



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

**AGENDA**

Work Session, 6:00 p.m., City Council Chambers  
Urban Renewal Agency, 7:00 p.m., City Council  
Chambers  
Regular Session, 7:15 p.m., City Council Chambers  
451 Winchester Avenue  
Monday, August 7, 2023

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*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 [dschafer@cityofreedsport.org](mailto:dschafer@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. Work Session:**

1. CALL TO ORDER
2. ITEMS OF BUSINESS

A. Items on the Agenda.

**7:00 p.m. Urban Renewal Agency Meeting: Separate Agenda**

**7:15 p.m Regular Meeting:**

1. CALL TO ORDER
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
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 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 July 10, 2023.
- B. Approve minutes of the regular session of July 10, 2023.
- C. Shall the City Council approve a new liquor license to MLC LLC, Mia Langley and Shawn Peterson, LLC located at 351 Riverfront Way? (Council Letter 023-056)
- D. Shall the City Council adopt a Resolution 2023-014 authorizing a contract extension for Charter Falcon Cable Systems Company II, L.P., known as Charter Communications ("Charter")?
- E. Shall the City Council approve a new liquor license to Nick Martzolf dba Harbor light Restaurant? ( Council Letter 023-058)
- F. Motion to approve the Consent Calendar.

6. GENERAL BUSINESS

- A. Shall the City Council issue an encroachment permit for 1757 Greenwood Avenue? (Council Letter 023-059)
- B. Shall the City Council authorize an additional full-time employee for the maintenance department and discontinue the summer helper as of September 1, 2023? (Council Letter 023-060)
- C. Shall the City Council authorize the creation of a Main Street Director position? (Council Letter 023-061)
- D. Shall the City Council approve funding for the expenditure of \$160,000 for the lining of 1868 linear feet of sewer main? (Council Letter 023-062)
- E. Shall the City Council adopt Resolution 2023-015 authorizing a supplemental budget and budget revisions to the 2023-24 FY budget? (Council Letter 023-063)
- F. ~~Shall the City Council authorize the waiver of System Development Charges for a new housing development?~~

G. Shall the City Council provide a letter of support for converting the (Housing Authority of Douglas County, OR) Reedsport Low Rent Public Housing Program (48 units) to the Section 8 Voucher Program? (Council Letter 023-064)

7. MISCELLANEOUS ITEMS

*(Mayor, Councilors, City Manager, City Attorney)*

8. EXECUTIVE SESSION

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. ADJOURN



MINUTES OF THE REEDSPORT CITY COUNCIL WORK SESSION  
JULY 10, 2023 AT 6:00 P.M. 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, Bob Gray, Ron Eberlein

WORK SESSION:

Mayor McCollum opened the work session at 6:00 P.M.

~~A. LOC Legislative Priorities.~~

B. City Welcome Sign

City Manager Deanna Schafer presented the Council with a concept of new "Welcome to Reedsport" signs using the 8 foot saw blades the City already owns. Schafer explained that it was a rough concept based off of a sign from Flagstaff, Arizona. Schafer stated that wording and type of letter could easily be changed and that there were options for the lettering as to having it plasma cut into the saw; attaching raised letters to the saw; or etching into the saw.

There was some discussion regarding any possible warping to the metal during the lettering process and having the letters powder coated to last longer. The overall consensus of the Council was to move forward with requesting quotes using the design with rounded wood instead of squared and beige stones to match the sign at the triangle.

C. City Manager Project Update

City Manager Deanna Schafer reviewed the status of several projects with the Council

1. Schafer stated that Steve Miller's family has approached the City regarding appointing an interim city attorney as he continues his recovery; an interim will allow him to focus on his recovery and still allow him to assist the Council when he is able to. Schafer

recommended that the Council appoint an interim city attorney until a formal RFQ could be released in the coming months.

2. Schafer stated that staff has awarded the lot at 174 N. 18<sup>th</sup> Street, which was donated to the City by Douglas County, to a local contractor to clean, fill, level and gravel the lot until the City decides more permanent future plans of the lot.
3. Schafer stated that all but two of the owners on Crestview Drive have signed the deed formally transferring the road to the City; the two property owners on hold have concerns regarding the vast right of way the City already holds which encroaches onto their private property upwards of 15 feet. Schafer stated that she is looking into relinquishing a portion of the Right of Way back to the property owners as a condition of the deed.
4. Schafer stated that DFN is still continuing to pursue the option of using the abandoned line in the Umpqua River to stretch fiber optics north, however they are having trouble getting the pipes to open.
5. Schafer stated that the Seismic Retrofit of Turner Fire Station on Frontage Road is complete.
6. Schafer stated that the Seismic Retrofit of Station 7 Fire/Police Station has a new contractor and work is expected to start on August 1 and the seismic portion of the project will be completed by December 31, 2023.
7. Schafer stated that Mountain Court has been paved.
8. Schafer stated that the reconstruction and repaving of 16<sup>th</sup> Street from Highway 101 to Hawthorne started today.
9. Schafer stated that the design and engineering on the levee is continuing to move forward and funding from FEMA is earmarked to be formally requested sometime this fall.
10. Schafer stated that Natural Hazard Mitigation Plan updated is moving forward and must be completed within one year upon request of FEMA funding.
11. Schafer stated that ODOT is completing the engineering of the modifications to Highway 101 and she has been informed that ODOT has secured appropriate funding for the project and they are anticipating placing the project out to bid in the fall.
12. Schafer stated that the Reedsport Main Street Program's First Friday Vendor Fair appears to be a success and is growing with participation each month.
13. Schafer stated that the Police Lieutenant position and the Water Worker 1 position have been posted.
14. Schafer stated that the City Recorder has printed an event calendar for the months of July and August for the Councilors.
15. Schafer stated that staff has received planning documents on the Mast RV Park and will be reviewing those in the coming days.

Mayor McCollum adjourned the meeting at 6:58 P.M.

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Linda McCollum, Mayor

ATTEST:

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Deanna Schafer, City Recorder

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 20<sup>th</sup>, 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

(Mayor McCollum, Councilors Vanier, Murphy, Miller, Teitzel, 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 1<sup>st</sup> 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 Cities 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 16<sup>th</sup> 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.

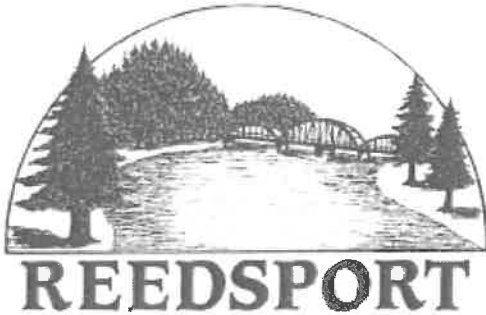
8. ADJOURN

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

\_\_\_\_\_  
Linda McCollum, Mayor

ATTEST:

\_\_\_\_\_  
Deanna Schafer, City Recorder



## 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 023-056  
Agenda of August 7, 2023  
RE: Liquor License Approval

### ISSUE:

Shall the City Council approve a new liquor license to MLC LLC, Mia Langley and Shawn Peterson, LLC located at 351 Riverfront Way?

### BACKGROUND:

Per Reedsport Municipal Code 7.28 Liquor Licensing, the City Recorder shall cause any new liquor license application to be placed in front of the City Council for recommendation to the Oregon Liquor Control Commission (OLCC). The City has no authority to approve or deny applications but can make recommendations.

The City has received an application for a liquor license at 351 Riverfront Way (previously known as "The Waterfront") from MLC LLC, Mia Langley and Shawn Peterson. This address has previously held liquor licenses under former businesses for many years.

### FISCAL IMPACT:

There is no fiscal impact of issuing a license to sell alcohol at this location beyond the normal application and renewal fees.

### ALTERNATIVES:

1. **\*Approve a new liquor license to MLC LLC, Mia Langley and Shawn Peterson, LLC located at 351 Riverfront Way.**
2. Decline to approve a liquor license.
3. Table the issue and direct staff to conduct additional research.

Deanna Schafer  
City Manager





# LIQUOR LICENSE APPLICATION

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Check the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available online.

## Full On-Premises

- ☒ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

## Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

## Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Distillery

- ☐ Primary location
- Additional tasting locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

## ☐ Limited On-Premises

## ☐ Off Premises

## ☐ Warehouse

## ☐ Wholesale Malt Beverage and Wine

## LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

After providing your recommendation, return this application to the applicant WITH the recommendation marked below

City/County name:

(Please specify city or county)

Date application received:

Optional: Date Stamp Received Below

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Kismet's Landing

Trade Name

# LIQUOR LICENSE APPLICATION

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## APPLICANT INFORMATION

**Identify** the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

**MLC LLC**

Name of entity or individual applicant #2:

**MIA LANGLEY**

Name of entity or individual applicant #3:

**SHAWN PETERSON**

Name of entity or individual applicant #4:

## BUSINESS INFORMATION

**Trade Name** of the Business (name customers will see):

**Kismet's Landing**

**Premises street address** (The physical location of the business and where the liquor license will be posted):

**351 RIVERFRONT WAY**

City:

**REEDSPORT**

Zip Code:

**97467**

County:

**DOUGLAS**

Business phone number:

**541-361-6112**

Business email:

**KISMETLANDING@GMAIL.COM**

**Business mailing address** (where we will send any items by mail as described in [OAR 845-004-0065\[1\]](#)):

**445 REGENTS**

City:

**REEDSPORT**

State:

**OR**

Zip Code:

**97467**

Does the business address currently have an OLCC liquor license? ☐ Yes ☒ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☐ No

**AUTHORIZED REPRESENTATIVE** – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

**I give permission for the below named representative to:**

- ☐ Make changes regarding this license/application on my behalf.
- ☐ Sign application forms regarding this license/application on my behalf.
- ☐ Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

**Representative Name:**

Phone number:

Email:

Mailing address:

City:

State:

Zip Code:

# LIQUOR LICENSE APPLICATION

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**APPLICATION CONTACT INFORMATION** – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

**Application Contact Name:**

MIA LANGLEY

**Phone number:**

971-832-4143

**Email:**

miss\_mia\_3@yahoo.com

## TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

## ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
  1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
  2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
  3. The licensed premises at the premises street address proposed to be licensed either:
    - a. Does not include any common areas; or
    - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
  4. The licensed premises at the premises street address either:
    - a. Has no area on property controlled by a public entity (like a city, county, or state); or
    - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

Kismet's Landing

OLCC Liquor License Application (Rev. 6.1.23)

# LIQUOR LICENSE APPLICATION

Kismet's Landing

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- Each applicant listed in the "Application Information" section of this form has read and understands OLCC 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

MIA LANGLEY

Print name

Signature

Date

Atty. Bar Info (if applicable)

SHAWN PETERSON

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

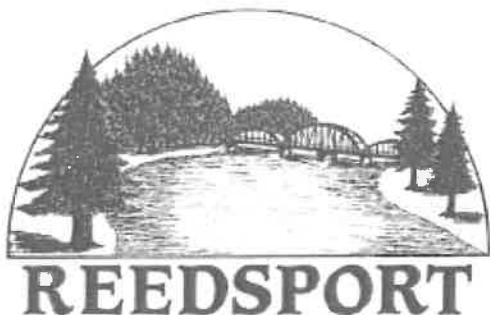
Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)



## 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 023-057  
Agenda of August 7, 2023  
RE: Charter Franchise

### ISSUE:

Shall the City Council adopt a Resolution 2023-014 authorizing a contract extension for Charter Falcon Cable Systems Company II, L.P., known as Charter Communications ("Charter")?

### BACKGROUND:

Several month ago the City of Reedsport retained Nancy L. Werner, Bradley Werner, LLC to negotiate a new franchise agreement with Charter Communications. Charter has been reviewing our counter offer agreement for over four months and has now gone beyond the expiration of their term.

Ms. Werner has recommended that the City enter into an agreement to extend the term of the agreement and continue negotiations. A resolution has been drafted to extend the term of the current franchise agreement.

### FISCAL IMPACT:

There is no fiscal impact.

### ALTERNATIVES:

1. \* adopt a Resolution 2023-014 authorizing a contract extension for Charter Falcon Cable Systems Company II, L.P., known as Charter Communications ("Charter").
2. Decline to adopt a Resolution 2023-014 authorizing a contract extension for Charter Falcon Cable Systems Company II, L.P., known as Charter Communications ("Charter").
3. Table the issue and direct staff to conduct additional research.

Deanna Schafer, City Manager



## RESOLUTION 2023-014

### A RESOLUTION ESTABLISHING A CABLE FRANCHISE AGREEMENT EXTENSION

**WHEREAS**, on May 6, 2013, by Ordinance 2013-1120, the City of Reedsport ("City") granted a 10-year non-exclusive franchise to Falcon Cable Systems Company II, L.P., known as Charter Communications ("Charter"), to construct and operate a cable system for the provision of cable services within City ("Franchise"); and

**WHEREAS**, Section 15.10 of the Franchise allows the parties to extend the term of the franchise by mutual agreement; and

**WHEREAS**, the Franchise expired on March 25, 2023; and

**WHEREAS**, the parties are in negotiations concerning a renewal of the Franchise and desire to extend the current Franchise term in order to accommodate such negotiations.

**NOW, THEREFORE**, the City and Charter agree to extend the term of the Franchise by one (1) year to expire on March 25, 2024. All other terms and conditions of the Franchise shall remain unchanged and in full force and effect.

By agreeing to this Extension Agreement, it is understood that both the City and Charter are reserving all other rights that each may have according to law, including but not limited to franchise renewal rights set forth in Section 626 of the Communications Act of 1934, 47 U.S.C. § 546.

This Cable Franchise Extension Agreement shall be effective as of March 25, 2023.

EFFECTIVE DATE: This Resolution shall take effect immediately upon its adoption by the Council and approval by the Mayor.

PASSED BY THE CITY COUNCIL this 7<sup>th</sup> day of August 2023.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

APPROVED BY THE MAYOR this 7<sup>th</sup> day of August 2023.

\_\_\_\_\_  
Linda McCollum, Mayor

ATTEST:

\_\_\_\_\_  
Deanna Schafer, City Recorder





**CABLE FRANCHISE EXTENSION AGREEMENT**

**WHEREAS**, on May 6, 2013, by Ordinance 2013-1120, the City of Reedsport ("City") granted a 10-year non-exclusive franchise to Falcon Cable Systems Company II, L.P., known as Charter Communications ("Charter"), to construct and operate a cable system for the provision of cable services within City ("Franchise"); and

**WHEREAS**, Section 15.10 of the Franchise allows the parties to extend the term of the franchise by mutual agreement; and

**WHEREAS**, the Franchise expired on March 25, 2023; and

**WHEREAS**, the parties are in negotiations concerning a renewal of the Franchise and desire to extend the current Franchise term in order to accommodate such negotiations.

**NOW, THEREFORE**, the City and Charter agree to extend the term of the Franchise by one (1) year to expire on March 25, 2024. All other terms and conditions of the Franchise shall remain unchanged and in full force and effect.

By agreeing to this Extension Agreement, it is understood that both the City and Charter are reserving all other rights that each may have according to law, including but not limited to franchise renewal rights set forth in Section 626 of the Communications Act of 1934, 47 U.S.C. § 546.

This Cable Franchise Extension Agreement shall be effective as of March 25, 2023.

**City of Reedsport:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

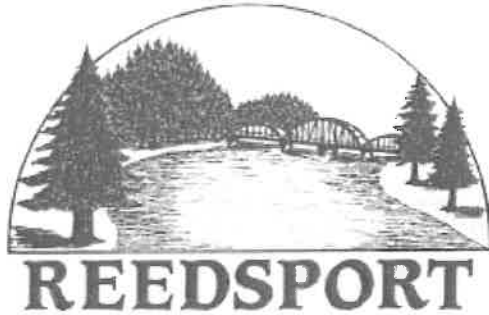
**Charter Communications**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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 023-058  
Agenda of August 7, 2023  
RE: Liquor License Approval

### ISSUE:

Shall the City Council approve a new liquor license to Nick Martzolf dba Harbor Lights Restaurant?

### BACKGROUND:

Per Reedsport Municipal Code 7.28 Liquor Licensing, the City Recorder shall cause any new liquor license application to be placed in front of the City Council for recommendation to the Oregon Liquor Control Commission (OLCC). The City has no authority to approve or deny applications but can make recommendations.

The City has received an application for a liquor license at 960 Highway Ave. known as Harbor Lights Restaurant from Nick Martzolf. This address has previously held liquor licenses under former businesses for many years.

### FISCAL IMPACT:

There is no fiscal impact of issuing a license to sell alcohol at this location beyond the normal application and renewal fees.

### ALTERNATIVES:

1. **\*Approve a new liquor license at 960 Highway Ave. known as Harbor Lights Restaurant from Nick Martzolf?**
2. Decline to approve a liquor license.
3. Table the issue and direct staff to conduct additional research.

Deanna Schafer  
City Manager



# LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

☐ New Outlet | ☒ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

## Full On-Premises

- ☒ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

## Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

## Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

## Distillery

- ☐ Primary location
- Additional tasting locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th

## ☐ Limited On-Premises

## ☐ Off Premises

## ☐ Warehouse

## ☐ Wholesale Malt Beverage and Wine

## LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT:

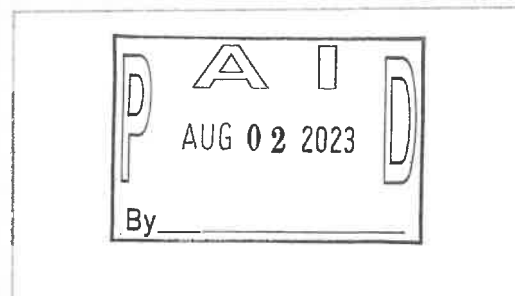
**After providing your recommendation, return this application to the applicant WITH the recommendation marked below**

City/County name:

(Please specify city or county)

Date application received:

Optional: Date Stamp Received Below



- ☐ Recommend this license be granted
- ☐ Recommend this license be denied

Printed Name

Date

Trade Name

# LIQUOR LICENSE APPLICATION

Page 2 of 4

## APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

The Harborlight 101 Inc

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

## BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

Harborlight Restaurant

Premises street address (The physical location of the business and where the liquor license will be posted):

960 Highway Ave

City:

Reedsport

Zip Code:

97467

County:

Douglas

Business phone number:

(541) 271-3848

Business email:

NickMantz@sol.com

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]):

629 Crestview dr

City:

Reedsport

State:

OR

Zip Code:

97467

Does the business address currently have an OLCC liquor license? ☒ Yes ☐ No

Does the business address currently have an OLCC marijuana license? ☐ Yes ☒ No

**AUTHORIZED REPRESENTATIVE** – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

I give permission for the below named representative to:

- ☐ Make changes regarding this license/application on my behalf.
- ☐ Sign application forms regarding this license/application on my behalf.
- ☐ Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:

Phone number:

Email:

Mailing address:

City:

State:

Zip Code:

# LIQUOR LICENSE APPLICATION

Page 3 of 4

**APPLICATION CONTACT INFORMATION** – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

**Application Contact Name:**

Nicholas Mertzolt

**Phone number:**

(775) 881-8542

**Email:**

NickMertzolt@aol.com

## TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

## ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
  1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
  2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
  3. The licensed premises at the premises street address proposed to be licensed either:
    - a. Does not include any common areas; or
    - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
  4. The licensed premises at the premises street address either:
    - a. Has no area on property controlled by a public entity (like a city, county, or state); or
    - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

# LIQUOR LICENSE APPLICATION

Page 4 of 4

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

<u>Nichols Matzoff</u> Print name	<u>[Signature]</u> Signature	<u>06/26/2023</u> Date	 Atty. Bar Info (if applicable)
 Print name	 Signature	 Date	 Atty. Bar Info (if applicable)
 Print name	 Signature	 Date	 Atty. Bar Info (if applicable)
 Print name	 Signature	 Date	 Atty. Bar Info (if applicable)





## OREGON LIQUOR & CANNABIS COMMISSION

# Change of Ownership

### What is this form?

This form is used to notify OLCC when a new application has been submitted to change the ownership of an existing license. The buyer **must** submit a new application in the online system before submitting this form. A new Land Use Compatibility Statement is required for all change of ownership applications.

Submit your request via email to: [OLCC.MarijuanaAssignments@oregon.gov](mailto:OLCC.MarijuanaAssignments@oregon.gov)

### Section 1 – Change of Ownership Information

Active License Number:	367839	Request Date:	09/15/2023
Current Licensee Name:	Harbor Light Restaurant Inc		
Premises Address:	960 Highway Ave Reedsport OR, 97467		
Name of Person or Legal Entity buying your business:	The Harbor Light LLC Inc		
New Application ID # for Person or Legal Entity above:			

### Section 2 – Attestation

I attest that I am entitled to act on behalf of the current licensee referenced above.

By signing below, I give the OLCC permission to issue a license to the applicant referenced above upon completion of their license investigation and request to surrender the active license referenced above effective on the date that OLCC issues the new license to the applicant referenced above. My request to surrender will be considered withdrawn if the new application referenced above is withdrawn or denied. I understand that it is my responsibility to notify OLCC if, at any point before OLCC approves the application referenced above, I would like to withdraw my request to surrender the license.

I understand that I am responsible for all activity at the licensed premises until the new license is issued and that I cannot allow the buyer to obtain an ownership interest or act as the license holder for this business until OLCC has issued their license.

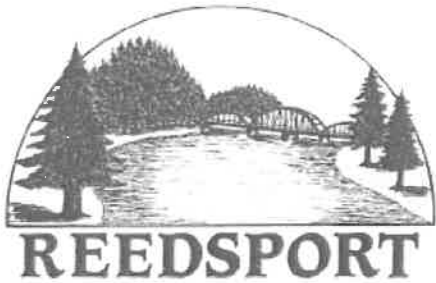
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_





## **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 023-059  
Agenda of July 10, 2023  
Re: Encroachment Permit for  
1757 Greenwood Ave.

### ISSUE:

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

### BACKGROUND

Continue discussions regarding authorizing/not authorizing an encroachment permit for 1757 Greenwood Ave. to allow for the existing fence and shed.

### FISCAL IMPACT

There is no fiscal impact for issuing an encroachment permit.

### ALTERNATIVES

1. Issue an encroachment permit for 1757 Greenwood Avenue.
2. Decline to Issue an encroachment permit for 1757 Greenwood Avenue.
3. Table the issue and direct staff to conduct additional research.

### RECOMMENDATION

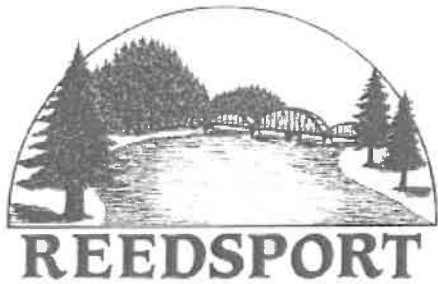
Staff recommends alternative #1.

Deanna Schafer  
City Manager

### ATTACHMENTS

1. Draft Encroachment Permit





## **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 023-052  
Agenda of July 10, 2023  
Re: Encroachment Permit for  
1757 Greenwood Ave.

### **ISSUE:**

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

### **BACKGROUND**

On June 20<sup>th</sup>, 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.

### **FISCAL IMPACT**

There is no fiscal impact for issuing an encroachment permit.

### **ALTERNATIVES**

1. Issue an encroachment permit for 1757 Greenwood Avenue.

2. Decline to Issue an encroachment permit for 1757 Greenwood Avenue.
3. Table the issue and direct staff to conduct additional research.

#### RECOMMENDATION

Staff recommends alternative #1.

Deanna Schafer  
City Manager

#### ATTACHMENTS

1. Draft Encroachment Permit



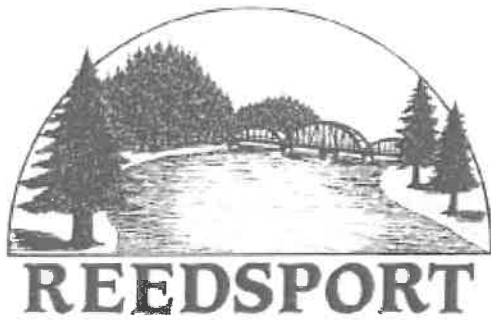












## CITY of REEDSPORT

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 023-060  
Agenda of August 7, 2023  
RE: Full-Time Maintenance  
Employee

### ISSUE:

Shall the City Council authorize an additional full-time employee for the maintenance department and discontinue the summer helper as of September 1, 2023?

### BACKGROUND:

The Maintenance department has been operating on two full-time employees, and a summer helper 6 months out of the year. The maintenance department takes care of all building maintenance, all stormwater maintenance including the pump stations, all storm drain cleaning, storm drain repairs, storm drain inspections, 30 acres of 6 City Parks which does not include common areas, 19 miles of City streets (which now includes two new subdivisions), 2 boat ramps, approximately 2.5 miles of levee, and all municipal public utilities.

The growing list of work orders on the city's buildings has pretty much taken up one maintenance personnel leaving all other responsibilities to one individual. City Staff has seen a need for another full-time maintenance personnel and would ask for council approval to add a full-time employee to the maintenance department and do away with the summer helper.

### FISCAL IMPACT:

Due to staff already accounting for 6 months of employment for the summer employee, the impact would be approximately \$36,000, which would be spread out between three different departments.

### ALTERNATIVES:

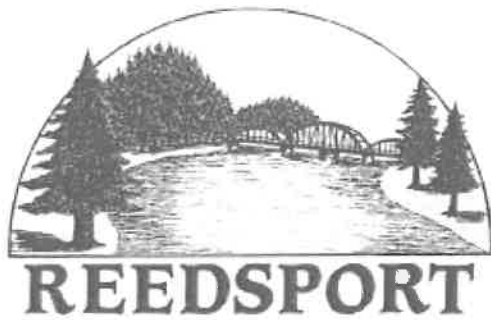
1. Approve the full-time employee for the maintenance department and discontinue the summer helper as of September 1, 2023.

2. Do not approve the full-time employee and continue with the summer helper.
3. Table the issue and instruct staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Kimberly Clardy  
Public Works Director



## **CITY of REEDSPORT**

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Reedsport, OR 97467-1597  
Phone (541) 271-3603  
Fax (541) 271-2809**

Honorable Mayor and  
Members of the City Council  
Reedsport, Oregon

Council Letter 023-061  
Agenda of August 7, 2023  
RE: Main Street Director

### **ISSUE:**

Shall the City Council authorize the creation of a Main Street Director position?

### **BACKGROUND:**

The City created and budgeted for a part-time Main Street Coordinator through contract services in this fiscal year. Due to the success of the program, staff is proposing that a position of Main Street Director be created and increased to a full time position with 44% of the cost coming out of Main Street Fund. The remainder would need to be approved through the City Council in order for this to take effect.

The position would be expanded to include the entire main corridor of the City and can focus on some tourism type of promotion. Business recruitment and retention will be a primary focus along with volunteer coordination and support for various boards and committees.

### **FISCAL IMPACT:**

There is no fiscal impact. A supplemental resolution has been prepared to move funds from materials and services to personnel services. There is no increase or decrease in property taxes.

### **COUNCIL ALTERNATIVES:**

1. Authorize the creation of a Main Street Director position.
2. Decline to authorize the creation of a Main Street Director position.
3. Table this issue and direct city staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer  
City Manager

## POSITION DESCRIPTION

### MAIN STREET DIRECTOR

<b>Department:</b>	Main Street Program	<b>Job Code:</b>	_____
<b>Division:</b>	Management	<b>Grade:</b>	_____
<b>Location:</b>	City of Reedsport	<b>Union:</b>	Exempt
<b>FTE:</b>	100%	<b>Date:</b>	August 2023

#### **GENERAL PURPOSE:**

Serves as the Director of the Reedsport Main Street Program responsible for planning, organizing, and directing the daily activities and operations of the program's mission, strategy, goals, and objectives, along with economic vitality, tourism and marketing. The Director will work with the program's Board of Directors, program partners, and volunteer committees to create a welcoming and economically diverse downtown rooted in our community's history and culture, while using the Main Street Four-Point Approach.® Duties also include community relations, strategic planning, project management, and resource development. Hours are flexible and include evenings and weekends during events.

#### **SUPERVISION RECEIVED:**

Works under the general guidance and direction of the City Manager.

#### **SUPERVISION EXERCISED:**

Exercises working supervision over volunteers.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### ***Main Street Program and Marketing & Tourism***

1. Oversees the function and operations of the Reedsport Main Street Program. Works independently and with the City Manager, Board of Directors, program partners, and volunteer committees to cultivate a more active, vibrant, and sustainable downtown.
2. Establish and maintain rapport with business owners, property owners, downtown stakeholders, and other organizations to accomplish the establish goals of RMSP.
3. Schedule and attend board meetings. Review agenda and minutes before posting. Post notices according to Oregon notice policies.
4. Work with RMSP committees and provide updates and committee work plans to the Board. Focus on the four strategic areas: Economic Vitality, Promotions, Design, and Outreach based on the nationally recognized Main Street Approach® to downtown enhancement.
5. Manage social media and RMSP website. Write press releases, ads, and newsletter.

6. Complete required paperwork and reports for various organizations and grantors; including reports for Oregon Main Street, Urban Renewal District, etc. when requested.
7. Attend networking meetings, summits, conferences, and other training sessions as required by the City of Reedsport and Oregon Main Street.
8. Supervises and performs special projects as assigned.
9. Recruit, manage, and coordinate volunteers for events and committee projects. Promotes their active and broad participation in the organization's work.
10. Aid in the promotion of the organization's events, programs, and project.
11. Business recruitment and retention.
12. Expand community support of the downtown, midtown, and uptown.
13. A significant portion of the job requires on the street presence downtown, with the director calling on businesses, property owners, and other stakeholders.
14. Occasional travel includes local, regional, and national meetings.
15. Ability to work a flexible schedule; including some evenings and weekends.
16. Coordinates and creates tourism and marketing campaigns for the City of Reedsport.
17. Researches upcoming conferences and events to determine participation and marketing opportunities.
18. Fosters a working relationship with Travel Oregon, Travel Southern Oregon Coast, and other destination organizations.
19. Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION/LICENSES/CERTIFICATES:**

Basic requirements include: Bachelor's degree preferred in non-profit management, community development or planning, public administration, business, marketing or related field. Experience in program development, fundraising, and marketing may be considered in lieu of a degree. At least 2 years' experience managing a Main Street program, economic or community development initiatives, or relevant experience.

Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties as determined by the City Manager. Must possess a valid Oregon motor vehicle license with good driving record.



## **EXPERIENCE:**

- Self-starter with the ability to take initiative, manage multiple priorities with the ability to flex between projects easily and work both independently and in a team environment.
- Experience in one or more of the following areas: business/economic development, city/urban planning, marketing, historic preservation, community organizing, or volunteer management.
- Strong organization and project management skills; excellent time management skills
- Strong skills in intrapersonal communication and public speaking
- Strong technical writing skills
- Proven skills in working with a board and leading a non-profit organization
- Proven successful experience in nonprofit administration or leadership.
- Experience fostering and maintaining strong relationships with civic leaders and a variety of community stakeholders.
- Passion for small towns, rural development, and historic buildings
- Ability to motivate others and work with a diverse population
- Tech-savvy with proven experience in MS Office applications, social media, website content management or other graphic software
- Energetic, positive, personable, flexibility, adaptability, and creativity
- Transparent, honest, and high integrity leadership
- Experience with community organizing and planning
- Experience with grant writing and strong research skills
- Familiarity and / or experience with Main Street programs
- Experience in sustaining program funding from local governments, event income, sponsorships, earned income and grant writing
- Experience in managing grant applications, disbursement, supervision, and reporting
- Experience and interest in fundraising; especially working with a board of directors to develop and implement successful fundraising strategies.

**KNOWLEDGE OF:** Considerable knowledge of economic vitality, rural development, social media and best practices, and marketing.

**SKILLS:** Skills in intrapersonal communication, working with a board, leading and motivating volunteers, and ability to work in community planning; ability to be a self-starter with ability to take initiative, communicate effectively, both orally and in writing and face situations firmly, courteously, tactfully and with respect for the rights of others. General ability to learn new computer programs and create effective marketing campaigns.

**ABILITIES:** Perform detailed work involving written and numerical data; work independently; deal tactfully with staff and the general public; interpret financial and legal data; and multi-tasking.

## **TOOLS AND EQUIPMENT USED:**

1. Office Machines: Personal Computer, calculator, phone, fax machine, copy machine, etc.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Manual dexterity and coordination are required for the majority of the daily work period which is spent sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to move materials, 5 lbs. or less daily and 5-25 lbs. occasionally. This position requires both verbal and written communication abilities.

## **WORK ENVIRONMENT:**

Position encounters a wide diversity of work situations which involves a high level of complexity. Position determines own practices and procedures and operates from those previously established. Performs work with high level of independence and discipline.

Primarily day shift; Mon – Fri. May require some shift work - days, swing shifts, holidays off, varying days off, as required to fill shifts. Work is mainly indoors, with some outdoor events. Subject to working some weekends.

The noise level in the work environment is usually moderate and lighting is adequate.

## **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview and reference check; and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

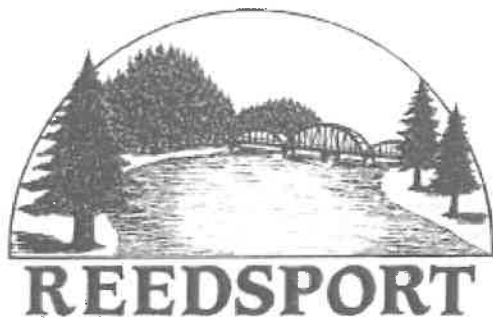
**ACKNOWLEDGEMENTS:**

Acknowledged: \_\_\_\_\_  
Applicant / Incumbent

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

**Effective Date:** \_\_\_\_\_ **Revised:** August 2023





## 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 023-062  
Agenda of August 7, 2023  
RE: Cure in Place

### **ISSUE:**

Shall the City Council approve funding for the expenditure of \$160,000 for the lining of 1868 linear feet of sewer main?

### **BACKGROUND:**

The City of Reedsport has found in recent years Cure in Place Pipe lining of sewer mains to be not only economically feasible, but convenient to sewer and road users. This project has been an annual endeavor since 2016 and is recommended by the City engineers. The product meets all ASTM standards and has a design life of fifty plus years.

The size and scope of this project in both linear feet and costs are very comparable to the successful projects of the previous 7 years. The existing non-reinforced concrete pipes are approaching 75 years old and are cracked and otherwise showing degradation. Additionally, this year's project includes chemical grouting of 27 service connections.

The City sought three bids for the lining of 1868 feet of sewer main and the chemical grout work. West Coast CIPP Supply submitted the lowest bid and possesses a large amount of cure in place pipe installation experience.

### **FISCAL IMPACT:**

Lowest bid amount is \$157,016, and staff requests \$160,000, with the balance of \$2984 for contingencies.

### **ALTERNATIVES:**

1. Authorize the expenditure of \$160,000 and award the project to West Coast CIPP Supply.

2. Decline the expenditure of funds for \$160,000.

3. Provide staff with further instructions.

**RECOMMENDATION:**

Staff recommends alternative #1.

Kimberly Clardy  
Public Works Director

West Coast CIPP Supply  
4470 60th Ave NE  
Salem, OR 97305  
office@westcoastcippsupply.com



## Estimate

**ADDRESS**  
City of Reedsport

**ESTIMATE # 1014**  
**DATE 07/19/2023**

**PURCHASE ORDER #**  
Reedsport

DATE		DESCRIPTION	QTY	RATE	AMOUNT
	CIPP	8" Cipp based on footage	1,868	62.00	115,816.00T
	Lateral Re-installment	27 lateral to reinstate	27	250.00	6,750.00T
	Lateral Grouting	Grout 27 laterals	27	850.00	22,950.00T
	Mobilization	Equipment Mob and demob	1	7,500.00	7,500.00T
	Bypass	Bypass up to 400 gallons a minute	1	4,000.00	4,000.00T
	Traffic Control	Standard road signs and cones	1	0.00	0.00T
		Excludes Pipe patches before liner install Heavy cleaning Water access Permits heavy Traffic Control Infiltration Repairs			

SUBTOTAL	157,016.00
TAX	0.00
<b>TOTAL</b>	<b>\$157,016.00</b>

Accepted By

Accepted Date







**Insituform**

9654 Titan Ct.  
Littleton, CO 80025

PH: 303-791-7199  
cevans@aegion.com  
CELL: 303-482-6178  
www.insituform.com

July 14, 2023

## CIPP Proposal

RE: Reedsport, OR  
2023 Sewer Rehab CIPP Project

INSITUFORM TECHNOLOGIES herein proposes to furnish a Proposal for the labor, materials, equipment, and services set forth below to reconstruct the referenced project. The following prices should be considered confidential.

### PROPOSAL PRICING

Bid Item	Description	Unit	Quantity	Unit Cost	Total
1	Mobilization	LS	1	\$ 36,000.00	\$ 36,000.00
2	CIPP 8"	LF	1868	\$ 88.00	\$ 164,384.00
3	<i>Lateral Grouting add on</i>	EA	27	\$ 748.00	\$ 20,196.00
	<b>TOTAL</b>				<b>\$ 220,580.00</b>

### ASSUMPTIONS AND QUALIFICATIONS

We have based this proposal on a nominal wall thickness for the Insitutube as shown in the price. This is based on the best available information at the time of this proposal. Existing pipe deterioration in excess of the conditions assumed, ground water loads in excess of those assumed, or other loads or conditions may increase the recommended thickness for all or portions of the work. Final recommendations may be submitted to you following the completion of the preliminary TV phase of the project. Stated prices are subject to adjustment if design changes are agreed upon.

Laterals. During TV inspection all side sewers are verified, using best practical efforts, to determine if each is an active hook up through visual inspection only. Normal practice only reinstates those, which are active. You may direct us to reinstate all or specific laterals as you desire. This proposal, unless otherwise stated, assumes that all laterals will be reconnected using our Insitucutter. T-Liner rehabilitation of the lateral connection is not part of the lateral reconnection. Specific service connections, if encountered, will not be reconnected only when written directions are received from the Owner. The Owner will indemnify and hold INSITUFORM TECHNOLOGIES, LLC harmless from all claims arising from backups and other effects of such actions or inactions from services not opened at the owner's request. In the event that INSITUFORM TECHNOLOGIES is unable to locate or reconnect a service lateral internally, the Prime Contractor will externally reconnect the service and repair any damages to the CIPP at no cost to INSITUFORM TECHNOLOGIES.

Any access with a cleanout or lamphole must be excavated and replaced by owner (excavated prior to CIPP then reinstated after CIPP or a proper manhole installed)

Water shall be provided at no cost to Insituform Technologies, LLC for all construction phases of this project for CIPP and CCTV/Cleaning activities. Insituform Technologies, LLC will follow all required deposit, backflow prevention, and metering procedures.

### PROPOSAL INCLUSION

The prices stated in this proposal include:

1. Mobilization is lump sum/one price regardless of bid schedule award. One mobilization and demobilization planned, based on a mutually agreeable schedule between INSITUFORM TECHNOLOGIES and the Owner. Should there be a delay either caused by owner or GC, an additional mobilization charge will occur. The Owner shall give

CONTRACTOR LICENSE & REGISTRATION NUMBERS – PACIFIC REGION

CA – 758411 OR – 133115 WA – INSITTL883CW NV – 0048110 HI – 21894 AK – 25830

## **Insituform® Proposal**

Insituform at least a one week advance notice of any changes to the mutually agreed upon schedule. If, through no fault of Insituform, the mutually agreed upon schedule changes with less than one week notice, then **INSITUFORM TECHNOLOGIES** may charge the Owner an additional mobilization charge and any potential lost materials, including, but not limited to, tube already procured and/or "wetout". Materials will be ordered upon receipt of an executed contract; standard material order time is 4 to 5 weeks, and special materials order time is 6 to 7 weeks.

2. Installation of Cured-In-Place Pipe (CIPP) per project specifications and design per ASTM F1216
3. Pre-installation CCTV
4. Pre CIPP cleaning up to 3 passes
5. Internal Lateral Reinstatement for opening service connections only in association with CIPP.
6. The grouting includes a separate mobilization in the per each grout cost. Grout assumes Owner provides access and easement to each site
7. Post video inspection following completion of the installation by **INSITUFORM TECHNOLOGIES** to document your new pipe rehabilitated by CIPP only.
8. Bypass for CIPP only
9. Traffic Control for CIPP only
10. Confined space safe entry practices.
11. Specified standard construction warranty.
12. Certificate of insurance with a standard coverage.
13. Prevailing wages for the state of California, Washington or Oregon.

### **PROPOSAL EXCLUSIONS**

Not included in the prices stated in this estimate are costs associated with the items listed below. These items, if needed or found to be applicable, would be provided by the owner to **INSITUFORM TECHNOLOGIES** at your additional cost; or would be furnished by others, at your direction and coordination, at no cost to **INSITUFORM TECHNOLOGIES**:

- a) Excavation of any kind or point repairs, if required, prior to lining.
- b) Access to Manholes, pipe, inlets, and outlets for CCTV/Cleaning and CIPP activities.
- c) Heavy cleaning outside of the above and as stated
- d) Pollution control plan
- e) Dewatering pipe prior to CIPP Installation
- f) Clearing and grubbing
- g) Lateral grout of any kind
- h) Hydrant meter and access to water
- i) If preliminary video inspection of the pipe interior indicates excessive damage, or other extra-ordinary condition, which will require heavy cleaning, excavation, or other extraordinary remedy, to prepare the pipe for installation of the Insitutube, then those services will be provided by the Prime. This will include but not limited to excessive roots, excessive debris and protruding taps. We will provide an initial CCTV inspection for liner design and fabrication purposes.
- j) Additional cleaning and televising mobilizations and/or setups due to point repairs, obstruction removals, or delays out of our control will be an additional charge.
- k) Legal dumpsite for debris resulting from pipes cleaning also including any special disposal of cure water (ITL suggests dumping at adjacent sewer)
- l) Any debris disposal costs or fees
- m) *If any hazardous or toxic materials are encountered during the project, the Prime will be responsible for the mitigation removal and disposal of the materials.*
- n) *Mitigation of ground water infiltration.*
- o) Bypass pumping of any laterals.
- p) Lateral and/or lateral connection rehabilitation, sealing and installation including but not limited to T-Liners, lateral grouting over and above what is listed above as bid.
- q) Manhole installation, rehabilitation and/or replacement in addition to as bid listed above.
- r) Stamped or Product designs other than submitted.
- s) Project permits and/or local licenses and associated fees.
- t) Restoration
- u) Access to manholes, vaults or boxes for CIPP installation
- v) Cleanout replacement
- w) Stand by time
- x) Time or compensation for ANY site-specific training.
- y) State and local sales and/or use taxes on the value of the project. If you are exempt, please submit the appropriate documentation.
- z) Additional premiums for special insurance coverage(s) demanded by you or other parties particular to this project.
- aa) Performance and Payment Bond not included. This is available upon request, but if required please add 2.5% to the total project cost.

## **Insituform® Proposal**

- bb) **INSITUFORM TECHNOLOGIES** is a non-union shop and an equal opportunity employer. **INSITUFORM TECHNOLOGIES** will comply with any certified payroll (if necessary) and prevailing wages specified. Should a PLA be requested, must have preapproval prior to bid or any work commencement.

### **PROPOSAL TERMS AND CONDITIONS**

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- a) When CIPP is required to negotiate bends or defects in the host pipe, there is a tendency to experience wrinkling in the installed CIPP around the inside radius of the bend or in the area where the host pipe defect is located. This is normal and should be expected. It will not affect the structural integrity of the finished product. **INSITUFORM TECHNOLOGIES** will not be liable for repairs or penalties due to wrinkles in the CIPP at the locations of bends or defects in the host pipe.
- b) If, during the performance of this contract, any cost price determining factor considered by Subcontractor in determining the contract price significantly increases, through no fault of Subcontractor, the price of this contract shall be equitably adjusted by an amount reasonably necessary to cover any such significant price increases. As used herein, a significant price increase shall mean any increase in price exceeding 5% experienced by Subcontractor from the date of the contract signing. Price increases resulting from increased costs of materials, labor, fuel, freight, and other cost inputs shall be verified, in writing, by Subcontractor's Vice President of Procurement. Due to the confidential nature of Subcontractor's pricing from Vendors, verification shall consist of a statement of percentage change in cost from the date of Subcontractor's estimate through the date of the change order request. Where the delivery of any material is delayed, through no fault of Subcontractor because of the shortage or unavailability of any raw materials, including resin, Subcontractor shall not be liable for any additional costs or damages associated with such delay(s). Nothing contained in this clause shall preclude Subcontractor from entitlement to more than one equitable adjustment if its costs continue to significantly (as defined above) rise during the duration of the project. Notwithstanding anything contained in this contract or proposal or elsewhere to the contrary, Subcontractor shall, pursuant to this clause, be entitled to a price adjustment regardless of whether Contractor has received payment from the Owner or a price adjustment to the Prime Contract.
- c) **Limits of Liability.** In consideration of **INSITUFORM TECHNOLOGIES** agreement to maintain no less than \$5,000,000 of comprehensive general liability insurance in the form required by the Contract, **INSITUFORM TECHNOLOGIES** liability to the Prime for any matter covered by such insurance will be limited to the extent of such insurance and the Prime will indemnify and hold **INSITUFORM TECHNOLOGIES** harmless from any third party claims covered by such insurance to the extent such claims exceed the limits of such insurance. Neither party shall be liable to the other for consequential damages relating to the contract. In case of conflict between this provision and any other provision in the Contract as ultimately executed, this provision shall govern and prevail.
- d) **LIMITED WARRANTY.** IN LIEU OF ALL OTHER EXPRESSED, IMPLIED AND/OR STATUTORY WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, **INSITUFORM** AGREES TO CORRECT ANY DEFECTS IN THE MATERIALS OR SERVICES PROVIDED BY **INSITUFORM** WHICH ARE BROUGHT TO THE ATTENTION OF **INSITUFORM** WITHIN ONE YEAR FOLLOWING COMPLETION OF **INSITUFORM'S** WORK, PROVIDED OWNER AFFORDS **INSITUFORM** SUITABLE ACCESS AND WORKING CONDITIONS TO ACCOMPLISH SUCH CORRECTION.
- e) **MUTUAL RELEASE OF CONSEQUENTIAL DAMAGES.** Neither party shall be liable to the other for consequential damages relating to or arising out of the Contract.
- f) **PROPOSAL SUBJECT TO NEGOTIATION OF OTHER STANDARD TERMS OF AGREEMENT.** This proposal is subject to agreement of the parties on other terms and conditions as are customary in contracts of this nature. This estimate is subject to the Terms and Conditions at [www.aegion.com/INSPPTerms](http://www.aegion.com/INSPPTerms), which form an integral part of this estimate.
- g) Quantities are estimated. Unit prices apply for actual invoice and payment.
- h) Monthly progress partial payments shall be requested for the value of work in progress or completed, including materials secured and on site.
- i) Prices stated are in effect for thirty days from the date of this proposal. The acceptance period may be extended at the sole option of **INSITUFORM TECHNOLOGIES**

*Licensing information provided on first page cover.*

**Insituform® Proposal**

**OFFERED BY:**

**INSITUFORM TECHNOLOGIES, LLC**



**CHANTAL EVANS**

**Director of Strategic Accts - West**  
**(303-482-6178)**

**ACCEPTED BY:**

\_\_\_\_\_  
**ORGANIZATION**

\_\_\_\_\_  
**SIGNATURE AND DATE**

\_\_\_\_\_  
**TITLE AND PHONE**

## Deanna Schafer

---

**From:** Black Rock Underground, LLC <info@blackrockunderground.com>  
**ent:** Monday, July 24, 2023 3:00 PM  
**To:** Chuck Hurlocker  
**Cc:** dMcVey@blackrockunderground.com; Kim Clardy  
**Subject:** Re: Ball park #

Hi Chuck,  
Bare bones cost to pipe burst 8" DR 17 HDPE size on size is roughly \$115 Per Ft.  
Reconnect laterals are roughly \$3000 each. Let me know if you have any questions on this.

Cory

On Mon, Jul 24, 2023 at 2:27 PM Chuck Hurlocker <[churlocker@cityofreesport.org](mailto:churlocker@cityofreesport.org)> wrote:

Hi Drew ,

We spoke last week about some 8 " pipe burst, appx 1800 Lf, 5 segments, 27 service reconnects, some of it around 6' some around twelve ft in the middle. I was interested in a ball park \$#.



**Black Rock Underground, LLC**  
**Office: 503-747-9312**

[www.BlackRockUnderground.com](http://www.BlackRockUnderground.com)

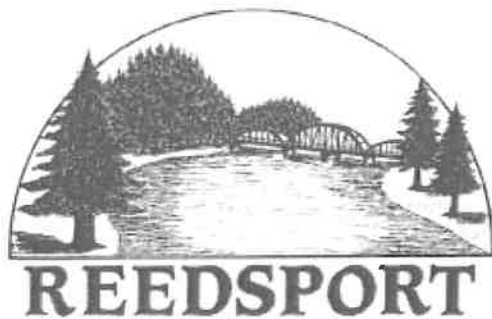
Licensed, Bonded & Insured  
OR CCB # 196119

**Cory Moore** Owner  
Direct: 503-964-0694  
[cMoore@BlackRockUnderground.com](mailto:cMoore@BlackRockUnderground.com)

**Drew McVey** Operations Manager  
Direct: 503-956-9993  
dMcVey@BlackRockUnderground.com

**Follow Us**





## CITY of REEDSPORT

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

Reedsport Honorable Mayor and  
Members of the City Council  
Reedsport, Oregon

Council Letter 023-063  
Agenda of August 7, 2023  
RE: Budget Revision

### ISSUE:

Shall the City Council adopt Resolution 2023-015 authorizing a supplemental budget and budget revisions to the 2023-24 FY budget?

### BACKGROUND:

A resolution has been drafted (attached) which provides for unforeseen changes in the form of a supplemental budget and budget revisions to the 2023-24 fiscal year budget.

According to ORS 294.471 a local government may prepare a supplemental budget if a condition that was not known at the time of the budget requires a change in financial planning. The following information is provided regarding the recommended adjustments. These adjustments were not known at the time of adopting the FY 2023-24 budget.

None of the recommended adjustments increase the property tax levy.

### **Budget Change for General Fund**

#### **Finance**

Personnel Services	
Main Street Director	\$23,000
Fica Taxes	\$ 1,900
PERS	\$ 4,000
Workmen's Comp	\$ 25
Health Insurance	\$11,075

#### **Non-Departmental**

Materials and Services	
Local Transient Room Tax	\$(40,000)

The City in fiscal year 2023 increased the transient room tax by 2.5%. Part of this tax can be used for tourism and promotion. The city has a Main Street Coordinator who is funded

out of Urban Renewal. With this tax the City has the ability to hire a Main Street Director to work full time with 56% of her salary funded by the General Fund. She will spend this portion of her time promoting tourism in our area among other duties.

FISCAL IMPACT:

There is no fiscal impact. We are decreasing Non-Departmental \$(40,000) for a non-departmental total of \$1,796,225 and increasing Finance \$40,000 for a finance department total of \$187,660.

COUNCIL ALTERNATIVES:

1. Adopt Resolution 2023-015 authorizing a supplemental budget and budget revisions to the FY 2023-24 budget.
2. Amend and then adopt Resolution 2023-015 authorizing a supplemental budget and budget revisions to the FY 2023-24 budget.
3. Decline to adopt Resolution 2023-015.

RECOMMENDATION:

Staff is recommending alternative #1.

Michelle Fraley  
Finance Director



## RESOLUTION 2023-015

A RESOLUTION REVISING THE FISCAL YEAR 2023-24 OPERATING BUDGET.

WHEREAS, Oregon Revised Statutes (ORS) provides for revision of a municipal operating budget; and

WHEREAS, a revision to the municipal operating budget for Fiscal Year 2023-24 is required; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Reedsport City Council hereby adopts the 2023-24 budget revisions now on file in the office of the City Recorder, which nets a zero increase/decrease in the budget; and

BE IT FURTHER RESOLVED that in accordance with ORS.294 a local government may prepare a supplemental budget if a condition that was not known at the time of the budget adoption requires a change in financial planning; and

BE IT FURTHER RESOLVED that the Reedsport City Council hereby adopts the amended FY 2023-24 budget total as \$20,361,708; and

BE IT FURTHER RESOLVED that the Reedsport City Council hereby appropriates the amended amounts for the fiscal year beginning July 1, 2023, as follows:

**Fund 001 General Fund**

**Finance**

**Personnel Services**

**\$+40,000**

**Fund 001 General Fund**

**Non-Departmental**

**Materials and Services**

**\$(40,000)**

**Total Net Change**

**\$0**

**TOTAL AMENDED FY 23-24 BUDGET**

**\$20,361,708**

PASSED AND MADE EFFECTIVE BY THE REEDSPORT CITY COUNCIL this 7th day of August, 2023.

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

APPROVED by the Mayor this 7th day of August, 2023.

\_\_\_\_\_  
Mayor Linda McCollum

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 023-064  
Agenda of August 7, 2023  
RE: DC Housing Authority

### ISSUE:

Shall the City Council provide a letter of support for converting the (Housing Authority of Douglas County, OR) Reedsport Low Rent Public Housing Program (48 units) to the Section 8 Voucher Program?

### BACKGROUND:

The City of Reedsport has been contacted by Janeal Kohler, Housing Authority of Douglas County asking for a letter of support for converting the HADCO Reedsport Low Rent Public Housing Program (48 unites) to a Section 8 Voucher Program.

Ms. Kohler will be in attendance to explain what the change would mean to the housing units.

### FISCAL IMPACT:

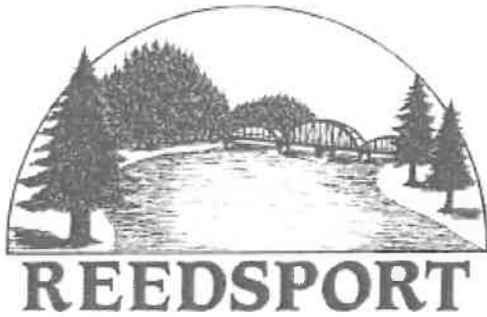
There is no fiscal impact.

### ALTERNATIVES:

1.     **\* provide a letter of support for converting the (Housing Authority of Douglas County, OR) Reedsport Low Rent Public Housing Program (48 units) to the Section 8 Voucher Program.**
2.     Decline to provide a letter of support for converting the (Housing Authority of Douglas County, OR) Reedsport Low Rent Public Housing Program (48 units) to the Section 8 Voucher Program.
3.     Table the issue and direct staff to conduct additional research.

Deanna Schafer, City Manager





## **CITY OF REEDSPORT**

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

August 7, 2023

RE: The Housing Authority of Douglas County, Oregon Application to convert Public Housing to Section 8

The City of Reedsport support the Housing Authority of Douglas County, Oregon (OR003) in their application to the U.S. Department of Housing and Urban Development to convert their funding for affordable housing in Reedsport from the federally subsidized housing program "Low Rent Public Housing Program" to the federally subsidized "Section 8 Voucher Program". The City of Reedsport understand the conversion provides more flexibility for Housing Authorities to better meet the needs of their communities while preserving low income housing. Thank you for your consideration.

Sincerely,

Linda McCollum  
Mayor





**PIH**

OFFICE OF PUBLIC & INDIAN HOUSING



# Streamlined Voluntary Conversion

Jane Hornstein, Special Applications Center

Chad Ruppel, Office of Field Operations



**PIH**

OFFICE OF PUBLIC & INDIAN HOUSING

## Streamlined Voluntary Conversion

- Provides small PHAs with the ability to convert their remaining public housing inventory to vouchers AND end their public housing Annual Contributions Contract (ACC)
  - Small PHA defined as having 250 public housing units or less under ACC in PIC
  - PHA must confirm its intent to close-out its public housing program (voluntary transfer, consolidation, or ACC termination)
  - Residents receive Tenant Protection Vouchers (TPVs)
- Cost test waived
- Applications must demonstrate:
  - PHA Plan inclusion, future use, resident involvement, Board approval, local government review, environmental clearance, impact analysis, and compliance with relocation requirements

PIH Notice 2019-05 <https://www.hud.gov/sites/dfiles/OCHCO/documents/19-05pihn.pdf>



## Threshold Requirements

- Conversion principally benefits residents, the PHA and the community
- Conversion has no adverse impact on affordable housing in the community

PHA demonstrates these in its Conversion Plan through:

- Proposed Future Use of property
- Location of property and mobility options to families
- Availability of housing in the community for Housing Choice Voucher (HCV) tenant-based assistance (including success and utilization rate)
- Family access to schools, jobs, and transportation



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## Resident Protections

- Conversion Plan developed with “significant participation” by residents
- Civil Rights Review
  - All Conversion Plans will undergo a civil rights review by HUD’s Office of Fair Housing and Equal Opportunity (FHEO)
- Resident Mobility
  - Residents must be able to use tenant-based HCV assistance to rent a unit in the private market, should they so choose
  - PHA is obligated to pay reasonable relocation costs and provide counseling for families that decide to leave
- Right to Remain
  - If a property will be used as housing after conversion, residents cannot be displaced



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## Future Use of Property

- Local Discretion
- Retain or Dispose
- Method of Disposition
  - Fair Market Value or below?
- Attaching Project-Based Voucher (PBV) assistance
  - Permissible but separate process
  - All applicable PBV requirements apply
  - See [PIH Notice 2017-21](#) (and successor guidance)
  - Families must provide written consent to PBV assistance for their units



OFFICE OF PUBLIC & INDIAN HOUSING

# Application to HUD

- **PIH Information Center (PIC)**
  - PHAs submit a Conversion Plan in the PIC Inventory Removals Submodule under "Streamlined VC"
  - PHAs upload completed Forms HUD-52860 and HUD-52860-E (question 2 only)
- **Sufficiency of Conversion Plan**
  - PHA Plan: Include conversion in PHA Annual or Moving To Work (MTW) Plan
  - Resident Involvement: Significant participation
  - Local Government Review
  - Future Use Description: Include any planned disposition or other transfer and whether property will be used as affordable housing after conversion
  - Environmental Review Requirements
  - Impact Analysis: Describe likely impact of the conversion, including the impact on the availability of affordable housing and the concentration of poverty
  - Relocation Activities: Summary of relocation plan
  - Close-Out Information: Include Form HUD-5837
  - HCV Administrator Agency: Must obtain Field Office approval if different from Applicant PHA
  - Board Approval (must be dated last in application)

# HUD Processing

- Special Applications Center (SAC)
  - Staff process conversion plans and applications, with assistance from FHEO (fair housing & civil rights review) and the Field Office (environmental review & PHA Plan)
- Timing
  - HUD will provide a preliminary response within 90 days of submission
  - Longer process may be required where further discussion with the PHA is necessary (See 24 CFR 972.236)
- HUD Approval Required
  - PHAs may not proceed with implementing a conversion plan, and HUD will not provide TPVs to the PHA, until HUD issues a written approval



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OFFICE OF PUBLIC & INDIAN HOUSING

## Tenant Protection Vouchers

- Eligibility
  - HUD will provide Replacement TPVs for all public housing units approved for conversion that were occupied within the previous 24 months (subject to change)
- Timing
  - PHA may apply for TPVs after SAC approves the conversion plan (in writing) and the PHA is ready to provide residents with tenant-based assistance
- HUD Approval Required



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## Special Considerations

- Family Briefing Requirement
  - PHA must brief the family on their rights
  - HUD Field Office must participate in the briefing, could be via phone or online
    - PHA must contact the local Field Office when establishing a briefing schedule
- Public Housing Fund Restrictions
  - Once a unit converts, PHA may not use public housing funds (i.e., Capital or Operating Funds) to support the unit
- Only PHAs with less than 250 units are eligible
  - HUD will not accept applications for any PHA with more than 250 units in PIC



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OFFICE OF PUBLIC & INDIAN HOUSING

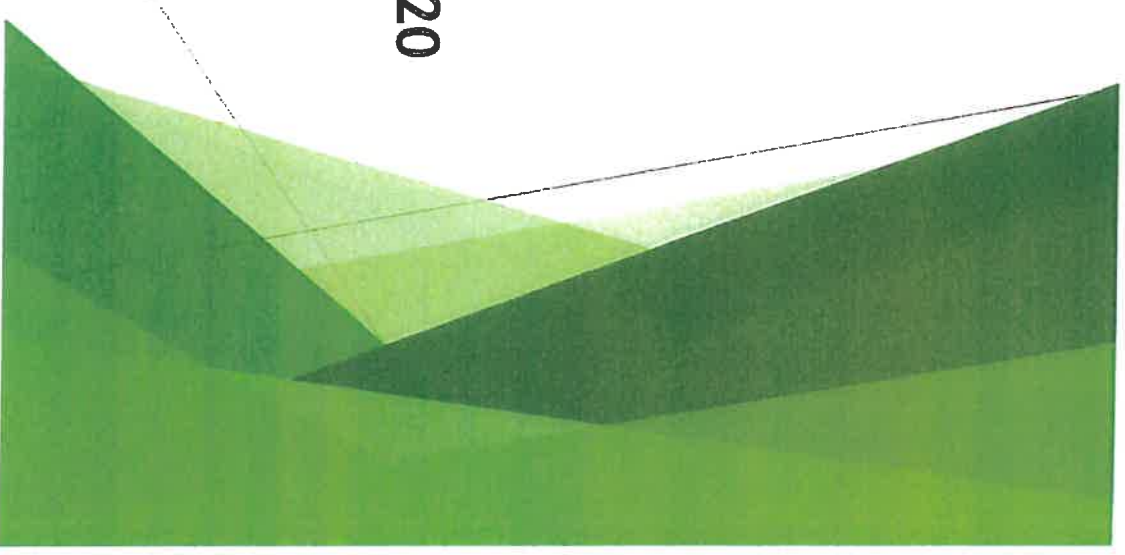
## Additional Resources

- Streamlined Voluntary Conversion Notice:  
<https://www.hud.gov/sites/dfiles/OCHCO/documents/19-05pihn.pdf>
- Voluntary Transfers and Consolidations Notice:  
<https://www.hud.gov/sites/documents/PIH2014-24.PDF>
- Public Housing Closeout Notice:  
<https://www.hud.gov/sites/dfiles/PIH/documents/PIH-2019-13.pdf>
- Inventory Removals Application: [HUD-52860](https://www.hud.gov/sites/dfiles/PIH/documents/PIH-2019-13.pdf)
- Special Applications Center: [www.hud.gov/sac](https://www.hud.gov/sac)
- Local HUD Public Housing Field Office: Staff can provide technical assistance on Streamlined Voluntary Conversion, the application, and other repositioning options



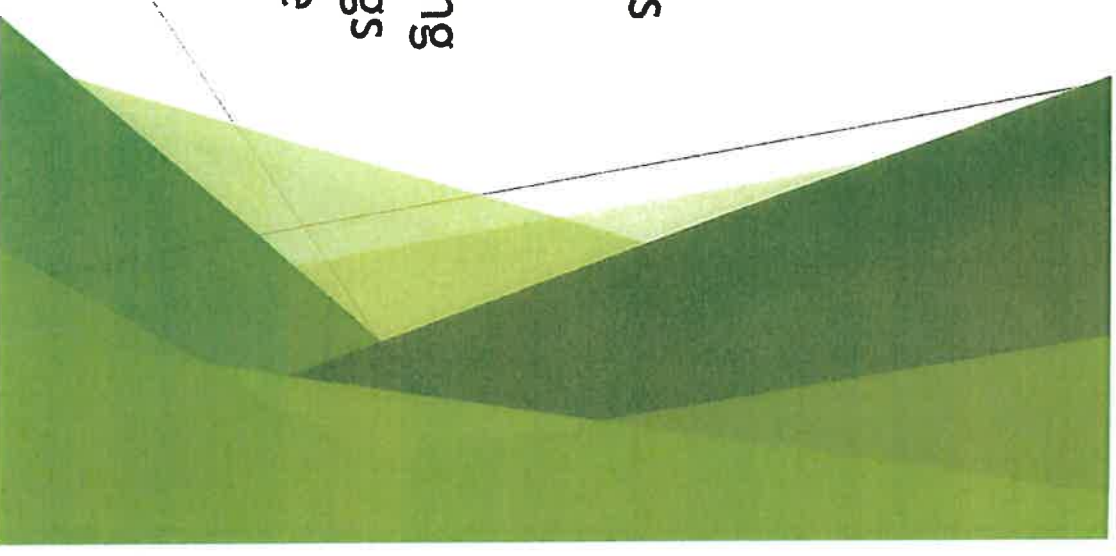
# Review of HADCO's Low Rent Public Housing Portfolio

April 23, 2020



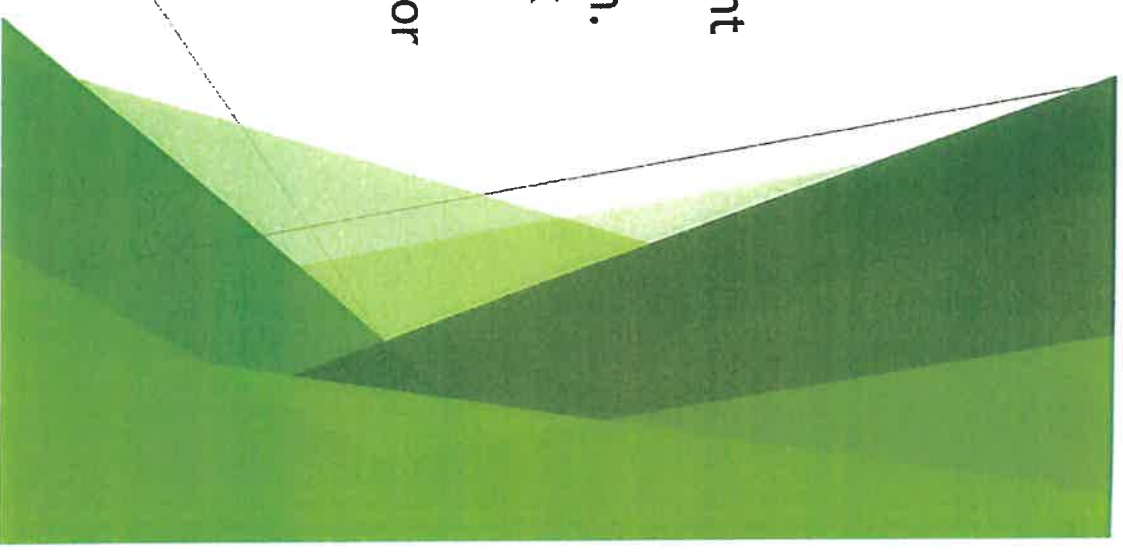
# Purpose:

To evaluate the impact of converting HADCO's current portfolio of Low Rent Public Housing Units ("LRPH") to a Project Based Section 8 Voucher funding platform using one of HUD's Asset Repositioning tools. The evaluation includes looking at the physical and financial health of the buildings in relation to the current funding streams for the properties.



# Portfolio:

- ▶ The LRPB program is funded through the U.S. Department of Housing and Urban Development's ("HUD") Public and Indian Housing Operating Fund and Capital Fund Program. The portfolio is currently comprised of 155 units (duplex style) in the attached locations.
- ▶ The LRPB units are well maintained units with most major capital needs addressed. Although older units they are decent considered the other aged housing stock in the community.

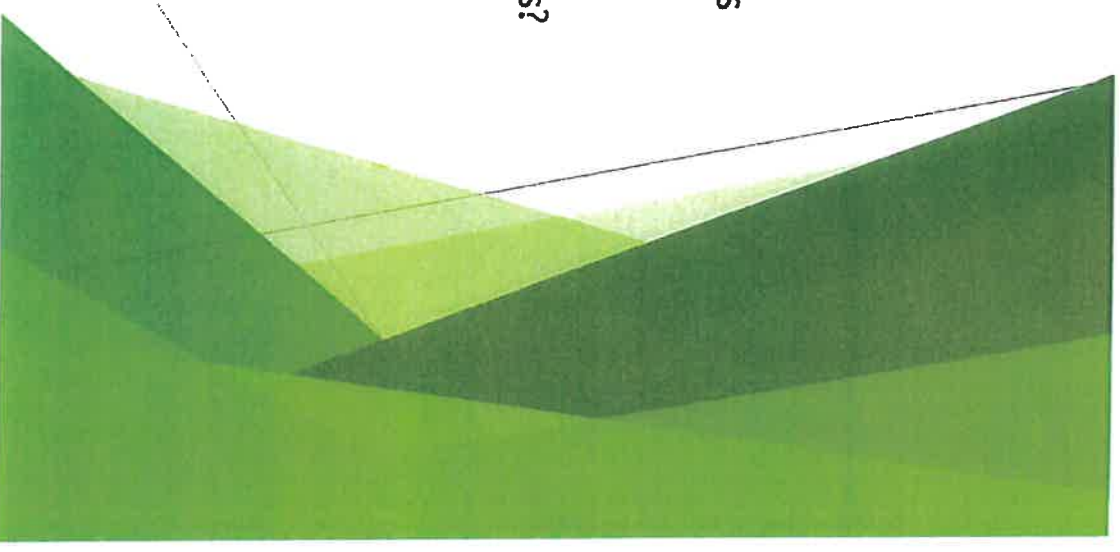


# Portfolio Challenges:

- ▶ Distance between property locations. The drive time between Yoncalla (most North property and Riddle (most South property) is one hour. The drive time for management to address tenant needs on the coast is 1.5 hours (one way).
- ▶ The buildings are an older design with small bathrooms so not very accessible to individuals with mobility disabilities.
- ▶ The Roseburg property is in a flood plain which limits the upgrade possibilities without bringing the entire building up to code.
- ▶ The Rosburg property is in a flood plain creating a hardship for the residents should there be another flood (last one in 1964).
- ▶ The Roseburg units are built on solid slabs. The soil type is poor (black mud) thus there is a lot of shifting between seasons as the ground water changes. Some buildings are need of foundation stabilization and the cost of those services is significant and arguably not worth the replacement cost of the building.
- ▶ The Roseburg sewer lines are deteriorating and will need replaced.

# Impact to Community:

- ▶ Oregon has been having a housing crisis and the City of Roseburg has been reviewing the land uses to best meet the various needs of the community. Discussion has been had on the under-utilized tax lots like HADCO's Roseburg property. Can HADCO better serve the community with higher density housing that is built to current codes? The advantages of redeveloping Roseburg would be;
  - ▶ Increasing affordable housing units
  - ▶ Redeveloping units to code to be safer for the residents
  - ▶ Using more modern and accessible design features to protect tenants.
  - ▶ The need for housing closer to supportive services



# The Options:

HUD recognizes the challenges smaller housing authorities face in preserving their affordable housing stock thus have provided options for Housing Authorities to convert LRPB housing to other affordable housing platforms to better serve the community.

With the increase in Fair Market Rents for Douglas County financial decision to convert to the Section 8 Program is beneficial. HADCO considered two options:

- ▶ Convert LRPB units to Rental Assistance Demonstration Program (RAD)
  - ▶ Per attached financial analysis- this option is not recommended.
- ▶ Convert LRPB to Section 8 Tenant Based Voucher with Streamlined Voluntary Conversion (SVC)
  - ▶ Vouchers are in addition to our current portfolio so there would be no adverse effect on our current waitlist
  - ▶ Tenants would be offered a tenant-based voucher with the option of making it project based.



# Impact to HADCO (Asset Management):

- ▶ The increase in revenues is substantial.
- ▶ The entire portfolio would need converted at the same time regardless of locations. The purpose of the HUD's incentive is to close out the program.
- ▶ The advantage of converting the LRPH portfolio is it would free up some restrictions (property must still be used for affordable housing) for example the units would be owned by HADCO (managed by DMPM) and profits could be used for future development.
- ▶ Funding opportunities could be leveraged better for replacement housing at a later time. An example would be to possibly sell a rural property and use proceeds to redevelop in higher need areas.
- ▶ Management would have improved flexibility to manage the properties. Staff can be disbursed differently to save on travel costs. There is currently one maintenance technician serving the 48 units in Reedsport and two serving the rest of the units in the Umpqua Valley. HUD Determined Rates and Davis Bacon wage requirements would no longer be required. BOLI would still be required depending on level of construction cost.
- ▶ There would be tenant protection vouchers provided by HUD. The vouchers would not come from our existing pool so there would be no adverse effect on the current Section 8 wait list.
- ▶ Additional utility expense could be passed to the tenant. Any increase in utility cost would be included in their Section 8 utility allowance. Currently HA pays water, sewer and garbage and the tenant pays for electricity and gas. Water is separately metered and could be included in the tenant responsibilities.

# Impact to HADCO (Asset Management):

- ▶ Since residents have the ability to move away from the property with tenant-based vouchers, there is an opportunity for HADCO to rent vacated units at affordable market rates.
  - ▶ There will no longer be subsidy for vacated units and in the event, there is a recession the market rents may not generate enough revenue.
- ▶ HADCO will have to budget for their own capital reserves until the projects are re-developed; there will no longer be capital funds for the project.
  - ▶ The attached Project Based Voucher funding analysis shows that at current expense levels the project would generate enough cash to budget for routine capital needs.
- ▶ The Uniform Relocation Act (URA) applies. HADCO must provide relocation assistance for any families that may not qualify for Section 8 assistance, including over-income families who do not qualify for vouchers



# Impact to Residents:

- ▶ Section 8 is the most popular program because of the mobility. Even residents in LRPH tend to apply for the Section 8 program because of the mobility benefits.
- ▶ There would be tenant protection vouchers provided by HUD. The vouchers would not come from our existing pool so there would be no adverse effect on the current Section 8 wait list.
- ▶ The tenants are still provided an affordable formula where their portion of rent is based on their income. See examples included. Increases in contracted rent usually has minimal impact on the tenant because their portion of the rent is based on 30% to 40% of their income.
- ▶ The conversion process allows for tenants to remain within 80% of AML. Any tenants over the income limit would need to relocate without voucher assistance. There are currently three families in this category.
- ▶ Any increase in utility cost would be included in their Section 8 utility allowance. Currently HA pays water, sewer and garbage and the tenant pays for electricity and gas. Water is separately metered and could be included in the tenant responsibilities.
- ▶ The nostalgic pride of still having Low Rent Public Housing units. Housing that residents have considered theirs because it was government housing.

# Impact to Residents:

- ▶ There are a significant number of households currently in LPRH that would not meet the occupancy requirements of our Section 8 program. Our current Section 8 policy requires two people per bedroom so there could be some individuals that would not qualify for the unit in which they currently live. The following are ways HADCO expects to mitigate these situations;
  - ▶ Review tenants who qualify for a larger bedroom size due to a reasonable accommodation.
  - ▶ Confirm which residents who still qualify for the larger unit because they have the necessary income. See examples provided.
  - ▶ Relocate families to the correct size of unit either in our portfolio or in the private market.
- ▶ It is important to understand the voucher does not limit a household to a particular size of unit. Households can underhoused or over housed based on the Section 8 Voucher size as long as they stay within the value of their voucher which is based on their income and HUD published fair market rents.
- ▶ The Uniform Relocation Act (URA) applies. HADCO must provide relocation assistance for any families that may not qualify for Section 8 assistance, including over-income families who do not qualify for vouchers

# Impact to Employees:

- ▶ HADCO would continue to own the units however HUD prohibits a HA to enter into a HAP contract with themselves. The portfolio would have to be managed by DMPM and some of the employees would need to be transferred to DMPM. There are currently 4.5 employees funded by the LRPB program under the HA.
- ▶ The properties would pay a management fee to DMPM management fund.
- ▶ The Section 8 program would receive additional administrative fees for the additional vouchers to cover increase voucher management costs.

# Streamlined Voluntary Conversion Process:

Board Resolution to submit application to HUD for Voluntary Conversion	April 2020
Tenant Consultation	Summer 2020?
Categorically Excluded Environmental Review -only funding stream is changing	Summer 2020
Amend Annual Plan to specify submission of application to HUD	Fall 2020
Board Resolution to submit application to HUD	Fall 2020
Application to HUD	

## Final Recommendation to the HADCO Board of Commissioners:

- It is management's recommendation that the Board approve the implementation of Streamlined Voluntary Conversion of the LRPB Program to Section 8 with the future intent to dispose of the Roseburg units in phases to allow for redevelopment as funding allows. The redevelopment is five to ten years away due to necessary planning.

