

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JUNE 30, 2016

MEMBERS PRESENT:

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

STAFF PRESENT:

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

GUESTS:

Sue Stafford Nugget Reporter

ABSENT:

Patrick Davenport CD Director

The meeting was called to order by Mayor Frye at 8:02 a.m.

1. Permanent City Manager Search Criteria

City Manager Allen distributed a summary listing of how other cities have handled City Manager recruitments, a draft job description and proposals from Prothman and Wendy Brown Consulting Partners outlining the recruitment services their companies can provide. He stated the Council would need to decide whether to use a professional recruiting company and to what extent it would go geographically in looking for qualified candidates. He stated he could also handle the recruitment process if the Council chose. He stated it would be necessary to narrow down the initial candidate applications and then interview viable candidates. He remarked that if the recruitment process was started right away, he was concerned that some good candidates might not apply with the upcoming Council election and change in the dynamic of the Council. He stated most candidates would want to know the actually Council members they would be working for. He suggested also letting things calm down a bit prior to the process beginning.

Councilor Asson stated he felt it was premature to being the process and the Council should allow City Manager Allen to continue his work and allow the City's situation settle down some prior to beginning any recruitment. **Councilor Connolly** agreed stating she felt the Council should wait until the beginning of the year and continue to have City Manager Allen clean up issues. **City Manager Rick Allen** replied he felt a year was a reasonable amount of time for him to stay with the City to let things stabilize. He stressed he was not interested in applying for the permanent position. **Councilor Burgstahler** stated she could see City Manager Rick Allen perspective. **Councilor Blum** concurred she would be comfortable with City Manager Allen staying on as the interim for a period of time.

The **Council** advised staff to put the permanent City Manager recruitment process on hold for the time being.

2. Legal Services Request for Proposal Evaluations

City Manager Allen suggested the Council interview two to three firms of the five that submitted proposals in order to get a better feel for the attorneys and their firms. He stated once a firm was identified, the final terms of the contract could be negotiated. He remarked that due to a conflict

of interest with two of the firms he would not weigh in on the subject. The **Council** discussed the five proposals and agreed to interview the firms of Bryant Lovlien & Jarvis, Fitch Law Group and David Allen, Attorney at Law. Staff was directed to set up interviews for the evening of August 4th.

City Manager Allen remarked it was not uncommon to hire a City Attorney for day to day issues and use other firms or attorneys for specific issues such as land use.

3. Other Business

Councilor Burgstahler asked why Hayden Homes had withdrawn its application for Village at Cold Springs and **City Manager Allen** replied he was uncertain and would check with Hayden Home's attorney Tia Lewis. **Nugget Reporter Sue Stafford** stated she was writing an article on the matter and an email from the project engineer had indicated Hayden Homes was not abandoning the project but withdrawing the modification. She stated it sounded like Hayden Homes was going to work to create a plan within the parameters of the original plan.

City Manager Allen spoke with regard to the issue event organizer Richard Esterman had raised to the Council regarding his feeling he was not being treated equally as the Quilt Show event as there would be quilts hanging on Cascade Avenue that would be for sale. Mr. Esterman stated the City's ordinance specified transient vendors were not allowed within 100 feet of Cascade Avenue. **City Manager Allen** reported staff had met with Mr. Esterman and he was simply not in agreement with the City's opinion that the Quilt Show was not a transient vendor but rather an art show. **City Manager Allen** explained that while some of the quilts would be for sale, they could not be purchased until after the Quilt Show was over and those transaction took place at the Quilt Show office far off of Cascade Avenue. **City Manager Allen** maintained it was the City's opinion that was a far different scenario then a vendor selling wares at a table.

Councilor Connolly asked if there was any updated information on when the Petersen Ridge trailhead relocation, for which the City had written a letter of support to the Forest Service, would be moved further up Three Creeks Road. **Director Bertagna** replied he had not received any updated information.

City Recorder Nelson informed the Council she had researched the discussions the Council had the previous year on Temporary Use Permits (TUP's) and had not found any evidence TUP's had been repealed. She stated the Council had discussed the possibility but had never taken any formal steps to have the Planning Commission formally address the matter and remove the use from the Development Code.

The **Council** discussed the League of Oregon Cities (LOC) conference scheduled from September 29th through October 1st in Salem.

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Director Bertagna reported Public Works employee Conrad Kiefer's last day had been the previous day and a recruitment process had begun to replace him. He reported the final details for the Quilt Show were being finalized and the Chamber of Commerce improvement project was finishing up.

Finance Officer O'Neill reported the City would be posting an ad for a Senior Planner with a request for specific knowledge of Oregon land use laws. Planner Reed's last day will be July 8th.

Mayor Frye asked for an update on the Forgivable Loan Program. **City Manager Allen** replied that although there were no applications on file with the City at present, edits to the program were underway with changes that loans would only be available for traded sector businesses and eligibility would be based on job creation, not job retention.

City Manager Allen reported Economic Development Manager Caprielle Lewis and Finance Officer O'Neill would be trading offices.

The meeting was adjourned at 9:30 a.m.


Kathy Nelson, City Recorder


Chris Frye, Mayor