

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
APRIL 09 2015

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Andrew Gorayeb	City Manager
Steve Bryant	City Attorney
Paul Bertagna	PW Director
Patrick Davenport	CD Director
Lynne Fujita-Conrads	Finance Officer
Darcy Reed	Associate Planner
Kathy Nelson	City Recorder

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

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

**II. PROCLAMATION – Week of the Young Child**

Mayor Frye read a proclamation proclaiming April 12<sup>th</sup> -18<sup>th</sup> the Week of the Young Child and urged all citizens to celebrate the youngest learners in our community by recognizing and supporting their needs.

Katie Grantier, representing Healthy Beginnings, was in attendance and thanked the City for its continued support of the program.

**III. VISITOR COMMUNICATION**

Jennifer McCrystal, 711 E. Tyee Drive, Sisters, OR 97759

Ms. McCrystal began by thanking the Council for volunteering in the interest of improving Sisters. She stated she was in attendance to convey the perspective of business owners with regard to the recent urban renewal grant process. She explained she was in the process of converting her restaurant from a fine dining establishment that served dinner to one that served breakfast and lunch instead. She stated she was excited by the prospect of offering a public place to gather, provide jobs and stimulate the economy. She reported when she heard about the urban renewal grants she looked into them and discovered her request was very similar to two other projects that had been approved during a previous application period. She reported she had spent a great deal of time working with designers and contractors on her application submittal and was informed she would have the results after the March 26<sup>th</sup> Urban Renewal meeting. She was then informed the Council had tabled their March 26<sup>th</sup> discussion until mid-May. She stated then that conversation was re-scheduled for April 2<sup>nd</sup>, only to have any decisions postponed again. She stated the delays were disruptive to business owners that had contractors waiting to begin projects. She stated the Council should never have offered the grants in the first place or accepted applications if it was uncertain of available funding or whether the Council wanted to follow through on offering the grants.

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**Ms. McCrystal** stated when she opened her business 10 years ago she had paid \$42,000 in system development charges (SDC's) only to find out that some SDC's were now being waived for some other businesses. She reported as a business owner she had signs that were compliant, her building was maintained, she had installed pavers and had always maintained attractive landscaping. She stated she was only asking that her application be reviewed with the same consideration and fairness that previous rounds of applications had received and to not do so was short-sided and unfair of the Council. She requested the Council tighten up on its western theme requirement for signage to order to level the playing field for everyone.

**Peter Hoover, 31402 Lovegren Lane, Sisters, OR 97759**

**Mr. Hoover** stated he was in attendance to discuss the two proposed assisted living facilities. He stated he wanted to correct what he saw as a mis-characterization that one of the projects was being touted as a "local" project while the other was labeled as spearheaded by an outsider. He stated he wanted there to be a recognition that there were local citizens involved with both projects. He stated he wanted to insure the planning process followed for both was equitable and stated the City had a responsibility to apply the Development Code equally when it came to timetables, modifications and expirations. He summarized that both projects could provide a benefit to Sisters.

**TW Scannell, 69557 Camp Polk Road, Sisters, Or 97759**

**Mr. Scannell** stated he was in attendance to talk about the 25mph speed limit sign on Camp Polk Road. He stated he had been told the sign had been installed to slow traffic down during construction in the area and it would be removed once construction was completed. He reported the speed sign had not been removed. He stated he did some research into the matter and found out that speed zones could only be established in one of two ways. One way was if an area met stature criteria; an alley could be posted at 15 mph, a business area could be posted at 20 mph and a residential area could be posted at 25 mph. He explained that beyond that there was no other statutory criteria. He stated the other way a speed zone could be created was if the Oregon Department of Transportation (ODOT) performed a traffic engineering study that illustrated a need for posting a speed zone. He summarized it was illegal to post a speed zone that doesn't meet one of the two specific methodologies.

**Mr. Scannell** stated in 1999 ODOT had performed an traffic study and established a speed zone from Highway 20 to Green Ridge Avenue of 25 mph including the 20 mph for the school zone during hours when child were in school. He added the posted speed for 1.9 miles past Green Ridge Avenue was 40 mph. He stated that anything other than those posted speeds were in violation of state statute.

**Mr. Scannell** commented he had spoken with Manager Gorayeb and Director Bertagna earlier in the day to let them know of his findings as well as discussing the matter with the

Sheriff's Department. He stated the Sheriff's Department had informed him they were not enforcing the speed zone. He stated he spoke with Kathy McConnell at ODOT who informed him the signs were illegal. **Manager Gorayeb** stated after the earlier conversation with Mr. Scannell, he had contacted ODOT to perform a traffic study.

#### IV. CONSENT AGENDA

##### A. Minutes

1. March 26, 2015 – Regular Meeting

##### B. Bills to Approve

1. April Accounts Payable

**City Recorder Nelson** reminded the Council there was an additional page of accounts payable at their places on the dais.

***Councilor Womack** moved to approve the consent agenda that included the additional page of accounts payable. **Councilor Holzman** seconded the motion. The motion carried unanimously.*

#### V. STAFF REPORTS

##### A. April Staff/Council Work Plan

**Manager Gorayeb** reported:

- Hood and Ash Street improvement project was 95% complete
- Flower baskets will be hung on Cascade Avenue by Mother's Day, weather permitting
- The new banners are up
- Additional signs have been hung at the Overnight Park to prevent RV's from driving into the surrounding neighborhood
- Staff has begun working on the FY 215/16 budget

**Councilor Holzman** asked for an update on the kiosk sign program. **Manager Gorayeb** reported the concept was for the kiosk's to act as a directory of downtown shops and restaurants. He stated the idea of a flyer tourist could take with them was also under consideration

**Councilor Connolly** noted an item on the finance page and asked when the decision to extend or renew contracts for legal, insurance and engineering services would be made. **Finance Officer Fujita-Conrads** replied it would be discussed at the next workshop.

**Councilor Connolly** asked about the East Portal Property appraisal. **Manager Gorayeb** replied the Forest Service was working on getting an appraisal for the property. He explained the City had discussed with the Forest Service the possibility of providing

upgrades to the area which would likely require a transfer of the property to the City. He stated the City had performed some community outreach related to the possibility and the City would be unable to do anything until the Forest Service decided what it wanted to do.

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

## VI. COUNCIL BUSINESS

A. **Discussion and Consideration of a Motion** to Approve an Amendment to the McKenzie Meadow Village Annexation Agreement

**This item was pulled.**

## VII. OTHER BUSINESS

A. Planning Commission Appointment

**Mayor Frye** appointed Jack Nagel to the Planning Commission. The **Council** concurred.

B. City Parks Advisory Board Appointment

**Mayor Frye** appointed Tim Clem to the City Parks Advisory Board. The **Council** concurred.

C. Budget Committee Appointment

**Mayor Frye** appointed Bill Hall to the Budget Committee. The **Council** concurred.

D. Business Owner Survey

**Director Davenport** explained staff was proposing a business owner survey that could be performed in tandem with the yearly business licensing process. He stated many business owners did not live within city limits and the survey would address those feeling disenfranchised and would help to create a feeling of engagement. He noted the staff report contained a quote from a firm specializing in creating questions for surveys of this nature. He explained the firm would create the questions for the survey but staff would analyze the data. **Director Davenport** suggested some areas that could be addressed were snow removal, Development Code improvements and urban renewal grants.

**Councilor Asson** asked if the Council might consider including a question as to whether business owners would support a trail from Black Butte Ranch to Sisters and Manager Gorayeb replied the survey could include whatever questions the Council wanted. The **Council** agreed the survey was a good way to gauge the feelings of business owners and requested staff bring back a sample questionnaire for approval.

## VIII MAYOR/COUNCILOR BUSINESS

**Councilor Holzman** provided an update on the event the Community Assets Committee (CAC) was planning for April 26<sup>th</sup> from 4:00 p.m. to 6:00 p.m. at the Five Pine Conference

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Center. She reported a portion of the funding request the Council had approved for the event would not be used as the committee would not be printing some of the materials they had originally planned.

**Councilor Connolly** reminded the Council about the invitation they had received for the Economic Vitality Summit scheduled for May 8<sup>th</sup> at Five Pine Conference Center. She encouraged Council members to attend and to encourage other community members to attend as well.

**Mayor Frye** noted the new website was up and running.

The **Council** discussed the process it would follow to replace Councilor Womack whose resignation takes effect on April 30<sup>th</sup>. Staff was directed to post the vacancy and interviews were tentatively scheduled for April 23<sup>rd</sup>.

**IX. ADJOURN** – 8:12 p.m.

Respectfully submitted,

  
Kathy Nelson, City Recorder

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Chris Frye Mayor