

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
APRIL 03, 2008

MEMBERS PRESENT:

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

STAFF PRESENT:

Steve Bryant	City Attorney
Lisa Young	Finance Director
Eric Porter	Comm. Dev. Director
Paul Bertagna	P.W. Proj. Coord.
Kathy Nelson	City Recorder

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

1. Request for Extension of New Sisters Village Development Agreement

Mayor Boyd stated this item would be pulled since there was no development agreement before the Council. He stated that even if there was, it would be necessary to go through staff and the Planning Commission first.

2. Overview of Legislative Changes to Oregon Statute 244.050

City Attorney Bryant informed the Council he would provide an overview of the new economic interests reporting requirements and gift rules that apply to any council member, commission member or staff. He stated the Statement of Economic Interest for 2007 was due by April 15 and hereafter must be submitted quarterly. He stated there was some new information required on the form but it was not onerous.

Attorney Bryant distributed a chart explaining the gift rules and acknowledged that they are complex. He stated the chart could assist in determining if a gift could be accepted or if a Council member needed to speak with him regarding the gift. He stated that any gift received that might be related to a Council member's position needed to be discussed with him. He stated the first question a Council member must ask themselves is if they are offered something at no cost is if the source has a legislative or administrative interest in any City business, even if it might not be readily apparent. He stated that a cumulative gift limit of \$50 per year from any one source was allowed. He highlighted that entertainment gifts are not allowed and the rules that apply if a Council member is acting as a representative for the City. He stated that it is not required to track token gifts received at trade shows and conventions such as pens, hats and candy. He stressed the importance of transparency to protect the Council and recommended they track the source and kind of gifts received, as well as exceptions that are allowed. He stated that ethics violations are complaint driven and are investigated by the State.

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Mayor Boyd asked if the same rules would apply to CCI members and Budget Committee members. **Attorney Bryant** stated the rules apply to any appointed committee with regard to public records and gift rules, and so the CCI and Budget Committee members would also need to abide by the rules.

Attorney Bryant stated it is important to forward a copy of all emails to the City Recorder that relate to City business so it may be filed and retained as required by Oregon law. He stated the Council should consider email to be like any other written correspondence they receive, and treated as such. **Councilor Kellstrom** asked if the rule also applied to unsolicited emails received by the Council and **Attorney Bryant** confirmed that it did. **Mayor Boyd** asked if the email address of anyone sending an email to a Council member can be redacted from the public record if the record is requested and **Attorney Bryant** stated it could not as the address was a part of the public record.

Mayor Boyd called a recess at 8:31 a.m. The meeting reconvened at 8:42 a.m.

3. Monthly Finance Report

Finance Director Young explained that the financial report is a summarized monthly report based on categories. She stated one of the important considerations is to make certain that the City does not exceed its annual budget. **Councilor Merrill** stated that it would be helpful to include an informational sheet highlighting anything that the Council should be aware of, good or bad. **Councilor Bell** stated that the informational sheet should include if each fund is on track and if it is not, why that is so. She added that if a fund is dramatically over or under budget there should also be a brief explanation. **Director Young** stated she would include an informational sheet with the monthly report to the Council in the future.

Mayor Boyd asked why the Sewer SDC Fund is running so low for the year and **Director Young** stated that was a reflection of building permits slowing down and that the large cash carry-forward for the fund is not reflected on the statement. She added that the new Ray's Food Place has not yet paid its SDC's which are significant.

4. Preview 04/10/08 Regular Meeting Agenda

City Recorder Nelson provided an overview of the upcoming regular meeting stating that there was no workshop topic identified. **Councilor Merrill** stated that although there would not be time prior to the workshop the next week, he would like to have a workshop in the future on the class that he, Councilor Weed and Manager Stein attended entitled *Board Policy, Strategic Planning and Performance Management*. He stated he felt it was important to provide a briefing to the other Council members when classes were attended. **Councilor Weed** agreed that the class provided good information on strategic planning and that the Council had previously discussed that they are not happy with the process used for the City Manager evaluation.

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Councilor Merrill reported to the Council on the meeting he'd had with members of the Veteran of Foreign Wars (VFW), a representative from Sisters Rotary and the principal from Sisters Christian Academy. He stated he had City Recorder Nelson attend in order to record the meeting. He stated that Sisters Christian Academy stated it will take care of the Veterans Park Memorial site regardless of whether the memorial is moved or not and that the Rotary has no objections to two memorials with the second site at Village Green being the primary Veterans Memorial site. He stated that there was a discussion on where the memorial should be placed but it was obvious that Village Green Park was the only site the VFW will consider. He stated he requested the VFW change their verbiage to identify a Sisters veteran as anyone living within the Sisters School District and the VFW agreed. He stated he had a later conversation with Post Commander Gale where he requested the VFW request the funds from the Community Grant line item for a flagpole and its installation. He stated he plans on making a motion at the April 10th regular meeting to approve a 25 foot downlighted flagpole.

Councilor Weed asked why Councilor Merrill had changed his mind with regard to favoring a second memorial. **Mayor Boyd** answered that the original request to the VFW was for them to coordinate with the Rotary and Sisters Christian School to make certain the two groups did not feel dishonored. He stated that since the Rotary does not mind if there are two veterans memorials it was acceptable to have two sites. He stated that Councilor Merrill's meeting had accomplished the coordinated effort the Council had been looking for.

Mayor Boyd suggested that the Council provide the remaining funds from the FY 07/08 Community Grant line item to the VFW and if additional funds are necessary the cost will be passed on to the VFW. The **Council** concurred asking that the VFW provide in writing its request. It was determined that the City will install the flagpole and pay for the lighting of the flag. **Mayor Boyd** stated he wanted to wrap up the matter at the April 10th regular meeting. He stated he would adjust the agenda to move the Council Business item regarding allowing the installation of the flagpole to the beginning of the meeting after the pledge of allegiance to alleviate redundant visitor communication on the matter.

Councilor Bell asked when the Refuse Program would be coming back for discussion with the Council and **Mayor Boyd** stated it was listed as a topic for an upcoming workshop when additional information was collected.

Councilor Kellstrom asked for an update on the New Sisters Village Development Agreement. **Mayor Boyd** stated the applicant has until tomorrow to submit an application but noted the applicant has not had a pre-application meeting as required by the Development Code. He stated the Council does not deal with land use applications and so it was inappropriate for the Council to even discuss the matter. He stated the application needs to be processed as it would for anyone else per the Development Code and that the Council can not discuss the merits of an application

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that has not been submitted. He stated it is important to keep in mind the applicant has known about the deadline for ten years and the applicant's lack of planning does not constitute an emergency for the City. **Councilor Kellstrom** stated that the City needs to keep in mind that the applicant could prevail. **Mayor Boyd** suggested that if any Council member had any additional concerns regarding the matter they speak with the City Attorney.

The meeting was adjourned at 9:41 a.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor