

**MEMBERS PRESENT:**

Chuck Ryan            Mayor  
Nancy Connolly      Council President  
Andrea Blum          Councilor  
Richard Esterman    Councilor  
Michael Preedin      Councilor

**STAFF PRESENT:**

Cory Misy            City Manager  
Paul Bertagna        PW Director  
Joe O'Neill           Finance Director  
Patrick Davenport   CDD Director  
Kerry Prosser        City Recorder  
Alan Dale              City Attorney

**GUESTS:**

Roger Johnson        Chief, Sisters-Camp Sherman Rural Fire Protection District

Mayor Ryan called the workshop to order at 5:00 pm, and City Recorder Prosser took roll call.

**1. Review of Wildfire Mitigation Strategies**

Director Davenport reviewed the staff report. He explained the Community Planning Assistance for Wildfire (CPAW) report recommended four measures and Staff had added their recommendations.

**RECOMMENDATION 1: Spatially Define the Wildland-Urban Interface and Adopt the Advanced Oregon Wildfire Risk Explorer.**

- Do not adopt any risk map at this time and instead, define city-wide wildfire risk in writing during a process to adopt an Ordinance amending Municipal Code 8.20

**RECOMMENDATION 2: Update Defensible Space Requirements and Adopt New State Building Code**

- Work with Sisters-Camp Sherman Fire Department to amend Municipal Code 8.20 and revise certain requirements to present clear and objective standards that were relatively simple to administer.
- Do not pursue the adoption of R.327.4 requirements at this time. Instead, observe future proposals by the State legislature to determine if additional action can be taken concerning wildfire resistant building construction.
- Work with developers and builders to encourage voluntary compliance of the requirements in R.327 and seek appropriate incentivization options.

**RECOMMENDATION 3: Update Wildfire Planning Goals and Policies**

- Update Goal 7: Areas Subject to Natural Hazards, and Objectives and Policies under this Goal during the Comprehensive Plan update.

**RECOMMENDATION 4: Implement Mitigation Measures on Critical Infrastructure**

- Projects related to this recommendation are multi-jurisdictional. The measures specified in the CPAW report will be performed on an on-going basis as financial resources were allocated, and City department and other multi-jurisdictional work plans are implemented.

Director Davenport asked Council for direction on the next steps.

Chief Johnson supported the staff recommendations. He said the fire department would partner where they could.

Council President Connolly thanked the volunteers for their work on these recommendations. She thought more vigorous building codes should be enacted at a statewide level.

Councilor Blum agreed that this process had been a tremendous amount of work, and a lot of information had been reviewed. She was disappointed in the pace of the change but said the recommendations were fine.

Councilor Preedin said it was good to take a commonsense approach but noted some of the proposed regulations could raise construction costs. He would like clear direction from the State/County on this code. He asked if we could create our own code. Councilor Preedin said the recommendations were good.

Councilor Esterman asked if the City could act without the State and create stricter regulations for our City. Director Davenport replied we could not make those types of changes to the building code. We could only make defensible space requirements. He noted Staff was working on the landscaping code, which would indirectly affect defensible space.

Mayor Ryan did not have any additional comments.

Director Davenport said Staff would move forward with the recommendations.

## **2. Discussion of Reopening Framework**

### **a. Overview of State and County Status**

City Manager Misley reviewed Deschutes County had submitted a plan to the Governor for Phase I reopening and was waiting for approval, which was expected on May 15<sup>th</sup>. He noted sector by sector guidance would be available for Phase I reopening.

**b. Review Communication Strategy**

City Manager Misley reviewed he and Mayor Ryan were submitting a weekly situation report to the Nugget, and Staff had put out numerous press releases outlining the current City changes and status; Staff was actively updating the website, Facebook, and the media. He noted Staff had used as wide of a spectrum as we could to get information out. City Manager Misley had also partnered with Economic Development for Central Oregon and the Chamber of Commerce to reach out to the business community. Mayor Ryan, Councilor Preedin, and he were also reaching out directly to businesses to connect and understand their needs. City Manager Misley said those actions would continue as long as they were needed.

During his conversations with business owners, Mayor Ryan found that most were in survival mode, their business was down, they were concerned about the safety of their employees and customers, the community had been supportive, and they would like to reopen and abide by the rules. Mayor Ryan stated businesses would like a one-stop-shop for information. He noted some mentioned the public was not being respectful of their workers, and he felt this would continue to be an issue as we reopened. He said the business owners overall had an amazing attitude, and their resolve was good.

Councilor Preedin said during his conversations with business owners he heard many of the same concerns reviewed by Mayor Ryan. In addition, they wanted to know the City had their backs, and everyone was appreciative of the calls. He thought businesses wanted to reopen and have a chance at survival.

**c. Review Emergency Declaration**

City Manager Misley explained the emergency declaration allowed the City flexibility to act swiftly by giving Staff the authority to put in place temporary policies, including human resource and utility billing policies. He noted Staff had been tracking expenditures due to COVID-19, and although the funds were spent without an assumption of reimbursement, there was potential they would be reimbursed by the State. City Manager Misley said, based on the current situation, he recommended the City Council extend the emergency declaration through May 31<sup>st</sup>. He noted there was a meeting on May 27<sup>th</sup>, where Council could reevaluate the emergency declaration and the need to move it forward. He explained that any temporary policies that were put in place, and the Council wished to extend, would need to be adopted by resolution if the emergency declaration ended.

Mayor Ryan noted the emergency declaration was on the regular agenda for a Council vote.

**d. Review Administrative Order 2020-03**

City Manager Misley reviewed the administrative order (AO) discouraging tourism that

had been adopted on April 14<sup>th</sup>. In late March, Bend had approved a similar order, and Deschutes County had banned short-term rentals outright. Deschutes County would be letting their order expire on May 15<sup>th</sup>. City Manager Miskey explained the level of discouragement of tourism would lessen if we let our AO expire; however, no one was advocating for encouraging tourism at this time. He said we needed to be thoughtful over the next four weeks, we could be optimistic, but it did not mean we had switched to encouragement. Staff was recommending the AO discouraging tourism should not be extended. City Manager Miskey knew we would have visitors over Memorial Day weekend but thought the State Executive Order would discourage some of the non-essential travel.

Council President Connolly said we were not rolling out the red carpet, but not discouraging tourism. She did not think the AO needed to be extended.

Councilor Blum was concerned about the mixed message if we were no longer discouraging; she was not sure how people would take it. She said if they were discouraging all non-essential travel at the State level, there was no need for us to have the order in place.

Councilor Preedin was okay with not extending the AO; the City had the power to reinstate it. He would like to be encouraging to businesses, letting the order go away was a litmus test.

Councilor Esterman did not want to extend the AO. He said as we begin to open-up, we needed to be an example for businesses; it was time to move forward.

Mayor Ryan thought we needed to continue to monitor the situation and react accordingly.

City Manager Miskey said Staff would draft a press release regarding the AO and would share the next steps with Council in a few days. He anticipated a longer update in the Nugget next week.

**e. Review City Operations**

- **City Hall**

City Manager Miskey noted Staff was thinking through our operations and had based our plan on State employer guidance. He said Staff had not skipped a beat on providing services to the community during the closure.

- **Campground**

City Manager Misley said the campground operation plan had been amended and included significantly cutting back on the number of available spaces, limiting site capacity, reducing the length of stay, and adjustments to the restroom facilities. Staff was looking at a June 1<sup>st</sup> opening and was mindful when we opened, there would be high demand for sites, and it could be hectic.

- **Recycle Center**

Staff adjusted the operating plan and included limiting the number of cars. Staff recommended opening the Recycle Center on Monday, May 18<sup>th</sup>.

- **Public Events**

City Manager Misley reviewed that per the Governor's office, all large events were essentially gone through September unless they were significantly modified. Staff would be looking at event applications on a case by case basis, we had never said we would not approve them; we were falling in line with State restrictions and guidelines. We were working with Deschutes County Environmental Health division on guidance to review public safety plans as it concerned COVID-19. Any event on City property would be required to submit a public safety plan for the remainder of 2020.

- **Board & Commission Meetings**

Staff recommends these meetings resume in June either electronically or in person dependent on State guidance.

Council President Connolly said Staff had done an excellent job with keeping the City running and developing the reopening guidelines. She deferred to Staff when City Hall should open the office and resume meetings. She agreed with the June 1<sup>st</sup> opening of the campground. Council President Connolly liked that a public safety plan would be required for events. She hoped that in June, we were able to meet in person for budget meetings.

Councilor Blum asked if we had considered doing any COVID-19 testing of Staff. City Manager Misley replied we had not planned to look into acquiring any tests. Councilor Blum asked if we were still discouraging our employees from traveling over 50 miles. City Manager Misley said as part of the temporary employee policy we discouraged non-essential travel, but we would not be policing Staff on the decisions they made on their own time. We expected them to be in line with State guidelines and be as safe as possible.

Councilor Blum asked if we were okay with the scenario where we opened the campground, and reservations were from out of State. City Manager Misley said, based on the precautions we put in place; we did not consider screening reservations from certain areas partly because we had not heard what measures lodging providers were taking. The

state had not shut down the sector, so there were no reopening guidelines. Councilor Blum would like to localize what we did; for example, could safety plans for public events include any parameters on advertising outside of Central Oregon. City Manager Misley said up until just recently we had not received a single public event application. He noted the new event code gave the City Manager quite a bit of discretion to require specific information of the applicant. If we did get an application for an event that was larger and drew from outside the region, we would vet it very carefully. City Manager Misley said we would have conversations with each event and would be mindful of Councilor Blum's suggestions.

Councilor Preedin was comfortable with the recommendations.

Councilor Esterman was concerned that if the campground were only allowing a three-day stay, more people would be rotating in, potentially bringing more people with the virus. He disagreed with the discouragement of out of state visitors.

Mayor Ryan had no issues with the recommendations. He asked Councilors their thoughts on out-of-state campers.

Council President Connolly said out of state visitors were already here, and it was first come first serve on reservations.

Councilor Blum said if we were going to follow the Governor's direction, we would open gradually to local, and then statewide visitors; that would give people the confidence to attend events. If we told people that, and then let anyone come to the campground, we were going in a different direction. She said maybe we should not open our campground in Phase I and wait to see how it went.

Councilor Preedin was not in favor of limiting out of state campers, but thought Councilor Blum had a good point, and maybe we were opening the campground to early. We had another meeting before June 1<sup>st</sup>, and we could see what happened over the next several weeks. He was fine with how it was currently proposed; he did not want to create any legal issues by not allowing people from out of state to camp.

Councilor Esterman agreed with Council President Connolly; we should not discriminate against people from out of state.

Mayor Ryan agreed and liked the idea of looking at the situation in two weeks and making sure it had not changed.

Attorney Dale had concerns if the City was attempting to restrict out of state visitors. He said there were enforcement issues, just because they made the reservation with an in-state zip code, people within the party could still be from out of state. City Manager Misley said he would review this further with legal counsel.

**f. Business Outreach & Support**

City Manager Misley said Staff had been brainstorming ways to help our downtown businesses; this was all an experiment and would be evolving.

- Utility account flexibility-recommend continuing through the end of June.
- Strategic Use of ROW- Staff, would like to utilize certain parking spots blocked off with whiskey barrels to add room for businesses to maintain social distancing requirements. The Staff has been working in conjunction with our transportation engineer to do this safely. We were looking for a head nod from the Council to move forward with this project. We would work with legal counsel to adopt some guidelines on how this area could be used.
- Business License: Offer a lower amount for the business license. Two options were suggested, either charge 25% or 50% of the current license fee.
- Social distancing and Sanitation: we were procuring hand washing stations and keeping restrooms open. We would be coming up with creative ways to promote social distancing in our downtown area.

Council President Connolly thought using the ROW was a fabulous idea but would like staff to be aware of equity for all businesses to meet parking and business needs. She liked the option of a reduction of 50% for business license fees.

Councilor Blum agreed a reduction in the business license fee was a token gesture that might be helpful. She would like wording that said it was an option for you to have your license reduced by 50%, but if you were able to pay the full amount, we would appreciate it, and we could use those funds to help the businesses that were struggling. On the ROW spaces, Councilor Blum thought it could be done and was in favor. She suggested there might be an opportunity to use open lots and areas that were not in the ROW if they were made available. She noted some people were not wearing masks and thought the City could invest in masks and have businesses hand them out.

Councilor Preedin thought the strategic use of ROW was a good idea, but he would like to see the plan before the expenditure happened. He agreed with Councilor Blum's suggestion on the business license fee reduction of 50% with an option to pay the full fee.

Councilor Esterman would like to see the plan for the use of the ROW. Councilor Esterman stated he had a potential conflict of interest regarding the business license fee. He agreed with Councilor Blum; you could have an option to pay the full amount if businesses were doing well.

Mayor Ryan was for the use of the ROW; he thought this was the perfect time for this project. Mayor Ryan was for the 25% business license option and also liked Councilor Blum's suggestion. He thought we could put out a couple of options.

City Manager Misley said Staff would act as swiftly as possible on the use of the ROW. He thought we needed to acknowledge that some of these projects were experiments, and we should be prepared for some criticism. Staff would roll out the ROW project and see if it got any traction.

City Manager Misley said Staff would refine the business license options to include the choices Council suggested.

### **3. Other Business-Staff/Council**

The meeting adjourned at 6:45 pm.



Kerry Prosser, City Recorder



Chuck Ryan, Mayor