

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JULY 28, 2011

MEMBERS PRESENT:

Lon Kellstrom Mayor
David Asson Council President
Sharlene Weed Councilor
Pat Thompson Councilor
Wendy Holzman Councilor

STAFF PRESENT:

Eileen Stein City Manager
Steve Bryant City Attorney
Lisa Young Finance Director
Kathy Nelson City Recorder

ABSENT:

Paul Bertagna Public Works Director
Pauline Hardie Comm. Devel. Director

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:04 p.m.

II. VISITOR COMMUNICATION

Jerry Norquist, 2126 E. Black Butte Avenue, Sisters, OR 97759

Mr. Norquist stated he was in attendance as a representative of the League of American Bicyclist (LOAB) to present an award to the City of Sisters as a Bicycle Friendly Community. He explained how LOAB promotes biking for the purpose of fun, fitness and transportation through advocacy, education and promotion. He stated the program recognizes communities that have improved their transportation network and bike trails to benefit the health, community building and joy of riding for its citizens while addressing climate change, obesity and rising congestion issues. He stated obtaining the designation required a great deal of work and effort and thanked Michele Sims for her part in completed the paperwork and nominating the city thus making the award possible. He presented Mayor Kellstrom with an awards certificate and signs for the City to display on its roadways declaring Sisters as a *Bicycle Friendly Community*.

Steve Macey, Hardtails owner, 175. N. Larch Street, Sisters, OR 97759

Mr. Macey stated he was in attendance to ask for the Council's help regarding limitations related to sandwich board sign laws in the city. He submitted another two pages of signatures he had collected since submitting two pages to the City previously. He discussed the disadvantage faced by businesses not located on Cascade Avenue and their lack of visibility. He stated he felt some small changes could make the City much friendlier to small businesses. He remarked that when people stop in Sisters, it benefits the entire community. **Mr. Macey** volunteered to serve on a citizen committee to look at relaxing rules for sandwich board signs while still maintaining an image agreeable to those involved until permanent way-finding signage could be installed.

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Mayor Kellstrom asked for staff to review the sign ordinance and bring some suggestions back to Council. **Manager Stein** stated there were a number of issues related to signage that needed to be considered. She stated way finding signs would be placed on Cascade Avenue with the Cascade Avenue improvement project but that was likely two years away. She stated while the City does permit signs, enforcement was a problem. She stated consideration would need to be given to the quality of the sign, whether it is for a special event or permanent business and a number of other issues. **Councilor Thompson** suggested asking the Planning Commission to address the matter and suggest some changes to the Council and the other **Council** members agreed. **Mayor Kellstrom** directed staff to ask the Planning Commission to review the Development Code as it relates to sandwich board signs to see if there was a temporary solution to the problem. **Mayor Kellstrom** commented the Council was sympathetic to the problem Mr. Macey had brought to their attention.

Dan King, Abigail's on Main owner, 192 E. Main Street, Sisters, OR 97759

Mr. King reported that as an owner of a small business not located on Cascade Avenue, he was a signer on the petition that Mr. Macey had circulated. He voiced frustration with his ability to advertise his business with a sandwich board placed on Cascade Avenue and the impact he sees in his business. He stated he followed the rules with regard to the rules imposed by the City for signage when he initially opened his business only to discover he was unable to display his sandwich board signs in the location he wanted. He stated he was very safety conscience and had made certain the signs were not placed in an area that could have been a safety concern. He stated without signage many small businesses will fail and asked the Council to give some consideration to what might be done to help. **Mr. King** also offered to serve on committee to address the issue.

III. CONSENT AGENDA

A. Minutes

1. June 30, 2011 – Workshop
2. July 14, 2011 – Regular Meeting

B. Bills to Approve

1. July Accounts Payable

C. Liquor License Renewals for Fiscal Year 2011-12

Councilor Holzman moved to approve the consent agenda. *Councilor Weed* seconded the motion.

Councilor Weed asked for clarification on the invoice from Fred Ast Jr. and Associates in the amount of \$1,500. **Manager Stein** explained it was related to survey work to allow the City to

create a lot where Well #3 is located. She stated the well sits on land owned by Shane Lundgren in Sun Ranch Business Park and he has been paying property tax on the lot.

Councilor Holzman asked for clarification on the invoice to Department of Consumer and Business Services (DCBS) for the fourth quarter government surcharge in the amount of \$1,927.99. **Director Young** explained the City collects 100% of the building fees due but only gets to keep 25% of that amount.

The motion carried unanimously.

IV. ITEMS NOT ON THE CONSENT AGENDA

A. July Accounts Payable

Councilor Holzman moved to approve the accounts payable not on the consent agenda. **Councilor Weed** seconded the motion.

Councilor Thompson stated he would refrain from voting due to a direct conflict of interest.

The motion carried unanimously.

V. STAFF REPORTS

A. Paul Bertagna, Public Works Director

In Director Bertagna absence, **Manager Stein** reported the asbestos abatement at the old City Hall was completed and the City was waiting for T-Mobile to re-locate its tower so demolition of the building could move forward. She stated the plan for the re-location would be going before the Planning Commission in August.

B. Pauline Hardie, Community Development Director

In Director Hardie absence, **Manager Stein** reported the Planning Commission had reviewed the Environmental Species Act (ESA) mitigation plan and recommended acceptance by the City Council. She reported it was scheduled to come to the Council on September 1st. She reported a Comprehensive Plan amendment and Development Code text change with regard to the Forest Service property would be going to the Planning Commission in September or October.

Manager Stein noted the increase in building activity. She reported there were three new residential applications submitted in July with three additional residential and one commercial application in process. She reported the Community Development Department had already reached one third of its anticipated yearly revenue for FY 2011-12 in just the month of July.

C. Mac Hay, Economic Development Manager

Mr. Hay reported on his economic development activities for July. He recounted how one Sisters business that employs seven had planned on re-locating elsewhere in Central Oregon had been convinced to stay. He reported another business was moving into Sisters that would provide three to seven jobs.

Mr. Hay informed the Council that Governor Kitzhaber is scheduled to come to Sisters for a brief tour of the biomass facility at the high school. He recapped meetings with the Kiwanis, the art community and other community groups. He reported on the community meeting with Senator Telfer that occurred earlier in the day.

Councilor Weed asked for an update on Gutenberg College's plan to relocate to Sisters. **Mr. Hay** replied the college was still in the fund-raising mode for its relocation to Sisters. He stated because of that the building was likely going to be leased temporarily to some other businesses. He reported there were also some additional Eugene based businesses that were considering re-locating when Gutenberg makes its move.

VI. COUNCIL BUSINESS

A. Discussion and Consideration of a Motion to Allocate Community Grant Funds for Fiscal Year 2011-12

Councilor Asson moved to allocate the following community grants funds; \$2,000 to Family Access Network (FAN), \$1,500 to Sisters Park and Recreation District (SPRD), \$1,000 to Sisters Public Art, \$500, to Start Making a Reader Today (SMART), \$250 to Sisters Friends of the Children, \$750 to Sisters Rodeo, \$720 to Sisters Rotary and \$280 to Arts Discovery. Councilor Holzman seconded the motion. The motion carried unanimously.

VII. CONTRACT REVIEW BOARD

A. Discussion and Consideration of a Motion to Authorize the Public Works Department to Solicit Proposals for Engineering Services, Approve Proposal Scoring Criteria and Appoint a Proposal Review Committee for the Main Avenue Bicycle and Pedestrian Improvement Project

Councilor Weed moved to authorize the Public Works Department to solicit proposals for engineering services, approve proposal scoring criteria and appoint a proposal review committee for the Main Avenue bicycle and pedestrian improvement project. Councilor Holzman seconded the motion.

Manager Stein reported Director Hardie was looking for a community member who was a bike enthusiast to serve on the review committee. She invited a member of the Council to serve on the review committee if they were interested. **Councilor Holzman** volunteered to serve as the Council member on the committee.

Councilor Thompson stated he felt this was a good first step for using weighted criteria with bids. He stated he was looking forward to a time when prior community support would be included in the criteria after the contracting community has had enough time to become aware of the policy shift.

The motion carried unanimously.

VIII. OTHER BUSINESS

There was no other business.

IX. MAYOR/COUNCILOR BUSINESS

A. Committee Reports

Councilor Holzman reported the Water System Technical Advisory Committee (TAC) would meet again on August 8th.

X. ADJOURN – The meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor