

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
JUNE 11, 2009

**MEMBERS PRESENT:**

Lon Kellstrom      Mayor  
Bill Merrill      Councilor President  
Sharlene Weed    Councilor  
Jerry Bogart      Councilor

**ABSENT:**

Pat Thompson      Councilor

**STAFF PRESENT:**

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

**GUESTS:**

Virginia Lindsey    Budget Committee  
Chris Tosello      Budget Committee  
Dave Wheeler      Budget Committee

The meeting was called to order by Mayor Kellstrom at 5:30 p.m.

A. FY 09/10 Budget Options Discussion

**Manager Stein** explained that the Budget Committee's recommended budget was published in the newspaper this week as required by state law. She stated in the event that the Council discussion further modifies the budget by \$5,000 or 10% of a budget category (whichever is greater) it will trigger a need to republish the budget prior to adoption of the budget by the Council at the regular meeting of June 25<sup>th</sup>.

**Mayor Kellstrom** stated that in the interest of time he wanted to take an informal poll to see whether there was consensus on the staff recommendations and then come back and discuss the items where there was not consensus. The poll revealed there was consensus on the following:

- To not implement the Whychus Creek Restoration Plan other than in the supplemental budget when costs are better known
- To not implement the Endangered Species Act (ESA) Risk Assessment other than in the supplemental budget when costs are better known
- To not increase the Community Grants budget but prioritize allocations to those organizations that provide social assistance
- To defer the City Hall sidewalk project on Locust Street and Main Avenue until the adoption of the Transportation System Plan (TSP) update to ensure there will not be a couplet that involves Main Avenue
- Add the design cost for a fish screen for the Uncle John Ditch to the budget
- To defer the design of the Westside Sewer Collection System until an update of the System Development Charges (SDC's) is complete
- Add an update of the transportation, water and sewer system development charges (SDC) project lists to the budget
- Defer the purchase of an emergency generator for Well #3 to the future

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Discussion began on items where there was not consensus. These items included:

- Economic Development Program Support
- Implementation of Housing Plan
- Revenue Reduction
- City Hall Generator

Economic Development Program Support

**Councilor Merrill** stated he agreed to fund economic development but not in the amount or fashion suggested. He suggested the amount of \$10,500 and stated that beneficiaries should be required to provide matching funds as it provides more flexibility and gives beneficiaries a reason to participate. There was discussion about various economic development strategies with an end result of support for Councilor Merrill's recommendation to require matching funds for the \$10,500 budgeted.

Implementation of Housing Plan

**Councilor Weed** stated she was not in favor of the staff recommendation to defer implementation of the Housing Plan and only have some of the implementation tasks handled by staff. She stated she has set in on the Housing Plan discussions at Planning Commission meetings and that the Planning Commission is excited to assist with the implementation of the plan along with the help of the consultant. She stated she feels that to truly implement the plan there is a need to use the expertise of the consultant that prepared the plan. She stated that several developments underway are to have affordable housing components and there will be a need to have the plan in place to use as guidance. She stated the City has already spent money to move the Housing Plan forward and it doesn't seem a wise choice to take a back seat with the plan at this time. She stated that as a fall back position she is willing to wait until hearing the proposal from the Planning Commission and wait to make a decision until then.

**Manager Stein** stated a discussion on the Housing Plan is scheduled for the July 16<sup>th</sup> workshop. **Mayor Kellstrom** suggested pulling the item until the after the workshop and postpone making any decisions until then. He stated the item can be added to the supplemental budget if the Council agrees and when costs for implementation become better known. The **Council** agreed.

Revenue Reduction

**Mayor Kellstrom** stated the decision to not levy the full amount for property tax was for the Council to decide and deferred the item for discussion by the Council at the regular meeting.

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City Hall Generator

**Councilor Merrill** asked whether the cost to rig, install and run the generator was included in the cost estimate. He stated the City needs to consider the ongoing cost to maintain the generator.

**Public Works Director Grimm** stated that the cost estimate includes the equipment and the electrician's cost to install the unit. He stated the City currently maintains two generators and is familiar with what is required to maintain the unit.

**Councilor Weed** asked why a generator is needed. **Manager Stein** explained there was a generator at the old City Hall building but it is too small to serve the current City Hall building and will be moved to the Treatment Plant. She stated that when there is a power outage City Hall cannot operate and as an emergency service provider it becomes problematic. The **Council** agreed that a generator for City Hall needed to be added to the FY 09/10 budget.

**Mayor Kellstrom** asked how long it will take for the SDC updates to be completed. **Manager Stein** stated that taking a fresh look at the Capital Improvement Project (CIP) lists for water and sewer will not take long to update and **Director Grimm** stated he felt that both could be completed within the first quarter of FY 09/10. **Manager Stein** stated the transportation SDC list update will need to wait until the TSP update is adopted. She stated that once the Westside Sewer Collection System Design is added to the project list it will be eligible as a SDC project and use SDC funds as opposed to Sewer Fund money.

**Mayor Kellstrom** stated the only unresolved issue is with regard to economic development and can be discussed with Councilor Thompson at the regular meeting.

**Mayor Kellstrom** thanked the Budget Committee members that attended the workshop. **Finance Director Young** stated that next year's budget calendar will be scheduled to allow a more flexible timeframe to decide matters.

B. City Manager Update

There was no City Manager update.

The meeting was adjourned at 6:44 p.m.

Respectfully submitted,

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Kathy Nelson, City Recorder

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Lon Kellstrom, Mayor