

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MAY 12, 2016

MEMBERS PRESENT:

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

ABSENT:

Amy Burgstahler Councilor

STAFF PRESENT:

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

ABSENT:

Paul Bertagna PW Director

GUESTS:

Benny Benson Energyneering Solution Inc.
Caprielle Lewis Sisters Economic Development Manager

The workshop was called to order by Mayor Frye at 6:02 p.m.

1. Community Grant Criteria

Councilor Connolly asked how the City measured the effectiveness of the community grants and whether the City heard back from the groups awarded the grants. **City Recorder Nelson** replied the groups were required, as a condition of the grant, to notify the City on exactly how the grant money had been used and what it had allowed the organization to accomplish. **Councilor Connolly** asked how the City gauged the organizational and financial stability of an entity and **City Recorder Nelson** replied the Council determined the stability of the organizations when they reviewed the applications, noting the applications often included additional material from the organizations including financial information. **Councilor Connolly** asked how it was determined if a grant applicant generated economic activity and whether that superseded the grant applications requesting funds for educational or recreational opportunities or assistance for essential needs. **City Recorder Nelson** explained the applicant was not required to meet all the listed criteria, each was given equal value and the criteria was just a guideline for the Council.

The **Council** discussed the need for applicants to specifically state how the grant funds would be used. It was noted that applicants typically did provide the intended use and the Council could always request ask for more specific information from an applicants if they wanted it. The **Council** requested the policy document be updated to state grant requests would be awarded once the annual budget had been approved.

2. Interim City Manager Update

Finance Officer Joe O'Neill reported work on a contract with Rick Allen, the Council's choice for the position of interim city manager, was still in process. **Mayor Frye** reported he had spoken with Mr. Allen and Mr. Allen had sent Mayor Frye his initial "ask". **Mayor Frye** stated he had received information about Mr. Allen's salary from the City of LaPine. **Mayor Frye** reported he had informed Mr. Allen of the scheduled dates for the Budget Committee meetings and Mr. Allen had replied he would be free to attend the second Budget Meeting. The **Council** stated they would

like the negotiations and hiring process to be expedited and scheduled for approval as soon as possible. **City Recorder Nelson** reminded the Council they had a Special Meeting scheduled for the following Thursday morning and the contract approval could be added to that agenda.

3. Other Business

City Recorder Nelson informed the Council that Sisters Park & Recreation District (SPRD) had invited the Council to attend the Playground Open House at the Elementary School later in the morning.

Charter Amendment Discussion

The **Council** discussed the possibility of placing a Charter amendment measure on the November ballot to edit the language related to the affordability period for system development charge (SDC) waivers. **Councilor Connolly** asked if the Housing Policy Advisory Board had commented on the required 50 year affordability period for SDC waivers. **Director Davenport** answered the City had only received one application for the Housing Policy Board so far and one person from the Planning Commission had voiced interest in serving as a liaison so it had not yet been formed.

Mayor Frye asked for the deadline to make the November election. **City Recorder Nelson** replied all the paperwork needed to be submitted to the County by September 9th. She advised that was not a lot of time to get a committee together and receive sufficient public input. She explained if the Charter amendment was approved by a vote of the people, it would only apply to future waiver requests, not those currently under consideration.

Mayor Frye asked if there were other amendments to the Charter besides SDC waivers the City should consider. **City Recorder Nelson** stated the discussion on whether the Mayor should be appointed by the Council or elected to office by the people, revising the period of time the City could have an Interim City Manager or revising the period of time before a City Manager was required to be hired once a vacancy occurred were all items worth considering. She added there were also some housekeeping items such as a reference to the City Manager serving as the City Recorder, the Mayor appointing a City Recorder in the absence of the City Manager, increasing the timeframe for approval by Council of a canvass of the vote and removing sections that no longer applied such as reference to the Municipal Court and Judge.

Councilor Blum stated the issue of voting for a Mayor might be a very political issue and she would rather not have that on the ballot at this time. She stated edits to the Charter language to provide more clarity and flexibility were fine as that was what the Council was trying to achieve with a Charter amendment.

Mayor Frye asked the Council whether the six month time frame for the Interim City Manager should be changed. **Councilor Asson** stated that he felt six months was just fine and feared any more time would just lead to procrastination. **Councilor Blum** felt issues relating to time frames should not be in the Charter at all and suggested cleaning up the Charter and getting rid of

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language that was constraining or no longer pertinent. **Councilor Blum** recommended that instead of allowing more time for a canvass of returns to be approved by the Council, it should just state that once received, the canvass of the vote would be approved by Council at the first available City Council Meeting.

The **Council** directed staff to form a Committee to help in revising the Charter. They also voiced an interest in querying other cities to see if they had encountered any problem with the six month time limit for interim City Managers.

Public Works Property

Mayor Frye questioned whether the City owned the greenspace between the Coyote Springs development and the Public Works Facility and whether it was within city limits. Staff confirmed the City owned the property but it was not within city limits. Bringing the property into city limits would require an annexation process.

City Manager Investigative Report

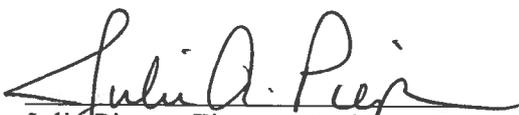
Mayor Frye commented on the District Attorney's findings that the investigation of the City Manager report should be released. He reported he had discussed the issue with City Attorney Bryant who advised the matter should be discussed in Executive Session.

Forgivable Loan Program

Engineering Solutions Inc., (ESI) President Benny Benson made recommendations to the Council on the forgivable loan process and discussed edits to his application. He suggested the Council tie the loans to job development, retention and economic development like many agencies used. **Sisters Economic Development Manager Caprielle Lewis** questioned why there was a need to hold an executive session on the matter. **Mayor Frye** explained that when the Due Diligence Committee and Council had met the previous week, there had been confusion about some of the edits and everyone felt there was a need for additional clarity from the City Attorney.

Ms. Lewis noted the County's forgivable loan program was a very flexible, a simple process and had been extremely successful. The **Mayor** replied he was not opposed to a more flexible process, but he was concerned that ESI's application did not fit the parameters of the forgivable loan program and there was a need to edit the language in order to make it fall within the guidelines. After further discussion, the **Council** decided there was not a need to make the Due Diligence Committee attend any further discussions between the Council and City Attorney. The **Council** commented it was anxious to meet with the City Attorney so they could move on with the process.

The meeting was adjourned at 6:58 p.m.


Julie Pieper, Finance Assistant


Chris Frye, Mayor