

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVE., 8:00 A.M.  
JANUARY 04, 2007

**MEMBERS PRESENT:**

Judy Trego            Council President  
Brad Boyd            Councilor  
Lon Kellstrom        Councilor  
Sharlene Weed       Councilor  
Bill Merrill           Councilor Elect

**STAFF PRESENT:**

Eileen Stein           City Manager  
Gary Frazee           Public Works Director  
Kathy Nelson          City Recorder

**DESCHUTES COUNTY:**

Tammy Baney          Commissioner  
Mike Daly            Commissioner  
Dennis Luke          Commissioner  
Dave Kanner          County Administrator  
Tim Schimke          Director of Dept. of Solid Waste

**GUESTS:**

Taylor Robertson     Sisters Fire Chief  
Rod Bonacker          District Forest Special  
                                  Project Coordinator

The meeting was called to order at 8:00 a.m. by Council President Judy Trego.

1. Quarterly Meeting with Deschutes County Commissioners

**Council President Trego** welcomed the Commissioners and staff from Deschutes County and introductions were made. **Council President Trego** stated the tour of the new City Hall would take place at the end of the meeting with Commissioners and asked City Manager Stein to update the Commissioners on the Vision Process.

**Sisters Vision Process Status**

**City Manager Stein** gave a brief overview of the two leadership summits held to date and Future Fair. She informed the Commissioners how after the interactive discussion during the October 7<sup>th</sup> Future Fair attended by approximately 250 people, a Vision Statement was created. She told how citizen action teams were an outcome of the event, created to honor the Vision Statement. She reported how these teams meet on a periodic basis to further identified goals. **Manager Stein** invited the Commissioners to the third leadership summit that will take place on Saturday, January 27<sup>th</sup> from 9:00 to 3:00. She stated one of the goals of the summit will be to bring everything together and have the Vision Statement endorsed by all the community agencies. Another goal is to have the actions steps identified and to design a process for agency accountability for those goals. She added it would be important to have a County presence at the summit.

**Manager Stein** informed the Commissioners there had been considerable discussion at the Future Fair that the citizens outside the Sisters city limits want more representation by City and County staff. She stated that with other jurisdictional boundaries so large, many people live outside the

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city limits but are an integral part of the community and want to be more engaged and have more say in what happens in the area.

**Council President Trego** thanked the County for its financial support of the visioning process and stated the Citizens Action Team of Sisters will continue to oversee the process.

**Commissioner Luke** stated that responding to and involving community members is part of his job. He added that previously Sisters High School had responded to the County program that encourages schools to host County Commission meetings to involve the students. He stated he was disappointed that Sisters High School had not responded to host a meeting and suggested the middle school could also be an option. **Council President Trego** stated she would check with the School District with regard to the matter and let the Commissioners know the outcome.

### Recycle Center Status

**Public Works Director Gary Frazee** circulated plans and provided an update on the recycling center adding that a fence design would be determined in the future. He stated that not only had the City outgrown its present facility, but the Fire District has imminent plans to construct its new Fire Station at the location where the center presently stands. He informed the Councilors and Commissioners of his recent conversations with Tim Schimke regarding the possibility of the County providing staff for the center on a 24 hour seven days a week basis. **Solid Waste Department Director Tim Schimke** confirmed that the County was willing to staff the facility because of its high volume and to alleviate contamination. **Sisters/Camp Sherman Fire Chief Tay Robertson** told the Commissioners that a cooperative relationship existed between the City and Fire District that was beneficial to both agencies. **Director Frazee** informed the Commissioners that the Fire District was providing a twenty year lease at no cost to the City for the recycling center in trade for a four acre parcel at the wastewater treatment plant site that the Fire District will use as a training facility. **Manager Stein** added that the City would be working with the County to expand the urban growth boundary to include the four acres within the city limits in order to accommodate the Fire District.

**Commissioner Luke** stated that it was to the County's benefit to staff the City's new recycling center because the tonnage coming to Knott Landfill is higher than expected and it is projected to be at capacity sooner than previously planned.

**Manager Stein** stated that with support from the County the design for the facility could be augmented to include an office space. The Council voiced its support of the concept and **Manager Stein** stated she would work with County staff to create a change order for the building. **Commissioner Luke** confirmed that approval had been given to County staff to move forward with exploring the possibility of the joint effort. **Council President Trego** stated she saw the endeavor as a win-win partnership for Sisters and the County and directed Manager Stein to

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provide information to the Council as it became available. Manager Stein indicated she would. **Director Frazee** stated his appreciation to the County for its effort to participate.

**Forest Service Property Status**

**Manager Stein** provided an overview of the continuing activity surrounding the Forest Service Property sale. She explained that the Forest Service is still moving towards a competitive bid to sell the 53 acres it currently occupies. She stated the City was still negotiating via a direct sale to the City from the Forest Service for the seven acre parcel known as the East Portal Triangle. She told the Commissioners of the Ad-Hoc Committee that the Council appointed to explore and consider options for alternative development of the acreage. She stated the three options under consideration from the committee at this time were; 1) Keep the current zoning in place and allow the Forest Service to auction the property 2) Have the City provide an overlay zone prior to the sale of the property and 3) employ a Master Developer through a community selection Request for Proposal (RFP). She stated the committee has worked to determine the features, advantages and limitations of each option. She explained that the committee has been working with Senator Wyden's office with regard to option #3 as it might require special legislation to allow the City an option to purchase the property which could potentially involve the County. **Commissioner Luke** asked when the Forest Service expects to be in its new building. **District Forest Special Projects Coordinator Rod Bonacker** answered that the anticipated completion date for the new building is early summer of 2009. **Commissioner Daly** stated that if special legislation is needed then the concept of that legislation would need to be communicated in January. **Manager Stein** explained that the City was more likely looking for an authorization as opposed to funding. She stated she would have David Blair from Senator Wyden's office get in touch with the Commissioners.

**Other Business**

**Council President Trego** asked the Commissioners if they had any business they would like to bring to the City. **Commissioner Luke** thanked the Council for allowing Manager Stein to be involved with Project Wildfire and spoke of the benefit to the area. He also thanked Council President Trego and Manager Stein for their efforts with the Transportation Consortium.

**Manager Stein** stated that the City has recently become aware of Measure 37 claims that sit on the edge of city limits. She stated that what the County decides with regard to these claims will affect the City. **Commissioner Luke** stated that each claim is judged on its own merit. **Manager Stein** stated that the City plans to monitor the potential developments as it relates to growth in the region. **Commissioner Luke** suggested that Manager Stein discuss how Measure 37 claims are processed through the County with the County Administrator Dave Kanner. **Commissioner Daly** reminded the Council that the laws pertaining to Measure 37 claims are very specific and very few claims have been denied. **Commissioner Baney** stated she felt it is important to hear from members of the community with regard to how the development of the areas will impact individuals and their cities. **Manager Stein** stated that when the claim for the Patterson Ranch

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becomes widely known she feels there will be tremendous concern in the community at the possible loss of the pastoral setting it provides. **Council President Trego** requested that **Manager Stein** gather information regarding the claims and apprise the Council of any future impact. She indicated she would.

**Manager Stein** informed the Commissioners of the City's acquisition of 230 acres of the Lazy Z Ranch. She informed them it provided a greater land area to irrigate with level one effluent from the wastewater treatment plant. She also informed them it came with 161 acres of 1880 surface water rights. She stated that once the City's is satisfied that long term needs are met, it will work with the Deschutes River Conservancy to work the water rights back in stream into Whychus Creek.

**Manager Stein** informed the Commissioners that the City of LaPine would be receiving the surplus furniture from the old City Hall.

**Manager Stein** invited the Commissioners to attend the Grand Opening Celebration on January 11<sup>th</sup> beginning at 5:30 p.m. She outlined the activities of ribbon cutting, ceremonial and inaugural Council Meeting, tours and reception that would occur that evening.

**Commissioner Luke** asked if there were plans to sell the old City Hall. **Council President Trego** answered that there were no plans to sell the building. **Manager Stein** informed the Commissioners that the City had leased the old Library building to the Chamber of Commerce, but it was the Councils intent to keep the property in public ownership.

**Commissioner Luke** asked what response the City has received from the public regarding the new City Hall. **Council President Trego** stated the response has been very positive and the civic center was a collaborative effort between the School District, Library District and City. She added that no tax dollars had been raised to build the new City Hall and that it provided a comfortable space for both the community and staff to conduct business. **Manager Stein** added that the City felt investing in a building that will last a significant period of time provided a good value.

**Council President Trego** thanked the Commissioners for attending the meeting and invited them to tour the new building.

## 2. Preview 01/11/07 Regular Meeting Agenda

**Manager Stein** previewed the workshop at 8:00 a.m. and Grand Opening Celebration Meeting that begins at 5:30 p.m.

**Council President Trego** inquired as to when appointments to outside committees would be determined. She stated she was interested in staying the representative for Central Oregon Intergovernmental Council (COIC). **Manager Stein** suggested that once a mayor is elected that

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Council members let their preference be known so formal appointments could take place.

**Manager Stein** stated she will provide information on each of the organizations in need of a City representative for the Council in the form of an e-mail.

3. City Manager Update

**Manager Stein** provided information regarding the cost estimate she received from City Engineer Dick Nored for the proposed crosswalk at Cedar Street to alleviate the concerns of the School District and parents with regard to pedestrian safety crossing Highway 20 to get to the elementary school. She stated it would cost approximately \$25,000 for the crossing and additional construction that would be necessary to complete the work. **Councilor Boyd** stated there was a possibility that Oregon Department of Transportation (ODOT) would pay for the construction of the crosswalk.

**Manager Stein** informed the Council that City Attorney Steve Bryant had met with members of Think Again Parents (TAPS) and Deschutes County Sheriffs and had drafted an ordinance for modifying alcohol provisions. She stated it is ready to come before the Council for their approval.

**Manager Stein** reminded the Council of the League of Oregon Cities training class, *Governing 101*, that is available for elected officials on April 13<sup>th</sup> in Redmond.

**Manager Stein** asked Councilors to begin thinking about their top goals for the year to bring to the goal setting session on January 13<sup>th</sup>. **Councilor Elect Merrill** asked that an agenda be provided and **Manager Stein** stated a packet of information would be provided by the January 11<sup>th</sup> Workshop Meeting. The Council discussed what order of business the day would follow and decided that since Councilor Trego would need to leave early she should have an opportunity to share her goals during the lunch session. The Council also requested the meeting use a facilitator to allow full involvement of the Council and Manager Stein. **Manager Stein** stated she would solicit Maret Pujutee to facilitate.

**Councilor Weed** stated she felt the Council needs to set its goals and then have staff provide the financial implication of each at a later time. **Councilor Boyd** agreed that it was important for the Council to work towards measurable, specific, attainable goals and tasks that would be refined and prioritized after the financial implications were known. **Council President Trego** stated her preference to minimize discussion at the goal setting session that was not relevant to actual goal setting.

**Manager Stein** informed the Council that Rick Allen, hired to represent Colsen and Colsen in intergovernmental issues, was meeting in the City conference room to have a meeting and discussion with Friends of the Metolius with regard to a proposed resort destination in Jefferson County. She stated the resort map had just been approved at the County level. She stated she would keep the Council abreast of the acreage involved and transportation issues that could arise

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in Sisters as a result of the proposed resort. She stated the need for consideration of the resort and any other pending developments when Sisters is determining its Transportation System Plan (TSP).

The meeting was adjourned at 10:03 a.m.

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Kathy Nelson, City Recorder

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Judy Trego, Council President