

MEMBERS PRESENT

Michael Preedin Mayor
Andrea Blum Council President
Jennifer Letz Councilor
Susan Cobb Councilor

ABSENT:

Gary Ross Councilor

STAFF PRESENT:

Jordan Wheeler City Manager
Joe O’Neill Finance Director
Kerry Prosser Assistant City Mgr.
Scott Woodford CDD Director
Paul Bertagna PW Director
Dustin Hawkins Legal Counsel

The meeting recording is available [here](#).

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Preedin at 6:51 pm.

2. ROLL CALL

A roll call was taken, and a quorum was established.

3. APPROVAL OF AGENDA

Council President Blum made a motion to approve the agenda. Councilor Cobb seconded the motion. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0.

4. VISITOR COMMUNICATION

- Michael, no address given, spoke on experiences with a psychotherapist and loneliness among the houseless.

5. CONSENT AGENDA

A. Minutes

1. November 8, 2023 – Workshop

Councilor Letz made a motion to approve the Consent Agenda. Councilor Cobb seconded the motion. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0.

6. COUNCIL BUSINESS

A. **Public Hearing and Consideration of Ordinance 535:** AN ORDINANCE OF CITY OF SISTERS ADOPTING PUBLIC CONTRACTING RULES AND PROCEDURES AND REPLACING AND SUPERSEDING CITY OF SISTERS ORDINANCE NO. 493.

Mayor Preedin opened the public hearing. Assistant City Manager (ACM) Prosser reviewed the staff report. Mayor Preedin asked for public comment, there was none. Mayor Preedin closed the public hearing.

Attorney Hawkins answered questions from the Council.

Councilor Cobb made a motion to have the City Manager read Ordinance No. 535 by title only. Council President Blum seconded the motion. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0

City Manager Wheeler read Ordinance 535 by title.

Councilor Letz moved to approve and adopt Ordinance 535. Councilor Cobb seconded the motion. A roll call vote was taken. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0.

B. Discussion and Consideration of a Motion to Approve Amendment No. 3 of Intergovernmental Agreement (IGA) No. 73000-0012958 with the Oregon Department of Transportation (ODOT) for Improvements at US20@Locust.

Director Bertagna reviewed this IGA laid out the funding plan for the project. The City had contributed a little over \$950,000, and we had about \$473,000 more to contribute, which would be budgeted in FY 2024/25 and must be deposited in the ODOT account by the end of August 2024.

Council President Blum moved to approve Amendment No. 3 of Intergovernmental Agreement No. 73000-0012958 with the Oregon Department of Transportation for Improvements at US20@Locust. Councilor Letz seconded the motion. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0.

C. Discussion and Consideration of a Motion to approve an agreement with Portland State University (PSU) for \$50,000 for a two-year Civic Leadership Academy and Authorize the City Manager to Execute the Agreement with Minor Legal Revisions.

ACM Prosser reviewed this was an agreement with PSU for the Civic Leadership Academy. The program was a two-year pilot and had received a \$20,000 grant from the Ford Family Foundation. PSU has successfully led a similar program in Hillsboro for eight years. The program costs \$25,000 per session, totaling \$50,000, with the City contributing \$30,000 over two years.

Councilor Cobb moved to approve an agreement with Portland State University for \$50,000 for a two-year Civic Leadership Academy and authorize the City Manager to execute the agreement with minor legal revisions. Councilor Letz seconded the motion. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0.

7. OTHER BUSINESS

A. Board Appointments

Mayor Preedin made the following Board and Commission appointments:

- Planning Commission: Rick Retzman was appointed to a four-year term.
- Public Works Advisory Board: Appointed Lori Faha to a two-year term, Dane Zehrung to a three-year term, Bill Kelly to a three-year term, and John Herman to a three-year term.
- City Parks Advisory Board: Appointed Eli Madrone to a three-year term.
- Urban Forestry Board: Appointed Cheryl Pellerin to a three-year term. Therese Kollerer to a three-year term, Brian McChristian to a three-year term, and Patrick Burke to a three-year term.
- Budget Committee: Appointed Cheryl Pellerin to a three-year term and Doug Mahony to a three-year term.

B. Quarterly Financial Review

Director O'Neill reviewed the first quarter's revenues and expenditures.

C. Staff Comments

City Manager's Office - City Manager Wheeler, ACM Prosser

- The Affordable Housing grant program was set to roll out in January; the application period will run through March.
- Staff met with the Deschutes County Sheriff's Office to discuss options for a contract amendment for a 4th Deputy. They were working through financial considerations and would present a recommendation to the City Council.
- No meetings were scheduled until January 10th, including boards and commissions.
- Interviews were completed for the deputy clerk position.
- Explore Sisters Board was working on banners and a new branding rollout that was expected by the end of January to mid-February.

Community Development Department – Director Woodford

- Urban Growth Boundary amendment update: Working with the Department of Land Conservation and Development to structure the grant for consultant assistance. The project was expected to kick off in early March.
- Developing a Growth Management page for the website, which would explain how growth management works in Oregon and Sisters, covering the history of Oregon planning law and the Comprehensive Plan update process over the past few years.
- Dark Skies Lighting Ordinance: After years of work sessions, the Planning Commission recommended approval, and it will go to the Council in early January.
- Short-term rental (STR) program evaluation: Working on code amendments, Planner Martin created a survey to gather information from STR license holders. The survey covered details about the types of units offered for short-term rental, frequency of rentals, and interest in long-term rentals.
- Building permits have slowed down.

Finance – Director O'Neill

- Staff met with a financial consultant to discuss Urban Renewal Area financing options.
- Campground reservations would go online January 2nd.
- Conducted interviews for prospective deputy recorders, impressed with the quality of candidates, and anticipated a tough decision.
- Utility billing website and back-end system updates were in progress; staff was adjusting to the changes.

Public Works – Director Bertagna

- Staff provided year-end updates on accomplishments, and future projects at the Urban Forestry and Public Works Advisory Board meetings.
- McKinney Butte corridor safety improvements were at the 30% design stage and would be presented to the Public Works Advisory Board in January.
- Phase II of the fuel reduction work on Edgington Road was complete.

8. MAYOR/COUNCILOR BUSINESS

Councilor Cobb asked about leadership bonuses. City Manager Wheeler explained public employees did not typically get bonuses. Councilor Cobb asked if there was a way to prioritize local companies in the contracting process. Mayor Preedin replied we did it in ways that we could, but there were different thresholds for direct appointment, quotes, and bids. The big public infrastructure projects had to go through the competitive bidding process because it was mandated.

Councilor Letz attended the Superintendent Coffee, where the timeline for moving into the new building was discussed, and the Parks Board meeting, where the Community Garden Club asked for the City's support in securing permanent space. She also attended the Deschutes County Bicycle Pedestrian Advisory Committee where they discussed next year's goals.


Council President Blum attended the Public Works Advisory Board meeting, where staff provided updates on accomplishments and upcoming projects. Members expressed a desire for more field trips to project sites. Staff clarified the Council's expectations and emphasized the Board's role as a valuable sounding board for community perspectives.

Mayor Preedin addressed recent negative press coverage, asserting that it did not accurately represent the City's positive initiatives. He reviewed Explore Sister's completion of its branding and release of a new website in late January. He anticipated a shift from setup work to active initiatives, including advertising; Mayor Preedin encouraged Council and staff to think outside the box regarding affordable housing, and suggested revisiting creative ways to increase the Affordable Housing Fund. He recapped his visit to Bend's

Veterans Village. It was the first time he visited a homeless site that he felt worked well. He thought it was a model that could be replicated and invited members of the Council to tour the facility.

9. ADJOURN: 8:27 pm.


Kerry Prosser, Recorder


Michael Preedin, Mayor