



CITY COUNCIL Agenda

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

Wednesday, August 12, 2020

520 E. Cascade Avenue, Sisters, OR 97759 - Council Chambers

The meeting will be accessible to the public via teleconference. Please use the following phone number to listen to the meeting: **1-844-802-5555** Access Code: **399434**

5:30 P.M. WORKSHOP

1. Update of Creekside Bridge Project- *C. Misley*
2. Discussion of Draft Resolution Rejecting Hateful Acts-*C. Misley*
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- There will be no verbal Visitor Communication.

Written communication can be submitted for the record to kprosser@ci.sisters.or.us or dropped in the utility mail drop by 4:00 pm on Wednesday, August 12, 2020.

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 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. June 10, 2020-Workshop
2. July 22, 2020- Regular
3. July 22, 2020- Workshop

B. Bills to Approve

1. August 7, 2020- Accounts Payable

- C. Provide a Favorable Recommendation to the Oregon Liquor Control Commission (OLCC) on the Annual Renewal of Liquor Licenses for Sisters Businesses.
- D. Accept the Public Improvements for McKenzie Meadows Phase II.

VI COUNCIL BUSINESS

- A. **Public Hearing and Consideration of Ordinance 506:** AN ORDINANCE OF CITY OF SISTERS AMENDING TITLE 2 OF THE SISTERS MUNICIPAL CODE CONCERNING THE FORMATION, OPERATION, AND PROCEDURES FOR COMMITTEES, COMMISSIONS AND ADVISORY BOARDS- *K. Prosser*
- B. **Discussion and Consideration of Resolution 2020-23:** A RESOLUTION OF CITY OF SISTERS ESTABLISHING THE CITY PARKS ADVISORY BOARD-K. *Prosser*
- C. **Discussion and Consideration of Resolution 2020-24:** A RESOLUTION OF CITY OF SISTERS ESTABLISHING THE URBAN FORESTRY BOARD-K. *Prosser*
- D. **Discussion and Consideration of Resolution 2020-25:** A RESOLUTION OF CITY OF SISTERS ESTABLISHING THE HOUSING POLICY ADVISORY BOARD-K. *Prosser*
- E. **Discussion and Consideration of Resolution 2020-26:** A RESOLUTION OF CITY OF SISTERS ESTABLISHING THE PLANNING COMMISSION-K. *Prosser*
- F. **Discussion and Consideration of Resolution 2020-27:** A RESOLUTION OF CITY OF SISTERS ESTABLISHING THE PUBLIC WORKS ADVISORY BOARD-K. *Prosser*
- G. **Discussion and Consideration of a Motion** to Approve an Intergovernmental Agreement with the Oregon Department of Transportation for East Portal Acquisition from the Forest Service Subject to Legal Revisions- *C. Miskey*

Pursuant to ORS 192.640, 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 Council to consider or discuss additional subjects. This meeting is 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 audiotaped. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made to the City Recorder at least forty-eight (48) hours 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



CITY COUNCIL **Agenda**

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- H. **Discussion and Consideration of a Motion** to Approve a Professional Services Agreement with Angelo Planning Group, Inc. for the Comprehensive Plan Update in an amount not to Exceed \$95,000 and Authorize the City Manager to Execute the Agreement Subject to Legal Revision - *C. Misley*

VII OTHER BUSINESS

- A. Update on Locust/20 Roundabout Property Acquisition
- B. Staff Comments

VIII MAYOR/COUNCILOR BUSINESS

IX ADJOURN



CITY COUNCIL Agenda Item Summary

Meeting Date: August 12, 2020

Staff: Paul Bertagna

Type: Regular Meeting

Dept: Public Works

Subject: Creekside Pedestrian Bridge Improvements

Action Requested: Direction to proceed with finalizing the BECON Engineering (Option B) ADA ramp design in order to solicit bids and construct the project by December 31, 2020.

Summary Points:

The Creekside Riparian Project included retrofitting the existing ramps to the pedestrian bridge in Creekside Park to meet current ADA requirements. The previous (Option A) bridge ramp design came out of the overall design process conducted by Henderson Engineering Group with River Structures Consulting. As we know, that more involved design resulted in a higher construction cost than was originally anticipated when the city applied for the OPRD grant back in 2017.

The existing Oregon Parks and Recreation Department (OPRD) grant is providing \$48,000 in grant funds with a \$12,000 local match for a total project budget of \$69,000. The Option A design is estimated at \$110,000 without the soft costs included which would bring the project into the \$130,000 range. The Option B design is a much more straight forward design with an estimated cost of \$77,000 all in.

Staff initiated a grant extension request to OPRD last year to allow time for the refinement of the overall restoration project. OPRD ultimately approved this request which gave the city until December 31st, 2020 to construct the project. In order to meet that timeline and stay closer to our original budget staff is recommending moving forward with the Option B design.

In FY 20/21 \$60,000 was budgeted for the bridge construction including the viewing bump outs that were in the original Option A design. Through the Option B value engineering process it was determined due to higher construction costs in 2020 that the project will exceed the \$60,000 amount which would result in the need to bring a supplemental budget request to Council for the additional funding.

Financial Impact: \$60,000 with the estimated supplemental budget amount of \$17,000 of which \$48,000 is grant funded through OPRD.

Attachments: Option A & B plans and cost estimates

100% Design - Engineer's Cost Estimate

The following table presents the 100% Design Engineer's Cost Estimate. A contingency of 10% was added to the overall to account for any unknown site conditions during construction.

Line Item	Task	Engineer's Estimate
1	Mobilization/Demobilization	\$ 60,000.00
2	Construction Survey	\$ 6,500.00
3	Public Safety, Traffic Control, Temporary Erosion Control, and Construction Entrance	\$ 26,000.00
4	Site Clearing and Tree Protection	\$ 13,500.00
5	Temporary Creek Divergence and Fish Salvage	\$ 31,500.00
6	Locust Street Sewer Re-Alignment	\$ 150,000.00
7	Historic Footbridge Enhancements / ADA Ramps	\$ 110,000.00
8	Floodplain Benches	\$ 50,000.00
9	In-Stream Enhancements	\$ 20,000.00
10	Bank Stabilization	\$ 62,000.00
11	Recreational Creek Access and Split-Rail Fence	\$ 60,000.00
12	Revegetation	\$ 57,000.00
13	Site Clean-up and Restoration	\$ 28,500.00
	Subtotal	\$ 675,000.00
	10% Contingency	\$ 67,500.00
	Final Engineer's Estimate	\$ 742,500.00

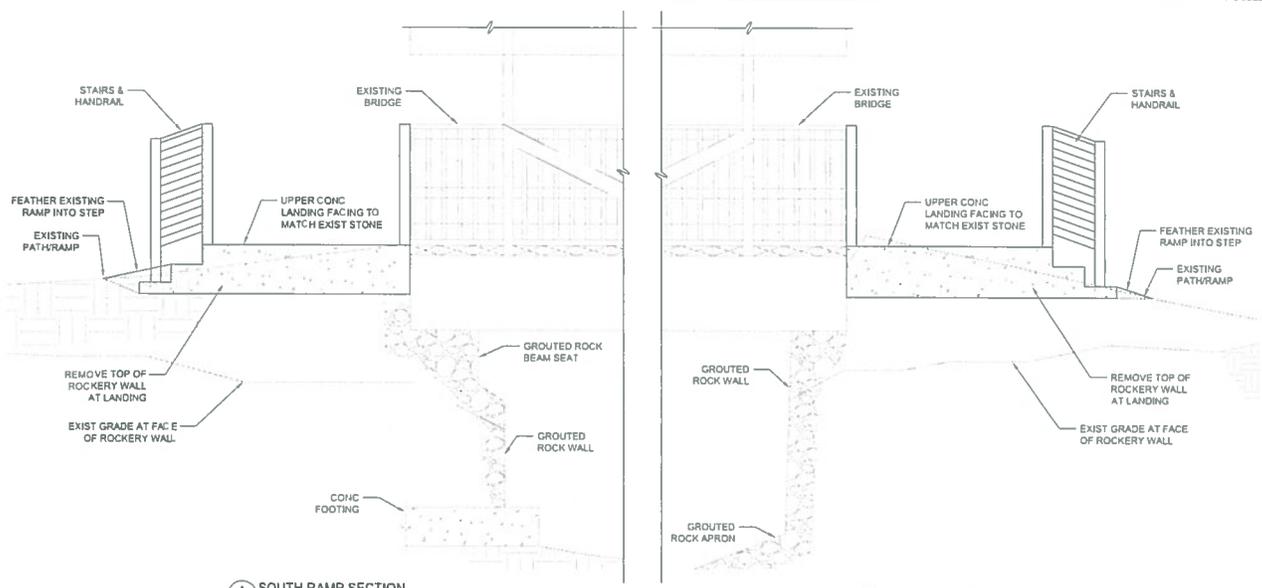
Savings on the overall construction costs can be lower if the City were to take on different portions of the work themselves. Previous discussions weighed the options of internally constructing the historic footbridge enhancements, ADA ramps, and revegetation. Each of those line items cannot be fully removed from the total cost, but the City could expect a savings between 15% - 30% for those tasks. Additional savings can be achieved if the City provides various project materials such as fish boulders, logs/rootwads, and live stakes. These project materials were estimated to cost the selected contractor a total approximate amount of \$35,000.

Appendix

Appendix A: 100% Design Plan Sheets (11x17)

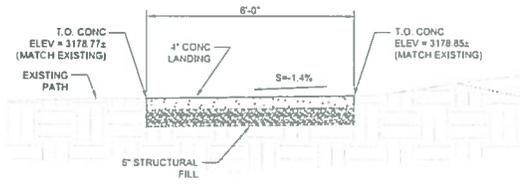
Appendix B: Design Calculations

C:\Users\jcherry\OneDrive - RIVER STRUCTURES CONSULTANTS\PROJECTS\RESTORATION\UPPER CREEK\504-1.dwg 8/27/2018 4:48:23 PM CHS

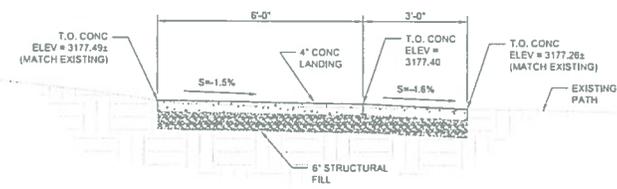


A SOUTH RAMP SECTION
SCALE: 3/8" = 1'-0"

B NORTH RAMP SECTION
SCALE: 3/8" = 1'-0"



C SOUTH RAMP CONC LANDING
SCALE: 1/8" = 1'-0"



D NORTH RAMP CONC LANDING
SCALE: 1/8" = 1'-0"

100% DESIGN - FOR CONSTRUCTION



Environmental Design Professionals
1400 N. STATE STREET, SUITE 102
LAKE OSWEGO, OR 97031
PH: (503) 638-2879
OR: CC 008-142714
WWW.HENDERSONDESIGNPROFESSIONALS.COM

CITY OF SISTERS
2018

UPPER DISCHUTES
WATERBURY DISTRICT

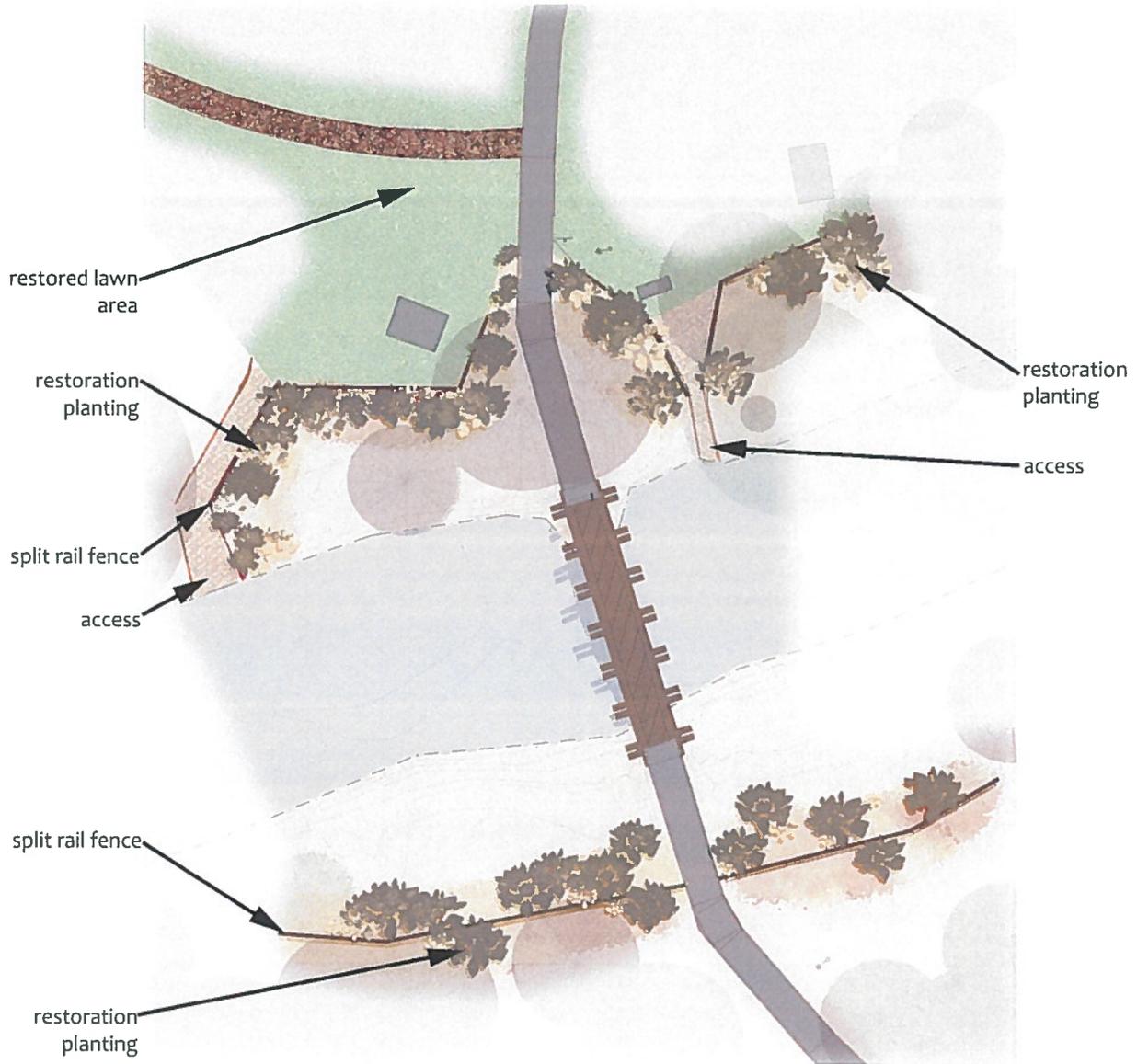
CITY OF SISTERS
2019
ADDP 19

CITY OF SISTERS
2018

CREEKSIDE PARK RESTORATION PROJECT
CITY OF SISTERS
SISTERS, OR

BRIDGE RAMPS
UPPER LANDING SECTIONS

FIELDWORK:	-
DATE:	8/20/18
DESIGN:	CB
DRAWN:	VZ
CHECKED:	CB
PROJECT NUMBER:	COOP 18-1
REVISION:	DATE
SHEET NUMBER:	504
SHT:	18 OF 28



CREEKSIDE PARK

SCHEMATIC LANDSCAPE PLAN



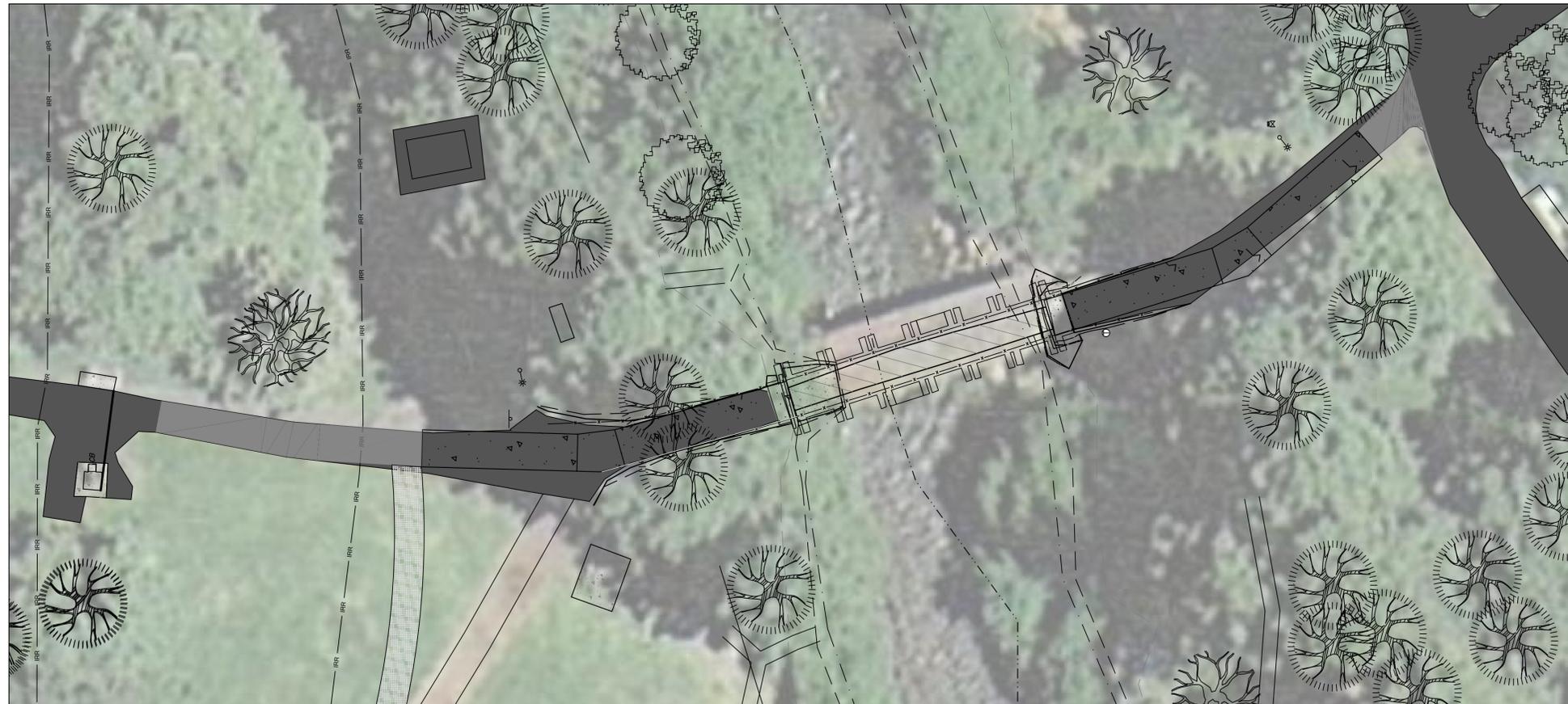
LOCI
STUDIO

CITY OF SISTERS IMPROVEMENT PROJECT CREEKSIDE PARK BRIDGE REHABILITATION PROJECT

JULY 2020

LEGEND

	PROPERTY BOUNDARY
	EXISTING ROAD CENTERLINE
	NEW PAVEMENT
	NEW CONCRETE
	NEW CONCRETE CURB
	NEW 8" WATER MAIN
	EXISTING 4" WATER MAIN
	EXISTING 6" WATER MAIN
	EXISTING DRYWELL
	EXISTING CATCH BASIN
	EXISTING CURB
	EXISTING SEWER MH
	EXISTING SEWER CLEANOUT
	EXISTING SEWER LINE
	EXISTING FIRE HYDRANT
	EXISTING WATER VALVE
	EXISTING WATER LINE
	EXISTING UNDERGROUND FIBER OPTIC LINE
	EXISTING UNDERGROUND ELECTRIC
	EXISTING POWER POLE
	EXISTING TREE



SCHEDULE OF IMPROVEMENTS:
 509 SF 7" PRECAST CONCRETE BRIDGE RAMPS
 33 SY BARK CHIP PATH
 25 SY ASPHALT PATH
 14 CY AGGREGATE BASE ROCK

SHEET INDEX:

- C-01 COVER SHEET
- C-02 EXISTING CONDITIONS AND DEMO PLAN
- C-03 BRIDGE PLAN AND PROFILE
- C-04 BRIDGE DETAILS
- C-05 LANDSCAPE PLAN

NO.	DATE	BY	APPR	REVISIONS

VERIFY SCALES
 BAR IS ONE INCH ON ORIGINAL DRAWING.
 0" 1"
 IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.



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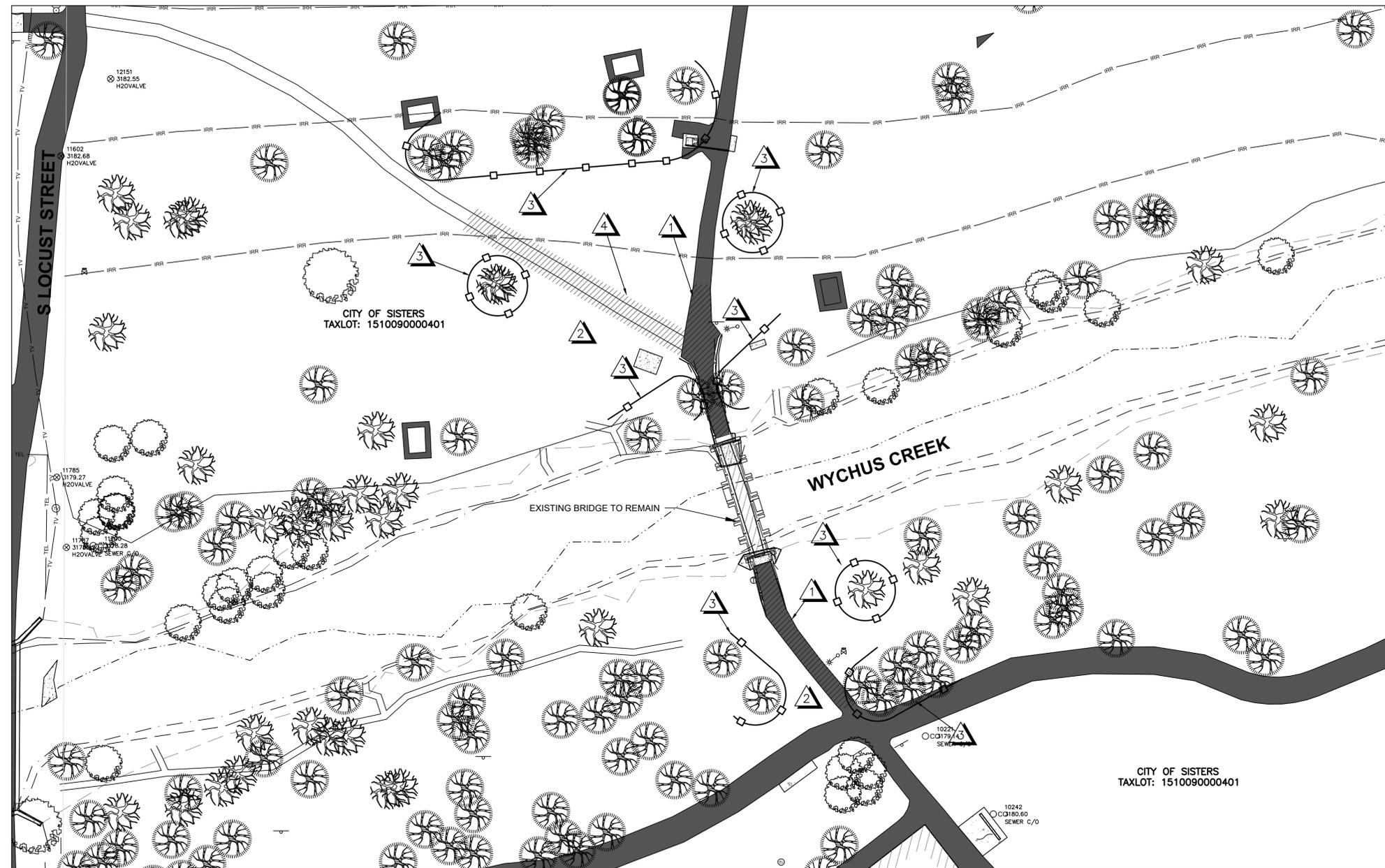
DESIGNED BY: EJH	DRAWN BY: CTE	CHECKED BY: PB	SCALE: 1" = 20'
DATE: JULY 2020		PROJECT NO: 13702.254	

CITY OF SISTERS
 IMPROVEMENT PROJECT
 CREEKSIDE PARK BRIDGE REHABILITATION

COVER SHEET

DRAWING NO.
C-01

SHEET NO.
1 OF 5



LEGEND

EXISTING CATCH BASIN	
EXISTING SEDIMENTARY MANHOLE	
EXISTING WATER VALVE	
EXISTING HYDRANT	
EXISTING UTILITY POLE	
EXISTING STREET LIGHT	
EXISTING JUNIPER TREE	
EXISTING PINE TREE	
TREE TO BE REMOVED	
EXISTING MAILBOX	
EXISTING POWER VAULT	
EXISTING LARGE ROCK	
EXISTING WATER LINE	
EXISTING SEWER LINE	
EXISTING UNDERGROUND POWER	
EXISTING IRRIGATION LINE	
EXISTING FENCE	
TREE PROTECTION FENCE	
CONSTRUCTION STAGING AREA	
EXISTING BUILDING	
EXISTING CONCRETE	
EXISTING ASPHALT PAVEMENT	
EXISTING CONTOURS	
TAXLOT	

DEMOLITION NOTES

- REMOVE EXISTING ASPHALT PATH AND BRIDGE RAMPS.
- CLEAR AND GRUB AS NECESSARY WITHIN PROJECT AREAS
- INSTALL TREE PROTECTION FENCING PER DETAIL ON SHEET C-06
- REMOVE EXISTING BARK CHIP PATH.



EXISTING CONDITIONS AND DEMOLITION PLAN

1" = 20'

NO.	DATE	BY	APPR	REVISIONS

VERIFY SCALES
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RENEWS: JUNE 30, 2021

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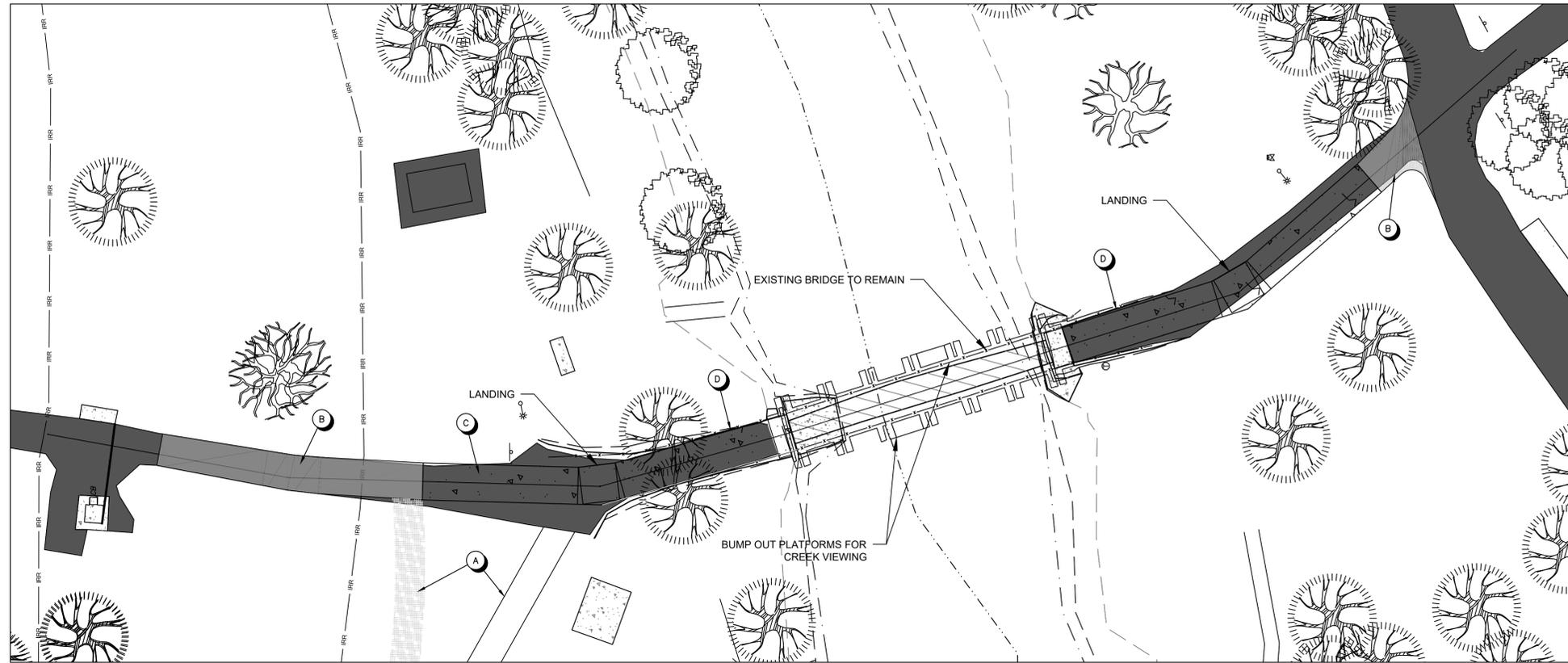
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DATE: JULY 2020		PROJECT NO: 13702.254	

CITY OF SISTERS
 IMPROVEMENT PROJECT
 CREEKSIDE PARK BRIDGE REHABILITATION

EXISTING CONDITIONS AND DEMO PLAN

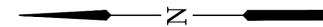
DRAWING NO.
C-02

SHEET NO.
2 OF 5



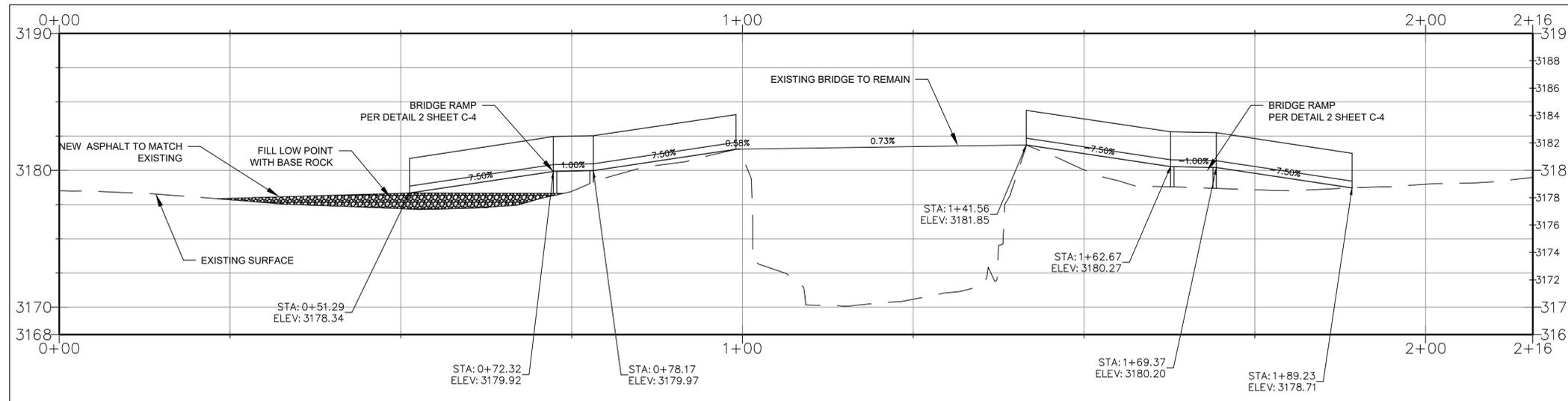
BRIDGE PLAN

1" = 10'



LEGEND

- EXISTING CATCH BASIN
- EXISTING SEDIMENTARY MANHOLE
- EXISTING WATER VALVE
- EXISTING HYDRANT
- EXISTING UTILITY POLE
- EXISTING STREET LIGHT
- EXISTING JUNIPER TREE
- EXISTING PINE TREE
- TREE TO BE REMOVED
- EXISTING MAILBOX
- EXISTING POWER VAULT
- EXISTING LARGE ROCK
- EXISTING WATER LINE
- EXISTING SEWER LINE
- EXISTING UNDERGROUND POWER
- EXISTING IRRIGATION LINE
- EXISTING FENCE
- TREE PROTECTION FENCE
- CONSTRUCTION STAGING AREA
- EXISTING BUILDING
- EXISTING CONCRETE
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE
- PROPOSED BARK CHIP PATH



BRIDGE PROFILE VIEW

HORIZONTAL SCALE : 1" = 10'
VERTICAL SCALE 1" = 5'

SITE NOTES

- (A)** REALIGN EXISTING BARK CHIP PATH. REMOVE EXISTING PATH FILL WITH SOIL AND RESEED GRASS.
- (B)** CONSTRUCT NEW 2" ASPHALT PATH. ALIGN WITH EXISTING PATH AND NEW BRIDGE RAMPS.
- (C)** FILL EXISTING LOW POINT WITH AGGREGATE BASE ROCK TO APPROXIMATE ELEVATION 3178.34.
- (D)** INSTALL BRIDGE RAMP PER DETAIL 2 SHEET C-4.

NO.	DATE	BY	APPR	REVISIONS

VERIFY SCALES
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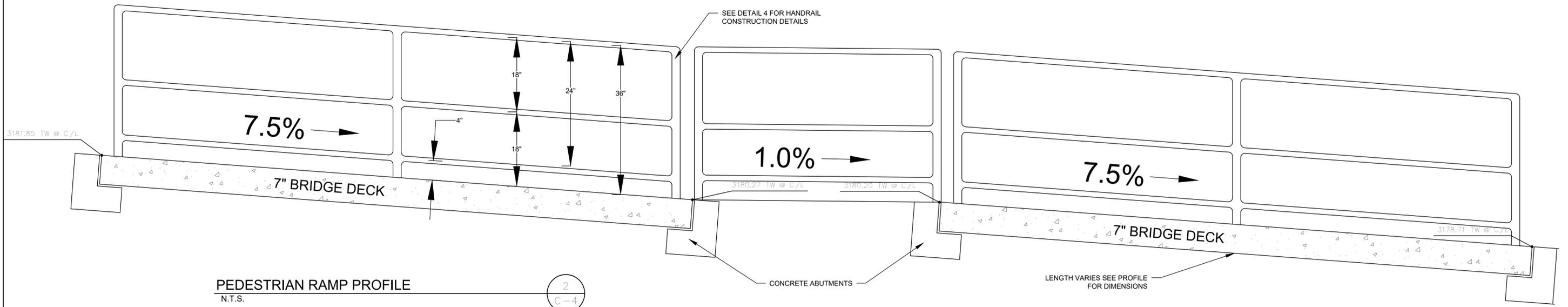
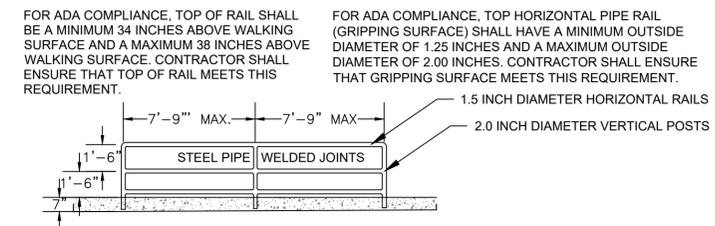
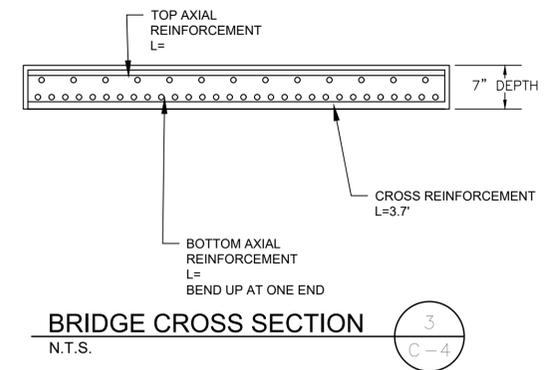
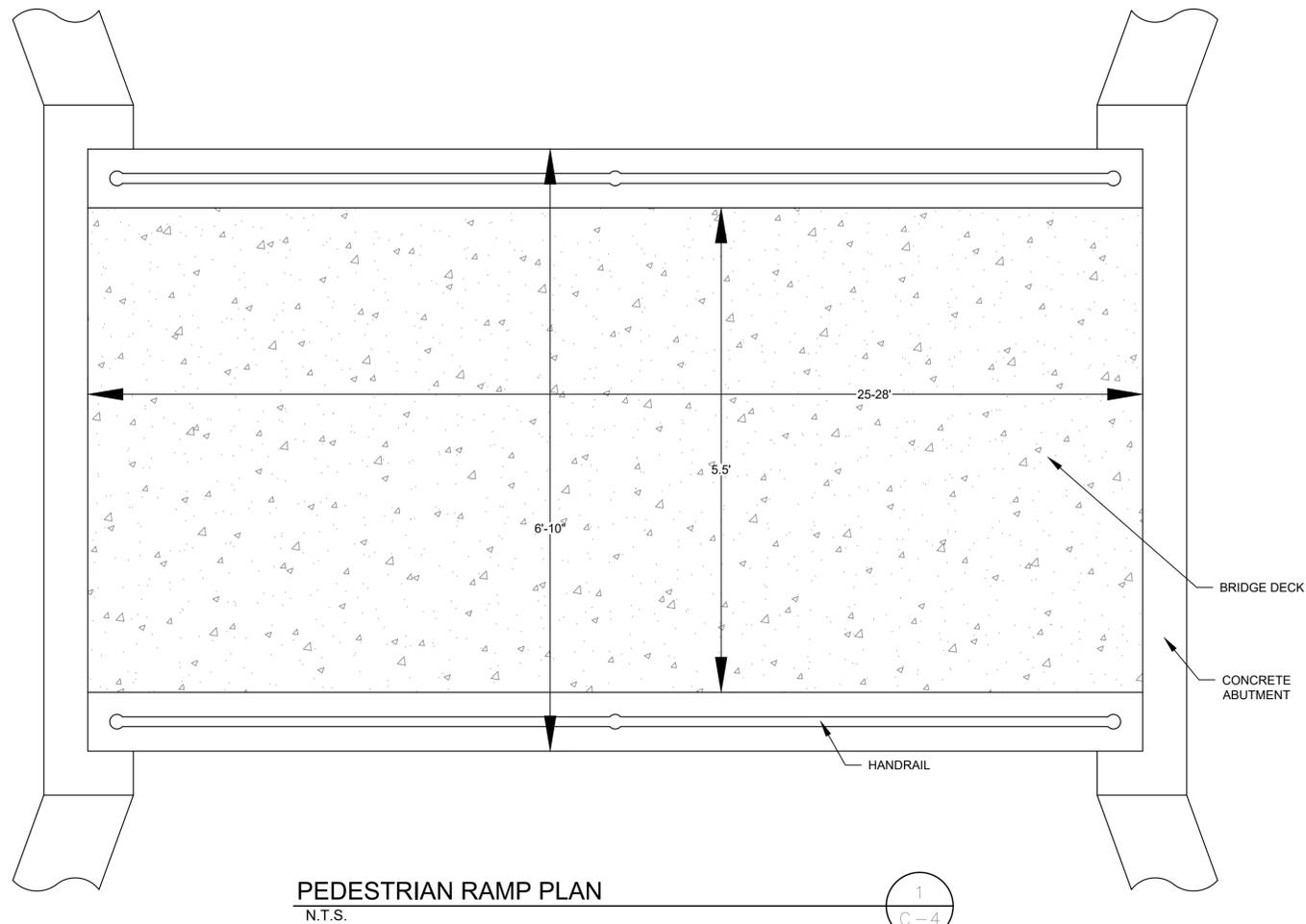
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(541) 633-3140

DESIGNED BY: EJH	DRAWN BY: CTE	CHECKED BY: PB	SCALE: 1" = 10'
DATE: JULY 2020		PROJECT NO: 13702.254	

CITY OF SISTERS
IMPROVEMENT PROJECT
CREEKSIDE PARK BRIDGE REHABILITATION

PLAN AND PROFILE

DRAWING NO. C-03
SHEET NO. 3 OF 5



NO.	DATE	BY	APPR	REVISIONS

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DATE: JULY 2020		PROJECT NO: 13702.254	

CITY OF SISTERS
IMPROVEMENT PROJECT
CREEKSIDE PARK BRIDGE REHABILITATION

BRIDGE DETAILS

DRAWING NO.
C-04

SHEET NO.
4 OF 5

**City of Sisters
 Creekside Bridge Improvements
 Preliminary Construction Cost Estimate**

Prepared By: Erik Huffman
 Proj. Owner: City of Sisters
 Project No: 13702 - 254
 Date: July 23, 2020

A BID ITEM						
NO.	DESCRIPTION	QTY	UNIT	COST Unit \$	TOTAL	RESOURCE
1	Mobilization	1	Lump Sum	\$ 3,000.00	\$ 3,000.00	
2	Erosion and Sediment Control	1	Lump Sum	\$ 1,000.00	\$ 1,000.00	
3	Clearing and Grubbing	1	Lump Sum	\$ 2,000.00	\$ 2,000.00	
4	Construction Survey Work	1	Lump Sum	\$ 2,000.00	\$ 2,000.00	
5	Aggregate Base Rock	14	Cubic Yard	\$ 100.00	\$ 1,400.00	
6	2" Asphalt Path	25	Square Yard	\$ 60.00	\$ 1,500.00	
7	7" Precast Concrete Bridge Ramps	509	Square Foot	\$ 80.00	\$ 40,720.00	
8	Concrete Abutments	4	Lump Sum	\$ 2,000.00	\$ 8,000.00	
9	1.5" Diameter Handrails	200	Linear Foot	\$ 45.00	\$ 9,000.00	
10	Landscaping	1	Lump Sum	\$ 1,500.00	\$ 1,500.00	
B	SUBTOTAL				\$ 70,120.00	
C	CONTINGENCY	0%			\$ -	
D	DESIGN COSTS	10%			\$ 7,012.00	
E	PROPERTY COSTS (ROW/EASEMENTS)	0%			\$ -	
F	PERMIT FEES	0%			\$ -	
	Total Estimated Project Cost				\$ 77,132.00	



Agenda Item Summary

Meeting Date: August 12, 2020

Staff: C. Misley

Type: Workshop

Dept: CMO

Subject: Draft resolution rejecting hateful acts in our community and welcoming, serving, and protecting residents and visitors without regard to race, origin, religion, income, gender, sexual orientation, or immigration status.

Action Requested: Direction whether to proceed with placing resolution on August 26th Regular Meeting agenda for consideration of adoption.

Summary Points:

- Staff has fielded some questions from community members whether the City would act to discourage or prohibit the display of confederate flag. The City cannot infringe on free speech rights and displays of varying symbols.
- Staff has also been asked whether the City would issue a statement in support of the Black Lives Matter movement. Given the importance of facilitating community conversations about diversity, equity, and inclusion, staff researched and drafted a broader, more holistic draft resolution emphasizing the importance of creating a safe, welcoming space for all members of our community and visitors.

Financial Impact: N/A

Attachment(s):

Draft Resolution No. 2020-xx: A Resolution of City of Sisters Rejecting Hateful Acts in Our Community

DRAFT

RESOLUTION NO. 2020-xx

A RESOLUTION OF CITY OF SISTERS REJECTING HATEFUL ACTS IN OUR COMMUNITY

WHEREAS, the City of Sisters is committed to promoting racial and ethnic equality, justice, and inclusion as fundamental aspects of a healthy community; and

WHEREAS, it is incumbent upon our community to clearly reject any and all attempts to diminish the rights or threaten the personal safety of people in this community; and

WHEREAS, the Council would like to affirm Sisters as a place of inclusion and acceptance; and

WHEREAS, we continue to reject any and all attempts to make residents and visitors feel unsafe or unwelcome in our community.

Therefore, be it Resolved by the City Council, that the City of Sisters remains committed to welcoming, serving, and protecting residents and visitors without regard to race, origin, religion, income, gender, sexual orientation, or immigration status.

ADOPTED by the City Council of City of Sisters and signed by the Mayor this ____ day of ____ 2020.

Chuck Ryan, Mayor

ATTEST:

Kerry Prosser, City Recorder

DRAFT

MEMBERS PRESENT:

Chuck Ryan	Mayor
Nancy Connolly	Council President
Andrea Blum	Councilor
Richard Esterman	Councilor
Michael Preedin	Councilor

STAFF PRESENT:

Cory Misley	City Manager
Paul Bertagna	PW Director
Joe O'Neill	Finance Director
Kerry Prosser	City Recorder

GUESTS:

Kristin Steiner	General Manager, Republic Services
Randy Stutzman	Finance Manager, Republic Services

Mayor Ryan called the workshop to order at 5:30 pm, and City Recorder Prosser took roll call.

1. Republic Services Request for Rate Increase

Kristen Steiner, General Manager for Republic Services, reviewed a PowerPoint on the state of garbage and recycling services in Sisters which included:

- Waste and Recycling services included curbside trash, commingle recycle, yard debris, and free residential Spring and Fall cleanup.
- Rates have been static for three years.
- Financials and 2020 projections: The cost of recycling was projected to reach almost \$48,000 next year. Costs that had increased included wages and benefits, disposal/recycling, depreciation, equipment maintenance, and the organics program. On average, US customers had seen prices rise 13% over the past four years.
- The State of the Recycling market: China had increased the level of acceptable quality on imported recyclables, causing the market to crash. Recycling facilities were finding new local markets but at a substantially higher cost.
- Republic proposed a 9% rate increase beginning on July 1, 2020.

Council President Connolly thanked Republic for the twice a year yard debris pick-up. She asked if Republic could offer a twice a month pick-up for those that did not need weekly trash service. Ms. Steiner replied it was possible and had been offered in other municipalities. She thought there was language in the franchise agreement regarding pick-up every seven days.

Mayor Ryan asked if they needed Council approval to increase the rates. City Manager Misley replied yes, it was reflected in Section 3 of the franchise agreement. He noted Council had some latitude in deciding when increases would take effect. City Manager

Misley said Council could act by June 30th, and rates would take effect on July 1st. Ms. Steiner noted their practice was to give customers a 30-day notice on rate increases.

Councilor Preedin asked if this rate increase put them back in-line financially, how many years would it be before they asked for another increase. Ms. Steiner replied they did not know what would happen with the market. She said they could do more frequent lower increases or less frequent higher increases. Council discussed options for current and future rate increases.

City Manager Misley said staff would work with Republic and come back to the next meeting with a handful of options.

2. COVID-19 City Operations Update

City Manager Misley updated the Council on operational changes due to COVID-19:

- Recycle Center had reopened
- The campground had 1/3 of the spaces opened
- City Hall was closed to the public
- The Farmer's Market was the first public event that had occurred
- In-person board meetings had resumed
- The Parklet program had been well received
- Staff was prepping changes to the business license fee

Councilor Blum asked if we could open the playgrounds. City Manager Misley replied Phase II, which went into effect yesterday, allowed for the opening of playgrounds. He noted Cliff Clemens and Fir Street splash pad would be opened with safety signage in place. There would be a ribbon-cutting at the new Village Green play structure soon.

3. Update on East Portal Acquisition and Concept

City Manager Misley explained there had been a discussion on the acquisition of the East Portal for a long time. He noted the property was zoned open space and was not in the comprehensive plan as commercial property. City Manager Misley said the City and the Oregon Department of Transportation (ODOT) were putting together an intergovernmental agreement (IGA) as they thought the property was a strategic site for transportation. He thought part of the property would be looked at as a transportation and mobility hub. City Manager Misley said this property was a strategic opportunity for the City, and we would have to come to the table with some funds for acquisition. City Manager Misley noted staff had budgeted for a masterplan on the East Portal this year.

Councilor Preedin asked if there was any cost to the IGA. City Manager Misley replied only staff time. Councilor Blum would like to get going on this project.

4. **Other Business-Staff/Council-None**

The meeting adjourned at 6:28 pm.

Kerry Prosser, City Recorder

Chuck Ryan, Mayor

MEMBERS PRESENT:

Chuck Ryan Mayor
Nancy Connolly Council President
Andrea Blum Councilor
Richard Esterman Councilor
Michael Preedin Councilor

STAFF PRESENT:

Cory Misley City Manager
Paul Bertagna PW Director
Kerry Prosser City Recorder

ABSENT:

Joe O'Neill Finance Director

GUESTS:

Caprielle Foote-Lewis Sisters Country Economic Development

I CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Ryan at 6:39 pm.

II ROLL CALL

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

III APPROVAL OF AGENDA

Council President Connolly made a motion to approve the agenda. Councilor Preedin seconded the motion. The motion carried 5-0.

IV VISITOR COMMUNICATION-None

V CONSENT AGENDA

A. Minutes

1. May 27, 2020 -Workshop
2. June 01, 2020-Budget
3. June 02, 2020-Budget
4. June 10, 2020-Regular
5. June 24, 2020- Regular
6. June 24, 2020- Workshop

B. Bills to Approve

1. July 17, 2020- Accounts Payable

C. Approve a Letter of Support for a Deschutes County Application for a Transportation and Growth Management Grant to Identify future trails for the Deschutes County Transportation System Plan map.

Councilor Preedin made a motion to approve the Consent Agenda. Councilor Blum seconded the motion. The motion carried 5-0.

VI COUNCIL BUSINESS

A. Discussion and Consideration of Resolution 2020-21: A RESOLUTION OF CITY OF SISTERS DESIGNATING THE GREATER REDMOND ENTERPRISE ZONE BE DESIGNATED FOR ELECTRONIC COMMERCE.

Ms. Lewis explained the e-commerce designation was a special status that was vital for Sisters. She said businesses were clearly using the e-commerce platform, and it was a valuable marketing tool for the City. Ms. Lewis noted both Deschutes County and Redmond had approved similar resolutions.

Councilor Preedin made a motion to adopt Resolution 2020-21. Council President Connolly seconded the motion. The motion carried 5-0.

B. Public Hearing and Consideration of Resolution 2020-22: A RESOLUTION OF THE CITY OF SISTERS ADOPTING CHANGES TO THE MASTER FEE SCHEDULE.

Mayor Ryan opened the public hearing.

City Manager Misley reviewed Republic Services had requested a 9% rate increase for both residential and commercial accounts. He noted this resolution updating the Master Fee schedule would memorialize the rate change.

Mayor Ryan asked for public comment.

Sue Stafford of Sisters asked if the City had investigated allowing garbage pick-up two times a month. City Manager Misley replied staff had not had any conversations with Republic on the topic. Susan Baker of Republic Services said they would be open to a discussion on the topic.

Mayor Ryan closed the public hearing.

Council President Connolly made a motion to adopt Resolution 2020-22. Councilor Preedin seconded the motion. The motion carried 5-0.

C. Discussion and Consideration of a Motion to Adopt the Fiscal Year 2020-2023 Sisters Country Economic Development (SCED) Strategic Plan.

Ms. Lewis reviewed the SCED board has been working on updating the strategic plan since early 2020. She explained that some goals were updated to recognize the economic headwinds we were facing. The Board wanted to move the needle on economic diversity

and supporting the downtown. Ms. Lewis noted they also wanted the plan to be practical and achievable, keeping the program viable long into the future. Ms. Lewis highlighted Goal 4, which prioritized the retention of traded sector employers.

Council President Connolly asked when you considered a business as having relocated to Sisters. Ms. Lewis replied they did not make projects public until a company was producing products in the facility.

Council President Connolly asked with e-commerce expanding, did we have the bandwidth to accommodate businesses. Ms. Lewis replied as part of the visioning, there was a broadband improvement initiative. She had been working on this with city staff, and in 2019 they had evaluated the quality of service in Sisters. They found reliability was the primary concern for remote workers. Ms. Lewis was working with providers to implement more infrastructure to increase capacity and reliability.

Council President Connolly asked about section 4.3, who had the funds to help retain the traded sector businesses. Ms. Lewis replied when a company was at risk; we would have a discussion with both private and public partners both locally and regionally. She noted the County forgivable loan fund was initially formed to help retain companies during the last recession.

Councilor Preedin noted the SCED Board had worked hard on this update. He said objectives were added, including 1.1, which targeted the companies we wanted to attract.

Councilor Preedin made a motion to adopt the 2020-2023 SCED Strategic Plan. Councilor Blum seconded the motion. The motion carried 5-0.

VII OTHER BUSINESS

A. Staff Comments

Director Bertagna said a chip seal project would be happening next week on West Hood Avenue, Washington Avenue, and South Locust. This was a daytime project that would take approximately a day and a half.

Councilor Esterman noted a motorhome was making a home in Creekside park, and a van with a pop-up was there as well. City Manager Misley had talked to Lt. Bailey and mentioned the issue at that location as well as Village Green and East Portal. City Manager Misley said the City policy was RV parking was only allowed in designated RV parking spots, and sleeping and using an RV as a dwelling in the right-of-way was not allowed.

Director Bertagna explained Republic Services had moved out of the wastewater treatment site; residents would see less truck traffic on the road.

Director Bertagna said staff had started the traffic safety audit and Transportation System Plan amendment project. They had collected intersection data and were now collecting vehicle trip data on twenty streets. We were able to get the number of trips, type of vehicles, and speeds down to the hour.

Mayor Ryan clarified we were doing the traffic safety audits and aggregating the data for the Sheriff. He asked what else we were doing. Director Bertagna responded we would give the data to our traffic engineer to make educated decisions on safety. Mayor Ryan asked City Manager Misley to get this information out to the public.

City Recorder Prosser explained staff had done RARE participant interviews last week, and we should hear back next week about our selection. City Manager Misley was really encouraged by the applicants. He noted 50% of their time would be spent on the Vision and 50% on the Comprehensive Plan.

City Recorder Prosser reviewed that due to COVID-19, there would not be an in-person State of the City. Staff was working towards a two-page spread in the Nugget to highlight Council Goals, Vision work, and other projects.

City Manager Misley noted our Community Development Director opening would be extended for a week or two to generate a few more applications. He explained we were not in a rush to fill this position, and there might be multiple interviews for this position. City Manager Misley said the Parks Coordinator position should be posted in early August with an expected start date for the position in October.

The Comprehensive Plan Consultant, Professional Services Agreement, would come before Council in early August. The project would not kick off in earnest until Fall.

City Manager Misley said the staff was researching how to engage the strategic planning process around the existing Transient Room Tax (TRT) dollars. He noted we wanted to do a deep dive on how to utilize the funds and were tentatively aiming for the fall for the process to begin. We were looking at bringing a third party in to facilitate the conversation. He would like to wrap up the process before the holiday season.

VIII MAYOR/COUNCILOR BUSINESS

Councilor Blum had attended the open house of the Deschutes County Stabilization Center. She said it was a fantastic facility and would benefit our community. She noted the facility just received 24-hour funding.

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JULY 22, 2020

Council President Connolly thanked City Manager Misley and Public Works for getting the garbage trucks off Locust Street. She noticed the first day it was very quiet.

Council President Connolly and City Manager Misley did interviews for potential patrol officers today. She said the candidates were very qualified, and she was impressed with their work experience, personality, demeanor, and integrity. Council President Connolly thought no matter who was selected; they would be fabulous; they had the feel of what Sisters was about.

Mayor Ryan and City Manager Misley had lunch with Lt. Bailey, our interim lieutenant and Lt. Davis, who would most likely be our local lieutenant. Mayor Ryan said Lt. Davis was a great guy, he had three kids in our school system, and he was vested in the community. City Manager Misley said in the next few months, Lt. Davis would come to a workshop to introduce himself.

Mayor Ryan reviewed an email from Phil Chang, a candidate for County Commissioner who was having a field trip on Thursday, July 30th, to discuss wildfire.

Mayor Ryan noted on July 29th, the new trailhead for Peterson Ridge would be opened.

IX ADJOURN: 7:25 pm.

Kerry Prosser, City Recorder

Chuck Ryan, Mayor

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JULY 22, 2020

MEMBERS PRESENT:

Chuck Ryan Mayor
Nancy Connolly Council President
Andrea Blum Councilor
Richard Esterman Councilor
Michael Preedin Councilor

STAFF PRESENT:

Cory Misley City Manager
Paul Bertagna PW Director
Kerry Prosser City Recorder

ABSENT:

Joe O'Neill Finance Director

GUESTS:

Gary Farnsworth Region 4 Manager, Oregon Department of Transportation (ODOT)
David Brown Right of Way Manager, ODOT

Mayor Ryan called the workshop to order at 5:30 pm, and City Recorder Prosser took roll call.

1. Update on East Portal Intergovernmental Agreement with ODOT

City Manager Misley reviewed that acquiring the East Portal property had been a high priority partnership between the City and ODOT for the past year. The City met with the Forest Service (FS) in February, and the takeaway was the FS was willing to work to keep the property in public ownership. The FS needed a formal offer submitted for the property before they could move forward. The City and ODOT had been working behind the scenes on the project, getting an appraisal, and looking at the potential for a multi-modal transportation hub.

Mr. Farnsworth explained that ODOT was interested in this property/project, and they had started their due diligence on the value of the property. Mr. Brown noted an appraisal had been done on the parcel and had a value of \$7,500 an acre for a total value of \$58,538.

Mr. Farnsworth said they were working on a draft agreement so that an offer could be made to the FS. He thought it made sense for ODOT to identify the property's value above the benefit for transportation use. Mr. Farnsworth reviewed the benefits of the partnership:

1. General value for ODOT to own the underlying right-of-way outright versus having an easement, for example, if the property were to end up in private ownership.
2. ODOT ownership of the trail on the south/west side of the US 20 roadway benefits both ODOT and City.

3. Maintaining Public ownership of the 'gateway' to OR242. This provides us with the potential for a variety of gateway treatments for the scenic highway, including potential funding sources (e.g., FLAP).
4. General land use/transportation value in keeping the property west of OR 242 (Hood) in public ownership (portal/rest area/public restrooms much needed, park and multi-use path, all benefits to Scenic Byway and ODOT for US 20 travelers).
5. More off-street (US 20) Parking – The downtown corridor is already lacking for parking, and any parallel parking creates further safety issues. Having parking availability at this location would be a benefit to both the state and local systems.
6. Transit value in establishing a multi-modal hub at the East Portal site.
7. As a multi-modal hub, the site could enhance connections to the multi-use paths or recreational opportunities on the site or nearby. An informational kiosk for visitors about the scenic byway, bike fix-it equipment, benches, or other amenities could make this an attractive gateway feature as well as a functional investment for ODOT. With Park-and-Ride options – at least two long term park-and-ride opportunities - trips to/from Salem, bicycle use of OR 242. A hub would also support the overall system through a better balance of modes, transportation funding opportunities, etc.
8. A multi-modal hub site would serve as an additional / alternative start-end point – to the McKenzie Pass Scenic Bikeway and Sisters to Smith Rock Scenic Bikeway. If the site were served by intercity regional transit, it would support car-free recreational tourism in Central Oregon, a major focus of Travel Oregon in recent years.
9. Public Transportation funding opportunities – there are several statewide competitive grant opportunities the City could pursue for transit-related improvements to the site, including planning efforts. These include the Statewide Transportation Improvement Fund (STIF) Discretionary, STIF Intercommunity, or 5310 capital grants. Additionally, the City could pursue formula funds, such as STIF Formula, distributed to the County or CET.
10. The Central Oregon Regional Solutions Team will be a strong advocate - highlighting the value of maintaining a gateway space, a public restroom, and of using the site to improve intercity service connections.

11. The west and south faces of the triangle are gaps in ODOT's pedestrian-bicycle network. Sisters TSP identifies multi-use paths as the preferred infill improvements for those gap segments. With City and ODOT East Portal ownership, these infills could be constructed more rapidly than relying on future development. Providing safe/comfortable walking and biking in East Portal will take on increasing importance as the lands west Hood Ave/242 and north of US 20 increasingly develop. Completing the multi-use path gap on the south side of the triangle would eliminate the last ped/bike facility gap between Sisters Middle School, Downtown Sisters, and residential neighborhoods south of Downtown, enhancing non-motorized access and routes to school. If the City (or ODOT) owns the property, ODOT would very likely have bike/ped/path/sidewalk funds to construct the path improvements.

Councilor Preedin asked if this property was zoned open space what the zoning implication moving forward was. City Manager Misley replied a lot of the proposed plans would fit into the current open space zone. He said we did have some language in the Comprehensive Plan and the Parks Master Plan on development of the property; there had been a high-level concept developed ten years ago. City Manager Misley said we did not want to make changes to the zoning without acquiring the property and developing a masterplan. He explained the Council would ultimately be approving any changes.

Councilor Blum asked if, during the masterplan process, we would be looking at what impacts the project would have on the Pine Street intersection. City Manager Misley replied we would look at the intersection and try to get ahead of potential congestion.

Council President Connolly thought it was a good use of the property with long-term benefits.

Mayor Ryan asked if the appraisal had been done on the current zoning. City Manager Misley replied the FS had valued the property for its highest and best use; we did not know what the FS appraisal was. He noted none of our City plans supported a rezone application for the property. Mayor Ryan said the next step was critical; we needed to make an offer to get the project off the ground.

Mr. Brown thought there would be a good discussion with the FS once the offer was on the table.

Mr. Farnsworth noted ODOT had based their decision making on due diligence. He thought the range of benefits added value to US20 and US242, and they were willing to work with the City and the FS for an equitable solution.

Mr. Brown said if ODOT used the appraised valuation and paid for only the acquisition of the right-of-way, which was 5% of the property, their portion would be \$6900. They were willing to split the cost of the offer with the City and agreed to roughly \$30,000. Mayor Ryan appreciated ODOT coming forward with 50% of the funds.

Councilor Esterman asked how much it would cost if a private person wanted to rezone the property. City Manager Misley replied a rezone would cost tens of thousands of dollars and would take six to twelve months to complete.

Councilor Esterman thought the FS might drop their original asking price if we offered them \$60,000. City Manager Misley replied we were trying to operate on facts and let that guide our offer. He said the FS might ask for more, and then we would know if we wanted to increase our offer. City Manager Misley said the FS would not be offended by the offer; they were partners with us in the community. Councilor Esterman asked who had done the appraisal. Mr. Brown replied an independent company did the appraisal.

Mayor Ryan thought the IGA and offer were a good starting point.

Councilor Preedin thought there was essentially little risk in moving forward outside of staff and legal time.

Councilor Blum thought it was a good partnership with ODOT and could lead to the ability to apply for grants for the project.

Council President Connolly thought we might need to paint a picture for the FS on how the project could benefit them.

Council gave staff a head nod to move forward with initiating an IGA with ODOT to make an offer of the East Portal property and continue working on the plans for a mobility hub.

Mr. Brown noted this was a rare opportunity as the FS infrequently sold property; hopefully, we could secure it as the opportunity might not come along again.

2. Review Draft Boards & Commission Resolutions and Ordinance

City Recorder Prosser reviewed that City staff has been looking at streamlining the recruitment and appointment time frame for all boards and committees over the past year. The process included adopting an ordinance that repealed current code provisions and authorized forming boards and commissions by resolution. Staff was also proposing a new board, the Public Works Advisory Board (PWAB). The PWAB would meet quarterly to provide advice on public works related matters within the City.

Councilor Blum asked who would be qualified for the PWAB. Director Bertagna replied they would lean on engineers, surveyors, etc.

Council gave staff a head nod to move forward with the adoption of the ordinance and resolutions for boards and commissions.

3. Review League of Oregon Cities (LOC) Legislative Agenda

City Manager Misley explained staff had looked at the Council's choices for legislative priorities and noted that six issues had received two votes each. He had participated in a Central Oregon Cities Organization (COCO) meeting where these issues were discussed, and there was quite a bit of overlap between the Council's choices and other City's choices. If Council concurred, he would submit their top six priorities:

1. Broadband Infrastructure and Technical Assistance Funding
2. Housing and Services Investment
3. Long-term Transportation Infrastructure Funding
4. Mental Health Service Delivery
5. Property Tax Reform
6. Right-of-way Franchise Fees Authority Preservation

City Manager Misley said if the City were interested in other issues, such as funding for the roundabout, we could take a proactive approach and engage our legislatures.

Council gave a head nod to recommend six Council priorities for the LOC's 2021 legislative agenda.

4. Other Business - None

The meeting adjourned at 6:34 pm.

Kerry Prosser, City Recorder

Chuck Ryan, Mayor

PACKET: 03087 AP 8/12/2020 KK
VENDOR SET: 01 CITY OF SISTERS
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

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01-0175 ALERT SAFETY SUPPLY

I-4798		PW STAFF UNIFORMS	409.75			
7/17/2020	AP-US	DUE: 7/17/2020 DISC: 7/17/2020		1099: N		
		PW STAFF UNIFORMS		01 5-03-782	UNIFORMS	40.97
		PW STAFF UNIFORMS		01 5-05-782	UNIFORMS	53.28
		PW STAFF UNIFORMS		02 5-00-782	UNIFORMS	102.43
		PW STAFF UNIFORMS		03 5-00-782	UNIFORMS	118.83
		PW STAFF UNIFORMS		05 5-00-782	UNIFORMS	94.24

I-4966-07312020		STOP SIGNS	270.00			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: N		
		STOP SIGNS		03 5-00-762	STREET SIGNS	270.00

=== VENDOR TOTALS === 679.75

01-1141 ANDERSON PERRY & ASSOCIATES, I

I-68792		GIS/MAPPING SERVICES	3,030.00			
7/24/2020	AP-US	DUE: 7/24/2020 DISC: 7/24/2020		1099: Y		
		GIS/MAPPING SERVICES		01 5-07-726	CONTRACTED SERVICES	757.50
		GIS/MAPPING SERVICES		02 5-00-726	CONTRACTED SERVICES	757.50
		GIS/MAPPING SERVICES		03 5-00-726	CONTRACTED SERVICES	757.50
		GIS/MAPPING SERVICES		05 5-00-726	CONTRACTED SERVICES	757.50

=== VENDOR TOTALS === 3,030.00

01-0018 BAXTER AUTO PARTS

I-28-659280		SWEEPER PARTS	43.64			
7/28/2020	AP-US	DUE: 8/15/2020 DISC: 8/10/2020	0.87CR	1099: N		
		SWEEPER PARTS		03 5-00-796	VEHICLE MAINTENANCE	43.64

=== VENDOR TOTALS === 43.64

01-0062 BENDBROADBAND

I-0035372-AUGUST2020		INTERNET-CAMPGROUND AUG 20	172.95			
8/01/2020	AP-US	DUE: 8/01/2020 DISC: 8/01/2020		1099: N		
		INTERNET-CAMPGROUND AUG 20		01 5-05-733	DUES & SUBSCRIPTIONS	172.95

=== VENDOR TOTALS === 172.95

PACKET: 03087 AP 8/12/2020 KK
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 SEQUENCE : ALPHABETIC
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01-0172		BMS TECHNOLOGIES				

I-69241		UT BILLING JULY/OLBP AUG 2010	809.58			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: Y		
		UT BILLING JULY/OLBP AUG 2010		02 5-00-715	POSTAGE	404.80
		UT BILLING JULY/OLBP AUG 2010		05 5-00-715	POSTAGE	404.78
		=== VENDOR TOTALS ===	809.58			
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01-1032		BRYANT LOVLIE & JARVIS, ATTOR				

I-184003		LAND USE JULY 2020	1,053.00			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		LAND USE JULY 2020		01 5-07-777	LEGAL FEES	1,053.00

I-184004		HOUSING WORKS SDC JULY 2020	19.50			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		HOUSING WORKS SDC JULY 2020		01 5-01-777	LEGAL FEES	19.50

I-184005		AIRPORT LAND USE JULY 2020	273.00			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		AIRPORT LAND USE JULY 2020		01 5-07-777	LEGAL FEES	273.00

I-184006		SDC WAIVER JULY 2020	351.00			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		SDC WAIVER JULY 2020		01 5-01-777	LEGAL FEES	351.00

I-184007		CONFIDENTIAL MATTER JULY 2020	429.00			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		CONFIDENTIAL MATTER JULY 2020		01 5-01-777	LEGAL FEES	429.00

I-184008		AFFORDABLE HOUSING JULY 2020	78.00			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		AFFORDABLE HOUSING JULY 2020		01 5-01-777	LEGAL FEES	78.00

I-184009		ANDERSON PERRY JULY 2020	19.50			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		ANDERSON PERRY JULY 2020		01 5-01-777	LEGAL FEES	19.50

I-184010		FOREST SERVICE JULY 2020	2,359.50			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		FOREST SERVICE JULY 2020		01 5-07-777	LEGAL FEES	2,359.50

I-184011		RIGHT OF WAY ORD JULY 2020	780.00			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		RIGHT OF WAY ORD JULY 2020		03 5-00-777	LEGAL FEES	780.00

I-184012		RFP GIS JULY 2020	39.00			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		RFP GIS JULY 2020		01 5-01-777	LEGAL FEES	39.00

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PACKET: 03087 AP 8/12/2020 KK
 VENDOR SET: 01 CITY OF SISTERS
 SEQUENCE : ALPHABETIC
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I-184013		2020 CMO JULY 2020	526.50			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		2020 CMO JULY 2020		01 5-01-777	LEGAL FEES	526.50
I-184014		PROF SVS AGREEMENT JULY 2020	19.50			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		PROF SVS AGREEMENT JULY 2020		01 5-01-777	LEGAL FEES	19.50
I-184015		CAMPGROUND RULES JULY 2020	160.00			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		CAMPGROUND RULES JULY 2020		01 5-01-777	LEGAL FEES	160.00
I-184016		TREE REMOVAL JULY 2020	39.00			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		TREE REMOVAL JULY 2020		01 5-01-777	LEGAL FEES	39.00
I-184017		COMMITTEE ORD JULY 2020	819.00			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: Y		
		COMMITTEE ORD JULY 2020		01 5-01-777	LEGAL FEES	819.00
		=== VENDOR TOTALS ===	6,965.50			
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01-1049		CAMERON BUILDING MAINTENANCE				
I-2085		JULY 2020 CLEANING	3,186.70			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: Y		
		JULY 2020 CLEANING		01 5-05-726	CONTRACTED SERVICES	3,054.70
		JULY 2020 CLEANING CH		01 5-03-785	MAINTENANCE CITY HALL	132.00
		=== VENDOR TOTALS ===	3,186.70			
=====						
01-0014		CENTRAL ELECTRIC COOP				
I-0005589700-0720		SISTERS SEWER TREATMENT	4,945.47			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		SISTERS SEWER TREATMENT		05 5-00-743	ELECTRICITY	4,945.47
I-0005591100-0720		ROPE LANE/LIFT STATION	521.50			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		ROPE LANE/LIFT STATION		05 5-00-743	ELECTRICITY	521.50
I-4602923513-0720		ELM/THREE CREEKS WELL	862.01			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		ELM/THREE CREEKS WELL		02 5-00-743	ELECTRICITY	862.01
I-4603150100-0720		VILLAGE GREEN RESTROOMS	196.94			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		VILLAGE GREEN RESTROOMS		01 5-05-743	ELECTRICITY	196.94

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PACKET: 03087 AP 8/12/2020 KK

ENDOR SET: 01 CITY OF SISTERS

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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I-4630200101-0720		600 W HOOD	28.14			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		600 W HOOD		01 5-05-743	ELECTRICITY	28.14
I-5016080107-0720		CITY STREET LIGHTS	361.25			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		CITY STREET LIGHTS		03 5-00-743	ELECTRICITY	361.25
I-5024820101-0720		SISTERS HIGH/WELL	524.86			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		SISTERS HIGH/WELL		02 5-00-743	ELECTRICITY	524.86
I-5402923491-0720		FS1605 CHLORINE BLDG	28.61			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		FS1605 CHLORINE BLDG		02 5-00-743	ELECTRICITY	28.61
I-5431540100-0720		68105 PETERSON BURN RD	28.38			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		68105 PETERSON BURN RD		02 5-00-743	ELECTRICITY	28.38
I-8300033500-0720		CREEKSIDE CITY PARK	378.10			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY	378.10
I-8300170200-0720		W BARCLAY DR/LIFT STATION	34.04			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		W BARCLAY DR/LIFT STATION		05 5-00-743	ELECTRICITY	34.04
I-8300418800-0720		SEWER TREATMENT/SHOP	70.32			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		SEWER TREATMENT/SHOP		01 5-03-743	ELECTRICITY	70.32
I-8300435700-0720		HAROLD BARCLAY MEM PARK	107.82			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		HAROLD BARCLAY MEM PARK		01 5-05-743	ELECTRICITY	107.82
I-8300550700-0720		LARCH ST PARK	60.91			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		LARCH ST PARK		01 5-05-743	ELECTRICITY	60.91
I-8300593501-0720		5 PINE CAMPUS/LIFT STATION	33.85			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		5 PINE CAMPUS/LIFT STATION		05 5-00-743	ELECTRICITY	33.85
I-8300695200-0720		1000 S LOCUST ST/GATE	28.94			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		1000 S LOCUST ST/GATE		05 5-00-743	ELECTRICITY	28.94

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0014	CENTRAL ELECTRIC COOP	(** CONTINUED **)				
I-8301018100-0720		520 E CASCADE/SISTERS CH	296.34			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		520 E CASCADE/SISTERS CH		01 5-03-743	ELECTRICITY	296.34
I-8301034600-0720		VETERANS PARK	31.53			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		VETERANS PARK		01 5-05-743	ELECTRICITY	31.53
I-8301186200-0720		LIBRARY OUTDOOR LIGHTING	47.51			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		LIBRARY OUTDOOR LIGHTING		01 5-03-743	ELECTRICITY	47.51
I-8301301000-0720		990 JANTZEN LN/LIFT STATION	36.26			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		990 JANTZEN LN/LIFT STATION		05 5-00-743	ELECTRICITY	36.26
I-8301339500-0720		SISTERS PARKWAY/RECYCLE	61.10			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		SISTERS PARKWAY/RECYCLE		01 5-03-743	ELECTRICITY	61.10
I-8301419900-0720		SUN RANCH DR/WELL	3,446.35			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		SUN RANCH DR/WELL		02 5-00-743	ELECTRICITY	3,446.35
I-830161440-0720		E CASCADE DECORATIVE LIGHTING	30.05			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		E CASCADE DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY	30.05
I-8301715301-0720		1000 S LOCUST ST/PW BLDG	215.40			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		1000 S LOCUST ST/PW BLDG		01 5-03-743	ELECTRICITY	215.40
I-8301802201-0720		MAIN ST/DECORATIVE LIGHTING	55.31			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		MAIN ST/DECORATIVE LIGHTING		03 5-00-743	ELECTRICITY	55.31
I-8301966001-0720		150 N FIR ST/FIR ST PARK	92.45			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		150 N FIR ST/FIR ST PARK		01 5-05-743	ELECTRICITY	92.45
I-8302077301-0720		504 E WASHINGTON AVE/LIGHTING	31.76			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		504 E WASHINGTON AVE/LIGHTING		03 5-00-743	ELECTRICITY	31.76
I-8302370802-0720		SISTERS ROUNDABOUT LIGHTING	58.63			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		SISTERS ROUNDABOUT LIGHTING		03 5-00-743	ELECTRICITY	58.63

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0014	CENTRAL ELECTRIC COOP	(** CONTINUED **)				

I-8302372501-0720		CREEKSIDE CITY PARK	519.20			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		CREEKSIDE CITY PARK		01 5-05-743	ELECTRICITY	519.20
=== VENDOR TOTALS ===			13,133.03			
=====						
01-0839	CENTRAL OREGON CITIES ORGANIZA					

I-07012020		DUES 20/21	881.00			
8/01/2020	AP-US	DUE: 8/01/2020 DISC: 8/01/2020		1099: N		
		DUES 20/21		01 5-01-733	DUES & SUBSCRIPTIONS	881.00
=== VENDOR TOTALS ===			881.00			
=====						
01-0262	CENTRAL OREGON INTERGOVERNMENT					

I-0005674-IN		CET SERVICES 2ND QTR 2020	16,066.00			
6/30/2020	AP-US	DUE: 6/30/2020 DISC: 6/30/2020		1099: N		
		CET SERVICES 2ND QTR 2020		01 5-08-340	STATE GRANTS	16,066.00

I-0005697-IN		VISION IMPLEMENTATION	3,920.52			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: N		
		VISION IMPLEMENTATION		01 5-01-726	CONTRACTED SERVICES	3,920.52
=== VENDOR TOTALS ===			19,986.52			
=====						
01-1114	CITI CARDS					

I-07252020		TOWELS, POST-ITS, NOTEBOOKS	49.95			
7/25/2020	AP-US	DUE: 7/25/2020 DISC: 7/25/2020		1099: N		
		TOWELS, POST-ITS, NOTEBOOKS		01 5-01-714	OFFICE SUPPLIES	7.52
		TOWELS, POST-ITS, NOTEBOOKS		01 5-02-714	OFFICE SUPPLIES	7.96
		TOWELS, POST-ITS, NOTEBOOKS		01 5-03-795	SUPPLIES	0.99
		TOWELS, POST-ITS, NOTEBOOKS		01 5-05-714	OFFICE SUPPLIES	4.49
		TOWELS, POST-ITS, NOTEBOOKS		01 5-07-714	OFFICE SUPPLIES	12.48
		TOWELS, POST-ITS, NOTEBOOKS		02 5-00-714	OFFICE SUPPLIES	7.00
		TOWELS, POST-ITS, NOTEBOOKS		03 5-00-714	OFFICE SUPPLIES	3.98
		TOWELS, POST-ITS, NOTEBOOKS		05 5-00-714	OFFICE SUPPLIES	5.53
=== VENDOR TOTALS ===			49.95			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0024	CURTS ELECTRIC					
I-5699		FIR STREET PARK LIGHT FIXTURE	150.00			
6/17/2020	AP-US	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		FIR STREET PARK LIGHT FIXTURE		01 5-05-786	PARK MAINTENANCE	150.00
I-5700		SEWER PLANT IRRIGATION	150.00			
6/17/2020	AP-US	DUE: 6/17/2020 DISC: 6/17/2020		1099: N		
		SEWER PLANT IRRIGATION		05 5-00-765	SEWER SYSTEM IMPROVEMENT	150.00
I-5735		CH LIGHT BALLAST REPAIR	1,055.96			
6/26/2020	AP-US	DUE: 6/26/2020 DISC: 6/26/2020		1099: N		
		CH LIGHT BALLAST REPAIR		01 5-03-785	MAINTENANCE CITY HALL	1,055.96
		=== VENDOR TOTALS ===	1,355.96			
=====						
01-0101	DESCHUTES COUNTY SHERIFF'S DEP					
I-08012020		SHERIFF SERVICES AUGUST 2020	50,987.00			
8/01/2020	AP-US	DUE: 8/01/2020 DISC: 8/01/2020		1099: N		
		SHERIFF SERVICES AUGUST 2020		01 5-06-783	DCSD - POLICING SERVICES	50,987.00
		=== VENDOR TOTALS ===	50,987.00			
=====						
01-1001	EDGE ANALYTICAL, INC.					
I-20-22645		WATER SAMPLE	33.00			
7/14/2020	AP-US	DUE: 7/14/2020 DISC: 7/14/2020		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	33.00
I-20-23659		WATER SAMPLE	33.00			
7/17/2020	AP-US	DUE: 7/17/2020 DISC: 7/17/2020		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	33.00
I-20-24119		WATER SAMPLE	268.00			
7/29/2020	AP-US	DUE: 7/29/2020 DISC: 7/29/2020		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	268.00
I-20-24121		WATER SAMPLE	144.00			
7/24/2020	AP-US	DUE: 7/24/2020 DISC: 7/24/2020		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	144.00
I-20-24125		WATER SAMPLE	45.00			
7/29/2020	AP-US	DUE: 7/29/2020 DISC: 7/29/2020		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	45.00
I-20-24127		WATER SAMPLE	45.00			
7/29/2020	AP-US	DUE: 7/29/2020 DISC: 7/29/2020		1099: N		
		WATER SAMPLE		02 5-00-775	LABORATORY FEES	45.00
		=== VENDOR TOTALS ===	568.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0909	FASTENAL					
I-ORBEN129839		BOLTS	80.04			
7/15/2020	AP-US	DUE: 7/15/2020 DISC: 7/15/2020		1099: N		
		BOLTS		03 5-00-762	STREET SIGNS	80.04
		=== VENDOR TOTALS ===	80.04			
=====						
01-0028	FERGUSON ENTERPRISES, INC. #30					
I-0899581		METER,GASKETS	4,174.71			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		METER,GASKETS		02 5-00-788	METERS & PARTS	4,174.71
I-0902744		METERS	1,632.00			
7/28/2020	AP-US	DUE: 7/28/2020 DISC: 7/28/2020		1099: N		
		METERS		02 5-00-788	METERS & PARTS	1,632.00
		=== VENDOR TOTALS ===	5,806.71			
=====						
01-0214	FIREPRO					
I-7370272		FIRE EXTINGUISHER SERVICES	44.00			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: N		
		FIRE EXTINGUISHER SERVICES		01 5-03-726	CONTRACTED SERVICES	4.40
		FIRE EXTINGUISHER SERVICES		01 5-05-726	CONTRACTED SERVICES	5.72
		FIRE EXTINGUISHER SERVICES		02 5-00-726	CONTRACTED SERVICES	11.00
		FIRE EXTINGUISHER SERVICES		03 5-00-726	CONTRACTED SERVICES	12.76
		FIRE EXTINGUISHER SERVICES		05 5-00-726	CONTRACTED SERVICES	10.12
		=== VENDOR TOTALS ===	44.00			
=====						
01-0029	H. D. FOWLER COMPANY					
I-15535297		WATER SAW,PARTS	463.21			
7/27/2020	AP-US	DUE: 8/10/2020 DISC: 8/10/2020		1099: N		
		WATER SAW,PARTS		02 5-00-746	SMALL TOOLS & EQUIPMENT	463.21
		=== VENDOR TOTALS ===	463.21			
=====						
01-0017	HOYT'S HARDWARE					
I-590024		MARKING WAND, SCREWDRIVERS	47.06			
7/23/2020	AP-US	DUE: 7/23/2020 DISC: 7/23/2020		1099: N		
		MARKING WAND, SCREWDRIVERS		05 5-00-746	SMALL TOOLS & EQUIPMENT	8.95
		MARKING WAND, SCREWDRIVERS		02 5-00-746	SMALL TOOLS & EQUIPMENT	9.89
		MARKING WAND, SCREWDRIVERS		03 5-00-746	SMALL TOOLS & EQUIPMENT	12.67
		MARKING WAND, SCREWDRIVERS		01 5-05-746	SMALL TOOLS & EQUIPMENT	9.42
		MARKING WAND, SCREWDRIVERS		01 5-03-746	SMALL TOOLS & EQUIPMENT	6.13

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0017	HOYT'S HARDWARE	(** CONTINUED **)				

I-590254		SCH40 ADAPTERS,PIPE TAPE,VALV	186.53			
7/27/2020	AP-US	DUE: 7/27/2020 DISC: 7/27/2020		1099: N		
		SCH40 ADAPTERS,PIPE TAPE,VALVE		03 5-00-765	IMPROVEMENTS & REPAIRS	186.53

I-590870		SW1901 PVC PIPE,SAW	50.97			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: N		
		SW1901 PVC PIPE,SAW		05 5-00-906	CAPITAL OUTLAY	20.39
		SW1901 PVC PIPE,SAW		10 5-00-906	CAPITAL OUTLAY	30.58

I-590963		SW1901 4X4, PVC PIPE	111.19			
8/03/2020	AP-US	DUE: 8/03/2020 DISC: 8/03/2020		1099: N		
		SW1901 4X4, PVC PIPE		05 5-00-906	CAPITAL OUTLAY	44.48
		SW1901 4X4, PVC PIPE		10 5-00-906	CAPITAL OUTLAY	66.71

I-K90398		STAPLES, 4X8 PLYWOOD	164.98			
7/28/2020	AP-US	DUE: 7/28/2020 DISC: 7/28/2020		1099: N		
		STAPLES, 4X8 PLYWOOD		03 5-00-765	IMPROVEMENTS & REPAIRS	164.98
		=== VENDOR TOTALS ===	560.73			
=====						
01-1184	JAMAR TECHNOLOGIES, INC					

I-50312		TRAFFIC COUNTER	2,762.15			
7/14/2020	AP-US	DUE: 7/14/2020 DISC: 7/14/2020		1099: N		
		TRAFFIC COUNTER		03 5-00-795	SUPPLIES	2,762.15
		=== VENDOR TOTALS ===	2,762.15			
=====						
01-0458	KNIFE RIVER					

I-2381442		3/4 ROCK	390.84			
8/04/2020	AP-US	DUE: 8/04/2020 DISC: 8/04/2020		1099: N		
		3/4 ROCK		03 5-00-749	STREET MAINTENANCE	390.84
		=== VENDOR TOTALS ===	390.84			
=====						
01-0953	LANDSCAPES FORMS, INC					

I-0000124155-A		PARK BENCHES	5,386.67			
6/30/2020	AP-US	DUE: 6/30/2020 DISC: 6/30/2020		1099: N		
		PARK BENCHES		01 5-05-786	PARK MAINTENANCE	5,386.67

I-0000124155-B		G1902 VG BENCHES	2,693.33			
6/30/2020	AP-US	DUE: 6/30/2020 DISC: 6/30/2020		1099: N		
		G1902 VG BENCHES		01 5-05-906	CAPITAL OUTLAY	1,346.67
		G1902 VG BENCHES		12 5-00-906	CAPITAL OUTLAY	1,346.66
		=== VENDOR TOTALS ===	8,080.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0103		LEAGUE OF OREGON CITIES				
I-8308		CDD DIRECTOR JOB POSTING	20.00			
7/28/2020	AP-US	DUE: 7/28/2020 DISC: 7/28/2020		1099: Y		
		CDD DIRECTOR JOB POSTING		01 5-07-704	RECRUITMENT	20.00
		=== VENDOR TOTALS ===	20.00			
=====						
01-1181		LITTLE JOHN'S TOILETS				
I-40177		PORTABLE HANDWASHING STATION	400.00			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: Y		
		PORTABLE HANDWASHING STATION		03 5-00-795	SUPPLIES	400.00
I-40178		PORTABLE HANDWASHING STATION	400.00			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: Y		
		PORTABLE HANDWASHING STATION		03 5-00-795	SUPPLIES	400.00
I-40179		PORTABLE HANDWASHING STATION	400.00			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: Y		
		PORTABLE HANDWASHING STATION		03 5-00-795	SUPPLIES	400.00
I-40180		PORTABLE HANDWASHING STATION	400.00			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: Y		
		PORTABLE HANDWASHING STATION		03 5-00-795	SUPPLIES	400.00
		=== VENDOR TOTALS ===	1,600.00			
=====						
01-0719		MID COLUMBIA PROUCERS INC				
I-51685		FUEL JULY 2020	1,320.31			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: N		
		FUEL JULY 2020		01 5-03-755	GAS/OIL	117.67
		FUEL JULY 2020		01 5-05-755	GAS/OIL	129.84
		FUEL JULY 2020		02 5-00-755	GAS/OIL	327.84
		FUEL JULY 2020		03 5-00-755	GAS/OIL	435.38
		FUEL JULY 2020		05 5-00-755	GAS/OIL	309.58
		=== VENDOR TOTALS ===	1,320.31			
=====						
01-0143		NORCO				
I-29866018		20#	21.70			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: N		
		20#		01 5-03-795	SUPPLIES	2.17
		20#		01 5-05-795	SUPPLIES	2.82
		20#		02 5-00-795	SUPPLIES	5.42
		20#		03 5-00-795	SUPPLIES	6.29
		20#		05 5-00-795	SUPPLIES	5.00
		=== VENDOR TOTALS ===	21.70			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-0971		OCCUPATIONAL MEDICINE AT THE C				
I-73910		ODOT PHYSICAL-DM	100.00			
7/27/2020	AP-US	DUE: 7/27/2020 DISC: 7/27/2020		1099: Y		
		ODOT PHYSICAL-DM		01 5-03-771	MEDICAL TESTING & SERVIC	19.93
		ODOT PHYSICAL-DM		01 5-05-771	MEDICAL TESTING & SERVIC	19.93
		ODOT PHYSICAL-DM		02 5-00-771	MEDICAL TESTING & SERVIC	19.93
		ODOT PHYSICAL-DM		03 5-00-771	MEDICAL TESTING & SERVIC	19.93
		ODOT PHYSICAL-DM		05 5-00-771	MEDICAL TESTING & SERVIC	20.28
I-73910-1		PRE-EMPLOYMENT-JD	35.00			
7/27/2020	AP-US	DUE: 7/27/2020 DISC: 7/27/2020		1099: Y		
		PRE-EMPLOYMENT-JD		01 5-03-771	MEDICAL TESTING & SERVIC	3.50
		PRE-EMPLOYMENT-JD		01 5-05-771	MEDICAL TESTING & SERVIC	7.00
		PRE-EMPLOYMENT-JD		02 5-00-771	MEDICAL TESTING & SERVIC	7.00
		PRE-EMPLOYMENT-JD		03 5-00-771	MEDICAL TESTING & SERVIC	7.00
		PRE-EMPLOYMENT-JD		05 5-00-771	MEDICAL TESTING & SERVIC	10.50
		=== VENDOR TOTALS ===	135.00			

01-1071		OFFICE DEPOT				
I-107771580001		INK-KIM'S PRINTER	94.23			
7/16/2020	AP-US	DUE: 7/16/2020 DISC: 7/16/2020		1099: N		
		INK-KIM'S PRINTER		01 5-02-721	COPIER/PRINTER	94.23
I-109074244001		PLOTTER INK	186.35			
7/22/2020	AP-US	DUE: 7/22/2020 DISC: 7/22/2020		1099: N		
		PLOTTER INK		01 5-01-721	COPIER/PRINTER	83.86
		PLOTTER INK		01 5-02-721	COPIER/PRINTER	20.50
		PLOTTER INK		01 5-07-721	COPIER/PRINTER	46.59
		PLOTTER INK		02 5-00-721	COPIER/PRINTER	14.91
		PLOTTER INK		03 5-00-721	COPIER/PRINTER	14.91
		PLOTTER INK		05 5-00-721	COPIER/PRINTER	5.58
I-109078934001		PLOTTER INK	53.18			
7/23/2020	AP-US	DUE: 7/23/2020 DISC: 7/23/2020		1099: N		
		PLOTTER INK		01 5-01-721	COPIER/PRINTER	23.93
		PLOTTER INK		01 5-02-721	COPIER/PRINTER	5.85
		PLOTTER INK		01 5-07-721	COPIER/PRINTER	13.30
		PLOTTER INK		02 5-00-721	COPIER/PRINTER	4.25
		PLOTTER INK		03 5-00-721	COPIER/PRINTER	4.25
		PLOTTER INK		05 5-00-721	COPIER/PRINTER	1.60
		=== VENDOR TOTALS ===	333.76			

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PACKET: 03087 AP 8/12/2020 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
=====						
01-0016		ONE CALL CONCEPTS, INC.				

I-0070482		WATER/SEWER LOCATES	49.98			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: N		
		WATER/SEWER LOCATES		02 5-00-770	WATER LOCATE SERVICE	24.99
		WATER/SEWER LOCATES		05 5-00-770	SEWER LOCATE SERVICE	24.99
		=== VENDOR TOTALS ===	49.98			
=====						
01-0991		OREGON LODGING TAX				

I-06302020		OREGON LODGING TAX 2ND QTR 20	561.83			
6/30/2020	AP-US	DUE: 6/30/2020 DISC: 6/30/2020		1099: N		
		OREGON LODGING TAX 2ND QTR 20		01 2-00-163	STATE ROOM TAX PAYABLE	591.40
		OREGON LODGING TAX 2ND QTR 20		01 4-00-362	REFUNDS/REIMBURSEMENTS	29.57CR
		=== VENDOR TOTALS ===	561.83			
=====						
01-0804		PAPE MACHINERY				

I-12141300		GATOR SERVICE	87.36			
7/10/2020	AP-US	DUE: 7/10/2020 DISC: 7/10/2020		1099: N		
		GATOR SERVICE		05 5-00-796	VEHICLE MAINTENANCE	87.36
		=== VENDOR TOTALS ===	87.36			
=====						
01-0233		PETERSON CAT				

I-PC550141973		ANTIFREEZE	28.48			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: N		
		ANTIFREEZE		01 5-03-796	VEHICLE MAINTENANCE	2.85
		ANTIFREEZE		01 5-05-796	VEHICLE MAINTENANCE	3.70
		ANTIFREEZE		02 5-00-796	VEHICLE MAINTENANCE	7.12
		ANTIFREEZE		03 5-00-796	VEHICLE MAINTENANCE	8.26
		ANTIFREEZE		05 5-00-796	VEHICLE MAINTENANCE	6.55
		=== VENDOR TOTALS ===	28.48			
=====						
01-0249		PETERSON TRUCKS, INC				

I-908036B		GASKET	5.96			
7/15/2020	AP-US	DUE: 7/15/2020 DISC: 7/15/2020		1099: N		
		GASKET		05 5-00-796	VEHICLE MAINTENANCE	5.96
		=== VENDOR TOTALS ===	5.96			

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PACKET: 03087 AP 8/12/2020 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
=====						
01-0056		PETTY CASH				
I-07312020		PETTY CASH JULY 2020	25.04			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: N		
		CERTIFIED LETTER		03 5-00-715	POSTAGE	7.10
		MASKS		01 5-05-795	SUPPLIES	17.94
		=== VENDOR TOTALS ===	25.04			

=====						
01-0144		RESERVE ACCOUNT				
I-07202020		RESERVE ACCOUNT POSTAGE	200.00			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		RESERVE ACCOUNT POSTAGE		01 5-01-715	POSTAGE	5.99
		RESERVE ACCOUNT POSTAGE		01 5-02-715	POSTAGE	74.00
		RESERVE ACCOUNT POSTAGE		01 5-07-715	POSTAGE	46.01
		RESERVE ACCOUNT POSTAGE		02 5-00-715	POSTAGE	35.98
		RESERVE ACCOUNT POSTAGE		03 5-00-715	POSTAGE	2.00
		RESERVE ACCOUNT POSTAGE		05 5-00-715	POSTAGE	36.02
I-07302020		RESERVE ACCOUNT POSTAGE	200.00			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: N		
		RESERVE ACCOUNT POSTAGE		01 5-01-715	POSTAGE	5.99
		RESERVE ACCOUNT POSTAGE		01 5-02-715	POSTAGE	74.00
		RESERVE ACCOUNT POSTAGE		01 5-07-715	POSTAGE	46.01
		RESERVE ACCOUNT POSTAGE		02 5-00-715	POSTAGE	35.98
		RESERVE ACCOUNT POSTAGE		03 5-00-715	POSTAGE	2.00
		RESERVE ACCOUNT POSTAGE		05 5-00-715	POSTAGE	36.02
		=== VENDOR TOTALS ===	400.00			

=====						
01-1183		REDMOND FENCE & POLE STRUCTURE				
I-2164-I		G19002 VG TEMP FENCING	162.00			
6/02/2020	AP-US	DUE: 6/02/2020 DISC: 6/02/2020		1099: N		
		G19002 VG TEMP FENCING		01 5-05-906	CAPITAL OUTLAY	81.00
		G19002 VG TEMP FENCING		12 5-00-906	CAPITAL OUTLAY	81.00
		=== VENDOR TOTALS ===	162.00			

=====						
01-1167		REPUBLIC SERVICES #675				
I-0675-000398375		RESIDENTIAL CMA JULY 2020	427.83			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: N		
		RESIDENTIAL CMA JULY 2020		01 5-02-797	CITY MANAGED ACCOUNTS	427.83
I-0675-000399507		COMMERCIAL CMA JULY 2020	163.17			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: N		
		COMMERCIAL CMA JULY 2020		01 5-02-797	CITY MANAGED ACCOUNTS	163.17
		=== VENDOR TOTALS ===	591.00			

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PACKET: 03087 AP 8/12/2020 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
=====						
01-0754	SANI-STAR					
I-7106		SANI-STAR LEASE	100.00			
8/01/2020	AP-US	DUE: 8/01/2020 DISC: 8/01/2020		1099: N		
		SANI-STAR LEASE		05 5-00-718	LEASES	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-0590	SHERWIN-WILLIAMS					
I-9426-9		PAINT	648.75			
8/03/2020	AP-US	DUE: 8/03/2020 DISC: 8/03/2020		1099: N		
		PAINT		03 5-00-795	SUPPLIES	648.75
I-9427-7		PAINT	140.21			
8/03/2020	AP-US	DUE: 8/03/2020 DISC: 8/03/2020		1099: N		
		PAINT		03 5-00-795	SUPPLIES	140.21
		=== VENDOR TOTALS ===	788.96			
=====						
01-1	MISC VENDOR					
I-08052020		SIMPLICITY HOMES:374 W WASH	1,480.86			
8/05/2020	AP-US	DUE: 8/05/2020 DISC: 8/05/2020		1099: N		
		SIMPLICITY HOMES:374 W WASH		03 2-00-163	DEPOSITS-PERFORMANCE BON	1,480.86
		=== VENDOR TOTALS ===	1,480.86			
=====						
01-0011	SISTERS ACE HARDWARE					
I-401502		TEAK OIL, PITCH FORK	37.70			
7/01/2020	AP-US	DUE: 7/01/2020 DISC: 7/01/2020		1099: N		
		TEAK OIL, PITCH FORK		01 5-05-786	PARK MAINTENANCE	37.70
I-401793		SPRAY PAINT, PROPANE	113.90			
7/02/2020	AP-US	DUE: 7/02/2020 DISC: 7/02/2020		1099: N		
		SPRAY PAINT, PROPANE		03 5-00-795	SUPPLIES	113.90
I-401824		PAINTBRUSHES	10.44			
7/02/2020	AP-US	DUE: 7/02/2020 DISC: 7/02/2020		1099: N		
		PAINTBRUSHES		03 5-00-795	SUPPLIES	10.44
I-401933		MASKS	348.00			
7/02/2020	AP-US	DUE: 7/02/2020 DISC: 7/02/2020		1099: N		
		MASKS		03 5-00-795	SUPPLIES	348.00
I-403488		HARDWARE	27.08			
7/06/2020	AP-US	DUE: 7/06/2020 DISC: 7/06/2020		1099: N		
		HARDWARE		01 5-05-795	SUPPLIES	27.08

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PACKET: 03087 AP 8/12/2020 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
01-0011	SISTERS ACE HARDWARE	(** CONTINUED **)				
I-403675		PVC ELBOW,CAP	9.84			
7/06/2020	AP-US	DUE: 7/06/2020 DISC: 7/06/2020		1099: N		
		PVC ELBOW,CAP		01 5-05-786	PARK MAINTENANCE	9.84
I-403676		STAPLES	13.79			
7/06/2020	AP-US	DUE: 7/06/2020 DISC: 7/06/2020		1099: N		
		STAPLES		03 5-00-795	SUPPLIES	13.79
I-404379		MOTION LIGHT	23.90			
7/08/2020	AP-US	DUE: 7/08/2020 DISC: 7/08/2020		1099: N		
		MOTION LIGHT		01 5-05-786	PARK MAINTENANCE	23.90
I-404397		BATTERIES	16.99			
7/08/2020	AP-US	DUE: 7/08/2020 DISC: 7/08/2020		1099: N		
		BATTERIES		02 5-00-795	SUPPLIES	8.49
		BATTERIES		05 5-00-795	SUPPLIES	8.50
I-405460		BATTERIES	33.98			
7/10/2020	AP-US	DUE: 7/10/2020 DISC: 7/10/2020		1099: N		
		BATTERIES		01 5-05-795	SUPPLIES	33.98
I-406630		MARKING PAINT	12.12			
7/13/2020	AP-US	DUE: 7/13/2020 DISC: 7/13/2020		1099: N		
		MARKING PAINT		03 5-00-795	SUPPLIES	12.12
I-406671		HOSE CLAMP, ELECTRICAL TAPE	16.34			
7/13/2020	AP-US	DUE: 7/13/2020 DISC: 7/13/2020		1099: N		
		HOSE CLAMP, ELECTRICAL TAPE		03 5-00-795	SUPPLIES	16.34
I-406673		REFLECTORS	44.00			
7/13/2020	AP-US	DUE: 7/13/2020 DISC: 7/13/2020		1099: N		
		REFLECTORS		03 5-00-795	SUPPLIES	44.00
I-406715		GFI	42.30			
7/13/2020	AP-US	DUE: 7/13/2020 DISC: 7/13/2020		1099: N		
		GFI		01 5-05-786	PARK MAINTENANCE	42.30
I-407252		BRASS FITTING, MARKERS	33.56			
7/14/2020	AP-US	DUE: 7/14/2020 DISC: 7/14/2020		1099: N		
		BRASS FITTING, MARKERS		01 5-05-786	PARK MAINTENANCE	33.56
I-407329		PIPE CLEANER, BRUSH	7.81			
7/14/2020	AP-US	DUE: 7/14/2020 DISC: 7/14/2020		1099: N		
		PIPE CLEANER, BRUSH		01 5-05-786	PARK MAINTENANCE	7.81
I-407588		PIPE FITTINGS	153.26			
7/15/2020	AP-US	DUE: 7/15/2020 DISC: 7/15/2020		1099: N		
		PIPE FITTINGS		05 5-00-787	SEWER SYSTEM REPAIRS	153.26

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PACKET: 03087 AP 8/12/2020 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
01-0011	SISTERS ACE HARDWARE	(** CONTINUED **)				
I-407630		SPRINKLER VALVE	41.64			
7/15/2020	AP-US	DUE: 7/15/2020 DISC: 7/15/2020		1099: N		
		SPRINKLER VALVE		01 5-05-786	PARK MAINTENANCE	41.64
I-407865		CONCRETE PATCH, PUTTY KNIFE	10.65			
7/15/2020	AP-US	DUE: 7/15/2020 DISC: 7/15/2020		1099: N		
		CONCRETE PATCH, PUTTY KNIFE		01 5-05-786	PARK MAINTENANCE	10.65
I-407976		HARDWARE, GASKET	8.68			
7/16/2020	AP-US	DUE: 7/16/2020 DISC: 7/16/2020		1099: N		
		HARDWARE, GASKET		01 5-05-795	SUPPLIES	8.68
I-408468		RAKE, PRUNING SAW,WRENCH	69.72			
7/17/2020	AP-US	DUE: 7/17/2020 DISC: 7/17/2020		1099: N		
		RAKE, PRUNING SAW,WRENCH		05 5-00-746	SMALL TOOLS & EQUIPMENT	13.26
		RAKE, PRUNING SAW,WRENCH		02 5-00-746	SMALL TOOLS & EQUIPMENT	14.65
		RAKE, PRUNING SAW,WRENCH		03 5-00-746	SMALL TOOLS & EQUIPMENT	18.78
		RAKE, PRUNING SAW,WRENCH		01 5-05-746	SMALL TOOLS & EQUIPMENT	13.96
		RAKE, PRUNING SAW,WRENCH		01 5-03-746	SMALL TOOLS & EQUIPMENT	9.07
I-408514		BUSHING, BALL VALVE,SEALANT	39.94			
7/17/2020	AP-US	DUE: 7/17/2020 DISC: 7/17/2020		1099: N		
		BUSHING, BALL VALVE,SEALANT		01 5-05-786	PARK MAINTENANCE	39.94
I-409812		MINI HARDWARE	14.33			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		MINI HARDWARE		03 5-00-796	VEHICLE MAINTENANCE	14.33
I-409873		HARDWARE	8.97			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		HARDWARE		05 5-00-795	SUPPLIES	8.97
I-410056		NAILS, PARACORD	45.05			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		NAILS, PARACORD		03 5-00-795	SUPPLIES	45.05
I-410127		TAPE, SPRAYPAINT	55.11			
7/21/2020	AP-US	DUE: 7/21/2020 DISC: 7/21/2020		1099: N		
		TAPE, SPRAYPAINT		01 5-05-786	PARK MAINTENANCE	55.11
I-410338		HARDWARE	7.02			
7/21/2020	AP-US	DUE: 7/21/2020 DISC: 7/21/2020		1099: N		
		HARDWARE		03 5-00-796	VEHICLE MAINTENANCE	7.02
I-413108		GOOF OFF, BITS	29.41			
7/28/2020	AP-US	DUE: 7/28/2020 DISC: 7/28/2020		1099: N		
		GOOF OFF, BITS		01 5-05-795	SUPPLIES	29.41

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PACKET: 03087 AP 8/12/2020 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
=====							
01-0011	SISTERS ACE HARDWARE	(** CONTINUED **)					
I-413259		GLOVES	27.58				
7/28/2020	AP-US	DUE: 7/28/2020 DISC: 7/28/2020		1099: N			
		GLOVES		03 5-00-795	SUPPLIES		27.58
I-413479		GLOVES	18.39				
7/29/2020	AP-US	DUE: 7/29/2020 DISC: 7/29/2020		1099: N			
		GLOVES		03 5-00-795	SUPPLIES		18.39
I-413965		HARDWARE, SCREWS	8.95				
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: N			
		HARDWARE, SCREWS		01 5-05-786	PARK MAINTENANCE		8.95
I-414425		SW1901 AERATOR IMP	91.18				
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: N			
		SW1901 AERATOR IMP		05 5-00-906	CAPITAL OUTLAY		36.47
		SW1901 AERATOR IMP		10 5-00-906	CAPITAL OUTLAY		54.71
		=== VENDOR TOTALS ===	1,421.63				

=====							
01-0319	SISTERS FOLK FESTIVAL						
I-08052020		REFUND CANCELLED EVENT	550.00				
8/05/2020	AP-US	DUE: 8/05/2020 DISC: 8/05/2020		1099: N			
		REFUND CANCELLED EVENT		01 4-00-317	EVENT FEES		550.00
		=== VENDOR TOTALS ===	550.00				

=====							
01-0083	SISTERS RENTAL						
I-0028006-00		OIL, TRIMMER LINE	132.96				
6/29/2020	AP-US	DUE: 6/29/2020 DISC: 6/29/2020		1099: N			
		OIL, TRIMMER LINE		01 5-05-796	VEHICLE MAINTENANCE		132.96
I-0028021-00		TUNE UP	80.40				
6/30/2020	AP-US	DUE: 6/30/2020 DISC: 6/30/2020		1099: N			
		TUNE UP		01 5-05-796	VEHICLE MAINTENANCE		80.40
I-0028067-00		WEEDEATER PARTS	4.06				
7/06/2020	AP-US	DUE: 7/06/2020 DISC: 7/06/2020		1099: N			
		WEEDEATER PARTS		01 5-05-796	VEHICLE MAINTENANCE		4.06
I-0028098-00		SERVICE KIT	42.96				
7/09/2020	AP-US	DUE: 7/09/2020 DISC: 7/09/2020		1099: N			
		SERVICE KIT		01 5-05-796	VEHICLE MAINTENANCE		42.96
I-0028171-00		TRIMMER LINE, KNIFE	75.98				
7/16/2020	AP-US	DUE: 7/16/2020 DISC: 7/16/2020		1099: N			
		TRIMMER LINE, KNIFE		01 5-05-796	VEHICLE MAINTENANCE		75.98
		=== VENDOR TOTALS ===	336.36				

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PACKET: 03087 AP 8/12/2020 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
=====						
01-0155	SWEENEY PLUMBING, INC					
I-47128		RESTROOMS PARTS	350.70			
6/30/2020	AP-US	DUE: 6/30/2020 DISC: 6/30/2020		1099: N		
		RESTROOMS PARTS		01 5-05-786	PARK MAINTENANCE	350.70

I-47195		RESTROOM PARTS	56.70			
6/30/2020	AP-US	DUE: 6/30/2020 DISC: 6/30/2020		1099: N		
		RESTROOM PARTS		01 5-05-786	PARK MAINTENANCE	56.70
		=== VENDOR TOTALS ===	407.40			
=====						
01-0044	TAYLOR TIRE CENTER					
I-76300326056		TIRES-DJ	1,030.12			
8/04/2020	AP-US	DUE: 8/04/2020 DISC: 8/04/2020		1099: N		
		TIRES-DJ		01 5-03-796	VEHICLE MAINTENANCE	103.01
		TIRES-DJ		01 5-05-796	VEHICLE MAINTENANCE	103.01
		TIRES-DJ		02 5-00-796	VEHICLE MAINTENANCE	206.02
		TIRES-DJ		03 5-00-796	VEHICLE MAINTENANCE	412.06
		TIRES-DJ		05 5-00-796	VEHICLE MAINTENANCE	206.02
		=== VENDOR TOTALS ===	1,030.12			
=====						
01-0052	THE NUGGET NEWSPAPER					
I-90737		PUBLIC HEARING	289.00			
7/29/2020	AP-US	DUE: 7/29/2020 DISC: 7/29/2020		1099: N		
		PUBLIC HEARING		01 5-07-705	ADVERTISING	289.00
		=== VENDOR TOTALS ===	289.00			
=====						
01-1018	THERMO FLUIDS, INC					
I-83529303		OIL REMOVAL	181.40			
7/15/2020	AP-US	DUE: 7/15/2020 DISC: 7/15/2020		1099: N		
		OIL REMOVAL		01 5-03-784	MAINTENANCE RECYCLE CENT	181.40

I-83785171		OIL REMOVAL	726.75			
7/23/2020	AP-US	DUE: 7/23/2020 DISC: 7/23/2020		1099: N		
		OIL REMOVAL		01 5-03-784	MAINTENANCE RECYCLE CENT	726.75
		=== VENDOR TOTALS ===	908.15			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0814	TMG SERVICES					
I-0045452-IN		WELL 3 PARTS	406.82			
7/31/2020	AP-US	DUE: 7/31/2020 DISC: 7/31/2020		1099: N		
		WELL 3 PARTS		02 5-00-765	IMPROVEMENTS & REPAIRS	406.82
		=== VENDOR TOTALS ===	406.82			
=====						
01-0109	TYLER TECHNOLOGIES/INCODE					
I-025-304252		AR MAINTENANCE 20/21	783.51			
7/30/2020	AP-US	DUE: 7/30/2020 DISC: 7/30/2020		1099: N		
		AR MAINTENANCE 20/21		01 5-02-710	COMPUTER SOFTWARE MAINT	548.45
		AR MAINTENANCE 20/21		02 5-00-710	COMPUTER SOFTWARE MAINT.	39.18
		AR MAINTENANCE 20/21		03 5-00-710	COMPUTER SOFTWARE MAINT.	156.70
		AR MAINTENANCE 20/21		05 5-00-710	COMPUTER SOFTWARE MAINT.	39.18
		=== VENDOR TOTALS ===	783.51			
=====						
01-0937	U.S. BANK					
I-07202020BERTAGNA		VISA-BERTAGNA JULY 2020	29.99			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		VISA-BERTAGNA JULY 2020		01 5-01-726	CONTRACTED SERVICES	3.00
		VISA-BERTAGNA JULY 2020		01 5-02-726	CONTRACTED SERVICES	3.60
		VISA-BERTAGNA JULY 2020		01 5-03-726	CONTRACTED SERVICES	1.20
		VISA-BERTAGNA JULY 2020		01 5-05-726	CONTRACTED SERVICES	3.90
		VISA-BERTAGNA JULY 2020		01 5-07-726	CONTRACTED SERVICES	5.10
		VISA-BERTAGNA JULY 2020		02 5-00-726	CONTRACTED SERVICES	5.10
		VISA-BERTAGNA JULY 2020		03 5-00-726	CONTRACTED SERVICES	4.50
		VISA-BERTAGNA JULY 2020		05 5-00-726	CONTRACTED SERVICES	3.59
I-07202020JOHNSON		VISA-JOHNSON JULY 2020	11.35			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		VISA-JOHNSON JULY 2020		03 5-00-795	SUPPLIES	11.35
I-07202020MISLEY		VISA-MISLEY JULY 2020	56.80			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		MEETING		01 5-01-793	MEETINGS/WORKSHOPS	56.80
I-07202020ONEILL		VISA-O'NEILL JULY 2020	1,900.08			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		VISA-O'NEILL JULY 2020		01 5-01-714	OFFICE SUPPLIES	5.12
		VISA-O'NEILL JULY 2020		01 5-02-714	OFFICE SUPPLIES	5.42
		VISA-O'NEILL JULY 2020		01 5-03-795	SUPPLIES	0.67
		VISA-O'NEILL JULY 2020		01 5-05-714	OFFICE SUPPLIES	3.06
		VISA-O'NEILL JULY 2020		01 5-07-714	OFFICE SUPPLIES	8.50
		VISA-O'NEILL JULY 2020		02 5-00-714	OFFICE SUPPLIES	4.76
		VISA-O'NEILL JULY 2020		03 5-00-714	OFFICE SUPPLIES	2.71
		VISA-O'NEILL JULY 2020		05 5-00-714	OFFICE SUPPLIES	3.76
		CG FEES		01 5-05-733	DUES & SUBSCRIPTIONS	76.18
		RECRUITMENT AD-CDD		01 5-07-704	RECRUITMENT	20.00

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PACKET: 03087 AP 8/12/2020 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
01-0937	U.S. BANK	(** CONTINUED **)				
		MONITOR/DOCKING STATION		01 5-01-717	OFFICE EQUIPMENT	503.65
		MONITOR/DOCKING STATION		01 5-05-717	OFFICE EQUIPMENT	503.65
		MONITOR/DOCKING STATION		01 5-07-717	OFFICE EQUIPMENT	503.65
		TABLET		01 5-01-717	OFFICE EQUIPMENT	129.95
		TABLET		01 5-01-717	OFFICE EQUIPMENT	129.00
<hr/>						
I-07202020	PROSSER	VISA-PROSSER JULY 2020	165.93			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		VISA-PROSSER JULY 2020		01 5-01-735	TELEPHONE	10.15
		VISA-PROSSER JULY 2020		01 5-02-735	TELEPHONE	13.05
		VISA-PROSSER JULY 2020		01 5-03-735	TELEPHONE	10.15
		VISA-PROSSER JULY 2020		01 5-05-735	TELEPHONE	26.10
		VISA-PROSSER JULY 2020		01 5-07-735	TELEPHONE	21.74
		VISA-PROSSER JULY 2020		02 5-00-735	TELEPHONE	23.19
		VISA-PROSSER JULY 2020		03 5-00-735	TELEPHONE	21.74
		VISA-PROSSER JULY 2020		05 5-00-735	TELEPHONE	18.85
		MEETING		01 5-01-793	MEETINGS/WORKSHOPS	20.96
<hr/>						
I-07202020	BERTAGNA	VISA-BERTAGNA JULY 2020	276.48			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		VISA-BERTAGNA JULY 2020		05 5-00-793	MEETINGS/WORKSHOPS	7.80
		VISA-BERTAGNA JULY 2020		02 5-00-793	MEETINGS/WORKSHOPS	8.62
		VISA-BERTAGNA JULY 2020		03 5-00-793	MEETINGS/WORKSHOPS	11.04
		VISA-BERTAGNA JULY 2020		01 5-05-793	MEETINGS/WORKSHOPS	8.22
		VISA-BERTAGNA JULY 2020		01 5-03-793	MEETINGS/WORKSHOPS	5.32
		GSI		02 5-00-710	COMPUTER SOFTWARE MAINT.	58.87
		GSI		03 5-00-710	COMPUTER SOFTWARE MAINT.	58.87
		GSI		01 5-07-710	COMPUTER SOFTWARE MAINT	58.87
		GSI		05 5-00-710	COMPUTER SOFTWARE MAINT.	58.87
		=== VENDOR TOTALS ===	2,440.63			
<hr/>						
01-0976	USA FLEET SOLUTIONS					
<hr/>						
I-43081		MONTHLY TRACKING AUGUST 2020	209.65			
8/01/2020	AP-US	DUE: 8/01/2020 DISC: 8/01/2020		1099: Y		
		MONTHLY TRACKING AUGUST 2020		01 5-03-726	CONTRACTED SERVICES	20.96
		MONTHLY TRACKING AUGUST 2020		01 5-05-726	CONTRACTED SERVICES	27.26
		MONTHLY TRACKING AUGUST 2020		02 5-00-726	CONTRACTED SERVICES	52.41
		MONTHLY TRACKING AUGUST 2020		03 5-00-726	CONTRACTED SERVICES	60.80
		MONTHLY TRACKING AUGUST 2020		05 5-00-726	CONTRACTED SERVICES	48.22
		=== VENDOR TOTALS ===	209.65			

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PACKET: 03087 AP 8/12/2020 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
=====						
01-0420		VAN HANDEL AUTOMOTIVE, INC.				
I-48191		TRUCK REPAIR-RB	678.98			
7/23/2020	AP-US	DUE: 7/23/2020 DISC: 7/23/2020		1099: N		
		TRUCK REPAIR-RB		01 5-03-796	VEHICLE MAINTENANCE	67.90
		TRUCK REPAIR-RB		01 5-05-796	VEHICLE MAINTENANCE	135.80
		TRUCK REPAIR-RB		02 5-00-796	VEHICLE MAINTENANCE	271.59
		TRUCK REPAIR-RB		03 5-00-796	VEHICLE MAINTENANCE	135.80
		TRUCK REPAIR-RB		05 5-00-796	VEHICLE MAINTENANCE	67.89
=====						
I-48211		PINION SEAL REPAIR-JS	350.47			
7/23/2020	AP-US	DUE: 7/23/2020 DISC: 7/23/2020		1099: N		
		PINION SEAL REPAIR-JS		01 5-03-796	VEHICLE MAINTENANCE	35.05
		PINION SEAL REPAIR-JS		01 5-05-796	VEHICLE MAINTENANCE	35.05
		PINION SEAL REPAIR-JS		02 5-00-796	VEHICLE MAINTENANCE	105.14
		PINION SEAL REPAIR-JS		03 5-00-796	VEHICLE MAINTENANCE	105.14
		PINION SEAL REPAIR-JS		05 5-00-796	VEHICLE MAINTENANCE	70.09
		=== VENDOR TOTALS ===	1,029.45			
=====						

01-0903 VELOX SYSTEMS						
I-9034		EMAIL MIGRATION	1,050.00			
7/27/2020	AP-US	DUE: 7/27/2020 DISC: 7/27/2020		1099: Y		
		EMAIL MIGRATION		01 5-01-726	CONTRACTED SERVICES	105.00
		EMAIL MIGRATION		01 5-02-726	CONTRACTED SERVICES	126.00
		EMAIL MIGRATION		01 5-03-726	CONTRACTED SERVICES	42.00
		EMAIL MIGRATION		01 5-05-726	CONTRACTED SERVICES	136.50
		EMAIL MIGRATION		01 5-07-726	CONTRACTED SERVICES	178.50
		EMAIL MIGRATION		02 5-00-726	CONTRACTED SERVICES	178.50
		EMAIL MIGRATION		03 5-00-726	CONTRACTED SERVICES	157.50
		EMAIL MIGRATION		05 5-00-726	CONTRACTED SERVICES	126.00
=====						
I-9060		IT SUPPORT AUGUST 2020	2,658.30			
8/01/2020	AP-US	DUE: 8/01/2020 DISC: 8/01/2020		1099: Y		
		IT SUPPORT AUGUST 2020		01 5-01-726	CONTRACTED SERVICES	265.84
		IT SUPPORT AUGUST 2020		01 5-02-726	CONTRACTED SERVICES	319.00
		IT SUPPORT AUGUST 2020		01 5-03-726	CONTRACTED SERVICES	106.33
		IT SUPPORT AUGUST 2020		01 5-05-726	CONTRACTED SERVICES	345.58
		IT SUPPORT AUGUST 2020		01 5-07-726	CONTRACTED SERVICES	451.91
		IT SUPPORT AUGUST 2020		02 5-00-726	CONTRACTED SERVICES	451.91
		IT SUPPORT AUGUST 2020		03 5-00-726	CONTRACTED SERVICES	398.75
		IT SUPPORT AUGUST 2020		05 5-00-726	CONTRACTED SERVICES	318.98
		=== VENDOR TOTALS ===	3,708.30			

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PACKET: 03087 AP 8/12/2020 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
=====						
01-0760		VERIZON WIRELESS				

I-9858779160		CELL PHONES JULY 2020	642.14			
7/15/2020	AP-US	DUE: 7/15/2020 DISC: 7/15/2020		1099: N		
		CELL PHONES JULY 2020		01 5-07-736	CELLULAR PHONES	27.00
		CELL PHONES JULY 2020		01 5-03-736	CELLULAR PHONES	48.96
		CELL PHONES JULY 2020		01 5-05-736	CELLULAR PHONES	127.29
		CELL PHONES JULY 2020		01 5-07-736	CELLULAR PHONES	10.80
		CELL PHONES JULY 2020		02 5-00-736	CELLULAR PHONES	135.60
		CELL PHONES JULY 2020		03 5-00-736	CELLULAR PHONES	153.73
		CELL PHONES JULY 2020		05 5-00-736	CELLULAR PHONES	138.76
		=== VENDOR TOTALS ===	642.14			
=====						
01-0043		WCP SOLUTIONS				

I-668254		DISENFECTANT	155.70			
7/21/2020	AP-US	DUE: 8/25/2020 DISC: 7/31/2020	1.56CR	1099: N		
		DISENFECTANT		01 5-05-795	SUPPLIES	155.70

I-669184		HAND SOAP, TP	658.70			
7/30/2020	AP-US	DUE: 8/25/2020 DISC: 8/09/2020	6.59CR	1099: N		
		HAND SOAP, TP		01 5-05-795	SUPPLIES	658.70

I-669317		TOILET PAPER	259.50			
7/31/2020	AP-US	DUE: 8/25/2020 DISC: 8/10/2020	2.60CR	1099: N		
		TOILET PAPER		01 5-05-795	SUPPLIES	259.50
		=== VENDOR TOTALS ===	1,073.90			
=====						
01-0891		WINSUPPLY				

I-27953800		IRRIGATION SUPPLIES	260.63			
7/17/2020	AP-US	DUE: 7/17/2020 DISC: 7/17/2020		1099: N		
		IRRIGATION SUPPLIES		01 5-05-786	PARK MAINTENANCE	260.63

I-27968100		SW1901 PIPE, CONDUIT, PARTS	3,966.30			
7/20/2020	AP-US	DUE: 7/20/2020 DISC: 7/20/2020		1099: N		
		SW1901 PIPE, CONDUIT, PARTS		05 5-00-906	CAPITAL OUTLAY	1,586.52
		SW1901 PIPE, CONDUIT, PARTS		10 5-00-906	CAPITAL OUTLAY	2,379.78
		=== VENDOR TOTALS ===	4,226.93			
		=== PACKET TOTALS ===	147,213.49			

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DESCHUTES COUNTY SHERIFF'S OFFICE

L. Shane Nelson, Sheriff

Proudly Serving Our Community

August 20, 2020

To: City of Sisters
From: Captain Paul Garrison
Ref. OLCC License Renewals

On August 1, 2020, I received the list of those establishments within the City of Sisters seeking renewal of their OLCC license for the next year. At the request of the City Staff I have reviewed the history of each business from July 1, 2019 to July 31, 2020, for alcohol related incidents.

Of the businesses operating within the City of Sisters licensed to sell alcohol, one (1) had some type of alcohol related incidents that resulted in an incident report. The business was Hardtails Bar and Grill.

Recommendation

The nature of the calls for service or activity level present in this establishment is not out of line or unreasonable with those seen at other similar locations throughout Deschutes County. Therefore, the Deschutes County Sheriff's Office recommends that you grant the renewal of the OLCC licenses for all establishments that are requesting it.

Respectfully,

A handwritten signature in blue ink that reads "Paul Garrison".

Captain Paul Garrison

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations
public drunkenness
fights or altercations
harassment
unlawful drug sales
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking
increase in traffic
too many licenses in a specific area (saturation)
entertainment type - nude dancing, gambling, live bands, etc.
increased noise
zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

District 4 Renewals

SISTERS

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License No./ Premises No.	Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic. 300061 Prem. 45477	BI-MART #680 BI-MART CORP O - OFF-PREMISES SALES	445 W HWY 20 SISTERS, OR 97759 541-719-2000	PO BOX 2310 EUGENE, OR 97402
Lic. 300815 Prem. 55521	BIMBAP ASIAN KITCHEN LA MAGIE SISTERS INC F-COM - FULL ON-PREMISES SALES	473 E HOOD AVE SISTERS, OR 97759 541-549-6562	945 NW BOND ST BEND, OR 97703
Lic. 298258 Prem. 60192	CASCADE LASER TAG CASCADE LASER TAG LLC L - LIMITED ON-PREMISES SALES	465 W HWY 20 SISTERS, OR 97759 541-604-6968	160 S OAK ST PMB 211 SISTERS, OR 97759
Lic. 300811 Prem. 52790	CHOPS BISTRO GRACIE'S RESTAURANT LLC F-COM - FULL ON-PREMISES SALES	370 E CASCADE AVE SISTERS, OR 97759 541-549-6015	PO BOX 703 SISTERS, OR 97759
Lic. 302227 Prem. 52790	CHOPS BISTRO GRACIE'S RESTAURANT LLC O - OFF-PREMISES SALES	370 E CASCADE AVE SISTERS, OR 97759 541-549-6015	PO BOX 703 SISTERS, OR 97759
Lic. 300374 Prem. 52142	CORK CELLARS OBSTRUCTED VIEW INC F-COM - FULL ON-PREMISES SALES	391 W CASCADE AVE SISTERS, OR 97759 541-549-2675	
Lic. 300387 Prem. 52141	CORK CELLARS OBSTRUCTED VIEW INC O - OFF-PREMISES SALES	391 W CASCADE AVE SISTERS, OR 97759 541-549-2675	
Lic. 299588 Prem. 7109	DEPOT CAFE WAVRIN CAFE LLC O - OFF-PREMISES SALES	250 W CASCADE AVE SISTERS, OR 97759 541-549-2572	PO BOX 1142 SISTERS, OR 97730
Lic. 299589 Prem. 7109	DEPOT CAFE WAVRIN CAFE LLC F-COM - FULL ON-PREMISES SALES	250 W CASCADE AVE SISTERS, OR 97759 541-549-2572	PO BOX 1142 SISTERS, OR 97730
Lic. 311618 Prem. 61358	DOLLAR GENERAL STORE #20532 DG RETAIL LLC O - OFF-PREMISES SALES	915 W MCKINNEY BUTTE RD SISTERS, OR 97759 541-549-6180	100 MISSION RIDGE GOODLETTSVILLE, TN 37072
Lic. 300211 Prem. 53108	EUROSPORTS EURO STYLE INC L - LIMITED ON-PREMISES SALES	223 E HOOD AVE SISTERS, OR 97759 541-549-2471	PO BOX 1421 SISTERS, OR 97759
Lic. 300256 Prem. 53108	EUROSPORTS EURO STYLE INC O - OFF-PREMISES SALES	223 E HOOD AVE SISTERS, OR 97759 541-549-2471	PO BOX 1421 SISTERS, OR 97759
Lic. 299275 Prem. 41630	FIVE PINE LODGE SISTERS HOSPITALITY MANAGEMENT O - OFF-PREMISES SALES	1021 DESPERADO TRAIL SISTERS, OR 97759 541-549-5900	
Lic. 299276 Prem. 41631	FIVE PINE LODGE SISTERS HOSPITALITY MANAGEMENT L - LIMITED ON-PREMISES SALES	1021 DESPERADO TRAIL SISTERS, OR 97759 541-549-5900	
Lic. 299277 Prem. 41461	FIVEPINE CONFERENCE CENTER SISTERS HOSPITALITY MANAGEMENT F-PL - FULL ON-PREMISES SALES	700 BUCKAROO TRAIL SISTERS, OR 97759 541-549-5900	1021 DESPERADO TRL SISTERS, OR 97759

District 4 Renewals

SISTERS

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License No./ Premises No.	Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic. 299042 Prem. 38298	HARDTAILS BAR AND GRILL MULLETS INC F-COM - FULL ON-PREMISES SALES	175 N LARCH ST SISTERS, OR 97759 541-549-6114	PO BOX 14 SISTERS, OR 97759
Lic. 301233 Prem. 51297	HOP AND BREW HOP & BREW LLC L - LIMITED ON-PREMISES SALES	503 E HWY 20 SISTERS, OR 97759 541-719-1295	3447 SW JUNIPER AVE REDMOND, OR 97756
Lic. 299035 Prem. 36916	MARTOLLI'S OF SISTERS AUTHENTIC MARTOLLI'S OF SISTERS AUTHENTIC I L - LIMITED ON-PREMISES SALES	220 W CASCADE AVE SUITE A SISTERS, OR 97759 541-549-8356	1235 E 39TH PL EUGENE, OR 97405
Lic. 302845 Prem. 48579	OLIVER LEMON'S RUDY'S MARKETS INC O - OFF-PREMISES SALES	160 S FIR ST SISTERS, OR 97759 541-549-0716	
Lic. 302846 Prem. 48579	OLIVER LEMON'S RUDY'S MARKETS INC L - LIMITED ON-PREMISES SALES	160 S FIR ST SISTERS, OR 97759 541-549-0716	
Lic. 297456 Prem. 60378	PHILADELPHIA'S STEAKS & HOAGIES CENTRAL PHILLY INC L - LIMITED ON-PREMISES SALES	352 E HOOD AVE STE B SISTERS, OR 97759 541-904-4154	
Lic. 301066 Prem. 55794	R SPOT R SPOT LLC O - OFF-PREMISES SALES	101 W MAIN AVE SUITE A SISTERS, OR 97759 541-549-7768	PO BOX 1696 SISTERS, OR 97759
Lic. 301067 Prem. 55795	R SPOT R SPOT LLC L - LIMITED ON-PREMISES SALES	101 W MAIN AVE SUITE A SISTERS, OR 97759 541-549-7768	PO BOX 1696 SISTERS, OR 97759
Lic. 298849 Prem. 6264	RANCHO VIEJO JEREZ INC F-COM - FULL ON-PREMISES SALES	150 E CASCADE AVE SISTERS, OR 97759 541-549-3594	PO BOX 1506 SISTERS, OR 97759
Lic. 299994 Prem. 44603	RAY'S FOOD PLACE #45 C & K MARKET INC O - OFF-PREMISES SALES	635 N ARROWLEAF TRAIL SISTERS, OR 97759 541-549-2222	850 O'HARE PKWY #100 MEDFORD, OR 97504
Lic. 298549 Prem. 49898	SHIBUI SPA FIVEPINE SPA & RETREAT LLC L - LIMITED ON-PREMISES SALES	720 BUCKAROO TRAIL SISTERS, OR 97759 541-549-6164	
Lic. 301100 Prem. 54426	SHULERS' PIZZERIA NERD TITAN LLC O - OFF-PREMISES SALES	442 E HOOD AVE SISTERS, OR 97759 541-549-1960	
Lic. 301110 Prem. 54426	SHULERS' PIZZERIA NERD TITAN LLC L - LIMITED ON-PREMISES SALES	442 E HOOD AVE SISTERS, OR 97759 541-549-1960	
Lic. 299238 Prem. 23646	SISTERS 76 SISTERS FUEL LLC O - OFF-PREMISES SALES	591 E HWY 20 SISTERS, OR 97759 541-549-1909	9600 SW CAPITOL HWY #200 PORTLAND, OR 97219
Lic. 299961 Prem. 60527	SISTERS COFFEE COMPANY JOYFIELD CORPORATION L - LIMITED ON-PREMISES SALES	273 W HOOD AVE SISTERS, OR 97759 541-549-0527	PO BOX 3500-411 SISTERS, OR 97759

License No./ Premises No.	Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic. 310981 Prem. 61248	SISTERS DINO MARKET HATTENHAUER DISTRIBUTING CO O - OFF-PREMISES SALES	240 E CASCADE SISTERS, OR 97759 541-549-1074	PO BOX 1397 THE DALLES, OR 97058
Lic. 299279 Prem. 39302	SISTERS MAINLINE STATION SISTERS MAINLINE STATION LLC O - OFF-PREMISES SALES	1001 RAILWAY SISTERS, OR 97759 541-549-5400	PO BOX 877 SISTERS, OR 97759
Lic. 298131 Prem. 55572	SISTERS MEAT AND SMOKEHOUSE BRODY'S MEATS INC O - OFF-PREMISES SALES	110 S SPRUCE ST SISTERS, OR 97759 541-719-1186	PO BOX 1180 SISTERS, OR 97759
Lic. 299426 Prem. 55572	SISTERS MEAT AND SMOKEHOUSE BRODY'S MEATS INC L - LIMITED ON-PREMISES SALES	110 S SPRUCE ST SISTERS, OR 97759 541-719-1186	PO BOX 1180 SISTERS, OR 97759
Lic. 300265 Prem. 39322	SISTERS MOVIE HOUSE QUOIN MEDIA & ENTERTAINMENT LLC L - LIMITED ON-PREMISES SALES	720 E DESPERADO CT SISTERS, OR 97759 541-549-8800	
Lic. 300559 Prem. 55594	SISTERS SALOON & RANCH GRILL SISTERS SALOON LLC F-COM - FULL ON-PREMISES SALES	190 E CASCADE AVE SISTERS, OR 97759 541-549-7427	PO BOX 2424 SISTERS, OR 97759
Lic. 311195 Prem. 55594	SISTERS SALOON & RANCH GRILL SISTERS SALOON LLC O - OFF-PREMISES SALES	190 E CASCADE AVE SISTERS, OR 97759 541-549-7427	PO BOX 2424 SISTERS, OR 97759
Lic. 301364 Prem. 60640	SISTERS TRAILSTOP MARKET CASCADE TRAILSTOP MARKET LLC O - OFF-PREMISES SALES	110 W CASCADE AVE SISTERS, OR 97759 541-719-1246	PO BOX 1449 SISTERS, OR 97759
Lic. 301365 Prem. 60641	SISTERS TRAILSTOP MARKET CASCADE TRAILSTOP MARKET LLC L - LIMITED ON-PREMISES SALES	110 W CASCADE AVE SISTERS, OR 97759 541-719-1246	PO BOX 1449 SISTERS, OR 97759
Lic. 298185 Prem. 8295	SPACE AGE STATION - SISTERS YACOUB BEDAYWI O - OFF-PREMISES SALES	411 CASCADE ST SISTERS, OR 97759 541-549-0537	PO BOX 3500 PMB 184 SISTERS, OR 97759
Lic. 299652 Prem. 50959	THE BELFRY BELFRY EVENTS LLC F-PL - FULL ON-PREMISES SALES	302 MAIN AVE SISTERS, OR 97759 541-815-9122	PO BOX 2171 SISTERS, OR 97759
Lic. 301091 Prem. 39898	THE COTTONWOOD CAFE MCCRISTAL & DAUGHTERS INC F-COM - FULL ON-PREMISES SALES	403 E HOOD AVE SISTERS, OR 97759 541-549-2699	PO BOX 52 SISTERS, OR 97759
Lic. 300037 Prem. 6143	THE GALLERY RESTAURANT AND BAI BUCKY INC F-COM - FULL ON-PREMISES SALES	171 W CASCADE AVE SISTERS, OR 97759 541-549-2631	3003 W 11TH AVE #284 EUGENE, OR 97402
Lic. 298588 Prem. 11552	THE GALLIMAUFRIY - SISTERS LIQUOR THE GALLIMAUFRIY LLC O - OFF-PREMISES SALES	111 W CASCADE SISTERS, OR 97759 541-549-9841	PO BOX 160 SISTERS, OR 97759
Lic. 298488 Prem. 49865	THE OPEN DOOR AT CLEARWATER G, THE OPEN DOOR AT CLEARWATER GA O - OFF-PREMISES SALES	303 W HOOD AVE SISTERS, OR 97759 541-549-4994	PO BOX 1991 SISTERS, OR 97759

<u>License No./ Premises No.</u>	<u>Tradenname/Licensee/License Type</u>	<u>Premises Address & Phone</u>	<u>Premises Mailing Address</u>
Lic. 298489 Prem. 49866	THE OPEN DOOR AT CLEARWATER G/ THE OPEN DOOR AT CLEARWATER GA F-COM - FULL ON-PREMISES SALES	303 W HOOD AVE SISTERS, OR 97759 541-549-4994	PO BOX 1991 SISTERS, OR 97759
Lic. 300014 Prem. 49919	THE PORCH CITRINE RESTAURANTS INC F-COM - FULL ON-PREMISES SALES	243 N ELM ST SISTERS, OR 97759 541-549-3287	PO BOX 1336 SISTERS, OR 97759
Lic. 300177 Prem. 53595	THREE CREEKS BREWING CO THREE CREEKS PRODUCTION LLC BP - BREWERY - PUBLIC HOUSE	265 E BARCLAY DR SISTERS, OR 97759 541-549-1963	721 DESPERADO CT SISTERS, OR 97759
Lic. 300178 Prem. 44097	THREE CREEKS BREWING CO THREE CREEKS BREWING COMPANY I BP - BREWERY - PUBLIC HOUSE	721 DESPERADO CT/1061 DESPERAD SISTERS, OR 97759 541-549-1963	
Lic. 304958 Prem. 44097	THREE CREEKS BREWING CO THREE CREEKS BREWING COMPANY I F-COM - FULL ON-PREMISES SALES	721 DESPERADO CT/1061 DESPERAD SISTERS, OR 97759 541-549-1963	

Count for SISTERS

50



Agenda Item Summary

Meeting Date: August 12, 2020

Staff: Paul Bertagna

Type: Regular Meeting

Dept: Public Works

Subject: Public Improvement Acceptance – McKenzie Meadow Village Phase II

Action Requested: Motion to accept the Public Improvements for McKenzie Meadow Village Phase II

Summary Points:

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

Financial Impact:

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

Attachment(s):

A. Final Acceptance Checklist



City of Sisters

Subdivision/Public Works Improvements Final Acceptance Checklist

Subdivision Name: Mckenzie Meadows Phase II

Developer: Hayden Homes, LLC

Contractor: Rickabaugh Construction

Checked Item	Approved/Date	N/A	Comments
1. Easements/Dedications			
A) Accurate	<u>Yes</u>	<u> </u>	<u>checked in Final Plat Review</u>
B) Special Items Installed	<u>Yes</u>	<u> </u>	<u>Open Space Tracts/Easements</u>
C) Recorded	<u>Pending</u>	<u> </u>	<u>City has signed the Plat</u>
2. Public Works Requirements			
A) Cost of Improvements			
1) Water	<u>7/30/20</u>	<u> </u>	<u>\$228,466.50</u>
2) Sewer	<u>7/30/20</u>	<u> </u>	<u>\$395,520.00</u>
3) Streets	<u>7/30/20</u>	<u> </u>	<u>\$274,610.90</u>
5) Pumpstations	<u> </u>	<u>N/A</u>	<u> </u>
6) Other	<u> </u>	<u>N/A</u>	<u> </u>
C) DEQ UIC Approval letter	<u>N/A</u>	<u> </u>	<u>No UIC's</u>
D) Development Agreement	<u>Yes</u>	<u> </u>	<u>MP18-01, SUB18-02</u>
E) Pre-Construction	<u>Yes</u>	<u> </u>	<u>BECON/Cont/Eng/Owner</u>
3. Water System			
A) Water Mains			
1) Diameter/Type	<u> </u>	<u> </u>	<u>967' of 12", 1013' of 8" C900</u>
2) Chlorinated	<u>Yes</u>	<u> </u>	<u>Consolidated Supply</u>
3) Flushed	<u>Yes</u>	<u> </u>	<u>Consolidated Supply</u>
4) Bacti Test Pass	<u>Yes</u>	<u> </u>	<u>3 samples (6/5/20)</u>
5) Pressure Test Pass	<u>Yes</u>	<u> </u>	<u>Consolidated Supply</u>
B) Valves			
1) Nut Centered in Can	<u>Yes</u>	<u> </u>	<u>checked during final walk-thru</u>
2) Open Position	<u>Yes</u>	<u> </u>	<u>field verified by PW's Dept.</u>
3) Quantity/Size	<u>OK</u>	<u> </u>	<u>per plans</u>



Checked Item	Approved/Date	N/A	Comments
4) Locations	OK		per plans
C) Services			
1) Meter Sizes			(33) 3/4"
2) Meter Boxes (Types)	OK		Carson Heavywall
3) Meter Height	OK		
4) Tracer Wire	OK		
D) Fire Hydrants			
1) Pressure Rating	OK		150 psi (3 Hydrants)
2) Make/Model	Mueller		
3) Hydrant Valve Open	Yes		field verified by PW's Dept.
4) Correct Height	OK		
5) Bollards	Yes		
6) Snow Flags	Yes		
E) Irrigation Systems			
1) Water Service(s)			(2) 1.5"
2) Backflow(s)		N/A	Private Irr. Has not been const.
F) Hot Taps		N/A	
4. Sewer System			
A) Sewer Mains			
1) Diameter/Type			1758' of 8" 3034
2) Cleaned and Flushed	Yes		Rickabaugh
3) Air Test/Passed	Yes		Rickabaugh
4) T.V. Test/Passed	Yes		City Staff
5) Mandrel/Passed	Yes		Rickabaugh
B) Manholes			
1) Quantity			(7) 48"
2) Locations			per plan
3) Grouted	Yes		
4) Cleaned	Yes		
5) Locate Wire(s)	Yes		
6) Vacuum Test/Passed	Yes		Consolidated Supply
C) Laterals			
1) Size(s)			(33) 4" and (1) 6"
2) Cleaned and Flushed	Yes		
3) Every lot is served	Yes		
4) Brooks Boxes	Yes		
5) Locate Wire(s)	Yes		
D) Mainline Cleanouts			
1) Quantity		N/A	
2) Locations		N/A	



Checked Item	Approved/Date	N/A	Comments
3) Concrete Poured	_____	N/A	_____
4) Locate Wire	_____	N/A	_____
5. Stormwater			
A) Drainage Swails			
1) Depth/Width	_____	_____	per plan
2) Drain Material	_____	_____	18" Topsoil
3) Cover Material	_____	_____	14-37" of 2-4" crushed
B) Detention Areas			
1) Capacity	_____	N/A	_____
2) Geo-Fabric	_____	N/A	_____
3) Areas Cleaned	_____	N/A	_____
4) Access for Maint.	_____	N/A	_____
C) Curb Inlets/Outlets			
1) Locations	_____	N/A	_____
2) Quantity	_____	N/A	_____
3) Clean of Debris	_____	N/A	_____
D) Catch Basins			
1) Locations	_____	N/A	_____
2) Quantity/Size	_____	N/A	_____
3) Cleaned	_____	N/A	_____
E) Drywells			
1) Locations	_____	N/A	_____
2) Quantity	_____	N/A	_____
3) Cleaned	_____	N/A	_____
4) Grouted	_____	N/A	_____
5) Tested	_____	N/A	_____
6. Streets			
A) Sidewalks/Curbs			
1) Quantity	_____	_____	8415 SF concrete
2) Alignment	_____	_____	per plan
3) Joint Spacing	OK	_____	_____
4) Backfilled Edge	Yes	_____	_____
5) Clean	Yes	_____	_____
6) ADA Ramps	_____	_____	(11) ramps
B) Asphalt			
1) Quantity	_____	_____	6528 SY HMAC
2) Laying Temps	OK	_____	Knife River
3) Infra-red Patches	_____	N/A	_____
4) Edge Rock	OK	_____	_____
5) Clean	OK	_____	_____
C) Street Trees			



Checked Item	Approved/Date	N/A	Comments
1) Quantity			Performance Bond
7. Final Walk-Thru			
A) Punchlist	Yes		Contractor/PWD
B) Punchlist Items fixed	Yes		
8. As-Builts			
A) Approved	7/30/20		
9. Letter of Completion	7/30/20		
A. Bond Reduction	Pending		Council acceptance
B. 10% Warrant Bond Rec'd	Pending		
C. 1yr Warranty Begins	Pending		Council acceptance

ORDINANCE NO. 506

AN ORDINANCE OF CITY OF SISTERS AMENDING TITLE 2 OF THE SISTERS MUNICIPAL CODE CONCERNING THE FORMATION, OPERATION, AND PROCEDURES FOR COMMITTEES, COMMISSIONS, AND ADVISORY BOARDS.

WHEREAS, 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, Title 2 of the Sisters Municipal Code (the “Code”) contains certain regulations regarding administration and personnel; and

WHEREAS, certain chapters contained in Title 2 establish and govern City committees, commissions, and advisory boards, including, without limitation, Chapters 2.33, 2.50, 2.55, 2.60, 2.72, and 2.85; and

WHEREAS, City has determined that many provisions contained in the aforementioned chapters, including, without limitations, provisions governing membership terms and appointment, are inconsistent, outdated, and/or difficult to efficiently and effectively administer; and

WHEREAS, City finds it necessary and appropriate to amend certain provisions in Title 2 to ensure consistency in the creation, operation, and administration of City committees, commissions, and boards; and

WHEREAS, City desires to adopt this Ordinance No. 506 (this “Ordinance”) to amend and update certain provisions of Title 2 of the Code.

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

1. Findings. The above-stated findings are hereby adopted.
2. Amendment No. 1. A new section is hereby added to Chapter 2.10 of the Code to read in its entirety as follows:

“2.10.090 Committees, Commissions, and Advisory Boards.

(1) Subject to applicable law, the council may, by resolution, establish such committees, commissions, and/or advisory boards as the council determines necessary and appropriate from time to time. A resolution establishing a committee, commission, or advisory board will contain provisions governing the formation and operation of such committee, commission, and/or advisory board, including, without limitation, provisions concerning (a) authority, duties, and responsibilities, (b) purpose, (c) membership, (d) decision-making, and (e) such provisions as the council determines necessary and/or appropriate.

(2) Unless explicitly authorized by statute, ordinance, or other formal action of the council, the authority of any committee, commission, and/or advisory board is limited to making recommendations to the council on matters germane to the committee, commission, and/or advisory board, including, without limitation, planning and execution of council goals related to

the subject area of the committee, commission, or board, or matters referred by the council within the scope of the committee's, commission's, or advisory board's purpose. Without otherwise limiting the generality of the immediately preceding sentence, the decision-making authority of advisory boards, committees, and commissions is limited to the authority expressly granted by statute and/or city ordinance."

3. Amendment No. 2. Chapter 2.65 of the Code is amended and restated in its entirety as follows:

"2.65.010 Creation.

There is created a city planning commission for the city of Sisters, Oregon."

2.65.020 Governance.

Subject to applicable law, the council may, by resolution, prescribe such provisions necessary for the operation of the planning commission, including, without limitation, provisions concerning (a) authority, duties, and responsibilities, (b) purpose, (c) membership, (d) officers, and (e) such other provisions as the council determines necessary and/or appropriate."

4. Repeal.

4.1 Youth Advisory Council. Chapter 2.33 of the Code, enacted by Ordinance No. 426, is hereby repealed in its entirety and will be of no further force and effect.

4.2 City Parks Advisory Board. Chapter 2.50 of the Code, enacted by Ordinance No. 409, as amended by Ordinance No. 429, is hereby repealed in its entirety and will be of no further force and effect.

4.3 Public Library Board. Chapter 2.55 of the Code, enacted by Ordinance No. 80, is hereby repealed in its entirety and will be of no further force and effect.

4.4 Committee for Citizen Involvement. Chapter 2.60, enacted by Ordinance No. 374, as amended by Ordinance No. 386, is hereby repealed in its entirety and will be of no further force and effect.

4.5 Urban Forestry Board. Chapter 2.72 of the Code, enacted by Ordinance No. 451, is hereby repealed in its entirety and will be of no further force and effect.

4.6 City Housing Policy Advisory Board. Chapter 2.85 of the Code, enacted by Ordinance No. 469, is hereby repealed in its entirety and will be of no further force and effect.

5. Effect of Amendments. Those provisions of Title 2 not affected, modified, and/or amended by this Ordinance remain in full force and effect. This Ordinance does not relieve any person of any obligations that may have accrued under Title 2 as it existed prior to the effective date of this Ordinance. City may continue the enforcement, prosecution, conviction, and/or punishment of any person who has or will violate the provisions of Title 2 as it exists prior to the effective date of this Ordinance. City staff and/or its designee may renumber, format, and make other edits necessary to codify the amendments into the Code.

6. 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.

This Ordinance was PASSED and ADOPTED by the Sisters City Council by a vote of ___ for and ___ against and APPROVED by the mayor on August 12, 2020.

Chuck Ryan, Mayor

ATTEST:

Kerry Prosser, City Recorder

RESOLUTION NO. 2020-23

A RESOLUTION OF CITY OF SISTERS ESTABLISHING THE CITY PARKS ADVISORY BOARD.

WHEREAS, the Sisters City Council (the "Council") recognizes the importance of citizen input, guidance, and participation on policies, procedures, and practices concerning matters affecting the Sisters community and its citizens; and

WHEREAS, City of Sisters ("City") will benefit from having a community advisory Board that works with the Council, staff, and other citizen advisory boards, commissions, and committees, as appropriate, to provide guidance to the City Council on matters pertaining to the acquisition, development, maintenance and preservation of public parks, trails and open space areas.

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

1. Creation; Membership. The City Parks Advisory Board (the "Board") is established. The Board will operate subject to, and in accordance with, this Resolution. The Board will have seven (7) members. Members will be appointed by the Mayor subject to Council approval and will consist of the following individuals: (a) Not more than two (2) members of the City Park Advisory Board may be non-residents of the City of Sisters. Any nonresident City Park Advisory Board member must reside within the Sisters School District boundaries; (b) A representative from Sisters Park and Recreation District (SPRD) shall be one of the seven members and would not count towards the non-resident limit; and (c) May have a Council representative to the board, who shall be a nonvoting member. Members will receive no compensation but will be reimbursed for expenses authorized by the Council. If the Council is unable to fill the Board membership with individuals meeting the classifications described above after the exercise of reasonable efforts, the Mayor, subject to Council approval, may appoint individuals to the Board to fill the unfilled membership classification(s) even though such individuals may not meet the unfilled membership classification(s).

2. Terms of Office; Vacancy. Except for the Board members in office as of the effective date of this resolution, each member will be appointed for a term of three (3) years, or until their respective successors are appointed and qualified. Terms will commence on January 1 and end on December 31. Any vacancy in the Board will be filled by the Council for the unexpired term of the predecessor in office. Terms of Board members appointed to the Board as of the Effective Date are deemed to be extended to December 31 of the year in which each member's term is set to expire.

3. Removal of Board Members. Notwithstanding anything contained in this Resolution to the contrary, a member may be removed by the Council for any of the following reasons: (a) three or more unexcused absences from regular Board meetings annually; (b) commission of a felony; and/or (c) any other acts of misconduct or nonperformance that is contrary to the objectives and purpose of the Board.

4. Board Duties. The Board will act as an advisory body to the Council. To this end, and except as otherwise provided or directed by the Council from time to time, the Board may have the following advisory duties and responsibilities: (a) Serve as an advisory body to the Council concerning matters affecting City Parks; (b) To provide input and recommendations that will allow the City to produce and maintain safe, high quality parks, trails, open space areas and recreational opportunities;

(c) To provide input and recommendations to implement the City's Parks Master Plan; (d) To provide input and recommendations on the development and maintenance of parks, trails and open space areas; (e) To inform City Council on the progress or problems associated with City parks, trails and open space areas; (f) To aid in coordinating outdoor recreation with the programs of other governmental agencies and voluntary organizations and coordinate volunteer park projects; and (g) To interpret the importance and need of recreation to the community and receive input concerning outdoor recreation activities. The Board will review City Parks related issues that have been referred to the Board by the Council and/or staff from time to time and will make recommendations on these issues.

5. Member Responsibilities. In addition to any other duties or responsibilities assigned to the members under this Resolution, each member must regularly attend Board meetings and must notify the chair when he or she will be unable to attend a Board meeting. In addition, if requested by the Council, one or more members will be required to attend any Council meeting during which Board-related business is discussed. When possible, Board recommendations will be made to the Council in writing.

6. Election of Officers. The Board will, at its first meeting of each odd numbered calendar year, elect a chair and vice-chair. Subject to the terms of this Resolution, the chair and vice-chair will hold office for a period of two years. Should the office of chair and/or vice-chair become vacant, the Board will elect a successor from its members at the next regular meeting and such election will be for the unexpired term of such office. The chair and vice-chair may be removed from office at any time by the Board.

7. Chair and Vice-Chair Duties. The chair will call Board meetings, preside at all meetings, and sign all correspondence on behalf of the Board. The vice-chair will perform the duties of the chair in the absence of the chair and such other duties as may be assigned by the chair from time to time. In the absence of the chair and vice-chair, the Board will elect a temporary chair for the particular meeting in question.

8. Minutes; Reports. A City staff member (designated by City) will keep an accurate record of all Board proceedings, including written minutes or recordings of all meetings. A copy of each meeting minutes will be delivered to the city recorder for filing. Board minutes are a public record available for public inspection. At the request of the Council, the Board will prepare and deliver to the Council a written report summarizing all Board activities, actions, and matters before the Board (and any other information requested by the Council).

9. Staff to the Board. The community development director, city attorney, and other City staff requested by the Board from time-to-time will support the work of the Board. The city attorney will act as the Board's legal advisor in the conduct of all hearings and matters. Notwithstanding anything contained in this Resolution to the contrary, the Board must obtain the consent of the city manager prior to requesting the assistance of the city attorney and/or other City staff.

10. Board Meetings. The Board will hold at least one regularly scheduled meeting every other month unless canceled at the direction of the community development director or the chair due to lack of Board business or other reason. In addition to the regular meetings, the Board will meet at such other times, dates, and places as may be deemed necessary or appropriate to carry out Board business. Special meetings may be called by the chair, the community development director, and/or the Council by giving at least twenty-four (24) hours' prior notice subject to and in accordance with Oregon's

Public Meetings Laws. All meetings of the Board will be held subject to and in accordance with applicable Oregon law.

11. Quorum; Voting. A majority of the members constitute a quorum. A majority vote of a quorum is necessary to act on any matter before the Board.

12. Conflict of Interest Activities. A member will not participate in any Board proceeding or action in which any of the following has a direct or substantial financial interest: (a) the member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law of the member; (b) any business in which the member is then serving or has served within the previous two years; or (c) any business for which the member is negotiating or for which the member has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest will be disclosed at the meeting of the Board where the action or proceeding is being taken.

13. Authority; Expenditures. The Board will operate at the direction of the Council and in conformance with, and subject to, this Resolution, Oregon law (including, without limitation, Oregon's Public Meetings Law), and all City rules, procedures, resolutions, and ordinances now in force and/or which may hereafter be created, amended, modified, enacted, and/or promulgated. The Board has no authority to bind City or represent to any person that the Board may bind City. The Board has no authority to make expenditures on behalf of City, or to obligate City for payment of any sums of money, unless and until the Council has authorized such expenditures by appropriate ordinance or resolution (which ordinance or resolution will provide the administrative method by which funds will be drawn and expended).

14. Miscellaneous. For purposes of this Resolution, the singular includes the plural and the plural includes the singular; the word "or" is not exclusive and 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. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, and/or portion of this Resolution 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 resolution. This Resolution will be in full force and effect from and after its approval and adoption. This Resolution may be corrected by order of the council to cure editorial and/or clerical errors.

APPROVED & ADOPTED, by the City Council of City of Sisters and signed by the mayor on this 12th day of August 2020. MADE EFFECTIVE on the 11th of September 2020.

Chuck Ryan, Mayor

ATTEST:

Kerry Prosser, City Recorder

RESOLUTION NO. 2020-24

A RESOLUTION OF CITY OF SISTERS ESTABLISHING THE URBAN FORESTRY BOARD.

WHEREAS, the Sisters City Council (the “Council”) recognizes the importance of citizen input, guidance, and participation on policies, procedures, and practices concerning matters affecting the Sisters community and its citizens; and

WHEREAS, City of Sisters (“City”) will benefit from having a community advisory Board that works with the Council, staff, and other citizen advisory boards, commissions, and committees, as appropriate, to provide guidance for the management of the urban forest, including all trees located within public rights-of-way, parks and public places owned or controlled by the City and providing recommendations to staff regarding City ordinances and Codes involving trees.

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

1. Creation; Membership. The Urban Forestry Board (the “Board”) is hereby established. The Board will operate subject to, and in accordance with, this Resolution. The Board will have five (5) members. Members will be appointed by the Mayor, subject to Council approval and will consist of the following individuals: (a) Not more than two (2) members of the Board may be non-residents of the City of Sisters. Any nonresident Board member must reside within the Sisters School District boundaries one representative of the land development community; (b) one representative of the green industry; (c) one representative with knowledge of urban forestry or arboriculture practices; (d) one representative of the Sisters business community; (e) one citizen with an interest in urban forestry and/or arboriculture; (f) May have a Council representative to the board, who shall be a nonvoting members; (g) Not more than two (2) members of the Board may be non-residents of the City of Sisters. Any nonresident Board member must reside within the Sisters School District boundaries. Members will receive no compensation but will be reimbursed for expenses authorized by the Council. If the Council is unable to fill the Board membership with individuals meeting the classifications described above after the exercise of reasonable efforts, the Council may appoint individuals to the Board to fill the unfilled membership classification(s) even though such individuals may not meet the unfilled membership classification(s).

2. Terms of Office; Vacancy. Except for the Board members in office as of the effective date of this resolution, each member will be appointed for a term of three years, or until their respective successors are appointed and qualified. Terms will commence on January 1 and end on December 31. Any vacancy in the Board will be filled by the Mayor subject to Council approval for the unexpired term of the predecessor in office. Terms of Board members appointed to the Board as of the Effective Date are deemed to be extended to December 31 of the year in which each member’s term is set to expire.

3. Removal of Board Members. Notwithstanding anything contained in this Resolution to the contrary, a member may be removed by the Council for any of the following reasons: (a) three or more unexcused absences from regular Board meetings annually; (b) commission of a felony; and/or (c) any other acts of misconduct or nonperformance that is contrary to the objectives and purpose of the Board.

4. Board Duties. The Board will act as an advisory body to the Council. To this end, and except as otherwise provided or directed by the Council from time to time, the Board may have the

following advisory duties and responsibilities: (a) serve as an advisory body to the Council concerning all matters affecting the management of the urban forest; (b) Develop and/or update an Urban Forest Management Plan; (c) Develop specifications and standards for activities affecting trees located on city property and public rights-of-way, called Urban Forestry Standards and Specifications, involving the planting, maintenance, protection and removal of trees within the City of Sisters Public Works Construction Standards and Development Code; (d) Develop criteria for the City Forester to apply in making decisions entrusted to his/her discretion. Review the recommendations of the City Forester regarding forestry management when appropriate; Promote the planting and proper maintenance of trees and promote a healthy urban and community forest through leadership, education, awareness and advocacy; (e) Obtain and promote the annual Tree City USA and Growth Award designations by the National Arbor Day Foundation and the annual celebration of Arbor Day; (f) Review City initiated land use applications to ensure compliance with Sisters' City Code provisions concerning trees located on city property or public rights-of-way; and, (g) Review and recommend a contracted City Forester to the City Council. The Board will review urban forest related issues that have been referred to the Board by the Council and/or staff from time to time and will make recommendations on these issues.

5. Member Responsibilities. In addition to any other duties or responsibilities assigned to the members under this Resolution, each member must regularly attend Board meetings and must notify the chair when he or she will be unable to attend a Board meeting. In addition, if requested by the Council, one or more members will be required to attend any Council meeting during which Board-related business is discussed. When possible, Board recommendations will be made to the Council in writing.

6. Election of Officers. The Board will, at its first meeting of each odd numbered calendar year, elect a chair and vice-chair. Subject to the terms of this Resolution, the chair and vice-chair will hold office for a period of two years. Should the office of chair and/or vice-chair become vacant, the Board will elect a successor from its members at the next regular meeting and such election will be for the unexpired term of such office. The chair and vice-chair may be removed from office at any time by the Board.

7. Chair and Vice-Chair Duties. The chair will call Board meetings, preside at all meetings, and sign all correspondence on behalf of the Board. The vice-chair will perform the duties of the chair in the absence of the chair and such other duties as may be assigned by the chair from time to time. In the absence of the chair and vice-chair, the Board will elect a temporary chair for the particular meeting in question.

8. Minutes; Reports. A City staff member (designated by City) will keep an accurate record of all Board proceedings, including written minutes or recordings of all meetings. A copy of each meeting minutes will be delivered to the city recorder for filing. Board minutes are a public record available for public inspection. At the request of the Council, the Board will prepare and deliver to the Council a written report summarizing all Board activities, actions, and matters before the Board (and any other information requested by the Council).

9. Staff to the Board. The public works director, city attorney, and other City staff requested by the Board from time-to-time will support the work of the Board. The city attorney will act as the Board's legal advisor in the conduct of all hearings and matters. Notwithstanding anything contained in this Resolution to the contrary, the Board must obtain the consent of the city manager prior to requesting the assistance of the city attorney and/or other City staff.

10. Board Meetings. The Board will hold at least one regularly scheduled meeting every other month unless canceled at the direction of the public works director or the chair due to lack of Board business or other reason. In addition to the regular meetings, the Board will meet at such other times, dates, and places as may be deemed necessary or appropriate to carry out Board business. Special meetings may be called by the chair, the public works director, and/or the Council by giving at least twenty-four (24) hours' prior notice subject to and in accordance with Oregon's Public Meetings Laws. All meetings of the Board will be held subject to and in accordance with applicable Oregon law.

11. Quorum; Voting. A majority of the members constitute a quorum. A majority vote of a quorum is necessary to act on any matter before the Board.

12. Conflict of Interest Activities. A member will not participate in any Board proceeding or action in which any of the following has a direct or substantial financial interest: (a) the member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law of the member; (b) any business in which the member is then serving or has served within the previous two years; or (c) any business for which the member is negotiating or for which the member has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest will be disclosed at the meeting of the Board where the action or proceeding is being taken.

13. Authority; Expenditures. The Board will operate at the direction of the Council and in conformance with, and subject to, this Resolution, Oregon law (including, without limitation, Oregon's Public Meetings Law), and all City rules, procedures, resolutions, and ordinances now in force and/or which may hereafter be created, amended, modified, enacted, and/or promulgated. The Board has no authority to bind City or represent to any person that the Board may bind City. The Board has no authority to make expenditures on behalf of City, or to obligate City for payment of any sums of money, unless and until the Council has authorized such expenditures by appropriate ordinance or resolution (which ordinance or resolution will provide the administrative method by which funds will be drawn and expended).

14. Miscellaneous. For purposes of this Resolution, the singular includes the plural and the plural includes the singular; the word "or" is not exclusive and 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. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, and/or portion of this Resolution 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 resolution. This Resolution will be in full force and effect from and after its approval and adoption. This Resolution may be corrected by order of the council to cure editorial and/or clerical errors.

APPROVED AND ADOPTED, by the City Council of City of Sisters and signed by the mayor on this 12th day of August 2020. MADE EFFECTIVE on the 11th of September 2020.

Chuck Ryan, Mayor

ATTEST:

Kerry Prosser, City Recorder

RESOLUTION NO. 2020-25

A RESOLUTION OF CITY OF SISTERS ESTABLISHING THE HOUSING POLICY ADVISORY BOARD.

WHEREAS, the Sisters City Council (the “Council”) recognizes the importance of citizen input, guidance, and participation on policies, procedures, and practices concerning matters affecting the Sisters community and its citizens; and

WHEREAS, City of Sisters (“City”) will benefit from having a community advisory Board that works with the Council, staff, and other citizen advisory boards, commissions, and committees, as appropriate, to provide advice to the Planning Commission and City Council on matters pertaining to the development of new and revising existing polices and regulation related to increasing appropriate levels of affordable and low cost work force housing within the City limits.

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

1. Creation; Membership. The Housing Policy Advisory Board (the “Board”) is hereby established. The Board will operate subject to, and in accordance with, this Resolution. The Board will have seven (7) members. Members will be appointed by the Mayor subject, to Council approval, and will consist of the following individuals: (a) Not more than two (2) members of the Board may be non-residents of the City of Sisters. Any nonresident Board member must reside within the Sisters School District boundaries; (b) Two members shall be representative of active developers of non-profit or for-profit Affordable Housing dwellings; (c) One member shall represent builders within the City of Sisters with a preference of builders of lower cost and/or workforce dwelling units; (d) One Planning Commission member shall be appointed to represent the Planning Commission; (e) The remaining three members shall be residents living within the city limits; (f) May have a Council representative to the board, who shall be a nonvoting member. Members will receive no compensation but will be reimbursed for expenses authorized by the Council. If the Council is unable to fill the Board membership with individuals meeting the classifications described above after the exercise of reasonable efforts, the Council may appoint individuals to the Board to fill the unfilled membership classification(s) even though such individuals may not meet the unfilled membership classification(s).

2. Terms of Office; Vacancy. Except for the Board members in office as of the effective date of this resolution, each member will be appointed for a term of three (3) years, or until their respective successors are appointed and qualified. Terms will commence on January 1 and end on December 31. Any vacancy in the Board will be filled by the Mayor, subject to Council approval, for the unexpired term of the predecessor in office. Terms of Board members appointed to the Board as of the Effective Date are deemed to be extended to December 31 of the year in which each member’s term is set to expire.

3. Removal of Board Members. Notwithstanding anything contained in this Resolution to the contrary, a member may be removed by the Council for any of the following reasons: (a) two or more unexcused absences from regular Board meetings annually; (b) commission of a felony; and/or (c) any other acts of misconduct or nonperformance that is contrary to the objectives and purpose of the Board.

4. Board Duties. The Board will act as an advisory body to the Planning Commission and Council. To this end, and except as otherwise provided or directed by the Council from time to time, the Board may have the following advisory duties and responsibilities: (a) serve as an advisory body to the

Council concerning all matters affecting affordable housing in the city; (b) To provide input and recommendations to the Planning Commission and City Council that will allow the City Council to establish and/or revise appropriate policies and regulations that improve the quantity and quality of affordable and lower cost housing stock within city limits; (c) To inform the Planning Commission and City Council on the progress or problems associated with the city's housing stock; (d) To aid in coordinating the City's policies with other jurisdictions throughout Central Oregon; (g) Comprehensive Plan updates and Development Code revisions with respect to matters related to housing prior to submittal to the Planning Commission. The Board will review housing policy related issues that have been referred to the Board by the Council and/or staff from time to time and will make recommendations on these issues.

5. Member Responsibilities. In addition to any other duties or responsibilities assigned to the members under this Resolution, each member must regularly attend Board meetings and must notify the chair when he or she will be unable to attend a Board meeting. In addition, if requested by the Council, one or more members will be required to attend any Council meeting during which Board-related business is discussed. When possible, Board recommendations will be made to the Council in writing.

6. Election of Officers. The Board will, at its first meeting of each odd numbered calendar year, elect a chair and vice-chair. Subject to the terms of this Resolution, the chair and vice-chair will hold office for a period of two years. Should the office of chair and/or vice-chair become vacant, the Board will elect a successor from its members at the next regular meeting and such election will be for the unexpired term of such office. The chair and vice-chair may be removed from office at any time by the Board.

7. Chair and Vice-Chair Duties. The chair will call Board meetings, preside at all meetings, and sign all correspondence on behalf of the Board. The vice-chair will perform the duties of the chair in the absence of the chair and such other duties as may be assigned by the chair from time to time. In the absence of the chair and vice-chair, the Board will elect a temporary chair for the particular meeting in question.

8. Minutes; Reports. A City staff member (designated by City) will keep an accurate record of all Board proceedings, including written minutes or recordings of all meetings. A copy of each meeting minutes will be delivered to the city recorder for filing. Board minutes are a public record available for public inspection. At the request of the Council, the Board will prepare and deliver to the Council a written report summarizing all Board activities, actions, and matters before the Board (and any other information requested by the Council).

9. Staff to the Board. The community development director, city attorney, and other City staff requested by the Board from time-to-time will support the work of the Board. The city attorney will act as the Board's legal advisor in the conduct of all hearings and matters. Notwithstanding anything contained in this Resolution to the contrary, the Board must obtain the consent of the city manager prior to requesting the assistance of the city attorney and/or other City staff.

10. Board Meetings. The Board will hold at least one regularly scheduled meeting per quarter unless canceled at the direction of the community development director or the chair due to lack of Board business or other reason. In addition to the regular meetings, the Board will meet at such other times, dates, and places as may be deemed necessary or appropriate to carry out Board business.

Special meetings may be called by the chair, the community development director, and/or the Council by giving at least twenty-four (24) hours' prior notice subject to and in accordance with Oregon's Public Meetings Laws. All meetings of the Board will be held subject to and in accordance with applicable Oregon law.

11. Quorum; Voting. A majority of the members constitute a quorum. A majority vote of a quorum is necessary to act on any matter before the Board.

12. Conflict of Interest Activities. A member will not participate in any Board proceeding or action in which any of the following has a direct or substantial financial interest: (a) the member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law of the member; (b) any business in which the member is then serving or has served within the previous two years; or (c) any business for which the member is negotiating or for which the member has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest will be disclosed at the meeting of the Board where the action or proceeding is being taken.

13. Authority; Expenditures. The Board will operate at the direction of the Council and in conformance with, and subject to, this Resolution, Oregon law (including, without limitation, Oregon's Public Meetings Law), and all City rules, procedures, resolutions, and ordinances now in force and/or which may hereafter be created, amended, modified, enacted, and/or promulgated. The Board has no authority to bind City or represent to any person that the Board may bind City. The Board has no authority to make expenditures on behalf of City, or to obligate City for payment of any sums of money, unless and until the Council has authorized such expenditures by appropriate ordinance or resolution (which ordinance or resolution will provide the administrative method by which funds will be drawn and expended).

14. Miscellaneous. For purposes of this Resolution, the singular includes the plural and the plural includes the singular; the word "or" is not exclusive and 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. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, and/or portion of this Resolution 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 resolution. This Resolution will be in full force and effect from and after its approval and adoption. This Resolution may be corrected by order of the council to cure editorial and/or clerical errors.

APPROVED AND ADOPTED by the City Council of City of Sisters and signed by the mayor on this 12th day of August 2020. MADE EFFECTIVE on the 11th of September 2020.

Chuck Ryan, Mayor

ATTEST:

Kerry Prosser, City Recorder

RESOLUTION NO. 2020-26

A RESOLUTION OF CITY OF SISTERS ESTABLISHING THE PLANNING COMMISSION.

WHEREAS, the Sisters City Council (the "Council") recognizes the importance of citizen input, guidance, and participation on policies, procedures, and practices concerning matters affecting the Sisters community and its citizens; and

WHEREAS, City of Sisters ("City") will benefit from having a planning commission that works with the Council, staff, and other citizen advisory boards, commissions, and committees, as appropriate, to provide guidance on planning related matters; and

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

1. Creation; Membership. The Planning Commission (the "Commission") is hereby established. The Commission will operate subject to, and in accordance with, this Resolution. The Commission will have seven (7) members. Members will be appointed by the Mayor, subject to Council approval, and will consist of the following individuals: (a) Not more than two planning commission members shall be nonresidents of the city. Any nonresident planning commission members must reside within the Sisters School District boundaries. (b) Not more than two planning commission members may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit. (c) No more than two members shall be engaged in the same kind of occupation, business, trade or profession. (d) Not more than two of the seven members of the city planning commission may be city officers, who shall serve as ex officio nonvoting members.

Members will receive no compensation but will be reimbursed for expenses authorized by the Council. If the Council is unable to fill the Commission membership with individuals meeting the classifications described above after the exercise of reasonable efforts, the Council may appoint individuals to the Commission to fill the unfilled membership classification(s) even though such individuals may not meet the unfilled membership classification(s).

2. Terms of Office; Vacancy. Except for the Commission in office as of the effective date of this Resolution, each member will be appointed for a term of four years, or until their respective successors are appointed and qualified. Terms will commence on January 1 and end on December 31. Any vacancy in the Commission will be filled by the Mayor, subject to Council approval, for the unexpired term of the predecessor in office. Terms of Commission members in office as of the Effective Date are hereby extended to December 31 of the year in which each member's term is set to expire.

3. Removal of Commission Members. Notwithstanding anything contained in this Resolution to the contrary, a member may be removed by the Council for any of the following reasons: (a) three or more unexcused absences from regular Commission meetings annually; (b) commission of a felony; and/or (c) any other acts of misconduct or nonperformance that is contrary to the objectives and purpose of the Commission.

4. Commission Duties. The Commission will act as an advisory body to the Council. To this end, and except as otherwise provided or directed by the Council from time to time, the Commission will have the following advisory duties and responsibilities: (a) Recommend and make suggestions to the

Council concerning (i) the laying out, widening, extending and locating of public thoroughfares (ii) parking of vehicles, (iii) relief of traffic congestion, (iv) betterment of housing and sanitation conditions; (iv) establishment of zones and districts; (v) the City's comprehensive plan and other plans for regulating the future growth, development, and beautification of the city, (vi) the City's public facility master plans and other plans for provision of water, sewer, and transportation facilities; (v) such other matters as may be referred by Council from time to time: (b) Perform such tasks and issues such decision as may be assigned to the Commission under the City's comprehensive plan and/or the Sisters Development Code; (c) Serve as a forum for receiving public input and testimony on all matters concerning land use, planning, and development within or around the City; and (d) Perform such other duties or responsibilities as may be assigned by the Council from time to time.

5. Member Responsibilities. In addition to any other duties or responsibilities assigned to the members under this Resolution, each member must regularly attend Commission meetings and must notify the chair when he or she will be unable to attend a Commission meeting. In addition, if requested by the Council, one or more members will be required to attend any Council meeting during which Commission-related business is discussed. All Commission recommendations must be made to the Council in writing.

6. Election of Officers. The Commission will, at its first meeting of each odd numbered calendar year, elect a chair and vice-chair. Subject to the terms of this Resolution, the chair and vice-chair will hold office for a period of two years. Should the office of chair and/or vice-chair become vacant, the Commission will elect a successor from its members at the next regular meeting and such election will be for the unexpired term of such office. The chair and vice-chair may be removed from office at any time by the Commission.

7. Chair and Vice-Chair Duties. The chair will call Commission meetings, preside at all meetings, and sign all documents or correspondence on behalf of the Commission. The vice-chair will perform the duties of the chair in the absence of the chair and such other duties as may be assigned by the chair from time to time. In the absence of the chair and vice-chair, the Commission will elect a temporary chair for the particular meeting in question. There is no limit to the number of terms that a member may serve as Chair or Vice-Chair.

8. Minutes; Reports. City staff will keep an accurate record of all Commission proceedings, including written minutes or recordings of all meetings. A copy of each meeting minutes will be delivered to the city recorder for filing. Commission minutes are a public record available for public inspection. At the request of the Council, the Commission will prepare and deliver to the Council a written report summarizing all Commission activities, actions, and matters before the Commission (and any other information requested by the Council).

9. Staff to the Commission. The community development director, city attorney, and other City staff requested by the Commission from time-to-time will support the work of the Commission. The city attorney will act as the Commission's legal advisor in the conduct of all hearings and for all other matters within the purview of the Commission. Notwithstanding anything contained in this Resolution to the contrary, the Commission must obtain the consent of the community development director prior to requesting the assistance of the city attorney and/or other City staff.

10. Commission Meetings. The Commission will hold at least one regularly scheduled meeting per month unless canceled at the direction of the community development director or the chair

due to lack of Commission business or other reason. In addition to the regular meetings, the Commission will meet at such other times, dates, and places as may be deemed necessary or appropriate to carry out Commission business. Special meetings may be called by the chair, the community development director, and/or the Council by giving at least twenty-four (24) hours' prior notice subject to and in accordance with Oregon's Public Meetings Laws. All meetings of the Commission will be held subject to and in accordance with applicable Oregon law.

11. Quorum; Voting. A majority of the members present at a meeting of the Commission shall constitute a quorum. A majority vote of a quorum is necessary to act on any matter before the Commission. All members who are present at a meeting of the Commission, including the chair and vice-chair, are allotted one vote each on all motions.

12. Conduct of Meetings. The parliamentary authority for this Planning Commission is the most current version of Robert's Rules of Order except where superseded by this Resolution or local, state, or federal law.

13. Conflict of Interest Activities. A member will not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: (a) the member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law of the member; (b) any business in which the member is then serving or has served within the previous two years; or (c) any business for which the member is negotiating or for which the member has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest will be disclosed at the meeting of the Commission where the action or proceeding is being taken. Planning Commissioners are required to file annual statements of economic interest as required by ORS 244.050 with the Oregon Government Standards and Practices Commission.

14. Authority; Expenditures. The Commission will operate at the direction of the Council and in conformance with, and subject to, this Resolution, Oregon law (including, without limitation, Oregon's Public Meetings Law), and all City rules, procedures, resolutions, and ordinances now in force and/or which may hereafter be created, amended, modified, enacted, and/or promulgated. Except for those matters for which the Commission holds decision making authority under the Sisters Development Code, the Commission has no authority to bind City or represent to any person that the Commission may bind City. The Commission has no authority to make expenditures on behalf of City, or to obligate City for payment of any sums of money, unless and until the Council has authorized such expenditures by appropriate ordinance or resolution (which ordinance or resolution will provide the administrative method by which funds will be drawn and expended).

15. Miscellaneous. For purposes of this Resolution, the singular includes the plural and the plural includes the singular; the word "or" is not exclusive and 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. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, and/or portion of this Resolution 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 resolution. This Resolution will be in full force and effect from and after its approval and adoption. This Resolution may be corrected by order of the council to cure editorial and/or clerical

errors.

APPROVED AND ADOPTED by the City Council of City of Sisters and signed by the mayor on this 12th day of August 2020. MADE EFFECTIVE on the 11th of September 2020.

Chuck Ryan, Mayor

ATTEST:

Kerry Prosser, City Recorder

RESOLUTION NO. 2020-27

A RESOLUTION OF CITY OF SISTERS ESTABLISHING THE PUBLIC WORKS ADVISORY BOARD.

WHEREAS, the Sisters City Council (the "Council") recognizes the importance of citizen input, guidance, and participation on policies, procedures, and practices concerning matters affecting the Sisters community and its citizens; and

WHEREAS, City of Sisters ("City") will benefit from having a community advisory Board that works with the Council, staff, and other citizen advisory boards, commissions, and Boards, as appropriate, to provide advice on general public works related matters within the City; and

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

1. Creation; Membership. The Public Works Board (the "Board") is hereby established. The Board will operate subject to, and in accordance with, this Resolution. The Board will have five (5) members. Members will be appointed by the Mayor, subject to Council approval, and will consist of the following individuals: (a) Not more than two (2) members of the Board may be non-residents of the City of Sisters. Any nonresident member must reside within the Sisters School District boundaries; (b) Members shall have experience with infrastructure planning and/or construction; (c) May have a Council representative to the board, who shall be a nonvoting member. Members will receive no compensation but will be reimbursed for expenses authorized by the Council. If the Council is unable to fill the Board membership with individuals meeting the classifications described above after the exercise of reasonable efforts, the Council may appoint individuals to the Board to fill the unfilled membership classification(s) even though such individuals may not meet the unfilled membership classification(s).

2. Terms of Office; Vacancy. Except for the initial Board members described below, each member will be appointed for a term of three (3) years, or until their respective successors are appointed and qualified. Terms will commence on January 1 and end on December 31. Any vacancy in the Board will be filled by the Mayor, subject to Council approval, for the unexpired term of the predecessor in office. At the first Board meeting, the initial members will choose their term of office by lot as follows: (a) three members will serve until December 31, 2023; and (b) two members will serve until December 31, 2022. The initial members will immediately notify the Council in writing of the chosen allotment. Terms of Board members appointed to the Board as of the Effective Date are deemed to be extended to December 31 of the year in which each member's term is set to expire.

Subject to the terms of this Resolution, successors of the initial members will hold office for three years.

3. Removal of Board Members. Notwithstanding anything contained in this Resolution to the contrary, a member may be removed by the Council for any of the following reasons: (a) two or more unexcused absences from regular Board meetings annually; (b) commission of a felony; and/or (c) any other acts of misconduct or nonperformance that is contrary to the objectives and purpose of the Board.

4. Board Duties. The Board will act as an advisory body to the Council. To this end, and except as otherwise provided or directed by the Council from time to time, the Board may have the following advisory duties and responsibilities: (a) serve as an advisory body to the Council concerning general public works related matters within the City; and (b) review proposed sewer, water, storm water, street, sidewalk, bikeway and pedestrian projects; (c) Assist with prioritizing street construction,

public works projects and/ or recommend capital improvement projects. (d) provide advice to the City Council and the Planning Commission when needed on general public works related matters affecting the City. The Board will review public works related issues that have been referred to the Board by the Council from time to time and will make recommendations on these issues.

5. Member Responsibilities. In addition to any other duties or responsibilities assigned to the members under this Resolution, each member must regularly attend Board meetings and must notify the chair when he or she will be unable to attend a Board meeting. In addition, if requested by the Council, one or more members will be required to attend any Council meeting during which Board-related business is discussed. When possible, Board recommendations will be made to the Council in writing or in a motion.

6. Election of Officers. The Board will, at its first meeting of each odd numbered calendar year, elect a chair and vice-chair. Subject to the terms of this Resolution, the chair and vice-chair will hold office for a period of two years. Should the office of chair and/or vice-chair become vacant, the Board will elect a successor from its members at the next regular meeting and such election will be for the unexpired term of such office. The chair and vice-chair may be removed from office at any time by the Board.

7. Chair and Vice-Chair Duties. The chair will call Board meetings, preside at all meetings, and sign all correspondence on behalf of the Board. The vice-chair will perform the duties of the chair in the absence of the chair and such other duties as may be assigned by the chair from time to time. In the absence of the chair and vice-chair, the Board will elect a temporary chair for the particular meeting in question.

8. Minutes; Reports. A City staff member (designated by City) will keep an accurate record of all Board proceedings, including written minutes or recordings of all meetings. A copy of each meeting minutes will be delivered to the city recorder for filing. Board minutes are a public record available for public inspection. At the request of the Council, the Board will prepare and deliver to the Council a written report summarizing all Board activities, actions, and matters before the Board (and any other information requested by the Council).

9. Staff to the Board. The city manager, public works director, and other City staff requested by the Board from time-to-time will support the work of the Board. The city attorney will act as the Board's legal advisor in the conduct of all hearings and matters. Notwithstanding anything contained in this Resolution to the contrary, the Board must obtain the consent of the city manager prior to requesting the assistance of the city attorney and/or other City staff.

10. Board Meetings. The Board will hold at least one regularly scheduled meeting per quarter unless canceled at the direction of the public works director or the chair due to lack of Board business or other reason. In addition to the regular meetings, the Board will meet at such other times, dates, and places as may be deemed necessary or appropriate to carry out Board business. Special meetings may be called by the chair, the public works director, and/or the Council by giving at least twenty-four (24) hours' prior notice subject to and in accordance with Oregon's Public Meetings Laws. All meetings of the Board will be held subject to and in accordance with applicable Oregon law.

11. Quorum; Voting. A majority of the members constitute a quorum. A majority vote of a quorum is necessary to act on any matter before the Board.

12. Conflict of Interest Activities. A member will not participate in any Board proceeding or action in which any of the following has a direct or substantial financial interest: (a) the member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law of the member; (b) any business in which the member is then serving or has served within the previous two years; or (c) any business for which the member is negotiating or for which the member has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest will be disclosed at the meeting of the Board where the action or proceeding is being taken.

13. Authority; Expenditures. The Board will operate at the direction of the Council and in conformance with, and subject to, this Resolution, Oregon law (including, without limitation, Oregon's Public Meetings Law), and all City rules, procedures, resolutions, and ordinances now in force and/or which may hereafter be created, amended, modified, enacted, and/or promulgated. The Board has no authority to bind City or represent to any person that the Board may bind City. The Board has no authority to make expenditures on behalf of City, or to obligate City for payment of any sums of money, unless and until the Council has authorized such expenditures by appropriate ordinance or resolution (which ordinance or resolution will provide the administrative method by which funds will be drawn and expended).

14. Miscellaneous. For purposes of this Resolution, the singular includes the plural and the plural includes the singular; the word "or" is not exclusive and 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. The provisions of this Resolution are severable. If any section, subsection, sentence, clause, and/or portion of this Resolution 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 resolution. This Resolution will be in full force and effect from and after its approval and adoption. This Resolution may be corrected by order of the council to cure editorial and/or clerical errors.

APPROVED AND ADOPTED by the City Council of City of Sisters and signed by the mayor on this 12th day of August 2020. MADE EFFECTIVE on the 11th day of September 2020.

Chuck Ryan, Mayor

ATTEST:

Kerry Prosser, City Recorder



Agenda Item Summary

Meeting Date: August 12, 2020

Staff: C. Misley

Type: Regular

Dept: CMO

Subject: Intergovernmental Agreement (IGA) with Oregon Department of Transportation (ODOT) for East Portal Acquisition from the Forest Service (FS)

Action Requested: Approve the IGA with ODOT to acquire the East Portal.

Summary Points:

It has been a top priority for the City to play a role in the facilitation of the development of the Forest Service Property and the City has done that to a large degree over the past couple of years. As we know, significant activity has occurred on the four parcels that make up that Property. One (north parcel) has been sold to a developer and is working through a rezone application with the City to become Light Industrial. One (middle parcel) is under contract with a developer to purchase and pursue residential and mixed-use development. One (FS parcel) is being retained for the construction of the new FS Ranger Station. That leaves East Portal as the final parcel lacking a clear future.

For over a year, the City has been in exploratory conversations with ODOT regarding a partnership to acquire East Portal. A significant portion of that property is existing highway facilities and ODOT has a strategic interest in owning those specific portions of the parcel. The City has a strategic interest in shaping the future development of the remaining parcel to meet community needs. There are already existing community amenities, including a natural history and interpretive area, labyrinth, restrooms, open space, and overall, the parcel serves as a gateway to Sisters and Central Oregon. At the same time, it is underutilized and ways to expand and enhance its uses in line with its current composition should be explored.

The City would undertake a master planning process to best prioritize and design the facilities for this property. Undertaking a project like this will require many years of planning and project development, funding acquisition, and project construction.

The next step is approving this IGA with ODOT and formalizing the initial offer for acquisition from the FS. Ultimately, there is an opportunity for a win/win/win for the City, ODOT, and FS to work towards a sale of East Portal and its development. This is an opportunity for the City to initiate the final piece of work to facilitate the development of the FS property while leveraging strategic partnerships and delivering critical amenities to Sisters Country.

Attachments: IGA with ODOT for East Portal Acquisition from the FS

INTERGOVERNMENTAL AGREEMENT
Sisters East Portal Acquisition
City of Sisters

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State," and the CITY OF SISTERS, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party" or "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) 190.110, state agencies may enter into agreements with units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
2. By the authority granted in ORS [366.425](#), State may accept deposits of money or an irrevocable letter of credit from any county, city, road district, person, firm, or corporation for the performance of work on any public highway within the State. When said money or a letter of credit is deposited, State shall proceed with the Project. Money so deposited shall be disbursed for the purpose for which it was deposited.
3. The Santiam Highway, US Route 20, Highway No. 016 and the McKenzie Highway, Oregon Route 242, Highway No. 015, are under the jurisdiction and control of the Oregon Transportation Commission (OTC). US Route 20 within the Sisters city limits is also known as Cascade Street.
4. Hood Street is a part of the city street system under the jurisdiction and control of the City.
5. The Parties wish to enter into an Agreement to define the roles and responsibilities of each Party in the acquisition and disposition of a section of property at the east end of the city of Sisters bordered by US Route 20, OR Route 242 and Hood Street and currently owned by the United States Forest Service (USFS).

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Under such authority, State and Agency agree to work collaboratively to acquire and allocate between themselves a section of property located at the east end of the city, owned by the USFS and identified as "Government Lots 6, 7, and 8, SEC. 5, T. 15S, R. 10E, W.M." ("Property Parcel"), hereinafter referred to as "Project." The location of the Project is approximately as shown on the sketch map attached hereto, marked Exhibit A, and by this reference made a part hereof.

2. The Project will be financed at an estimated cost of \$58,538 in State and Agency funds. The estimate for the total Project is subject to change. Any costs above the estimate shall be apportioned between the Parties as described in Terms of Agreement, Paragraph 3 below.
3. State agrees to acquire the Property Parcel referenced above from the USFS on behalf of the Parties subject to the following term and conditions.
 - a. The Parties agree Property Parcel may be portioned between the Parties and to assign a relative value to each parcel.
 - b. State's total share of the Project cost shall \$29,269.
 - c. Agency's total share of the Project cost shall be \$29,269 and may be paid as follows:
 - i. In the form of an advance deposit or irrevocable letter of credit.
 - ii. In lieu of a cash payment and subject to the approval of both parties, Agency may offer to State Agency owned property. Said property shall appraised by an independent assessor to determine the fair market value or;
 - iii. In lieu of an all cash payment and subject to the approval by both Parties, Agency may offer to State, Agency owned property in combination with a partial cash payment that equals the Agency's total share amount.
 - d. In the event that the actual cost exceeds the estimated total, the additional costs shall be apportioned at a percentage equal the relative value of each Party's property parcel.

4. **Americans with Disabilities Act Compliance**

- a. When the Project scope includes work on sidewalks, curb ramps, or pedestrian-activated signals or triggers an obligation to address curb ramps or pedestrian signals, the Parties shall:
 - i. Utilize ODOT standards to assess and ensure Project compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended (together, "ADA"), including ensuring that all sidewalks, curb ramps, and pedestrian-activated signals meet current ODOT Highway Design Manual standards;
 - ii. Follow ODOT's processes for design, construction, or alteration of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction

Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form;

- iii. At Project completion, send a completed ODOT Curb Ramp Inspection Form 734-5020 to the address on the form as well as to State's Project Manager for each curb ramp constructed or altered as part of the Project. The completed form is the documentation required to show that each curb ramp meets ODOT standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Form and instructions are available at the following address:
 - b. Agency shall ensure that any portions of the Project under Agency's maintenance jurisdiction are maintained in compliance with the ADA throughout the useful life of the Project. This includes, but is not limited to, Agency ensuring that:
 - i. Pedestrian access is maintained as required by the ADA,
 - ii. Any complaints received by Agency identifying sidewalk, curb ramp, or pedestrian-activated signal safety or access issues are promptly evaluated and addressed;
 - iii. Agency, or abutting property owner, pursuant to local code provisions, performs any repair or removal of obstructions needed to maintain the facility in compliance with the ADA requirements that were in effect at the time the facility was constructed or altered,
 - iv. Any future alteration work on Project or Project features during the useful life of the Project complies with the ADA requirements in effect at the time the future alteration work is performed, and
 - v. Applicable permitting and regulatory actions are consistent with ADA requirements.
 - c. Maintenance obligations in this section shall survive termination of this Agreement.
3. This Agreement shall become effective on the date all required signatures are obtained and shall remain in effect for the purpose of ongoing maintenance (and power if applicable) responsibilities for the useful life of the facilities constructed as part of the Project. The useful life is defined as twenty (20) calendar years. The Project shall be completed within ten (10) calendar years following the date of final execution of this Agreement by both Parties.

AGENCY OBLIGATIONS

1. Contingent upon Terms of Agreement, Paragraph 3 above, Agency shall upon receipt of a fully executed copy of this Agreement, and upon a subsequent letter of request

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from State, forward to State an advance deposit or irrevocable letter of credit in the amount of \$29,269 for the Project, said amount being equal to the estimated total cost for the work performed by State at Agency's request under State Obligations, Paragraph 1.

2. Agency agrees to develop the East Portal Property as a multimodal transportation hub into Sisters and Central Oregon. The Property will retain the park-like feel of the site while adding a new transit hub to support local and intercity transit services in Deschutes County and regionally. With this approach, Agency anticipates dedicating at least 50% of the site to transportation-related uses. The site will remain in public use and will not include commercial uses. In coordination with State, Deschutes County, and Cascade East Transit, Agency intends to pursue Statewide Transportation Improvement Fund (STIF) Fiscal Year (FY) 2021-23 funding to complete a masterplan for integration of multimodal features into the site. Subsequently, Agency intends to pursue transit funding to implement the improvements. Funding sources include FY 2022-24 5310 discretionary funds and FY 2023-25 STIF funds. The costs of designing, constructing, operating, and maintaining non-transportation infrastructure at the site will not be covered with State transit funds.
3. Agency grants State the right to enter onto Agency property for the performance of State's duties as set forth in this Agreement.
4. Agency agrees State will perform all right of way functions and shall enter into a separate Right of Way Services Agreement between Agency and State Right of Way, referencing this Agreement number.
5. Upon completion of the Project, State shall transfer by deed, and Agency shall accept, that property acquired by the State and needed for the construction phases of the Project. The conveyance from State to Agency shall be free of costs or fees. Any property being conveyed shall be vested in Agency only so long as used for public transportation purposes. If said property is no longer used for public transportation purposes, it shall automatically revert to State.
6. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
7. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the

direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.

8. Agency's Project Manager for this Project is Cory Misley – City Manager, 520 E. Cascade Ave, Sisters, OR 97759, (541) 280-7722, cmisley@ci.sisters.or.us, or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

STATE OBLIGATIONS

1. State agrees to acquire the Property Parcel on behalf of the Parties subject to the terms and conditions described in Terms of Agreement, Paragraphs 2 and 3.
2. State certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within State's current appropriation or limitation of the current biennial budget.
3. State's Project Manager for this Project is TBD, 63055 N. Hwy 97, Bldg M, Bend, OR 97703, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. This Agreement may be terminated by mutual written consent of both Parties.
2. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:
 - a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.
 - c. If Agency fails to provide payment of its share of the cost of the Project.
 - d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.
 - e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is

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prohibited or State is prohibited from paying for such work from the planned funding source.

3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
5. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.
6. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

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7. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
8. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
9. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of State to enforce any provision of this Agreement shall not constitute a waiver by State of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE FOLLOWS

City of Sisters/ODOT
Agreement No.

CITY OF SISTERS, by and through its
elected officials

By _____
Mayor

Date _____

By _____

Date _____

**LEGAL REVIEW APPROVAL (If required
in Agency's process)**

By _____
Agency's Counsel

Date _____

Agency Contact:

Corey Misley – City Manager
520 E. Cascade Ave
Sisters, OR 97759
(541) 280-7722
cmisley@ci.sisters.or.us

State Contact:

TBD
63055 N. Hwy 97, Bldg M
Bend, OR 97703

STATE OF OREGON, by and through
its Department of Transportation

By _____
Region 4 Manager

Date _____

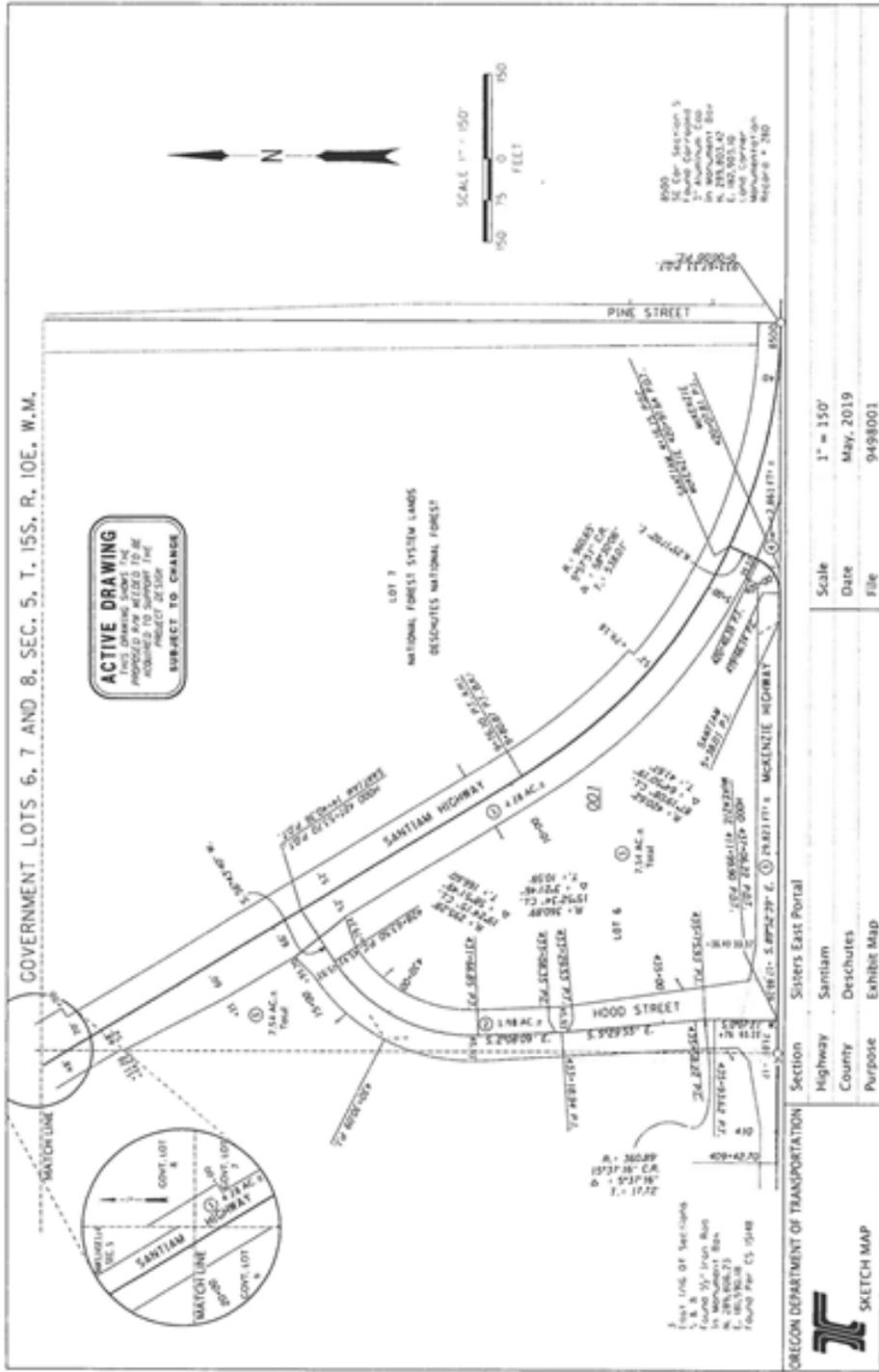
APPROVAL RECOMMENDED

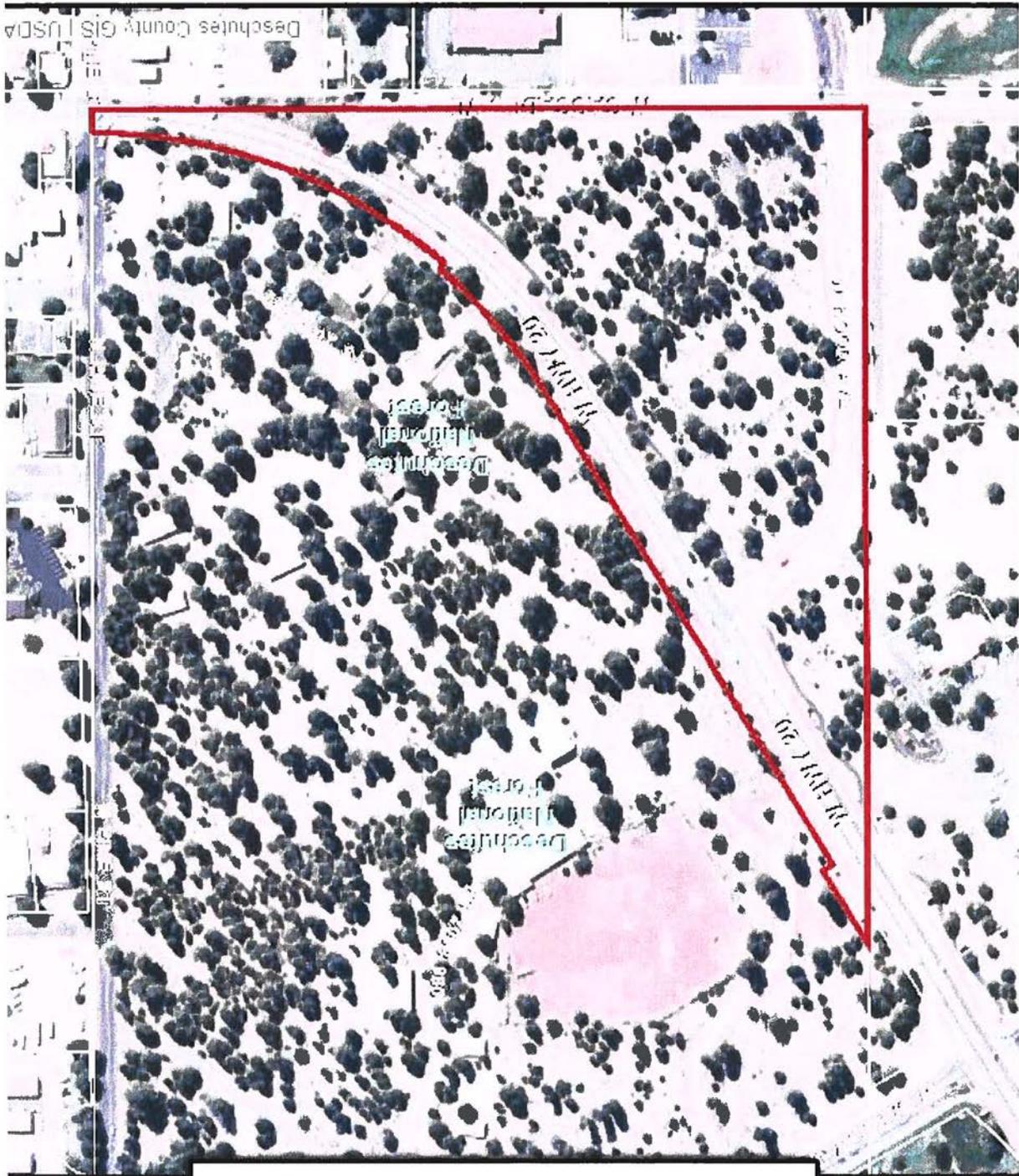
By _____
State Traffic Engineer

Date _____

Sisters_East_Portal_3.17.20

EXHIBIT A
 Approximate Project
 Location





Subject Aerial Photograph

Agency/State
Agreement No.

Sisters_East_Portal_3.17.20



Agenda Item Summary

Meeting Date: August 12, 2020

Staff: C. Misley & N. Mardell

Type: Regular Meeting

Dept: CMO & CDD

Subject: Professional Services Agreement (PSA) with Angelo Planning Group (APG) to Update City's Urban Area Comprehensive Plan

Action Requested: Motion to Approve PSA with APG for Comprehensive Plan Update

Summary Points:

- The City has prioritized updating its Comprehensive Plan for the FY 2020/21. This Plan satisfies the Oregon land use requirements and fundamentally shapes the future growth of the City for the next twenty-years. The timing is strategic as it builds from the Sisters Country Visioning work and the City was awarded a grant from the state to support the update.
- APG is an experienced and respected firm specializing in these types of projects having worked across Oregon in cities big and small. In the spring, the City put out a Request for Proposals (RFP) on this project and received two proposals. City staff with Cris Converse, Planning Commission Vice Chair, Bob Wright, Planning Commissioner, and Andrea Blum, City Councilor, worked as the scoring committee to review, interview, and select the preferred consultant APG. Subsequently, staff has been in discussions with APG and working to refine the scope of the project.
- If this PSA is approved, the project will commence immediately starting with strategic planning for community engagement as well as data gathering and research. The bulk of the community engagement and project work will occur between later in 2020 and the first part of 2021. Although the project completion date is set as June 30, 2021, finalizing the exact timeline and roadmap for key milestones will be a top priority over the coming weeks.

Financial Impact:

Funds in FY 2020/21 budget for this project: \$35,000 from Department of Land Conservation and Development (DLCD) grant, \$35,000 from City General Fund as grant match, and additional \$25,000 from City General Fund to support the project.

Attachment(s):

PSA with APG for Comprehensive Plan Update

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this "Agreement") is made and entered into effective as of August 12, 2020 (the "Effective Date") between City of Sisters ("City"), an Oregon municipal corporation, whose address is 520 East Cascade Avenue, Sisters, Oregon 97759 and Angelo Planning Group, Inc. ("Contractor"), an Oregon corporation, whose address is 921 SW Washington Street, Suite 468, Portland, Oregon 97205.

RECITALS:

A City is the recipient of certain grant funds from the State of Oregon Department of Land Conservation and Development ("DLCD") pursuant to that certain State of Oregon Department of Land Conservation and Development 2019-2021 Technical Assistance Grant between City and the State of Oregon, acting by and through DLCD, dated effective January 24, 2020 (the "Grant Agreement"). City will use funds obtained under the Grant Agreement for portions of City's update to the Sisters Urban Area Comprehensive Plan (the "Project").

B. Contractor will perform the Services (as defined below) for and on behalf of City in accordance with, and subject to, the terms and conditions contained in this Agreement.

AGREEMENT:

NOW, THEREFORE, in consideration of the parties' mutual obligations contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Professional Services.

1.1 Services; Standards. Subject to the terms and conditions contained in this Agreement, Contractor will perform the following land use planning services and related for and on behalf of City (collectively, the "Services"): (a) those long-range land use planning services, including leading a the update to the Sisters Urban Area Comprehensive Plan adopted in 2005, as amended (the "Plan") identified on the attached Schedule 1.1; (b) if not identified in Schedule 1.1, those services identified in City's Request for Proposals dated on or about March 23, 2020; and (c) all other necessary or appropriate services customarily provided by Contractor in connection with its performance of those services identified in Schedule 1.1. Contractor will (w) consult with and advise City on all matters concerning the Services reasonably requested by City, (x) communicate all matters and information concerning the Services to City's community development director and report directly to the community development director, (y) devote such time and attention to the performance of the Services as City and Contractor deem necessary or appropriate, and (z) perform the Services to the best of Contractor's ability. Contractor acknowledges and agrees that City may cause or direct other persons or contractors to provide services for and on behalf of City that are the same or similar to the Services provided by Contractor under this Agreement.

1.2 Schedule of Services. The Services will be completed expeditiously and in a timely manner. Notwithstanding anything contained in this Agreement to the contrary, all Services will be completed in accordance with the schedule contained in Schedule 1.2.

1.3 Conditions Precedent. Notwithstanding anything contained in this Agreement to the contrary, (a) City's performance of its obligations under this Agreement is conditioned on Contractor's performance of its obligations under this Agreement, including, without limitation, those Contractor obligations described under Section 4.4, (b) this Agreement is made subject to the terms and conditions contained in the Grant Agreement, and (c) City's payment for Contractor's performance of the Services is conditioned on City's receipt of sufficient funds under the Grant Agreement.

1.4 Subcontractors. Subject to the terms and conditions contained in this Agreement, Contractor will contract with Johnson Economics LLC, an Oregon limited liability company, and NXT Consulting Group, LLC, an Oregon limited liability company (individually and collectively, "Subcontractor(s)"), to perform a portion or portions of the Services. Except as expressly provided in the immediately preceding sentence, Contractor is not permitted to subcontract and/or assign all or any part of the Services without City's prior written consent. City's consent to Contractor's subcontracts with each Subcontractor and all other proposed subcontracts and/or assignment of Services by Contractor is conditioned on (in addition to any other condition that the City may reasonably impose) the following: (a) Contractor demonstrating to City that each Subcontractor and any other subcontractor/assignees (if any) are capable of successfully performing the identified Services in accordance with this Agreement; and (b) each Subcontractor and/or the subcontractor/assignee agreeing in writing to comply with and be bound by all the terms and conditions contained in this Agreement. Contractor will deliver to City, promptly after execution, an original executed copy of all documentation pertaining to the subcontract(s) or assignment(s) in form reasonably acceptable to City. Contractor's subcontracts with each Subcontractor and any other subcontract or assignment concerning the Services is subject to the following: (w) the terms and conditions of this Agreement will in no way be deemed to have been waived or modified; (x) consent will not be deemed consent to any further subcontract or assignment by City; (y) the subcontract or assignment, whether with or without City's consent, will not modify, relieve, and/or eliminate any Contractor liability or obligation under this Agreement (Contractor remains liable for the timely and proper performance of the Services in accordance with this Agreement); and (z) City will pay Contractor for the performance of the subcontracted/assigned Services subject to and in accordance with the terms and conditions contained in this Agreement.

2. Compensation.

2.1 Compensation. Subject to the terms and conditions contained in this Agreement, Contractor will perform the Services at the hourly rates and fixed fees identified in the fee schedule attached as Schedule 2.1. Contractor will submit monthly invoices to City concerning the Services performed by Contractor during the immediately preceding month (each an "Invoice"). Each Invoice will contain the following information: (a) a summary of the Services performed by Contractor (and by whom); (b) the number of hours (or fraction thereof) each person spent to perform the Services; (c) the applicable fee(s) for performing the Services; and (d) all other information reasonably requested by City. City will pay the amount due under the Invoice within thirty (30) days after City has reviewed and approved the Invoice. No compensation will be paid by City for any portion of the Services not performed. City's payment will be accepted by Contractor as full compensation for performing the Services. Notwithstanding anything contained in this Agreement to the contrary, total compensation payable by City under this Agreement for performance of the Services will not exceed \$95,000.00.

2.2 No Benefits; No Reimbursement. City will not provide any benefits to Contractor, and Contractor will be solely responsible for obtaining Contractor's own benefits, including, without limitation, insurance, medical reimbursement, and retirement plans. Expenses incurred by Contractor in connection with the performance of the Services will not be reimbursed by City.

3. Relationship.

3.1 Independent Contractor; Taxes; Licenses. Contractor is an independent contractor of City. Contractor is not an employee of City. Contractor will be free from direction and control over the means and manner of performing the Services, subject only to the right of City to specify the desired results. City will not withhold any taxes from any payments made to Contractor, and Contractor will be solely responsible for paying all taxes arising out of or resulting from Contractor's performance of the Services, including, without limitation, income, social security, workers' compensation, and employment insurance taxes. Contractor will be solely responsible for obtaining all licenses, approvals, and certificates necessary or appropriate to perform the Services.

3.2 No Agency Relationship. This Agreement does not create an agency relationship between City and Contractor and does not establish a joint venture or partnership between City and Contractor. Contractor does not have the authority to bind City or represent to any person that Contractor is an agent of City.

4. Representations; Warranties; Covenants.

In addition to all other Contractor representations, warranties, and/or covenants made in this Agreement, Contractor represents, warrants, and covenants to City as follows:

4.1 Authority; Binding Obligation; Conflicts. Contractor is duly organized, validly existing, and in good standing under applicable Oregon law. Contractor has full power and authority to sign and deliver this Agreement and to perform all Contractor's obligations under this Agreement. This Agreement is the legal, valid, and binding obligation of Contractor, enforceable against Contractor in accordance with its terms. The signing and delivery of this Agreement by Contractor and the performance by Contractor of all Contractor's obligations under this Agreement will not (a) breach any agreement to which Contractor is a party, or give any person the right to accelerate any obligation of Contractor, (b) violate any law, judgment, or order to which Contractor is subject, and/or (c) require the consent, authorization, or approval of any person, including, without limitation, any governmental body.

4.2 Licenses; Quality of Services. Prior to Contractor's execution of this Agreement, Contractor obtained all licenses, approvals, and/or certificates necessary or appropriate to perform the Services, including, without limitation, a City business license and an unexpired certificate issued by the Oregon Department of Administrative Services under ORS 279A.167. Contractor will perform the Services to the best of Contractor's ability, diligently, in good faith, in a professional manner, free from errors, and consistent with the terms and conditions contained in this Agreement and the Grant Agreement. The Services will be performed in accordance with the Laws (as defined below) and subject to and in accordance with all applicable requirements, including, without limitation, all applicable provisions and conditions of the Grant Agreement and provisions required by the DLCDC. Contractor will be solely responsible for the Services. Contractor will make all decisions called for promptly and without unreasonable delay. All materials and documents prepared by Contractor will be accurate, complete, unambiguous, prepared properly, and in compliance with the Laws and the Grant Agreement.

4.3 Insurance. During the term of this Agreement, Contractor will obtain and maintain, in addition to any other insurance Contractor is required to obtain under this Agreement, the following minimum levels of insurance: (a) general liability insurance for all losses or claims arising out of or related to Contractor's performance of its obligations under this Agreement (including, without limitation, damages as a result of death or injury to any person or destruction or damage to any property) with limits of no less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (b) comprehensive automobile liability insurance for all owned, non-owned, and hired vehicles that are or may be used by Contractor in connection with Contractor's performance of the Services with limits of no less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (c) errors and omissions insurance with limits of no less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; and (d) workers' compensation insurance in form and amount sufficient to satisfy the requirements of applicable Oregon law. Each insurance policy required under this Agreement will be in form and content satisfactory to City, will list City and its officers, employees, and agents as additional insureds, and will contain a severability of interest clause; the workers' compensation insurance will contain a waiver of subrogation in favor of City. Any insurance policy Contractor is required to obtain under this Agreement may not be cancelled without thirty (30) days' prior written notice to City. Contractor's insurance will be primary and any insurance carried by City will be excess and noncontributing. Within ten (10) days after Contractor's execution of this Agreement, Contractor will furnish City with certificates of insurance (and endorsements) evidencing the insurance coverage (and provisions) Contractor is required to obtain under this Agreement. If Contractor fails to maintain insurance as required under this Agreement, City will have the option, but will not have the obligation, to obtain such coverage with costs to be reimbursed by Contractor upon City's demand.

4.4 Compliance With Laws. Contractor will comply and perform the Services subject to and in accordance with the Laws. For purposes of this Agreement, the term "Law(s)" means all applicable federal, state, and local laws, regulations, restrictions, orders, codes, rules, and/or ordinances related to or concerning, whether directly or indirectly, Contractor, the Grant Agreement, this Agreement, and/or the Services, including, without limitation, (a) ORS 279B.220, 279B.225, 279B.230, and 279B.235, which statutes are incorporated herein by

reference, and (b) all applicable City ordinances, resolutions, policies, regulations, orders, restrictions, and guidelines, all as now in force and/or which may hereafter be amended, modified, enacted, or promulgated.

4.5 Indemnification. Contractor will defend, indemnify, and hold City, and each present and future City employee, officer, agent, and representative (collectively, "City's Representatives"), harmless for, from, and against all claims, actions, proceedings, damages, liabilities, injuries, losses, and expenses of every kind, whether known or unknown, including, without limitation, attorney fees and costs, resulting from or arising out of, whether directly or indirectly, the following: (a) damage, injury, and/or death to person or property caused directly or indirectly by Contractor (and/or Contractor's shareholders, officers, agents, employees, directors, representatives, and/or contractors); (b) Contractor's failure to pay any tax arising out of or resulting from the performance of the Services; and/or (c) Contractor's breach and/or failure to perform any Contractor representation, warranty, covenant, and/or obligation contained in this Agreement. Contractor's indemnification obligations provided in this Section 4.5 will survive the termination of this Agreement.

4.6 Assignment of Studies and Reports. Contractor will assign all studies, reports, data, documents, and/or materials of any kind produced under this Agreement to City upon the earlier of City's request or the termination of this Agreement. All copies of the materials provided to City will become the property of City who may use them without Contractor's permission for any proper purpose relating to the Services, including, without limitation, additions to or completion of the Services. Upon written request by Contractor, City will grant Contractor a revocable license to use all studies, reports, data, documents, and/or materials of any kind produced under this Agreement, subject to the terms and conditions contained in the Grant Agreement. Contractor will defend all suits or claims for infringement of patent, trademark, and/or copyright for which Contractor is responsible (including, without limitation, any claims which may be brought against City), and Contractor will be liable to City for all losses arising therefrom, including costs, expenses, and attorney fees.

4.7 Records. Contractor will maintain complete and accurate records concerning all Services performed, the number of hours each person spent to perform the Services, and all documents produced under this Agreement for a period of five years after the termination of this Agreement. Contractor's records will be maintained in accordance with sound accounting practices. Contractor's records concerning the Services, including, without limitation, Contractor's time and billing records, will be made available to City for inspection, copying, and/or audit immediately upon City's request.

4.8 Confidential Information. During the term of this Agreement, and at all times thereafter, Contractor will maintain all Confidential Information (as defined below) in the strictest confidence and will not directly or indirectly use, communicate, and/or disclose any Confidential Information to any person without the city manager's prior written consent, except that Contractor may (a) use Confidential Information to perform the Services to the extent necessary, and (b) communicate or disclose Confidential Information in accordance with a judicial or other governmental order or as required by applicable law, but only if Contractor promptly notifies the city manager of the order and complies with any applicable protective or similar order. Contractor will promptly notify the city manager of any unauthorized use, communication, and/or disclosure of any Confidential Information and make every possible effort to retrieve any such Confidential Information disclosed by Contractor, and mitigate the disclosure. Upon the earlier of City's request or the termination of this Agreement, Contractor will immediately return to City all documents, instruments, and/or materials containing any Confidential Information accessed or received by Contractor, together with all copies and summaries of such Confidential Information. Notwithstanding anything contained in this Agreement to the contrary, this Agreement does not operate to transfer any ownership or other rights in or to the Confidential Information to Contractor or any other person. For purposes of this Agreement, the term "Confidential Information" means any documentation, information, and/or materials identified by City as confidential and/or any documentation, information, and/or materials relating to or concerning City's future plans, business affairs, employment, legal, and litigation matters that need to be protected from improper disclosure, in whatever form (e.g., hard and electronic copies, etc.), that is received or assessed by Contractor; provided, however, the term "Confidential Information" does not include City's public records which are non-exempt public records under applicable federal, state, and/or local laws.

5. Term; Termination.

5.1 Term of Agreement. Subject to the terms and conditions contained in this Agreement, the term of this Agreement commenced on the Effective Date and will remain in full force and effect until completion of the Services (which in no event will be later than June 30, 2021), unless sooner terminated as provided in this Agreement. This Agreement may be extended by the parties' mutual written agreement.

5.2 Termination by Mutual Agreement or City's Prior Notice. Notwithstanding anything contained in this Agreement to the contrary, this Agreement may be terminated (a) at any time by the mutual written agreement of City and Contractor, and/or (b) by City for convenience and without cause by giving thirty (30) days' prior written notice of such termination to Contractor.

5.3 Immediate Termination. Notwithstanding anything contained in this Agreement to the contrary, City may terminate this Agreement immediately upon notice to Contractor upon the happening of any of the following events: (a) Contractor engages in any form of dishonesty or other misconduct that reflects adversely on City's reputation or operations; (b) Contractor fails to comply with any applicable law related to Contractor's independent contractor relationship with City; (c) continuous and/or repeated problems occur in connection with the performance of the Services; (d) Contractor breaches and/or otherwise fails to perform any Contractor representation, warranty, covenant, and/or obligation contained in this Agreement; and/or (e) termination of the Grant Agreement and/or City receives insufficient grant funds under the Grant Agreement to pay for all the Services. The determination as to whether any of the aforementioned events have occurred will be made by City in City's sole discretion.

5.4 Consequences of Termination. Upon termination of this Agreement, (a) City will not be obligated to reimburse or pay Contractor for any continuing contractual commitments to others or for penalties or damages arising from the cancellation of such contractual commitments, and (b) Contractor will reimburse City if required by DLCDC pursuant to a demand from DLCDC to City (which demand will be provided to Contractor) subject to and in accordance with the terms and conditions of the Grant Agreement. Within a reasonable period of time after termination of this Agreement (but in no event later than five days after termination), Contractor will deliver to City all materials and documentation, including raw or tabulated data and work in progress, related to or concerning the Services. Termination of this Agreement by City will not constitute a waiver or termination of any rights, claims, and/or causes of action City may have against Contractor.

5.5 Remedies. If a party breaches or otherwise fails to perform any of its representations, warranties, covenants, and/or obligations under this Agreement, the non-defaulting party may, in addition to any other remedy provided to the non-defaulting party under this Agreement, pursue all remedies available to the non-defaulting party at law or in equity. All available remedies are cumulative and may be exercised singularly or concurrently.

6. Miscellaneous.

6.1 Severability; Assignment; Binding Effect. Each provision contained in this Agreement will be treated as a separate and independent provision. The unenforceability of any one provision will in no way impair the enforceability of any other provision contained herein. Any reading of a provision causing unenforceability will yield to a construction permitting enforcement to the maximum extent permitted by applicable law. Subject to Section 1.4 and this Section 6.1, Contractor will not assign this Agreement to any person without City's prior written consent. Subject to the immediately preceding sentence, this Agreement will be binding on the parties and their respective heirs, personal representatives, successors, and permitted assigns, and will inure to their benefit. This Agreement may be amended only by a written agreement signed by each party.

6.2 Attorney Fees; Dispute Resolution. If any arbitration or litigation is instituted to interpret, enforce, and/or rescind this Agreement, including, without limitation, any proceeding brought under the United

States Bankruptcy Code, the prevailing party on a claim will be entitled to recover with respect to the claim, in addition to any other relief awarded, the prevailing party's reasonable attorney fees and other fees, costs, and expenses of every kind, including, without limitation, costs and disbursements specified in ORCP 68 A(2), incurred in connection with the arbitration, the litigation, any appeal or petition for review, the collection of any award, or the enforcement of any order, as determined by the arbitrator or court. If any claim, dispute, or controversy arising out of or related to this Agreement occurs (a "Dispute"), City and Contractor will exert their best efforts to seek a fair and prompt negotiated resolution of the Dispute and will meet at least once to discuss and seek a resolution of the Dispute. If the Dispute is not resolved by negotiated resolution, either party may initiate a suit, action, arbitration, or other proceeding to interpret, enforce, and/or rescind this Agreement.

6.3 Governing Law; Venue. This Agreement is governed by the laws of the State of Oregon, without giving effect to any conflict-of-law principle that would result in the laws of any other jurisdiction governing this Agreement. Any action or proceeding arising out of this Agreement will be litigated in courts located in Deschutes County, Oregon. Each party consents and submits to the jurisdiction of any local, state, or federal court located in Deschutes County, Oregon.

6.4 Attachments; Further Assurances; Notices. Any exhibits, schedules, instruments, documents, and other attachments referenced in this Agreement are part of this Agreement. If any provisions contained in an attached exhibit, schedule, instrument, document, and/or other attachment conflicts with this Agreement, the provisions of this Agreement will control. The parties will sign other documents and take other actions reasonably necessary to further effect and evidence this Agreement. Time is of the essence with respect to Contractor's performance of its obligations under this Agreement. All notices or other communications required or permitted by this Agreement must be in writing, must be delivered to the parties at the addresses set forth above, or any other address that a party may designate by notice to the other party, and are considered delivered upon actual receipt if delivered personally, by fax or email transmission (with electronic confirmation of delivery), or by a nationally recognized overnight delivery service, or at the end of the third business day after the date of deposit if deposited in the United States mail, postage pre-paid, certified, return receipt requested.

6.5 Waiver; Entire Agreement. No provision of this Agreement may be modified, waived, or discharged unless such waiver, modification, or discharge is agreed to in writing by City and Contractor. No waiver of either party at any time of the breach of, or lack of compliance with, any conditions or provisions of this Agreement will be deemed a waiver of other provisions or conditions hereof. This Agreement contains the entire agreement and understanding between the parties with respect to the subject matter of this Agreement and contains all the terms and conditions of the parties' agreement and supersedes any other oral or written negotiations, discussions, representations, or agreements. Contractor has not relied on any promises, statements, representations, or warranties except as set forth expressly in this Agreement.

6.6 Person; Interpretation; Execution. For purposes of this Agreement, the term "person" means any natural person, corporation, limited liability company, partnership, joint venture, firm, association, trust, unincorporated organization, government or governmental agency or political subdivision, or any other entity. All pronouns contained herein 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 titles, captions, or headings of the sections herein are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement. The parties may execute this Agreement in separate counterparts, each of which when executed and delivered will be an original, but all of which together will constitute one and the same instrument. Facsimile or email transmission of any signed original document will be the same as delivery of an original. At the request of either party, the parties will confirm facsimile or email transmitted signatures by signing and delivering an original document.

[end of agreement – signature page immediately follows]

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed and effective for all purposes as of the Effective Date.

CITY:
City of Sisters,
an Oregon municipal corporation

CONTRACTOR:
Angelo Planning Group, Inc.,
an Oregon corporation

By: Chuck Ryan, Mayor

By:

Schedule 1.1
Services

Subject to the terms and conditions contained in this Agreement, Contractor will perform land use planning services concerning or related to the Grant Agreement and/or Project, including, without limitation, the following services:

[to be inserted]

SISTERS COMPREHENSIVE PLAN UPDATE

CONSULTANT SCOPE OF WORK

1. Project Initiation

As a set of first steps in the Comprehensive Plan Updated process, the Consultant will work with City staff to conduct the following tasks:

- **Hold a Kickoff meeting.** Consultant will conduct this meeting to further establish project expectations, identify needed background materials, agree on an overall project schedule, and identify initial action items, deadlines, and responsibilities.
- **Obtain and review background documents.** Consultant will obtain and review background materials identified during the kickoff meeting. Where available, Consultant will obtain materials from the City's website. City staff will provide additional materials to Consultant, as needed. Documents are expected to include the City's 2019 HNA, 2018 TSP Update, 2016 City Parks Master Plan, and Water and Wastewater Master Plans, among others.
- **Create Community Engagement Plan.** Consultant will prepare a Community Engagement Plan for review by City staff. This plan is described in more detail in Task 2.
- **Establish Project Website.** Consultant will create a project Website. This plan is described in more detail in Task 2.
- **Conduct Community Vision Assessment.** Consultant will work with City staff to review materials prepared as part of the Sisters County Vision project and identify items relevant to the Comprehensive Plan Update. The review and resulting summary will focus on areas where more community guidance is needed in relation to specific Comprehensive Plan policy topics.

2. Community Engagement Process and Activities

Throughout the planning process, Consultant will work with City staff and other community stakeholders to plan for and conduct community engagement activities. Specific tasks include the following:

Create Community Engagement Plan. The engagement strategy will identify avenues, and audiences for project messaging and key decision points where community input is needed to ensure a successful Comprehensive Planning process. The engagement plan also will clarify responsibilities for implementing specific strategies, building on the information in this Scope of Work.

Project Website. Consultant will create a website for the Comprehensive Plan Update process. The website will provide a portal for project stakeholders and the broader public to learn and participate in the process. The website will contain background information, the project schedule, and project deliverables.. The project website also will provide a direct way to comment on the Comprehensive Plan update and invite users to sign up for project updates and follow along on social media. The City's RARE intern will be responsible for updates to the website, in collaboration with Consultant. The project website will be hosted by the Consultant, and be linked to and from the City's official website (<http://ci.sisters.or.us>). The City will enlist the support of other groups in creating links for their websites to the Comprehensive Plan website, such as the Sisters Country Vision site.

Technical Advisory Committee (TAC) and Subcommittee meetings. Consultant shall assist staff in conducting and facilitating meetings with an overall project TAC and subcommittees related to specific

topics (e.g., economy and housing, natural environment, and city facilities and services). City staff will identify, appoint or select committees, make logistical arrangements, and assist with committee and subcommittee facilitation and coordination. A schedule and structure for the meetings will be determined as part of the Community Outreach Planning process. The Consultant will participate in the following number of meetings, with participation assumed to be online for the majority of the meetings:

- Seven (7) TAC meetings
- Ten (10) subcommittee meetings (tentatively assuming four (4) committees, each meeting 2-4 times)

Planning Commission and City Council Briefings or Work Sessions. City staff will update these groups periodically about the planning process, and solicit guidance on key points as needed. Consultant will help prepare materials to support these briefings, as needed.

Online Open Houses/Surveys. Consultant will prepare for, host, and summarize two online open houses or community surveys to provide information and invite comments in an interactive, engaging way. Consultant will work with City staff to agree on the appropriate platform and structure for each meeting, prepare materials and questionnaires, work with City staff and stakeholders to publicize the meetings and encourage participation, and summarize results.

Community Meetings. To the extent the City is able to conduct in-person community meetings, Consultant will support those efforts by providing meeting materials, advising on meeting formats and exercises, and review summaries of the meetings.

Social Media. The City will use its Facebook page and any other social media accounts and encourage other use of other community social media platforms such as Nextdoor, local businesses and organizations in Sisters, and groups with a broader reach throughout Central Oregon to help deliver information and solicit feedback about the planning process. Consultant will assist in crafting messages for these groups and other project participants, including committee and subcommittee members, to share to their own networks to drive engagement to the Comprehensive Plan process.

Additional Outreach. Consultant will support additional outreach to be conducted by City staff, including the City's RARE Intern. Consultant's role will be to prepare materials and/or provide guidance on materials preparation, advise on specific types of activities to conduct, and review summaries of results and help document an overall summary of findings from this outreach. Such activities may include:

- Print & distribute "leave-behind" materials. Print and distribute them to local shops, restaurants, grocery stores, farmers markets, schools, parks, community centers—anywhere people gather. This raises awareness of the project for local shop/business owners as well as their patrons.
- Staff a table at farmers markets, popular parks, or events. Set up a table and chat with people about the project, and hand out postcards or brochures linking to the website/surveys/online open houses, a list for people to sign up for the email list if interested, and even interactive materials such as dot-exercise-type activities.
- Assist with social media, including drafting & managing social media messages (Facebook posts, NextDoor posts, email blasts, etc.).
- Serve as a liaison to groups such as Citizens4Community or others, keeping them in the loop on current status of the project and keeping our team informed on any upcoming opportunities to engage them.

- Assist with scheduling stakeholder interviews and other community outreach events, as needed.

Informational Materials. As part of the process of implementing the activities described above, Consultant will prepare informational materials and/or provide guidance to the City's RARE intern regarding their preparation. Materials will include project website content, online surveys, meeting announcements, email messages, and similar materials. Additional materials may include postcards, brochures, fact sheets, frequently asked questions (FAQs), posters,

3. Conduct Economic Opportunities Analysis (EOA)

Consultant will conduct an EOA and a buildable lands inventory (BLI) for Employment Lands as part of this process and through the funding from DLCD. Consultant will conduct the following tasks as part of preparation of the EOA:

Conduct Economic Trends Analysis consistent with OAR 660-009-0015. Consultant will evaluate national, state, local, and global economic conditions. Consultant will focus on the macro economic trends that are expected to influence the extent and form of employment land need in the jurisdiction over the planning period, including: demographic factors; local and regional policy framework; major employers and industry clustering; and other factors influencing the cost of businesses and investment.

Conduct Employment Growth Forecasting. Consultant will forecast future growth in employment by industry sector over the planning period. Depending on the individual project the forecasting method, Consultant will rely on one of the "safe harbor" analysis techniques that use population growth or Oregon Employment Department (OED) forecasts for the Eastern Oregon economic region. It may also be appropriate to create alternative forecasts based on local trends or knowledge that become apparent during the study, but are not adequately reflected in the safe harbor forecasts.

Assess Competitive Advantage and Target Industry Analysis. Consultant will identify the existing ecosystem of industry clusters in the local economy and the relative competitive advantage of different industry sectors relative to the regional, state and/or national level (i.e. location quotient). Emerging trends and conditions within targeted industries will be identified.

Identify Commercial and Industrial User Site Attributes. Consultant will identify the site and land needs of the target industry clusters and other major prospective employment users. The resulting product would evaluate both the short- and long-term ability of the local land supply and developed inventory to accommodate anticipated growth.

Forecast Employment Land Need. The estimates of future job growth, key industries, and industry land preferences from the prior analytical steps will be used to generate estimates of need for new commercial or industrial real estate needs based on industry standards of space utilization amongst a variety of sectors and building types. The estimate of employment land need over the planning period will be tabulated by employer category, size and number of parcels, and appropriate zoning.

Employment Lands Inventory. Consultant will create an inventory of employment land within the City using a process similar to the successful 2018 housing-focused BLI. The key elements of this analysis are:

- Identification of developable and redevelopable employment land. Consultant will establish criteria and thresholds to identify potential redevelopable commercial or industrial land. Land value to improvement value ratios or the value of improvements on a site are typical indicators. Consultant will work with City staff and committee members to agree on an approach using these or other indicators.

- Characteristics needed for certain types of employment uses. Consultant will identify both the overall supply of employment lands, as well as the number of sites that are needed and suitable for specific types of employment, considering factors such as parcel size, topography, access to water, sewer, and other needed public infrastructure, and other factors.
- Comparison of supply and need. Similar to the housing needs analysis, Consultant will compare the projected need for employment lands, including for specific amounts, types and sizes of parcels, with the employment land supply, and identify deficiencies, if any, by zoning designation, acreage, and number of parcels of specific types, sizes, or characteristics, as needed.

Implementation Policies and Strategies. Consultant will develop a set of policies and strategies that are based on the preceding work products and will address a broad range of issues that can have a substantive impact on economic development in Sisters. In doing so, Consultant will address the following:

- Potential revisions and recommendations related to the community’s Economic Development Objectives, the Comprehensive Plan, and the Sisters Development Code that may be needed to implement the economic development vision and goals for the City.
- Implementation recommendations that address the menu of potential policies found in OAR 660-009-0020 to encourage industrial and other employment development and ensure sufficient land for projected growth. Recommended policies may address establishing new economic development objectives, maintaining adequate land and appropriate sites, using available land efficiently, establishing incentive programs, and other measures that become apparent during the analysis. The project may also result in a list of priority economic development steps and projects the City can undertake to meet the objectives.

4. Housing Needs Analysis Update

Consultant will update the City’s 2019 Residential Buildable Lands Inventory and Housing Needs Analysis section on reconciliation of residential buildable lands inventory. Steps are expected to include the following:

- Update status of residential parcels using data from City and County assessor’s records.
- Update text in the reconciliation section of the Housing Needs Analysis.
- Draft background data is drafted and shared with the public, Advisory Committee and Planning Commission.

This task will not represent a full-scale update of this analysis but rather targeted updates, particularly to land supply data, to ensure that the analysis reflects current conditions.

5. Evaluate the Potential for Future Amendments to the City’s Urban Growth Boundary (UGB)

Consultant will work with the City to prepare a UGB Sufficiency Report as part of this effort. This report is expected to summarize the following information:

- The potential anticipated deficit of buildable land within the UGB to accommodate needed land for future housing, employment, and other land uses.

- The potential impact that “efficiency measures” such as new comprehensive plan policies or development code amendments may have in reducing land needs and partially mitigating the need for a UGB expansion.
- Criteria that can be used to assess the relative preference or priority for alternative expansion area locations based on the applicable provisions of 660-024-0065 (Establishment of Study Area to Evaluate Land for Inclusion in the UGB) and OAR 660-024-0067 (Evaluation of Land in the Study Area for Inclusion in the UGB; Priorities).
- Initial assessment of potential alternative expansion areas based on these criteria.

Results of this assessment will be incorporated into the Goal 2 and Goal 14 elements of the Comprehensive Plan, along with information about the City’s Urban Renewal efforts. Depending on the results of the UGB Sufficiency Report, the City may pursue an amendment to its UGB as part of a future planning process.

6. Draft Updated Comprehensive Plan Policies

Consultant will work with staff to prepare, review, and refine an updated set of Comprehensive Plan policies. In addition to new information generated through this update, a number of existing, recently completed planning documents will provide a foundation for this task. Existing Comprehensive Plan goals, objectives, and policies also will be carried forward where they remain relevant and are supported by the community. Tasks will include:

- Initial City staff review of goals and policies to identify any outdated or irrelevant policies and policy gaps.
- Identification of potential new policies based on a review of recently adopted planning documents.
- Review and refinement of a complete set of policies by the TAC and topic-specific subcommittees.
- Further review and refinement through broader community engagement activities (online meetings and surveys, community group presentations, etc.); and
- Final refinement and adoption through Planning Commission and City Council hearings.

Following is a summary of initial expectations regarding the source of policy statements and responsibilities of Consultant and City staff for preparing draft policy language:

<i>Statewide Planning Goal</i>	<i>Information Sources</i>	<i>Lead Responsibility</i>
Goal 1 - Citizen Input	<ul style="list-style-type: none"> • Recent Update to this chapter • Results of Comprehensive Plan community engagement 	Shared Consultant and Staff
Goal 2 - Land Use Planning	<ul style="list-style-type: none"> • EOA Update • HNA Update • UGB Sufficiency Report 	Consultant
Goal 5 - Natural Resources, Scenic and Historic Areas, Open Space	<ul style="list-style-type: none"> • Existing natural resource management policies and development code provisions • Historic Resources Inventory Report (prepared in 2018) 	Consultant

Statewide Planning Goal	Information Sources	Lead Responsibility
Goal 6 - Air, Water and Land Resources Quality	<ul style="list-style-type: none"> County, state, and federal requirements for protecting air, land, and water quality 	Consultant
Goal 7 - Areas Subject to Natural Hazards	<ul style="list-style-type: none"> 2019 Community Wildfire Protection Plan 2020 Deschutes County Natural Hazard Mitigation Plan State regulations and best practices 	City staff
Goal 8 - Recreational Lands	<ul style="list-style-type: none"> Sisters Recreation District policies and programs City of Sisters Park and Recreation Master Plan Guidance from Park and Recreation board members and staff from the Sisters Parks and Recreation District 	City staff
Goal 9 - Economic Development	<ul style="list-style-type: none"> Updated EOA results 	Consultant
Goal 10 - Housing	<ul style="list-style-type: none"> 2019 HNA and updated results 	Consultant
Goal 11 - Public Facilities and Services	<ul style="list-style-type: none"> Water, Wastewater, and Stormwater Master Plans School District Facility use and coordination policies for facilities and land Participation from Sisters School District, SPRD and Sisters-Camp Sherman Fire District 	Shared Consultant and Staff
Goal 12 - Transportation	<ul style="list-style-type: none"> 2018 Transportation System Plan Refinement Additional concurrent transportation planning activities 	City staff
Goal 13 – Energy Conservation	<ul style="list-style-type: none"> Multi-modal elements of the 2018 Transportation System Plan Refinement Best practices by other Oregon communities 	Consultant
Goal 14 - Urbanization	<ul style="list-style-type: none"> UGB Sufficiency Report Economic Opportunities Analysis Updated Housing Needs Analysis 	Consultant

7. Prepare and Adopt Draft and Final Updated Comprehensive Plan Document

Consultant will work with staff to prepare an updated Comprehensive Plan Document. The City’s RARE intern or other City staff will assist with this effort. The document will include the following information related to each chapter or topic addressed by the Comprehensive Plan.

- Brief overview of the planning topic and key planning issues.

- Relevance to the City's overall community vision.
- Brief summary of existing and expected future conditions based on work conducted during the Comprehensive Plan process or information from related planning documents.
- Updated Goals and Policies.

Consultant and staff will agree on an approach to the preparation of the document that is consistent with available City staff and Consultant resources, including the Consultant cost estimate.

Consultant will support City staff in adoption of the Comprehensive Plan. Consultant's responsibilities will include:

- Provide advice regarding key messages
- Assist in preparing presentation materials
- Participate in public hearings with the Planning Commission and Council via online meeting platforms, as needed (up to a total of three hearings)

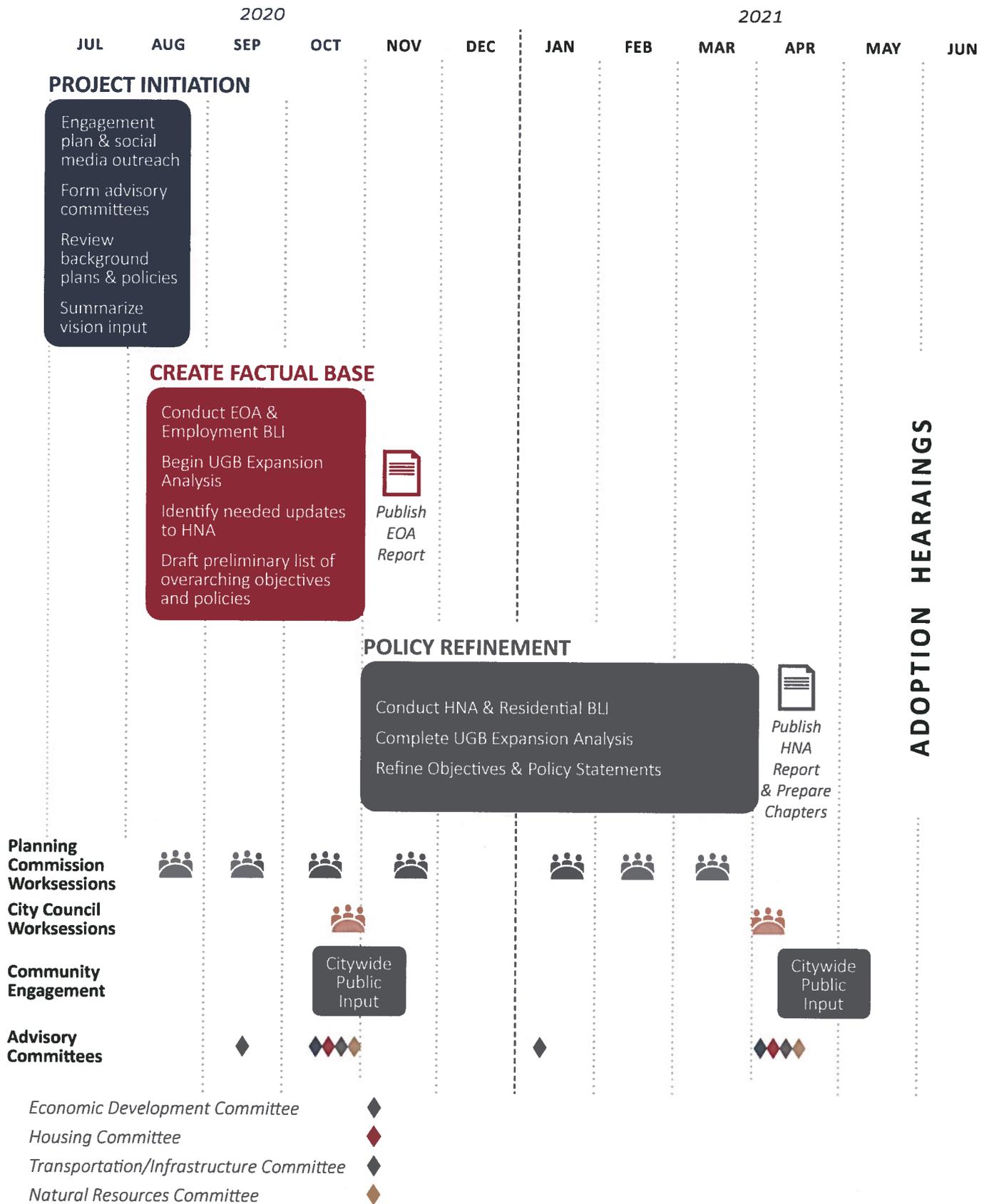
8. Project Management and Coordination

Consultant will coordinate and communicate with City staff on a regular basis via telephone, email, and online meetings. The number and frequency of the meetings will be determined in consultation with both staff and the Consultant at the outset of the project. Consultant also will provide monthly invoices and progress reports, noting work completed on each task.

Schedule 1.2
Schedule

Contractor will perform the Services in accordance with the following schedule, which schedule City and Contractor may modify from time to time by the parties' mutual written agreement: Schedule will be confirmed within three weeks of the execution of the PSA.

[to be inserted]



Schedule 2.1
Fee Schedule

[to be inserted]

	M. Hastie	A. Parish	K. Haggart	B. Buckley	S. Ames	R. Williamson	
	\$ 181	\$ 110	\$ 90	\$ 125	\$ 175	\$ 160	
Project Initiation							\$ 9,449
Project Initiation - kickoff meeting	2	2	2	1	0	0	\$ 887
Obtain and review background documents	0	4	4	0	0	0	\$ 800
Create Community Engagement Plan (includes NXT menu item #1)	1	4	4	0	6	4	\$ 2,671
Project Website	1	4	16	0	0	0	\$ 2,061
Community Vision Assessment (detailed report from NXT, menu item #2)	0	0	0	0	10	8	\$ 3,030
Establish committees (city task)	0	0	0	0	0	0	\$ -
Review existing policies (staff review)	0	0	0	0	0	0	\$ -
Create Factual Base							\$ 38,665
<i>HNA Update</i>							
Demographics Updates	0	0	0	10	0	0	\$ 1,250
Land base updates	0	0	10	0	0	0	\$ 900
Comparison of Need to Supply, memo updates	0	0	8	8	0	0	\$ 1,720
<i>EOA Task (from previous cost estimate)</i>							
<i>Employment BLI</i>							
Revise employment BLI data, assumptions and calculations	1	3	11	0	0	0	\$ 1,501
Prepare and update employment BLI memo, maps and data	1	3	16	0	0	0	\$ 1,951
Trend Analysis & Forecast	0	0	0	80	0	0	\$ 10,000
Site Suitability Characteristics	0	0	0	50	0	0	\$ 6,250
Employment Land Need Analysis	0	0	0	0	0	0	\$ -
Strategies	0	0	0	30	0	0	\$ 3,750
EOA Report	0	0	0	15	0	0	\$ 1,875
Public Engagement for Factual Base							
TAC meetings (at least 3 mtgs)	6	6	6	4	2	2	\$ 3,456
Subcommittee meetings (4 committees, 2 mtgs of econ dev, 1 of others. 5 total mtgs)	8	10	10	4	0	0	\$ 3,948

PC and CC Worksessions (city conduct, apg prepare)	4	4	10	0	0	0	\$ 2,064
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Refine Policies							\$ 35,852
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UGB Sufficiency Report	4	16	20	0	0	0	\$ 4,284
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Comprehensive Plan Policies and Strategies	8	12	40	0	0	0	\$ 6,368
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Public Engagement for Policy Refinement							
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TAC meetings (at least 4)	8	8	8	4	2	2	\$ 4,218
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Subcommittee meetings (4 committees, 2 econ dev, 1 of others. 5 total mtgs)	8	10	10	4	0	0	\$ 3,948
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PC and CC Worksessions (city conduct, APG prepare)	4	4	10	0	0	0	\$ 2,064
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NXT public engagement memo	0	0	0	0	6	4	\$ 1,690
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2 Online Open Houses/Surveys	8	15	25	1	0	0	\$ 5,473
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Support for community meeting(s)	2	3	5	4	0	0	\$ 1,642
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Informational materials	5	5	10	0	0	0	\$ 2,355
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Adoption Process (PC and CC hearings)	10	10	10	0	0	0	\$ 3,810
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Project Management, Communication, and Coordination	10	16	16	0	0	0	\$ 5,010
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Subtotal	\$ 16,471	\$ 15,290	\$ 22,590	\$ 26,875	\$ 4,550	\$ 3,200	\$ 88,976
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Direct Expenses

Travel & meals							300
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Total	\$ 16,471	\$ 15,290	\$ 22,590	\$ 26,875	\$ 4,550	\$ 3,200	\$ 88,976
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Total Hours without Comp Plan document	91	139	251	215	26	20	
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Total Hours with Comp Plan document	97	159	281	215	26	20	
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Optional Task: Draft, Revised, and Final Comprehensive Plan Document

6

20

30

\$ 5,986

Total

\$ 16,477

\$ 15,310

\$ 22,620

\$ 26,875

\$ 4,550

\$ 3,200

\$ 94,962



Agenda Item Summary**Meeting Date:** August 12, 2020**Staff:** Paul Bertagna**Type:** Regular Meeting**Dept:** Public Works**Subject:** US20/Locust Right-of-Way Acquisition Update

Action Requested: Direction to proceed with entering into a sales agreement with Sisters School District (SSD) for Right-of-Way acquisition required for the construction of the US20/Locust Roundabout Project.

Summary Points:

ODOT and City staff are currently reviewing 30% Design Acceptance Plans (DAP) provided by the ODOT Roadway team. This process will be completed in the next 30-45 days at which the project team will have DAP approvable plans ready to be submitted to the State Transportation Engineer. These 30% plans establish the project footprint which defines the necessary Right-of-Way acquisition of which the SSD owns the majority of this property.

Staff recently met with SSD Superintendent Curtis Scholl to discuss the potential of entering into an agreement that would allow the City to purchase the necessary right-of-way from the SSD. As part of SSD's current Transportation Facility project they are required to pay approximately \$34,000 in Water/Sewer/Transportation System Development Charges (SDC's) prior to final occupancy. In-lieu of the SDC payment this agreement would allow the City to use the amount owed to the City as a credit towards the cost of acquiring the right-of-way from the district. Any amount over/under the appraised value would be paid by the responsible party.

Once the sales agreement is in place the third-party appraisal would be the next step in the procurement process. Moving ahead with the agreement and appraisal will keep the both parties on schedule to finalize the property acquisition in FY 20/21 and allow the project the ability to start aggressively soliciting for construction funding.

Financial Impact: The SDC dollars that would be used as a credit for the property acquisition would need to be reimbursed to the effected funds through the Street SDC fund with a FY 20/21 supplemental budget.
