

REGULAR MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
OCTOBER 27, 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  
Paul Bertagna     Public Works Director  
Pauline Hardie    Comm. Devel. Director  
Kathy Nelson      City Recorder

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

The meeting was called to order by Mayor Kellstrom at 7:00 p.m.

**II.     VISITOR COMMUNICATION**

**Richard Esterman, 69212 Easy Street, Sisters, OR 97759**

**Mr. Esterman** stated he has been organizing special events in Sisters for 11 years. He was requesting permission for a one year trial to hold an arts and crafts show on Oak Street the same weekend of the Quilt Show in an attempt to encourage people to stay and shop in Sisters for the entire week-end. He reported he had received comments from shoppers indicating they would like to have an arts and crafts event at the same time.

**Sharyl McCulluch, 17283 Mountain View Road, Sisters OR 97759**

**Ms. McCulluch** expressed the mission of the Quilt Show was to educate and inspire the public on the art of quilting and to give back to the community and schools. She stated the Quilt Show Board was not in support of Mr. Esterman's request in that adding any special event during the show would impact the ability of the Quilt show to do what it has done successfully for 36 years. She explained that permanent downtown businesses sponsor the show and the board wanted visitor dollars to go to those businesses. She stated any event taking place at the same time would be associated with the Quilt Show and to allow one event producer to do so would set precedent in allowing other event producer to also tag along. She stated that would allow those event producers to take unfair advantage and capitalize on the reputation of the \$30,000 the Quilt Show spends in advertising each year.

**Ann Richardson, 17033 Canyon Crest Drive, Sisters, OR 97759**

**Ms. Richardson**, Executive Director of the Quilt Show made the statement that "a wise man said when you begin to take something for granted, you are in danger of losing it".

**Mayor Kellstrom** asked for comments from the Council. **Councilor Weed** stated she felt the quilt show event belonged to the Quilt Show and if they felt another event occurring at the same time would detract from the event, then she was not in support of Mr. Esterman's proposal. **Councilor Asson** stated he was not in support of Mr. Esterman's request. **Councilor Holzman** stated since the Quilt Show Board showed firm opposition, she was not in support of the request. **Councilor Thompson** stated he was in support of anyone doing anything whenever they wanted until someone complained and since the Quilt Show Board was clearly in opposition of Mr. Esterman's proposal, he could not support the request. **Mayor Kellstrom** stated he agreed with the rest of the Council. He told Mr. Esterman he had great shows but the Council would not grant his one year trial request. **Mr. Esterman** thanked the Council for its consideration of his proposal.

**Evelyn Brush, PO Box 816, Sisters, OR 97759**

**Ms. Brush** reported Vince Adams from Oregon State University would give a presentation on November 17<sup>th</sup> at 10:30 in City Hall about a computer program he created titled *World Explorer*. She stated he would show how the program worked and how it could be used to the benefit of anyone researching data related to Sisters, including information needed for grant applications. She noted information from the 2010 census data would be available through the site after the first of the year. She encouraged members of the Council to attend the presentation.

### III. CONSENT AGENDA

- A. Minutes
  - 1. October 13, 2011 – Workshop
  - 2. October 13, 2011 – Regular Meeting
  - 3. October 20, 2011 - Workshop
  
- B. Bills to Approve
  - 1. October Accounts Payable

*Councilor Asson moved to approve the consent agenda. Councilor Holzman seconded the motion. The motion carried unanimously.*

### IV. ITEMS NOT ON THE CONSENT AGENDA

- A. October 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**

**Director Bertagna** reported he would be participating in a conference call with T-Mobile staff to discuss expediting the relocation of T-Mobile's cell tower from the old City Hall site.

**Director Bertagna** reported the Oregon Department of Transportation (ODOT) had given permission for Kittleson and Associates to create an enhanced design for the Highway 20/Barclay intersection roundabout. He stated the findings and safety statistics on roundabouts would be presented at the community meeting and provided the Council with possible dates for the meeting. The Council chose November 16<sup>th</sup> for the community meeting. **Councilor Weed** asked if meeting attendees would be polled to determine community sentiment for a roundabout. **Director Bertagna** stated staff was open to suggestions on how to proceed with the community meeting. **Councilor Thompson** stated it was important to consider the cost and timeline when comparing options. The need for community education on roundabouts and the possibility of creating a survey were discussed. It was suggested that surveys from those who attended the community meeting be kept separate from other surveys.

**Director Bertagna** announced High Country Disposal would have its semi-annual bulky pickup for Sisters residents on November 15<sup>th</sup> and 16<sup>th</sup>.

**Councilor Weed** remarked how impressed she was with Director Bertagna and Director Hardie and how they handled the meeting with Habitat for Humanity as it relates to the Main Street improvement project. She stated she appreciated the concern shown to businesses and how they might be impacted by the project and. **Director Bertagna** replied he and Director Hardie had met with every business that had responded to the request for an individual meeting concerning their specific business and were now circling back to try and connect with those businesses that had not responded. He stated it was staff intent to address any concerns and accommodate all businesses during the project.

### **B. Pauline Hardie, Community Development Director**

**Director Hardie** reported the Planning Commission had reviewed outstanding projects relative to consideration of a one year blanket extension from permits that would expire on December 31<sup>st</sup> and was supportive of the idea. She reported the Planning Commission would bring a formal recommendation to the Council prior to the expiration deadline.

**Director Hardie** reported she had submitted the application for the Flex Fund grant and would be submitting the application for the Transportation Investment Generating Economic Recovery (TIGER) III grant on Monday. She stated she would begin working on the Meyer Memorial Trust grant soon. **Manager Stein** acknowledged and thanked Director Hardie for all the time and effort she had spent applying for grants on the City's behalf, especially for the Cascade Avenue improvement project.

**Director Hardie** noted her staff report included information on her research into how other cities had created a Park Commission. She summarized that most commissions had five to seven members that included individuals both in and outside city limits. **Councilor Weed** asked about a proposal to create a Parks Commission and whether it would come out of her department or Public Works. **Director Hardie** replied that she and Director Bertagna could work together on a recommendation. The **Council** indicated it was interested in hearing more about creating a Parks Commission. **Director Hardie** replied she would draft some language on the formation and make-up of a commission for the Council to consider at a future meeting.

**Councilor Weed** stated she did not want to see information on the Regional Economic Opportunity Analysis (REOA) in the staff report as she did not feel it was a program that was appropriate for Sisters. She remarked the Council had never discussed the program. **Director Hardie** replied that although it is a regional project, Sisters does not have any sites that would meet the criteria for the program. She stated she was attending the meetings for monitoring purposes only and explained that she would be in support of the City of Redmond being identified as one of the six potential sites since Sisters could benefit from potential jobs that would be created. She stated all the Central Oregon cities along with Crook County and Jefferson County were participating with the intent of creating jobs for the region.

**Councilor Weed** reported a hearing on updating the County Transportation System Plan (TSP) was taking place that evening and a letter would be presented to the Deschutes County Planning Commission from a group of citizens regarding the addition of some language that would provide triggers prior to moving forward with any additional lanes on Highway 20 between Black Butte Ranch and Sisters. She distributed a copy of the letter and stated she hoped the Council would agree with the modified language also and send its own letter of support.

### **C. Mac Hay, Economic Development Manager**

**Mayor Kellstrom** reported Mr. Hay was not in attendance as he was out of town. He advised the Council to contact Mr. Hay directly if they had questions related to his report.

## **VI. COUNCIL BUSINESS**

### **A. Public Hearing Regarding the City's 2009 Community Development Block**

### **Grant in Relation to a Microenterprise Assistance Program**

**Mayor Kellstrom** opened the public hearing for a Community Development Block Grant (CDBG), related to the funding of providing microenterprise classes aimed at assisting small business. He asked for public testimony on:

- Citizen views, questions and comments on community development and housing needs.
- Testimony from people in the community who may have benefitted from the CDBG grant.
- Citizen views on the completed project.
- Citizen comments about the City's performance through the process.

As there was no one that wished to testify, **Mayor Kellstrom** closed the public hearing. He asked the Council for closing remarks.

**Councilor Weed** stated she had heard from participants that the classes were worthwhile and **Councilor Holzman** added she had heard the same from attendees. **Mayor Kellstrom** noted 61 people had successfully been enrolled in the program.

### **VII. OTHER BUSINESS**

**Manager Stein** reported she had received an email from Bill Willitts requesting the scheduled December 8<sup>th</sup> workshop presentation on the senior grange project be postponed to a later date. She stated, with the Council approval, a workshop on the redevelopment of the old City Hall site would be substituted that evening. The **Council** agreed.

### **VIII. MAYOR/COUNCILOR BUSINESS**

**Councilor Holzman** stated she had heard from community members involved with Safe Routes to Schools who were concerned with the speed limit on Highway 242 as it approached the high school. She stated the community members were hopeful the City would be supportive in attempting to get ODOT to lower the speed limit in the vicinity of the high school where Highway 242 curves. She asked about the possibility of some stripping at the intersection of McKinney Butte and McKenzie Highway as well as near the high school that had been discussed in previous years to increase safety for pedestrians and cyclists. **Director Bertagna** stated staff would be happy to stripe and pave at the McKinney Butte intersection but noted the school had no improvements scheduled and there would only be a dirt path on the school side of the road. He stated he would begin the process for a speed zone alteration with ODOT, but indicated that the process would be lengthy.

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**Councilor Weed** stated she was contacted by the owner of the Wild Mountain Jerky open air stand with some concerns. She noted the City's Development Code requires buildings used for temporary use permits be moved offsite after their 180 day temporary use permit expires. She stated this creates a financial hardship and seems onerous. She asked if the Council was open to the idea of asking the Planning Commission to draft some language that would loosen the requirement to move the temporary use buildings every year. She stated Richard's Produce is in the same situation and should be required to remove its structure at the end of its season also. She stated the owner of Wild Mountain Jerky also expressed a desire to be open on the occasional week-end throughout the year and she would like to add some flexibility for temporary use permits that would allow that to occur.

**Manager Stein** stated one option would be for the stand owner to obtain a transient merchant permit for those days he wanted to be open in the winter, noting these permits are \$100 per day. Otherwise, she stated an amendment to the Development Code would be needed since allowing a business to remain open past the 180 period begins to resemble a permanent land use. **Mayor Kellstrom** asked what the owner of the property wanted and **Director Hardie** replied the business owner had indicated the property owner might want to develop the property sometime in the future. **Mayor Kellstrom** stated he was not interested in modifying the Development Code with regard to temporary uses. He stated he was concerned with the numerous signs at the business.

**Director Hardie** explained how Richard's Produce was in a better situation to apply for a site plan review to keep the building up permanently as it had sidewalks, landscaping and parking already, whereas Wild Mountain Jerky has no on-site improvements. She stated he wanted to stay open past the 180 days allowed with a temporary use permit. **Manager Stein** replied if he wanted to be open then he would need to follow the rules and regulations of a permanent land use. She stated if he wanted to keep the building on site, then a Development Code amendment should be made allowing structures used for temporary businesses to remain if the business is closed for six months.

**City Attorney Bryant** stated he would discuss the matter with Director Hardie and Director Bertagna. He stated temporary structures should be designed to go in and then to come down at the end of a season. He stated the City would want to be careful as to what it allowed and consider how temporary structures look around town when not in use. **Councilor Weed** suggested limited the number of temporary structures allowed and **City Attorney Bryant** replied legally limiting the number would become a difficult issue. He stated the City could also expect some pushback from property owner that have vacant commercial spaces for lease if temporary businesses can come and go as they please since temporary structures offer more inexpensive spaces for businesses to use. **Councilor Weed** stated she hoped the City could accommodate permanent and temporary businesses without hurting any of them. **Mayor Kellstrom** directed staff to bring some ideas back to the Council to consider.

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**Mayor Kellstrom** reported he spoke with ODOT Director Matt Garrett after a recent Bend Bulletin article and in regard to the director's response to a community member who had sent a message to Director Garrett asking that the Sisters community have some control over what occurred within the city. The reply indicated Director Garrett might have changed his opinion about being open to the needs of the city. **Mayor Kellstrom** stated the meeting with freight industry representatives is still scheduled for the end of November.

**IX. ADJOURN** – The meeting was adjourned at 8:12 p.m.

Respectfully submitted,

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Kathy Nelson, City Recorder

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Lon Kellstrom, Mayor