



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

OCTOBER 08, 2015

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

1. Speak Your Peace Presentation – *L. Dobey*
2. Discuss Transient Vendor News Release and Outreach Plan - *Council*
3. Other Business – *Staff/Council*

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

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

**II. COUNCILOR APPOINTMENT**

**III. OATH OF OFFICE FOR APPOINTED COUNCILOR**

**IV. VISITOR COMMUNICATION**

**V. CONSENT AGENDA**

A. Minutes

1. February 26, 2015 – Workshop
2. March 05, 2015 - Workshop
3. September 22, 2015 – Special Meeting

B. Bills to Approve

1. October Accounts Payable

**VI. STAFF REPORTS**

A. October Staff/Council Work Plan

B. New Business License Report for September 2015

**VII. COUNCIL BUSINESS**

- A. Public Hearing and Consideration of Resolution No. 2015-22: A RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE 2015/16 BUDGET – *L. Fujita-Conrads***

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*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. 2015-23: A RESOLUTION AMENDING THE PAY PLAN CLASSIFICATION OF THE CITY OF SISTERS**  
– *L. Fujita-Conrads*

**C. Discussion and Consideration of a Motion to Accept Public Improvements for Clear Pine Phase I** – *P. Bertagna*

**VIII. OTHER BUSINESS**

**IX. MAYOR/COUNCILOR BUSINESS**

**X. ADJOURN**

**7:30 p.m. (approximate) URBAN RENEWAL AGENCY SPECIAL MEETING**

**I. CALL TO ORDER**

**II. CONSENT AGENDA**

A. Minutes

1. June 25, 2015 – Sisters Urban Renewal Agency Board

**III. AGENCY BUSINESS**

**A. Discussion and Consideration of Resolution No. URA 2015-04: A RESOLUTION OF THE SISTERS URBAN RENEWAL AGENCY AUTHORIZING THE TRANSFER OF FY 2015-16 BUDGET APPROPRIATIONS WITHIN FUNDS** – *L. Fujita-Conrads*

**IV. ADJOURN**

WORKSHOP 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  
Pauline Hardie        CDD Director  
Paul Bertagna         PW Director  
Kathy Nelson            City Recorder

**ABSENT:**

Lynne Fujita-Conrads Finance Office

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

1. Finalize Council Goals

**Mayor Frye** stated the Council needed to finalize its goals and one component of that was to make a decision whether the position of Economic Development Manager should transition to full time with the adoption of the FY 2015-16 budget or if the Council should adopt a supplemental budget to allocate the funds at this time and have the position become full time as soon as possible.

**Councilor Womack** stated he had spoken with Economic Development of Central Oregon (EDCO) Executive Director Roger Lee about the position and Mr. Lee had indicated the range EDCO would expect to receive for this type of position with overhead would be from \$67,500 to \$105,000. He stated if the County committed another \$20,000 that would bump the amount up to \$87,500. He stated he asked about the possibility of soliciting applications from others. Mr. Lee stated if the position was going up to full time there would likely be more interest from other candidates but since EDCO worked for the City he was not comfortable advocating one way or the other. **Councilor Womack** stated in order for the City to perform due diligence, he felt it should consider opening up the position to others to see what other candidates might have to offer.

**Manager Gorayeb** added that in his conversation with Mr. Lee he had indicated he was looking for direction from the City with respect to the position. He advised he was meeting with Mr. Lee the following day to discuss the terms of the memorandum of understanding (MOU) for the Forgivable Loan Program.

**Mayor Frye** reported he had also spoken with Mr. Lee who had indicated that in making the Economic Development Manager a full-time position and providing a forgivable loan program, the City would have all the tools it needed to be successful. He stated he had also asked for Mr. Lee opinion on the job performance of the current Economic Development Manager and Mr. Lee had indicated he was very satisfied with Ms. Foote-Lewis. He reported Mr. Lee had indicated the one area he felt Ms. Foote-Lewis needed improvement was in communication with the Council and City Manager. **Mayor Frye** reported he had met with Ms. Foote-Lewis and suggested she set up a regular monthly meeting with the City Manager which she had been amenable to as well as



continuing to meet with the Council as needed. **Manager Gorayeb** reported communication between staff on the Economic Development Manager had improved and staff was looking to offer assistance earlier in the process as opposed to later.

The **Council** discussed the matter further and decided since Ms. Foote-Lewis was performing well and as she had many projects underway, she should be retained in the position. The **Council** also asked staff to prepare a supplemental budget and move forward with making the position full time immediately.

**Councilor Connolly** stated she wanted discuss Councilor Asson's previous suggestion relating to goals that the Council provide clear guidelines on future projects costing \$50,000 or greater. Councilor Asson had stated advisory boards would then be well aware of what was expected and the budget it should work within. She stated an advisory board could also get public input prior to much being spent on designs. **Councilor Womack** replied he felt the Council would need to define what "projects" were since many projects were related to maintenance and public safety. **Councilor Connolly** replied Councilor Asson had provided Creekside Campground improvements as an example and stated the process would provide a checks and balances of sorts. **Mayor Frye** commented that a lot of Public Works projects cost more than \$50,000 and **Manager Gorayeb** confirmed there were usually at least six a year. **Councilor Holzman** suggested projects that added to the City's asset base were the types of projects this idea should apply to. **Councilor Womack** replied he felt that projects identified as "new projects" should be the focus and **Councilor Connolly** agreed.

**Manager Gorayeb** provided an overview of upcoming projects that might qualify related to cost or need for public outreach. The list included:

- Village Green Park parking improvements
- Asphalt overlays
- Street maintenance
- Play structure for Village Green Park
- Whychus Creek waterline replacement
- Replacement of pressure sewer line at Locust Street Bridge
- Americans with Disabilities (ADA) improvements at Chamber of Commerce Building
- Restrooms at Clemens Park
- Elm Street path from Village Green Park to Petersen Ridge Trailhead
- Path on Pine Street
- Creekside Park ADA improvements

**Manager Gorayeb** noted in each of these projects the City planned to seek grant funding to offset a portion of the project cost.

**Mayor Frye** stated he was concerned with creating redundancy, especially with park projects since the City Parks Advisory Board (CPAB) would have already performed a great deal of public



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

outreach. He stated he wanted to make certain the Council did not bog down the process.

**Councilor Womack** suggested removing the dollar amount as the deciding factor since there could be a “hot topic” project that cost less than \$50,000. He stated he felt the Council could provide better direction to its boards and committees and accomplish the same result. **Councilor Holzman** stated she felt the City was already doing so with several of its committees and boards.

**Manager Gorayeb** stated staff could create and maintain a project master list that was updated on a regular basis if that would be helpful. **Councilor Holzman** stated she felt the five over-arching goals the Council had identified from its goal setting session were still viable and the projects could still fit within the original goal categories.

**Mayor Frye** stated he felt the City should increase its percentage of transient room tax (TRT) it pays to the Chamber of Commerce up to 50%. The **Council** agreed.

The **Council** discussed the possibility of reactivating the Committee for Citizen Involvement (CCI). **Councilor Connolly** stated she would draft her ideas on how the committee might function and bring back to the Council. **Councilor Holzman** reported the Community Assets Committee (CAC) would be concluding its work and outreach in the next few months and winding down. She warned against creating too many committees since they generated the need for additional staff time. The **Council** requested staff schedule a workshop to evaluate all committees and boards.

**Mayor Frye** stated he would like to continue to look into the possibility of increasing transient room tax charged in Sisters realizing there would be a need for a great deal of outreach prior to making any decisions. He stated another idea he would like to see some follow-up on would be the *Movies in the Park* concept. He stated he really liked the idea and had spoken with individuals in other communities where the program had been successful, especially for youth in the community who don't have many entertainment options available to them. **Councilor Connolly** questioned whether it was the City's role to set up a program of this nature. **Mayor Frye** replied he had spoken with Sisters Park and Recreation District (SPRD) Executive Director Liam Hughes about the possibility and Mr. Hughes had indicated a willingness to run the program if the City were to procure the necessary equipment. He stated he saw the program as a community asset that could benefit any number of community groups that could use the opportunity to sell concessions.

**Councilor Holzman** stated she felt the Council should create a category for those projects that were a possibility that were still in need of additional research and community input. She noted affordable housing was another one of those topics to add to the list.

**Councilor Connolly** stated parks were not a priority for her. She stated economic development, affordable housing, connectivity, community outreach, city operations and bike/pedestrian projects were the areas of significance that stood out from the goal setting session. **Councilor Womack** commented he liked the *Movies in the Park* idea and felt it would be a great asset. He suggested



Mayor Frye continue to run with his idea and bring it back to Council for consideration when it was ready. **Mayor Frye** stated a lot of park projects were categorized as a priority #1 in the Parks Master Plan and he felt those projects were very important for the City's youth between the ages of eight to 15.

**Mayor Frye** stated he would work with Councilor Asson to re-draft the Council goals and bring them back to the Council for final approval.

## 2. Food Cart Land Use Applications

**Mayor Frye** stated he felt the Council should wait to address concerns and answer questions related to the food cart land use decision until the regular meeting as he anticipated there would be a number of people that would speak during visitor communication. He stated after hearing from everyone the Council could then discuss the matter under "Other Business". **Councilor Connolly** stated she did have some questions she would like answered prior to the regular meeting so she would be better prepared. She asked City Attorney Bryant to explain how a 'de novo' hearing differed from other hearings. **City Attorney Bryant** explained there were two types of major hearings, and a 'de novo' hearing was where the Council was presented with a new record, including staff reports and presentations from the applicant and opponents prior to making a decision. He explained that was different from a regular review of a record whereby the Council only reviewed what had previously been submitted in order to reach a decision.

**Councilor Connolly** stated Attorney Michael Peterkin's letter referred to ORS 197.825(2A) and asked if the required 14 day noticing requirement applied to just Sisters or throughout the state. **City Attorney Bryant** replied it was a state statute but the Sisters Development Code spelled out who was entitled to be noticed of a decision, noting staff had done so. He stated in April 2008, a change to the Development Code was made that allowed the Planning Commission or the City Council to call up a decision, not just a member of the public. He stated that provision was added but the requirement the Planning Commission and City Council be provided with a copy of every decision was not. He noted it had never been a requirement that decision notices be sent to the Planning Commission or Council. **Mayor Frye** confirmed there had been 11 Type II land use decisions in 2014 and only two of those decisions had been sent to the Planning Commission. He stated that had been done only after staff received a number of comments they felt were important for the Planning Commission to be made aware of.

**Councilor Connolly** questioned what options were available to the parties Mr. Peterkin was representing. **City Attorney Bryant** replied there really weren't any as the decision had already been made and 14 day appeal period had passed. **Councilor Connolly** asked if the Council was going to address the issue so this type of situation did not happen again in the future. **Mayor Frye** replied the Planning Commission had already volunteered to tackle the issue of food carts. He stated he felt that was the best solution since it would provide opportunity for the public to weigh in and would be handled much like the formula food issue. He stated the City could decide to be as lenient or restrictive with future food carts as it wanted to be.



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

**Mayor Frye** stated with regard to notification there were already some changes in process. He stated an amendment to the Development Code was being proposed that would require all Type II decisions be forwarded to the Planning Commission and that staff would make a good faith effort to notify any nearby businesses of decisions using the Chamber of Commerce as a conduit. He explained the City would be providing more notice than any other nearby city where notification was only sent to those within 100 feet of a proposed land use. He noted the City of Sisters already sends notification to everyone within 250 feet of a proposed land use.

**Councilor Connolly** asked about secondary businesses at a location and how staff interpreted that provision. **Director Hardie** explained that a business was allowed to have a mixed use development if the secondary use was complementary to the primary business.

**Councilor Connolly** noted it had been suggested the City obtain an opinion on the matter from a third attorney and asked City Attorney Bryant what his thoughts were on that. **City Attorney Bryant** replied he did not have an opinion and it was at the Council discretion to make that decision. He suggested the Council contact the League of Oregon Cities (LOC) for a recommendation for a land use attorney if they chose to follow that path. **Mayor Frye** voiced concern with delaying the applicant and **City Attorney Bryant** commented he did not see that as a concern since the applicant was free to move forward with the project as wanted.

3. Other Business

Due to a lack of time, there was no *Other Business*.

The meeting was adjourned at 7:03 p.m.

Respectfully submitted,

  
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Kathy Nelson, City Recorder

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Chris Frye, Mayor



WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
MARCH 05, 2015

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Andrew Gorayeb	City Manager
Steve Bryant	City Attorney
Pauline Hardie	CDD Director
Lynne Fujita-Conrads	Finance Office
Patrick Davenport	Incoming CDD Director
Kathy Nelson	City Recorder

**ABSENT:**

Paul Bertagna	PW Director
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The meeting was called to order by Mayor Frye at 9:53 a.m.

**Mayor Frye** informed the Council he needed to leave and requested they quickly discuss the item related to back-in diagonal parking under *Other Business* prior to him leaving. He asked Director Hardie what the process would be to remove the back-in diagonal parking on Main Avenue, Pine Street and Larch Street. **Director Hardie** stated the City would need to amend its Comprehensive Plan and Transportation System Plan (TSP). She explained that included providing a 35 day notice to the state, taking the matter to the Planning Commission for a recommendation, bringing that recommendation to the Council for a decision and then notifying the state of the final decision. **Manager Gorayeb** reported Director Bertagna had already sent an email to Sheila Lyons, from Oregon Department of Transportation (ODOT) as a courtesy since ODOT had provided some of the funding for the project that included installing the back-in diagonal parking. He added Director Bertagna had not yet received a reply.

**Manager Gorayeb** stated he also had an item he wanted the Mayor to weigh in on prior to leaving relating to the funding Central Oregon Intergovernmental Council (COIC) receives for the Cascades East Transit (CET) program. He stated COIC wanted to know if the Council was willing to provide the same level of funding it had provided in the past. The **Council** was supportive of continuing the financial support.

Mayor Frye left the meeting at 9:58 a.m.

1. Formula Foods

**Director Hardie** provided a recap of the public outreach that had taken place related to formula foods. She reported there had been a town hall meeting the previous April, two additional meetings in September and November, data was collected from other communities and staff had worked with City Attorney Bryant. She stated currently a formula food was defined as three or more outlets of the same business and the recommendation was to raise that number to 13. She stated in the Highway Commercial District the number of formula food outlets would be capped at six with required spacing standards. She stated there would be one outlet allowed in the Downtown District, which was Dutch Bros, and the North Sisters Business Park and Sun Ranch



Tourist Commercial would not allow any. She stated the exception would be if the establishment was part of a movie theater or lodging.

2. Call-up Provisions

**Director Hardie** reported staff was recommending changes to two sections of the Development Code and noted the matter was going before the Planning Commission this evening. She stated if adopted, the changes would require all Type II decisions be sent to the Planning Commission. If the Planning Commission did call up a Type II decision, then that decision would need to be forwarded to the Council as well. All Type III decisions would continue to be decided by the Planning Commission. **City Attorney Bryant** explained the 14 day appeal period began with the mailing to the applicant.

3. Preview March 12, 2015 Workshop and Regular Meeting Agendas

**City Recorder Nelson** previewed the workshop and regular meeting agenda. The **Council** discussed the ordinances relating to business licensing, transient merchants and public events and determined they would not be ready to move forward on any decision and requested the items be removed from the agenda. **City Recorder Nelson** stated the item related to the back-in diagonal parking would be added to the agenda.

4. Other Business

*Nugget Newspaper Article*

The **Council** discussed renewing its contract with the Nugget Newspaper and made the decision to not renew the contract. The **Council** wanted to consider other avenues of communicating with the public.

*Community Member Outreach*

**Manager Gorayeb** reported a community member had written a letter recommending the City install a suggestion box and provide city-wide Wi-Fi. He asked for the Council's opinion. The **Council** directed staff to provide community members the ability to give suggestions to the City via at both the City's website and at City Hall. The **Council** discussed the possibility of city-wide Wi-Fi and decided they did not want to venture into that arena since there were private businesses providing the service already.

*Roundabout*

**Manager Gorayeb** reported ODOT and Kittleson & Associates were interested in a workshop with the Council to discuss roundabouts, the feedback they had received and safety statistics. The **Council** tentatively set the workshop date for March 26<sup>th</sup>.

*A Home to Share*

**Manager Gorayeb** reported on the *A Home to Share* program headed up by Sandy Affonso where developmentally disabled adults will live together independently with a life skills coach. He stated the hope was for some of the adults to be hired to clean City Hall through a program that



provides support and supervision to the adults. He stated he felt it presented a unique opportunity for the City and suggested the Council go on a field trip to the facility that was opening soon. The **Council** was interested in hearing more about the program and requested the fieldtrip be scheduled.

#### *Roundabout Demonstration*

**Councilor Holzman** reported she had attended the roundabout demonstration at the fairgrounds where large trucks from the freight industry had traversed a mock roundabout to test if it was possible for the trucks to move through the set-up. She reported it had gone very well and the large trucks had been able to navigate the set-up adeptly. She stated another testing was occurring at the Portland Raceway today and Director Bertagna was in attendance at that demonstration.

#### *Economic Vitality Meeting*

**Councilor Connolly** reported on an economic vitality meeting she attended the previous evening. She reported another meeting was scheduled for May 8<sup>th</sup> and Mayor Frye had been asked to serve on a discussion panel for that meeting. She stated she felt the meetings were developing a positive momentum.

#### *Committee for Citizen Involvement (CCI)*

**Councilor Connolly** distributed her rough ideas for the CCI and requested Council members provide feedback.

#### *Creekside Campground*

**Councilor Womack** reported neighbors of the Creekside Campground requested the Council provide a paper of some kind outlining the direction it had provided to the City Parks Advisory Board (CPAB) with regard to Creekside Campground. He stated they was a lot of confusion on the part of the neighbors and incorrect information was being conveyed. He stated neighbors were concerned the CPAB would move in a different direction then they had been advised to.

**Councilor Asson** voiced strong support for providing clarity to the neighbors as did **Councilor Holzman**. **Councilor Connolly** asked who the point person should be for the project to ensure the same information was being distributed to everyone. **Manager Gorayeb** agreed people should defer to a single point of contact and **Director Hardie** requested that, whoever was designated, staff be kept in the loop also. **Councilor Connolly** stated she felt the Mayor should be the designated person and he could be the one that directs the question to other Council members, staff or committee members as needed.

**Manager Gorayeb** reported staff was working on a business owner survey that would be incorporated into the business license renewal process.

**Councilor Connolly** asked if the Mayor was the spokesperson for the Council for all questions received by the Council. **Councilor Womack** not necessarily as he felt Council members should be able to provide their own opinion if asked, as long as the Council member clearly stated it is

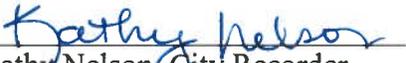


WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
MARCH 05, 2015

their opinion and not necessarily that of the entire Council. **Councilor Asson** agreed. **Councilor Womack** stated it was important for Council members to discuss Council decisions in an unbiased manner, even if they did not personally agree with the decision, and provide justification as to why they did not agree with a majority of the Council.

The meeting was adjourned at 10:37 a.m.

Respectfully submitted,

  
Kathy Nelson, City Recorder

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Chris Frye, Mayor



SPECIAL MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
SEPTEMBER 22, 2015

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Andrew Gorayeb City Manager  
Patrick Davenport CDD Director  
Paul Bertagna PW Director  
Kathy Nelson City Recorder

**ABSENT:**

Lynne Fujita-Conrads Finance Director

**I. CALL TO ORDER**

The special meeting was called to order by Mayor Frye at 4:50 p.m.

**II. CONSENT AGENDA**

A. Minutes

September 10, 2015 – Regular Meeting  
September 10, 2015 – Workshop

B. Accounts Payable

*Councilor Asson moved to approve the consent agenda including the additional page of accounts payable. Councilor Connolly seconded the motion. The motion carried unanimously.*

**III. STAFF REPORTS**

Deschutes County Sheriff's Office – no questions

**IV. REGULAR BUSINESS**

**A. Discussion and Consideration of Resolution No. 2015-21: A RESOLUTION SUPPORTING THE CITY OF SISTERS GRANT APPLICATION FOR A TECHNICAL ASSISTANCE GRANT FROM THE DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE GRANT APPLICATION**

**Director Davenport** stated the resolution was to demonstrate support by the Council for the City's application to the Department of Land Conservation and Development (DLCD) for a technical assistance grant. He stated if the City was awarded the grant, staff would come back to the Council to receive acceptance and to provide an accounting of how the funds would be used.

*Councilor Burgstahler moved to approve Resolution No. 2015-021 supporting the City of Sisters grant application for a technical assistance grant from the DLCD and authorize the*



*City Manager to execute the grant application. Councilor Connolly seconded the motion. The motion carried unanimously.*

**B. Discussion and Consideration of a Motion to Approve an Engagement Letter with Piper Jaffrey**

**Manager Gorayeb** stated the City had been working with Seattle Northwest on refinancing its sewer system related debt with the United States Department of Agriculture (USDA). He reported Seattle Northwest had recently merged with Piper Jaffrey and in order to continue working with the same individuals, an updated engagement letter was necessary.

*Councilor Asson moved to approve an engagement letter with Piper Jaffrey. Councilor Burgstahler seconded the motion. The motion carried unanimously.*

**V. CONTRACT REVIEW BOARD**

Mayor Frye opened the Contract Review Board

**A. Discussion and Consideration of a Motion to Award a Construction Services Contract to Robinson and Owen Heavy Construction Inc., in the Amount of \$373,664.42 for the Camp Polk Road and Barclay Drive Sewer and Street Improvements and Authorize the City Manager to Execute the Contract provided the City does not receive a Bid Protest by Midnight, September 23, 2015**

**Director Bertagna** stated the timing and speed of completing the project was important in order to finish prior to a change in the seasons and noted the project had come in under the City Engineer's estimate. He stated he also wanted to request approval to close Camp Polk Road for safety reasons during the project, estimated to take no more than two weeks. He stated drivers would detour onto Sun Ranch Road. He explained the sewer line trenches would be very deep and even having one lane of traffic open could prove hazardous. He stated if the Council approved the road closure, the City would send out a press release as well as locating large reader boards near the affected area prior to, and during the project.

**Manager Gorayeb** provided a recap of the funding sources used for the public/ private partnership project and discussed the reimbursement agreements the City had entered into with Sisters Airport and the Conklin House property owner.

*Councilor Asson moved to award a construction services contract to Robinson and Owen Heavy Construction Inc., in the amount of \$373,664.42 for the Camp Polk Road and Barclay Drive sewer and street improvements, to close Camp Polk Road during the project and authorize the City Manager to execute the contract provided the City does not receive a bid*



SPECIAL MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
SEPTEMBER 22, 2015

*protest by midnight, September 23, 2015. Councilor Burgstahler seconded the motion. The motion carried unanimously.*

Mayor Frye closed the Contract Review Board.

**VI. OTHER BUSINESS**

The **Council** discussed the agenda calendar and how they would like to have the issues related to transient merchants, public events and business licenses finished up prior to the end of the year. Workshops and regular meetings were scheduled through the end of the year in order to meet that goal.

**VII. ADJOURN** – The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

  
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Kathy Nelson, City Recorder

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



PACKET: 02393 10/08/2015 AP  
 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
=====						
01-0760		VERIZON WIRELESS				
I-9752350026		CELL PHONES SEPTEMBER 2015	365.98			
9/30/2015	AP-US	DUE: 9/30/2015 DISC: 9/30/2015		1099: N		
		CELL PHONES SEPTEMBER 2015		01 5-03-736	CELLULAR PHONES	22.61
		CELL PHONES SEPTEMBER 2015		01 5-05-736	CELLULAR PHONES	188.68
		CELL PHONES SEPTEMBER 2015		01 5-07-736	CELLULAR PHONES	15.91
		CELL PHONES SEPTEMBER 2015		02 5-00-736	CELLULAR PHONES	39.48
		CELL PHONES SEPTEMBER 2015		03 5-00-736	CELLULAR PHONES	71.24
		CELL PHONES SEPTEMBER 2015		05 5-00-736	CELLULAR PHONES	28.06
		=== VENDOR TOTALS ===	365.98			
=====						
01-0043		WCP SOLUTIONS				
I-505330		INSULATION PEANUTS	41.20			
9/14/2015	AP-US	DUE: 10/25/2015 DISC: 9/24/2015	0.41CR	1099: N		
		INSULATION PEANUTS		02 5-00-795	SUPPLIES	41.20
		=== VENDOR TOTALS ===	41.20			
=====						
01-1006		WILBUR-ELLIS				
I-9429507		FERTILIZER SPREADER	448.75			
9/17/2015	AP-US	DUE: 9/17/2015 DISC: 9/17/2015		1099: N		
		FERTILIZER SPREADER		01 5-05-746	SMALL TOOLS & EQUIPMENT	448.75
		=== VENDOR TOTALS ===	448.75			
=====						
01-0225		X-PRESS PRINTING				
I-77121		COPIES FOR LUBA APPEAL	853.03			
9/17/2015	AP-US	DUE: 9/17/2015 DISC: 9/17/2015		1099: N		
		COPIES FOR LUBA APPEAL		01 5-01-714	OFFICE SUPPLIES	853.03
		=== VENDOR TOTALS ===	853.03			
=====						
01-0815		ZUMAR INDUSTRIES, INC.				
I-0178597		SIGN POSTS	3,150.00			
9/30/2015	AP-US	DUE: 10/30/2015 DISC: 10/30/2015		1099: N		
		SIGN POSTS		03 5-00-762	STREET SIGNS	3,150.00
		=== VENDOR TOTALS ===	3,150.00			
		=== PACKET TOTALS ===	138,177.26			

pg 16 of 16

PACKET: 02393 10/08/2015 AP  
 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
=====						
01-0937	U.S. BANK					
I-09202015	DAVENPORT	VISA-DAVENPORT SEPTEMBER 2015	37.69			
9/25/2015	AP-US	DUE: 9/25/2015 DISC: 9/25/2015		1099: N		
		MEMORY CARD		01 5-07-757	PLANNING COMMISSION	24.97
		PC MEETING		01 5-07-757	PLANNING COMMISSION	12.72
=====						
I-09202015	GORAYEB	VISA-GORAYEB SEPTEMBER 2015	120.72			
9/25/2015	AP-US	DUE: 9/25/2015 DISC: 9/25/2015		1099: N		
		SEWER SIGN		05 5-00-795	SUPPLIES	43.60
		VEEDER ROOT COUNTER		02 5-00-765	IMPROVEMENTS & REPAIRS	77.12
=====						
I-09202015	NELSON	VISA-NELSON SEPTEMBER 2015	71.25			
9/25/2015	AP-US	DUE: 9/25/2015 DISC: 9/25/2015		1099: N		
		PLACQUE-HOLZMAN		01 5-01-700	MAYOR & COUNCIL	40.00
		CALCULATOR RIBBON		01 5-01-714	OFFICE SUPPLIES	31.25
=== VENDOR TOTALS ===			229.66			

=====						
01-0976	USA FLEET SOLUTIONS					
I-21417		MONTHLY TRACKING OCTOBER 2015	237.65			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		MONTHLY TRACKING OCTOBER 2015		01 5-03-726	CONTRACTED SERVICES	23.76
		MONTHLY TRACKING OCTOBER 2015		01 5-05-726	CONTRACTED SERVICES	61.80
		MONTHLY TRACKING OCTOBER 2015		02 5-00-726	CONTRACTED SERVICES	57.02
		MONTHLY TRACKING OCTOBER 2015		03 5-00-726	CONTRACTED SERVICES	61.80
		MONTHLY TRACKING OCTOBER 2015		05 5-00-726	CONTRACTED SERVICES	33.27
=== VENDOR TOTALS ===			237.65			

=====						
01-0903	VELOX SYSTEMS					
I-2369		IT SUPPORT OCTOBER 2015	2,019.49			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: Y		
		IT SUPPORT JULY 2015		01 5-01-726	CONTRACTED SERVICES	162.43
		IT SUPPORT JULY 2015		01 5-02-726	CONTRACTED SERVICES	194.92
		IT SUPPORT JULY 2015		01 5-03-726	CONTRACTED SERVICES	64.97
		IT SUPPORT JULY 2015		01 5-05-726	CONTRACTED SERVICES	211.16
		IT SUPPORT JULY 2015		01 5-07-726	CONTRACTED SERVICES	276.14
		IT SUPPORT JULY 2015		02 5-00-726	CONTRACTED SERVICES	276.14
		IT SUPPORT JULY 2015		03 5-00-726	CONTRACTED SERVICES	243.65
		IT SUPPORT JULY 2015		05 5-00-726	CONTRACTED SERVICES	194.92
		NITRO PDF		01 5-01-710	COMPUTER SOFTWARE MAINT	177.83
		NITRO PDF		01 5-02-710	COMPUTER SOFTWARE MAINT	39.52
		NITRO PDF		02 5-00-710	COMPUTER SOFTWARE MAINT.	59.27
		NITRO PDF		03 5-00-710	COMPUTER SOFTWARE MAINT.	59.27
		NITRO PDF		05 5-00-710	COMPUTER SOFTWARE MAINT.	59.27
=== VENDOR TOTALS ===			2,019.49			

pg 15 of 16

PACKET: 02393 10/08/2015 AP  
 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
-----						
01-0684	STATE OF OREGON					
I-09162015		15/16 PROCUREMENT FEE	200.00			
9/23/2015	AP-US	DUE: 9/23/2015 DISC: 9/23/2015		1099: N		
		15/16 PROCUREMENT FEE		01 5-02-733	DUES & SUBSCRIPTIONS	200.00
-----						
I-09212015		15/16 GOV'T ETHICS	396.10			
9/21/2015	AP-US	DUE: 9/21/2015 DISC: 9/21/2015		1099: N		
		15/16 GOV'T ETHICS		01 5-01-733	DUES & SUBSCRIPTIONS	396.10
		=== VENDOR TOTALS ===	596.10			

-----						
01-1	MISC VENDOR					
I-2065		TRAILERS PLUS: TRAILER	3,799.00			
10/05/2015	AP-US	DUE: 10/05/2015 DISC: 10/05/2015		1099: N		
		TRAILERS PLUS: TRAILER		05 5-00-746	SMALL TOOLS & EQUIPMENT	722.48
		TRAILERS PLUS: TRAILER		02 5-00-746	SMALL TOOLS & EQUIPMENT	798.47
		TRAILERS PLUS: TRAILER		03 5-00-746	SMALL TOOLS & EQUIPMENT	1,023.09
		TRAILERS PLUS: TRAILER		01 5-05-746	SMALL TOOLS & EQUIPMENT	760.47
		TRAILERS PLUS: TRAILER		01 5-03-746	SMALL TOOLS & EQUIPMENT	494.49
		=== VENDOR TOTALS ===	3,799.00			

-----						
01-0594	TSI					
I-15500		FLOW METERS CALIBRATION	540.00			
9/30/2015	AP-US	DUE: 9/30/2015 DISC: 9/30/2015		1099: N		
		FLOW METERS CALIBRATION		05 5-00-787	SEWER SYSTEM REPAIRS	540.00
		=== VENDOR TOTALS ===	540.00			

-----						
01-0109	TYLER TECHNOLOGIES/INCODE					
I-025-135191		POSITIVE PAY MAINTENANCE	553.47			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		POSITIVE PAY MAINTENANCE		01 5-02-710	COMPUTER SOFTWARE MAINT	200.80
		POSITIVE PAY MAINTENANCE		02 5-00-710	COMPUTER SOFTWARE MAINT.	94.10
		POSITIVE PAY MAINTENANCE		03 5-00-710	COMPUTER SOFTWARE MAINT.	152.80
		POSITIVE PAY MAINTENANCE		05 5-00-710	COMPUTER SOFTWARE MAINT.	105.77
		=== VENDOR TOTALS ===	553.47			

pg 14 of 16

PACKET: 02393 10/08/2015 AP

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					
-----						
I-0014280-00		ROAD CUTTING BLADE	289.95			
9/16/2015	AP-US	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		ROAD CUTTING BLADE		03 5-00-746	SMALL TOOLS & EQUIPMENT	289.95
-----						
I-0014316-00		GASKET,MUFLER PIPE	98.70			
9/21/2015	AP-US	DUE: 9/21/2015 DISC: 9/21/2015		1099: N		
		GASKET,MUFLER PIPE		05 5-00-746	SMALL TOOLS & EQUIPMENT	18.77
		GASKET,MUFLER PIPE		02 5-00-746	SMALL TOOLS & EQUIPMENT	20.74
		GASKET,MUFLER PIPE		03 5-00-746	SMALL TOOLS & EQUIPMENT	26.58
		GASKET,MUFLER PIPE		01 5-05-746	SMALL TOOLS & EQUIPMENT	19.76
		GASKET,MUFLER PIPE		01 5-03-746	SMALL TOOLS & EQUIPMENT	12.85
-----						
I-0014330-00		WEEDEATER LINE	79.90			
9/22/2015	AP-US	DUE: 9/22/2015 DISC: 9/22/2015		1099: N		
		WEEDEATER LINE		05 5-00-746	SMALL TOOLS & EQUIPMENT	15.20
		WEEDEATER LINE		02 5-00-746	SMALL TOOLS & EQUIPMENT	16.79
		WEEDEATER LINE		03 5-00-746	SMALL TOOLS & EQUIPMENT	21.52
		WEEDEATER LINE		01 5-05-746	SMALL TOOLS & EQUIPMENT	15.99
		WEEDEATER LINE		01 5-03-746	SMALL TOOLS & EQUIPMENT	10.40
-----						
I-0034024		LIGHT RENTAL	130.00			
9/11/2015	AP-US	DUE: 9/11/2015 DISC: 9/11/2015		1099: N		
		LIGHT RENTAL		03 5-00-746	SMALL TOOLS & EQUIPMENT	130.00
-----						
I-0034137		LOG SPLITTER RENTAL	80.50			
9/21/2015	AP-US	DUE: 9/21/2015 DISC: 9/21/2015		1099: N		
		LOG SPLITTER RENTAL		01 5-05-746	SMALL TOOLS & EQUIPMENT	80.50
		=== VENDOR TOTALS ===	679.05			
=====						
01-0039	SOLID WASTE					
-----						
I-1007686		SEWAGE SCREENINGS	29.00			
9/25/2015	AP-US	DUE: 9/25/2015 DISC: 9/25/2015		1099: N		
		SEWAGE SCREENINGS		05 5-00-727	PERMITS & FEES	29.00
		=== VENDOR TOTALS ===	29.00			
=====						
01-0838	SPINDRIFT FORESTRY CONSULTING					
-----						
I-SIS20150005		TREE INSPECTIONS	211.50			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: Y		
		TREE INSPECTIONS		03 5-00-726	CONTRACTED SERVICES	211.50
		=== VENDOR TOTALS ===	211.50			

pg 13 of 16

PACKET: 02393 10/08/2015 AP

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
=====						
01-0219		QUILL CORPORATION				
I-7795545		FILE FOLDERS	75.04			
9/15/2015	AP-US	DUE: 9/15/2015 DISC: 9/15/2015		1099: N		
		FILE FOLDERS		01 5-01-714	OFFICE SUPPLIES	11.28
		FILE FOLDERS		01 5-02-714	OFFICE SUPPLIES	11.97
		FILE FOLDERS		01 5-03-795	SUPPLIES	1.50
		FILE FOLDERS		01 5-05-714	OFFICE SUPPLIES	6.77
		FILE FOLDERS		01 5-07-714	OFFICE SUPPLIES	18.74
		FILE FOLDERS		02 5-00-714	OFFICE SUPPLIES	10.51
		FILE FOLDERS		03 5-00-714	OFFICE SUPPLIES	6.00
		FILE FOLDERS		05 5-00-714	OFFICE SUPPLIES	8.27
=====						
I-7971056		3 RING BINDER,3 HOLE PUNCH	125.87			
9/15/2015	AP-US	DUE: 9/15/2015 DISC: 9/15/2015		1099: N		
		3 RING BINDER,3 HOLE PUNCH		01 5-01-714	OFFICE SUPPLIES	18.92
		3 RING BINDER,3 HOLE PUNCH		01 5-02-714	OFFICE SUPPLIES	20.08
		3 RING BINDER,3 HOLE PUNCH		01 5-03-795	SUPPLIES	2.51
		3 RING BINDER,3 HOLE PUNCH		01 5-05-714	OFFICE SUPPLIES	11.35
		3 RING BINDER,3 HOLE PUNCH		01 5-07-714	OFFICE SUPPLIES	31.44
		3 RING BINDER,3 HOLE PUNCH		02 5-00-714	OFFICE SUPPLIES	17.63
		3 RING BINDER,3 HOLE PUNCH		03 5-00-714	OFFICE SUPPLIES	10.06
		3 RING BINDER,3 HOLE PUNCH		05 5-00-714	OFFICE SUPPLIES	13.88
		=== VENDOR TOTALS ===	200.91			
=====						
01-0754		SANI-STAR				
I-3044		SANI-STAR LEASE SEPTEMBER 201	100.00			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		SANI-STAR LEASE SEPTEMBER 2015		01 5-05-718	LEASES	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-0100		SISTERS AREA CHAMBER OF COMMER				
I-08312015		TRT AUGUST 2015	31,239.23			
9/30/2015	AP-US	DUE: 9/30/2015 DISC: 9/30/2015		1099: N		
		TRT AUGUST 2015		01 5-08-312	CHAMBER OF COMMERCE	31,239.23
		=== VENDOR TOTALS ===	31,239.23			
=====						
01-0157		SISTERS LOCK & KEY SERVICE				
I-10014		LOCK REPAIR	75.00			
9/22/2015	AP-US	DUE: 9/22/2015 DISC: 9/22/2015		1099: Y		
		LOCK REPAIR		01 5-03-788	PWHQ MAINTENANCE	75.00
		=== VENDOR TOTALS ===	75.00			

pg 12 of 14

PACKET: 02393 10/08/2015 AP  
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
01-0144		RESERVE ACCOUNT					
I-09182015		RESERVE ACCOUNT POSTAGE	200.00				
9/18/2015	AP-US	DUE: 9/18/2015 DISC: 9/18/2015		1099: N			
		RESERVE ACCOUNT POSTAGE		01 5-01-714	OFFICE SUPPLIES		30.06
		RESERVE ACCOUNT POSTAGE		01 5-02-714	OFFICE SUPPLIES		31.90
		RESERVE ACCOUNT POSTAGE		01 5-03-795	SUPPLIES		3.99
		RESERVE ACCOUNT POSTAGE		01 5-05-714	OFFICE SUPPLIES		18.04
		RESERVE ACCOUNT POSTAGE		01 5-07-714	OFFICE SUPPLIES		49.96
		RESERVE ACCOUNT POSTAGE		02 5-00-714	OFFICE SUPPLIES		28.01
		RESERVE ACCOUNT POSTAGE		03 5-00-714	OFFICE SUPPLIES		15.99
		RESERVE ACCOUNT POSTAGE		05 5-00-714	OFFICE SUPPLIES		22.05
		=== VENDOR TOTALS ===	200.00				

01-0682		PMSI					
I-I0180794		ROAD SEALANT	3,810.00				
9/21/2015	AP-US	DUE: 9/21/2015 DISC: 9/21/2015		1099: N			
		ROAD SEALANT		03 5-00-749	STREET MAINTENANCE		3,810.00
		=== VENDOR TOTALS ===	3,810.00				

01-0034		PONDEROSA FORGE & IRONWORKS, I					
I-12869		METAL GRATES VG BBQ'S	103.60				
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: N			
		METAL GRATES VG BBQ'S		01 5-05-786	PARK MAINTENANCE		103.60
		=== VENDOR TOTALS ===	103.60				

01-0013		PONY EXPRESS					
I-261540		LUBA APPEAL SHIPPING	64.18				
9/18/2015	AP-US	DUE: 9/18/2015 DISC: 9/18/2015		1099: N			
		LUBA APPEAL SHIPPING		01 5-01-715	POSTAGE		64.18
		=== VENDOR TOTALS ===	64.18				

01-1		MISC VENDOR					
I-1012015		PURKAPILE, KEVIN: SP EVNT REFN	250.00				
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N			
		WEIDNER, TRACEY: SP EVENT REFND		01 2-00-162	DEPOSITS - SPECIAL EVENT		250.00
		=== VENDOR TOTALS ===	250.00				

pg 11 of 16

PACKET: 02393 10/08/2015 AP

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					
I-771388		LABELS	22.05			
9/16/2015	AP-US	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		LABELS		01 5-01-714	OFFICE SUPPLIES	3.31
		LABELS		01 5-02-714	OFFICE SUPPLIES	3.52
		LABELS		01 5-03-795	SUPPLIES	0.44
		LABELS		01 5-05-714	OFFICE SUPPLIES	1.99
		LABELS		01 5-07-714	OFFICE SUPPLIES	5.51
		LABELS		02 5-00-714	OFFICE SUPPLIES	3.09
		LABELS		03 5-00-714	OFFICE SUPPLIES	1.76
		LABELS		05 5-00-714	OFFICE SUPPLIES	2.43
		=== VENDOR TOTALS ===	22.05			
=====						
01-0016	ONE CALL CONCEPTS, INC.					
I-5090473		WATER/SEWER LOCATES	26.40			
9/30/2015	AP-US	DUE: 9/30/2015 DISC: 9/30/2015		1099: N		
		WATER LOCATES		02 5-00-770	WATER LOCATE SERVICE	13.20
		SEWER LOCATES		05 5-00-770	SEWER LOCATE SERVICE	13.20
		=== VENDOR TOTALS ===	26.40			
=====						
01-0164	OREGON ASSOCIATION OF WATER UT					
I-19476		MEMBERSHIP RENEWAL 15/16	485.80			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		MEMBERSHIP RENEWAL 15/16		02 5-00-733	DUES & SUBSCRIPTIONS	242.90
		MEMBERSHIP RENEWAL 15/16		05 5-00-733	DUES & SUBSCRIPTIONS	242.90
I-19588		SEWER EDUCATION-PB,DM	230.00			
9/29/2015	AP-US	DUE: 9/29/2015 DISC: 9/29/2015		1099: N		
		SEWER EDUCATION-PB,DM		05 5-00-740	EDUCATION	230.00
		=== VENDOR TOTALS ===	715.80			
=====						
01-0991	OREGON LODGING TAX					
I-09302015		OREGON LODGING TAX 3RD QTR 15	586.45			
9/30/2015	AP-US	DUE: 9/30/2015 DISC: 9/30/2015		1099: N		
		OREGON LODGING TAX 3RD QTR 15		01 2-00-163	STATE ROOM TAX PAYABLE	617.32
		OREGON LODGING TAX 3RD QTR 15		01 4-00-362	REFUNDS/REIMBURSEMENTS	30,87CR
		=== VENDOR TOTALS ===	586.45			

pg 10 of 16

PACKET: 02393 10/08/2015 AP

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-311360		VG IRRIGATION REPAIRS-PVC PIP	13.74			
9/25/2015	AP-US	DUE: 9/25/2015 DISC: 9/25/2015		1099: N		
		VG IRRIGATION REPAIRS-PVC PIPE		01 5-05-786	PARK MAINTENANCE	13.74
I-311521		HOSE WASHERS, PAPER TOWELS	10.97			
9/25/2015	AP-US	DUE: 9/25/2015 DISC: 9/25/2015		1099: N		
		HOSE WASHERS, PAPER TOWELS		05 5-00-795	SUPPLIES	2.09
		HOSE WASHERS, PAPER TOWELS		02 5-00-795	SUPPLIES	2.31
		HOSE WASHERS, PAPER TOWELS		03 5-00-795	SUPPLIES	2.95
		HOSE WASHERS, PAPER TOWELS		01 5-05-795	SUPPLIES	2.20
		HOSE WASHERS, PAPER TOWELS		01 5-03-795	SUPPLIES	1.42
		--- VENDOR TOTALS ---	349.65			
01-1	MISC VENDOR					
I-10012015		MCCUSKER,DEBI:SP EVENT REFUND	250.00			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		MCCUSKER,DEBI:SP EVENT REFUND		01 2-00-162	DEPOSITS - SPECIAL EVENT	250.00
		--- VENDOR TOTALS ---	250.00			
01-0851	MOTION & FLOW CONTROL PRODUCTS					
I-6144746		POLY CAM FITTING-DEICER	8.59			
9/14/2015	AP-US	DUE: 9/14/2015 DISC: 9/14/2015		1099: N		
		POLY CAM FITTING-DEICER		03 5-00-796	VEHICLE MAINTENANCE	8.59
I-6158345		DE-ICER TRUCK PARTS	50.36			
9/28/2015	AP-US	DUE: 9/28/2015 DISC: 9/28/2015		1099: N		
		DE-ICER TRUCK PARTS		03 5-00-796	VEHICLE MAINTENANCE	50.36
		--- VENDOR TOTALS ---	58.95			
01-1	MISC VENDOR					
I-09172015		NATIONWIDE INS: PAYMENT ERROR	2,520.60			
9/17/2015	AP-US	DUE: 9/17/2015 DISC: 9/17/2015		1099: N		
		REIMBT ERROR-HYDRANT RPRS		02 4-00-362	REFUNDS/REIMBURSMENTS	2,520.60
		--- VENDOR TOTALS ---	2,520.60			

pg 9 of 16

PACKET: 02393 10/08/2015 AP

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-310348		WEEDING HAND TOOLS	11.98			
9/04/2015	AP-US	DUE: 9/04/2015 DISC: 9/04/2015		1099: N		
		WEEDING HAND TOOLS		05 5-00-746	SMALL TOOLS & EQUIPMENT	2.28
		WEEDING HAND TOOLS		02 5-00-746	SMALL TOOLS & EQUIPMENT	2.52
		WEEDING HAND TOOLS		03 5-00-746	SMALL TOOLS & EQUIPMENT	3.23
		WEEDING HAND TOOLS		01 5-05-746	SMALL TOOLS & EQUIPMENT	2.40
		WEEDING HAND TOOLS		01 5-03-746	SMALL TOOLS & EQUIPMENT	1.55
I-310519		HEDGE SHEARS, HAND TOOLS	49.98			
9/08/2015	AP-US	DUE: 9/08/2015 DISC: 9/08/2015		1099: N		
		HEDGE SHEARS, HAND TOOLS		05 5-00-746	SMALL TOOLS & EQUIPMENT	9.50
		HEDGE SHEARS		02 5-00-746	SMALL TOOLS & EQUIPMENT	10.50
		HEDGE SHEARS		03 5-00-746	SMALL TOOLS & EQUIPMENT	13.46
		HEDGE SHEARS		01 5-05-746	SMALL TOOLS & EQUIPMENT	10.00
		HEDGE SHEARS		01 5-03-746	SMALL TOOLS & EQUIPMENT	6.52
I-310567		MARKING PAINT	20.97			
9/09/2015	AP-US	DUE: 9/09/2015 DISC: 9/09/2015		1099: N		
		MARKING PAINT		01 5-05-795	SUPPLIES	20.97
I-310699		DRAIN-O	31.98			
9/11/2015	AP-US	DUE: 9/11/2015 DISC: 9/11/2015		1099: N		
		DRAIN-O		01 5-05-786	PARK MAINTENANCE	31.98
I-310983		SHRINK WRAP	47.98			
9/17/2015	AP-US	DUE: 9/17/2015 DISC: 9/17/2015		1099: N		
		SHRINK WRAP		05 5-00-795	SUPPLIES	9.12
		SHRINK WRAP		02 5-00-795	SUPPLIES	10.09
		SHRINK WRAP		03 5-00-795	SUPPLIES	12.92
		SHRINK WRAP		01 5-05-795	SUPPLIES	9.61
		SHRINK WRAP		01 5-03-795	SUPPLIES	6.24
I-311176		DRAIN CLEANER-BARCLAY PARK PN	49.97			
9/22/2015	AP-US	DUE: 9/22/2015 DISC: 9/22/2015		1099: N		
		DRAIN CLEANER-BARCLAY PARK PND		01 5-05-786	PARK MAINTENANCE	49.97
I-311283		GLOVES, SCISSORS	33.98			
9/24/2015	AP-US	DUE: 9/24/2015 DISC: 9/24/2015		1099: N		
		GLOVES, SCISSORS		05 5-00-795	SUPPLIES	6.46
		GLOVES, SCISSORS		02 5-00-795	SUPPLIES	7.14
		GLOVES, SCISSORS		03 5-00-795	SUPPLIES	9.15
		GLOVES, SCISSORS		01 5-05-795	SUPPLIES	6.80
		GLOVES, SCISSORS		01 5-03-795	SUPPLIES	4.43
I-311310		BATTERIES, HORNETS SPRAY	27.15			
9/24/2015	AP-US	DUE: 9/24/2015 DISC: 9/24/2015		1099: N		
		BATTERIES, HORNETS SPRAY		01 5-05-795	SUPPLIES	27.15

pg 8 of 16

PACKET: 02393 10/08/2015 AP  
 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
=====						
01-0017	HOYT'S HARDWARE					
I-429629		EYE BOLT-FIR ST PARK	15.48			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: N		
		EYE BOLT-FIR ST PARK		01 5-05-795	SUPPLIES	15.48
I-429663		EPOXY, CAULK GUN-FIR ST PARK	36.49			
9/01/2015	AP-US	DUE: 9/01/2015 DISC: 9/01/2015		1099: N		
		EPOXY, CAULK GUN-FIR ST PARK		01 5-05-795	SUPPLIES	36.49
I-430117		PWHQ CABINET	153.63			
9/04/2015	AP-US	DUE: 9/04/2015 DISC: 9/04/2015		1099: N		
		PWHQ CABINET		01 5-03-788	PWHQ MAINTENANCE	153.63
I-431061		CHALK	30.89			
9/16/2015	AP-US	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		CHALK		03 5-00-795	SUPPLIES	30.89
		=== VENDOR TOTALS ===	236.49			
=====						
01-0458	KNIFE RIVER					
I-1505475		ASPHALT	662.73			
9/15/2015	AP-US	DUE: 9/15/2015 DISC: 9/15/2015		1099: N		
		ASPHALT		02 5-00-779	WATER SYSTEM REPAIRS	662.73
I-1506606		ASPHALT	116.80			
9/18/2015	AP-US	DUE: 9/18/2015 DISC: 9/18/2015		1099: N		
		ASPHALT		03 5-00-749	STREET MAINTENANCE	116.80
		=== VENDOR TOTALS ===	779.53			
=====						
01-1	MISC VENDOR					
I-09302015		LEWIS, DONNA:CG REFUND	60.00			
9/23/2015	AP-US	DUE: 9/23/2015 DISC: 9/23/2015		1099: N		
		LEWIS, DONNA:CG REFUND		01 4-00-312	PARK USERS FEE	55.05
		LEWIS, DONNA:CG REFUND		01 4-00-303	TRANSIENT ROOM TAX	4.40
		LEWIS, DONNA:CG REFUND		01 2-00-163	STATE ROOM TAX PAYABLE	0.55
		=== VENDOR TOTALS ===	60.00			
=====						
01-0011	LUTTON'S HARDWARE					
I-310294		PINESOL, STAINLESS STEEL CLEAN	50.95			
9/03/2015	AP-US	DUE: 9/03/2015 DISC: 9/03/2015		1099: N		
		PINESOL, STAINLESS STEEL CLEAN		01 5-05-786	PARK MAINTENANCE	50.95

pg 7 of 16

PACKET: 02393 10/08/2015 AP  
 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
=====							
01-0681		FLINT TRADING INC.					
I-188171		THERMO PLASTIC	5,469.98				
9/12/2015	AP-US	DUE: 9/12/2015 DISC: 9/12/2015		1099: N			
		THERMO PLASTIC		03 5-00-749	STREET MAINTENANCE		5,469.98
		=== VENDOR TOTALS ===	5,469.98				
=====							
01-0029		H. D. FOWLER COMPANY					
C-C368183		RETURN 1" FOR BALL JOINT	198.87CR				
9/25/2015	AP-US	DUE: 9/25/2015 DISC: 9/25/2015		1099: N			
		RETURN 1" FOR BALL JOINT		02 5-00-788	METERS & PARTS		198.87CR
I-I4036636		WATER LINE REPAIRS-ADMAMS ST	236.51				
9/14/2015	AP-US	DUE: 10/10/2015 DISC: 10/10/2015		1099: N			
		WATER LINE REPAIRS-ADMAMS ST		02 5-00-779	WATER SYSTEM REPAIRS		236.51
I-I4037018		WATER REPAIRS PARTS	1,666.71				
9/10/2015	AP-US	DUE: 10/10/2015 DISC: 10/10/2015		1099: N			
		WATER REPAIRS PARTS		02 5-00-779	WATER SYSTEM REPAIRS		1,666.71
I-I4037848		1" BALL JOINT	198.87				
9/15/2015	AP-US	DUE: 10/10/2015 DISC: 10/10/2015		1099: N			
		1" BALL JOINT		02 5-00-788	METERS & PARTS		198.87
I-I4041889		HYDRANT REPAIRS	562.62				
9/18/2015	AP-US	DUE: 10/10/2015 DISC: 10/10/2015		1099: N			
		HYDRANT REPAIRS		02 5-00-765	IMPROVEMENTS & REPAIRS		562.62
I-I4048243		METER BOX LIDS	193.69				
9/25/2015	AP-US	DUE: 10/10/2015 DISC: 10/10/2015		1099: N			
		METER BOX LIDS		02 5-00-788	METERS & PARTS		193.69
		=== VENDOR TOTALS ===	2,659.53				
=====							
01-0699		HCD					
I-2107942		HCD MASTER BILLING SEPT 2015	741.92				
9/30/2015	AP-US	DUE: 9/30/2015 DISC: 9/30/2015		1099: N			
		HCD MASTER BILLING SEPT 2015		01 5-08-309	CITY MANAGED ACCOUNTS		741.92
		=== VENDOR TOTALS ===	741.92				

pg 6 of 16

PACKET: 02393 10/08/2015 AP  
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
=====						
01-0832		CIRCLE OF FRIENDS				
I-09302015		SPECIAL EVENT DEPOSIT REFUND	250.00			
9/30/2015	AP-US	DUE: 9/30/2015 DISC: 9/30/2015		1099: N		
		SPECIAL EVENT DEPOSIT REFUND		01 2-00-162	DEPOSITS - SPECIAL EVENT	250.00
		=== VENDOR TOTALS ===	250.00			
=====						
01-0063		DCBS - FISCAL SERVICES				
I-09302015		GOV'T SURCHARGE 3RD QTR 2015	2,634.66			
9/30/2015	AP-US	DUE: 9/30/2015 DISC: 9/30/2015		1099: N		
		GOV'T SURCHARGE 3RD QTR 2015		01 5-07-302	STATE BUILDING FEES	2,634.66
		=== VENDOR TOTALS ===	2,634.66			
=====						
01-0582		DESCHUTES COUNTY				
I-08312015		PERMIT SERVICES AUGUST 2015	4,282.74			
9/30/2015	AP-US	DUE: 9/30/2015 DISC: 9/30/2015		1099: N		
		BLDG PERMIT SERVICES AUG 2015		01 5-07-300	BUILDING INSPECTIONS	3,965.30
		ELEC PERMIT SERVICES AUG 2015		01 5-07-301	ELECTRICAL INSPECTION	317.44
		=== VENDOR TOTALS ===	4,282.74			
=====						
01-0101		DESCHUTES COUNTY SHERIFF'S DEP				
I-10012015		SHERIFF SERVICES OCTOBER 2015	45,327.50			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: N		
		SHERIFF SERVICES OCTOBER 2015		01 5-06-783	DCSD - POLICING SERVICES	45,327.50
		=== VENDOR TOTALS ===	45,327.50			
=====						
01-1001		EDGE ANALYTICAL, INC.				
I-15-17442		WATER SAMPLES	839.00			
9/28/2015	AP-US	DUE: 9/28/2015 DISC: 9/28/2015		1099: N		
		WATER SAMPLES		02 5-00-775	LABORATORY FEES	839.00
I-15-19955		WATER SAMPLES	33.00			
9/28/2015	AP-US	DUE: 9/28/2015 DISC: 9/28/2015		1099: N		
		WATER SAMPLES		02 5-00-775	LABORATORY FEES	33.00
		=== VENDOR TOTALS ===	872.00			

pg 5 of 16

PACKET: 02393 10/08/2015 AP

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-8301186200-0915		LIBRARY OUTDOOR LIGHTING	57.59			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		LIBRARY OUTDOOR LIGHTING		01 5-03-743	ELECTRICITY	57.59
I-8301301000-0915		990 JANTZEN LN/LIFT STATION	28.26			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		990 JANTZEN LN/LIFT STATION		05 5-00-743	ELECTRICITY	28.26
I-8301339500-0915		SISTERS PARKWAY/RECYCLE	53.89			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		SISTERS PARKWAY/RECYCLE		01 5-03-743	ELECTRICITY	53.89
I-8301419900-0915		SUN RANCH DR WELL	1,583.85			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		SUN RANCH DR WELL		02 5-00-743	ELECTRICITY	1,583.85
I-8301614400-0915		E CASCADE DECORATIVE LIGHTING	27.62			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		E CASCADE DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY	27.62
I-8301715301-0915		1000 S LOCUST ST PW BLDG	146.75			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		1000 S LOCUST ST PW BLDG		01 5-03-743	ELECTRICITY	146.75
I-8301802201-0915		MAIN ST DECORATIVE LIGHTING	59.47			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		MAIN ST DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY	59.47
I-8301966001-0915		150 N FIR ST/FIR ST PARK	59.64			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		150 N FIR ST/FIR ST PARK		01 5-05-743	ELECTRICITY	59.64
		=== VENDOR TOTALS ===	9,483.52			
=====						
01-0965	CENTRAL OREGON ASPHALT SEALING					
I-1475		STREET SEALING	6,821.00			
9/23/2015	AP-US	DUE: 9/23/2015 DISC: 9/23/2015		1099: Y		
		STREET SEALING		03 5-00-749	STREET MAINTENANCE	6,821.00
		=== VENDOR TOTALS ===	6,821.00			

pg 4 of 16

PACKET: 02393 10/08/2015 AP

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-5024820101-0915		SISTERS HIGH WELL	1,490.48			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		SISTERS HIGH WELL		02 5-00-743	ELECTRICITY	1,490.48
I-5402923491-0915		FS1605 CHLORINE BLDG	37.45			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		FS1605 CHLORINE BLDG		02 5-00-743	ELECTRICITY	37.45
I-5431540100-0915		68105 PETERSON BURN RD	23.50			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		68105 PETERSON BURN RD		02 5-00-743	ELECTRICITY	23.50
I-8300033500-0915		CREEKSIDE CITY PARK	758.74			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY	758.74
I-8300170200-0915		W BARCLAY DR LIFT STATION	27.44			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		W BARCLAY DR LIFT STATION		05 5-00-743	ELECTRICITY	27.44
I-8300418800-0915		SEWER TREATMENT SHOP	85.53			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		SEWER TREATMENT SHOP		05 5-00-743	ELECTRICITY	85.53
I-8300435700-0915		HAROLD BARCLAY MEM PARK	137.45			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		HAROLD BARCLAY MEM PARK		01 5-05-743	ELECTRICITY	137.45
I-8300550700-0915		LARCH ST PARK	22.09			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		LARCH ST PARK		01 5-05-743	ELECTRICITY	22.09
I-8300593501-0915		5 PINE CAMPUS/LIFT STATION	29.32			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		5 PINE CAMPUS/LIFT STATION		05 5-00-743	ELECTRICITY	29.32
I-8300695200-0915		1000 S LOCUST ST GATE	22.91			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		1000 S LOCUST ST GATE		05 5-00-743	ELECTRICITY	22.91
I-8301018100-0915		520 E CASCADE AVE SISTERS CH	365.34			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		520 E CASCADE AVE SISTERS CH		01 5-03-743	ELECTRICITY	365.34
I-8301034600-0915		VETERANS PARK	33.90			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		VETERANS PARK		01 5-05-743	ELECTRICITY	33.90

pg 3 of 14

PACKET: 02393 10/08/2015 AP

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-10022015		ENGINEER SERVICES SEPT 2015	3,680.00			
10/01/2015	AP-US	DUE: 10/01/2015 DISC: 10/01/2015		1099: Y		
		ENGINEER SERVICES SEPT 2015		02 5-00-713	DEVELOPMENT REVIEW	168.00
		ENGINEER SERVICES SEPT 2015		05 5-00-713	DEVELOPMENT REVIEW	168.00
		ENGINEER SERVICES SEPT 2015		03 5-00-713	DEVELOPMENT REVIEW	84.00
		IFA UTILITY IMP		03 5-00-906	CAPITAL OUTLAY	540.00
		IFA UTILITY IMP		05 5-00-906	CAPITAL OUTLAY	540.00
		IOF BARCLAY IMP		03 5-00-906	CAPITAL OUTLAY	960.00
		CREEKSIDE CAMPGROUND		01 5-05-726	CONTRACTED SERVICES	110.00
		HOOD AVE UTILITY PROJECT		03 5-00-906	CAPITAL OUTLAY	550.00
		VILLAGE GREEN RESTROOMS		21 5-00-906	CAPITAL OUTLAY	560.00
		=== VENDOR TOTALS ===	3,680.00			
=====						
01-0716	BI-MART CORPORATION					
I-0314		CH CLEANING SUPPLIES	8.57			
9/29/2015	AP-US	DUE: 9/29/2015 DISC: 9/29/2015		1099: N		
		CH CLEANING SUPPLIES		01 5-03-785	MAINTENANCE CITY HALL	8.57
I-9180		YELLOW JACKET SPRAY	15.58			
9/22/2015	AP-US	DUE: 9/22/2015 DISC: 9/22/2015		1099: N		
		YELLOW JACKET SPRAY		01 5-03-785	MAINTENANCE CITY HALL	15.58
		=== VENDOR TOTALS ===	24.15			
=====						
01-0014	CENTRAL ELECTRIC COOP					
I-0005589700-0915		SISTERS SEWER TREATMENT	3,265.19			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		SISTERS SEWER TREATMENT		05 5-00-743	ELECTRICITY	3,265.19
I-0005591100-0915		ROPE LANE LIFT STATION	355.68			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		ROPE LANE LIFT STATION		05 5-00-743	ELECTRICITY	355.68
I-4602923513-0915		ELM/THREE CREEKS WELL	688.48			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		ELM/THREE CREEKS WELL		02 5-00-743	ELECTRICITY	688.48
I-4603150100-0915		VILLAGE GREEN RESTROOMS	100.86			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		VILLAGE GREEN RESTROOMS		01 5-05-743	ELECTRICITY	100.86
I-4630200101-0915		600 W HOOD	22.09			
9/20/2015	AP-US	DUE: 9/20/2015 DISC: 9/20/2015		1099: N		
		600 W HOOD		01 5-05-743	ELECTRICITY	22.09

pg 2 of 14

PACKET: 02393 10/08/2015 AP  
 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
=====						
01-0433	AQUA-TRONICS, INC.					
I-9487		WATER/SEWER LOCATOR REPAIR	328.82			
9/16/2015	AP-US	DUE: 9/16/2015 DISC: 9/16/2015		1099: N		
		WATER/SEWER LOCATOR REPAIR		02 5-00-740	EDUCATION	164.41
		WATER/SEWER LOCATOR REPAIR		05 5-00-740	EDUCATION	164.41
=== VENDOR TOTALS ===			328.82			
=====						
01-0018	BAXTER AUTO PARTS					
I-280513021		DEICER TRUCK-HEX NUT	2.16			
9/21/2015	AP-US	DUE: 10/15/2015 DISC: 10/10/2015	0.04CR	1099: N		
		DEICER TRUCK-HEX NUT		03 5-00-796	VEHICLE MAINTENANCE	2.16
I-280513098		DUMP TRUCK-OIL FILTER,COOLANT	89.37			
9/24/2015	AP-US	DUE: 10/15/2015 DISC: 10/10/2015	1.79CR	1099: N		
		DUMP TRUCK-OIL FILTER,COOLANT		02 5-00-796	VEHICLE MAINTENANCE	29.79
		DUMP TRUCK-OIL FILTER,COOLANT		03 5-00-796	VEHICLE MAINTENANCE	29.79
		DUMP TRUCK-OIL FILTER,COOLANT		05 5-00-796	VEHICLE MAINTENANCE	29.79
I-280513099		OIL FILTER-DUMP TRUCK	9.99			
9/22/2015	AP-US	DUE: 10/15/2015 DISC: 10/10/2015	0.20CR	1099: N		
		OIL FILTER-DUMP TRUCK		02 5-00-796	VEHICLE MAINTENANCE	3.33
		OIL FILTER-DUMP TRUCK		03 5-00-796	VEHICLE MAINTENANCE	3.33
		OIL FILTER-DUMP TRUCK		05 5-00-796	VEHICLE MAINTENANCE	3.33
I-280513338		WIPER BLADES	89.46			
9/24/2015	AP-US	DUE: 10/15/2015 DISC: 10/10/2015	1.79CR	1099: N		
		WIPER BLADES		01 5-03-796	VEHICLE MAINTENANCE	8.94
		WIPER BLADES		01 5-05-796	VEHICLE MAINTENANCE	23.26
		WIPER BLADES		02 5-00-796	VEHICLE MAINTENANCE	21.46
		WIPER BLADES		03 5-00-796	VEHICLE MAINTENANCE	23.26
		WIPER BLADES		05 5-00-796	VEHICLE MAINTENANCE	12.54
I-280513445		TRAILER HITCH PINO	7.74			
9/25/2015	AP-US	DUE: 10/15/2015 DISC: 10/10/2015	0.15CR	1099: N		
		TRAILER HITCH PINO		05 5-00-746	SMALL TOOLS & EQUIPMENT	1.47
		TRAILER HITCH PINO		02 5-00-746	SMALL TOOLS & EQUIPMENT	1.63
		TRAILER HITCH PINO		03 5-00-746	SMALL TOOLS & EQUIPMENT	2.08
		TRAILER HITCH PINO		01 5-05-746	SMALL TOOLS & EQUIPMENT	1.55
		TRAILER HITCH PINO		01 5-03-746	SMALL TOOLS & EQUIPMENT	1.01
=== VENDOR TOTALS ===			198.72			

pg 1 of 14

LICENSES: THRU ZZZZZZZZZZ

SORTED BY: LICENSE NUMBER

ORIGINATION DATES: 9/01/2015 TO 9/30/2015

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
001116	CONTR	INDUSTRIAL LIGHT & ENERGY INC	19804 141ST PL NE	OUTSIDE
001117	RES	SUTTLE TEA, LLC	450 E CASCADE AVE	INSIDE
001118	RETAIL	WANDER NW KIDS	161 E CASCADE AVE #8	INSIDE
001121	LNDSC	NARROW GATE LAWN CARE, LLC	736 NW NEGUS LN	OUTSIDE

TOTAL LICENSES: 4



# Work Plan

October 2015

# City of Sisters

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## 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
  - Supplemental Budget – October 8
- 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 – Revisions being drafted, CC will follow with public outreach
- 2014-15 CAFR
- Surplus, combine with PW list and present to Council for approval to liquidate / dispose – DONE
- Review 2014/15 year-end financials with Council at next available workshop – October 1
- Create a presentation and proposal to develop Online Reservations System for Creekside Campground

# City of Sisters

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## Community Development:

- Existing Applications; FP 14-05 Peaks @ Pine Meadow (8 lots); FP 11-01 MMV Phase 1 final plats (15 lots); SP 15-03 FFE and Retail/Commercial Bldg (on hold); SUB 15-03 Kuivato @ SRR (35 lots); FP 15-04 Clear Pine Final Plats Phase (14 lots); MOD 15-06 Clear Pine (SUB); TUP 14-02 appeal to LUBA;
- Development Code revisions: TA 15-02 PMV PUD addition, TA 15-03 - Others; Formula Foods Establishments
- Long range planning and studies: Affordable Housing Working Group, Urbanization Study/Housing Needs Analysis; 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 – 103 weed abatement/ladder fuel reduction cases with 87 completed; Grants: DLCD TA Grant-due Sept 30; Urban Renewal Grants - 12 agreements signed, notice of revised agreement conditions sent out; Trash Enclosure Grants - accepting more applications
- PC and Other Boards: Vacancies - Urban Forestry Board – Need one more, open until filled
- Planning Commission and City Council Agendas:
  - Oct 15 PC: TA #15-03 and MOD #15-06 for Clear Pine SUB
  - Oct 22 CC: ZC #15-02 and TA #15-02 Pine Meadow Village
- City Parks Advisory Board
  - October 7
    - Maintenance updates
    - Creekside Campground Master Plan review and recommendation to CC
    - 2015 City Parks Master Plan - ongoing review to update 2010 Plan

# 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 Restroom Improvements – Grant awarded, Project Development Spring 2015, Restroom Ordered. 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 done, working ODOT on design / construction staging and minimizing impact on west side and downtown businesses
- Hood Avenue Improvements – Design complete, going to bid, in the next few weeks
- 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 awarded and construction will begin in October
- Work with DEQ to develop plan for long-term compliance and obtain their support for proposed Sewer System Master Plan - ongoing

# City of Sisters

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## 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

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## City Council:

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

- Improve Connectivity
  - ❖ Continue work with ODOT on roundabout project for Highway 20 - Done
  - ❖ Work on connectivity projects (Village Green to Petersen Ridge Trailhead and Village Green Park to Sisters Airport)
  
- Improve Public Outreach
  - ❖ Reinstate CCI and establish clear direction for its purpose
  - ❖ Conduct Surveys to find out how a majority of citizens and businesses feel - Done
  - ❖ Utilize Sisters local radio station
  - ❖ Establish guidelines for processing future capital projects – Who, What, Where, When and Why - Done





**Meeting Date:** October 8, 2015

**Staff:** Lynne Fujita-Conrads

**Type:** Regular Meeting

**Dept:** Finance

**Subject:** Supplemental Budget – FY 2015-16

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**Action Requested:** Conduct a public hearing and consider the approval of Resolution No. 2015-22: A RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE FY 2015/16 BUDGET.

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**Background:**

Budget adjustments are permitted under Oregon Revised Statute 294.471. Per Oregon Revised Statute 294.473(1)(b), if total fund expenditures change by more than ten percent, or a new appropriation category is created, a notice of a public meeting and the proposed budget adjustments need to be published at least 5 days prior to the meeting. The public notice appeared in the NuggetNews on September 30, 2015.

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

- Transfer \$210,000 to the Street Fund from the General Fund's Strategic Reserve for the Hood Avenue Improvement Project and an increase in Capital Outlay in the Street Fund.
- Increase of \$10,000 in Parks Contracted Services for the Creekside Campground Traffic Study. This project was budgeted in FY 14/15 but services will not be completed until FY 15/16.
- Increase Capital Outlay in the Water Fund for Edge of the Pines Hydrant Improvements. This project was also budgeted in FY 14/15 and completed in FY 15/16.
- Reclassification of a Utility Technician I to Maintenance Supervisor. This reclass will be \$9,500 for the remainder of the fiscal year. The increase is allocated to the General Fund, Water, Streets, and Sewer Funds.
- Staff is proposing to make additional principal payments for the Lazy Z and City Hall loans. The maximum prepayment allowed without penalty is 10% of the outstanding principal of the loan. The Lazy Z prepayment will be \$96,200 which is disbursed from the Sewer SDC Fund. The prepayment on the City Hall loan will be \$66,600. Transfers will be made from the General, Water, Streets, and Sewer Funds and disbursed from of the City Hall Debt Service Fund.

A prepayment of the Urban Renewal Agency loan will also be made in October. This disbursement was included in the FY 15/16 Budget.

**Financial Impact:**

Net increase of \$582,800 in appropriations.

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**Attachment(s):**

Attachment A – Resolution No. 2015-22

Attachment B – Supplemental Budget Worksheet

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**Concurrence:** CM: \_\_\_\_\_ FIN: JK PW: [Signature] CDD: PD

# ATTACHMENT A

## RESOLUTION NO. 2015-22

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

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

### RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET

BE IT RESOLVED that the City Council of the City of Sisters hereby adopts the supplemental budget for fiscal year 2015/16 in the amount of **\$582,800**. This budget is now on file at 520 E. Cascade Ave., in Sisters, Oregon.

### RESOLUTION MAKING APPROPRIATIONS

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

#### General Fund

Maintenance	\$ 1,000
Parks	11,000
Transfers	240,000
Operating Contingency	( 42,000)
Total	\$ 210,000

#### Water Fund

Personnel Services	\$ 2,000
Capital Outlay	2,500
Transfers	11,300
Operating Contingency	(15,800)

#### Street Fund

Personnel Services	\$ 4,500
Capital Outlay	210,000
Transfers	9,300
Operating Contingency	(13,800)
Total	\$ 210,000

#### Sewer Fund

Personnel Services	\$ 1,000
Transfers	16,000
Operating Contingency	(17,000)

**ATTACHMENT A**

**Sewer SDC Fund**

Debt Service \$ 96,200

**City Hall Debt Service**

Debt Service \$ 66,600

**SECTION THREE:** This resolution is hereby approved and adopted by the Sisters City Council and approved by the Mayor on this 8th day of October 2015.

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

\_\_\_\_\_  
Nancy Connolly, Councilor

\_\_\_\_\_  
Amy Burgstahler, Councilor

\_\_\_\_\_  
David Asson, Councilor

\_\_\_\_\_  
Councilor

**ATTEST:**

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

City of Sisters  
Supplemental Budget Worksheet  
FY 2015/16

FUND CATEGORY	ACCOUNT #	REVENUE / EXPENSE DESCRIPTION	REASON	ADOPTED BUDGET	PROPOSED SUPPL.	REVISED BUDGET
<b>GENERAL FUND</b>						
Strategic Reserve	01-5-00-425	Strategic Reserve		1,089,491	(210,000)	879,491
Operating Contingency	01-5-00-400	Operating Contingency	Transfer to Street Fund	358,825	(42,000)	316,825
Transfers	01-5-00-600	Transfer to Other Funds	Transfer to Street Fund	0	210,000	210,000
Transfers	01-5-00-602	Transfer to City Hall Fund	Debt Service	25,100	30,000	55,100
Maintenance	01-5-03-533	Maintenance Supervisor	Reclassification	0	1,000	1,000
Parks	01-5-05-533	Maintenance Supervisor	Reclassification	0	1,000	1,000
Parks	01-5-05-726	Contracted Services	Campground Traffic Study	10,600	10,000	20,600
<b>WATER FUND</b>						
Operating Contingency	02-5-00-400	Operating Contingency		70,307	(15,800)	54,507
Transfers	02-5-00-602	Transfer to City Hall Fund	Debt Service	9,490	11,300	20,790
Personnel Services	02-5-00-533	Maintenance Supervisor	Reclassification	0	2,000	2,000
Capital Outlay	02-5-00-906	Capital Outlay	Edge of Pines Hydrant Improvements	18,860	2,500	21,360
<b>STREET FUND</b>						
Transfers	03-4-00-510	Transfer from General Fund		0	210,000	210,000
Operating Contingency	03-5-00-400	Operating Contingency		76,280	(13,800)	62,480
Transfers	03-5-00-602	Transfer to City Hall Fund	Debt Service	7,810	9,300	17,110
Personnel Services	03-5-00-533	Maintenance Supervisor	Reclassification	0	4,500	4,500
Capital Outlay	03-5-00-906	Capital Outlay	Hood Avenue Improvements	406,152	210,000	616,152
<b>SEWER FUND</b>						
Operating Contingency	05-5-00-400	Operating Contingency		65,826	(17,000)	48,826
Transfers	05-5-00-602	Transfer to City Hall Fund	Debt Service	13,400	16,000	29,400
Personnel Services	05-5-00-533	Maintenance Supervisor	Reclassification	0	1,000	1,000
<b>SEWER SDC FUND</b>						
Reserve for Future Expenditures	10-5-00-410	Reserves		575,035	(96,200)	478,835
Debt Service	10-5-00-822	Loan Payment	Early Payment of Principal	0	96,200	96,200
<b>CITY HALL DEBT SERVICE</b>						
Transfers	18-4-00-509	Transfer from Other Funds		30,700	36,600	67,300
Transfers	18-4-00-510	Transfer from General Fund		25,100	30,000	55,100
Debt Service	18-5-00-822	Loan Payment	Early Payment of Principal	0	66,600	66,600



**AGENDA ITEM SUMMARY**



**CITY OF SISTERS  
SISTERS CITY COUNCIL**

**Meeting Date:** October 8, 2015

**Staff:** Lynne Fujita-Conrads

**Type:** Regular Meeting

**Dept:** Finance

**Subject:** Pay Plan Classification

**Action Requested:** Discussion and Consideration of Resolution No. 2015-23: A RESOLUTION AMENDING THE PAY PLAN CLASSIFICATION FOR THE CITY OF SISTERS.

**Summary:**

The City's current budget includes appropriations for five Utility Technician I positions at Grade 15. Staff is proposing to reclassify a Utility Technician I to Maintenance Supervisor. This Pay Plan Classification creates the position of Maintenance Supervisor Grade 24.

**Financial Impact:**

The reclassification to Grade 24/Step I will be \$9,500 for the remainder of this fiscal year. The increase has been included in the proposed Supplemental Budget.

**Attachment(s):**

Attachment A – Resolution No. 2015-23

**Concurrence:** CM: \_\_\_\_\_ FIN: *ML* PW: *[Signature]* CDD: *PP*



**ATTACHMENT A**

**RESOLUTION NO. 2015-23**

**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
MAINTENANCE SUPV	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 October 8, 2015.

ADOPTED by the City Council of Sisters and APPROVED by the Mayor this 8<sup>th</sup> day of October, 2015.

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

Attest:

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



# AGENDA ITEM



## SUMMARY

## CITY OF SISTERS SISTERS CITY COUNCIL

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**Meeting Date:** October 8, 2015

**Staff:** Paul Bertagna

**Type:** Regular Meeting

**Dept:** PW

**Subject:** Public Improvement Acceptance – Clear Pine Phase I

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**Action Requested:**

Motion to accept public improvements for Clear Pine Phase I

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**Summary Points:**

- As one of the final steps in the construction of public improvements, the City Council formally accepts the improvements.
- The Public Works Department goes through a detailed checklist to ensure the Developer has met the requirements of the land use approval process as well as the Public Works requirements.
- The public improvements are ready to be accepted by the City of Sisters for perpetual operation and maintenance and start the one year warranty period.

**Financial Impact:**

Accepting these improvements means the City will perpetually operate and maintain this infrastructure.

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**Attachment(s):**

A. Final Acceptance Checklist

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





## City of Sisters

### Subdivision/Public Works Improvements Final Acceptance Checklist

Subdivision Name: Clear Pine Phase I

Developer: 3 Sisters Partners LLC

Contractor: Sage Ridge Inc

Checked Item	Approved/Date	N/A	Comments
<b>1. Easements</b>			
A) Accurate	<u>Yes</u>	<u>      </u>	<u>checked in Final Plat Review</u>
B) Special Items Installed	<u>Yes</u>	<u>      </u>	<u>Public access/utility easements</u>
C) Recorded	<u>Pending</u>	<u>      </u>	<u>Final Plat Recordation</u>
<b>2. Public Works Requirements</b>			
A) R.O.W. Dedications	<u>Pending</u>	<u>      </u>	<u>Final Plat Recordation</u>
B) Cost of Improvements			
1) Water	<u>Yes</u>	<u>      </u>	<u>Submitted (awaiting line item</u>
2) Sewer	<u>"</u>	<u>      </u>	<u>breakdown from Contractor)</u>
3) Streets	<u>"</u>	<u>      </u>	<u>      </u>
4) Sidewalks/curbs	<u>"</u>	<u>      </u>	<u>      </u>
5) Pumpstations		<u>N/A</u>	<u>      </u>
6) Others		<u>N/A</u>	<u>      </u>
C) DEQ UIC Approval letter		<u>N/A</u>	<u>No UIC's</u>
D) Land Use Decision	<u>6/26/15</u>	<u>N/A</u>	<u>SUB 15-01</u>
E) Pre-Construction	<u>7/8/15</u>	<u>      </u>	<u>      </u>
<b>3. Water System</b>			
<b>A) Water Mains</b>			
1) Correct Sizes	<u>Yes</u>	<u>      </u>	<u>650' of 8", 40' of 6" C900</u>
2) Chlorinated	<u>Yes</u>	<u>      </u>	<u>HD Fowler(HDF) 65 ppm</u>
3) Flushed	<u>Yes</u>	<u>      </u>	<u>HDF 70ppm</u>
4) Bacti Test Pass	<u>Yes</u>	<u>      </u>	<u>Umpqua Research</u>
5) Pressure Test Pass	<u>Yes</u>	<u>      </u>	<u>HDF</u>
<b>B) Valves</b>			
1) Nut Centered in Can	<u>Yes</u>	<u>      </u>	<u>checked during final walk-thru</u>



Checked Item	Approved/Date	N/A	Comments
2) Open Position	Yes		field verified by PW's Dept.
3) Quantity/Size	OK		per plans
4) Locations	OK		per plans
C) Services			
1) Meter Locations	OK		14
2) Meter Sizes	OK		1"
3) Meter Boxes (Types)	OK		Carson 1320's
4) Meter Height	OK		
5) Tracer Wire	OK		
D) Fire Hydrants			
1) Pressure Rating	OK		150 psi (1 Hydrant)
2) Make/Model	OK		Kennedy
3) Hydrant Valve Open	Yes		field verified by PW's Dept.
4) Correct Height	OK		
5) Bollards	OK		
6) Snow Flags	OK		
E) Irrigation Systems			
1) Locations		N/A	Private Irr. Has not been const.
2) Water Service(s)		N/A	1"
3) Backflow(s)		N/A	Private Irr. Has not been const.
F) Hot Taps	Yes		8" on Lundgren Mill
4. Sewer System			
A) Sewer Mains			
1) Correct Sizing	Yes		445' of 8" D3034
2) Cleaned and Flushed	Yes		Sage Ridge
3) Air Test/Passed	Yes		Sage Ridge. (verified by Eng.)
4) T.V. Test/Passed	Yes		City of Sisters (Repair noted)
5) Mandrel/Passed	Yes		Sage Ridge (verified by Eng.)
B) Manholes			
1) Quantity	OK		2- 48"
2) Locations	OK		Per plans
3) Grouted	Yes		
4) Cleaned	Yes		
5) Locate Wire(s)	Yes		
6) Vacumn Test/Passed	Yes		Ferguson (2nd Test Passed)
C) Laterals			
1) Correct Sizing	Yes		(13) 4" services
2) Cleaned and Flushed	Yes		
3) Every lot is served	Yes		
4) Brooks Boxes	Yes		



Checked Item	Approved/Date	N/A	Comments
5) Locate Wire(s)	OK		
6) Locations	OK		
7) T.V. Test	Yes		City of Sisters
D) Mainline Cleanouts			
1) Quantity	OK		(1) End of Tall Fir
2) Locations	OK		
3) Concrete Poured		N/A	In Asphalt
4) Locate Wire	OK		
5. Stormwater			
A) Drainage Swails			
1) Depth/Width	OK		
2) Drain Material	OK		18" Topsoil verified
3) Cover Material	OK		1 1/2-3" Round & Crushed Rock
B) Detention Areas			
1) Capacity		N/A	
2) Geo-Fabric		N/A	
3) Areas Cleaned		N/A	
4) Access for Maint.		N/A	
C) Curb Inlets/Outlets			
1) Locations		N/A	
2) Quantity		N/A	
3) Clean of Debris		N/A	
D) Catch Basins			
1) Locations		N/A	
2) Quantity/Size		N/A	
3) Cleaned		N/A	
E) Drywells			
1) Locations		N/A	
2) Quantity		N/A	
3) Cleaned		N/A	
4) Grouted		N/A	
5) Tested		N/A	
6. Streets			
A) Sidewalks/Curbs			
1) Quantity	OK		6' sidewalks on all public streets
2) Alignment	OK		
3) Joint Spacing	OK		
4) Backfilled Edge	Yes		
5) Clean	Yes		
6) ADA Ramps	OK		Truncated Domes (yellow)
B) Asphalt			



Checked Item	Approved/Date	N/A	Comments
1) Quantity	OK		Paved 9/22 & 23/2015 (3" depth)
2) Laying Temps	"		HMAC Tested by Carlson
3) Infra-red Patches		N/A	
4) Edge Rock	"		
5) Clean	"		
C) Street Trees			
1) Quantity	OK		(35) Bonded for trees
2) Locations	"		
7. Final Walk-Thru			
A) Punchlist	9/28/15		
B) Punchlist Items fixed	10/1/15		
8. As-Builts			
A) Accuracy	OK		
B) Special Items Installed	Yes		Sewer Main Repair
C) Re-submitted/Approved		N/A	
9. Letter of Completion			
A. Bond Reduction	Pending		Council acceptance
B. 10% Warrant Bond Rec'd	Yes		
C. 1yr Warranty Begins	Pending		Council acceptance
10. Warranty Approval			
A. 11 month walkthru			
B. 11 month T.V.			
C. Warrany Items fixed			
D. 10% Bond Released			
Subdivision Approved By:			Date:

REGULAR MEETING MINUTES  
SISTERS URBAN RENEWAL AGENCY BOARD  
520 E. CASCADE AVENUE  
JUNE 25, 2015

**MEMBERS PRESENT:**

Chris Frye Board Chair  
David Asson Board Member  
Wendy Holzman Board Member  
Nancy Connolly Board Member

**STAFF PRESENT:**

Andrew Gorayeb Agency Manager  
Steve Bryant City Attorney  
Patrick Davenport CDD Director  
Lynne Fujita-Conrads Finance Office  
Kathy Nelson Agency Recorder

**ABSENT:**

Paul Bertagna PW Director

**I. CALL TO ORDER**

The meeting was called to order by Chair Frye at 8:40 p.m.

**II. CONSENT AGENDA**

A. Minutes

1. March 26, 2015 – Board
2. April 02, 2015 - Board
3. April 09, 2015 - Board
4. May 07, 2015 – Board
5. May 27, 2015 – Budget Committee

*Board Member Holzman moved to approve the consent agenda. Board Member Asson seconded the motion. The motion carried unanimously.*

**III. AGENCY BUSINESS**

**A. Public Hearing and Consideration of Resolution No. URA 2015-03: A RESOLUTION ADOPTING THE BUDGET FOR FISCAL YEAR 2015-16 ESTABLISHING THE TAX INCREMENT AUTHORITY, MAKING APPROPRIATIONS AND COLLECTING 100% OF THE DIVISION OF TAX**

**Finance Officer Fujita-Conrads** stated the resolution was to adopt the budget approved and forwarded by the Urban Renewal Agency Budget Committee.

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

*Board Member Holzman moved to approve the Resolution No. URA 2015-03 adopting the budget for fiscal year 2015-16, establishing the tax increment authority, making appropriations and collecting 100% of the tax. Board Member Asson seconded the motion. The motion carried unanimously.*

**IV. ADJOURN – 8:42 p.m.**

Respectfully submitted,

  
Kathy Nelson, Agency Recorder

\_\_\_\_\_  
Chris Frye, Board Chair





**Meeting Date:** October 8, 2015

**Staff:** Lynne Fujita-Conrads

**Type:** Regular Meeting

**Dept:** Finance

**Subject:** Appropriation Transfer

**Action Requested:** Discussion and Consideration of Resolution No. 2015-04: A RESOLUTION OF THE SISTERS URBAN RENEWAL AGENCY AUTHORIZING THE TRANSFER OF FY 2015-16 BUDGET APPROPRIATIONS WITHIN FUNDS.

**Background:**

Oregon Revised Statute 294.463(1) allows for the transfer from one existing appropriation category to another within the same fund. Contingency transfers are allowed up to 15% of the total appropriations of the fund.

- A transfer will be made to Capital Outlay for Chamber ADA and Landscaping Improvements in the amount of \$30,000. This project was budgeted for in FY 14/15, but will be completed in FY 15/16.

**Financial Impact:**

No increase in appropriations.

**Attachment(s):**

Attachment A – Resolution No. 2015-04

**Concurrence:** CM: \_\_\_\_\_ FIN: YAC PW: [Signature] CDD: PD



**ATTACHMENT A**

**RESOLUTION NO. 2015-04**

**A RESOLUTION OF THE SISTERS URBAN RENEWAL AGENCY  
AUTHORIZING THE TRANSFER OF FY 2015-16 BUDGET APPROPRIATIONS  
WITHIN FUNDS.**

**WHEREAS**, the Sisters Urban Renewal Agency desires to transfer FY 2015-16 budget appropriations between categories within the Urban Renewal Project Fund to align appropriations with the adopted budget and the nature of planned expenditures; and

**WHEREAS**, ORS 294.463(1) allows for transfers of appropriations within a fund when authorized by resolution of the governing body of a municipal corporation; and

**WHEREAS**, there will be no net change in the total of all appropriations; and

**WHEREAS**, no new appropriation categories will be created; and

**WHEREAS**, transfers of operating contingency appropriations are less than 15% of the total appropriations of the fund contained in the original budget adopted by the governing body of the municipal corporation for the fiscal year;

**WHEREAS**, additional expenditures are needed for Chamber Building ADA and Landscaping Improvements;

**NOW, THEREFORE, BE IT RESOLVED** that the following transfer of appropriations between categories within the Urban Renewal Project Fund is authorized for the 2015-16 Budget:

Capital Outlay	\$30,000
Operating Contingency	(30,000)

This resolution is hereby approved and adopted by the Sisters Urban Renewal Agency Board on this 8th day of October 2015.

\_\_\_\_\_  
Chris Frye, Chair

\_\_\_\_\_  
David Asson, Board Member

\_\_\_\_\_  
Nancy Connolly, Board Member

\_\_\_\_\_  
Amy Burgstahler, Board Member

\_\_\_\_\_  
Board Member

# ATTACHMENT A

ATTEST:

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

## Sisters City Council – 2015 Agenda Calendar

Oct 15	8:00 a.m. Special Meeting 8:10 a.m. Workshop	Bid Award – Hood Avenue Improvements Water/Sewer Rates Review Trans Merch/Bus Lic/Pub Event
Oct 22	6:00 p.m. Workshop 7:00 p.m. Regular Meeting	Joint w/s County Commissioners Brook Jackson, SOLE request Creekside Overnight Park Master Plan Review and Approval PMV Text Amendment Public Comment- Trans Merch/Bus Lic/Pub Event
Oct 29	Workshop Time (tentative)	CC/PC Joint workshop- Comp Plan and Affordable Housing
Nov 05	8:00 a.m. Workshop	Review Public Input – Trans Merch/Bus Lic/Pub Event Review DC Text Amendments
Nov 12	6:00 p.m. Workshop 7:00 p.m. Regular Meeting	Andrew Spreadborough – CET Funding Tentative – Adopt Housing Policies MOD 15-05 Clear Pine Subdivision Pre-approve 2 <sup>nd</sup> A/P for month 1st Reading – Ord TM/Pub Evt/Bus Lic
Nov 19	8:00 a.m. Workshop	
Nov 26	Thanksgiving	No Meeting
Dec 03	8:00 a.m. Workshop	
Dec 10	6:00 p.m. Workshop 7:00 p.m. Regular Meeting (Amy gone)	Auditor’s report FY 2014/15 Pre-approve 2 <sup>nd</sup> A/P for month 2 <sup>nd</sup> reading ORD – TM/Bus Lic/Pub Evnt
Dec 17	8:00 a.m. Workshop	
Dec 24	Christmas Eve	No Meeting

To Schedule:  
Kiosk Update

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