AGENDA

CITY OF SISTERS
SISTERS CITY COUNCIL

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

OCTOBER 27, 2016

6:00 p.m. WORKSHOP

1. Interim City Manager Contract Review – *R. Allen*

2. Other Business – *Staff/Council*

7:00 P.M. CITY COUNCIL REGULAR MEETING

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. VISITOR COMMUNICATION

III. CONSENT AGENDA

A. Minutes
   1. October 13, 2016- Workshop
   2. October 13, 2016 – Regular Meeting

B. Bills to Approve
   1. October Accounts Payable

C. Liquor License Approval – Wild Roots Vodka

IV. STAFF REPORTS

A. Deschutes County Sheriff's Office

V. COUNCIL BUSINESS

A. Discussion and Consideration of a Motion to Approve the Request for Proposals (RFP) for Permanent City Manager Recruitment Services - *R. Allen*

VI. OTHER BUSINESS

VII. MAYOR/COUNCILOR BUSINESS

VIII. ADJOURN

This agenda is also available via the Internet at **www.ci.sisters.or.us**
The meeting location is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting by calling Kathy Nelson, City Recorder, at the number below.
520 E. Cascade Ave. – P.O. Box 39, Sisters, OR 97759 – 541-323-5213

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 13, 2016

MEMBERS PRESENT:		**STAFF PRESENT:**	
Nancy Connolly	Council President	Rick Allen	City Manager
Amy Burgstahler	Councilor	Jeremy Green	City Attorney
Andrea Blum	Councilor	Paul Bertagna	PW Director
Chuck Ryan	Councilor	Patrick Davenport	CDD Director
		Joe O'Neill	Finance Office
ABSENT:		Kathy Nelson	City Recorder
David Asson	Councilor		

The workshop was called to order by Council President Connolly at 5:30 p.m.

1. City Council Appointment Interview and Deliberation

Candidate Chuck Ryan was asked and answered a series of questions related to being a City Council member. The **Council** discussed issues of communication, the importance of the Council being a team, stability, how to strategize, and the importance of process in city government. The **Council** was supportive of Mr. Ryan being appointed to the Council and **Mr. Ryan** stated he would like to begin serving his term as soon as possible.

2. System Development Charge (SDC) Waivers for Affordable Housing

City Attorney Green reviewed the circumstance under which system development charges (SDC's) could be waived per the City's Charter, which included the requirement the home be kept affordable for income-qualified persons for a period of 50 years. He stated the draft documents before the Council were written to ensure the City was protected if those terms were not being met at any time during that 50 year period. The documents included a SDC waiver agreement between the City and the agency providing the affordable housing, a trust deed and security agreement that would be recorded against the property, and a memorandum of agreement between the City and agency providing the affordable housing. He stated while the documents had been designed specifically for use with Housing Works and Habitat for Humanity, they could be used with any affordable housing provider. He stated he was expecting feedback from Mr. Kemper, Executive Director of Housing Works, regarding the documents also.

City Attorney Green stated homes would be sold to other income qualifying parties and if they were not, all of the original SDC fees would become due. He stated Housing Works would manage the affordable housing compliancy requirements.

Councilor Blum asked how waiving fees would be handled in the budget. **Finance Officer O'Neill** replied he had conferred with the City's auditors, the Department of Revenue and the City of Bend's Housing Manager Jim Long and been informed the City could handle the waivers in the budget any way it chose as there was no precedent. **City Manager Allen** noted the

Council had verbally committed to close to $100,000 in SDC waivers for Housing Works single family dwellings in the Clear Pine development and upcoming homes to be built by Habitat for Humanity.

3. Other Business

City Manager Recruitment

City Manager Allen distributed a draft timeline for the recruitment of a permanent City Manager. He stated he felt it would be in the City's best interest to use a professional recruitment service as it was vitally important to get the right candidate. He stated the request for proposal (RFP) would be drafted and then advertised in order for the Council to begin the process of developing the profile of the type of candidate it was seeking. He stated another advantage to using a professional recruitment service was they were already familiar with many candidates and their backgrounds. He stated the recruitment firm would perform the initial screening of applicants for the City. He anticipated the entire process could take up to eight months and would likely cost about $20,000. He noted that if the person chosen for the position did not stay for a year, most recruitment companies would perform the second round of recruitment at no additional cost. He reported the RFP would come before the Council for approval in the next few weeks.

City Manager Allen stated as a secondary element of the recruitment process, his contract as Interim City Manager would need to be renewed since the Charter stated an interim city manager could only hold a term of six months or less. He stated the City Attorney would craft the document for an additional six month with the caveat that he would leave the position sooner if necessary, once a permanent city manager was on board.

Training Sessions

City Manager Allen stated training with the League of Oregon Cities (LOC) staff could be scheduled once the elections were completed and would include straining sessions for both the Council and key staff members. He stated he would also schedule some sessions for the directors on performing staff evaluations. **Councilor Blum** suggested the Council sessions include some training on basic land use laws.

The meeting was adjourned at 6:34 p.m.

Kathy Nelson

Kathy Nelson, City Recorder

Nancy Connolly, Council President

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 13, 2016

MEMBERS PRESENT:

Nancy Connolly	Council President
Amy Burgstahler	Councilor
Andrea Blum	Councilor
Chuck Ryan	Councilor

ABSENT:

David Asson	Councilor

STAFF PRESENT:

Rick Allen	City Manager
Jeremy Green	City Attorney
Paul Bertagna	PW Director
Patrick Davenport	CDD Director
Joe O'Neill	Finance Office
Kathy Nelson	City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Council President Connolly at 7:00 p.m.

II. COUNCILOR APPOINTMENT

Councilor Blum *moved to appoint Chuck Ryan to the City Council to complete the term of Chris Frye that expires on December 31, 2016.* ***Councilor Burgstahler*** *seconded the motion. The motion carried unanimously.*

III. OATH OF OFFICE FOR APPOINTED COUNCILOR

City Attorney Green administered the Oath of Office to Mr. Ryan and Council President Connolly welcomed him to the Council.

IV. VISITOR COMMUNICATION - None

V. CONSENT AGENDA

A. Minutes
   1. September 22, 2016 – Workshop
   2. September 22, 2016 – Regular Meeting

B. Bills to Approve
   1. October Accounts Payable

- Councilor Blum made a correction to the regular meeting minutes of September 22, 2016.
- The invoice in the amount of $525 to Sisters Art Association was to reimburse the association for software needed in the facilitation of the roundabout art piece.
- The performance bond release to Obsidian Property Management will be researched.

Councilor Burgstahler *moved to approve the consent agenda as amended with the correction to the minutes.* ***Councilor Blum*** *seconded the motion. The motion carried unanimously.*

VI. COUNCIL BUSINESS

A. Second Reading of Ordinance No. 471: AN ORDINANCE AMENDING THE CITY OF SISTERS DEVELOPMENT CODE, CHAPTER 4.6 CLUSTER DEVELOPMENTS, AND CHAPTER 4.2 SITE PLAN REVIEW, SECTION 4.2.200 APPLICABILITY

Councilor Blum *moved for the second reading, by title only, of Ordinance No. 471 amending the City of Sisters Development Code Chapter 4.6 Cluster Developments, and Chapter 4.2 Site Plan Review, Section 4.2.200 applicability.* ***Councilor Burgstahler*** *seconded the motion. The motion carried unanimously.*

City Attorney Green read Ordinance No. 471, by title only.

Councilor Blum *moved to adopt Ordinance No. 471.* ***Councilor Ryan*** *seconded the motion. The motion carried with a vote of three to one.* ***Councilor Blum, Councilor Ryan*** *and* ***Council President Connolly*** *voted in support of the motion and* ***Councilor Burgstahler*** *voted against the motion.*

B. Discussion and Consideration of Ordinance No. 472: AN ORDINANCE OF THE CITY OF SISTERS AMENDING ORDINANCE NO. 421, WHICH ORDINANCE GRANTED QUANTUM COMMUNICATIONS, LLC A NON-EXCLUSIVE FRANCHISE AND RIGHT TO PROVIDE TELECOMMUNICATIONS SERVICES IN THE CITY OF SISTERS, AND CONSENTING TO QUANTUM COMMUNICATIONS LLC'S ASSIGNMENT, AND LIGHTSPEED NETWORKS, INC.'S ASSUMPTION, OF ALL QUANTUM COMMUNICATION, LLC'S RIGHTS, INTERESTS, AND OBLIGATIONS ARISING OUT OF OR UNDER ORDINANCE NO. 421

City Attorney Green explained the ordinance was to authorize the assignment of the franchise from Quantum Communications to Lightspeed Networks. **Councilor Ryan** asked if due diligence was performed in these types of circumstances and whether it included a credit rating. **City Attorney Green** replied there was due diligence performed and the degree to which it was performed was based on the assignee. He stated Lightspeed Networks was a well-established entity and the company was assuming franchise agreements across the state. He advised he had no objections to the assignment and both companies were liable under the agreement.

Councilor Blum *moved for the first and second reading, by title only, of Ordinance 472.* ***Councilor Ryan*** *seconded the motion. The motion carried unanimously.*

City Attorney Green read Ordinance No. 472, by title only.

***Councilor Blum** moved to approve Ordinance No. 472, amending Ordinance No. 421, which ordinance granted Quantum Communications, LLC, a non-exclusive franchise and right to provide telecommunications services in the City of Sisters, and consenting to Quantum Communications LLC's, assignment and Lightspeed Networks, Inc.'s assumption of all Quantum Communication, LLC's rights, interests, and obligations arising out of or under Ordinance No. 421. **Councilor Burgstahler** seconded the motion. The motion carried unanimously.*

Councilor Blum noted the ordinance title had not been read twice and **City Attorney Green** replied it was unnecessary since the ordinance was adopted unanimously.

C. **Discussion and Consideration of a Motion** to Approve the Request for Proposal (RFP) for Water and Sewer Rates

Director Bertagna stated the request for proposal (RFP) was to look at water and sewer rates and rate methodology in order to create equity among residential and commercial users and generate sufficient revenue to finance the costs of utility operations, capital and operational reserves and any debt service for the systems. He reported staff had compiled a lot of data already which should reduce the effort needed, reduce costs and accelerate the timeline for the project. He stated staff would like one or two Council members to serve on the selection review committee.

Councilor Blum asked if previous increases had been determined with the aid of a consultant or performed in-house. **Director Bertagna** replied the City had done both in the past. He described how a consultant had initially been used for water rates and then a technical advisory committee had been appointed to review the Capital Improvement Plan (CIP) and eventually brought a recommendation back to the Council. Council had approved only a 4% increase at that time by pushing some capital projects out an additional five years. He explained with the sewer rates, the Council merely went back to charging the initial rate of $39 a month per equivalent dwelling unit (EDU) as a short term fix. He stated the $39 was what was charged when the sewer system was installed in 2001. **City Manager Allen** stated not adjusting rates to meet future needs was not a good thing. He stated Councils were always reluctant to raise rates but it was their job to set rates that would fund the systems. He added using a third party consultant with no agenda other than to review the data would insure the City ended up the correct rates for a sustainable program.

Councilor Burgstahler asked what the cost would be and **Director Bertagna** replied it was estimated it would cost in the range of $20,000 to $30,000 and the cost would be split between the water and sewer operating funds. **Councilor Blum** asked if the City had the ability to monitor sewer usage for commercial accounts every month. **Director Bertagna**

replied usage would be based off what went through the water meter. He stated the City would need to come up with a way to deal with big irrigators. He stated those accounts would likely need a separate water meter installed to measure the water used in irrigation, and the City would need to determine if the cost to install the meter would be borne by the City or the account holder . **Director Bertagna** noted the best way for the City to conserve water was by the rate structure it implemented. He stated users would monitor their usage is they knew they would be charged for each cubic foot of water. He stated citizens had benefitted initially from having a new sewer system but after 15 years it was time to make sure the infrastructure was properly maintained.

Council President Connolly reported Councilor Asson, who was unable to attend the meeting, had provided some input regarding the subject to her. She stated Councilor Asson indicated felt it was unnecessary to out-source the rate structure and methodology work and it could be handled in-house.

Councilor Burgstahler *moved to approve the RFP for water and sewer rates.* ***Councilor Blum*** *seconded the motion. The motion carried unanimously.*

Councilor Ryan stated he would be interested in serving on the selection review committee. **Council President Connolly** asked staff to contact Councilor Asson to see if he would also be interested in serving on the committee.

D. Discussion and Consideration of a Motion to Approve a Settlement and Release Agreement with Lisa Young

Councilor Blum *moved for the City of Sisters to enter into a settlement and release agreement with Lisa Young containing terms and conditions that are acceptable to the City Manager and City Attorney and providing the City Manager the authority to execute said document.* ***Councilor Burgstahler*** *seconded the motion. The motion carried.* ***Councilor Burgstahler, Councilor Blum*** *and* ***Council President Connolly*** *voted in favor of the motion.* ***Councilor Ryan*** *abstained from the vote as he was unfamiliar with the case.*

VII. OTHER BUSINESS

A. Deschutes County Sheriff Office

Patrol Lieutenant Biondi was in attendance and reported there were no major enforcement issues to report.

B. Marlow Litigation

City Attorney Green reported the court case appeal regarding the Marlow property located behind City Hall had been decided and the court found the City had not trespassed nor was the City required to pay the plaintiff's legal fees.

VIII. STAFF REPORTS

A. October Staff/Council Work Plan

Council President Connolly noted there were three land use applications for vacation rentals and Director Davenport confirmed vacation rentals were becoming more popular. He stated the Planning Commission was going to workshop the topic at its next meeting to consider time, place and manner restrictions. **Council President Connolly** asked if a vacation rental permit stayed with the land if the original property owner who applied for the sold the property. **Director Davenport** replied he thought the permit would stay with the land as long as it was valid even if the original applicant moved but that would be something he would need to confirm with legal counsel.

Councilor Blum asked if staff had looked at the work being performed on the previously abandoned home at the intersection of Elm and Washington. **Director Davenport** noted not all building improvements required a permit. **City Manager Allen** stated staff would pass the information on to the County Building Department as they were the ones that performed code enforcement on buildings and they could determine if there were any violations occurring.

Director Bertagna reported the City Engineer and staff had been working with the Department of Environmental Quality (DEQ) and had recently received its new Water Pollution Control Facilities (WPCF) permit. He explained that had come with conditions, one of which was to update the reclaimed water use plan. He reported when the DEQ regulator had come to inspect the Lazing Z proposed effluent phasing sites, the agent had approved all three phases which would provide the city effluent capacity until 2050 or later. He stated getting the approval for all three phases under the regulations in place today was a big bonus for the City. He stated the City was getting close to the design stage of the effluent expansion project and once that was completed, the City could go to Salem to look for funding.

Director Bertagna reported staff was close to completing the update on the Water Master Plan. He stated in looking at water rights, preliminary approval for the ground water rights for Well #2 had been received. He reported an update to the Water Conservation and Management Plan had been a requirements to get the final permit extension for ground water rights for an additional 20 years. He informed the Council the process for this extension had begun in the 1990's.

Councilor Blum stated that since the City had an updated Hazard Mitigation Plan it was eligible for Federal Emergency Management Agency (FEMA) grants and wondered if staff had looked into what types of grants might be available. **Director Bertagna** replied he had not looked into the grants so far and would be working with Sergeant Nathan Garibay, Deschutes County's Emergency Manager to research the options available.

Councilor Blum stated she had been asked by a constituent whether the City could provide bottle recycling at the recycling depot, for container with a deposit. **Director Bertagna** replied he was unsure if those types of facilities were privately owned or not and would need to research the matter to see how the centers were handled in other cities.

Council President Connolly questioned whether tokens could be used at the pay showers located at Village Green Park as opposed to quarters. She explained Family Access Network (FAN) had indicated it would be the agency's preference to give out tokens as opposed to quarters to those in need of the facilities She stated if not, she would request staff look into the option when the restroom improvement project at the overnight park occurred. **Director Bertagna** replied it was an option and had already been discussed with the camp hosts. **Council President Connolly** asked for a status update on the restroom improvement project and **Director Bertagna** replied the City had not received the intergovernmental agreement (IGA) yet. He stated he was hoping to receive it so the restroom building could be ordered prior to the end of the year.

Council President Connolly asked how campground fees compared to the previous year. **Finance Officer O'Neill** responded that revenue was up 3.6% when compared to the same timeframe of the previous year. He stated considering five sites had been removed, it indicated an increased use of the campground.

Councilor Blum questioned if there had ever been any inquiries from a natural gas provider about coming to Sisters. **Director Bertagna** replied there had not, but several years ago the City had been approached by a propane company. He stated the company determined the infrastructure needed to provide the service was not cost effective. **City Manager Allen** added it was too expensive to install infrastructure retroactively since it would not only require piping the gas from Redmond to Sisters, it would also require digging a line from the street to every property.

City Manager Allen reported the City had offered the position of City Recorder to a person to replace retiring City Recorder Nelson. He stated references were being checked and the announcement of the person would be forthcoming. He stated the person would begin November 10th in order to attend the regular Council meeting.

City Manager Allen reported he and Attorney Chrostek were working on the update of the Municipal Code including transient merchants and temporary use permits (TUP). He noted since a TUP required a land use process, which meant it included noticing requirements, the two topics would be reviewed separately.

City Recorder Nelson asked the Council that since it had five Council members, if it was interested in holding Mayor and Council President elections for individuals to serve for the remainder of the year. **City Attorney Green** confirmed with the Council the election was

not required per the City Charter. The **Council** decided since it was so close to the end of the year, they would continue to have Council President Connolly serve as the presiding officer.

B. New Business License Report for September 2016 – list included

IX. MAYOR/COUNCILOR BUSINESS - None

IX. ADJOURN –8:05 p.m.

Kathy Nelson, City Recorder

Nancy Connolly, Council President

PACKET: 02566 10/27/2016 AP
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-1053 ALLEN, RICK						
I-092016		LOC CONFERENCE REIMB	614.07			
10/01/2016	AP-US	DUE: 10/01/2016 DISC: 10/01/2016		1099: N		
		LOC CONFERENCE REIMB		01 5-01-789	MILEAGE/TRAVEL REIMBURSE	614.07
		=== VENDOR TOTALS ===	614.07			
01-0616 ASIFLEX						
I-09302016		ADMIN FEE SEPTEMBER 2016	11.25			
9/30/2016	AP-US	DUE: 9/30/2016 DISC: 9/30/2016		1099: N		
		ADMIN FEE SEPTEMBER 2016		01 5-02-727	PERMITS & FEES	11.25
		=== VENDOR TOTALS ===	11.25			
01-0018 BAXTER AUTO PARTS						
I-28-545198		WIPER BLADES FOR ALL PW VEH	256.28			
10/14/2016	AP-US	DUE: 11/15/2016 DISC: 11/10/2016	5.13CR	1099: N		
		WIPER BLADES FOR ALL PW VEH		01 5-03-796	VEHICLE MAINTENANCE	28.19
		WIPER BLADES FOR ALL PW VEH		01 5-05-796	VEHICLE MAINTENANCE	41.00
		WIPER BLADES FOR ALL PW VEH		02 5-00-796	VEHICLE MAINTENANCE	64.07
		WIPER BLADES FOR ALL PW VEH		03 5-00-796	VEHICLE MAINTENANCE	69.20
		WIPER BLADES FOR ALL PW VEH		05 5-00-796	VEHICLE MAINTENANCE	53.82
I-28-547128		OIL SPILL CLEANUP	145.72			
10/04/2016	AP-US	DUE: 11/15/2016 DISC: 11/10/2016	2.91CR	1099: N		
		OIL SPILL CLEANUP		03 5-00-795	SUPPLIES	145.72
I-28-547706		POWER STEERING RPR-CRACK SEAL	10.98			
10/11/2016	AP-US	DUE: 11/15/2016 DISC: 11/10/2016	0.22CR	1099: N		
		POWER STEERING RPR-CRACK SEAL		03 5-00-796	VEHICLE MAINTENANCE	10.98
I-28-547721		BATTERY PLUG,TESTER-MOWER	31.69			
10/11/2016	AP-US	DUE: 11/15/2016 DISC: 11/10/2016	0.63CR	1099: N		
		BATTERY PLUG,TESTER-MOWER		01 5-05-796	VEHICLE MAINTENANCE	31.69
		=== VENDOR TOTALS ===	444.67			
01-0551 BEND RIGGING SUPPLY, LLC						
I-36509		CHAINS/BINDERS	203.10			
10/14/2016	AP-US	DUE: 10/14/2016 DISC: 10/14/2016		1099: Y		
		CHAINS/BINDERS		05 5-00-746	SMALL TOOLS & EQUIPMENT	38.62
		CHAINS/BINDERS		02 5-00-746	SMALL TOOLS & EQUIPMENT	42.69
		CHAINS/BINDERS		03 5-00-746	SMALL TOOLS & EQUIPMENT	54.70
		CHAINS/BINDERS		01 5-05-746	SMALL TOOLS & EQUIPMENT	40.66
		CHAINS/BINDERS		01 5-03-746	SMALL TOOLS & EQUIPMENT	26.43
		=== VENDOR TOTALS ===	203.10			

PACKET: 02566 10/27/2016 AP
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0716 BI-MART CORPORATION						
I-5551		BATTERIES, GLASS CLEANER	27.93			
10/17/2016	AP-US	DUE: 10/17/2016 DISC: 10/17/2016		1099: N		
		BATTERIES, GLASS CLEANER		01 5-05-795	SUPPLIES	27.93
		=== VENDOR TOTALS ===	27.93			
01-0053 BRYANT EMERSON, LLP						
I-219796		LEGAL FEES-KARNECKI SEPT 2016	154.00			
9/25/2016	AP-US	DUE: 9/25/2016 DISC: 9/25/2016		1099: Y		
		LEGAL FEES-KARNECKI SEPT 2016		01 5-07-777	LEGAL FEES	154.00
		=== VENDOR TOTALS ===	154.00			
01-0047 C & K MARKET INC.						
I-1688869		STAFF MEETING	63.42			
10/18/2016	AP-US	DUE: 11/25/2016 DISC: 11/25/2016		1099: N		
		STAFF MEETING		01 5-02-707	EMPLOYEE RECOGNITION	63.42
		=== VENDOR TOTALS ===	63.42			
01-0014 CENTRAL ELECTRIC COOP						
I-5016080107-1016		CITY STREET LIGHTS	333.91			
10/17/2016	AP-US	DUE: 10/17/2016 DISC: 10/17/2016		1099: N		
		CITY STREET LIGHTS		03 5-00-743	ELECTRICITY	333.91
		=== VENDOR TOTALS ===	333.91			
01-0839 CENTRAL OREGON CITIES ORGANIZA						
I-10072016		ANNUAL COCO DINNER- R ALLEN	40.00			
10/07/2016	AP-US	DUE: 10/07/2016 DISC: 10/07/2016		1099: N		
		ANNUAL COCO DINNER-R ALLEN		01 5-01-783	PUBLIC OUTREACH	40.00
		=== VENDOR TOTALS ===	40.00			
01-0007 CIS TRUST						
I-SIS-W2015-A01		W/C PREMIUM 15/16	1,078.97			
10/21/2016	AP-US	DUE: 10/21/2016 DISC: 10/21/2016		1099: N		
		W/C PREMIUM 15/16		01 5-01-582	WORKER'S COMP	7.55
		W/C PREMIUM 15/16		01 5-02-582	WORKER'S COMP	15.61
		W/C PREMIUM 15/16		01 5-03-582	WORKER'S COMP	97.38
		W/C PREMIUM 15/16		01 5-05-582	WORKER'S COMP	160.80
		W/C PREMIUM 15/16		01 5-07-582	WORKER'S COMP	44.42
		W/C PREMIUM 15/16		02 5-00-582	WORKER'S COMP	284.54
		W/C PREMIUM 15/16		03 5-00-582	WORKER'S COMP	154.54
		W/C PREMIUM 15/16		05 5-00-582	WORKER'S COMP	314.13

PACKET: 02566 10/27/2016 AP
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0007 CIS TRUST		(** CONTINUED **)				
		=== VENDOR TOTALS ===	1,078.97			
01-0582 DESCHUTES COUNTY						
I-072016		PERMIT SVS JULY 2016	12,002.98			
10/17/2016	AP-US	DUE: 10/17/2016 DISC: 10/17/2016		1099: N		
		BLDG PERMIT SVS JULY 2016		01 5-07-300	BUILDING INSPECTIONS	11,399.72
		ELEC PERMIT SVS JULY 2016		01 5-07-301	ELECTRICAL INSPECTION	603.26
I-082016		PERMIT SERVICES AUGUST 2016	2,268.05			
10/17/2016	AP-US	DUE: 10/17/2016 DISC: 10/17/2016		1099: N		
		BLDG PERMIT SVS AUGUST 2016		01 5-07-300	BUILDING INSPECTIONS	2,140.95
		ELEC PERMIT SVS AUGUST 2016		01 5-07-301	ELECTRICAL INSPECTION	127.10
I-092016		PERMIT SERVICES SEPT 2016	2,044.38			
10/17/2016	AP-US	DUE: 10/17/2016 DISC: 10/17/2016		1099: N		
		BLDG PERMIT SERVICES SEPT 2016		01 5-07-300	BUILDING INSPECTIONS	2,044.38
		=== VENDOR TOTALS ===	16,315.41			
01-0050 DESCHUTES COUNTY CLERK'S OFFIC						
I-2016/2017		RECORDING FEES 16/17	750.00			
10/01/2016	AP-US	DUE: 10/01/2016 DISC: 10/01/2016		1099: N		
		RECORDING FEES 16/17		01 5-01-716	RECORDING FEES	750.00
		=== VENDOR TOTALS ===	750.00			
01-0596 DICKEY AND TREMPER, LLP						
I-63669		15/16 AUDIT	4,000.00			
9/30/2016	AP-US	DUE: 9/30/2016 DISC: 9/30/2016		1099: Y		
		15/16 AUDIT		01 5-02-706	AUDIT FEES	2,154.00
		15/16 AUDIT		02 5-00-706	AUDIT FEES	369.00
		15/16 AUDIT		03 5-00-706	AUDIT FEES	754.00
		15/16 AUDIT		05 5-00-706	AUDIT FEES	723.00
		=== VENDOR TOTALS ===	4,000.00			
01-0028 FERGUSON ENTERPRISES, INC.						
C-CM093172		CREDIT FOR RETURNED MXU'S	3,915.00CR			
10/06/2016	AP-US	DUE: 10/06/2016 DISC: 10/06/2016		1099: N		
		CREDIT FOR RETURNED MXU'S		02 5-00-788	METERS & PARTS	3,915.00CR
C-CM093173		CREDIT FOR RETURNED MXU'S	3,915.00CR			
10/06/2016	AP-US	DUE: 10/06/2016 DISC: 10/06/2016		1099: N		
		CREDIT FOR RETURNED MXU'S		02 5-00-788	METERS & PARTS	3,915.00CR

PACKET: 02566 10/27/2016 AP
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0028 FERGUSON ENTERPRISES, INC. (** CONTINUED **)						
I-544417		MXU'S	3,915.00			
10/06/2016	AP-US	DUE: 10/06/2016 DISC: 10/06/2016		1099: N		
		MXU'S		02 5-00-788	METERS & PARTS	3,915.00
I-546805		M SERIES MXU'S	9,295.00			
10/06/2016	AP-US	DUE: 10/06/2016 DISC: 10/06/2016		1099: N		
		M SERIES MXU'S		02 5-00-788	METERS & PARTS	9,295.00
I-546940		GPS RECEIVER,COMMAND LINK	1,360.00			
10/06/2016	AP-US	DUE: 10/06/2016 DISC: 10/06/2016		1099: N		
		GPS RECEIVER,COMMAND LINK		02 5-00-710	COMPUTER SOFTWARE MAINT.	1,360.00
		=== VENDOR TOTALS ===	6,740.00			
01-0565 GSI WATER SOLUTIONS, INC.						
I-0283.004-71		WATER RIGHTS,OWRD PERMIT EXT	1,217.75			
10/10/2016	AP-US	DUE: 10/10/2016 DISC: 10/10/2016		1099: N		
		WATER RIGHTS,OWRD PERMIT EXT		02 5-00-726	CONTRACTED SERVICES	1,217.75
		=== VENDOR TOTALS ===	1,217.75			
01-0699 HCD						
I-HCD4591557		HCD FAN GRANT ACC#4591557	15.46			
10/18/2016	AP-US	DUE: 10/18/2016 DISC: 10/18/2016		1099: N		
		HCD FAN GRANT ACC#4591557		01 5-08-311	COMMUNITY SERVICES GRANT	15.46
		=== VENDOR TOTALS ===	15.46			
01-0515 OFFICEMAX						
I-233327		COPY PAPER	64.28			
10/17/2016	AP-US	DUE: 10/17/2016 DISC: 10/17/2016		1099: N		
		COPY PAPER		01 5-01-721	COPIER/PRINTER	20.59
		COPY PAPER		01 5-02-721	COPIER/PRINTER	11.55
		COPY PAPER		01 5-05-721	COPIER/PRINTER	3.20
		COPY PAPER		01 5-07-721	COPIER/PRINTER	19.92
		COPY PAPER		02 5-00-721	COPIER/PRINTER	4.52
		COPY PAPER		05 5-00-721	COPIER/PRINTER	4.50
I-233327-1		BATTERIES,BINDER CLIPS	36.38			
10/17/2016	AP-US	DUE: 10/17/2016 DISC: 10/17/2016		1099: N		
		BATTERIES,BINDER CLIPS		01 5-01-714	OFFICE SUPPLIES	5.47
		BATTERIES,BINDER CLIPS		01 5-02-714	OFFICE SUPPLIES	5.80
		BATTERIES,BINDER CLIPS		01 5-03-795	SUPPLIES	0.72
		BATTERIES,BINDER CLIPS		01 5-05-714	OFFICE SUPPLIES	3.27
		BATTERIES,BINDER CLIPS		01 5-07-714	OFFICE SUPPLIES	9.10
		BATTERIES,BINDER CLIPS		02 5-00-714	OFFICE SUPPLIES	5.10
		BATTERIES,BINDER CLIPS		03 5-00-714	OFFICE SUPPLIES	2.90

PACKET: 02566 10/27/2016 AP
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0515 OFFICEMAX		(** CONTINUED **)				
		BATTERIES,BINDER CLIPS		05 5-00-714	OFFICE SUPPLIES	4.02
		=== VENDOR TOTALS ===	100.66			
01-0759 OREGON DMV						
I-61603-09302016		NEW EMPLOYEE CHECK	3.00			
9/30/2016	AP-US	DUE: 9/30/2016 DISC: 9/30/2016		1099: N		
		NEW EMPLOYEE CHECK		01 5-01-704	RECRUITMENT	3.00
		=== VENDOR TOTALS ===	3.00			
01-0804 PAPE MACHINERY						
I-10173028		SWITCH-MOWER	36.28			
10/10/2016	AP-US	DUE: 10/10/2016 DISC: 10/10/2016		1099: N		
		SWITCH-MOWER		01 5-05-796	VEHICLE MAINTENANCE	36.28
		=== VENDOR TOTALS ===	36.28			
01-0667 PLATT						
I-K467689		HEATER-BARCLAY PARK	361.02			
10/05/2016	AP-US	DUE: 11/04/2016 DISC: 11/04/2016		1099: N		
		HEATER-BARCLAY PARK		01 5-05-786	PARK MAINTENANCE	361.02
		=== VENDOR TOTALS ===	361.02			
01-0013 PONY EXPRESS						
I-294873		WATER BINDERS	63.69			
10/04/2016	AP-US	DUE: 10/04/2016 DISC: 10/04/2016		1099: N		
		WATER BINDERS		02 5-00-714	OFFICE SUPPLIES	63.69
I-295847		RETURN TENNIS COURT EQUIP	26.98			
10/14/2016	AP-US	DUE: 10/14/2016 DISC: 10/14/2016		1099: N		
		RETURN TENNIS COURT EQUIP		01 5-05-715	POSTAGE	26.98
		=== VENDOR TOTALS ===	90.67			
01-0502 SISTERS COFFEE CO.						
I-1203021		COFFEE	194.97			
10/11/2016	AP-US	DUE: 10/11/2016 DISC: 10/11/2016		1099: N		
		COFFEE		01 5-01-714	OFFICE SUPPLIES	29.33
		COFFEE		01 5-02-714	OFFICE SUPPLIES	31.06
		COFFEE		01 5-03-795	SUPPLIES	3.88
		COFFEE		01 5-05-714	OFFICE SUPPLIES	17.54
		COFFEE		01 5-07-714	OFFICE SUPPLIES	48.74
		COFFEE		02 5-00-714	OFFICE SUPPLIES	27.32
		COFFEE		03 5-00-714	OFFICE SUPPLIES	15.53

PACKET: 02566 10/27/2016 AP
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0502 SISTERS COFFEE CO.		(** CONTINUED **)				
		COFFEE		05 5-00-714	OFFICE SUPPLIES	21.57
		=== VENDOR TOTALS ===	194.97			
01-0083 SISTERS RENTAL						
I-0017606-00		WASHERS-AIR COMPRESSOR	9.00			
10/18/2016	AP-US	DUE: 10/18/2016 DISC: 10/18/2016		1099: N		
		WASHERS-AIR COMPRESSOR		01 5-05-795	SUPPLIES	9.00
		=== VENDOR TOTALS ===	9.00			
01-0039 SOLID WASTE						
I-337352		SEWER SCREENINGS	20.00			
10/10/2016	AP-US	DUE: 10/10/2016 DISC: 10/10/2016		1099: N		
		SEWER SCREENINGS		05 5-00-795	SUPPLIES	20.00
I-353914		SEWER SCREENINGS	26.00			
10/10/2016	AP-US	DUE: 10/10/2016 DISC: 10/10/2016		1099: N		
		SEWER SCREENINGS		05 5-00-795	SUPPLIES	26.00
I-371056		SEWER SCREENINGS	20.00			
10/10/2016	AP-US	DUE: 10/10/2016 DISC: 10/10/2016		1099: N		
		SEWER SCREENINGS		05 5-00-795	SUPPLIES	20.00
		=== VENDOR TOTALS ===	66.00			
01-0838 SPINDRIFT FORESTRY CONSULTING						
I-SIS201660009		TREE INVENTORY, UFB MEETING	2,466.50			
10/17/2016	AP-US	DUE: 10/17/2016 DISC: 10/17/2016		1099: Y		
		TREE INVENTORY, UFB MEETING		03 5-00-726	CONTRACTED SERVICES	2,466.50
		=== VENDOR TOTALS ===	2,466.50			
01-0043 WCP SOLUTIONS						
I-543353		TP,HAND SOAP,URINAL SCREENS	1,019.50			
10/04/2016	AP-US	DUE: 11/25/2016 DISC: 10/14/2016	10.20CR	1099: N		
		TP,HAND SOAP,URINAL SCREENS		01 5-05-795	SUPPLIES	1,019.50
		=== VENDOR TOTALS ===	1,019.50			

PACKET: 02566 10/27/2016 AP
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

--------ID-------- POST DATE	BANK CODE	---------DESCRIPTION---------	GROSS DISCOUNT	P.O. # G/L ACCOUNT	------ACCOUNT NAME------	DISTRIBUTION
01-0941 WILCO						
I-249231/16		WATER SOFTNER	346.50			
10/14/2016	AP-US	DUE: 10/14/2016 DISC: 10/14/2016		1099: Y		
		WATER SOFTNER		02 5-00-712	CHEMICALS	346.50
		=== VENDOR TOTALS ===	346.50			
01-0225 X-PRESS PRINTING						
I-82248		BUSINESS CARDS-CHAPMAN,RYAN	83.88			
10/19/2016	AP-US	DUE: 10/19/2016 DISC: 10/19/2016		1099: N		
		BUSINESS CARDS-CHAPMAN,RYAN		01 5-01-714	OFFICE SUPPLIES	83.88
		=== VENDOR TOTALS ===	83.88			
01-0428 XEROX CORPORATION						
I-086565036		COPIER LEASE-FINAL 7855	38.86			
10/11/2016	AP-US	DUE: 10/11/2016 DISC: 10/11/2016		1099: N		
		COPIER LEASE-FINAL 7855		01 5-01-721	COPIER/PRINTER	12.44
		COPIER LEASE-FINAL 7855		01 5-02-721	COPIER/PRINTER	6.99
		COPIER LEASE-FINAL 7855		01 5-05-721	COPIER/PRINTER	1.94
		COPIER LEASE-FINAL 7855		01 5-07-721	COPIER/PRINTER	12.04
		COPIER LEASE-FINAL 7855		02 5-00-721	COPIER/PRINTER	2.73
		COPIER LEASE-FINAL 7855		05 5-00-721	COPIER/PRINTER	2.72
		=== VENDOR TOTALS ===	38.86			
01-0815 ZUMAR INDUSTRIES, INC.						
I-184978		STREET SIGNS	1,544.81			
10/10/2016	AP-US	DUE: 11/09/2016 DISC: 11/09/2016		1099: N		
		STREET SIGNS		03 5-00-762	STREET SIGNS	1,544.81
I-185070		STREET SIGNS	2,582.08			
10/14/2016	AP-US	DUE: 11/13/2016 DISC: 11/13/2016		1099: N		
		STREET SIGNS		03 5-00-762	STREET SIGNS	2,582.08
		=== VENDOR TOTALS ===	4,126.89			
		=== PACKET TOTALS ===	40,953.67			

OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

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

ACTIONS

- ☐ Change Ownership
- ☒ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other _____

RECEIVED

OCT 14 2016

Oregon Liquor Control Commission

90-DAY AUTHORITY

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

APPLYING AS:

☐ Limited Partnership ☐ Corporation ☒ Limited Liability Company ☐ Individuals

CITY AND COUNTY USE ONLY

Date application received: 10/14/16

The City Council or County Commission: City of Sisters (name of city or county)

recommends that this license be: ☐ Granted ☐ Denied

By: _____ (signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: [illegible]

Date: 10/13/16

90-day authority: ☐ Yes ☐ No

*Acknowledged by the Deschutes County Sheriff's Office
Captain Paul Garrison
Paul B Garrison 10/17/16

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

① Northwest Natural Spirits LLC ③ _____

② _____ ④ _____

2. Trade Name (dba): Wild Roots Vodka

3. Business Location: 575 East Sunranch Drive, Sisters, OR 97759
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 261 W. Cascade Avenue, Sisters, OR 97759
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 971-409-2611
(phone) (fax)

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

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? ☒ Yes ☐ No Name: Ali Wildgen
(manager must fill out an Individual History form)

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

11. Contact person for this application: Annie La Rue 503-778-5360
(name) (phone number(s))

1300 SW Fifth Avenue, Suite 2400, Portland OR 972 annielarue@dwt.com
(address) (fax number) (e-mail address)

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

Applicant(s) Signature(s) and Date:

① [signature] Date 10/12/16 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY

1. Trade Name Wild Roots Vodka 2. City Sisters

3. Name Joseph, Christopher, Daniel
(Last) (First) (Middle)

4. Other names used (maiden, other) _____

5. *SSN __ - __ - __ 6. Place of Birth Oregon (State or Country) 7. DOB __/__/__ (mm) (dd) (yyyy) 8. Sex M ⦿ F ○

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

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

Applicant Signature: _____

9. Driver License or State ID # _____ 10. State Oregon

11. Residence Address 16215 SW Mason Ln. Beaverton, OR 97006
(number and street) (city) (state) (zip code)

12. Mailing Address (if different) _____
(number and street) (city) (state) (zip code)

13. Contact Phone 503-729-9970 14. E-Mail address (optional) chris@wildrootsvodka.com

15. Do you have a spouse or domestic partner? ○ Yes ☐ No
If yes, list his/her full name: _____

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

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

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

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

1-800-452-OLCC (6522)
www.oregon.gov/OLCC

20. Trade Name Wild Roots Vodka 21. City Sisters

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

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

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

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

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

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

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

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

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

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

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

Applicant Signature: Date: 09/28/2016

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY

1. Trade Name Wild Roots Vodka 2. City Sisters

3. Name Ball, Daniel J
(Last) (First) (Middle)

4. Other names used (maiden, other) Na

5. *SSN ____ - ____ - ____ 6. Place of Birth Reno, NV (State or Country) 7. DOB ____ ____/____ (mm) (dd) (yyyy) 8. Sex M ⦿ F ○

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

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

Applicant Signature: Daniel J Ball

9. Driver License or State ID # _____ 10. State OR

11. Residence Address 2211 Crestview Dr West Linn, OR 97068
(number and street) (city) (state) (zip code)

12. Mailing Address (if different) _____
(number and street) (city) (state) (zip code)

13. Contact Phone 503-840-2229 14. E-Mail address (optional) _____

15. Do you have a spouse or domestic partner? ○ Yes ▫ No
If yes, list his/her full name: _____

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

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

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

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

20. Trade Name Wild Roots Vodka 21. City Sisters

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

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

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

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

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

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

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

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

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

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

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

Applicant Signature: [signature] Date: 10/3/2016

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY

1. Trade Name Wild Roots Vodka 2. City Sisters

3. Name Joseph, Joseph, Gerald
(Last) (First) (Middle)

4. Other names used (maiden, other) Joe Joseph

5. *SSN ___ - ___ - ___ 6. Place of Birth Lebanon (State or Country) 7. DOB ___/___/___ (mm) (dd) (yyyy) 8. Sex M ◉ F ○

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

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

Applicant Signature: _____

9. Driver License or State ID # _____ 10. State Oregon

11. Residence Address 1434 NW Benfield Dr. Portland, OR 97229
(number and street) (city) (state) (zip code)

12. Mailing Address (if different) _____
(number and street) (city) (state) (zip code)

13. Contact Phone 503-793-1234 14. E-Mail address (optional) Joseph@cnsdispatch.com

15. Do you have a spouse or domestic partner? ○ Yes ☐ No
If yes, list his/her full name: _____

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

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

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

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

20. Trade Name Wild Roots Vodka 21. City Sisters

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

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

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

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

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

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

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

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

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

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

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

Applicant Signature: Date: 09/29/2016

OREGON LIQUOR CONTROL COMMISSION

INDIVIDUAL HISTORY

1. Trade Name Wild Roots Vodka 2. City Sisters

3. Name Wildgen, Alexandria, Noel
(Last) (First) (Middle)

4. Other names used (maiden, other) Ali Wildgen

5. *SSN ____ - __ - . 6. Place of Birth Oregon (State or Country) 7. DOB ___ __/ _ (mm) (dd) (yyyy) 8. Sex M ○ F ⊙

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

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Applicant Signature: [signature]

9. Driver License or State ID # _____ 10. State Oregon

11. Residence Address 16215 SW Mason Ln. Beaverton, OR 97006
(number and street) (city) (state) (zip code)

12. Mailing Address (if different) _____
(number and street) (city) (state) (zip code)

13. Contact Phone 509-969-4647 14. E-Mail address (optional) Ali@wildrootsvodka.com

15. Do you have a spouse or domestic partner? ○ Yes ☐ No
If yes, list his/her full name: _____

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

17. List all states, other than Oregon, where you have lived during the past ten years:
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20. Trade Name Wild Roots Vodka 21. City Sisters

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If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

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

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

Applicant Signature: Date: 10/4/2016

SISTERS PATROL HOURS

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	TOTAL PATROL	VACATION	SICK	TRAINING	SRO	TOTAL
JAN	114.5	110	130	129.5	53.5	537.5	55	0	10	162	764.5
FEB	129	99.5	117.5	122	16	484	45	60	55	170	814
MAR	110.5	116.5	123.5	115.5	47.5	513.5	32	24	84	138	791.5
APR	108	129.5	119.5	111.5	33.5	502	97	48	40	157	844
MAY	115.5	124	112.5	104.5	54	510.5	76.5	0	0	190.5	777.5
JUN	121	275.5	101.5	116.5	37	651.5	50	41	5	116.5	864
JUL	112.5	114	101	103.5	33	464	24	0	8	0	496
AUG	89.5	104	107	93.5	47	441	72	36	0	64.5	613.5
SEP	100.5	175.5	110.5	139	35	560.5	75.5	29.5	3	159.5	828
OCT											0
NOV											0
DEC						0					0
YEAR TO DATE						4664.5	527	238.5	205	1158	6793

SISTERS PATROL ACTIVITY

PATROL ACTIVITY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
city traffic warnings	40	26	52	22	25	52	29	25	44				315
city traffic cites	2	0	4	3	6	7	1	1	5				29
city ordinace warnings	3	1	0	0	0	0	3	2	0				9
city ordinace cites	0	0	0	0	0	0	0	0	0				0
city parking cites	0	0	0	1	0	0	1	0	0				2
county traffic warnings	24	16	20	17	14	16	13	26	27				173
county traffic cite	3	0	0	0	1	1	2	4	5				16
county ordinance warnings	0	0	2	0	0	0	0	0	0				2
county ordinance cites	0	0	0	0	0	0	3	0	0				3
city misd arrests	8	2	5	1	3	4	2	2	13				40
city felony arrests	0	1	1	0	2	1	2	1	0				8
county misd arrests	0	1	1	2	1	1	0	2	3				11
county felony arrest	0	0	0	0	0	0	1	3	5				9
grade school zone warnings	5	1	0	0	0	0	0	0	0				6
grade school zone cites	2	0	0	0	0	0	0	0	0				2
high school zone warnings	0	1	0	1	0	1	0	0	7				10
high school zone cites	0	0	0	0	0	0	0	0	0				0
security checks	334	286	305	149	121	229	126	87	264				1901
open doors	0	0	0	0	0	1	2	1					4

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2016-00261415	09/02/2016 11:14	N LARCH ST	Assault*: Adult male arrested for assaulting coworker.	
2016-00261636	09/02/2016 13:50	FS 4606 / THREE CREEKS	Warrant Arrest*: Adult male arrested on an out of state warrant.	
2016-00262618	09/03/2016 12:42	N ARROWLEAF TRL	Theft/Unlawful Use of Credit Card: Citizen left his credit card in a restaurant. Card was stolen and later used in several locations.	
2016-00263507	09/04/2016 13:46	PETERSON BURN RD	Burglary: Weapons taken, partial recovery. Investigation continuing.	1
2016-00264110	09/05/2016 9:51	N MAPLE LN	Theft: Citizen reported the theft of his bar-b-que from his front porch.	
2016-00265219	09/06/2016 11:54	BROOKS SCANLON LOGGING RD / THREE CREEKS RD	Vehicle Impound*: Adult female cited for multiple violation, vehicle impounded.	
2016-00266768	09/07/2016 15:42	N DARK HORSE LN	Driving While Suspended-Felony*: Adult male cited for DWS-F.	
2016-00267074	09/07/2016 21:01	N LOCUST LN	Criminal Mischief*: A male cited for criminal mischief to a house under construction.	
2016-00269096	09/09/2016 14:51	N ARROWLEAF TRL	Assault III / Harassment / Disorderly Conduct*: Four adult females assaulted an adult female in a parking lot. Investigation continuing.	
2016-00270003	09/10/2016 12:29	CAMP POLK RD	Burglary I/Criminal Trespass I/Criminal Mischief II: Citizen reported repeated trespassing and criminal mischief to his property. Investigation continuing.	4
2016-00270407	09/10/2016 20:01	E CASCADE AVE	Warrant Arrest*: Adult male arrested on an outstanding warrant.	
2016-00270993	09/11/2016 13:37	DOWNTOWN SISTERS	Lost Property: Citizen reported lost earring.	
2016-00271501	09/12/2016 1:48	PINION JAY LN	Harassment/Criminal Mischief*: Highly intoxicated adult female arrested for Harassment and Criminal Mischief.	
2016-00271879	09/12/2016 10:52	CLOVERDALE RD	Theft: Citizen reported the theft of her lawnmower.	1
2016-00272056	09/12/2016 13:10	W MCKINNEY BUTTE RD	Information/Misc Report: Report of a student having marijuana at school.	
2016-00272510	09/12/2016 20:34	W CASCADE AVE	Assault: Multiple charges pending against adult male for assaulting an adult male, an adult female and fighting with several others in a family dispute. Investigation continuing.	
2016-00272820	09/13/2016 8:45	HWY 242	Weapons Offense/Theft III-Shoplifting*: Juvenile male cited for theft of a small pen knife which he later brought to school.	
016-00273116	09/13/2016 12:34	N CEDAR ST	Theft: Citizen reported the theft of his bicycle.	
2016-00274522	09/14/2016 15:03	HWY 20	Lost Property: Citizen reported he lost his kayak from the top of his vehicle while driving over the pass.	
2016-00275319	09/15/2016 10:28	HWY 20/N LOCUST	Agency Assist: Deputy assisted Redmond Police with minor traffic crash.	
2016-00280042	09/19/2016 15:02	HWY 242	Informational Report: Student brought contraband to school and was suspended. Investigation into lack of child supervision, referral to DHS.	
2016-00280402	09/19/2016 22:01	N ARROWLEAF TRL	Theft III*: Adult male cited for shoplifting.	

SISTERS CASE LOG REPORT

CASE#	DATE	LOCATION	OFFENSE	EXT
2016-00280838	09/20/2016 10:57	W MCKINNEY BUTTE RD	Agency Assist: Deputy assisted Redmond Police an interview of a juvenile.	
2016-00281971	09/21/2016 10:29	S PINE ST	Suspicious Circumstances: Church reported receiving strange emails through their website.	
2016-00283553	09/22/2016 16:37	FOX RIDGE CIR	Theft: Landlord reported the theft of tools by a former tenant.	
2016-00283851	09/22/2016 22:22	E CASCADE AVE	Information/Misc Report: Citizen wanted to report custodial interference by a friend of his ex-wife. UNFOUNDED.	
2016-00284501	09/23/2016 14:29	HWY 242	Possession of Less than One Ounce Marijuana by Juvenile*: Male juvenile cited for possession marijuana at school.	
2016-00285551	09/24/2016 14:46	E DESPERADO TRL	Trespass III: Two adult males were warned for trespassing/camping near a business.	
2016-00285682	09/24/2016 16:48	E CASCADE AVE / N ELM ST	Driving While Suspended-Misdemeanor*: Adult male cited for DWS-M.	
2016-00285918	09/24/2016 21:25	W SISTERS VIEW PL	DUII-Drugs*: Adult male arrested for driving while under the influence of prescription and illegal drugs.	
2016-00286165	09/25/2016 8:35	FS 1514 / THREE CREEKS RD	Lost Property: Citizen reported he lost his gun.	
2016-00286195	09/25/2016 9:23	APPALOOSA DR	Warrant Arrest*: Adult female arrested on an outstanding warrant for Fail to Appear.	1
2016-00287134	09/26/2016 8:18	HWY 242	Assault IV*: Male juvenile cited for assault.	
2016-00289972	09/28/2016 11:56	COLD SPRINGS RD / HWY 242	MVA: Citizen reported his vehicle was damaged while he left it parked alongside the roadway.	
2016-00290415	09/28/2016 17:03	N LOCUST LN	Assault IV*: Adult male cited for assault against another adult male.	2
2016-00290588	09/28/2016 20:01	E CASCADE AVE	Sex Crime: Investigation into sex abuse between two very young males. Investigation continuing.	
2016-00290684	09/28/2016 21:58	E HWY 20 / HWY 126	DUII*: Adult male arrested for DUII-Alcohol.	
2016-00292011	09/30/2016 2:02	HWY 20 / JORDAN RD	DUII*: Adult male arrested for DUII-Alcohol.	
2016-00292493	09/30/2016 12:41	HWY 20 / TOLLGATE	Warrant Arrest/Driving While Suspended*: Traffic complaint resulted in the arrest of an adult male on an outstanding warrant and DWS-M.	
*** DENOTES CASE INCLUDED LAW ENFORCEMENT ACTION**				
ADDITIONAL PERSONNEL NEEDED FROM OTHER DISTRICTS:				9

CITY OF SISTERS

Request for Quotes

Recruitment Services for the Position of Sisters

The City of Sisters, Oregon is inviting three qualified firms to submit quotes for recruitment services for the position of City Manager. If your company would like to be considered for this engagement, please provide a quote which conforms to the description of services. Written quotes should be emailed to the City Manager's Office at rallen@ci.sisters.or.us until 5:00 pm on Wednesday, November 23, 2016.

Late quotes will not be considered. The City of Sisters may reject any quote for good cause or upon a finding that it is in the public interest to do so. The City envisions a process that contains the following elements:

Description of Services:

- ✓ Working with the City Council and Interim City Manager, the consultant will develop a candidate profile by facilitating and conducting both at least one external community stakeholder meeting and one internal stakeholder meeting with City staff.
- ✓ Validate desirable candidate characteristics through discussions with the City Council, Interim City Manager and staff.
- ✓ Develop recruitment brochures and related materials.
- ✓ Advertise and market the position.
- ✓ Conduct qualifications screening of applications.
- ✓ Develop, distribute, collect, and evaluate supplemental questions.
- ✓ Conduct preliminary phone interviews with most qualified candidates and recommend semi-finalists for screening interviews at the City.
- ✓ Coordinate on-site interviews with semi-finalists, including a mix of City staff, professional peers and public representatives in the process.
- ✓ Recommend finalists to Interim City Manager and coordinate Council interviews.
- ✓ Conduct reference and criminal/financial background checks as needed.

- ✓ Assist City with contract negotiations as needed.
- ✓ Maintain appropriate written contact with applicants at each phase of the recruitment.

Quotes should include the following information:

1. Name the person or persons who will be directly responsible for the City's project, their relationship with the firm, and state the number of years of experience they have recruiting for public clients.
2. Describe how the firm would provide the identified scope of services.
3. Estimate the time necessary to complete each phase of the project.
4. Does the firm carry professional liability insurance? If so, please indicate Company and amount.
5. List at least two public entities for which the firm has performed similar work within the last three years and provide the name and telephone number of a person to contact for reference.
6. Provide any other information relative to the firm that might be pertinent to selection as the City's consultant for this project.
7. Provide payment terms required for services rendered.
8. Identify the expenses covered under the schedule.
9. Identify any fees and expenses that would not be covered under this schedule but might be required in order to implement the firm's program.

Date: October 24, 2016

To: Sisters City Council

From: Rick Allen, Interim City Manager

RE: City Manager Recruitment Request for Proposals (Professional Services Agreement)

Here is the outline of the process, timeline and costs to begin the City Manager recruitment. **Based on several factors I recommend we hire a firm to manage the recruitment process.** The first step to accomplish this is to develop the Request for Proposals (RFP) and enter into a Professional Services Agreement with a firm that can provide the City those services.

Estimated Timeline

1. Develop Request for Proposals	October 15th -31st
2. Request for Proposals Advertised	November 1st - 23rd
3. Selection of Contractor / Enter into Agreement	December 1st – 15th
4. Meet with Council, staff and develop profile	January 1st – 15th
5. Advertise and application timeline	January 16th – February 15th
6. Screening of Applicants (Contractor)	February 16th – February 28th
7. Work Session to review semifinalists and choose finalists	March 1st – March 15th
8. Final Interviews (Reception)	March 27th – April 7th
9. Contract negotiations	April 10th – 17th
10. New City Manager Begins Work	May 1st to May 15th

The estimated cost of a full recruitment process including helping with employment contract us $15,000 +/-. There will be other costs between $2,500 - $4,000 for items we will require regardless of the process for hotels, travel and background checks. The City budgeted $10,000 for this process.

I would request you authorize staff to begin the RFP process that would allow us to enter into a Professional Services Agreement for a firm to manage the recruitment process for hiring a full time City Manager.