

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVE., 6:00 P.M.
April 26, 2007

MEMBERS PRESENT:

Brad Boyd Mayor
Bill Merrill Council President
Lon Kellstrom Councilor
Sharlene Weed Councilor

STAFF PRESENT:

Eileen Stein City Manager
Brian Rankin Planning Director
Kathy Nelson City Recorder

GUESTS:

Rod Bonacker District Forest Special Project Coordinator

The meeting was called to order at 6:05 p.m. by Mayor Boyd.

1. Forest Service Planning Charrette

Manager Stein distributed handouts (copy attached) from potential charrette consultants and a summary page regarding the consultants and the services they can provide. She stated there is a need to move quickly to meet the Forest Service timeline and requested direction from the Council on how to proceed. She stated that after the initial discussion of the possibility of having a design charrette at the April 5th workshop the Council voiced a desire to determine a community consensus on what will be developed on the property. She stated a broad zoning classification by the end of June will assist the Forest Service in obtaining an accurate appraisal.

She stated the firms offer a good sampling with each offering a slightly unique approach. She stated some have a cost associated with the process, while others do not. She stated all the sources have done work in Oregon and are well regarded. Some of the firms have offered a summary of previous contracts showing the extensive projects they have worked on. The teams were as follows:

- **Walker Macy/Leland Associates/Kittleson**

Manager Stein stated that Walker Macy had been recommended by Brooks Resources. She stated that Walker Macy would provide the planning charrette, Leland Associates would act as the economic advisor to the project by assisting with writing the request for qualifications (RFQ), request for proposal (RFP), and help identify land uses that would produce a return, and Kittleson would evaluate the property to see determine transportation needs and how to solve those transportation issues associated with the project. She stated the estimated cost for the initial planning charrette would be \$39,500.

Manager Stein stated that ECONorthwest was recommended by John Russell, Urban Renewal District Manager for the City of Bend and manager on the Juniper Ridge project. ECONorthwest would act as the economic advisor on this team with GDB Architects would provide the lead on

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the planning charrette and Kittleson once again providing the transportation planning. Their six step phase one process and schedule was estimated to cost \$95,000. **Manager Stein** stated that for \$45,000 the team would cut back on the scope of work and provide fewer site visits, meeting with fewer stakeholders, provide only one town hall meeting, limit their transportation analysis and meet with staff via conference call versus in person.

Manager Stein stated that Jeff Goebel, with the Natural Resource Conservation Service would provide a slightly different focus and approach. She stated he had been recommended by Councilor Weed. He has also worked extensively with the Forest Service and **Manager Stein** stated she had checked with District Ranger Bill Anthony for a reference. **Rod Bonacker, District Forest Special Projects Coordinator** stated he had also worked with Jeff Goebel and recommended him highly. **Manager Stein** explained that his model involves convening people for extended conversations that resolve conflict and create a consensus building process to arrive at an ultimate direction and plan. **Manager Stein** stated she was uncertain how his process could translate into language that will be meaningful to the Forest Service appraisers, and suggested some help might be required in that regard. **Manager Stein** informed the Council that Jeff Goebel does not charge for his services.

Councilor Merrill asked what the term “*in kind*” refers to. **Manager Stein** stated there is a basic assumption with all the teams that the City will take care of the logistics of meetings by securing meeting rooms and providing notice of the meetings to the public. **Councilor Merrill** questioned why Jeff Goebel would provide his service to the City at no cost. **Manager Stein** stated that perhaps it created a conflict of interest with the Forest Service if he charged the City. **Coordinator Bonacker** stated Mr. Goebel is interested in helping communities through any change process. **Manager Stein** stated Mr. Goebel’s approach would be more an exercise in walking a community through change than a charrette.

Manager Stein stated the last possibility she would outline was with the Transportation Growth Management (TGM) Quick Response Program. She stated it is designed for communities to tap into state funds for short duration projects and immersing opportunities. She stated the program ends on June 30, 2007 so timing is relevant. She explained that the State contracts with planning firms and the community gets to chose the firm it wants to work with from the approved list. She stated two of the firms on the list, SERA Architects and Otak, are both reputable firms that have come with recommendations and it would require little effort to involve them in the process.

Manager Stein explained that one of the conditions tied to the program is a transportation nexus associated with the project. **Councilor Weed** questioned if the program would require the charrette to have a transportation focus. **Manager Stein** stated that the City could not use TGM dollars if there wasn’t some transportation nexus that can be identified such as anticipating a couplet or extending Main Street into the property. She stated the program is offered at no cost to the City.

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Manager Stein stated that in a sense all the teams are free in that even if the City fronts the money to engage one of the teams that charges a fee, it will be done with the expectation that the City will be reimbursed by the Forest Service upon the sale of the property to a master developer.

Councilor Merrill asked what obligation the City will incur and what will the team expect if it is chosen to lead the charrette. **Manager Stein** stated she had spoken with all of the parties about the entire process from the start to conveying the property to a master developer. She stated that all the firms recommended contracting for the charrette to see where it leads. She stated that if a contract for services was written for the beginning step of the charrette she would suggest it be written upon Council approval to be amended for additional services as needed. **Councilor Weed** stated that if the City uses one of the firms that does not charge for its services, then if necessary, a contract could be created for one of the firms that charges if it was determined the City needed its services. **Manager Stein** stated the disadvantage to that scenario was that it would be difficult for a firm that was not in on the ground floor of the charrette process to become involved after the fact.

Councilor Weed asked how the charrette would be run by the Walker Macy or ECONorthwest teams, and voiced concern that they could guide the charrette to a process that results in more work for them. She stated that how the charrette is facilitated could impact the end result. She stated she was also concerned that using the TGM program could influence the project towards a transportation slant. **Planning Director Rankin** stated that he has participated in TGM programs previously and stated the program works towards creating a linkage between the issues of a transportation project and the different impacts of what the issues mean with regard to transportation and land use.

Councilor Merrill stated that if the entire idea is to get community input then he feels that Jeff Goebel would be a good choice for the initial portion of the process to see if the community even wants to proceed with development of the property. He stated one of the other teams could then be employed as needed. **Manager Stein** stated that some of the teams are mutually exclusive of one another because of timing and the fact that they would be performing the same work. She stated she is uncertain if the end product from Jeff Goebel can be translated into a usable format for the Forest Service appraisers. **Councilor Merrill** stated he feels giving the information to the appraisers is the second step, with the first step being establishing the community's idea for the property. **Manager Stein** stated she was working to try and meet the Forest Service's time line. **Councilor Merrill** stated that since the Forest Service is responsible for the appraiser, the City could provide the anticipated use of the property, as determined by the charrette, to the agency to be passed along to the appraisers. He stated that way the City does not have to provide an overlay.

Councilor Kellstrom expressed some concern with this approach as his impression of Jeff Goebel and TGM is that they would not be prepared to provide all the necessary information, which he anticipates will be needed, given the short time frame. He stated the Forest Service is going to need this information in order to meet its proposed December sale time frame. **Councilor Kellstrom** stated that if the public comment comes back to zone all public facilities then the City

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will need to step in or the Forest Service won't sell the property. **Councilor Weed** stated not selling the property would be fine, if that's what the community wants. **Councilor Kellstrom** answered that would not be good for the Sisters community in the long term. He stated it will be necessary to take the information gathered at the charrette, produce something the community will buy off on and live with, and narrow it into usable information for the Forest Service that allows the agency to produce an accurate appraisal. He stated he doesn't see how one person could effectively pull together all the information needed. **Councilor Weed** stated that in looking at the scope of work provided by Walker Macy, she feels they will be providing more information than necessary and asked why a site plan was needed. She stated she would prefer just a town hall meeting to see what the community wants.

Councilor Merrill asked Coordinator Bonacker what the City needs to provide to the Forest Service. **Coordinator Bonacker** stated there was a range of information that could be useful. He stated a simple percentage of acreage for specific zones would provide basis information but a master plan would provide more information and allow an appraisal with less risk. **Councilor Weed** asked if the Forest Service will move regardless of what information the City provides to the agency. **Coordinator Bonacker** stated the Forest Service will move if the property is sold. **Councilor Merrill** suggested running the charrette to determine what the community wants and to see if it leads to the need for further consulting contracts. He stated he did not want to see the City pay for any course of action that the Forest Service can pay for.

Mayor Boyd began by stated that although the information being presented was new to the Council, he had some thoughts on the teams presented. He stated he had dismissed the ECONorthwest team as too expensive and that he didn't like the required transportation component of TGM. He stated that although Walker Macy's scope of work might be more than needed at present, he is in favor of choosing a team that has the expertise to help with the entire process. He suggested the City could cut back on the scope of work with Walker Macy initially.

Councilor Weed stated she is interested in getting the community input and stated that Walker Macy's proposal did not include a lot of good interaction. She stated the visioning portion of the proposal was secondary. **Manager Stein** stated the whole idea behind a charrette is to gather input from the community and then come back with a presentation to make certain the essence of the community input is represented. She stated that Walker Macy proposal describes an open house in the evening followed by a potential visioning/sketching session the following morning and that would not preclude a community process. **Mayor Boyd** stated the City can give specific instructions as to the expected process to whoever runs the charrette. **Councilor Weed** stated that in her opinion, in the Walker Macy process, interaction with the community seemed to be lacking.

Director Rankin stated that in his experience, teams like Walker Macy and ECONorthwest come in with a strong background in market research. He stated they will take an idea or concept and be able to tell the City if it's marketable and capable of building the vision requested. He stated that Jeff Goebel and TGM will not go to that level of information. **Councilor Merrill** stated he felt the

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Council should find out what the citizens want. He stated that if the community wants the property to remain public facilities then it is the end of the discussion. If the community chooses to move forward with some type of development then the City can employ the resources it needs at that time.

Manager Stein stated these firms can also facilitate the discussion on the economics of the vision. **Councilor Weed** stated she did not care about the economics behind the discussion and only wanted to do what the community wants. She stated being guided into the direction of development is an entirely different conversation. **Councilor Kellstrom** stated going about the process in the manner suggested will use up valuable time and not allow the City adequate time to present the necessary information to the Forest Service. He stated he does not think the community will choose to leave the entire parcel zoned public facilities, but thinks it will be a struggle to get a community consensus for the property.

Councilor Merrill asked for the time schedule for the Forest Service. **Coordinator Bonacker** stated the agency would like to move in by May 2009. He stated that in order to accommodate that schedule construction needs to begin in January or February of 2008, which means the property needs to sell by December 2007. He stated that in order to schedule the appraisal, information regarding the proposed zoning of the property, would be necessary by the end of June. He added that any variation from the schedule compromises the ability of the Forest Service to sell the property this year.

Mayor Boyd stated the Council needed to provide direction to Manager Stein regarding the charrette process. He suggested using Jeff Goebel for the community meeting and having the Walker Macy team in the audience performing background work. He stated that way the City is prepared regardless of the outcome of the charrette. He stated he felt that would address the councilors concerns regarding the timeline and quality of the public input. The Council agreed. **Mayor Boyd** requested Manager Stein explore the possibility and she stated she would.

City Manager Update

Manager Stein requested councilors sign her completed evaluation.

The meeting was adjourned at 6:55 p.m..

Respectfully submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor