

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
JANUARY 19, 2012

MEMBERS PRESENT:

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

STAFF PRESENT:

Eileen Stein	City Manager
Pauline Hardie	CDD Director
Paul Bertagna	PW Director
Lisa Young	Finance Director
Kathy Nelson	City Recorder

GUESTS:

Mike Darling	ODOT Project Leader
Jay Davenport	ODOT Construction Manager
Joel McCarroll	ODOT Traffic Manager
Mary Whitacker	ODOT Sr. ROW Agent
Adam Klein	ODOT Roadway Designer
Rex Holloway	ODOT Community Liaison Rep.
Della Mosier	ODOT Roadway Manager

The meeting was called to order by Mayor Kellstrom at 8:02 a.m. Introductions were made.

A. Cascade Avenue Improvement Project Construction Schedule

Oregon Department of Transportation (ODOT) Project Manager Mike Darling stated there were a number of ODOT personnel in attendance to discuss the various components of staging the construction for the Cascade Avenue Improvement Project. He indicated ODOT was hoping to get feedback from the City Council prior to making its outreach to the community. He provided a recap of what steps had occurred in the project so far and what steps would be forthcoming. He reported the project was on track to go to bid in February 2013. He explained the project was still \$1.4 million short as neither the TIGER or Flex Fund grants had been awarded to the project. He stated Director Hardie would be applying for a Meyer Memorial Trust grant soon. He stated the project currently had \$4.5 million towards funding the project. He stated ODOT staff had discussed the idea of pulling certain elements of the project out, such as landscaping and irrigation, and have those done using a small business contract instead. He explained that option provided an alternate funding mechanism from ODOT. He stated if total funding could not be secured there would be some hard choices to make, but there was still adequate time to find additional funding at this point. **Councilor Thompson** stated he liked the idea of pulling some of the smaller projects off the schedule as it would more likely allow the use of local resources. **Mr. Darling** stated as the project transitions from development to production, the lead person from ODOT would transfer from him to ODOT Construction Manager Jay Davenport.

ODOT Construction Manager Jay Davenport stated a goal of the project was to minimize disruption and impacts to residents and businesses. He stated all the options included diverting

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freight traffic to the Barclay/Locust alternate route. **Mr. Darling** stated ODOT did core sampling on Barclay and determined ODOT would need to put down a three inch overlay prior to the beginning of construction. **Councilor Thompson** stated he was also concerned with the alternate route as the road was narrow and winding and it needed to be widened and straightened. He stated people often park on Barclay and there was pedestrian and bicycle traffic. He stated accommodations needed to be made or pedestrians and bicyclist should not be allowed. He also asked how traffic would flow at the Highway 20/Locust intersection if large trucks were trying to make left hand turns. **Mr. Darling** replied there would be some type of traffic control at the Highway 20/Locust intersection. **ODOT Traffic Manager Joel McCarroll** stated it was also important to remember the need for an alternate route would be a temporary condition and every dollar spent on Barclay would be a dollar taken away from improvements for Cascade Avenue. **Mr. Davenport** agreed Councilor Thompson had some valid concerns and stated ODOT staff would evaluate the situation. **Manager Stein** stated widening and straightening Barclay was a component of the Transportation System Plan (TSP) update and asked if the overlay would lend itself to a longer life for Barclay Avenue. **Director Bertagna** stated the TSP shows Barclay as a three lane cross-section and the overlay would be a definite maintenance savings to the City since it would last 10 to 15 years until a time the three lanes could be constructed.

Mr. Davenport discussed the construction objectives related to keeping a safe work zone for motorists, business owners, pedestrians, tourists and construction workers. He reported no work would take place on Cascade Avenue between Memorial Day and Labor Day and the plan would work to minimize impacts to businesses, traffic control changes and maintain emergency service and local traffic access. He stated ODOT would also work to minimize disruption to school bus schedules and routes.

Councilor Weed voiced concerns with construction taking place after Labor Day and into October, noting there were still a number of events during that timeframe. **Director Bertagna** replied that in speaking with business owners, most were concerned only with the Memorial Day to Labor Day timeframe. **ODOT Senior Right of Way Agent Mary Whitacker** reminded the Council that pedestrian traffic would always be able to navigate through town during the construction phase.

Mr. Davenport presented each of the options; I (A), I (B), II (A), II (B) and II(C) :

Option I: Half street closure (1 to 2 block segments)

I (A): 1 lane, 2 way traffic through town with flagger

I (B): Westbound traffic on alternate route, eastbound traffic on Cascade Avenue

Option II: Full Street closure (3 block segments)

II (A): Westbound traffic on alternate route, eastbound traffic detoured from US 20, right on Pine Street, left on Hood Avenue, right on US 20

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II (B): Westbound traffic on alternate route, eastbound traffic detoured from US 20, right on Pine Street, left on Jefferson Avenue, right on US 20

Option II(C): Westbound traffic on Main Avenue, eastbound traffic on Hood or Jefferson Avenue

Mr. Davenport discussed the pros and cons of each option, explaining that any of the Option II options would shorten the construction window by a few months. **Councilor Weed** asked how damage to alternate streets in town that would be used would be handled and **Mr. Davenport** replied the cost to resurface damaged streets was calculated into the project costs. **Mr. Darling** added that once the final construction schedule was decided language would be added to the intergovernmental agreement (IGA) indicating how the City would be compensated for road damage.

ODOT Community Liaison Representative Rex Holloway discussed the proposed public outreach process which included posting material on the City website, holding a public workshop and conducting focus groups with businesses and property owners. He stated ODOT staff would be visiting businesses along Cascade Avenue and handing out information on the staging options. He stated there would be materials displayed at City Hall and an opportunity for community members to submit comments. He stated revised staging plans would be presented at a City Council workshop. **Councilor Thompson** suggested providing the same information to business owners on Barclay and **Mr. Holloway** agreed that was a good suggestion.

The **Council** discussed the various options and all agreed that Option II(C) appeared to be the preferred option. **Mr. Holloway** stated ODOT would still provide all the staging options for the public to see to let them understand that all the options had been considered.

Mayor Kellstrom thanked the ODOT for attending the workshop.

B. Preview January 26th Workshop and Regular Meeting Agenda

City Recorder Nelson provided a preview of the January 26 workshop, regular meeting and meeting of the Sisters Urban Renewal Agency. **Director Young** provided details on the items to be included in the supplemental budget for the City and Urban Renewal District. She stated some funds, such as the Committee Action Team of Sisters, (CATS) already had criteria assigned prior to the City's ability to spend them.

Manager Stein distributed the draft ordinance to amend the Development Code regarding temporary uses. She discussed the proposed language related to time limits for temporary use permits.

The **Council** discussed where the \$72,400 match requirement for the Main Avenue improvement project should come from, with staff recommended it come from the Urban Renewal Agency since

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it was an eligible project. The **Council** agreed to discuss the matter at more depth at the regular meeting to see if they could come to some consensus as to where the funds should come from. **Director Young** reminded them they could always pull an item from the proposed supplemental budget prior to adoption.

The **Council** discussed the cost for updated lighting for the City owned building leased by the Sisters Area Chamber of Commerce. The **Council** determined the lighting was adequate at present and directed staff to remove the \$3,000 item from the supplemental budget.

Director Young stated \$65,000 was being added to the budget to the \$60,000 already appropriated for the Quick Fix grant from ODOT. **Director Bertagna** explained that ODOT was committed to the project and wanted to make certain there was adequate funding for the multi-use path from the Veteran's Park to McKinney Butte. He reminded the Council there was no match requirement tied to the grant.

Director Young explained the amount added to the Street Fund represented money not spent on street maintenance as expected in the FY 10/11 budget due to poor weather conditions. She stated the maintenance not completed last year would transfer to the FT 11/12 project list.

Director Bertagna stated he would be discussing the proposed \$50,000 Lazy Z piping project from the proposed supplemental budget at the January 26th workshop. **Councilor Weed** stated she wanted a five year forecast and capacity information included in the staff report and **Director Bertagna** indicated the information would be provided. **Councilor Weed** stated she was concerned with the Sewer System Development Charges (SDC) Fund "tanking". **Manager Stein** replied that SDC funds do go up and down and weren't meant to function the same way as operating funds. **Director Young** stated that staff would not allow an SDC fund to go into a deficit and if a SDC project was a priority for Council, a loan could be made to the fund. **Mayor Kellstrom** suggested the item stay on the proposed supplemental budget and it could be pulled if the **Council** chose to not move forward with adding the piping project to the project list. The **Council** agreed.

Director Young stated the final item to discuss was the \$48,850 for the Well #1 improvements which included \$12,500 already spent on consultant fees. **Manager Stein** explained the supplemental budget was to put money in place but since the amount was over \$25,000 the Council would be approving the expenditure in the future. **Director Young** stated no funds had been budgeted for capital projects in FY 11/12 previously so the adjustment was necessary. **Councilor Thompson** stated he felt the expense should come from the Water Fund. The **Council** agreed to leave the item in the proposed supplementary budget.

C. City Manager Update

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Manager Stein directed the Council to the request from Merry Ann Moore regarding a letter of support for a new program, *Strengthening the Jobs Pipeline*, plan she and other community leaders were initiating. The letter was to show community support for the idea in the groups grant applications. **Manager Stein** stated Ms. Moore had also requested information on applying for community grant funds but noted there were no funds left in the FY11/12 budget. The **Council** directed staff to write the letter of support.

Manager Stein stated the City needed to identify a representative and alternate for the Central Oregon Intergovernmental Council (COIC). **Councilor Asson** agreed to serve as the primary representative and **Councilor Thompson** agreed to serve as the alternate.

Director Hardie reported the City Attorney and Sisters Park and Recreation District (SPRD) board were still reviewing the draft language for the creation of the City Parks Advisory Board. She reported the Chamber of Commerce had a piece of art they wanted to donate to the City. She stated the piece was a horse head and needed to be installed in an inside location. She stated she would bring additional information back to the Council at a later time.

Manager Stein distributed copies of the list and background information for the mediators and facilitators she had collected and sent to the Council via e-mail. **Mayor Kellstrom** suggested the Council choose two or three applicants and interview them to find one that would work well with the group. He stated he wanted a successful and productive outcome. **Councilor Thompson** stated he preferred a timeframe that was sooner rather than later and felt interviewing candidates would only slow down the process. He stated all the candidates were accredited and the Council should just decide on one. **Councilor Holzman** voiced concerns with the process taking too long also and stated she was unfamiliar with what the whole process would involve. **Manager Stein** replied that generally the individual chosen would interview all the parties involved in a confidential manner and identify common themes and concerns. After that the person would likely prepare a list of recommendations and discuss them with the entire group. She stated she was hoping the City Council could come up with a set of operating agreements for itself and a set of specific performance expectations for the City Manager.

The **Council** discussed the various candidates with **Manager Stein** suggesting the Council consider someone who had prior experience as an elected official. She stated she felt that individual would have a deeper understanding of the dynamics of being an elected official. **Mayor Kellstrom** asked what the difference between a mediator and a facilitator was. **Councilor Weed** stated she thought a facilitator would merely lead the meeting whereas a mediator was trained in helping to craft solutions. **Manager Stein** added that in some cases the skill sets overlapped.

Mayor Kellstrom recognized a gentleman seated in the audience who requested permission to speak. The gentleman introduced himself as **Paul Lipscomb, Retired Presiding Judge of Marion County**. He stated he was a Sisters County resident and was now working as a mediator. He stated he had read many of the articles in the papers recently and he was in attendance to

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volunteer his time to assist if the Council was interested in working with a local person. He remarked he had been an elected official. He stated depending on the level of divide among the Council, a mediator might be necessary in order for the Council to move forward in identifying common goals and agreed upon rules. He stated he understood what the process should look like but did not know the level of dysfunction. He stated there was no clear defining point between a mediator and a facilitator. He added that if the Council was not interested in using his services he could also assist the City in identifying a good candidate.

Councilor Thompson stated he felt the current situation had dealt a blow to volunteerism in the community and would have a far reaching effect. The **Council** discussed Judge Lipscomb's offer and asked for him to send a biography, which he indicated he would do. **Mayor Kellstrom** stated he would also speak with the City Attorney. He stated he felt the Council should have an answer within the next day.

Judge Lipscomb asked the Council if they were willing to let him talk with Manager Stein later in the day. The **Council** agreed he could. **Mayor Kellstrom** thanked Judge Lipscomb. **Councilor Asson** stated he would like to have a defined course of action outlining the process for the Council and have each Council member agree to the terms of the course of action and sign the document. **Councilor Thompson** agreed to sign the document, **Councilor Holzman** stated she agreed in principal but would need to see the document prior to making a commitment, **Councilor Weed** agreed to sign the document and so did **Mayor Kellstrom**.

The meeting was adjourned at 10:43 a.m.

Respectfully submitted,

Kathy Nelson, City Recorder

Lon Kellstrom, Mayor