

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
SEPTEMBER 6, 2007

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Eileen Stein                City Manager  
Brad Grimm                Public Works Director  
Lisa Young                Finance Director  
Kathy Nelson              City Recorder

**ABSENT:**

Shawna Bell                Councilor

The meeting was called to order at 8:00 a.m. by Mayor Boyd.

1. Preview 09/13/07 Regular Meeting Agenda

**Manager Stein** provided an overview of the September 13<sup>th</sup> meeting. She reported the minor changes to Ordinance No. 374 creating a Committee for Citizen Involvement had been made.

2. City Manager Update

**Manager Stein** requested Public Works Director Brad Grimm report on the new Recycling Center. **Director Grimm** stated the center is expected to be complete by September 10<sup>th</sup>. He provided sketches of the two sign options, wooden or metal lettering, for the new building. **Councilor Merrill** stated that a metal lettering sign will be less expensive to maintain and will continue the same theme used at City Hall. **Mayor Boyd** agreed with Councilor Merrill with regard to the cost of maintenance. **Director Grimm** stated the metal lettering will cost approximately \$960. **Director Grimm** also circulated pictures of the new center to the Council.

**Manager Stein** informed the Council that a ribbon cutting ceremony and grand opening of the new recycling center will take place on September 19, 2007 at noon. She stated the celebration will include a hot dog BBQ.

**Director Grimm** informed the Council he is researching automated locks for the City restrooms that will allow them to be programmed to lock at set times on certain days. He stated that even if someone is in one of the restrooms when the locks activate, the person would always be able to get out of the restroom. He stated the locks are battery operated, provide approximately 60,000 openings and cost in the range of \$450 to \$600 each. He stated the City will require eight locks for the four facilities at East Portal, Barclay Park, Village Green and City Park restrooms. He stated the City will begin by testing the use of the automatic locks on the Village Green and Barclay Park restrooms as the others will be locked through winter.

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**Director Grimm** informed the Council that Joe Davis from Eagle Point, Oregon has been hired to fill the Utility Worker I position. He will be moving to the Sisters area and begin work on September 17<sup>th</sup>. He stated that Mr. Davis has all the necessary certification and was the top choice from an excellent applicant pool.

**Director Grimm** informed the Council that he is compiling an operational manual for all Public Works staff. The binder will include information on the operations of parks and wells with schematics to assist staff members when they perform their jobs. He also showed the Council a cross-training spreadsheet he has developed showing the different positions and jobs within the Public Works department. He stated it will provide Public Works staff a clear picture of areas where they need cross-training as well as tracking dates for staying current on required certifications.

**Director Grimm** informed the Council that he had printed an ARC view of every block in Sisters from Pine Street to Locust Street. He stated that Public Works Operations Director Gary Frazee will mark the location of every water meter and sewer clean-out in those areas.

**Director Grimm** stated that the Veteran for Foreign Wars (VFW) have asked if their organization can place a permanent flag pole and memorial rock next to the gazebo in the Village Green Park. He stated the VFW will use the flag pole and rock for their ceremonies throughout the year and provide the labor to install both. **Councilor Kellstrom** asked if the flag pole will be lit. **Director Grimm** stated it will not be lit as it will only be used for the VFW's ceremonies. **Councilor Merrill** voiced some concern about the possibility for vandalism on a permanent flag pole that will stand empty a majority of the time. **Mayor Boyd** requested Director Grimm to look for an attractive solution such as a memorial rock that has a receptacle for a flag to present to the VFW as an option.

**Director Grimm** circulated a photo of the portable toilet installed at Clemens Park. He stated that the Sisters Little League installed the toilet, is maintaining the toilet and have obtained a \$1,000,000 liability policy.

**Director Grimm** circulated the list of sidewalks and curbs that the City had determined were in need of repair or replacement. The list indicated which sidewalks projects had been completed by owners, which sidewalks are scheduled for repair by owners and which businesses had not yet responded to the City's request for repairs. **Councilor Kellstrom** asked if the City inspects the sidewalk repairs and replacements. **Director Grimm** stated the work is inspected by Public Works staff for compliance.

**Councilor Merrill** commended Director Grimm for his quick response in finding a solution to the flooding problem in The Pines. He also stated he feels the City should adopt a strong urban renewal plan to insure that all sidewalks look the same. He stated he felt there should be a

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standard that is followed. **Director Grimm** stated that he is rewriting the standards for the use of pavers.

**Councilor Weed** asked for an update on the bike path on Highway 242 by the leading to the middle school. **Director Grimm** stated that Knife River (formerly Hap Taylor) does not feel responsible for building the path after so much time has passed. He stated he is waiting for a call back from Knife River President Hap Taylor. **Councilor Weed** stated building the bike path was a condition of approval for the company when it developed its gravel pit and should still be completed regardless of how long ago it happened. **Manager Stein** stated the City Attorney will work at sorting out the issue with Knife River.

**Manager Stein** stated that the second bidding for the East Cascade Realignment project only produced one bid. She stated the project had been budgeted at \$450,000 and the single bid was for \$750,000. She stated that the Cedar Street crosswalk portion of the project will be separated out and rebid with hopes of completing that project by November. She stated the City was researching why there were still no viable bids for the project and stated that preliminary results showed that contractors are still busy with existing projects. **Mayor Boyd** confirmed the City was still trying to get the Cedar Street crosswalk completed before the end of the year. **Director Grimm** stated the cost for the crosswalk project should be under \$50,000 so the City will put that bid out locally and schedule the work to be completed as soon as possible. **Mayor Boyd** requested that property owner Bob Shaw is provided a status report and **Director Grimm** stated he will make contact.

**Manager Stein** stated that Finance Director Lisa Young and Director Grimm have worked together to address the issue of on-call duty pay and are suggesting changes to the language in the employee handbook. **Director Young** stated that she and Director Grimm are suggesting modifications to the way on-call duty pay is calculated. She stated an analyses of how other cities handle this type of pay and conversations with City Attorney Bryant were taken into consideration. She stated that instead of a lump sum of 12 hours of overtime, she is suggesting that the employee receive 10% of their normal rate of pay for the number of hours they are on call. She stated that if the employee is called into work, they would also receive compensation for the number of hours actually worked with a minimum two hours of overtime. She stated this method of calculation will more effectively track the number of hours an employee actually works.

**Manager Stein** stated that Director Young is also revising time sheets and stated the Council will need to approve all modifications to the employee handbook. She added that other modification to the handbook may take place after a thorough review by the management team. The **Council** requested the changes be brought to them at the next regular meeting for approval.

**Manager Stein** provided the Council on the current status of the GW Fire. She stated the fire is contained on three sides but not on the wilderness side. She stated that infrared photos show hot

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spots only in the interior of the fire area and that fire personnel are winding down in anticipation of total containment of the fire very soon.

**Manager Stein** informed the Council that a Transportation System Plan (TSP) request for proposal (RFP) has been advertised and proposals are due by September 21<sup>st</sup>. She stated that seven firms have requested the packet. She stated the contract will be awarded at the regular meeting of October 11, 2007. **Councilor Weed** asked what the time frame will be for the process. **Manager Stein** stated that there will be a public involvement process in the form of a town hall forum to be held in the fall. She stated the firm chosen to create the TSP update will determine the rest of the process and the time frame needed. **Councilor Weed** asked who on the City staff will be involved with the process. **Manager Stein** stated that Public Works Director Grimm, Planning Director Porter and she will all be involved with the management of the process as they all have a background in transportation.

**Manager Stein** informed the Council she had received a letter addressed to herself and Deschutes County Administrator Dave Kanner from the Sisters School District requesting a mutually developed intergovernmental agreement to assess and collect taxes with regard to SB1036 that allows an assessment on new construction equivalent to \$1.00 per square foot. She stated the proceeds can be used by the school district for school facilities. She stated the Sisters School Board would impose the tax by resolution and the City would devise a mechanism to collect the tax through its building permit process. She added the City can choose to add an administrative fee to the cost for the collection and transfer of the tax. She stated since this is new legislation, there are no models available from other cities yet.

**Manager Stein** provided an update on the request of the Council for the Chamber of Commerce to survey the business community with regard to allowing street vendors. She stated the Chamber is willing to carry out the survey but wants to know the specific questions the Council would like to ask. She stated the obvious questions are if businesses would approve of such businesses in town and under what circumstances. **Councilor Merrill** stated he would also ask if businesses would want to restrict street vendors to certain areas in the City.

**Councilor Weed** asked what fees the City will impose on the street vendors. **Manager Stein** stated that if there is interest by the business community for street vendors the Council will need to revisit the issue of what the fee will be. She explained that currently a business license is \$100 for the year and a transient vendor license is \$100 a day, and that as a street vendor does not meet either criteria, a fee would need to be decided upon.

**Manager Stein** reminded members of the Council of the COIC dinner taking place this evening.

**Councilor Weed** asked if a meeting to review Manager's Stein goals had been scheduled as previously discussed. **Mayor Boyd** stated that it was his understanding that the Council had agreed to evaluate **Manager Stein** at the end of the calendar year. **Councilor Weed** stated that

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with the current concerns and attitudes voiced by the community she felt the Council should take a proactive stance by providing an employee satisfaction survey. **Councilor Kellstrom** stated that he thought the Council had agreed to move Manager Stein's evaluation to the end of the year and to track progress on Council goals quarterly. He stated that it is Manager Stein's prerogative to circulate an employee satisfaction survey if she chooses and not something the Council can impose. He stated that if she does distribute the form he feels the results should be shared with the Council but the information on the survey cannot be used during her review by the Council. **Councilor Weed** stated she was concerned that there is nothing in place to measure the goals that the Council has set for Manager Stein. **Councilor Kellstrom** stated that after evaluating Manager Stein yearly and reviewing Council goals quarterly he feels that is all the Council can do.

**Councilor Merrill** stated that it is the Council's job to make decisions and if those decisions are unpopular with the community Manager Stein takes the heat from the community, which he characterized as not fair or appropriate. He stated that instead of writing letters to community members it is important to have face to face conversations; something he feels will make a difference.

**Manager Stein** stated that with the transition of Director Frazee to the field there has been some confusion on the part of the Public Works staff as to who is providing direction to the field staff. She stated that at Director Frazee's request, Andy Duran will begin providing day to day supervision of the field crew and he will use his remaining time to support special events and map water meters and sewer cleanouts.

**Mayor Boyd** stated that if everyone does their job, the departments are running well and the goals for the City are met, the areas of concern will fall by the wayside.

The meeting was adjourned at 9:08 a.m.

Respectfully submitted,

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Kathy Nelson, City Recorder

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Brad Boyd, Mayor