

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
JULY 28, 2016

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Rick Allen	City Manager
Paul Bertagna	PW Director
Joe O'Neill	Finance Officer
Patrick Davenport	CDD Director
Kathy Nelson	City Recorder

**GUESTS:**

Caprielle Lewis	Sisters Economic Development Manager
Bill Hall	Forgivable Loan Due Diligence Committee Member
Bill Kuhn	Forgivable Loan Due Diligence Committee Member
Chuck Ryan	Forgivable Loan Due Diligence Committee Member

The workshop was called to order by Mayor Frye at 5:35 p.m.

1. Forgivable Loan Application Criteria

**City Manager Allen** reported he, Economic Development Manager Caprielle Lewis and members of the Forgivable Loan Due Diligence Committee had met to discuss the Forgivable Loan Program and had made some edits they felt made the program better. **Ms. Lewis** stated the changes were minor and focused on the creation of new jobs, relocating jobs to Sisters with the requirement the jobs be created for traded sector firms. She stated all eligible jobs were to be compensated at least the minimum of the *Average Wage Rate for Deschutes County, Oregon*. She explained job retention for jobs already in existence had been removed and **City Manager Allen** noted it had been removed as retention was hard to define and hard to refuse. He reported Deschutes County had also removed the retention from its program. **Ms. Lewis** stated companies applying to the program were required to create a minimum of five eligible jobs and the Due Diligence Committee would continue to vet companies using the Balanced Scorecard that takes several weighted factors into consideration. She noted that transferred jobs were required to be at the least five miles from Sisters in order to be eligible.

There was discussion on the amount of time an applicant would have to create the positions and the number of years the applicant would be required to retain the new position in order to have the loan forgiven. It was decided the allowable time period for job creation would be up to three years from the date the Forgivable Loan agreement was signed and the required retention period for the new job would be three years from the date mutually agreed upon when the job was created. Minor clarifying language was suggested and agreed upon to the memorandum of understanding (MOU) and to the addendum.

**Mr. Hall** volunteered to make the edits and corrections to the documents. **City Manager Allen** stated once the edits were completed, the documents would be reviewed by legal counsel and then come back to the Council for approval.

2. Community Grant Allocations

The **Council** discussed the merits of the applications and decided on the following allocations totally \$16,700.

- *Circle of Friends - \$1,500*
- *Citizens for Community - \$500*
- *FAN - \$3,000*
- *Habitat for Humanity - \$1,000*
- *Heart of Oregon Corp Youth Build - \$2,000*
- *Heartwarmers - \$500*
- *Rotary Club of Oregon - \$800*
- *Seed to Table Program - \$1,000*
- *Sisters Community Garden - \$500*
- *Sisters Folk Festival - \$750*
- *Sisters Trail Alliance - \$750*
- *SMART - \$500*
- *SPRD Youth Scholarships - \$2,500*
- *SPRD Senior Scholarships - \$900*
- *VFW Post 8138 - \$500*
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The Council left \$3,300 in reserve to use for community grant requests that might come up in the course of the year.

3. Other Business

Due to a lack of time, there was no other "Other Business"

The meeting was adjourned at 7:00 p.m.

  
Kathy Nelson, City Recorder

  
Chris Frye, Mayor