



## CITY COUNCIL Agenda

520 E. Cascade Avenue - PO Box 39 - Sisters, Or 97759 | ph.: (541) 549-6022 | [www.ci.sisters.or.us](http://www.ci.sisters.or.us)

Wednesday, February 14, 2018

### **4:30 P.M. WORKSHOP**

1. Time, Place and Manner Regulation of Marijuana Production and Sales- *J. Green, A. Dale*
2. Deschutes County District Attorney Report- District Attorney Hummel
3. Other Business –*Staff/Council*

### **6:30 P.M. CITY COUNCIL REGULAR MEETING**

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

#### **II ROLL CALL**

#### **III APPROVAL OF AGENDA**

#### **IV VISITOR COMMUNICATION**

#### **V CONSENT AGENDA**

All matters listed within the Consent Agenda have been distributed to each member of the Sisters City Council for reading and study, are considered to be routine and will be enacted by one motion of the Council with no separate discussions. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

##### **A. Minutes**

1. January 24, 2018-Regular
2. January 24, 2018-Joint Workshop

##### **B. Bills to Approve**

1. February 9, 2018 Accounts Payable

#### **VI COUNCIL BUSINESS**

- A. **Discussion and Consideration of a Motion** to Accept the Public Improvements for Grand Peaks Phase I – *P. Bertagna*

#### **VII OTHER BUSINESS**

- A. City Parks Advisory Board Committee Appointment- *P. Davenport*

#### **VIII STAFF REPORTS**

- A. Staff Comments and Updates
- B. New Business License Report

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**IX MAYOR/COUNCILOR BUSINESS**

**X VISITOR COMMUNICATION**

**XI ADJOURN**

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Pursuant to ORS192.460, this agenda includes a list of the principal subjects anticipated to be considered at the above referenced meeting; however, the agenda does not limit the ability of the City Council to consider additional subjects. Meetings are subject to cancellation without notice.

This meeting is open to the public and interested citizens are invited to attend. This is an open meeting under Oregon Revised Statutes, not a community forum; audience participation is at the discretion of the Council. The meeting may be audio taped. The meeting place is handicapped accessible. Those needing assistance should contact the City Recorder two (2) days in advance of the meeting.

Executive Sessions are not open to the public; however, members of the press are invited to attend.

The City of Sisters is an Equal Opportunity Provider

## Memorandum

To: Sisters City Council

From: City Attorney's Office, Bryant, Lovlien & Jarvis, P.C.

Date: February 14, 2018

Re: Legal Framework – Marijuana Regulation

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At the January 10, 2018 council workshop, we discussed various legal matters applicable to marijuana regulation in the City of Sisters ("City"). This memorandum addresses (a) state marijuana taxation, (b) local marijuana taxation, (c) hemp-related businesses, (d) City's business license code, (e) time, place, and manner regulations ("TPM(s)") applicable to recreational marijuana ("RMJ") and medical marijuana ("MMJ"), and (f) related land use matters.

### State Tax

1. The sale of RMJ items by RMJ retailers is subject to a 17% state tax. The tax is collected by retailers, remitted to the Oregon Department of Revenue on a quarterly basis, and placed in the Oregon Marijuana Account. Oregon Medical Marijuana Program ("OMMP") cardholders and designated primary caregivers who are purchasing a marijuana item for a cardholder are exempt from the 17% state tax.
2. Revenue from the state tax is distributed as follows: (a) 40% to the State School Fund; (b) 20% to the Mental Health Alcoholism and Drug Services Account; (c) 15% to the State Police Account; (d) 10% to counties; (e) 10% to cities; and (f) 5% of the money must be used solely for the purposes related to alcohol and drug abuse prevention, early intervention, and treatment services.
3. Prior to July 1, 2017, the 10% share to cities was distributed proportionally to all cities based on population. After July 1, 2017, the 10% city share is distributed as follows: (a) 75% is distributed to each city based on the population of all cities that have not banned marijuana premises under ORS 475B.968; and (b) 25% is distributed each city based on the number RMJ licenses in the city compared to the total licenses in all cities. Only cities that have not banned marijuana premises under ORS 475B.968 will receive state shared revenue payments for state marijuana taxes collected after June 30, 2017.

### Local Tax

1. Oregon law provides that a local government may adopt an ordinance imposing a tax of up to 3% on retailer RMJ sales provided the tax is approved by the voters at the next general election. This is separate from and in addition to the state tax. The tax may not be imposed on a OMMP cardholder or on a designated primary caregiver who is purchasing a marijuana item for a cardholder.
2. Currently, Sisters Municipal Code ("SMC") chapter 3.08 imposes a 15% tax on RMJ sales. We will discuss this tax in more detail during our workshop.

## **Hemp-Related Businesses**

1. Under federal law, hemp products derived from the flower, leaves or resin of the hemp plant currently fall within the definition of “marijuana” and are considered Schedule I substances under the federal Controlled Substances Act (the “CSA”), regardless of THC concentration. However, the mature stalk, fiber produced from stalks, sterilized seed, and oil made from seed are excluded from the federal definition of marijuana.
2. Under Oregon law, industrial hemp is defined as a cannabis plant containing less than 0.3 percent THC. Production, trade, and possession of industrial hemp commodities and products has been legal in Oregon since January 1, 2010 (Senate Bill 676). However, 2015 was the first year in which growers could apply for and receive licenses from the Oregon Department of Agriculture (“ODA”). Oregon law categorizes hemp as an “agricultural product” subject to ODA regulation. As of October 6, 2017, industrial hemp growers may transfer industrial hemp to Oregon Liquor Control Commission (“OLCC”) licensed marijuana processors pursuant to Senate Bill 1015 (2017).
3. Two proposed bills at the state and federal levels could impact the legal status of hemp if passed. Both pieces of legislation seek to further integrate the regulatory schemes governing marijuana and hemp.
  - a. At the federal level, the Industrial Hemp Farming Act of 2017 was introduced into Congress on July 28, 2017. The bill seeks to amend the CSA to exclude industrial hemp containing less than 0.3% THC from the CSA. The bill is in the early stages of the legislative process and has not been passed.
  - b. Oregon House Bill 4089 provides for OHA labs to test industrial hemp, authorizes OLCC to enforce provisions of hemp laws that incorporate provisions of marijuana laws, and allows ODA to adopt rules establishing higher THC limits for industrial hemp if in accordance with federal law. This bill was introduced February 5, 2018 and we will continue to monitor its status.

## **Business License Code**

1. While ORS 475B.968 provides express statutory authority for cities to ban marijuana activities, it is not the exclusive means for doing so. City currently relies on home rule authority through its business license ordinance to prohibit the operation of marijuana businesses.<sup>1</sup> In particular, SMC 5.05.020 provides that “[n]o business license shall be issued to engage in a business that does not comply with local, state or federal law.” Marijuana cultivation, distribution, and possession is currently illegal under the CSA. Thus, City’s prohibition on issuing a license to a business that does not comply with federal law effectively prevents marijuana businesses from operating within City.
2. Consistent with this application of the business license code, businesses engaged in commercial hemp processing and/or distribution operations in the City’s incorporated limits are not licensable under SMC chapter 5.05.020.

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<sup>1</sup> The Development Code also implicitly prohibits marijuana uses because such uses are not identified as permitted in any zone within City.

3. Attached to this memorandum as Exhibit A is a draft ordinance amending SMC chapter 5.05.020 to remove City’s prohibition against issuing a license to a business that does not comply with federal law.

### **TPM Ordinance**

1. Currently, there are ten regulated marijuana activities in Oregon as described on Exhibit B. As we have previously discussed, OHA and OLCC rules impose certain licensing, registration, and operational regulations for such marijuana activities. State rules concern, among other things, application requirements, security measures, packaging, advertising, and labeling standards, testing, research, cannabis tracking system, worker permits, certain spatial and location restrictions, and enforcement.

2. Cities may impose additional restrictions on marijuana activities not described under state law, including, without limitation, reasonable time, place, and manner restrictions. Under ORS 475B.486 and 475B.928, the governing body of a city may adopt an ordinance imposing reasonable regulations on the operation of marijuana businesses, including the following: (a) reasonable conditions on the manner of production, processing, wholesaling, and sales; (b) reasonable limitations on hours of operation of certain RMJ business; (c) reasonable requirements related to the public access to marijuana premises; and (d) reasonable limitations on the location of a marijuana business.

3. The draft TPM Ordinance, attached as Exhibit C, adopts reasonable regulations on marijuana and establishes a permitting requirement for marijuana businesses desiring to operate in City. Given the likely consolidation of MMJ and RMJ under state law, both are addressed under the attached ordinance.

4. If adopted, businesses must operate in compliance with the ordinance, including, without limitation, the operational regulations and conditions set forth in Section 6. Section 6 requires each business (a) be licensed and/or registered, as the case may be, and in good standing under Oregon law, and (b) have a current City business license. In addition, Section 6 imposes regulations concerning, among other things, operating hours of certain businesses (Section 6.6), retailer and dispensary locations (Section 6.9), criminal convictions of certain individuals involved in a marijuana business (Section 6.13), and record keeping requirements (Section 6.15).

### **Land Use**

1. Oregon law imposes restrictions on where certain marijuana activities may locate. For example, retailers, dispensaries, and certain processors are prohibited from being located in residential zones and there are statutory separation requirements between MMJ dispensaries (1,000 feet) and for both MMJ dispensaries and RMJ retailers from certain schools (1,000 feet unless authorized by the OLCC to be as close as 500 feet).<sup>2</sup> Further, OLCC will not issue a license if the premises to be licensed is on federal property. Except where state statute controls, cities may impose more stringent land use requirements.

2. Presently, marijuana uses are not permitted in any zone as the Sisters Development Code (the “Development Code”) specifies that only those uses expressly identified are permitted unless they are sufficiently similar to an expressly permitted use. If City is to permit marijuana businesses, in any

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<sup>2</sup> ORS 475B.486 states that a city may not adopt an ordinance that prohibits a licensed RMJ retailer from being located within a distance that is greater than 1,000 feet from another licensed retailer.

format, it must amend the Development Code to authorize specific marijuana uses in specific zones. Moreover, the Development Code should specify any separation requirements for marijuana uses (between each other, from schools, youth centers, parks, etc.) and any other land use regulations (i.e. maximum size, setback requirements, parking requirements, safety standards, etc.).

3. Finally, there is a need to identify the required application review processes (i.e. should marijuana uses be subject to conditional use review, must all marijuana use (even those in existing structures) go through site plan review, etc.). The following table is offered to facilitate this discussion. The first row corresponds to the zoning districts within City and the first column corresponds to types of permitted uses (which could be further broken down by hemp, MMJ, and RMJ if desired). The table is just for illustrative purposes and does not represent any recommendation on where to permit marijuana uses within City, if at all.

	R	MFR	DC	HC	LI	PF	OS	UAR	A/OA	NSBP	SRR
Retailers	N	N	C*	C*	N	N	N	N	N	N	N
Processors	N	N	C*	C*	C*	N	N	N	N	C*	N
Wholesalers	N	N	N	N	C*	N	N	N	N	C*	N
Producers	N	N	N	N	C*	N	N	N	N	C*	N
Testing Facilities	N	N	C*	C*	C*	N	N	N	N	C*	N

P=Outright permitted

C=Conditionally permitted

N=Not permitted

\* =Subject to special restrictions

4. Also attached for consideration is Exhibit D which includes example amendments to a zoning ordinance adopted by another jurisdiction. The amendments demonstrate how the city zoned for marijuana uses and the regulated special restrictions adopted for various marijuana uses.

5. Pursuant to Section 4.1.600 of the Development Code, amendments to the Development Code require two public hearings, one before the Planning Commission and one before the City Council.

Exhibit A  
Draft Amending Ordinance

(attached)

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY OF SISTERS AMENDING SISTERS MUNICIPAL CODE CHAPTER 5.05, WHICH CHAPTER CONCERNS CITY BUSINESS LICENSES.**

WHEREAS, Sisters Municipal Code (“SMC”) Chapter 5.05 was enacted for the purposes of (a) regulating businesses operating in the City of Sisters (“City”), and (b) providing revenue for municipal purposes; and

WHEREAS, SMC 5.05.020 states, in pertinent part, that “[n]o business license shall be issued to engage in a business that does not comply with local, state or federal law”; and

WHEREAS, the Sisters City Council finds it is necessary to amend SMC 5.05.020 to, among other things, accommodate changes in City’s business environment.

NOW, THEREFORE, the City of Sisters ordains as follows:

1. Findings. The above-stated findings contained in this Ordinance No. \_\_\_\_ (this “Ordinance”) are hereby adopted.

2. Amendment. SMC 5.05.020 is amended to read in its entirety as follows:

“5.05.020 License – Required.

No person may establish, maintain, operate, engage, conduct, and/or carry on any business, trade, profession, and/or calling within City without first applying for and obtaining a license required under this chapter and paying the prescribed license fee. All licensees must comply with all federal, state, and local laws, regulations, and ordinances. Issuance of a license does not authorize a business to operate in violation of any federal, state, and/or local laws, regulations, and/or ordinances.”

3. Miscellaneous. The provisions of SMC Chapter 5.05 that are not amended or modified by this Ordinance remain unchanged and in full force and effect. All pronouns contained in this Ordinance and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word “or” is not exclusive. The words “include,” “includes,” and “including” are not limiting. The provisions of this Ordinance are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. Nothing in this Ordinance affects the validity of any enforcement actions commenced prior to the adoption of this Ordinance; all City ordinances and codes existing at the time that such actions were filed will remain valid and in full force and effect for purposes of those actions. This Ordinance may be corrected by order of the council to cure editorial and/or clerical errors. City staff and/or its designee may renumber, format, and make all other edits necessary to codify this Ordinance into the Sisters Municipal Code.



ADOPTED by the City Council of the City of Sisters and signed by the mayor this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Chuck Ryan, Mayor

ATTEST:

\_\_\_\_\_  
Kerry Prosser, City Recorder

DRAFT

Exhibit B  
List of Regulated Marijuana Activities

1. RMJ regulated activities (and applicable statutory authority) include the following:

- (a) producers (ORS 475B.070);
- (b) processors (ORS 475B.090);
- (c) wholesalers (ORS 475B.100); and
- (d) retailers (ORS 475B.105).

A producer cultivates RMJ. A processor is a business that transforms the raw marijuana into another product or extract. Processors are also responsible for packaging and labeling. A wholesaler is a business that buys in bulk and sells to retailers (not to consumers) and/or transfers to dispensaries. A retailer is a business that sells directly to customers.

Note that ORS 475B.136 to 475B.149 establish registration requirements for the four RMJ licensed activities to produce, process, and/or sell marijuana for MMJ purposes.

2. MMJ regulated activities (and applicable statutory authority) include the following:

- (a) grow sites (ORS 475B.810);
- (b) processing sites (ORS 475B.840);
- (c) wholesalers (licensed by OLCC under ORS 475B.100); and
- (d) dispensaries (ORS 475B.858).

Grow sites are registered as locations for cultivating MMJ. Processing sites are the registered locations for processing MMJ into medical products, concentrates, and/or extracts. A dispensary is a registered to transfer MMJ products to patients and caregivers.

3. There are two additional regulated activities: (a) researchers (certification under ORS 475B.286); and (b) laboratories (licensed under ORS 475B.560 and accredited by OHA). Researchers perform research pertaining to marijuana. Laboratories conduct testing on marijuana. As of February 5, 2018, OLCC had 23 active laboratory licenses statewide and zero researchers certified (with three applications submitted).

Exhibit C  
Draft TPM Ordinance

(attached)

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY OF SISTERS ESTABLISHING TIME, PLACE, AND MANNER REGULATIONS CONCERNING CERTAIN MARIJUANA BUSINESSES.**

WHEREAS, the City of Sisters (“City”) has all powers that the constitutions, statutes, and common law of the United States and Oregon expressly or impliedly grant or allow City; and

WHEREAS, the Sisters City Council (the “Council”) finds that the characteristics, operations, and potential impacts of (a) recreational marijuana producers, processors, wholesalers, testing laboratories, and retailers, and (b) medical marijuana dispensaries, grow sites, and processing sites, necessitate (y) the establishment of particular reasonable time, place, and manner regulations for such operations, and (z) a separate permitting process for such operations; and

WHEREAS, City desires to reasonably regulate marijuana operations in an effort to protect the public health, safety, and welfare.

NOW, THEREFORE, the City of Sisters ordains as follows:

1. Findings. The above-stated findings are hereby adopted.
2. Purpose. The purpose of this Ordinance No. \_\_\_\_ (this “Ordinance”) is to minimize any adverse public safety and public health impacts that may result from allowing marijuana business to operate in City’s incorporated limits by (a) adopting particular reasonable time, place, and manner regulations, and (b) a separate permitting process for such operations.
3. Definitions. For purposes of this Ordinance, the following terms and phrases have the meanings assigned to them below:

“Business(es)” means any business or establishment operated by any person or entity who is or must be appropriately registered with the Oregon Health Authority and/or licensed by the Oregon Liquor Control Commission to sell, distribute, produce, cultivate, grow, wholesale, process, research, develop, and/or test any form of marijuana or marijuana derivatives, including, without limitation, marijuana processors, producers, growers, dispensaries, retailers, wholesalers, testing laboratories, researchers, and/or any combination thereof.

“Cannabinoid” means any of the chemical compounds that are the active constituents of marijuana.

“Company principal(s)” means a person who is a director, officer, shareholder, manager, member, or partner of an entity or has a controlling interest in the entity through his or her ownership or control of 10% or more of the ownership in the entity or 10% or more of the total investment interest in the entity.

“Controlled substance(s)” means a substance designated as Schedule I or Schedule II controlled substances by the Code of Federal Regulations Title 21, Chapter II, Part 1308.

“Convicted” means an adjudication of guilt upon a verdict or finding entered in a criminal proceeding in a court of competent jurisdiction.

“Development code” means City of Sisters 2010 Development Code, as amended.

“Financial interest” exists when a person, the person’s immediate family, and/or a legal entity of which the person is a company principal (a) receives or is entitled to receive directly or indirectly any of the benefits of a business, (b) rents or leases real property to the business for use by the business, and/or (c) lends or gives money, real property, or personal property to the business for use in the business. For purposes of this definition, monies owed to suppliers or contractors for the reasonable cost of goods and services received does not constitute a financial interest in a business.

“Manager” means City’s city manager (or his or her designee) and/or any other City officer, employee, or agent appointed by the Council from time to time.

“Marijuana” means all parts of the plant Cannabis family Cannabaceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin.

**[City may consider expressly exempting industrial hemp?]**

“Marijuana dispensary(ies)” or “dispensary(ies)” means a medical marijuana facility that is registered by the Oregon Health Authority under ORS 475B.858 and that sells, distributes, transmits, gives, dispenses, and/or otherwise provides medical marijuana to medical marijuana qualifying patients.

“Marijuana processor(s)” or “processor(s)” means a processor required to be licensed under ORS 475B.090 or registered under ORS 475B.840.

“Marijuana producer(s)” or “producer(s)” means a producer required to be licensed under ORS 475B.070 or registered under ORS 475B.810.

“Marijuana testing laboratory(ies)” or “laboratory(ies)” means a facility that conducts testing of marijuana products as required by ORS 475B.555 and required to be licensed under ORS 475B.560.

“Marijuana wholesaler(s)” or “wholesaler(s)” means a wholesaler required to be licensed under ORS 475B.100.

“Marijuana retailer(s)” or “retailer(s)” means a retailer required to be licensed under ORS 475B.105.

“Medical marijuana” means all parts of marijuana plants that may be used to treat or alleviate a qualifying patient’s debilitating medical condition as defined under ORS 475B.791 or symptoms associated with the patient’s debilitating medical condition.

“Medical marijuana qualifying patient(s)” means a registry identification cardholder as defined under OAR 333-008-0010(58) or the designated primary caregiver of the cardholder as defined under OAR 333-008-0010(20).

“Minor(s)” means any person under 21 years of age.

“Person(s)” means an individual.

“PRF” (person responsible for a medical marijuana facility) means an individual who owns, operates, and/or otherwise has legal responsibility for a medical marijuana facility and has been approved by the Oregon Health Authority.

“Registry identification cardholder(s)” means a person who has been diagnosed by an attending physician with a debilitating medical condition and for whom the use of medical marijuana may mitigate the symptoms or effects of the person’s debilitating medical condition and who has been issued a registry identification card by the Oregon Health Authority.

4. Annual Permit Required. The company principal of each business operating in City’s incorporated limits must possess a valid annual marijuana permit issued under this Ordinance and must comply with the requirements of all applicable federal, state, and local laws, regulations, and ordinances, including, without limitation, this Ordinance. The permit term will be for a fiscal year, beginning July 1 and ending June 30 of the immediately following year. The permit must be obtained and renewed contemporaneously with the company principal’s obtainment and renewal of City’s business license. Permits are non-transferrable. A separate permit must be obtained for each form of business even if operated on the same premises or under the same ownership.

5. Permit Application; Renewal; Updates; Termination; Fees.

5.1 Initial Application; Fee. Application forms for marijuana permits will be available at the Sisters City Hall. Applications for initial and renewal permits must be submitted to City and signed under penalty of perjury. At the time of submission of an initial permit application, the applicant must pay a permit application and investigation fee. The permit application and investigative fee amount will be set from time to time by Council resolution. No portion of the fee is refundable if a permit is denied or operation of the business is discontinued for any reason. A separate permit application must be submitted for each proposed business location. The permit application documents may be included as part of City’s business license application materials and must contain, at minimum, the following:

- (a) The location of the proposed business;
- (b) A description of the type, nature, and extent of the business to be conducted;
- (c) A description of the proposed accounting and inventory systems for the business;
- (d) Certification that the proposed business is licensed to conduct business in compliance with Sisters Municipal Code Section 5.05, City’s code provisions concerning business licenses, and in compliance with all applicable federal, state, and local laws, regulations, and ordinances;
- (e) Certification that the proposed business has met the requirements of all applicable land use and/or development laws, regulations, and codes; and

(f) Such other information deemed necessary or appropriate by the manager to conduct any investigation and/or background check (including names and fingerprints) of the company principals, employees, volunteers, persons with a financial interest, and persons or entities providing debt financing for the business.

5.2 Renewal Application; Fee. A permit renewal application will include information similar in nature to that provided on the permittee's initial permit application and must be submitted to City not less than 30 days prior to expiration of the permit. Permit renewal application materials may be included as part of City's business license renewal application materials. At the time of submission of a permit renewal application, the permittee must pay a permit renewal application and investigation fee. The renewal application and investigation fee amount will be set from time to time by Council resolution. No portion of the fee is refundable if a permit is denied or operation of the business is discontinued for any reason.

5.3 Termination. A permit terminates automatically on June 30 of each year unless a permit renewal application is prior approved. A permit terminates automatically and without further act of City if any federal and/or state statutes, laws, regulations, ordinances, and/or guidelines are modified, changed, and/or interpreted in a manner by state or federal law enforcement officials so as to prohibit operation of the business under this Ordinance.

5.4 Notification of Changes. If a permittee is required to provide the Oregon Health Authority and/or Oregon Liquor Control Commission with any update, notice, report, or additional disclosure pursuant to OAR 333-008-2030, OAR 845-025-1160, and/or any other state law and/or regulation, the permittee will supply the same information to City within the same deadline. If the supplied information necessitates a modification of the permit, such as the change in business location, the permittee will remit the applicable fee for an annual renewal.

6. Operation Regulations; Permit Conditions. Except as otherwise expressly provided under this Ordinance, each business must comply with the following operating regulations, in addition to all other applicable federal, state, and/or local laws, regulations, and/or ordinances:

6.1 Compliance with Applicable Laws. The business must at all times be operated in compliance with applicable Oregon laws and regulations, including, without limitation, ORS chapter 475B; OAR chapter 845 (for recreational marijuana businesses); OAR chapter 333 (for medical marijuana businesses); this Ordinance; all land use/development, building, and fire codes; and all other federal, state, and local laws, regulations, and ordinances, including, without limitation, those directly or indirectly relating to marijuana, including the payment of all fines, fees, and taxes owing to City.

6.2 State License and/or Registration Required. Each business must at all times be licensed and/or registered, as the case may be, and in good standing under Oregon law.

6.3 Business License Required. Each business must have a current City business license.

6.4 Production, Processing, Wholesaling Restrictions.

(a) Co-location of production, processing, and/or wholesale businesses on the same premises is only permitted as allowed under Oregon law and as consistent with the development code.

(b) Subject to restrictions on certain forms of processing contained in this Ordinance, processors will only be permitted to engage in the forms of processing for which they have obtained applicable endorsements under OAR 845-025-3210.

(c) No production, processing, and/or wholesaling may occur in any outdoor area and/or in any structure where the production, processing, and/or wholesaling is visible from outside of the structure.

(d) Recreational marijuana processors with an endorsement to produce cannabinoid extracts or concentrates must comply with state requirements for such production including, without limitation, OAR 845-025-3260. Medical marijuana processors with an endorsement to produce cannabinoid extracts or concentrates must comply with state requirements for such production including, without limitation, OAR 333-008-1800.

(e) Recreational marijuana processors with endorsements to produce cannabinoid edibles must comply with all state requirements for such production including, without limitation, OAR 845-025-3250. Medical marijuana processors with endorsements to produce cannabinoid edibles must comply with all state requirements for such production including, without limitation, OAR 333-008-1790.

6.5 On-Site Consumption Prohibited. Marijuana, alcohol, and other intoxicants must not be consumed, ingested, inhaled, and/or topically applied anywhere on the premises of the business, except that an employee of a business with a valid medical marijuana registry identification card may consume marijuana during his or her work shift as necessary for his or her medical condition as provided in OAR 845-025-1230(6)(b).

6.6 Operating Hours. Daily operating hours for dispensaries, retailers, and wholesalers must be no earlier than 7:00 a.m. or later than 10:00 p.m., Monday through Sunday.

6.7 Odors. Each business must utilize an air filtration and ventilation system (and employ such other measures and means) that confines all objectionable odors associated with the business to the business's premises. Odor control measures must be installed and operational prior to commencing business operations. For purposes of this Section 6.7, the standard for judging "objectionable odors" will be that of a reasonable person with ordinary sensibilities after taking into consideration the character of the neighborhood in which the odor is made and where the odor is detected.

6.8 Disposal. Each business must provide for secure disposal of marijuana waste, expired marijuana products, marijuana remnants and marijuana byproducts. Receptacles for such disposal must not be placed within the business's exterior refuse containers or otherwise outside of the control of the business.

6.9 Retailer and Dispensary Location.



(a) Each retailer must not be located (a) at the same address as any other business except as allowed under Oregon law and as consistent with the development code, (b) within 1,000 feet of the real property comprising a public or private elementary, secondary, and/or career school attended primarily by minors, (c) **[within 1,000 feet of a dispensary and/or another retailer]**, and/or (d) in any area and/or zone not expressly permitted under the development code.

(b) Each dispensary must not be located (a) at the same address as any other business except as allowed under Oregon law and as consistent with the development code, (b) within 1,000 feet of the real property comprising a public or private elementary, secondary, and/or career school attended primarily by minors, (c) within 1,000 feet of another dispensary **[and/or retailer]**, and/or (d) in any area and/or zone not expressly permitted under the development code.

(c) "Within 1,000 feet" means a straight line measurement in a radius extending for 1,000 feet or less in every direction from any point on the boundary line of the real property on which the retailer or dispensary, as the case may be, is cited.

6.10 Signage. Signage will comply with all applicable sign codes.

6.11 Packaging of Edibles. All edible marijuana products sold and/or otherwise transferred on a retailer's or dispensary's premises must (a) contain warning labels on the outside of the packaging that state "For use only by adults 21 and older—Keep out of reach of children," "It is illegal to drive a motor vehicle while under the influence of marijuana," and "BE CAUTIOUS" in bold, capital letters, followed by "Cannabinoid edibles can take up to 2 hours or more to take effect," (b) be packaged in a tamper-proof hard or soft-bodied receptacle that is designed and constructed to be significantly difficult for children under five years of age to open and that is sealed, opaque such that the product cannot be seen from outside the packaging, closable for any product intended for more than a single use or containing multiple servings, and not brightly colored, depicting cartoons, or in the shape of an animal or any other commercially recognizable toy or candy, and (c) satisfies any and all applicable state requirements for packaging and labeling.

6.12 Minors.

(a) Except as expressly provided in Section 6.12(b) of this Ordinance, no minor is allowed on any business premises and no minor is allowed to enter the area of a business where marijuana is present.

(b) No minor is allowed on the dispensary premises unless the minor is a registry identification cardholder and is accompanied by a parent or guardian whose purpose is to procure the minor's medicine. No minor is allowed to enter the area of the dispensary where medical marijuana is present.

6.13 Criminal Convictions. A person who has been convicted in any state for any felony, including for the manufacture or delivery of a controlled substance in Schedule I or Schedule II, once or more in the five years immediately preceding the date of application (or renewal) or twice or more in the person's lifetime may not be a company principal, employee, and/or volunteer of the business or have a financial interest in the business operated in City's incorporated limits.

6.14 Accounting System and Records. Each business must have an accounting system specifically designed for enterprises reliant on transactions conducted primarily in cash such that revenue and expenses are recorded as they are paid, regardless of when goods are received or delivered, and sufficient to maintain detailed, auditable financial records. If the manager finds that the business's books and records are deficient in any way and/or if the accounting system is not auditable, the business must modify the business's accounting system to meet the requirements of the manager.

6.15 Record Keeping. Each business must keep and preserve records of all sales made by the business and such other books or accounts as may be required by the manager. Each business must keep and preserve for a period of at least three years records containing at least the following information, in addition to that information specified under Oregon law: (a) true names and any aliases of the company principals; (b) true names and any aliases of employees/volunteers of the business; (c) true names and addresses and any aliases of persons that have or within the preceding year have had a financial interest in the business; (d) documentation concerning costs related to transferring, handling, securing, insuring, testing, packaging, and processing marijuana, and the cost of supplies, utilities, and rent or mortgage; (e) the amount of money paid by a business to a grower for each transfer of marijuana; (f) state and federal income tax returns; and (g) any other additional information the manager deems necessary or appropriate.

6.16 Permit Display. Each business must display its current permit inside the business location in a prominent place easily visible to persons conducting transactions in the business and adjacent to the business's business license.

6.17 Sales and Transfers. Sales or other transfers of marijuana products on the business premises must occur inside the business's building and must be conducted only between the business and customer. No walk-up or drive-through service is allowed.

6.18 Mobile Retailers and Dispensaries Prohibited. Mobile retailers and dispensaries are prohibited. No person will locate, operate, own, allow to be operated, and/or aid, abet, and/or assist in the operation of any mobile retailer and/or dispensary that transports or delivers, or arranges the transportation or delivery of, marijuana to a person.

6.19 Security System. Each business must obtain and maintain a fully operable security system that complies with applicable Oregon laws and regulations. The security system will be maintained in good working condition and will be in use at all times.

6.20 Worker Permits. All employees who perform work on behalf of an Oregon Liquor Control Commission licensed marijuana producer, processor, wholesaler, and/or retailer, including, without limitation, the licensees working in a licensed business or managing information in the cannabis tracking system, must possess a marijuana worker permit.

7. Background Checks. City will send to the Deschutes County Sheriff's Office the information provided on each initial or renewal permit application. The sheriff's office may conduct criminal background checks (or obtain the results of background checks conducted by the Oregon Liquor Control Commission) to determine whether any person specified therein (including, without limitation, any person with financial interest, company principal, employee, or volunteer) has any history of felony convictions in Oregon and will inform City whether all persons named in the permit application passed the required Oregon background checks. Each business will provide City the results of criminal

background checks (including federal background checks) for any person specified in an initial or renewal permit application including, without limitation, any person with financial interest, company principal, employee, or volunteer, to determine if any person specified therein has any history of federal or state felony convictions. If, following an initial application or renewal, an additional person is proposed to be a person with financial interest, company principal, employee, or volunteer, then such person must pass the background check prior to assuming such position.

8. Release; Indemnification.

8.1 Release of Liability. By accepting a permit issued pursuant to this Ordinance, the business, business owners, persons with a financial interest, and company principal(s) waive and release City and City's officers, employees, volunteers, agents, insurers, and self-insurance pool for, from, and against any and all injuries, claims, demands, actions, suits, damages, liabilities, costs, and expenses of any kind, including, without limitation, attorney fees and costs, which arise out of or result from any arrest and/or prosecution of the business, business owners, persons with financial interest, company principals, employees, volunteers, clients, customers, and/or any other associated persons for violations of any federal, state, and/or local laws, regulations, and/or ordinances.

8.2 Indemnification. By accepting a permit issued pursuant to this Ordinance, the business, business owners, persons with a financial interest, and company principal(s) will, on a joint and several basis, indemnify and hold harmless City and City's officers, employees, volunteers, agents, insurers, and self-insurance pool for, from, and against any and all injuries, claims, demands, actions, suits, damages, liabilities, costs, and expenses of any kind whatsoever, including, without limitation, attorney fees and costs, arising out of or resulting from in any manner the operation of the business, including, without limitation, any bodily injury, personal injury, sickness, disease, death, property loss or damage, and/or any other loss.

9. Permit Denial, Suspension, and Revocation; Penalties; Appeals.

9.1 Grounds for Denial, Suspension, Revocation. The manager may deny, suspend, or revoke a permit for failure to comply with this Ordinance, for submitting falsified information to City, to the Oregon Health Authority, or to the Oregon Liquor Control Commission, and/or for noncompliance with any other City ordinances or regulations or violations of federal, state, and/or local laws, regulations, and/or ordinances.

9.2 Notice of Revocation or Suspension. The manager must provide to the permittee written notice of any permit suspension or revocation and reasons therefor by first-class US mail at least 10 calendar days prior to the effective date of the revocation or suspension.

9.3 Appeal. A decision to deny, suspend, or revoke a permit may be appealed by delivering personally a written notice of appeal to the manager on or before the effective date of the denial, suspension, or revocation. Unless the manager has declared that imminent danger to the public will exist, the manager's decision to revoke or suspend is stayed pending appeal. The manager will transmit the notice of appeal together with the file of the appealed matter to the Council after which transmission the Council will fix a time and place for hearing the appeal. The Council will give the appellant not less than 10 days' prior written notice of the time and place of hearing of the appealed matter.

9.4 Violations; Infractions. Violation of or failure to comply with any provision of this Ordinance is punishable upon conviction by a fine not to exceed \$500.00. City will be entitled to collect from any company principal violating or otherwise failing to comply with this Ordinance City's reasonable attorney fees and other fees, costs, and expenses incurred by City to enforce this Ordinance, including, without limitation, any costs incurred by City to audit a business's records. Each day in violation constitutes a separate offense. Business owners, company principals, employees, and volunteers are jointly and severally liable for such offenses.

9.5 Remedies not Exclusive. The remedies provided in this Section 9 are not exclusive and will not prevent City from exercising any other rights and/or remedies available under law, nor will provisions of this Ordinance prohibit or restrict City or other appropriate prosecutor from pursuing criminal charges under state law and/or City ordinances.

10. Public Nuisance Declared. Operation of any business within City's incorporated limits in violation of this Ordinance is hereby declared a public nuisance and will be abated pursuant to all available remedies.

11. Examination of Books, Records, and Premises.

11.1 Examinations by Manager. To determine compliance with the requirements of this Ordinance, Oregon law, all land use/development, building, and fire codes, and/or all other federal, state, and local laws, regulations, and ordinances, including, without limitation, those directly or indirectly relating to marijuana, including the payment of all fines, fees, and taxes owing to City, the manager may examine or cause to be examined by an agent or representative designated by the manager, at any reasonable time, the premises of the business, including wastewater from the business, and any and all financial, operational, and other information or documentation, including books, papers, payroll reports, and state and federal income tax returns. Every company principal is directed and required to furnish to the manager the means, facilities, and opportunity for making such examinations and investigations.

11.2 Criminal Investigations. As part of the investigation of a crime or violation of this Ordinance that law enforcement officials reasonably suspect has taken place on the business premises, the Deschutes County Sheriff's Office will be allowed to view surveillance videotapes or digital recordings relating to the business at any reasonable time.

11.3 Access. Without reducing or waiving any provisions of this Ordinance, the Deschutes County Sheriff's Office will have the same access to the business, business records, and business operations as allowed to state inspectors. Denial or interference with such access will be grounds for revocation or suspension of a permit.

12. Severability; Corrections. All pronouns contained in this Ordinance and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. Any reference to a particular law, statute, rule, regulation, code, or ordinance includes the law, statute, rule, regulation, code, or ordinance as now in force and hereafter amended. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence,

clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by order of the Council to cure editorial and/or clerical errors. Nothing in this Ordinance affects the validity of any criminal or civil enforcement actions commenced prior to the adoption of this Ordinance; all City ordinances and codes existing at the time that such actions were filed will remain valid and in full force and effect for purposes of those actions. City staff and/or its designee may renumber, format, and make all other edits necessary to codify this Ordinance into the Sisters Municipal Code.

This Ordinance was PASSED and ADOPTED by the Sisters City Council by a vote of \_\_\_ for and \_\_\_ against and APPROVED by the mayor on this \_\_\_ day of \_\_\_\_\_, 2018.

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Abstentions: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Vacancies: \_\_\_\_\_

\_\_\_\_\_  
Chuck Ryan, Mayor

ATTEST:

\_\_\_\_\_  
Brant Kucera, City Manager

Exhibit D  
Example Amendments to Zoning Ordinance  
(attached)

Exhibit A to Ordinance No. \_\_\_\_\_  
Recreational Marijuana Zoning Ordinance Amendments

Text added is double underlined. Text Deleted is ~~struck through~~.

*AMENDMENT NO. 1*

DEFINITIONS

MARIJUANA. All parts of the plant Cannabis family Cannabaceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin.

MARIJUANA BUSINESS. Any establishment operated by any person or entity who is or must be appropriately licensed by the Oregon Health Authority or the Oregon Liquor Control Commission which sells, produces, cultivates, grows, wholesales, processes, researches, develops or tests any form of marijuana or marijuana derivatives including, but not limited to, Marijuana Production Facilities, Marijuana Processing Facilities, Marijuana Testing Laboratories, Medical Marijuana Dispensaries, Marijuana Wholesalers, and Marijuana Retailers.

MARIJUANA PROCESSING FACILITY. Any establishment in, or premises on, which a person or entity required to be licensed under ORS 475B.090 or ORS 475B.435 operates.

MARIJUANA PRODUCTION FACILITY. Any establishment in, or premises on, which a person or entity required to be licensed under ORS 475B.070 or ORS 475B.420 operates.

MARIJUANA PRODUCTS. Includes marijuana and any item, good, or product made from or including marijuana.

MARIJUANA TESTING LABORATORY. A facility that conducts testing of marijuana products as required by ORS 475B.555 and required to be licensed under ORS 475B.560.

MARIJUANA RETAILER. Any establishment in, or premises, on which a person or entity required to be licensed under ORS 475B.110 operates.

MARIJUANA WHOLESALER. Any establishment in, or premises on, which a person or entity required to be licensed under ORS 475B.100 operates.

TIME, PLACE, AND MANNER RESTRICTIONS. City Ordinance Nos. \_\_\_\_\_ (codified at SMC \_\_\_\_\_) and \_\_\_\_\_ and any successor ordinance(s), all as may be amended from time to time.

AMENDMENT NO. 2

TABLE 1: USES IN THE C-1, C-2, and C-3 ZONES

Uses	Corridor Commercial (C-1)	Downtown Commercial (C-2)	Community Commercial (C-3)
Commercial			
<u>Marijuana Retailer</u>	<u>(P)(7)</u>	<u>(P)(7)</u>	<u>(P)(7)</u>
<u>Marijuana Testing Laboratories</u>	<u>(P)(7)</u>	<u>(P)(7)</u>	<u>(P)(7)</u>

vii. (7) Marijuana Businesses must meet the applicable requirements of Section 3.14.



AMENDMENT NO. 3

INDUSTRIAL

B. PERMITTED USES. (Subject to Site Plan Review)

...

40. Marijuana Production Facility, Marijuana Processing Facility, Marijuana Wholesaler

- i. Marijuana Businesses must meet the applicable requirements of Section \_\_\_\_\_

DRAFT

AMENDMENT NO. 4

SECTION \_\_\_ MARIJUANA BUSINESSES

A. PROCEDURES.

1. Marijuana Businesses, including new Marijuana Businesses located at the same location as a previously approved Marijuana Business, shall obtain Site Plan Approval pursuant to under Section \_\_\_\_\_. Notwithstanding the foregoing, no Site Plan Review approval is required for:

a. An existing Medical Marijuana Dispensary converts to a Marijuana Retailer.

2. All applications for Marijuana Businesses shall be made in the name of the person and/or entity identified in any state licensing and the City business license.

3. A Marijuana Business cannot be approved as a home occupation.

B. MARIJUANA BUSINESS GENERAL STANDARDS AND APPROVAL CRITERIA.

In addition to any applicable approval criteria for Site Plan Approval, and any other standards for the zone in which the Marijuana Business is located, the applicant shall ~~comply with~~ satisfy the following approval criteria:

1. Marijuana Businesses can only be approved in the zones in which ~~they are~~ the specific type of Marijuana Business is expressly identified as a permitted use. ~~Similar uses are not permitted.~~ Permissibility of one type of Marijuana Business in a particular zone cannot be the basis to allow a non-permitted type of Marijuana Business as a similar use under Section \_\_\_\_\_.

2. An applicant for a Marijuana Business must obtain a City business license and, as applicable, a recreational marijuana or dispensary permit pursuant to the Time, Place, and Manner Restrictions prior to initiating the use, but no later than six months after land use approval.

3. Applicant's proposal must demonstrate compliance, or the ability to comply (with appropriate conditions of approval), with applicable provisions of the Time, Place, and Manner Restrictions.

4. If there are any conflicting standards between state law, the Time, Place, and Manner Restrictions, and this Ordinance, the most stringent standard shall apply.

5. All exterior lighting must comply with the lighting standards in the zone in which the use is proposed.

6. Co-location of Marijuana Businesses on the same property is permitted except as prohibited by state law, the Time, Place, and Manner Restrictions, and this Zoning Ordinance.

7. All Marijuana Businesses will conduct operations inside secure, enclosed structures. Marijuana Products may not be displayed in a manner that is externally visible to the public. No drive-through, curb-side, mobile, or other external sale methods are permitted.

8. The applicant shall demonstrate how the proposed Marijuana Business complies with all state security system requirements applicable to the proposed Marijuana Business.

9. The applicant must demonstrate how measures to control odors satisfies applicable requirements set forth in the Time, Place, and Manner Restrictions.

10. The structure within which the Marijuana Business will operate must meet applicable fire and building code requirements.

11. Applications for a specific type of Marijuana Business shall satisfy the additional standards applicable to that type of Marijuana Business set out in subsection (C) through (H) below.

#### C. ADDITIONAL CRITERIA FOR MEDICINAL MARIJUANA DISPENSARIES

1. A Medical Marijuana Dispensary must not be located (a) at the same address as a marijuana grow site registered under ORS 475B.420, (b) within 1,000 feet of the real property comprising a public or private elementary, secondary, and/or career school attended primarily by minors, and/or (c) within 1,000 feet of another dispensary **[and/or retailer]**. "Within 1,000 feet" means a straight line measurement in a radius extending for 1,000 feet or less in every direction from the closest point on the boundary line of the real property on which the Medical Marijuana Dispensary is proposed to be sited.
2. Medical Marijuana Dispensaries are not permitted in the Industrial (I) Zone even when incidental or subordinate to a permitted use in the (I) Zone.
3. Medical Marijuana Dispensaries are considered "retail" for purposes of parking requirements.

#### D. ADDITIONAL CRITERIA FOR MARIJUANA RETAILERS

1. Marijuana Retailers must not be located (a) at the same address as another Marijuana Business except as permitted under Oregon law, the Time, Place, and Manner Restrictions, and this Zoning Ordinance, (b) within 1,000 feet of the real property comprising a public or private elementary, secondary, and/or career school attended primarily by minors, and (c) **[within 1,000 feet of a dispensary and/or another retailer]**. "Within 1,000 feet" means a straight line measurement in a radius extending for 1,000 feet or less in every direction from the closest point on the boundary line of the real property on which the Marijuana Retailer is proposed to be sited.
2. Marijuana Retailers are not permitted in the Industrial (I) Zone even when incidental or subordinate to a permitted use in the (I) Zone.
3. Marijuana Retailers are considered "retail" for purposes of parking requirements.

#### E. ADDITIONAL CRITERIA FOR MARIJUANA PRODUCTION FACILITIES

1. Marijuana Production Facilities shall only be approved if the growing activities occur exclusively within permanent, fully enclosed, rigid, non-translucent structures that require a building permit, reviewed under Section \_\_\_\_\_. All lighting used for growing purposes must be contained

completely inside the structure. No hoop-houses, sheds, shipping containers, trailers, or similar structures are permitted.

2. Under no circumstances, and notwithstanding anything in this Zoning Ordinance to the contrary, may retail sales of Marijuana Products occur at the same location as a Marijuana Production Facility in the Industrial (I) Zone.

#### F. ADDITIONAL CRITERIA FOR MARIJUANA PROCESSING FACILITIES

1. Marijuana Processing Operations shall only occur in permanent, fully enclosed, rigid, non-translucent structures requiring a building permit and reviewed under Section \_\_\_\_\_.
2. Under no circumstances, and notwithstanding anything in this Zoning Ordinance to the contrary, may retail sales of Marijuana Products occur at the same location as a Marijuana Processing Facility in the Industrial (I) Zone.

#### G. ADDITIONAL CRITERIA FOR MARIJUANA WHOLESALING BUSINESSES

1. Under no circumstances, and notwithstanding anything in this Zoning Ordinance to the contrary, may retail sales of Marijuana Products be conducted by a Marijuana Wholesaling Business in the Industrial (I) Zone.

#### H. ADDITIONAL CRITERIA FOR MARIJUANA TESTING LABORATORIES

1. Under no circumstances, and notwithstanding anything in this Zoning Ordinance to the contrary, may retail sales of Marijuana Products be conducted by a Marijuana Testing Laboratory in the Industrial (I) Zone.

#### I. CONDITIONS OF APPROVAL

In addition to any conditions of approval imposed as part of Site Plan or zoning application approval, the following shall be mandatory conditions of approval for all Marijuana Businesses:

1. The applicant for a Marijuana Business shall obtain and present documentation of all applicable state approvals, registrations, licensing, and permitting to the City within 6 months of Site Plan or zoning application approval.
2. Marijuana Businesses shall keep all required state registrations, licensing, and permitting current at all times.
3. Marijuana Businesses shall keep all required City business licenses, ~~or other required permits~~, or other required approvals current at all times.
4. At all times, Marijuana Businesses shall remain compliant with applicable provisions of the Time, Place, and Manner Restrictions and applicable state laws governing Marijuana Businesses, all as they may be amended from time to time.

5. At all times, the operator of a Marijuana Business shall be the same person or entity holding the corresponding City business license, recreational marijuana or dispensary permit, and applicable state registrations, licensing, and/or permitting. The operator shall provide the City notice and appropriate documentation from the state of any changes in ownership or the suspension, loss, or forfeiture of any state approval, registration, licensing, or permitting.

6. Notwithstanding anything to the contrary in this Zoning Ordinance, any approval for a Marijuana Business shall be void if any condition of approval is violated and not cured within 30 days of City's delivery of a notice identifying the violation. The Community Development Director may prescribe a longer cure period provided such period does not exceed 90 days.

7. Notwithstanding anything to the contrary in this Zoning Ordinance, any approval for a Marijuana Business shall be deemed abandoned, and thus void, if the Marijuana Business ceases to operate for any period of 180 or more consecutive days.

AMENDMENT NO. 5

TABLE \_\_\_\_ REQUIRED VEHICLE PARKING

USE	PARKING SPACES REQUIRED (Spaces per 1,000 sq. ft. unless otherwise noted)
COMMERCIAL AND INDUSTRIAL	
<u>Shopping Goods (Retail)</u>	2.86 spaces
<u>Convenience Goods (Retail) Retail</u>	2.86 spaces
<u>Manufacturing/Production/Processing/Laboratories</u>	2.0 spaces

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AMENDMENT NO. 6

SECTION \_\_\_ SITE PLAN APPROVAL. – To determine compliance with this Ordinance for development in zoning districts.

...

B. PROCEDURES.

...

7. Site Plan Criteria. Approval shall be based on the following criteria:

...

d. Pedestrian and vehicular circulation and parking. The location and number of points of access to the site, sidewalks, the interior circulation patterns, designs of parking areas, and the separation between pedestrians and moving and parked vehicles shall be designed to promote safety and avoid congestion on adjacent streets. The proposal shall demonstrate compliance with Sections \_\_\_\_\_ as applicable.

...

h. Landscaping requirements. The proposal shall demonstrate compliance with pursuant to Sections \_\_\_\_\_ as applicable.

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
JANUARY 24, 2018

**MEMBERS PRESENT:**

Nancy Connolly      Council President  
David Asson          Councilor  
Andrea Blum          Councilor  
Richard Esterman    Councilor

**STAFF PRESENT:**

Brant Kucera          City Manager  
Joe O'Neill            Finance Officer  
Paul Bertagna        PW Director  
Kerry Prosser        City Recorder

**ABSENT:**

Chuck Ryan           Mayor

**ABSENT:**

Patrick Davenport    CDD Director

**GUESTS:**

Paul Garrison          Captain, Deschutes County Sheriff

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

The meeting was called to order by Council President Connolly at 6:36 p.m.

**II ROLL CALL**

City Recorder Prosser took roll call, and a quorum was established.

**III APPROVAL OF AGENDA**

Council President Connolly amended the agenda and added Item B. Dark Skies Support Letter under Other Business and two additional pages of Accounts Payable for January 23, 2018, and January 24, 2018 under the Consent Agenda/Bills to approve.

*Councilor Blum made a motion to approve the agenda as amended. Councilor Esterman seconded the motion. The motion carried unanimously.*

**IV VISITOR COMMUNICATION**

**A. Plastic Bag Use in Sisters**

Sisters High School Students Olivia Bertagna, Emile Turpen, Austin Heuberger and Natalie Sitz gave a presentation on working towards ending plastic bag use in Sisters.

Councilor Esterman liked the idea but said California had imposed a tax on plastic bags that was not working. He thought you needed to have bans on all plastic bags, garbage bags, etc. for the ban to work.

Councilor Blum asked if they had any information on the difference in cost between paper and plastic bags. Ms. Turpen responded they did not, but they assumed the cost was large enough that it made a difference in business profits.



Council President Connolly suggested the students work with City Manager Kucera on developing a question related to the topic for the City's upcoming business survey. She also suggested working with High Country Disposal on a consumer education piece in their monthly newsletter.

**Pat Bowe-Sisters Country**

Mr. Bowe spoke on behalf of VFW Post 8138, the American Legion and the local chapter of the Band of Brothers. He presented Councilor Esterman with hats from each group and a letter of appreciation for the monetary support Councilor Esterman gave the groups through the Councilors discretionary fund.

**Jim Morell-Sisters**

Mr. Morell explained that Councilor Esterman's discretionary fund donation had allowed them to build a ramp at the home of a local veteran who had ALS.

**V CONSENT AGENDA**

- A. Minutes
  - 1. January 10, 2018-Regular
  - 2. January 10, 2018- Workshop
  
- B. Bills to Approve
  - 1. January 19, 2018 - Accounts Payable
  - 2. January 23, 2018 – Accounts Payable
  - 3. January 24, 2018 – Accounts Payable

*Councilor Blum moved to approve the Consent Agenda. Councilor Esterman seconded the motion. The motion carried unanimously.*

**VI SHERIFF'S REPORT**

- A. November 2017
- B. December 2017

Captain Garrison addressed Council President Connolly's question from the previous meeting regarding car break-ins. He said they had identified an individual they suspected of the break-ins. The individual had currently left the area, and they had seen a reduction in the break-ins.

Sheriff Garrison said a speed survey was completed in Sisters and he was waiting on the analysis of the data. He confirmed there would be bike patrols in Sisters this summer.

Councilor Blum asked if Deschutes County opened a crisis center, would it help the community of Sisters. Captain Garrison explained the center would benefit the entire County and would be an alternative to incarceration.

## **VII COUNCIL BUSINESS**

### **A. Public Hearing and Consideration of Resolution No. 2018-01: A RESOLUTION OF THE CITY OF SISTERS ADOPTING A SUPPLEMENTAL BUDGET AND ESTABLISHING APPROPRIATIONS WITHIN THE 2017/18 BUDGET.**

Finance Officer O'Neill reviewed the four items included in the supplemental budget.

*Councilor Blum moved to approve Resolution 2018-01 a Resolution of the City of Sisters adopting a supplemental budget and establishing appropriations within the 2017/2018 budget. Councilor Asson seconded the motion. The motion carried unanimously.*

Council President Connolly closed the regular meeting and opened the Contract Review Board.

## **VIII CONTRACT REVIEW BOARD**

### **A. Discussion and Consideration of a Motion to Award a Contract for Audit Services to Dickey and Tremper, LLP. in the Amount of \$29,400 and Authorize the City Manager to Execute the Contract Pending Legal Review**

Finance Officer O'Neill reviewed that Dickey and Tremper, LLP had been chosen for audit services by Councilor Asson, City Manager Kucera and himself. He explained although the firm had been the City's auditor for some time, they regularly rotated the staff who performed the audit. He noted the fiscal impact would be an increase of \$3000 this year with an automatic 3% increase in successive years.

Council President Connolly understood that you should rotate auditing firms regularly. She asked how the City kept an impartial relationship with our current auditors when the auditor pool was limited. Finance Officer O'Neill responded that auditors underwent a peer review process to make sure there were no irregularities. Councilor Asson noted peer review was a very demanding process.

*Councilor Blum made a motion to award a contract for audit services to Dickey and Tremper, LLP. In the amount of \$29,400 and authorize the City Manager to execute the contract pending legal review. Councilor Asson seconded the motion. The motion carried unanimously.*

Council President Connolly closed the Contract Review Board and re-opened the regular meeting,

## **IX OTHER BUSINESS**

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

Finance Officer O'Neill reviewed the quarterly financial highlights. He explained on the resource side System Development Charge (SDC) income continued to exceed expectations, water and sewer receipts were tracking to budget, and interest income was higher than expectations. Finance Officer O'Neill noted on the expenditure side, all fund and program appropriations had come in below-budgeted targets.

### **B. Black Butte Ranch Dark-Sky Letter of Support**

Council asked City Recorder Prosser to draft a letter of support for Black Butte Ranch Dark Sky certification.

## **X STAFF REPORTS**

### **A. Staff Comments and Updates**

Finance: Finance Officer O'Neill

- Wage Study: The study was still in the information collection phase, but was on track for completion before the next budget cycle.
- Employee Handbook: Waiting for legal counsel review.
- Budget Committee: All members were appointed.
- Interest Income: An increase of .3% in interest in our Oregon State Treasury account became an additional \$56,000 that would be allocated across all funds.

Public Works: Director Bertagna

- System Development Charge (SDC) Study: Preliminary work and initial recommendations were done and would be presented to the Technical Advisory Committee on January 31<sup>st</sup>.
- Transportation System Plan Update: Survey responses had been compiled and passed on to the consultant who did not see any red flags. The final draft would be ready at the end of February and would be presented to Council in a workshop.
- Creekside Park Riparian Project: Working on a draft agreement with the Upper Deschutes Watershed Council (UDWC).
- Lazy Z Re-use Improvements: The design was 60% done for Phase I. We had our DEQ authorization and approvals to apply and were working on the design specifications. The project should be ready to bid in the next fiscal year.

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
JANUARY 24, 2018

- Roundabout Art: Presentations would be made by the three artist finalists on February 1<sup>st</sup> to the Art Selection Committee. Three scale models would be on display at City Hall for public comment by February 2<sup>nd</sup>.
- Water Rights: Working on the change of use application for Well #4. The actual certificate for Well #2 will go to the Oregon Water Resources this month.
- Water Rates: Continuing to work with businesses on water conservation strategy in respect to their sewer bills and irrigation habits. Outreach will continue through the end of the summer.
- Development Projects: Grand Peaks Phase I utility improvements will come before Council at the next meeting. ClearPine Phase III will begin infrastructure construction this week. Work was progressing quickly at the assisted living facility.
- Roundabout Award: The Association of Civil and Traffic Engineers presented the City and ODOT, Transportation Project of the Year for the Barclay/Highway 20 Roundabout.

Council President Connolly asked City Recorder Prosser to draft thank you notes to ODOT, the Motor Carriers Association and Kittleson & Associates for their work on the Roundabout project.

CMO: City Manager Kucera

- City Recorder Prosser reviewed upcoming meeting dates and times
- Solid Waste Advisory Committee (SWAC): City Manager Kucera would be participating on this committee with 15 other members from the region. This committee would be meeting now through November to help decide what the region was going to do about the landfill as the current site only had a lifespan of 11 more years. They were looking at questions such as; Where a new site could be located and should the County remain in the landfill business.
- High Country Disposal (HCD): Meeting with HCD to discuss the impact on the recycle center if China banned certain recyclables.
- Planning: There would be a Deschutes County planning person in Sisters two days a week starting in the spring.

#### **XI MAYOR/COUNCILOR BUSINESS**

Councilor Asson noted that TESLA was exploring bringing some training programs to Central Oregon. He said Councilors could find more information on the COCC website.

Council President Connolly thanked City Manager Kucera for the Friday updates. City Manager Kucera said he would send them out on off Council weeks.

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
JANUARY 24, 2018

**XII VISITOR COMMUNICATION-** None

**XIII ADJOURN** – 7:36 p.m.

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Kerry Prosser, City Recorder

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Nancy Connolly, Council President

JOINT WORKSHOP MINUTES  
SISTERS CITY COUNCIL/DESCHUTES COUNTY COMMISSION  
520 E. CASCADE AVENUE  
JANUARY 24, 2018

**MEMBERS PRESENT:**

Nancy Connolly	Council President
David Asson	Councilor
Andrea Blum	Councilor
Richard Esterman	Councilor

**STAFF PRESENT:**

Brant Kucera	City Manager
Paul Bertagna	PW Director
Joe O'Neill	Finance Officer
Kerry Prosser	City Recorder

**ABSENT:**

Chuck Ryan	Mayor
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**ABSENT:**

Patrick Davenport	CDD Director
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**DESCHUTES COUNTY:**

Tony DeBone	Commission –Chair
Tammy Baney	Commissioner
Phil Henderson	Commissioner
Tom Anderson	County Administrator

**GUESTS:**

Caprielle Foote-Lewis	EDCO-Sisters
Roger Lee	EDCO-Director
Steve Ames	NXT Consulting
Ruth Williams	NXT Consulting
Roger Johnson	SCSFD

The joint workshop of the Sisters City Council and Deschutes County Commissioners was called to order by Council President Connolly at 5:04 p.m.

**1. Quarterly Joint Meeting with Deschutes County Commission**

**A. Welcome and Introduction**

Council President Connolly made introductions and welcomed County staff and visitors.

**B. Economic Development of Central Oregon (EDCO) Sisters Country Visioning Update**

Roger Lee, the Director of Economic Development of Central Oregon (EDCO), stated he and EDCO's manager for Sisters, Caprielle Foote-Lewis were in attendance to provide an update on economic development for the region and Sisters. He presented a PowerPoint on the overall economy and what EDCO was doing to drive economic development in the region.

He explained that 80% of EDCO's focus was on developing traded-sector businesses to create a diverse economy and 20% was working with regional partners to improve the business climate in the area. Mr. Lee said that currently they were on target with all of their metrics except for lead generation and they were working on a focused effort in that area. He noted that 2000 leads would only become one to three done deals. He said a slow second quarter had put them behind on "done deals" and behind on jobs and payroll. Mr. Lee said some of the downturn in results was due to the "lumpiness" of the economic development process. He noted the annual capital investment goal had been met in the first half. He said in the pending projects pipeline they had exceeded the annual goal in the number of companies and investment categories, but there was a concern around traded-sector jobs as higher capital investment brought

JOINT WORKSHOP MINUTES  
SISTERS CITY COUNCIL/DESCHUTES COUNTY COMMISSION  
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automation in and fewer employees. Mr. Lee said EDCO was currently working on over 200 projects in the region.

Caprielle Foote-Lewis of EDCO, Sisters, provided a recap of the local Sisters program. She said the local program was performing well. She had assisted twelve traded-sector companies since she began working with EDCO in Sisters. She noted last year there were only two available buildings in the light industrial park and those had filled in the past six months. She explained new companies were looking for existing buildings, which was an opportunity for Sisters. She said there had been focused efforts on entrepreneurialism, an example of that effort was starting the Sisters tech co-working space that would soon be expanding into a second generation space.

Ms. Foote-Lewis was working with eight companies to expand their current business. She highlighted the Enterprise Zone and said many companies had taken advantage of the incentives, the most recent being Laird Superfoods. She noted many diverse industries were represented in Sisters and outlined key development projects. Ms. Foote-Lewis explained that for a city the size of Sisters there were some large development projects including; Three Creeks Brewery, Metabolic Maintenance, Laird Superfood and Cascade Street Distillery.

She reviewed site selection criteria that recruiters focused on when looking to invest in an area. The criteria included; workforce, transportation, existing buildings, industrial land, utilities, incentives, permitting process, taxes, distance to the airport, welcoming presence and lifestyle. She noted lifestyle was a key element for the Sisters area.

Ms. Foote-Lewis explained development challenges for the area included a small regional workforce, low unemployment rate, lack of employee housing and low light industrial inventory. She said development opportunities included underdeveloped light industrial, the USFS property and future Urban Growth Boundary expansion. She noted economic development was a long-term discipline with projects typically taking three to four years or longer if there was no existing facility.

Ms. Foote-Lewis outlined local program initiatives for 2018-2020:

- Improve EDCO and local program communication to partners, stakeholders, and community
- Raise \$5,000 in private sector donations to local program
- Hold Annual Business Luncheon & Tour event
- Assist with local internship program coordination
- Encourage use of Sisters Country brand on Sisters-made products

Ms. Foote-Lewis was working with the Sisters School District on an internship program hoping to connect Sisters graduates with the LaunchPad software program to help them find internships.

Ms. Foote-Lewis reviewed Sisters guiding principles for economic development. She said this was how EDCO went about doing work in our community:

- Encourage multi-generational participation, collaboration;
- Advocate for the next generation (will our children have the opportunity to live here and find gainful employment?);
- Act as the reference point for everyone in the community regarding jobs, business and industry development;
- Economic diversification is at the center of all we do;
- Respect the quality of life that makes this place special; and
- Manage growth, so it is consistent with the character and values of the community.

Ms. Foote-Lewis reviewed upcoming events and activities for EDCO. She said EDCO would continue its efforts toward “setting the table” for continued business development and job creation in Sisters.

Commissioner Debone thanked them for their presentations and noted there was a lot of engagement and diversity with EDCO within the City and County.

Council President Connolly asked how automation changed the economic incentives for the Enterprise Zone. Mr. Lee said the Enterprise Zone was a job creation program that had added on capital investment. He said currently there was a provision in the program that by providing a certain wage, you received a benefit from the program. He said more, and more of the jobs were qualifying with higher wage growth; you saw wages going up but bringing in fewer people.

Commissioner DeBone asked if EDCO was working on getting the needed infrastructure built. Ms. Foote-Lewis replied she was currently working with several developers on connecting them with projects. Mr. Lee said the financing and the cost per rentable value was a concern for developers. He noted it was inherently risky to put money into a project before the developer had an occupant.

### C. Sisters Country Visioning Update

Steve Ames and Ruth Williamson with NXT Consulting explained they were the overall project consultants, key event facilitators and would develop the final Sisters Country Vision and Action Plan. He explained that Director Davenport would lead Sisters logistical support on the project.



He noted project partners included Deschutes County, Central Oregon Intergovernmental Council and Oregon's Kitchen Table.

Mr. Ames said they would adhere to six guiding principles during the visioning process:

1. Inclusive collaboration
2. Transparency
3. Informed and objective
4. Visionary
5. Action-oriented
6. Ownership

Mr. Ames explained building ownership was important because the ultimate benefit came when the community was aligned with a higher level common goal.

He said they would be using a planning model called the Oregon Model of Visioning that would allow them to mine the information they needed. The steps included:

- Where are we now?
- Where are we going?
- Where do we want to be?
- How do we get there?
- Are we getting there?

Mr. Ames said they would have four vision focus areas: Livability, prosperity, resilience, and connectivity. He said there would be four community forums focused on each of the areas.

Ms. Williamson reviewed the stakeholder interviews, visioning activities and the vision action team roles in the process.

Mr. Ames explained there would be a Vision Summit where the community would come together to see the results, prioritize ideas and come up with a big picture vision. He said the vision action team would then process the details and craft an action plan which would be a tool for the community to use when making decisions.

Mr. Ames explained the project timeline: Phase I would be framing the process, Phase II would be setting the context, Phase III would be creating the vision and Phase IV would be developing the plan. The project was expected to run through early 2019.

Mr. Ames passed out examples of visioning plans from other areas. He said the visioning process would leave the City with a guide to action. He talked about game-changing projects and hoped the Sisters Vision project would have a handful of big and bold game-changing projects.

Commissioner Henderson said the County was involved in the process because of the inclusion of Sisters Country. He asked how many visioning projects had happened in Oregon. Mr. Ames replied every major city in Oregon had done at least one generation of visioning. Council President Connolly noted this would be the second generation visioning project for Sisters.

Commissioner Baney asked about the second phase of visioning and would NXT Consulting be working with the community to check on the progress every couple of years. Mr. Ames responded they did not have an agreement to check-in but the project was designed to create longevity: If a community embraced this vision it would be a relevant working document.

#### D. Fire Prevention in Sisters

City Manager Kucera said over the summer Sisters was negatively impacted by fires and both business owners and residents had asked what we could do during future fires to mitigate the effect on the community. He explained the two key focus areas were:

- Sisters now had a permanent US Forest Service District Ranger, who came from a fire environment, whose focus would be on pre-treatment and prescribed burns on the forest.
- The City had received a grant from Community Planning Assistance for Wildfire (CPAW) that would focus on fire assessment inside the City limits.

City Manager Kucera said the City was taking an active role in fire prevention in the areas we could control.

Roger Johnson, Fire Chief for the Sisters-Camp Sherman Fire District spoke about the CPAW program and how its mission was to make homes more resistant to fire and focus on long-term solutions to develop fire-resistant areas surrounding developments. Chief Johnson said developments that were up against wildlands put them at a higher risk. He said they had eight Fire Wise communities outside of the City that were adjacent to wildlands. He explained they were working with those communities on fuel treatments in the forest to develop a fire buffer. Chief Johnson was also working on a plan to encourage Fire Wise communities within the City limits.

Chief Johnson noted there would be a film called "Era of Mega-fires" that would be playing at the Belfry on March 22<sup>nd</sup> that was about fires today vs. historical fires and how they have changed and the risks to communities.

Chief Johnson explained that one of the challenges on fuel reduction were the smoke management rules. He said the current rules were put in place when the main focus had been on field burning in the Willamette Valley, not preventative burns in the forest. He said these rules were currently under review for fuels treatment in forested areas.

JOINT WORKSHOP MINUTES  
SISTERS CITY COUNCIL/DESCHUTES COUNTY COMMISSION  
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JANUARY 24, 2018

Chief Johnson handed out the annual report for Sisters-Camp Sherman Fire District.

E. Other Business

Councilor Blum asked for an update on the County Crisis Center. Commissioner Baney responded the Crisis Stabilization Center and Sober Station had been in the works for 15 years. She said the County was focused on how they could make the program sustainable and mitigate the liability. Commissioner Henderson said the County was currently working on drawings of a proposed building and a budget for the facility.

Councilor Esterman asked the Commissioners to make a phone call to the Oregon Department of Transportation (ODOT) to push for a Downtown Sisters sign at the roundabout. Commissioner Baney replied she would make a call to ODOT.

Councilor Asson said TESLA had been in Redmond meeting with Central Oregon Community College (COCC) to explore bringing a technical training program to the Region.

Commissioner DeBone said Senator Bentz would be in Sisters on Friday, February 2<sup>nd</sup> to meet with City leaders.

The meeting was adjourned at 6:29 p.m.

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Kerry Prosser, City Recorder

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Chuck Ryan, Mayor

PACKET: 02760 2/14/18 AP KK  
VENDOR SET: 01 CITY OF SISTERS  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

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		FRAME AND COVER		01 5-05-906	CAPITAL OUTLAY		305.00
I-20028		SEAL BOOTS	119.00				
1/30/2018	AP-US	DUE: 1/30/2018 DISC: 1/30/2018		1099: N			
		SEAL BOOTS		01 5-05-906	CAPITAL OUTLAY		119.00
I-20053		SEAL BOOTS	50.00				
2/06/2018	AP-US	DUE: 2/06/2018 DISC: 2/06/2018		1099: N			
		SEAL BOOTS		01 5-05-906	CAPITAL OUTLAY		50.00
		=== VENDOR TOTALS ===	474.00				
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01-1019		BATTERIES + BULBS					
I-825-339686		STREET LIGHTS	71.01				
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N			
		STREET LIGHTS		03 5-00-778	STREET LIGHTS		71.01
		=== VENDOR TOTALS ===	71.01				
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01-0018		BAXTER AUTO PARTS					
I-28-0587377		PARTS CLEANER	19.47				
1/18/2018	AP-US	DUE: 2/15/2018 DISC: 2/10/2018	0.39CR	1099: N			
		PARTS CLEANER		01 5-03-796	VEHICLE MAINTENANCE		2.14
		PARTS CLEANER		01 5-05-796	VEHICLE MAINTENANCE		3.11
		PARTS CLEANER		02 5-00-796	VEHICLE MAINTENANCE		4.87
		PARTS CLEANER		03 5-00-796	VEHICLE MAINTENANCE		5.26
		PARTS CLEANER		05 5-00-796	VEHICLE MAINTENANCE		4.09
I-28-587586		OIL FILTER,AIR FILTER,SPARK P	90.96				
1/22/2018	AP-US	DUE: 2/15/2018 DISC: 2/10/2018	1.82CR	1099: N			
		OIL FILTER,AIR FILTER,SPARK PG		03 5-00-796	VEHICLE MAINTENANCE		22.74
		OIL FILTER,AIR FILTER,SPARK PG		02 5-00-796	VEHICLE MAINTENANCE		22.74
		OIL FILTER,AIR FILTER,SPARK PG		05 5-00-796	VEHICLE MAINTENANCE		22.74
		OIL FILTER,AIR FILTER,SPARK PG		01 5-05-796	VEHICLE MAINTENANCE		22.74
I-28-587713		FUEL FILTER-BOOM TR	16.56				
1/23/2018	AP-US	DUE: 2/15/2018 DISC: 2/10/2018	0.33CR	1099: N			
		FUEL FILTER-BOOM TR		03 5-00-796	VEHICLE MAINTENANCE		4.14
		FUEL FILTER-BOOM TR		02 5-00-796	VEHICLE MAINTENANCE		4.14
		FUEL FILTER-BOOM TR		05 5-00-796	VEHICLE MAINTENANCE		4.14
		FUEL FILTER-BOOM TR		01 5-05-796	VEHICLE MAINTENANCE		4.14

PKET: 02760 2/14/18 AP KK  
ENDOR SET: 01 CITY OF SISTERS  
SEQUENCE : ALPHABETIC  
TO/FROM ACCOUNTS SUPPRESSED

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		AIR,FUEL FILTERS-VACTOR		05 5-00-796	VEHICLE MAINTENANCE	104.52
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I-28-587864		REGULATOR	45.58			
1/28/2018	AP-US	DUE: 2/15/2018 DISC: 2/10/2018	0.91	CR 1099: N		
		REGULATOR		03 5-00-796	VEHICLE MAINTENANCE	45.58
		=== VENDOR TOTALS ===	277.09			
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0716	BI-MART CORPORATION					
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I-9891		CLEANING SUPPLIES	31.84			
1/02/2018	AP-US	DUE: 1/02/2018 DISC: 1/02/2018		1099: N		
		CLEANING SUPPLIES		01 5-05-795	SUPPLIES	31.84
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I-9936		ROUNDAABOUT ART MEETING	14.58			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		ROUNDAABOUT ART MEETING		03 5-00-793	MEETINGS/WORKSHOPS	14.58
		=== VENDOR TOTALS ===	46.42			
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0172	BMS TECHNOLOGIES					
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I-56932		UT BILLING JANUARY 2018	778.61			
2/02/2018	AP-US	DUE: 2/02/2018 DISC: 2/02/2018		1099: Y		
		UT BILLING JANUARY 2018		02 5-00-715	POSTAGE	389.31
		UT BILLING JANUARY 2018		05 5-00-715	POSTAGE	389.30
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I-56933		ONLINE BILLPAY FEBRUAY 2018	76.14			
2/02/2018	AP-US	DUE: 2/02/2018 DISC: 2/02/2018		1099: Y		
		ONLINE BILLPAY FEBRUAY 2018		02 5-00-715	POSTAGE	38.07
		ONLINE BILLPAY FEBRUAY 2018		05 5-00-715	POSTAGE	38.07
		=== VENDOR TOTALS ===	854.75			
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1032	BRYANT LOVLIE & JARVIS, ATTOR					
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I-166893		LEGAL FEES-LAND USE JANUARY 1	195.00			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		LEGAL FEES-LAND USE JANUARY 18		01 5-07-777	LEGAL FEES	195.00
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I-166894		LEGAL FEES-TM ORDINANCE JAN 1	331.50			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		LEGAL FEES-TM ORDINANCE JAN 18		01 5-01-777	LEGAL FEES	331.50

