

MINUTES OF THE REEDSPORT CITY COUNCIL JUNE 19, 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 Stephen H. Miller

Attorney Mellissa Cribbins

OTHERS PRESENT:

Dep. City Recorder Courteney Davis, Public Works Director
Kimberly Clardy, Finance Director Michelle Fraley, Fire Chief
Tom Anderson, Police Chief John Carter

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. APPROVAL OF THE AMENDED AGENDA

City Manager Schafer asked that the agenda be amended to strike Executive Session.

Councilor Murphy motioned to approve the Amended Agenda.

Councilor Turner 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.)

4. PUBLIC HEARING

A. A Public Hearing to adopt municipal operating budget for Fiscal Year 2023-24.

Shall the City Council adopt Resolution 2023-010 adopting the fiscal year 2023-24 budget for the City of Reedsport, approving the permanent tax levy rate of \$6.1882 per \$1,000 of assessed value?

Madam Mayor opened the Public Hearing at 7:05 P.M.

STAFF REPORT:

Finance Director Michelle Fraley stated that at the regular Budget Committee meeting of May 22, 2023, the Reedsport City Budget Committee approved a budget totaling \$21,655,708 for Fiscal Year 2023-24. The Budget Committee approved the permanent levy rate of \$6.1882 per \$1,000 of assessed valuation as presented in the budget document.

A summary of the approved budget and a notice of the public hearing to consider the budget were published in The News Review newspaper on June 6, 2023.

A public hearing must be held in order for the City Council to consider final adoption of the budget for fiscal year 2023-24. State statute requires that a budget be adopted before June 30th of each year. Additional meetings can be scheduled if the Council wishes to consider any additional information.

Changes are allowed per ORS 294.456 with certain limitations. The following changes are allowed without republishing the budget:

- Governing body can increase expenditures of any fund up to \$5,000 or 10%, whichever is greater;
- Governing body can reduce expenditures of any fund;
- Governing body can adjust other resources.

Since the budget hearing of May 22nd new information has been obtained and the following budget amendments are being proposed.

General Fund-Non Departmental

Materials & Services

Transfer Out: Fund 025 Capital	\$ 256,000
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Contingency	\$(256,000)
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Contingency	\$ 100,000
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Revenue-Beginning Fund Balance	\$ 100,000
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Increase in General Fund	\$ 100,000
<u>Water Utility Fund</u>	
Capital Outlay	
Winchester Bay Water Line	\$(1,800,000)
Revenue	
Winchester Bay Water Line	\$(1,800,000)
Decrease in Water Utility Fund	\$(1,800,000)
<u>Fire Equipment Fund</u>	
Capital Outlay	
Seismic Retrofit Project	\$ 44,450
Vehicle Reserve	\$(44,450)
<u>General Capital Fund</u>	
Capital Outlay	
Seismic Retrofit PD/FS Project	\$ 502,800
Building Improvement	\$(96,800)
Revenue	
Grants: Seismic Retrofit PD/FS	\$406,000
Increase in General Capital Fund	\$406,000
<u>Police Capital Fund</u>	
Materials and Services	
Equipment	\$(15,000)
Capital Outlay	
Vehicle Reserve	\$(15,000)
K-9 Patrol Shelter	\$(3,000)
Range Building & Improvements	\$(15,500)
Painting & Gutters	\$(2,000)
Building Improvements	\$ 50,500

The recommended adjustments decrease the budget by a total of \$1,294,000 (General Fund, Water Utility Fund and General Capital Fund) the other changes are merely adjusting line items for the Remodel of Station 7 which was brought to and approved by council at the June 5, 2023 council meeting.

The permanent tax levy of \$6.1882 per \$1,000 of assessed valuation is authorized to be taxed on properties within the City of Reedsport.

PUBLIC TESTIMONY:

None.

COUNCIL QUESTIONS TO STAFF:

None.

COUNCIL DELIBERATION:

None.

Madam Mayor closed the public hearing at 8:15 P.M.

Councilor Murphy motioned to that the City Council adopt Resolution 2023-010 to accept the FY 2023-24 Operating Budget as amended by City Staff, approving the permanent tax levy rate of \$6.1882 per \$1,000 of assessed value.

Councilor Miller seconded the motion.

MOTION:

that the City Council adopt Resolution 2023-010 to accept the FY 2023-24 Operating Budget as amended by City Staff, approving the permanent tax levy rate of \$6.1882 per \$1,000 of assessed value.

VOTE:

AYES 7 NAYES 0

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

Councilor Teitzel motioned to that the City Council adopt the FY 2023-24 Capital Improvement Plan as approved by the Budget Committee.

Councilor Turner seconded the motion.

MOTION:

that the City Council adopt the FY 2023-24 Capital Improvement Plan as approved by the Budget Committee.

VOTE:

AYES 7 NAYES 0

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

5. GENERAL BUSINESS

A. Shall the City Council adopt Resolution 2023-011 authorizing a supplemental budget and budget revisions to the 2022-23 FY budget?

Finance Director Michelle Fraley stated that a resolution has been drafted which provides for unforeseen changes in the form of a supplemental budget and budget revisions to the 2022-23 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 2022-23 budget.

None of the recommended adjustments increase the property tax levy.

Budget Change for Fund 001 General Fund

Community Building/City Hall (108)

Materials and Services	
Wastewater	\$ 400
Electricity	\$ 5,000
Refund of Community Building	\$ 500
Building Maint/Supplies	\$ 2,300

Non Department (110)

Contingency	(\$8,200)
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The net change in General Fund is \$0

Budget Change for Fund 003 Water Utility Fund

Personnel Services	
Water Lead Worker	\$ 3,300

Water Worker Salary	\$ 2,700
Contingency	(\$6,000)

The net change in Fund 003 Water Utility Fund is \$0.

The budget revisions are merely for re-appropriating of budget line items.

There is no financial impact. The total budget will be increased by \$0.

Councilor Patten motioned to adopt Resolution 2023-011 authorizing a supplemental budget and budget revisions to the FY 2022-23 budget.

Councilor Murphy seconded the motion.

MOTION:

that the City Council adopt Resolution 2023-011 authorizing a supplemental budget and budget revisions to the FY 2022-23 budget.

VOTE:

AYES 7 NAYES 0

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

B. Shall the City Council modify and reclassify the position description of Police Sergeant to Lieutenant and then adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, Classification of Positions for Salary Ranges, assigning 2022-012 as the title?

Police Chief John Carter stated that the position of Police Sergeant for the Reedsport Police Department is both administrative and operational. The Sergeant assists the Chief in day-to-day operations of the Police Department as well as functioning in place of the Chief when the Chief is absent. In other Police Agencies the Reedsport Sergeant position would be a Lieutenant.

There are certain benefits and law enforcement associations a Lieutenant could join that are not available to a Sergeant. Reclassifying the position to a Lieutenant is also an attraction for those from other agencies who hold the rank of Sergeant to see this as a promotion. We are hopeful the reclassification will bring us a better candidate pool of trained professionals.

Approximately \$250 for a new Lieutenant Badge and Uniform Insignia.

Councilor Miller motioned to authorize the modification and reclassification of the position title of Police Lieutenant and then adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, Classification of Positions for Salary Ranges, assigning 2022-012 as the title.

Councilor Turner seconded the motion.

MOTION:

that the City Council authorize the modification and reclassification of the position title of Police Lieutenant and then adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, Classification of Positions for Salary Ranges, assigning 2022-012 as the title.

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 2023-013 establishing a mission statement for the Reedsport Municipal Jail?

Chief Carter stated that having a mission statement is a common business practice for both public and private sector service providers. It is a communication tool which will assist the level of understanding as to what is our purpose and our intent not only as a municipal organization but also internally as it relates to our organizational priorities, goals, objectives and action plans.

As a result of the Jail Assessment completed in 2019 by our insurance carrier City County Insurance Services, it was recommended that we develop and implement a Mission Statement and Goals specific to the Municipal Jail and operation thereof.

There is no fiscal impact.

Councilor Vanier motioned to adopt Resolution 2023-013 establishing a mission statement for the Reedsport Municipal Jail.

Councilor Miller seconded the motion.

MOTION:

that the City Council adopt Resolution 2023-013 establishing a mission statement for the Reedsport Municipal Jail.

VOTE:

AYES _____ 6 _____ NAYES _____ 1 _____

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

D. Shall the City Council issue an intent to award and authorize the award of a construction contract for the Police/Fire Station 7 seismic rehabilitation and remodel project?

City Manager Deanna Schafer stated that ZCS Engineering & Architecture solicited bids for the seismic retrofit and remodel of the existing Police/Fire Station 7, as a public improvement project. All interested contractors attended a mandatory pre-bid meeting held on Wednesday May 3, 2023. Additionally, a copy of the project manual was made available on April 26, 2023.

Bids were due and publicly opened at Reedsport City Hall at 2:00 pm on May 24, 2023.

The apparent low bidder was DSL Builders, LLC.

On June 6, 2023 City Council has gave direction to work with the low bidder to establish a final amount through value engineering and potentially trimming portions of the project.

Station 7 Seismic retrofit and remodel: \$3,355,000
Alternates 1 & 2 \$56,000

Grant award total: \$2,496,260

Councilor Teitzel motioned to authorize and issue an intent to award and award of a construction contract for the Police/Fire Station 7 seismic rehabilitation and remodel project to DSL Builders, LLC.

Councilor Miller seconded the motion.

MOTION:

that the City Council authorize and issue an intent to award and award of a construction contract for the Police/Fire Station 7 seismic rehabilitation and remodel project to DSL Builders, LLC.

VOTE:

AYES 7 NAYES 0

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

6. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

None.

7. ADJOURN

Mayor McCollum adjourned the meeting at 8:00 P.M.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder