

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MAY 26, 2016

MEMBERS PRESENT:

Chris Frye	Mayor
Nancy Connolly	Council President
David Asson	Councilor
Amy Burgstahler	Councilor
Andrea Blum	Councilor

STAFF PRESENT:

Rick Allen	City Manager
Paul Bertagna	PW Director
Joe O'Neill	Finance Officer
Patrick Davenport	CDD Director
Kathy Nelson	City Recorder

DESCHUTES COUNTY:

Randy Scheid	Building Official
Lori Furlong	Administrative Manager

GUESTS:

Tyler Neese	COAR Representative
Kaitlyn Pay	COBA Representative
David Allen	Attorney
Jeremy Green	Attorney
Alan Dale	Attorney

The workshop was called to order by Mayor Frye at 6:00 p.m.

1. Building Code Administration

Director Davenport stated Council had given direction to staff at the April 7th workshop to transition the responsibility of building code administration to Deschutes County effective July 1, 2016. He stated the workshop was to provide the opportunity to review the three action items needed in order to formally make the transition. He stated the first document was a draft of an intergovernmental agreement (IGA) to authorize the County to collect the advance planning fee, which would be calculated at .0025% of the project's value, and remit those fees to the City. He explained that would be the only direct fee collected for building permit review by City staff.

Director Davenport stated the second draft document was a memorandum of understanding (MOU) between the City Community Development staff and County Community Development staff outlining the service Deschutes County would provide. He stated the third document was a letter from the City to the State of Oregon Building Code Division advising them of the change in the administration of the building inspection program to the County. He advised the items would come to the Council for approval at the June 9th regular meeting. He reported a County permit technician would be in Sisters one day a week and would be able to process permits regardless of where the building project was located in Deschutes County.

Mayor Frye asked how the advance planning fee percentage compared to fees for other cities. **Director Davenport** stated Bend's fees were higher and Redmond used a different methodology for determining fees. He explained the City would be adopting the same fee schedule used as Deschutes County in order to provide uniformity and the City would be updating its Master Fee Schedule at the regular meeting.

2. Other Business

- **City Manager Allen** introduced Attorney David Allen as the attorney who would be handling any legal matters relating to McKenzie Meadow Village for the City. **Attorney Allen** introduced himself stating he was in private practice in Madras and had been serving as a land use attorney for a number of years. He informed the Council he had also served as District Attorney in Morrow County. **City Manager Allen** stated a personal services contract was on the agenda for approval at the regular meeting. The **Council** and **Attorney Allen** briefly reviewed the current status of the MMV matter as it relates to Land Use Board of Appeals (LUBA), possible future appeals and remands from LUBA.
- **City Manager Allen** introduced Attorney Jeremy Greene and his associate Attorney Alan Dale. He stated Mr. Green was from the firm of Bryant, Lovlien & Jarvis LLC and would serve as the City's Interim Attorney until the request for proposal (RFP) for legal services process was completed. **Attorney Green** introduced himself and stated he was the lead municipal law attorney in his firm. He stated Attorney Dale would provide back-up in his absence as well as having responsibility for a lot of research for him. **Attorney Dale** introduced himself revealing he had graduated from Sisters High School. He reported a majority of his work was related to municipal issues from the cities Attorney Green represents.
- The **Council** discussed their agenda calendar and upcoming topics to schedule.
- **City Manager Allen** provided a recap of his week and various people he had met from the community.
- **Councilor Connolly** reported she would be attending the Rotary "Books for Kids" program reception for first graders. The City had helped sponsor the program through a community grant.
- **Councilor Blum** reported she had attended the second focus group meeting on the Highway 20/Barclay/McKinney Butte roundabout. She stated business owners had requested the landscaping blend in with the surrounding area. **Councilor Connolly** asked who responded to letters regarding the roundabout, such as the one in the Nugget, and **Director Bertagna** replied that Gary Farnsworth with the Oregon Department of Transportation (ODOT) responded to all communication related to the roundabout.
- **Mayor Frye** reported he had spoken with a gentleman who provides a "movies in the park" program for small cities. He stated the gentleman would be attendance at the regular meeting to discuss his proposal.
- **Councilor Burgstahler** questioned whether a newsletter was still a priority for the Council. **Mayor Frye** asked who would be expected to write the newsletter and **Councilor Burgstahler** replied the idea was that each department director would provide the 'who, when, where, what, why' information for a few news items to be used to write short 60 word articles. She reported she would be willing to edit the pieces submitted by staff and she thought it would be easier to have a monthly newsletter in order to keep up the flow of news items. **Director Davenport** added that Permit Technician Carol Jenkins might be able to assist with the newsletter once the County took over the administration of

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the permitting process and Ms. Jenkins was able to shift some of her duties. **Councilor Burgstahler** reported the lead story for the first edition, which would be about 120 words, would be on Council goals and priorities. She stated each one page newsletter would contain about eight stories per edition and she was hoping for a newsy, professional style. Due to lack of time, the **Council** decided to continue the conversation at their regular meeting.

The meeting was adjourned at 7:00 p.m.


Kathy Nelson, City Recorder


Chris Frye, Mayor