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PACKET: 02760 2/14/18 AP KK  
 VENDOR SET: 01 CITY OF SISTERS  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

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I-166895		LEGAL FEES-TPM JANUARY 2018	3,061.50			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		LEGAL FEES-TPM JANUARY 2018		01 5-01-777	LEGAL FEES	3,061.50
I-166896		LEGAL FEES-CEC JANUARY 2018	39.00			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		LEGAL FEES-CEC JANUARY 2018		01 5-01-777	LEGAL FEES	39.00
I-166897		LEGAL FEES-EMP CONTRACT JAN 1	117.00			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		LEGAL FEES-EMP CONTRACT JAN 18		01 5-01-777	LEGAL FEES	117.00
I-166898		LEGAL FEES-SDC JANUARY 2018	19.50			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		LEGAL FEES-SDC JANUARY 2018		01 5-07-777	LEGAL FEES	19.50
I-166899		LEGAL FEES-UT SHUT OFF JAN 20	370.50			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		LEGAL FEES-UT SHUT OFF JAN 201		01 5-01-777	LEGAL FEES	370.50
I-166900		LEGAL FEES-KARNECKI JANUARY 1	1,140.75			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		LEGAL FEES-KARNECKI JANUARY 18		01 5-01-777	LEGAL FEES	1,140.75
I-166901		LEGAL FEES-CMO JANUARY 2018	1,306.50			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		LEGAL FEES-CMO JANUARY 2018		01 5-01-777	LEGAL FEES	1,306.50
I-166902		LEGAL FEES-HOUSING GRANT JAN1	195.00			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		LEGAL FEES-HOUSING GRANT JAN18		01 5-07-777	LEGAL FEES	195.00
I-166903		LEGAL FEES-TREE ISSUE JAN 201	1,170.00			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		LEGAL FEES-TREE ISSUE JAN 2018		01 5-01-777	LEGAL FEES	1,170.00
I-166904		LEGAL FEES-PR REQUEST JAN 201	58.50			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		LEGAL FEES-PR REQUEST JAN 2018		01 5-01-777	LEGAL FEES	58.50
I-166905		LEGAL FEES-AUDIT SVS JAN 2018	175.50			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		LEGAL FEES-AUDIT SVS JAN 2018		01 5-02-777	LEGAL FEES	175.50
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PKET: 02760 2/14/18 AP KK  
 IDOR SET: 01 CITY OF SISTERS  
 SEQUENCE : ALPHABETIC  
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1/31/2018	AP-US	DUE: 2/25/2018 DISC: 2/25/2018		1099: N			
		ROUNABOUT ART MEETING		03 5-00-793	MEETINGS/WORKSHOPS		15.17
I-1712839		COFFEE	18.78				
1/31/2018	AP-US	DUE: 2/25/2018 DISC: 2/25/2018		1099: N			
		COFFEE		01 5-01-714	OFFICE SUPPLIES		2.83
		COFFEE		01 5-02-714	OFFICE SUPPLIES		2.99
		COFFEE		01 5-03-795	SUPPLIES		0.37
		COFFEE		01 5-05-714	OFFICE SUPPLIES		1.69
		COFFEE		01 5-07-714	OFFICE SUPPLIES		4.69
		COFFEE		02 5-00-714	OFFICE SUPPLIES		2.63
		COFFEE		03 5-00-714	OFFICE SUPPLIES		1.50
		COFFEE		05 5-00-714	OFFICE SUPPLIES		2.08
I-1714992		ROUNABOUT ART MEETING	39.27				
2/01/2018	AP-US	DUE: 3/25/2018 DISC: 3/25/2018		1099: N			
		ROUNABOUT ART MEETING		03 5-00-793	MEETINGS/WORKSHOPS		39.27
I-17155422		CC MEETING	75.15				
1/24/2018	AP-US	DUE: 2/25/2018 DISC: 2/25/2018		1099: N			
		CC MEETING		01 5-01-700	MAYOR & COUNCIL		75.15
		=== VENDOR TOTALS ===	148.37				
0014	CENTRAL ELECTRIC COOP						
I-005589700-0118		SISTERS SEWER TREATMENT	3,147.83				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		SISTERS SEWER TREATMENT		05 5-00-743	ELECTRICITY		3,147.83
I-005591100-0118		ROPE LANE/LIFT STATION	716.49				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		ROPE LANE/LIFT STATION		05 5-00-743	ELECTRICITY		716.49
I-4602923513-0118		ELM/THREE CREEKS/WELL	1,172.94				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		ELM/THREE CREEKS/WELL		02 5-00-743	ELECTRICITY		1,172.94
I-4603150100-0118		VILLAGE GREEN RESTROOMS	417.74				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		VILLAGE GREEN RESTROOMS		01 5-05-743	ELECTRICITY		417.74
I-4630200101-0118		600 W HOOD	25.41				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		600 W HOOD		01 5-05-743	ELECTRICITY		25.41

PACKET: 02760 2/14/18 AP KK  
 VENDOR SET: 01 CITY OF SISTERS  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
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01-0014	CENTRAL ELECTRIC COOP	( ** CONTINUED ** )					
I-5016080107-0118		CITY STREET LIGHTS	333.91				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		CITY STREET LIGHTS		03 5-00-743	ELECTRICITY		333.91
I-5024820101-0118		SISTERS HIGH/WELL	615.24				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		SISTERS HIGH/WELL		02 5-00-743	ELECTRICITY		615.24
I-5402923491-0118		FS1605 CHLORINE BLDG	62.58				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		FS1605 CHLORINE BLDG		02 5-00-743	ELECTRICITY		62.58
I-5431540100-0118		68105 PETERSON BURN RD	58.49				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		68105 PETERSON BURN RD		02 5-00-743	ELECTRICITY		58.49
I-8300033500-0118		CREEKSIDE CITY PARK	211.68				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY		211.68
I-8300170200-0118		W BARCLAY DR LIFT STATION	35.78				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		W BARCLAY DR LIFT STATION		05 5-00-743	ELECTRICITY		35.78
I-8300418800-0118		SEWER TREATMENT/SHOP	1,262.74				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		SEWER TREATMENT/SHOP		01 5-03-743	ELECTRICITY		1,262.74
I-8300435700-0118		HAROLD BARCLAY MEM PARK	283.49				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		HAROLD BARCLAY MEM PARK		01 5-05-743	ELECTRICITY		283.49
I-8300550700-0118		LARCH ST PARK	123.27				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		LARCH ST PARK		01 5-05-743	ELECTRICITY		123.27
I-8300593501-0118		5 PINE CAMPUS/LIFT STATION	41.35				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		5 PINE CAMPUS/LIFT STATION		05 5-00-743	ELECTRICITY		41.35
I-8300695200-0118		1000 S LOCUST ST/GATE	26.18				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		1000 S LOCUST ST/GATE		05 5-00-743	ELECTRICITY		26.18
I-8301018100-0118		520 E CASCADE/SISTERS CH	1,437.87				
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N			
		520 E CASCADE/SISTERS CH		01 5-03-743	ELECTRICITY		1,437.87



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-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
0014	CENTRAL ELECTRIC COOP	( ** CONTINUED ** )				
I-8301034600-0118		VETERANS PARK	34.05			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		VETERANS PARK		01 5-05-743	ELECTRICITY	34.05
I-8301186200-0118		LIBRARY OUTDOOR LIGHTING	69.74			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		LIBRARY OUTDOOR LIGHTING		01 5-03-743	ELECTRICITY	69.74
I-8301301000-0118		990 JANTZEN LN/LIFT STATION	34.65			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		990 JANTZEN LN/LIFT STATION		05 5-00-743	ELECTRICITY	34.65
I-8301339500-0118		SISTERS PARKWAY/RECYCLE	88.71			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		SISTERS PARKWAY/RECYCLE		01 5-03-743	ELECTRICITY	88.71
I-8301419900-0118		SUN RANCH DR/WELL	169.79			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		SUN RANCH DR/WELL		02 5-00-743	ELECTRICITY	169.79
I-8301614400-0118		E CASCADE/DECORATIVE LIGHTING	29.61			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		E CASCADE/DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY	29.61
I-8301715301-0118		1000 S LOCUST ST/PW BLDG	368.08			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		1000 S LOCUST ST/PW BLDG		01 5-03-743	ELECTRICITY	368.08
I-8301802201-0118		MAIN ST/DECORATIVE LIGHTING	141.29			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		MAIN ST/DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY	141.29
I-8301966001-0118		150 N FIR ST/FIR ST PARK	165.29			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		150 N FIR ST/FIR ST PARK		01 5-05-743	ELECTRICITY	165.29
I-8302077301-0118		504 E WASHINGTON AVE/LIGHTING	34.89			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		504 E WASHINGTON AVE/LIGHTING		03 5-00-743	ELECTRICITY	34.89
I-8302372501-0118		CREEKSIDE CITY PARK	39.13			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY	39.13
=== VENDOR TOTALS ===			11,148.22			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0210	CONSOLIDATED SUPPLY CO.					
I-S8567898.001		SEWER PVC PIPE, GASKETS,PARTS	1,407.03			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		SEWER PVC PIPE, GASKETS,PARTS		01 5-05-906	CAPITAL OUTLAY	1,407.03
I-S8567898.002		CLEANOUT ADAPTER	96.00			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		CLEANOUT ADAPTER		01 5-05-906	CAPITAL OUTLAY	96.00
		=== VENDOR TOTALS ===	1,503.03			
=====						
01-0101	DESCHUTES COUNTY SHERIFF'S DEP					
I-02012018		SHERIFF SERVICES FEBRUARY 201	47,140.67			
2/01/2018	AP-US	DUE: 2/01/2018 DISC: 2/01/2018		1099: N		
		SHERIFF SERVICES FEBRUARY 2018		01 5-06-783	DCSD - POLICING SERVICES	47,140.67
		=== VENDOR TOTALS ===	47,140.67			
=====						
01-1100	DONOVAN ENTERPRISES, INC.					
I-1215		WATER/SEWER SDC SERVICES	7,047.29			
2/02/2018	AP-US	DUE: 2/02/2018 DISC: 2/02/2018		1099: N		
		WATER/SEWER SDC SERVICES		02 5-00-726	CONTRACTED SERVICES	3,523.65
		WATER/SEWER SDC SERVICES		05 5-00-726	CONTRACTED SERVICES	3,523.64
		=== VENDOR TOTALS ===	7,047.29			
=====						
01-1001	EDGE ANALYTICAL, INC.					
I-18-01993		WATER SAMPLE	33.00			
1/19/2018	AP-US	DUE: 1/19/2018 DISC: 1/19/2018		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	33.00
		=== VENDOR TOTALS ===	33.00			
=====						
01-1089	ELECTRICAL CONSTRUCTION CO					
I-157550		RESTROOM HEATER	145.87			
1/18/2018	AP-US	DUE: 1/18/2018 DISC: 1/18/2018		1099: Y		
		RESTROOM HEATER		01 5-05-726	CONTRACTED SERVICES	145.87
I-157553		REPAIR LIGHTS	1,679.37			
1/18/2018	AP-US	DUE: 1/18/2018 DISC: 1/18/2018		1099: Y		
		REPAIR LIGHTS		01 5-03-786	MAINTENANCE CITY SHOP	559.79
		REPAIR LIGHTS		05 5-00-787	SEWER SYSTEM REPAIRS	559.79
		REPAIR LIGHTS		01 5-05-786	PARK MAINTENANCE	559.79
		=== VENDOR TOTALS ===	1,825.24			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
0909	FASTENAL					
I-ORBEN112159		GLOVES	91.34			
1/19/2018	AP-US	DUE: 1/19/2018 DISC: 1/19/2018		1099: N		
		GLOVES		01 5-03-795	SUPPLIES	10.05
		GLOVES		01 5-05-795	SUPPLIES	14.61
		GLOVES		02 5-00-795	SUPPLIES	22.83
		GLOVES		03 5-00-795	SUPPLIES	24.66
		GLOVES		05 5-00-795	SUPPLIES	19.19
I-ORBEN112203		GLOVES	215.76			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		GLOVES		01 5-03-795	SUPPLIES	23.73
		GLOVES		01 5-05-795	SUPPLIES	34.52
		GLOVES		02 5-00-795	SUPPLIES	53.94
		GLOVES		03 5-00-795	SUPPLIES	58.26
		GLOVES		05 5-00-795	SUPPLIES	45.31
I-ORBEN112347		EAR PLUGS,EYE WASH	83.13			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		EAR PLUGS,EYE WASH		01 5-03-795	SUPPLIES	9.14
		EAR PLUGS,EYE WASH		01 5-05-795	SUPPLIES	13.30
		EAR PLUGS,EYE WASH		02 5-00-795	SUPPLIES	20.78
		EAR PLUGS,EYE WASH		03 5-00-795	SUPPLIES	22.45
		EAR PLUGS,EYE WASH		05 5-00-795	SUPPLIES	17.46
		=== VENDOR TOTALS ===	390.23			
0028	FERGUSON ENTERPRISES, INC. #30					
C-CM08271		OVERCHARGED ON GEL CAPS	5,379.00CR			
1/22/2018	AP-US	DUE: 1/22/2018 DISC: 1/22/2018		1099: N		
		OVERCHARGED ON GEL CAPS		02 5-00-906	CAPITAL OUTLAY	5,379.00CR
C-CM098181		RETURN ANGLE METER	743.88CR			
1/11/2018	AP-US	DUE: 1/11/2018 DISC: 1/11/2018		1099: N		
		RETURN ANGLE METER		02 5-00-788	METERS & PARTS	743.88CR
I-021786		GELS CAPS,TIES,MXU'S	13,501.28			
1/24/2018	AP-US	DUE: 1/24/2018 DISC: 1/24/2018		1099: N		
		GELS CAPS,TIES,MXU'S		02 5-00-906	CAPITAL OUTLAY	13,501.28
I-0621786-1		BOXED GEL CAPS	774.58			
1/22/2018	AP-US	DUE: 1/22/2018 DISC: 1/22/2018		1099: N		
		BOXED GEL CAPS		02 5-00-906	CAPITAL OUTLAY	774.58
I-0624171		METER ADAPTERS	175.00			
1/22/2018	AP-US	DUE: 1/22/2018 DISC: 1/22/2018		1099: N		
		METER ADAPTERS		02 5-00-788	METERS & PARTS	175.00

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0028		FERGUSON ENTERPRISES, INC. #30( ** CONTINUED ** )				
I-0624182		3/4" METERS	1,843.92			
1/24/2018	AP-US	DUE: 1/24/2018 DISC: 1/24/2018		1099: N		
		3/4" METERS		02 5-00-788	METERS & PARTS	1,843.92
=====						
I-0624208		GEL CAPS	69.00			
1/24/2018	AP-US	DUE: 1/24/2018 DISC: 1/24/2018		1099: N		
		GEL CAPS		02 5-00-906	CAPITAL OUTLAY	69.00
		=== VENDOR TOTALS ===	10,240.90			
=====						
01-0029		H. D. FOWLER COMPANY				
I-I4734276		WELL METER BOX,COVER	521.35			
1/24/2018	AP-US	DUE: 2/10/2018 DISC: 2/10/2018		1099: N		
		WELL METER BOX,COVER		02 5-00-765	IMPROVEMENTS & REPAIRS	521.35
		=== VENDOR TOTALS ===	521.35			
=====						
01-0699		HCD				
I-2595772		HCD MASTER BILLING JANUARY 20	890.14			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		HCD MASTER BILLING JANUARY 201		01 5-08-309	CITY MANAGED ACCOUNTS	890.14
I-HCD #7186584		HCD ACCOUNT #7186584	13.58			
1/25/2018	AP-US	DUE: 1/25/2018 DISC: 1/25/2018		1099: N		
		HCD ACCOUNT #7186584		01 5-08-311	COMMUNITY SERVICES GRANT	13.58
		=== VENDOR TOTALS ===	903.72			
=====						
01-0017		HOYT'S HARDWARE				
I-505360		CONDUIT,COUPLING-CHEM SHED	42.07			
1/03/2018	AP-US	DUE: 1/03/2018 DISC: 1/03/2018		1099: N		
		CONDUIT,COUPLING-CHEM SHED		01 5-03-786	MAINTENANCE CITY SHOP	42.07
I-505543		FLUSH METAL,PAINT-CHEM SHED	183.50			
1/03/2018	AP-US	DUE: 1/03/2018 DISC: 1/03/2018		1099: N		
		FLUSH METAL,PAINT-CHEM SHED		01 5-03-786	MAINTENANCE CITY SHOP	183.50
I-507160		CHEMICAL SHED	29.10			
1/22/2018	AP-US	DUE: 1/22/2018 DISC: 1/22/2018		1099: N		
		CHEMICAL SHED		01 5-03-786	MAINTENANCE CITY SHOP	29.10
I-507162		PW CHEM SHED	331.70			
1/22/2018	AP-US	DUE: 1/22/2018 DISC: 1/22/2018		1099: N		
		PW CHEM SHED		01 5-03-786	MAINTENANCE CITY SHOP	331.70

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POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
0017	HOYT'S HARDWARE	( ** CONTINUED ** )				
I-507522		STREET SIGN POSTS	174.00			
1/25/2018	AP-US	DUE: 1/25/2018 DISC: 1/25/2018		1099: N		
		STREET SIGN POSTS		03 5-00-762	STREET SIGNS	174.00
I-507957		ORANGE FENCING	24.99			
1/30/2018	AP-US	DUE: 1/30/2018 DISC: 1/30/2018		1099: N		
		ORANGE FENCING		01 5-05-906	CAPITAL OUTLAY	24.99
I-K07843		ORANGE FENCING	79.98			
1/29/2018	AP-US	DUE: 1/29/2018 DISC: 1/29/2018		1099: N		
		ORANGE FENCING		01 5-05-906	CAPITAL OUTLAY	79.98
I-K07852		EMERGENCY FLASHER	15.92			
1/29/2018	AP-US	DUE: 1/29/2018 DISC: 1/29/2018		1099: N		
		EMERGENCY FLASHER		01 5-05-906	CAPITAL OUTLAY	15.92
		=== VENDOR TOTALS ===	881.26			
=====						
1085	I AND I CRYSTAL CLEANING					
I-509036		RESTROOM CLEANING JAN 2018	2,480.00			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		RESTROOM CLEANING JAN 2018		01 5-05-726	CONTRACTED SERVICES	2,480.00
I-509037		CITY HALL CLEANING JANUARY 18	400.00			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: Y		
		CITY HALL CLEANING JANUARY 18		01 5-03-726	CONTRACTED SERVICES	400.00
		=== VENDOR TOTALS ===	2,880.00			
=====						
1101	IDEAS TO INKS					
I-12367		KIOSK MAP	120.00			
1/04/2018	AP-US	DUE: 1/04/2018 DISC: 1/04/2018		1099: N		
		KIOSK MAP		01 5-05-786	PARK MAINTENANCE	120.00
		=== VENDOR TOTALS ===	120.00			
=====						
0790	KITTELSON & ASSOCIATES, INC.					
I-0092999		TSP UPDATE	8,179.35			
1/22/2018	AP-US	DUE: 1/22/2018 DISC: 1/22/2018		1099: N		
		TSP UPDATE		07 5-00-726	CONTRACTED SERVICE	8,179.35
		=== VENDOR TOTALS ===	8,179.35			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0458	KNIFE RIVER					
I-1848474		3/4" STATE SPECK-ONPARK	343.79			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		3/4" STATE SPECK-ONPARK		01 5-05-906	CAPITAL OUTLAY	343.79
		=== VENDOR TOTALS ===	343.79			
01-0011	LUTTON'S HARDWARE					
C-138675		PARK SUPPLIES	1.52CR			
1/19/2018	AP-US	DUE: 1/19/2018 DISC: 1/19/2018		1099: N		
		PARK SUPPLIES		01 5-05-786	PARK MAINTENANCE	1.52CR
I-135188		SEWER BAGS	26.78			
1/02/2018	AP-US	DUE: 1/02/2018 DISC: 1/02/2018		1099: N		
		SEWER BAGS		05 5-00-795	SUPPLIES	26.78
I-135424		FUEL TANK-MCINTOSH TRUCK	67.92			
1/03/2018	AP-US	DUE: 1/03/2018 DISC: 1/03/2018		1099: N		
		FUEL TANK-MCINTOSH TRUCK		01 5-03-796	VEHICLE MAINTENANCE	13.54
		FUEL TANK-MCINTOSH TRUCK		01 5-05-796	VEHICLE MAINTENANCE	13.54
		FUEL TANK-MCINTOSH TRUCK		02 5-00-796	VEHICLE MAINTENANCE	13.54
		FUEL TANK-MCINTOSH TRUCK		03 5-00-796	VEHICLE MAINTENANCE	13.54
		FUEL TANK-MCINTOSH TRUCK		05 5-00-796	VEHICLE MAINTENANCE	13.76
I-135878		AERATOR CLAMP	20.88			
1/05/2018	AP-US	DUE: 1/05/2018 DISC: 1/05/2018		1099: N		
		AERATOR CLAMP		05 5-00-795	SUPPLIES	20.88
I-136363		MOUNTING TAPE	14.97			
1/08/2018	AP-US	DUE: 1/08/2018 DISC: 1/08/2018		1099: N		
		MOUNTING TAPE		01 5-05-795	SUPPLIES	14.97
I-136465		CEMENT GLUE	27.58			
1/08/2018	AP-US	DUE: 1/08/2018 DISC: 1/08/2018		1099: N		
		CEMENT GLUE		02 5-00-795	SUPPLIES	27.58
I-138085		DOOR KNOBS	11.24			
1/16/2018	AP-US	DUE: 1/16/2018 DISC: 1/16/2018		1099: N		
		DOOR KNOBS		01 5-03-786	MAINTENANCE CITY SHOP	11.24
I-138248		BULB, TESTER	16.16			
1/17/2018	AP-US	DUE: 1/17/2018 DISC: 1/17/2018		1099: N		
		BULB, TESTER		05 5-00-796	VEHICLE MAINTENANCE	16.16
I-138565		BOLTS	7.20			
1/19/2018	AP-US	DUE: 1/19/2018 DISC: 1/19/2018		1099: N		
		BOLTS		05 5-00-796	VEHICLE MAINTENANCE	7.20

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----- ID -----						
0011	LUTTON'S HARDWARE	( ** CONTINUED ** )				
I-139407		DREMEL SET	14.71			
1/23/2018	AP-US	DUE: 1/23/2018 DISC: 1/23/2018		1099: N		
		DREMEL SET		05 5-00-746	SMALL TOOLS & EQUIPMENT	2.80
		DREMEL SET		02 5-00-746	SMALL TOOLS & EQUIPMENT	3.09
		DREMEL SET		03 5-00-746	SMALL TOOLS & EQUIPMENT	3.96
		DREMEL SET		01 5-05-746	SMALL TOOLS & EQUIPMENT	2.94
		DREMEL SET		01 5-03-746	SMALL TOOLS & EQUIPMENT	1.92
I-139641		UBOLT,RUBBER GLOVES	29.63			
1/25/2018	AP-US	DUE: 1/25/2018 DISC: 1/25/2018		1099: N		
		UBOLT,RUBBER GLOVES		05 5-00-795	SUPPLIES	29.63
I-139814		PAINT,SUPPLIES-PICNIC TABLES	164.41			
1/26/2018	AP-US	DUE: 1/26/2018 DISC: 1/26/2018		1099: N		
		PAINT,SUPPLIES-PICNIC TABLES		01 5-05-786	PARK MAINTENANCE	164.41
I-140406		WRECKING BAR	6.06			
1/29/2018	AP-US	DUE: 1/29/2018 DISC: 1/29/2018		1099: N		
		WRECKING BAR		05 5-00-746	SMALL TOOLS & EQUIPMENT	1.15
		WRECKING BAR		02 5-00-746	SMALL TOOLS & EQUIPMENT	1.27
		WRECKING BAR		03 5-00-746	SMALL TOOLS & EQUIPMENT	1.63
		WRECKING BAR		01 5-05-746	SMALL TOOLS & EQUIPMENT	1.21
		WRECKING BAR		01 5-03-746	SMALL TOOLS & EQUIPMENT	0.80
I-140647		CABLE TIES	16.54			
1/30/2018	AP-US	DUE: 1/30/2018 DISC: 1/30/2018		1099: N		
		CABLE TIES		01 5-05-786	PARK MAINTENANCE	16.54
I-140812		LOCATE SPRAYER	25.75			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		LOCATE SPRAYER		02 5-00-746	SMALL TOOLS & EQUIPMENT	12.88
		LOCATE SPRAYER		05 5-00-746	SMALL TOOLS & EQUIPMENT	12.87
		=== VENDOR TOTALS ===	448.31			
=====						
0719	MID COLUMBIA PROUCERS INC					
I-217428		FUEL JANUARY 2018	1,235.93			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		FUEL JANUARY 2018		01 5-03-755	GAS/OIL	177.51
		FUEL JANUARY 2018		01 5-05-755	GAS/OIL	179.91
		FUEL JANUARY 2018		02 5-00-755	GAS/OIL	229.56
		FUEL JANUARY 2018		03 5-00-755	GAS/OIL	382.40
		FUEL JANUARY 2018		05 5-00-755	GAS/OIL	266.55
		=== VENDOR TOTALS ===	1,235.93			

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PACKET: 02760 2/14/18 AP KK  
VENDOR SET: 01 CITY OF SISTERS  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0325		MIDSTATE FERTILIZER CO				
I-01182017		HYDRATED LINES	28.00			
1/18/2018	AP-US	DUE: 1/18/2018 DISC: 1/18/2018		1099: N		
		HYDRATED LINES		01 5-03-786	MAINTENANCE CITY SHOP	28.00
		=== VENDOR TOTALS ===	28.00			
=====						
01-1		MISC VENDOR				
I-02072018		MILBURN,TOD:REIMB WORK BOOTS	219.99			
2/02/2018	AP-US	DUE: 2/02/2018 DISC: 2/02/2018		1099: N		
		MILBURN,TOD:REIMB WORK BOOTS		01 5-03-782	UNIFORMS	43.88
		MILBURN,TOD:REIMB WORK BOOTS		01 5-05-782	UNIFORMS	43.88
		MILBURN,TOD:REIMB WORK BOOTS		02 5-00-782	UNIFORMS	43.88
		MILBURN,TOD:REIMB WORK BOOTS		03 5-00-782	UNIFORMS	43.88
		MILBURN,TOD:REIMB WORK BOOTS		05 5-00-782	UNIFORMS	44.47
		=== VENDOR TOTALS ===	219.99			
=====						
01-0143		NORCO				
I-22802809		PLASMA CUTTER	1,404.52			
1/06/2018	AP-US	DUE: 1/06/2018 DISC: 1/06/2018		1099: N		
		PLASMA CUTTER		05 5-00-746	SMALL TOOLS & EQUIPMENT	267.11
		PLASMA CUTTER		02 5-00-746	SMALL TOOLS & EQUIPMENT	295.20
		PLASMA CUTTER		03 5-00-746	SMALL TOOLS & EQUIPMENT	378.24
		PLASMA CUTTER		01 5-05-746	SMALL TOOLS & EQUIPMENT	281.15
		PLASMA CUTTER		01 5-03-746	SMALL TOOLS & EQUIPMENT	182.82
I-22833818		SEWER SUPPLIES	116.00			
1/11/2018	AP-US	DUE: 1/11/2018 DISC: 1/11/2018		1099: N		
		SEWER SUPPLIES		05 5-00-795	SUPPLIES	116.00
I-22934851		WELDING WIRE	131.95			
1/25/2018	AP-US	DUE: 1/25/2018 DISC: 1/25/2018		1099: N		
		WELDING WIRE		01 5-05-906	CAPITAL OUTLAY	131.95
I-22984050		20#	21.08			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		20#		01 5-03-795	SUPPLIES	2.32
		20#		01 5-05-795	SUPPLIES	3.37
		20#		02 5-00-795	SUPPLIES	5.27
		20#		03 5-00-795	SUPPLIES	5.69
		20#		05 5-00-795	SUPPLIES	4.43
		=== VENDOR TOTALS ===	1,673.55			

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KET: 02760 2/14/18 AP KK  
 DOR SET: 01 CITY OF SISTERS  
 UENCE : ALPHABETIC  
 TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
0971		OCCUPATIONAL MEDICINE AT THE C				
I-50570		IMMINUZATIONS	75.50			
1/25/2018	AP-US	DUE: 1/25/2018 DISC: 1/25/2018		1099: Y		
		IMMINUZATIONS		01 5-03-771	MEDICAL TESTING & SERVIC	15.06
		IMMINUZATIONS		01 5-05-771	MEDICAL TESTING & SERVIC	15.06
		IMMINUZATIONS		02 5-00-771	MEDICAL TESTING & SERVIC	15.06
		IMMINUZATIONS		03 5-00-771	MEDICAL TESTING & SERVIC	15.06
		IMMINUZATIONS		05 5-00-771	MEDICAL TESTING & SERVIC	15.26
		=== VENDOR TOTALS ===	75.50			
1071		OFFICE DEPOT				
I-101875988001		BINDERS	47.68			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		BINDERS		01 5-01-714	OFFICE SUPPLIES	7.17
		BINDERS		01 5-02-714	OFFICE SUPPLIES	7.60
		BINDERS		01 5-03-795	SUPPLIES	0.95
		BINDERS		01 5-05-714	OFFICE SUPPLIES	4.29
		BINDERS		01 5-07-714	OFFICE SUPPLIES	11.92
		BINDERS		02 5-00-714	OFFICE SUPPLIES	6.68
		BINDERS		03 5-00-714	OFFICE SUPPLIES	3.80
		BINDERS		05 5-00-714	OFFICE SUPPLIES	5.27
I-103143331001		EASEL PAD, MARKERS	86.13			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		EASEL PAD, MARKERS		01 5-01-714	OFFICE SUPPLIES	12.96
		EASEL PAD, MARKERS		01 5-02-714	OFFICE SUPPLIES	13.72
		EASEL PAD, MARKERS		01 5-03-795	SUPPLIES	1.71
		EASEL PAD, MARKERS		01 5-05-714	OFFICE SUPPLIES	7.75
		EASEL PAD, MARKERS		01 5-07-714	OFFICE SUPPLIES	21.53
		EASEL PAD, MARKERS		02 5-00-714	OFFICE SUPPLIES	12.07
		EASEL PAD, MARKERS		03 5-00-714	OFFICE SUPPLIES	6.86
		EASEL PAD, MARKERS		05 5-00-714	OFFICE SUPPLIES	9.53
I-103148120001		PERMANENT MARKERS	4.96			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		PERMANENT MARKERS		01 5-01-714	OFFICE SUPPLIES	0.75
		PERMANENT MARKERS		01 5-02-714	OFFICE SUPPLIES	0.79
		PERMANENT MARKERS		01 5-03-795	SUPPLIES	0.10
		PERMANENT MARKERS		01 5-05-714	OFFICE SUPPLIES	0.45
		PERMANENT MARKERS		01 5-07-714	OFFICE SUPPLIES	1.24
		PERMANENT MARKERS		02 5-00-714	OFFICE SUPPLIES	0.70
		PERMANENT MARKERS		03 5-00-714	OFFICE SUPPLIES	0.40
		PERMANENT MARKERS		05 5-00-714	OFFICE SUPPLIES	0.53
I-99957272001		MANILA FOLDERS, POST IT NOTES	34.10			
1/19/2018	AP-US	DUE: 1/19/2018 DISC: 1/19/2018		1099: N		
		MANILA FOLDERS, POST IT NOTES		01 5-01-714	OFFICE SUPPLIES	5.13
		MANILA FOLDERS, POST IT NOTES		01 5-02-714	OFFICE SUPPLIES	5.43
		MANILA FOLDERS, POST IT NOTES		01 5-03-795	SUPPLIES	0.68

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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
01-1071	OFFICE DEPOT	( ** CONTINUED ** )				
		MANILA FOLDERS,POST IT NOTES		01 5-05-714	OFFICE SUPPLIES	3.07
		MANILA FOLDERS,POST IT NOTES		01 5-07-714	OFFICE SUPPLIES	8.52
		MANILA FOLDERS,POST IT NOTES		02 5-00-714	OFFICE SUPPLIES	4.78
		MANILA FOLDERS,POST IT NOTES		03 5-00-714	OFFICE SUPPLIES	2.72
		MANILA FOLDERS,POST IT NOTES		05 5-00-714	OFFICE SUPPLIES	3.77
		=== VENDOR TOTALS ===	172.87			
01-0441	OWEN EQUIPMENT COMPANY					
I-00181846		GASKETS, CAPS,JOINTS	554.25			
1/18/2018	AP-US	DUE: 1/18/2018 DISC: 1/18/2018		1099: N		
		GASKETS, CAPS,JOINTS		05 5-00-796	VEHICLE MAINTENANCE	554.25
I-00181870		HOSE REEL,WEAR BLOCK	383.40			
1/19/2018	AP-US	DUE: 1/19/2018 DISC: 1/19/2018		1099: N		
		HOSE REEL,WEAR BLOCK		05 5-00-796	VEHICLE MAINTENANCE	383.40
I-00181903		CAPSCREW FLATHD	21.64			
1/22/2018	AP-US	DUE: 1/22/2018 DISC: 1/22/2018		1099: N		
		CAPSCREW FLATHD		05 5-00-796	VEHICLE MAINTENANCE	21.64
		=== VENDOR TOTALS ===	959.29			
01-0056	PETTY CASH					
I-01312018		PETTY CASH JANUARY 2018	47.02			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		PC MEETING		01 5-07-757	PLANNING COMMISSION	47.02
		=== VENDOR TOTALS ===	47.02			
01-0144	RESERVE ACCOUNT					
I-01242018		RESERVE ACCOUNT POSTAGE	200.00			
1/24/2018	AP-US	DUE: 1/24/2018 DISC: 1/24/2018		1099: N		
		RESERVE ACCOUNT POSTAGE		01 5-01-715	POSTAGE	6.00
		RESERVE ACCOUNT POSTAGE		01 5-02-715	POSTAGE	74.00
		RESERVE ACCOUNT POSTAGE		01 5-07-715	POSTAGE	46.00
		RESERVE ACCOUNT POSTAGE		02 5-00-715	POSTAGE	36.00
		RESERVE ACCOUNT POSTAGE		03 5-00-715	POSTAGE	2.00
		RESERVE ACCOUNT POSTAGE		05 5-00-715	POSTAGE	36.00
		=== VENDOR TOTALS ===	200.00			

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TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
-----ID-----						
0667	PLATT					
I-P325616		STREET LIGHTS	51.38			
1/12/2018	AP-US	DUE: 2/11/2018 DISC: 2/11/2018		1099: N		
		STREET LIGHTS		03 5-00-778	STREET LIGHTS	51.38
I-P429311		STREET LIGHTS	148.28			
1/12/2018	AP-US	DUE: 2/11/2018 DISC: 2/11/2018		1099: N		
		STREET LIGHTS		03 5-00-778	STREET LIGHTS	148.28
=== VENDOR TOTALS ===			199.66			
=====						
0034	PONDEROSA FORGE & IRONWORKS, I					
I-14665		SEWER AERATOR REPAIR	78.60			
1/24/2018	AP-US	DUE: 1/24/2018 DISC: 1/24/2018		1099: N		
		SEWER AERATOR REPAIR		05 5-00-787	SEWER SYSTEM REPAIRS	78.60
I-14672		FIRE RING-ON PARK	1,145.00			
1/29/2018	AP-US	DUE: 1/29/2018 DISC: 1/29/2018		1099: N		
		FIRE RING-ON PARK		01 5-05-906	CAPITAL OUTLAY	1,145.00
=== VENDOR TOTALS ===			1,223.60			
=====						
0013	PONY EXPRESS					
I-337354		PARKS OFFICE SUPPLIES	36.55			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		PARKS OFFICE SUPPLIES		01 5-05-714	OFFICE SUPPLIES	36.55
=== VENDOR TOTALS ===			36.55			
=====						
0944	QUANTUM COMMUNICATION					
I-INV23109		TELEPHONES FEBRUARY 2018	826.16			
2/01/2018	AP-US	DUE: 2/01/2018 DISC: 2/01/2018		1099: N		
		TELEPHONES FEBRUARY 2018		01 5-01-735	TELEPHONE	36.14
		TELEPHONES FEBRUARY 2018		01 5-02-735	TELEPHONE	46.46
		TELEPHONES FEBRUARY 2018		01 5-03-735	TELEPHONE	36.14
		TELEPHONES FEBRUARY 2018		01 5-05-735	TELEPHONE	92.91
		TELEPHONES FEBRUARY 2018		01 5-07-735	TELEPHONE	77.42
		TELEPHONES FEBRUARY 2018		02 5-00-735	TELEPHONE	82.58
		TELEPHONES FEBRUARY 2018		03 5-00-735	TELEPHONE	77.42
		TELEPHONES FEBRUARY 2018		05 5-00-735	TELEPHONE	67.09
		CITY HALL		01 5-03-735	TELEPHONE	93.00
		PWHQ		01 5-03-735	TELEPHONE	62.00
		SEWER		05 5-00-735	TELEPHONE	155.00
=== VENDOR TOTALS ===			826.16			

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0754	SANI-STAR					
I-4703		SANI-STAR LEASE JANUARY 2018	100.00			
2/01/2018	AP-US	DUE: 2/01/2018 DISC: 2/01/2018		1099: N		
		SANI-STAR LEASE JANUARY 2018		01 5-05-718	LEASES	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-0100	SISTERS AREA CHAMBER OF COMMER					
I-02012018		TRT FEBRUARY 2018	20,833.33			
2/01/2018	AP-US	DUE: 2/01/2018 DISC: 2/01/2018		1099: N		
		TRT FEBRUARY 2018		01 5-08-312	CHAMBER OF COMMERCE	20,833.33
		=== VENDOR TOTALS ===	20,833.33			
=====						
01-0502	SISTERS COFFEE CO.					
I-1211610		COFFEE	194.97			
1/30/2018	AP-US	DUE: 1/30/2018 DISC: 1/30/2018		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	3.87
		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
		COFFEE		05 5-00-714	OFFICE SUPPLIES	21.58
		=== VENDOR TOTALS ===	194.97			
=====						
01-0083	SISTERS RENTAL					
I-0021240-00		CUTTING DISK	99.99			
1/30/2018	AP-US	DUE: 1/30/2018 DISC: 1/30/2018		1099: N		
		CUTTING DISK		05 5-00-746	SMALL TOOLS & EQUIPMENT	19.02
		CUTTING DISK		02 5-00-746	SMALL TOOLS & EQUIPMENT	21.02
		CUTTING DISK		03 5-00-746	SMALL TOOLS & EQUIPMENT	26.93
		CUTTING DISK		01 5-05-746	SMALL TOOLS & EQUIPMENT	20.02
		CUTTING DISK		01 5-03-746	SMALL TOOLS & EQUIPMENT	13.00
I-0048508		LOADER RENTAL-BARCLAY	103.74			
1/29/2018	AP-US	DUE: 1/29/2018 DISC: 1/29/2018		1099: N		
		LOADER RENTAL-BARCLAY		01 5-05-786	PARK MAINTENANCE	103.74
		=== VENDOR TOTALS ===	203.73			

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 DOR SET: 01 CITY OF SISTERS  
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 TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
=====						
0838		SPINDRIFT FORESTRY CONSULTING				
I-SIS2018001		REVIEW CUT TREES,UFB MEETING	684.25			
1/29/2018	AP-US	DUE: 1/29/2018 DISC: 1/29/2018		1099: Y		
		REVIEW CUT TREES,UFB MEETING		03 5-00-726	CONTRACTED SERVICES	684.25
		=== VENDOR TOTALS ===	684.25			
=====						
0698		STATE OF OREGON				
I-AIE7380		2018 ETHICS	285.07			
1/22/2018	AP-US	DUE: 1/22/2018 DISC: 1/22/2018		1099: N		
		2018 ETHICS		01 5-01-733	DUES & SUBSCRIPTIONS	285.07
		=== VENDOR TOTALS ===	285.07			
=====						
1102		THE HIDDEN TOUCH				
I-1571		CITY DRONE MAPPING	2,590.00			
1/09/2018	AP-US	DUE: 1/09/2018 DISC: 1/09/2018		1099: Y		
		CITY DRONE MAPPING		21 5-00-906	CAPITAL OUTLAY	2,590.00
		=== VENDOR TOTALS ===	2,590.00			
=====						
0052		THE NUGGET NEWSPAPER				
I-75222		PUBLIC NOTICE-URA	136.00			
1/03/2018	AP-US	DUE: 1/03/2018 DISC: 1/03/2018		1099: N		
		PUBLIC NOTICE-URA		21 5-00-700	ADMINISTRATIVE SERVICES	136.00
I-75612		PUB NOTICE-BUDGET CHANGES	70.08			
1/17/2018	AP-US	DUE: 1/17/2018 DISC: 1/17/2018		1099: N		
		PUB NOTICE-BUDGET CHANGES		01 5-02-705	ADVERTISING	70.08
I-75747		AD-ROUNABOUT ART VIEWING	166.40			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		AD-ROUNABOUT ART VIEWING		03 5-00-705	ADVERTISING	166.40
		=== VENDOR TOTALS ===	372.48			
=====						
0937		U.S. BANK				
C-012018CR	BRAUGHTON	VISA-BRAUGHTON JANUARY 2018	198.00CR			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		RETURN BATTERY		05 5-00-746	SMALL TOOLS & EQUIPMENT	37.65CR
		RETURN BATTERY		02 5-00-746	SMALL TOOLS & EQUIPMENT	41.62CR
		RETURN BATTERY		03 5-00-746	SMALL TOOLS & EQUIPMENT	53.32CR
		RETURN BATTERY		01 5-05-746	SMALL TOOLS & EQUIPMENT	39.63CR
		RETURN BATTERY		01 5-03-746	SMALL TOOLS & EQUIPMENT	25.78CR

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-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0937	U.S. BANK	( ** CONTINUED ** )				
C-01202018	BONEILL	VISA-O'NEILL JANUARY 2018	100.00CR			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		CREDIT ON TRAINING CLASS		01 5-02-740	EDUCATION	175.00CR
		CAMPGROUND RESERVATIONS		01 5-05-733	DUES & SUBSCRIPTIONS	75.00
I-012018	BERTAGNA	VISA-BERTAGNA JANUARY 2018	45.00			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		VISA-BERTAGNA JANUARY 2018		01 5-01-726	CONTRACTED SERVICES	1.30
		VISA-BERTAGNA JANUARY 2018		01 5-02-726	CONTRACTED SERVICES	1.56
		VISA-BERTAGNA JANUARY 2018		01 5-03-726	CONTRACTED SERVICES	0.52
		VISA-BERTAGNA JANUARY 2018		01 5-05-726	CONTRACTED SERVICES	1.69
		VISA-BERTAGNA JANUARY 2018		01 5-07-726	CONTRACTED SERVICES	2.21
		VISA-BERTAGNA JANUARY 2018		02 5-00-726	CONTRACTED SERVICES	2.21
		VISA-BERTAGNA JANUARY 2018		03 5-00-726	CONTRACTED SERVICES	1.95
		VISA-BERTAGNA JANUARY 2018		05 5-00-726	CONTRACTED SERVICES	1.56
		ST MEETING		03 5-00-793	MEETINGS/WORKSHOPS	32.00
I-012018	BRAUGHTON	VISA-BRAUGHTON JANUARY 2018	585.94			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		DEWALT BATTERY,LASER BATTERY		05 5-00-746	SMALL TOOLS & EQUIPMENT	111.43
		DEWALT BATTERY,LASER BATTERY		02 5-00-746	SMALL TOOLS & EQUIPMENT	123.15
		DEWALT BATTERY,LASER BATTERY		03 5-00-746	SMALL TOOLS & EQUIPMENT	157.80
		DEWALT BATTERY,LASER BATTERY		01 5-05-746	SMALL TOOLS & EQUIPMENT	117.29
		DEWALT BATTERY,LASER BATTERY		01 5-03-746	SMALL TOOLS & EQUIPMENT	76.27
I-01202018	BERTAGNA	VISA-BERTAGNA JANUARY 2018	75.00			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		CEU-BERTAGNA		01 5-03-740	EDUCATION	112.50CR
		CEU-BERTAGNA		01 5-05-740	EDUCATION	225.00CR
		CEU-BERTAGNA		02 5-00-740	EDUCATION	37.50CR
		CEU-BERTAGNA		03 5-00-740	EDUCATION	225.00CR
		CEU-BERTAGNA		05 5-00-740	EDUCATION	675.00
I-01202018	BRAUGHT	VISA-BRAUGHTON JANUARY 2018	689.73			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		ROBIN UNIFORM		01 5-03-782	UNIFORMS	34.01
		ROBIN UNIFORM		01 5-05-782	UNIFORMS	68.01
		ROBIN UNIFORM		02 5-00-782	UNIFORMS	68.01
		ROBIN UNIFORM		03 5-00-782	UNIFORMS	101.92
		ROBIN UNIFORM		05 5-00-782	UNIFORMS	68.05
		REVERSING MOTOR		03 5-00-796	VEHICLE MAINTENANCE	83.99
		PWHQ DOOR		01 5-03-786	MAINTENANCE CITY SHOP	100.00
		SEWER CAPS		01 5-05-906	CAPITAL OUTLAY	165.74
I-01202018	DAVENPORT	VISA-DAVENPORT JANUARY 2018	209.99			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		VISA-DAVENPORT JANUARY 2018		01 5-01-726	CONTRACTED SERVICES	5.00
		VISA-DAVENPORT JANUARY 2018		01 5-02-726	CONTRACTED SERVICES	6.00
		VISA-DAVENPORT JANUARY 2018		01 5-03-726	CONTRACTED SERVICES	2.00
		VISA-DAVENPORT JANUARY 2018		01 5-05-726	CONTRACTED SERVICES	6.50

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KET: 02760 2/14/18 AP KK

DOR SET: 01 CITY OF SISTERS

UENCE : ALPHABETIC

TO/FROM ACCOUNTS SUPPRESSED

POST DATE	BANK CODE	DESCRIPTION	GROSS DISCOUNT	P.O. # G/L ACCOUNT	ACCOUNT NAME	DISTRIBUTION
----- ID -----						
0937	U.S. BANK	( ** CONTINUED ** )				
		VISA-DAVENPORT JANUARY 2018		01 5-07-726	CONTRACTED SERVICES	8.50
		VISA-DAVENPORT JANUARY 2018		02 5-00-726	CONTRACTED SERVICES	8.50
		VISA-DAVENPORT JANUARY 2018		03 5-00-726	CONTRACTED SERVICES	7.50
		VISA-DAVENPORT JANUARY 2018		05 5-00-726	CONTRACTED SERVICES	5.99
		VISA-DAVENPORT JANUARY 2018		01 5-07-733	DUES & SUBSCRIPTIONS	160.00
-----						
I-01202018	PROSSER	VISA-PROSSER JANUARY 2018	50.00			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		CMC DEPOSIT		01 5-01-740	EDUCATION	50.00
-----						
I-01202018	WBRAUGHT	VISA-BRAUGHTON JANUARY 2018	54.78			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		VEHICLE MARKER		01 5-03-796	VEHICLE MAINTENANCE	6.03
		VEHICLE MARKER		01 5-05-796	VEHICLE MAINTENANCE	8.76
		VEHICLE MARKER		02 5-00-796	VEHICLE MAINTENANCE	13.69
		VEHICLE MARKER		03 5-00-796	VEHICLE MAINTENANCE	14.79
		VEHICLE MARKER		05 5-00-796	VEHICLE MAINTENANCE	11.51
-----						
I-01212018	BERTAGNA	VISA-BERTAGNA JANUARY 2018	101.14			
1/20/2018	AP-US	DUE: 1/20/2018 DISC: 1/20/2018		1099: N		
		VISA-BERTAGNA JANUARY 2018		01 5-03-795	SUPPLIES	11.12
		VISA-BERTAGNA JANUARY 2018		01 5-05-714	OFFICE SUPPLIES	16.18
		VISA-BERTAGNA JANUARY 2018		02 5-00-714	OFFICE SUPPLIES	25.28
		VISA-BERTAGNA JANUARY 2018		03 5-00-714	OFFICE SUPPLIES	27.31
		VISA-BERTAGNA JANUARY 2018		05 5-00-714	OFFICE SUPPLIES	21.25
		=== VENDOR TOTALS ===	1,513.58			
=====						
0976	USA FLEET SOLUTIONS					
-----						
I-30929		VEHICLE TRACKING FEB 2018	209.65			
2/01/2018	AP-US	DUE: 2/01/2018 DISC: 2/01/2018		1099: Y		
		VEHICLE TRACKING FEB 2018		01 5-03-726	CONTRACTED SERVICES	23.06
		VEHICLE TRACKING FEB 2018		01 5-05-726	CONTRACTED SERVICES	33.54
		VEHICLE TRACKING FEB 2018		02 5-00-726	CONTRACTED SERVICES	52.41
		VEHICLE TRACKING FEB 2018		03 5-00-726	CONTRACTED SERVICES	56.61
		VEHICLE TRACKING FEB 2018		05 5-00-726	CONTRACTED SERVICES	44.03
		=== VENDOR TOTALS ===	209.65			
=====						
0903	VELOX SYSTEMS					
-----						
I-4756		IT SUPPORT FEBRUARY 2018	2,160.00			
2/01/2018	AP-US	DUE: 2/01/2018 DISC: 2/01/2018		1099: Y		
		IT SUPPORT FEBRUARY 2018		01 5-01-726	CONTRACTED SERVICES	216.01
		IT SUPPORT FEBRUARY 2018		01 5-02-726	CONTRACTED SERVICES	259.20
		IT SUPPORT FEBRUARY 2018		01 5-03-726	CONTRACTED SERVICES	86.40
		IT SUPPORT FEBRUARY 2018		01 5-05-726	CONTRACTED SERVICES	280.80
		IT SUPPORT FEBRUARY 2018		01 5-07-726	CONTRACTED SERVICES	367.20
		IT SUPPORT FEBRUARY 2018		02 5-00-726	CONTRACTED SERVICES	367.20
		IT SUPPORT FEBRUARY 2018		03 5-00-726	CONTRACTED SERVICES	324.00

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PACKET: 02760 2/14/18 AP KK  
VENDOR SET: 01 CITY OF SISTERS  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0903	VELOX SYSTEMS	( ** CONTINUED ** )				
		IT SUPPORT FEBRUARY 2018		05 5-00-726	CONTRACTED SERVICES	259.19
=== VENDOR TOTALS ===			2,160.00			

01-0760	VERIZON WIRELESS					
I-9799948229		CELL PHONES JANUARY 2018	384.04			
1/24/2018	AP-US	DUE: 1/24/2018 DISC: 1/24/2018		1099: N		
		CELL PHONES JANUARY 2018		01 5-03-736	CELLULAR PHONES	25.04
		CELL PHONES JANUARY 2018		01 5-05-736	CELLULAR PHONES	185.16
		CELL PHONES JANUARY 2018		01 5-07-736	CELLULAR PHONES	32.00
		CELL PHONES JANUARY 2018		02 5-00-736	CELLULAR PHONES	42.73
		CELL PHONES JANUARY 2018		03 5-00-736	CELLULAR PHONES	71.34
		CELL PHONES JANUARY 2018		05 5-00-736	CELLULAR PHONES	27.77
=== VENDOR TOTALS ===			384.04			

01-0043	WCP SOLUTIONS					
I-584903		METER INSULATION	94.80			
1/19/2018	AP-US	DUE: 2/25/2018 DISC: 1/29/2018	0.95CR	1099: N		
		METER INSULATION		02 5-00-795	SUPPLIES	94.80
=== VENDOR TOTALS ===			94.80			

01-0941	WILCO					
I-255938		UNIFORM-MILBURN	79.99			
1/28/2018	AP-US	DUE: 1/28/2018 DISC: 1/28/2018		1099: Y		
		UNIFORM-MILBURN		01 5-03-782	UNIFORMS	15.96
		UNIFORM-MILBURN		01 5-05-782	UNIFORMS	15.96
		UNIFORM-MILBURN		02 5-00-782	UNIFORMS	15.96
		UNIFORM-MILBURN		03 5-00-782	UNIFORMS	15.96
		UNIFORM-MILBURN		05 5-00-782	UNIFORMS	16.15
=== VENDOR TOTALS ===			79.99			

01-0225	X-PRESS PRINTING					
I-88317		CREEKSIDE CAMPGROUND ENVELOPE	230.00			
1/19/2018	AP-US	DUE: 1/19/2018 DISC: 1/19/2018		1099: N		
		CREEKSIDE CAMPGROUND ENVELOPES		01 5-05-714	OFFICE SUPPLIES	230.00
=== VENDOR TOTALS ===			230.00			

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KET: 02760 2/14/18 AP KK

DOR SET: 01 CITY OF SISTERS

UENCE : ALPHABETIC

TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
0428	XEROX CORPORATION					
I-092162477		7970 COPIER LEASE JANUARY 201	538.08			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		7970 COPIER LEASE JANUARY 2018		01 5-01-721	COPIER/PRINTER	172.33
		7970 COPIER LEASE JANUARY 2018		01 5-02-721	COPIER/PRINTER	96.71
		7970 COPIER LEASE JANUARY 2018		01 5-05-721	COPIER/PRINTER	26.82
		7970 COPIER LEASE JANUARY 2018		01 5-07-721	COPIER/PRINTER	166.70
		7970 COPIER LEASE JANUARY 2018		02 5-00-721	COPIER/PRINTER	37.81
		7970 COPIER LEASE JANUARY 2018		05 5-00-721	COPIER/PRINTER	37.71
=====						
I-092162478		7845 COPIER LEASE JANUARY 201	185.44			
1/31/2018	AP-US	DUE: 1/31/2018 DISC: 1/31/2018		1099: N		
		7845 COPIER LEASE JANUARY 2018		01 5-01-721	COPIER/PRINTER	59.39
		7845 COPIER LEASE JANUARY 2018		01 5-02-721	COPIER/PRINTER	33.33
		7845 COPIER LEASE JANUARY 2018		01 5-05-721	COPIER/PRINTER	9.24
		7845 COPIER LEASE JANUARY 2018		01 5-07-721	COPIER/PRINTER	57.45
		7845 COPIER LEASE JANUARY 2018		02 5-00-721	COPIER/PRINTER	13.03
		7845 COPIER LEASE JANUARY 2018		05 5-00-721	COPIER/PRINTER	13.00
		=== VENDOR TOTALS ===	723.52			
=====						
0815	ZUMAR INDUSTRIES, INC.					
I-1707		STREET SIGNS	2,752.74			
2/02/2018	AP-US	DUE: 3/04/2018 DISC: 3/04/2018		1099: N		
		STREET SIGNS		03 5-00-762	STREET SIGNS	2,752.74
		=== VENDOR TOTALS ===	2,752.74			
		=== PACKET TOTALS ===	143,968.52			

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ADVISORY COMMITTEE APPLICATION



RECEIVED

NOV 1 2017

CITY OF SISTERS

CITY OF SISTERS

- Committee Applying For: PARKS
- Name: ROSS GARY P GARY  
(Last) (First) (Middle) (I go by...)
- Address: 587 S LOCUST SISTERS OR 97759  
Street, P. O. Box City State Zip Code
- Telephone No.: 541-543-3675 E-mail Address: gje5@comcast.NET
- Occupation: Retired Work Phone: \_\_\_\_\_
- Do you reside within the city limits of Sisters? Yes  No \_\_\_\_\_
- Statement indicating reason you would like to serve on this voluntary Advisory Committee:

for 13 years I was an elected director of Willamalane Park & Recreation District, a special district like SPRD. I Resigned that position when I moved to Sisters - I want to be involved in any community I live in + PARKS seemed like a good fit for.

- Special skills, interests, hobbies that you believe would bring special value to your ability to serve on this committee:

I live on Wychius Creek & want to see further riparian enhancement - Experience with Special Districts may help in refining areas of cooperation with SPRD

- Other volunteer, committee, board, commission experience:

~~WPRD - Board 13 years - East Atton Park CPE 4 years - Willamalane Board~~  
 From 1/04 (Mo/Yr) Organization Willamalane Park & Rec Dist  
 To 2/17 (Mo/Yr) Address 32nd St. Springfield, OR 97777  
 Type of Organization Special District Telephone No. \_\_\_\_\_  
 Role: Elected Position on a Board of Directors  
 If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? Yes  No

Sisters City Hall 520 E. Cascade Avenue P. O. Box 39 Sisters, OR 97759

Ph (541)549-6022 Fax (541)549-0561

[www.ci.sisters.or.us](http://www.ci.sisters.or.us)

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ADVISORY COMMITTEE APPLICATION



CITY OF SISTERS

From 1992 (Mo/Yr) Organization EAST ALTON Baker PARRIL CPC  
 To -1996 (Mo/Yr) Address Planning / PARIS  
 Type of Organization Eugene / Springfield Telephone No. \_\_\_\_\_  
 Role: Original Community Member of CPC - Urban Dev + Adoption  
 If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? Yes  No  Development + Adoption

From 6/85 (Mo/Yr) Organization Numerous Professional Boards  
 To 6/14 (Mo/Yr) Address \_\_\_\_\_  
 Type of Organization National + Regional Telephone No. \_\_\_\_\_  
 Role: President + Board member of NAWIC, President + Board member NCEE  
 If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? Yes  No

National

Regional

9. How did you hear about this position? Nugget Advert.

10. Would you be interested in serving on advisory committee in the future? Possibly  
Budget But PARIS is #1

References: Bob Keefe Paul Bertagna

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentation and/or omission of facts are cause for removal from any advisory committee, board or commission I may be appointed to. All information/documentation related to service on this committee is subject to public record disclosure.

Date: 16 Nov 17 Signature: [Handwritten Signature]

Please return this application to the City of Sisters, 520 E. Cascade Avenue, P. O. Box 39, Sisters, OR. 97759. For more information, please call the City Manager's office, (541) 549-6022 Ext. 1

ADVISORY COMMITTEE APPLICATION



CITY OF SISTERS

RECEIVED  
JAN 16 2018

CITY OF SISTERS

1. Committee Applying For: City Parks Advisory Board
2. Name: Retzman Rick —  
(Last) (First) (Middle) (I go by ...)
- Address: 569 N Tam Rim Dr Sisters OR 97759  
Street, P. O. Box City State Zip Code
3. Telephone No.: 503-559-9974 E-mail Address: RRetzman@gmail.com
4. Occupation: Retired / Information Security Consultant Work Phone: \_\_\_\_\_
5. Do you reside within the city limits of Sisters? Yes  No \_\_\_\_\_
6. Statement indicating reason you would like to serve on this voluntary Advisory Committee:

Hardly anything enhances the livability of a community like a park(s). I'm an avid user of our parks as a grandfather and as a trail runner. I served on the Parks Advisory Board in Salem and loved the work.

7. Special skills, interests, hobbies that you believe would bring special value to your ability to serve on this committee:  
Lean Facilitator, I've served on multiple boards (see attached). I work and play well with others.
8. Other volunteer, committee, board, commission experience: please see attached pages

From _____ (Mo/Yr)	Organization _____
To _____ (Mo/Yr)	Address _____
Type of Organization _____	Telephone No. _____
Role: _____	
If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? <input type="checkbox"/> Yes <input type="checkbox"/> No	

ADVISORY COMMITTEE APPLICATION



CITY OF SISTERS

From \_\_\_\_\_ (Mo/Yr) Organization \_\_\_\_\_  
 To \_\_\_\_\_ (Mo/Yr) Address \_\_\_\_\_  
 Type of Organization \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Role: \_\_\_\_\_  
 If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold?  Yes  No

From \_\_\_\_\_ (Mo/Yr) Organization \_\_\_\_\_  
 To \_\_\_\_\_ (Mo/Yr) Address \_\_\_\_\_  
 Type of Organization \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Role: \_\_\_\_\_  
 If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold?  Yes  No

9. How did you hear about this position? The Nugget

10. Would you be interested in serving on advisory committee in the future? yes

References: DJ Vincent 503-949-2124  
Laurie Casarez 818-601-7169

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentation and/or omission of facts are cause for removal from any advisory committee, board or commission I may be appointed to. All information/documentation related to service on this committee is subject to public record disclosure.

Date: 1/15/2018 Signature: [Handwritten Signature]

Please return this application to the City of Sisters, 520 E. Cascade Avenue, P. O. Box 39, Sisters, OR. 97759. For more information, please call the City Manager's office, (541) 549-6022 Ext. 1

Rick Retzman

**Treasurer**

**Trout Creek Village Home Owners Association**

Nov 2016 - Present

Sisters, Oregon

**Chair**

**TCV Architectural Review Committee**

Nov 2016 - Present

Sisters, Oregon

**Vice Chairman of the Board**

**City of Salem, Parks and Recreation Advisory Board**

Dec 2014 – Aug 2016 (1 yr 9 mos)

Salem, Oregon

503-588-6173

Advise City Council; and to act in the role of community catalyst in the formation and achievement of a comprehensive community wide parks and recreation system and program to serve the horticultural, environmental, historical, cultural, and leisure needs of all city residents.

**Co-Chair**

**South Salem Connect**

Oct 2009 – Aug 2016 (6 yrs 11 mos)

Salem, Oregon

503-949-2124

South Salem Connect was formed in the south High School catchment area in 2002 and has been working toward strengthening families and neighborhood livability through a variety of community partnerships and programs ever since.

**Committee Member**

**Salem Shade Tree Advisory Committee**

Jun 2015 – Nov 2015 (6 mos)

Salem, Oregon

503-588-6173

Rick Retzman

**Vice President**

**Parks and Recreation Advisory Board**

City of Salem

Mar 2011 – Sep 2013 (2 yrs 7 mos)

Salem, Oregon

503-588-6173

**First Vice President**

**Marion County Chapter, Oregon Master Gardener Association**

2012 – 2013 (1 yr)

Salem, Oregon

503-588-5301

Master Gardeners are trained volunteers, educated through OSU Extension Service to offer the local community Reliable, Relevant and Reachable gardening information and education opportunities.

**Training Officer**

**Community Emergency Response Team (CERT)**

2005 – 2007 (2 yrs)

Salem, Oregon

503-763-3331

The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.



ADVISORY COMMITTEE APPLICATION



RECEIVED  
JAN 17 2018 CITY OF SISTERS  
CITY OF SISTERS

- Committee Applying For: City Parks Advisory Board
- Name: Jasperson Steven Wayne  
(Last) (First) (Middle) (I go by ...)  
Address: 17077 Golden Stone Dr., Sisters, OR 97759  
Street, P. O. Box City State Zip Code
- Telephone No.: 541-740-2471 E-mail Address: SLjasperson@gmail.com
- Occupation: Healthcare administration Work Phone: 541-740-2471
- Do you reside within the city limits of Sisters? Yes  No  (Sisters School District)
- Statement indicating reason you would like to serve on this voluntary Advisory Committee:  
Throughout my career I have been involved in the community in which we lived. I have found my involvement to be rewarding as well as beneficial. Now that we reside in Sisters I am seeking to establish those roots to my new community.
- Special skills, interests, hobbies that you believe would bring special value to your ability to serve on this committee:  
My career in healthcare has enabled me to work with many talented individuals, I have broad experiences in budgets, construction, facilities management, H.R., Board & Committee development.
- Other volunteer, committee, board, commission experience: organizational culture.

From <u>6/2012</u> (Mo/Yr)	Organization <u>Boys &amp; Girl Club Board Cornelius (Non-profit)</u>
To <u>5/2016</u> (Mo/Yr)	Address <u>1112 New Circle Blvd, Cornelius</u>
Type of Organization <u>Youth organization</u>	Telephone No. <u>541-757-1909</u>
Role: <u>Board member.</u>	<u>Non-profit.</u>

If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? Yes  No



ADVISORY COMMITTEE APPLICATION



CITY OF SISTERS

From 5/2010 (Mo/Yr) Organization Corvallis Chamber of Commerce (Non-Prof)  
 To 5/2016 (Mo/Yr) Address 420 NW Second Street  
 Type of Organization Membership supportive of Telephone No. 541-757-1505  
 Role: Board member business  
 If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold?  Yes  No

From 2/2009 (Mo/Yr) Organization American College of Healthcare Ex. BC. - (Non-Prof)  
 To 5/2016 (Mo/Yr) Address One North Franklin St Suite 1700, Chicago, IL  
 Type of Organization Prof. membership Telephone No. 312-424-2800  
 Role: Regent for State of Org. & President for State of Oregon Chapter  
 If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold?  Yes  No

9. How did you hear about this position? The Nugget

10. Would you be interested in serving on advisory committee in the future? yes

References: Kathy Hale 541-740-1926 Trevin Dewey 541-815-0404  
Tyler Jacobsen 541-745-8404 Bob Johnson 541-760-3542

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentation and/or omission of facts are cause for removal from any advisory committee, board or commission I may be appointed to. All information/documentation related to service on this committee is subject to public record disclosure.

Date: 11/7/2018 Signature: Jane Jorgensen

Please return this application to the City of Sisters, 520 E. Cascade Avenue, P. O. Box 39, Sisters, OR. 97759. For more information, please call the City Manager's office, (541) 549-6022 Ext. 1

# RECEIVED

ADVISORY COMMITTEE APPLICATION

JAN 23 2018



CITY OF SISTERS

## CITY OF SISTERS

1. Committee Applying For: Sisters City Park Advisory Board
2. Name: Flautt Matthew Donald Matt  
(Last) (First) (Middle) (I go by ...)
- physical Address: 375 S. Ash St Sisters OR 97759  
Street, P. O. Box City State Zip Code
3. Telephone No.: 541-390-7665 E-mail Address: matthew.flautt@gmail.com
4. Occupation: Ecologist, Black Butte Ranch Work Phone: 541-595-1532
5. Do you reside within the city limits of Sisters? Yes  No
6. Statement indicating reason you would like to serve on this voluntary Advisory Committee:

please see supplemental document

7. Special skills, interests, hobbies that you believe would bring special value to your ability to serve on this committee:

please see supplemental document

8. Other volunteer, committee, board, commission experience:

From	<u>11/16</u> (Mo/Yr)	Organization	<u>Save Outdoor School Ballot Initiative</u>
To	<u>11/17</u> (Mo/Yr)	Address	<u>440 NW Florida Ave, Bend, OR 97701</u>
Type of Organization	<u>Ballot measure</u>	Telephone No.	<u>502-876-3888</u>
Role:	<u>provided material &amp; logistical support, signature gathering</u>		
If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

Sisters City Hall 520 E. Cascade Avenue P. O. Box 39 Sisters, OR 97759

Ph (541)549-6022 Fax (541)549-0561

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ADVISORY COMMITTEE APPLICATION



CITY OF SISTERS

From 10/07 (Mo/Yr) Organization USFS - Sisters Ranger District  
 To present (Mo/Yr) Address US-20 & Pine St. Sisters, OR 97759  
 Type of Organization governmental Telephone No. 541 549 7725 Nate Dachtler  
 Role: on-going, as need fisheries volunteer work  
 If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? Yes  No

From 6/15 (Mo/Yr) Organization Bend Park & Rec Dept  
 To present (Mo/Yr) Address 799 SW Columbia St, Bend, OR 97701  
 Type of Organization governmental Telephone No. Jeff Amaral 541-389-7275  
 Role: volunteer assistance with wildlife management  
 If you are still serving in this capacity, do you foresee any conflicts between this committee and the position you currently hold? Yes  No

9. How did you hear about this position? The Nugget Newspaper

10. Would you be interested in serving on advisory committee in the future? yes

References: Rick Unzueta, Director of Facilities, Black Butte Ranch 541-595-1522  
Jeff Amaral, Nat. Resources Mgr, Bend Park & Rec 541-389-7275  
\* more references available upon request

My signature affirms that the information in this application is true to the best of my knowledge. I understand that misrepresentation and/or omission of facts are cause for removal from any advisory committee, board or commission I may be appointed to. All information/documentation related to service on this committee is subject to public record disclosure.

Date: Jan 22, 2018 Signature: Math [Signature]

Please return this application to the City of Sisters, 520 E. Cascade Avenue, P. O. Box 39, Sisters, OR. 97759. For more information, please call the City Manager's office, (541) 549-6022 Ext. 1



# Matt Flautt—Sisters City Park Advisory Board Application Supplemental

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This document serves as a supplement to the general City of Sisters Advisory Committee Application, specifically addressing items #6 and #7.

Please note my physical address differs from my mailing address:

Physical Address:

Matt Flautt  
375 S. Ash Street  
Sisters, OR 97759

Mailing Address:

Matt Flautt  
PO Box 7835  
Bend, OR 97708

6. Statement indicating reason you would like to serve on this Voluntary Advisory Committee:

As a Sisters resident, I regularly enjoy our parks, trails, and beautiful park facilities. I have been impressed and appreciative of the new park infrastructure(s) developed by the City in recent years. As Sisters and Central Oregon continues to grow, I feel it is important to keep in mind the attributes and values so cherished by Sisters citizens as we welcome new residents while also developing and implementing adaptive, flexible, and intentional management of our City Parks and related facilities as we move forward. It may be demanding as our community grows, user pressure increases, and unforeseen challenges arise. I know the Sisters City Parks is up to task!

I have lived and worked in the Sisters area for 16 years. Sisters is my home and has given me so much. I wish to give back. I have a passion for people and a passion for nature. It would be a privilege to serve on the Sisters City Parks Advisory Board.

7. Special skills, interests, hobbies that you believe would bring special value to your ability to serve on this committee:

I am a professional Ecologist. I have been employed the last five years by Black Butte Ranch as the "Ecological Coordinator." I graduated from Oregon State Univ with a Bachelor of Science degree in Ecology and a minor in Fisheries and Wildlife. My current position can be generally described as having these attributes: invasive species mgmt., wildlife mgmt., forestry, fisheries, native plant and animal promotion, community outreach and education, volunteer recruitment and coordination, ecological restoration plan(s) development and implementation, livestock grazing plan development and implementation, ornithological studies, waterway/watershed assessments/mgmt./restoration activities, to name a few.

At Black Butte Ranch, I have also initiated and developed partnerships and collaborations with multiple Federal and State agencies (USFWS, USDA, Oregon Dept of State Lands, ODFW, US Army Corp of Engineers, Upper Deschutes Watershed Council, USFS, to name a few).

Previous employment has included forestry assessments for USFS, Bull Trout fisheries research assistant for Utah State Univ, and many volunteer hours related to natural and social issues.

LICENSES: THRU ZZZZZZZZZZ

SORTED BY: LICENSE NUMBER

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

PAID STATUS: ALL

EFFECTIVE DATES: 1/01/2018 TO 2/09/2018

LIC CODES: ALL

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

ID	CODE	NAME	PROPERTY ADDRESS	CITY LIMIT
001302	LODG	HOWES, LINDSAY	357 E BLACK BUTTE AVE	INSIDE <i>Vacation Rental</i>
001303	CONTR	R & R GENERAL CONTRACTORS, IN	125 50TH AVE NW	OUTSIDE <i>General Contractor</i>
001305	SVS	GOLDFISH ENTERPRISES, LLC	307 E BLACK BUTTE AVE	INSIDE <i>Consulting</i>
001306	SVS	SIMPLY ARBOR TREE CARE, INC	110 SE RICE WAY	OUTSIDE <i>Tree Service</i>
001307	SVS	DREAMLIFE VACATION RENTAL, LL		OUTSIDE <i>Vacation Rental</i>
001308	CONTR	BADGER ELECTRIC, INC	4415 NE SANDY BLVD #205	OUTSIDE <i>Electrical Contractor</i>
001309	SVS	INN ATJEFFERSON & PINE	387 W JEFFERSON ST	INSIDE <i>Vacation Rental</i>
001310	CONTR	DESCHUTES RESIDENTIAL CONST.	1789 SW VETERANS WAY D	OUTSIDE <i>General Contractor</i>
001311	SVS	BOXWELL PROPERTIES & DEV, LLC	10940 SW BARNES RD 155	OUTSIDE <i>Property Development</i>
001312	SVS	ELEMENTS HAIR STUDIO	120 S ELM ST	INSIDE <i>New owner - Hair Salon</i>
001313	SVS	CAROLYN RITCHEY, LMT	710 N HINDEMAN ST	INSIDE <i>Massage Therapy</i>
001314	SVS	FRIDERES DENTAL, LLC	410 E CASCADE AVE	INSIDE <i>New Owner - Dental Clinic</i>
TOTAL LICENSES:		12		

*Dream Life Vacation Rental*

*324 E. Wapato Lp.  
714 S. Wrangler Ct.*