

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JUNE 19 2008

MEMBERS PRESENT:

Brad Boyd Mayor
Bill Merrill Councilor President
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
Kathy Nelson City Recorder

ABSENT:

Lon Kellstrom Councilor

GUESTS:

Susan Springer Public Art Facilitator
Paul Bennett Public Art Facilitator
Cate O'Hagen Arts Central
Yvonne Balderson Sisters Postmaster

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

1. Public Art Program

Susan Springer thanked the Council for their time. She stated that the community of Sisters values arts and culture which includes art-based businesses, school programs, art events and artist residents. She stated a public celebration that reflects that public art is valued is still missing in Sisters. She stated that other community members such as Kathy Deggendorfer and Janet Brockway had met with other representative of nearby programs to see how to begin a public arts program and now she and Paul Bennett were hoping to take that interest further. She stated the next step she would like to take is to partner with Art Central in an inclusive process with community members to define a public art program. She stated that a master plan for a Public Art Program would be created as well as identifying members for the Art Commission, who would ultimately administer the program. She stated that a call to artists would be made as well as researching funding sources by the Arts Commission.

Cate O'Hagen, Executive Director of Art Central stated her organization provides an arts education program and also serves as a regional arts council helping to develop strategic planning for a cultural plan for communities. She stated that the goal is to continue to improve communities through art. **Ms. O'Hagen** provided an overview of how the state, and other cities have approached the concept of public art, stating a public art program in Sisters will help to signify what type of community we are and the types of people and businesses the City wants to attract.

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Ms. Springer stated that there are many successful models from other communities to emulate that have used an inclusive process that reflects the values of the community to residents and visitors. She stated that she had just received word from the Roundhouse Foundation offering \$2,000 and she is hoping the City will match that amount to allow the program to move forward. She stated she would be submitting a community grant application for the additional \$2,000 required.

Mayor Boyd stated he was happy to hear they would be applying for community grant funds and that the Council will look at all the request after the end of June.

Ms. O'Hagen stated that many communities use a matching funds program or collect a one to two percent fee of the total cost of new building construction projects for the purpose of procuring public art. **Mayor Boyd** stated that the City does not receive that many building projects. **Ms. Springer** stated there will be fundraising for the program and she hopes that the City will participate with matching funds. She pointed out that any art work purchased would belong to the City. **Mayor Boyd** stated the Council could not guarantee matching funds but he felt there would be a lot of local interest in providing financial support to a public arts program. **Councilor Bell** stated she would appreciate examples of where smaller communities find matching funds.

Councilor Merrill stated that he had given information about the public arts program from the City of Joseph, an Oregon arts community, to a previous Planning Director in the City. He stated he agrees with Mayor Boyd with regard to the City being unable to commit to matching funds. He stated he sees two options; 1) comply with the existing Development Code which requires an 1880 theme for public art or 2) go through the process of changing the Development Code. He stated he felt the committee would have more freedom if the City was not the lead in the project. He stated that sometimes it is hard to tell the difference between public art and advertising. **Ms. Springer** stated she felt the committee would want to remove the required western theme from its criteria. **Councilor Merrill** suggested the committee develop an Art Commission on its own. **Ms. Springer** stated she wanted to make it clear that she is not asking the City to organize the commission. **Councilor Merrill** stated the Art Commission should be formally appointed by the Council. **Ms. Springer** stated she wanted the Council to realize there is a difference between a pro-active and reactive approach and the organization will be pro-active in identifying sites within the City for art. **Mayor Boyd** stated he wanted to make certain there is the understanding that the City would need to approve any art work prior to installation.

Councilor Bell asked if the group planned on creating an inventory of existing art in the City and stated she was in full support of the program since Sisters is known as an artist community. **Ms. Springer** reported that often private owners are also included in an inventory of art citing Five Pine Conference Center as an example of a site that could be included in the inventory.

Councilor Weed stated she is very excited to have a public arts program come this far and stated she feels the City needs to make a financial commitment to support the program. She stated that

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bringing Ms. O'Hagen on board to assist with the plan is a great step forward. She added that she does not feel the City should discount the possibility of charging a one percent fee for new building construction to support the program.

Mayor Boyd thanked Ms. Springer, Ms. O'Hagen and Mr. Bennett was attending and stated the Council would look forward to receiving their community grant request.

2. Cluster Mailbox Location Discussion

Planning and Community Development Director Porter stated this discussion is in follow-up to the last discussion regarding getting public input into the placement of cluster mailboxes. He stated the Post Office will be breaking ground on its new facility soon and that in 2007 the Post Office agreed to purchase free-standing clusters boxes for the south side of town to mitigate cross traffic on Cascade Avenue. He stated in coordinating with the Post Office it has been determined that 307 individual mailboxes are needed and 128 commercial mailboxes are needed to serve the existing population on the south side of Cascade Avenue. He added that Pine Meadow Ranch is not included in the count as the developer elected to not include mailboxes when the area was developed. **Sisters Postmaster Yvonne Balderson** explained that Pine Meadow Ranch could petition to have mailboxes installed but the development would be responsible for paying for the mailboxes, not the Post Office. **Director Porter** reported the cost to the Post Office for the mailboxes is estimated to be \$34,000 and the Post Office is hoping the City will participate by providing the concrete and labor to install the mailboxes. **Director Porter** outlined the criteria used for determining cluster box locations. He stated that after extensive field study the City and Post Office has identified several locations he feels would be suitable. He pointed out the locations on a City map (copy attached) for residential and commercial delivery. The **Council** discussed the viability of the locations.

Mayor Boyd asked if dismount delivery is an option for the City and **Postmaster Balderson** reported that the Postal Service is moving away from that type of delivery and going towards cluster box delivery only. **Mayor Boyd** asked if there was a limit on the number of stops the Post Office is willing to make and **Postmaster Balderson** stated she would work with the City with regard to that matter.

Director Porter stated staff has identified a six step action plan to inform residents and give interested parties an opportunity to comment before the cluster mailbox locations are finalized. They are 1) set a date for a community meeting, 2) finalize a draft location map and send a copy to affected property owners asking for comments, 3) run a press release and location map in the newspaper, 4) hold the community meeting to receive public comment, 5) return to the Council will a final recommended location map and 6) determine which cluster mailbox will serve which homes. **Mayor Boyd** stated he was in support of the plan but feels there needs to be more locations to make the mailboxes closer to where people reside and to cut down on traffic at each location. He suggested staff use a lot map to determine where the cluster boxes should be placed.

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Councilor Bell stated she would like to see one map that shows the number of mailboxes at each location and the homes served by that mailbox cluster. **Mayor Boyd** asked that the revised map be brought to the Council prior to setting a date for a community meeting. **Director Porter** stated he would work on the revised map.

3. Preview of 06/26/08 Regular Meeting Agenda

Manager Stein provided an overview of the Council workshop, Urban Renewal Agency Board and regular Council meetings scheduled for June 26th. She reported that Richard Nored, City Engineer will provide a status report on the sewer system and some observations on capacity of the system relative to the west side of the City. She stated that he will discuss capacity issues relating to a collection system problem. **Councilor Weed** requested that he also provide a status update on the Lazy Z property and **Manager Stein** stated she would make the request.

Manager Stein reported that an ordinance will come before the Council to establish a term of two years for the chair and vice-chair. **Councilor Merrill** asked why the Council would want to change the Municipal Code stating he feels it is unnecessary and could create unintended consequences. **Councilor Weed** stated she has heard from Planning Commissioners that have wanted to change the Chair and that presently there is no mechanism in place to allow a change to occur. **Mayor Boyd** stated he feels that identifying a term allows a change to occur naturally if it is needed and still allows an individual to be re-elected if the Planning Commission desires that individual to continuing serving.

Manager Stein informed the Council of other items that will be added to the regular meeting agenda since the draft agenda was created.

4. City Manager Update

Manager Stein requested Director Grimm provide an update on Barclay intersection. **Director Grimm** reported he met with an Oregon Department of Transportation (ODOT) Region Traffic Coordinator and Traffic Engineer to discuss possibilities to create safer crossing at the intersection at Barclay and Highway 20 for the interim. He stated that ODOT has agreed to signage on Barclay Drive and Highway 20 that alerts drivers to the intersection. He stated that ODOT was also receptive to the City's request for a speed study on Highway 20. **Councilor Weed** asked how long the study would take and **Director Grimm** stated that since it will be performed at the regional level it should only take one and one half months to complete.

Director Grimm stated that ODOT does not agree with striping Barclay as a right turn only lane, as ODOT does not think striping will help with the problem. **Councilor Merrill** stated that people will drive fast regardless of what the signs say and that it is important to educate drivers on the alternatives that are available to get cars across the highway.

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Mayor Boyd requested that staff pursue speed reduction for the area and asked what process the City needs to follow in order to create a right turn only lane from Barclay Avenue to Highway 20. **Director Grimm** stated that ODOT will allow the City to put in the right turn only lane as requested even though it doesn't agree with that change. He stated the City must provide a drawing of the proposed changes and get permission from ODOT before moving forward since some of the striping will be on ODOT right of way. **Director Grimm** explained what would be required and the cost implications to complete the task. **Mayor Boyd** stated he does not want it to take too long. **Manager Stein** pointed out that making Barclay a right turn only will send drivers onto Rail Way and onto Arrowleaf where construction is underway for the new Ray's Food Place. **Councilor Weed** stated that she feels the Council needs to make certain that it isn't creating another problem or hazardous situation when trying to fix this problem.

Manager Stein stated she would like to report back to the Council after a cost estimate has been determined for the needed thermal plastic striping. **Mayor Boyd** stated he did not want to not do a project because of a cost factor of under \$5,000. **Manager Stein** stated her comment was in regard to Councilor Weed's concern relative to creating another dangerous traffic issue and not the cost involved. **Councilor Merrill** stated he hadn't heard any other reasonable alternative for a short term solution to the problem. He stated that at least drivers would only be crossing one lane of traffic when they made a left hand turn. **Director Grimm** stated that unfortunately drivers will always make illegal choices with regard to driving.

Mayor Boyd requested Director Grimm to bring information regarding a proposed design with the estimated cost back to the Council at the next workshop as well as pursue the speed study with ODOT. **Director Grimm** stated he would.

Manager Stein reported that Council election packets are available from City Recorder Kathy Nelson for Council members wishing to run for the office of City Council again.

Manager Stein reported that there is a vacancy on the Committee for Citizen Involvement due to a resignation by one of the inside city limits members.

Manager Stein reported there is a request from Habitat for Humanity to extend its lease at the old City Hall building for an additional three years and she would need direction from the Council on how to proceed. **Councilor Merrill** suggested that the item be added to the agenda of the next regular meeting and the **Council** agreed. He also suggested that the City revisit the rent amount currently charged. **Mayor Boyd** stated that there has been discussion at the Transportation System Plan (TSP) Project Advisory Committee (PAC) that the lot would be a good location for a parking lot in the future but it would likely not come to fruition for at least three years.

Manager Stein reported that information on the sale of the Forest Service property was received by the City. She reported the minimum bid is \$14,000,000.

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Manager Stein reported on a conversation with Merle Irvine, General Manager of High Country Disposal (HCD). She stated that HCD is looking at the intergovernmental agreement between the City and Fire District with regard to the recycling center and working on crafting a franchise agreement.

Manager Stein reported she will be out of the office the week of July 14th and out of the office for the City Manager's Annual Conference from July 8th through July 11th.

Mayor Boyd asked for an update on Clemens Park. **Manager Stein** reported that a follow-up meeting with the neighborhood representatives and Kiwanis still needs to take place.

Mayor Boyd asked Director Grimm if anyone had contacted members of the Community Garden regarding the two locations that were identified as possible re-location sites. **Director Grimm** stated he had but would follow up to see if any decision had been made by the Community Garden Board regarding the spots. **Councilor Merrill** stated there are also legal issues that will need to be considered if the Community Garden decides to re-locate to either location on City property.

Councilor Bell stated she was interested in hearing from Public Works regarding snow removal around the cluster mailboxes and if it would be a burden. **Director Grimm** stated that staff could make it a priority to ensure the areas are plowed so that mail delivery could take place.

Councilor Bell asked if the Public Arts matching funds could come from urban renewal funds. **Manager Stein** stated she would need to look at the urban renewal fund to see if that is a possibility. She stated that the General Fund budget has a very healthy contingency fund and she would like to have a conversation with the Council about supporting other programs. She stated she had been prepared earlier in the meeting if asked to recommend the Council support the Public Art Program.

Councilor Merrill stated he would like to see Manager Stein put together a proposal for the City Manager's performance appraisal from the information from the League of Oregon Cities (LOC) workshop that he, Councilor Weed and Manager Stein had attended. **Councilor Weed** stated there were other aspects of the workshop that she would like to present also.

Councilor Weed stated she was concerned with the Chamber of Commerce and the City's role there. She stated she would like to know where the community's money is going as she has received complaints that only select businesses are being promoted. She stated she would like to see the Chamber of Commerce budget. **Manager Stein** suggested scheduling a joint meeting with the Chamber and the **Council** agreed.

Director Porter reported that the City received a large application for a ten acre parcel. He stated the development known as Black Butte Crossing will include both a residential and retail component.

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Manager Stein reported that staff will be meeting with Deborah Galardi to discuss a scope of work for a water and sewer rate study.

Manager Stein reported that interviews for the Public Works Administrative Assistant will take place on June 23rd. She reported the City received 55 applications for the position.

Respectfully submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor