

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
APRIL 07, 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

**GUESTS:**

Nick Lelack        Deschutes County CD Director  
Lori Furlong       Deschutes County CD Administrative Manager  
Chris Garcia       Deschutes County Assistant Building Official  
Kaitlyn Pay        COBA Representative  
Scott Linfesty      OR State Dept. of Consumer/Business Services

**ABSENT:**

Andrew Gorayeb    City Manager

The meeting was called to order by Mayor Frye at 8:00 a.m.

**1. Building Code Administration Program**

**Director Davenport** stated the workshop was to give the Council the opportunity to review and provide directions to staff regarding the building code administration program. He reported the City currently had an intergovernmental agreement (IGA) with Deschutes County to provide all building administration services with the exception of permit intake and issuance. The IGA would expire June 30<sup>th</sup> and staff was recommending the City have Deschutes County take over all aspects of the program. He reported other options included hiring a private company to provide the services, hiring a staff person to administer the program or having the State Building Codes Division provide the service. He stated the City had tried to hire a staff person but no qualified candidates had applied. He stated the State Building Codes Division was not anxious to provide the service stating it was too complicated to do so from Salem and would likely have to farm the services out to the County anyway. The city had previously employed a private company to provide the services with mixed results. **Director Davenport** listed other cities in the region using their county building division for services including Madras, Culver, Prineville and La Pine.

**Director Davenport** stated if the County were to take over the program the City would need to adopt the same fee schedule as Deschutes County in order to provide consistency. He stated some fees would increase slightly but would then be identical to unincorporated Deschutes County and LaPine. He stated contractors were accustomed to working with County staff. He stated if the County provided the service, a permit technician would be in Sisters one day a week and anyone could get service at the County offices Monday through Friday.

**Director Bertagna** asked if the City could keep the program as was with the same fee split currently used also and **Deschutes County Assistant Building Official Chris Garcia** replied it could not. He stated in order to enhance efficiencies the County needed their permit technicians to

take over all aspects of the permitting process. **Director Davenport** stated another advantage was that the e-permitting program, everything could be done online. He added the City's current Permit Technician would stay on in a coordination role and would transition to other tasks within the Community Development Department. **Mr. Garcia** noted Sisters was currently unable to offer the online services which was cumbersome for builders. **Kaitlyn Pay of Central Oregon Builders Association (COBA)** reiterated it was to everyone's benefit to work with the County and builders were supportive of the proposed change.

**Councilor Connolly** asked why Sisters had originally structured its permitting process the way it had. **Director Bertagna** replied the City used to contract with a private company out of Eugene that provided a five days a week person for Sisters to handle inspections. He stated when the City transitioned to using the County for building inspection services the expectation was that someone would still be available five days a week if a builder wanted to just walk in and submit or pick up a permit application. **Deschutes County Community Development Administrative Manager Lori Furlong** reported the County had provided all building administration services in the 1990's and then the City petitioned for the ability to have local control over the services, which the County granted. **Councilor Connolly** noted all the increased growth within Deschutes County and questioned whether the County had the necessary staff to provide the service. **Ms. Furlong** replied the County did and there was a very experienced permit technician who lived close by who would provide the service. **Deschutes County Community Development Director Nick Lelack** informed the Council that Deschutes County, in anticipation of growth, had budgeted for two additional positions for the upcoming fiscal year. **Councilor Connolly** asked if individuals would need to make an appointment to meet with the permit technician and **Ms. Furlong** replied it would be walk-in service on a first come first served basis. **Mr. Lelack** noted there were County staff in the area every day and if someone needed to meet with someone in Sisters for a meeting it could always be arranged. **Director Davenport** reported he had spoken with LaPine's City Manager and he stated he was very pleased with the level of service Deschutes County provided.

**Mr. Garcia** stated another advantage for Sisters in having the County take over the program was it would also take over the code enforcement program. He noted the County first tries for voluntary compliance on code issues and if unsuccessful, the County has the means for dealing with the issue.

**Councilor Asson** stated he was familiar with the program and was supportive of moving forward. **Councilor Blum** asked what fees would be collected and returned to the City. **Director Davenport** explained it was an advanced planning fee and was based on a percentage of the project valuation. **Councilor Blum** asked if there were any other costs to the City if it allowed Deschutes County to take over the program and **Mr. Lelack** replied that was correct. He added the County had just undergone a fee analysis to ensure its fees were appropriate.

**Councilor Burgstahler** asked if there were specific levels of service and **Mr. Garcia** replied there was a 10 working days turn around period for residential planning, and if inspections were

called in by 7:00 a.m. they were conducted on the same day. **Councilor Burgstahler** asked if the levels of service would be written into the IGA and **Mr. Garcia** replied it wasn't necessary as they were standard procedure based on statute. **Mr. Lelack** added the IGA would be very minimal and if the City decided in the future it wanted to control the permitting process again, Deschutes County would agree to it. He noted Ms. Furlong was a regional expert in Accela, the State on-line land use system, and she would be providing training opportunities for interested contractors. **Mr. Garcia** stated the County would provide consistency to the contracting community and **Director Davenport** added the County would provide faster turnaround for services.

**Mayor Frye** questioned how much of the Planning Technician's time was spent on permitting and **Director Davenport** replied it was about 50%. **Mayor Frye** asked what the budgeting effect would be. **Director Davenport** replied currently the fee split was 68% to the County and 32% to the City but the County asserted it was not covering its costs with the arrangement. **Director Bertagna** noted in FY 15/16 the City had budgeted \$216,000 in revenue of which 32%, or approximately \$70,000, would come back to the City by the end of the fiscal year. He noted that revenue would be lost if the County took over the service.

**Oregon State Department of Consumer and Business Services Regional Coordinator Scott Linfesty** stated when a City decides it no longer wants to handle its own permitting process it is acceptable to ask the local county or the state to take over administration of the program. He advised if the State were to take over the program it would require a fee split of 90% and 10% and the City would still be required to provide its own permit technician. He agreed with the earlier comment that the State would likely need to sub-contract with the county since the Department of Consumer and Business Services did not have adequate staff to provide service in the area. He added he had not received any complaints about the service Deschutes County provides to other cities.

**Councilor Connolly** asked how COBA could help to get the word out to builders and **Ms. Pay** replied she would be working with both CD Director Lelack and Director Davenport to ensure builders were informed of the change. **Ms. Furlong** added there would also be a press release.

**Mayor Frye** thanked everyone for attending.

## 2. Council Goals Finalized

The **Council** discussed the Council goals and requested Councilor Burgstahler create a one page condensed version for the public to use. **Councilor Burgstahler** stated she would create a streamlined version.

## 3. Speak Your Peace Draft Resolution and Defining Values for Council Rules

The **Council** discussed the two Speak Your Peace draft resolutions and determined they preferred the example that provided a more thorough overview of the program. **Councilor Asson** stated he felt it was unnecessary for the Council to adopt a resolution defining the nine tools of civility and

to some extent felt it was elitist. He stated he would vote against the resolution if it came before the Council. The remaining Council members were supportive of approving the resolution. The **Council** also discussed whether they should define what each of the values means and decided definitions were unnecessary. The **Council** directed staff to place the *Nine Tools of Civility* resolution and Council goals on the next regular meeting agenda for adoption.

4. Preview April 14, 2016 Workshop and Regular Meeting

**City Recorder Nelson** provided an overview of the upcoming workshop and regular meeting. **Director Bertagna** added Oregon Department of Transportation (ODOT) staff would be providing an update on the roundabout project.

5. Other Business

- **Councilor Connolly** requested the Council review the Community Grant criteria prior to grants being offered.

*Carver Dam*

**Director Davenport** stated he had received a call from the Army Corp of Engineers informing him of a two year analysis of Carver Dam to determine the potential for the dam to fail and the threat of flooding such an event would pose to Sisters. He stated the analysis could result in changes to the 100 year flood plain.

Councilor Connolly left the meeting at 9:06 a.m.

*Sustainable City Year Program*

**Director Davenport** distributed a draft brochure for the Sustainable City Year Program that included a list of 16 potential projects with a summary of the top five projects. He provided a recap of the five projects included the Transportation System Plan update support for the Bike and Pedestrian Plan, wayfinding and information kiosks and public art plan, feasibility analysis of a maker mill shared workspace, open space and lighting plan for the Sisters Airport runway protection zone and Hood Avenue Art District overlay. He reported Megan Banks, Sustainable City Year Program Manager from the University of Oregon was requesting a letter of support from the Council and City Manager for each of the top five projects. He stated he and Ms. Banks were creating a budget and the Ford Family Foundation could potentially assist with up to 50% of the project costs.

**Councilor Blum** stated with affordable and workforce housing being such a priority for the Council, she wondered why it was not included as one of the top five projects. **Director Davenport** replied the City was getting ready to solicit applications for the Housing Policy Advisory Board and he envisioned that group would more likely address that topic. **Mayor Frye** stated he was particularly interested in one of the other draft project for a visitor survey and economic impact study of the tourism industry. **Councilor Burgstahler** added that had been a popular topic at the

economic vitality summit. **Director Davenport** replied he agreed it was important but felt the Chamber of Commerce might be a better organization to take the lead on that particular project.

**Director Davenport** stated the letters of support would be included with the application which was due the following week. The **Council** was supportive of submitting the application as long as it would not be financially committing the City to a specific project since the budget process had not yet occurred for fiscal year 2016/17.

#### *Urbanization Study*

**Director Davenport** reported he had received a quote to finish the Urbanization Study in the range of \$20,000 to \$25,000. He noted the work staff had completed in house had saved the City a significant amount of money. He stated the study would be an important component for updating the Comprehensive Plan. The **Council** directed staff to move forward with formally asking for requests for quotes (RFQ's).

#### *City Parks Advisory Board*

**Director Davenport** reported there was a vacancy on the City Parks Advisory Board (CPAB). He stated the position was encouraged to be a student but it was not mandatory. He stated the CPAB had reviewed and revised the capital improvement plan (CIP) after the Council had commented they felt the plan focused too heavily on acquisition of property and not enough on specific projects. He advised the changes would result in a Park SDC fee of \$1193. **Mayor Frye** asked if the property known as the red dirt triangle had been incorporated into the plan. **Director Davenport** replied it had been added with the assumption the property would be donated to the City. He added development of the parcel would be difficult particularly since pedestrian access would be problematic. He stated staff was recommending the Park Master Plan be completely revised and updated in 2020. **Mayor Frye** stated he felt the plan was somewhat un-ambitious but since it would be updated in 2020, it would suffice. **Director Davenport** stated the plan and updated SDC fee would come before the Council for formal adoption.

#### *Newsletter*

**Councilor Burgstahler** reported concepts plans for the newsletter were expected from Gearbox later in the day and the story budget for the first edition had been created. She explained each story would be short and concise

#### Updates from Public Works

- Asphalt grinding will begin this evening and go through the night. Paving will begin on April 11<sup>th</sup>. Impacted businesses have been notified.
- A lot of work has been completed at the overnight park including the planting of 50 large trees, irrigation, site demolition, new entrance, ADA site creation and the shortening of some sites. Asphalt for the entrance and ADA site will occur prior to the May 1<sup>st</sup> opening. Flip down "No Vacancy" signs will be ordered and installed to alleviate RV's from needing to turn around.

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- The campground has over 1,400 reservations for the upcoming season already.
- A 400 year old dead Ponderosa Pine was removed from Creekside Park yesterday. A slice from the tree (tree cookie) was kept to install and provide visitors an opportunity to count the rings and see just how large the tree had been.
- Deschutes County Bicycle and Pedestrian Advisory Committee (BPAC) will be meeting at noon in City Hall. The meeting will include a field trip to the red dirt triangle between Highway 20 and Highway 126.
- The restroom building order for Clemens Park is being finalized. Neighbors have been notified of the upcoming restroom installation which should occur in July.
- The request for proposals (RFP) for the Transportation System Plan update are due April 14<sup>th</sup>. Councilor Blum will serve as the Council representative on the review committee.
- Staff is researching the possibility of shade sails for Fir Street Park.
- Road maintenance season has begun.

*Budget*

Staff has begun preparing department budgets. Budget meetings are scheduled for May 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> if a third meeting is needed.

The meeting was adjourned at 9:45 a.m.

  
Kathy Nelson, City Recorder

  
Chris Frye, Mayor