



City Parks Advisory Board – Meeting Minutes
Wednesday, June 17, 2020 – 4:00 P.M.
520 E. Cascade Avenue, P.O. Box 39, Sisters, OR 97759

City Parks Advisory Board Attendees:

Board Members: Dixie Eckford, Molly Baumann, Dana Bratton, Matthew Flautt,
Teleconferencing: Jeff Tryens, Gary Ross, Jennifer Holland, SPRD
Council Representative: Nancy Connolly
Staff: Cory Misley, City Manager, Paul Bertagna, Public Works Director
Recording Secretary: Carol Jenkins

I. CALL TO ORDER

Board Chair Eckford called the meeting to order at 4:00 pm.

Board Chair Eckford asked the Board for a motion to approve the Agenda as proposed.

The Board made a motion to approve the Agenda for Wednesday, June 17, 2020 as presented.
Motion carries.

II. VISITOR COMMUNICATION - None

III. APPROVAL OF MINUTES – January 21, 2020 and March 4, 2020

Board Chair Eckford asked for a motion to approve the minutes for the January 21, 2020 and March 4, 2020.

Board Member Ross noted a correction be made on the March 4, 2020 minutes. It should show Board Members Rerat and Ross attended that meeting, but it shows them both absent on that date. The correction has been made.

Board Member Ross made a motion to approve as the minutes for January 21, 2020 and March 4, 2020 as amended.

Board Member Bratton seconded. Motion carries.

IV. CITY STAFFING

- A. Recruitment of new Community Development Director
- B. New Position – City Parks Planning / Public Events

City Manager Misley stated that we are hoping tomorrow by close of business to put out a job announcement for a new Community Development Director. That will likely be at least a three (3) month recruitment process, so the soonest that we have someone in that role would be about the middle of September. We want to give plenty of time to get as qualified and capable in the applicant pool as soon as possible, plus plenty of time in the backend to do at least 1-2 or more rounds of interviews to make sure we get, not only the right person, in terms of skill set, but also a good fit.

City Manager Misley stated that more importantly transitioning from that position to item B. the New Position – City Parks Planning / Public Events Coordinator position. We are restructuring a little bit who will be the staff liaison, or point person for Parks and the Parks Board. With this adjustment, what we are proposing is that the new position that is created in this upcoming Budget, we planned to have staff by about October that will be the point person for the Parks Board as well as all Parks planning, projects, parks project management, and anything Parks related they will know it like the back of their hand.

City Manager Misley stated that he is a little concerned about filling the Community Development Director position with someone new as well as creating a new position, filling it with someone new, and then having that new position report to someone new. In this next year, at a minimum, I am going to have the Parks Coordinator report to me, so we can get them set off on the right foot for this next fiscal year, and they can get situated in the community and understand the lay of the land.

City Manager Misley stated that again, in the meantime, the three (3) of us will be working with all of you over the next few months until we get that person on board and once they are on board, they will be the point person. We are a small staff and we will be involved in the projects as well.

Board Chair Eckford asked if this is going to be a part-time position, or a full-time position.

City Manager Misley stated that it is a full-time position. The strategy at this point, is to take about 1/3 of their time dedicated to parks, 1/3 of their time working on public events by administering the public policies, and coordinating with public events making sure all of that works well. Our parks are really two-fold – they are a place for our community to enjoy, but also a place that we all know get used quite a bit for public events. We want a point person on public event policies, public events administration, and another component of their time would be looking at new public events and what the future of public events in our parks look like a 1-5 years from now.

City Manager Misley stated that we would like to bring the job description to the Parks Board sometime in July. We think we are ready to roll but would like you all to look at it, provide any additional comments, and be able to get that job announcement out sometime next month.

Board Chair Eckford asked if the position of the Community Development Director would also be a full-time position as well.

City Manager Misley stated yes that is correct. That is the timeline, the vacancy plan to not have a vacancy, and the strategy beyond that plan. We will keep you informed along the way, I just wanted to let you know that there is a crunch time to start making this all happen.

Board Member Bratton asked about the public events and who has handled that in the past.

City Manager Misley stated that if you go back further than a year – Nicole Abbenhuis worked for the City and handled public event policies under Public Works. When she left, we actually reworked that position for more of a Public Works Project Coordinator, and Troy Rayburn who is on staff now, handles public events even though it is not what we reworked the position to do. In the middle of that, the City and the City Council adopted and reworked our entire Public Event Policies and how we administer it. We've had a lot of transition over the last couple of years and our goal with this new position is to say we have new policies, new procedures, and a new person to say "it's all right here".

Board Chair Eckford inquired about the possibility of reading the new Public Event Policy and where would we find that.

City Manager Misley stated that I can put together an email that has some Nugget article links, as well as the actual Code language and staff reports, etc.

Board Chair Eckford stated that she has read the articles in the Nugget, but there must be some sort of official documents that says this is what we are doing.

City Manger Misley stated that you can google the City of Sisters Municipal Code and the Code company that we work with makes it really easy to navigate by just tying in Public Events, and it will show you the Chapter and send to you that exact part of the Code. We passed the Ordinance, which is difficult at times to read, and then it gets converted in the Municipal Code which makes it much more user friendly. I do know and acknowledge that when we went through that process, it was sort of condensed and we did not have a lot of discussion with the Parks Board during that process. We also knew that the was big transition and moving forward there will be adjustments here and there.

Councilor Connelly stated that as a Council member that has served as a liaison with the Parks Advisory Board for six (6) years at this point, we revisit and revisit and revisit this topic. Hopefully, this last iteration will be the final cleansing with much fine tuning going through it.

City Manager Misley stated that it was a repeal and replace – a complete rewrite of those chapters which there were loopholes, the attorneys were saying that this is not congruent to administering these things appropriately.

Board Member Bratton stated that it is my impression that because the Public Events were such an economic driver here that it seems logical to have someone spend more time on it. Maybe the Chamber of Commerce flows the Public Event, or a private citizen, and the City is policing it, and permitting it, maybe the City needs to be involved in the earlier stages in the recruiting, or the brainstorming ideas.

City Manager Misley stated that is the goal and the bigger events, or Citywide events have grown into standalone non-profits. There are a lot of other events that are at a smaller stage that maybe want to grow, or new events, different seasons, shoulder seasons, winter seasons, etc. Having that person being at the center of all that, they know our Public Event policies like the back of

their hand. They also know the park facilities and yes, the Village Green Park can accommodate that – Fir Street Park cannot, etc. This person will be the main point of contact with the community park side of things, the main point of contact with SPRD, attend those meetings, strategize, and bring those two organizations closer together. On the other hand, as far as tourism and public events, they will be the direct conduit to the Chamber, or any of the other events.

City Manager Misley stated that this person will also be processing permits. The public Event permitting in anticipation for the summer – maybe more of their time will be spent on that, and the other months, they will have more time to do parks planning, etc.

Board Member Bratton stated that we have known this and maybe have relearned it because of the season we are in, that the merchants in downtown Sisters need those public events and those activities. It would be nice if it were not just during the summer, but more expanded.

Board Member Tryens excused himself from the workshop due to not being able to hear the conversations.

Board Member Ross and *SPRD Director Holland* stated that it is a little hard to hear as well, but they are trying to do their best to hear what is being said.

V. STAFF

- A. FY 2020/2021 Council Goal Setting: Workplan update for parks-related projects.
- B. CPAB Meeting Date for July.
- C. Improvements/Maintenance Updates: Barclay Park, Village Green, Clemens Park, Fir Street Park, East Portal, and Creekside Park/Campground.
- D. Project Update: Progress report for Village Green Play Structure Replacement.

City Manager Misley stated that we addressed the Goal Setting back in February, a department workplan and objectives leading into the spring and into the budget. We have a few items scheduled for Parks and Public Events for this next fiscal year.

- Developing final bid documents and specs for the Creekside bridge improvements. This project has been talked about for quite a while. There are three (3) components to the project, relocating the sewer line off the Locust bridge, moving downstream, we have improvements to ADA accessibility to the Creekside bridge, and riparian improvements along the creek banks, etc. We have been working with the Upper Deschutes Watershed Council on that.
- They are looking into finding funding for the bank work, and we should invite Mathia Perle to the July Parks Board meeting to give an update on that piece.
- We have submitted a grant to FEMA to relocate the sewer line. We have worked on that about 6-9-12 months ago and should hear on that in the fall and winter at the latest.
- The bridge and for two (2) years now, we have had an OPRD grant to update the bridge. It is a 48,000 grant from them, a 12,000 match from the City, and we knew that could pay for the

ADA improvements to the bridge. The design process that unfolded over the last couple of years, really yielded from Henderson the lux version of the bridge with a cost estimate in the 120,000 range. Once we got the word back from Henderson, it was twice what we were anticipating for the cost, etc.

City Manager Misley stated that we would like to bring back to the Parks Board in July as a goal, a revised version of the ped bridge. The scaled down version that we can pay for right now with the OPRD grant, and we could move forward with getting that built this fall. With the OPRD grant, if we do not spend the money by October, we have to reapply for a 2nd extension. That is the high-level review and it will be on the Agenda for next month to dive into more detail.

Board Chair Eckford stated that there has been a lot of work done on that bridge, a lot of visits, soul searching, and surface talks, etc. One thing that has changed which we were not aware of is the fact that the events that were taking place in Creekside Park are no longer going to happen there. That does change the idea of keeping the circular thing because we didn't want it extending out into the park, and if the park is not used in the same way as it was as we originally talked about – it might make sense to kind of scale back on our hopes and dreams for that bridge. When you bring back the plan, that is something we will try to keep in mind.

City Manager Misley stated that we will be bringing that whole list of options to talk about, we have the monies already, and the realities of getting that portion of the project completed, etc.

City Manager Misley stated that another one just as an FYI, and these two depend on a few steps, but if it all happens accordingly, it will be some work for the Parks Board to do this next year – probably in the 2nd half of the year. One is updating the Urban Renewal Agency project list, and, on that list, we are contemplating adding a line item for the downtown park property acquisition. We are working with the City Council who is the Urban Renewal Agency Board, and other taxing districts to update that project list and it will probably take another few months to wrap that up. If there are funds available for a downtown park/amenity acquisition, we will come back to the Board and start to set motion in process of identifying properties, the pros, and cons of those properties, etc.

A brief discussion took place regarding the East Portal and being a strategic location, looking at the possibility of a dog park, etc. What we are doing at this point is working with ODOT to see if they will bring some money to the table to acquire that property. If we can acquire that property from the Forest Service, it not only helps the Forest Service building a Ranger Station, but it keeps that property in public ownership and allows us to shape what the future looks like. Now, to buy it, and if ODOT is going to contribute, they want to see some benefit to the transportation system. What we have been thinking and brainstorming at this point, is saying to ODOT, we think that probably about half of that property is and can continue to be used for open space. That piece of property, the East Portal technically extends across the street and almost half an acre on the other side of the street and could be utilized.

City Manager Misley stated that if half of the property could be utilized as open space and/or have park features, the other half could perhaps be used as a mobility hub. We do not really have a place where bike/ped/public transit/vehicular transportation in a central location and to be important as a good fit and feel for Sisters. We do have ODOT interested, Casbee Transit – a regional public transit provider is interested. Sisters is continuing to grow, and we do not have

any other location like that and doing a rough review – we do not really know of any other properties that would lend themselves to that. That is a huge project, a huge conversation, but to say that is on the workplan, and if we make progress in acquiring the property, it will definitely be a topic for us to all sort through in the coming year.

City Manger Misley stated that he is more than happy to meet individually as one-on-one for an hour-long conversation on the nuts and bolts, or any other details, etc.

City Manager Misley wanted to discuss the Sun Ranch Park design that was worked on last year. We talked about putting that on the shelf for a little while until we were spending time out at Sun Ranch. On the workplan, we have an update to the streetscape out there, there are some parking issues, and that is a potential for that entire loop of that North Sisters Business Park. We have to look at parking, the streetscape, zoning, and whether we want to do a Makers District designation – and while we are out there talking to the businesses, property owners, and residents, we are also going to bring up the park and share the concept with them to see what they think of the design and the timing – would this get used right now, is it a high priority, and what do the immediate neighbors think of that.

Board Member Baumann stated that in speaking about Sun Ranch, she talked to the Airport Manager a couple of months ago about our idea of the pollinator park and he said that he didn't find that to be a concern. From our conversation, it got to the property that is still in the Runway Protection Zone (RPZ) and that owner seemed very willing to work with us. I threw out there the idea, but not committing to – what if there were connecting trails on that property around the pollinator park, do you think he would be open to that idea. He said that he wants something to be done with that property, etc.

City Manager Misley stated that this is a good lead and to make sure that when we are reaching out in 3-6 months by spending time in that area, that would be another part of engaging the property owners to see if there is interest in having the park, doing some partnering, etc.

City Manager Misley stated that once we get the new position and new person on board, they will be able to help us formulate a plan and work more with the Parks Board to recommend to Council for the following fiscal year. We are due for an overall Parks Master Plan – it will not happen this coming year, but it should the following year.

Board Chair Eckford asked when the Lazy Z property would be up for discussion as a future project.

City Manager Misley stated that some of our projects appear under multiple departments and the East Portal is going to have multiple purposes to it – parks, parks multi-modal, transportation, streets, etc. The primary purpose of the Lazy Z Master Plan is for our sewer system – effluent disposal. There is going to be an element of that Master Planning process to say that we have left over land, open spaces that we could do other things with, and that will be the component that the Parks Board will be involved in. It is an effluent disposal Master Plan process with a Parks component.

The next CPAB meeting for July 2020 will be discussed later and we will reach out to the Board with a date and time for that meeting.

Director Bertagna stated that he wanted to take a trip down memory lane for a bit in our response to what happened in mid-March and how we dealt with it in our parks. The reasoning for a lot of our reactions as well as the direction we were getting from the State and County. Right away, we did not open the Campground and decided to keep it closed. We did not open the Campground back up until just a couple of weeks ago. We closed all the playgrounds, put signage up in the parks, started cleaning the restrooms twice daily and will continue throughout the summer. It is extra work for the crew, but we are happy to do it.

Director Bertagna stated that we closed Barclay Park restroom because it is a multi-person restroom. Once we entered to Phase I of reopening, we switched out the locks to single use dead locks at Barclay Park as well as Creekside Campground in anticipation for when that was going to open. It is rough for the users especially in the Campground, but there is no good way to assist and distancing when you have people walking into tight spaces. We are looking to transition and are falling behind a little bit. Bend Parks and Recreation, Redmond, the County as well as the State, we are a couple of days behind opening the playgrounds but wanted to be very cautious. We want to see how things are going, we want to hear if there are any red flags, and can we learn from the other agencies, etc.

Director Bertagna stated that a week ago last Wednesday, we opened the playgrounds, and the splash pad as well. Phase II came out the Friday before – the County lagged a little bit through the weekend, and then there was a directive that the playground was going to open on Tuesday from the State. We are still signing everything requiring distancing and are still going with the single use restroom process and has been working well. We are going to just watch and see how the behaviors of people continue throughout the summer. It seems like Village Green is very busy, it is kind of a hub for a lot of bike riders, and it is concentrated on the weekends primarily, but it seems like people are getting out of the cars and dispersing. The parks are not overwhelmed and will continue to watch that. The Forest Service will have the Peterson Ridge Trailhead opening by the end of the month.

Board Chair Eckford asked if there has been any discussion as to directing people to the other parking facility because Tyee is going to be closed.

Director Bertagna stated that Tyee will be closed to parking, but it will still be a trailhead. We will be working with the County and the Forest Service to move the Peterson Ridge Trailhead signage farther out. We will work with STA and Chuck to revise the maps on their end that go in the kiosk at the Village Green. The good news is that the new trailhead is out there, and people are anxiously awaiting to use it including the neighbors.

Director Bertagna stated that going through our parks – the East Portal is open as of yesterday, the Campground is open, and we transitioned to the Phase II plan this week starting Monday even though Phase II Countywide was last week. We have about ½ the sites open and still trying to keep people distance, give people room and take a slow, thoughtful, methodical approach to opening that up. We will see what the State and County tell us and then discuss that with the City Council, etc.

Board Chair Eckford asked about the parks reservations and how that was handled – did they cancel and make new ones, and how did that work.

Director Bertagna stated that we had to cancel until we opened, and we are doing that week by week. Once we knew our Phase I plan and Council approved that, then we had to let all of those bookings for those sites that remained closed – they were going to get cancelled, and they could try and rebook in the sites that are open. It is working out well, they seem to be understanding, and appreciative of the conservative approach that we are having. We must think not only for the visitors, our residents, but all our town as well.

Director Bertagna stated that we have two (2) Camp Hosts now – one week on and one week off. We are going to open two (2) single use showers by monitoring those and eventually four (4) of them will be open. The dump station is open and is probably the oddest and most difficult thing to keep people separated from. They just want to go up and all start talking as if it were a social event.

Director Bertagna stated that the Clemens Park playground is open, Fir Street Splash Pad is open, and the one (1) public event right now is the Farmer's Market on Sunday's. They will be occupying Fir Street Park through the summer into September. They went through a long process with the County to safely set up their event and are doing a lot of pickup type service through their event.

Board Member Baumann asked about the canopy / splash pad area.

Director Bertagna stated that we are being very conservative with the budget this year because when the Campground funds are basically $\frac{3}{4}$ of your parks, and we have estimated that we are going to have half of the revenue coming in. It could be next year, but I found a canopy (through the playground) purchasing that I want to throw out there when we get ready. It is not cheap, but functionally it is perfect.

