

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVE., 8:30 A.M.
MAY 03, 2007

MEMBERS PRESENT:

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

STAFF PRESENT:

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

The meeting was called to order at 8:25 a.m. by Mayor Boyd.

Prior to addressing the items on the agenda, **Manager Stein** continued the discussion that began in the Special Regular Meeting regarding the scheduling of the design charrette for the Forest Service property. **Manager Stein** stated that Jeff Goebel requested a 1½ day session falling on the week-end in order to generate maximum participation from the community, with the dates of June 2nd and 3rd tentatively identified. **Manager Stein** stated that in order to meet the time frame of the Forest Service the charrette needs to take place before the middle of June. She stated she was also exploring the possibility of a series of week-night meetings instead to try and accommodate Councilor Weed's schedule who would be unable to attend on June 2nd and 3rd. The Council discussed the many activities occurring in the community in the upcoming month and decided June 2nd and June 3rd would be identified as the charrette dates if the week-night series can not be worked out.

Councilor Merrill stated that since the intent of the charrette is to get citizen input, not the Council's, if the councilors attend the charrette as individuals and there is a quorum of councilors, will it create a problem. **Manager Stein** stated that since the councilors will be participating in the event and not be discussing city policy it was not an issue.

1. City Councilor Applications and Possible Interviews for Vacated Seat

Manager Stein informed the Council that two applications to fill the vacated council position had been received. She stated that Wendy Holzman and Shawna Bell have both submitted letters of interest. She asked if the Council was satisfied with receiving only two applications and asked if that number was sufficient or if the Council wanted to leave the position open longer to see if other applicants might apply. **Councilor Kellstrom** asked if the Council is obligated to appoint someone to the open council position. **Manager Stein** replied that there is nothing in the City Charter that requires open positions to be filled within a certain time frame. She added the councilors need to be comfortable with the individual. The Council decided to close the position and move forward with interviews. Interview questions for candidates were distributed (copy attached).

Councilor Merrill left the meeting at 8:35 a.m.

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Councilor Weed suggested giving the interview questions to the prospective candidates in advance. **Mayor Boyd** stated he would prefer to see how the candidates will respond without preparation and **Councilor Kellstrom** agreed. **Mayor Boyd** stated he did not like the wording of question #5 and the Council decided to reword the question to ask “*What do you see is the role of a City Councilor?*” The Council decided to conduct the interviews for the position after the regular meeting on May 10th. **Mayor Boyd** asked Manager Stein set up the interviews with the prospective candidates.

2. Preview 05/10/07 Regular Meeting Agenda

Manager Stein informed the Council there would be a Budget Committee Meeting in place of a workshop meeting on May 10th. She stated she will present the Budget Message and cover the Capital Improvement Plan (CIP). She briefed the Council on agenda items for the regular meeting. She stated the interviews will be scheduled after the meeting at approximately 7:30 p.m.

3. City Manager Update

Manager Stein informed the Council she had the information requested at the last regular meeting regarding the Central Electric Cooperative (CEC) bill for the new City Hall. She stated the City is paying approximately \$1,000 a month for the new building as compared to the average of \$140 a month at the old City Hall. She stated she has taken the difference into account when creating the new budget.

Manager Stein informed the Council that the Director of Finance and Administration and Director of Public Works postings are closed. She stated the City has received 10 application for the finance position and 11 applications for the public works position. She stated interviews for the Finance Director will likely take place on May 14th and for the Public Works Director later in the week.

Manager Stein stated the City has run into a difference of opinion on the design of the well house in the Sun Ranch development. **Director Frazee** stated the Sun Ranch team has proposed a sunken building with a berm coming up to the eaves and a sod roof. He stated that City Engineer Dick Nored is concerned by the flooding potential. **Director Frazee** stated he was meeting with Shane Lundgren later in the day to discuss the details on the building. **Director Rankin** asked if the well projects any sound and **Director Frazee** replied that the noise is minimal.

Councilor Weed asked for an update regarding the crosswalk at Cedar Street. **Manager Stein** stated that City Engineer Nored is working on the design for the project. She stated it will be incorporated into the East Cascade realignment project. She added that school district sidewalks on both sides of East Cascade are eligible to be paid for with an Oregon Department of

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Transportation (ODOT) *Quick-Fix* grant. **Councilor Weed** asked if parents of the students who will be using the crosswalk have had an opportunity to be involved with the process and **Manager Stein** informed her that parents have been involved since the beginning. **Mayor Boyd** stated the project is slated to be completed before the beginning of the next school year. **Director Rankin** asked how the project has changed. **Manager Stein** explained that ODOT will pay for the sidewalk by the School District Administration building all the way from Cedar Street to Locust Avenue and on the other side of East Cascade to connect with the sidewalk by the Subway shop. She added the project is not yet out to bid due to the change in details. **Director Frazee** stated that with the short time frame of four months before the next school year begins, the project may not be completed. **Manager Stein** stated the project may need to be staged with the sidewalk portion completed as a first step.

Councilor Weed asked for an update on the bike path on Highway 242 leading to Sisters Middle School. **Director Frazee** stated that City Engineer Nored was working on the design of a path for both sides of the road where Hap Taylor will pay for one side of the path and the City will pay for the other side. He stated that City Engineer Nored has several projects he is working on for the City. **Manager Stein** stated that because of the current workload of the City Engineer, some of the projects may need to be outsourced. She added that is one of the reasons she will begin the budget process by discussing the CIP as it relates back to the operating budget. She stated the City may need to use a grant for the bike path as the street fund cannot support the cost of the path at this time. **Director Rankin** suggested another avenue to consider is to add the path to the transportation SDC list as there are some projects that will be dropped from the list. **Mayor Boyd** stated that the City may not implement its side of the bike path for a few years.

The meeting was adjourned at 9:00 a.m.

At the conclusion of the meeting, Mayor Boyd, Councilor Kellstrom, Councilor Weed, Manager Stein, Director Frazee and Public Works Special Projects Coordinator Bertagna toured parcels owned by the City to see the fuel reduction work that has taken place in accordance with the National Fire Plan grant the City received in 2005.

Respectfully submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor