

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
MARCH 03, 2016

MEMBERS PRESENT:

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

STAFF PRESENT:

Paul Bertagna PW Director
Patrick Davenport CD Director
Joe O'Neill Finance Officer
Kathy Nelson City Recorder

GUEST:

Sharlene Weed Executive Director
of Habitat for Humanity

ABSENT:

Andrew Gorayeb City Manager

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

1. Council Goal Prioritization

Councilor Burgstahler explained she began the blueprint process by determining the purpose and methodology for the vision, goals and priorities of the Council. She stated she had a need for order and process and felt it was important for decision making. The guiding documents were the Sisters Vision Statement and Council priorities. She reported she had researched sustainable and successful communities to find prevalent themes that contributed to their success. She added the five pillars the Council has identified for the City which include strengthening City finance, increasing the asset base, economic development, connectivity and public outreach.

Councilor Burgstahler stated the work breakdown structure of vision to goals, to objectives, to projects, to tasks created order and provided the framework for the Council and staff to collaborate. She explained one of her goals was to create a document that identified the overarching themes of the Vision Statement which included the three principles of engagement, prosperity and equity. She stated five objectives identified through the goal setting session were increased outreach, leadership development, identity preservation and enhancement, diversified economic vitality and exceptional operations, infrastructure and policy making.

Councilor Blum stated she felt the document was a good template to use in establishing goals for the Council from year to year as opposed to starting from scratch each year. She noted once the Council decided the goals had been correctly identified, the over-arching goals could remain constant and the tasks and projects would evolve as projects came off the list and new ones were added. She summarized she thought it would be easier in the future to work with a document of this nature. The **Council** agreed to review the document and schedule a future workshop to discuss it again.

2. Oregon Parks Recreation District Grant Discussion

Director Davenport reported the grant available from the Oregon Parks and Recreation Department (OPRD) was divided into large and small categories based on cost, not scope. With that in mind, the City Parks Advisory Board (CPAB) had recommended the City pursue a grant for

Creekside Park improvements in the large category and restrooms for Clemens Park in the small category. He recommended the City provide a 50% match for both projects. **Councilor Connolly** noted restrooms in Clemens Park were a priority I project while the Creekside Park improvements were listed as a priority II project. **Director Davenport** stated some of the improvements at Creekside Park had already begun and if the City was successful in receiving a grant, by the time the grant was received, all the priority I projects for Creekside Park would be completed. **Councilor Connolly** asked if the restrooms at Creekside Park could be remodeled and **Director Bertagna** stated he would need to check. He advised the restroom at Creekside Park was not Americans with Disabilities (ADA) compliant.

Mayor Frye stated he would prefer to apply for the Clemens Park restrooms, and **Councilor Connolly** agreed. **Councilor Burgstahler** stated she had mixed emotions due to the nature of the parks; one was a neighborhood park and one was a community park. She added she was concerned by the lack of an ADA compliant restroom at Creekside Park. **Councilor Asson** stated he would prefer to put more emphasis on Clemens Park and less on Creekside Park. **Councilor Blum** stated she felt the City should try and apply for grants for both projects.

The **Council** asked when the grants would be funded. **Director Davenport** replied staff would give a presentation in June and get the results of which grants were funded in the fall. **Mayor Frye** stated he did not want the community to wait another year to get restrooms at Clemens Park and suggested the City pay for the restrooms outright and not wait for the grant process. **Councilor Asson** agreed. **Mayor Frye** questioned if there was another project the City could apply for instead. **Director Bertagna** replied the play structure at Village Green Park could be a possibility. **Mayor Frye** requested staff think about alternative projects that might qualify and bring a list back to the Council at the next meeting for consideration. **Councilor Connolly** stated she felt the City should take a more frugal approach and apply for the restroom at Clemens Park and wait to see if it was received. **Director Bertagna** stated if the City did build the restrooms, he could ask the Kiwanis to consider providing financial support for the restrooms as well as asking the restroom supplier for a discount.

The **Council** directed staff apply for the Creekside Campground with a 50% match and bring a list of possible projects for the small grant to the next meeting.

3. Parks Master Plan update

Director Davenport reported the CPAB had worked very hard on the update of the 2011 City Parks Master Plan. He explained the update was necessary as many projects had been completed. He stated the City needed to look forward to what would be needed in the next 20 years and it needed to reconsider Park SDC rates.

Director Davenport reported the CPAB held monthly workshops from June of 2015 to January 2016 during which time the update was discussed at every workshop along with an opportunity for

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community members to provide input. He stated the Board recommended the plan be forwarded to the Council for adoption at its February 16th meeting.

Director Davenport provided an overview of the existing park system along with recommendations for additional park land acquisition, operations and maintenance and funding. He noted the Board had recommended not paving the west side of Village Green Park in order to preserve the trees which provide shade and pedestrian safety. **Director Davenport** discussed the proposed implementation of the improvements, rated by priority, from the proposed capital improvement plan for the period of 2015-2035. He reported the current rate of SDC fees were insufficient with regard to maintaining a minimum level of parks infrastructure for the city's projected population by 2035 and to fund the projects on the Capital Improvement Plan (CIP) and therefore should be updated. He reported Park SDC's were not charged to lodging units. He stated it was estimated there would be 150 units constructed in the next 20 years and it was recommended the City begin charging Park SDC's for them. He explained how staff had analyzed approved land use applications on file, the buildable land inventory, number of potential units that could take advantage of an SDC waiver for creating affordable housing, considered the CIP and came up with the proposed amount for a new Park SDC fee of \$1368 per unit. He stated staff was looking for the Council to approve the new methodology, noting the fee would still be lower than any surrounding city. **Councilor Connolly** agreed the City needed to raise its Park SDC fees but was concerned with charging lodging units.

Councilor Connolly left the meeting at 9:09 a.m.

Director Davenport stated staff recommended Council schedule a public hearing for a first reading of the master plan including the Parks CIP and schedule a second public hearing to adopt the revised Park SDC fees. He stated the Park SDC' could not be brought to the Council prior to May 12th due to state noticing requirements. The **Council** requested waiting to adopt the master plan and revised fees at the same meeting in hopes of receiving greater public input. **Councilor Asson** requested staff work on the CIP to reduce the SDC fee to \$1200. The **Council** requested another workshop be scheduled for a final review of the plan and the SDC fees.

Mayor Frye stated he was not supportive of charging lodging providers a Park SDC since they were already paying transient room tax and thus paying a fair share. He stated acquisition of property didn't serve the city unless it included the cost to develop the property as a park.

Director Davenport replied there were park concept plans included in the master plan but it all started with the acquisition of the land. **Director Bertagna** advised staff could come up with some planning and development costs for the bare land. The **Council** also requested the plan match the same population forecasts used in the recently updated Wastewater Master Plan and staff indicated the edit would be made.

Mayor Frye commented he did not feel the plan included enough youth oriented projects. **Director Davenport** replied the CPAB had discussed these types of projects and felt the Sisters Park and Recreation District (SPRD) would be more likely to develop those types of projects.

Mayor Frye stated he felt the OPRD land at the intersection of Highway 20 and 126 should be listed as he felt the City might be able to get that land at little to no cost. He stated that could help lower SDC fees. The **Council** also discussed the potential of developing the East Portal to include a visitor station and dog park. **Staff** explained there had been ongoing discussion with the Forest Service, the owner of the property, for a number of years and previously the property had been tied to the sale of the larger parcel of Forest Service property. **Director Bertagna** stated the City had an agreement that allowed the restrooms on the property if the City maintained them. **Director Davenport** reported he would take the Council's feedback to the CPAB.

4. Council Rules Review

Councilor Blum stated she wanted additional time to review the rules. **Councilor Burgstahler** stated she wanted the Council to consider incorporating the principles of the civility project (Speak Your Peace) into the Council rules. She explained how Jeff Campbell, current Board Chair of SPRD had recently gone through the process with that board and stated she felt he might provide a good perspective and some ideas for the Council. She suggested he come at the end of the workshop on the March 10th after the speaker from the Ford Family Foundation and the **Council** agreed.

Executive Director of Habitat for Humanity Sharlene Weed stated Roque Barros from the Ford Family Foundation was coming to Sisters the following week to meet with a variety of Sisters agencies. She explained the foundation was moving away from its previous course of providing leadership training and moving towards community building. She stated Mr. Barros would be coming to 'listen and learn'. She noted the foundation could become a partner, a participant or a funder and Mr. Barros wanted to hear about the goals and priorities of the Council. She stated this would be the first of several visits. **Councilor Asson** requested Mr. Barros come prepared to discuss how the City and Ford Family Foundation could partner if the City invested \$200,000 towards some type of community project.

The **Council** agreed to wait to further discuss the Council rules until they had heard from Mr. Campbell.

Mayor Frye announced he wanted to bump the conversation related to the SDC waiver request in front of the item on Housing Policy Advisory Board Ordinance review.

6. System Development Charge Fee Request for Waiver for Sky Gate

Director Davenport reported building permits for the first three affordable homes at the Sky Gate development were ready to go and Tom Kemper from Housing Works was interested in applying for the SDC waiver in exchange for keeping the property affordable for a period of 50 years. He

explained Transportation SDC fees had already been paid but there were still SDC's due for water, sewer and park SDC's. He stated when the City 'waived' the fee for a developer, the City was in reality transferring the funds from the General Fund into the SDC funds. **Mayor Frye** stated he wanted to make certain Mr. Kemper realized there was a limited pool of funds available for these waivers, especially considering there were still an additional four units to be built at Sky Gate and other affordable housing developments forthcoming. **Director Davenport** remarked he had advised Mr. Kemper that the SDC's might not be completed waived, but could be a percentage of some of them in their entirety but not others. **Ms. Weed** asked if the City had ever contemplated a deferral method instead. **Mayor Frye** stated he would like to discuss the matter further with the City Attorney to see what options might be available to the City. **Councilor Blum** stated if the City had to pay the SDC fees, there should be a fund designated for that sole purpose and the Council should fund waivers within the confines of the available funding.

5. Housing Policy Advisory Board Ordinance Review

Director Davenport stated the Council had indicated this was a priority and he had created a draft ordinance. He stated he needed some input from the Council on the composition of the board. He stated the ordinance listed members as subject matter experts, interested members of the public and a Planning Commission member. **Mayor Frye** suggested the City host a meeting with developers of apartment builders to come and talk with staff about specific properties that might be available and the hurdles the developers face in building affordable units. **Councilor Asson** stated he wanted a builder of market value units also included in the membership. **Councilor Burgstahler** questioned whether the board was only for affordable housing or housing in general as the scope of the membership and mission seemed limited to affordable housing. **Councilor Blum** stated the Council needed to be cognizant that the board would require support from staff.

7. Preview March 10, 2016 Workshop and Regular Meeting

Due to lack of a quorum, the agenda was not previewed.

8. Other Business

Mayor Frye provided a brief update on the investigation of the City Manager, noting interviews would conclude the following day. He reported a report would be received and reviewed.

Mayor Frye left the meeting at 9:57 a.m. Councilor Asson left the meeting at 9:58 a.m. and due to a lack of quorum the meeting was adjourned at 9:58 a.m.


Kathy Nelson, City Recorder


Chris Frye, Mayor