

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 13, 2008

COUNCIL PRESENT:

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

STAFF PRESENT:

Eileen Stein	City Manager
Eric Porter	Comm. Dev. Director
Brad Grimm	Public Works Director
Kathy Nelson	City Recorder

GUESTS:

Sue Stafford	CCI Chair
Wendy Holzman	CCI Vice Chair
Bruce Bowen	CCI Member
Courtney Johnson	CCI Member

ABSENT:

Lisa Young	Finance Director
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The meeting was called to order at 6:04 p.m. by Mayor Boyd.

A. CCI Update

Sue Stafford, Committee for Citizen Involvement (CCI) Chairman stated the committee was in attendance to provide an update to the Council on what the committee has accomplished thus far. She stated committee members would recap the mission statement, goals and objectives and FY 2008/09 budget requests. Members in attendance introduced themselves and stated their area of interests. **Chair Stafford** informed the Council she will be stepping down as Chair, a position she had taken on a temporary basis until the committee got underway, at the end of the month when a new Chair will be elected.

Committee Member Wendy Holzman informed the Council that the handout received in the Council packets was a revision from the previous copy the Council had received and contained revised goals and objectives for the committee. She stated the committee attempted to estimate its budget needs for the next year but as a new organization found it difficult to predict what their actual costs for the next year will be. She provided an overview of the budget request noting that the budget needs all relate to community outreach.

Manager Stein stated that the current budget for committee is the Community Outreach line item in the Administration program in the General Fund and is \$8,000. She said she would incorporate the committee's budget request into the City Manager Budget Proposal if it meets with the Council's approval.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
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MARCH 13, 2008

Councilor Weed asked for clarification with regard to the mission statement where it states “will provide a voice for Sisters Area Residents in City decisions”, and stated she felt that overlaps into Council territory. **Chair Stafford** stated that the committee recognizes that a lot of citizens do not attend Council meetings and CCI members are available to those citizens who want to bring issues to CCI members, who in turn can bring that concern or issue to the Council’s attention. She stated the committee can also work at disseminating information back out to the public for the Council. She stated that committee members see themselves as a liaison between the Council and the community and with the makeup of the committee members they are cover a broad range of businesses and geographic areas. **Councilor Bell** stated she likes having the CCI act as a sounding board that can provide input from a variety of community members.

Committee Member Holzman asked for clarification from the Council with regard to the ideas that are brought up at Council workshops and meetings when a Council member suggests that the topic or project could benefit from CCI involvement. She asked how the Council expects to interact with the committee.

Councilor Weed stated that she sees the committee as a conduit to the community to get the pulse on a particular topic, citing the flag in Village Green for the veterans group or the relocation of the Community Garden as examples. **Committee Member Bowen** stated each committee member tends to hear from the same group of people that includes their friends and neighbors and that’s the viewpoint they can reflect. He stated if the Council wants a true systematic accounting of how the community feels on a particular topic it will cost a lot of money to conduct a survey of that magnitude. **Councilor Weed** stated she would like to see a data base of community members that the City can contact regarding a particular issue of interest and **Committee Member Bowen** stated that could be done.

Councilor Merrill stated that the function of the CCI is spelled out in State Land Use Goal #1 and he is concerned that he sees nothing in the mission statement or budget request in support of that goal. He added that Goal #1, along with others, are incorporated into the Comprehensive Plan. He stated one requirement is that the Comprehensive Plan is reviewed annually; a task he feels is unnecessary and impractical, but he does feel the CCI should review the document periodically. He stated that is why he had suggested there be high school students on the committee; to allow those individuals a voice on how the city grows. He stated the Comprehensive Plan is a vision for the future and would like to see some consideration given in the CCI mission statement to Goal #1 and the Comprehensive Plan.

Mayor Boyd stated that it is important for the CCI to recognize that the statewide planning goals are requirements the City must follow and suggested a copy of the Comprehensive Plan would be beneficial to committee member’s education and understanding of how decisions are made with regard to land use. He stated he felt that CCI goals #2 and #7 do address the issue of State Land Use Goal #1 and the CCI’s need for involvement in the planning process.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
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MARCH 13, 2008

Committee Member Bowen asked for the Council's input with regard to CCI goal #6 and whether they felt providing input and feedback regarding the City's responsiveness to citizen inquiries should represent a high priority for the CCI. **Councilor Merrill** stated he felt it was low priority as he felt it was a broad statement. **Councilor Bell** stated she felt it was important the CCI members be accessible to the public to bring feedback to the Council if there is a lack of or even a perceived lack of timeliness and responsiveness from the City.

Committee Member Holzman stated she feels the Council and CCI need to find a way to function together. **Councilor Merrill** stated he feels the CCI should come up with the way they best feel that communication can be accomplished and inform the Council who can then agree or not agree with the method. **Chair Stafford** stated she was uncomfortable with that approach and feels the CCI needs, at least initially, more direction from the Council. She stated if the Council encounters an issue they feel that the CCI can help with she would like the Council to provide some parameters to the CCI on its expectation and how to best assist the Council. **Councilor Weed** stated she feels that approach could work in both directions, citing the need to recruit Budget Committee members as a way the CCI could help the Council at present, or encouraging people to attend the informational meeting the City will hold with regard to the Sisters Community Garden and improvements to Cliff Clemens Park.

Mayor Boyd stated he likes the idea of the monthly article that will appear in the Nugget and suggested the CCI determine the subjects they will cover in the upcoming year and how those subjects tie into the Comprehensive Plan. **Mayor Boyd** stated the Council may come to the CCI requesting help with projects but will make certain there is budget to support the request. He stated the Council recognizes they can't expect results if they do not fund the CCI appropriately. He added that if the Council wants help from the CCI, there will be a majority of councilors in agreement on the matter and as such the CCI does not need to keep track of ideas that are brought up informally at workshop or regular meetings by Council members as a project that might benefit from CCI involvement.

Committee Member Bowen stated that the amount shown in the budget for surveys is not a realistic and it will likely be \$2,000 or \$8,000 and not the amount shown, which represents an average of the two amounts. **Mayor Boyd** stated that the Council understands the needs of the CCI are evolving and might change. **Committee Member Holzman** stated the CCI is trying to be fiscally responsible and **Councilor Weed** stated she does not want the CCI to feel limited if additional funds are needed to fund a project.

B. Amendment to Master Fee Schedule Regarding Site Design Review Applications

Community Development Director Porter stated that staff has determined that bigger planning projects are not covered by the fees that the City is receiving and that the cost of staff time far exceeds the application fee collected at present. He stated that according to Oregon statute the City is entitled to charge for the actual time spent on a Site Design Review application. He stated

WORKSHOP MEETING MINUTES
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the Community Development Department will be reviewing all fees in the future to address their viability but the resolution that will be presented at the regular meeting is to address particularly large and complex applications for projects over 10,001 square feet. He stated that instead of the current fee of \$5,000, the City will instead charge for the actual costs incurred by the City for processing the application including staff time at \$54 an hour, along the incurred costs of City consultants and legal consultants. He stated the City will collect a deposit of \$5,000 at the time of application to be used toward the payment owed the City and any unused funds will be refunded as needed. **Director Porter** stated he spoke with representatives from Central Oregon Builders Association (COBA) regarding the proposed changes and stated there was no sense of concern voiced by the representatives. He added he had also discussed the issue during his monthly meeting with local realtors.

C. City Manager Update

Manager Stein reminded the Council that she will be out of the office on Friday.

Manager Stein informed the Council that Scott Aycock from Central Oregon Intergovernmental Council (COIC) will speak at the regular meeting during visitor communication about the Deschutes County Transportation Coordination Project and upcoming signing ceremony.

Mayor Boyd stated that Councilor Merrill has volunteered to hold a meeting between the Veterans of Foreign Wars (VFW), Rotary and Sisters Christian School to work towards a coordinated solution with regard to the Veterans Memorial and bring resolution to the matter.

The meeting was adjourned at 6:58 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor