

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
OCTOBER 4, 2007

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Eileen Stein	City Manager
Eric Porter	Planning Director
Lisa Young	Finance Director
Brad Grimm	Public Works Director
Laura Lehman	Assistant Planner

**DESCHUTES COUNTY:**

Tammy Baney	Commissioner
Mike Daly	Commissioner
Dennis Luke	Commissioner
Dave Kanner	County Administrator
Tom Anderson	County Comm. Dev. Dir.
Tim Schimke	Cty. Dir. of Solid Waste

**ABSENT:**

Kathy Nelson	City Recorder
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**GUESTS:**

Hillary Saraceno	Comm. on Children
Betty Schuler	Neighbor Impact

1. Quarterly Meeting with Deschutes County Commissioners

The joint meeting of the County Commissioners and Sisters City Council was called to order at 8:04 a.m. by Mayor Boyd and Commissioner Daly. Introductions were made and **Mayor Boyd** welcomed the County staff and visitors.

B. Destination Resort Mapping

**County Community Development Director Tom Anderson** displayed a map showing the destination resorts mapping of Deschutes County. **Manager Stein** provided a summary of recent legislation with regard to resort mapping and correspondence with Jefferson County. She stated that knowing Deschutes County is going through the same effort, she wanted the County to brief the Council on its process.

**Commissioner Luke** stated that not all property mapped for destination resorts will be developed because not all properties meet all criteria for a resort, such as 160 acres minimum. **Director Anderson** stated that the map shows areas of exclusion where destination resorts cannot be developed because of State law, it is Federal land, or being irrigated. He stated that even with the areas that are remaining, nearly 80% will never be developed as destination resorts. **Mayor Boyd** asked why the County didn't create a map that excluded those areas that were already developed such as Crossroads, Cascade Meadow Ranch or Tollgate and remove them from the map to offer a more accurate map. **Commissioner Luke** stated that prior to Measure 37 the County could have, but since then the County cannot downzone property because of the potential for a Measure 37 claim.

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**Councilor Weed** requested Director Anderson point out areas near Sisters where destination resorts could likely occur. **Director Anderson** pointed out those areas that could be developed but stated it is a complicated multi-step process.

County Administrator Dave Kanner joined the meeting at 8:10 a.m.

**Director Anderson** spoke of a re-mapping effort that will begin soon and stated there are two ways to approach this project. He stated that the first and simpler way is to look at categories of land. The second way is to look to preferred areas in the County where destination resorts could go. He stated that regardless of the process the County chooses there will be opportunities for other agencies to provide input on the matter. **Councilor Merrill** spoke of the importance of coordinating with other counties and the State as it relates to traffic concerns created by destination resorts. **Commissioner Baney** asked that Director Anderson keep the City notified with regard to the process of remapping.

**Manager Stein** introduced Planning Director Eric Porter and asked that he be a contact person for the County regarding the issue. **Director Porter** asked if Deschutes County is in contact with Crook or Jefferson County. **Director Anderson** stated that normally the County would not be in contact with the other counties, but with the County and the Oregon Department of Transportation (ODOT) working on regional traffic patterns as part of the Transportation System Plan (TSP), the County has notified Crook and Jefferson counties.

**Councilor Weed** asked what the intent of the remapping. **Director Anderson** stated it is being partially driven by landowners who are not mapped; and also that it is the right time for the County to update the maps.

C. Commission on Children and Families Childcare Report

**Hillary Saraceno from the Commission on Children and Families** and **Betty Schuler from Neighbor Impact** provided an overview of Central Oregon Regional Childcare Report Card (copy attached). **Ms. Saraceno** began by complimenting Sisters for the emphasis it places on children and families. She stated the Commission on Children and Families and Neighbor Impact work with a variety of partners to provide quality, affordable childcare. She stated that trends relative to the tri-county area are increased employer involvement; retention rates for providers, child abuse rates are down and there are an increasing number of available slots for placement. She stated that there is still difficulty finding infant care and child care for non-traditional hours of care.

**Ms. Schuler** addressed Sisters specific data relative to the report. She stated that Neighbor Impact works with providers in training and retention. She stated they are working to certify childcare providers to ensure they are registered, have appropriate training, have inspections, and that criminal background checks have been made. She stated that Sisters has added one registered

provider, but is in need of more, especially for infants. She stated the process of investing early in our children and their environment has been proven to be of paramount importance.

C. Recycling Center Intergovernmental Agreement

**Public Works Director Brad Grimm** discussed the development of an Intergovernmental Agreement (IGA) for the operation of the recycle center. **County Solid Waste Director Tim Schimke** stated that a County staff member will begin working at the facility next week. He stated the staff member will begin by logging traffic to help determine the best utilized schedule for the employee. After **Commissioner Luke** voiced some concern that the facility is not fenced, **Manager Stein** explained the fence had been removed from the plan to reduce the initial cost of the facility but may be added if necessary in the future.

E. Forest Service Community Visioning Workshop

**Manager Stein** provided the Commissioners with a status update on the sale of the 53 acre Forest Service property. She invited them to participate in the visioning session that will occur on October 6<sup>th</sup> and 7<sup>th</sup> to facilitate ideas and a vision for the property in the future.

F. Other Business

**Manager Stein** stated the City is readying for a TSP update and stated the City will communicate closely with the County to assure we coordinate projects that are impacting to both the City and County. **Commissioner Daly** suggested the City consider a bypass to alleviate the slow weekend traffic.

**Manager Stein** stated that with Director Porter now on board, the Planning Department will take a look at the land use tracking system used by the County and City of Redmond.

**Commissioner Baney** complimented Councilor Weed on the Habitat for Humanity dinner with Millard Fuller, Founder of Habitat for Humanity, as the honored guest.

*The County Commissioners, County staff and guests left the meeting at 9:12 a.m. There was a short break. The meeting resumed at 9:21 a.m.*

2. TSP Consultant Recommendation

**Manager Stein** stated the City budgeted for collection of \$75,000 in new revenue for the transportation system development charges (SDC) to be collected this fiscal year. She stated current collections are \$20,000 for three months which will allow the City to meet its targeted budget if the amount is straight lined. She stated that with the downturn in the market that trend may not continue. She added that by including contingency funds there was a total of \$193,840

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budgeted for consulting fees. She stated that originally \$130,000 was identified as the estimated cost for consulting fees for the TSP update. She stated the City has received two proposals, one from DKS Associates and one from CH2M Hill and that both proposals are above the amount budgeted by the City. She stated the fee proposal from DKS Associates is \$146,120 and \$200,000 from CH2M Hill, which is a significant cost difference between the two firms. She stated that she feels the City needs the best and the brightest to determine how to best move traffic through the City. She stated that DKS assists with TSP's all over the State while the public involvement process of CH2M Hill is impeccable. She stated she requested a revised scope of work from CH2M Hill for \$50,000 less and instead of a revised scope of work it was suggested the City consider phasing the process over two years. She stated that CH2M Hill feels the scope of work they proposed is what is necessary to complete the task appropriately. She stated CH2M Hill characterized the project as two processes: 1) a Refinement Plan for Highway 20 and 2) a TSP Update. **Manager Stein** stated she is sensitive about the price as it relates to public perception and that both companies will use a *Systematic Development of Informed Consent* model to guide the public involvement piece of the project.

**Councilor Weed** questioned if both companies included a "Safe Routes to School" plan and **Manager Stein** stated they did.

**Councilor Merrill** asked whether it would be better to devote the staff time necessary into a condensed time frame or spread the project over two years to allow staff the time to work on other pressing City issues. **Manager Stein** replied that a multi year process could be perceived as too long and possibly duplicative by the community. **Councilor Merrill** questioned if the staff could handle the condensed time frame work load and **Manager Stein** stated she felt they could. **Director Porter** stated that he feels that with the coordination of the Finance, Public Works and Planning departments that time frame is manageable. He added that his plans for his department include having a new Senior Planner work on current planning efforts, have Contract Planner Susanna Julber work on long range plans including the Housing Plan. **Councilor Merrill** questioned where the additional funds could come from. **Manager Stein** stated the money is available in the Transportation SDC Fund but it leaves less money for capital projects.

**Councilor Merrill** stated that he would vote for CH2M Hill completing the project in the shorter term. **Mayor Boyd** stated that if the prices were comparable he feels the City would go with CH2M Hill without question. He stated how the City makes the project affordable is the question and that DKS is also a very good firm. **Manager Stein** agreed and stated she had received very complimentary feedback regarding DKS from other jurisdictions. She stated that DKS had stated they would look forward to working with the City to come up with the solution for the particular challenge facing the City with regard to a bypass versus a couplet.

**Mayor Boyd** stated that in Philomath DKS created the couplet and that CH2M Hill was then called in for community outreach work. **Manager Stein** stated she has not had an opportunity to

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speak with anyone from Philomath yet, but planned on doing so. The **Council** discussed that it is time to choose a course and then follow through with that plan.

**Manager Stein** stated that she will continue to research the two companies and asked if the Council had any additional questions that need clarification. **Councilor Bell** stated she is result oriented and wants to know who will get the job done and is not as interested in the facilitation of the public improvement piece. **Mayor Boyd** stated that he is willing to spend more money for a better product and instructed **Manager Stein** to investigate what other cities have to say about the quality of the end product from both companies.

**Councilor Bell** asked about the program allotment from ODOT as it relates to the TSP update. **Manager Stein** stated that the City still needs to identify what the plan will be to see if ODOT will assist with the funding of any portion of the project, such as Cascade Avenue being used in a couplet. **Mayor Boyd** stated that the TSP update will come up with some short, medium and long term range plans and that the sooner the City has an updated TSP completed, the sooner the City can apply for funding and grants. **Councilor Merrill** stated the City should also consider the use of urban renewal funds.

3. Preview of 10/11/07 Regular Meeting Agenda

**Manager Stein** provided an overview of the October 11<sup>th</sup> agenda. She stated that the City has only received one application for the Committee for Citizen Involvement (CCI) so the deadline for applications will be extended. She stated the workshop will instead be a review of Council goals. She stated the Intergovernmental Agreement for the Recycling Center will not be ready for the meeting as it is still being reviewed by the City Attorney. She stated that a contract for services with Regional Financial Advisors will also be added to the agenda.

4. City Manager Update

**Manager Stein** reminded the Council that Senator Wyden will speak at a luncheon to take place at Five Pine Conference Center next Wednesday.

**Manager Stein** stated that the City has received a letter from Sisters Habitat for Humanity requesting a renewal of their lease for the old City Hall.

**Manager Stein** stated she had received a call from T-Mobile requesting a month to month lease. She stated she informed T-Mobile that she felt the Council will be agreeable to that request if the monthly lease amount is brought up to current market value.

**Manager Stein** stated the City will need to make a decision regarding whether to participate in the Steelhead Habitat Conservation Plan soon, but that she needs to review some additional material she had just received. **Councilor Merrill** stated the letter received by the City is not asking for a financial obligation but only that the City will participate in the program and he felt the City

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should respond that it will participate. **Mayor Boyd** requested the item be added to the next regular meeting agenda.

**Manager Stein** informed the Council that a letter regarding the Petersen Ridge Trailhead was sent to the Forest Service.

**Manager Stein** stated she spoke with an appraiser for the Forest Service regarding the East Portal Triangle property, a piece of land the City will purchase. The appraiser asked her what the logical zoning for that property would be if the property was sold to a private party. The **Council** discussed that the property is currently zoned Landscape Management and that it would be their desire for it continue to be left as it currently zoned regardless of who owns the property.

**Manager Stein** informed the Council she had purchased ads in both the Middle School and High School yearbooks.

**Finance Director Lisa Young** informed the Council that Suzanne Mohler has been hired for the front desk position and is working part time at the City as she is able until starting full time in two weeks.

**Councilor Weed** asked why the alternate route used for quilt show is not used every weekend, as there is always significant traffic backup. **Mayor Boyd** asked that the signs be set up every weekend directing traffic towards the alternate route until snow falls. **Public Works Director Brad Grimm** stated he will see that the signs are set up each weekend..

**Councilor Weed** brought up the issue of lack of RV parking mentioned within a Nugget Newspaper story. **Mayor Boyd** suggested the topic would be a good one to discuss at the visioning session as a piece of the Forest Service property might lend itself to the function of RV parking.

**Councilor Merrill** thanked Director Grimm for his work on alleviating the drainage problem at The Pines.

Councilor Weed left the meeting at 10:18 a.m. The remaining **Council** members discussed extending the lease for Habitat for Humanity and whether the rent should be raised as it is currently well below market rate. **Councilor Merrill** suggested the rate be raised to \$500 a month and the other councilors agreed.

The meeting was adjourned at 10:21 a.m.

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Kathy Nelson, City Recorder

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Brad Boyd, Mayor