

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

PRESENT: Mayor Linda McCollum
Councilors DeeDee Murphy, Chuck Miller, Allen Teitzel, and Debby Turner (Councilor Rich Patten and Councilor Jeff Vanier was absent)
(Student Councilor Hayden Adams was absent)
City Manager Deanna Schafer
City Attorney Melissa Cribbins

OTHERS PRESENT: City Court Clerk Cindy Philips, Public Works Director Kim Clardy, Finance Director Michelle Fraley, Police Chief John Carter, Rob Crocker, Mia Langley, Ernie & Laura Lamoureux, Valerie Bowman, Rob Wright, Victoria Lavallee, Christina Crockett

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor McCollum called the meeting to order at 7:00 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

4. APPROVAL OF THE AMENDED AGENDA

City Manager Schafer noted that the agenda has been amended to remove item F.

Councilor Teitzel motioned to approve the Amended Agenda.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve the Amended Agenda.

VOTE:

AYES 5 NAYES 0

(Mayor McCollum, Councilors Murphy, Miller, Teitzel, 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 Work Session of July 10, 2023.

B. Approve minutes of the City Council Regular Session of July 10, 2023.

A correction was made to identify which councilors voted in favor of the motion: that the City Council table the issue and direct staff to conduct additional information; issue: an encroachment permit for 1757 Greenwood Avenue and direct staff to conduct additional information.

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

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.

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

***Approve a new liquor license to MLC LLC, Mia Langley and Shawn Peterson, LLC located at 351 Riverfront Way.**

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")?

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.

There is no fiscal impact.

*** 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?

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.

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

***Approve a new liquor license at 960 Highway Ave. known as Harbor Lights Restaurant from Nick Martzolf?**

- F. Motion to approve the Consent Calendar.

Councilor Teitzel motioned to approve the Consent Calendar.

Councilor Miller seconded the motion.

MOTION:

that the City Council approve the Consent Calendar.

VOTE:

AYES 5 NAYES 0

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

6. GENERAL BUSINESS

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

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

There is no fiscal impact for issuing an encroachment permit.

Councilor Teitzel motioned to approve an encroachment permit for 1757 Greenwood Avenue.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve an encroachment permit for 1757 Greenwood Avenue.

VOTE:

AYES 5 NAYES 0

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

- 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?

The Public Works Director Kim Clardy said that 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.

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.

Councilor Murphy motioned to approve the full-time employee for the maintenance department and discontinue the summer helper as of September 1, 2023.

Councilor Miller seconded the motion.

MOTION:

that the City Council approve the full-time employee for the maintenance department and discontinue the summer helper as of September 1, 2023.

VOTE:

AYES 5 NAYES 0

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

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

City Manager Deanna Schafer said that 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.

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.

Councilor Teitzel motioned to approve the creation of a Main Street Director position.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve the creation of a Main Street Director position.

VOTE:

AYES _____ 5 _____ NAYES _____ 0 _____

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

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

The Waste Water Lead Worker Chuck Hurlocker said that 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.

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

Councilor Teitzel motioned to authorize the expenditure of \$160,000 and award the project to West Coast CIPP Supply.

Councilor Miller seconded the motion.

MOTION:

that the City Council authorize the expenditure of \$160,000 and award the project to West Coast CIPP Supply.

VOTE:

AYES _____ 5 _____ NAYES _____ 0 _____

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

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

Finance Director Michelle Fraley said that a resolution has been drafted 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.

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.

Councilor Miller motioned to adopt Resolution 2023-015 authorizing a supplemental budget and budget revisions to the FY 2023-24 budget.

Councilor Murphy seconded the motion.

MOTION:

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

VOTE:

AYES 5 NAYES 0

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

- F. 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?

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 was in attendance and explained what the changes would mean to the housing units. She stated that the programs are very similar and would not displace the current residents.

Councilor Chuck Miller said that he read that the occupancy in the residences appear to require two persons per family per bedroom for the Section 8 Program verses no requirement such as that for the Low Income Program.

Council discussion ensued concerning displacing residents due to this or similar requirements.

Ms. Kohler state that there may be families or persons that are “over housed” because of this and that the Housing Authority would work with them to find other suitable housing.

After discussion the Council felt that they did not have enough information about the consequences of the changes in the program and ask for more information.

Councilor Turner motioned to table the issue and direct Ms. Kohler to provide additional research.

Councilor Teitzel seconded the motion.

MOTION:

that the City Council table the issue and direct Ms. Kohler to provide additional research.

VOTE:

AYES _____ 4 _____ NAYES _____ 1 _____

(Mayor McCollum, Councilors Murphy, Teitzel, and Turner voted in favor of the motion; Councilor Miller opposed the motion.)

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

The City Council was reminded of a photo session for Councilors set up on August 31, 2023 at 5:00pm.

EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL
AUGUST 7, 2023

PRESENT:

Mayor Linda McCollum

Councilors DeeDee Murphy, Chuck Miller, Allen Teitzel, and
Debby Turner

City Manager Deanna Schafer

Attorney Melissa Cribbins

- 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.

8. ADJOURN

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

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder