

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
SEPTEMBER 11, 2008

MEMBERS PRESENT:

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

STAFF PRESENT:

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

GUESTS:

Scott Aycock	Program Administrator, Central Oregon Intergovernmental Council
Karen Friend	Operations Director, Central Oregon Intergovernmental Council

The meeting was called to order by Mayor Boyd at 6:00 p.m.

1. Senior Center Feasibility Study Status Report

Scott Aycock, Program Administrator for Central Oregon Intergovernmental Council (COIC) stated he was in attendance to update the Council on the feasibility study for a senior center in Sisters that he facilitated for the Sisters Senior Council. He stated the study identified the priority services that seniors would like to see, what the facility needs will be, the estimated cost to build the senior center (\$1.5 million) and the yearly cost to operate the center (\$50,000). He stated other issues discussed were the operational capacity, potential operating partners, ideas for local fund-raising and barriers. He stated that because of the number of challenges the Senior Council will face he suggested the group put its effort into participating in the Community Facilities Master Plan and include the senior center in the host of wish list items for the community. He stated the Senior Council has not gotten back in touch with him since he gave his recommendation.

Mr. Aycock stated that he knows that Howard Den Hartog, a member of the Sisters Senior Council, is more interested in procuring an existing free standing facility and moving forward with that idea. He stated he feels some of the challenges facing the Senior Council include no sense of urgency regarding the project, and a lack of capacity to fund raise or manage the project.

Councilor Weed asked Mr. Aycock if he will be involved with the Community Facilities Master Plan and **Mr. Aycock** replied he will be involved minimally. **Manager Stein** explained that a sub-group of the Community Action Team of Sisters (CATS) has met a few times to discuss the facilities plan project but needs to begin meeting on a regular basis to make meaningful progress. She stated that funds remaining from the grant received for the 2008 Community Leadership Summit will be used to pay for Mr. Aycock to assist the sub-group with the next steps. She stated that the CATS Board is considering funding through membership dues but with the need to fund

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an economic development plan and facilities master plan the board also needs to figure out how to fund these initiatives without going to the membership for financial assistance too often. She stated the CATS Board is moving forward with implementing its strategic plan for stewarding the visioning process.

Mr. Aycock stated that other senior centers in the region were studied and he sees a senior center as being a project that is two to five years out before completion.

2. Regional Transportation System

Karen Friend, Operations Director for COIC stated she is charged with implementing public transportation and was in attendance to provide an update on the progress of the transportation plan so far and to discuss the hope that the City will renew its same arrangement for contributing financially to the bus service it has been providing through Central Oregon Council on Aging (COCOA) in previous years.

Ms. Friend stated that in January 2008, COIC approached COCOA to take over regional transportation service in order to provide more services for the investment being made. **Ms. Friend** stated COIC initially provided the same level of service that COCOA had but discovered it catered only to the needs and activities of seniors. She stated it was hard to market to such a small group and COIC began by expanding service region wide with some 40% more rides in the first six months of taking over. She stated that the service area was expanding to include Plainview and Cloverdale near Sisters, areas that previously not been covered. She stated marketing efforts which included a new branding of *Cascades East Ride Center* received funding from the Federal Transit Administration (5311 public transportation funds). She stated that by combining the 5311 funding with funding from all the other agencies COIC is able to provide service for the most rides it can.

Ms. Friend stated COIC was hearing that there was a gap or lack of service between cities and so on July 1, 2008 a pilot program that allows riders the means to get all around the region was implemented. She stated COIC has tried to eliminate as many obstacles as possible in order to increase ridership and allow service to increase incrementally. She stated the project is reservation based with reservations being made the day before a ride is needed.

Ms. Friend stated that Sisters is the smallest piece of service the program provides but there has still been an increase in services. She informed the Council the Park & Ride is located behind the Pumphouse Market and Gas Station and presently there is one morning and one afternoon trip to Bend as well as service throughout all of Sisters on Tuesdays. She stated that COIC hopes that Sisters will continue its financial sponsorship of the program as there are transportation needs in Sisters still being identified, especially with commuter needs.

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Councilor Merrill stated that he has never seen a transit bus or seen any ads or information posted regarding the service and asked how citizens are suppose to find out about the service. **Ms. Friend** distributed a flier listing the shuttle service times for routes to and from Sisters, Redmond, Prineville, Bend, Madras and LaPine. She stated she will be attending meetings with other agencies in Sisters to inform them of the new service and that the Council is the first group she has met with. **Mr. Aycock** stated that a soft start was intentional in order to give COIC time to adjust to the increase in service. He added that emails to local agencies, print ads and brochures will soon be distributed. **Ms. Friend** stated the hope is the service will be valued as a community system and utilized by a wide range of individuals. She stated that reservation clerks will also assist riders with information on how to connect to rides to get them around the region. **Mr. Aycock** stated that a ribbon-cutting ceremony will take place in front of City Hall in October.

Councilor Weed asked if COIC was requesting funding. **Ms. Friend** stated that COIC is requesting that the City renew the contract that expired on June 30th with the same provision it has previously to provide fuel and maintenance for the bus. **Councilor Weed** asked if the City has budgeted for those costs and **Manager Stein** stated it has and has been waiting for this workshop prior to getting the agreement in place. **Mayor Boyd** questioned if the bus is owned by the City and **Mr. Aycock** stated that it was previously but was signed over to COCOA when COCOA began paying for the insurance on the vehicle.

Councilor Bell stated she feels the service is a good resource for Family Access Network (FAN), Habitat for Humanity and the Sisters Area Chamber of Commerce. **Councilor Weed** stated she is very excited to have this useful service for the community.

3. City Manager Update

Manager Stein stated that the City received the speed study back that it had requested from the Oregon Department of Transportation (ODOT). **Public Works Director Grimm** stated he was recommending the Council accept the speed limit changes that ODOT is recommending. He stated that although it is not the reduction for the entire section the Council had hoped for it will still improve the intersection of Barclay Drive and Highway 20 and reduce traffic speed in that area.

Councilor Merrill suggested that the City place the unmanned police car with radar on the west end of the City to encourage slower speeds near the Barclay Street/Highway 20 intersection. **Director Grimm** stated the patrol car is placed in that area some days but that he favors placing the vehicle towards the east end of town because it has younger children that are walking and biking to school.

The **Council** discussed the letter from ODOT and directed staff to accept ODOT's recommendation by writing a letter of acceptance. **Mayor Boyd** also requested that staff find out

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what the time line will be for the new speed signs and send a press release announcing the change to the Nugget Newspaper when that information is determined.

Manager Stein stated that she wanted to remind the Council of a scheduled power outage by Central Electric Cooperative (CEC) on Tuesday, September 16th through September 17th from approximately 10:00 p.m. until 4:00 a.m. She stated the Fire District and Sheriff's Department are both aware of the planned outage and that the Chamber of Commerce has made an appeal to the City for additional Sheriff patrols during that timeframe, which she has passed along to the Sheriff's Department and will discuss further with Lt. Homan when she presents the monthly Sheriff's report at the regular meeting. She added that City staff is also preparing the wells and reservoir for the outage.

Manager Stein informed the Council that numerous documents regarding Aspen Lakes application to become a destination resort had been received by the City in the last few days and distributed copies of each. She also distributed copies of the other two other versions of Resolution No. 23 (a and b) for the Council to consider for adoption.

Manager Stein stated the City did receive another letter from High Country Disposal with a proposal to lock in the 12% rate increase for two years as well and the framework for the annual financial report that HCD will submit to the City each year.

The meeting was adjourned at 6:53 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Brad Boyd, Mayor