

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
AUGUST 23, 2007

MEMBERS PRESENT:

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

STAFF PRESENT:

Eileen Stein City Manager
Lisa Young Finance Director
Brad Grimm Public Works Director
Laura Lehman Assistant Planner
Kathy Nelson City Recorder

ABSENT:

Sharlene Weed Councilor

The meeting was called to order at 6:00 p.m. by Mayor Boyd.

1. CCI Draft Ordinance

Manager Stein directed the Council to their packets containing information regarding the creation of a Committee for Citizen Involvement (CCI), a Council goal for the year. She stated she had created the draft ordinance to be responsive to what the Council envisioned for the CCI. She stated she had gone back to the discussion material from February and incorporated changes requested by the Council during that discussion into the ordinance.

Manager Stein stated the composition and terms of service had remained the same and but there had been an addition of another bullet under *purposes* for the CCI to provide input and feedback about the quality of city services as the Council might deem necessary. **Manager Stein** asked for input from the Council regarding the ordinance as well as what the Council members would envision the CCI would be working on at present if it was already in existence. She stated that even with the scope of the ordinance she stated she is not certain as to what the committee will do. She asked the Council if the CCI were in existence today, what the Council envisioned the CCI would be involved with.

Councilor Merrill stated he felt the language regarding the terms of the two high school students was confusing and asked that it be changed to reflect the following; 1) initially the senior will be selected for a one year term 2) the junior will be selected to a two year term and there after 3) a junior will be selected for a two year term. He also requested the CCI meet quarterly instead of yearly with the Council as a means of keeping the committee members enthused. He stated the first item of business for the CCI will be for them to develop its own Charter. He stated by providing the members with the booklet *Putting People in Planning* and examples of what other communities have done he feels they would be able to write the Charter. He stated they could bring it to the Council for review when it is completed.

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Councilor Bell stated she feels it is positive to have two members from outside the city limits as well as including students. She stated she feels the CCI is somewhat redundant to the Planning Commission and there is citizen involvement as the City Council, Planning Commission, Budget Committee, URA Board, citizen advisory committees (CAC) and ad-hoc committees created as needed are all volunteer positions. She asked how the CCI will be different and how it will benefit the City.

Councilor Merrill stated that State law requires the City to have a CCI. He stated the Planning Commission makes its decision based on standards and criteria in the Development Code as required by law. He stated at present the Planning Commission is the CCI but the purpose of the CCI is to involve citizens in the process of the growth of the City. He added the CCI will act as an advisory committee to the Council.

Councilor Bell stated that some members of the CCI might be interested in a specific issue facing the City. She asked if it is best to have a nine member committee set for a three year term or best to address issues as they come up and create citizen advisory committees (CAC) to deal with those items. **Mayor Boyd** stated the distinction between a CAC and CCI needs to be made. He stated the CCI's task will be to provide a formalized system to educate the community and allow for feedback. He stated the task of the CCI is how to actively engage and encourage the public to provide feedback.

Councilor Bell stated that in reviewing the background information presented, some CCI's do weigh in on issues and in some cities the CCI has lost momentum and it has then required city staff time to keep the committee going. **Mayor Boyd** agreed there could be lulls in the tasks assigned to the CCI. **Councilor Merrill** stated it is the Council's responsibility to keep the CCI involved and engaged.

Councilor Kellstrom stated he is deeply skeptical of a CCI and feels the committee can collapse from its own weight. He stated that for a small town, Sisters already has a lot of involvement. He stated he was not saying it shouldn't be tried but is concerned by its cumbersome structure and questioned its longevity. He stated he does not want to see the City invest too much as he feels it is not a wise use of time and money.

Councilor Merrill stated that the CCI viability should not rely on staff; rather it is the Council's responsibility to keep the CCI viable. He stated the Council needs to give the CCI its best effort. He encouraged getting people from various neighborhoods and being proactive. He stated that if the Council should give the CCI meaningful tasks, pay attention to what they say, pay attention to what they say and reward them by acknowledging their efforts.

Councilor Kellstrom stated when issues that come up that concern people they do get involved, but that most of the time citizens expect the Council to take care of business. He cautioned the Council to not have too high of an expectation from a CCI. He added that when the CCI provides

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input or recommendations the expectation will be that the Council will follow through with those recommendations and those will have a financial component attached to them. **Manager Stein** stated that there will need to be a big education piece for members so they have the framework and right informational context to understand and make good recommendations to the Council. She added it will require staff work to support the CCI properly so their recommendations are grounded in law, budget and best practices to insure the CCI does not feel frustrated. She suggested for the purpose of clarity creating a task force to create the Charter prior to asking people to committing to a term of two to three years when they are uncertain about what the expectations are.

Councilor Merrill stated he does not feel it takes a task force to get the CCI started and that it's time to get it started. He stated the Council can task the CCI with jobs to save staff time. He stated he sees the CCI as a positive step for the City, a responsibility of the Council's and something the citizens want.

Mayor Boyd asked if the changes Councilor Merrill suggested be made to the ordinance are acceptable to the Council and they were. The Council agreed that Sisters High School can select the students to participate. **Mayor Boyd** stated he feels a CCI will provide a good education piece for the public as well as providing a sounding board for feedback. He stated the ordinance can be approved at the next regular meeting but that Council members can begin soliciting for potential members and the positions will be advertised after the ordinance is approved.

2. City Manager Update

Manager Stein asked Public Works Director Brad Grimm to review the color for the new recycling center. **Director Grimm** stated the recycling center project is quickly coming to completion and a color needed to be made for the body and trim of the building. He distributed a color selection (color swatch attached) he recommended that is within the City's color palette and is complimentary to the roof color. The **Council** agreed to the color recommendation.

Director Grimm distributed a map showing the streets in Sisters to be chip-sealed by Deschutes County on Wednesday, August 29th. He stated the work being performed was part of a master plan to ship-seal all city streets over a period of years. He stated the moving operation should be completed in one to one and a half days and that Public Works staff will go over the affected area with the street sweeper beginning Wednesday evening after the chip-sealing has had time to set.

Manager Stein asked if a cost for the project had been given to the City yet. **Director Grimm** stated it had not, but he would inform the Council and City Manager as soon as he found out. **Manager Stein** stated the cost for the chip-sealing project in 2006 had been \$75,000.

Manager Stein directed the Council to a letter received from the Sisters Fire Hall regarding environmental contamination at the rear of the property where the old maintenance shop was. The

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contamination was largely in a dry well. She stated that an extensive amount of ground was removed at the site. She stated the work has already been preformed and the Fire District is looking to the City to participate in the cost associated with that ground removal. She stated the total cost will not be known till the middle of September but the Fire District expects it to be approximately \$8,000 to \$10,000 with the Fire District hoping the City will contribute “a few thousand dollars”. She added that a provision in the sales agreement between the Fire District and City states the City will remove all hazardous material. She stated the Fire District admits to having contributed to the contamination found in the dry well resulting from vehicle washings.

Mayor Boyd stated the area housed the City Shop for a number of years prior to the sale of the property and the Fire Districts request seems very reasonable. **Manager Stein** stated the Fire District is merely looking for a statement from the City acknowledging its contribution to the contamination and willingness to pay a portion of the cost involved in the cleanup. The Council concurred.

Manager Stein asked for any final feedback with regard to a letter to “64 Concerned Citizens” and distributed a third draft (copy attached) of the letter. She highlighted the additional changes made between draft two and three. **Councilor Bell** stated that she agreed to the changes and encouraged the City to get the letter out as soon as possible. The **Council** agreed to the changes and requested Manager Stein send it out.

Manager Stein reminded the Council that Thursday, August 30th is a fifth Thursday and as such the Council will not meet.

Councilor Bell asked for clarification regarding the timeline of placement of traffic signals on Cascade Avenue. **Manager Stein** explained that in the Capital Improvement Plan (CIP) for transportation, the preliminary design phase for signals is programmed for FY 08-09. She stated that the Transportation System Plan (TSP) was needed first and there are insufficient funds collected in the transportation system development charges (SDC's) to finance both projects during FY 07-08. She stated that in order to expedite construction of the project Oregon Department of Transportation (ODOT) is requiring the City to pay the full cost of the preliminary engineering. **Mayor Boyd** added that a Request for Proposal (RFP) for the TSP update will be going out in the next two weeks and that the signals are not an absolute. He stated that something will be done to mitigate traffic congestion in the City but that traffic signals are not a certainty. **Councilor Kellstrom** added that the City is only talking about design of the signals in FY 08-09 and that means construction will be in later years.

Councilor Bell asked for clarification regarding a cell tower at the old City Hall location on North Fir Street and if any decisions have been made. **Mayor Boyd** stated that when the Planning Director begins and has time to familiarize himself with the job, he expects the topic to be brought before the Council again for consideration.

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Director Grimm informed the Council that Sisters Little League is installing a portable toilet for two months at Clemens Park. He added the league will be financially responsible for the portable toilet.

The meeting was adjourned at 7:01 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor