

SPECIAL REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE, 8:00 A.M.
MAY 3, 2007

MEMBER PRESENT:

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

STAFF PRESENT:

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

I. **CALL TO ORDER -8:03**

II. **COUNCIL BUSINESS**

A. Discussion and Consideration of a Motion to Approve an Easement for
Underground Irrigation Pipe at the Lazy Z Property

Councilor Merrill moved to approve an easement for the underground irrigation pipe at the Lazy Z Property. Councilor Kellstrom seconded the motion.

Councilor Kellstrom asked for clarification on Exhibit Map G (copy attached). **City Manager Stein** explained the map showed the location of the three easements that are included in the agreement. She stated that one is an easement for the irrigation pipe and the other two are for access easements. **Public Works Director Frazee** explained the diversion pipe runs from the far southwest corner of the City's property across the open area to the metal horse sculpture and then under the highway through an existing culvert. He stated it will be constructed out of welded pipe with no joints and buried four feet deep. **Councilor Weed** questioned if an easement agreement was needed from the Smith family. **Manager Stein** explained the existing surface ditch lies to the north of the Smith property and an easement was not necessary. She recommended approval of the easement.

The motion carried unanimously.

B. Discussion and Consideration of a Motion to Authorize the City Manager to
Enter Into a Contract for a Forest Service Property Planning Team

Manager Stein explained the two motions were for the revised scope of work the Council requested at the April 26th workshop. She stated the original scope of work from the team of Walker Macy and Leland Consulting Group was \$39,000 and the revised contracts are for just under \$12,000.

Councilor Merrill moved to authorize the City Manager to enter into a contract for planning services with Walker Macy for the Sisters Ranger Station property in an amount

SPECIAL REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE, 8:00 A.M.
MAY 3, 2007

*not to exceed \$9,049 as referenced in the Walker Macy revised scope of work dated May 1, 2007. **Councilor Kellstrom** seconded the motion.*

Councilor Weed asked why there were two separate contracts and stated that the \$9,000 charge from Walker Macy seemed high for sitting in on the charrette. **Manager Stein** explained the two firms are part of the same team. She stated that Leland Consulting Group's strength is as a real estate advisor whose services would be utilized further down the process with regard to identifying a master developer. She stated Leland Consulting Group would come and participate in the charrette in order to hear the same information as the community. **Manager Stein** explained that Walker Macy would translate the ideas discussed in the sessions with Mr. Goebel into information the Forest Service appraiser's could use. She stated they would also sketch some site layouts and provide a visual resource during the charrette process as Jeff Goebel's presentation centers on dialogue.

Councilor Weed asked what the Council expected as an outcome of the session and stated she did not feel that the participation by both Leland Consulting Group and Walker Macy was necessary. **Councilor Merrill** stated the City needs to complete the necessary steps for the Forest Service property by mid June. He stated that if the outcome is to leave the property zoned as public facilities then nothing further will be necessary, but if that is not the case, the City needs to be prepared to move forward and provide an overlay in a very short period of time.

Manager Stein stated the Forest Service has indicated a willingness to reimburse the City for the cost of the charrette process so the cost impact should not be an issue. Planning Director Rankin stated he did not see Walker Macy as explicitly creating an overlay zone but rather sketching out a design of the site and giving that vision to the Forest Service appraisers to use to come up with an accurate appraisal amount for the property.

Councilor Weed asked what role Leland Consulting Group would have. **Manager Stein** stated they would observe and absorb the communities' ideas for the property. She stated that if the community decides it wants no development on the property, then the firm's job would be complete. She stated that if the community decided to develop the property with the help of a master developer, then Leland Consulting Group would take the lead in helping prepare the request for qualifications and selection process by reviewing the proposals. She stated the company's involvement in the first step would be passive. She added the two firms provide two different disciplines that complement one another when working in concert. She stated that if the Council chooses to move forward it will be critical to get City staff, Mr. Goebel and Doug Macy on a conference call to fit all the pieces together and determine what each party will bring to the charrette process. **Mayor Boyd** stated that although there are details to work out he sees Mr. Goebel as assisting the community to come up with the best vision for the property and the other two firms participation to allow them to be ready to step in and move forward quickly if needed.

SPECIAL REGULAR MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE, 8:00 A.M.
MAY 3, 2007

Manager Stein stated the City is still uncertain if the Forest Service will officially agree to the direct sale of the property to the City. She said this is still being debated within the agency with regard to the decision. She stated the Forest Service could get the information from the City regarding the desires of the community and still decide to sell the property through a competitive bid process. She stated whether the City ends up owning the property or zoning the property it would still end up with a good product from the charrette process. She stated she does not feel the process is a waste of money as at the very least it will provide the basis for zoning the property.

Director Rankin stated he feels asking the two teams to work together is a good way to have the intent of the Council met. He stated it will provide in general terms what the community would like to see and help to develop some details for the property. He added that he feels community members will respond to visual resources. He stated that Leland Consulting Group could assist in determining if the vision is economically viable.

Manager Stein stated she had discussed the idea of working cooperatively with Walker Macy, Leland Consulting Group and Jeff Goebel and all were comfortable with the idea of working together on this project.

The motion carried unanimously.

Councilor Merrill moved to authorize the City Manager to enter into a contract for planning services with Leland Consulting Group for the Sisters Ranger Station property in an amount not to exceed \$2,825 as referenced in the Leland Consulting Group revised scope of work dated May 2, 2007. **Councilor Kellstrom** seconded the motion. *The motion carried unanimously.*

III. **ADJOURN – 8:25 A.M.**

Respectfully Submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor