

**City of Reedsport
City Council Work Session
and
Regular Meeting**

AMENDED AGENDA

Urban Renewal Quarterly Budget Meeting, 6:00 p.m.
Quarterly Budget Meeting, 6:15 p.m.
City Council Work Session, 6:30 p.m.
City Council Regular Session, 7:00 p.m.
451 Winchester Avenue
Monday, February 6, 2023

In accordance with HB2560, the City of Reedsport, to extent reasonably possible, will make all meetings accessible remotely via Zoom and provide the opportunity for citizens to submit oral testimony during the meeting and written testimony by emailing cdavis@cityofreedsport.org by 4:00 p.m. on the day of each regularly scheduled council meeting.

Zoom Link: <https://us02web.zoom.us/j/88258659119?pwd=SkhkNHhrOUk2eUhud00rS1pVa1BmUT09>

6:00 p.m. Urban Renewal Quarterly Budget Committee Meeting: Separate agenda

6:15 p.m. Quarterly Budget Committee Meeting: Separate agenda

6:30 p.m. Work Session:

1. CALL TO ORDER
2. ITEMS OF BUSINESS

A. Review draft Rules of Governance for the City Council.

B. Items on the agenda.

7:00 p.m. Regular Meeting:

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. CITIZEN COMMENTS
This time is reserved for citizens to comment on items that are not on the Agenda. Maximum of five minutes per item, please.
3. PRESENTATIONS, PROCLAMATIONS, AWARDS

A. Elliott State Forest Update (Keith Tymchuk)

The Council 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 at least 48 hours before the meeting, to Deputy City Recorder Courteney Davis at (541) 271-3603.

4. APPROVAL OF THE AGENDA

5. CONSENT AGENDA

Routine items of business that require a vote but are not expected to require discussion by the Council are placed on the Consent Agenda and voted upon as one item. In the event that a Councilor or citizen requests that an item be discussed, it will be removed from the Consent Agenda and placed under General Business.

- A. Approve amended minutes of the regular session of November 7, 2022.
- B. Approve minutes of the work session of January 9, 2023
- C. Approve minutes of the regular session of January 9, 2023.
- D. Shall the City Council approve a five year extension to an Oregon Public Works Emergency Response Cooperative Assistance Agreement and authorize the City Manager to sign on behalf of the City? (Council Letter 023-010)
- E. Shall the City Council adopt a resolution amending Personnel Rules and Regulations Section 31, Travel Expense assigning 2023-002 as the title? (Council Letter 023-011)
- F. Accept Quarterly Financial Report.
- G. Motion to approve the Consent Agenda.

6. GENERAL BUSINESS

- A. Shall the City Council appoint a person to City Council Position #3 for a term ending December 31, 2024? (Council Letter 023-012) (Applicant Interviews)
- B. Shall the City Council authorize an Intergovernmental Agreement with NeighborWorks Umpqua for a Community Development Block Grant for Single-Family Home Repair in Reedsport? (Council Letter 023-013)
- C. Shall the City Council approve a task order and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents and procurement for the Winchester Bay Water Line Project? (Council Letter 023-014)

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

8. ADJOURN

AMENDED MINUTES OF THE REEDSPORT CITY COUNCIL NOVEMBER 7, 2022
AT 7:00 P.M. CITY COUNCIL SESSION VIA ZOOM & IN PERSON

PRESENT: Mayor Linda McCollum
Councilors Jeffrey Vanier, DeeDee Murphy, Joe Liedtky, and Debby Turner (Councilor Mark Bedard and Rich Patten were absent)
City Manager Deanna Schafer
City Attorney Stephen H. Miller

OTHERS PRESENT: Fire Chief Tom Anderson, Dep. City Recorder Courteney Davis, Public Works Director Kimberly Clardy, Finance Director Michelle Fraley, Dispatch Supervisor Charlene Lohf, Allen Teitzel, John Moore, Ron Eberlein, Debbie McKinney, Nick Middleton, Kevin Swift, Shelley Swift, Gary Stine, Darold Rose

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor McCollum called the meeting to order at 7:02 P.M.

2. CITIZEN COMMENTS

This time is reserved for citizens to comment on items that are not on the Agenda. Maximum of five minutes per item, please.

- A. Kevin Swift of 729 Ranch Road addressed the Council regarding concerns of a neighboring property that operates as a vacation rental and appear not to be adhering to City standards.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

- A. Swearing in of Police Officer Jacob Molano

Madam Mayor commenced the Oath of Office for newly appointed Officer Jacob Molano of the Reedsport Police Department.

- A. A proclamation for Veteran's Remembrance Day

Madam Mayor read a proclamation recognizing November 11, 2022 as Veteran's Remembrance Day.

4. APPROVAL OF THE AMENDED AGENDA

The City Manager requested that the agenda be amended to add an Open Session after the conclusion of Executive Session.

Councilor Murphy motioned to approve the amended agenda.

Councilor Liedtky seconded the motion.

MOTION:

that the City Council approve the amended agenda.

VOTE:

AYES 5 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky, and Turner voted in favor of the motion)

5. CONSENT AGENDA

Routine items of business that require a vote but are not expected to require discussion by the Council are placed on the Consent Calendar and voted upon as one item. In the event that a Councilor or citizen requests that an item be discussed, it will be removed from the Consent Calendar and placed under General Business.

- A. Approve minutes of the work session of October 3, 2022.
- B. Approve minutes of the regular session of October 3, 2022.
- C. Shall the City Council authorize an intergovernmental agreement with Portland State University (Hatfield School of Government Center for Public Services) to complete a compensation and wage analysis?

A compensation and wage analysis is a popular process that businesses and municipalities use to understand how they are paying their employees in relation to one another. Because market trends shift regularly, businesses can benefit from conducting regular compensation analyses to see if they are paying a fair salary or if they need to reevaluate pay to keep and attract skilled employees. The result of a compensation analysis is a formal pay structure companies can use as a guide in hiring or adjusting pay.

The City of Reedsport last completed a formal compensation study in 2010 with a wage update conducted in 2018. Staff wishes to see how our compensation package including salaries, insurance premium coverage, PERS contributions and other incentives provided to employees compares to other municipalities of similar population and public services provided.

Staff solicited three individual proposals from Portland State University (PSU), HR Answers, and Local Government Personnel Services (LCOG). PSU provided the most comprehensive and budgetary proposal of the three. The final report will include base salary, employee health insurance contributions, holiday, and vacation, sick and

administrative paid time off, longevity pay, employer's contribution to PERS and any non-discretionary deferred compensation provided by the employer.

Services provided under the agreement shall not exceed \$11,913.

***1. Authorize an intergovernmental agreement with Portland State University (Hatfield School of Government Center for Public Services) to complete a compensation and wage analysis**

D. Motion to approve the Consent Agenda.

Councilor Murphy motioned to approve the Consent Agenda.

Councilor Vanier seconded the motion.

MOTION:

that the City Council approve the Consent Agenda.

VOTE:

AYES 5 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtke and Turner voted in favor of the motion)

6. GENERAL BUSINESS

- A. Shall the City Council adopt a Resolution requesting a boundary change for the Lower Umpqua Enterprise Zone and assign 2022-014 as the title?

City Manager Deanna Schafer stated that a draft resolution requesting a boundary change for the Lower Umpqua Enterprise Zone (2022-014) was originally brought to the Reedsport City Council for potential adoption on August 29, 2022. At that time it was requested that staff invite Shaun Gibbs of the South Coast Development Council (SCDC) to discuss the proposed changes to the Enterprise Zone boundaries and present at the October 2022 meeting. At that meeting the Resolution was again tabled and staff was instructed to conduct more research.

The two areas that garnered the most questions, are the addition of privately owned property North West of Gardiner Oregon, in a currently undeveloped area of approximately 700 acres, currently known as the Duval property. The property is bordered on the West by mostly governmentally managed land, most notable, USFS, Oregon State Parks. On the East and North East of the property the land owners are private timber companies, Douglas County and the former International Paper Co. The USFS has shown an interest in applying for grants to purchase the property in recent

years and the Reedsport City Council has supported those efforts. They have not been successful and the Duval family trust has made indications that they are looking to sell the property to private investors.

The property is currently zoned 'CS' for Conservation Shorelands (attached). This zoning is based on the current conditions of undeveloped land. An owner can apply to rezone the property with compelling evidence that the property could support other uses in the future. This property was recommended to be added to the zone by the City of Reedsport and the Port of Umpqua. The goal was to add the property to the Enterprise Zone in order to create an incentive for future private development.

The second property in question was the point on Ork Rock Rd. The reason this property was proposed to be added to the zone is that Shaun Gibbs (SCDC) has shown the property to several prospective developers and discovered that that is the only portion of the undeveloped land out on Ork Rock Road that is not currently in the zone. Shaun proposed that the property be added as it was discussed that one of these potential developers would have been more interested if the property was included in the zone. A zone designation doesn't benefit a governmental agency and can only be utilized by private development.

There is no fiscal impact.

Councilor Vanier motioned that the City Council table the issue until the December 5, 2022 Council Meeting.

Councilor Vanier Turner seconded the motion.

MOTION:

that the City Council table the issue until the December 5, 2022 Council Meeting.

VOTE:

AYES 3 NAYES 2

(Councilors Vanier, Liedtky, and Turner voted in favor of the motion. Mayor McCollum and Councilor Murphy voted against the motion.)

B. Shall the City Council adopt the Winchester Bay Water Distribution System Plan?

Public Works Director Kimberly Clardy stated that when the City of Reedsport Water Department took over the water system in Winchester Bay the City was given very few system-wide maps of the area. With little to no information to go off of, it has made it very difficult for the Water Department to complete work without extensive research each time. In November of 2021 City staff asked for approval for Dyer Partnership to complete a task order for a Winchester Bay Water Distribution Plan, the task order was approved.

Dyer Partnership has since completed the Winchester Bay Water Distribution Plan and the City will now have a guiding document to be able to refer to.

There is no cost associated with the adoption of the Winchester Bay Water Distribution System Plan. Any future expenditures associated with the implementation of the Plan would need Council review and approval before taking action.

Councilor Vanier motioned that the City Council adopt the Winchester Bay Water Distribution System Plan.

Councilor Liedtky seconded the motion.

MOTION:

that the City Council adopt the Winchester Bay Water Distribution System Plan.

VOTE:

AYES 5

NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky and Turner voted in favor of the motion)

C. Shall the City Council approve the purchase of a new backup generator at the water plant?

Public Works Director Kimberly Clardy stated that in October 2019 the backup generator for the water plant needed to be repaired. The stator winding (the stator converts the rotating magnetic field to electric current) had shorted out and needed to be repaired and rewound. Since the generator is a backup for our water plant we had to also rent a generator in case of a power outage. Because it took so long to repair, the rental was almost as much as the repair itself. Between the rental and repair of the generator, the total price was \$44,410.

The generator is now in need of repairing/rebuilding of the injection pump and performing a cooling system service which includes replacing hoses, thermostats, gaskets, caps, and belts. If they tear into the existing problem and find additional problems the cost for repairs could go up as would the rental of a standby generator. The quote does not include the electrician's cost to hook up and disconnect the rental generator. The generator is a 1996 model and putting another \$25,000 into the equipment is not practical. It serves as the backup generator for the water plant should the power go out, so we are not able to go without a generator.

City staff received five quotes with Peterson Cat being the lowest bidder.

Peterson Cat returned the lowest overall cost proposal to the City at \$66,144. Staff is requesting \$75,000 for contingencies and electrical work which is not included in the quotes. The generator will be funded out of Water (003) capital improvements.

Councilor Vanier motioned that the City Council approve the expenditure of \$75,000 for the purchase of a new water plant generator.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve the expenditure of \$75,000 for the purchase of a new water plant generator.

VOTE:

AYES 5 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtke and Turner voted in favor of the motion)

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

1. City Manager Deanna Schafer stated that a public meeting for the levee project is scheduled for November 15. Members from FEMA, OEM, Anderson Perry and the City will be available to answer citizen questions regarding the project. Schafer added that the current project cost has nearly doubled from an original cost estimate of 5.6 million to a new estimated cost of 10 million.
2. Schafer stated that the Watershed Workshop was a success. The Workshop was held in Coos Bay, but included a tour of Reedsport Clear Lake Watershed as we are one of the only unfiltered systems. Schafer added that there were some concerns regarding the timber surrounding the watershed and the devastating effects of a wildfire and that she is meeting with a forest management consultant to review the timber surrounding the watershed.
3. Fire Chief Tom Anderson stated that Fire Prevention Month was a huge success.
4. Finance Director Michelle Fraley shared with the council a summary of the revenue previously received from the RV Dump compared to the same period since the installation of the card reader at the RV Dump site.
5. Public Works Director Kimberly Clardy stated that the City's new custodian is doing great and has received many compliments.
6. Attorney Steve Miller reminded everyone that Election Day is tomorrow, November 8, 2022 and ballots are due to the drop box no later than 8:00 pm.
7. Schafer stated that the old International Paper site in Gardiner is set for an auction on November 18.

8. Mayor McCollum stated that there is an LOC Small Cities Meeting scheduled for November 17 in Lakeside.

EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL
NOVEMBER 7, 2022 VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum

Councilors Jeffrey Vanier, DeeDee Murphy, Joe Liedtky, and Debby Turner (Councilor Mark Bedard and Rich Patten were absent)

City Manager Deanna Schafer

City Attorney Stephen H. Miller

- A. Pursuant to ORS 192.660(2)(h) – To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- B. Pursuant to ORS 192.660(2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

OPEN SESSION:

- A. Shall the City Council authorize the City Manager to accept a donation of real property from Douglas County?

Councilor Murphy motioned that the City Council authorize the City Manager to accept a donation of real property from Douglas County.

Councilor Liedtky seconded the motion.

MOTION:

~~that the City Council authorize the City Manager to enter into a lease agreement for City real property.~~

that the City Council authorize the City Manager to accept a donation of real property from Douglas County and sign the associated document(s).

VOTE:

AYES 3 NAYES 2

(Mayor McCollum, Councilors Murphy, and Liedtky voted in favor of the motion.)
(Councilors Vanier and Turner voted against the motion.)

ADJOURN

Mayor McCollum adjourned the meeting at 8:15 P.M.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder

DRAFT

MINUTES OF THE REEDSPORT CITY COUNCIL WORK SESSION
JANUARY 9, 2023 AT 6:00 P.M. VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum

Councilors Jeffrey Vanier, DeeDee Murphy, Allen Teitzel,
Rich Patten and Debby Turner

City Manager Deanna Schafer

City Attorney Stephen H. Miller

OTHERS PRESENT:

Dep. City Recorder Courteney Davis, Finance Director
Michelle Fraley, Public Works Director Kimberly Clardy,
Planning Technician Cindy Phillips, Deb Yates

WORK SESSION:

Mayor McCollum opened the work session at 6:30 P.M.

A. City update from City Manager Deanna Schafer.

City Manager Deanna Schafer briefly reviewed projects completed in 2022, projects ongoing into 2023 and future projects intended for 2024. The projects included:

Projects Completed 2022

- Paving projects: Both ends of Frontage, City Parking lot and Hawthorne were completed.
- Bumble Bee boat launch improvements were completed by the Reedsport Main Street Program including new gravel for the lot, picnic tables and viewing benches. A mural is in process and expected to be completed this summer.
- Waterfront security cameras were installed in three locations with grant funding from the Oregon State Marine Board which have aided the Reedsport Police Department and the Oregon State Police in multiple incidents.
- ODOT ADA improvements are continuing along Highway 101.
- Fire station addition design was completed by ZCS Engineers & Architects and staff has identified funding sources for the future expansion.
- Camping at Rainbow Plaza was reinstated in the months of July through October with an overhaul of the camping rules and guidelines for the plaza.
- The City contracted with MuniCode to upgrade the City's website with a modern, more user friendly design that meets current ADA requirements.
- The acquisition of Crestview Road as identified in the 1976 Covenants and Restrictions for the Alderwood Homeowners Association is awaiting 3 final signatures of the 17 homeowners.
- The City hired Paula Greer to complete the property appraisals on Compton (350 Riverfront Way), Mast Levee property (Port Dock Road and McIntosh Slough), Dunes NRA Building (855 US-101)
- Hawthorne Street wastewater improvements were completed which repositions a sewer line off of private property and through City right-of-way.

- The South Coast Development Council (SCDC) completed a professional video highlights Reedsport, Gardiner and Winchester Bay's industrial and commercial zones to attract development to the area.
- The City was able to purchase the empty lot on Water Avenue adjacent to the Rubber Factory for overflow parking at the plaza.
- The City sold the vacant lot on Highway 101 next to Aztlan Mexican Restaurant.
- The City acquired the lot at 174 N. 18th from Douglas County as a donation. The City intends to level the lot in the near future.
- The City has successfully negotiated a lease to sell the restaurant building and property at 345 Riverfront Way and the lot at 155 E. Railroad, both to the current leaseholders.
- The location of the Master Height Water Tower was platted and the land formerly acquired.
- The City's RV Dump Station, located at the Dunes NRA Building, was successfully updated including a new kiosk which accepts card payment only.
- Arthur Drive was reconstructed by Knife River with funding from the ODOT Small City Allotment grant program.
- Staff continues to monitor the water runoff on Crestview Hill which has caused damage to the road and the drainage gutter as water can pool in certain areas allowing it to cause deterioration.
- The City Shop expansion project is moving forward with the completion of a new perimeter fence and the brush clearing complete.

Projects Ongoing into 2023

- The City Shop expansion project will continue with the next phase anticipated to complete the design for the future improvements.
- The City received \$3.7 million from Business Oregon for Seismic Rehabilitation Grants for both Police and Fire Departments which also includes some remodeling of the Police Station for modernization.
- The City has completed the Environmental Review and Mitigation process for the levee grant through FEMA. Fiscal award from the State is anticipated to occur this spring. Engineering and GeoTech analysis is in progress. The funding secured by Representative Wright, although it cannot be used as matching funds, the City will be able to recuperate the money it has already spent on the environmental review and other aspects of the project.
- The proposed Riverside RV Park on Port Dock Road continues with discussions regarding signage, wastewater capacity, zone changes, and the planning application. The owners are hoping to have a portion of the project completed and open by the end of summer.
- Coho RV Park on Winchester Avenue is in the process of revising its fence design to accommodate the levee right-of-way which cannot have permanent posts in it for the integrity of the levee itself.
- Staff is working with the Planning Commission and the City Council to review the ordinance(s) governing vacation rentals in the City. This will include the detailed review of the Housing Needs Analysis and Buildable Lands Inventory that was recently complete by FCS Group out of Portland.

- Staff continues to review and renew the Comprehensive Plan for future development.
- Staff continues to maintain contact with representatives at DFN for the proposed Fiber Installation across the Umpqua River.
- Staff continues to maintain information on the possible sale and development of the industrial lot in Gardiner that was the former home of the International Paper Mill.
- Staff continues to engage in miscellaneous land acquisition and negotiations.
- The City received a \$2.3 million dollar CDBG grant for the Forest Hills Pump Station and Force Main Improvements at 22nd Street and Bicentennial Park.
- Staff will be presented council with a lease agreement for the installation of an ozone treatment as a secondary treatment that will be used during identified times of turnover to potentially eliminate the taste and odor issues with the City's water.
- Staff has been successful in getting two street lights in the Master Heights Subdivision installed and is continuing to work with the local power company to install the appropriate transformers to power the two existing street lights in the Providence Subdivision.
- The ODOT FLAP application to complete the engineering to complete the multi-nodal trail between Deans Creek and Winchester Bay was not selected for award.
- Staff has identified several locations that would benefit from a public restrooms including Bicentennial Park and Myrtle Grove Park. The City had intentions of placing an additional public restroom at Rainbow Plaza, however the City could not utilize OPRD funding for that project since there is already one at the boat launch.
- Staff has received a proposal from a recruiting firm for the vacant Police Chief position. The current market is seeing more Chief's retiring than those available for hiring which is of course limiting the market substantially. The other benefit to a recruiting firm is they will complete a limited background and reference check before referring them to the City for consideration.
- The 10-year franchise agreement with Charter Communications is set to expire this year. The City hired outside counsel with expertise in franchise agreements whom determined that the proposed agreement from Charter contained an extensive amount of changes that were not disclosed.
- ODOT is continuing the traffic study for the proposed "Fly-Over" on Highway 38 and E. Railroad. ODOT has identified a firm that is completing an engagement plan for community involvement which will also include a page on the City website dedicated to project updates and community involvement.
- ODOT is continuing to work on the engineering plans for the proposed construction of the revisions to Highway 101 in uptown. Staff was in contact with ODOT last month whom is still expecting to have the proposal complete by this spring.
- ODOT has prioritized the installation of the overhead light at Winchester Avenue and allocate the money from the City for those projects. ODOT will incorporate the requested light at 13th and 19th Street into the construction project in uptown.
- Staff is currently working with CFPA to complete a defensible space survey of diseased, damaged and or dangerous trees on City property adjacent to homes to apply for a State Grant.
- Staff is working with Stunzner Engineering to conduct a timber survey and forest management plan regarding the forests specifically surrounding the water plant due

to concerns of the potential devastation to our plant and the watershed itself should a wildfire occur on or adjacent to the water plant.

- Staff is working with the DEQ to either purchase the western arm of the lake or enter into a Conservation Easement with the private investment company that would create a 200+ foot buffer around the lake.
- Staff continues to advertise for citizen volunteers to complete a committee to begin reviewing the City Charter and recommending revisions to the City Council to be voted upon by the citizens at a future election.
- Staff has advertised for a firm to complete a substantial amendment to the Urban Renewal District Plan which will extend the district for additional years in order to complete aspects of the plan that have not yet been finished.

Near Future Projects – 2024

- The City's lease with Douglas County for the Landfill is expiring in 2024 and staff has received rumors that the County maybe interested to having a private waste management company take over the operations of the landfill here in Reedsport.
- The City Water Master Plan expires in 2026 and City staff will continue working with The Dyer Partnership Engineers and Planners to implement a new plan that meets state requirements prior to deadlines. This will also include a Water Conservation Management Plan and a Sewer Master Plan.
- The City will be completing a Utility Rate Study in the near future.

Mayor McCollum adjourned the work session at 6:55 p.m.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Recorder

MINUTES OF THE REEDSPORT CITY COUNCIL JANUARY 9, 2023 AT 7:15 P.M.
CITY COUNCIL SESSION VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum
Councilors Jeffrey Vanier, DeeDee Murphy, Allen Teitzel,
Rich Patten and Debby Turner
Student Council Hayden Adams
City Manager Deanna Schafer
City Attorney Stephen H. Miller

OTHERS PRESENT:

Dep. City Recorder Courteney Davis, Public Works Director
Kimberly Clardy, Finance Director Michelle Fraley, Deb
Yates

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor McCollum called the meeting to order at 7:15 P.M.

2. CITIZEN COMMENTS

*This time is reserved for citizens to comment on items that are not on the Agenda.
Maximum of five minutes per item, please.*

- A. Shelley Swift of 729 Ranch Road addressed the Council regarding the possibility of creating a citizen advisory board for the new anticipated regulations on vacation rentals.

City Manager Deanna Schafer responded that citizen input will be solicited during upcoming meetings regarding the Housing Needs Analysis and Buildable Lands Inventory.

- B. Citizen Dennis Swartz addressed the Council regarding the recent passage of the two-year temporary moratorium on psilocybin facilities in Reedsport.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

- A. Oath of Office for Mayor and three City Council positions.

Attorney Stephen Miller commenced the Oath of Office for Mayor Linda McCollum, Councilor Allen Teitzel, Councilor Rich Patten and Councilor Allen Teitzel.

- B. Oath of Office for Student Councilor Hayden Adams.

Madam Mayor commenced the Oath of Office for Student Councilor Hayden Adams.

4. APPROVAL OF THE AGENDA

Councilor Murphy motioned to approve the agenda.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve the agenda.

VOTE:

AYES 6

NAYES 0

(Mayor McCollum, Councilors Murphy, Teitzel, Bedard, Patten and Turner voted in favor of the motion)

5. CONSENT AGENDA

Routine items of business that require a vote but are not expected to require discussion by the Council are placed on the Consent Agenda and voted upon as one item. In the event that a Councilor or citizen requests that an item be discussed, it will be removed from the Consent Agenda and placed under General Business.

~~A. Approve amended minutes of the regular session of November 7, 2022.~~

B. Approve minutes of the regular session of December 5, 2022.

C. Shall the City Council adopt Resolution 2023-001 adjusting fees?

In January 2010, the City Council was presented a Fee Resolution created to combine all fees charged by the City of Reedsport on to one schedule to be voted on at the beginning of each year.

To ensure that the City is charging a reasonable fee for its services, licenses and permits, a fee which offsets the cost of license issuance and related inspections and enforcement, it is important to periodically review the City's costs as compared to fees.

The attached fee schedule for 2023 identifies any fees that staff recommends to be increased, deleted or added. These new and recommended increased fees are outlined below and are based on comparing current fees with Cities of similar population and facilities.

Liquor License/Temporary or Special Event – Established at \$25.00 per application.

Garage Sale Permit– Added for ease of access for City Staff regarding pricing.

Fingerprint Fees – Increase from \$15.00 per card to \$20.00 per card.

Report Copy Fee – Increased from \$0.30 to \$0.50 per two-sided page, to match administrative increase done in 2021.

R.V. Dump Fee – Increased from \$5.00 per use to \$10.00 per use per Resolution 2022-008.

Building Use

(Non-Profit) Senior Center Great Room – Increased from \$50.00 per use to \$50.00 per four hours or \$100.00 per day.

(Non-Profit) Senior Center Pool Room – Established at \$25.00 per four hours or \$75.00 per day.

(Non-Profit) Kitchen – Increased from \$25.00 per use to \$50.00 per use

(Private) Senior Center Great Room – Increased from \$75.00 per use to \$75.00 per four hours or \$175.00 per day.

(Private) Senior Center Great Room – Established at \$50.00 per four hours or \$100.00 per day.

(Profit-Making) Senior Center Great Room – Increased from 10% of gross profit or \$50.00, whichever is less to \$75.00 per day.

Senior Center Cleaning Deposit – Increased from \$50.00 per use to \$100.00 per use.

NOTE: 50% of the fees collected for the use of the Senior Center Kitchen is forwarded to the Lower Umpqua Community Center, Inc. a 501-C(3) board which raised funds for the repair and replacement of the kitchen equipment.

(Non-Profit Fundraising) Comm. Building Gym – Increased from \$50.00 per use to \$50.00 per four hours or \$100.00 per day.

(For-Profit Regular meetings) Comm. Building Gym – Increased from \$25.00 per use to \$50.00 per use.

(All other non-profit functions) Comm. Building Gym – Increased from \$25.00 per use to \$50.00 per use.

(Political and Private) Comm. Building Gym – Increased from \$75.00 per use to \$75.00 per four hours or \$175.00 per day.

Comm. Building Gym Cleaning Deposit – Increased from \$50.00 per use to \$150.00 per day or \$250.00 with alcohol.

(Non-Profit/Political/Private) Comm. Building Kitchen – Increased from \$25.00 per use to \$25.00 with gym rental or \$50.00 per day.

Comm. Building Kitchen Cleaning Deposit – Increased from \$50.00 per use to \$100.00 per day.

Dumpster use fee – Increased from \$18.00 per event to \$25.00 per event/per day.

(Non-Profit Fundraising) Council Chambers – Increased from \$25.00 per use to \$50.00 per use.

(All other non-profit functions) Council Chambers – Increased from \$25.00 per use to \$40.00 per use.

(Political/Private) Council Chambers – Increased from \$25.00 per use to \$75.00 per day.

Council Chamber Cleaning Deposit – Increased from \$50.00 per day to \$100.00 per day.

There is an unknown fiscal impact to the recommended fee adjustments.

1. Adopt Resolution 2023-001 adjusting fees.*

D. Shall the City Council authorize the extension of Lease Agreement with Lower Umpqua Ministerial Association for a term of six months?

The existing lease agreement is set to expire on February 13, 2023. The current Director, Susan Martin, is seeking Council's approval to extend the existing lease for a period of six months to allow her time to complete the necessary steps of creating a 501(c)3 separate of LUMA in which the Project Blessing Food Pantry ("Pantry") will continue to operate under into the future. Once established a lease will be renegotiated with the Pantry.

The Pantry has undergone many changes since relocating to its current location in 2013, such as acquiring computer software for tracking food and patrons, office equipment, shelving, refrigerators, freezers, a box truck for picking up food, which allows for more food to come into the Pantry and a 1218 sq. ft. expansion, etc. With the recent closure of the AARP Food Pantry at Henderson Park, Project Blessing is now the only food pantry in Coastal Douglas County.

The Pantry uses open distribution which is different than most food pantries. This method allows clients to come when they need and take what they need without

limitations or restrictions. The Pantry operates three days a week as well as online ordering and delivery.

No other modifications to the lease agreement are proposed.

There is no fiscal impact.

1. Authorize the extension of the Lease Agreement with Lower Umpqua Ministerial Association for a term of six months.*

- E. Shall the City Council approve a task order and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents and procurement for the Forest Hills Pump Station and Force Main Project?

The City of Reedsport applied for and was awarded federal funds from the Oregon Community Development Block Grant Program (CDBG) administered by Business Oregon. The \$2,351,288 grant is for the engineering, construction and administrative oversight to relocate the existing sewer force main and replace the aging pump station serving Forest Hills.

In 2021, the City completed the engineering and environmental review of the project design prior to application for grant funding. The next phase of the project is to begin the engineering work for the construction phase of the project as outlined in the attached task order.

Staff has completed all necessary documents and has received the approval for release of funds from the State of Oregon which allows the City of Reedsport to move forward and obligate grant funds as necessary.

Any fiscal obligation associated with this task order is reimbursable through the awarded grant funds.

1. Approve a task order and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents and procurement for the Forest Hills Pump Station and Force Main Improvements project.*

Councilor Murphy motioned to approve the amended Consent Agenda.

Councilor Patten seconded the motion.

MOTION:

that the City Council approve the Consent Agenda.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion. Student Councilor Adams cast an advisory vote in favor).

6. GENERAL BUSINESS

- A. Shall the City Council accept the termination of the Intergovernmental Agreement with Douglas County for the collection of Transient Room Tax revenue?

City Manager Deanna Schafer stated that on December 21, 2022 the Douglas County Board of Commissioners provided notice the intergovernmental agreement between the County and the City for the collection of fees collected by county facilities would terminate 30 days from receipt of the notice.

There is no fiscal impact as the City does not receive any compensation of administrative costs from the Intergovernmental Agreement.

Councilor Murphy motioned that the City Council accept the termination of the Intergovernmental Agreement with Douglas County for the collection of Transient Room Tax revenue.

Councilor Vanier seconded the motion.

MOTION:

that the City Council accept the termination of the Intergovernmental Agreement with Douglas County for the collection of Transient Room Tax revenue.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion. Student Councilor Adams cast an advisory vote in favor).

- B. Shall the City Council enter into an Intergovernmental Agreement with Douglas County for the hiring of The Dyer Partnership Engineers & Planners to perform the preliminary engineering of the Winchester Bay Water Line Project?

City Manager Deanna Schafer stated that The Dyer Partnership Engineers & Planners recently completed the Winchester Bay Water Distribution System Plan and it was determined that the existing 6" AC water line that runs along Salmon Harbor Drive is inadequate for the fire flow and future growth that Douglas County is anticipating. The

project is to install approximately 6,100 lineal feet of new 12" water line along Salmon Harbor Drive and Lighthouse Road. The current 6" AC water line will be taken out of service and all existing services will be connected to the new 12". These projects are described as Project #1 and #2 in the Winchester Bay Water Plan dated December 2022.

Douglas County wishes to enter into an Intergovernmental Agreement with the City of Reedsport regarding the Winchester Bay Water Line Project. By entering into this agreement with Douglas County City staff is hoping that project #1 and #2 will help the City replace aging infrastructure and helps Douglas County with the future growth that is anticipated.

There is no cost associated with the approval of the Intergovernmental Agreement. Any future expenditures associated with the Winchester Bay Water Line Project would need Council review and approval before taking action.

Councilor Vanier motioned that the City Council approve the Intergovernmental Agreement with Douglas County for the hiring of The Dyer Partnership Engineers & Planners to perform the preliminary engineering of the Winchester Bay Water Line Project and authorize the City Manager to sign on behalf of the City.

Councilor Teitzel seconded the motion.

MOTION:

that the City Council approve the Intergovernmental Agreement with Douglas County for the hiring of The Dyer Partnership Engineers & Planners to perform the preliminary engineering of the Winchester Bay Water Line Project and authorize the City Manager to sign on behalf of the City.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Murphy, Liedtke, Bedard, Patten and Turner voted in favor of the motion. Student Councilor Adams cast an advisory vote in favor).

- C. ~~Shall the City Council approve task order #22 and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents, and procurement for the Winchester Bay Water Line Project?~~
- D. Shall the City Council authorize an agreement with Sound Water Services for a water plant treatment system?

Public Works Director Kimberly Clardy stated that in 2017 the ozone and chlorination were taken offline at the water plant and treated with UV and Miox. At that time the ozone

generator was removed from the plant and shortly after that, we started to get complaints about the taste and odor of the water.

During our most recent inspection with our Regional Engineer for Drinking Water Services, we were discussing the taste and odor issue and she had us reach out to Tri-City Oregon Water Lead as they were having the same issue and were able to resolve their issue by working with Sound Water Services. I reached out to Sound Water Services and a system was constructed that they feel will be able to resolve our taste and odor issues. The Sound Water Service system was roughly around \$80,000 whereas the other methods we have looked at have had a much steeper price range of around \$1.5 million. After talking it over with our engineers they recommended that we try to do a pilot program with Sound Water Services so we can make sure it is going to alleviate the taste and odor issues. Sound Water Services agreed to do a rental agreement for the system. If the system works approximately half of the rental fee will go towards the purchase of the new system. The rental fee per month is \$4,975 which includes the air compressor that is needed to run the ozone generator. The rental agreement is for two months, and it can be extended should we need additional time.

City staff has been working on a solution to help with the taste and odor and has looked at many different options with our engineers. Since the UV and Miox are used to disinfect the water, the ozone generator will only be used for taste and odor during the months that we have a turnover in the lake.

The ozone generator rental will be funded out of Water Capital (003).

Councilor Vanier motioned that the City Council authorize the lease agreement between the City of Reedsport and Sound Water Services authorizing City Staff to purchase the system should the system demonstrate to be successful and authorize the City Manager to sign on behalf of the City.

Councilor Turner seconded the motion.

MOTION:

that the City Council authorize the lease agreement between the City of Reedsport and Sound Water Services authorizing City Staff to purchase the system should the system demonstrate to be successful and authorize the City Manager to sign on behalf of the City.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Murphy, Liedtke, Bedard, Patten and Turner voted in favor of the motion. Student Councilor Adams cast an advisory vote in favor).

E. Shall the City Council accept the resignation of Council position #3 and give direction for filling the vacancy?

City Manager Deanna Schafer stated that on December 23, 2022 Reedsport City Councilor Joe Liedtky tendered his resignation from the Reedsport City Council. According to the Reedsport City Charter Chapter VII, upon receiving a resignation the City Council shall declare a vacancy. Vacancy in elective offices in the City shall be filled through appointment by a majority of the incumbent members of the Council if the unexpired term is greater than six months.

Mr. Liedtky's remaining term is through December 31, 2024; therefore, the City Council will need to direct staff to advertise the vacancy and accept applications for the position. Applicants can then be interviewed by the City Council at a regularly scheduled council meeting.

There is no fiscal impact other than staff time and the cost to advertise the position, if directed to do so.

Councilor Patten motioned that the City Council declare a vacancy of City Council position #3 and instruct Staff to advertise the vacancy and accept applications for the position.

Councilor Murphy seconded the motion.

MOTION:

that the City Council declare a vacancy of City Council position #3 and instruct Staff to advertise the vacancy and accept applications for the position.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion. Student Councilor Adams cast an advisory vote in favor).

F. Councilor committee assignments by the Mayor.

City Manager Deanna Schafer stated annually, the Mayor makes assignments from the City Council membership to various Committees, Forums and Associations. The Mayor is being asked to make new assignments for the 2023 calendar year. All assignments with the exception of Council President and Alt. Council President (which hold a 2-year assignment) expire on December 31st of each year.

The following are the current Councilor Committee assignments for the previous year:

Council President

Alt. Council President

[expires December 2022]

Jeffrey Vanier

[expires December 2022]

Rich Patten

Council Audit Committee

[meets as required]

Mayor Linda McCollum
Councilor Debby Turner

City Parks and Beautification Committee/City Tree Board

[meets in City Hall as required]

Debby Turner

Council Personnel Committees:

[meet as required]

City Attorney Evaluation

Full City Council

City Prosecutor Evaluation

City Manager

City Manager Evaluation

Full City Council

Municipal Judge Evaluation

Full City Council

League of Oregon Cities (LOC), Legislative Committee

[meets in Salem during the Summer before a legislative session]

Mayor Linda McCollum

Lower Umpqua Economic Development Forum

[meets monthly on the third Tuesday.]

Staff: City Manager
Council: Mark Bedard

Traffic Safety Advisory Committee

[meets in City Hall on the third Tuesday of each quarter]

Councilor Debby Turner

Umpqua Experience Steering Committee

[meets in the Umpqua Discovery Center]

Mayor Linda McCollum

There is no fiscal impact.

Staff recommended appointing councilors to serve on the Cities boards and committees at the Mayor and Councils own discretion.

Councilor Teitzel motioned that the City Council adopt Councilor committee assignments for the 2023 calendar year.

Councilor Turner seconded the motion.

MOTION:

that the City Council adopt Councilor committee assignments for the 2023 calendar year.

VOTE:

AYES 6

NAYES 0

(Mayor McCollum, Councilors Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion. Student Councilor Adams cast an advisory vote in favor).

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

1. City Manager Deanna Schafer stated that the Douglas County City Managers have been connecting once weekly through the pandemic. The managers met in person this last week in Sutherlin. Seven of the participating cities listed homelessness as their top priority in the coming year. Affordable housing, housing availability and aging infrastructure were also repeated as top priorities.
2. Schafer stated that seismic construction on the downtown police/fire station is slated to begin in March. The station will remain fully operational during construction and a temporary structure will be utilized in the back parking lot for dispatch.
3. Mayor Linda McCollum introduced Mr. John Chivers, CEO of Lower Umpqua Hospital.
- 4.

EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL
JANUARY 9, 2023 VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum

Councilors DeeDee Murphy, Joe Liedtky, Mark Bedard, Rich Patten and Debby Turner (Councilor Jeffrey Vanier was absent)

City Manager Deanna Schafer

City Attorney Stephen H. Miller

- A. Pursuant to ORS 192.660(2)(h) – To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

9. OPEN SESSION

- A. Shall the City Council review the agreement with the Reedsport/Winchester Bay Chamber of Commerce and make a recommendation?

Councilor Patten motioned that the City Council negotiate a new agreement with the Reedsport/Winchester Bay Chamber of Commerce.

Councilor Murphy seconded the motion.

MOTION:

that the City Council negotiate a new agreement with the Reedsport/Winchester Bay Chamber of Commerce

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Murphy, Liedtke, Bedard, Patten and Turner voted in favor of the motion).

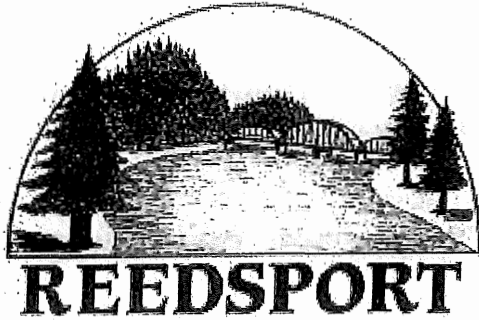
11. ADJOURN

Mayor McCollum adjourned the meeting at 9:30 P.M.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder



CITY OF REEDSPORT

451 Winchester Avenue
Reedsport, OR 97467-1597
Phone (541) 271-3603
Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-010
Agenda of February 6, 2023
RE: ODOT Cooperative
Assistance Agreement

ISSUE:

Shall the City Council approve a five year extension to an Oregon Public Works Emergency Response Cooperative Assistance Agreement and authorize the City Manager to sign on behalf of the City?

BACKGROUND:

The Oregon Public Works Emergency Response Cooperative Assistance Agreement is up for renewal. This agreement:

- Enables public works agencies to support each other during an emergency.
- Provides the mechanism for immediate response to the Requesting Agency then the Responding Agency determines it can provide the needed resources and expertise.
- Sets up the documentation needed to seek maximum reimbursement possible from federal agencies.

Public works agencies in Oregon may sign the agreement or cancel their participation as they wish. The Oregon Department of Transportation (ODOT) maintains the list of all parties to the agreement and sends an updated list to all agencies whenever an agency is added to or removed from the list. Any agency may cancel its participation by giving written notice.

FISCAL IMPACT:

There is no fiscal impact unless the City of Reedsport requests assistance per the agreement.

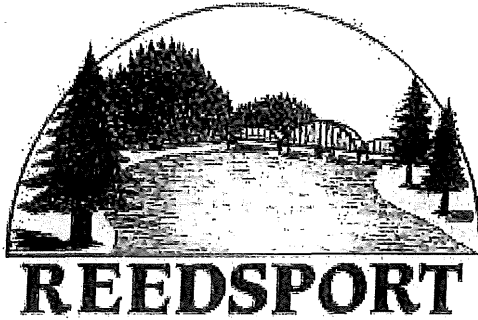
ALTERNATIVES:

1. **Approve a five year extension to an Oregon Public Works Emergency Response Cooperative Assistance Agreement and authorize the City Manager to sign on behalf of the City.***
2. Decline to approve a five year extension to an Oregon Public Works Emergency Response Cooperative Assistance Agreement.
3. Table the issue and direct staff to conduct additional research.

RECOMMENDATION:

Staff recommends Alternative #1.

Kimberly Clardy
Public Works Director



CITY OF REEDSPORT

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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-011
Agenda of February 6, 2023
RE: Personnel Rules and
Regulations Amendment

ISSUE:

Shall the City Council adopt a Resolution amending Personnel Rules and Regulations Section 31, Travel Expense assigning 2023-002 as the title?

BACKGROUND:

The purpose of the Personnel Rules and Regulations is to provide systematic and equitable procedures and regulations relating to the hiring, compensation, hours of work, leave, safety, training, working conditions and other matters effecting the status of the employees of the City of Reedsport. The rules and regulations are provided to maintain uniformity and equality in personnel matters which will make the City attractive as a career and to encourage each employee to give their best.

Staff has been tasked with updating the current personnel rules and regulations to conform to applicable laws and modernization as most rules and regulations have not been updated since 1994. Staff has taken the previously established Section 31 and amended it to clarify previous unwritten guidance based on current City practices and minor grammatical errors.

FISCAL IMPACT:

There is no fiscal impact.

ALTERNATIVES:

1. Adopt a Resolution amending Personnel Rules and Regulations Section 31, Travel Expense assigning 2023-002 as the title.*
2. Decline to adopt a resolution

3. Table the issue and direct Staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Courteney Davis
Deputy City Recorder

RESOLUTION 2022-018

A RESOLUTION AMENDING THE CITY OF REEDSPORT PERSONNEL RULES AND REGULATIONS.

WHEREAS, the purpose of the City of Reedsport Personnel Rules and Regulations is to provide systematic and equitable procedures and regulations relating to the hiring, compensation, hours of work, leave, safety, training, working conditions, promotions, discipline, removal and other matters affecting the status of the employees of the City of Reedsport; and

WHEREAS, the City of Reedsport Personnel Rules and Regulations state the policy regarding grievance procedures; and

NOW, THEREFORE, BE IT RESOLVED that the Reedsport City Council hereby revises Section 31, Travel Expense of the City of Reedsport Personnel Rules and Regulations as attached; and

BE IT FURTHER RESOLVED that the City of Reedsport Personnel Rules and Regulations Amendment Record (pages AR-1 through AR-3) is hereby amended, as attached, to reflect this revision to the Rules and Regulations.

PASSED AND MADE EFFECTIVE BY THE REEDSPORT CITY COUNCIL this 9th day of January 2023.

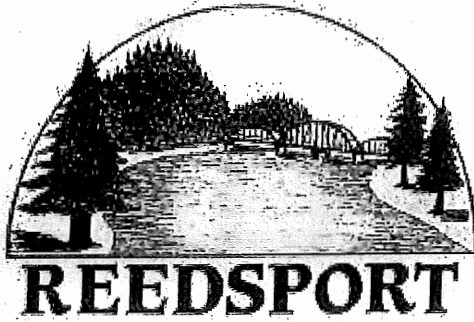
AYES _____ NAYS _____

APPROVED by the Mayor this 9th day of January 2023.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Recorder



CITY OF REEDSPORT

451 Winchester Avenue
Reedsport, OR 97467-1597
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Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-012
Agenda of February 6, 2023
RE: City Councilor Appointment

ISSUE:

Shall the City Council appoint a person to City Council Position #3 for a term ending December 31, 2024?

BACKGROUND:

Currently the City of Reedsport City Council has a vacancy with a term expiring on December 31, 2024. On January 9, 2023 the City Council accepted the resignation of Councilor Joseph Liedtky and declared a vacancy. Staff was directed to advertise and accept applications for the vacancy.

The applicant appointed to this position will need to run for election in the November 2024 general election if they wish to continue.

Attached you will find five applications for the City of Reedsport City Council. Applicants are listed alphabetically by last name.

Applicant – Brenda Fraley

Applicant – John Kollerup

Applicant – Laura McCorkle

Applicant – Charles Miller

Applicant – Robert Wright

COUNCIL ALTERNATIVES:

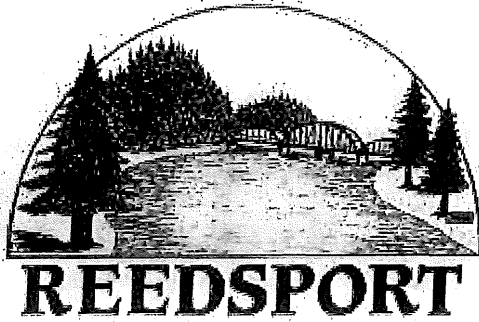
1. Appoint a person to City Council Position #3 for a term ending December 31, 2024.

2. Table this issue and instruct staff to re-advertise for citizens interested in serving on the City of Reedsport City Council.

RECOMMENDATIONS:

Staff recommends alternative #1.

Deanna Schafer
City Manager



CITY OF REEDSPORT

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Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-013
Agenda of February 6, 2023
RE: IGA NeighborWorks CDBG

ISSUE:

Shall the City Council authorize an Intergovernmental Agreement with NeighborWorks Umpqua for a Community Development Block Grant for Single-Family Home Repair in Reedsport?

BACKGROUND:

NeighborWorks Umpqua (NWU) administers loan and grant programs that assist eligible, low- to moderate-income homeowners with repairs to their homes. We are currently serving homeowners in Coos County, and will soon be serving Douglas County as well. Both single family and manufactured homes (including those on leased land) may be eligible.

The Single-Family home repair program functions to help single-family homeowners get repairs they desperately need in our communities. NWU works with Business Oregon, Cities, and Counties to seek Community Development Block Grant (CDBG) funds to provide the repairs within Coos, Curry, and Douglas Counties. The Housing Rehabilitation CDBG allowed us to help homeowners get up to \$15,000 in repairs to their homes that they themselves cannot afford. NWU only assists homeowners that are at or below 80% of the Area Median Income limits as set by HUD at the time we do the work.

NWU intends to seek \$281,000.00 in funding for repairs to mostly Single-Family stick-built homes. A further \$100,000.00 will also be sought for Manufactured Homes only. The management and administration funding for the projects will take the total of the grant up to \$500,000. NWU is again partnering directly with the City of Coos Bay as the lead to function this work and are hoping that the City of Reedsport and Coos County will be willing to sign the IGA and partner with NWU.

NWU currently has a list of 24 residences that are seeking repairs within the city of Reedsport.

COUNCIL ALTERNATIVES:

1. Authorize an Intergovernmental Agreement with NeighborWorks Umpqua for a Community Development Block Grant for Single-Family Home Repair in Reedsport and authorize the City Manager to sign on behalf of the City.
2. Decline to authorize an Intergovernmental Agreement with NeighborWorks Umpqua for a Community Development Block Grant for Single-Family Home Repair in Reedsport
3. Table this issue and direct staff to conduct additional research.

RECOMMENDATIONS:

Staff recommends alternative #1.

Deanna Schafer
City Manager

Intergovernmental Agreement in Support of a Community Development Block Grant

From the 2023 Community Development Block Grant Program

Administered by the Oregon Business Development Department, Infrastructure Finance Authority

Agreement Title: 2023 Coos Bay Regional Residential Housing Rehabilitation Program

Agreement Date: <Date>

Signatory Parties: City of Coos Bay, City of Reedsport, and Coos County

Agreement: The above signatory parties agree to jointly sponsor a Housing Rehabilitation Program provided through a Community Development Block Grant (CDBG), Administered by the Oregon Business Development Department, Infrastructure Finance Authority and recognize the City of Roseburg as the lead agency that will be responsible for applying, receiving, and administering the CDBG award.

Grant Activity: The purpose of the proposed CDBG is to manage a housing rehabilitation grant program to assist low-income homeowners in repairing their homes.

Constraints: One hundred percent (100%) of the benefited owner-occupied household occupants must have incomes that are below the federal low- and moderate-income limit: 80% of the Area Median Family Income (AMI) as adjusted by family size.

Only persons who reside within the boundaries set by the cities and unincorporated/non-entitlement county areas of the signatory parties are to receive the housing rehabilitation funding.

NeighborWorks Umpqua will enter into a sub-recipient agreement with the lead agency, the City of Coos Bay, to manage the housing rehabilitation program.

Counterparts: This agreement may be signed in counterparts and each counterpart will be deemed an original. Copies of all signatures will be provided as part of the grant application and to each signatory.

Multiple Parties: In the event that one or more of the signatories identified above decline to sign this agreement, it remains sufficient for all other signatories to receive the benefits of the agreement.

So Agreed:

(City of Coos Bay)

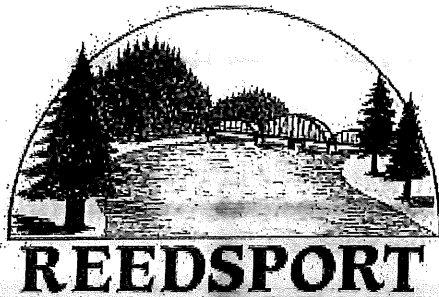
Date

(City of Reedsport)

Date

(Coos County)

Date



CITY of REEDSPORT

451 Winchester Avenue
Reedsport, OR 97467-1597
Phone (541) 271-3603
Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-014
Agenda of February 6, 2023
RE: WB Water Line Project
Engineering

ISSUE:

Shall the City Council approve a task order and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents, and procurement for the Winchester Bay Water Line Project?

BACKGROUND:

At the January 9, 2023 City Council Meeting the council authorized an Intergovernmental Agreement between the City of Reedsport and Douglas County for the Winchester Bay Waterline Project. Douglas County will reimburse the City of Reedsport for fees in connection with the attached task order.

The Dyer Partnership Engineers & Planners recently completed the Winchester Bay Water Distribution System Plan and it was determined that the existing 6" AC water line that runs along Salmon Harbor Drive is inadequate for the fire flow and future growth that Douglas County is anticipating. The project is to install approximately 6,100 lineal feet of new 12" water line along Salmon Harbor Drive and Lighthouse Road. The current 6" AC water line will be taken out of service and all existing services will be connected to the new 12".

These projects are described as Project #1 and #2 in the Winchester Bay Water Plan dated December 2022. The Dyer Partnership Engineers & Planners has issued task order #22 in the amount of \$262,700.

FISCAL IMPACT:

The City of Reedsport will act as a pass-through for payment to The Dyer Partnership Engineers & Planners with Douglas County reimbursing the City.

ALTERNATIVES:

1. Approve task order #22 in the amount of \$262,700 and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction

documents, and procurement for the Winchester Bay Water Line Project and authorize the City Manager to sign on behalf of the City.

2. Decline to approve a task order and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents, and procurement for the Winchester Bay Water Line Project?
3. Table the issue and direct staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Kimberly Clardy
Public Works Director