



CITY COUNCIL Agenda

520 E. Cascade Avenue - PO Box 39 - Sisters, Or 97759 | ph.: (541) 549-6022 | www.ci.sisters.or.us

Wednesday, May 24, 2023

This City Council meeting is accessible to the public either in person in the Council Chambers at 520 E. Cascade Avenue, Sisters, OR 97759 or via Zoom at the link below:

<https://us02web.zoom.us/j/83284082817?pwd=OUZGNE9jNzIxV0gySm1udjg2TmdHUT09>

Meeting ID: 832 8408 2817 Passcode: 096334

5:30 PM WORKSHOP

1. Deschutes County Sheriff Office Update
2. Economic Development for Central Oregon Presentation
3. Water and Wastewater Master Plan Update
4. Other Business

6:30 PM CITY COUNCIL REGULAR MEETING

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **VISITOR COMMUNICATION**
5. **CONSENT AGENDA**
 - A. Minutes
 1. April 26, 2023 – Workshop
 2. May 10, 2023 – Regular Meeting
 3. May 10, 2023 – Workshop
6. **COUNCIL BUSINESS**
 - A. **Public Hearing and Consideration of Ordinance 529-** AN ORDINANCE OF CITY OF SISTERS ESTABLISHING CAMPING REGULATIONS AND A CAMPING REMOVAL POLICY.
 - B. **Discussion and Consideration of a Motion** to Approve a Grant Application with Oregon Department of Transportation Carbon Reduction Program for approximately \$220,000 with a 10.27% Match Requirement for the Design and Construction of EV Charging Ports at the East Portal.
7. **OTHER BUSINESS**
 - A. Staff Comments

This agenda is also available via the Internet at www.ci.sisters.or.us

8. MAYOR/COUNCILOR BUSINESS

9. ADJOURN

Pursuant to ORS 192.640, this agenda includes a list of the principal subjects anticipated to be considered at the above-referenced meeting; however, the agenda does not limit the ability of the Council to consider or discuss additional subjects. This meeting is subject to cancellation without notice.

This meeting is open to the public, and interested citizens are invited to attend. This is an open meeting under Oregon Revised Statutes, not a community forum; audience participation is at the discretion of the Council. The meeting may be recorded. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made to the City Recorder at least forty-eighty (48) hours in advance of the meeting.

Executive Sessions are not open to the public; however, members of the press are invited to attend.

The City of Sisters is an Equal Opportunity Provider



EDCO Presentation City of Sisters

May 24, 2023



Economic Development for Central Oregon

Outline

- 1) EDCO's Role and Mission
- 2) Sisters Year in Review
- 3) Sisters Done Deals and Pending Projects
- 4) Looking Ahead
- 5) EDCO Team
- 6) EDCO Table Setting
- 7) Budget Request
- 8) Questions

Your investment delivers substantive solutions to Sisters “traded-sector” and at times other employers

EDCO's mission is to create a diversified local economy and a strong base of middle-class jobs in Central Oregon. To do this, we focus on helping companies do the following:

MOVE. We guide employers outside the region through the relocation process as a resource for regional data, incentives, talent, site selection, and more.

START. We mentor and advise scalable young companies from concept to exit on issues such as access to capital, critical expertise, and strategy.

GROW. We partner with local traded-sector companies to help them grow and expand.

MEET & COLLABORATE WITH SISTERS BUSINESS PEERS

Bring your questions, concerns, suggestions, and stories about doing business in Sisters

SISTERS BUSINESS ROUNDTABLE

IN THE HEART OF THE
SISTERS
COFFEE CO
OREGON CASCADES

molt

METABOLIC
MAINTENANCE

DAYDREAM
HQ
DESIGN & BUILD STUDIO



GRAND WOOD
WALL ART



sisters bakery
251 E Cascade Ave, Sisters, OR 97759
541.549.0361

PERSONALIZED
NUTRIENTS



PREEDIN
DESIGN

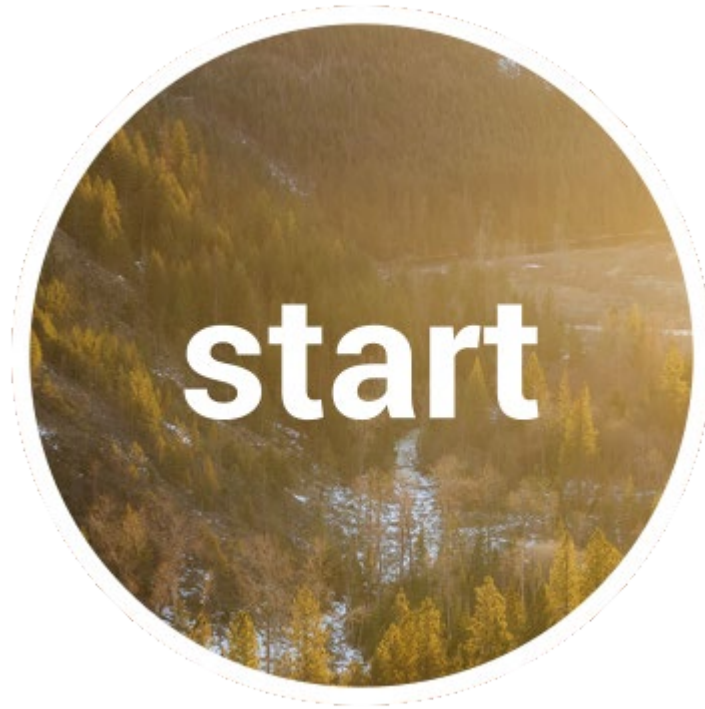


Trail Butter

Milroy-Thorsen Custom Furniture

Company #1 – two site visits

Company #2 – interested in Laird Building A



Ruff Hippie

Lazy Z Ranch



Sisters Bakery

Sisters Smokehouse

Personalized Nutrients

Enterprise Zone

Financing



Marketing





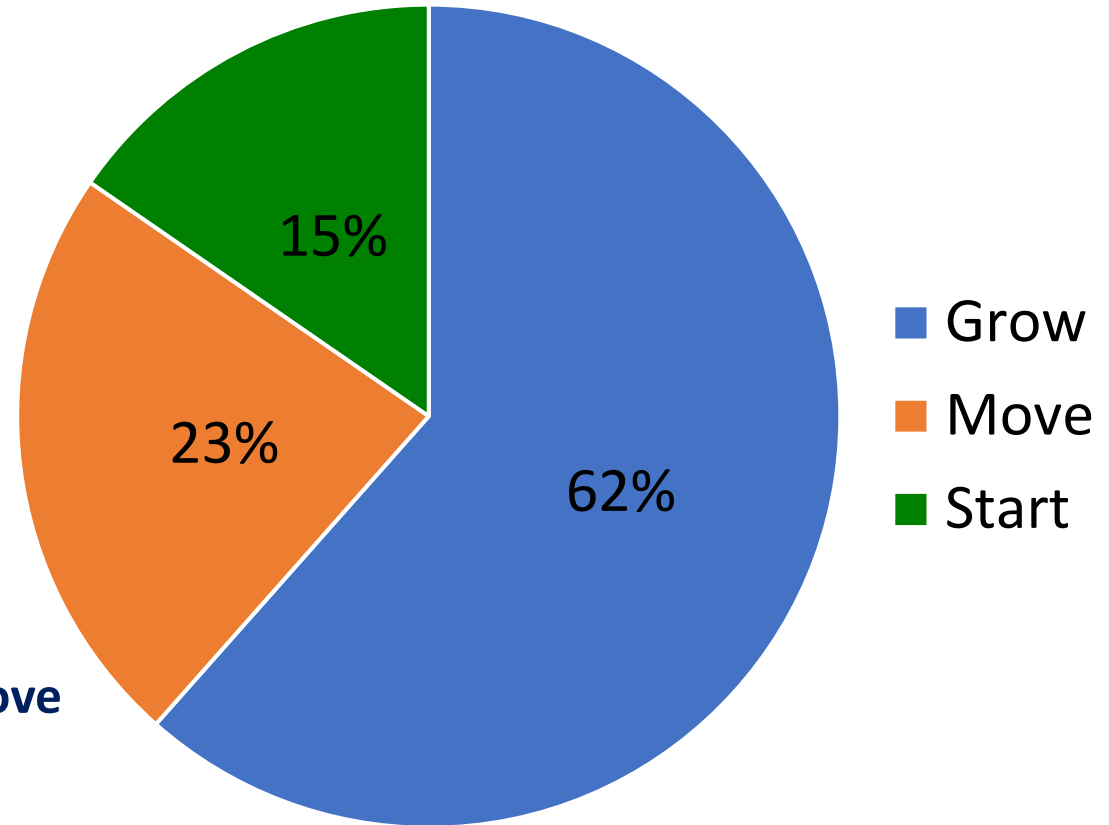
Community Connections



- City of Sisters
- C4C
- Explore Sisters
- Sisters Chamber of Commerce
- Sisters Vision Implementation Team
- Houseless Stakeholder Group
- Deschutes Library

Pending Projects/Done Deals

- 8 Grow, 3 Move and 2 Start projects
- Representing 75 potential jobs created and \$9,550,000 in projected investment
- Sisters Coffee / Done Deal / Grow
- Trail Butter / Done Deal / Move
- Milroy-Thorsen Custom Furniture / Leased / Move



Looking Ahead

Table Setting

- Industrial/Office Space
- Industry Trade Group
- Makers Tour & Events



COMPASS COMMERCIAL REAL ESTATE SERVICES

Class A
OFFICE/RETAIL
100 W LUNDGREN MILL DR
SISTERS, OR 97759

OPEN HOUSE
MONDAY
APR. 24
12-2:00 PM

COME TOUR & ENJOY:
SAVORY APPETIZERS REFRESHING BEVERAGES

FOR LEASE
1,090-7,790 SF

Other Local Projects aka – Table Setting

01. CHILD CARE

02. AFFORDABLE & WORKFORCE HOUSING

03. TRANSPORTATION / TRANSIT PLANNING

04. INFRASTRUCTURE

05. COMMUNITY BRANDING & MARKETING

06. NON-TRADED SECTOR BUSINESS DEVELOPMENT

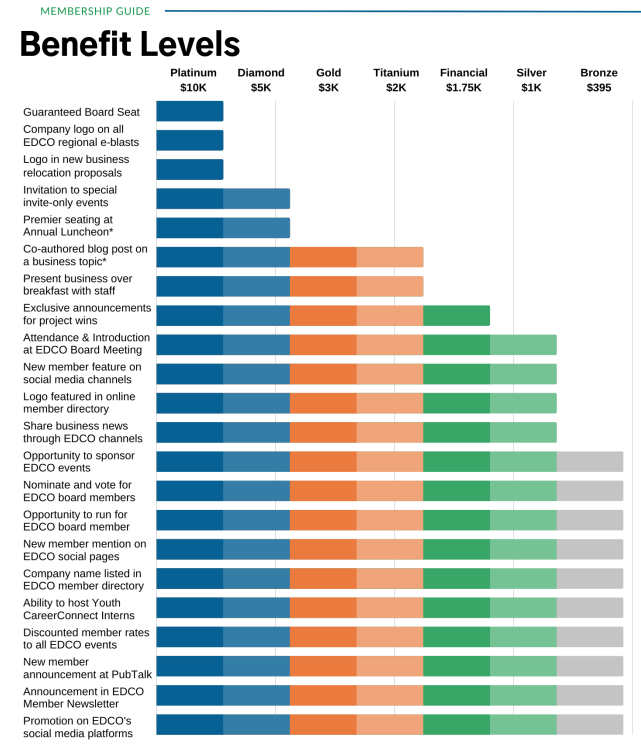
07. TOURISM



Looking Ahead

Advisory Board and Membership

- Build board – 3 of 5 members secured
- Develop Strategic Plan
- Local Membership Drive



The Team



Jon Stark
CEO



Erin Chalet
COO



Erin Reilly
Director of Events



Don Myll
Bend Area Director



Deanne Buck
Venture Catalyst
Director



Vacant
Director of
Membership



Nicole Mcnew
Director of Marketing
& Communications



Emily Miller
Marketing Coordinator &
Admin Assistant

The Team



Steve Curley
REDI Director



Mary Knight
REDI Assistant



Bre Wilkins
Redmond Internship
Coordinator



Kelsey Lucas
Prineville/Crook County
Director



Eric Strobel
Sisters Director



Debbie Taylor
Jefferson County
Internship Coordinator



Larry Holeman
Youth CareerConnect
Regional Managing Director

EDCO Strategy



Economic Development for Central Oregon (EDCO) is a non-profit corporation supported by private and public members and stakeholders, whose mission is to create middle-class jobs in Central Oregon by recruiting new employers to move to the region; helping entrepreneurs start new, scalable businesses; and working with businesses that are already here to grow their operations.

Strategic Plan

FY 22/23 -
FY 24/25

Central Oregon Industry Clusters

MANAGEMENT OF COMPANIES AND ADMINISTRATIVE SUPPORT
HQ's, Business Support Services



HIGH TECHNOLOGY
Data Centers, Semiconductors, Electronics, Software, and Hardware Development



LIFESTYLE PRODUCTS
Outdoor and Apparel Products, Food Processing, Brewing, Distilling, and other Beverage Manufacturing



TRADE-SECTOR INDUSTRIES*



ADVANCED MANUFACTURING
Building Products, Aviation/Aerospace, and Metallurgical Manufacturing



SCIENTIFIC
Bioscience, Medical Device and Nutraceuticals Manufacturing

*EDCO focuses on traded-sector employers or those whose majority of goods and/or services are exported outside of the region

Goals

Industry Diversification

Business-Friendly Environment

Build a Pipeline of Talent

Impact Through Financial Success



Industry Diversification

Identify and respond to industry needs by championing current and future business start-up, expansion and relocation efforts. Build and maintain relationships with businesses to connect them to local resources.

Business-Friendly Environment

Work with stakeholders to expand available land and infrastructure across Central Oregon while supporting policies that reduce regulatory burdens and address affordability issues.



Build a Pipeline of Talent

Help traded-sector* businesses optimize their talent acquisition processes by connecting them to resources and sharing best practices, increasing participation in the Youth CareerConnect Internship Program, engaging remote workers and trailing partners, and fostering collaborations with educational organizations.

Impact Through Organizational Stability

Identify new EDCO funding sources and increase member engagement through clear marketing, communications and events to further diversify revenue streams, while being prudent and accountable with stakeholder dollars to better serve our clients.



FOLLOW OUR PROGRESS AT EDCOINFO.COM

Recent Work and “Table Setting”

Workforce Development



| 2022-2023 Results (As of 5/12/2023) | |
|-------------------------------------|-----|
| Student Engagement | 460 |
| Intern Requests | 132 |
| Placements | 122 |

Events



PRESENTED BY: EDCO MOVE START GROW



Central Oregon Air Service Taskforce (COAST)



Policy (Local, State, Federal) Advocacy

- Incentives and Resources
- Infrastructure
- Land Use
- Regulatory
- Workforce



2023/24 Budget Request

EDCO Budget

\$2.18M*

Sisters
Program Costs

\$118,369

Deschutes County
Sisters Funding

\$38,545

Sisters Funding
Request

\$79,824
\$19,956**

*Estimated as of 5.18.22

**Quarterly payment, an annual increase of \$14,389 or \$3,597/Q

Questions?



Contact Information

Jon Stark

CEO

541-610-2118

jon@edcoinfo.com

Eric Strobel

Sisters Country Director

541-410-8630

eric@edcoinfo.com



CITY COUNCIL

Agenda Item Summary

Meeting Date: May 24, 2023

Type: Workshop

Subject: Sisters Water and Wastewater Master Plan Updates

Staff: Bertagna

Dept: Public Works

Action Requested: Review the updates to the Water and Wastewater Master Plans

Summary Points:

- Municipalities are required by state law to periodically update their facility master plans to comply with the OHA OAR 333 and DEQ OAR Guidelines.
- The Plans update the City's existing 2016 Wastewater and 2017 Water Master Plans to identify solutions to current and future system deficiencies over a 20-year planning period. The plans include updated growth projections as well as system demands within the current UGB, and the additional development anticipated in the 2040 Comprehensive Plan Update.
- The Plans provide a comprehensive plan for upgrading our existing water and wastewater systems to meet all regulatory requirements associated with providing utility services to our projected 2042 population.
- OAR 660-011-0045 requires the governing body of the city or county responsible for development of the public facility plan shall adopt the plan as a supporting document to the jurisdiction's comprehensive plan.
- Both draft plans were reviewed and approved by both the Public Works Advisory Board and the Planning Commission.
- The links below can be used to view the Plans:
 - Water System Master Plan: <https://tinyurl.com/WtrSysMasterPlanUpdate>
 - Wastewater Facilities Plan: <https://tinyurl.com/WWFacilitiesPlanUpdate>

Financial Impact: \$75,000 was budgeted for each plan update from the Water and Sewer SDC Funds for a total of \$150,000 project budget.

Attachments:

- Water and Wastewater Master Plan Presentation

Links:

- Draft Water System Master Plan: <https://tinyurl.com/WtrSysMasterPlanUpdate>
- Draft Wastewater Facilities Plan: <https://tinyurl.com/WWFacilitiesPlanUpdate>



Water and Wastewater System Master Plan Updates





Purpose and Nature of Master Plans

Serve as a Tool for the City Utility Department, Public Works Advisory Board, and Planning Commission

- Evaluate the condition, performance, and available capacity of existing water and sewer system infrastructure
- Evaluate forecasted population growth and associated increases in water demands/wastewater flows and loadings.
- Advise, guide, and plan for growth and development
- Outline necessary improvements to accommodate growth
- Develop capital improvements plans with implementation time frames and estimated cost of proposed improvement projects

Water System Elements

- Supply and treatment
- Storage
- Distribution

Wastewater System Elements

- Collection system including pump stations
- Wastewater treatment
- Treated wastewater reuse



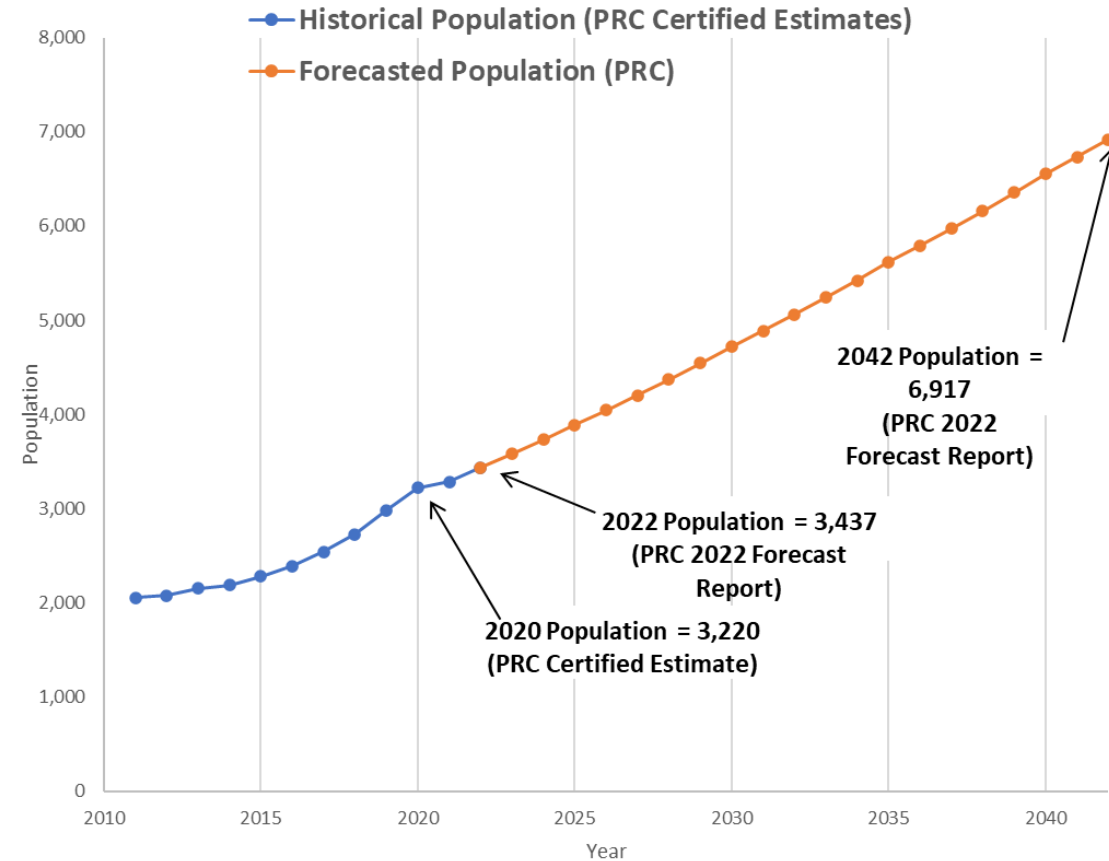
Development of Design Criteria

Methodology

- Determine average and peak water demand and wastewater flows and loadings on a per capita basis from past records and population estimates
- Apply per capita demands, flows, and loadings to forecasted populations

Resources

- Portland State University Population Research Center (PRC) certified population estimates and forecasted growth rates
- Water system production and consumption records
- Wastewater flows and sampling records





Water System Overview

Water Supply and Treatment

- Provide clean drinking water
- Maintain adequate supply during peak demand periods
- Current sources include four groundwater wells (constructed in 1975, 1991, 2007, and 2021)
- City recently added Well No. 4 to accommodate growing demands

Water Storage

- Allow flexible operation of sources
- Provide equalization during peak demand periods
- Reserve adequate volume for fire suppression
- Provide standby/emergency volume for situations beyond typical design criteria
- Current storage: 1.6-million-gallon (MG) concrete tank (constructed in 1995)

Water Distribution

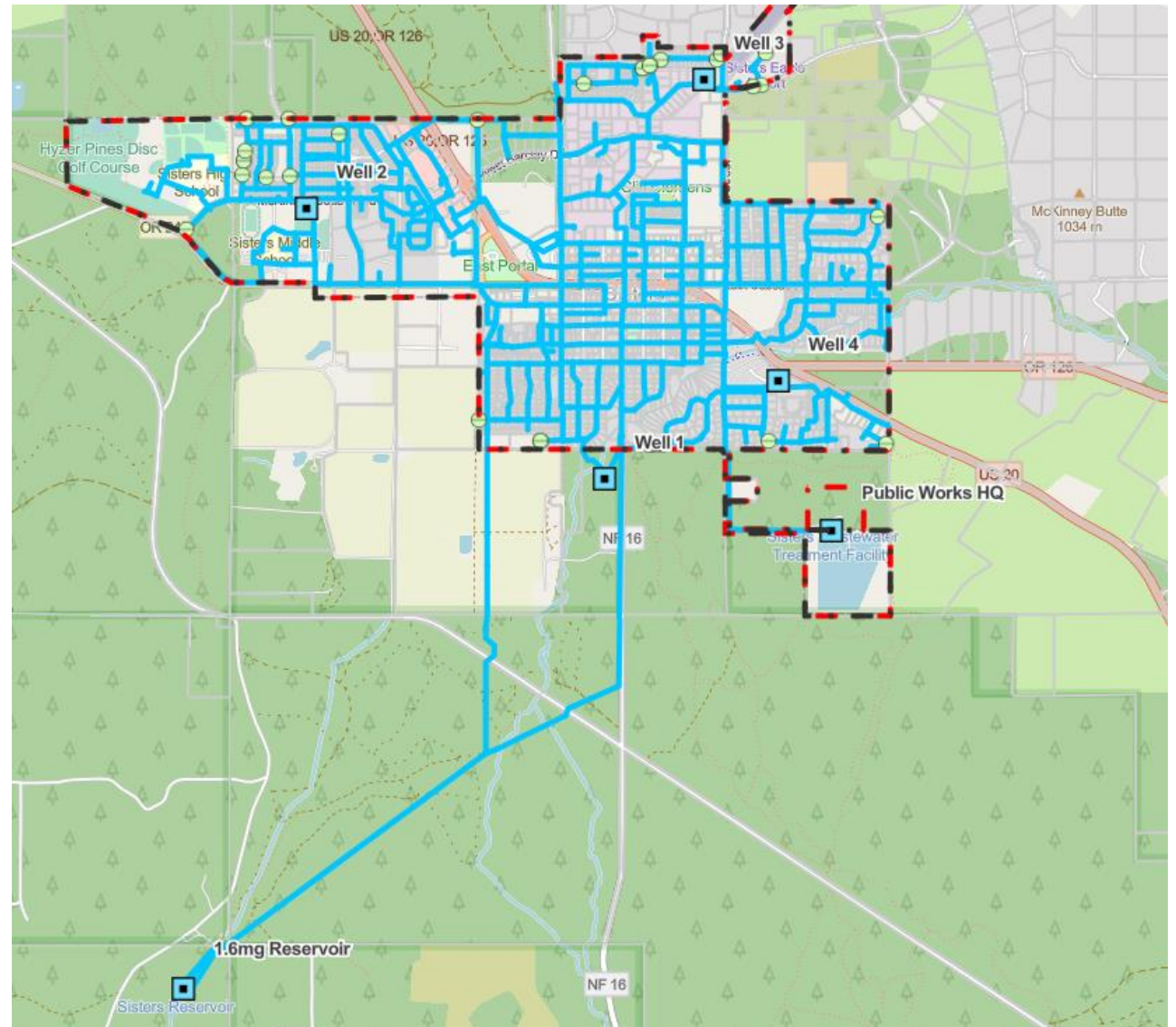
- Deliver clean drinking water to users
- Maintain adequate system pressure during peak demand periods
- Provide needed fire flow
- Current distribution includes pipes ranging from 4- to 16-inch diameter composed of various materials
- City has been actively replacing old, undersized pipe and looping areas to enhance circulation

Water System Schematic

City maintains an ArcGIS Online Subscription administered by AP.

Database used for mapping, visualization, and analysis.

Database was used to develop a water model for this Water System Master Plan Update.





Water System Evaluation

Supply and Treatment

- Water quality is good, and sources are reliable.
- Well No. 1 structure is nearing end of its useful life.
- Peak demand periods may exceed available source supply within the planning period.

Storage

- Storage is adequate to provide current operation, equalization, and needed fire flows.
- Emergency reserve is nearing minimum recommended value due to recent growth.
- Additional storage is needed to accommodate current/future growth.

Distribution

- Existing transmission lines constructed in 1960's are nearing end of their useful life.
- Existing transmission lines are undersized to accommodate forecasted growth.



Existing Well No. 1 Pump Station



Existing 1.6 MG Concrete Tank



Water System Recommended Improvements

Water Supply and Treatment

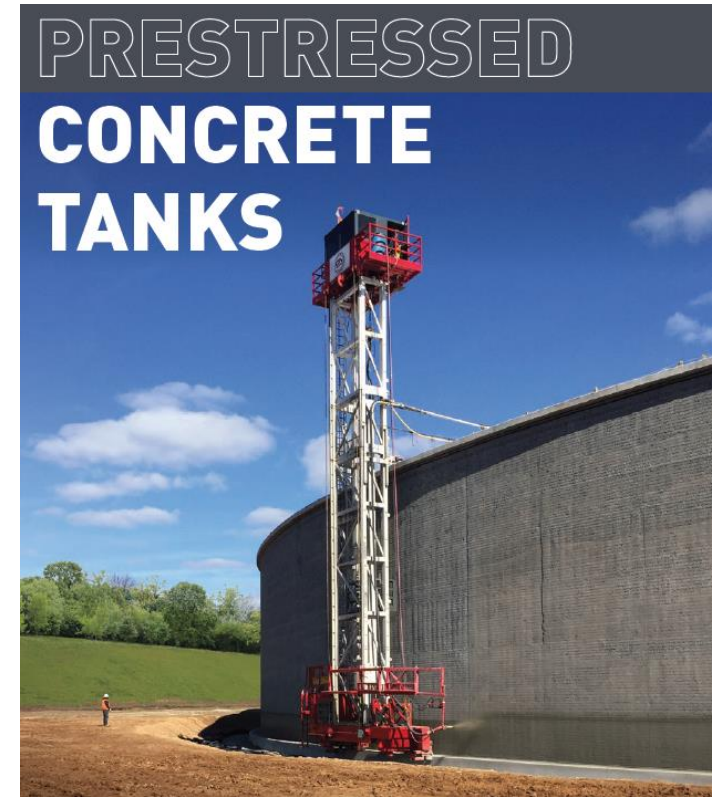
- Well No. 1 pump station improvements (0-5 years)
- Install standby power and variable frequency drive on Well No. 3 (0-5 years)
- Increase source capacity (10-20 years)

Water Storage

- Construct new 2.2 MG concrete tank and rehabilitate existing 1.6 MG concrete tank (0-5 years)

Distribution System

- New transmission line – Edgington Rd. (0-5 years)
- New transmission line – Reservoir to Whychus Creek (0-5 years)
- Continue to loop system (ongoing)
- Continue to replace old, undersized mains (ongoing)
- Implement ongoing meter replacement program



Courtesy of DN Tanks



Water Capital Improvements Plan

| Implementation Priority | Recommended Improvement | Estimated Cost within Implementation Time Frame (2022 dollars) | | |
|-------------------------|--|--|--|--|
| | | 2022 to 2027 | 2027 to 2032 | 2032 to 2042 |
| 1 | Install a variable frequency drive and backup power at Well No. 3. | \$372,000 | | |
| 2 | Rebuild the Well No. 1 pump station building and install a new on-site generation system. | \$808,000 | | |
| 3 | Construct a new 2.2 MG water storage tank and rehabilitate the existing 1.6 MG water storage tank. | \$6,283,000 | | |
| 4 | Install a new 16-inch PVC transmission line on Edgington Rd from the existing reservoir to city limits near the middle and high schools. | \$3,635,000 | | |
| 5 | Install a new 16-inch DI transmission line from the existing reservoir to Whychus Creek junction. | \$1,466,000 | | |
| 6 | Replace existing AC distribution mains in the Edge O The Pines subdivision. | | \$1,567,000 | |
| 7 | Install a new 12-inch PVC water main on Camp Polk Road from East Barclay Dr to East Sun Ranch Dr. | | \$319,000 | |
| 8 | Install new 12-inch DI transmission line from Whychus Creek junction to East Tyee Drive. Install a new 12-inch PVC distribution main from E. Tyee Drive to E. Hood Avenue. | | \$2,504,000 | |
| 9 | Install a new 12-inch PVC main from East Desperado Trail to Creekside Drive. | | \$654,000 | |
| 10 | Hood Avenue South Alley water services reconnections. | | \$103,000 | |
| 11 | Construct a new Well No. 5 and transmission line. | | | \$2,102,000 |
| Annually | Ongoing water service meter replacement. | 50 per year at \$400 each (\$20,000 per year) | 50 per year at \$400 each (\$20,000 per year) | 50 per year at \$400 each (\$20,000 per year) |
| TOTALS | | \$12.6 M | \$5.2 M | \$2.1 M |
| | | | TOTAL RECOMMENDED IMPROVEMENT COST | |
| | | | \$19.9 M | |



Water System Questions?



Deep Well Pump Control Valve



Onsite Hypochlorite Generation System



Wastewater System Overview

Collection System

- Convey wastewater to wastewater treatment facility
- Gravity sewer generally consists of 6- to 24-inch diameter PVC
- Rope Street pump station
- Three satellite pump stations

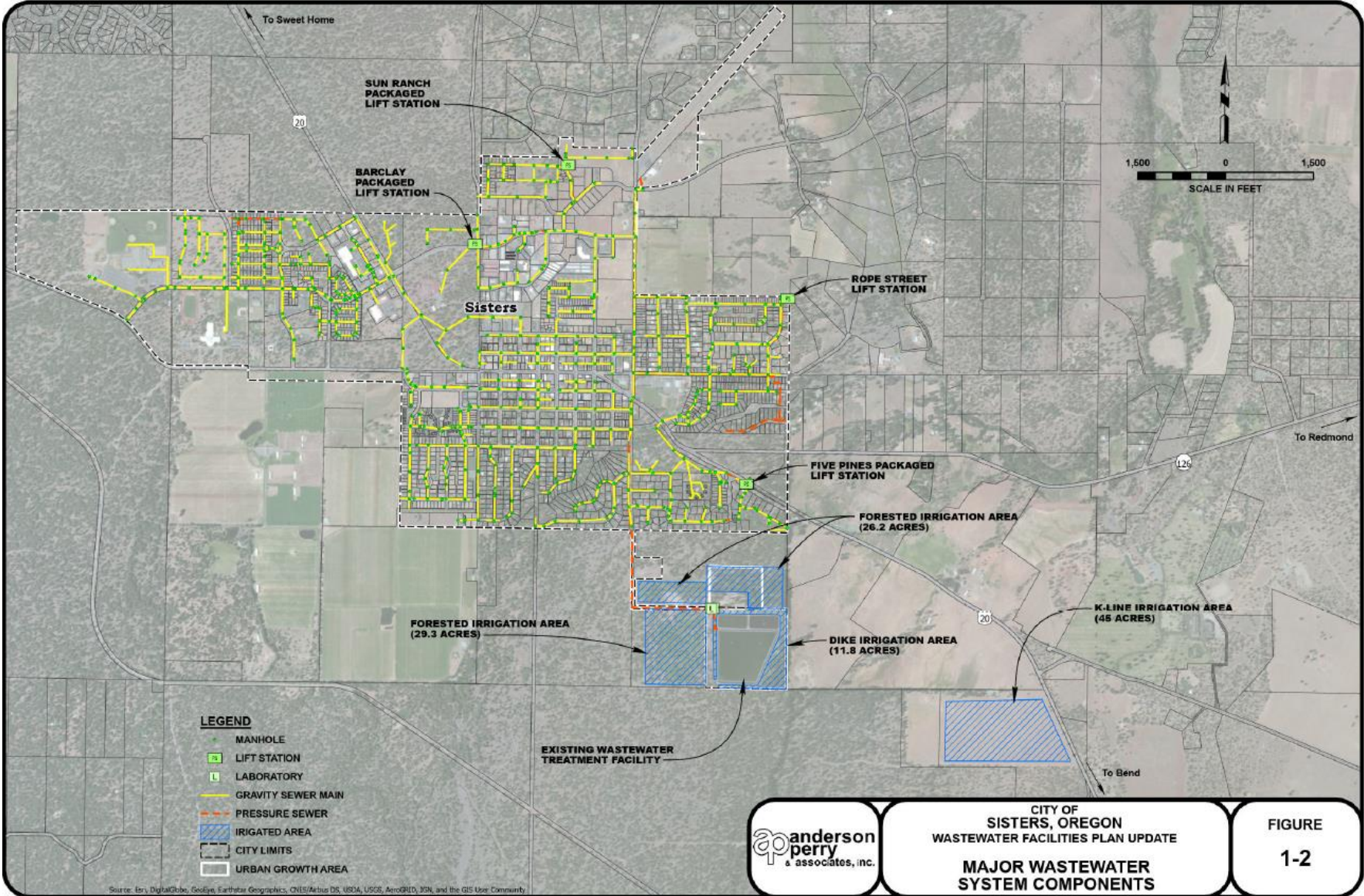
Wastewater Treatment

- Headworks screening
- Two primary lagoons with surface aerators
- One storage lagoon
- One chlorine contact pipe for disinfection

Treated Wastewater Effluent Disposal

- Multiple irrigation areas for application of recycled water

Wastewater System Schematic





Wastewater System Evaluation

Collection System

- All areas *within* urban growth area were analyzed for potential growth
- Specific trunkline capacities analyzed in areas expected to see growth
- Condition/capacity assessment of lift stations

Wastewater Treatment and Disinfection

- Condition/capacity assessments of unit processes

Recycled Water

- Major focus on capacity assessments based on findings from the Lazy Z Ranch Master Plan



Existing Headworks



Existing Treatment Lagoons



Wastewater System Recommended Improvements

Collection and Conveyance

- Rope Street lift station improvements (0-5 years)
- New Westside lift station (0-5 years)
- New Creekside Court lift station (0-5 years)

Treatment

- Remove lagoon biosolids (5-10 years)
- Replace lagoon aerators (5-10 years)
- Headworks improvements (10-20 years)
- Chlorine contact chamber improvements (10-20 years)

Recycled Water Use Areas

- Lazy Z Ranch Phase 1 (0-5 years)
- Lazy Z Ranch Phase 2 (10-20 years)



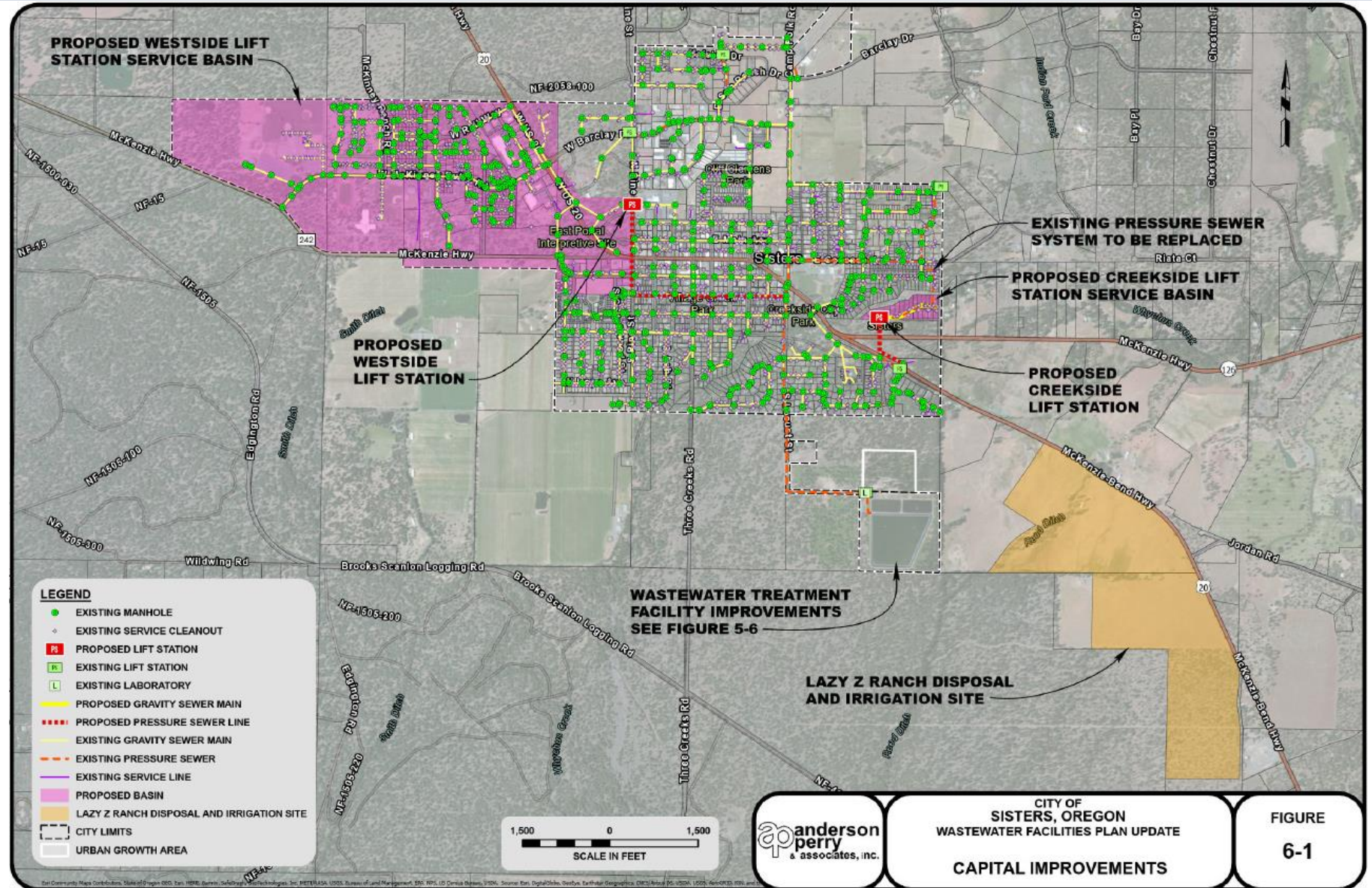
Rope Street Lift Station



Storage Lagoons

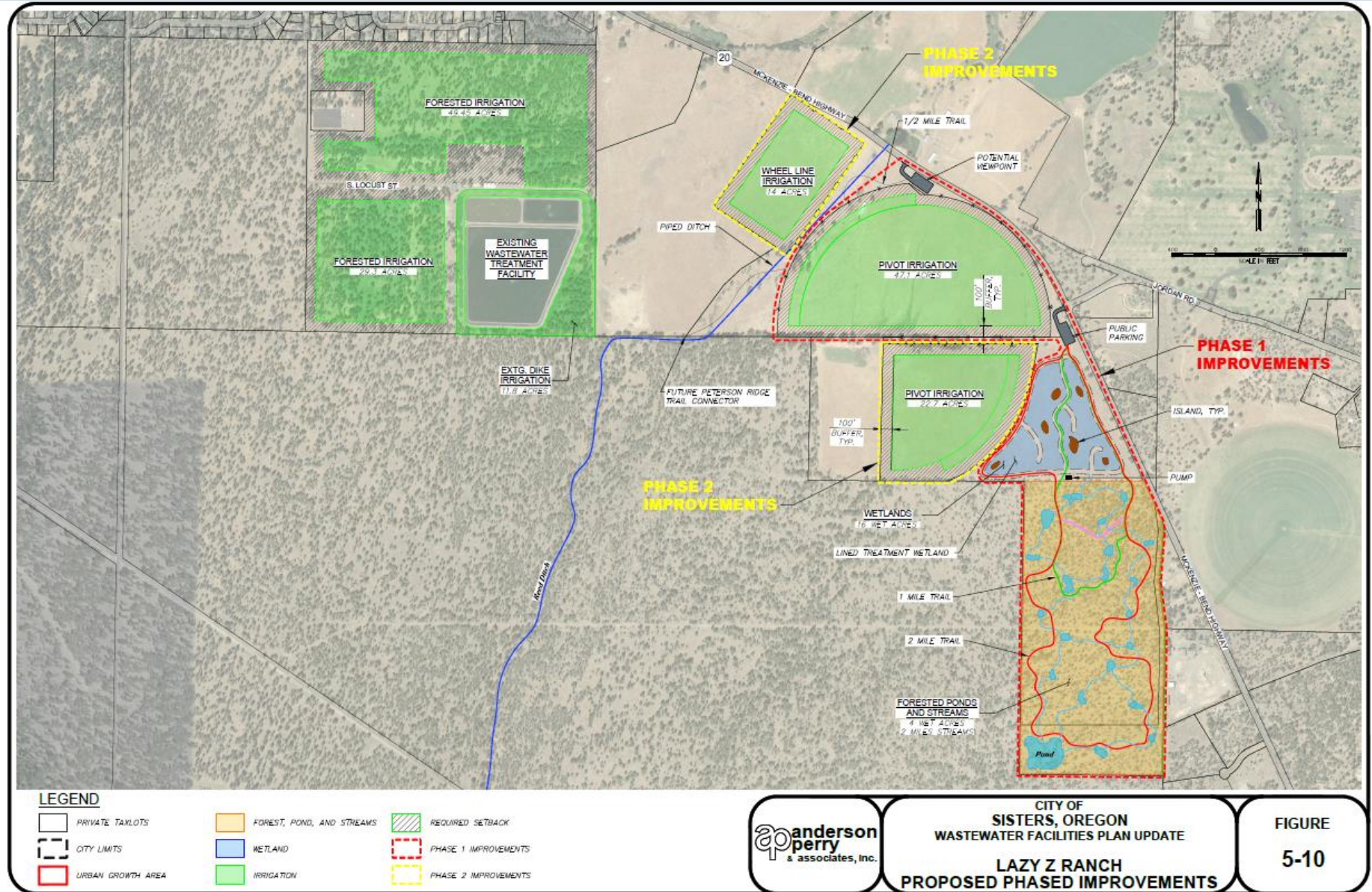


Wastewater System Recommended Improvements





Wastewater System Recommended Improvements





Wastewater Capital Improvements Plan

| Implementation Priority | Recommended Improvement | Estimated Cost within Implementation Time Frame (2022 dollars) | | |
|---|---|--|----------------|-----------------|
| | | 2022 to 2027 | 2027 to 2032 | 2032 to 2042 |
| 1 | Lazy Z Ranch Phase 1. Construct new recycled water use areas. | \$5,200,000 | | |
| 2 | Rope Street Lift Station Improvements. | \$624,000 | | |
| 3 | Construct West Side Lift Station. | \$2,165,000 | | |
| 4 | Construct Creekside Court Lift Station. | \$1,159,000 | | |
| 5 | Lagoon Biosolids Removal. | | \$200,000 | |
| 6 | Replace Lagoon Aerators. | | \$443,000 | |
| 7 | Lazy Z Ranch Phase 2. | | | \$550,000 |
| 8 | WWTF Chlorine Contact Basin Improvements. | | | \$97,000 |
| 9 | Headworks Improvements. | | | \$471,000 |
| TOTALS | | \$9.1 M | \$0.6 M | \$1.1 M |
| TOTAL RECOMMENDED IMPROVEMENT COST | | | | \$10.9 M |



Wastewater System Questions?



MEMBERS PRESENT:

Michael Preedin Mayor
Andrea Blum Council President
Jennifer Letz Councilor
Gary Ross Councilor
Susan Cobb Councilor

STAFF PRESENT:

Joe O’Neill Interim City Manager
Paul Bertagna PW Director
Scott Woodford CDD Director
Kerry Prosser City Recorder
Chad Davis Lt. DCSO

GUESTS:

Courtney Voss Municipal Manager, Republic Services
Erika Lindberg General Manager, Republic Services
Tim Brownell Director, Deschutes County Solid Waste

Mayor Preedin called the workshop to order at 5:30 pm.

1. Deschutes County Sheriff's Office Update.

- Deputies Brian Morris and Josh Westfall attended a 40-hour survival Spanish for law enforcement class.
- School Resource Officer (SRO) Deputy Brent Crosswhite was retiring at the end of the school year. Deputy Westfall was applying for the SRO position, which would necessitate backfilling his spot.
- Bike patrols would be starting as the temperatures increased.
- We would host a bike certification class on June 7th where law enforcement from throughout Central Oregon would be certified in bike patrol.
- The number of calls in March increased significantly compared to February; we were up almost 200 calls in that time.

2. Update from Republic Services

Courtney Voss, the Municipal Manager for Republic Services, explained the goal for tonight was to talk about their operations in Sisters, highlight how their work was changing, and start a conversation about the way those changes would impact residents and businesses. Ms. Voss reviewed a [presentation](#) on operations, service, industry change, and rates.

Councilor Letz asked if the call center agents were local. Ms. Voss replied they could be from anywhere, but there was a pod of 31 based in the Northwest, specifically taking inbound calls from Oregon customers.

Councilor Ross asked where the polymer center was located. Ms. Voss replied it was in Las Vegas, Nevada.

Mayor Preedin asked why the revenue in 2023 did not reflect the City’s growth rate. Ms. Voss replied they would look at the projected revenue growth the City was anticipating.

Mayor Preedin said you had fuel prices going up 86%, but when you looked at 2022 vs. 2023 it did not look like the 86% rise in fuel price was reflected in the operating expenses.

Council President Blum asked if Sisters was analyzed individually or as a part of the region. Ms. Voss replied the numbers were all treated independently by franchise area and the expenses were considered a percentage of time an employee spent in the City.

Councilor Letz was concerned about the management fee and where our local dollars were allocated since Republic was publicly traded. Ms. Voss replied that the management fee on the financial documents reflected legal support, website, call center agents, and other specialists.

Council discussed concerns with the call center's response to citizens issues.

Councilor Ross said he would have difficulty supporting the increase with the information provided tonight. He was concerned about the cost increase for the disposal of recycling. Ms. Voss clarified there were two disposal-related costs that they expected to go up; one was disposal at the Knot landfill, and that 27% assumption was based on the numbers given to them by Deschutes County. The other increase was about the diversion and the recycling commodities market, which was fluid.

Councilor Cobb asked if there was any prospect of recycled material gaining value. Ms. Voss replied it continued to be a downturn market, and unfortunately, we did not know when that market would shift, but there was always that potential.

Councilor Ross asked about the lower revenue for recycling and where the product was going. Ms. Voss reviewed the costs associated with the recycling commodities were picking up the material curbside, bringing it to our processing facility in Bend, bailing the material and getting it ready to ship, and transportation to the sorting facility in Portland.

Councilor Cobb asked for clarity on why the management fee went up 13%. Erika Lindberg, General Manager, replied the fee increased due to more call center and corporate overhead, legal teams, specialty teams, executive management, and leadership teams. She said the increases relating to the central call center were based on the volume of calls and adding additional employees to handle the calls, plus inflationary increases.

Councilor Cobb thought it was ironic that if you had a call center that received increased calls, they needed more money, but when you did a poor job, it would generate more calls. Councilor Cobb asked if Republic had ever reduced rates, and Ms. Voss did not know if rates had ever decreased.

Councilor Letz asked when we would have a recycling sorting facility in Central Oregon. Director Brownell replied we were close with the population and the waste stream that was being produced in Deschutes County. He said they were doing a feasibility study right now and they would have more information in six months. Director Brownell explained with the Recycling Modernization Act, there would be funding for stabilizing the recycling markets, so there would be a floor of the value, which should impact rates.

Director Brownell projected that long-term disposal costs were going to continue to increase. He said that the new landfill would most likely be in the east part of the County, so there would be some increases in transportation costs to get materials to the facility. There would also be a period where we would develop and operate the new landfill and close the existing landfill. We had about \$80 million of capital investment over the next ten years that we needed to make on the waste disposal side, including closing the existing landfill and improving the waste transfer sites. Director Brownell anticipated a few more rate increases over the next five years.

Mayor Preedin noted the numbers Republic submitted for 2023 were a net income negative of \$44,000. Ms. Voss explained the projection assumed there was not a rate increase; the increase requested enabled them to reach a profit margin between 9-12%.

Ms. Voss said Republic would like to be the best possible partner for the City of Sisters and they were happy to discuss structuring the increase in any way needed to satisfy both parties.

3. Other Business-None

The meeting adjourned at 6:28 pm.

Kerry Prosser, City Recorder

Michael Preedin, Mayor

MEMBERS PRESENT

Michael Preedin Mayor
Andrea Blum Council President
Jennifer Letz Councilor
Gary Ross Councilor
Susan Cobb Councilor

STAFF PRESENT:

Joe O’Neill Interim City Manager
Paul Bertagna PW Director
Scott Woodford CDD Director
Kerry Prosser City Recorder

GUESTS:

Kris Knight Upper Deschutes Watershed Council (UDWC)

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order by Mayor Preedin at 6:41 pm.

2. ROLL CALL

A roll call was taken, and a quorum was established.

3. APPROVAL OF AGENDA

Council President Blum made a motion to approve the agenda. Councilor Cobb seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5 -0.

4. VISITOR COMMUNICATION

Documents submitted for visitor communication can be found on the [City Website](#). Mayor Preedin read a statement regarding ex-parte communication.

- Jeanne Brooks, Michelle Ehr, Zenia Kuzma, and Janice VerBouwens submitted letters for the record.
- Charlie Stephens of Sisters spoke about the Urban Growth Boundary (UGB) sufficiency and housing capacity.
- Bill Carmichale of Sisters spoke about slowing down growth and the UGB.
- Joe Rambo, Board President of Sisters Habitat for Humanity, read a statement regarding the transition of the Executive Director for the organization.
- Michael, no address given, spoke on real vs. evil and various other topics.
- Scott Penzerella of Sisters spoke about grants for fire-hardening older buildings in Sisters and concerns about a UGB expansion without analytical data.

5. CONSENT AGENDA

A. Minutes

1. April 12, 2023 – Workshop
2. April 26, 2026 – Regular Meeting

B. Approve a Two-year Extension for the BasX Enterprise Zone Extended Abatement Agreement.

- C. Approve an In-Stream Lease Renewal Application for Water Rights on the Lazy Z, Subject to Minor Revisions by GSI Water Solutions.
- D. OLCC Liquor License Application Approval
 - 1. Lucky Woodsman, LLC – Limited On Premises

Council President Blum made a motion to approve the Consent Agenda. Councilor Ross seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5 -0.

6. COUNCIL BUSINESS

- A. **Discussion and Consideration of a Motion** to Approve a Professional Services Agreement with Moore Diacono Goltsman, Inc. (MIG) for an Urban Growth Boundary Sufficiency Analysis in an Amount Not to Exceed \$25,905.

Director Woodford reviewed MIG, formerly known as APG, assisted with the comprehensive plan, housing plan update, and efficiency measures. This agreement is an Urban Growth Boundary (UGB) sufficiency analysis, which evaluates the City's ability to meet its land needs for residential, employment, and recreational purposes. The analysis did not entail an actual request to amend the UGB but provides a summary of relevant studies and identifies potential land requirements.

Director Woodford explained that in 2020 and 2021, the Comprehensive Plan was updated, incorporating public input and technical analysis. This process included a housing needs analysis using population projections provided by Portland State University, an economic opportunities analysis conducted to determine desired employment businesses, and a buildable lands inventory to assess available land, including vacant and underdeveloped properties. A previous UGB sufficiency report recommended up to 100 acres of land was needed for sufficient land for residential, employment, parks, schools, and public facilities.

This new agreement would update these numbers based on revised population projections, efficiency measures, and Council goals. The consultant would refresh the housing needs analysis, employment projections, and land capacity analysis. The results would be presented in public meetings for input and would assist the community in deciding whether to pursue a UGB amendment. The contract's value was slightly over \$25,000.

Mayor Preedin said gathering these numbers and conducting the analysis was crucial to make an informed decision regarding a potential UGB expansion. Without this information, we would lack the necessary data to evaluate the situation and engage in a meaningful discussion with the public. Considering the significant changes since the last report, such as increased population projections and the impact of efficiency measures, it would be unreasonable to proceed without updating these numbers. While the cost was a

factor, it was justified in this case to ensure informed decision-making. The town had experienced substantial growth in recent years, and this exercise was essential not only for future growth but also to address the current growth challenges. It was a challenging task, but we could not make sound judgments without updated numbers.

Councilor Ross stated it was important for the audience to understand that our goal this year was to update the sufficiency report to determine if action was required on the UGB. This goal was driven by efficiency measures, some of which he disagreed with. We needed someone to perform this analysis so the Council could make educated decisions and inform the community. This did not guarantee or dismiss a UGB expansion; it was about making informed choices; without facts and information, we were operating blindly. Councilor Ross had doubts about the population numbers provided by Portland State but supported this initiative because it aligned with the staff's assigned task.

Councilor Letz asked if we had any information from the state regarding the timeline for conducting a UGB analysis and engaging in a comprehensive discussion about it and were we currently facing any pressure from the state to implement this analysis. Director Woodford replied that the best estimate he had received from the consultants was that the process would take 18 to 24 months and that we were not under pressure from the state.

Director Woodford noted that while we could accommodate some of the demand for housing within our current boundaries, the original study highlighted a shortage in single-family homes. The current housing needs analysis projected a future split of 70% single-family and 30% multifamily housing.

Councilor Letz opposed entering a UGB discussion without accurate and up-to-date data. It was crucial to have the most current and reliable data available, especially considering the significant changes in the past few years since the Comprehensive Plan was updated. Councilor Letz said regarding the efficiency measures; it was worth noting that it was an ongoing process rather than a one-time occurrence. There were various aspects and reports related to the efficiency measures that she hoped to address and discuss in the future.

Council President Blum asked if this analysis would encompass the potential number of housing units to be built in both The Woodlands and Sunset Meadow. Director Woodford replied now that those were approved projects, they would be counted. Council President Blum thought it was crucial to conduct another analysis that considered the anticipated increase in housing.

Council President Blum said when she moved to this area in 1988, the community was facing a recession and was struggling. However, forward-thinking leadership and

comprehensive planning resulted in the wonderful community we had today. We must continue the legacy by looking ahead, considering projected population growth, and ensuring we had sufficient housing and jobs for current and future residents. People were drawn to this beautiful community, and if we did not provide housing options, they would strain the existing resources. We should accommodate the needs of current residents, their children, and future generations. Having diverse housing options was essential for affordable housing and maintaining the character of our community. We cannot assume that doing nothing would maintain the status quo; planning for growth had consistently yielded better outcomes. We cannot put blinders on, do nothing, and think everything would stay the same because it would not. We had the last 20 and 40 years of growth to show that if you planned for it, it turned out much better than if you ignore it and assume everything would be fine.

Councilor Cobb asked for clarification on the Comprehensive Plan requirements from the state. Director Woodford replied that while every community in Oregon was required by statewide planning law to have a Comprehensive Plan, larger communities were typically required to update their plans more frequently than smaller ones. This distinction was based on the assumption that smaller communities were growing at a slower pace and thus had less urgency to update their plans. However, Sisters, was a community experiencing significant growth, faced various challenges that benefited from a Comprehensive Plan update. Although it was not mandatory for the community to update its plan, the decision was made based on forward thinking and the desire to engage in effective planning. This community aimed to proactively address its needs and ensure a thoughtful and strategic approach to development. He noted that most master plans were 20-year plans, but we recommended updating them every 5-10 years because of the growth in our community.

Councilor Ross said if we choose to do nothing and disregard the situation, the state might intervene and take action, which might not align with our preferences. He was simply in favor of acquiring information to make an informed decision. The discussion was not about a UGB expansion but rather about gathering facts and data. He noted this agreement aligned with our previously set goals. Our focus was not on a UGB expansion or its specific location; rather, our objective was to assess the impact of our efficiency measures on land availability and how the construction within our town had contributed to an increased supply of homes.

Mayor Preedin asked for an explanation of the difference between a UGB expansion and an annexation. Director Woodford explained the UGB was a conceptual boundary drawn around communities, representing a 20-year land supply. Property owners within the UGB had the choice to remain in the county or propose annexation into the City. Mayor Preedin noted the last time we expanded the UGB was in 2005, 18 years ago, and currently, we only had small strips of land within the UGB.

Mayor Preedin thought our ultimate goal was to enhance the livability of our town to the best of our abilities. While we appreciated and valued our tourists, it was essential to prioritize the well-being of our residents. We could not afford to be complacent; we must actively manage growth, make difficult decisions, and engage in challenging conversations. We were here to address the impact of growth and take proactive steps to address it, as doing nothing was not a viable option.

Councilor Letz explained Oregon's land use laws set us apart from many other states. These laws were established around 50 years ago by Governor Tom McCall, a Republican who aimed to curb urban sprawl, excessive billboards, gas stations, and strip malls. These laws sought to protect forests and farmland from haphazard development. While it might be time for some reconsideration and updates, these laws have undeniably served the state well. They have preserved rural areas and maintained a balance between urban and natural spaces, contributing to the appeal and love we had for Oregon. Councilor Letz said our responsibility extended beyond the present community and the citizens who elected us; we must also consider the needs of future generations. Although we lacked a crystal ball to foresee the future, we did the best we could with our tools; we relied on the best available data to make informed decisions and fulfill our duty to the community.

Councilor Ross made a motion to approve a Professional Services Agreement with Moore Diacono Goltsman, Inc. (MIG) for an Urban Growth Boundary Sufficiency Analysis in an amount not to exceed \$25,905. Council President Blum seconded the motion. Preedin, Blum, Letz, Ross, and Cobb voted aye; the motion carried 5 -0.

7. OTHER BUSINESS

A. Creekside Park Memorial Bench

Director Bertagna introduced Kris Knight, Executive Director of the Upper Deschutes Watershed Council, who was present to formally request permission to install a memorial bench adjacent to Whycus Creek. The Parks Board had approved this request, on the condition of a maintenance agreement. The installation of the memorial bench fell under the City's public art policy, and we were seeking the Council's approval as the next step in the process. Both parties involved have agreed to the terms of the agreement.

Mr. Knight reviewed the memorial bench proposal for Andrew Dutter, who tragically passed away last year. Andrew collaborated closely on the Creekside Park Rehabilitation Project, which involved adding access points, stone steps, and replanting areas near the creek. Andrew's family wished to create a memorial in his honor at Creekside Park. They would cover the costs, and an agreement had been drafted outlining the memorial's rules and maintenance. The memorial would consist of a wooden bench carved from a Ponderosa log by local artist Skip Armstrong, along with a boulder and plaque to memorialize Andrew.

The initial concepts discussed with the family included drawings by the artist depicting river otters, cougars, or owls. The Parks Advisory Board had recommended approving this memorial, and we were seeking the Council's decision.

Councilor Ross said having previously served on the Parks Board and being involved in the initial plans for Whychus Creek; he understood the determination and dedication of the individuals behind this memorial project. He appreciated their decision to choose Creekside Park as the location, and the only concern was the durability of a carved Ponderosa log exposed to the weather. However, Councilor Ross did not think this concern outweighed the overall benefits of the memorial. While it was a new addition to our parks, he believed it would be unobtrusive and serve as an asset to the community.

Councilor Cobb favored the memorial and thought it would be an asset to the community.

Councilor Letz had mixed feelings about this memorial. It was an honor that the family had chosen our park for this memorial, but there might be a gray area since Andrew was not a community member. She believed this memorial served as a reminder of the collective effort that revitalized the creek and highlighted the human impact on its restoration. Although setting a precedent was a slight concern, she did not anticipate frequent requests like this in the future.

Council President Blum believed it was acceptable to proceed with the memorial, and if there were concerns about setting a precedent, we could consider establishing a policy for future cases. The connection between the person and the site justified allowing this memorial, and she thought it was a valuable addition. Council President Blum sincerely appreciated the partnership and the assistance UDWC had provided, enabling us to undertake activities that would not have been possible without their expertise.

Mr. Knight reviewed that as part of the project, they planned to include interpretive signs that would narrate the story of the Creek. These signs would explain why the project was undertaken and highlight the significant changes that had occurred over the past few decades, transforming a previously dry Creek into what it was today. It was important to note that this achievement was made possible through the collaboration of numerous partners.

Mayor Preedin was honored to work with the family to make this memorial bench and would like to be there when it was dedicated.

Council concurred staff should move forward with the agreement for the memorial bench.

B. Staff Comments

Public Works-Director Bertagna

- Successfully secured a fuel reduction grant of approximately \$72,000 with no local match required. The grant would cover fire hazard fuel mitigation projects at the wastewater treatment plant, Well 1, and Edgington Road.
- Work on the Edgington Road project was progressing well and should be completed within the next two weeks.
- Waiting for approval from the Oregon Transportation Commission (OTC) for a grant for phase one of the East Portal Project
- Staff would be submitting a grant application under the Oregon Department of Transportation (ODOT) Carbon Reduction Program for a project worth around \$220,000 with a 10% match requirement. The project would design and construct the EV portion of the East Portal, including covered parking and solar panels. Approval to submit the grant application would be sought at the next meeting.
- Central Electric Coop (CEC) was working on their vegetation removal project. Some of the work would be done across the Lazy Z property.
- Public Works Advisory Board recommended approval to the Planning Commission for the Water and Wastewater Master plans.

Community Development- Director Woodford

- Planning Commission received a wildfire awareness presentation and a presentation on the historic story map at their last meeting.
- Planning Commission Work sessions were now being held on the first Thursday, and public hearings were on the third Thursday of each month.
- A successful Arbor Day event took place with the assistance of Public Works.
- The Sustainable City Year Program (SCYP) Bicycle Planning course students visited the City last week.
- On June 1st, there would be an end-of-year celebration for the SCYP.

City Manager's Office - Recorder Prosser

- Explore Sisters launched their social media accounts (Facebook and Instagram); the initial rollout might be slow as they gathered a catalog of photos.
- The next City Club would be held on May 18th.
- Economic Development for Central Oregon (EDCO) Annual luncheon would be held on Monday, May 22nd.

Finance - Director O'Neill

Director O'Neill briefly discussed the points raised in the audit report during the workshop.

- He noted the timing adjustment for America Rescue Plan Act (ARPA) allocation was not critical but was worth mentioning.

- The reimbursement agreements were an oversight from two years ago, which we had addressed. However, these agreements did not significantly impact the financial statements.
- Metering was an annual topic. Typically, meters were read around the 24th or 25th of the month, with billing occurring at the end of the month, resulting in a five- or four-day gap adjustment. This gap remained consistent each year, though it might vary slightly based on staffing levels.
- We had conducted thorough research on the legalities and our ability to utilize tax increment in the URA, and we were comfortable with the arrangement.
- Some minor items were mentioned, such as trial balance adjustments, which were not of significant concern.

Councilor Ross noted that auditors often struggle to find issues when the audit was very clean. This was the case with the recent audit report, where only a few minor items required attention. Overall, he was pleased to find no significant problems in the report, despite the lengthy process it took to complete.

Other topics included:

- Participated in interviews for the Deschutes County Sheriff Office (DCSO) patrol deputies and was impressed with the quality of candidates and Lieutenant Davis's leadership.
- Staff held a follow-up meeting with Republic Services after the workshop; it was a productive discussion and new numbers would be presented to Council.
- Staff had posted a request for proposals for audit services.

8. MAYOR/COUNCILOR BUSINESS

Councilor Letz attended the EDCO pub talk in Bend and participated in the Arbor Day tree-planting event. Additionally, she joined a webinar on ODOT's community EV charging station grant program.

Council President Blum attended the Public Works Advisory Board meeting and received an overview of the Water and Wastewater Master Plans. The presentation was informative, although some of the details were complex.

Council President Blum reviewed that proposals for the governor's allocated emergency funds for the houseless in Central Oregon were due earlier this week, and the review committee would make decisions in the coming weeks. The Sisters Cold Weather Shelter submitted a proposal, and we eagerly awaited the results. The effort and dedication of those involved in putting together the proposal were commendable, considering the complexity of the forms and requirements.

Mayor Preedin attended the COCO (Central Oregon Council of Governments) meeting and had a packed schedule with 12 meetings in less than 9 hours. The discussions mainly revolved around water issues. He learned that the revenue projections, which would be released soon, were not looking promising. However, since the package was part of the drought initiative, he remained hopeful that something would be achieved.

Mayor Preedin spoke with the Oregon Housing and Community Services Special Initiatives Director. He shared the acronym "CHRO" (Coordinated Houseless Response Office) with him, as he was unaware of the office. He was impressed with the ideas coming from Central Oregon surrounding the houseless, and he thought our region was leading the state in proposing innovative solutions.

Mayor Preedin wanted to commend everyone for their efforts and dedication to addressing the growth issue and making decisions for the betterment of the community. It was evident that none of us were here solely for personal gain but to serve the community as a whole. He appreciated the thoughtful comments and discussions that had taken place. Mayor Preedin said that even if our arguments were not favored by everyone, it was important to recognize that we approached them from a place of integrity.

9. ADJOURN: 8:24 pm.

Kerry Prosser, City Recorder

Michael Preedin, Mayor

MEMBERS PRESENT:

Michael Preedin Mayor
Andrea Blum Council President
Jennifer Letz Councilor
Gary Ross Councilor
Susan Cobb Councilor

STAFF PRESENT:

Joe O’Neill Interim City Manager
Paul Bertagna PW Director
Scott Woodford CDD Director
Kerry Prosser City Recorder
Matt Martin Principal Planner

GUESTS:

Ian Reid Sisters District Ranger, US Forest Service
Roger Johnson Fire Chief, Sister-Camp Sherman Fire District
Heather Miller Fire Risk Reduction Specialist, Office of the Oregon State Fire Marshal
Rob Tremper Partner, Dickey and Tremper, LLP

Mayor Preedin called the workshop to order at 5:30 pm.

1. Wildfire Awareness Month Presentation

Planner Martin reviewed that during Wildfire Awareness Month, various activities were being organized to raise awareness about wildfires and promote mitigation and preparedness efforts. Chief Johnson from the Sisters-Camp Sherman Fire District, Ian Reed from the Deschutes National Forest, and Heather Miller from the Office of the Oregon State Fire Marshall were present to provide information on local and regional initiatives. The focus was on a cohesive wildland fire management strategy, which addressed resilient landscapes, fire-adapted communities, and coordinated response. The [presentation](#) would inform the Council and community members about established goals for wildfire mitigation and community resilience.

Planner Martin reviewed Council Goals included expanding partnerships, identifying grant opportunities, and enhancing public awareness through collaborations with the Fire District and other agencies. The Sisters Country Wildfire Mitigation Group had been formed to facilitate information sharing and program dissemination within the community. In addition, efforts were underway to update defensible space and structural hardening requirements in accordance with Senate Bill 762. Although the legislation was still in the draft stage, the City has been researching the benefits of these standards and looking to other jurisdictions for guidance. The City also implemented a wildfire resiliency plan for critical infrastructure and properties and would investigate grants supporting these efforts.

Ranger Reid reviewed the Sisters Ranger District spanned approximately 320,000 acres and over the past two decades, more than half of this area had been affected by large wildfires. The alarming fire history in the state over the past 30 years revealed the shift from grass fires in uninhabited areas to timber fires and finally to fires directly impacting populated communities like the City of Sisters. These changes provided a context for understanding the need to address wildfire risks and implement effective strategies.

The cohesive strategy consisted of three main components: resilient landscapes, safe and effective wildfire response, and fire-adapted communities. These components involve the collaboration of agencies, individuals, and community leaders to achieve comprehensive wildfire management.

Resilient landscapes involved managing fuels in wildland areas. Recent work included mowing activities near the City limits, specifically around Ponderosa, Best Western, and the area between the City and Cascade Meadow Ranch. Additionally, prescribed burning was utilized as a treatment method, including pile burns for slash material and underburns.

The ongoing training activities in Central Oregon had been beneficial in supporting the agencies involved. Furthermore, there had been an increasing demand for cross-boundary burning, which involved conducting burns on lands outside the National Forest jurisdiction. Around the Sisters area, there were approximately ten landowners, including the City, interested in participating in cross-boundary burns.

Additional activities to complement prescribed fires included mowing along Highway 20 and small tree thinning north of town in the Metolius Basin. Two ongoing planning projects included Cougar Rock, located in the northeast quadrant, covering an area of approximately 2,800 acres near Stevens Canyon, about five miles from Sisters. The other project, Green Ridge, was situated between Sisters and Camp Sherman and encompassed about 20,000 acres. Furthermore, the Deschutes National Forest was planning to conduct maintenance treatments by revisiting previously treated areas for additional burning, as the initial treatment often authorized only one burn.

Specialist Miller reviewed that fire-adapted communities were crucial to the cohesive strategy. It required the collective effort of the entire community, including agencies and local government, to achieve resilience. One main focus was preparing for ember showers, which could cause significant damage to structures. Hardening structures involved using ember-resistant construction materials, maintaining roofs, and installing finer mesh screening to prevent ember entry. Managing vegetation and creating defensible space around structures was also vital. Emphasizing the first five feet around the structure, ensuring it was free from flammable materials, significantly increased the chances of protecting homes. In addition, proper vegetation management, including tree spacing, helped manage the intensity of approaching fires.

Chief Johnson reviewed the response component of the cohesive strategy involved a coordinated effort among various firefighting agencies and resources in Sisters Country. The region was fortunate to have three separate fire departments, the Cloverdale Fire District, Sisters Fire District, and Black Butte Ranch Fire Department. In addition, the US Forest Service and Oregon Department of Forestry also provided firefighting support. These

agencies worked closely, training together and responding to incidents as one entity. Standardization of equipment, fleet, training, and incident command had been a priority in the last seven years to ensure seamless collaboration during fire events.

The presence of the Redmond Air Center in close proximity to Sisters Country was also an advantage, providing access to resources such as tanker bases, smoke jumpers, and Hotshots. State investments through Senate Bill 762 have further enhanced the response capabilities. One initiative was the pre-positioning of resources, allowing the mobilization of task forces based on weather conditions and fire risk before a fire occurred. Another program, immediate response, enabled the deployment of state resources to the region without the need for a governor-declared conflagration.

The response system followed a hierarchical structure, starting at the local level and progressing to state conflagration invocation and interstate mutual aid requests for assistance from other states. The Oregon Fire Mutual Aid System ensured mutual aid between local fire departments and expanded agreements had been established with neighboring counties. Governor-declared conflagrations triggered statewide mutual aid, mobilizing resources across Oregon. In extreme cases, there was interstate mutual aid assistance between states.

Chief Johnson said overall, the response component of the cohesive strategy emphasized the collaboration between local, state, and neighboring resources to ensure an efficient and effective response to wildfires.

Councilor Ross asked how secure the collaboration between the three districts was considering the frequent changes in special district boards and the potential influence of elected officials or individuals who may disrupt the unity and have conflicting agendas. Chief Johnson replied the collaboration remained resilient and enduring, as it required commitment from various levels within the organization, including administrative staff, line-level staff, and volunteers. It was crucial that there was widespread support for this approach, not just from elected officials or administrators but throughout the entire organization. People have witnessed the benefits of this collaboration and recognize the risks involved. No single entity can handle all the challenges alone, so it was important to rely on and support each other. Chief Johnson hoped the collaboration would withstand any changes or challenges that might arise.

Council President Blum asked about the collaboration with the utility companies. Chief Johnson said the experience with local utilities had been positive and proactive. The system worked well, and there was strong communication between local agencies and utility providers.

Councilor Cobb asked what initiated a premobilization. Chief Johnson replied that each county in the area had a Fire Defense Board chief; if the chief determined an imminent threat, they could request resources from the state. The state closely monitored the situation and proactively communicates weather conditions and resource availability. Every Monday, counties report their available assets to the state, which maintains a dashboard of all resources in Oregon. The state may reach out and propose deploying a task force to a specific region, and the local authorities were typically willing to host and provide training.

Mayor Preedin asked how air suppression resources were allocated during multiple fires. Ranger Reid replied that during high fire danger events or lightning events, the coordination and prioritization of federal resources, such as smoke jumpers and hotshot crews, were managed through a regional coordination center in Portland. Communication between local and federal fire staff was frequent, involving agency administrators, district rangers, and the forest supervisor. Duty officers assess multiple incidents and prioritize resources based on values at risk. National resources were not solely assigned to Redmond or Prineville but were deployed across the country according to high-priority incidents in various states, such as California, Colorado, or Montana. These national assets were managed and allocated based on the severity of the situation and the overall needs nationwide.

Councilor Letz noted we were consistently reviewing our codes and prioritizing the safety of our community and would appreciate any advice or recommendations you may have regarding potential improvements that could enhance the safety of our community. Chief Johnson replied in the new legislation education and incentives would be prioritized over heavy regulations.

Specialist Miller said their office prioritized an educational approach over strict regulations. There were drafts of the defensible space and hardening codes available, and reviewing these drafts could provide a starting point for your considerations. She noted codes could not be less restrictive but could match or be more restrictive.

Councilor Ross said as an elected official concerned about the safety of our community; it was crucial to prioritize measures that could be easily implemented to mitigate risks, such as addressing ember incursion points. Installing quarter-inch screening was a simple step that could be taken immediately to enhance safety. It was worth considering making it a requirement for all new buildings in our area, demonstrating our commitment to safeguarding our community.

Specialist Miller said it was important to consider the cost-effectiveness of implementing hardening standards compared to traditional construction methods. Studies conducted by organizations like Headwaters Economics provide valuable insights into these comparisons.

By examining such research and acknowledging the potential discrepancies between existing building codes and current safety research, we could identify opportunities to improve the resilience of our homes and communities. Taking simple yet impactful steps toward enhancing safety was a crucial starting point.

Chief Johnson explained Sisters-Camp Sherman Fire Department did provide a service where they conducted property inspections and offered recommendations for improving fire safety.

Planner Martin noted the key takeaway from tonight was that individual property owners had the opportunity to take action today by educating themselves on the risks and implementing mitigation measures. This included low-cost, high-benefit actions like screening homes, as well as long-term, higher-cost measures that could be planned for. Additionally, the City could consider regulatory measures through the development code to have both immediate and long-term impacts on fire safety.

2. Review Fiscal Year 2021/22 Audit

Mr. Tremper reviewed there were some delays in the audits this year due to staffing issues at his firm and the implementation of new accounting standards for leases. Despite the delays, they were able to issue a clean audit opinion. A few adjustments were made during the audit, including a material adjustment for the allocation of ARPA funds.

The City's financial statements were found to be materially correct. The City's Annual Comprehensive Financial Report, which went beyond the required reporting, showed a commitment to quality financial reporting. The report included an independent auditor's report, management discussion and analysis, and a statistical section for trend analysis. The balance sheet for governmental funds showed a healthy fund balance in the general fund.

Mr. Tremper reviewed the Urban Renewal and noted no material weaknesses or significant deficiencies.

Councilor Ross was pleased with the information provided, which indicated that the City was being effectively managed and the finances were being handled well.

3. Other Business-None

The meeting adjourned at 6:35 pm.

Kerry Prosser, City Recorder

Michael Preedin, Mayor



Agenda Item Summary

Meeting Date: May 24, 2023

Type: Regular

Subject: Public Hearing and Consideration of Ordinance 529 -ESTABLISHING CAMPING REGULATIONS AND A CAMPING REMOVAL POLICY

Staff: Green, Prosser

Dept: CMO

Action Requested: Consideration of approval of Ordinance 529

Summary Points:

The Sisters City Council has been considering regulations concerning the time, place, and manner in which camping may occur on property owned or controlled by the City, including public rights-of-way. As part of this effort, the City solicited input concerning these camping regulations from members of the community, including stakeholders and organizations that assist low-income and/or homeless members of the community. Public meetings were held in April with the Public Works Advisory Board, and the Parks Advisory Board. The City Council held a work session concerning the proposed regulations on April 12, 2023.

The intent of the camping ordinance is to comply with ORS 195.550 which requires that any city law that regulates the acts of sitting, lying, sleeping, and/or keeping warm and dry outdoors on public property that is open to the public must be objectively reasonable as to time, place, and manner.

The camping ordinance is intended to regulate the time, place, and manner in which persons may occupy public property:

- Time regulations concern the times of day when a person may camp on public property.
- Place regulations identify the public property where camping is not allowed such as on restricted utility facilities or parking lots.
- Manner regulations establish how an individual may camp on City property, such as the size of a camp, items in and around a camp, and prohibitions on open fires, unauthorized electrical hookups and sewage discharge onto streets.

The campsite removal policy concerns the removal and cleaning of campsites, as well as storage and disposition of personal property and largely mirrors ORS 195.505.

Attachments: Ordinance 529

ORDINANCE NO. 529

AN ORDINANCE OF CITY OF SISTERS ESTABLISHING CAMPING REGULATIONS AND A CAMPING REMOVAL POLICY.

WHEREAS, the City Council (the "Council") of City of Sisters ("City") recognizes the competing concerns surrounding homeless individuals camping on public property within City's incorporated limits and desires to implement regulations to address these concerns; and

WHEREAS, ORS 195.530 requires that any city law that regulates the acts of sitting, lying, sleeping, and/or keeping warm and dry outdoors on public property that is open to the public must be objectively reasonable as to time, place, and manner; and

WHEREAS, the Council and City staff solicited input concerning City camping regulations from members of the community, including interested stakeholders and organizations that assist low-income and/or homeless members of the community; and

WHEREAS, the Council has received valuable input from the community concerning the proposed camping regulations, including input from City's Public Works Advisory Board and Parks Advisory Board; and

WHEREAS, the Council held a work session concerning the proposed camping regulations on April 12, 2023, A public hearing was held during the Council meeting on May 24, 2023, at the City Hall at 520 E Cascade, Sisters, Oregon at 6:30 p.m., at which time and place all persons had an opportunity to appear and comment on the camping regulations and camping removal policy; and

WHEREAS, the Council finds that the camping regulations and camping removal policy contained in the attached Exhibit A and its addition to Sisters Municipal Code ("SMC") Section 4.10 are in the public interest.

NOW, THEREFORE, THE CITY OF SISTERS ORDAINS AS FOLLOWS:

1. Findings. The above-stated findings are hereby adopted.
2. Purpose. The purpose of this Ordinance No. 529 (this "Ordinance") is to minimize any adverse public safety and health impacts of camping on City property while providing some areas of City property, in the absence of alternative forms of shelter, where homeless persons may rest and/or sleep.
3. Adoption of Camping Regulations. The Council hereby adopts the camping regulations and camping removal policy contained in the attached Exhibit A.
4. Interpretation; Severability; Errors. All pronouns contained in this Ordinance and any variations thereof will be deemed to refer to the masculine, feminine, or neutral, singular or plural, as the identity of the parties may require. The singular includes the plural and the plural includes the singular. The word "or" is not exclusive. The words "include," "includes," and "including" are not limiting. All prior and contemporaneous agreements, discussions, understandings, and negotiations, whether written or oral, express or implied, are merged herein, and to the extent inconsistent herewith, are of no further force and effect. The provisions of this Ordinance are hereby declared severable. If any section, subsection, sentence, clause, and/or portion of this Ordinance is for any reason held invalid, unenforceable, and/or unconstitutional, such invalid, unenforceable, and/or unconstitutional section, subsection, sentence, clause, and/or portion will (a) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (b) not affect the validity, enforceability, and/or constitutionality of the remaining portion of this Ordinance. This Ordinance may be corrected by order of the Council to cure editorial and/or clerical errors.

APPROVED AND ADOPTED by the City Council of the City of Sisters and signed by the mayor this 24th day of May 2023.

By: Michael Preedin, Mayor

ATTEST:

By: Kerry Prosser, City Recorder

Exhibit A

Camping Regulations and Camping Removal Policy

1. Purpose. The purpose of this Ordinance is to (a) maintain streets, parks, and other public areas within City in a clean, sanitary, and accessible condition, and (b) adequately protect the health, safety, and public welfare of the community by addressing time, place, and manner regulations that identify when, where, and how camping on public property is allowed.

2. Definitions. For purposes of this Ordinance, the following terms and phrases have the meanings assigned to them below:

“Alley” means a narrow way providing a means of public or private access to the back or side of a property which is not intended for general traffic circulation.

“Camp” or “camping” means to pitch, erect, create, use, and/or occupy camp facilities for the purpose of habitation, as evidenced by use of camp paraphernalia.

“Camp facility(ies)” include, without limitation, tents, huts, temporary shelters, lean-tos, shacks, and/or any other structures (or parts thereof).

“Camp paraphernalia” includes, without limitation, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, outdoor cooking devices, and/or similar equipment.

“Campsite” means any place where one or more persons have established living accommodations by use of camp facilities and/or camp paraphernalia.

“Established campsite” means a campsite in place for more than 24 hours.

“City manager” means City’s then-appointed city manager and his or her designee.

“City property” means all real property, land, and public facilities owned, leased (either to City or by City), controlled, and/or managed by City.

“Fire District” means the Sisters-Camp Sherman Rural Fire Protection District.

“Personal property” means any item that can reasonably be identified as belonging to an individual and that has apparent value or utility.

“Public park” means all property owned or controlled by City and operated for public use for recreational and/or open space purposes.

“Public property” has the meaning assigned to such term under ORS 131.705, as amended.

“Recreational fire” means a fire for the cooking of food, warmth, fellowship, and/or ceremonial purposes.

“Right-of-way” means streets, public utility easements, and/or other public rights-of-way.

“School” means public or private elementary, middle, high school, and/or other school attended primarily by children under 18 years of age.

“Street” means any highway, lane, road, street, right-of-way, alley, and every way or place in City that is publicly owned or maintained for vehicular travel (whether improved or unimproved).

“Sidewalk” means the portion of the street between the curblin and adjacent property line intended for use of pedestrians and includes multi-use pathways (i.e., pathways for bicycles and pedestrians).

3. Time, Place and Manner Regulations. Camping is permitted on City property subject to the time, place, and manner regulations contained in this Ordinance.

3.1 Time Regulations. Except as expressly authorized by City’s municipal code, camping is prohibited on any public property between the hours of 7:00 am to 8:30 pm.

3.2 Place Regulations. Unless otherwise specifically authorized by City’s municipal code or by declaration of the mayor and/or city manager in emergency circumstances, camping is prohibited on City property (a) not open to the public, (b) within or upon any alley, right-of-way, parking lot/space, public park, and/or school property, (c) within 100 feet of any street in which it is lawful for vehicular travel to exceed 25 miles per hour, (d) within 25 feet of the public entrance to a business, (e) within 10 feet of a public or private driveway, (f) within 100 feet of City property located within the following zones: (i) R Residential District; (ii) MFR Multi-Family Residential; (iii) SRR Sun Ranch Residential District; and (iv) DC Downtown Commercial, (g) all City property located at the following addresses: (i) 308 East Sun Ranch Drive, Sisters, Oregon 97759; (ii) 460 West Highway 20, Sisters, Oregon 97759 (Tax Lot 151005d000400); and (iii) Tax Lot 151005DA02100; (h) within 500 feet from any permitted shelter use authorized by City, and/or (i) any other City property designated by the city manager from time to time.

3.3 Manner Regulations. At times and locations where camping is permitted under this Ordinance, the following regulations apply: (a) camping in a manner that reduces the clear, continuous sidewalk width to less than four feet is prohibited; (b) at no time may camp facilities, whether constructed with plywood, wood materials, pallets, and/or other materials, be built or placed on City property by anyone other than, or as authorized by, the public entity that owns or controls the City property in question (tents and similar items used for shelter that are readily portable are not prohibited by this subsection); (c) individuals engaged in camping are allowed to use a sleeping bag, bedroll, and/or other material used for bedding purposes (e.g., materials used to keep warm and dry while sleeping are permitted provided any tent or tarpaulin used to keep warm and dry may not exceed 50 square feet in surface area); (d) a camp or camping must be limited within a spatial footprint of 150 square feet in surface area (the intent of this subsection is to permit a person to sleep and maintain the essentials for living, while still maintaining the ability of everyone to use public spaces as designed and intended); (e) individuals may not accumulate, discard, and/or leave behind garbage, debris, unsanitary or hazardous materials, and/or other items of no apparent utility in a right-of-way, on City property, and/or on any adjacent public or private property; (f) open flames, recreational fires, burning of garbage, bonfires, and/or other fires, flames, and/or heating deemed unsafe by Fire District are prohibited (some cooking stoves and other means of keeping warm may be allowed if permitted by Fire District); (g) dumping of gray water (i.e., wastewater from baths, sinks, and the like) or black water (i.e., sewage) into any facilities or places not intended for gray water or black water disposal is prohibited (this includes, without limitation, storm drains which are not intended for disposal of gray water or black water); (h) unauthorized connections or taps to electrical or other utilities, or violations of building,

fire, and/or other relevant codes or standards, are prohibited; (i) obstruction or attachment of camp materials or personal property to fire hydrants, utility poles, and/or other utility or public infrastructure, fences, trees, vegetation, vehicles, and/or buildings is prohibited; (j) storage of personal property, including, without limitation, vehicle tires, bicycles, and/or associated components (except as needed for an individual's personal use), gasoline, generators, lumber, household furniture, extra propane tanks, combustible material, or other items or materials, is prohibited (other than what is related to camping, sleeping, or keeping warm and dry); (k) digging, excavation, terracing of soil, alteration of property or infrastructure, and/or damage to vegetation or trees is prohibited; and (l) except as expressly authorized by City's municipal code, all persons are prohibited from leaving personal property, including, without limitation, camp facilities and camp paraphernalia, unattended on any City property for more than 24 hours. Notwithstanding anything contained in this Ordinance providing otherwise, the city manager may temporarily authorize camping and/or storage of personal property on City property by written order that specifies the period of time and location for the camping and/or storage under the following circumstances: (x) emergency circumstances; (y) in conjunction with a special event permit; and/or (z) upon finding it to be in the public interest and consistent with the Council's goals and policies.

4. Health and Safety Fee; Fines, Enforcement.

4.1 Health and Safety Fee. Any person who violates Section 3 of this Ordinance will first be subject to a health and safety fee in an amount not to exceed \$35.00. The purpose of the health and safety fee is to reimburse City for the expense of maintaining a healthy, safe, and organized community for the public.

4.2 Fines. A willful violation of Section 3 of this Ordinance is a Class B violation under City's municipal code. A Class B violation carries a penalty of no more than \$250.00; the actual fine imposed will be determined at the discretion of the hearings officer or municipal court judge. A violation is "willful" if the prohibited act or omission under Section 3 of this Ordinance occurs or continues after issuance of the health and safety fee. Each violation will constitute a separate offense. Continuing violations of the same offense will not constitute a separate offense for each day the violation occurs.

5. Campsite Removal – ORS 195.500-195.505.

5.1 Campsite Removal Policy. City recognizes the social nature of the problem of homeless individuals camping on public property. In accordance with ORS 195.500 – ORS 195.505, City has developed the campsite removal policy contained in this Section 5 to ensure the most humane treatment for the removal of homeless individuals from campsites on public property. Any City law and/or policy that offers greater protections to homeless individuals subject to removal from an established campsite preempts contrary provisions of this Section 5.

5.2 Campsite Removal. Upon determination by enforcement personnel that a camp or camping in violation of this Ordinance has become an established campsite, or enforcement personnel determine a campsite otherwise in compliance with this Ordinance endangers the public health and safety, the campsite may be removed consistent with this Section 5. Upon a determination by enforcement personnel that a camp or camping in violation of this Ordinance is not an established campsite, the campsite may be removed without complying with the notice requirements under Section 5.3.

5.3 Notice Required. The following notice requirements apply to the removal and clearing of campsites: (a) notice is not required prior to removal and clearance of a campsite that is not an established

campsite; and (b) at least 72 hours before removing individuals and personal property from an established campsite, law enforcement officials must post written notice, in English and Spanish, at all entrances to the campsite to the extent that the entrances can reasonably be identified. The written notice required under Section 5.3(b) must state or contain, at a minimum, the following: (x) where unclaimed personal property will be stored; (y) the telephone number that individual(s) may call to find out where personal property will be stored; or (z) if a permanent storage location has not yet been determined, the address and telephone number of an agency that will have the information when available. If a funeral service is scheduled with less than 72-hours' notice at a cemetery at which there is a campsite, or a campsite is established at a cemetery less than 72 hours before the scheduled service, the written notice required under Section 5.3(b) may be posted at least 24 hours before removing homeless individuals from the campsite.

5.4 Exceptions to Notice Requirements. Notwithstanding anything contained in this Ordinance to the contrary, the 72-hour notice required under Section 5.3(b) will not be applicable (i.e., will not be required) under the following circumstances: (a) when there are grounds for law enforcement officials to reasonably believe that illegal activities other than camping are occurring at an established campsite; (b) an exceptional emergency at an established campsite, including, without limitation, possible site contamination by hazardous materials, a public health emergency, and/or other immediate danger to human life or safety.

5.5 Local Agencies. When a 72-hour notice is posted under Section 5.3(b), law enforcement officials must inform the local agency that delivers social services to homeless individuals as to where the notice has been posted. The local agency may arrange for outreach workers to visit the campsite that is subject to the notice to assess the need for social service assistance in arranging shelter and other assistance.

5.6 Personal Property.

5.6.1 All personal property at a campsite that remains unclaimed after removal/clearing, whether notice is required under this policy or not, must be given to (a) law enforcement official, (b) local agency that delivers social services to homeless individuals, (c) outreach worker, (d) local agency official, or (e) person authorized to issue a citation for unlawful camping under state law, administrative rule, or city or county ordinance.

5.6.2 Unclaimed personal property must be stored in a facility located in the same community as the campsite from which it was removed. Items that have no apparent value or utility or are in an unsanitary condition may be immediately discarded upon removal of the homeless individuals from the campsite. Weapons, controlled substances other than prescription medication, and items that appear to be either stolen or evidence of a crime must be given to or retained by law enforcement officials.

5.6.3 Unclaimed personal property removed from a campsite must be stored in an orderly fashion, keeping items that belong to an individual together to the extent that ownership can reasonably be determined. Unclaimed personal property will be stored in a manner in which it is possible to identify the date the property was removed and location where the property was removed. Unclaimed personal property will be stored for a minimum of 30 days during which it must be reasonably available to any individual claiming ownership. Any personal property that remains unclaimed after 30 days may be disposed of or donated to a corporation described in section 501(c)(3) of the Internal Revenue Code as amended and in effect on December 31, 2020.

5.7 Policy Evaluation. Following the removal of homeless individuals from a campsite on public property, law enforcement officials, local agency officials and outreach workers may meet to assess the notice and removal policy, to discuss whether the removals are occurring in a humane and just manner and to determine if any changes to this policy are needed.

5.8 Prohibition on Citations in Limited Circumstances. A person authorized to issue a citation for unlawful camping under state law, administrative rule, and/or city or county ordinance may not issue the citation if the citation would be issued within 200 feet of a notice required under Section 5.3(b) and within two hours before or after the notice was posted.

6. City Manager Authority. The city manager may adopt administrative rules to implement any of the provisions of this Ordinance.



Agenda Item Summary

Meeting Date: May 24, 2023

Type: Regular Meeting

Subject: ODOT Carbon Reduction Program grant application

Staff: Dumanch, Bertagna

Dept: Public Works

Action Requested: Discussion and consideration of a motion to approve the grant application submittal to the ODOT Carbon Reduction Program.

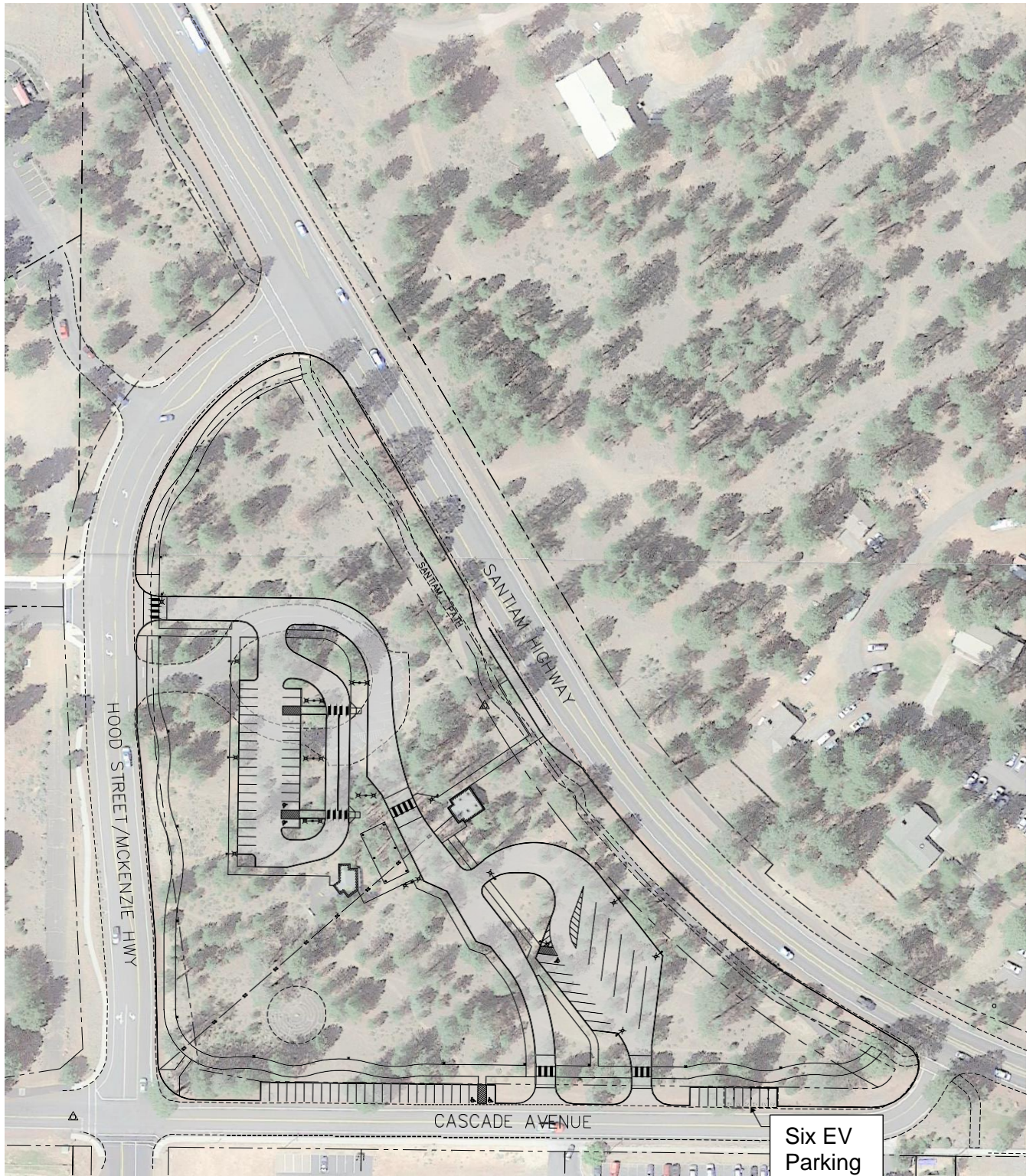
Summary Points:

- Project aims to construct EV infrastructure at East Portal site.
- 6 level 2 EV charging ports with covered solar carport along Cascade Ave on site.
- Total project cost is \$219,450 with a 10.27% local match.
- Federal program created by the Bipartisan Infrastructure Law requiring ODOT to develop a Carbon Reduction Strategy for reducing emissions in transportation sector.
- Successful projects programmed into the ODOT Statewide Transportation Improvement Program (STIP)
- Awards anticipated spring of 2024
- Project would be expected to begin design within 1 year of selection.
- Obligation of construction funding should occur no later than 2026.

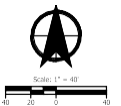
Financial Impact: \$22,538 – local match of 10.27%

Attachments:

- East Portal Map
- Scope of Work



Sisters Transportation Hub - Level 2 EV Charging Project



PREFERRED ALTERNATIVE WITH RV PARKING
SISTERS, OREGON

FIGURE
1



**City of Sisters
East Portal Transportation Hub Level 2 EV Charging
Scope of Work**

Summary: The East Portal Transportation Hub has completed the master planning phase and aspects of the project are ready for design refinement prior to construction. This project focuses on the installation of EV infrastructure on the site. Construction includes new electric service and extra conduit for potential future need, new internet service so that charging stations can be networked, asphalt surfacing for six (6) parking stalls, coverings over parking stalls capable of supporting solar panels and associated electrical equipment needed to supplement either:

- six (6) level 2 networked electric vehicle charging ports

Task 1 – New electric service

- Analyze the electrical requirements for the proposed site improvements to determine the required service size.
- Coordinate with Central Electric Cooperative for the installation of the new service and required equipment.
- Install required conduit and any additional conduit for potential future use
- Install pad-mounted transformer vault
- Install switch vault

Task 2 – New internet service

- Coordinate with broadband provider to provide a new service to the site.
- Install the new internet service to the site location to enable charger-to-charger and network-to-charger communications

Task 3 – Pavement

- Site preparation and grading
- Construct stormwater swale
- Asphalt pavement installed
- Striping painted to mark out individual parking stalls

Task 4 – Parking stall cover

- Design and construct the six parking stall covers
- Cover should be capable of supporting solar panels



Task 5 – EV charging stations

- Evaluate and design the EV charging system to provide (6) Level 2 chargers capable of providing a fee-operated service.
- Make any necessary preparations for connecting to solar system
- Ensure City staff have necessary information for managing a fee-operated EV charging station

Task 6 – Solar panels

- Design a roof mounted PV solar system to assist the EV charging stations and provide a battery bank to store excess power to be used for the charging stations.
- Installation of solar panels
- Connect solar system to necessary electrical equipment including an on-site back-up battery bank.