

**Meeting Minutes**  
**Neighborhood Leadership Alliance**  
**Tuesday, May 19, 2020**  
**WebEx**

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CITY OF BEND

BUILDING ON OUR PAST  
SERVING THE PRESENT  
SHAPING BEND'S FUTURE

**4:00 p.m. Neighborhood Leadership Alliance Meeting**

- 1. Roll Call:** Hans Jorgensen (Chair), Lisa Mushel (Vice Chair), Karen Bergsvik, Chris Friess, Cassie Giddings, Beth Hoover, Dave Johnson, Jill Mehner, Kathy Roche, Summer Sears, Sue Sullivan, Courtney Underhill, Liz Weltin

**Councilor Liaison:** Bill Moseley

**Absent:** Chris Friess

**Also Attended:** Makayla Oliver, Kayla Duddy, Juan Olmeda, Will Shelton, Robin Lewis, Janet Hruby, Anne Aurand, Ian Leitheiser

- 2. Approve Minutes**

Member Mr. Jorgensen announced changes needing to be made on the March 10, 2020 minutes. He stated that the vote for minute approval should be 10-0 instead of 9-0.

Member Ms. Mushel made a motion to approve the March 10, 2020 meeting minutes. Member Ms. Sullivan seconded, the motion passed (12-0).

Member Ms. Hoover made a motion to approve the March 11, 2020 meeting minutes. Member Ms. Sullivan seconded, the motion passed (12-0).

- 3. Public Comments – Submitted Prior (5 minutes)**

No comment

- 4. Neighborhood Street Safety Program Update – Robin Lewis (20 minutes)**

- o NLA Final Recommendations - Due May 30**

Robin Lewis, Transportation Engineer, presented the following slides on the Neighborhood Street Safety Program Update:

- Neighborhood Street Safety Program – Yard Signs, Flyers and Postcards
- Project Design, concept and Outreach
- Project Updates - Southwest Bend NA Hollygrape across Brookwood
- Project Updates – Old Bend NA NW Sisemore Avenue
- Project Updates – Larkspur NA SE 15<sup>th</sup> Street
- Project Updates – Century West NA West/East Campbell Street

- Project Updates – Mountain View NA NE Wells Acres
- Project Updates – River West NA NW Harmon Boulevard
- Project Updates – Orchard District NA NE 12<sup>th</sup> Street/ Jones Rd.
- Project Updates – Old Farm District NA SE Parrell Road

Councilor Moseley asked where the project information and flyers could be found. Ms. Lewis explained postcards are going out soon and everyone in River Canyon Estates will receive one.

Member Ms. Mushel asked if the Larkspur project came in at the expected cost. Ms. Lewis shared that she has not received the exact cost of the project, but it ended up coming under.

Member Ms. Mushel asked if there would be any type of mailer or postcard for the Campbell Road project. Ms. Lewis confirmed that those postcards would be sent out before the end of the month.

Member Ms. Mushel mentioned that she heard bids were coming in lower than expected and asked if there are any other bids coming in. Ms. Lewis shared that the Harmon project bid came in under and she is still waiting for the bids of the NE 12<sup>th</sup> and Wells Acres projects.

Member Mr. Jorgensen stated it was discussed early on that if projects were able to be completed under cost, potentially another project could be added and asked what the process would look like and if there was an idea of how and when. Ms. Lewis said there are about five projects in and there will be a sense of savings before next year.

Member Ms. Hoover asked what the coverage area would be for the postcards. Ms. Lewis explained most of the smaller, compact neighborhoods residents and owners would receive postcards. Because the Sisemore neighborhood is so big, postcards will only go to the owners, but residents and owners along Sisemore Avenue would still get postcards.

Councilor Moseley shared the City Council reviewed the road maintenance fund and projects for the coming summer and was given estimates that were considerably lower than anticipated.

Member Ms. Weltin shared she is concerned that if the projects do come under budget, how protected are the funds from being allocated into the general fund as we look at budget deficits due to decreases in tax revenue. Councilor Moseley stated that one of the risks is if the funds were not expended by June 30, 2021, then the Council would have to make a decision on where to reallocate those funds to a future period if those funds were not spent. He also shared Council will be reviewing

budget revisions June 3, 2020 but he has not heard anything about these funds being reallocated at this point.

Member Mr. Jorgensen asked Ms. Lewis if there is anything specific she needs from the Neighborhood Leadership Alliance (NLA). Ms. Lewis shared she is waiting for feedback from the Brookwood and Sisemore projects then would like to come back next month to discuss those projects with the NLA.

**5. Working Group Updates - NLA Reps (30 minutes)**

**o Land Use Education Working Group (15 minutes)**

**i. Council Goal: Land Use Education Plan**

Member Mr. Jorgensen asked Councilor Moseley, with everything going on with COVID-19, is there anything the NLA should know in terms of goals. Councilor Moseley shared he has not heard any specifics to revise goals. He also mentioned that there is a revenue shortage from the transient room tax.

Makayla Oliver, Community Relations Manager, shared the following updates on the NLA land Use goal:

- Projects including developing resources list for the education plan and defining purpose and need for those.
- Ground work done before March – overall timeframe shifted a little
- Currently in March to July range where a development of message material, presentations and scheduling for implementing outreach plan
- Now up to the Communications Department and City staff to put plan into motion

**ii. Land Use Education Community Survey**

Ms. Oliver presented results from the Land Use Education Community:

- 227 responses – percentage of Neighborhood Association participants:
  - o Awbrey Butte – 8.81%
  - o Boyd Acres – 7.05%
  - o Century West – 6.17%
  - o Larkspur – 7.05%
  - o Mountain View – 15.42%
  - o Old Bend – 2.64%
  - o Old Farm – 10.13%
  - o Orchard – 5.73%
  - o River West – 10.57%
  - o Southeast – 3.08%
  - o Southern – 6.17%
  - o Southwest – 4.41%

- Summit West – 7.49%
- I'm Not Sure – 5.29%
- 7.1% rent their home, 92% own their home, and 0.9% preferred not to say
- Ms. Oliver to send clean version of survey to each NLA member

Member Ms. Mushel shared she would like to see the percentage participation by each neighborhood.

Member Ms. Sullivan shared the absolute numbers percentage is so low, that she does not think the statistics are going to mean a whole lot in terms of percentage for the Neighborhood Associations.

### iii. **Land Use Education Resource List**

Member Ms. Sullivan gave an overview of the Land Use Education Resources list.

### iv. **Land Use Notification Administrative & Code Changes**

Member Ms. Sullivan explained the group that meets to discuss House Bill (HB) 2001 has been put on hold.

Member Ms. Sullivan gave a land use notification update.

Member Ms. Underhill asked if there has been any consideration of requiring the developer to replace damaged or missing signs or possibly change the sign materials. Ms. Sullivan mentioned that at this point, there is more concern about what information is on the sign and what size the sign is. She also mentioned that currently in the Code, the developer is supposed to put up the sign, but if someone damages or takes down the sign, it is no fault to them. Member Mr. Jorgensen asked if the July Council check-in still happening or if the timeline has changed. Member Ms. Sullivan stated that without group discussion she believes the NLA is not ready for that.

Member Mr. Jorgensen asked if Council is sticking to the quarterly Council check-in schedule. Councilor Moseley confirmed that the schedule has not changed. He also mentioned he would like the NLA to present any recommendations by the next Council check-in.

Ms. Oliver shared she will be reaching out to the working group chairs to start scheduling meetings.

- **Outreach & Engagement Working Group (15 minutes)**
  - i. **Neighborhood Association Webpage Updates**

- ii. **Recommendation to NAs for Social Media Manager**
- iii. **Recommendation to NAs for Survey Tool**

Ms. Oliver gave the following updates for the Outreach & Engagement Working Group:

- Group has meet from March to present
- Membership – has three new members from other Neighborhood Associations (NA)
- Goal of group is to come up with recommendations for more efficient communication operations – survey platforms and social media platform to help NA with outreach

Member Mr. Johnson made a motion to authorize the Outreach & Engagement Working Group to work directly with Neighborhood Associations. Member Ms. Mushel seconded the motion.

Member Ms. Hoover amended the motion to authorize the Outreach & Engagement working group to make recommendations to Neighborhood Associations in regards to social media management, survey tools and findings of best practices. Member Mr. Johnson seconded the motion, the motion past (11-1). Member Ms. Weltin opposed.

## 6. **Reminders & Questions (5 minutes)**

Councilor Moseley gave an update in regards to the City of Bend's phase 1 plan.

Member Ms. Underhill shared that County's application to re-open had addressed concerns of tourism but had no solution to tourism and asked if the City of Bend has any plans in addressing it. Councilor Moseley explained that Council has considered Short Term Rental (STR) guidelines and voted recently on allowing STR, which turned out to be 4-3.

Member Mr. Jorgensen asked if the COVID-19 cases went up to six or seven cases a day, is it presumptuous to say Council will rethink some of their positions. Councilor Moseley stated that he cannot speak for the rest of Council, not knowing where they all stand, but one of the questions that has come up is if the community is able to provide the right healthcare. He also said that if the cases jumped to around 45, then there would be some concern.

Member Mr. Jorgensen reminded the NLA of expiring terms.

**Adjourned at 5:25 p.m.**

Respectfully Submitted,  
Kayla M. Duddy  
Deputy City Recorder