



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

AUGUST 13, 2015

**6:00 P.M. CITY COUNCIL WORKSHOP**

1. 911 Presentation/Letter of Support– *Steve Reinke, Deschutes County 911 Service District Director*
2. Other Business – *Staff/Council*
  - A. Letter of Support Review- Sisters to Black Butte Ranch Paved Trail
  - B. Letter of Support Review – Petersen Ridge Trailhead Relocation
  - C. Department of Land Conservation and Development (DLCD) Technical Assistance Grant

**7:00 P.M. CITY COUNCIL REGULAR MEETING**

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

**II. VISITOR COMMUNICATION**

**III. CONSENT AGENDA**

A. Minutes

1. February 26, 2015 – Regular Meeting
2. August 06, 2015 – Special Meeting

B. Bills to Approve

1. August Accounts Payable

C. Liquor License Change of Ownership – Obstructed View Inc., dba Cork Cellars

**IV. STAFF REPORTS**

A. August Staff/Council Work Plan

B. New Business License Report for June 2015

**V. COUNCIL BUSINESS**

- A. Discussion and Consideration of Resolution No. 2015-18: A RESOLUTION OF THE CITY OF SISTERS APPROVING THE FIRE PROTECTION CODE ADOPTED BY THE SISTERS–CAMP SHERMAN RURAL FIRE PROTECTION DISTRICT – *K. Nelson***

**This item was pulled.**

---

*This agenda is also available via the Internet at [www.ci.sisters.or.us](http://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*

- B. Discussion and Consideration of Resolution No. 2015-19: A RESOLUTION SUPPORTING THE CARVER LAKE MORaine DAM RISK ANALYSIS AND REDUCTION PROJECT – *P. Davenport***
- C. Discussion and Consideration of Resolution No. 2015-20: A RESOLUTION AMENDING THE PAY PLAN CLASSIFICATION OF THE CITY OF SISTERS - *L. Fujita-Conrads***
- D. Discussion and Consideration of a Motion to Authorize the Mayor to Sign a Letter of Support for the Formation of a New Countywide 911 Service District; Establishing a Permanent Tax Rate and Conversion to a Regional Radio System – *K. Nelson***
- E. Discussion and Consideration of a Motion to Approve Deschutes County 911 Service District Document No. 2015-109 Amending Operating Agreement DC 2013-654 – *K. Nelson***
- F. Discussion and Consideration of a Motion to Approve a Title VI Plan – *L. Fujita-Conrads***
- G. Discussion and Consideration of a Motion to Provide a Recommendation to the Oregon Liquor Control Commission (OLCC) on the Annual Renewal of Liquor Licenses for Sisters Businesses – *K. Nelson***
- H. Discussion and Consideration of a Motion to Declare Certain City Property as Surplus and Authorize the City Manager to Dispose of the Equipment – *L. Fujita-Conrads***
- I Discussion and Consideration of a Motion to Modify U.S. Bank Authorized Account Signers by adding the Name of Amy Burgstahler and Removing the Names of William Hall and Wendy Holzman - *L. Fujita-Conrads***
- J Discussion and Consideration of a Motion to Approve an Easement Agreement between the City of Sisters and Sisters Lodge Holdings, LLC for a Bicycle and Pedestrian Path – *P. Davenport***
- K. Discussion and Consideration of a Motion to Approve a Dedication Agreement between the City of Sisters and Sisters Lodge Holdings, LLC for a Public Right-of-Way Dedication – *P. Davenport***
- L. Discussion and Consideration of a Motion to Approve a Water Right Transfer Application and Authorize the City Manager to Sign the Application – *A. Gorayeb***

**VI. OTHER BUSINESS**

**VII. MAYOR/COUNCILOR BUSINESS**

**VIII. ADJOURN**



## AGENDA ITEM SUMMARY

## CITY OF SISTERS SISTERS CITY COUNCIL

---

**Meeting Date:** August 13, 2015

**Staff:** Kathy Nelson

**Type:** Workshop and Regular Meeting

**Dept:** CMO

**Subject:** Deschutes County 911 Service District Letter of Support an Operating Agreement

---

**Action Requested:** In the workshop, receive a presentation from Steve Reinke, Director of Deschutes County 911 Service District regarding the formation of a countywide 911 Service District with a regional radio system and permanent funding. Mr. Reinke will also provide an overview of the amended operating agreement for all parties within the service district.

In the regular meeting consider a motion to authorize the Mayor signing a letter of support for the new countywide 911 Service District and also consider a second motion to authorize the Mayor to sign the amended operating agreement

---

**Background:** Deschutes County, through its entities and elected officials, has recognized the need to form a new countywide 911 Service District that will include the establishment of a permanent tax rate to provide stable funding. It will also include a new regional radio system to provide communication for all law enforcement, fire and rescue, emergency medical services, schools, hospitals and other governmental agencies to enhance safety for all residents and agencies within Deschutes County.

The 911 Service District will fund a comprehensive scoping of the communication system which will include value engineering, financing options, grant funding research and development of a governance structure. The estimated cost is \$200,000.

In order to approve the formation and permanent tax rate, including a ballot initiative to the voters of Deschutes County, recognition of the critical importance of this system needs the support of all stakeholders, including the City of Sisters. A letter of support has been provided by the 911 Service District with the hope the Council will authorize the Mayor's signature on the letter to signify the City of Sisters support.

The 911 Service District has also presented the City with an amended operating agreement, Doc. No. 2015-109, to supersede DC 2013-654. A request to authorize the Mayor to sign the amended agreement on behalf of the City of Sisters has also been requested.

**Financial Impact:** Unknown

---

**Attachments:**

A. Deschutes County 911 Service District Letter of Support

B. Deschutes County 911 Service District Amended Operating Agreement

---

**Concurrence:** CM:  FIN:  PW: \_\_\_\_\_ CDD: 



**Deschutes County 9-1-1 Service District**  
Post Office Box 6005, Bend Oregon 97708

**February 2015**

**LETTER OF SUPPORT: FORMATION OF A NEW COUNTYWIDE 9-1-1 SERVICE DISTRICT; ESTABLISHING A PERMANENT TAX RATE AND CONVERSION TO A REGIONAL RADIO SYSTEM**

The entities and elected officials identified below recognize the urgent need to form a new countywide 9-1-1 Service District within Deschutes County, to include the establishment of a permanent tax rate to provide adequate and stable funding for 9-1-1 call receiving; emergency dispatch services and the conversion of the area's disparate and nearing end-of-life radio systems to a centrally managed Regional Radio System. The new system will facilitate interoperable communications between the region's law enforcement, fire and rescue, emergency medical services, schools, hospitals and other general government agencies, and will enhance the safety of all persons and institutions within Deschutes County.

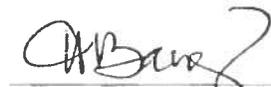
The Deschutes County 9-1-1 Service District is prepared to fund comprehensive scoping of an emergency communications system, including value engineering, preparation of financing alternatives, investigation of grant funding and development of a governance structure. It is estimated this work will cost \$200,000.

Subject to official Resolutions approving the formation and permanent tax rate as required by ORS Chapter 451, in recognition of the critical importance of these items as well as the financial commitment being made by the 9-1-1 Service District to develop a ballot initiative for submission to the voters of Deschutes County, the entities and officials signing this letter resolve to actively support the formation of a new countywide 9-1-1 Service District. Said support may include assistance with the development of a communications plan which provides information and recommended materials for an effective campaign, written advocacy, testimony at public forums and interaction with the media.

For the Deschutes County 9-1-1 Service District:

  
Anthony DeBone, Chair

  
Alan Unger, Vice Chair

  
Tammy Baney, Commissioner

Deschutes County 9-1-1 Service District Board Members and  
Deschutes County Board of Commissioners

SUPPORTING ELECTED OFFICIALS AND ENTITIES:

---

Larry Blanton, Sheriff  
Deschutes County

---

Jim Clinton, Mayor  
City of Bend

---

George Endicott, Mayor  
City of Redmond

---

Ken Mullenex, Mayor  
City of La Pine

---

Chris Frye, Mayor  
City of Sisters

---

Ken Goodnight, Board President  
Deschutes County Rural Fire Protection District #2

---

Carroll Penhollow, Board President  
Redmond Fire and Rescue

---

Bob Kathman, Board President  
Alfalfa Fire District

---

Jerry Johnson, Board President  
Cloverdale Rural Fire Protection District

---

Doug Cox, Board President  
La Pine Rural Fire Protection District

---

Chuck Newport, Board President  
Sisters-Camp Sherman Fire District

---

Debra Baker, Chair  
Sunriver Service District Managing Board

---

Curtiss Abbott, Board Chair  
Black Butte Ranch Police Service District

---

Rodger Gabrielson, Board Chair  
Black Butte Ranch Rural Fire District

---

Bob Bengston, Board President  
Crooked River Ranch Fire and Rescue

REVIEWED

LEGAL COUNSEL

For Recording Stamp Only

**DESCHUTES COUNTY 911 SERVICE DISTRICT - Doc. No. 2015-109  
AMENDING OPERATING AGREEMENT DC 2013-654**

WHEREAS, the Deschutes County 911 Service District ("District") was formed on May 4, 1988 under the authority of ORS Chapter 451 and ORS 401.720; and

WHEREAS, under ORS 451.485, the Governing Body of a county service district shall be the Board of County Commissioners; and

WHEREAS, under ORS 451.610, the Governing Body of a 911 Service District shall appoint an advisory committee to advise and assist the Governing Body in establishing, maintaining and operating the 911 emergency reporting system of the district, which shall consist of one representative from each public or private safety agency within the district; and ; now therefore

The parties agree as follows:

1. **PARTIES.** The following are eligible parties to this agreement with the District Governing Body:

- |  |   |
|--|---|
| - Black Butte Ranch Police Service District          | - Black Butte Ranch Rural Fire Protection District    |
| - City of Bend                                       | - City of La Pine                                     |
| - City of Redmond                                    | - City of Sisters                                     |
| - Cloverdale Rural Fire Protection District          | - Crooked River Ranch Rural Fire Protection District  |
| - Deschutes County                                   | - Deschutes County Sheriff's Office                   |
| - Deschutes County Rural Fire Protection District #2 | - La Pine Rural Fire Protection District -            |
| - Redmond Fire and Rescue                            | - Sisters/Camp Sherman Rural Fire Protection District |
| - Sunriver Service District                          |   |

2. **AUTHORITY AND DUTIES OF THE DISTRICT GOVERNING BODY.**

- a. The District Governing Body may at any time offer advice and direction to the User Board.
- b. The District Governing Body shall be the approval authority for the District's annual budget, personnel system and modifications thereto, tax measures, and fee proposals.
- c. The District Governing Body shall sign all collective bargaining agreements.
- d. The District Governing Body shall also provide the necessary auditing services to the District at a

mutually agreeable cost. The County Administrator or User Board may, at any time, request the services of County internal auditing services. Upon the request of the Governing Body, the District shall cooperate with the County's internal auditor.

e. The District Governing Body, acting as members of the Budget Committee required by ORS 294.336, shall participate in the review and approval of the fiscal year budget, and shall assume responsibility for compliance with all publication, notice and hearing requirements for the budget process. The District Governing Body shall also be responsible for the preparation and completion of all necessary election filings and other requirements for all tax election measures.

f. The District Governing Body shall appoint a Liaison to the User Board.

### 3. USER BOARD.

a. There is hereby established a User Board consisting of one member appointed by and representing each of the following public safety agencies ("User Agencies"):

- |  |   |
|--|---|
| - Black Butte Ranch Department of Police Services    | - Black Butte Ranch Rural Fire Protection District    |
| - City of Bend Fire Department                       | - City of Bend Police Department                      |
| - City of Redmond Police Department                  | - Cloverdale Rural Fire Protection District           |
| - Crooked River Ranch Rural Fire Protection District | - Deschutes County Rural Fire Protection District #2  |
| - Deschutes County Sheriff's Office                  | - La Pine Rural Fire Protection District              |
| - Redmond Fire and Rescue                            | - Sisters/Camp Sherman Rural Fire Protection District |
| - Sunriver Fire & Rescue                             | - Sunriver Police Department                          |

b. The County Administrator, or designee, shall chair the User Board.

c. A majority of the User Board shall constitute a quorum. A majority of the entire User Board shall be required to take any action within the authority of the User Board.

d. Meetings shall be held at a time and place designated by a majority of all User Board members, or the User Board Chair, upon not less than seven days prior written notice to all User Board members.

e. A majority of the User Board members may call a special meeting of the User Board for the purpose of addressing with the County Administrator or Governing Body any issues of District-wide concern.

f. The User Board shall meet at least quarterly to review and provide advisory input into operational rules, policies and procedures of the District that impact user agencies. The User Board will also receive an annual report on District challenges, issues and accomplishments and plans for the forthcoming year, and shall provide advisory input to the County Administrator and the 911 Director on the annual proposed budget for the District prior to the submission of the budget to the District budget committee.

g. Meetings and records of the User Board shall conform to the requirements of ORS Chapter 192. A written agenda for each User Board meeting along with the proposed minutes of the previous meeting shall be delivered to the District Governing Body and to each User Board member at least two days prior to each meeting.

4. COUNTY ADMINISTRATOR.

- a. The District Governing Body hereby delegates operational and management responsibilities to the County Administrator in accordance with Deschutes County Code Section 2.05.060 and 2.05.070.
- b. Without limiting the foregoing responsibilities, the County Administrator shall be responsible for the District's administration, budget and personnel functions, including hiring, evaluating, supervising and terminating the 911 Director.
- c. If the 911 Director position is vacant, the County Administrator, or designee(s) shall perform the functions of the position.
- d. Subject to legal review, the County Administrator may enter into contracts as authorized by DCC 2.37.040(A).

5. 911 DIRECTOR.

- a. The 911 Director shall plan, organize, and manage the operations of the 911 Service District. He or she shall have the authority to hire, promote, demote, discipline and terminate all District personnel in accordance with District personnel policies and collective bargaining agreements. The 911 Director shall review the personnel plan as needed and, with the advice of the User Board, make changes, if necessary.
- b. The 911 Director shall be responsible for call answering, dispatching, records, communications, security and other communications center functions in conformance with the rules, policies, plans and procedures of the District.
- c. Subject to legal review, the 911 Director may enter into contracts as authorized by DCC 2.37.040(D).
- d. The 911 Director shall prepare, revise, and modify District policies and procedures that impact user agencies subject to the advisory input of the User Board.
- e. The 911 Director shall prepare the annual budget subject to the advisory input from the User Board prior to Governing Board approval. The 911 Director shall present the proposed budget in accordance with District and Deschutes County budget timetables and Oregon Local Budget Law.
- f. The 911 Director shall implement policies for the expenditures of budgeted items for the District. Such policies shall be submitted to the User Board for review and recommendation. Such policies shall thereafter be submitted to the District Governing Body for adoption.
- g. The 911 Director shall annually prepare and forward to the governing bodies of the parties, an annual evaluation of the 911 emergency reporting system.

6. FINANCIAL TRANSACTIONS. The financial transactions of the District shall be in compliance with the requirements of the local budget laws and expenditure limitations contained in the laws of the State of Oregon.

7. CONFIDENTIALITY. The User Board, County Administrator or 911 Director shall not use, release or disclose any information concerning any employee, client, applicant or person doing business with the District for any purpose not directly connected with the administration of the District's Governing Body, User Board's, Administrator's or 9-1-1 Director's responsibilities under this Agreement except upon any one or more of the following: valid subpoena, court order, as required under ORS 192.410 to 192.505, written consent of the District Governing Body, or if applicable, the employee, client, applicant or person. The User Board, Administrator and 911 Director shall ensure that its agents, officers and subcontractors and District employees with access to records of the District Governing Body, the User Board, the County Administrator and the 911 Director understand and comply with this provision. The User Board and 911 Director shall immediately contact the County Administrator and the Deschutes County Public Information Officer (PIO) when media contact occurs unless such contact occurs at a public meeting of the District or relates to routine District administration, such as the time and place of future meetings.

8. FUNDING. Funding shall be derived as follows:

- a. Excise taxes collected on telephone exchange access services and distributed to participating local jurisdictions by the State pursuant to ORS 401.710 to 401.790.
- b. Ad valorem property taxes received by the District.
- c. The District may adopt additional funding methods, such as service fees and cost-sharing formulas.
- d. The Governing Body shall not take any action to change the funding mechanisms in b. and c. above, without first receiving a recommendation from the User Board. Should such a recommendation not be received by the Governing Body within 60 days of a request for same, the Governing Body may act without the User Board's recommendation.

9. PARTICIPATING AGENCY EQUIPMENT.

- a. Each User Board member shall be responsible for purchasing, maintaining and repairing their own base, mobile and portable radio equipment, as well as direct landlines from the District's Public Safety Answering Point (PSAP) to their individual stations, remote radios and offices. User Board members shall not be responsible for District landlines or other connectivity to the District's dispatch radios.
- b. Upon termination by a party and withdrawal from use of the District's PSAP, all District equipment shall be returned to the District.

10. ACCOUNTING. The fiscal year of the District shall be the same as that established for Deschutes County, Oregon.

11. FACILITIES. Deschutes County will provide space in the building, located at 20355 Poe Sholes Drive, Bend, Oregon to house District operations, including all staff and equipment. Reasonable costs for rent, maintenance and utilities will be based on actual costs to County and other occupants of the building.

12. OTHER SERVICES. If the District elects not to have District employees provide services, the District may contract for, or provide necessary services to, the District such as, but not limited to, legal services, personnel services, information technology, payroll and accounting services. Except for services furnished by Deschutes County, all services provided to District by non-District employees shall be set out in written contracts. In situations where it is determined by the Deschutes County Legal Counsel that an actual or potential conflict of interest exists in the County Legal Counsel's representation of both Deschutes County and the District, or that retaining legal services from outside the office of the Deschutes County Legal Counsel is in the District's best interest, the District may utilize legal services other than Deschutes County Legal Counsel. In the event the District utilizes the services of County Counsel, the District shall pay the County based upon the County's established internal service provider formula for legal services.

13. DEFAULT PROVISION. In the event the District does not adopt operational (including personnel) policies, rules, plans and procedures or contract for or provide necessary services, the applicable Deschutes County policy, rule, plan, procedure or service shall be deemed adopted by the District.

14. REVIEW/EVALUATION. This agreement shall be reviewed annually by the User Board to evaluate the efficiency of the organizational structure.

15. AMENDMENT. This agreement may be waived, altered, modified, supplemented, or amended in any manner only by written agreement of two-thirds of the parties.

16. ADMISSION OF NEW PARTIES. Additional public or private parties may be added by written addendum to this agreement, signed by all parties. Parties admitted to this agreement midway through the fiscal year may be admitted with a pro-rata financial commitment.

17. DURATION OF AGREEMENT. This Agreement shall be automatically extended from year to year on the same terms and conditions, including modifications and amendments, unless it is terminated by written agreement of two-thirds of the parties.

18. USER BOARD'S TENDER UPON TERMINATION. Upon receiving a notice of termination of this Agreement, the User Board, County Administrator and 911 Director shall immediately cease all activities under this Agreement, unless the District Governing Body expressly directs otherwise in such notice of termination. Upon termination of this Agreement, the User Board shall deliver to the District Governing Body all documents, information, works-in-progress and other property that are, or would be, deliverables had the Agreement been completed. Upon the District Governing Body's request, the User Board shall surrender to anyone whom the District Governing Body designates, all documents, research, objects or other tangible things needed to complete the work.

19. WAIVER. The District Governing Body's delay in exercising, or failure to exercise any right, power, or privilege under this Agreement shall not operate as a waiver thereof, nor shall any single or partial exercise or any right, power, or privilege under this Agreement preclude any other or further exercise thereof or the exercise of any other such right, power, or privilege. The remedies provided herein are cumulative and not exclusive of any remedies provided by law.

20. GOVERNING LAW. This Agreement shall be governed by, and construed, in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or

proceeding (collectively, "Claim") between District Governing Body and the User Board members that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Deschutes County for the State of Oregon; provided, however, if a Claim must be brought in federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. The U.N. Convention on International Sales of Goods will not apply.

21. SEVERABILITY. If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held invalid.

22. ANTI-DISCRIMINATION CLAUSE. No person shall, on the grounds of race, color, creed, national origin, sex, marital status, disability, age or association with any member of such classes, suffer discrimination in the performance of this Agreement when employed by the District. The User Board shall comply with Title VII of the Civil Rights Act of 1964, with Section V of the Rehabilitation Act of 1973, and with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Additionally, each party shall comply with the Americans with Disabilities Act of 1990 (Pub. L. No. 101-336), ORS 659A.112 to .142, and all regulations and administrative rules established pursuant to those laws. Further, User Board shall not discriminate against minority-owned, women-owned or emerging small businesses in awarding subcontracts as required by ORS 279A. 110.

23. MERGER CLAUSE. This Agreement constitutes the entire agreement between the parties regarding the operational agreement for the Deschutes County 911 Service District between the Deschutes County Board of Commissioners and public safety agencies. All understandings and agreements between the parties and representations by either party concerning this Agreement are contained in this Agreement. No waiver, consent, modification or change in the terms of this Contract shall bind either party unless in writing signed by two-thirds of the parties. Any written waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given.

24. SURVIVAL. All rights and obligations shall cease upon termination or expiration of this Agreement, except for the rights and obligations set forth in Sections 6 and 18.

25. EFFECTIVE DATE. This Agreement shall be executed on behalf of each participant. This Agreement shall become effective immediately upon being adopted and signed by a two-thirds majority of the eligible parties.

26. PRIOR AGREEMENT(S). This Agreement replaces that certain Agreement entitled, Deschutes County 911 Service District Amended Operating Agreement, Document 2010-441, 2013-654, and any successor agreement, if any, thereto.

27. COUNTERPARTS. This Contract may be executed in several counterparts, all of which, when taken together, shall constitute one agreement binding on all parties, notwithstanding that all parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

For 9-1-1

For the City of Sisters, Oregon

BOARD OF COUNTY COMMISSIONERS  
FOR DESCHUTES COUNTY, OREGON,  
ACTING AS THE GOVERNING BODY OF  
THE DESCHUTES COUNTY 9-1-1  
SERVICE DISTRICT

---

Anthony DeBone, Chair

---

Chris Frye, Mayor

Date: August \_\_\_\_\_, 2015

---

Alan Unger, Vice Chair

---

Tammy Baney, Commissioner

Date \_\_\_\_\_, 2015

ATTEST:

---

Recording Secretary



---

Steve Reinke, 9-1-1 Director

Date: June 16, 2015



---

## CITY OF SISTERS

---

August 10, 2015

Alan Unger  
Deschutes County Commissioner  
PO Box 6005  
Bend, OR 97708

RE: Sisters to Black Butte Ranch Paved Trail

Dear Commissioner Unger,

As you are aware, the City of Sisters prides itself on being a bicycling and pedestrian friendly city. It has received the Silver designation of a Bicycle Friendly Community from the League of American Bicyclists and the bronze designation as a Walk Friendly Community. Getting people out of cars and into walking and cycling is a priority for the City and part of the Vision Statement crafted by the community in 2007. It reduces congestion, enhances our village atmosphere and lends itself to the livability of our town. Consistent with this vision is our interest to connect our town with other communities in Sisters Country via non-motorized modes of travel.

The economy of Sisters is quite dependent on recreational tourism. Amenities that bring more visitors to our town, and encourages them to stay longer makes good economic sense. The city is very fortunate to be surrounded by the natural beauty of Deschutes National Forest. It works collaboratively with the United States Forest Service to maintain and enhance our forests while making them available for citizens and visitors alike to enjoy, regardless of their mobility level.

The City of Sisters recognizes a proposed trail between Sisters and Black Butte Ranch has sparked some controversy and greatly appreciates your efforts to reengage our community to listen and learn from opponents and proponents alike. Like other local entities and agencies, the Sisters City Council is pleased to voice support for this paved trail and your plans to resubmit a proposal to the USFS to fund a second environmental assessment in its FY 16/17 budget.

Sincerely,

Chris Frye  
Mayor



August 10, 2015

Amy Racki, Recreation Team Leader  
United States Forest Service  
Highway 20 and Pine Street  
Sisters, OR 97759

RE: Title II Secure Rural Schools Grant for Petersen Ridge Trailhead

Dear Ms. Racki,

The City of Sisters through its City Council is pleased to provide a letter of support for the Forest Service's application for a Title II Rural School Grant for Petersen Ridge Trailhead.

Relocating the trailhead an additional 850 feet south of the existing trailhead at the corner of Tyee Drive and Three Creek Road will help alleviate the congestion of hikers and bicyclists that park their vehicles in the area in order to take advantage of the very popular recreational trail. Unfortunately the existing trailhead is located in a residential neighborhood and the City has received complaints from neighbors about impacts to their private residences. The City appreciates the Forest Service's willingness to address these concerns by relocating the trailhead. Providing dedicated parking at the new trailhead will be a great improvement.

Thank you again for the Forest Service's response in working with the City to address these concerns and best of luck with your grant application.

Sincerely,

Chris Frye  
Mayor

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

**MEMBERS PRESENT:**

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

**ABSENT:**

David Asson Councilor

**STAFF PRESENT:**

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

**ABSENT:**

Lynne Fujita-Conrads Finance Officer

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

The meeting was called to order by Mayor Frye at 7:09 p.m.

**II. VISITOR COMMUNICATION**

Mayor Frye requested that speakers limit their comments to three minutes.

**Bob Norman, 16000 Foothill Lane, Sisters, OR 97759**

Mr. Norman stated he had sent an email to all the Council members on February 17<sup>th</sup> requesting they review the flawed process related to the approval of a food cart at Eurosports. He reported he received an email response from Councilor Asson and Councilor Womack and found the response from Councilor Womack troublesome. He stated Councilor Womack described recent changes on how staff would process Type II applications and how land use decision notification to the Council would be handled. Councilor Womack also relayed the Council had looked into the matter and found the decision had been handled in an appropriate manner. Councilor Womack had questioned why Mr. Norman was concerned with the process for this particular application when he had not been concerned with the previous nine Type II application processes. Mr. Norman stated Councilor Womack obviously didn't understand his concern was not related to the applicant and it was not a personal attack against Mr. Boyd, but rather against the process. He stated he didn't mind if Mr. Boyd was approved for the food carts as long as the process was not flawed. He stated from the citizens perspective when a current or former city official was involved in an application and was granted permission to move forward with the minimal amount of attention given as required by law, it did not seem appropriate. He stated whenever a city official was involved, the matter should be given extra scrutiny to eliminate any question of preferential treatment. He summarized it was very important to deliberate on the real issue which was the process.

**Lynne Dorsey, 67200 Sage Ranch Drive, Sisters, OR 97759**

Ms. Dorsey stated she agreed with everything Mr. Norman had just stated. She stated it wasn't a matter of whether the city should or shouldn't have food carts. She stated it was a complicated issue and most community members had never even had the opportunity to

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

consider food carts prior to the application being approved. She stated she felt it required a great deal more research and input as well as a specific definition as to what constituted a food cart in order to have the issue resolved. She stated instead, it appeared the door was opened slightly by someone in a position of power whose business could benefit and then slammed shut. She stated the lack of process seemed to occur in a hurry behind closed doors and did not instill trust in the city. She recommended the decision be withdrawn and have the applicant go through a more thorough process.

**Mike Rankin, 1602 W. Hall Avenue, Sisters, OR 97759**

**Mr. Rankin** stated he was concerned the issue was being brought up by a lot of people that reside outside city limits. He stated if the people were not paying city taxes, it was not their issue and they should let it go.

**Ed Protas, 575 S. Oak Street, Sisters, OR 97759**

**Mr. Protas** handed in a petition with 130 signatures asking for a public hearing on the matter of allowing food carts in the city. He stated staff made mistakes in its decision of the food cart application, both procedurally and in interpretation of the City's code. He stated if common sense did not convince the City of its error, the letter from Attorney Michael Peterkin should. He stated Mr. Peterkin identified a remedy that was legally and politically sound for a decision that had been made by someone that did not have the authority to make such a decision. He stated the City might feel it has a tough path but it had everything it needed to make the right decision. He stated the Council had made no formal declaration surrounding the decision and how it would proceed and it was his hope they would this evening by sending the application back for a more comprehensive process.

**Mike Morgan (as read by Ed Protas) 15920 Pilot Drive, Sisters, OR 97759**

**Mr. Morgan** stated at the end of the workshop of February 19, City Manager Goraeyb stated he had spoken with City Attorney Bryant about the opinion letter from Attorney Michael Peterkin. Manager Gorayeb reported City Attorney Bryant had stated Mr. Peterkin might have been looking at the issue from a different perspective and perhaps was unaware of certain facts. He asked that City Attorney Bryant respond to the following questions;

1. What perspective did City Attorney Bryant come from and how was it different from Mr. Peterkin's?
2. What facts was Attorney Peterkin unaware of and how were they relevant?
3. Why did City Attorney Bryant's letter not include anything related to the Development Code's definition of the review requirements by staff and the Planning Commission as it relates to a Type II decision?

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

Gary Miller, 69592 Lake Drive, Sisters, OR 97759

Mr. Miller stated he wanted to echo the disappointment others had voiced in not receiving any comments or discussion from the Council on the many questions that have been raised. He stated he did not agree it was an issue only for those living within city limits as many business and property owners did live outside city limits and had a stake in what happens within the city. He stated giving equal status to a mobile food cart and a restaurant without notice, concern and discussion was a huge policy change. He stated it was a delicate issue and it needed serious contemplation.

Melissa Ward, 251 E. Cascade Avenue, Sisters, OR 97759

Ms. Ward stated she had written a letter of objection to food carts during the review process. She stated when she discovered it was the former Mayor, she felt it represented a conflict of interest. She stated if there was a hint of conflict of interest the matter should have been vetted before any decision was issued. She stated the process that occurred had a hole in it and the Council needed to understand there were many people afraid to voice their opinions. She asked the Council to consider the legal and community aspects of the issue and satisfy everyone's concern there had been appropriate due process.

### III. CONSENT AGENDA

#### A. Minutes

1. January 22, 2015 – Regular Meeting
2. February 12, 2015 – Regular Meeting

#### B. Bills to Approve

1. February Accounts Payable

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

### IV. STAFF REPORTS

- #### A. Deschutes County Sheriff's Office

### V. COUNCIL BUSINESS

- #### A. Discussion and Consideration of a Motion to Approve a Sewer Deferral Agreement with Darren Dickerhoof for Huckleberry Coffee Kiosk located at Three Winds Shopping Center

This item was pulled. Manager Gorayeb explained that Mr. Dickerhoof had decided to move forward with a lot line adjustment instead so the kiosk could hook up with the sewer

line at Takodas Restaurant as opposed to installing a tank for grey water at the kiosk when he realized the two processes would take the same amount of time.

**VI. CONTRACT REVIEW BOARD**

- A. Discussion and Consideration of a Motion to Approve a Construction Contract with Alex Hodge Incorporated in the Amount of \$48,240 for the Hood Avenue and Ash Street Parking and Pedestrian Improvements, Waive a Minor Deficiencies in the Bid Documents and Authorize the City Manager to Sign the Contract**

**Mayor Frye** opened the Contract Review Board.

**Director Bertagna** explained the project was to include construction of Americans with Disabilities Act (ADA) compliant sidewalks, curb ramps, parking, drainage and pavement marking improvements. He stated the City had applied for and been awarded a Special City Allotment grant from the Oregon Department of Transportation (ODOT) for the project. He reported the grant would cover the costs for the entire project

*Councilor Womack moved to approve a construction contract with Alex Hodge Incorporated in the Amount of \$48,240 for the Hood Avenue and Ash Street parking and pedestrian improvements, waive a minor deficiency in the bid documents and authorize the City Manager to sign the contract. Councilor Holzman seconded the motion. The motion carried unanimously.*

**Mayor Frye** closed the Contract Review Board

**VII. OTHER BUSINESS**

- A. Planning Commission Appointment**

The **Mayor** and **Council** discussed the merits of the two candidates that applied. **Mayor Frye** appointed Chuck Humphreys to the Planning Commission. **Councilor Holzman** concurred. **Councilor Womack** and **Councilor Connolly** did not concur and the appointment did not stand. **Mayor Frye** appointed Roy Dean to the Planning Commission. The **Council** concurred.

- B. Urban Forestry Board Appointment**

**Mayor Frye** appointed Patrick Burke to the Urban Forestry Board. The **Council** concurred.

## VIII. MAYOR/COUNCILOR BUSINESS

### *URA Grants*

**Councilor Womack** stated he had heard from a number of business owners wanting to apply for urban renewal grants and requesting an extension of the February 27<sup>th</sup> deadline. He stated many business owners had expressed the need for additional time to complete the application process. He suggested extending the deadline to March 13<sup>th</sup>. **City Attorney Bryant** explained the grants were related to Urban Renewal Agency (URA) business and approval of the extension could be scheduled next week at an URA meeting.

### *Susan Cobb Letter*

**Councilor Connolly** asked how the Council would be responding to the letter from Susan Cobb and whether there was a process for acknowledging correspondence. **Mayor Frye** replied there was no formal process and typically when discussing letters received, one Council member would volunteer to reach out to the party. **Councilor Connolly** replied she would respond to Ms. Cobb.

### *Community Mental Health Forum*

**Councilor Connolly** reported there was a community mental health forum for students and families scheduled for March 12<sup>th</sup> at 6:00 p.m. The **Council** decided to bring attention to the forum by including the information in their next community newsletter.

### *Website Redesign*

**City Recorder Nelson** reported she was still collecting comments from citizens regarding the Beta website and incorporating changes proposed by the Council. She stated the old website was scheduled to go down and the new website brought up on March 9<sup>th</sup>.

### *Creekside Campground*

**Councilor Connolly** asked for an update on the meeting Councilor Womack and City Parks Advisory Board (CPAB) Chair Liam Hughes had with neighbors surrounding the park. **Councilor Womack** reported they had met with neighbors but the CPAB had not met again to discuss that meeting.

### *Community Development Director (CDD) and Planning Associate Recruitment*

**Manager Gorayeb** reported a candidate for the Director position had unanimously been identified. He stated Human Resources was in the midst of performing the background and references check. He noted the candidate was extremely qualified. He stated it was hoped the candidate could begin on Monday. He stated with regard to the Planning Associate, two strong candidates had been identified but the plan was to wait until the new CDD began and provide that individual the opportunity to weigh in before making a final decision.

### *Community Assets Committee (CAC) Budget*

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

**Mayor Frye** stated the CAC was looking for approval to expend funds for a community survey and upcoming community assets education event scheduled for April. He stated the CAC was requesting approximately \$3,000 of Community Action Team of Sisters (CATS) funds that are held by the City for expenditures of this nature related to community visioning. The **Council** was supportive of allowing the expenditure of CATS funds.

*Food Carts*

**Mayor Frye** stated the areas of concern surrounding the food cart issue could be summarized as follows:

- Process
- Conflict of Interest
- Notification
- Interpretation of the Development Code

**Mayor Frye** requested City Attorney Bryant address the issue of conflict of interest that was brought up. He asked if, since the Council had been discussing the issue of business licensing for several months, had it created a conflict of interest for former Mayor Boyd.

**City Attorney Bryant** explained a conflict of interest could not exist unless an action had provided a particular benefit or avoidance of detriment to the former mayor, such as waiving the fee for the application, or processing the application in advance of others received prior to his. He asserted staff had taken a great deal of time to come to its decision and when the Council had been discussing business licensing, it was related to an entire class of people and not Mr. Boyd as an individual. He confirmed it did not constitute a conflict of interest.

**Councilor Holzman** also noted the Council had not voted to make any changes to business licenses so far. **City Attorney Bryant** added any future decision the Council made would have no bearing on this application anyway. He stated in the application, food carts were proposed not as a transient merchant but rather a business that would obtain at least a one year lease and be required to obtain a regular business license.

**Mayor Frye** asked what the process would be if a food cart didn't follow the regulations for the license. **City Attorney Bryant** replied code enforcement for by the business license owner and applicant would apply. **Councilor Womack** asked how code enforcement issues were dealt with. **Director Hardie** replied in most cases businesses were not aware they are out of compliance and once staff performed a site visit. Staff would work with the business in order to bring them into compliance voluntarily. **Councilor Connolly** questioned what would happen if the food cart owner decided they were not making money after a few months and left, and another food cart owner came in and the same happened on several occasions. **City Attorney Bryant** replied the original food cart owner would need to go through a process to terminate their lease with the property owner and that was no different than a brick and mortar businesses that closed down after a few months. He stated one of the conditions of approval was the requirement for the food cart owner to sign a lease.

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

**Mayor Frye** asked for a description of the noticing requirements for a Type II decision. **City Attorney Bryant** explained the initial notice was posted to the property and sent to property owners within 250 feet of the project. He noted due to clerical errors on the notice, it was sent out an additional two times. **Director Hardie** confirmed the initial notice stated the Planning Commission had received the application as opposed to the Community Development Department and the second notice listed an incorrect day. **City Attorney Bryant** explained once the decision had been made, the decision was posted on the property. **Mayor Frye** asked if the City was allowed to treat applicants differently just because they were in a position of power. **City Attorney Bryant** replied the City could not require the applicant to do anything more or differently than any other applicant. He specified all applicants needed to be treated the same and go through the same process.

**Mayor Frye** asked if the way the application was processed incorporated a change in policy. **City Attorney Bryant** replied the Development Code had remained the same and that anyone else that had come in with the same type of application would have gone through the same process. He reported staff had researched eating and drinking establishments extensively, and given the nature of the duration of the businesses, deemed them to be consistent with the current Code language. **Mayor Frye** asked if the Code addressed food carts specifically and **City Attorney Bryant** replied it did not.

**Mayor Frye** stated Attorney Peterkin asserted the Council was required to send the matter to the Planning Commission to be heard and asked whether that was the case. **City Attorney Bryant** replied the Council was not required to send the matter to the Planning Commission but noted the Development Code was being amended to make certain all staff decisions would be sent to the Planning Commission and Council in the future. **Councilor Connolly** asked if it was a problem that Planner Porter had marked the box that indicated he had sent the decision to the Planning Commission. **City Attorney Bryant** replied it was his understanding the 'cc' on the letter was in error as Planner Porter had been using a template and merely forgotten to delete the mark. He stated Planner Porter never had any intention of sending the decision to the Planning Commission and it did not change the fact there had been no appeal during the appeal period. **Councilor Holzman** confirmed that the decision, per the City's Code, was not required to be sent to the Planning Commission and **City Attorney Bryant** replied that was correct.

**Councilor Connolly** noted five of the seven people that spoke earlier had concerns relating to the process under which the decision had been made. She stated Councilor Asson's letter with suggestions discussed that several opponents had suggested getting a third party opinion and that Councilor Asson had agreed with that suggestion.

***Councilor Connolly** moved to discuss voting as to whether the City should seek a third party opinion.*

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

**Councilor Holzman** stated she did not feel ready to move forward with a vote on the matter as there had not been adequate discussion. She stated she felt the Council should consider how to move forward with future decision and did not see how it could consider opening up a conversation on a final decision. **Councilor Womack** stated he agreed it was not an option to consider. He stated the Council had a right to interpret its Code and had been doing so consistently since it was amended in 2010. He stated the Planning Commission would take up a general discussion on food carts in the future.

**Mayor Frye** noted the motion had died through lack of a second by another Council member.

**Mayor Frye** stated he felt the City had already received three opinions; from Mr. Boyd's attorney, from Attorney Peterkin and from the City's own attorney. He stated City Attorney Bryant worked for the City and had the City's best interest at heart and that was sufficient in his opinion. **Councilor Connolly** replied she felt that for the sake of the community's trust of the City, it would be worth the cost. She stated she felt it would also help address the process concerns. **Councilor Holzman** stated she felt it was important to look at best practices but noted this was an approved application and was concerned with the legal ramifications if the City chose to reopen the decision. **Mayor Frye** stated he agreed the Council could not unwind a final decision without opening the City to a lawsuit. **City Attorney Bryant** replied the Council could not do so as there was nothing in State law that gave the Council the authority to do so. He stated the decision could not be changed or reopened without some consequence to the City, which would likely be the applicant suing the City for damages. **Mayor Frye** asked what the City's likelihood of losing a case of this nature would be and **City Attorney Bryant** replied there was a high probability the City would lose. He added it would likely not be covered by the City's insurance either since the Council did not have the authority to reconsider or change a final decision.

**Councilor Connolly** asked about the comments made related to ethics. **City Attorney Bryant** replied if someone felt an ethics violation had occurred, they could file a complaint with the Oregon Government Ethics Commission (OGEC) and OGEC would investigate the allegation.

**Councilor Holzman** summarized the City had followed its own Code with regard to the decision and as a public official she would be unwilling to open the City to a potential lawsuit. **Mayor Frye** stated he felt the same, especially since it could open the City to so much liability. He stated he appreciated everyone that commented and wanted to address concerns raised by the public. He stated there were two issues; the current approved decision and how future applications should be handled. **Councilor Connolly** encouraged volunteers to consider stepping up and participating for the City boards, commissions and committees in order to effect change.

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

**Mayor Frye** summarized that the City did not have any legal authority to change the decision relating to the food cart but could look to changes for processing future applications and decisions.

**IX. ADJOURN** –8:35 p.m.

Respectfully submitted,

  
Kathy Nelson, City Recorder

\_\_\_\_\_  
Chris Frye Mayor

SPECIAL MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
AUGUST 06, 2015

**MEMBERS PRESENT:**

Chris Frye	Mayor
Nancy Connolly	Council President Pro-tem
David Asson	Councilor
Amy Burgstahler	Councilor

**STAFF PRESENT:**

Andrew Gorayeb	City Manager
Steve Bryant	City Attorney
Patrick Davenport	CDD Director
Paul Bertagna	PW Director
Lynne Fujita-Conrads	Finance Officer
Kathy Nelson	City Recorder

**I. CALL TO ORDER**

The special meeting was called to order by Mayor Frye at 10:52 a.m.

**II. CONTRACT REVIEW BOARD**

- A. Discussion and Consideration of a Motion** to Award a Contract to CXT for the Village Green Restrooms and Authorize the City Manager to Execute the Contract

**Director Bertagna** stated staff was requesting the Council to authorize the purchase of the pre-fabricated restroom facility. He explained it was the same type of restroom building as the type installed at Fir Street Park except it would also include shower facilities. He stated the showers would provide a service to the numerous bike riders that use Village Green Park as a staging areas for their rides. He stated the old restroom would be moved to the Public Works Headquarters land to be repurposed.

*Councilor Asson moved to award a contract to CXT for the Village Green Restrooms and authorize the City Manager to execute the contract. Councilor Connolly seconded the motion. The motion carried unanimously.*

**III. OTHER BUSINESS**

- A. Request for Letter of Support from *Friends of the Black Butte Trail***

**Chuck Humphreys**, representing Friends of the Black Butte Trail, explained the group had been working with Commissioner Alan Unger who was getting ready to re-submit a proposal for a new environmental assessment to the Forest Service. He stated he was in attendance to request a letter of support for the proposed path. He distributed a packet of information that included a fact sheet, pamphlet on the proposed trail and previous and current letters of support for the project. He explained there was a great deal of support from other organization that had come out in favor of the trail such as the Chamber of Commerce, Sisters business owners, Black Butte Ranch Board and Tollgate neighborhood. He reminded the Council the City had submitted a support letter in 2012. He stated the trail would provide a safe transportation route for bikers and walkers. He noted the Forest Service planned to

SPECIAL MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
AUGUST 06, 2015

have additional outreach and would look at possible trail alternatives. He noted a sample letter had been provided for the Council's consideration.

**Councilor Connolly** stated she felt the tone of the letter was too strong and would prefer a shorter letter that merely stated the City was supportive of a second environmental study. **Councilor Asson** stated he supported the stronger language as he felt the path would bring business to Sisters and provide benefit to both communities. **Councilor Burgstahler** stated she felt the path fit with Sisters vision and it was appropriate to send a letter of support as the trail would provide economic benefit to the City. **Mayor Frye** stated he could see a reason for both; a letter with weaker language or one with stronger language. He conceptually felt the path was a good idea but noted he had not had time to study the environmental issues.

The Council determined they would like to send a letter with language that was somewhat toned down. **City Recorder Nelson** stated she would draft a letter for their review at the next workshop.

**IV. ADJOURN** – The meeting was adjourned at 11:26 a.m.

Respectfully submitted,

  
Kathy Nelson, City Recorder

\_\_\_\_\_  
Chris Frye, Mayor

PACKET: 02355 8/13/2015 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
01-0018	BAXTER AUTO PARTS						
C-280506512		SEASONAL UT TRUCK REPAIRS	44.76CR				
7/21/2015	AP-US	DUE: 7/21/2015 DISC: 7/21/2015		1099: N			
		SEASONAL UT TRUCK REPAIRS		01 5-05-796	VEHICLE MAINTENANCE		42.52CR
		SEASONAL UT TRUCK REPAIRS		03 5-00-796	VEHICLE MAINTENANCE		2.24CR
I-280506335		SPARK PLUGS, TUNEUP-JUMP JACK	20.69				
7/20/2015	AP-US	DUE: 8/15/2015 DISC: 8/10/2015	0.41CR	1099: N			
		SPARK PLUGS, TUNEUP-JUMP JACK		05 5-00-746	SMALL TOOLS & EQUIPMENT		3.93
		SPARK PLUGS, TUNEUP-JUMP JACK		02 5-00-746	SMALL TOOLS & EQUIPMENT		4.35
		SPARK PLUGS, TUNEUP-JUMP JACK		03 5-00-746	SMALL TOOLS & EQUIPMENT		5.57
		SPARK PLUGS, TUNEUP-JUMP JACK		01 5-05-746	SMALL TOOLS & EQUIPMENT		4.14
		SPARK PLUGS, TUNEUP-JUMP JACK		01 5-03-746	SMALL TOOLS & EQUIPMENT		2.70
I-505978		TAIL LIGHT-BRAUGHTON	11.63				
7/16/2015	AP-US	DUE: 8/15/2015 DISC: 8/10/2015	0.23CR	1099: N			
		TAIL LIGHT-BRAUGHTON		01 5-03-796	VEHICLE MAINTENANCE		1.17
		TAIL LIGHT-BRAUGHTON		01 5-05-796	VEHICLE MAINTENANCE		1.16
		TAIL LIGHT-BRAUGHTON		02 5-00-796	VEHICLE MAINTENANCE		2.33
		TAIL LIGHT-BRAUGHTON		03 5-00-796	VEHICLE MAINTENANCE		5.82
		TAIL LIGHT-BRAUGHTON		05 5-00-796	VEHICLE MAINTENANCE		1.15
I-506330		IDLER ARM-JOHNSON	205.47				
7/20/2015	AP-US	DUE: 8/15/2015 DISC: 8/10/2015	4.11CR	1099: N			
		IDLER ARM-JOHNSON		01 5-03-796	VEHICLE MAINTENANCE		41.09
		IDLER ARM-JOHNSON		01 5-05-796	VEHICLE MAINTENANCE		71.91
		IDLER ARM-JOHNSON		02 5-00-796	VEHICLE MAINTENANCE		30.82
		IDLER ARM-JOHNSON		03 5-00-796	VEHICLE MAINTENANCE		41.09
		IDLER ARM-JOHNSON		05 5-00-796	VEHICLE MAINTENANCE		20.56
I-506438		SEASONAL UT TRUCK REPAIRS	221.41				
7/21/2015	AP-US	DUE: 8/15/2015 DISC: 8/10/2015	4.43CR	1099: N			
		SEASONAL UT TRUCK REPAIRS		01 5-05-796	VEHICLE MAINTENANCE		210.33
		SEASONAL UT TRUCK REPAIRS		03 5-00-796	VEHICLE MAINTENANCE		11.08
I-506480		SEASONAL UT TRUCK REPAIRS	186.76				
7/21/2015	AP-US	DUE: 8/15/2015 DISC: 8/10/2015	3.74CR	1099: N			
		SEASONAL UT TRUCK REPAIRS		01 5-05-796	VEHICLE MAINTENANCE		177.42
		SEASONAL UT TRUCK REPAIRS		03 5-00-796	VEHICLE MAINTENANCE		9.34
I-506506		SEASON UT TRUCK REPAIRS	65.92				
7/21/2015	AP-US	DUE: 8/15/2015 DISC: 8/10/2015	1.32CR	1099: N			
		SEASON UT TRUCK REPAIRS		01 5-05-796	VEHICLE MAINTENANCE		62.62
		SEASON UT TRUCK REPAIRS		03 5-00-796	VEHICLE MAINTENANCE		3.30
I-506520		SEASONAL UT TRUCK REPAIRS	21.80				
7/21/2015	AP-US	DUE: 8/15/2015 DISC: 8/10/2015	0.44CR	1099: N			
		SEASONAL UT TRUCK REPAIRS		01 5-05-796	VEHICLE MAINTENANCE		20.71
		SEASONAL UT TRUCK REPAIRS		03 5-00-796	VEHICLE MAINTENANCE		1.09

=== VENDOR TOTALS ===

688.92

pg 1 of 21

PACKET: 02355 8/13/2015 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-08062015		ENGINEER SERVICES JULY 2015	4,960.55			
7/31/2015	AP-US	DUE: 7/31/2015 DISC: 7/31/2015		1099: Y		
		ENGINEER SERVICES JULY 2015		02 5-00-713	DEVELOPMENT REVIEW	663.15
		ENGINEER SERVICES JULY 2015		05 5-00-713	DEVELOPMENT REVIEW	663.15
		ENGINEER SERVICES JULY 2015		03 5-00-713	DEVELOPMENT REVIEW	331.60
		AIRPORT ANNEX		02 5-00-906	CAPITAL OUTLAY	1,200.00
		CREEKSIDE CAMPGROUND		01 5-05-726	CONTRACTED SERVICES	1,289.45
		WASH/JEFFERSON PARKING		21 5-00-906	CAPITAL OUTLAY	240.00
		2015 PAVEMENT OVERLAY		03 5-00-906	CAPITAL OUTLAY	60.00
		TGM GRANT APPLICATION		03 5-00-726	CONTRACTED SERVICES	366.75
		UIC/WPCF STORMWATER PERMIT		03 5-00-726	CONTRACTED SERVICES	146.45
		=== VENDOR TOTALS ===	4,960.55			

01-0314	BEND MEMORIAL CLINIC					
I-07142015		IMMUNIZATION-FULLER	154.00			
7/14/2015	AP-US	DUE: 7/14/2015 DISC: 7/14/2015		1099: Y		
		IMMUNIZATION-FULLER		01 5-05-771	MEDICAL TESTING & SERVIC	146.30
		IMMUNIZATION-FULLER		03 5-00-771	MEDICAL TESTING & SERVIC	7.70
		=== VENDOR TOTALS ===	154.00			

01-0719	BEND OIL CO., INC.					
I-116692		FUEL JULY 2015	1,305.81			
7/31/2015	AP-US	DUE: 7/31/2015 DISC: 7/31/2015		1099: N		
		FUEL JULY 2015		01 5-03-755	GAS/OIL	110.93
		FUEL JULY 2015		01 5-05-755	GAS/OIL	289.34
		FUEL JULY 2015		02 5-00-755	GAS/OIL	259.46
		FUEL JULY 2015		03 5-00-755	GAS/OIL	369.62
		FUEL JULY 2015		05 5-00-755	GAS/OIL	276.46
		=== VENDOR TOTALS ===	1,305.81			

01-0716	BI-MART CORPORATION					
I-7944		9V BATTERIES	47.88			
7/16/2015	AP-US	DUE: 7/16/2015 DISC: 7/16/2015		1099: N		
		9V BATTERIES		01 5-05-795	SUPPLIES	47.88
		=== VENDOR TOTALS ===	47.88			

pg 2 of 21

PACKET: 02355 8/13/2015 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
=====						
01-0172	BMS TECHNOLOGIES					
I-43971		UT BILLING JULY 2015	597.40			
8/05/2015	AP-US	DUE: 8/05/2015 DISC: 8/05/2015		1099: Y		
		UT BILLING JULY 2015		02 5-00-715	POSTAGE	298.71
		UT BILLING JULY 2015		05 5-00-715	POSTAGE	298.69
=====						
I-43972		ONLINE BILLPAY AUGUST 2015	51.50			
8/05/2015	AP-US	DUE: 8/05/2015 DISC: 8/05/2015		1099: Y		
		ONLINE BILLPAY AUGUST 2015		02 5-00-715	POSTAGE	25.75
		ONLINE BILLPAY AUGUST 2015		05 5-00-715	POSTAGE	25.75
=== VENDOR TOTALS ===			648.90			
=====						

=====						
01-0053	BRYANT EMERSON, LLP					
I-0214105		LEGAL FEES-HUNG JUNE 2015	39.00			
6/30/2015	AP-US	DUE: 6/30/2015 DISC: 6/30/2015		1099: Y		
		LEGAL FEES-HUNG JUNE 2015		01 5-02-777	LEGAL FEES	39.00
=====						
I-0214106		LEGAL FEES-CDD JUNE 2015	1,729.00			
6/30/2015	AP-US	DUE: 6/30/2015 DISC: 6/30/2015		1099: Y		
		LEGAL FEES-CMO JUNE 2015		01 5-01-777	LEGAL FEES	91.00
		LEGAL FEES-CDD JUNE 2015		01 5-07-777	LEGAL FEES	1,638.00
=====						
I-0214107		LEGAL FEES- FINANCE JUNE 2015	325.00			
6/30/2015	AP-US	DUE: 6/30/2015 DISC: 6/30/2015		1099: Y		
		LEGAL FEES- FINANCE JUNE 2015		01 5-02-777	LEGAL FEES	325.00
=====						
I-0214108		LEGAL FEES-GENERAL JUNE 2015	2,613.00			
6/30/2015	AP-US	DUE: 6/30/2015 DISC: 6/30/2015		1099: Y		
		LEGAL FEES-GENERAL JUNE 2015		01 5-01-777	LEGAL FEES	2,613.00
=====						
I-0214109		LEGAL FEES-LUBA APPEAL JUNE 2	942.79			
6/30/2015	AP-US	DUE: 6/30/2015 DISC: 6/30/2015		1099: Y		
		LEGAL FEES-LUBA APPEAL JUNE 20		01 5-07-777	LEGAL FEES	942.79
=== VENDOR TOTALS ===			5,648.79			
=====						

=====						
01-0047	C & K MARKET INC.					
I-1635884		SAFE DRIVER TRAINING	40.00			
7/17/2015	AP-US	DUE: 8/25/2015 DISC: 8/25/2015		1099: N		
		SAFE DRIVER TRAINING		01 5-02-793	MEETINGS/WORKSHOPS	40.00
=====						
I-1647066		CC MEETING	35.09			
7/23/2015	AP-US	DUE: 8/25/2015 DISC: 8/25/2015		1099: N		
		CC MEETING		01 5-01-700	MAYOR & COUNCIL	35.09
=== VENDOR TOTALS ===			75.09			

pg 3 of 21

PACKET: 02355 8/13/2015 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
01-0538	CAPITAL ONE COMMERCIAL					
I-024353		OFFICE SUPPLIES, CC MTGS, PARK	226.74			
7/14/2015	AP-US	DUE: 7/14/2015 DISC: 7/14/2015		1099: N		
		OFFICE SUPPLIES, CC MTGS, PARKS		01 5-01-714	OFFICE SUPPLIES	10.78
		OFFICE SUPPLIES, CC MTGS, PARKS		01 5-02-714	OFFICE SUPPLIES	11.44
		OFFICE SUPPLIES, CC MTGS, PARKS		01 5-03-795	SUPPLIES	1.43
		OFFICE SUPPLIES, CC MTGS, PARKS		01 5-05-714	OFFICE SUPPLIES	6.47
		OFFICE SUPPLIES, CC MTGS, PARKS		01 5-07-714	OFFICE SUPPLIES	17.92
		OFFICE SUPPLIES, CC MTGS, PARKS		02 5-00-714	OFFICE SUPPLIES	10.05
		OFFICE SUPPLIES, CC MTGS, PARKS		03 5-00-714	OFFICE SUPPLIES	5.74
		OFFICE SUPPLIES, CC MTGS, PARKS		05 5-00-714	OFFICE SUPPLIES	7.92
		PC MEETINGS		01 5-07-757	PLANNING COMMISSION	59.54
		CC MEETINGS		01 5-01-700	MAYOR & COUNCIL	15.47
		INK FOR CAMPGROUNG		01 5-05-721	COPIER/PRINTER	79.98
		=== VENDOR TOTALS ===	226.74			
01-0014	CENTRAL ELECTRIC COOP					
I-0005589700-0715		SISTERS SEWER TREATMENT	3,983.60			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		SISTERS SEWER TREATMENT		05 5-00-743	ELECTRICITY	3,983.60
I-0005591100-0715		ROPE LN LIFT STATION	342.69			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		ROPE LN LIFT STATION		05 5-00-743	ELECTRICITY	342.69
I-4602923513-0715		ELM/THREE CREEKS WELL	712.79			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		ELM/THREE CREEKS WELL		02 5-00-743	ELECTRICITY	712.79
I-4603150100-0715		VILLAGE GREEN RESTROOMS	65.13			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		VILLAGE GREEN RESTROOMS		01 5-05-743	ELECTRICITY	65.13
I-4630200101-0715		600 W HOOD	22.09			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		600 W HOOD		01 5-05-743	ELECTRICITY	22.09
I-5024820101-0715		SISTERS HIGH WELL	1,604.08			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		SISTERS HIGH WELL		02 5-00-743	ELECTRICITY	1,604.08
I-5402923491-0715		FS1605 CHLORINE BLDG	32.65			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		FS1605 CHLORINE BLDG		02 5-00-743	ELECTRICITY	32.65

PACKET: 02355 8/13/2015 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
01-0014	CENTRAL ELECTRIC COOP	( ** CONTINUED ** )				
I-5431540100-0715		68105 PETERSON BURN RD	39.13			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		68105 PETERSON BURN RD		02 5-00-743	ELECTRICITY	39.13
I-8300033500-0715		CREEKSIDE CITY PARK	971.59			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY	971.59
I-8300170200-0715		W BARCLAY DR LIFT STATION	28.49			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		W BARCLAY DR LIFT STATION		05 5-00-743	ELECTRICITY	28.49
I-8300418800-0715		SEWER TREATMENT/SHOP	57.42			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		SEWER TREATMENT/SHOP		05 5-00-743	ELECTRICITY	57.42
I-8300435700-0715		HAROLD BARCLAY MEM PARK	123.99			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		HAROLD BARCLAY MEM PARK		01 5-05-743	ELECTRICITY	123.99
I-8300550700-0715		LARCH ST PARK	22.21			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		LARCH ST PARK		01 5-05-743	ELECTRICITY	22.21
I-8300593501-0715		5 PINE CAMPUS/LIFT STATION	32.20			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		5 PINE CAMPUS/LIFT STATION		05 5-00-743	ELECTRICITY	32.20
I-8300695200-0715		1000 S LOCUST ST GATE	22.80			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		1000 S LOCUST ST GATE		05 5-00-743	ELECTRICITY	22.80
I-8301018100-0715		520 E CASCADE SISTERS CH	452.96			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		520 E CASCADE SISTERS CH		01 5-03-743	ELECTRICITY	452.96
I-8301034600-0715		VETERANS PARK	31.02			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		VETERANS PARK		01 5-05-743	ELECTRICITY	31.02
I-8301186200-0715		LIBRARY OUTDOOR LIGHTING	48.71			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		LIBRARY OUTDOOR LIGHTING		01 5-03-743	ELECTRICITY	48.71
I-8301301000-0715		990 JANTZEN LN LIFT STATION	29.37			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		990 JANTZEN LN LIFT STATION		05 5-00-743	ELECTRICITY	29.37

pg 5 of 21

PACKET: 02355 8/13/2015 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
01-0014	CENTRAL ELECTRIC COOP	( ** CONTINUED ** )					
I-8301339500-0715		SISTERS PARKWAY/RECYCLE	51.18				
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N			
		SISTERS PARKWAY/RECYCLE		01 5-03-743	ELECTRICITY		51.18
I-8301419900-0715		SUN RANCH DR/WELL	1,696.53				
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N			
		SUN RANCH DR/WELL		02 5-00-743	ELECTRICITY		1,696.53
I-8301614400-0715		E CASCADE DECORATIVE LIGHTING	26.26				
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N			
		E CASCADE DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY		26.26
I-8301715301-0715		1000 S LOCUST ST/PW BLDG	160.85				
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N			
		1000 S LOCUST ST/PW BLDG		01 5-03-743	ELECTRICITY		160.85
I-8301802201-0715		MAINT ST/DECORATIVE LIGHTING	51.06				
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N			
		MAINT ST/DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY		51.06
I-8301966001-0715		150 N FIR ST/FIR ST PARK	45.42				
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N			
		150 N FIR ST/FIR ST PARK		01 5-05-743	ELECTRICITY		45.42
		=== VENDOR TOTALS ===	10,654.22				
01-0262	CENTRAL OREGON INTERGOVERNMENT						
I-0000534-IN		4TH QTR 14/15	7,302.88				
6/30/2015	AP-US	DUE: 6/30/2015 DISC: 6/30/2015		1099: N			
		4TH QTR 14/15		01 5-08-340	STATE GRANTS		7,302.88
		=== VENDOR TOTALS ===	7,302.88				
01-0832	CIRCLE OF FRIENDS						
I-07242015		COMMUNITY GRANT 15/16	1,500.00				
7/24/2015	AP-US	DUE: 7/24/2015 DISC: 7/24/2015		1099: N			
		COMMUNITY GRANT 15/16		01 5-08-311	COMMUNITY SERVICES GRANT		1,500.00
		=== VENDOR TOTALS ===	1,500.00				

pg 6 of 21

PACKET: 02355 8/13/2015 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
=====						
01-0024	CURTS ELECTRIC					
I-3848		SEWER REPAIRS	480.12			
7/14/2015	AP-US	DUE: 7/14/2015 DISC: 7/14/2015		1099: N		
		SEWER REPAIRS		05 5-00-787	SEWER SYSTEM REPAIRS	480.12
=====						
I-3865		SEWER SYSTEM REPAIRS	1,296.51			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		SEWER SYSTEM REPAIRS		05 5-00-787	SEWER SYSTEM REPAIRS	1,296.51
		=== VENDOR TOTALS ===	1,776.63			
=====						
01-0101	DESCHUTES COUNTY SHERIFF'S DEP					
I-08012015		SHERIFF SERVICES AUGUST 2015	45,327.50			
8/01/2015	AP-US	DUE: 8/01/2015 DISC: 8/01/2015		1099: N		
		SHERIFF SERVICES AUGUST 2015		01 5-06-783	DCSD - POLICING SERVICES	45,327.50
		=== VENDOR TOTALS ===	45,327.50			
=====						
01-0997	DESCHUTES PUBLIC LIBRARY FOUND					
I-07242015		COMMUNITY GRANT 15/16	2,000.00			
7/24/2015	AP-US	DUE: 7/24/2015 DISC: 7/24/2015		1099: N		
		COMMUNITY GRANT 15/16		01 5-08-311	COMMUNITY SERVICES GRANT	2,000.00
		=== VENDOR TOTALS ===	2,000.00			
=====						
01-0596	DICKEY AND TREMPER, LLP					
I-62245		15/16 AUDUT	2,000.00			
7/31/2015	AP-US	DUE: 7/31/2015 DISC: 7/31/2015		1099: Y		
		15/16 AUDUT		01 5-02-706	AUDIT FEES	1,125.00
		15/16 AUDUT		02 5-00-706	AUDIT FEES	216.00
		15/16 AUDUT		03 5-00-706	AUDIT FEES	268.00
		15/16 AUDUT		05 5-00-706	AUDIT FEES	391.00
		=== VENDOR TOTALS ===	2,000.00			
=====						
01-0909	FASTENAL					
I-ORBEN96624		GLOVES	261.43			
7/16/2015	AP-US	DUE: 7/16/2015 DISC: 7/16/2015		1099: N		
		GLOVES		05 5-00-795	SUPPLIES	49.72
		GLOVES		02 5-00-795	SUPPLIES	54.95
		GLOVES		03 5-00-795	SUPPLIES	70.40
		GLOVES		01 5-05-795	SUPPLIES	52.34
		GLOVES		01 5-03-795	SUPPLIES	34.02
		=== VENDOR TOTALS ===	261.43			

pg 7 of 21

PACKET: 02355 8/13/2015 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
01-0028		FERGUSON ENTERPRISES, INC.				
I-0471300		3/4" METER BUSHINGS	247.11			
7/23/2015	AP-US	DUE: 7/23/2015 DISC: 7/23/2015		1099: N		
		3/4" METER BUSHINGS		02 5-00-788	METERS & PARTS	247.11
		=== VENDOR TOTALS ===	247.11			

01-1		MISC VENDOR				
I-07282015		FRATES,GREG:CG REFUND	175.00			
8/04/2015	AP-US	DUE: 8/04/2015 DISC: 8/04/2015		1099: N		
		FRATES,GREG:CG REFUND		01 4-00-312	PARK USERS FEE	160.55
		FRATES,GREG:CG REFUND		01 2-00-163	STATE ROOM TAX PAYABLE	1.61
		FRATES,GREG:CG REFUND		01 4-00-303	TRANSIENT ROOM TAX	12.84
		=== VENDOR TOTALS ===	175.00			

01-0029		H. D. FOWLER COMPANY				
I-13982580		GREEN MARKING PAINT	38.76			
7/20/2015	AP-US	DUE: 8/10/2015 DISC: 8/10/2015		1099: N		
		GREEN MARKING PAINT		05 5-00-795	SUPPLIES	38.76
I-13982600		EOP HYDRANT IMP	4,451.97			
7/20/2015	AP-US	DUE: 8/10/2015 DISC: 8/10/2015		1099: N		
		EOP HYDRANT IMP		02 5-00-906	CAPITAL OUTLAY	4,451.97
I-13983374		EOP HYDRANT IMP.	550.00			
7/20/2015	AP-US	DUE: 8/10/2015 DISC: 8/10/2015		1099: N		
		EOP HYDRANT IMP.		02 5-00-906	CAPITAL OUTLAY	550.00
I-13991630		EOP HYDRANT IMP.	124.08			
7/28/2015	AP-US	DUE: 8/10/2015 DISC: 8/10/2015		1099: N		
		EOP HYDRANT IMP.		02 5-00-906	CAPITAL OUTLAY	124.08
		=== VENDOR TOTALS ===	5,164.81			

01-0699		HCD				
I-08052015		FAN GRANT-NIEMANN 5349216	28.61			
8/05/2015	AP-US	DUE: 8/05/2015 DISC: 8/05/2015		1099: N		
		FAN GRANT-NIEMANN 5349216		01 5-08-311	COMMUNITY SERVICES GRANT	28.61
I-2073075		HCD MASTER BILLING JULY 2015	563.27			
7/31/2015	AP-US	DUE: 7/31/2015 DISC: 7/31/2015		1099: N		
		HCD MASTER BILLING JULY 2015		01 5-08-309	CITY MANAGED ACCOUNTS	563.27
		=== VENDOR TOTALS ===	591.88			

pg 8 of 21

PACKET: 02355 8/13/2015 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
=====						
01-0103	LEAGUE OF OREGON CITIES					
I-16770		15/16 MEMBERSHIP DUES	1,688.25			
7/23/2015	AP-US	DUE: 7/23/2015 DISC: 7/23/2015		1099: N		
		15/16 MEMBERSHIP DUES		01 5-01-733	DUES & SUBSCRIPTIONS	1,688.25
		--- VENDOR TOTALS ---	1,688.25			
=====						
01-0011	LUTTON'S HARDWARE					
I-307072		GRAFITTI REMOVER,GOOF-OFF	40.72			
7/01/2015	AP-US	DUE: 7/01/2015 DISC: 7/01/2015		1099: N		
		GRAFITTI REMOVER,GOOF-OFF		01 5-05-786	PARK MAINTENANCE	40.72
I-307367		FAN FOR WELL 1	79.99			
7/06/2015	AP-US	DUE: 7/06/2015 DISC: 7/06/2015		1099: N		
		FAN FOR WELL 1		02 5-00-795	SUPPLIES	79.99
I-307452		GORILLA GLUE	9.99			
7/07/2015	AP-US	DUE: 7/07/2015 DISC: 7/07/2015		1099: N		
		GORILLA GLUE		05 5-00-795	SUPPLIES	1.90
		GORILLA GLUE		02 5-00-795	SUPPLIES	2.10
		GORILLA GLUE		03 5-00-795	SUPPLIES	2.69
		GORILLA GLUE		01 5-05-795	SUPPLIES	2.00
		GORILLA GLUE		01 5-03-795	SUPPLIES	1.30
I-307628		FLAGGING TAPE	73.78			
7/10/2015	AP-US	DUE: 7/10/2015 DISC: 7/10/2015		1099: N		
		FLAGGING TAPE		01 5-05-731	SPECIAL EVENTS	73.78
I-307674		SPRAYER,HOSE COUPLER,CLAMP	25.96			
7/12/2015	AP-US	DUE: 7/12/2015 DISC: 7/12/2015		1099: N		
		SPRAYER,HOSE COUPLER,CLAMP		01 5-05-786	PARK MAINTENANCE	25.96
I-307826		WINE BARRELS FOR GARBAGE CANS	1,400.00			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		WINE BARRELS FOR GARBAGE CANS		03 5-00-795	SUPPLIES	1,400.00
I-307827		HARDWARE FOR BARRELS	22.99			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		HARDWARE FOR BARRELS		03 5-00-795	SUPPLIES	22.99
I-307921		PAINT FOR ST LIGHTS	18.69			
7/16/2015	AP-US	DUE: 7/16/2015 DISC: 7/16/2015		1099: N		
		PAINT FOR ST LIGHTS		03 5-00-778	STREET LIGHTS	18.69
I-307964		PAINT, SUPPLIES ST LIGHTS	39.87			
7/17/2015	AP-US	DUE: 7/17/2015 DISC: 7/17/2015		1099: N		
		PAINT, SUPPLIES ST LIGHTS		03 5-00-778	STREET LIGHTS	39.87

PACKET: 02355 8/13/2015 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
01-0011	LUTTON'S HARDWARE	( ** CONTINUED ** )				
I-308001		CAULK, HARDWARE, WALL SCRAPER	14.17			
7/17/2015	AP-US	DUE: 7/17/2015 DISC: 7/17/2015		1099: N		
		CAULK, HARDWARE, WALL SCRAPER		01 5-05-786	PARK MAINTENANCE	14.17
I-308005		PVC PIPE	10.98			
7/17/2015	AP-US	DUE: 7/17/2015 DISC: 7/17/2015		1099: N		
		PVC PIPE		01 5-05-786	PARK MAINTENANCE	10.98
I-308041		WHEEL BRUSH, GRAFITTI REMOVER	33.96			
7/18/2015	AP-US	DUE: 7/18/2015 DISC: 7/18/2015		1099: N		
		WHEEL BRUSH, GRAFITTI REMOVER		01 5-05-786	PARK MAINTENANCE	33.96
I-308098		CONCRETE MIX, PAIL	13.48			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		CONCRETE MIX, PAIL		01 5-05-795	SUPPLIES	13.48
I-308150		LIGHT BULBS AT VILLAGE GREEN	29.98			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		LIGHT BULBS AT VILLAGE GREEN		01 5-05-795	SUPPLIES	29.98
I-308156		BRASS FITTINGS-CG SINK REPAIR	22.46			
7/21/2015	AP-US	DUE: 7/21/2015 DISC: 7/21/2015		1099: N		
		BRASS FITTINGS-CG SINK REPAIR		01 5-05-786	PARK MAINTENANCE	22.46
I-308161		FAUCET REPAIR PARTS	54.58			
7/21/2015	AP-US	DUE: 7/21/2015 DISC: 7/21/2015		1099: N		
		FAUCET REPAIR PARTS		01 5-05-786	PARK MAINTENANCE	54.58
I-308286		UR1202-VG IMPROVEMENTS IRRIG	4.98			
7/23/2015	AP-US	DUE: 7/23/2015 DISC: 7/23/2015		1099: N		
		UR1202-VG IMPROVEMENTS IRRIG		21 5-00-906	CAPITAL OUTLAY	4.98
I-308342		UR1202-VG IMPROVEMENTS IRRIG	9.99			
7/24/2015	AP-US	DUE: 7/24/2015 DISC: 7/24/2015		1099: N		
		UR1202-VG IMPROVEMENTS IRRIG		21 5-00-906	CAPITAL OUTLAY	9.99
I-308461		UR1202 VG IMP-FENCE STAIN	188.92			
7/27/2015	AP-US	DUE: 7/27/2015 DISC: 7/27/2015		1099: N		
		UR1202 VG IMP-FENCE STAIN		21 5-00-906	CAPITAL OUTLAY	188.92
I-308489		WELL 2 REPAIR FITTINGS	4.96			
7/27/2015	AP-US	DUE: 7/27/2015 DISC: 7/27/2015		1099: N		
		WELL 2 REPAIR FITTINGS		02 5-00-765	IMPROVEMENTS & REPAIRS	4.96
I-308509		WELL 2 REPAIR FITTINGS	4.47			
7/27/2015	AP-US	DUE: 7/27/2015 DISC: 7/27/2015		1099: N		
		WELL 2 REPAIR FITTINGS		02 5-00-765	IMPROVEMENTS & REPAIRS	4.47

PACKET: 02355 8/13/2015 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

01-0011 LUTTON'S HARDWARE ( \*\* CONTINUED \*\* )

I-308602		FIRE HYDRANT SCREWS	9.99			
7/29/2015	AP-US	DUE: 7/29/2015 DISC: 7/29/2015		1099: N		
		FIRE HYDRANT SCREWS		03 5-00-765	IMPROVEMENTS & REPAIRS	9.99
I-308610		UR1202 VG IMPROVEMENTS	41.02			
7/29/2015	AP-US	DUE: 7/29/2015 DISC: 7/29/2015		1099: N		
		UR1202 VG IMPROVEMENTS-IRRIG		21 5-00-906	CAPITAL OUTLAY	41.02
I-308667		NOZZLE	9.55			
7/30/2015	AP-US	DUE: 7/30/2015 DISC: 7/30/2015		1099: N		
		NOZZLE		05 5-00-795	SUPPLIES	9.55
=== VENDOR TOTALS ===			2,165.48			

01-0998 MCKENZIE CASCADE HEAVY EXCAVAT

I-15041		FA1501-BARCLAY DR WATERLINE	11,929.15			
6/30/2015	AP-US	DUE: 6/30/2015 DISC: 6/30/2015		1099: N		
		FA1501-BARCLAY DR WATERLINE		02 5-00-906	CAPITAL OUTLAY	11,929.15
I-15042		FA1501-BARCLAY DR WATERLINE	59,046.91			
7/23/2015	AP-US	DUE: 7/23/2015 DISC: 7/23/2015		1099: N		
		FA1501-BARCLAY DR WATERLINE		02 5-00-906	CAPITAL OUTLAY	59,046.91
I-15044		FA1501-BARCLAY DR WATERLINE	3,735.58			
7/23/2015	AP-US	DUE: 7/23/2015 DISC: 7/23/2015		1099: N		
		FA1501-BARCLAY DR WATERLINE		05 5-00-906	CAPITAL OUTLAY	3,735.58
=== VENDOR TOTALS ===			74,711.64			

01-0985 MIKE'S MOBILE MIX CONCRETE, LL

I-44723		CONCRETE FOR HYDRANT REPAIRS	195.00			
7/23/2015	AP-US	DUE: 7/23/2015 DISC: 7/23/2015		1099: N		
		CONCRETE FOR HYDRANT REPAIRS		02 5-00-765	IMPROVEMENTS & REPAIRS	195.00
I-44732		CONCRETE FOR HYDRANT REPAIRS	279.00			
7/27/2015	AP-US	DUE: 7/27/2015 DISC: 7/27/2015		1099: N		
		CONCRETE FOR HYDRANT REPAIRS		02 5-00-765	IMPROVEMENTS & REPAIRS	279.00
=== VENDOR TOTALS ===			474.00			

pg 11 of 21

PACKET: 02355 8/13/2015 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	
<hr/>							
01-0049		MISSION LINEN SUPPLY					
I-500439855		PWHQ MAT CLEANING		21.37			
7/01/2015	AP-US	DUE: 7/01/2015 DISC: 7/01/2015			1099: N		
		PWHQ MAT CLEANING			01 5-03-788	PWHQ MAINTENANCE	21.37
<hr/>							
I-500614663		PWHQ MAT CLEANING		21.37			
7/29/2015	AP-US	DUE: 7/29/2015 DISC: 7/29/2015			1099: N		
		PWHQ MAT CLEANING			01 5-03-788	PWHQ MAINTENANCE	21.37
=== VENDOR TOTALS ===				42.74			
<hr/>							
01-0143		NORCO					
<hr/>							
I-16514430		20#		19.84			
7/31/2015	AP-US	DUE: 7/31/2015 DISC: 7/31/2015			1099: N		
		20#			05 5-00-795	SUPPLIES	3.77
		20#			02 5-00-795	SUPPLIES	4.17
		20#			03 5-00-795	SUPPLIES	5.34
		20#			01 5-05-795	SUPPLIES	3.97
		20#			01 5-03-795	SUPPLIES	2.59
=== VENDOR TOTALS ===				19.84			
<hr/>							
01-0515		OFFICEMAX					
<hr/>							
I-138168		BANKER BOXES, LABELS		95.68			
7/16/2015	AP-US	DUE: 7/16/2015 DISC: 7/16/2015			1099: N		
		BANKER BOXES, LABELS			01 5-01-714	OFFICE SUPPLIES	14.38
		BANKER BOXES, LABELS			01 5-02-714	OFFICE SUPPLIES	15.26
		BANKER BOXES, LABELS			01 5-03-795	SUPPLIES	1.91
		BANKER BOXES, LABELS			01 5-05-714	OFFICE SUPPLIES	8.63
		BANKER BOXES, LABELS			01 5-07-714	OFFICE SUPPLIES	23.90
		BANKER BOXES, LABELS			02 5-00-714	OFFICE SUPPLIES	13.40
		BANKER BOXES, LABELS			03 5-00-714	OFFICE SUPPLIES	7.65
		BANKER BOXES, LABELS			05 5-00-714	OFFICE SUPPLIES	10.55
<hr/>							
I-138223		LABELS		31.20			
7/16/2015	AP-US	DUE: 7/16/2015 DISC: 7/16/2015			1099: N		
		LABELS			01 5-01-714	OFFICE SUPPLIES	4.69
		LABELS			01 5-02-714	OFFICE SUPPLIES	4.98
		LABELS			01 5-03-795	SUPPLIES	0.62
		LABELS			01 5-05-714	OFFICE SUPPLIES	2.81
		LABELS			01 5-07-714	OFFICE SUPPLIES	7.79
		LABELS			02 5-00-714	OFFICE SUPPLIES	4.37
		LABELS			03 5-00-714	OFFICE SUPPLIES	2.49
		LABELS			05 5-00-714	OFFICE SUPPLIES	3.45

pg 12 of 21

PACKET: 02355 8/13/2015 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

01-0515 OFFICEMAX ( \*\* CONTINUED \*\* )

I-166249		COPY PAPER	103.92			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		COPY PAPER		01 5-01-721	COPIER/PRINTER	32.20
		COPY PAPER		01 5-02-721	COPIER/PRINTER	18.70
		COPY PAPER		01 5-05-721	COPIER/PRINTER	2.09
		COPY PAPER		01 5-07-721	COPIER/PRINTER	32.20
		COPY PAPER		02 5-00-721	COPIER/PRINTER	8.35
		COPY PAPER		03 5-00-721	COPIER/PRINTER	2.09
		COPY PAPER		05 5-00-721	COPIER/PRINTER	8.29

I-222426		PENS, ENVELOPES	53.59			
7/24/2015	AP-US	DUE: 7/24/2015 DISC: 7/24/2015		1099: N		
		PENS, ENVELOPES		01 5-01-714	OFFICE SUPPLIES	8.05
		PENS, ENVELOPES		01 5-02-714	OFFICE SUPPLIES	8.55
		PENS, ENVELOPES		01 5-03-795	SUPPLIES	1.07
		PENS, ENVELOPES		01 5-05-714	OFFICE SUPPLIES	4.83
		PENS, ENVELOPES		01 5-07-714	OFFICE SUPPLIES	13.39
		PENS, ENVELOPES		02 5-00-714	OFFICE SUPPLIES	7.50
		PENS, ENVELOPES		03 5-00-714	OFFICE SUPPLIES	4.29
		PENS, ENVELOPES		05 5-00-714	OFFICE SUPPLIES	5.91

I-322360		BATTERIES	17.68			
8/04/2015	AP-US	DUE: 8/04/2015 DISC: 8/04/2015		1099: N		
		BATTERIES		01 5-01-714	OFFICE SUPPLIES	2.66
		BATTERIES		01 5-02-714	OFFICE SUPPLIES	2.82
		BATTERIES		01 5-03-795	SUPPLIES	0.35
		BATTERIES		01 5-05-714	OFFICE SUPPLIES	1.59
		BATTERIES		01 5-07-714	OFFICE SUPPLIES	4.42
		BATTERIES		02 5-00-714	OFFICE SUPPLIES	2.48
		BATTERIES		03 5-00-714	OFFICE SUPPLIES	1.41
		BATTERIES		05 5-00-714	OFFICE SUPPLIES	1.95

=== VENDOR TOTALS === 302.07

01-0016 ONE CALL CONCEPTS, INC.

I-5070497		WATER/SEWER LOCATES	17.16			
7/31/2015	AP-US	DUE: 7/31/2015 DISC: 7/31/2015		1099: N		
		WATER LOCATES		02 5-00-770	WATER LOCATE SERVICE	8.58
		SEWER LOCATES		05 5-00-770	SEWER LOCATE SERVICE	8.58

=== VENDOR TOTALS === 17.16

pg 13 of 21

PACKET: 02355 8/13/2015 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
01-0056		PETTY CASH				
I-07312015		PETTY CASH JULY 2015	12.72			
7/31/2015	AP-US	DUE: 7/31/2015 DISC: 7/31/2015		1099: N		
		IRRIG PARTS REIMB		01 5-05-786	PARK MAINTENANCE	12.72
=== VENDOR TOTALS ===			12.72			

01-0144		RESERVE ACCOUNT				
I-07202015		RESERVE ACCOUNT POSTAGE	200.00			
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N		
		RESERVE ACCOUNT POSTAGE		01 5-01-715	POSTAGE	6.00
		RESERVE ACCOUNT POSTAGE		01 5-02-715	POSTAGE	74.00
		RESERVE ACCOUNT POSTAGE		01 5-07-715	POSTAGE	46.00
		RESERVE ACCOUNT POSTAGE		02 5-00-715	POSTAGE	36.00
		RESERVE ACCOUNT POSTAGE		03 5-00-715	POSTAGE	2.00
		RESERVE ACCOUNT POSTAGE		05 5-00-715	POSTAGE	36.00
=== VENDOR TOTALS ===			200.00			

01-0281		POWERS OF AUTOMATION INC				
I-11081		WATER SYSTEM REPAIRS	711.11			
6/30/2015	AP-US	DUE: 6/30/2015 DISC: 6/30/2015		1099: N		
		WATER SYSTEM REPAIRS		02 5-00-779	WATER SYSTEM REPAIRS	711.11
I-11174		WELL 3 REPAIRS/SEWER REPAIRS	600.00			
6/30/2015	AP-US	DUE: 6/30/2015 DISC: 6/30/2015		1099: N		
		WELL 3 REPAIRS/SEWER REPAIRS		05 5-00-787	SEWER SYSTEM REPAIRS	300.00
		WELL 3 REPAIRS/SEWER REPAIRS		02 5-00-779	WATER SYSTEM REPAIRS	300.00
=== VENDOR TOTALS ===			1,311.11			

01-0944		QUANTUM COMMUNICATION				
I-26038		TELEPHONE AUGUST 2015	816.00			
8/05/2015	AP-US	DUE: 8/05/2015 DISC: 8/05/2015		1099: N		
		TELEPHONE AUGUST 2015		01 5-01-735	TELEPHONE	50.61
		TELEPHONE AUGUST 2015		01 5-02-735	TELEPHONE	60.75
		TELEPHONE AUGUST 2015		01 5-03-735	TELEPHONE	20.27
		TELEPHONE AUGUST 2015		01 5-05-735	TELEPHONE	60.75
		TELEPHONE AUGUST 2015		01 5-07-735	TELEPHONE	90.92
		TELEPHONE AUGUST 2015		02 5-00-735	TELEPHONE	86.03
		TELEPHONE AUGUST 2015		03 5-00-735	TELEPHONE	75.90
		TELEPHONE AUGUST 2015		05 5-00-735	TELEPHONE	60.77
		CITY HALL		01 5-03-735	TELEPHONE	93.00
		PWHQ		01 5-03-735	TELEPHONE	62.00
		SEWER		05 5-00-735	TELEPHONE	155.00
=== VENDOR TOTALS ===			816.00			

pg 14 of 21

PACKET: 02355 8/13/2015 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
=====						
01-0766		RICHARD BARTELS CONSTRUCTION				
I-2		UR1202 WASH/JEFFERSON IMP	37,486.58			
7/28/2015	AP-US	DUE: 7/28/2015 DISC: 7/28/2015		1099: Y		
		UR1202 WASH/JEFFERSON IMP		21 5-00-906	CAPITAL OUTLAY	37,486.58
I-3		UR1202 WASH/JEFFERSON-FINAL	5,043.98			
7/28/2015	AP-US	DUE: 7/28/2015 DISC: 7/28/2015		1099: Y		
		UR1202 WASH/JEFFERSON-FINAL		21 5-00-906	CAPITAL OUTLAY	5,043.98
		=== VENDOR TOTALS ===	42,530.56			

=====						
01-0100		SISTERS AREA CHAMBER OF COMMER				
I-06302015		TRT JUNE 2015	19,644.67			
6/30/2015	AP-US	DUE: 6/30/2015 DISC: 6/30/2015		1099: N		
		TRT JUNE 2015		01 5-08-312	CHAMBER OF COMMERCE	19,644.67
		=== VENDOR TOTALS ===	19,644.67			

=====						
01-0502		SISTERS COFFEE CO.				
I-1193531		COFFEE	120.98			
7/21/2015	AP-US	DUE: 7/21/2015 DISC: 7/21/2015		1099: N		
		COFFEE		01 5-01-714	OFFICE SUPPLIES	18.18
		COFFEE		01 5-02-714	OFFICE SUPPLIES	19.30
		COFFEE		01 5-03-795	SUPPLIES	2.42
		COFFEE		01 5-05-714	OFFICE SUPPLIES	10.91
		COFFEE		01 5-07-714	OFFICE SUPPLIES	30.22
		COFFEE		02 5-00-714	OFFICE SUPPLIES	16.94
		COFFEE		03 5-00-714	OFFICE SUPPLIES	9.67
		COFFEE		05 5-00-714	OFFICE SUPPLIES	13.34
		=== VENDOR TOTALS ===	120.98			

=====						
01-0462		SISTERS COMMUNITY GARDEN				
I-07242015		COMMUNITY GRANT 15/16	1,500.00			
7/24/2015	AP-US	DUE: 7/24/2015 DISC: 7/24/2015		1099: N		
		COMMUNITY GRANT 15/16		01 5-08-311	COMMUNITY SERVICES GRANT	1,500.00
		=== VENDOR TOTALS ===	1,500.00			

pg 15 of 21

PACKET: 02355 8/13/2015 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
=====							
01-0319	SISTERS FOLK FESTIVAL						
I-07242015		COMMUNITY GRANT 15/16	1,000.00				
7/24/2015	AP-US	DUE: 7/24/2015 DISC: 7/24/2015		1099: N			
		COMMUNITY GRANT 15/16		01 5-08-311	COMMUNITY SERVICES GRANT		1,000.00
		=== VENDOR TOTALS ===	1,000.00				
=====							
01-0110	SISTERS PARK AND RECREATION DI						
I-07242015		COMMUNITY GRANT 15/16	3,000.00				
7/24/2015	AP-US	DUE: 7/24/2015 DISC: 7/24/2015		1099: N			
		COMMUNITY GRANT 15/16		01 5-08-311	COMMUNITY SERVICES GRANT		3,000.00
		=== VENDOR TOTALS ===	3,000.00				
=====							
01-0083	SISTERS RENTAL						
I-0013523-00		2 CYCLE OIL	24.95				
6/25/2015	AP-US	DUE: 6/25/2015 DISC: 6/25/2015		1099: N			
		2 CYCLE OIL		05 5-00-746	SMALL TOOLS & EQUIPMENT		4.74
		2 CYCLE OIL		02 5-00-746	SMALL TOOLS & EQUIPMENT		5.24
		2 CYCLE OIL		03 5-00-746	SMALL TOOLS & EQUIPMENT		6.72
		2 CYCLE OIL		01 5-05-746	SMALL TOOLS & EQUIPMENT		4.99
		2 CYCLE OIL		01 5-03-746	SMALL TOOLS & EQUIPMENT		3.26
I-0013698-00		WEEDEATER HEAD	89.90				
7/15/2015	AP-US	DUE: 7/15/2015 DISC: 7/15/2015		1099: N			
		WEEDEATER HEAD		05 5-00-746	SMALL TOOLS & EQUIPMENT		17.10
		WEEDEATER HEAD		02 5-00-746	SMALL TOOLS & EQUIPMENT		18.90
		WEEDEATER HEAD		03 5-00-746	SMALL TOOLS & EQUIPMENT		24.21
		WEEDEATER HEAD		01 5-05-746	SMALL TOOLS & EQUIPMENT		18.00
		WEEDEATER HEAD		01 5-03-746	SMALL TOOLS & EQUIPMENT		11.69
I-0013733-00		WEEDEATER REPAIRS	205.53				
7/20/2015	AP-US	DUE: 7/20/2015 DISC: 7/20/2015		1099: N			
		WEEDEATER REPAIRS		05 5-00-746	SMALL TOOLS & EQUIPMENT		39.09
		WEEDEATER REPAIRS		02 5-00-746	SMALL TOOLS & EQUIPMENT		43.20
		WEEDEATER REPAIRS		03 5-00-746	SMALL TOOLS & EQUIPMENT		55.35
		WEEDEATER REPAIRS		01 5-05-746	SMALL TOOLS & EQUIPMENT		41.14
		WEEDEATER REPAIRS		01 5-03-746	SMALL TOOLS & EQUIPMENT		26.75
I-0013799-00		CHAINSAW CHAIN , FILTER	52.71				
7/28/2015	AP-US	DUE: 7/28/2015 DISC: 7/28/2015		1099: N			
		CHAINSAW CHAIN , FILTER		05 5-00-746	SMALL TOOLS & EQUIPMENT		10.02
		CHAINSAW CHAIN , FILTER		02 5-00-746	SMALL TOOLS & EQUIPMENT		11.08
		CHAINSAW CHAIN , FILTER		03 5-00-746	SMALL TOOLS & EQUIPMENT		14.20
		CHAINSAW CHAIN , FILTER		01 5-05-746	SMALL TOOLS & EQUIPMENT		10.55
		CHAINSAW CHAIN , FILTER		01 5-03-746	SMALL TOOLS & EQUIPMENT		6.86

pg 14 of 21

PACKET: 02355 8/13/2015 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-0033239		LOG SPLITTER RENTAL	57.50			
7/29/2015	AP-US	DUE: 7/29/2015 DISC: 7/29/2015		1099: N		
		LOG SPLITTER RENTAL		01 5-05-786	PARK MAINTENANCE	57.50
=== VENDOR TOTALS ===			430.59			

01-0821	SISTERS SCHOOLS FOUNDATION					
I-07242015		COMMUNITY GRANT 15/16	3,000.00			
7/24/2015	AP-US	DUE: 7/24/2015 DISC: 7/24/2015		1099: N		
		COMMUNITY GRANT 15/16		01 5-08-311	COMMUNITY SERVICES GRANT	3,000.00
=== VENDOR TOTALS ===			3,000.00			

01-1	MISC VENDOR					
I-07242015		SISTERS SEED TO TABLE:COMM GR	1,000.00			
7/24/2015	AP-US	DUE: 7/24/2015 DISC: 7/24/2015		1099: N		
		COMMUNITY GRANT 15/16		01 5-08-311	COMMUNITY SERVICES GRANT	1,000.00
=== VENDOR TOTALS ===			1,000.00			

01-0838	SPINDRIFT FORESTRY CONSULTING					
I-SIS20150003		TREE INSPECTIONS-LUNDGREN DR	486.50			
7/17/2015	AP-US	DUE: 7/17/2015 DISC: 7/17/2015		1099: Y		
		TREE INSPECTIONS-LUNDGREN DR		02 5-00-713	DEVELOPMENT REVIEW	165.00
		TREE INSPECTIONS-LUNDGREN DR		05 5-00-713	DEVELOPMENT REVIEW	165.00
		TREE INSPECTIONS-LUNDGREN DR		03 5-00-713	DEVELOPMENT REVIEW	82.50
		TREE INSPECTIONS-LUNDGREN DR		03 5-00-726	CONTRACTED SERVICES	74.00
=== VENDOR TOTALS ===			486.50			

01-0751	START MAKING A READER TODAY					
I-07242015		COMMUNITY GRANT 15/16	500.00			
7/24/2015	AP-US	DUE: 7/24/2015 DISC: 7/24/2015		1099: N		
		COMMUNITY GRANT 15/16		01 5-08-311	COMMUNITY SERVICES GRANT	500.00
=== VENDOR TOTALS ===			500.00			

pg 17 of 21

PACKET: 02355 8/13/2015 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
=====						
01-0155	SWEENEY PLUMBING, INC					
I-08072015		URAG15-01 TRASH ENCLOSURE REI	1,383.00			
8/04/2015	AP-US	DUE: 8/04/2015 DISC: 8/04/2015		1099: N		
		URAG15-01 TRASH ENCLOSURE REIM		21 5-00-906	CAPITAL OUTLAY	1,383.00
I-36888		SINK-CAMPGROUND	107.00			
7/17/2015	AP-US	DUE: 7/17/2015 DISC: 7/17/2015		1099: N		
		SINK-CAMPGROUND		01 5-05-786	PARK MAINTENANCE	107.00
=== VENDOR TOTALS ===			1,490.00			

=====						
01-0052	THE NUGGET NEWSPAPER					
I-58936		PUB NOTICE-15-02	279.45			
7/08/2015	AP-US	DUE: 7/08/2015 DISC: 7/08/2015		1099: N		
		PUB NOTICE-15-02		01 5-07-705	ADVERTISING	279.45
I-58937		PUB NOTICE- ADOPTED BUD 15/16	60.00			
7/15/2015	AP-US	DUE: 7/15/2015 DISC: 7/15/2015		1099: N		
		PUB NOTICE- ADOPTED BUD 15/16		01 5-02-705	ADVERTISING	60.00
=== VENDOR TOTALS ===			339.45			

=====						
01-0563	TREASURE VALLEY COFFEE, INC.					
I-536044		COFFEE	59.95			
8/06/2015	AP-US	DUE: 8/06/2015 DISC: 8/06/2015		1099: N		
		COFFEE		01 5-01-714	OFFICE SUPPLIES	9.01
		COFFEE		01 5-02-714	OFFICE SUPPLIES	9.56
		COFFEE		01 5-03-795	SUPPLIES	1.20
		COFFEE		01 5-05-714	OFFICE SUPPLIES	5.41
		COFFEE		01 5-07-714	OFFICE SUPPLIES	14.97
		COFFEE		02 5-00-714	OFFICE SUPPLIES	8.40
		COFFEE		03 5-00-714	OFFICE SUPPLIES	4.79
		COFFEE		05 5-00-714	OFFICE SUPPLIES	6.61
=== VENDOR TOTALS ===			59.95			

=====						
01-0109	TYLER TECHNOLOGIES/INCODE					
I-025-129877		AR MAINTENANCE	613.90			
8/01/2015	AP-US	DUE: 8/01/2015 DISC: 8/01/2015		1099: N		
		AR MAINTENANCE		01 5-02-710	COMPUTER SOFTWARE MAINT	429.72
		AR MAINTENANCE		02 5-00-710	COMPUTER SOFTWARE MAINT.	30.70
		AR MAINTENANCE		03 5-00-710	COMPUTER SOFTWARE MAINT.	122.78
		AR MAINTENANCE		05 5-00-710	COMPUTER SOFTWARE MAINT.	30.70
=== VENDOR TOTALS ===			613.90			

pg 18 of 21

PACKET: 02355 8/13/2015 AP KK  
 VENDOR SET: 01 CITY OF SISTERS  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====						
01-0937	U.S. BANK					
C-071815	BERTAGNA	VISA-BERTAGNA CREDIT JULY 201	28.00	CR		
7/18/2015	AP-US	DUE: 7/18/2015 DISC: 7/18/2015		1099: N		
		VISA-BERTAGNA CREDIT JULY 2015		01 5-05-786	PARK MAINTENANCE	28.00
=====						
I-07182015	BERTAGNA	VISA-BERTAGNA JULY 2015	136.00			
7/18/2015	AP-US	DUE: 7/18/2015 DISC: 7/18/2015		1099: N		
		BOLTS		21 5-00-906	CAPITAL OUTLAY	75.00
		LATCH-BARCLAY PARK RESTROOM		01 5-05-786	PARK MAINTENANCE	61.00
=====						
I-07182015	DAVENPORT	VISA-DAVENPORT JULY 2015	400.00			
7/18/2015	AP-US	DUE: 7/18/2015 DISC: 7/18/2015		1099: N		
		APA MEMBERSHIP DUES-DAVENPORT		01 5-07-733	DUES & SUBSCRIPTIONS	400.00
=====						
I-07182015	GORAYEB	VISA-GORAYEB JULY 2015	170.35			
7/18/2015	AP-US	DUE: 7/18/2015 DISC: 7/18/2015		1099: N		
		LUNCH-AG, LELACK, DAVENPORT		01 5-01-783	PUBLIC OUTREACH	30.00
		QUILT SHOW CREW BREAKFAST		01 5-02-707	EMPLOYEE RECOGNITION	140.35
=====						
I-07182015	NELSON	VISA-NELSON JULY 2015	60.00			
7/18/2015	AP-US	DUE: 7/18/2015 DISC: 7/18/2015		1099: N		
		FINANCE WORKSHOP-ANDREW		01 5-01-740	EDUCATION	30.00
		FINANCE WORKSHOP-LYNNE		01 5-02-740	EDUCATION	30.00
		=== VENDOR TOTALS ===	738.35			
=====						
01-0976	USA FLEET SOLUTIONS					
=====						
I-20718		MONTHLY TRACKING AUGUST 2015	237.65			
8/01/2015	AP-US	DUE: 8/01/2015 DISC: 8/01/2015		1099: N		
		MONTHLY TRACKING AUGUST 2015		01 5-03-726	CONTRACTED SERVICES	23.76
		MONTHLY TRACKING AUGUST 2015		01 5-05-726	CONTRACTED SERVICES	61.80
		MONTHLY TRACKING AUGUST 2015		02 5-00-726	CONTRACTED SERVICES	57.02
		MONTHLY TRACKING AUGUST 2015		03 5-00-726	CONTRACTED SERVICES	61.80
		MONTHLY TRACKING AUGUST 2015		05 5-00-726	CONTRACTED SERVICES	33.27
		=== VENDOR TOTALS ===	237.65			
=====						
01-0903	VELOX SYSTEMS					
=====						
I-2282		IT SUPPORT AUGUST 2015	4,636.05			
8/03/2015	AP-US	DUE: 8/03/2015 DISC: 8/03/2015		1099: Y		
		IT SUPPORT JULY 2015		01 5-01-726	CONTRACTED SERVICES	155.50
		IT SUPPORT JULY 2015		01 5-02-726	CONTRACTED SERVICES	186.60
		IT SUPPORT JULY 2015		01 5-03-726	CONTRACTED SERVICES	62.20
		IT SUPPORT JULY 2015		01 5-05-726	CONTRACTED SERVICES	202.15
		IT SUPPORT JULY 2015		01 5-07-726	CONTRACTED SERVICES	264.35
		IT SUPPORT JULY 2015		02 5-00-726	CONTRACTED SERVICES	264.35
		IT SUPPORT JULY 2015		03 5-00-726	CONTRACTED SERVICES	233.25
		IT SUPPORT JULY 2015		05 5-00-726	CONTRACTED SERVICES	186.60
		LAPTOP-PATRICK		01 5-07-717	OFFICE EQUIPMENT	1,636.07

pg 19 of 21

PACKET: 02355 8/13/2015 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
01-0903	VELOX SYSTEMS	( ** CONTINUED ** )				
		LAPTOP-CH		01 5-02-717	OFFICE EQUIPMENT	1,301.99
		ACCESS-DUSTIN		01 5-01-710	COMPUTER SOFTWARE MAINT	142.99
=== VENDOR TOTALS ===			4,636.05			

01-0760	VERIZON WIRELESS					
I-9749043565		CELL PHONES JULY 2016	368.66			
7/15/2015	AP-US	DUE: 7/15/2015 DISC: 7/15/2015		1099: N		
		CELL PHONES JULY 2016		01 5-03-736	CELLULAR PHONES	22.89
		CELL PHONES JULY 2016		01 5-05-736	CELLULAR PHONES	188.30
		CELL PHONES JULY 2016		01 5-07-736	CELLULAR PHONES	17.65
		CELL PHONES JULY 2016		02 5-00-736	CELLULAR PHONES	39.74
		CELL PHONES JULY 2016		03 5-00-736	CELLULAR PHONES	71.76
		CELL PHONES JULY 2016		05 5-00-736	CELLULAR PHONES	28.32
=== VENDOR TOTALS ===			368.66			

01-0568	VFW-POST 8138					
I-07242015		COMMUNITY GRANT15/16	500.00			
7/24/2015	AP-US	DUE: 7/24/2015 DISC: 7/24/2015		1099: N		
		COMMUNITY GRANT15/16		01 5-08-311	COMMUNITY SERVICES GRANT	500.00
=== VENDOR TOTALS ===			500.00			

01-0941	WILCO					
I-243643		WATER SOFTNER	311.28			
7/13/2015	AP-US	DUE: 7/13/2015 DISC: 7/13/2015		1099: Y		
		WATER SOFTNER		02 5-00-712	CHEMICALS	311.28
I-243841		UR1202 VG IMPROVEMENTS-FLOWER	52.92			
7/30/2015	AP-US	DUE: 7/30/2015 DISC: 7/30/2015		1099: Y		
		UR1202 VG IMPROVEMENTS-FLOWERS		21 5-00-906	CAPITAL OUTLAY	52.92
=== VENDOR TOTALS ===			364.20			

01-0891	WINSUPPLY					
I-223354-00		UR1202 VG PARKING-IRRIG SUPP	229.34			
7/29/2015	AP-US	DUE: 7/29/2015 DISC: 7/29/2015		1099: N		
		UR1202 VG PARKING-IRRIG SUPP		21 5-00-906	CAPITAL OUTLAY	229.34
I-223399-00		UR1202 VG PARKING-IRRIG SUPP.	203.35			
7/30/2015	AP-US	DUE: 7/30/2015 DISC: 7/30/2015		1099: N		
		UR1202 VG PARKING-IRRIG SUPP.		21 5-00-906	CAPITAL OUTLAY	203.35
=== VENDOR TOTALS ===			432.69			

pg 20 of 21

PACKET: 02355 8/13/2015 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
=====						
01-0225	X-PRESS PRINTING					
I-76442		BUS CARDS-WALSH, BURGSTAHLER	93.40			
8/03/2015	AP-US	DUE: 8/03/2015 DISC: 8/03/2015		1099: N		
		BUS CARDS-WALSH, BURGSTAHLER		01 5-01-700	MAYOR & COUNCIL	46.70
		BUS CARDS-WALSH, BURGSTAHLER		01 5-01-714	OFFICE SUPPLIES	46.70
		=== VENDOR TOTALS ===	93.40			
=====						
01-0428	XEROX CORPORATION					
I-080750969		COPIER LEASE 7665	22.40			
8/01/2015	AP-US	DUE: 8/01/2015 DISC: 8/01/2015		1099: N		
		COPIER LEASE 7665		01 5-01-721	COPIER/PRINTER	6.94
		COPIER LEASE 7665		01 5-02-721	COPIER/PRINTER	4.03
		COPIER LEASE 7665		01 5-05-721	COPIER/PRINTER	0.45
		COPIER LEASE 7665		01 5-07-721	COPIER/PRINTER	6.94
		COPIER LEASE 7665		02 5-00-721	COPIER/PRINTER	1.80
		COPIER LEASE 7665		03 5-00-721	COPIER/PRINTER	0.45
		COPIER LEASE 7665		05 5-00-721	COPIER/PRINTER	1.79
I-080750978		COPIER LEASE 7855	629.39			
8/01/2015	AP-US	DUE: 8/01/2015 DISC: 8/01/2015		1099: N		
		COPIER LEASE 7855		01 5-01-721	COPIER/PRINTER	195.00
		COPIER LEASE 7855		01 5-02-721	COPIER/PRINTER	113.23
		COPIER LEASE 7855		01 5-05-721	COPIER/PRINTER	12.64
		COPIER LEASE 7855		01 5-07-721	COPIER/PRINTER	195.00
		COPIER LEASE 7855		02 5-00-721	COPIER/PRINTER	50.58
		COPIER LEASE 7855		03 5-00-721	COPIER/PRINTER	12.64
		COPIER LEASE 7855		05 5-00-721	COPIER/PRINTER	50.30
		=== VENDOR TOTALS ===	651.79			
		=== PACKET TOTALS ===	256,258.54			

pg 21 of 21



# OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

RECEIVED

AUG 07 2015

Application is being made for:

### LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
  - Commercial Establishment
  - Caterer
  - Passenger Carrier
  - Other Public Location
  - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
  - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: \_\_\_\_\_

### ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other \_\_\_\_\_

RECEIVED

JUL 07 2015

Oregon Liquor Control Commission

### 90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

### APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

### CITY AND COUNTY USE ONLY

Date application received: 8/7/15

The City Council or County Commission:

City of Sisters  
(name of city or county)

recommends that this license be:

- Granted
- Denied

By: \_\_\_\_\_  
(signature) (date)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### OLCC USE ONLY

Application Rec'd by: L. Brown

Date: 7/9/2015

90-day authority:  Yes  No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

- ① Obstructed View Inc ③ \_\_\_\_\_
- ② \_\_\_\_\_ ④ \_\_\_\_\_

2. Trade Name (dba): Cork Cellars

3. Business Location: 391 W Cascade Ave Sisters Deschutes OR 97759  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 391 W Cascade Ave Sisters OR 97759  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: (541) 549-2675 N/A  
(phone) (fax)

6. Is the business at this location currently licensed by OLCC?  Yes  No

7. If yes to whom: Murray Venture Corp Type of License: Limited On Premise Sales/Off Premise Sa

8. Former Business Name: N/A

9. Will you have a manager?  Yes  No Name: Thomas Caton Buck  
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Sisters OR  
(name of city or county)

11. Contact person for this application: Thomas C Buck (310) 595-6219  
(name) (phone number(s))  
3335 Bennett Drive Los Angeles CA 90068 N/A tomcbuck@yahoo.com  
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

- ① [Signature] Date 7/6/2015 ③ \_\_\_\_\_ Date \_\_\_\_\_
- ② \_\_\_\_\_ Date \_\_\_\_\_ ④ \_\_\_\_\_ Date \_\_\_\_\_





OREGON LIQUOR CONTROL COMMISSION  
INDIVIDUAL HISTORY

1. Trade Name CORK CELLARS 2. City SISTER  
 3. Name Buck Thomas Caton  
 (Last) (First) (Middle)  
 4. Other names used (maiden, other) N/A  
 5. \*SSN                      6. Place of Birth New York 7. DOB                      8. Sex  M  F  
 (State or Country) (mm) (dd) (yyyy)

\*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)). If you consent to these uses, please sign here:

Applicant Signature: Thomas

9. Driver License or State ID #                      10. State California  
 11. Residence Address 3335 Bennett Dr Los Angeles CA 90068  
 (number and street) (city) (state) (zip code)  
 12. Mailing Address (if different) N/A  
 (number and street) (city) (state) (zip code)  
 13. Contact Phone (310) 595-6219 14. E-Mail address (optional) tomebuck@yahoo.com  
 15. Do you have a spouse or domestic partner?  Yes  No  
 If yes, list his/her full name: Jean Marie Gilgenberg

16. If yes to #15, will this person work at or be involved in the operation or management of the business?  
 Yes  No  
 17. List all states, other than Oregon, where you have lived during the past ten years:  
California

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?  
 Yes  No  Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.  
 If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony?  Yes  No  Unsure  
 If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

OSP/DMV  
Search Completed  
JUL 09 2015

INITIALS:

20. Trade Name Cork Cellars 21. City Sisters

22. Do you have any arrests or citations that have not been resolved?  Yes  No  Unsure  
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.)  Yes  No  Unsure  
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.)  Yes  No  Unsure  
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.  
MIDWAY BAR, 17016 Bellflower Blvd, Bellflower CA 90706 - March 2013 to Present

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?  
 Yes  No  Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

**Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license.** If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol?  N/A  Yes  No  Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?  
 N/A  Yes  No  Unsure If yes or unsure, explain:

**Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license.** If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon?  N/A  Yes  No  Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).  
I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 6/25/15



OREGON LIQUOR CONTROL COMMISSION  
INDIVIDUAL HISTORY

1. Trade Name Cork Cellars 2. City Sisters  
 3. Name Gilgenberg Jean Marie  
 (Last) (First) (Middle)  
 4. Other names used (maiden, other) Jeannie Gilgenberg  
 5. \*SSN \_\_\_\_\_ 6. Place of Birth IL 7. DOB \_\_\_\_\_ / ~~USA~~ d. Sex  M  F  
 (State or Country) (mm) (dd) (yyyy)

\*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a). If you consent to these uses, please sign here:

Applicant Signature: [Signature]

9. Driver License or State ID # \_\_\_\_\_ 10. State CA  
 11. Residence Address 3335 Bennett DR IA CA 90068  
 (number and street) (city) (state) (zip code)  
 12. Mailing Address (if different) SAME  
 (number and street) (city) (state) (zip code)  
 13. Contact Phone 323 573 1002 14. E-Mail address (optional) \_\_\_\_\_

15. Do you have a spouse or domestic partner?  Yes  No  
 If yes, list his/her full name: Thomas Cajon Buck

16. If yes to #15, will this person work at or be involved in the operation or management of the business?  
 Yes  No

17. List all states, other than Oregon, where you have lived during the past ten years:  
California

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?  
 Yes  No  Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.  
 If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony?  Yes  No  Unsure  
 If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

OSP/DIV

Search Comp (rev. 02/12)

JUL 09 2016

INITIALS: [Signature]

20. Trade Name Cork Cellars 21. City Sisters

22. Do you have any arrests or citations that have not been resolved?  Yes  No  Unsure  
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.)  Yes  No  Unsure  
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.)  Yes  No  Unsure  
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.  
MIDWAY BAR Bellflower California

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?  
 Yes  No  Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

**Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.**

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol?  N/A  Yes  No  Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?  
 N/A  Yes  No  Unsure If yes or unsure, explain:

**Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.**

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon?  N/A  Yes  No  Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 6/27/15

# Work Plan

August 2015

# City of Sisters

---

## Finance:

- 2014/15 Budget Changes
  - ODOT / Cascade Avenue Cost Reimbursement – Applying, requesting updates - Ongoing
  - Sewer/Water Rate Changes – Reviewing data, revisiting rates schedule - Ongoing
  - 5 year forecast for Sewer and Water, DONE. Capital Improvement Plans and Infrastructure plans drafted, reviewing with Council.
- Receivables Status Update (Report to CM)-DONE, continue monthly reporting – 30<sup>th</sup> of every month
- Forecasting Tool (Excel Sheet) – DONE, update monthly
- Cash Position Update, review CoS cash position, commitments and potential commitments – DONE, 30<sup>th</sup> of every month
- Transient, Temporary Business License and Special Event Permit Code Update – September 3 CC Workshop
- 2014-15 Audit
- Surplus, combine with PW list and present to Council for approval to liquidate / dispose, Thursday August 13

# City of Sisters

---

## Community Development:

- Existing Applications; TUP 14-02 appeal to LUBA; FP 11-01 MMV Phase 1; FP 08-01 Highland Village (24 lots) approved; FP 14-05 Peaks @ Pine Meadow (8 lots); SP 15-02 Mini storage- Barclay Dr.; Complete review of building permit for MMV ALF; LLA 15-01 Baxter; FP 11-01 MMV Phase 1 final plats (15 lots);
- Development Code revisions: TA 15-02 PMV PUD addition, Various revisions to R and MFR Districts; Flood Plain District to Overlay, FFE, Clear Pine development agreement, landscaping, Affordable Housing incentives;
- Long range planning and studies: Affordable Housing Working Group, Urbanization Study/Housing Needs Analysis, CLUP/UGB Update; Carver Lake Moraine Dam Risk Analysis and Reduction Project; Hood Ave Art District/Public Art projects
- Parks: Update Creekside Park and Campground Master Plan, access management decision; Update City Parks Master Plan and City Parks CIP; Adopt A Park, Movies In the Park; Kiosks – Pilot project at Barclay Park
- Code Enforcement: active enforcement underway – weed abatement/ladder fuel reduction, trash enclosures, signage
- Grants: Urban Renewal Grants - 12 agreements signed, notice of revised agreement conditions sent out; Trash Enclosure Grants - accepting more applications
- PC and Other Boards: Vacancies - Parks Advisory Board- 1 out of town position, Urban Forestry Board – Need one more, open until filled
- Planning Commission and City Council Agendas:
  - August 20 PC (workshop):
    - Village at Cold Springs Phases III, V, and VII master plan revision: Workshop #2.
    - PMV PUD; Various DC revisions: TA #15-02
  - August 13 CC: Carver Lake MD Study RES of support
- City Parks Advisory Board
  - September 2
    - Maintenance updates
    - City Parks Master Plan – ongoing review for 2010 Plan update

# 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, prioritized. Scheduling/execution is progressing
- URA Projects
  - Village Green Parking Improvements – Phase 2– Construction started with completion August 7. DONE
  - Village Green Restroom Improvements – Grant awarded, Project Development Spring 2015, Construction 2015
- SDC Update – Infrastructure Management Plan, drafted, to be finalized and presented to Council for adoption.
- Red Dirt Triangle- to be analyzed along with intersections and access points for the eastern highway corridors as part of a TSP update or a corridor refinement plan.
- Cascade Ave. – Lighting retrofit completed, we are going to attempt to reduce the wattage and further reduce dark skies impact.
- East Portal – Forest Service update on 8/4, they are going to retain a broker and should be in a position to discuss the sale of this property some time in January of 2016.
- Barclay Square Waterline Upgrade – Design Spring 2015, work Fall 2015
- Chamber Building Improvements – Interior Done, Landscape / ADA improvements Fall / Winter 2015.
- Speed zone study – All documents submitted, awaiting response from ODOT
- Barclay/Hwy 20 Roundabout – IGA approaching final draft for presentation to Council
- Hood Avenue Improvements – Curb Ramp replacements complete, lighting/irrigation design at 90% of completion, work in Fall
- Master Projects List – Draft of project list is complete, data input on-going
- Airport Infrastructure Projects – IFA and IOF grants awarded, Council grant agreements acceptance May 2015. Water line extension – DONE. Sewer and Street design are underway, out to bid Fall 2015.

# City of Sisters

---

## City Manager:

- ***Kathy***
  - Upcoming Council Meeting /Workshops – ongoing
  - Municipal Code Update –2015
- ***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.
  - Water / Sewer Rate discussion to occur in July / August.

# 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
  - ❖ Increase reserves
  - ❖ Examine Park SDC's
- Increase both Community and Private Sector Asset Base
  - ❖ Enhance city parks
  - ❖ Movies in the park
  - ❖ Community asset
  - ❖ Increase TRT
- Economic Development
  - ❖ Increase funding to make Economic Development Manager position full-time
  - ❖ Increase Chamber of Commerce Funding to 50% of TRT
  - ❖ Create and Implement a forgivable loan program
  - ❖ Develop an affordable housing policy

- Improve Connectivity
  - ❖ Continue work with ODOT on roundabout project for Highway 20
  - ❖ 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
  - ❖ Utilize Sisters local radio station
  - ❖ Establish guidelines for processing future capital projects – Who, What, Where, When and Why

LICENSES: THRU ZZZZZZZZZZ

SORTED BY: LICENSE NUMBER

ORIGINATION DATES: 7/01/2015 TO 8/10/2015

PAID STATUS: ALL

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

LIC CODES: ALL

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

ID	CODE	NAME	PROPERTY ADDRESS	CITY LIMIT
001103	SVS	ASPIRE BEAUTY	581 N LARCH ST B	INSIDE
001104	CONTR	SAGE RIDGE INC.	63370 PETERMAN LN	OUTSIDE
001105	RES	BACKYARD BISTRO, LLC	223 E HOOD	INSIDE
001106	CONTR	C.L. LARGE, INC.	3237 W 1ST AVE	OUTSIDE
001108	LNDSC	VOHS CUSTOM LANDSCAPING, LLC	15154 WAGON WHEEL	OUTSIDE
001109	SVS	SERENDIPITY MINI SPA	581 N LARCH ST A	INSIDE
001110	SVS	QUADRUS, INC.	4647 SW HUBER ST	OUTSIDE
001111	SVS	PREEDIN DESIGN	178 S ELM ST SUITE 203B	INSIDE

TOTAL LICENSES: 8



## AGENDA ITEM SUMMARY

## CITY OF SISTERS SISTERS CITY COUNCIL

---

**Meeting Date:** August 13, 2015

**Staff:** Kathy Nelson

**Type:** Regular Meeting

**Dept:** CMO

**Subject:** Approving the Fire Protection Code Adopted by the Fire District

---

**Action Requested:** Discuss and consider approval of Resolution No. 2015-18 approving the Fire Protection Code adopted by the Sisters-Camp Sherman Rural Fire Protection District.

---

**Background:** At its May 19<sup>th</sup>, 2015 board meeting, the Sisters- Camp Sherman Rural Fire Protection District adopted the 2014 Oregon Fire Code including Appendices B, C, D, K, L, M and N. Per ORS 478.924, the provisions of this code cannot be applied in Sisters without express approval by resolution of the city's governing body. As the fire district provides fire protection and prevention services to the city, it is in the best interest of the city to provide the necessary approval in order fully protect the city and its citizens.

**Financial Impact:** None

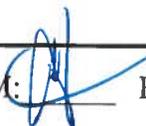
---

**Attachments:**

A. Resolution No. 2015-18

B. Sisters-Camp Sherman Rural Fire Protection District Ordinance No. 2014-15-100

---

**Concurrence:** CM:  FIN:  PW:  CDD: 

**RESOLUTION NO. 2015-18**

**A RESOLUTION OF THE CITY OF SISTERS APPROVING THE FIRE PROTECTION CODE ADOPTED BY THE SISTERS-CAMP SHERMAN RURAL FIRE PROTECTION DISTRICT**

**WHEREAS**, ORS. 478.924 provides that the provisions of a fire prevention code adopted by a district shall not apply within any city within the district unless the governing body of that city approves the fire code by resolution and;

**WHEREAS**, the Sisters-Camp Sherman Rural Fire Protection District adopted Ordinance No. 2014-15-100 adopting the new 2014 Oregon Fire Code on May 19, 2015; and

**WHEREAS**, the ordinance was adopted by the Sisters-Camp Sherman Rural Fire Protection District for the purpose of prescribing regulations governing conditions hazardous to life and property from fire, and hazardous materials or explosion; and

**WHEREAS**, the Sisters-Camp Sherman Rural Fire Protection District provides fire protection and prevention services to the City of Sisters and it is in the best interest of the city and its citizens to permit the most comprehensive fire protection and prevention services.

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

Resolution No. 2015-18 is **ADOPTED** by the City Council of the City of Sisters, Oregon and **APPROVED** by the Mayor this 13<sup>th</sup> day of August, 2015.

---

Chris Frye, Mayor

ATTEST:

---

Kathy Nelson, City Recorder

**SISTERS-CAMP SHERMAN RURAL FIRE PROTECTION DISTRICT  
ORDINANCE NO. 2014-15-100**

**An Ordinance Adopting the New 2014 Oregon Fire Code.**

**WHEREAS**, the Sisters-Camp Sherman Rural Fire Protection District desires to adopt the new 2014 Oregon Fire Code for the purpose of prescribing regulations governing conditions hazardous to life and property from fire, hazardous materials or explosion, that certain Code known as the 2014 Oregon Fire Code including Appendices B, C, D, K, L, M and N; and

**THEREFORE, BE IT ORDAINED** that the Sisters-Camp Sherman Rural Fire Protection District does hereby adopt Ordinance 2014-15-100.

**Section 1 – Definitions**

- A. Wherever the word “jurisdiction” is used in the 2014 Oregon Fire Code, “jurisdiction” shall mean Sisters-Camp Sherman Rural Fire Protection District.
- B. Where the party responsible for enforcement of the 2014 Oregon Fire Code is given the title of “fire code official”, “fire code official” shall mean the Fire Chief or other designated authority charged with the administration and enforcement of the code, or duly authorized representative.

**Section 2 – Division of Fire Prevention**

- A. **GENERAL.** The division of fire prevention is established within the jurisdiction under the direction of the fire code official. The function of the division shall be the implementation, administration and enforcement of the provisions of this ordinance.
- B. **DEPUTIES.** In accordance with prescribed procedures of this jurisdiction and with the concurrence of the appointing authority, the fire code official shall have the authority to appoint a deputy fire code official, other related technical officers, inspectors and other employees.
- C. **LIABILITY.** The fire code official, officer or employee charged with the enforcement of this ordinance, while acting for the jurisdiction, shall not thereby be rendered liable personally, and is hereby relieved from all personal liability for any damage accruing to persons or property as a result of an act required or permitted in the discharge of official duties.

**Section 3 – Establishments of limits of Districts which storage of flammable or combustible liquids in outside, above-ground tanks is prohibited.**

- A. The limits referred to in Section 5704.2.9.6.1 of the 2014 Oregon Fire Code in which the storage of flammable or combustible liquids is restricted are hereby established as follows: Within the corporate limits of the Sisters-Camp Sherman Rural Fire Protection District. Exception #1 – General Industrial Zones in approved tanks that are not in heavily populated or congested areas. Exception #2 – Light Industrial Zones in an approved tank with an individual capacity of 3,000 gallons and an aggregate capacity of 6,000 gallons on each property. Exception #3 – Combustible liquids in approved tanks not greater than 550 gallons solely used for heating. Exception #4 – Flammable and Combustible liquids in approved tanks solely used for emergency equipment not exceeding the amounts prescribed in Chapter 6 of the 2014 Oregon Fire Code. Exception #5 – Flammable and Combustible liquids in approved tanks not exceeding 1,000 gallons in business areas not heavily populated or congested.

**Section 4 – Establishments of limits in which storage of liquefied petroleum gases is prohibited.**

- A. The limits referred to in Section 6104.2 of the 2014 Oregon Fire Code, in which liquefied petroleum gas

is restricted, are hereby established as follows: Within the corporate limits of the Sisters-Camp Sherman Rural Fire Protection District. Exception #1 – General Industrial Zones not heavily populated or congested.

**Section 5 – Establishments of limits of Districts in which storage of explosives is to be prohibited.**

- A. Storage of Mass-detonating explosives as defined in Section 202 of the 2014 Oregon Fire Code is prohibited within the corporate limits of the Sisters-Camp Sherman Rural Fire Protection District. Exception #1 – Limited amounts of Mass-detonating and UN/DOTn Class 1.1, 1.2, 1.3 and 1.5 as defined in Section 202 of the Oregon Fire Code may be allowed in rural areas outside the boundaries of a city that are not heavily populated or congested with the approval of the Fire Code Official when stored and used within the scope of nationally recognized standards.

**Section 6 – Establishments of limits of Districts in which the storage of compressed natural gas is to be prohibited.**

- A. The limits referred to in Section 5304 of the 2014 Oregon Fire Code in which storage of compressed natural gas storage is prohibited, are hereby established as follows: Within the corporate limits of the Sisters-Camp Sherman Rural Fire Protection District. Exception #1 – General Industrial Zones not heavily populated or congested.

**Section 7- Establishments of limits of Districts in which the storage of stationary tanks of flammable cryogen fluids are to be prohibited.**

- A. The limits referred to in Section 5806.2 of the 2014 Oregon Fire Code in which the storage of flammable cryogen fluids in stationary containers outside of buildings are hereby established as follows: Within the corporate limits of the Sisters-Camp Sherman Rural Fire Protection District. Exception #1 – General Industrial Zones not heavily populated or congested.

**Section 8 – Establishments of limits of District in which the storage of hazardous materials is to be prohibited or limited.**

- A. The limits referred to in Section 5003 of the 2014 Oregon Fire Code, in which the storage of hazardous materials is prohibited or limited is hereby established as follows: Within the corporate limits of the Sisters-Camp Sherman Rural Fire Protection District. Exception #1 – General and Light Industrial Zones not heavily populated or congested. Exception #2 – Limited amounts of hazardous materials may be approved by the Fire Code Official within Commercial Zones when stored and used within the scope of nationally recognized standards.

**Section 9 – Amendments to the 2014 Oregon Fire Code.**

The 2014 Oregon Fire Code is amended and changed in the following respects:

- A. Appendix B Section B104.2 Area separation. Portions of buildings which are separated by one or more four-hour area separation walls constructed in accordance with the Oregon Structural Specialty Code, without openings and when required with a 30-inch parapet, are allowed to be considered as separate fire-flow calculation areas.
- B. Chapter 1 “Administration” – Section 101.2.1 “Appendices”. Appendix “N” shall be adopted in its entirety.

**Section 10 - Appeals**

- A. Appeals of any decision of the Fire Code Official may be appealed by filing a written appeal to the Sisters-Camp Sherman Rural Fire Protection District Board Chair. The Rural Fire Protection District Board of Directors will decide on the written appeal document and any written response from the Fire Code Official. The Rural Fire Protection District Board of Directors decision may be appealed to the

Regional Appeal Advisory Board under ORS 479.180 within 10 days from the date of the Rural Fire Protection District Board of Directors decision.

**Section 11 - Penalties**

- A. Any person who violates any requirement or provision of the 2014 Oregon Fire Code as adopted and amended herein or fails to comply therewith, or who violates or fails to comply with any order made thereunder, or who builds in violation of any detailed statement of specifications or plans submitted and approved thereunder, or any certificate of permit issued thereunder, and from which no appeal has been taken, or who fails to comply with such order as affirmed and modified by the regional appeals advisory board or by a court competent jurisdiction, within the required time, shall severally for each and every violation and noncompliance, respectively, be guilty of a Class "A" infraction, punishable by a fine of not more than \$500.00. The imposition of one penalty for any violation shall not excuse the violations or defects within a reasonable time; and not otherwise specified, each day that prohibited conditions are maintained, shall constitute a separate offense.
- B. The application of the above penalty is in addition to other remedies available to Sisters-Camp Sherman Rural Fire Protection District including but not limited to the enforced removal of prohibited conditions.
  - a. REPEAL OF CONFLICTING ORDINANCES. - All former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance or the 2014 Oregon Fire Code as adopted and amended herein are hereby repealed.
  - b. VALIDITY - The Sisters-Camp Sherman Rural Fire Protection District hereby declares that should any section, paragraph, sentence or word of this ordinance or of the 2014 Oregon Fire Code as adopted and amended herein be declared for any reason to be invalid, and is the intent of the Sisters-Camp Sherman Rural Fire Protection District Board of Directors that it would have passed all other portions of this ordinance independent of the elimination here from of any such portion as may be declared invalid.

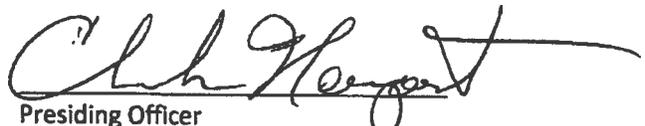
First Reading Date 4/21/15

Second Reading and Adoption Date 5/19/15

\_\_\_\_\_  
\_\_\_\_\_

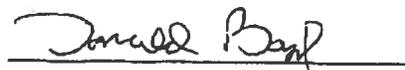
\_\_\_\_\_  
\_\_\_\_\_

Adopted by vote of the Sisters-Camp Sherman Rural Fire Protection District Board of Directors this 19<sup>th</sup> day of May, 2015

  
Presiding Officer  
Title: President

Ayes: 5  
Nays: 0

ATTEST:

  
Secretary

Ordinance No. 2014-15-100

Certification of Copy

I hereby certify that the foregoing ordinance is a true and correct copy of the original ordinance on file with Sisters-Camp Sherman Rural Fire Protection District.

A handwritten signature in black ink, appearing to read "Chuck Rego", written over a horizontal line.

Presiding Officer

Title: President

# AGENDA ITEM SUMMARY



# CITY OF SISTERS SISTERS CITY COUNCIL

---

**Meeting Date:** August 13, 2015

**Staff:** Patrick Davenport

**Type:** Regular

**Dept:** CDD

**Subject:** Carver Lake Glacial Moraine Dam Study

---

**Action Requested:** Approve Resolution of Support

---

**Summary:** Staff is requesting City Council to approve the attached Resolution of Support for the upcoming Carver Lake Glacial Moraine Dam study. This proposal, which is supported by both state and federal officials, intends to revisit the potential for Carver Lake breakout, evaluate the consequent flood boundaries for such an event, and evaluates the viability of an early warning system for the city of Sisters Oregon.

The resulting project will support increase resiliency for the City by increased hazard mapping accuracy and increased warning time in the event of a lake breakout. If ultimately approved, the study period is anticipated to begin in October of 2015 and should last for about 6 months. The City can host public input meetings and assist in advertising the progress of the study.

---

**Attachments:** Summary of draft proposal  
Resolution No. 2015-19

---

**Concurrence:**  CM  F&A  CDD \_\_\_\_\_ PW

# Interagency Flood Risk Management Project Proposal Template

 Early Consideration (Work will begin in FY 2015)

 General Consideration (Work will begin in FY 2016)

<b>1. Project Name:</b>	Carver Lake Moraine Dam Risk Analysis and Reduction Project
<b>2. Interagency Team Name:</b> If not a formally recognized team, list participating organizations.	Oregon Silver Jackets (subcommittee of the State Interagency Hazard Mitigation Team)
<b>3. USACE POC:</b> Include name and title.	Paul Sclafani, Hydraulic Engineer, Portland District
<b>4. Project Description:</b> Describe what the issues are and how the proposed project would address those issues in no more than 200 words.	In 1987 the USGS published a report (Hydrologic Hazards Along Squaw [Whychus] Creek from a Hypothetical Failure of the Glacial Moraine Impounding Carver Lake near Sisters, Oregon; USGS, Open File Report 87-41) on the potential failure of Carver Lake, situated above Sisters, OR on the east slope of South Sisters Mountain. This report indicated a significant flooding threat from the lake breakout from Carver Lake. The results from this study were incorporated into the 2007 FEMA Flood Insurance Rate Map for Deschutes County (FIRM, Panel 0245E). New research on past such events at Central Oregon moraine-dammed lakes and refined flood models that are now available indicate that these flood boundaries may have not accurately represent flooding risk within the City of Sisters, OR. USGS scientists consider the 1987 assessment in need of re-evaluation. As a result the City of Sisters has incorporated re-evaluation of this lake breakout as an action item in the city's Hazard Mitigation Plan (see attached). This proposal, which is support by both state and city officials, intends to revisit the potential for Carver Lake breakout, evaluate the consequent flood boundaries for such an event, and evaluates the viability of an early warning system for the city of Sisters Oregon. The resulting project will support increase resiliency for the City by increased hazard mapping accuracy and increased warning time in the event of a lake breakout.

## 5. Leveraged Funding:

Every proposal must include a table quantifying leveraged resources invested by others for the project, including other federal, state, regional, or local agencies. USACE project funding may not be used for construction; any construction must be funded by partners.

Participating agency	Point of contact	Activities/ tasks	Contribution amount	In-kind or cash?	Pre-existing work or new work?	Duration/ completion date
USGS	David George	Modeling of Lake Breakout, mudflow routing, and mapping of flood hazards.	\$70,000	In-Kind	New Work	10/1/2015-2/28/2017
Department of Land Conservation	Steve Lucker and Christine Shirley	Advise communities where this could have greatest impact. Assist in public outreach. Review local ordinances and recommend changes (if needed).	\$80,000	In-Kind	New Work	10/1/2015-2/28/2017
USACE	Paul Sclafani	Investigate geotechnical stability of Carver Lake moraine. Estimate socio-economic impacts of a lake breakout. Coordinate with other	\$120,000	In-Kind	New Work	10/1/2015-2/28/2017
Oregon Dept of Geology and Mineral Industries	Jed Roberts	Provide work performed to date in project area. Provide LiDAR data.	LiDAR Value: 50,000	In-Kind	Pre-Existing	Completed
Office of Emergency Management	Dennis Sigrist	Advise communities where this could have greatest impact. Assist in public outreach. Assess the viability of an early warning system.	\$40,000	In-Kind	New Work	10/1/2015-2/28/2017
City of Sisters, OR	Patrick Davenport	Provide historical context of flooding, and studies associated with Carver Lake. Lead Community outreach efforts and facilitate coordination	\$40,000	In-Kind	New Work	10/1/2015-2/28/2017

## Interagency Flood Risk Management Project Proposal Template

### 6. Anticipated Outcomes of Proposed Project:

Each project should include anticipated outcomes in at least one of the following three categories. Please respond describing how the project would achieve an outcome, or specify N/A when appropriate (response should be 150 words or less)

<b>Manages Flood Risk:</b> (Protection of life safety, reduction of property loss, increased resiliency.)	History of lake breakouts within the Sisters Mountain area has led the City of Sisters to include flooding from Carver Lake as an action item in their hazard mitigation plan. This project will identify the specific hazards associated with the lake breakout. As a result the city then can execute their identified action in providing non-structural measures to affected properties. Further, the results of the modeling will allow the city to identify the properties at risk, potential for loss of life and allow for the measurable benefits of having an early warning system. The study will also assess the relative stability of the moraine and provide information to the City summarizing the risk of dam failure.
<b>Results in Actions by Others:</b>	The floodplain boundaries mapped for this breakout scenario will be used by local floodplain administrators to inform building code, local ordinances, and floodplain boundary delineation. As part of this proposal, the State of Oregon DLCDC will assist the City in updating the local ordinances based on the results from the modeling effort. Revised flood hazard boundaries will be submitted to FEMA to be incorporate in the NFIP. Additionally, timing of the floodwave will be part of the output from the hydraulic modelling. This timing will inform community officials the warning time necessary for the breakout scenario and the duration of flooding resulting from the floodwave. This proposal includes the evaluation of the feasibility of an early warning system for the City of Sisters, OR and rural communities between the City and Carver Lake. Community outreach will consist of informing the rural and urban population of the risks of the potential lake breakout.
<b>Results in Reduced Future Expenditures:</b>	The flood boundaries will be used by the community to assess the properties that are at risk of flooding associated with the lake breakout and will inform the communities of the accurate flood boundaries associated with the lake breakout. Local ordinances will be updated to reflect this refined estimate of hazard areas. Construction within these zones can then be regulated by the City. Existing structures at high risk can be prioritized for mitigation. Further, early warning systems in place will assist the community in informing the City's population and the rural populations within the County in the event of an immediate threat.

### 7. Funding Information:

Please specify all information required to create a MIPR (funds will be disbursed by FY). Note maximum request of \$100K FPMS funding.

	Request Amount	Technical POC	Financial POC	Organization Code	Breakdown of Costs (Labor, Contract services, Travel, etc)	Expected Delivery of Funds (Date)
<b>FY 15</b> Early consideration proposals only	0					
<b>FY16</b>	93,710	Paul Sclafani	Mary Ocholi	Tech: G2L1MH0 Finance: G2L1M00	G2L1DG0: 35,000; G2L1MH0: 27,500; G2L1M00: 1,210;	October 1, 2015
<b>FY17</b>	28,174	Paul	Mary Ocholi	Tech: G2L1MH0	G2L1MH0: 22,000; G2L1M00:	October 1, 2016

**8. Attachments Reminder:** A letter of support is required from either a state lead of the Silver Jackets team or study partner indicating that the project is a state priority and describing, 1) how the proposal helps achieve state or community goals, 2) the role the state or partner anticipates taking in the conduct of the project, and 3) the state or partner's ongoing commitment to long-term outcomes. Maps or other graphics may be included as well. Please select yes or no as to whether you have included a support letter.

Yes
  No

### 9. Additional Comments:

Included in this proposal is a letter of support from the City of Sisters indicating that, not only is this re-evaluation of Carver Lake breakout in the City's Hazard Mitigation Plan, but they currently support this effort and will use the results to improve the City's resilience to hazard.

**RESOLUTION NO. 2015-19**

**A RESOLUTION SUPPORTING THE CARVER LAKE MORaine DAM RISK ANALYSIS AND REDUCTION PROJECT**

**WHEREAS**, several state and federal agencies having a programmatic area of responsibility for flood hazard mitigation have identified a need to perform an updated analysis on the hazard mitigation risks associated with the Carver Lake Glacial Moraine Dam, and;

**WHEREAS**, the City of Sisters is directly affected by the Whychus Creek Watershed and the potential hazards inherent with the Carver Lake Glacial Moraine Dam and fully recognizes the need for this study, and;

**WHEREAS**, the State of Oregon's Interagency Hazard Mitigation Team is submitting a proposal for the Carver Lake Moraine Dam Risk Analysis and Reduction Project, and;

**WHEREAS**, the City of Sisters has in-kind resources to contribute to the efforts of this study;

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

**Section 1:** The City Council demonstrates its full support for the Carver Lake Moraine Dam Risk Analysis and Reduction Project.

**Section 2:** The City of Sisters will fully participate to the greatest extent possible, and ensure a wide range of opportunities for public participation.

**Section 3:** This Resolution shall be effective following its adoption by the City Council.

ADOPTED by the City Council of the City of Sisters, Oregon and APPROVED by the Mayor this 13<sup>th</sup> day of August, 2015.

---

Chris Frye, Mayor

ATTEST:

---

Kathy Nelson, City Recorder

# AGENDA ITEM SUMMARY



# CITY OF SISTERS SISTERS CITY COUNCIL

**Meeting Date:** August 13, 2015

**Staff:** Lynne Fujita-Conrads

**Type:** Regular Meeting

**Dept:** Finance

**Subject:** Pay Plan Classification

---

**Action Requested:** Discussion and Consideration of Resolution No. 2015-20: A RESOLUTION AMENDING THE PAY PLAN CLASSIFICATION FOR THE CITY OF SISTERS.

---

## Summary:

The City Recorder job description was updated as part of the annual performance evaluation. After a review of job descriptions and pay scales of other cities in the area it was determined that an adjustment was warranted. The City Recorder position is proposed to be reclassified from a Grade 18 to Grade 21.

## Financial Impact:

There is overlap between the individual pay steps of Grade 18 and Grade 21. The financial impact of the grade change will be approximately \$1,000.

---

## Attachment(s):

Attachment A – Resolution No. 2015-20

---

**Concurrence:** CM:  FIN:  PW:  CDD: 

**ATTACHMENT A**

**RESOLUTION NO. 2015-20**

**A RESOLUTION AMENDING THE PAY PLAN CLASSIFICATION  
FOR THE CITY OF SISTERS**

WHEREAS, the City of Sisters elects the following:

SECTION ONE: All conflicting policies and resolutions are hereby repealed.

SECTION TWO: The following schedule sets forth the increment Pay Plan steps for classified positions of the City of Sisters employees.

	Grade	STEPS														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
CITY MANAGER	33	34.93	35.98	37.06	38.17	39.31	40.49	41.71	42.96	44.25	45.58	46.95	48.36	49.81	51.30	52.84
PUBLIC WORKS DIR	30	29.60	30.48	31.41	32.35	33.32	34.31	35.34	36.41	37.50	38.62	39.78	40.97	42.20	43.47	44.77
CDD DIRECTOR	30	29.60	30.48	31.41	32.35	33.32	34.31	35.34	36.41	37.50	38.62	39.78	40.97	42.20	43.47	44.77
FIN & ADM DIR	30	29.60	30.48	31.41	32.35	33.32	34.31	35.34	36.41	37.50	38.62	39.78	40.97	42.20	43.47	44.77
ASSOCIATE PLNR	24	21.18	21.82	22.47	23.14	23.84	24.55	25.29	26.05	26.83	27.63	28.46	29.32	30.20	31.10	32.03
PLANNING TECH II	21	18.12	18.66	19.22	19.80	20.39	21.01	21.64	22.29	22.95	23.64	24.35	25.08	25.83	26.61	27.41
CITY RECORDER	21	18.12	18.66	19.22	19.80	20.39	21.01	21.64	22.29	22.95	23.64	24.35	25.08	25.83	26.61	27.41
PW OPS COORD	20	17.32	17.84	18.38	18.92	19.50	20.08	20.68	21.31	21.94	22.60	23.28	23.98	24.70	25.44	26.20
UT TECH II	18	15.86	16.32	16.82	17.32	17.84	18.37	18.92	19.50	20.08	20.68	21.30	21.94	22.60	23.28	23.98
DATA ANALYST	17	15.17	15.63	16.10	16.58	17.08	17.59	18.12	18.66	19.23	19.80	20.40	21.01	21.64	22.29	22.96
ACTG TECH	17	15.17	15.63	16.10	16.58	17.08	17.59	18.12	18.66	19.23	19.80	20.40	21.01	21.64	22.29	22.96
ADMIN ASST	16	14.53	14.97	15.42	15.88	16.35	16.84	17.35	17.87	18.40	18.96	19.53	20.11	20.71	21.34	21.98
UT TECH I	15	13.92	14.34	14.77	15.22	15.67	16.14	16.63	17.12	17.63	18.17	18.71	19.27	19.85	20.45	21.06
UT ASSISTANT	12	12.28	12.65	13.02	13.42	13.82	14.23	14.65	15.10	15.55	16.02	16.50	16.99	17.50	18.03	18.57

SECTION THREE: This schedule will be effective as of August 13, 2015.

ADOPTED by the City Council of Sisters and APPROVED by the Mayor this 13<sup>th</sup> day of August, 2015.

\_\_\_\_\_  
Chris Frye, Mayor

Attest:

\_\_\_\_\_  
Kathy Nelson, City Recorder

# AGENDA ITEM SUMMARY



# CITY OF SISTERS SISTERS CITY COUNCIL

**Meeting Date:** August 13, 2015

**Staff:** Lynne Fujita-Conrads

**Type:** Regular Meeting

**Dept:** Finance

**Subject:** Title VI Plan

---

**Action Requested:** Discussion and Consideration of a Motion to Approve a Title VI Plan.

---

**Summary:**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance. The City receives Federal Transit Administration (FTA) funds through our grant with the Oregon Department of Transportation (ODOT) for the Cascades East Transit bus service.

ODOT conducted a compliance review on July 21, 2015. The review evaluates management's fiscal and operational processes to ensure compliance with state and federal regulations. The City's only compliance finding was a need for a Title VI plan.

The FTA requires Title VI plans to be reviewed and updated every three years.

**Financial Impact:**

None

---

**Attachment(s):**

Attachment A – Title VI Plan

---

**Concurrence:** CM:  FIN:  PW:  CDD: 

**ATTACHMENT A**



**CITY OF SISTERS**

**Title VI Plan**

**Adopted \_\_\_\_\_, 2015**

## Table of Contents

<b>INTRODUCTION.....</b>	<b>3</b>
<b>TITLE VI COMPLAINT PROCEDURES .....</b>	<b>3</b>
<b>RECORD OF TITLE VI OR OTHER CIVIL RIGHTS INVESTIGATIONS, COMPLAINTS OR LAWSUITS .....</b>	<b>5</b>
<b>BOARD COMPOSITION.....</b>	<b>5</b>
<b>LIMITED ENGLISH PROFICIENCY (LEP) PLAN .....</b>	<b>6</b>
<b>ANALYSIS OF FACTORS.....</b>	<b>6</b>
<b>IMPLEMENTATION PLAN .....</b>	<b>7</b>
<b>NOTIFYING BENEFICIARIES OF THEIR RIGHTS UNDER TITLE VI.....</b>	<b>7</b>
<b>ANALYSIS OF CONSTRUCTION PROJECTS .....</b>	<b>8</b>
<b>INCLUSIVE PUBLIC PARTICIPATION.....</b>	<b>8</b>
<b>TITLE VI COMPLAINT FORM.....</b>	<b>9</b>
<b>NOTIFICATION OF COMPLIANCE WITH TITLE VI.....</b>	<b>11</b>

## INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin in programs and activities receiving Federal financial assistance.

The City of Sisters is committed to ensuring that no person is excluded from participation in, or denied the benefits of its programs and services on the basis of race, color, sex, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A

## TITLE VI COMPLAINT PROCEDURES

In order to comply with 49 CFR Section 21.9(b), the City of Sisters has developed procedures for investigating and tracking Title VI complaints filed against them. These procedures are available to members of the public upon request. Complainants, or their representative, may file a written complaint with the City Manager at any time within one hundred and eighty (180) days from the date of the alleged discriminatory act.

If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

### **How to file a Title VI Complaint**

You may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- Name, address, phone number and relationship of Representative to Complainant, if applicable
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

A form is available at <http://www.ci.sisters.or.us/city-departments/city-manager.html#forms>, which may be completed for this purpose.

**The complaint may also be filed in writing with the City of Sisters at the following address:**

City of Sisters  
City Recorder  
520 E. Cascade Ave.  
PO Box 39  
Sisters, OR 97759  
By phone: 541-549-6022  
By fax: 541-549-0561

*NOTE: The City of Sisters encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the City Recorder as soon as possible, but no later than 180 days from the alleged date of discrimination.*

What happens to your complaint after it is submitted to the City of Sisters?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the City will be directly addressed. The City Manager, or designee, will investigate the complaint and make a determination. Formal investigation of the complaint will be confidential and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Customer will be notified of resolution.

The City of Sisters shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the City shall make every effort to address all complaints in an expeditious and thorough manner.

In instances where additional information is needed for investigation of the complaint, the City Manager, or designee, will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information within seven (7) calendar days may result in the administrative closure of the complaint.

How will you be notified of the outcome of your complaint?

The City will send a final written response to the complainant which will be either a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states there was not a Title VI violation and the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident and explains whether any disciplinary action, additional training of staff, or other action will occur. An appeal of the closure letter or IOF must be made within seven (7) calendar days of the notification.

A complaint may also be filed directly with the Federal Transit Administration at:

Federal Transit Administration Office of Civil Rights

1200 New Jersey Ave., SE

Washington, DC 20590

[www.fta.dot.gov/contract\\_us.html](http://www.fta.dot.gov/contract_us.html)

TTY: 1-800-877-8339

Voice: 1-866-377-8642

VCO: 1-877-877-6280

Recording Title VI Investigations, Complaints and Lawsuits

In order to comply with 49 CFR Section 21.9(b), the City of Sisters prepares and maintains a list of any active investigations conducted by entities other than the FTA, lawsuits, or complaints naming the City of Sisters that allege discrimination on the basis of race, color, or national origin. This list includes the date of the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response to the investigation, lawsuit, or complaint. The City Recorder maintains these files until closed. The City Recorder will also maintain a log of all complaints received. Records will be stored according to state and federal record retention requirements. Tracked information will be reported to the Oregon Department of Transportation as the grantor of the funds.

Additional Information Upon Request

At the discretion of FTA, additional information may be requested, in writing, from the City in order to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI requirements.

**RECORD OF TITLE VI OR OTHER CIVIL RIGHTS INVESTIGATIONS, COMPLAINTS OR LAWSUITS**

To date, there have been no Title VI investigations, complaints or lawsuits.

**COUNCIL COMPOSITION**

The City of Sisters is overseen by an elected City Council. The table below depicts Council membership as of July 2015.

	Caucasian	Hispanic or Latino (of any race)	Black or African American	Asian	Native Hawaiian	American Indian or Alaskan Native	Two or more races	Other
Deschutes County (2010 Census)	139,470	11,718	524	1,412	183	1,197	3,088	141
Sisters City Council	5	0	0	0	0	0	0	0

## LIMITED ENGLISH PROFICIENCY (LEP) PLAN

The City of Sisters is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.

The United States is home to millions of national origin minority individuals with Limited English Proficiency (LEP). That is, their primary language is not English and they cannot speak, read, write or understand the English language at a level that permits them to interact effectively with recipients of Federal financial assistance.

Because of language differences and the inability to effectively speak or understand English, persons with LEP may be subject to exclusion from programs or activities, experience delays or denials of services. These individuals may be entitled to language assistance with respect to a particular type of service. The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide. This will require agencies to establish solutions to address the needs of this growing population of individuals, for whom English is not their primary language.

## ANALYSIS OF FACTORS

**Factor No. 1:** The number or proportion of LEP persons in the service area.

The City of Sisters is largely English speaking. The vast majority of the population with which we interact is proficient in English. According to the 2013 American Community Survey, 85% of Oregon's population age five and up speaks English only, while 9% have Spanish as the language spoken at home.

**Factor No. 2:** The frequency with which LEP individuals come into contact with the service.

Contacts with the City of Sisters are made at City Hall and through our website, [www.ci.sisters.or.us](http://www.ci.sisters.or.us). We have an average of .25 customer contacts a month that require translation. The City's Public Works Operations Coordinator is fluent in Spanish and we use her abilities to communicate with Spanish speaking customers. The City also partners with the Sisters School District to provide translation services as necessary.

**Factor No. 3:** The nature and importance of service provided by the City of Sisters.

The City of Sisters provides important mobility management and transportation coordination services to the public through Cascades East Transit and a contract with Central Oregon Intergovernmental Council which runs the program.

**Factor No. 4. The resources available to the recipient of the federal funds to assure meaningful access to the service by LEP persons.**

The City's current in-house language capabilities are English and Spanish. The City has not encountered a need to have language services in other languages besides Spanish.

**IMPLEMENTATION PLAN**

The City of Sisters will review its implementation plan annually, including any contacts with LEP persons, to determine the frequency of contacts, the language used, and how the contacts were handled.

The City of Sisters identifies LEP persons in the service area through telephone and personal contact. The City provides translation services and partners with Sisters School District when necessary. Bus schedules for Cascades East Transit are available at City Hall and contain Title VI language.

City employees will ensure that there are no barriers to service or accommodation that would prevent usage or access to city services. Employees will notify the City Manager in writing of the circumstances surrounding any reported allegations of discrimination no later than the next business day.

**NOTIFYING BENEFICIARIES OF THEIR RIGHTS UNDER TITLE VI**

Our website includes our Title VI Compliance Statement and Complaint Form. The City's Title VI Compliance Statement and complaint form are also posted at City Hall (located at 520 E. Cascade Ave., Sisters, OR). Individuals who believe they have been discriminated against may request a complaint form from the City Recorder.

**ANALYSIS OF CONSTRUCTION PROJECTS**

Over the last three years the City of Sisters has not completed a construction project requiring an environmental assessment (EA) or environmental impact statement (EIS).

## **INCLUSIVE PUBLIC PARTICIPATION**

Community Outreach is a requirement of Title VI. Recipients have wide latitude to determine what specific measures are most appropriate and should make this determination based on the composition of the affected population, the public involvement process, and the resources of the City. The City of Sisters engages the public in its planning and decision-making processes. The City also follows public notification regulations as required by any federal funds received.

## TITLE VI COMPLAINT FORM

### Section I:

Name:

Address:

Telephone (Home):

Telephone (Work):

Electronic Mail Address:

Accessible Format  
Requirements?

Large Print  
TDD

Audio Tape  
Other

### Section II:

Are you filing this complaint on your own behalf?

Yes\*

No

\*If you answered "yes" to this question, go to Section III.

If you answered "no", please supply the name and relationship of the person for whom you are complaining:

Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

Yes

No

### Section III:

I believe the discrimination I experienced was based on (check all that apply):

Race

Color

National Origin

Date of Alleged Discrimination (Month, Day, Year):

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.



## NOTIFICATION OF COMPLIANCE WITH TITLE VI

In order to comply with 49 CFR Section 21.9 (d) the City of Sisters has posted information for the public regarding the Title VI obligations and protections against discrimination afforded to the public by Title VI on the City of Sisters website. The City of Sisters has also posted the following notice of compliance with Title VI, which is visible to the public at City Hall and directs the public to the City website and to the appropriate phone number to inquire for more information. This information is also available upon request.



### Notification of Compliance with Title VI

The City of Sisters operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Sisters.

Information on the City of Sisters' civil rights program, and the obligations and procedures to file a complaint, can be found on the City of Sisters website at <http://www.ci.sisters.or.us>. This information is also available upon request, please inquire at City Hall or contact the City Recorder at (541) 549-6022.

A complainant may also file a complaint directly with the Federal Transit Administration: Office of Civil Rights, Attn: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

If information is needed in another language contact the City Recorder at 541-549-6022.  
Si se necesita información en otro contacto de lenguas de la grabadora Ciudad al 541-549-6022.

# AGENDA ITEM



## SUMMARY

## CITY OF SISTERS SISTERS CITY COUNCIL

---

**Meeting Date:** August 13, 2015

**Staff:** K. Nelson

**Type:** Regular

**Dept:** CMO

**Subject:** OLCC Annual Liquor License Renewal

---

**Action Requested/Motion:** By motion, make a favorable or unfavorable recommendation to renew the liquor license for Sisters businesses to the Oregon Liquor Control Commission

---

### Summary Points:

- Oregon Revised Statute (ORS) 471.166 establishes the process for local governments to make recommendations to the Oregon Liquor Control Commission (OLCC) regarding issuance and renewal of liquor licenses. Attached is the list of businesses that are eligible for annual OLCC liquor license renewal in the City of Sisters.
  - The attached letter from Captain Erik Utter of the Deschutes County Sheriff Office provides information on any alcohol related incidents Deschutes County Sheriff's Office responded to for Sisters establishments in the last year. The Sheriff Office is recommending renewal of all licenses for Sisters businesses.
- 

### Attachment(s):

- A. City Of Sisters Businesses Eligible for Annual Renewal of an OLCC Liquor License
  - B. Deschutes County Sheriff's Office Letter on Alcohol Related Events at Sisters Businesses
  - C. List of Reasons why OLCC may Deny or Restrict a License
  - D. Liquor License Type Definitions
- 

Concurrence.

CA CM AK F&A PD CDD BB PW

Dist. # 4 Local Government: SISTERS

License	Premises	Tradename	Participant	License Type	Premises Address
208047	44138	3 SISTERS SHELL	HATTENHAUER DISTRIBUTING CO	O	210 E CASCADE AVE, SISTERS, OR 97759
208009	45477	BI-MART #680	BI-MART CORP	O	445 W HWY 20, SISTERS, OR 97759
207298	14830	<del>BRONCO BILLY'S RANCH GRILL AND SALOON</del> <i>closed</i>	BILL AND TAMMY LLC	F-COM	190 E CASCADE, SISTERS, OR 97759
213038	52141	CORK CELLARS	MURRAY'S VENTURE CORP	O	391 W CASCADE AVE, SISTERS, OR 97759
213039	52142	CORK CELLARS	MURRAY'S VENTURE CORP	L	391 W CASCADE AVE, SISTERS, OR 97759
207082	53108	EUROSPORTS	EURO STYLE INC	L	223 E HOOD AVE, SISTERS, OR 97759
208888	41630	FIVE PINE LODGE	SISTERS HOSPITALITY MANAGEMENT LLC	O	1021 DESPERADO TRAIL, SISTERS, OR 97759
208889	41631	FIVE PINE LODGE	SISTERS HOSPITALITY MANAGEMENT LLC	L	1021 DESPERADO TRAIL, SISTERS, OR 97759
208887	41461	FIVEPINE CONFERENCE CENTER	SISTERS HOSPITALITY MANAGEMENT LLC	F-PL	700 BUCKAROO TRAIL, SISTERS, OR 97759
209545	38298	HARDTAILS BAR AND GRILL	MACDAC LLC	F-COM	175 N LARCH ST, SISTERS, OR 97759
219633	51296	HOP N <del>BEAN</del> <i>BREW</i>	KARJALA, TERESA M	O	523 E HWY 20, SISTERS, OR 97759
219634	51297	HOP N <del>BEAN</del> <i>BREW</i>	KARJALA, TERESA M	L	523 E HWY 20, SISTERS, OR 97759
208405	52790	LATIGO	LATIGO RESTAURANT LLC	F-COM	370 E CASCADE AVE, SISTERS, OR 97759
209859	47336	LOS AGAVES MEXICAN GRILL	LOS AGAVES MEXICAN GRILL INC	F-COM	291 E CASCADE AVE, SISTERS, OR 97759
214922	36916	MARTOLLI'S OF SISTERS AUTHENTIC HAND TOSSED PIZZA	MARTOLLI'S OF SISTERS AUTHENTIC HAND TOSSED PIZZA INC	L	220 W CASCADE AVE SUITE A, SISTERS, OR 97759
208521	48579	MELVIN'S FIR STREET MARKET	MELVIN'S FIR STREET MARKET INC	O	160 S FIR ST, SISTERS, OR 97759
208522	48580	MELVIN'S FIR STREET MARKET	MELVIN'S FIR STREET MARKET INC	L	160 S FIR ST, SISTERS, OR 97759
208311	6264	RANCHO VIEJO	JEREZ INC	F-COM	150 E CASCADE AVE, SISTERS, OR 97759
209303	44603	RAY'S FOOD PLACE #45	C & K MARKET INC	O	635 N ARROWLEAF TRAIL, SISTERS, OR 97759
210394	50580	RIO RESTAURANT SISTERS	ELRIOSISTERS LLC	F-COM	1011 DESPERADO TRAIL, SISTERS, OR 97759
208967	6263	SEASONS CAFE & WINE SHOP	SEASON'S CAFE & WINE SHOP LLC	L	411 E HOOD, SISTERS, OR 97759
208968	6263	SEASONS CAFE & WINE SHOP	SEASON'S CAFE & WINE SHOP LLC	O	411 E HOOD, SISTERS, OR 97759
207773	49898	SHIBUI SPA	FIVEPINE SPA & RETREAT LLC	L	720 BUCKAROO TRAIL, SISTERS, OR 97759
208927	23646	SISTERS 76	SISTERS FUEL LLC	O	591 E HWY 20, SISTERS, OR 97759
209317	7109	SISTERS DEPOT DELI	WAVRIN CAFE LLC	F-COM	250 W CASCADE, SISTERS, OR 97759

## Dist. # 4 Local Government: SISTERS

License	Premises	Tradename	Participant	License Type	Premises Address
209383	7109	SISTERS DEPOT DELI	WAVRIN CAFE LLC	O	250 W CASCADE, SISTERS, OR 97759
208976	39302	SISTERS MAINLINE STATION	SISTERS MAINLINE STATION LLC	O	1001 RAILWAY, SISTERS, OR 97759
210289	5464	SISTERS MARKET & EATERY	THE BUNKER FAMILY MARKETING LLC	O	110 W CASCADE AVE, SISTERS, OR 97759
210290	5464	SISTERS MARKET & EATERY	THE BUNKER FAMILY MARKETING LLC	L	110 W CASCADE AVE, SISTERS, OR 97759
210068	39322	SISTERS MOVIE HOUSE	SISTERS MOVIE HOUSE INC	L	720 DESPERADO CT, SISTERS, OR 97759
207825	8295	SPACE AGE STATION - SISTERS	BEDAYWI, YACOUB	O	411 CASCADE ST, SISTERS, OR 97759
210252	52899	<del>SPROCKET</del> - closed	HOP N BEAN LLC	F-COM	413 W HOOD AVE SUITES C & D, SISTERS, OR 97759
	52899		KARJALA, TERESA M		
210270	52898	<del>SPROCKET</del> - closed	HOP N BEAN LLC	O	413 W HOOD AVE SUITES C & D, SISTERS, OR 97759
	52898		KARJALA, TERESA M		
207906	50959	THE BELFRY	BELFRY EVENTS LLC	F-PL	302 MAIN AVE, SISTERS, OR 97759
208494	39898	THE COTTONWOOD CAFE	MCCRISTAL & DAUGHTERS INC	O	403 E HOOD AVE, SISTERS, OR 97759
219375	39898	THE COTTONWOOD CAFE	MCCRISTAL & DAUGHTERS INC	L	403 E HOOD AVE, SISTERS, OR 97759
208288	6143	THE GALLERY RESTAURANT	JC RESTAURANT CORP	F-COM	230 CASCADE ST, SISTERS, OR 97759
207968	11552	THE GALLIMAUFY	THE GALLIMAUFY LLC	O	111 W CASCADE, SISTERS, OR 97759
209063	49866	THE OPEN DOOR AT CLEARWATER GALLERY	CLEARWATER STUDIOS INC	F-COM	303 W HOOD AVE, SISTERS, OR 97759
209064	49865	THE OPEN DOOR AT CLEARWATER GALLERY	CLEARWATER STUDIOS INC	O	303 W HOOD AVE, SISTERS, OR 97759
209538	49919	THE PORCH	CITRINE RESTAURANTS INC	F-COM	243 N ELM ST, SISTERS, OR 97759
209079	44097	THREE CREEKS BREWING CO	THREE CREEKS BREWING CO LLC	BP	721 DESPERADO CT, SISTERS, OR 97759
209080	48154	THREE CREEKS BREWING CO	THREE CREEKS BREWING CO LLC	BP	506 N PINE ST, SISTERS, OR 97759
211405	53595	THREE CREEKS BREWING CO	THREE CREEKS PRODUCTION LLC	BP	265 E BARCLAY DR, SISTERS, OR 97759



# DESCHUTES COUNTY SHERIFF'S OFFICE

L. Shane Nelson, Sheriff

*Proudly Serving Our Community*

July 24, 2015

To: City of Sisters

From: Captain Erik Utter

OLCC License Renewals



On July 15, 2015, I received the list of those establishments within the City of Sisters seeking renewal of their OLCC license for the next year. At the request of the City Staff I have reviewed the history of each business from July 1, 2014 to June 30, 2015, for alcohol related incidents.

Of all businesses in the City of Sisters licensed to sell alcohol, 2 had some type of alcohol related incident reported to law enforcement as follows.

## **Bronco Billy's Ranch Grill & Saloon**

September 2014: Medics and law enforcement were dispatched to the business for a 60 year old male who was reportedly intoxicated and had fallen down. The male was found to be un-injured and no crimes were observed.

April 2015: Law enforcement was dispatched for a report of an intoxicated male who had been causing problems at the business and was removed by staff. The individual was located and it was determined no crime had been committed.

May 2015: Security with the business requested law enforcement to assist with an intoxicated male who was being disorderly. The male was removed from the business. No criminal charges were filed.

June 2015: Law enforcement was dispatched for a report of an assault that occurred at the business. The victim of the assault was contacted and refused to pursue charges against the suspect. The suspect was removed and trespassed from the business.

## **Hard Tails Bar**

July 2014: Law enforcement was requested by staff for a male who was being belligerent. Staff was refusing to serve him more alcohol. The male left the business prior to law enforcement's arrival.

May 2015: Law enforcement was dispatched to a dispute at the business between a man and a woman, both intoxicated. An investigation revealed on crime had occurred and both parties were provided transportation from the business.

June 2015: Law enforcement was dispatched to a physical altercation between multiple intoxicated subjects. Security detained one individual, and others involved left the area prior to arrival of officers. An investigation revealed individual being detained had committed no crime. He was released and provided a ride home.

June 2015: Law enforcement was dispatched to a fight between two male subjects, both of whom had been drinking at the business. An investigation into the incident revealed both subjects were mutually combative so no arrest was made. Incident was referred to OLCC.

It should be noted these incidents were documented in reports from the Deschutes County Sheriff's Office, and do not include any incidents or DUII arrests that may have been handled by the Oregon State Police.

#### **Recommendation**

The activity level present in these establishments is not out of line with those seen at other locations throughout Deschutes County. Therefore, the Deschutes County Sheriff's Office recommends that you grant the renewal of the OLCC licenses for all establishments that are requesting it, including the two listed in this report.

Respectfully,



Captain Erik Utter

**REASONS WE MAY  
DENY OR RESTRICT A LICENSE  
ORS 471.313 (4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322  
845-005-0325, 845-005-0326(4)(5) or 845-005-0355**

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location.

The problems can include:

obtrusive or excessive noise, music or sound vibrations  
public drunkenness  
fights or altercations  
harassment  
unlawful drug sales  
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking  
increase in traffic  
too many licenses in a specific area (saturation)  
entertainment type - nude dancing, gambling, live bands, etc.  
increased noise  
zoning issues

Visit [www.oregon.gov/olcc/](http://www.oregon.gov/olcc/) to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

## License Types

Check the box for the license or licenses that you are applying for. You can find detailed information on the types of alcohol sales allowed for each license type in the supplement.

### **Full On-Premises Sales**

This license allows the holder to sell distilled spirits, wine, malt beverages and cider by the individual drink for consumption at the business. The application requires you to check the box for the type of business that you are proposing to license. The business types are:

- **Commercial Establishment** - A restaurant, lounge, bar or nightclub open to the general public, or a business such as a hotel or golf course that also has a restaurant, lounge, bar or nightclub that is open to the general public.
- **Caterer** - A business that contracts with clients to provide food and beverages. This designation is for applicants that do not also operate a commercial establishment.
- **Passenger Carrier** - A business that operates a railroad, airline, passenger boat, tour boat or cruise ship.
- **Other Public Location** - An auditorium, music, dance or performing arts center, play house, convention center, community center, banquet or special events facility, museum, art gallery, lodging facility with 100 or more guest rooms and banquet space for 100 or more guests, sports arena, fairground or other similar type of operation.
- **Private Club** - A non-profit club that is not open to the general public, and serves food to its members and guests. Common examples include fraternal and veterans organizations.

### **Limited On-Premises Sales**

This license allows the holder to sell wine, malt beverages and cider for consumption at the business, and allows the sale of kegs of malt beverages "to go."

### **Off-Premises Sales**

This license allows the holder to sell factory-sealed containers of wine, malt beverages and cider "to go." Malt beverages cannot be sold in single containers larger than two and one quarter gallons.

### **Brewery-Public House**

This license allows the holder to manufacture malt beverages and sell them to patrons and wholesalers. It also allows the holder to sell malt beverages, wine and cider for consumption at the business, and "to go." Licensees who manufacture 500 barrels of malt beverages or fewer in a calendar year may also wholesale the malt beverages they manufacture to OLCC retail licensees. The holder can also apply to use the license privileges at one additional location.

### **Winery**

This license allows the holder to import, bottle, produce, blend, store, transport, export and wholesale wine and cider. Licensees may also sell wine, malt beverages and cider for consumption at the business, and sell wine and malt beverages "to go." The licensee can also apply to use the license privileges at up to two additional locations. To qualify for a license, the applicant must principally produce wine in Oregon.

## Other

Check this box and write the license name if you are applying for one of these types of licenses:

- **Brewery** - This license allows the holder to manufacture, import, export and store malt beverages. It also allows the holder to sell the malt beverages that they manufacture to OLCC-licensed wholesalers and retailers. Licensees may also sell malt beverages that they manufacture for consumption at the business and may sell five or more gallons to an unlicensed organization, lodge, picnic, party or private gathering. The unlicensed party may not resell the alcoholic beverages.
- **Grower Sales Privilege** - This license allows a licensee, who grows grapes or fruit used for making wine or cider, to import, store, transport, wholesale and export wine or cider. It also allows the sale of wine or cider for consumption at the business or "to go." The licensee can also apply to use the license privileges at up to two additional locations. The grapes or fruit must be grown in Oregon on land that the applicant owns or leases. The licensee cannot produce wine under this license.
- **Distillery** - This license allows the holder to import, manufacture, distill, rectify, blend, denature and store distilled spirits with an alcohol content greater than 17% by weight. It also allows the holder to transport those spirits for sale out of state or to sell them to the OLCC. Distillery licensees that distill brandy or pot distilled liquor can permit tastings of these products and can sell them at retail if they are approved as retail sales agents of the OLCC.
- **Wholesale Malt Beverage and Wine** - This license allows the holder to import, store, transport, distribute and make wholesale sales of malt beverages, wine and cider to OLCC-licensed retailers. It also allows the holder to sell naturally fermented wine or cider in quantities ranging from four to fifty-five gallons "to go," and sell malt beverages in five-gallon or larger quantities to an unlicensed organization, lodge, picnic, party or private gathering. The unlicensed party may not resell the alcoholic beverages.
- **Warehouse** - This license allows the holder to store, import, bottle, blend, transport and export, non-tax paid or tax paid wine, malt beverages or cider.

## License Actions

**Change of Ownership** - Applying for a license at a business that has an existing alcohol sales license issued to the current owners.

**New Outlet** - Applying for a license at a business that does not currently have a license to sell alcohol.

**Greater Privilege** - Changing from a Limited On-Premises Sales license to a Full On-Premises Sales license.

**Additional Privilege** - Adding a new license type to a business with an existing license.

**Other** - Check this box and write in the name of the license action for:

- **Addition of Partner** - Adding an individual or other entity to an existing license.

# AGENDA ITEM SUMMARY



# CITY OF SISTERS SISTERS CITY COUNCIL

**Meeting Date:** August 13, 2015

**Staff:** Lynne Fujita-Conrads

**Type:** Regular Meeting

**Dept:** Finance

**Subject:** Equipment Surplus

---

**Action Requested:** Discussion and Consideration of a Motion to Declare Certain City Property as Surplus and Authorize the City Manager to Dispose of the Equipment.

---

**Summary:**

Staff has determined various items of City property no longer have a useful purpose to the City. Per Municipal Code section 2.23.110, the City Manager has the authority to dispose of surplus property by any means determined to be in the best interest of the City. Staff will attempt to resell equipment when possible. Any remaining surplus equipment will be donated to a non-profit agency, sold for scrap metal, or recycled.

**Financial Impact:**

None – Surplus equipment has no book value.

---

**Attachment(s):**

Attachment A – Surplus Equipment List

---

**Concurrence:** CM:  FIN:  PW: \_\_\_\_\_ CDD: PD

**ATTACHMENT A**

**SURPLUS EQUIPMENT**

<b>QTY</b>	<b>ITEM</b>	<b>VALUE</b>
	Toshiba Phone System Equipment	\$ 4,000.00
1	OPTIPLEX 755	180.00
5	Dell Monitors - \$30 ea.	150.00
2	Dell Monitors - not usable	-
6	Dell Keyboards - \$20 ea.	120.00
1	HP LaserJet 4000 Printer	75.00
1	HP Deskjet 6940	70.00
1	Epson Receipt Printer	50.00
1	Mitsubishi Projector	50.00
1	Canon Fax Machine	20.00
1	Plantronis Headphones	50.00
1	Westgo 5210 Snow Blower Attachment	100.00
1	Smith 100 Air Compressor	500.00
2	Ford Pick-up Beds - \$1,000 ea.	2,000.00
1	Universal Mechanics Utility Bed	200.00
1	Ditchwitch 1020 - not working	100.00
1	De-icer Tank 700 gal.	300.00
1	Single Axle Trailer	200.00
	Misc. Office Equipment	75.00
	<b>TOTAL SURPLUS EQUIPMENT</b>	<b>\$ 8,240.00</b>

**AGENDA ITEM SUMMARY**



**CITY OF SISTERS  
SISTERS CITY COUNCIL**

**Meeting Date:** August 13, 2015

**Staff:** Lynne Fujita-Conrads

**Type:** Regular Meeting

**Dept:** Finance

**Subject:** U.S. Bank Authorized Agents

---

**Action Requested:**

**Discussion and Consideration of a Motion** to modify U.S. Bank Authorized Account Signers by adding the name of Amy Burgstahler and removing the names of William Hall and Wendy Holzman.

---

**Background:**

With the change of City Councilors, an update of Authorized Account Signers for the City's accounts with US Bank is required. Account Signers are authorized to open, add, modify, or close accounts, and to sign checks, drafts or other orders for payment, transfer, or withdrawals of any funds. They are also authorized to add or delete Account Signers.

The City Manager and City Councilors are authorized to sign checks on behalf of the City of Sisters. The City follows a "two man rule" where every cash disbursement requires two approvals. All checks require two signatures. ACH or Wire transactions require two approvals from either the City Manager, Finance Officer or City Recorder at the time of transfer or at the time of set up if it is a recurring payment.

**Financial Impact:**

N/A

---

**Attachment(s):** None

---

**Concurrence:** CM:  FIN:  PW:   N/A   CDD:   N/A

# AGENDA ITEM SUMMARY



# CITY OF SISTERS SISTERS CITY COUNCIL

---

**Meeting Date:** August 13, 2015

**Staff:** Patrick Davenport

**Type:** Regular

**Dept:** CDD

**Subject:** Dedication of public right of way and bicycle/pedestrian easement for The Lodge - Assisted Living Facility

---

**Action Requested:** Approve dedication of right of way and bicycle pedestrian easement

---

**Summary:** Please find attached two separate documents dedicating a 10' strip of public right of way along Locust Street and a 12' bicycle/pedestrian easement associated with the development of The Lodge - Assisted Living Facility (ALF). The developer is fulfilling his obligations under the prior land use application's conditions of approval that required these dedications.

Separate motions are required to approve each dedication.

---

**Attachments:** Right of Way Dedication document  
Bicycle and Pedestrian easement dedication document  
Overall site plan illustrating locations of dedication

---

**Concurrence:**  CM  F&A PD CDD \_\_\_\_\_ PW

AFTER RECORDING RETURN TO:  
THE CITY OF SISTERS  
PO BOX 39  
SISTERS, OREGON 97759

## DEDICATION AGREEMENT

### 1. PARTIES:

Sisters Lodge Holdings, LLC	Grantor
The City of Sisters, a Municipal Corporation of the State of Oregon,	Grantee

### 2. AFFECTED PROPERTIES:

Grantor is the owner of the real property located in Deschutes County, Oregon, described as:

Parcel 2 of Partition Plat 2009-24  
Map and Tax Lot #: 15 10 04 CA 02001

### 3. GRANT OF DEDICATION:

Grantor does hereby grant unto the Grantee, its successors and assigns, a ten (10) foot wide Public Right-of-Way Dedication as described on Exhibit "A" and shown on the attached Exhibit "B."

### 4. STATEMENT OF PURPOSE:

The purpose of this dedication is to provide a dedication for the construction, maintenance, and use of a path to be used by the general public, and specifically bicycles and pedestrians.

### 5. TYPE OF DEDICATION:

The dedication shall be exclusively for the benefit of the Grantee or its assigns and shall perpetually encumber the subject property. Grantor shall not interfere with the use of the dedication area by Grantee or the public, or in any way damage the improvements.

### 6. MAINTENANCE:

Grantee shall be responsible for all maintenance of its improvements installed within the dedication area following the one year warranty period which begins upon acceptance of the public improvements by City Council.

### 7. INDEMNIFICATION:

Grantee does hereby agree to defend and hold harmless Grantor, its successors and assigns from any claim of liability or otherwise arising out of the use or maintenance of the dedication as described above.

### 8. REMEDIES:

In addition to all other remedies allowed by law, the parties, their successors and assigns, shall have the right to seek injunctive relief for the enforcement of the terms and conditions of this agreement.



# Exhibit "A"

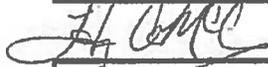
## Public Right-of-way Dedication

Located on Parcel 2, Partition Plat 2009-24, located in the Northeast One-Quarter of the Southwest One-Quarter of Section 4, Township 15 South, Range 10 East, Willamette Meridian, City of Sisters, Deschutes County, Oregon, being more particularly described as follows:

The easterly 10 feet of said Parcel 2, Partition Plat 2009-24.

The above described land contains 6,780 square feet, more or less.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR



OREGON  
JULY 11, 2006  
HAYES A. MCCOY  
65886LS

EXPIRES 12/31/16

# EXHIBIT "B"

PUBLIC RIGHT-OF-WAY DEDICATION  
LOCATED ON PARCEL 2, PARTITION PLAT 2009-24, LOCATED IN THE NORTHEAST  
ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF SECTION 4, TOWNSHIP 15  
SOUTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, CITY OF SISTERS,  
DESCHUTES COUNTY, OREGON

RIGHT-OF-WAY

PUBLIC LOOP

PROPOSED RIGHT-OF-WAY  
EXISTING RIGHT-OF-WAY

PARCEL 2, PARTITION  
PLAT 2007-36

PARCEL 2, PARTITION  
PLAT 2009-24

10' PUBLIC RIGHT-OF-WAY DEDICATION  
6,780 SQUARE FEET

PROPERTY LINE

LOCUST STREET



1"=100'

H.A. McCOY ENGINEERING  
& SURVEYING, LLC  
1180 SW LAKE RD., SUITE 201  
REDMOND, OR 97756  
(541)923-7554

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 11, 2006  
HAYES A. McCOY  
65888LS

EXPIRES 12/31/16

AFTER RECORDING RETURN TO:  
THE CITY OF SISTERS  
PO BOX 39  
SISTERS, OREGON 97759

## EASEMENT AGREEMENT

### 1. PARTIES:

Sisters Lodge Holdings, LLC Grantor  
The City of Sisters, a Municipal Corporation of the State of Oregon, Grantee

### 2. AFFECTED PROPERTIES:

Grantor is the owner of the real property located in Deschutes County, Oregon, described as:

Parcel 2 of Partition Plat 2009-24  
Map and Tax Lot #: 15 10 04 CA 02001

### 3. GRANT OF EASEMENT:

Grantor does hereby grant unto the Grantee, its successors and assigns, a twelve (12) foot wide Bicycle and Pedestrian Path Easement as described on Exhibit "A" and shown on the attached Exhibit "B."

### 4. STATEMENT OF PURPOSE:

The purpose of this easement is to provide an easement for the construction, maintenance, and use of a path to be used by the general public, and specifically bicycles and pedestrians.

### 5. TYPE OF EASEMENT:

The easement shall be exclusively for the benefit of the Grantee or its assigns and shall perpetually encumber the subject property. Grantor shall not interfere with the use of the easement area by Grantee or the public, or in any way damage the improvements.

### 6. MAINTENANCE:

Grantee shall be responsible for all maintenance of its improvements installed within the easement area following the one year warranty period which begins upon acceptance of the public improvements by City Council.

### 7. INDEMNIFICATION:

Grantee does hereby agree to defend and hold harmless Grantor, its successors and assigns from any claim of liability or otherwise arising out of the use or maintenance of the easement as described above.

### 8. REMEDIES:

In addition to all other remedies allowed by law, the parties, their successors and assigns, shall have the right to seek injunctive relief for the enforcement of the terms and conditions of this agreement.

**9. BINDING EFFECT ON SUCCESSOR INTERESTS:**

The terms, conditions and provisions of this agreement shall extend to, be binding upon and inure to the benefit of the heirs, personal representatives and assigns of the parties.

**10. ATTORNEY FEE:**

In case suit or action be instituted upon or in connection with this agreement, the prevailing party shall be entitled to recover from the losing party such sums as the court may adjudge reasonable as attorney fees and costs in such suit or action, or upon appeal.

DATED this 29 day of July, 2015

GRANTOR:  
Sisters Lodge Holdings, LLC

GRANTEE:  
The City of Sisters

Mark Adolph  
MARK ADOLPH, President

Andrew Gorayeb, City Manager

STATE OF WA )  
 ) ss.  
County of Yakima )

Personally appeared before me this 29 day of July, 2015, Mark Adolph, who, being sworn, stated that he/she is the President for Sisters Lodge Holdings, LLC, and that this instrument was voluntarily signed on their behalf.



Elisabeth Mansfield  
Notary Public for ~~Oregon~~ WA  
My Commission Expires: 8/17/16

STATE OF OREGON )  
 ) ss.  
County of Deschutes )

Personally appeared before me this \_\_\_\_\_ day of July, 2015, Andrew Gorayeb, City Manager of the City of Sisters and acknowledged the acceptance of the foregoing Easement by the City of Sisters.

\_\_\_\_\_  
Notary Public for Oregon My Commission Expires:  
My Commission Expires:

# Exhibit "A"

## Bicycle and Pedestrian Path Easement

Located on Parcel 2, Partition Plat 2009-24, located in the Northeast One-Quarter of the Southwest One-Quarter of Section 4, Township 15 South, Range 10 East, Willamette Meridian, City of Sisters, Deschutes County, Oregon, being more particularly described as follows:

The southerly 12 feet of said Parcel 2, Partition Plat 2009-24.

The above described land contains 6,994 square feet, more or less.

4/E/15

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

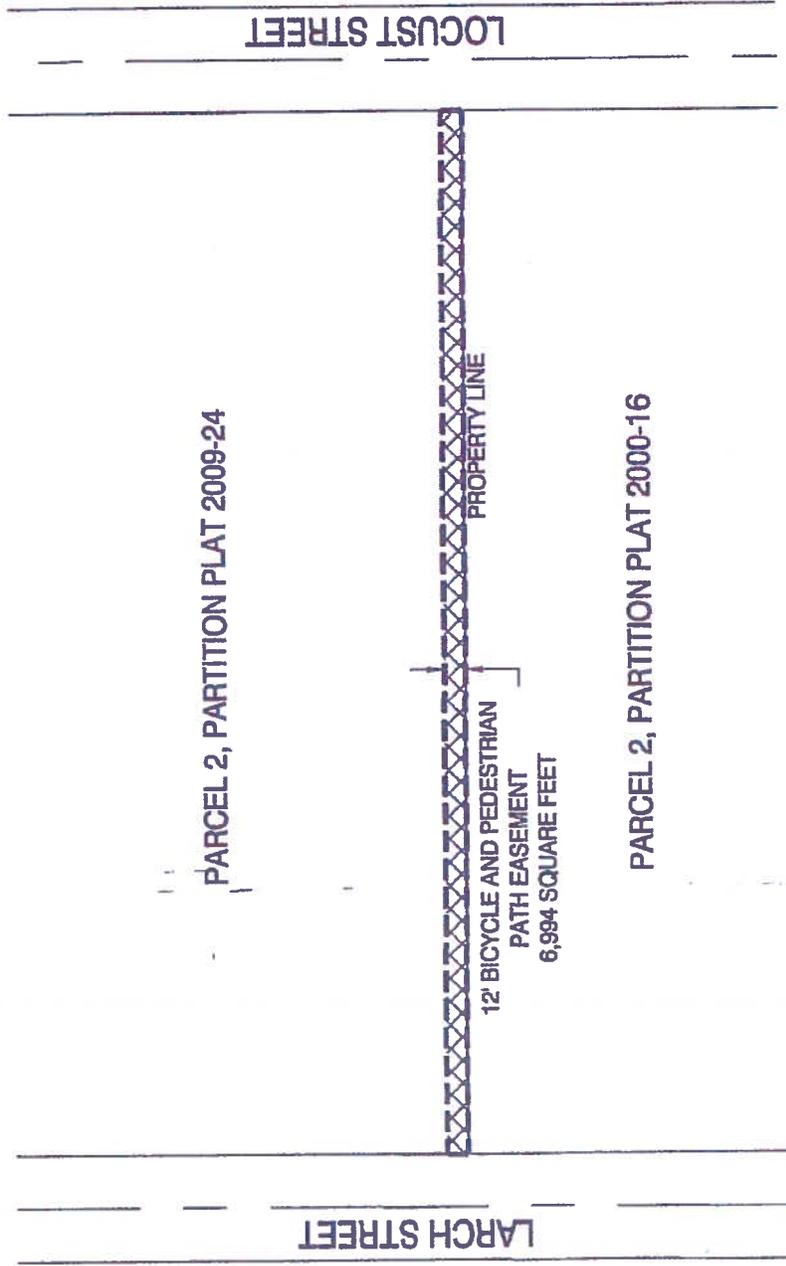


OREGON  
JULY 11, 2006  
HAYES A. MCCOY  
65886LS

EXPIRES 12/31/16

# EXHIBIT "B"

12' BICYCLE AND PEDESTRIAN PATH EASEMENT  
LOCATED ON PARCEL 2, PARTITION PLAT 2009-24, LOCATED IN THE NORTHEAST  
ONE-QUARTER OF THE SOUTHWEST ONE-QUARTER OF SECTION 4, TOWNSHIP 15  
SOUTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, CITY OF SISTERS,  
DESCHUTES COUNTY, OREGON



1" = 100'

H.A. MCCOY ENGINEERING  
& SURVEYING, LLC  
1180 SW LAKE RD., SUITE 201  
REDMOND, OR 97756  
(541)923-7554

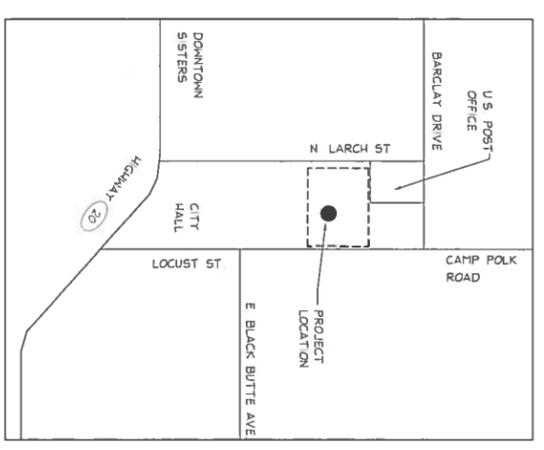
4/e/15

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 11, 2006  
HAYES A. MCCOY  
65688LS

EXPIRES 12/31/16

Vicinity Map



Project Information

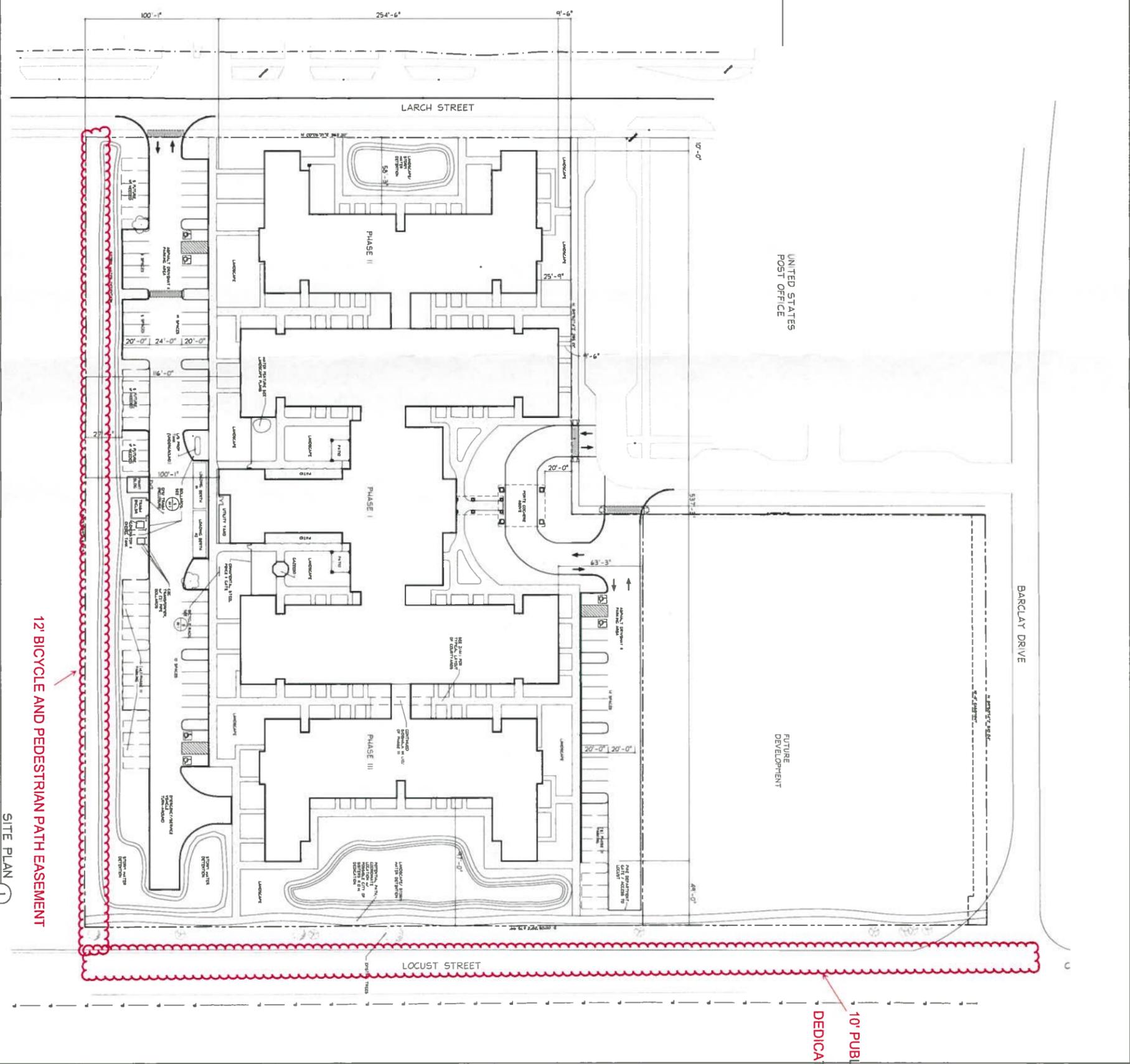
**OWNER**  
THE LODGE ASSISTED LIVING,  
MANAGER PHILIP ALTMAN DEQUA, LLC  
CONTACT PHILIP ALTMAN  
(503) 574-5261

**DESIGNER**  
MAYES ARCHITECTURE & PLANNING, INC.  
1437 S. LARCH ST.  
SISTERS, OR 97759

**LOAD TABLE**

SEWER	100 psf
ROOF	20 psf
FLOOR	10 psf
WIND EXPOSURE	65 mph, EBF C
ROOF DEAD LOAD	10 psf
FLOOR DEAD LOAD	10 psf
FLOOR LIVE LOAD	40 psf
ATTIC FLOOR LIVE LOAD	20 psf
CEILING LIVE LOAD	10 psf

- SITE NOTES:**
- 1) REFER TO CIVIL DRAWINGS FOR BLDG. PLACEMENT, BUILDING GRADING AND BUILDING DRAINAGE
  - 2) CONTRACTOR RESPONSIBLE FOR ACCURATE PLACEMENT OF BUILDING
  - 3) SIDEWALKS SHALL BE 6'-0" WIDE TYP UNO
  - 4) RESIDENT PATIO ACCESS PATHS TO BE 3'-6" CONCRETE TO BE LIGHT BROOK FINISH, TYP UNO



SITE PLAN 1  
SCALE: 1" = 30'

**A1.0**

DATE: 08 DEC 14  
PROJECT: PLASTER PLAN  
SCALE: AS NOTED

**THE LODGE ASSISTED LIVING COMMUNITY**

LARCH ST  
SISTERS OR 97759  
TAX LOT: 151004CA02001

**Mayes Architecture & Planning, Inc.**

473 West Hood Ave., Suite 100  
P.O. Box 3500-155  
Sisters, OR 97759

Email: info@MayesArchitecture.com  
Phone: (541) 549-8330

**AGENDA ITEM**



**SUMMARY**

**CITY OF SISTERS  
SISTERS CITY COUNCIL**

**Meeting Date: August 13, 2015**

**Staff: A. Gorayeb**

**Type: Asset Transfer**

**Dept: CMO**

**Subject: Water Rights Transfer**

**Action Requested/Motion: Approve Water Rights Transfer and Authorize the City Manager to Execute the Transfer Document**

**Summary Points:**

- On November 3, 2006 the City of Sisters finalized a Purchase and Sale Agreement for the Lazy Z property. This purchase was conducted to obtain land and related water rights to benefit the Sewer and Water systems of the City.
- Per Paragraph 5 (page 2) of the Agreement, the City was obligated to "...Within 30 days of issuance of water rights certificates to the Buyer, Buyer will execute a transfer to Seller for 3.1 acres of the 1970 priority well right."
- Although the water rights certificates were issued to Buyer (the City) the transfer of 3.1 acres to the Seller did not happen at that time.
- Seller, Lazy Z Partners, LLC (David Herman) has requested that the City now execute this transfer of 3.1 acres of the 1970 priority well rights.
- After consulting with the City Attorney, Staff is recommending that the City now move forward with this transfer per the Agreement dated November 3, 2006.

**Financial Impact:**

- The estimated value of these water rights is approximately \$3,500 and \$5,000 per acre (per Adam Sussman – water rights consultant, GSI Water Solutions) which would give the 3.1 acres of rights a range of value of approximately \$10,850 to \$15,500.

**Attachment(s):**

- Copy of the Purchase and Sale Agreement dated November 3, 2006 (Note: It was executed on December 12 and 13<sup>th</sup> and then sent to the Seller on December 15, 2006)
- Water Rights Transfer Document with cover transmittals

**Concurrence:**  CM  F&A  CDD \_\_\_\_\_ PW



## City of Sisters

December 15, 2006

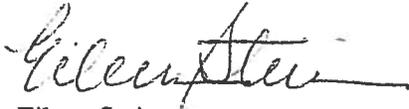
David Herman  
Lazy Z Partners, LLC  
1628 NW Everett Street  
Portland, OR 97209-2109

Dear David,

Enclosed for your records is your signed copy of the revised Purchase and Sale Agreement for the Lazy Z. As of this writing, we're in the process of sending the signed closing documents to Amerititle. I spoke last evening with the City Council regarding the month to month lease to keep the property in operation for the time being. The Council was supportive of this concept, so I will continue working on this detail with you and City Attorney Steve Bryant.

Thank you again for your willingness to pursue this land sale with the City of Sisters. This property will serve the citizens of Sisters in multiple ways for generations to come.

Talk to you soon,



Eileen Stein  
City Manager

Enclosure

## PURCHASE AND SALE AGREEMENT

DATE: NOVEMBER 3, 2006

SELLER: LAZY Z PARTNERS, LLC  
1628 NW Everett Street  
Portland, OR 97209-2109

BUYER: CITY OF SISTERS, OREGON  
150 N. Fir Street  
PO Box 39  
Sisters, Oregon 97759

### RECITAL:

Seller desires to sell to Buyer and Buyer desires to purchase from Seller certain real property consisting of approximately 230.98 acres, as described on Exhibit "A" attached hereto and incorporated herein by this reference (the "Subject Property"). The Subject Property is currently improved with a loafing shed, perimeter and cross fencing and a domestic well. Certain water rights, more particularly described herein, are included in the sale of the Subject Property. Seller has required that, as a condition to the purchase of the real property, Buyer must also purchase the described water rights. The irrigation equipment and horse sculpture are not included in the sale of the Subject Property.

### AGREEMENT:

Now, therefore, for valuable consideration, the parties agree as follows:

1. **Sale and Purchase.** Buyer agrees to purchase the Property from Seller and Seller agrees to sell the Property to Buyer for the sum of \$3,695,680.00 (the "Purchase Price"), subject to the conditions in paragraph 4 of this agreement.
2. **Payment of Purchase Price.** The Purchase Price shall be paid as follows:
  - 2.1 At closing, Buyer shall pay the entire purchase price in cash.
3. **Closing.** Closing shall take place on or before December 15, 2006 (the "Closing Date"), at the offices of Amerititle in Prineville, Oregon. Buyer shall pay the closing and title insurance fees.
4. **Preliminary Title Report, Financing and Use.**

- 4.1 Within 10 days after full execution of this Agreement, Seller shall furnish to Buyer a preliminary title report showing the condition of title to the Property, together with copies of all exceptions listed therein (the "Title Report"). Buyer will have 15 days from receipt of the Title Report to review the Title Report and to notify Seller, in writing, of Buyer's disapproval of any exceptions shown in the Title Report. Those exceptions not objected to by Buyer are referred to below as the "Permitted Exceptions." Zoning ordinances, building restrictions, taxes due and payable for the current tax year, and reservations in federal patents and state deeds shall be deemed Permitted Exceptions. If Buyer notifies Seller of disapproval of any exceptions, Seller shall have 15 days after receiving the disapproval notice to either remove the exceptions or provide Buyer with reasonable assurances of the manner in which the exceptions will be removed before the transaction closes. If Seller does not remove the exceptions or provide Buyer with such assurances, Buyer may terminate this Agreement by written notice to Seller given within 15 days after expiration of such 15-day period, in which event this Agreement shall be null and void.
- 4.2 Buyer shall have until December 11, 2006 to obtain financing. At any point prior to that date, Buyer may terminate this agreement due to a failure to obtain financing acceptable to Buyer. If Buyer notifies Seller of its failure to obtain financing and terminates this Agreement, this Agreement shall be null and void as of the notice date.
- 4.3 Buyer shall have until December 11, 2006 to obtain approval from DEQ for Buyer's intended use of the property, which is to dispose of treated effluent from Buyer's waste water treatment facility. At any point prior to that date, Buyer may terminate this agreement due to a failure to obtain the necessary approvals for Buyer's intended use. If Buyer notifies Seller of its failure to obtain approval to apply effluent to the property and terminates this Agreement, this Agreement shall be null and void as of the notice date.

**5. Water Rights.** The water rights on the Subject Property are currently under inchoate status pursuant to Oregon Water Resources Department Transfers 8900 and 8902. Lazy Z Partners, LLC filed transfers 8900 and 8902 with the Oregon Water Resources Department, October 2001. The Oregon Water Resources Department entered Special Order, Volume 67, Pages 271 to 285, confirming Transfers 8900 and 8902, on October 12, 2005. A copy of this Special Order is attached hereto as Exhibit "B. The Buyer agrees to commission Bruce Estes of Estes Surveys, LLC to produce the claim of beneficial use map and report, for the water rights on the Subject Property, on behalf of Buyer, before January 1, 2007. Contemporaneously with the filing of the claim of beneficial use, the Buyer will commission the Oregon Water Resources Department to process the claim into a certificate under the expedited process. Within 30 days of the issuance of water rights certificates to the Buyer, Buyer will execute a transfer to Seller for 3.1 acres of the 1970 priority well right.

The following are the water rights of record pursuant to the above-described Special Order:

113 acres of 1880 priority, Wychus Creek  
35.5 acres of 1881 priority, Wychus Creek  
7 acres of 1886 priority, Wychus Creek  
110 acres of 1880 priority well supplemental  
16.1 acres of 1970 priority well primary

**6. Deed.** On the Closing Date, Seller shall execute and deliver to Buyer a statutory warranty deed, conveying the Property to Buyer, free and clear of all liens and encumbrances except the Permitted Exceptions.

**7. Title Insurance.** Within 15 days after closing, Amertitle shall furnish Buyer with a standard owner's policy of title insurance in the amount of the purchase price, standard form, insuring Buyer as the owner of the Property subject only to the usual printed exceptions and the Permitted Exceptions.

**8. Possession.** Buyer shall be entitled to possession immediately upon closing.

**9. Representations.** Except as provided in Section 4, Buyer represents that it has accepted and executed this Agreement on the basis of its own examination and personal knowledge of the Property; that Seller and Seller's agents have made no representations, warranties, or other agreements concerning matters relating to the Property; that Seller and Seller's agents have made no agreement or promise to alter, repair, or improve the Property; and that Buyer takes the Property in the condition, known or unknown, existing at the time of this Agreement, "AS IS."

**10. Binding Effect/Assignment Restricted.** This Agreement is binding on and will inure to the benefit of Seller, Buyer, and their respective heirs, legal representatives, successors, and assigns. Nevertheless, Buyer will not assign its rights under this Agreement without Seller's prior written consent, which consent shall not be unreasonably withheld.

**11. Remedies.** TIME IS OF THE ESSENCE REGARDING THIS AGREEMENT. If the transaction does not thereafter close before the close of business on the Closing Date, this Agreement shall be null and void and of no further force and effect.

**12. Notices.** All notices and communications in connection with this Agreement shall be given in writing and shall be transmitted by certified or registered mail, return receipt requested, to the appropriate party at the address first set forth above. Any notice so transmitted shall be deemed effective on the date it is placed in the United States mail, postage prepaid. Either party may, by written notice, designate a different address for purposes of this Agreement.

**13. Counterparts.** This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed an original; such counterparts shall together constitute but one agreement.

14. **Partial Invalidity.** If any term or provision of this Agreement is deemed, to any extent, invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each such term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

15. **Construction.** Headings at the beginning of each paragraph and subparagraph are solely for the convenience of the Parties and are not a part of this Agreement. Whenever required by the context of this Agreement, the singular shall include the plural, and the masculine shall include the feminine, and vice versa. All exhibits referenced in this Agreement are incorporated herein by reference. If the date on which Buyers or Seller is required to take any action under the terms of this Agreement is not a business day, the action will be taken on the next succeeding business day.

16. **Survival of Covenants.** The representations, warranties, promises, undertakings, agreements and all parts of this Agreement shall survive the closing of this transaction.

17. **Entire Agreement.** This Agreement sets forth the entire understanding of the parties with respect to the purchase and sale of the Property. This Agreement supersedes any and all prior negotiations, discussions, agreements, and understandings between the parties. This Agreement may not be modified or amended except by a written agreement executed by both parties.

18. **Applicable Law.** This Agreement shall be construed, applied, and enforced in accordance with the laws of the state of Oregon.

**THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS THAT, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND WHICH LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930 IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 197.352. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND EXISTENCE OF FIRE PROTECTION FOR STRUCTURES.**

**SELLER:**

LAZY Z PARTNERS, LLC.

  
\_\_\_\_\_  
David Herman, Managing Member

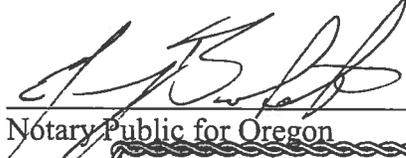
**BUYER:**

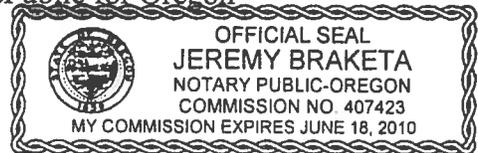
CITY OF SISTERS, OREGON

  
\_\_\_\_\_  
Eileen Stein, City Manager

STATE OF OREGON            )  
  ) ss.  
County of Deschutes    )

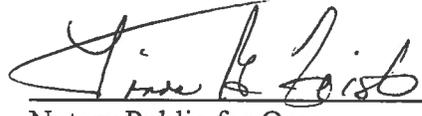
Personally appeared before me this 12 day of December, 2006 the above-named David Herman, Managing Member of Lazy Z Partners, LLC and acknowledged that he is authorized to sign on behalf of the LLC and that the foregoing instrument is the LLC's and his voluntary act and deed.

  
\_\_\_\_\_  
Notary Public for Oregon



STATE OF OREGON            )  
  ) ss.  
County of Deschutes    )

Personally appeared before me this 13 day of December, 2006, the above-named Eileen Stein, City Manager for the City of Sisters, and acknowledged that she has authority from the Sisters City Council to sign this Agreement and that the foregoing instrument is the City's and her voluntary act and deed.

  
\_\_\_\_\_  
Notary Public for Oregon



**ESTES  
SURVEYS<sub>LLC</sub>**

SURVEYS  
CONSULTING

**LAND & WATER RIGHTS**

Bruce A. Estes, PLS, CWRE

60382 Arnold Mkt. Rd.  
Bend, OR 97702  
(541) 382-7391  
FAX 382-7391

July 4, 2015

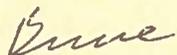
Adam Sussman  
GSI Water Solutions, Inc.  
1600 Western Blvd, Suite 240  
Corvallis, OR 97333

Dear Adam:

Enclosed is a new application and map for the 3.1 acre transfer from the City of Sisters to David Herman (Ski Pond Ranch, LLC). On the phone you agreed to get the signature from the current manager of the city or whoever is authorized to sign. Please forward the signed application to: David Herman, 1775 West State St., #360, Boise, ID 83702. Thanks.

If you have any questions, just call. I'll be at (785) 686-4004 until July 14.

Sincerely,



Bruce A. Estes, PLS, CWRE

Cc David Herman



State of Oregon  
 Water Resources Department  
 725 Summer Street NE, Suite A  
 Salem, Oregon 97301-1266  
 (503) 986-0900

# Application for Permanent Water Right Transfer

## Part 1 of 5 – Minimum Requirements Checklist

**This transfer application will be returned if Parts 1 through 5 and all required attachments are not completed and included.**  
 For questions, please call (503) 986-0900, and ask for Transfer Section.

**Check all items included with this application. (N/A = Not Applicable)**

- Part 1 – Completed Minimum Requirements Checklist.
- Part 2 – Completed Transfer Application Map Checklist.
- Part 3 – Application Fee, payable by check to the Oregon Water Resources Department, and completed Fee Worksheet, page 3. Try the new online fee calculator at: [http://apps.wrd.state.or.us/apps/misc/wrd\\_fee\\_calculator](http://apps.wrd.state.or.us/apps/misc/wrd_fee_calculator). If you have questions, call Customer Service at (503) 986-0801.
- Part 4 – Completed Applicant Information and Signature.
- Part 5 – Information about Water Rights to be Transferred: **How many water rights are to be transferred?** 1 **List them here:** C-87345  
 Please include a separate Part 5 for each water right. (See instructions on page 6)

**Attachments:**

- Completed Transfer Application Map.
- Completed Evidence of Use Affidavit and supporting documentation.
- N/A Affidavit(s) of Consent from Landowner(s) (if the applicant does not own the land the water right is on.)
- N/A Supplemental Form D – For water rights served by or issued in the name of an irrigation district. Complete when the transfer applicant is not the irrigation district.
- N/A Land Use Information Form with approval and signature (or signed land use form receipt stub). Not required if water is to be diverted, conveyed, and/or used only on federal lands or if **all** of the following apply: a) a change in place of use only, b) no structural changes, c) the use of water is for irrigation only, and d) the use is located within an irrigation district or an exclusive farm use zone.
- N/A Water Well Report/Well Log for changes in point(s) of appropriation (well(s)) or additional point(s) of appropriation.
- N/A Geologist Report for a change from a surface water point of diversion to a ground water point of appropriation (well), if the proposed well is more than 500' from the surface water source and more than 1000' upstream or downstream from the point of diversion. See OAR 690-380-2130 for requirements and applicability.

**(For Staff Use Only)**

**WE ARE RETURNING YOUR APPLICATION FOR THE FOLLOWING REASON(S):**

<input type="checkbox"/> Application fee not enclosed/insufficient	<input type="checkbox"/> Map not included or incomplete
<input type="checkbox"/> Land Use Form not enclosed or incomplete	<input type="checkbox"/> Additional signature(s) required
<input type="checkbox"/> Other/Explanation _____	<input type="checkbox"/> Part _____ is incomplete

Staff: \_\_\_\_\_ 503-986-0 \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Part 2 of 5 – Transfer Application Map Checklist

**Your transfer application will be returned if any of the map requirements listed below are not met.**

**Please be sure that the transfer application map you submit includes all the required items and matches the existing water right map. Check all boxes that apply.**

- N/A Certified Water Right Examiner (CWRE) Stamp and Original Signature. For a list of CWREs, see [http://apps.wrd.state.or.us/apps/wr/cwre\\_license\\_view/](http://apps.wrd.state.or.us/apps/wr/cwre_license_view/). CWRE stamp and signature are not required for substitutions.
- N/A If **more than three** water rights are involved, separate maps are needed for each water right.
- Permanent quality printed with dark ink on good quality paper.
- The size of the map can be 8½ x 11 inches, 8½ x 14 inches, 11 x 17 inches, or up to 30 x 30 inches. For 30 x 30 inch maps, one extra copy is required.
- A north arrow, a legend, and scale.
- The scale of the map must be: 1 inch = 400 feet, 1 inch = 1,320 feet, the scale of the Final Proof/Claim of Beneficial Use Map (the map used when the permit was certificated), the scale of the county assessor map if the scale is not smaller than 1 inch = 1,320 feet, or a scale that has been pre-approved by the Department.
- Township, Range, Section, ¼ ¼, DLC, Government Lot, and other recognized public land survey lines.
- Tax lot boundaries (property lines) are required. Tax lot numbers are recommended.
- Major physical features including rivers and creeks showing direction of flow, lakes and reservoirs, roads, and railroads.
- Major water delivery system features from the point(s) of diversion/appropriation such as main pipelines, canals, and ditches.
- Existing place of use that includes separate hachuring for each water right, priority date, and use including number of acres in each quarter-quarter section, government lot, or in each quarter-quarter section as projected within government lots, donation land claims, or other recognized public land survey subdivisions. If less than the entirety of the water right is being changed, a separate hachuring is needed for lands left unchanged.
- N/A Proposed place of use that includes separate hachuring for each water right, priority date, and use including number of acres in each quarter-quarter section, government lot, or in each quarter-quarter section as projected within government lots, donation land claims, or other recognized public land survey subdivisions.
- Existing point(s) of diversion or well(s) with distance and bearing or coordinates from a recognized survey corner. This information can be found in your water right certificate or permit.
- N/A If you are proposing a change in point(s) of diversion or well(s), show the proposed location and label it clearly with distance and bearing or coordinates. If GPS coordinates are used, latitude-longitude coordinates may be expressed as either degrees-minutes-seconds with at least one digit after the decimal (example – 42°32'15.5") or degrees-decimal with five or more digits after the decimal (example – 42.53764°).





Check the following boxes that apply:

- The applicant is responsible for completion of change(s). Notices and correspondence should continue to be sent to the applicant.
- The receiving landowner will be responsible for completing the proposed change(s) after the final order is issued. Copies of notices and correspondence should be sent to this landowner.
- Both the receiving landowner and applicant will be responsible for completion of change(s). Copies of notices and correspondence should be sent to this landowner and the applicant.

At this time, are the lands in this transfer application in the process of being sold?  Yes  No

If YES, and you know who the new landowner will be, please complete the receiving landowner information table below. If you do not know who the new landowner will be, then a request for assignment will have to be filed for at a later date.

If a property sells, the certificated water right(s) located on the land belong to the new owner, unless a sale agreement or other document states otherwise. For more information see:

<http://www.oregon.gov/owrd/docs/transfer-propertytransactions.pdf>

RECEIVING LANDOWNER NAME <i>David Herman</i>		PHONE NO. <i>(541)</i>	ADDITIONAL CONTACT NO.
<i>Ski Pond Ranch, LLC</i>		<i>495-2222</i>	
ADDRESS <del><i>2381 US Hwy 95</i></del> <i>1775 W. State St. #360</i>			FAX NO.
CITY <i>Council Boise</i>	STATE <i>ID</i>	ZIP <del><i>83612</i></del> <i>83702</i>	E-MAIL

Describe any special ownership circumstances here: \_\_\_\_\_

Check here if any of the water rights proposed for transfer are or will be located within or served by an irrigation or other water district. (Tip: Complete and attach Supplemental Form D.)

*NA*

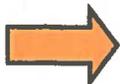
IRRIGATION DISTRICT NAME	ADDRESS	
CITY	STATE	ZIP

Check here if water for any of the rights supplied under a water service agreement or other contract for stored water with a federal agency or other entity.

*NA*

ENTITY NAME	ADDRESS	
CITY	STATE	ZIP

To meet State Land Use Consistency Requirements, you must list all county, city, municipal corporation, or tribal governments within whose jurisdiction water will be diverted, conveyed or used.



ENTITY NAME <i>Deschutes County Community Development Dept.</i>	ADDRESS <i>117 NW Lafayette Ave</i>	
CITY <i>Bend</i>	STATE <i>Oregon</i>	ZIP <i>97701</i>

ENTITY NAME	ADDRESS	
CITY	STATE	ZIP

## **INSTRUCTIONS for editing the Application Form**

- Photocopy pages or tables in Part 5, ~~mark through~~ any non-applicable information, insert/attach photocopied pages to document in the appropriate location, and manually amend page numbers as necessary (e.g. Page ~~5~~ 6 of ~~9~~ 10).
- You may refer to additional attachments that you may include, such as separately produced tables or spreadsheets to convey large numbers of rows of place of use listings, owner/property parcels, etc. You may contact the Department at 503-986-0900 and ask for Transfer Staff if you have questions.

## Part 5 of 5 – Water Right Information

Please use a separate Part 5 for each water right being changed. See instructions on page 6, to copy and paste additional Part 5s, or to add additional rows to tables within the form.

CERTIFICATE # 87345

### Description of Water Delivery System

System capacity: 0.04 cubic feet per second (cfs) OR  
 \_\_\_\_\_ gallons per minute (gpm)

Describe the current water delivery system or the system that was in place at some time within the last five years. Include information on the pumps, canals, pipelines and sprinklers used to divert, convey and apply the water at the authorized place of use. 8" buried PVC to field from the well, 100 HP turbine pump in well. Field irrigation via wheel lines and hand lines from risers in mainline.

**Table 1. Location of Authorized and Proposed Point(s) of Diversion (POD) or Appropriation (POA)**  
 (Note: If the POD/POA name is not specified on the certificate, assign it a name or number here.)

POD/POA Name or Number	Is this POD/POA Authorized on the Certificate or is it Proposed?	If POA, OWRD Well Log ID# (or Well ID Tag # L-___)	Twp	Rng	Sec	¼ ¼	Tax Lot, DLC or Gov't Lot	Measured Distances (from a recognized survey corner)
Well #2	<input checked="" type="checkbox"/> Authorized <input type="checkbox"/> Proposed	DESC 3035	15 S	10 E	14	NW NW		290'S & 140'E from NW cor of sec 14
	<input type="checkbox"/> Authorized <input type="checkbox"/> Proposed							
	<input type="checkbox"/> Authorized <input type="checkbox"/> Proposed							
	<input type="checkbox"/> Authorized <input type="checkbox"/> Proposed							

**Check all type(s) of change(s) proposed below (change "CODES" are provided in parentheses):**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Place of Use (POU)                 | <input type="checkbox"/> Supplemental Use to Primary Use (S to P) |
| <input type="checkbox"/> Character of Use (USE)                        | <input type="checkbox"/> Point of Appropriation/Well (POA)        |
| <input type="checkbox"/> Point of Diversion (POD)                      | <input type="checkbox"/> Additional Point of Appropriation (APOA) |
| <input type="checkbox"/> Additional Point of Diversion (APOD)          | <input type="checkbox"/> Substitution (SUB)                       |
| <input type="checkbox"/> Surface Water POD to Ground Water POA (SW/GW) | <input type="checkbox"/> Government Action POD (GOV)              |

**Will all of the proposed changes affect the entire water right?**

- Yes Complete only the Proposed ("to" or "on" lands) section of Table 2 on the next page. Use the "CODES" listed above to describe the proposed changes.
- No Complete all of Table 2 to describe the portion of the water right to be changed.

Please use and attach additional pages of Table 2 as needed.  
See page 6 for instructions.

Do you have questions about how to fill-out the tables?  
Contact the Department at 503-986-0900 and ask for Transfer Staff.

**Table 2. Description of Changes to Water Right Certificate # 87345**

List the change proposed for the acreage in each 1/4 1/4. If more than one change is proposed, specify the acreage associated with each change.  
If there is more than one POD/POA involved in the proposed changes, specify the acreage associated with each POD/POA.

AUTHORIZED (the "from" or "off" lands)										PROPOSED (the "to" or "on" lands)																															
The listing that appears on the certificate BEFORE PROPOSED CHANGES List only that part or portion of the water right that will be changed.										The listing as it would appear AFTER PROPOSED CHANGES are made.																															
Twp	Rng	Sec	1/4	1/4	Tax Lot	Gvt Lot or DLC	Acres	Type of USE listed on Certificate	POD(s) or POA(s) (name or number from Table 1)	Priority Date	Twp	Rng	Sec	1/4	1/4	Tax Lot	Gvt Lot or DLC	Acres	New Type of USE	POD(s)/ POA(s) to be used (from Table 1)	Priority Date																				
<b>EXAMPLE</b>																																									
2	S	9	E	15	NW	100	15.0	Irrigation	POD #1 POD #2	1901	2	S	9	E	1	NW	NW	500	1	10.0	POD #5	1901																			
15	S	10	E	15	NE	NE	200	3.1	irr	Aug 25, 1970	15	S	10	E	14	SW	NE	1700	3.1	irr	Well #2	Aug 25, 1970																			
TOTAL ACRES:																				3.1	TOTAL ACRES:																				3.1

Additional remarks:

**For Place of Use or Character of Use Changes**

Are there other water right certificates, water use permits or ground water registrations associated with the "from" or the "to" lands?  Yes  No

If YES, list the certificate, water use permit, or ground water registration numbers: \_\_\_\_\_

 Pursuant to ORS 540.510, any "layered" water use such as an irrigation right that is supplemental to a primary right proposed for transfer must be included in the transfer or be cancelled. Any change to a ground water registration must be filed separately in a ground water registration modification application.

**For Substitution** (ground water supplemental irrigation will be substituted for surface water primary irrigation)  
 NA

Ground water supplemental Permit or Certificate # \_\_\_\_\_;

Surface water primary Certificate # \_\_\_\_\_.

**For a change from Supplemental Irrigation Use to Primary Irrigation Use**

Identify the primary certificate to be cancelled. Certificate # \_\_\_\_\_

**For a change in point(s) of appropriation (well(s)) or additional point(s) of appropriation:**

Well log(s) are attached for each authorized and proposed well(s) that are clearly labeled and associated with the corresponding well(s) in Table 1 above and on the accompanying application map.

NA **Tip:** You may search for well logs on the Department's web page at:  
[http://apps.wrd.state.or.us/apps/gw/well\\_log/Default.aspx](http://apps.wrd.state.or.us/apps/gw/well_log/Default.aspx)

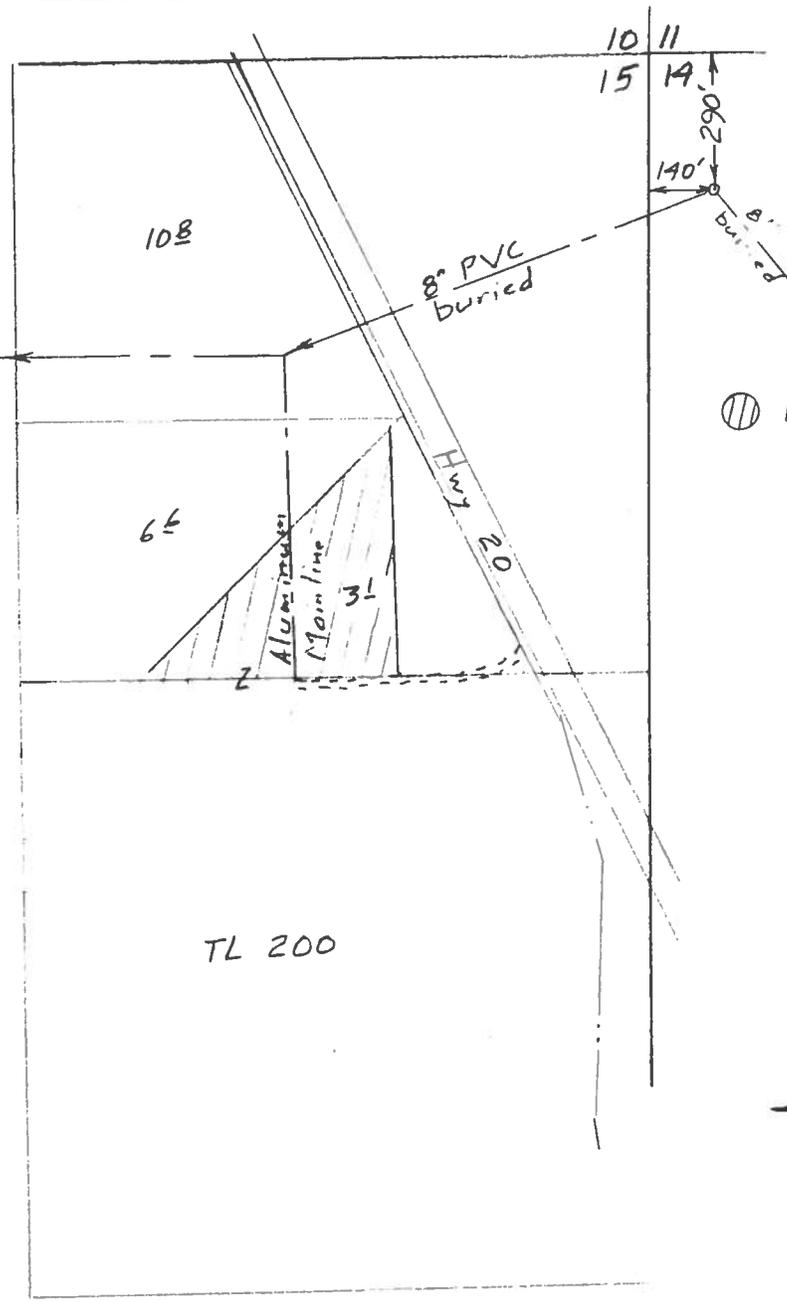
**AND/OR**

Describe the construction of the authorized and proposed well(s) in Table 3 for any wells that do not have a well log. For *proposed wells not yet constructed or built*, provide "a best estimate" for each requested information element in the table. The Department recommends you consult a licensed well driller, geologist, or certified water right examiner to assist with assembling the information necessary to complete Table 3.

**Table 3. Construction of Point(s) of Appropriation**

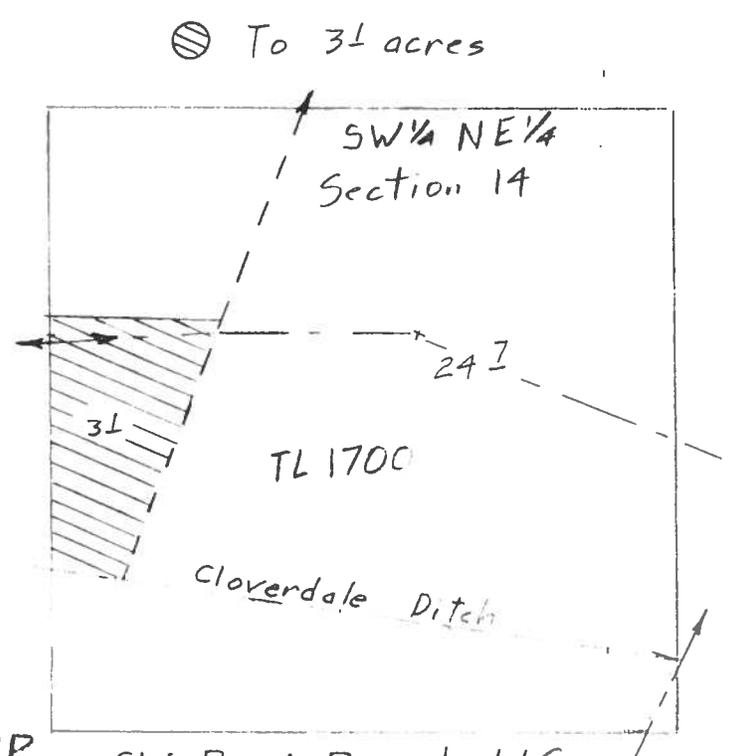
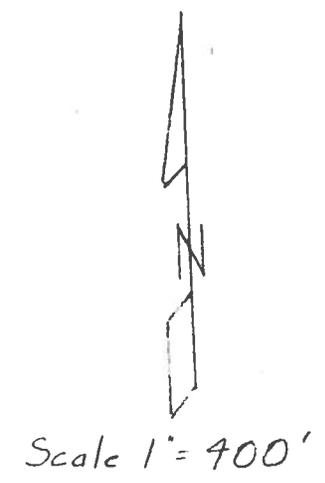
Any well(s) in this listing must be clearly tied to corresponding well(s) described in Table 1 and shown on the accompanying application map. Failure to provide the information will delay the processing of your transfer application until it is received. The information is necessary for the department to assess whether the proposed well(s) will access the same source aquifer as the authorized point(s) of appropriation (POA). The Department is prohibited by law from approving POA changes that do not access the same source aquifer.

Proposed or Authorized POA Name or Number	Is well already built? (Yes or No)	If an existing well: OWRD Well ID Tag No. L-	Total well depth	Casing Diameter	Casing Intervals (feet)	Seal depth(s) (intervals)	Perforated or screened intervals (in feet)	Static water level of completed well (in feet)	Source aquifer (sand, gravel, basalt, etc.)	Well -specific rate (cfs or gpm). If less than full rate of water right



T. 15 S., R. 10 E., W. M.

C-87345  
 From 31 acres

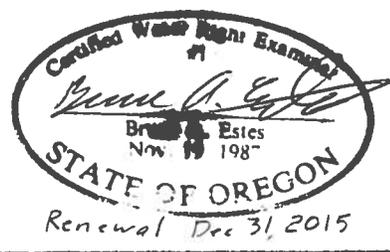


To 31 acres

Transfer Application Map  
 for  
 City of Sisters

Ski Pond Ranch, LLC

This map is for the purpose of locating a water right only and has no intent to provide legal dimensions or the location of property lines.



**ESTES SURVEYS, LLC**  
 PO Box 17519      60382 Arnold Rd  
 Salem, OR 97305-7519      Bend, OR 97702  
 (503) 585-7593      (541) 382-7391

## Application Remarks

In December 2011, the Department cancelled a portion of certificate 85431 as part of the process to establish "off-set" mitigation for the City of Sisters (see Special Order Volume 85, page 721-723). In this process, the City of Sisters voluntarily cancelled 13.0 acres of irrigation under certificate 85431. The Department issued remaining right certificate 87326, noting that the City of Sisters still held 3.1 acres of irrigation.

A few days after the off-set process described above was occurring, the Department issued certificate 87345 confirming transfer T-11201. The issuance of this certificate appears to have resulted in the cancellation of certificate 87326. And, certificate 87345 appears to have erroneously "put back" the 13.0 acres of irrigation cancelled in Special Order Volume 85, pages 721-723. We assume the Department will correct this error accordingly.