

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MAY 28, 2015

MEMBERS PRESENT:

Chris Frye	Mayor
Wendy Holzman	Councilor
David Asson	Councilor
Nancy Connolly	Councilor
Bill Hall	Councilor Appointee

STAFF PRESENT:

Andrew Gorayeb	City Manager
Paul Bertagna	PW Director
Patrick Davenport	CDD Director
Lynne Fujita-Conrads	Finance Office
Kathy Nelson	City Recorder

The meeting was called to order by Mayor Frye at 6:01 p.m.

1. Infrastructure Finance Authority (IFA) Document Review

Manager Gorayeb reported staff had worked with IFA and Benny Benson, President of Sisters Eagle Airport and Energyneering on the contract. Once those documents were drafted, the City worked with Mr. Benson on a reimbursement agreement which was tied to the contract. One condition from the IFA award was Energyneering and Sisters Eagle Airport were required to maintain 33.57 jobs and create an additional 27 jobs. He reported the criteria had already been met and if some unforeseen change occurred, the claw back from IFA would be proportional to the jobs that were not maintained.

Manager Gorayeb explained the City had required the airport to make water, sewer and street improvements and the IFA award would pay for those improvements. He stated the City also had a similar reimbursement agreement with the owner of the Conklin House property for sewer line improvements. He explained if the Conklin House property were to develop, the funds the City received from the reimbursement agreement would need to go back to IFA.

2. Committee for Citizen Involvement (CCI) Update

Director Davenport stated the draft ordinance before the Council included the edits from the previous Council discussion at the May 14th workshop. The changes included decreasing the number of committee members down to five. Three members would reside inside city limits and two would not and staggered terms would be established.

Councilor Hall asked if the lessons learned from the past committee had been incorporated into determining the mission and purpose of the revised CCI. **Councilor Holzman** stressed the importance of providing clear direction on what the committee would be doing to ensure it did not struggle like the previous CCI had, which ultimately lead to its demise. She stated she was concerned the new ordinance still did not provide adequate direction. She noted there was not a Council member stipulated to be a member, which she felt might be helpful to the committee. **Councilor Hall** stated as Chair of the Community Assets Committee he agreed having a specified goal had been extremely useful.

Councilor Connolly stated she envisioned the CCI to be the “Paul Revere” of the community whereby additional outreach beyond what was required by law would be provided to interested

parties. She envisioned that other City committees and boards could use the CCI as a means of getting information out to a wider audience. She stated the CCI could disseminate information to make citizens more aware of current affairs and provide them with an opportunity to provide input prior to decisions being made. She stated she wanted it to be easy for citizens to be involved. **Councilor Asson** asked how the committee would tie in to the State Goal #1 and **Councilor Connolly** replied it would provide widespread citizen involvement. **Councilor Hall** stated it sounded like it would be a conduit and not an editorial board and **Councilor Connolly** replied it would.

Councilor Holzman stated the City already sends a lot of information out and while getting information out was a good thing, she did not want this outreach to just be a redundancy. She stated if a person was interested in a particular subject they typically were aware of any proposed changes to that project or program. **City Recorder Nelson** added that she was also trying to understand how a CCI would function, especially with the addition of the "Notify Me" option to the website where community members could sign up to receive information on a variety of topics.

Mayor Frye stated he saw the CCI as an advisory committee to the Council to be used for special projects when the Council felt additional community outreach was needed. He stated he felt it was important to use the committee selectively and not about every topic that comes up. He stated he felt there needed to be control and questioned how information would come back to the Council. He stated the City's other committees needed to see the value of the CCI or they would not use it. He stated while the CCI could be a tool for any of the committees and boards, the City's other committees needed to see the value of the CCI or they would not use it. **Councilor Asson** stated he felt all direction needed to start with the Council.

The **Council** determined the next step was to create a clear mission statement for the CCI.

3. Other Business

City Recorder Nelson distributed a list of proposed topics for the "Notify Me" page on the City's website where interested parties could sign up to receive information on specific topics. She requested the Council look over the suggested topics, make edits and additions and send that information to her. She noted the list would need to be short or would be too cumbersome for staff to manage.

Finance Officer Fujita-Conrads distributed a letter from the City's current Insurance Agent of Record Don Fullhart requesting the Council consider keeping him as its agent even though he had been unable to submit a proposal due to a family emergency.

The meeting was adjourned at 7:04 p.m.

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MAY 28, 2015

Respectfully submitted,



Kathy Nelson, City Recorder



Chris Frye, Mayor