

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
OCTOBER 01, 2015

**MEMBERS PRESENT:**

Chris Frye Mayor  
Nancy Connolly Council President Pro-tem  
David Asson Councilor  
Amy Burgstahler Councilor

**STAFF PRESENT:**

Lynne Fujita-Conrads Finance Director  
Paul Bertagna PW Director  
Patrick Davenport CDD Director  
Julie Pieper Finance Assistant

**ABSENT:**

Andrew Gorayeb City Manager  
Kathy Nelson City Recorder

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

1. City Council Candidate Interview

**Andrea Blum** was interviewed by Council members for the open position on the City Council. The Council discussed the candidate and were unanimous in their decision to appoint Ms. Blum to the open position. She will be sworn into office at the October 8<sup>th</sup> regular meeting.

2. Financial Report Review FY 14-15

**Finance Director Fujita-Conrads** reported revenue in the General Fund was looking good with it ending up over budget. She explained the General fund had still operated at a loss due to capital expenditures, Chamber of Commerce building improvements, installation of a new phone system, development of a new website and increased park maintenance costs. **Mayor Frye** asked how accurate the numbers were and **Finance Director Fujita-Conrads** replied they were 99 percent accurate as the audit had been completed. She stated the auditor was still working on the final statement which could include some small adjustments.

**Mayor Frye** asked how the Hood Avenue improvement project would impact the budget. **Finance Director Fujita-Conrads** replied \$210,000 would be transferred from the General Fund Reserve account to the Street Fund for the project. **Director Bertagna** added there might also be some additional overlay and seal-coat project costs.

**Finance Director Fujita-Conrads** reported the Water Fund revenue ended up \$157,000 over budget while the Street Fund came in slightly over budget by \$67,000 due to capital outlay projects. She noted street projects were slowing down and would resume to normal maintenance. She reported Sewer Fund revenue had done well coming in with an additional \$100,000 over budget.

**Councilor Asson** asked if the street project that caused the fund to be over budget had been spontaneous and therefore not included in the budget to begin with. **Director Bertagna** replied the project was originally slated to only be \$50,000 but the scope of the project had been expanded to include the overlay which increased project costs.

**Finance Director Fujita-Conrads** reported tax revenue came in under budget for the Urban Renewal District due to the assessor re-valuing some properties; an adjustment that had been anticipated. She stated the City would be making the allowable amount of a payment on the Bank of the Cascades (BOTC) loan of approximately \$125,000.

**Mayor Frye** asked how long recipients of Urban Renewal grants had to complete their projects and submit for reimbursement. **Finance Director Fujita-Conrads** stated there were no set time limits and **Director Davenport** added there were still some outstanding grants from 2013. **Finance Director Fujita-Conrads** explained some awarded grants had never signed a contract while others had never submitted the receipts for reimbursement. The **Council** requested staff prepare a status update on urban renewal grant projects and **Director Davenport** replied it would be provided.

**Finance Director Fujita-Conrads** reported the City began the year with \$5.9 million in the bank and ended the year with \$7.9 million. She stated \$1 million of that was due to the loan from the BOTC. She stated the City was also planning on paying down on the City Hall building loan as well as the Lazy Z property loan. She stated the City was not paying down the United States Department of Agriculture (USDA) loans in the Sewer Fund as the City was still looking into refinancing that debt.

3. Preview October 08, 2015 Workshop and Regular Meeting Agenda

**Finance Assistant Pieper** previewed the agenda. **Councilor Burgstahler** reported she thought the Speak Your Peace presentation would not take the full workshop hour.

4. Other Business

**Councilor Burgstahler** requested the Council discuss the news release and mailer related to the opportunity for community members to offer their thoughts on transient merchants at the public hearing scheduled for the October 22<sup>nd</sup> regular meeting. The **Council** decided to finalize the utility bill insert language at their October 15<sup>th</sup> workshop. **Councilor Burgstahler** stated she would notify Bend Mailing of the Council's decision to include the insert. **Finance Director Fujita-Conrads** informed the Council that citizens who receive their bills via email would receive the insert as an attachment to their on-line bill.

The **Council** questioned if an email account that would automatically go to all Council members could be created to make it easier for constituents to communicate with the entire Council with the click of just one address. **Councilor Burgstahler** stated she would still like to see a means for individuals to be notified about topics of particular interest to them. **Councilor Connolly** replied at present it was an "all or nothing" type of information system and that she and City Recorder Nelson had researched how other cities were able to accomplish this type of communication without it being too labor intensive. **Mayor Frye** suggested asking the website designer to provide a quote for providing that capability.

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**Councilor Connolly** noted porta-potties had been placed at Clemens Park on a trial basis and asked when they would be removed. She asked if any feedback had been received. **Director Bertagna** replied the removal of the units were weather dependent, but he hoped to leave them up until there was snow. He reported he had not received any feedback.

Councilor Connolly left the meeting at 9:07 a.m.

**Director Davenport** explained it had been the City's policy to notify any property owner within 250 feet of a proposed project and individuals that had identified themselves as an interested party of any particular land use application of notices or hearings to be held related to the matter. He stated an individual had complained there was insufficient information on notices to understand how a proposed project could impact a property owner. He stated staff would begin to add a brief description of the project in its notices in the future.

**Mayor Frye** requested an update on the master plan for Creekside Overnight Park. **Director Davenport** replied the plan was still under review by the City Park Advisory Board (CPAB). He stated the proposed projects for the campground would eventually be added to the Capital Improvement Project (CIP) list for the Sisters Parks Master Plan. He stated he expected to have the plan completed by year end.

**Director Davenport** stated he would confirm with the Planning Commission members a majority would be available to attend an October 29<sup>th</sup> joint workshop. He stated Planning Commissioner Wright had requested the joint workshop include the topic of creating a form based Code.

The **Council** directed staff to run the ad for the open positions on the Community Assets Technical Advisory Committee for an additional two weeks.

**Director Bertagna** reported the sewer line project on Camp Polk Road would be on Monday morning and reader boards would be installed on Friday to alert motorists to the upcoming detour.

The meeting was adjourned at 9:18 a.m.

Respectfully submitted,

  
Kathy Nelson, City Recorder

  
Chris Frye, Mayor