

**MEMBERS PRESENT**

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

**STAFF PRESENT:**

Jordan Wheeler      City Manager  
Joe O’Neill          Finance Director  
Kerry Prosser        Assistant City Mgr.  
Scott Woodford      CDD Director  
Jeremy Green         City Attorney

**ABSENT:**

Gary Ross            Councilor

The meeting recording is available here:

<https://www.ci.sisters.or.us/bc-citycouncil/page/city-council-workshop-meeting-1>

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

The meeting was called to order by Mayor Preedin at 6:45 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 Letz seconded the motion. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0.*

**4. VISITOR COMMUNICATION - None**

**5. CONSENT AGENDA**

**A. Minutes**

1. January 24, 2024 - Regular Meeting
2. January 24, 2024 – Workshop

**B. Accept Sunset Meadows Public Improvements Phase I & II**

*Councilor Cobb made a motion to approve the Consent Agenda. Councilor Letz 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 537: AN ORDINANCE GRANTING TDS BROADBAND SERVICE LLC, A WISCONSIN LIMITED LIABILITY COMPANY, THE RIGHT AND PRIVILEGE TO PROVIDE AND OPERATE A CABLE SYSTEM WITHIN CITY OF SISTERS, AND TO PLACE, ERECT, LAY, MAINTAIN, AND OPERATE IN, UPON, OVER, AND UNDER THE PUBLIC STREETS, ALLEYS, AVENUES, THOROUGHFARES, HIGHWAYS,**

PLACES, AND GROUNDS WITHIN CITY OF SISTERS, POLES, WIRES, AND OTHER APPLIANCES AND CONDUCTORS FOR ALL CABLE SYSTEM PURPOSES.

Mayor Preedin opened the public hearing.

City Manager Wheeler and Attorney Green reviewed Ordinance 537, the TDS franchise agreement.

Mayor Preedin asked for public comment, there was none, he closed the public hearing.

*Council President Blum made a motion to read Ordinance 537 by title only. Councilor Cobb seconded the motion. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0.*

City Manager Wheeler read Ordinance 537 by title.

*Councilor Cobb made a motion to adopt Ordinance 537. Councilor Letz seconded the motion. A roll call vote was taken. Preedin, Blum, Letz, and Cobb voted aye; the motion carried 4-0.*

## **7. OTHER BUSINESS**

### **A. Quarterly Financial Review**

Director O'Neill reviewed the second quarter revenues and expenditures.

### **B. Staff Comments**

City Manager Wheeler

- Wheeler noted that five bids for the Hwy20/Locust Street roundabout were received by the Oregon Department of Transportation (ODOT) and the awarded bid came in under the engineering estimate. There will be a meeting at the elementary school on March 4<sup>th</sup> to update the community on the roundabout.

Assistant City Manager Kerry Prosser:

- Prosser stated seven proposals were received for the Main Avenue building and Sisters Makers was awarded the lease.
- Applications will be taken for the Civic Leadership Academy until March 8<sup>th</sup>.
- Staff met with Deschutes County Emergency Management, Sisters Cold Weather Shelter, and Deschutes County Health Department for an after-action meeting about the emergency shelter.

Finance – Director O'Neill:

- Staff has been working on the audit report and it was sent to the Secretary of State today. The audit presentation is scheduled for the February 28<sup>th</sup> meeting.

Community Development Department – Director Woodford:

- The Request for Proposals (RFP) for Urban Growth Boundary (UGB) amendment consultant closed on February 12<sup>th</sup> and we received one proposal from APG/MIG. Staff plan to conduct an interview to ensure project understanding and qualifications, but no evaluation committee is needed due to the single proposal.
- Urban Renewal Agency Workforce Housing Grant Fund has received several inquiries.
- An application was received for a new mixed-use downtown building for a three-story structure with six residential units above the commercial. This is currently under a Type 2 review.
- An application was received for text amendments to the tourist commercial zone by owners of the Conklin House property. This application will be reviewed by Planning Commission, then Council.
- At the Parks Board meeting, the proposal for a parks System Development Charge (SDC) rate increase was presented. Additionally, the concept of "level of service" ratio in parks was deliberated, with the goal to raise it to the recommended five acres per thousand, as per the [Parks Master Plan](#). The Parks Board expressed support for this adjustment.
- The Sisters Community Garden is seeking a new site; staff had been considering the Sun Ranch Park parcel, but concerns emerged regarding setbacks due to the existing well site, which may limit its suitability. Alternative locations, such as Cliff Clemens Park, were suggested. Collaboration with the Parks Board will continue to identify an appropriate site.

#### **8. MAYOR/COUNCILOR BUSINESS**

Councilor Cobb discussed the LOC (League of Oregon Cities) lobby toolkit, which is on the LOC website. Cobb announced that she was given a medal by Habitat for Humanity for donating quilts over the past 5-6 years for each house that becomes occupied.

Councilor Letz stated she recently attended several EDCO (Economic Development for Central Oregon) meetings. She stated the Vision Implementation Team is looking at goal setting for the next year with a focus on specific prioritized issues. Letz said that the VIT membership board will be considering the makeup of the Board.

Council President Blum attended the Public Works Advisory Committee and noted that the Barclay Avenue Improvements project will be done in phases, with the first phase being improvements to the intersection of Barclay and Camp Polk, making it easier for trucks to use the alternate route, while improving safety for other vehicles and pedestrians. Blum also attended the Coordinated Houselessness Response Office (CHRO) meeting and the Central Oregon Area Commission on Transportation (COACT) meeting.

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
FEBRUARY 14, 2024

Mayor Preedin facilitated a councilor appointment for reviewing applications for the Civic Leadership Academy to take place for 1-2 hours sometime between March 11-13; Cobb will serve, with Letz and Preedin as backups. Preedin attended the COCO (Central Oregon Cities Organization) meeting in which they voted to increase this year's budget by \$30,000 at a cost of \$900 to the City of Sisters. New rules at the state level has meant COCO's water sub-consultant has spent through the annual budget amount of \$40,000. Preedin discussed ODOT funding issues.

**9. ADJOURN:** 7:48 p.m.



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Rebecca Green, Deputy Recorder



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Michael Preedin, Mayor