

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
AUGUST 20, 2015

**MEMBERS PRESENT:**

Chris Frye Mayor  
Nancy Connolly Council President Pro-tem  
David Asson Councilor  
Amy Burgstahler Councilor

**STAFF PRESENT:**

Paul Bertagna PW Director  
Lynne Fujita-Conrads Finance Office  
Patrick Davenport CD Director  
Kathy Nelson City Recorder

**GUESTS:**

Gary Farnsworth ODOT Area Manager  
Benny Benson Energyneering President  
Sue Stafford Nugget Reporter

**ABSENT:**

Andrew Gorayeb City Manager

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

1. Oregon Department of Transportation (ODOT) Intergovernmental Agreement (IGA) for Barclay/Highway 20 Intersection

**Director Bertagna** stated staff, as directed by the Council in July, had crafted an intergovernmental agreement (IGA) with the Oregon Department of Transportation (ODOT) for the roundabout project at the intersection of Barclay Drive and Highway 20. He reported the original draft had gone through several reviews and revisions with the end result in front of the Council this morning. He explained it outlined the partnership between the City and ODOT and was only one of several that would be forthcoming during the project.

**ODOT Area Manager Gary Farnsworth** agreed there would additional IGA's needed during the course of the project. He described the IGA before the Council as the base IGA that allowed ODOT to forward the project and begin the preliminary steps of acquiring necessary property and making decisions on the staging of the project. The project start date was slated for the winter/spring of 2016/17, to avoid construction during the summer months. **Director Bertagna** added it was important to remember that weather could impact the construction any project.

**Councilor Burgstahler** questioned who the point person would be for questions Council members might receive from citizens. **Mr. Farnsworth** confirmed that he and Director Bertagna would be the appropriate people to call. **Councilor Connolly** questioned Director Bertagna as to whether he would have time to act as the City's Project Manager given his already heavy workload. **Director Bertagna** replied he could be re-arranging his schedule and be able to accommodate the project. He added there were significantly varying needs of his time depending on the stage of the project.

**Councilor Burgstahler** asked about the lighting associated with the project and **Mr. Farnsworth** stated that aspect of the project had not yet been determined. He stated it would go through a more thorough design process that would include the public's input. **Mayor Frye** asked what the \$360,000 the City was contributing to the project would pay for and **Mr. Farnsworth** replied it was not for a specific element of the project, but rather a fair share contribution. **Finance Officer**

**Fujita-Conrads** explained the City had already budgeted for the expenditure and would set up a separate account in the Local Government Investment Pool (LGIP) that ODOT would draw from for the project, much like the City had done during the Cascade Avenue improvement project.

**Councilor Burgstahler** suggested having a display in the lobby and using City utility bills as a means of communicating with citizens on the project and **Mr. Farnsworth** stated both those ideas could be incorporated into the communication plan which would continue to evolve as the project got closer. He reported ODOT would likely have Rex Holloway act as the community liaison since it was a focused project. **Councilor Asson** asked if a decision on the by-pass lanes had been made. **Mr. Farnsworth** confirmed there would need to be one to accommodate the freight industry but the design had not yet been determined. **Mayor Frye** asked if traffic would be diverted from the downtown core and **Mr. Farnsworth** stated there would always be a means for drivers to access downtown. He noted the roundabout project would certainly not be as impactful to downtown businesses as the Cascade Avenue project had been. He stated consideration would need to be given to the impacted businesses near the roundabout intersection. He stated ODOT would create a table of options for road closures and detours and how those various options would impact the timing of completing the project. He noted using concrete versus asphalt would be one decision that would impact the timeframe needed to complete the project.

The **Council** requested the IGA be scheduled for the September 10<sup>th</sup> meeting in order to provide adequate time for edits and final review by the attorneys for both the City and ODOT.

2. Preview August 27, 2015 Workshop and Regular Meeting Agenda

**City Recorder Nelson** previewed the agenda.

3. Other Business

- Since there has been little response to the City solicitation of applicants (only one individual stating they would like to apply but no formal application) for the open City Council position, the **Council** directed staff to continue advertising the vacancy for an additional two weeks.
- **Finance Officer Fujita-Conrads** requested Council members provide additional input with regard to business licenses, public events and transient merchants prior to the next scheduled workshop on the topic September 17<sup>th</sup>. Councilor Asson will be submitting ideas for additional option relating to transient merchant and temporary businesses.
- **Engeryneering President Benny Benson** asked the Council if it would be supportive of a business that was considering re-locating to Sisters that would employ 60-65 individuals. **Mayor Frye** stated he felt the City had done a lot to support businesses with its forgivable loan program and choosing to have a fulltime Economic Development Manager. The **Council** voice their support of such a possibility.

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
AUGUST 20, 2015

- The **Council** discussed the revised letter of support to Commission Unger and directed staff to make some edits prior to mailing.
- **City Recorder Nelson** provided her suggested edits to the Committee for Citizen Involvement (CCI) ordinance for consideration. The **Council** discussed the option of allowing the Planning Commission to act as the CCI and instead create topic specific task force/committees for subjects as they occur. The **Council** agreed public outreach had generally improved and agreed it might be beneficial to have task force/committee groups whose members were interest driven might prove to be more beneficial. **Councilor Burgstahler**, Council appointed representative for the CCI if it were to recommence, stated she would give further consideration to what would be the most effective tool for public outreach.
- **City Recorder Nelson** provided a listing of broad categories for a “Notify Me” option for the City’s website whereby individuals would sign up for specific topics of interest and be emailed information when that topic was included on any agenda. She explained since it was not possible to automate the creation of the lists, how and when someone should be notified, it would be extremely cumbersome for staff. She suggested the Council consider some form of community outreach to encourage people to sign up on the master distribution list she maintains and then individuals would receive all agendas for all types of meetings and could make the decision which topics were of interest to them. **Council** directed staff to look into the notification model used by the City of Ashland. The **Council** discussed the possibility of creating a Facebook page as an additional means of outreach.
- The **Council** indicated they were not willing to reconsider an Urban Renewal Grant application request from Ken Scott of Imagination Gallery.
- The **Council** discussed a letter received from Mr. Lynn Baker, a resident who resides across the street from the overnight park, voicing his frustration and concerns as they relate to the park. **Mayor Frye** indicated he would reach out to Mr. Baker.
- **Director Davenport** reported he had attended an Economic Vitality Summit housing subgroup brainstorming meeting the previous evening. He stated it was the last meeting of the group but he had requested they review and comment on the City’s upcoming urbanization study that includes a chapter on affordable housing. Nugget Reporter **Sue Stafford**, who also attended the meeting, stated one issue of importance raised was the need for communication and education on what affordable housing was and what it looked like, noting many people held a misconception of the term.

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
AUGUST 20, 2015

- **Director Davenport** reported the City should hear next week if it was successful in its bid for a grant to assist with the Transportation System Plan update.
- **Director Davenport** reported the Technical Assistance Grant discussed at last week workshop could not be used for a rewrite of the Comprehensive Plan but could be used for regulatory streamlining of the Development Code to incentivize economic development.
- The Community Development Department has been receiving a number of land use application including two residential housing developments, a mini storage facility and formula food establishment.
- The Planning Commission will be discussing the possibility of creating a planned unit sub-district that would allow the 2008 county entitlement conditions to continue at Pine Meadow Village.
- Staff continues to work with Hayden Homes to come up with a good solution for the affordable housing unit requirement at Village of Cold Springs.
- Staff has been active with code enforcement, especially with regard to dry weeds in consideration of the fire hazard they present.
- The City received a LUBA appeal from Pinnacle Alliance Group with regard to the McKenzie Meadow Village (MMV) application decision for an assisted living facility.
- **Councilor Connolly** stated she felt it was time for an update from City Attorney Bryant on pending legal cases.
- Permits are ready to be issued to both Pinnacle Alliance Group and MMV for their projects once fees are paid. Ground breaking for the new hotel was anticipated to begin in the fall.
- Staff informed the Council the Adopt a Park program was ready to be implemented and staff will create an application for interested groups.

**Isolde Hedemark**, a Black Butte Ranch resident, thanked the Council for its rewrite of the letter of support to Commissioner Unger to support “a trail” and “a process” rather than the Sisters to Black Butte Ranch trail. She asked the Council to please stay on top of the issue and reported she was keeping non-resident owners of Black Butte homes informed.

The meeting was adjourned at 9:52 a.m.

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
AUGUST 20, 2015

Respectfully submitted,

  
Kathy Nelson, City Recorder

  
Chris Frye, Mayor