016	AP-US	DUE: 3/24/2016 DISC: 3/24/2016		1099: N		
		ON PARK-ELBOW, BUSHING, ADAPTERS		01 5-05-906	CAPITAL OUTLAY	70.48
I-K19158		HARDWARE	17.34			
3/24/2016	AP-US	DUE: 3/24/2016 DISC: 3/24/2016		1099: N		
		HARDWARE		01 5-05-786	PARK MAINTENANCE	17.34

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0011	LUTTON'S HARDWARE	(** CONTINUED **)				
I-K19169		ON PARK-100' PIPE, MARKERS	79.96			
3/24/2016	AP-US	DUE: 3/24/2016 DISC: 3/24/2016		1099: N		
		ON PARK-100' PIPE, MARKERS		01 5-05-906	CAPITAL OUTLAY	79.96
I-K19170		ON PARK-ELBOWS,TUBING	19.24			
3/24/2016	AP-US	DUE: 3/24/2016 DISC: 3/24/2016		1099: N		
		ON PARK-ELBOWS,TUBING		01 5-05-906	CAPITAL OUTLAY	19.24
		=== VENDOR TOTALS ===	1,137.16			
01-0883	MELVIN'S FIR STREET MARKET					
I-470103		CC WORKSHOP	14.36			
3/10/2016	AP-US	DUE: 3/10/2016 DISC: 3/10/2016		1099: N		
		CC WORKSHOP		01 5-01-700	MAYOR & COUNCIL	14.36
I-474717		CC MEETING	8.79			
3/24/2016	AP-US	DUE: 3/24/2016 DISC: 3/24/2016		1099: N		
		CC MEETING		01 5-01-700	MAYOR & COUNCIL	8.79
		=== VENDOR TOTALS ===	23.15			
01-0311	MIRELES, TERESA					
I-1608		2015 WATER QUALITY REPORT	200.00			
3/08/2016	AP-US	DUE: 3/08/2016 DISC: 3/08/2016		1099: Y		
		2015 WATER QUALITY REPORT		02 5-00-733	DUES & SUBSCRIPTIONS	200.00
		=== VENDOR TOTALS ===	200.00			
01-0143	NORCO					
I-18212551		20#	20.46			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		20#		01 5-03-795	SUPPLIES	2.05
		20#		01 5-05-795	SUPPLIES	5.32
		20#		02 5-00-795	SUPPLIES	4.91
		20#		03 5-00-795	SUPPLIES	5.32
		20#		05 5-00-795	SUPPLIES	2.86
		=== VENDOR TOTALS ===	20.46			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0515	OFFICEMAX					
C-727574		RETURN LAMINATING POUCHES	11.89CR			
4/05/2016	AP-US	DUE: 4/05/2016 DISC: 4/05/2016		1099: N		
		RETURN LAMINATING POUCHES		01 5-01-714	OFFICE SUPPLIES	1.79CR
		RETURN LAMINATING POUCHES		01 5-02-714	OFFICE SUPPLIES	1.90CR
		RETURN LAMINATING POUCHES		01 5-03-795	SUPPLIES	0.24CR
		RETURN LAMINATING POUCHES		01 5-05-714	OFFICE SUPPLIES	1.07CR
		RETURN LAMINATING POUCHES		01 5-07-714	OFFICE SUPPLIES	2.97CR
		RETURN LAMINATING POUCHES		02 5-00-714	OFFICE SUPPLIES	1.67CR
		RETURN LAMINATING POUCHES		03 5-00-714	OFFICE SUPPLIES	0.95CR
		RETURN LAMINATING POUCHES		05 5-00-714	OFFICE SUPPLIES	1.30CR
I-573081		PENS, LABELS	63.95			
3/22/2016	AP-US	DUE: 3/22/2016 DISC: 3/22/2016		1099: N		
		PENS, LABELS		01 5-01-714	OFFICE SUPPLIES	9.61
		PENS, LABELS		01 5-02-714	OFFICE SUPPLIES	10.20
		PENS, LABELS		01 5-03-795	SUPPLIES	1.28
		PENS, LABELS		01 5-05-714	OFFICE SUPPLIES	5.77
		PENS, LABELS		01 5-07-714	OFFICE SUPPLIES	15.97
		PENS, LABELS		02 5-00-714	OFFICE SUPPLIES	8.96
		PENS, LABELS		03 5-00-714	OFFICE SUPPLIES	5.11
		PENS, LABELS		05 5-00-714	OFFICE SUPPLIES	7.05
I-607388		HANGING FILE FOLDER	18.38			
3/24/2016	AP-US	DUE: 3/24/2016 DISC: 3/24/2016		1099: N		
		HANGING FILE FOLDER		01 5-01-714	OFFICE SUPPLIES	2.76
		HANGING FILE FOLDER		01 5-02-714	OFFICE SUPPLIES	2.93
		HANGING FILE FOLDER		01 5-03-795	SUPPLIES	0.37
		HANGING FILE FOLDER		01 5-05-714	OFFICE SUPPLIES	1.66
		HANGING FILE FOLDER		01 5-07-714	OFFICE SUPPLIES	4.59
		HANGING FILE FOLDER		02 5-00-714	OFFICE SUPPLIES	2.57
		HANGING FILE FOLDER		03 5-00-714	OFFICE SUPPLIES	1.47
		HANGING FILE FOLDER		05 5-00-714	OFFICE SUPPLIES	2.03
I-617363		ADDRESS LABELS	22.40			
3/28/2016	AP-US	DUE: 3/28/2016 DISC: 3/28/2016		1099: N		
		ADDRESS LABELS		01 5-01-714	OFFICE SUPPLIES	3.37
		ADDRESS LABELS		01 5-02-714	OFFICE SUPPLIES	3.57
		ADDRESS LABELS		01 5-03-795	SUPPLIES	0.45
		ADDRESS LABELS		01 5-05-714	OFFICE SUPPLIES	2.02
		ADDRESS LABELS		01 5-07-714	OFFICE SUPPLIES	5.60
		ADDRESS LABELS		02 5-00-714	OFFICE SUPPLIES	3.14
		ADDRESS LABELS		03 5-00-714	OFFICE SUPPLIES	1.79
		ADDRESS LABELS		05 5-00-714	OFFICE SUPPLIES	2.46
I-620775		BINDERS, SHEET PROTECTORS	85.14			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: N		
		BINDERS, SHEET PROTECTORS		01 5-01-714	OFFICE SUPPLIES	12.80
		BINDERS, SHEET PROTECTORS		01 5-02-714	OFFICE SUPPLIES	13.58
		BINDERS, SHEET PROTECTORS		01 5-03-795	SUPPLIES	1.70
		BINDERS, SHEET PROTECTORS		01 5-05-714	OFFICE SUPPLIES	7.68

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0515	OFFICEMAX	(** CONTINUED **)				
		BINDERS, SHEET PROTECTORS		01 5-07-714	OFFICE SUPPLIES	21.27
		BINDERS, SHEET PROTECTORS		02 5-00-714	OFFICE SUPPLIES	11.92
		BINDERS, SHEET PROTECTORS		03 5-00-714	OFFICE SUPPLIES	6.81
		BINDERS, SHEET PROTECTORS		05 5-00-714	OFFICE SUPPLIES	9.38
I-714786		STENO NOTEBOOKS	23.82			
4/05/2016	AP-US	DUE: 4/05/2016 DISC: 4/05/2016		1099: N		
		STENO NOTEBOOKS		01 5-01-714	OFFICE SUPPLIES	3.58
		STENO NOTEBOOKS		01 5-02-714	OFFICE SUPPLIES	3.80
		STENO NOTEBOOKS		01 5-03-795	SUPPLIES	0.48
		STENO NOTEBOOKS		01 5-05-714	OFFICE SUPPLIES	2.15
		STENO NOTEBOOKS		01 5-07-714	OFFICE SUPPLIES	5.95
		STENO NOTEBOOKS		02 5-00-714	OFFICE SUPPLIES	3.34
		STENO NOTEBOOKS		03 5-00-714	OFFICE SUPPLIES	1.90
		STENO NOTEBOOKS		05 5-00-714	OFFICE SUPPLIES	2.62
		=== VENDOR TOTALS ===	201.80			
01-0016	ONE CALL CONCEPTS, INC.					
I-6030474		WATER/SEWER LOCATES	89.76			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		WATER LOCATES		02 5-00-770	WATER LOCATE SERVICE	44.88
		SEWER LOCATES		05 5-00-770	SEWER LOCATE SERVICE	44.88
		=== VENDOR TOTALS ===	89.76			
01-0991	OREGON LODGING TAX					
I-03312016		OREGON LODGING TAX 1ST QTR 16	295.79			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		OREGON LODGING TAX 1ST QTR 16		01 2-00-163	STATE ROOM TAX PAYABLE	311.36
		OREGON LODGING TAX 1ST QTR 16		01 4-00-362	REFUNDS/REIMBURSEMENTS	15.57CR
		=== VENDOR TOTALS ===	295.79			
01-0759	OREGON DMV					
I-61603-033116		AUTOMATED REPORTING	3.00			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		AUTOMATED REPORTING		01 5-02-727	PERMITS & FEES	3.00
		=== VENDOR TOTALS ===	3.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0978		OREGON TRAVEL EXPERIENCE				

I-82056		CAMPGROUND SIGNAGE	130.00			
4/08/2016	AP-US	DUE: 4/08/2016 DISC: 4/08/2016		1099: N		
		CAMPGROUND SIGNAGE		03 5-00-762	STREET SIGNS	130.00
		=== VENDOR TOTALS ===	130.00			
=====						
01-0056		PETTY CASH				

I-03312016		PETTY CASH-MARCH 2016	48.00			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		POSTAGE		01 5-07-715	POSTAGE	8.00
		PW MEETING		01 5-02-707	EMPLOYEE RECOGNITION	40.00
		=== VENDOR TOTALS ===	48.00			
=====						
01-0628		PITNEY BOWES, INC.				

I-2093732-MR16		POSTAGE MACHINE LEASE	206.34			
4/01/2016	AP-US	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		POSTAGE MACHINE LEASE		01 5-01-715	POSTAGE	6.19
		POSTAGE MACHINE LEASE		01 5-02-715	POSTAGE	76.35
		POSTAGE MACHINE LEASE		01 5-07-715	POSTAGE	47.46
		POSTAGE MACHINE LEASE		02 5-00-715	POSTAGE	37.14
		POSTAGE MACHINE LEASE		03 5-00-715	POSTAGE	2.06
		POSTAGE MACHINE LEASE		05 5-00-715	POSTAGE	37.14
		=== VENDOR TOTALS ===	206.34			
=====						
01-0667		PLATT				

I-1915171		ST1401 HOOD ST WIRING FOR LTS	456.00			
3/08/2016	AP-US	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ST1401 HOOD ST WIRING FOR LTS		03 5-00-906	CAPITAL OUTLAY	456.00

I-1943058		ST 1401-HOOD ST WIRING FOR LT	6,022.07			
3/08/2016	AP-US	DUE: 4/07/2016 DISC: 4/07/2016		1099: N		
		ST 1401-HOOD ST WIRING FOR LTS		03 5-00-906	CAPITAL OUTLAY	6,022.07

I-1963304		ST LIGHT BULBS	446.29			
3/11/2016	AP-US	DUE: 4/10/2016 DISC: 4/10/2016		1099: N		
		ST LIGHT BULBS		03 5-00-778	STREET LIGHTS	446.29
		=== VENDOR TOTALS ===	6,924.36			

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PACKET: 02470 4/14/2016 AP KK
 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
=====						
01-0034	PONDEROSA FORGE & IRONWORKS, I					
I-13286		TENNIS COURTS	136.17			
3/16/2016	AP-US	DUE: 3/16/2016 DISC: 3/16/2016		1099: N		
		TENNIS COURTS		01 5-05-786	PARK MAINTENANCE	136.17
=== VENDOR TOTALS ===			136.17			
=====						
01-0527	RANCH COUNTRY OUTHOUSES					
I-21759		PORTABLE TOILET RENTAL-CLEMEN	110.00			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: N		
		PORTABLE TOILET RENTAL-CLEMENS		01 5-05-786	PARK MAINTENANCE	110.00
=== VENDOR TOTALS ===			110.00			
=====						
01-0100	SISTERS AREA CHAMBER OF COMMER					
I-02282016		TRT FEBRAURY 2016	10,838.11			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		TRT FEBRAURY 2016		01 5-08-312	CHAMBER OF COMMERCE	10,838.11
=== VENDOR TOTALS ===			10,838.11			
=====						
01-0502	SISTERS COFFEE CO.					
I-1198857		COFFEE	129.98			
3/29/2016	AP-US	DUE: 3/29/2016 DISC: 3/29/2016		1099: N		
		COFFEE		01 5-01-714	OFFICE SUPPLIES	19.53
		COFFEE		01 5-02-714	OFFICE SUPPLIES	20.73
		COFFEE		01 5-03-795	SUPPLIES	2.60
		COFFEE		01 5-05-714	OFFICE SUPPLIES	11.72
		COFFEE		01 5-07-714	OFFICE SUPPLIES	32.47
		COFFEE		02 5-00-714	OFFICE SUPPLIES	18.20
		COFFEE		03 5-00-714	OFFICE SUPPLIES	10.39
		COFFEE		05 5-00-714	OFFICE SUPPLIES	14.34
=== VENDOR TOTALS ===			129.98			
=====						
01-0083	SISTERS RENTAL					
I-0015468-00		BLOWER SERVICE	130.51			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		BLOWER SERVICE		05 5-00-746	SMALL TOOLS & EQUIPMENT	24.82
		BLOWER SERVICE		02 5-00-746	SMALL TOOLS & EQUIPMENT	27.43
		BLOWER SERVICE		03 5-00-746	SMALL TOOLS & EQUIPMENT	35.15
		BLOWER SERVICE		01 5-05-746	SMALL TOOLS & EQUIPMENT	26.12
		BLOWER SERVICE		01 5-03-746	SMALL TOOLS & EQUIPMENT	16.99

PACKET: 02470 4/14/2016 AP KK
 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
=====						
01-0083	SISTERS RENTAL	(** CONTINUED **)				
I-0035962		AUGER RENTAL-TENNIS COURTS	104.93			
3/01/2016	AP-US	DUE: 3/01/2016 DISC: 3/01/2016		1099: N		
		AUGER RENTAL-TENNIS COURTS		01 5-05-786	PARK MAINTENANCE	104.93
I-0036032		DINGO RENTAL-VG	206.37			
3/07/2016	AP-US	DUE: 3/07/2016 DISC: 3/07/2016		1099: N		
		DINGO RENTAL-VG		01 5-05-786	PARK MAINTENANCE	206.37
I-0036176		ON PARK-CONCRETE CUTTER	43.00			
3/18/2016	AP-US	DUE: 3/18/2016 DISC: 3/18/2016		1099: N		
		ON PARK-CONCRETE CUTTER		01 5-05-906	CAPITAL OUTLAY	43.00
I-0036245		ON PARK-DINGO RENTAL	78.91			
3/24/2016	AP-US	DUE: 3/24/2016 DISC: 3/24/2016		1099: N		
		ON PARK-DINGO RENTAL		01 5-05-906	CAPITAL OUTLAY	78.91
I-0036267		ON PARK-TRENCHER RENTAL	109.94			
3/25/2016	AP-US	DUE: 3/25/2016 DISC: 3/25/2016		1099: N		
		ON PARK-TRENCHER RENTAL		01 5-05-906	CAPITAL OUTLAY	109.94
		=== VENDOR TOTALS ===	673.66			
=====						
01-0838	SPINDRIFT FORESTRY CONSULTING					
I-SIS20160003		TREE INSPECTION-5 PINE,CASCAD	469.50			
3/28/2016	AP-US	DUE: 3/28/2016 DISC: 3/28/2016		1099: Y		
		TREE INSPECTION-5 PINE,CASCADE		03 5-00-726	CONTRACTED SERVICES	469.50
		=== VENDOR TOTALS ===	469.50			
=====						
01-0155	SWEENEY PLUMBING, INC					
I-38378		ON PARK-PLUMBING REPAIR	109.10			
3/21/2016	AP-US	DUE: 3/21/2016 DISC: 3/21/2016		1099: N		
		ON PARK-PLUMBING REPAIR		01 5-05-906	CAPITAL OUTLAY	109.10
		=== VENDOR TOTALS ===	109.10			
=====						
01-0052	THE NUGGET NEWSPAPER					
I-62952		PUB NOTICE-2016 TSP UPDATE	144.45			
3/23/2016	AP-US	DUE: 3/23/2016 DISC: 3/23/2016		1099: N		
		PUB NOTICE-2016 TSP UPDATE		01 5-07-705	ADVERTISING	144.45
I-62953		PUB NOTICE-15/16 ADPT BUDGET	60.00			
3/23/2016	AP-US	DUE: 3/23/2016 DISC: 3/23/2016		1099: N		
		PUB NOTICE-15/16 ADPT BUDGET		01 5-02-705	ADVERTISING	60.00
		=== VENDOR TOTALS ===	204.45			

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PACKET: 02470 4/14/2016 AP KK
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SEQUENCE : ALPHABETIC
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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0416		THREE SISTERS IRRIGATION DISTR				
I-16-321		2016 CAPITAL CHARGE	1,163.50			
4/04/2016	AP-US	DUE: 4/04/2016 DISC: 4/04/2016		1099: N		
		2016 CAPITAL CHARGE		05 5-00-727	PERMITS & FEES	1,163.50
		=== VENDOR TOTALS ===	1,163.50			

01-0563		TREASURE VALLEY COFFEE, INC.				
I-246828		TEA, FIRST AID SUPPLIES	57.00			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		TEA, FIRST AID SUPPLIES		01 5-01-714	OFFICE SUPPLIES	8.57
		TEA, FIRST AID SUPPLIES		01 5-02-714	OFFICE SUPPLIES	9.09
		TEA, FIRST AID SUPPLIES		01 5-03-795	SUPPLIES	1.14
		TEA, FIRST AID SUPPLIES		01 5-05-714	OFFICE SUPPLIES	5.14
		TEA, FIRST AID SUPPLIES		01 5-07-714	OFFICE SUPPLIES	14.24
		TEA, FIRST AID SUPPLIES		02 5-00-714	OFFICE SUPPLIES	7.98
		TEA, FIRST AID SUPPLIES		03 5-00-714	OFFICE SUPPLIES	4.56
		TEA, FIRST AID SUPPLIES		05 5-00-714	OFFICE SUPPLIES	6.28
		=== VENDOR TOTALS ===	57.00			

01-0937		U.S. BANK				
I-03202016NELSON		VISA-NELSON MARCH 2016	442.72			
3/20/2016	AP-US	DUE: 3/20/2016 DISC: 3/20/2016		1099: N		
		RESERVATIONS MARCH 2016		01 5-05-733	DUES & SUBSCRIPTIONS	94.87
		EDCO LUNCHEON-BLUM, BURG.		01 5-01-700	MAYOR & COUNCIL	139.14
		EDCO LUNCHEON-DAVENPORT		01 5-07-793	MEETINGS/WORKSHOPS	69.57
		EDCO LUNCHEON-FRYE, ASSON		01 5-01-700	MAYOR & COUNCIL	139.14
		=== VENDOR TOTALS ===	442.72			

01-0976		USA FLEET SOLUTIONS				
I-23536		MONTHLY TRACKING APRIL 2016	209.65			
3/28/2016	AP-US	DUE: 3/28/2016 DISC: 3/28/2016		1099: Y		
		MONTHLY TRACKING APRIL 2016		01 5-03-726	CONTRACTED SERVICES	20.96
		MONTHLY TRACKING APRIL 2016		01 5-05-726	CONTRACTED SERVICES	54.52
		MONTHLY TRACKING APRIL 2016		02 5-00-726	CONTRACTED SERVICES	50.30
		MONTHLY TRACKING APRIL 2016		03 5-00-726	CONTRACTED SERVICES	54.52
		MONTHLY TRACKING APRIL 2016		05 5-00-726	CONTRACTED SERVICES	29.35
		=== VENDOR TOTALS ===	209.65			

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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

01-0903	VELOX SYSTEMS					
I-2637		IT SUPPORT APRIL 2016	1,735.00			
4/01/2016	AP-US	DUE: 4/01/2016 DISC: 4/01/2016		1099: Y		
		IT SUPPORT JULY 2015		01 5-01-726	CONTRACTED SERVICES	173.50
		IT SUPPORT JULY 2015		01 5-02-726	CONTRACTED SERVICES	208.20
		IT SUPPORT JULY 2015		01 5-03-726	CONTRACTED SERVICES	69.40
		IT SUPPORT JULY 2015		01 5-05-726	CONTRACTED SERVICES	225.55
		IT SUPPORT JULY 2015		01 5-07-726	CONTRACTED SERVICES	294.95
		IT SUPPORT JULY 2015		02 5-00-726	CONTRACTED SERVICES	294.95
		IT SUPPORT JULY 2015		03 5-00-726	CONTRACTED SERVICES	260.25
		IT SUPPORT JULY 2015		05 5-00-726	CONTRACTED SERVICES	208.20
=== VENDOR TOTALS ===			1,735.00			

01-0760	VERIZON WIRELESS					
I-9762185067		CELL PHONES MARCH 2016	733.39			
3/31/2016	AP-US	DUE: 3/31/2016 DISC: 3/31/2016		1099: N		
		CELL PHONES MARCH 2016		01 5-03-736	CELLULAR PHONES	52.31
		CELL PHONES MARCH 2016		01 5-05-736	CELLULAR PHONES	287.06
		CELL PHONES MARCH 2016		01 5-07-736	CELLULAR PHONES	15.94
		CELL PHONES MARCH 2016		02 5-00-736	CELLULAR PHONES	98.87
		CELL PHONES MARCH 2016		03 5-00-736	CELLULAR PHONES	221.45
		CELL PHONES MARCH 2016		05 5-00-736	CELLULAR PHONES	57.76
=== VENDOR TOTALS ===			733.39			

01-0891	WINSUPPLY					
C-229175-00		ST1401 RETURN PVC BUSHINGS	114.33CR			
3/22/2016	AP-US	DUE: 3/22/2016 DISC: 3/22/2016		1099: N		
		ST1401 RETURN PVC BUSHINGS		03 5-00-906	CAPITAL OUTLAY	114.33CR
I-228709-00		CONDUIT, PVC-IRRIGATION	254.08			
3/07/2016	AP-US	DUE: 3/07/2016 DISC: 3/07/2016		1099: N		
		CONDUIT, PVC-IRRIGATION		01 5-05-786	PARK MAINTENANCE	254.08
I-228947-00		ST1401-HOOD ST IRRIG SUPPLIES	707.37			
3/15/2016	AP-US	DUE: 3/15/2016 DISC: 3/15/2016		1099: N		
		ST1401-HOOD ST IRRIG SUPPLIES		03 5-00-906	CAPITAL OUTLAY	707.37
I-228976-00		ST1401 HOOD ST-ELEC VALVE,SUP	146.61			
3/17/2016	AP-US	DUE: 3/17/2016 DISC: 3/17/2016		1099: N		
		ST1401 HOOD ST-ELEC VALVE,SUP		03 5-00-906	CAPITAL OUTLAY	146.61
I-229126-00		ON PARK-CONDUIT,PVC,SUPPLIES	1,258.47			
3/21/2016	AP-US	DUE: 3/21/2016 DISC: 3/21/2016		1099: N		
		ON PARK-CONDUIT,PVC,SUPPLIES		01 5-05-906	CAPITAL OUTLAY	1,258.47

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PACKET: 02470 4/14/2016 AP KK
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
01-0891	WINSUPPLY	(** CONTINUED **)				
I-229380-00		ON PARK-IRRIGATION SUPPLIES	479.50			
3/29/2016	AP-US	DUE: 3/29/2016 DISC: 3/29/2016		1099: N		
		ON PARK-IRRIGATION SUPPLIES		01 5-05-906	CAPITAL OUTLAY	479.50
=== VENDOR TOTALS ===			2,731.70			
01-0428	XEROX CORPORATION					
I-084089689		COPIER LEASE 7655 MARCH 2016	277.96			
4/01/2016	AP-US	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		COPIER LEASE 7655 MARCH 2016		01 5-01-721	COPIER/PRINTER	88.97
		COPIER LEASE 7655 MARCH 2016		01 5-02-721	COPIER/PRINTER	50.03
		COPIER LEASE 7655 MARCH 2016		01 5-05-721	COPIER/PRINTER	13.90
		COPIER LEASE 7655 MARCH 2016		01 5-07-721	COPIER/PRINTER	86.16
		COPIER LEASE 7655 MARCH 2016		02 5-00-721	COPIER/PRINTER	19.45
		COPIER LEASE 7655 MARCH 2016		05 5-00-721	COPIER/PRINTER	19.45
I-084089702		COPIER LEASE 7855 MARCH 2016	587.52			
4/01/2016	AP-US	DUE: 4/01/2016 DISC: 4/01/2016		1099: N		
		COPIER LEASE 7855 MARCH 2016		01 5-01-721	COPIER/PRINTER	188.05
		COPIER LEASE 7855 MARCH 2016		01 5-02-721	COPIER/PRINTER	105.75
		COPIER LEASE 7855 MARCH 2016		01 5-05-721	COPIER/PRINTER	29.39
		COPIER LEASE 7855 MARCH 2016		01 5-07-721	COPIER/PRINTER	182.11
		COPIER LEASE 7855 MARCH 2016		02 5-00-721	COPIER/PRINTER	41.11
		COPIER LEASE 7855 MARCH 2016		05 5-00-721	COPIER/PRINTER	41.11
=== VENDOR TOTALS ===			865.48			
=== PACKET TOTALS ===			126,762.28			

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Work Plan

April 2016

City of Sisters

Finance:

- 2015/16 Budget Changes – Supplemental Budget Changes - Posted
- 2016/2017 Budget – Gathering data, Implementing payroll schedules
- Sewer/Water Rate Changes – Reviewing data, revisiting rates schedule – Ongoing
- 5 year forecast for Sewer and Water, DONE. Infrastructure Management plans being drafted, reviewing with Council through spring 2016
- Receivables Status Update (Report to CM)-DONE, continue monthly reporting – 30th of every month
- Forecasting Tool (Excel Sheet) – DONE, update monthly
- Cash Position Update, review CoS cash position, commitments and potential commitments – DONE, 30th of every month
- Reimbursements for: Village Green Restrooms, Barclay Drive Improvements – Pending

City of Sisters

Community Development:

- Existing Applications: Final Plat FP 14-05 Peaks @ Pine Meadow (8 lots) approved; Final Plat FP 11-01 McKenzie Meadow Village Phase 1 final plats (15 lots); Temporary Use TU 15-01 Celia Hung 320/350 E. Cascade; Minor Partition MNR 16-01 Ashley (2 lots) approved; Minor Partition MNR 16-02 Dutch Pacific (3 lots); SP 16-01 Sister's Meat approved; SP 16-02 Beacham's Clocks; EXT 16-02 (of MNR 13-01) for Sisters Airport; Vacation Rental VR 16-01; MNR 16-03, Minor Partition for Todd Ashley to create 2 parcels; SP 16-03, Site Plan Review for Zeitner Glass studio; SP 16-04 Site Plan Review for Melvin's -addition
- Development Code revisions: Future text amendments under discussion: Mobile Food Units, Temporary Uses, Vacation Rentals; Site Plan reviews, Dark Skies, Cluster/Cottage Developments, Expiration of entitlements;
- Long range planning and studies: Urbanization Study/Economic Opportunities Analysis; Comprehensive Plan Update; Carver Lake Moraine Dam Risk Analysis and Reduction Project; Hood Ave Art District/Public Art projects;
- Parks: Update City Parks Master Plan, Parks CIP and Park SDCs;
- GIS update, Project List needs to include updates for Base Map (include all as-builts for new subdivisions), land use maps; new aerial;
- Code Enforcement: One active case
- Grants: OR Parks and Recreation Local Government Grants for Creekside Campground –restroom replacement: submitted; Village Green play structure replacement due April 29; ODOT TGM grant for Sisters Airport RPZ and lighting plan due June 10; Code Assistance grant: Vision Clearance standards; Urban Renewal Grants – Remaining: 3 from 2015 (deadline 06/30/16)
- City Council and Planning Commission Agendas:
 - 04/21/16 PC: Workshop next round of text amendments
 - 05/12/16 CC: Adopt City Parks Mater Plan and Parks SDC fee revision
- U of O - Sustainable City Year Program and Resource Assistance for Rural Environments: Request for support submitted to Ford Family Foundation

City of Sisters

Public Works:

- List and schedule for all “can’t you just (CYJ)” projects –schedule/completion is on-going – List has been updated effective 2/1, prioritized. Scheduling/execution is progressing
- URA Projects
 - Chamber Building Improvements – Interior Done, Landscape / ADA improvements Finish Spring 2015
- SDC Update – Infrastructure Management Plan, Wastewater drafted and delivered to Council, public hearing and adoption complete. Water is being drafted
- Red Dirt Triangle- to be analyzed along with intersections and access points for the eastern highway corridors as part of a TSP update which may include a corridor refinement plan
- Cascade Ave. – Lighting retrofit completed, we reduced the wattage on 2 fixtures at Spruce on the north side of Cascade and are determining if we can further reduce dark skies impact, waiting for Dark Skies Committee recommendation (working with CDD)
- East Portal – Forest Service update on 12/8, they are going to retain a broker and should be in a position to discuss the sale of this property some time in 2016
- Barclay Square Waterline Upgrade – Design Spring 2015, work on-hold pending easement procurement
- Speed zone study – All documents submitted, awaiting response from ODOT
- Barclay/Hwy 20 Roundabout – IGA done, working with ODOT on design / construction staging and minimizing impact on west side and downtown businesses, Council update April 2016. Focus groups starting May 2016
- Hood Avenue Improvements – Design complete, Utility install complete, Lighting complete, Paving/Landscaping Spring 2016
- Airport Infrastructure Projects – DONE, awaiting reimbursement from IFA and IOF
- Work with DEQ to develop plan for long-term compliance and obtain their support for proposed Sewer System Master Plan – ongoing
- Developed plan and cost estimates for repair of SSD Tennis Courts at Highway 20/Locust, Council approved on November 12, paving complete, work ongoing, expected completion in Spring 2016
- Campground Upgrades- Construction and Paving to be finished by May 1
- TSP Update- Proposals due April 14th and review committee will make recommendation to Council May 2016.

City of Sisters

City Manager:

- **Kathy**
 - Upcoming Council Meeting /Workshops – ongoing
 - Municipal Code Update –2016
- **Andrew**
 - SDCs
 - Restructure and rationalize based on water / sewer service sizes, work with Parks Board and Council to revise Park and potentially Transportation as well (TSP update)
 - Water / Sewer Rate discussion ongoing

City of Sisters

City Council:

- Strengthen City Finances
 - ❖ Establish water and sewer rates that assure ratepayer equity and build cash reserves for future capital improvement needs
 - ❖ Review current status of pending litigation and potential financial liability of the City - Done
 - ❖ Increase reserves - Done
 - ❖ Examine Park SDC's – In Process
- Increase both Community and Private Sector Asset Base
 - ❖ Enhance city parks - Ongoing
 - ❖ Movies in the park
 - ❖ Community asset – Positions posted for new Committee - Ongoing
 - ❖ Increase TRT – In Process
- Economic Development
 - ❖ Increase funding to make Economic Development Manager position full-time - Done
 - ❖ Increase Chamber of Commerce Funding to 50% of TRT - Done
 - ❖ Create and Implement a forgivable loan program - Done
 - ❖ Develop an affordable housing policy - Ongoing

- Improve Connectivity

- ❖ Continue work with ODOT on roundabout project for Highway 20 - Done
- ❖ Work on connectivity projects (Village Green to Petersen Ridge Trailhead and Village Green Park to Sisters Airport)

- Improve Public Outreach

- ❖ Reinstate CCI and establish clear direction for its purpose
- ❖ Conduct Surveys to find out how a majority of citizens and businesses feel - Done
- ❖ Utilize Sisters local radio station - Ongoing
- ❖ Establish guidelines for processing future capital projects – Who, What, Where, When and Why - Done

LICENSES: THRU ZZZZZZZZZZ

SORTED BY: LICENSE NUMBER

ORIGINATION DATES: 0/00/0000 TO 99/99/9999

PAID STATUS: ALL

EFFECTIVE DATES: 3/01/2016 TO 4/08/2016

LIC CODES: ALL

EXPIRATION DATES: 0/00/0000 TO 99/99/9999

ID	CODE	NAME	PROPERTY ADDRESS	CITY LIMIT	EFFECTIVE
001154	CONTR	VERHEYDEN WORKS, INC	18400 BULL SPRINGS RD	OUTSIDE	3/08/2016
001155	SVS	COILED CAB, LLC	61396 S HWY 97 STE 229	OUTSIDE	3/09/2016
001156	CONTR	URBAN CUSTOM HOMES, LLC	1100 E HWY 20	INSIDE	3/15/2016
001157	RES	SISTERS SALOON & RANCH GRILL	190 E CASCADE AVE	INSIDE	3/15/2016
001158	RES	DOG TOWN HOT DOGS	223 E HOOD	INSIDE	3/25/2016
001159	RETAIL	RAVEN MAKES GALLERY	182 E HOOD AVE.	INSIDE	3/29/2016
001160	SVS	SKYDIVE AWESOME!, LLC	15820 BARCLAY DR	INSIDE	3/29/2016
001161	SVS	ANNIE PAINTER-THE STUDIO	392 E MAIN #2 A-B	INSIDE	3/31/2016
001162	SVS	WATCH-DOG & PLUS	555 N LARCH ST #102	INSIDE	4/04/2016

TOTAL LICENSES: 9

AGENDA ITEM SUMMARY



**CITY OF SISTERS
SISTERS CITY COUNCIL**

Meeting Date: April 14, 2016

Staff: Joseph O'Neill

Type: Meeting

Dept: Finance

Subject: Master Fee Schedule

Action Requested: Pass Master Fee Schedule Update

Summary: City Council has directed staff to increase City of Sister's portion of Transient Room Tax by 0.99%, from 8% to 8.99%. That rate increase needs to be reflected appropriately on the master fee schedule. Staff has also been directed to clarify language pertaining to the Master Fee Schedule in relation to Transient Merchants at Public Events.

Transient Merchants have expressed some confusion on how their fees are applied under the veil of a Public Event. Staff has incorporated additional language on the Master Fee Schedule to reflect the clarification for the treatment of those fees. Under a Public Event, a Transient Merchant does not have to pay the fee associated with the license, however, they still need to submit a Transient Merchant license for City record.

Attachments

Finance Portion of the Master Fee Schedule

Concurrence: _____ CM J F&A ATD CDD [Signature] PW

RESOLUTION NO. 2016-09

**A RESOLUTION OF THE CITY OF SISTERS
ADOPTING CHANGES TO THE MASTER FEE SCHEDULE**

WHEREAS, the City Council of the City of Sisters, may impose fees that recover the actual costs of providing the services and will do so by resolution modifying the City's Master Fee Schedule; and

WHEREAS, the City of Sisters Master Fee Schedule consolidates all the city fees to assist the City staff and public in quickly locating the appropriate fee for service; and

WHEREAS, on April 14, 2016 the City Council took public comment on the amendments to the Master Fee Schedule and took such comment into consideration.

NOW, THEREFORE, BE IT RESOLVED the City Council of Sisters hereby adopts the amendments to the City's Master Fee Schedule as provided in Exhibit A to this resolution effective April 14, 2016.

ADOPTED by the City Council and **SIGNED** by the Mayor this 14th day of April 2016.

Chris Frye, Mayor

ATTEST:

Kathy Nelson, City Recorder

**CITY OF SISTERS
MASTER FEE SCHEDULE**

ITEM NO.	DESCRIPTION	CURRENT	
		FEE (\$)	UNIT AND/OR COMMENT
FINANCE			
Business License			
	Fee (July 1 - June 30)		
FIN 1	Regular	105.00	annual
FIN 2	Non-Profit	10.00	annual
FIN 3	Employee	4.00	each
FIN 4	Parking District Fee	0.05	per sq.ft.
FIN 5	Lien Check	25.00	
Miscellaneous Fees			
FIN 6	Fax Charges	5.00	/1st page
FIN 7	Additional pages	2.00	each
FIN 8	Returned Item Charge (NSF)	25.00	
Transient Merchant License:			
FIN 9	General License	100.00	/per day/per location
FIN 10	Non-Profit/Fundraising (Processing Fee)	25.00	/per application
	Public Event:	0.00	When a Transient Merchant is vending as part of a Public Event, no Transient Merchant License fee applies, however, the license is still required.
FIN 11	Transient Room Tax/Additional Reg.[Section 3.040]		Calculated at 8% 8.99% (.0899) Each Transient Lodging Operator may retain 5% of their tax revenues collected as a collection reimbursement charge.
	Xerox copies		
FIN 1	First page	1.00	
FIN 13	Additional	0.25	/page
FIN 14	Taxi and Public Conveyance Permit	10.00	

RESOLUTION NO. 2016 -10

**A RESOLUTION OF THE CITY OF SISTERS AMENDING RESOLUTION NO. 2007-17
PERTAINING TO CITY COUNCIL RULES**

WHEREAS, the Sisters City Charter requires that the City Council shall, by ordinance, prescribe rules to govern its meetings and proceedings, and

WHEREAS, the Sisters Municipal Code specifies procedures for the Common Council which were last amended on April 8, 1999, the City Council (Ordinance No. 292 amending Section 2.04 of the Sisters Municipal Code), and

WHEREAS, Section 2.04 of the Sisters Municipal Code specifies that the time and location of the regular meetings shall be set by motion or resolution, and

WHEREAS, Resolution No. 95-15 adopted on May 12, 1995, establishes the time and location of City Council meetings and outlines other rules of procedures, and

WHEREAS, these rules and procedures should be reviewed and amended from time to time to reflect current practices,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sisters hereby adopts amended Council Rules as attached this 14th day of April, 2016.

Passed by the City Council of the City of Sisters and signed by the Mayor this 14th day of April, 2016.

Chris Frye, Mayor

Attest:

Kathy Nelson, City Recorder

CITY OF SISTERS COUNCIL RULES

The Council shall, by ordinance, prescribe rules to govern its meetings and proceedings.

Council Meetings:

1. Regular meetings to conduct council business will be held the second and fourth Thursday of each month in the Council Chambers at 7:00 p.m.
2. Workshop meetings to discuss upcoming items on the agenda will be held on the first and third Thursday of each month at 8:00 a.m. The council may also hold workshop meetings on the second and fourth Thursday of each month at 6:00 p.m.
3. The Council, by majority vote, may elect not to meet if a regularly scheduled meeting falls on or near a holiday. The Council may choose to take a recess.
4. Executive sessions will be held in compliance with Oregon Public Meeting Law.
5. A record of council proceedings shall be kept and authenticated as provided by Oregon Public Meeting Law.

Quorum:

1. A majority of the council shall constitute a quorum.

Agenda:

1. The city manager, with the approval of the mayor (or council president in the absence of the mayor) shall prepare an agenda for workshops and regular council meetings.
2. A majority of council members may request that items be placed on the agenda.
3. Agenda and supporting material shall be made available to council members no later than three days prior to scheduled council workshops and meetings.

Consent Agenda:

1. The consent agenda shall consist of routine matters of limited public interest such as approval of minutes from previous meetings, accounts payable, liquor license endorsements, changes to signing authority for City bank accounts, resolutions related to providing workers compensation coverage for volunteers, declaring municipal services provided by the City and other non-controversial items. The consent agenda shall be subject to one combined voice vote of the council.
2. A motion to “approve the consent agenda” shall be made, followed by a second and brief discussion if needed. At this time, prior to voting, any item on the agenda may be removed at the request of any council member or the mayor to be decided at a later date or discussed as a separate item under the Council Business portion of the agenda.

Order of Business:

1. The order of business at each council meeting shall be in accordance with the prepared agenda. An exception may be made at the discretion of the mayor or presiding officer.

Procedural Guidelines at Council Meetings:

1. The city manager or staff members may introduce matters before the council.

2. The city manager or staff members may answer questions from the council or questions raised by the public.

Council Discussions and Decorum:

1. Council members will conduct themselves so as to bring credit upon the city government by ensuring non-discriminatory delivery of public services, keeping informed on matters coming before the council and abiding by council decisions, whether the member voted on the prevailing side.

2. Councilors will assist the mayor in preserving order and decorum during meetings and may not, by conversation or any other action, delay or interrupt the proceedings or refuse to obey the rulings of the mayor or council rules.

3. Council members will not interrupt, by means of speaking or actions, another council member who has the floor.

4. Council members will not speak on behalf of the council unless they have been authorized to do so. Council members may provide their own opinion on a matter if they clearly articulate the opinion as their own, and not that of the council as a whole.

5. Council members will refrain from criticizing each other, City staff or other persons.

6. Council members will focus on city issues.

7. If a Council member wishes to discuss a major policy issue, it will be scheduled for a future agenda and not raised during a current agenda.

8. Council members will submit requests for information that will take substantial staff time to the entire council which will decide whether to take the requested action.

9. Council members shall seek approval from the entire council prior to committing funds for registration to any training class, conference or social event.

Members of the Public Addressing the Council:

1. Members of the public who wish to address the Council on a matter not before the council later in the meeting, may do so at a time designated for public comment.

2. The mayor, or presiding officer may set a time limit for those addressing the council.

3. Members of the public who wish to address the council shall sign in on the sheet provided for that purpose, wait for recognition prior to approaching the lectern to speak, state their name and address for the record and limit their comments to the issue at hand.

Public Hearings:

1. The mayor or presiding officer shall announce prior to each public hearing the nature of the matter to be heard as set forth on the agenda. The mayor or presiding officer shall then declare the hearing to be open and invite any member of the public audience to come forward to be heard at the appropriate time.

2. Members of the public who wish to address the council shall sign in on the sheet provided for the public hearing, wait for recognition prior to approaching the lectern to speak, state their name and address for the record and limit their comments to the issue at hand.

2. The council shall refrain from comment during a public hearing; however a council member may ask clarifying questions from a member of the public who is testifying.

3. Once a motion has been made, or after a public hearing has been closed, no member of the public shall address the council without first securing permission from the mayor or presiding officer.

Motions:

1. Roberts Rules of Order Newly Revised edition will be used as the guideline for parliamentary questions that arise.

2. When a motion is made and seconded, it shall be clearly and concisely stated by its mover. The mayor or presiding officer will state the motion has been made and seconded and ask if there is any discussion prior to voting on the motion.

3. A motion may be withdrawn by the mover at any time without the consent of the council.

4. Most motions die if they do not receive a second. Motions for nominations, withdrawal of motion, agenda order, request for roll call vote, and point of order do not require a second.

5. A motion that receives a tie vote fails.

6. A motion to table after being seconded shall have no discussion and precludes all amendments or further debate of the issue. If the motion prevails, the matter may be taken from the table only by adding it to the agenda of a future meeting at which time discussion will continue. Once tabled, it cannot be reconsidered at the same meeting.

7. A motion to postpone to a certain date is debatable and amendable, and may be reconsidered at the same meeting or no later than the next meeting. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.

8. A motion to call for the question ends debate on the item and is not debatable. Prior to a council member calling for the question, each council member wishing to speak on the item should have one opportunity to speak. The motion requires a second. When the question is called the mayor or presiding officer will inquire whether any council member objects. If there is an objection, the matter will be put to a vote, and it fails without a two-thirds vote. Debate may continue if the motion fails.

How a Motion Should Progress:

1. The mayor or presiding officer announces each new item to the Council and either states he is looking for a motion or requests a staff report be presented. If a staff report is presented, there can be discussion by the Council members prior to stating the motion.

2. The councilor proposes a motion. A motion is always introduced in the form, “I move to...” followed by a statement of the proposal. Discussion must wait until after the presiding officer has stated the motion to the council and motion has received a second.

3. Another councilor seconds the motion. That councilor may second the motion without addressing the mayor or presiding officer and may say “I second the motion”. Seconding the motion is merely an indication that the member seconding the motion wishes the matter to be discussed by the council for consideration. If a councilor begins discussion on a motion that has not been seconded, that councilor is the automatic second.

4. If no one seconds the motion, the mayor or presiding officer may say “Is there a second to the motion?” If there is none, the presiding officer may declare, “Since there is no second, the motion has died”.

5. The mayor or presiding officer states the motion has been proposed and seconded and repeats the motion to the council.

6. The council discusses or debates the motion. After the motion has been formally stated, any member has a right to discuss the motion with the exception of a motion to table. When several council members wish to speak, certain guiding principles should determine the order of speakers:

- a. Preference should be given to the proposer of the motion.
- b. A member who has not spoken has prior claim over one who has already discussed the question, or who has proposed another motion.
- c. A member who seldom speaks in preference to one who frequently claims the attention of the council. Discussions must be confined to the question that is before the assembly.

7. The mayor or presiding officer puts the motion to a vote. It is permissible, before taking the vote to inquire, “Is there any further discussion?” If no one responds, it is the vote announcing, “All in favor of the motion to (STATE THE MOTION), say “Aye”. Following response from the council, is the statement, “Those opposed say ‘No’”. All council members are expected to vote on each motion unless they are disqualified for some reason. A council member who does not vote must state the basis for any conflict of interest or other disqualification.

8. The mayor or presiding officer formally announces the result of the vote: “The motion is carried” or “The motion is defeated.”

Voting:

1. Voting shall be by voice. Any council member may request a “roll call vote” if the vote appears unclear. Voting shall be governed by state law.

Ordinances:

1. Adoption of ordinances shall be controlled by the provisions set forth in the City Charter as defined in Chapter VIII Section 35.

2. Public comment shall not be accepted during the second reading of an ordinance.

General Policies:

1. City policies shall be set by the mayor and council.

2. The city manager shall receive his/her authority from policies set by the mayor, the council and the City Charter. The city manager has overall authority to hire/fire, organize, set administrative policy, and implement ordinances, policies and goals of the City in accordance with City Charter Chapter V Section 24.

Special Appointment:

1. Pursuant to City Charter Chapter V Section 23, the mayor shall appoint, with council approval, members of committees, commissions, boards and task forces as established by Council rules and other persons required by the council to be appointed as necessary.

Council Member Conduct and Values:

1. The mayor and councilors agree to conduct themselves in a manner consistent with the “*Speak Your Peace Civility Project*” including the following tenants:

- a. Pay attention
- b. Listen
- c. Be inclusive
- d. Not gossip
- e. Show respect
- f. Be agreeable
- g. Apologize
- h. Give constructive criticism

2. The mayor and councilors shall refrain from influencing or managing the day to day affairs and work schedules of any staff or department director. The mayor and council may, however, discuss with or suggest to the city manager anything pertaining to city affairs and in executive session matters in accordance with ORS 192.660.

3. If a council member appears before another governmental agency or organization to provide a statement on an issue, the council member must announce whether the statement is the official position of the City or reflects personal opinion.

4. The council may make and enforce its own rules and ensure compliance with city and state laws applicable to governing bodies. If a council members substantially violates these rules or state law, the council may take action to protect council integrity by verbal admonition, written reprimand, letter of no confidence, censure, expulsion from the meeting at which the conduct occurs, or removal from committees or intergovernmental assignments.

- a. Prior to taking any public action to reprimand or censure a council member, the council must plainly state its concerns in writing or in an open public meeting and allow the council member a reasonable opportunity to respond.
- b. The council may thereafter investigate the actions of any council member and meet in executive session to discuss any findings that indicate reasonable grounds exist that a substantial violation has occurred.
- c. The council member under investigation may request an open hearing.

5. Council members shall:

- a. Become familiar with City Charter.
- b. Participate. Attend council meeting prepared.
- e. Be professional.
- f. Keep in mind you represent the whole city. Vote what is best for the City.
- g. Declare all political action committee (PAC) affiliations.
- h. Attend training opportunities as able.
- i. Participate in councilor orientation within three months of election or appointment to office.

Council Attendance at Meetings:

1. Councilors will inform the mayor, city manager or city recorder if they are unable to attend any council meeting.
2. The office of a councilor may be declared vacant in accordance with the City Charter Chapter IV Section 21. Vacancies will be filled as provided by City Charter Chapter IV Section 22.

Confidentiality:

1. Council members will keep all written material and verbal communication provided to them on matters of confidentiality under law in complete confidence to insure the City's position is not compromised.
2. If council meets in Executive Session, council members may not have any contact or discussion with any other party or its representatives nor communicate any executive session discussion.
3. Unless required by law, no council member shall make public the discussions or information obtained during executive session.

Communication with Staff:

1. Council members shall observe and respect the chain of command.
2. Council will respect the separation between policy making (council function) and administration (city manager function).
2. Except in a council meeting, council members will not attempt to influence a city employee or the city manager concerning a personnel matter, purchasing issues, the award of contracts or the selection of consultants, the processing of development applications or the granting of City licenses or permits.
3. Limit individual contacts with staff members or department directors so as not to interfere with work performance, undermine the city manager's authority or prevent the entire council from having the benefit of any information received. Council members may not request staff perform significant work without prior approval from the city manager so that workloads and work plans are not adversely impacted.

Oregon Government Ethics Commission Requirements and Reporting:

1. Council members will review and observe the requirements of the State Ethics Laws (ORS 244.010 to ORS 244.390) dealing with the use of public office for private financial gain
2. Council members must give public notice of any conflict of interest or potential conflict of interest. Council members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons and matters coming before the council.
3. In accordance with state law, it is each council member's responsibility to file all required statements of economic interest with the Oregon Government Ethic Commission yearly.

Suspension and Amendment of Rules:

1. Any provision of these rules not governed by State Law, the Charter, or Municipal Code may be temporarily suspended by majority vote of council.
2. Rules may be amended or new rules adopted by majority vote of the council.

Kathy Nelson

From: bruce rognlien <bwrogmar@gmail.com>
Sent: Monday, April 11, 2016 2:00 PM
To: Kathy Nelson
Subject: Speak your Peace endorsement

Hi Kathy,

I understand I can endorse the Speak Your Peace initiative that will be voted on this Thursday night. Marleen and I are strong supporters of this program. I have been on the steering committee since right after the committee's inception.

We believe it is in everyone's best interest that the city council and everyone in Sisters Country act in a civil and polite manner with each other in all conversations, especially where two or more parties disagree. Disagreement is healthy and informative. Doing it in a civil way enhances all sides of a discussion and creates mutual respect by all parties.

Please add this to your file for the meeting.

Respectfully Submitted,

Bruce and Marleen ROGNLIEN

Sent from my iPad

RESOLUTION NO. 2016-11

A RESOLUTION OF THE CITY OF SISTERS ACCEPTING THE NINE

TOOLS OF CIVILITY

WHEREAS, the residents, homeowners and visitors of Sisters place a high value on respect and civility in their lives and they understand that these characteristics are essential to any healthy community; and

WHEREAS, the City of Sisters City Council supports opportunities for civil discourse and discussion in the Sisters community and in Sisters Country; and

WHEREAS, the City of Sisters City Council recognizes that civility begins first with the individual and then transfers positively to others in the local community; and

WHEREAS, the City of Sisters City Council addresses sometimes controversial issues about which people feel passionately which can at times lead to uncivil behavior; and

WHEREAS, an atmosphere of incivility and disrespect can have a damaging effect on the proceedings, on the quality of debate and on the practice of democracy itself;

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

The City of Sisters City Council recognizes nine tools of civility that will provide increased opportunities for civil discourse in order to find positive resolutions to the challenges that face the Sisters community. These tools include:

- 1) Pay attention.
- 2) Listen.
- 3) Be Inclusive.
- 4) Don't Gossip.
- 5) Show Respect.
- 6) Be Agreeable.

- 7) Apologize.
- 8) Give Constructive Criticism.
- 9) Take Responsibility.

BE IT FURTHER RESOLVED, THE CITY COUNCIL OF THE CITY OF SISTERS shall promote the use and adherence of these tools in conducting the business of the City Council.

This resolution is hereby approved and adopted by the Sisters City Council and approved by the Mayor on this 14 day of April, 2016.

Chris Frye, Mayor

Attest:

Kathy Nelson, City Recorder