

REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
DECEMBER 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
Lisa Young Finance Director
Pauline Hardie CDD Director
Paul Bertagna PW Director
Julie Pieper Office Specialist

ABSENT:

Kathy Nelson City Recorder

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Kellstrom at 7:05 p.m.

II. VISITOR COMMUNICATION

Jeri Buckman, Sisters Area Chamber of Commerce

Ms. Buckman stated the Chamber of Commerce was requesting the Council approve its request to close Main Avenue between Fir Street and Elm Street for the Glory Daze Car Show scheduled for July 21, 2012. She directed the Council to the map illustrating the proposed closure. She stated it would allow the Chamber to permit more cars to participate in the event. The **Council** agreed to the proposed street closure for the event.

III. CONSENT AGENDA

A. Minutes

1. November 10, 2011 – Workshop
2. November 10, 2011 – Regular Meeting
3. November 17, 2011 – Workshop

B. Bills to Approve

1. December 08, 2011 Accounts Payable
2. December 22, 2011 Accounts Payable

***Councilor Asson** moved to approve the consent agenda for December 8th and December 22ⁿ check run. **Councilor Weed** seconded the motion. The motion carried unanimously*

IV. ACCOUNTS PAYABLE NOT ON THE CONSENT AGENDA

A. Bills to Approve

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1. December 08, 2011 Accounts Payable
2. December 22, 2011 Accounts Payable

Councilor Holzman moved to approve accounts payable not on the consent agenda for December 8th and for any accounts payable not on the consent agenda for the December 22nd check run. 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. Eileen Stein - City Manager

Manager Stein distributed a copy of the community usage survey of the recycling center conducted by High Country Disposal (HCD) and a timeline to change the boundary for the Enterprise Zone to include the Sisters Airport property. She also distributed a draft of the City Attorney request for proposal (RFP) performance specifications for the Council to review.

B. Lisa Young - Finance Director

Director Young reported the annual audit reports for the City of Sisters and Sisters Urban Renewal Agency were completed by Dickey and Tremper, LLP noting the audit was completed a month earlier than the previous year. She stated staff was very pleased with the firm's customer service and recommended the firm be retained for an additional auditing year through June 2012. The **Council** agreed to use the auditing firm of Dickey and Tremper, LLP for an additional year.

Director Young discussed the possibility of an employee recognition program tied to an employee's years of service. She described some options for recognition. **Councilor Weed** complimented Director Young for bringing the idea to the Council. The **Council** voiced support of moving forward with a recognition program.

Director Young directed the Council to the revised Professional Services Policy included with her staff report. She stated if the Council was satisfied with the policy, staff would bring it to the Council for adoption at the January 12th regular meeting. The **Council** directed staff to bring the policy to the meeting for approval.

C. Captain Erik Utter - Deschutes County Sheriff's Department

Captain Utter reported on the number of patrol hours provided, incidents, citations, warnings and business checks for November. **Councilor Weed** noted there seemed to be an increase in the number of break-ins in the County where entry was made through a window the thief's breaks. She asked if this was a trend the Council should be concerned with. **Captain Utter** replied it was something the Sheriff's Department was keeping a close eye on.

VI. COUNCIL BUSINESS

A. Public Hearing and Consideration of Ordinance No. 407: AN ORDINANCE OF THE CITY OF SISTERS AMENDING THE SISTERS DEVELOPMENT CODE CHAPTER 4 BY ADOPTING REGULATIONS THAT ALLOW AN AUTOMATIC EXTENSION OF TIME FOR CERTAIN TYPES OF LAND USE PERMITS AND DECLARING AN EMERGENCY

Mayor Kellstrom followed the script (see attached) for a legislative public hearing and called the hearing to order for Ordinance No. 407. **Director Hardie** entered letters from Tim G. Bretz and Celia Hung into the record. Both were in support of the blanket extension. She disclosed the two individuals were affected property owners.

Mayor Kellstrom asked for public testimony.

Pete Baughman, 2404 NW Quinn Creek Loop, Bend, OR 97701

Mr. Baughman spoke in support of a blanket extension for approved but undeveloped land use decisions.

Mayor Kellstrom asked the Council if they wanted to allow seven days after the close of oral testimony for anyone to submit final written testimony that relates to the application.

***Councilor Asson** moved to waive the additional seven day period after the close of public testimony for anyone to submit written testimony. **Councilor Holzman** seconded the motion. The motion carried unanimously.*

As there were no further questions or individuals wishing to speak on the matter, **Mayor Kellstrom** closed the public testimony portion of the hearing.

Councilor Holzman moved to amend the Sisters Development Code Chapter 4 by adopting regulations that allow an automatic extension of time for certain types of land use permits and declaring an emergency. *Councilor Weed* seconded the motion.

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

The motion carried unanimously.

B. Discussion and Consideration of Resolution No. 2011-19: A RESOLUTION OF THE CITY OF SISTERS APPROVING THE FORMATION OF A NEW COUNTYWIDE 911 SERVICE DISTRICT ('THE DESCHUTES COUNTY 911 SERVICE DISTRICT') THE WITHDRAWAL OF TERRITORY FROM THE EXISTING DESCHUTES COUNTY 911 SERVICE DISTRICT UPON VOTER APPROVAL OF THE NEW DISTRICT, AND THE DISSOLUTION OF THE EXISTING DISTRICT UPON WITHDRAWAL OF TERRITORY FROM THE EXISTING 911 SERVICE DISTRICT

Councilor Asson moved to approve the formation of a new countywide 911 Service District, the withdrawal of territory from the existing Deschutes County 911 Service District upon voter approval of the new district and the dissolution of the existing district upon withdrawal of territory from the existing 911 Service District. *Councilor Holzman* seconded the motion.

Deschutes County Interim County Administration Erik Kropp described how the new service district would provide stable funding for 911 services.

The motion carried unanimously.

C. Discussion and Consideration of Resolution No. 2011-20: A RESOLUTION OF THE CITY OF SISTERS ADOPTING THE CASCADE AVENUE STREETScape PLAN

Councilor Holzman moved to adopt the Cascade Avenue Streetscape Plan. *Councilor Weed* seconded the motion.

SERA Architect Studio Leader Matthew Arnold gave a PowerPoint presentation reviewing the components of the streetscape plan (see attached). **GreenWorks Landscape Designer Tim Strand** discussed the different paver designs options and the Council confirmed the creek pattern design should be used.

Councilor Weed asked Mr. Arnold to provide information on the number of people concerned with lost parking spots compared to the total number of people interviewed.

Oregon Department of Transportation (ODOT) Project Manager Mike Darling provided an update on the project schedule. He reported additional funding for the project was still being pursued. **Councilor Thompson** asked if preference could be given to local contractors. **Mr. Darling** explained ODOT's bid process. He explained that since federal funds would be used in the project, federal bidding criteria took precedent and bids would be given to the lowest responsible bidder.

The motion carried unanimously.

D. Discussion and Consideration of a Motion to Approve an Intergovernmental Agreement with the Central Oregon Intergovernmental Council (COIC) for Transportation Services

Councilor Weed moved to approve an intergovernmental agreement with COIC for transportation services. **Councilor Asson** seconded the motion.

Operations Director for Cascades East Transit (CET) Karen Friend thanked the Council for its continuing support of the CET program. She distributed a handout illustrating ridership, customer service, financial and performance data from the program. She informed the Council a new route offering rides from Sisters to Mt. Bachelor was beginning. She reported the Ray's Food Place transit stop was more widely used than the Washington Avenue stop.

The motion carried unanimously.

VII. OTHER BUSINESS

A. County Transportation System Plan (TSP) Letter

Councilor Holzman spoke about the draft letter to the Deschutes County Planning Commission included in the Council's meeting binders. She stated she was hopeful the Council would agree with the letter's content and agree to send the letter to the Deschutes Planning Commission. The letter addressed the concerns related to constructing additional traffic lanes on Highway 20 and including information on popular cycling routes in Sisters that so far, had not been noted in the County's updated TSP. The letter requested additional triggers be added to the criteria regarding when and under what circumstances additional traffic lanes would be constructed between Black Butte Ranch and Sisters. The **Council** agreed to the concerns raised in the letter and instructed staff to proceed with sending it on to the Deschutes County Planning Commission.

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VIII. MAYOR/COUNCILOR BUSINESS

Councilor Asson reported on the Economic Development of Central Oregon (EDCO) meeting he attended.

IX. ADJOURN – The meeting was adjourned at 9:04 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor