

JOINT WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL/PLANNING COMMISSION  
520 E. CASCADE AVENUE  
MARCH 17, 2011

**MEMBERS PRESENT:**

Lon Kellstrom	Mayor
David Asson	Council President
Sharlene Weed	Councilor
Pat Thompson	Councilor
Wendy Holzman	Councilor

**STAFF PRESENT:**

Eileen Stein	City Manager
Lisa Young	Finance Director
Pauline Hardie	Community Dev. Director
Paul Bertagna	Public Works Director
Kathy Nelson	City Recorder

**PLANNING COMMISSION:**

Alan Holzman	Chair
Daryl Tewalt	Vice Chair
David Gentry	Commissioner
Ed Protas	Commissioner
Steve Auerbach	Commissioner
Darren Layne	Commissioner
Doug Roberts	Commissioner

**GUESTS:**

Matt Arnold	SERA Architects
Jim Strand	GreenWorks Landscape
Mike Darling	ODOT Project Leader
Della Mosier	ODOT Senior Designer

The meeting was called to order by Mayor Kellstrom at 8:37 a.m.

1. Cascade Avenue Enhancement Project

**Mike Darling, Oregon Department of Transportation (ODOT) Project Leader** commented on the great collaboration between the City, SERA Architects and ODOT.

**Matthew Arnold, SERA Architects Studio Leader**, provided an overview of the opportunities and constraints within the streetscape elements. He reviewed the elements under consideration including sidewalks and sidewalk material, street lighting, suspended elements, street signs, way-finding signs, street furniture, bike parking, trees and shade, tree grates, landscaping, public art, irrigation, safe crossings and green streets. He provided photo examples of the various elements from several other cities.

**Jim Strand, GreenWorks Landscape Designer**, discussed the existing conditions along Cascade Avenue and noted there were several different frontage conditions. He presented three street tree concepts options to develop a unified pattern on Cascade Avenue. He discussed the paving options of brick, concrete and asphalt. He discussed paver option materials and the concerns of gaps between pavers with regard to Americans with Disabilities Act (ADA) compliance. He explained the concern would be alleviated by using concrete as a sub-base. He stated research related to drainage issues was on-going as well as some other design details that needed to be worked out.

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**Planning Commission Chair Holzman** asked if the project area was Larch Street to Pine Street and **Mr. Arnold** confirmed it was. **Chair Holzman** remarked if it was possible, the same level of improvements should extend to the few businesses east of Larch Street to provide consistency. **Councilor Weed** stated it was her understanding from a previous workshop that area would be considered when Locust Street was developed.

**Mr. Arnold** discussed the integration of art into the streetscape concepts and provided examples of installations from other cities. He presented five distinct concepts that could all work with the community and be complimentary to the facade of the buildings. He provided examples of the concepts entitled *Ski Town*, *Cascadia*, *Main Street*, *Western* and *Traditional* and discussed the pros and cons of each. He invited the Council and Planning Commission to fill out comment forms relating to the concepts plans and noted comment cards had been distributed to citizens and would be accepted until the following Monday. **Chair Holzman** asked how the decision as to which concept plan would be used would be made. **Mr. Arnold** stated SERA would look at the comment cards to see if there were preferred streetscapes elements and then ultimately a streetscape design would be prepared for the Council to adopt. He stated SERA was committed to making certain all the design elements would work together. He stated ODOT would approve any roadway choices. He explained that since the City was still looking for funding sources, the improvements might be built in phases.

**Mr. Darling** pointed out the range of costs for the various concept plans. **ODOT Senior Designer Della Mosier** discussed roadway materials, noting that ODOT would only use white concrete for any fixes on the roadway which wouldn't match if the city opted to use tinted concrete. **Councilor Thompson** stated consideration also needed to be given with regard to utility fixes when road surfaces are dug up, as well as snow removal and plowing logistics. **Mr. Arnold** stated water mains were the only utility involved in the roadways and upgrades would take place prior to or concurrently with the project. He stated there were no cost estimates for the project so far, but would be when some of the specific elements had been identified.

**Councilor Thompson** stated that using anything but a western theme would be offensive to a lot of businesses since they had been required to incorporate that theme into their buildings. He added that he would want to see the costs of the elements prior to making any decisions because budget was a huge factor to consider. He stated before deciding to take away parking spots to have more trees, there should be mitigation for the lost parking spots. He stated the City should be thinking about options that benefit the public such as restrooms and should also think about the on-going maintenance costs that would come with some of the elements. **Mr. Arnold** replied all the concepts presented would compliment a western theme and would be branded as western by the time it was presented to the public. **Commissioner Tewalt** stated he agreed with Councilor Thompson's concerns about parking and working with what already exists such as street light posts and garbage cans. **Mr. Arnold** stated the intention for any elements that are replaced to be reuses somewhere else in the city. **Mr. Darling** stated the cost of the projects, depending on the elements chosen, would be anywhere from \$3.5 to \$5 million and there was a need to be efficient

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with funds. He stated the City might not be able to do everything it wanted to do initially but a long term vision was still necessary. **Councilor Weed** related that the Parks Master Plan Advisory Committee had been considering the old City Hall location as a parking and restroom plaza. She stated that with the current economic situation it might be a good time to look at purchasing another lot to be used for parking also.

**Mr. Arnold** requested provided the following timeline and process for the project:

- Come back in May with a draft streetscape plan for approval
- Continue with engineering which is only 30% complete
- Aim to begin construction in the fall of 2012, dependent on grants received

**Mayor Kellstrom** thanked SERA Architects, GreenWorks Landscaping and ODOT for the presentation and Planning Commission members for attending.

*Mayor Kellstrom called for a break at 10:07 a.m. and reconvened the workshop at 10:15 a.m.*

## 2. Preview March 24, 2011 Workshop and Regular Meeting

**Manager Stein** provided an overview of the March 24<sup>th</sup> workshop and regular meeting. She advised that both she and Councilor Weed would not be in attendance and that Councilor Asson would present the water consumption spreadsheet he created that could be used as a tool for determining a new rate structure.

**Councilor Weed** stated she was still working on a solution for the situation regarding excessive email requests from Mike Morgan and Ed Protas and stated it would take additional time to work out a solution. **Councilor Thompson** stated he was not in favor of a separate set of rules for two individuals and the reason he had agreed to wait on the motion to ignore their emails was he wanted to give Councilor Weed an opportunity to work the situation out and hopefully come to some type of agreement. He stated the City already has a public records process that needs to apply to everyone. **Mayor Kellstrom** agreed with Councilor Thompson. **Councilor Holzman** agreed that whatever the rule, it needed to apply to anyone requesting information. **Councilor Weed** stated in order to structure a meeting between staff and Mr. Morgan and Mr. Protas she needed an idea on how they could work together. **Councilor Thompson** stated he didn't like the motion in the first place and that was why he had agreed to give Councilor Weed a chance to come up with a solution.

**Councilor Weed** stated a public records request is different than asking questions and she felt that the Council's consideration of shutting down a minority from getting answers to their questions was a problem. **Councilor Thompson** countered he did not see the Council as divided and expressed a need for the Council to work together as a group. **Councilor Weed** stated she felt the Council should look at new information that may come up after a decision has been made. She stated she had not always received the information she had requested and she was not rude when

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asking for it. She stated she felt the Council was not working well together and suggested mediation. She stated she found the situation frustrating and she felt citizens deserved better.

**Councilor Weed** stated Mr. Morgan and Mr. Protas were frustrated with not getting the information they wanted and staff was frustrated with the tone and volume of requests from Mr. Morgan and Mr. Protas. She stated she needs to make certain whatever is decided will work for the City Manager. **Councilor Thompson** countered that how the situation will be handled is a Council decision, not the City Manager's. He stated the Council needs to find a policy that works and added that he hoped Councilor Weed had some insight in to how to calm the situation down and have everyone get along.

**Manager Stein** stated there were two issues to resolve: when a minority of the Council is asking for information should staff respond to the request, and if so, for how long and to what end? The second issue was the accusatory tone of the requests and the suggestions that false information was being purposefully spread by staff. **Councilor Weed** stated she wanted agreement on how both parties would treat each other. She repeated that if new information becomes available it should be vetted somehow.

**Councilor Thompson** stated the Council has not officially approved any of the Water Fund Capital Improvement Projects (CIP) yet and will have an opportunity to do so prior to any project starting. He stated once he found out that some of the projects are not growth related but maintenance issues, he had reassessed his position. **Councilor Asson** stated the Council needs to be unified. **Councilor Holzman** stated she would not support the motion to ignore the emails of Mr. Morgan or Mr. Protas at this time. **Mayor Kellstrom** countered that the Council is not addressing the issue of overuse and abuse of staff time on matters already decided. He stated there needs to be agreement to stop the barrage of emails to allow the City to move forward. **Councilor Asson** stated the Council cannot go on with the continued disruption as it has become counter-productive.

**Manager Stein** reiterated that the issue is whether there is a need for additional staff time to be given to a minority opinion and that the Council needs to provide direction about how best to use staff resources. **Finance Director Young** stated the situation has put staff in an uncomfortable position in not knowing how to respond to requests from Mr. Morgan and Mr. Protas. **Mayor Kellstrom** replied staff should respond per the policy as discussed at the February 24<sup>th</sup> regular meeting for the time being.

The meeting was adjourned at 11:12 a.m.

Respectfully submitted,

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Kathy Nelson, City Recorder

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Lon Kellstrom, Mayor