

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
SEPTEMBER 08, 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  
Paul Bertagna        PW Director  
Pauline Hardie        CDD Director  
Kathy Nelson          City Recorder

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

The meeting was called to order by Mayor Kellstrom at 7:12 p.m.

**II. PROCLAMATION**

**Mayor Kellstrom** read the proclamation for the City of Sisters joining the *National Moment of Remembrance of the 10<sup>th</sup> Anniversary of September 11<sup>th</sup>*.

**III. VISITOR COMMUNICATION**

**Katie Lighthall, Project Wildfire**

**Ms. Lighthouse** explained that Project Wildfire was a public/private effort with a shared focus to prevent catastrophic loss from wild fires. She was in attendance to present City Manager Eileen Stein with a Project Wildfire award for her contributions to those efforts. She reported Manager Stein had served on the steering committee, made presentations on behalf of the organization, made fuel reduction a priority for the city and taken part in two fire related evacuations. She stated her calm leadership and wisdom had served as an inspiration to many and she was honored to present the award. **Manager Stein** thanked Ms. Lighthall for the recognition.

**Ms. Lighthall** also provided a briefing on the Shadow Lake Fire. She reported the fire had not moved much during the day and the burn operation on Cache Mountain to keep the fire from moving on to Suttle Lake had been completed. She stated heavy smoke was expected on Highway 126 over the week-end as fire fighters worked to drive the fire towards the lava beds. She reported the command base had relocated to Hoodoo earlier in the day.

**IV. CONSENT AGENDA**

A. Minutes

1. August 25, 2011 – Workshop
2. August 25, 2011 – Regular Meeting

3. September 01, 2011 - Workshop

B. Bills to Approve

1. September Accounts Payable

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

**City Recorder Nelson** informed the Council there was an additional accounts payable sheet at their places on the dais to be included.

*The motion carried unanimously*

**V. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA**

*Councilor Weed 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** reminded the Council she would be attending the International City/County Management Association Conference (ICCMA) in Milwaukee from September 16<sup>th</sup> to 21<sup>st</sup>.

**Councilor Weed** asked for a status update on the Uncle John Ditch piping project agreement. **Manager Stein** replied the second draft of the agreement had been sent to Three Sisters Irrigation District (TSIG) and she had received some comments back but had not had the opportunity to digest them. She reported the comments did indicate that TSID would not pay for the turn-out needed for the water feature. She stated additional time to discuss the matter with the Council would be scheduled.

**B. Lisa Young, Finance Director**

There were no questions regarding Director Young's staff report.

**C. Captain Utter, Deschutes County Sheriff's Department**

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**Captain Utter** reported on the number of patrol hours provided, incidents, citations, warnings and business checks for August. He stated he was unhappy with the number of patrol hours spent in Sisters in August even though the total was higher than the minimum number of hours required. He stated that could be attributable to the quiet month in Sisters but he still had spoken with the deputies about spending more patrol time in the City. He stated he had also talked with the deputies regarding the number of traffic warnings versus written citations, informing them he felt there should be more citations written.

**Captain Utter** informed the Council that a motorcycle event “Run to the Cascades” in Prineville was planned for the weekend and one of the scheduled rides would take riders through Sisters on Cascade Avenue and return back to the city via Highway 242 with the final stop scheduled at Hardtails. He stated he had authorized overtime so additional patrols would be in the city during that timeframe.

**Mayor Kellstrom** asked if there had been any follow-up to a complaint regarding speeding on Jefferson Avenue. **Captain Utter** replied he was aware of the complaint and informed the patrol deputies of the concern, including School Resource Officer Pray. **Councilor Holzman** reported she had observed high school students on cell phones and texting. **Captain Utter** replied Deputy Pray was working on an educational program for high school students addressing those issues.

## I. COUNCIL BUSINESS

### A. Discussion and Consideration of Resolution 2011-13: A RESOLUTION OF THE CITY OF SISTERS CANCELING A PORTION OF WATER RIGHT CERTIFICATE 85431

*Councilor Asson moved to approve Resolution No. 2011-13 canceling a portion of water right certificate 85431. Councilor Holzman seconded the motion.*

**Manager Stein** stated the resolution would cancel the Lazy Z ground water right certificate discussed at the workshop to be used as offset for Well #3. **Councilor Thompson** stated he didn't understand why the City had not talked about using this strategy earlier. He stated he felt the Council should see a plan of what the City has planned for all the water rights. He suggested the Council should see what the value of the water rights were and consider selling them instead. He wanted the Council to look at what other options might exist for the City. **Councilor Holzman** replied she felt securing the future water rights needs of the city required the need for all three wells to be certified. **Councilor Thompson** stated the Council should consider the cost of doing so and **Councilor Holzman** replied it would likely cost less now than it would in the future. She stated the reason the City had not moved forward with

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canceling the water right certificate earlier, was because there had been a need to lay groundwork before the City could take the next step. **Councilor Asson** recounted he had assisted his son with some water rights issues and could attest it was a very complicated and arduous task. He stated he was willing to take the advice of the City's water rights consultant and staff to move forward canceling the certificate.

**Councilor Weed** stated she would like a list of water rights projects underway with the estimated completion date and cost. **Mayor Kellstrom** commented the staff report provided information on the FY 2011/12 budget amount so the Council could use that figure as the anticipated cost. **Manager Stein** stated staff would create a project list by the end of September. **Councilor Weed** stated a list would allow the Council to know if the City is on-track with projects.

*The motion carried unanimously.*

**B. Discussion and Consideration of Resolution No. 2011-14: A RESOLUTION ADOPTING THE ENDANGERED SPECIES ACT (ESA) RISK MITIGATION PLAN FOR THE CITY OF SISTERS**

***Councilor Asson** moved to approve Resolution No. 2011-14 adopting the ESA risk mitigation plan for the City of Sisters. **Councilor Holzman** seconded the motion. The motion carried unanimously.*

**C. Discussion and Consideration of Resolution No. 2011-15: A RESOLUTION SUPPORTING THE CITY OF SISTERS APPLICATION TO THE OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT (DLCD) FOR A PLANNING ASSISTANCE GRANT AND IF AWARDED, AUTHORIZE THE CITY MANAGER TO EXECUTE THE GRANT AGREEMENT**

***Councilor Holzman** moved to approve Resolution No. 2011-15 supporting the City of Sisters application to DLCD for a planning assistance grant and if awarded authorize the City Manager to execute the grant agreement. **Councilor Asson** seconded the motion.*

**Councilor Weed** asked for more information on the grant. **Director Hardie** explained this was the third year the City had taken advantage of the \$1,000 grant from DLCD. She stated the funds would be used to update zoning and comprehensive plan maps with the remainder to be used for geographic information system (GIS) training from the county.

*The motion carried unanimously.*

### VIII. OTHER BUSINESS

There was no other business.

### IX. MAYOR/COUNCILOR BUSINESS

**Councilor Holzman** reported she attended the Central Oregon Area Commission on Transportation (COACT) meeting with staff. She stated prior to the meeting Oregon Department of Transportation (ODOT) staff met with them to discuss the recent announcement that a signal would be installed at the intersection of Highway 20 and Barclay Avenue without any consideration of installing a roundabout. **Manager Stein** stated both ODOT and City staff voiced concerns about the gravity of the situation from their perspective. She stated there were two ways to approach the situation; as adversaries or working cooperatively, and she hoped a solution could be reached cooperatively. ODOT informed staff there was an interest on the part of the freight commission to meet with the City to discuss the City's concern. She stated the issue of freight moving through a city and how it impacts the livability of the city was a concern shared by other Central Oregon cities. Commissioner Baney, who was recently appointed to the Oregon Transportation Commission (OTC), was also in attendance and spoke on the need to balance economic development and livability for community members.

**Manager Stein** stated the City's roundabout consultants were pursuing conversations with ODOT to see how a roundabout could be designed that would meet the needs of the freight industry, possibly as a pilot project. She explained ODOT's roundabout study findings would be completed after the proposed installation of the signal. She reported the freight commission has stated installation of a signal was a condition of its approval for the design exception on Cascade Avenue.

**Manager Stein** stated the meeting also provided an opportunity to bring ODOT up to speed on how the Council and community had embraced the idea of a roundabout. She stated she was hopeful the issue could be resolved without jeopardizing the Cascade Avenue improvement project. She suggested one option would be to install a temporary signal at Barclay. **Councilor Holzman** added that the minutes of the meeting the freight industry has referred to regarding the signal installation also indicated that former Public Works Director Brad Grimm stated the decision on a signal versus a roundabout had not been determined. **Councilor Thompson** commented if a signal was installed it would trigger a much larger scope of work requiring the need to make improvements on Barclay and through the industrial park and **Manager Stein** agreed.

**Councilor Asson** asked who represented the freight industry. **Manager Stein** replied a lobbyist from the Oregon Trucking Association (OTA) acted as the representative. She

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stated OTA is a powerful political lobby, especially during this difficult economic period. **Manager Stein** reported there is an Oregon statute that allows a local community to go straight to the OTC to plea its case but there was a risk to the City in doing so without meeting with freight industry representatives first.

**Councilor Asson** stated it might be helpful to present the roundabout presentation the Council received to the freight industry representatives. **Manager Stein** replied the information had been provided to the freight industry a number of times and **Councilor Holzman** stated the freight industry disputes some of the findings and had its own interests. She stated ODOT was not moving forward very quickly with its roundabout study and the City would not be able to require a truck to use the alternate route unless it was an oversized truck that would require a permit.

**Councilor Weed** stated there was a need for a community meeting regarding roundabouts for the City to collect the opinion of community members and to also meet with freight industry representatives. **Manager Stein** stated staff would meet with Commissioner Baney first and then other legislative delegation as a start. **Councilor Weed** voiced concern that ODOT had already had a kickoff meeting on the project. **Manager Stein** stated it was a meeting related to project development for the intersection and at this time, ODOT staff reported they were required to proceed with a signal.

**Director Bertagna** reported the City's roundabout consultant and staff were directing their efforts to refining the concept drawings and estimated costs for presentation at the community meeting. The City could take the input received from the community back to the freight industry, ODOT and legislators. **Councilor Thompson** stated it would help the City if the design costs were as low as possible and **Director Bertagna** replied the consultant was trying to minimize costs for the roundabout by creating a design that would require fewer lanes and right of way acquisition.

**Councilor Holzman** asked what steps the Council could take to show support of a roundabout. **Manager Stein** replied after the community meeting occurs and clear support of a roundabout is received, the Council could pass a resolution in support of the idea or adopt an amendment to the Transportation System Plan (TSP). **Councilor Thompson** stated the timeframe and costs could both have a big impact on final decisions and **Manager Stein** agreed.

**Councilor Weed** reported she had participated in the City's tree inventory process and noted there was still a large portion of the City to be inventoried. **Director Hardie** stated having an intern from the Oregon Department of Forestry's Urban and Community Assistance Program to assist with the project had helped a lot and she felt the project could be finished with assistance of students from the school district.

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**Councilor Weed** asked for a status update on the formation of a parks commission.  
**Director Hardie** replied she was still collecting information on how other cities had formed their committees.

**Councilor Weed** invited the Council to attend the 20<sup>th</sup> anniversary of Sisters Habitat for Humanity on September 18<sup>th</sup>. She reported a number of events would be taking place to celebrate the occasion.

**X. ADJOURN** – The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

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Kathy Nelson, City Recorder

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Lon Kellstrom, Mayor