Board Chair Eckford wanted to mention the park at McKenzie Meadow Village and that she got in touch with one of the women at Hayden Homes that is involved in some long term strategic planning – I brought my idea up about the Fitness Park and they are going to look into that as a possibility of some type of adult fitness rather than just a complete kiddy playground.

Board Member Ross asked Director Bertagna if there is anything that can be done with Outlaw Cab using the parking lot at Creekside for their overflow. That cab has been sitting there for about two weeks, we are getting into the busy season when that park tends to have a lot of people there.

Director Bertagna stated that if you lean out your front door and look down there – you will not see it there because we took care of it today.

Director Bertagna stated that we are still being very conservative and cautious because our Public Works staff, specifically - they are critical to the City and we need them. When they are interacting, going into public restrooms and public places, it is very strategic, etc. Unfortunately, when something breaks, we may have to close it down and go back in after hours, after crowds disperse, where things might be a little inconvenient for a tourist. We will try and minimize those as much as possible, but we are being very cautious with our employees.

Director Bertagna stated that City Manager Misley spent 60 days dealing with this all day long. Amongst keeping the ship sailing, but it was really insane.

City Manager Misley stated that the City Hall doors are still closed and probably will be closed for another couple of weeks, etc. We have not heard many complaints on that front, people are able to pay their bills on-line, over the phone, zoom meetings, etc. We are keeping all other cylinders firing as it relates to all the services that the City does.

VI. UPDATE FROM SPRD

SPRD Executive Director Holland stated that it is the same as the City has been dealing with by shutting down programs and shutting doors about two months ago. We are trying to constantly evaluate and understand and process with the lovely State requirements/guidelines, etc. This has been a full-time job, but we are lucky to be starting back with our day camp program here on Monday, the 22nd. This week, I have been working with staff to get them all COVID trained and re-camp trained, etc. The Coffield Community Center will remain closed to the public during Phase II and depending on camp guidelines get evolved and if we move into Phase III during the summer, it may remain closed to the public for that timeframe due to the requirements in Phase IV shared space for youth programs. Staff is still there working and advertising customer service hours from 10am to 3pm. If people do need in-person services, they can call us, we can figure that out, and have that arrangement be made. We want to make sure we are not putting any barriers in place for folks to register and we know that not everybody has a bank card to pay for the programs.

SPRD Executive Director Holland stated that Bend Parks and Recreation has been a little aggressive with getting back and programming, they have the ability to do that, a lot more staff to pull from, and to be fair they have more subsidy as well. We have been a little slow to start back as well, and I am glad that we have been because there are some things that have changed as we've been accessing and reopening. Our playground will most likely remain closed to the public until the day camps are over because we want to keep that closed and sanitized for those day camp programs that are operating out of the Coffield Center. The bike park, the skate park, and the disc-golf park are all open and they are packed. We are happy to start phasing back into programming and will be doing some outside fitness programs soon. We cancelled the car show and are looking to see if we can restructure the luau limit attendance and have two separate shows.

Board Chair Eckford said that with the time we have left, we are happy to say that the Village Green is up and running. It looks fantastic and the kids are so enthused about it.

Board Member Baumann said that when I got the message from my friend asking if I wanted to go to the park – I said that it is not open yet. That day, I ended up doing the bike park with my kids, and that afternoon ended up going to the park and meeting up with a friend and her kids and I was brought to tears because there was the ADA accessibility and a disabled kid was using it. The family used to live in Sisters and the mother of the boy's parents still live in Sisters. They were at Clemens Park and it was just tearing up his legs, so they decided to come over here, and did not realize it was new and it was open. I took some pictures showing the kids playing on the equipment and it was great. I am so glad it was in the Master Plan to do, and the community is overwhelmed with the comments I have been hearing from different people.

A brief discussion took place regarding the park and watching the different kids on the equipment and how exciting it was to see them.

VII. OTHER BUSINESS / OPEN DISCUSSION

Board Member Bratton asked City Manager Miskey when City Hall is going to open.

City Manager Miskey stated that we do not have a firm date yet, but if the trends continue the way they are, and we are progressing in Phase III at a Countywide level, probably in early July. We are not allowing the public in our Council meetings, or any of the committee meetings, but they can participate by phone, etc.

VIII. ADJOURN

Board Chair Eckford adjourned the meeting at 5:00 pm.

Respectfully submitted,

Carol Jenkins, Recording Secretary

