

WORKSHOP MEETING MINUTES  
SISTERS CITY COUNCIL  
520 E. CASCADE AVENUE  
FEBRUARY 19, 2015

**MEMBERS PRESENT:**

Chris Frye Mayor  
McKibben Womack Council President  
Wendy Holzman Councilor  
David Asson Councilor  
Nancy Connolly Councilor

**STAFF PRESENT:**

Andrew Gorayeb City Manager  
Paul Bertagna PW Director  
Pauline Hardie CDD Director  
Lynne Fujita-Conrads Finance Office  
Kathy Nelson City Recorder

The meeting was called to order by Mayor Frye at 8:03 a.m.

1. Forgivable Loan Program

**Manager Gorayeb** reported that after meeting with individuals who assisted with the creation of the Forgivable Loan Program in Bend and Deschutes County and additional research, staff was making recommendations for the creation of the Sisters Forgivable Loan Fund to incentivize the creation of jobs in Sisters. He stressed one of the key points in the program was to maintain the confidentiality of the applicant and as such, no members of staff or the Council would serve on the Due Diligence Committee. The Committee would review applications and provide recommendations to the Council which would allow the Council to still have control over the final decision. The Due Diligence Committee of three would be formed through a memorandum of understanding (MOU) with Economic Development of Central Oregon (EDCO) and would require one committee members to have experience in finance banking and accounting and the other two to have extensive business experience. The committee's recommendation would include how the loan should be structured, the amount per job created and the documentation required from the applicant and whether collateral was necessary.

**Manager Gorayeb** explained the program could be created through the 2015/16 budget process or through a supplemental budget for this year. He stated staff was recommending an initial funding of \$50,000 that would come from the Strategic Reserve in the General Fund. He stated the loans would not be limited to traded sector companies but to any company that created jobs with a minimum rate of pay at \$18.50 per hour. Loan eligible jobs would be required to exist for a minimum of 36 months before the loan could be forgiven.

The **Council** directed staff to move forward on creating the MOU with EDCO and promote the program when it was ready, whether it was this year or next budget year. The **Council** stressed the importance of the program being advertised properly and educating the public.

2. Business License/Transient Merchant License/Public Events

**Finance Officer Fujita-Conrads** stated the discussion was in follow-up to previous discussions about possible changes to the business license, transient merchant and public event ordinances. She stated the goal of amending the ordinances was to close loop holes, clarify the code language and preserve the appearance of the remodeled Cascade Avenue. She distributed the draft ordinances for discussion,

Business License

**Finance Officer Fujita-Conrads** stated staff was recommending the business license ordinance be revised to allow for a temporary business license, allowing the temporary business for a minimum of four days and a maximum of 45 consecutive days. The **Council** discussed the licensing and decided the license would be issued for a single period per year with no renewals or extensions allowed. The individual would be unable to reapply for 180 days.

The **Council** discussed whether non-profits should be exempt from paying an application and per day fee and decided the application fee should be the same for profit and non-profit businesses. The **Council** also discussed changing the language to state a temporary business should make an effort to comply with the 1880's western theme. The **Council** asked staff to identify some examples of what would comply with the 1880's theme.

Transient Merchant License

**Mayor Frye** questioned why the additional requirement for transient merchants to set up on improved private property had been added. **Finance Officer Fujita-Conrads** explained it was so vendors would not be locating on vacant lots that did not have improvements, something the City had received a lot of negative comment on during previous events. She also clarified it was the vendor who was limited to setting up a maximum of six times per calendar year on the same piece of private property, not the property owner.

The **Council** discussed whether non-profit organizations should have to pay a reduced fee of \$25 or not pay a fee at all. The **Council** ultimately decided to not charge any fee to non-profit organizations.

Public Event Permit

**Finance Officer Fujita-Conrads** explained the ordinance was being revised to include public event held on private property. She added a park fee would not apply to those events held on private property. **Councilor Asson** asked for definition for a city-wide event and **Finance Officer Fujita-Conrads** replied the definition still needed to be written. She stated based on the number of people that show up for the Rodeo, Quilt Show and Folk Festival, previous discussion had identified those as city-wide events. **Manager Gorayeb** noted the City does not come close to recouping its cost for those three events, but had consciously been underwriting them for a number of years. **Finance Officer Fujita-Conrads** added that as long as the City can show justifiable cause for limiting or charging additional fees for other public events that occur at the same time as city-wide events, according to the City Attorney, that would be enforceable.

**Director Bertagna** stated city-wide events already put an extra strain on the City as well as the Fire Department, Sheriff's Office and Oregon Department of Transportation., and adding additional events created safety concerns. The **Council** discussed the matter further and decided they would prefer to not allow any public events during city-wide events. The **Council** asked staff

to check with City Attorney Bryant on a definition for city-wide events and language prohibiting public events during those defined events.

**Mayor Frye** suggested making additional outreach to the Chamber of Commerce and stake holders prior to adopting any changes to the ordinances. **City Recorder Nelson** reported she had a list of interested parties she regularly sent agendas to whenever these subjects were on the agenda. **Finance Officer Fujita-Conrads** stated she would condense the proposed changes to the ordinances for publication in the next City newsletter that runs in the Nugget Newspaper. Staff advised the changes would not really take effect until the 2016 season as most 2015 events were already scheduled.

3. Preview February 26<sup>th</sup>, 2015 Workshop and Regular Meeting Agendas

**City Recorder Nelson** previewed the workshop and regular meeting agendas was reviewed. She noted the City was still in need of citizens for the Budget Committee and City Parks Advisory Board (CPAB).

4. Other Business

- **Mayor Frye** asked staff to move forward on determining Park System Development Charges (SDC's).
- The **Council** discussed the request from neighbors of Creekside Overnight Park regarding a moratorium on opening the park. **Councilor Womack** reported he and CPAB Chair Liam Hughes were meeting with concerned neighbors.
- The **Council** discussed a letter from an attorney representing some concerned citizens regarding a recent food cart decision and possible Land Use Board of Appeal (LUBA). **Manager Gorayeb** reported he had spoken with City Attorney Bryant regarding the matter and City Attorney Bryant had indicated he felt the attorney did not have all the facts.
- With design fees, the Hood Avenue and Ash Street improvement project will require a supplemental budget.
- Applicants for the open Associate Planner position have been interviewed and applicants for the upcoming open Community Development Director position will be interviewed on Friday.
- The CPAB began their meeting at Clemens Park in order to answer questions and address concern from neighbors of the park. They then came back to City Hall to finish up their discussion.

The meeting was adjourned at 10:11 a.m.

Respectfully submitted,

  
Kathy Nelson, City Recorder

  
Chris Frye, Mayor