

WORKSHOP MEETING MINUTES
SISTERS CITY COUNCIL
520 E. CASCADE AVENUE
DECEMBER 10, 2015

MEMBERS PRESENT:

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

STAFF PRESENT:

Andrew Gorayeb City Manager
Patrick Davenport CD Director
Paul Bertagna PW Director
Kathy Nelson City Recorder

ABSENT:

Amy Burgstahler Councilor

ABSENT:

Lynne Fujita-Conrads Finance Director

GUESTS:

Rob Tremper Dickey and Tremper (via telephone conference)
Steve Bryan Neighboring Property Owner of Creekside Campground
Dixie Eckford CPAB Member
Tate Metcalf Sisters Athletic Club Manager
Pat Thompson Neighboring Property Owner of Creekside Campground
Lynn Baker Neighboring Property Owner of Creekside Campground
Michael Richards KZSO Radio Station Manager

The meeting was called to order by Mayor Frye at 5:03 p.m.

1. Auditors FY 2014/15 Report

Rob Tremper, the City's auditor from Dickey and Tremper, provided an audit review of FY 2014/15 via the phone. He reported the audit had gone well and a clean audit opinion had been rendered. He stated reports for the City of Sisters and Sisters Urban Renewal Agency had been issued and he gave an overview of the City's financial position and discussed the findings of the letters submitted.

Councilor Asson noted there was nothing in the footnotes on unrecorded liabilities. **Mr. Tremper** replied he had discussed the issue of potential liability with Manager Gorayeb and received a letter from the City Attorney and determined there was nothing that needed to be reported.

Mayor Frye thanked Mr. Tremper for making himself available for the conference call.

2. Creekside Overnight Park Land Use Opinion

Director Davenport stated his memo provided some background information regarding the improvements at Creekside Campground, his determination on the improvements that were made and his proposed remedies.

Councilor Connolly noted in 1990 the campground was comprised of 40 spaces but by 2008 there were 56 spaces. She questioned how the City had gotten to that many spaces. **Director Bertagna** replied he had never seen a map indicating where the original 56 spots had been located.

Councilor Connolly noted the memo stated the existing sites that had received additional upgrades might have considered “legal non-conforming” and asked what that meant. **Director Davenport** explained the statement was vague in that the land was originally zoned landscape management and since there was no definition for that use, “park” was the use that most closely matched. He stated a previous Council had authorized the expenditures unanimously so it was apparent that Council had been supportive of the improvements and the use of the overnight campground had been going on for many years. **Councilor Connolly** asked if the City had presumed since it owned the property it could do whatever it wanted to with it and **Mayor Frye** replied the use would have still needed to be an authorized use.

Director Davenport reported there had been an attempt to submit a site plan application last year but it had been pulled. He stated his recommendation would be to retroactively go through a site plan process so there was an approved site plan on file. **Councilor Connolly** asked why sending the master plan to the Oregon Parks and Recreation District (OPRD) was not sufficient. **Manager Gorayeb** explained the master plan being submitted to OPRD was to acknowledge a deed restriction on the property and a site plan would address the City’s Development Code. **Director Davenport** added that OPRD had indicated its concern with the master plan was that there had been adequate opportunity for public involvement. **Councilor Connolly** asked what the City would do if someone else was operating a campground without having gone through the appropriate process and **Director Davenport** replied the City would work with the party to become compliant. **Manager Gorayeb** replied a recent example of that process would be how the City worked with Pine Meadow Village because its design standards did not match those of the City.

3. Creekside Overnight Park Master Plan Discussion

Councilor Blum asked if the five new hook-up sites being recommended for construction had been due to demand, to off-set the hook-up sites being removed or to get large RV’s away from Tyee Drive. **Director Bertagna** replied all of those issues had been taken into account as a means to reduce noise into the surrounding neighborhood. **Councilor Blum** stated she felt the more electrified sites the City had, the less RV’s would be running generators which would help reduce noise and pollution. **Director Bertagna** stated the hours of 10 p.m. to 7 a.m. were already designated as quiet time when use of generators was not allowed.

Director Bertagna reported when changes were completed the overnight park would be comprised of about 50% tent sites and 50% RV sites. He stated the campground currently had 67 sites and five would be removed bringing the total down to 62 sites. He stated five of those 62 sites would be converted into hook-up sites on the east side of the campground as that location was furthest away from the surrounding residential area and Whychus Creek.

Steve Bryan, a neighbor to the overnight camp, voiced his appreciation that the jumbo RV’s would no longer be backing up to Tyee Drive. **CPAB Member Dixie Eckford** stated she felt the plan represented the best possible compromise to all the concerns brought up. **Director Bertagna**

added a number of trees would be added on the Locust Avenue and Tye Drive to further reduce noise in the surrounding neighborhood.

Councilor Asson asked where the host site would be located and **Director Bertagna** replied that had not been completely decided as staff wanted to get input from the camp host on what they felt would be the best location. He reported that initially it would remain where it was or might be set up at site #19. **Councilor Connolly** stated since the current camp host site was to be converted to an Americans with Disabilities (ADA) compliant site, she would encourage that conversion to take place as soon as possible.

Mr. Bryan suggested that from a long-term perspective, since the park was such a large parcel of land, the City ought to consider using it for a different purpose in the future. **Sisters Athletic Club Manager Tate Metcalf** stated he liked what he was hearing as safety and traffic were his top concerns. **Councilor Connolly** asked if posting no parking signs on Desperado Trail was being considered due to safety concerns and **Director Bertagna** replied he would have a conversation with effected parties to address issues of that nature. **Mr. Metcalf** stated the issue of ingress and egress at the intersection also needed to be considered. Neighboring property owner to Creekside Campground **Pat Thompson** stated he thought it was a positive that camping patrons would be able to use either both Desperado Trail and Locust Avenue for entering or existing the campground.

Councilor Connolly asked when the campground was open and whether that should be included in the master plan. **Director Bertagna** replied it was typically open from the beginning of April through the end of October but those dates changed slightly every year depending on events and weather. **Councilor Blum** stated she did not see the master plan as an operational document and felt it should not include that type of information. **Manager Gorayeb** stated staff could create an operations manual with basis information and the Council was supportive of the idea but indicated there was no need to have them adopt or codify the manual.

Neighboring property owner to Creekside Campground **Lynn Baker** voiced his appreciation to Director Bertagna for involving Mr. Bryan and himself in determining site sizes. He stated it was a good plan that would satisfy most people. He agreed that using the entrance and exit at both ends of the campground was fair. **Mayor Frye** stated it had been the intent of the City to be as good a neighbor as possible and he felt the end result was far better now than it had been two years ago.

4. Other Business

TSP Update

Mayor Frye stated he had discussed what steps would be necessary to update the City's Transportation System Plan (TSP). He noted as part of that plan, the truck scales would be relocated and a new entrance into the Campground would be created. He stated that would solve a lot of problems. He reported Oregon Department of Transportation (ODOT) had indicated they

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wanted to see an updated TSP prior to considering the truck scales relocation. **Manager Gorayeb** stated staff would need to present a plan to revise the TSP. He reported it would include creating a request for proposal (RFP) for a traffic engineering firm to collect a lot of data. He stated the City would work with the traffic engineering firm, ODOT and the public on the update. He added in order to save money, the City would actually put out two separate RFP's with one to collect traffic data and the other to update the TSP. **Councilor Connolly** asked if the process would be in this budget cycle or next. **Director Bertagna** replied considering the time it would take to complete the update, as it would include a great deal of public involvement, it would likely spread over both budget cycles. **Director Davenport** stated the Planning Commission would also be involved in the process but a technical advisory committee (TAC) would also be convened. **Manager Gorayeb** noted that Jim Bryant from ODOT and Deschutes County would also be involved with the process.

Joint Workshop with Deschutes County Commission

The **Council** discussed potential topics to discuss at the upcoming January 7th joint workshop with the County Commissioner including affordable housing and relocation of the truck scales.

EDCO Executive Board Meeting

Councilor Asson reported on the very dynamic Economic Development of Central Oregon (EDCO) Board meeting he had attended. He stated there were 180 "live" cases for Central Oregon that EDCO personnel were working on at present. He stated EDCO was financially secure, the strategic plan was completed and there were airlines approaching EDCO to get information on the area. He noted the Bend Economic Development Manager was leaving. He stated the legislature was working on Measure 28, a measure that would impose a 2.5% tax on all companies with over \$25 million in sales. He stated it would be very damaging for companies that were considering relocation to Central Oregon. He stated the issue of a minimum wage could also prove to be difficult for some businesses.

Sisters Radio Station

Mayor Frye stated he had invited Michael Richards to come and provide an update on the Sisters radio station that had been at running on the 94.9 frequency. **Mr. Richards** provided a history of how the radio station had been created and how the station had, through a series of errors by the Federal Communication Commission (FCC), been shut down. He explained the FCC had been informed by the Federal Aviation Agency (FAA) it had overstepped its authority and the frequency was interfering with the Redmond Airport frequency. He reported Senator Merkley's office was assisting in the effort to get the radio station back on the air at the 106.5 frequency. He stated he hoped to have the FCC paperwork in place by January and have the transmitter back in service shortly thereafter. He stated the station provided a broad range of community benefit and had received state wide and community support. **Mr. Richards** reported the station was currently running on a shoestring budget at approximately \$25,000 a year and needed to raise another \$12,000 to \$15,000 a year in order create a professional station. **Mayor Frye** reported he had

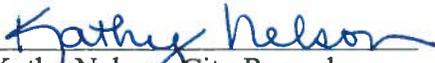
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been assisting Mr. Richards in developing relationships with other community partners that might be able to provide grants such as the Ford Family Foundation and Deschutes County.

Building Official

Manager Gorayeb reported the contract for Building Official Services with Deschutes County was coming up for renewal and the County had indicated it wanted to change the current split of 62% to Deschutes County and 38% to the City , to a 90% split for the County and 10% split to the City. He stated he had arranged for the current contract standards to be maintained for another six months but the number of hours the building official would be at City Hall would be reduced. He stated the City had posted an ad for a building official position to see if there were any viable candidates. He stated the City, if it hired its own building official, would still be able to contract with Deschutes County for those services the in-house building official might not be certified to perform.

The meeting was adjourned at 6:52 p.m.


Kathy Nelson, City Recorder


Chris Frye, Mayor