

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
DECEMBER 17, 2009

**MEMBERS PRESENT:**

Lon Kellstrom      Mayor  
Bill Merrill        Council President  
Sharlene Weed     Councilor  
Pat Thompson      Councilor  
Jerry Bogart        Councilor

**STAFF PRESENT:**

Eileen Stein        City Manager  
Eric Porter         Comm. Dev. Director  
Lisa Young         Finance Director  
Brad Grimm         PW Director  
Pauline Hardie     Senior Planner  
Kathy Nelson        City Recorder

The meeting was called to order by Mayor Kellstrom at 8:10 a.m.

1. Status Report on FY 09/10 Council Priorities

**Manager Stein** stated the purpose of the workshop was to review and discuss the status of Council priorities for FY 09/10. She stated her staff report included goals and objectives for the five year period of 2009-2013 that match up with the Sisters Vision Statement, a list of goals and priorities for FY 09/10 and a status report on those FY 09/10 priorities. She noted that some of the priorities are in need of resources which have been included in the status report. She asked for questions.

**Councilor Weed** stated she was confused by one of Manager Stein's bullet points for Council priority #3, *'to support our citizens through diverse economic sectors that reflect their identity, values and interests, and to provide for their well being'*. She stated developing a road maintenance plan that is compliant with the American with Disabilities Act (ADA) was confusing as she did not see how a gas tax relates to road maintenance. She stated she thought that any collected gas tax funds would go towards road maintenance. **Manager Stein** agreed the statement was confusing as the two items were grouped together. She said they are related but not dependent on each other. She stated in retrospect the two ideas should have been two separate bullet points.

**Councilor Weed** asked about the resource needs list from the bullet point regarding implementation recommendation of the Sisters Housing Plan. She asked what those resource needs would be as she did not see any with implementing the strategies. **Manager Stein** explained that with any advisory board created (such as the Housing Advisory Board) there is a need for staff support and time, as well as someone to take minutes and publish meeting notices. She stated that even if the Housing Advisory Board is created she does not see budgetary needs until FY 10/11.

**Councilor Bogart** stated that with regard to Council priority #1, *'to have a strong and effective planning process that enhances livability, provides for orderly and sustainable growth, and that*

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*honors and preserves Sisters' western village character,*' he feels the City needs shovel ready projects on the Capital Improvement Plan (CIP) list and budget for those projects to compete for American Recovery and Reinvestment Act (ARRA) funds as the funds become available.

**Mayor Kellstrom** asked what process the City has for identifying shovel ready projects. **Public Works Director Grimm** stated the federal standard is that the project is typically 30% completed and can be completed within six months. There was additional conversation regarding projects which **Manager Stein** summarized by stating the City has two big sewer projects, with the effluent line from the Lazy Z shovel ready. She stated a funding mechanism still needs to be lined up for that project. She stated the second project, the west-side sewer line is being worked into the system development charge (SDC) project list. She stated the City is waiting for the scope of work from the consultant for performing the update. **Mayor Kellstrom** stated it would be appropriate to discuss the west-side sewer project at the upcoming goal setting session in January.

**Finance Director Young** stated that the Capital Improvement Plan project list includes funded projects and suggested that unfunded projects be listed separately to keep them on staff and Council's radar in order to be looking for funding sources.

**Mayor Kellstrom** noted the substantial list of accomplishments that have occurred so far this year, stating many are projects the Council doesn't see or think about, such as cleaning six miles of sewer line. He stated there are many projects that go on behind the scenes to protect the City's public assets.

## 2. City Manager Update

Manager Stein had no update items.

**Councilor Weed** asked how the Council was going to respond to the letter from the Kiwanis requesting \$24,000 in funds for a \$41,000 play structure at Clemens Park. **Director Grimm** stated he was following up with the play structure company to determine if it is possible for the City to install and set up the equipment since the company charges \$10,000 to do so. He stated he wants to find out if having staff install the equipment will impose additional liability for the City. He stated he is awaiting a return call to get more information and to see if there are additional ways to reduce the cost of the play structure. **Councilor Weed** requested Director Grimm touch base with Grant Cyrus, president of the Sisters Kiwanis, to update him and **Director Grimm** stated he would.

**Councilor Weed** stated that when reviewing the last quarterly financial report she noted that the Community Grant Fund line item was only at 20% of budget. She asked if that meant the City had not written checks to some of the grant recipients yet. **Director Young** explained that Family Access Network (FAN) was the recipient of the largest portion of the Community Grant funds and those funds are redeemed in the form of a grant to individual clients over the course of the year.

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The meeting was adjourned at 8:38 a.m.

Respectfully submitted,

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Kathy Nelson, City Recorder

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Lon Kellstrom, Mayor