

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
APRIL 23, 2015

**MEMBERS PRESENT:**

Chris Frye Mayor  
David Asson Councilor  
Nancy Connolly Councilor

**ABSENT:**

Wendy Holzman Councilor  
McKibben Womack Council President

**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 6:01p.m.

1. City Council Goals

**Mayor Frye** distributed a listing of possible Council Goals for consideration for discussion.

**Councilor Asson** pointed out the Council needed to take a more involved role in what happens in the City. He stated the Council needed to ask *'who, what, where, why and cost'* for every project that comes before them and should become a formally adopted process for the Council. He noted if a process of this nature had been in place earlier, a lot of the frustration the community has felt and some of the problems encountered in the past year would have been alleviated. **Councilor Connolly** supported the idea noting it would provide a history of projects for future councils.

**Mayor Frye** felt the move to increase transient room tax issue would be a great project to use that type of process on and **Director Bertagna** proposed the Hood Avenue Improvement project be used as the trial project for implementing the process. He reported the design for the project was 90% complete and it would be going out to bid in the next few weeks. **City Manager Gorayeb** informed the Council staff was working on a master project list in order to keep the Council updated on current and future projects. **Councilor Connolly** stated she found the monthly Staff/Council Work Plan very helpful. She suggested having the project list go out to interested parties also for outreach purposes.

**Mayor Frye** informed the Council and staff he had been in contact with the general manager of Sister's local radio station. He reported the station was willing to publicize any information from the City free of charge. **City Recorder Nelson** stated she would add the radio station to her distribution list to ensure the station received all of the City's announcements. The radio station staff had also stated they would like to have the City Manager and Council members come in for interviews on a regular basis to discuss what was happening relative to City business.

**Councilor Connolly** noted the affordable/workforce housing goal was missing from the list and asked what steps the City could take to achieve the goal. **City Recorder Nelson** reported Housing Works Executive Director Tom Kemper's presentation to the Council had been postponed and rescheduled until June when he would be speaking to the Council on projects for workforce/affordable housing. **Mayor Frye** stated Mr. Temper would help identify steps the City could take to support affordable/workforce housing. **Mayor Frye** asked if the Council wanted to

flesh out some ideas in order to increase reserves which could help provide some funding for affordable housing. **Councilor Asson** asked how the City Council could do so. He stated increasing reserves should not be incorporated into the Council goals as it was a function of City management and not the City Council. **Manager Gorayeb** advised staff was always looking to the future and planning accordingly. He stated the city was waiting for some information from the Fire District to make certain the City would have sufficient water system infrastructure to cover even a worst case scenario emergency. He went on to say reserves were growing.

**Councilor Asson** inquired what the Community Asset item was. **Councilor Connelly** replied it was related to the survey results being collected by the Community Assets Committee to determine what community assets projects might be pursued further. **City Recorder Nelson** noted the community event to get feedback on the proposed community projects was scheduled for Sunday at Five Pine and the Community Assets Committee was hoping Council members would attend.

**Mayor Frye** stated if the Council was supportive of his proposal to increase the tax rate for transient room tax, he suggested having Chamber of Commerce Executive Director Judy Trego speak to Council about how these funds could be leveraged and the benefit they would provide. The **Council** agreed that would need to be a requirement.

**Mayor Frye** informed the Council he had been researching how to implement a Movies in the Park program and was waiting to hear back from the company that hosts the event in the Northwest Crossing neighborhood in Bend. He informed the Council he had approached Sisters Park and Recreation District (SPRD) Executive Director Liam Hughes and Mr. Hughes had indicated SPRD would be willing to run the movies if the City would provide the equipment. **City Manager Gorayeb** told the Council he thought a movie night or any family-friendly program would be very welcomed.

The **Council** requested adoption of the Council goals be moved from the evening's regular meeting agenda to the next regular meeting in order to make some final edits.

## 2. Housing Permit Update

**Director Davenport** directed the Council to the monthly sales report of residential housing which provided almost two years of data on the number of homes sold and average sales price. It was noted January and February activity were normally the slowest months.

**Mayor Frye** asked for an update on the Hayden Homes project. **Director Davenport** replied the developer would like to come up with a new plan that would allow a reduction of the density requirements. **City Manager Gorayeb** explained that Hayden Homes, since there was no prohibition in the Development Code, had been allowed to transfer density from one phase of development to a later phase in the development. He stated it resulted in the need for the remaining 17 to 18 acres of land to be developed to an extreme degree of density. He stated

Hayden Homes had stated it literally could not build the remaining 290 units of housing they were required to build and meet the City's set-back and open space requirements.

**Mayor Frye** asked how the City could determine if it needed to expand its urban growth boundary. **City Manager Gorayeb** replied a housing needs analysis was necessary and staff was working from a template recommended by the Department of Land Conservation and Development (DLCD) to produce one. He stated the analysis would articulate the actual types of housing the city had versus what it needs. He summarized it was a multi-step process to expand the boundary.

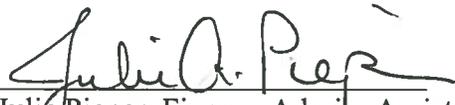
**Director Davenport** reported there had been 28 permits issued in fiscal year 2014/15 to build single family homes but only six of those had been since the beginning of 2015. He reported the City was anticipating additional applications for single family homes, an assisted living facility and a hotel. The **Council** requested staff provide an update on single-family dwelling, building and electrical permits each month and Director Davenport replied he would do so.

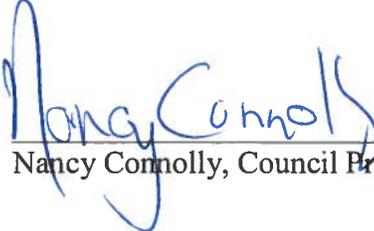
3. Other Business

**Councilor Connolly** inquired if the City had received any feedback regarding the updated City Website. **City Recorder Nelson** replied she had received a couple of comments and staff had made some corrections. She stated there had actually been very little response. **Councilor Connolly** asked if any progress had been made on adding an area where individuals could sign up to receive information on specific topic of interest coming before the planning commission and Council. **Manager Gorayeb** stated staff was still refining a method for that process.

**City Recorder Nelson** announced there were four applicants for the upcoming opening in the Council. She reported William Hall, Amy Burgstahler, Charles Ryan and Mark Maboll had all submitted applications. She stated interviews were scheduled for the May 7<sup>th</sup> workshop. She added the workshop start time would be changed to 9:00 a.m. as some members of the Council were planning on attending the National Day of Prayer breakfast.

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

  
Julie Pieper, Finance Admih. Assistant

  
Nancy Connolly, Council President