

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVE., 6:00 P.M.
JUNE 14, 2007

MEMBERS PRESENT:

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

STAFF PRESENT:

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

The meeting was called to order at 6:11 p.m. by Mayor Boyd.

1. Cell Tower Update/Old City Hall Location

Planning Director Rankin stated the evening's discussion would focus on whether the City was interested in two issues regarding cell towers at the former City Hall site; 1) is any type of cell facility desired and 2) if so, what type. He stated the City has been approached by two cell phone companies via numerous site acquisition consultants to construct a tower on the old City Hall site. He provided an overview (memo attached) of the typical infrastructure and lease agreement with a cell tower and the land use regulations pertaining to such a facility. He added that if the City is not interested in pursuing a cell tower on the property, the cell companies will go to other businesses in the downtown core and install a camouflage antenna. He added there are two such antennas in the downtown core already. He stated that if the City does not want to encumber the property with a tower, simply does not want to be engaged in the business of hosting a cell tower or needs specific additional information regarding some aspect of a tower, he would like that direction.

Councilor Weed asked where the two camouflage antennas are located. **Director Rankin** stated they are on the REMAX building and Heritage building. **Councilor Weed** asked the current height of the tower on the old City Hall site. **Director Rankin** stated it is 65 feet tall. **Councilor Weed** asked if the City has ended the agreement with the cell tower company for the existing tower on the City Hall site. **Manager Stein** stated the cell company has been given notice to vacate the tower.

Mayor Boyd stated that the Council has been dealing with this subject for well over a year and he feels it is time to decide if a cell tower is even an option. He stated he feels it is a good source of revenue for the City and if the City does not commit soon, the cell companies will look elsewhere. **Councilor Weed** asked if the City knows of any agreement has been reached with any other business. **Director Rankin** stated he did not know of any. **Councilor Weed** asked the amount of revenue that is generated from the site. **Director Rankin** stated it is approximately \$525 a month.

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Mayor Boyd stated that past conversations with the cell tower companies have shown they are willing to help with not only the demolition of the old City Hall but the redevelopment of the site. **Councilor Kellstrom** stated he thought the City was receiving approximately \$2,000 in monthly revenue for the site. **Manager Stein** explained that is the amount of monthly revenue received for the cell tower located at the sewer treatment plant. **Director Rankin** stated that since that tower is taller it provides more revenue.

Councilor Merrill stated it is his opinion that the City staff and Council have no knowledge of what a cell phone company requires. He stated the City does not know if the service will help with coverage for the citizens of Sisters or is merely a means to improve coverage along Highway 20 and Highway 126. He stated that the City needs technical knowledge not councilor's opinions. He asked that staff provide the Council with a recommendation and some options. He stated the City needs an unbiased consultant to provide information to the City. **Councilor Weed** asked if he was opposed to placing a tower on the old City Hall site and **Councilor Merrill** stated he did not have enough information to make a decision. **Mayor Boyd** stated he disagreed and that the Council did not need to know the intricacies of cell tower technology in order to decide if the City was interested in housing a tower on the former City Hall site. He stated he was merely trying to have the Council finally decide one way or another if the City is interested in a cell tower and if not to let the cell phone companies know to look elsewhere. He added that if the Council is interested in entertaining the idea of a cell tower then the appropriate information can be obtained and if not the cell companies can deal with the private sector. **Councilor Merrill** stated he feels the reason the Council has been unable to reach consensus on the matter is because they are dealing with opinions and not facts. He stated the City should have someone with expertise evaluate the situation so staff can present information that allows the Council to make an informed decision to approve or deny the request for a cell tower.

Councilor Weed stated she does not need additional technical information regarding cell towers and that her concern lies with encumbering the site. She stated she is open to seeing proposals that will not encumber the property too much which, she stated, is what Director Rankin is looking for. **Director Rankin** stated that he is trying to establish if the Council is willing to look at options. **Councilor Bell** stated she is intrigued with the continued revenue source. **Councilor Kellstrom** asked if the tower needs to be along Cascade Avenue and **Director Rankin** stated that is what the carriers are requesting.

Councilor Kellstrom stated that when the tower at the sewer treatment plant was being built the City hired a consultant to brief the Council on cell towers who provided guidelines and recommendations for negotiating the lease contract. **Manager Stein** asked Director Rankin if, based on his interactions with the cell tower companies, the City were to take the time to research options and study the issue would that be construed as a "no" from the City. **Councilor Merrill** stated that not all companies have the same capabilities. He stated the City needs a reason to say yes or no. **Director Rankin** stated he has trouble interpreting the technical information received from the companies and feels a knowledgeable third party would provide a good benefit as well as

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an overview of the process. **Manager Stein** asked if the Council was willing to take the risk that the cell companies will be unwilling to wait while the City gathers the information and the **Council** determined it was worth the risk. **Councilor Weed** stated that perhaps the City should be flexible on the move-out date for the existing tower on the property. **Councilor Bell** stated that if the City hires a third party consultant to help negotiate the lease the return on the investment might not be worthwhile. **Councilor Kellstrom** stated it will depend on what type of lease the City is negotiating. **Mayor Boyd** asked if Manager Stein and Director Rankin had enough information to proceed and they indicated they did.

2. Community Grants Allocation Discussion

Councilor Bell recused herself from the conversation stating she represents one of the agencies that has requested a grant.

Manager Stein stated she had been approached by advocates from some of the agencies applying for a grant with the offer to address the Council and provide additional information to them regarding their request. The **Council** stated they did not require additional information to make a determination.

Councilor Merrill stated that the Council has been giving out money through the community grants process for a number of years and not requiring any accountability. He stated the Council should require some type of accountability from the organizations in the form of a letter from the board of the organization providing detail on how the funds were used. The **Council** agreed.

Councilor Weed advocated rising the budget amount for the Community Grants.

Councilor Kellstrom stated he felt the Council should agree upon an arbitrary amount to be dispersed now and some to be held back for future needs that might arise throughout the year. He suggested spending \$12,500 at this time and holding back \$2,500 for future worthy needs. The **Council** agreed with those amounts.

The councilors discussed the merits and needs of each organization/applicant and determined that they wanted to support those local organizations that did not have an apparent funding source for their specific need. The **Council** decided to provide the following grants for a total of \$12,797:

- \$5,000 to SOAR for scholarship assistance
- \$4,000 to Sisters Senior Council towards a feasibility study
- \$2,500 to FAN for emergency assistance to families
- \$725 to the Sisters Little League for two dugouts
- \$500 to Sisters Community Garden for expansion of the garden
- \$72 to Hyzer Pines Disc Golf Course for one years garbage service

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3. City Manager Update

Mayor Boyd stated he wanted to discuss the letter from the tourist who had received a parking ticket for parking his RV on a downtown side street. He asked the other councilors if they wanted to have Manager Stein pursue having the ticket dismissed. The **Council** agreed and requested Manager Stein seek the appropriate avenue to request the ticket be dismissed. The **Council** also asked Manager Stein to speak to the Sheriff's Department about allowing some leniency for parked RV's on downtown side streets during the summer tourist season. **Councilor Weed** stated the City needs to determine and designate an area for RV parking.

Manager Stein informed the Council that Lynne Fujita-Conrads will begin on August 1st as the Accounting Analyst in the Finance Department.

Manager Stein stated she had met with City Engineer Dick Nored and Oregon Department of Transportation (ODOT) via a conference call. She stated the final details on the East Cascade realignment projects are being decided and the project will be going out to bid soon.

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor