

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 18, 2007

MEMBERS PRESENT:

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

STAFF PRESENT:

Eileen Stein	City Manager
Lisa Young	Finance Director
Brad Grimm	Public Works Director
Eric Porter	Planning Director

GUESTS:

Taylor Robertson	Fire Chief
Dave Wheeler	Fire Marshall

ABSENT:

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

1. Review of Draft Ordinance Prohibiting Open Burning

Manager Stein presented a draft ordinance prepared by the City Attorney to prohibit open burning in the city limits. She explained the ordinance had been purposely written so that every conceivable type of open burning situation was identified in the prohibited category. The purpose of the discussion was to identify which types of burning situations would be prohibited and which would be allowed.

Mayor Boyd suggested moving Items E through H in the list of prohibitions to the allowed section of the ordinance. This included campfires, bonfires or fire pits; barbecue pits; gas or charcoal barbecues; and outdoor fireplaces. He stated he was concerned with the language in *Section 2 8.08.040 Exceptions* as it read as if a permit was needed for any allowed fire. He stated requiring permits would add an additional level of bureaucracy and the City would have no means of enforcing such permits.

Councilor Bell stated she wanted to prohibit Item C, the burning of any construction materials. She stated she felt allowing this option provides an individual the opportunity to burn yard debris and trash under the guise of construction material.

Councilor Merrill discussed the brochure from the Fire District which addresses the District's guidance for opening burning. He stated he agreed with Mayor Boyd to remove Items F through H. He stated fire pits are okay, but not campfires and bonfires. He felt campfires should be restricted to only the Overnight Park.

Councilor Kellstrom asked about bonfires and wondered whether they are an integral part of homecoming activities at Sisters High School. **Sisters Camp Sherman Fire Chief Taylor Robertson** stated that the High School gets a special permit to allow the bonfire each year.

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Councilor Kellstrom agreed with Mayor Boyd to allow Items E through H. He felt Item C, construction materials, could be permitted. He stated that most construction fires are warming fires to help keep workers stay warm in the cold winter months. **Councilor Merrill** stated it is very difficult to follow the *Outdoor Burning Regulations* guide from the Fire District with regard to warming fires at construction sites as they are required to be 25 feet away from any structure. **Councilor Bell** stated she didn't realize the fires are used as warming fires as she sees burning fires that are unattended in construction areas by her home all the time. There was general discussion about construction burning, how to regulate the size of construction material burn piles, how to regulate unattended fires and enforcement of unattended fires. **Councilor Weed** agreed with the discussion but cautioned that a prohibition on burning construction materials will be a burden on Habitat for Humanity construction crews. She stated she would advocate for moving Items C, E through H, to the allowed section.

Councilor Weed asked what *Section 8.08.040, item C* pertains to as she could not think of any businesses that had fires associated with the operation of its business. There was discussion about changing the word 'permitted' to allowed in this section.

Chief Robertson stated that what the City Council is considering is beyond the Oregon Fire Code which is the code the Sisters-Camp Sherman Fire District enforces. He discussed cases where human caused fires escaped and caused a wildfire, and stated the incidence of this happening is quite low. Unattended fires are already illegal, he stated, as is burning at night. He stated it is very rare to have cases of illegal burning within city limits. He stated the Fire Districts concern is not with the burning of construction debris but if the material is left unattended. **Councilor Merrill** stated we have been very lucky and asked why not prohibit open burning now as it will help prevent a fire from ever happening.

Fire Marshall Dave Wheeler commented the City of Bend is considering a prohibition on open burning for larger piles of debris.

Mayor Boyd stated the City needs to do something and just needs to make a decision on what is allowed and what isn't.

Councilor Weed excused herself from the workshop meeting at 8:30 a.m.

Mayor Boyd reiterated his desire for allowing Items E through H, with no need for a City permit permitting, and could agree to allow small warming fires at construction sites versus the burning of construction materials. He suggested requiring that warming fires be contained to a burn barrel. **Councilor Kellstrom** stated that burn barrels are difficult to extinguish and create the added burden of hauling the burn barrel around to various sites as needed. **Councilor Merrill** stated it is his preference to make the language as simple as possible.

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Councilor Bell stated she wanted to make sure the exceptions complied matched with the guidelines in the Fire District's brochure. **Mayor Boyd** stated that nothing the City adopts can make the guidelines less stringent, only more stringent. He suggested incorporating warming fires into item E. He suggested that then Items E through H be included in the exceptions as those items are already regulated by the Fire District. He stated he supports prohibiting the types of fires listed in items A, B, C and D.

Chief Robertson advocated for expressly allowing training burns. He also discussed enforcement and how the Fire District enforces the Oregon Fire Code. He stated the City would have to rely on its own means to enforce this ordinance if it is more restrictive than what is covered in the Fire Code. **Manager Stein** stated that she sees the issue of how the City will enforce the more restrictive open burning ban as something the City will need to consider. **Manager Stein** added that the Sheriff's Office has also indicated it will not enforce this ordinance if adopted. **Chief Robertson** stated that generally the Fire District does involve the Sheriff's Office if they plan to issue a citation for violations of the Oregon Fire Code. **Chief Robertson** stated the Fire District could endorse the ordinance if the City came to the Fire District Boards and requested they rewrite their present ordinance to match the City's and the Fire District Board was willing to make those changes.

There was a question about which level of misdemeanor violation of the ordinance would be and **Manager Stein** stated she would follow up with the City Attorney.

Councilor Weed returned to the workshop meeting at 8:55 a.m.

Councilor Merrill stated he thought the ordinance will require review by the State Fire Marshall first.

Fire Chief Robertson informed the Council of the \$75,000 Homeland Security grant received by the Fire District to provide an updated regional Emergency Response Plan. He stated the Fire District will take the lead on the plan, bring in a consultant and then hold two exercises to insure the plan works. He stated the comprehensive plan will include risk analysis, cooperation between involved agencies and a complete resource list.

2. Preview October 25, 2007 Regular Meeting Agenda

Manager Stein distributed two additional applications for the Committee for Citizen Involvement that were received by the City. **Councilor Merrill** discussed informational materials that the Committee for Citizen Involvement members should receive including the CCI Ordinance and the publication 'How to Put People in Planning'.

Mayor Boyd stated that since there are only three inside city limits applications, and five outside city limits applicants, he wanted to ask if the Council wants to entertain increasing the number of

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outside city limits members and decrease the number of inside city limits members to the committee. **Manager Stein** added that she had received some criticism that the number of outside city limits members is too small. **Councilor Merrill** stated that to have that discussion after the ordinance has been adopted is not productive and he is not interested in revisiting this issue. **Councilor Weed** stated she is embarrassed that the number of outside participants is only two. **Councilor Kellstrom** agreed with Councilor Merrill that to change the makeup of the committee before it has even met would be a mistake. **Councilor Weed** stated she feels the Council might want to interview the applicants. **Mayor Boyd** stated he felt that will be unnecessary and the process should not take that long. **Manager Stein** stated that the deadline for applications is on October 25th. **Mayor Boyd** stated that if councilors have specific input regarding applicants to please call him. He stated he wants to make recommendations for the appointments and have the Council vote on the appointments at the next regular meeting if they can. He added that if a number of additional applications come in for review during the next week, the Council can pull the appointment of members until the next regular meeting in November.

Manager Stein reviewed the other items on the agenda for the regular meeting.

Public Works Director Brad Grimm reported on the Intergovernmental Agreement for the Recycling Center. He stated because it is still under review by the County the item will be pulled from the agenda. He informed the Council that a staff person has been hired to man the recycling center Thursday through Monday, 9:00 a.m. to 6:00 p.m. He added that County staff will drop in on Wednesdays to clean up any areas that become dirty in the absence of the regular staff person.

Finance Director Lisa Young distributed a draft of the ordinance that will update the policy by which the City collects room tax for the Council to review prior to adoption. She stated she has compared the City's list of known rentals with the Chamber of Commerce's list and updated the City's list. **Mayor Boyd** confirmed that the City will now be tracking room rentals to insure the City is receiving the revenue it deserves.

3. City Manager Update

Manager Stein informed the Council that the Community Action Team of Sisters (CATS) will be holding a community leadership summit in January. She stated it is a follow up to determine what has been done to further the goals of the Vision Statement. She stated the meeting might feed into goals set by the City Council and suggested the City Council purposefully hold its goal setting session after the community leadership summit has taken place. **Councilor Merrill** stated he feels the Vision Statement should be coordinated with the Comprehensive Plan, the document that contains the goals for the City for the next 20 years.

Manager Stein asked the Council what they would like to see for their goal setting session and who they would like to see facilitate. **Councilor Merrill** stated he feels the City does not need a

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facilitator and may not even need a goal setting session. He stated that if the goals from the previous year are not completed there is no need to create more goals.

Councilor Bell countered that she did not agree with either of Councilor Merrill's statement. She stated that a facilitator will keep the session moving along and on schedule as well as insuring that everyone has an equal opportunity to provide input. She stated she feels the Council has a responsibility to the citizens to look at goals every year and prioritize them for the City.

Manager Stein stated she would recommend the Council consider working with a facilitator that has experience and knows the dynamics of how a City Council works together. The **Council** requested that Manager Stein research the cost magnitudes of different facilitators to present to the Council.

Manager Stein informed the Council she'd had a conversation with District Ranger Bill Anthony regarding the visioning session for the Forest Service property and the suggested ideas for the property. She stated that Ranger Anthony had done research previously with the St. Charles medical community and been told that a facility offering 24 hour medical care does not pencil out in a community the size of Sisters. **Manager Stein** said that Ranger Anthony suggested the City consider a focus group as part of the follow-up process to identify the economical viability of an idea. **Mayor Boyd** stated the City won't dictate the hours a facility keeps and that a 24 hour medical center may not be viable at this time but it will be sometime in the future and it will be important to set the land aside for such a facility.

The **Council** discussed the calendar for November and December as it relates to holidays. **Manager Stein** stated the Council will not meet on the fourth Thursday of November as it is Thanksgiving and that historically the Council does not meet on the fourth Thursday of December unless there is pressing City business. After discussion, the **Council** also determined they will not meet on Thursday, November 29th as it is the fifth Thursday of the month.

The meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Eileen Stein, City Manager

Brad Boyd, Mayor