

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

**MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Andrew Gorayeb	City Manager
Patrick Davenport	CD Director
Lynne Fujita-Conrads	Finance Officer
Paul Bertagna	PW Director
Kathy Nelson	City Recorder

The meeting was called to order by Mayor Frye at 6:00 p.m.

1. Urbanization Study Grant

**Director Davenport** reported the City had an opportunity to apply for a technical assistance grant from the Department of Land Conservation and Development (DLCD). He stated the greatest need for the City at present was an urbanization study which could be used as a stand-alone document as an economic development tool but it also represented about 40% to 50% of the work necessary for an updated Comprehensive Plan. He stated he had spoken with representatives from Central Oregon Intergovernmental Council (COIC) and they had offered to assist the City in completing this study. He reported the grant application was due by the end of the month with an anticipated cost of \$30,000 of which the City would contribute approximately \$15,000. He stated a lot of the work had been completed in-house which represented a significant cost savings for the City. He asked the Council to provide direction as to whether staff should move forward with applying for the grant recognizing the anticipated cost to the City if the grant was awarded.

**Manager Gorayeb** added that if the grant was awarded and the Council chose to accept it, then a supplemental budget would be adopted for the City's portion of the project.

**Councilor Asson** asked to what extend the Economic Development Strategic Action Plan (EDSAP) update had to do with the project. **Director Davenport** replied the EDSAP work completed in 2013, had never been formally endorsed or adopted, and could be folded into the economic opportunities analysis portion of the project. **Councilor Asson** asked what benefit that would provide. **Manager Gorayeb** replied having the EDSAP become part of the adopted project, where economic development areas were identified, could relate to new job creation and in turn provide an advantage when it came time to look for funding.

**Councilor Asson** stated priorities listed for the grant included a finance plan for an industrial site, a transportation refinement plan and a plan for producing more land. He stated the City already had a Transportation System Plan and the other priorities did not apply to Sisters. He stated the EDSAP had been produced at a cost of approximately \$15,000 and had never been used so he questioned if this would be money well spent. **Director Davenport** remarked he had spoken to DLCD staff about the grant and the City's proposed project was eligible in that it would promote economic development and would be a component in the updating to the Comprehensive Plan.

**Councilor Asson** stated he would not support applying for the grant at this time without further evidence of the benefit it might provide. **Manager Gorayeb** noted the conversation was only whether the City should apply for the grant and if it were awarded, staff would be coming back to the Council to see if they would accept it. **Mayor Frye** asked why the City needed the urbanization study. **Director Davenport** replied it represented half of the Comprehensive Plan update, which in his opinion, was needed. He related the current Comprehensive Plan was getting dated and conditions had changed enough that a new plan was needed. **Manager Gorayeb** remarked the City no longer had a long term inventory of housing and that was an indicator of the need for an updated plan.

**Councilor Burgstahler** asked if the project would include strategies to develop identified land. **Manager Gorayeb** replied it would inventory what the City does have and if a conclusion was made that the City had some specific needs, it would lead to addressing those issues, including the possibility of annexation. **Director Davenport** pointed out that the city did not have an urban growth boundary in that all identified land was within city limits. **Councilor Connolly** asked if the City would partner with COIC because they had no bias and could determine the best areas in which to expand and **Director Davenport** replied it was partly that and partly that it looked good to be partnering with another agency on the grant application.

**Councilor Asson** stated he had been the City's representative for COIC for three years and updating the EDSAP was not going to help with economic development and that staff at COIC did not have any more experience than City staff in a project of this nature. **Director Davenport** stated COIC's involvement was not critical and there were other groups, such as the group of graduate students from the University of Oregon that had helped other small cities with this type of project. He noted having a partner did provide for a stronger application. **Councilor Connolly** questioned if Economic Development of Central Oregon (EDCO) and Sisters Economic Development Manager Caprielle Foote-Lewis could partner with the City on the application. **Director Davenport** replied it was beyond the expertise of EDCO and Ms. Foote- Lewis to facilitate the process but they had indicated they would be willing to help in editing the application.

**Manager Gorayeb** directed the Council to the *Table of Contents* in the staff report and pointed out that work that had already been completed. **Director Davenport** stated with the background data collected, staff would just need help in putting the results of the urbanization study together. **Mayor Frye** asked what other options the City had if it did not partner with COIC to get the project completed. **Director Davenport** replied ECONorthwest was a consulting firm with extensive experience in this type of project, especially with small cities. He reported the estimated cost for ECONorthwest's services was \$30,000. **Councilor Connolly** asked if this document could help the City in obtaining funding for affordable housing. **Director Davenport** replied it would be a huge help in getting Community Development Block Grants (CDBG) and loans. **Manager Gorayeb** added if the City used help to develop the Comprehensive Plan revision prior

to accepting the grant, staff would clearly articulate for the Council the who, what, when, where and how along with the cost for the City's match.

**Councilor Asson** stated he would modify his objection and consider the project if staff was not going to partner with COIC since he felt it was not within COIC's expertise. The **Council** supported moving forward with the grant application and requested staff provide the Council with the various options available if the grant was received.

## 2. Other Business

**Director Davenport** distributed a draft schedule for the action plan to implement affordable housing policies with the expectation it be completed by year-end. He reported the Affordable Housing group was meeting next week to discuss some draft policies as the first step in the process. **Mayor Frye** stated there had been a number of changes in the past two years in Sister and asked if the group was working with antiquated data. **Manager Gorayeb** replied they were not. He explained staff had collected information on the total number of households within a certain income range and what they could afford to allocate toward housing as a home owner or renter. He reported staff was going through the tax rolls to determine where the city's current supply of housing fell within those ranges and, in doing so, determine the supply needed. If the study identified the need for affordable housing, as it was expected to, and since the City could only impose requirements for affordable housing in a zone change application or when land was annexed, the information would be helpful in knowing what the City needed in order to meet the needed inventory. **Councilor Asson** asked if this study would identify how the City would fund those needs. **Manager Gorayeb** replied it would translate into plans of action which in turn would translate into adoptable policies including funding sources.

**Manager Gorayeb** distributed an update on water and sewer infrastructure and rates and requested an endorsement from the Council to continue in the vein staff was following. He stated staff was addressing equity concerns related to water rates and would be presenting that information at the October 15<sup>th</sup> workshop. He noted equity in sewer rates was more difficult to address because of water usage associated with irrigation. He stated the current system of having someone drive around and "read" the meters automatically would need to change to a radio transmitter system whereby the water usage data for irrigation by commercial users would be collected and the costs associated with that irrigation would be backed out of the rates charged to the commercial users. He stated eventually, the City could also use the same system for residential units.

**Manager Gorayeb** stated with respect to infrastructure, in order to apply for water and sewer project funding, the City needed a Master Plan for each. He stated staff would continue to work on those plans and bring them to the Council for input and eventually adoption. He anticipated the plans would be completed by year end.

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**Councilor Burgstahler** distributed an information sheet on a civility/social engagement initiative program she had learned about. She asked the Council to consider holding a workshop on the topic and the Council was supportive of having a workshop to hear about the program. The workshop was tentatively scheduled for October 8<sup>th</sup> pending confirmation the presenter could attend.

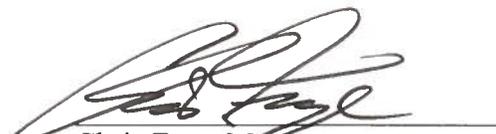
**Director Davenport** reported due to a lack of quorum at the City Parks Advisory Board (CPAB) meeting the previous day, the board was unable to move forward with endorsing the master plan for Creekside Overnight Park and the Council would not have a final review and vote until their October 22<sup>nd</sup> regular meeting. **Councilor Connolly** commented that during the CPAB meeting there had been talk among the board members about having some additional conversation and a possible new vote on the issue of ingress and egress. She asked how that might impact reaching a final decision. **Director Davenport** replied he expected the CPAB to approve a plan and forward its recommendation to the Council in time for the October 22<sup>nd</sup> meeting. He reminded the Council that even if the CPAB changed its current recommendation, the Council had the final authority on the master plan that would be adopted.

**Councilor Burgstahler** distributed a hand out on the idea of long range plans for communication to community members. **Councilor Connolly** remarked it would be a pro-active approach to informing citizens of upcoming topics and would encourage input. **Councilor Burgstahler** suggested the information could be incorporated into Nugget Newspaper articles, notices or inserts could be included in utility bills and utilizing the local radio station to announce upcoming topics could all be employed to get the word out. **Mayor Frye** advised against sending an insert with each bill and instead be selective so the inserts were actually read and not automatically thrown away. He stated another issue might be the necessary lead time to get the information to the company that handles the City's utility billing. He encouraged using the radio as much as possible and **Councilor Burgstahler** stated she would contact the radio station manager to discuss what options existed. She added if the City did decide to move forward with a civility/social engagement program and identified a committee, they could assist in writing and distributing the information also. **Councilor Connolly** remarked there were several topics coming up such as affordable housing, sewer and water rates, Creekside Campground plans and the issue of transient merchants, public events and business licenses that could be announced in advance.

The meeting was adjourned at 6:59 p.m.

Respectfully submitted,

  
Kathy Nelson, City Recorder

  
Chris Frye, Mayor