

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 11, 2011

MEMBERS PRESENT:

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

ABSENT:

Sharlene Weed Councilor

STAFF PRESENT:

Eileen Stein City Manager
Steve Bryant City Attorney
Lisa Young Finance Director
Pauline Hardie CDD Director
Paul Bertagna PW Director
Kathy Nelson City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:07 p.m.

II. RECOGNITION

A. *"If I Was Mayor"* Contest

Mayor Kellstrom congratulated Elizabeth Stewart, first place winner in her age group in the Oregon Mayors Association (OMA) *'If I Were Mayor'* contest. He explained the contest was separated into three age categories and that Elizabeth had won in the middle school age bracket after competing with other middle school students across Oregon. Miss Stewart read her essay and Mayor Kellstrom presented her with a Certificate of Accomplishment.

B. GFOA Budget Award

Manager Stein stated the Government Finance Officers Association (GFOA) Budget Award was established in 1984 to encourage the preparation of budget documents of the highest quality. She stated the award recognizes those governments that succeed in that goal. She stated the budget documents were reviewed by both GFOA committee members as well as outside reviewers who are knowledgeable about public sector financial reporting. She congratulated Finance Director Young for her efforts on behalf of the City in earning this honor for a second year and presented the plaque to her.

III. VISITOR COMMUNICATION

There was no visitor communication.

IV. CONSENT AGENDA

A. Minutes

1. July 21, 2011 – Workshop
2. July 28, 2011 – Workshop

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3. July 28, 2011 – Regular Meeting
4. August 04, 2011 - Joint Workshop with Planning Commission

B. Bills to Approve

1. August Accounts Payable

Councilor Asson moved to approve the consent agenda as amended. Councilor Holzman seconded the motion.

Councilor Holzman asked for a correction to the minutes of July 21 clarifying her attendance at a meeting with staff and Marc Thalacker of Three Sisters Irrigation District (TSID). **City Recorder Nelson** stated she would make the correction. **Mayor Kellstrom** noted the bills to approve included an additional accounts payable item.

The motion carried unanimously

V. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA

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

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

The motion carried unanimously.

VI. STAFF REPORTS

A. Eileen Stein, City Manager

Manager Stein asked for questions concerning her staff report. **Councilor Thompson** asked if she had met with anyone from the Deschutes River Conservancy (DRC) regarding its charge to the City for mitigation credits. **Manager Stein** reported she met with Todd Heisler to discuss the matter and was still waiting to receive some information back from him regarding the Pole Creek lease and how the \$105 per credit amount was determined. She stated the DRC will be funding some of the cost associated with the Uncle John Ditch project.

B. Lisa Young, Finance Director

Director Young reported the annual audit would take place August 22nd through the 25th. She stated she would be distributing the July financial reports on August 17th or 18th. She

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informed the Council that the motor fuel dealer who was behind in his fuel tax payments to the City had been making regular payments and was close to being current.

C. Captain Tim Edwards, Deschutes County Sheriff's Department

Captain Edwards introduced Captain Erik Utter, his replacement as the new Patrol Commander. He stated Captain Utter would be taking on the roll of presenting the monthly report to the Council. He thanked the Council for its support stating it had been an honor to serve the City and Manager Stein for her role in having a strong, well run city.

Captain Utter provided a recap of his service with Deschutes County Sheriff's Department and disclosed he had been raised in a small community and felt that experience would help him to understand the mindset of the Sisters community. The **Council** welcomed him to the City.

Captain Utter reported on the number of patrol hours provided, incidents, citations, warnings and business checks for July. He reported on the support the Sheriff's Department provided during Quilt Show and relayed there had been some complaints to the department on the traffic delays. He stated the issue was discussed at the wrap-up meeting of the Quilt Show to see if a solution could be found to mitigate the problem for future years.

Captain Utter reported on the case of a theft at Lutton's Ace Hardware Store. He reported the department was continuing to follow leads on the case and had brought attention to the case by including it in a local '*Crime Stopper*' advertisement.

Councilor Holzman reported she had heard from a number of cyclists regarding a person driving a white pick-up truck who makes a point of driving very close to the cyclists and honking the truck horn in what appeared to be an attempt to intimidate cyclists. She stated incidents had occurred in the Cloverdale area and on Camp Polk Road. **Captain Utter** requested Councilor Holzman pass the word along to have anyone involved in any incident such as she had described to call the Sheriff's office on their cell phone immediately.

Captain Edwards invited Council member to register for the Citizen's Academy which will take place on Wednesday evening beginning September 14th through November 16th.

VII. COUNCIL BUSINESS

A. Discussion and Consideration of a Motion to Approve an Addendum to the Chamber of Commerce Lease

Councilor Holzman moved to approve an addendum to the Chamber of Commerce lease. Councilor Asson seconded the motion.

Councilor Thompson asked how the maintenance budget of \$1,000 for FY 2011/12 was determined. **Director Bertagna** explained the FY 2010/11 budget had been \$4,000. In preparing the new budget, he assumed the work would have been completed and a lower budget was needed. Since it was not completed, he hoped to carry over the FY 2010/11 budget through the supplemental budget process to make the needed repairs. **Councilor Thompson** stated he felt the City should look at all the improvements for the building and consider increasing the rent to offset some of the costs. **Manager Stein** suggested the Council hold off on approving renewal of the lease until the costs associated with the improvements could be determined.

Mayor Kellstrom tabled the motion until the August 25, 2011 City Council regular meeting.

B. Discussion and Consideration of a Motion to Accept a Donation of Public Art and Authorize the City Manager to Execute an Installation Agreement

Councilor Holzman moved to accept a donation of public art and authorize the City Manager to execute an installation agreement. Councilor Asson seconded the motion.

Manager Stein explained the heron sculpture was to memorialize Elizabeth Dasch, a longtime Sisters resident. She stated Sisters Public Art (SPA) had worked with the family of Mrs. Dasch to make the public art donation possible. She explained Arts Central, a non-profit organization dedicated to the placement of art in public places in Central Oregon, was assisting SPA with the project. She stated the contract would formalize the responsibilities of artist Danae Bennett-Miller, Arts Central and the City. She reported the Planning Commission found the piece to be compliant with the City's Development Code and had recommended acceptance of the sculpture.

Councilor Thompson asked what role Public Works staff would play in the installation of the art piece. **Director Bertagna** replied the crew would assist with the installation and landscaping for the piece, much like it had for the wild stallion sculpture. He stated a concrete contractor and electrical engineer would design and build the footings for the piece. He stated he had not seen a drawing of the installation yet and so he could not anticipate the labor cost the City would incur for labor.

The motion carried unanimously.

VIII. OTHER BUSINESS

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Manager Stein reported she had met with the new owner of the 64 acre parcel next to the City's Lazy Z parcel. She reported the new owner had no immediate plans for the property and seemed willing to work with the City in any way possible.

Manager Stein reported she was continuing to meet with Marc Thalacker from Three Sisters Irrigation District (TSID) to work out the details on the Uncle John Ditch piping project, in particular the water feature. She stated DRC had stated it might be willing to pay for the additional cost for the National Environmental Policy Act (NEPA) analysis. She stated staff would be looking at the Fryrear Ditch project and its water feature. **Councilor Holzman** asked how the tight time frame TSID was looking for would play into the issue. **Manager Stein** stated a lot would be determined by whether the water feature could be placed within the historical easement for the ditch or not. She reported TSID and the Forest Service would need to work that particular issue out.

IX. MAYOR/COUNCILOR BUSINESS

There were no reports.

X. ADJOURN – The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor