

MINUTES OF THE REEDSPORT CITY COUNCIL JULY 10, 2023 AT 7:00 P.M.
CITY COUNCIL SESSION VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum

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

Student Councilor Hayden Adams was absent.

City Manager Deanna Schafer

Attorney Melissa Cribbins

OTHERS PRESENT:

Dep. City Recorder Courteney Davis, Public Works Director Kimberly Clardy, Finance Director Michelle Fraley, Police Chief John Carter, Ernie & Laura Lamoureux, Valerie Bowman, Debbie McKinney, Roy Swift, Ofc. Zane Mitchell, Ofc. Mike Snyder, Ofc. Keenan Walker, Ofc. Jim Wood, Charlene Lohf, Trent Van Dusen, Dan Karpa, Ofc. Brandon Bern, Deputy Littrell, Hazel Brewster, Kathleen Clardy, Deputy Mitchell, Trooper Mitchell, Victoria Lavallee

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor McCollum called the meeting to order at 7:03 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.

None.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

A. Introduction of Part-time Communications Officer Val Fox.

Communications Supervisor Charlene Lohf introduced Val Fox to the Council and citizens. Val has been volunteering at the K9 Shelter for many years and also owns her own graphic design business. Val will be working in dispatch as needed once she completes her training.

B. Oath of Office for Police Officer Zane Mitchell.

Mayor McCollum administered the Oath of Office for newly appointed Police Officer Zane Mitchell. Ofc. Mitchell was accompanied by his wife, children along with family and friends. Ofc. Mitchell comes from a law enforcement family as his father and uncle serve with neighboring agencies.

4. APPROVAL OF THE AMENDED AGENDA

City Manager Schafer asked that the agenda be amended to add General Business item E. to consider the appointment of an interim City Attorney.

Councilor Turner motioned to approve the Amended Agenda.

Councilor Vanier seconded the motion.

MOTION:

that the City Council approve the Amended Agenda.

VOTE:

AYES 7 NAYES 0

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

5. CONSENT CALENDAR

Routine items of business that require a vote but are not expected to require a 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 City Council Regular Session of June 5, 2023.
- B. Approve minutes of the City Council Regular Session of June 19, 2023.
- C. Motion to approve the Consent Calendar.

Councilor Teitzel motioned to approve the Amended Agenda.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve the consent calendar

VOTE:

AYES 7 NAYES 0

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

6. GENERAL BUSINESS

A. Shall the City Council issue an encroachment permit for 1757 Greenwood Avenue?

City Manager Deanna Schafer stated that on June 20th, 2023 staff was notified by an adjoining landowner that there may be an illegal encroachment onto City property located at 1757 Greenwood Avenue. The complainant stated that a substantial fence was being build. Staff investigated the claim and found that in fact fence panels had been install that same day to replace an existing fence on the property that was pre-existing.

It was also noted that the encroachment of a shed and evidence of wear confirmed with aerial footage that this is not a new encroachment and in fact several property owners in the area have encroached into this stretch of unimproved platted alley way.

Because of the steep and diverse terrain in the alley, it is not an alley that can ever be improved for vehicle passage. Staff has been previously approached about potentially vacating the area (splitting it between adjacent property owners, however, there is an existing waterline that runs in the alley way behind the houses, so the City would have to establish an easement for the exact same dimensions of the current alley way, making it unreasonable to relinquish ownership of the property).

The granting of encroachment permits onto City unimproved right-of-ways for the purpose of maintaining and improving property directly adjacent to residential lots is a City Council function, as opposed to a Planning Commission function.

There is no fiscal impact for issuing an encroachment permit.

Councilor Miller motioned to issue an encroachment permit for 1757 Greenwood Avenue.

Motion dies for lack of a second

Councilor Patten motioned to table the issue and direct staff to conduct additional information.

Councilor Turner seconded the motion.

MOTION:

that the City Council table the issue and direct staff to conduct additional information.

VOTE:

AYES 4 NAYES 3

(Councilors Vanier, Murphy, Patten and Turner voted in favor of the motion.)

- B. Shall the City Council approve a contract with Muenchrath Law, LLC for Municipal Judge Services and authorize the City Manager to sign on behalf of the City?

City Manager Schafer stated that in December 2021 the City entered into a contract with Matthew Muenchrath, representing Muenchrath Law LLC for Municipal Judge Service for a term of five years. The contract is set to expire on November 30, 2024. Mr. Muenchrath has taken a position as a Circuit Court Judge and is no longer available to serve out the term. The law firm has requested that Mr. Scott Culpepper, an associate at Muenchrath Law be appointed as the Municipal Court Judge in his place with Amy Muenchrath as a pro tempore judge in his absence. The term will stay the same as expiring in November of 2024.

The contract must be amended if the City Council would like to continue with the current law firm and new judge, otherwise the City will have to solicit candidates for the position.

Mr. Culpepper was contacted and is interested in serving in this capacity.

The position is budgeted in the 2023-2024 fiscal year budget.

Councilor Miller motioned to approve a contract to Muenchrath Law LLC, for Municipal Judge Services and authorize the City Manager to sign on behalf of the City.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve a contract to Muenchrath Law LLC, for Municipal Judge Services and authorize the City Manager to sign on behalf of the City?

VOTE:

AYES 7 NAYES 0

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

~~C. Shall the City Council adopt Resolution 2023-014 appointing a municipal judge pro tempore and setting the term of appointment?~~

D. Shall the City Council adopt Ordinance 2023-1202 amending the Reedsport Municipal Code Chapter 6.48 Alarm Systems?

City Manager Schafer stated that recently it was brought to staffs attention that

Reedsport Municipal Code Chapter 6.48 Alarm Systems, was not updated when the renewal system was converted to the same system used for Business licenses. With the new Springbrook module to handle all licenses, it made sense to convert them all to renew on July 1st of each year. Previously Alarms renewed on the date of issuance each year and tracking 30 alarm permits was cost prohibitive for staffing time.

This is an administrative correction to be consistent with current practice.

Amend Reedsport Municipal Code as follows:

6.48.030 Alarm system.

Installation and use of an alarm system on the premises is at the sole discretion of the property owner. When an alarm system is installed, the alarm user shall ensure that the alarm system is properly installed, serviced, maintained and operated so that the system will not produce false alarms. Each alarm user shall obtain and provide proper instruction on the use and operation of the alarm system to appropriate family members or any employee(s).

The alarm user shall provide for a representative, who can respond to an alarm activation, and proceed if necessary, to the alarm site within fifteen (15) minutes of notification by the alarm monitor or police department. The representative shall be able to deactivate the alarm system, provide access to the premises, and provide alternative security for the premises. In the event that a representative is not available, costs incurred by the city in disabling the alarm system or securing the premises shall be the responsibility of the alarm user.

The alarm user shall not manually activate the alarm system for any reason other than an occurrence of an event that the alarm system was intended to report. Should the alarm require activation for any reason other than what it is intended to report, the alarm user shall notify the Police Department of the pending activation at least thirty (30) minutes prior to activation. The alarm user shall also notify the Police Department of completion of the activation within thirty (30) minutes of completion of activation.

Each alarm system shall be registered with the Reedsport Police Department within thirty (30) days of installation and prior to system activation. Alarm systems installed prior to adoption of the ordinance codified in this chapter shall be registered with the Reedsport Police Department within thirty (30) days of adoption of said ordinance.

*Registration shall be accomplished by application to the City Recorder for an alarm system permit. The term of the alarm system permit shall be for one year **commencing on July 1 of each year with renewal required on an annual basis**, and shall be renewed annually if the alarm system remains installed and activated. The alarm system permit fee, penalty fee, and late fee shall be established by the City Council.*

The alarm user shall inform the City Recorder of any changes to the permit application, within seven days of the change taking effect. The alarm system permit is not transferable. An alarm user shall return the alarm system permit to the City Recorder

upon sale of the premises or disconnection of the alarm system. Subsequent users of the same alarm site shall obtain a new alarm system permit.

The city shall not, by the issuance of a permit, be required to respond or to place priority to an alarm.

The contents of the alarm system permit application shall include, but not be limited to, the following items of information. All information submitted with permit application will be held confidential.

- A. Name of the alarm user;*
- B. Time frame that the permit is in effect;*
- C. Address of the alarm site;*
- D. Telephone number at the alarm site;*
- E. The type of alarm site (residence, business, other);*
- F. The name, address and telephone number of the designated responding representative, plus alternates as desired (in priority order);*
- G. Name of the alarm monitor;*
- H. Telephone number of the alarm monitor;*
- I. Address of the alarm monitor;*
- J. Type of alarm system (intrusion, robbery, fire, audible, silent, combination);*
- K. If the alarm is audible; whether it is designed to automatically reset after a certain number of minutes; and, if so, the period of time it is designed to function before automatically resetting.*

There is no fiscal impact for clarifying the yearly renewal date.

Councilor Vanier motioned to adopt Ordinance 2023-1202 amending the Reedsport Municipal Code Chapter 6.48 Alarm Systems.

Councilor Miller seconded the motion.

MOTION:

that the City Council adopt Ordinance 2023-1202 amending the Reedsport Municipal Code Chapter 6.48 Alarm Systems.

VOTE:

AYES 7 NAYES 0

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

E. Shall the City Council appoint Melissa Cribbins as Interim City Attorney?

City Manager Deanna Schafer stated that the City's current City Attorney will be taking an extended leave of absence for an unknown period of time and therefore the Council will need to consider appointing an Interim City Attorney during this period of time.

Attorney Melissa Cribbins has been serving as outside counsel for the City over the last few months and staff is pleased with the services provided.

Ms. Cribbins was contacted and is willing to serve in this capacity.

The position is budgeted in the 2023-2024 fiscal year budget.

Councilor Murphy motioned to appoint Melissa Cribbins as Interim City Attorney.

Councilor Miller seconded the motion.

MOTION:

that the City Council appoint Melissa Cribbins as Interim City Attorney.

VOTE:

AYES 7 NAYES 0

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

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

- A. Schafer stated that Oregon Bay Area Jeep Club hosted a Jeep Jam at Rainbow Plaza this last weekend and she received favorable responses from citizens.
- B. Clardy stated that the 16th Street paving project is underway.
- C. Fraley stated that the Finance Department has started on the fiscal year 2023/2024 audit.
- D. Chief Carter stated that the City's insurance carrier is highly recommending that the jail have an on-call medical professional; he has been communicating with NP Kathryn Moon.
- E. Cribbins stated that it was a pleasure to be here and to work with the City and Council.
- F. Councilor Teitzel stated that the First Friday was very successful and he is very pleased with the Main Street Programs efforts.
- G. Teitzel stated that the Jeep Jam seemed to add to the amount of visitors to the First Friday Vendors.

- H. Councilor Patten added that he had also received positive feedback from several individuals regarding the Jeep Jam as well.
- I. Mayor McCollum stated that Christmas In July held their annual workday over the weekend and thanked all the volunteers that came out to assist on the projects.

EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL
JULY 10, 2023 VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum

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

City Manager Deanna Schafer

Attorney Melissa Cribbins

- A. Pursuant to ORS 192.660(2)(e)- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

8. ADJOURN

Mayor McCollum adjourned the meeting at 8:30 P.M.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder