

**Redmond City Council
Workshop Minutes**

January 9, 2025

Executive Conference Room & Remote Video Conferencing
www.redmondoregon.gov/government/city-council

CALL TO ORDER

Mayor Fitch called the meeting to order at 3:00 pm.

Present: Clifford Evelyn, Ed Fitch, John Nielsen, Kathryn Osborne, Jay Patrick, Shannon Wedding, Cat Zwicker

Excused: None

Staff Present: City Manager Keith Witcosky, City Attorney Keith Leitz, Deputy City Manager Steve Ashworth, City Recorder Kelly Morse, Public Works Director/City Engineer Jessica MacClanahan, Chief Financial Officer/Deputy City Manager Jason Neff, Finance Director James Wood, Police Chief Devin Lewis, Housing Programs Analyst Linda Cline, Airport Director Zachary Bass, Procurement & Payables Manager Scott Brang, Human Resources Director Jason Bavuso, Communications Director Heather Cassaro, Economic Development/Urban Renewal Program Manager Chuck Arnold, Urban Renewal Program Analyst Meghan Gassner, Planning Director Kyle Roberts

Media Present: None

PRESENTATIONS

A. Council Credit Card Policy

Procurement & Payables Manager Scott Brang reviewed the City's credit card policies, distributed a handout to the Council containing best practices, and asked the Council to keep all receipts, including detailed restaurant receipts.

B. Other Miscellaneous Items for Council to Discuss

Enjoy Downtown Redmond Grant Proposal

Urban Renewal Program Manager Chuck Arnold and Urban Renewal Program Analyst Meghan Gassner sought Council's support for a one-year grant agreement for \$74,000 from the Urban Renewal Business Development Services Fund to support the newly established Main Street Program in the second year of the Enjoy Downtown Redmond (EDR) Downtown Association. EDR's background, accomplishments, goals and grant requirements were highlighted, noting the Executive Director's quarterly updates to the Downtown Urban Renewal Advisory Committee (DURAC). Staff will work with the City Manager to schedule regular updates on the organization.

Mayor Fitch suggested funding the first six months of this year and consider the last six months through the normal budget process, since the Council's general policy is not to support non-profit organizations. EDR's Executive Director should give a report to the Council in writing regarding the plan for the next six months and then at budget time, the plan for the following six months.

The Council consented to moving forward with a six-month program.

Council Liaisons

The Council discussed Council liaison positions, noting Councilor Nielsen would be the liaison to the Central Oregon Area Commission on Transportation (COACT) with Councilor Evelyn being the alternate.

For the Regional Housing Council, Councilor Zwicker would be the primary liaison with Councilor Osborne as the alternate. Councilor Nielsen will be the liaison to the Chamber of Commerce.

Further discussion took place regarding Council liaisons for City committees and commissions, noting concerns about burnout, quarterly or semi-annual presentations to Council by committees' chairs and Staff liaisons, the importance of having a Council liaison for committees with budgetary implications, and using committee minutes to keep Council informed. Committees could also reach out to the Council liaison about attending certain meetings with no requirement for the Council liaison to attend all meetings.

The Council consented to emailing preferences for how to handle Council liaisons to Mayor Fitch who will work with City Manager Keith Witcosky on how to structure the quarterly/semi-annual updates.

Chamber of Commerce

Mayor Fitch reported that the Chamber board's leadership will change this month. Council consented to waiting until after the board's change to have further discussions with the Chamber.

Councilor Zwicker noted the Chamber was not in the current budget cycle and anything the Chamber wants would have to happen in the next budget cycle.

Northpoint Vista Affordable Housing Project

Housing Programs Analyst Linda Cline addressed concerns about Northpoint struggling to make the commercial improvements and perhaps some of the open spaces, explaining the City needs to see pro formas showing how the project is using public money for workforce housing to leverage other aspects of the project and what the City is getting from its investment. The idea of holding off the sale had been considered because the sale is for the market-rate portion of the development. RootedHomes Deputy Director Karl Dinkelspiel will be brought back to look over the pro formas and ensure the City is navigating the project correctly.

Councilors Zwicker and Nielsen, as the informal Council liaisons to the Northpoint project, explained that the project is a pilot project, which was a reason for many of the challenges.

Safe Parking Code Revisions

The Council reviewed the Safe Parking proposed revisions, discussing whether to put a definitive start date on the trial period or just state a 12-month period based on the starting date.

Following discussion about the maximum number of micro-shelters, the Council consented to a maximum of four per site and any requests for more than four would need the Council's approval.

Ms. Cline confirmed that law enforcement could not recommend putting huts by Shepherd's House, and if the City approved an application for that site, it would be shut down.

Following discussion about whether notice to adjoining property owners should be required, particularly private property owners, the Council consented to a special sub-provision for a Council hearing for final authority on City-owned property. Some Councilors supported a 30-day notice while others supported a 60-day notice. The Council also discussed whether the micro-shelters should be approved as a pilot program on public property on Highway 97 or to wait to include the property after 12 months, noting the funding is limited and under a deadline.

Ms. Cline confirmed changing the Enforcement 2-A section from "the City Manager can revoke authorization" to "revoke or amend" would allow the Council to retain the flexibility to decide which parking

areas could include shelters. The matter will be brought back to the Council for further feedback before a vote on January 28, 2025.

The Council consented to approving the ordinance as an emergency, which allows it to take effect immediately instead of 30 days after approval.

Portland State University's Redmond Population Estimate

Chief Financial Officer/Deputy City Manager Jason Neff reported that Portland State University's (PSU) preliminary population estimate for Redmond was adjusted to 36,491 and explained the use of the estimate for state-shared revenues. Staff was surprised by the estimate and provided water usage data to PSU who then readjusted the estimate to 37,146, which was good news from a revenue standpoint because the lower estimate would have cost the City approximately \$300,000 a year.

City Manager Keith Witcosky suggested inviting someone from PSU's Population Research Center to speak at a Council meeting regarding its methodology.

Code Enforcement Resolution

Planning Director Kyle Roberts reported on a citizen's complaint on Code Compliance communications and the changes staff has made in response to the complaint.

Council Goals

Mr. Witcosky noted the Council can talk about its goals during this meeting, but they will be formally presented to the Council next week for discussion and further input. A public poll will be available for approximately one month, aiming to bring the goals back to the Council in late February for adoption.

Mayor Fitch reported that City Attorney Keith Leitz will contact the Water Resources Department on Monday regarding one clarification on language and a condition the City believes is important.

The Council briefly discussed whether to protest if the clarification is not provided, noting the protest period ends at the end of January. The City Attorney will be asked about the consequences of protesting.

ADJOURNMENT

The meeting adjourned at 4:09 pm.

Prepared by ABC Transcription Services, Inc.
Reviewed by Kelly Morse, City Recorder

APPROVED by the City Council and SIGNED by the Mayor this 25th day of February 2025.

/s/ Ed Fitch
Ed Fitch, Mayor

ATTEST:

/s/ Kayla Duddy
Kayla Duddy, Deputy City Recorder