

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
OCTOBER 14, 2010

MEMBERS PRESENT:

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

STAFF PRESENT:

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

ABSENT:

Jerry Bogart Councilor

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

A. COIC Needs and Issues Process: Preliminary List

Manager Stein distributed a 2nd draft preliminary list of needs and issues noting additional projects had been added. She discussed how projects were categorized according to the criteria received from the Central Oregon Intergovernmental Council (COIC) and how funding sources were determined. She stated that once a regional list is compiled by COIC, it will schedule meetings with state and federal funders to discuss each item and determine if there is a possible funding opportunity. She reported she had solicited projects ideas to add to the list from Erin Borla at the Chamber of Commerce, the Sisters Business Attraction and Retention Team via Mac Hay, and members of the former Community Action Team of Sisters (CATS).

Mayor Kellstrom stated it was his understanding that the needs and issue list was only a 'wish list' and there was no guarantee of funding for any of the projects. **Manager Stein** replied that was correct. **Mayor Kellstrom** asked how much staff time would be involved in preparing the list and noted the list was extensive for a city the size of Sisters. He stated he didn't support spending extensive staff time on the project. He asked whether the Council would like to see the list prior to submission. **Manager Stein** stated she was looking for Council direction. If there were changes, she could bring the list back to the Council for review prior to submission. She stated that for each project, a two page projection notification form must be submitted, but she expected staff to only fill out the form for those projects identified as high or medium priority projects.

Councilor Thompson stated he saw the list as part of COIC's update of its comprehensive economic development strategy. He stated COIC was looking at the entire region to see what resources can be used in cooperation to reach some of the goals. He stated he felt the Forest Service property and Westside sewer pump station were the most important projects on the list. He stated regional transportation is an issue for Sisters with the bottleneck that occurs with tourist traffic since Sisters is a gateway to Central Oregon. He also encouraged the development of community-wide websites. He stated he thought that issues that are regionally focused will be most successful at finding funding sources. **Councilor Weed** stated having an entire menu of

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items could present the possibility of packaging one of the City projects with a similar project from another community and securing funding.

Councilor Merrill advised the Council to not reject the local items on the list. He stated if the list is coming back to the Council he would like to know how each project was evaluated to determine its priority. He asked that items also be separated according to whether it is a local or regional project.

Councilor Weed stated she was unaware of ever getting any benefit from previous lists the City has submitted and stated she didn't want to spend a lot of staff time on analyzing the projects. She stated she felt the list was sufficient. **Manager Stein** replied the list was created with the notion of looking to the future needs of the City. She stated an item might not be of the highest priority for the City at present but if a funding source is identified it is important for the City to participate. She stated knowing which projects each Council member sees as a high priority project helps staff in knowing how to process.

Councilor Thompson stated to not take advantage of the opportunity of COIC looking for funding on the City's behalf would be irresponsible and that he looks to staff to tell the Council which projects are feasible in finding grant funding.

Councilor Merrill stated he would separate the website creation and pre-approved spec for an industrial building to be the duty of the Chamber of Commerce as he sees those projects as benefiting all of Sisters Country not just the city of Sisters. He stated his priorities were the Forest Service property, combining the fish screen and Whychus Creek project into one project since both are related to the endangered species act (ESA) requirements and the Cascade Avenue improvements. He stated the City needs to be able to meet its competition.

Councilor Weed stated her priorities were the Forest Service property and finding a way for the City to purchase it, Whychus Creek restoration, Cascade Avenue improvements, workforce housing and improving arts related inter-community marketing and sales networking.

Mayor Kellstrom stated he didn't disagree with any of the projects brought up by the other Council members. **Manager Stein** stated she had enough direction from the Council to move forward.

B. Review Council Goals for FY 10-11 (1st Quarter) and City Manager Goals

Manager Stein asked for questions on the first quarter status report. **Mayor Kellstrom** asked if there were any plans to screen the generator at City Hall and **Public Works Director Grimm** replied there are.

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Councilor Weed stated she felt there was a need to have Council discussion on the Jefferson multi-use path as she foresees problems. **Councilor Merrill** agreed stating he felt it wasn't practical. **Director Grimm** explained the path was to allow for safe passage on Jefferson from Village Green Park to the Creekside Park trail. **Manager Stein** stated the item would be scheduled for a workshop.

Councilor Weed stated she wanted the implementation of the Housing Plan to begin. **Councilor Merrill** stated the money budgeted was to establish a Housing Advisory Board. **Community Development Director Hardie** stated the first step was to determine if there would be a Housing Advisory Board and what incentives to work on. **Councilor Weed** added she was pleased to see there would be a more consistent focus on regular website postings.

Councilor Thompson asked if the City was embarking on updating the sewer system development charges (SDC's) with regard to the Westside collection system design. **Manager Stein** stated it staff is not embarking on an update currently, but the project would need to be added to the capital improvement list (CIP) eventually. **Councilor Thompson** stated he felt the Council needed to discuss the matter prior to any update. **Manager Stein** stated the matter would come before the Council prior to any update.

Mayor Kellstrom asked if backflow testing would be extended to include commercial and industrial accounts. **Director Grimm** reported a request for proposal (RFP) for a contract would come to the Council in the spring.

C. First Quarter Financial Review

Finance Director Young discussed the chart illustrating the beginning fund balance overview. She described what comprised the surplus or created a deficit for all the fund balances. **Councilor Merrill** asked if the City could institute a process where a utility customer can designate when a payment will be drawn from their account. **Director Young** stated she felt that could easily become an option and she would check into it.

D. City Manager Update

Due to lack of time there was no City Manager update.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor