

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 17, 2016

MEMBERS PRESENT:

Chris Frye Mayor
Nancy Connolly Councilor
Amy Burgstahler Councilor
Andrea Blum Councilor

ABSENT:

David Asson Councilor

STAFF PRESENT:

Patrick Davenport CD Director
Joe O'Neill Finance Officer
Kathy Nelson City Recorder

ABSENT:

Andrew Gorayeb City Manager
Paul Bertagna PW Director

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

1. Council Goals and Priorities

Mayor Frye noted the Council had received the goals and priorities blueprint, written by Councilor Burgstahler, two weeks prior in order to provide time to review the document. He asked for comments from the Council members. **Councilor Connolly** asked Councilor Burgstahler how she foresaw the document being laid out. She stated because it was such a long and detailed document she was concerned people wouldn't read it. She asked if the intent was for it to be an internal document and whether a more descriptive succinct list of Council goals and priorities could be created for the public. **Councilor Burgstahler** replied she felt it was a Council decision as to how deep it wanted to delve down into the documents. She stated perhaps the goals and objectives would suffice for the public. She stated since goals were sometimes too vague she felt the objectives should be listed to communicate the "why" the Council chose a specific goal. She stated she hoped it would encourage engagement from the public but agreed the language could be tightened up.

Councilor Blum stated she felt a listing the goals as bulleted highlights that could link to the rest of the information would be a good approach. **Councilor Connolly** commented she preferred the five listed goals of *Increased Outreach, Leadership Development, Identify Preservation and Enhancement, Diversified Economic Vitality and Exceptional Operations, Infrastructure and Policy Making to Vision: Engagement – Prosperity – Equity*, the core principles from the Sisters Country Vision statement, as she felt the goals were more concrete. She asked if the Council felt they should keep all the tasks listed or cut them off if they did not reach a certain ranking. **Councilor Blum** stated that should be a policy decision on the part of the Council as well as budget driven. **Councilor Burgstahler** noted she had also added some categories of tasks that were visibly absent when she created the document such as elder opportunities, arts and culture and environmentally related tasks. She stated these items all related to the identity enhancement of Sisters. The **Council** discussed if and what tasks should be dropped and determined those ranked 2.6 and lower would be dropped from the task list. The **Council** chose to leave supporting a community radio station on that task list even though it was currently not on the air in hopes it might be in the future.

Mayor Frye asked why the five pillars did not match the goals and stated he would like to see the goals listed under five pillars along with the objectives. **Councilor Blum** stating she felt what the pillars said was good, the difference between the principles, pillars and goals was cumbersome and confusing. **Councilor Burgstahler** explained the pillars and principles of sustainable communities were merely background material and the vision statement and priorities were what was driving the goals created. **Mayor Frye** suggested the goals be listed under the pillars and **Councilor Burgstahler** replied that had not been her intent and she didn't feel the goals would neatly fit into the pillars. **Councilor Blum** stated there were only five goals and five pillars and it was the objectives that fell into one or more of the pillars. **Mayor Frye** commented the goals document created by the previous Council was much simpler and suggested creating a streamlined version of the goals for the public. He stated the term 'pillars' had not been used in previous years and what were being called pillars, had been called goals in the past. **Councilor Burgstahler** stated if the Council wanted to shorten the document, she would suggest using the goals and objectives only and leaving the tasks off. She explained the objectives were very important and could not be reduced to just one for each goal. **Mayor Frye** stated he felt the tasks were important in showing the public what was planned and how it would be accomplished. He stated the City could use the entire document for internal use and create an executive summary for the public that just listed the goals and tasks. **Councilor Burgstahler** stated the five goals would be highlighted in the monthly newsletters.

2. Council Rules Review

The **Council** discussed the draft Council rules, asked some clarifying questions and suggested some edits. The **Council** requested language be added to allow discussion on an item prior to calling for a motion. The **Council** determined there were instances where they would prefer to have the item introduced, a staff report provided and have discussion prior to proposing the motion. They discussed incorporating the Speak Your Peace principles into the Council rules and decided they would define the principles and determine whether an additional principle, specific to the Council, should be added as a tenth principle at the April 7th workshop.

Councilor Connolly left the meeting at 9:07 a.m.

3. Preview March 24, 2016 Workshop and Regular Meeting Agenda

Mayor Frye previewed the March 24th workshop and regular meeting.

4. Other Business

Increased Transient Room Tax Effective Date

The **Council** discussed a handout from Councilor Asson who was unable to attend the meeting requesting the Council reconsider delaying the start date for the room tax increase, scheduled for April 1st. Councilor Asson's concerns were centered on a conversation he'd had with a lodging provider about not having enough time to inform guests who had made reservations months in advance. **Finance Officer O'Neill** advised the Council notices to lodging providers alerting them to the transient room tax (TRT) rate increase has already been mailed and so far the City had not

received any other complaints on the timing of the effective date. **Mayor Frye** stated in his conversations with lodging providers the topic had never been brought up either. The **Council** discussed options with Finance Officer O'Neill and decided the best option was to allow lodging providers that had already charged visitors at the lower TRT rate the opportunity to receive a credit for the difference of the amount of room tax that should be remitted with the actual room tax charged when the reservation was made prior to the new room tax rate going into effect. The **Council** set the one year timeframe of April, 2017 to allow lodging providers to make the adjustments. The lodging providers would be required to submit an accounting of the room tax differences with their monthly room tax remittance. The amount would result in a reduction to the amount of transient room tax submitted.

Newsletter Name

Councilor Burgstahler stated the name for the newsletter would be "3180", a nod to Sisters' elevation. It would include the tag line "your monthly guide to City of Sisters' news and information". She reported Gearbox would paginate the monthly newsletter at an estimated cost of \$450 to \$500 a month. The program will be run for a year to see how it is received by the community. The **Council** agreed communication and outreach were vitally important.

Transportation Growth Management (TGM) Medium and Small Grant Applications

Director Davenport advised the Council there was an opportunity for the City to apply for both a medium and small Transportation Growth Management (TMG) grant. He stated he had submitted two pre-applications in order for the City to be eligible to apply. He stated the medium size grant application would be for an integrated land use and transportation project analysis for the runway protection zone located near the approach to Sisters airport. He explained no structures would be allowed in the zone but the City could consider developing a passive recreation space options such as growing rye or a Frisbee golf course. He stated the project would take the land included in the zone from the distillery, airport, City well site and Kuivato subdivision and create a unified project. He stated another element of the project would be to create a consolidated lighting plan for the Sun Ranch development and North Sisters Business Park relating to the requirement to have roof lights on all buildings in the approach zone.

Director Davenport stated for the small grant application public art on Hood Avenue bulb-outs would be studied. He advised with Sisters current clear vision standards and development code it was not possible to place public art in the site distance triangle due to concerns about obscuring the view for drivers. He stated if the grant was received, transportation engineers could look at options at the four-way stops to see how public art might be added.

Makers Mill

Director Davenport reported he and Sisters Economic Development Manager Caprielle Lewis had visited two 'makers mill' shared workshop spaces where tools and equipment were available for use for individual that joined. He stated a feasibility analysis for a Sisters makers mill was one of the projects he would like the Sustainable City Year Project (SCYP) to consider undertaking.

Carver Lake Moraine Dam

Funding for the Carver Lake Moraine Dam study was received. The study will take two years to complete and will include public meetings.

Building Official Recruitment

Recruitment for a building official was unsuccessful with no qualified applicants identified. The current intergovernmental agreement (IGA) with Deschutes County will expire June 30th and the City will need to decide if it wants to continue receiving services from the County, use a private sector firm to provide the services or consider using the State Building Codes Division to provide services. **Director Davenport** advised the preferred method would be to continue using the services of the County and additional information would be forthcoming.

City Manager Investigation

There was discussion on how the City Manager investigation was progressing. **Mayor Frye** stated the details of how the executive session would be run were still unclear and would hopefully be clarified as soon as possible as he was still awaiting a copy of the report from the investigator.

The meeting was adjourned at 9:53 a.m.


Kathy Nelson, City Recorder


Chris Frye, Mayor