

**Reedsport Urban Renewal District
Budget Committee
AGENDA**

Council Chambers
451 Winchester Avenue
Monday, November 6, 2023 at 6:00 pm

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 ccrockett@cityofreedsport.org by 4:00 p.m. on the day of each regularly scheduled council meeting.

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

6:00 p.m. Urban Renewal Budget Meeting:

1. CALL TO ORDER
2. CITIZEN COMMENTS
This time is reserved for citizens to comment. Maximum of five minutes per item, please.
3. APPROVAL OF THE AGENDA
4. APPROVAL OF THE MINUTES : May 22, 2023
5. GENERAL BUSINESS
 - A. Presentation of Financial Report – 4th Quarter 22/23
 - B. Presentation of Financial Report – 1st Quarter FY 23/24.
6. MISCELLANEOUS ITEMS
(Budget Committee Members, City Staff)
7. ADJOURN

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting, to Deputy City Recorder Christina Crockett at 271-3603.

MINUTES OF THE BUDGET COMMITTEE OF THE REEDSPORT URBAN RENEWAL
DISTRICT MAY 22, 2023 AT 6:00 P.M. AT CITY HALL.

PRESENT: Mayor Linda McCollum, Councilors DeeDee Murphy, Jeff Vanier, Debby Turner, Allen Teitzel, Chuck Miller and Rich Patten.

Committee Members: Leon Bridge, Debbie Yates, John Moore, Chris Adamson, Rob Wright and Bob Gray.

OTHERS PRESENT: Deanna Schafer, Michelle Fraley, Kim Clardy, Courteney Davis, John Carter and Tom Anderson.

ABSENT: Steve Miller

CALL TO ORDER: The meeting began at 6:00 pm.

CITIZEN COMMENTS: None

APPROVAL OF THE AGENDA:

Lee Bridge moved that the Urban Renewal Budget Committee approve the agenda of May 22, 2023.

Debby Turner seconded the motion.

MOTION:

that the Urban Renewal Budget Committee approve the agenda of May 22, 2023.

VOTE:

A vote was taken on the motion with the following results:

AYES 13 NAYS 0

(McCollum, Murphy, Patten, Vanier, Miller, Teitzel, Turner Bridge, Yates, Moore, Adamson, Wright and Gray voted in favor of the motion.)

The motion passed unanimously.

APPROVAL OF THE MINUTES: February 6, 2023

Allen Teitzel moved that the Minutes of the Urban Renewal Budget Committee for May 22, 2023.

Lee Bridge seconded the motion.

MOTION:

that the Urban Renewal Budget Committee approve the minutes of February 6, 2023.

VOTE:

A vote was taken on the motion with the following results:

AYES 13 NAYS 0

(McCollum, Murphy, Patten, Vanier, Miller, Teitzel, Turner Bridge, Yates, Moore, Adamson, Wright and Gray voted in favor of the motion.)

GENERAL BUSINESS:

Review of the Reedsport Urban Renewal District Budget for FY 2023-24.

City Manager Deanna Schafer presented the Urban Renewal District budget:

Fund 150 – City Manager Deanna Schafer shared that there is a slight increase in property tax revenue mainly due to the building improvements in the downtown area. Schafer also noted the \$300,000 credit advance line item. This was budgeted last year also and was not utilized. The debt service expense of \$55,000 would be the amount to pay back the \$300,00 over the life of the district which has six years remaining.

Fund 151 – City Manager Deanna Schafer indicated that the Main Street budget was similar to last year. The Oregon Main Street Revitalization Grant in the amount of \$200,000 still has ongoing projects. There is also a second round for this grant that the Main Street Program has unofficially been awarded. We have also added to this budget a part time Main Street Coordinator.

This concludes the presentation of the budget. Budget Committee member Chris Adamson inquired why the transfer out from Fund 150 is for \$15,000 but coming into Fund 151 it is \$14,000? Fraley indicated it was an error on her part and that the correction will be made on the approved to reflect the incoming to Fund 151 is \$15,000. There were no further questions or comments regarding the budget.

Shall the URD Budget Committee approve the budget for fiscal year 2023-24?

John Moore moved that the Urban Renewal Budget Committee approve the budget for the fiscal year 2023-24.

Chris Adamson seconded the motion.

MOTION:

that the Urban Renewal Budget Committee approve the budget for the fiscal year 2023-24.

VOTE:

A vote was taken on the motion with the following results:

AYES 13 NAYS 0

(McCollum, Murphy, Patten, Vanier, Miller, Teitzel, Turner Bridge, Yates, Moore, Adamson, Wright and Gray voted in favor of the motion.)

The motion passed unanimously.

MISCELLANEOUS: Schafer reported that we have hired a consultant to help extend the district.

ADJOURN: The meeting was adjourned at 6:16 pm.

Debbie Yates, Chairperson

ATTEST:

Deanna Schafer, City Recorder

Financial Report - November 6, 2023 Urban Renewal District Meeting

Period ending 6.30.2023

Q4 (2022/23) Target: 100%

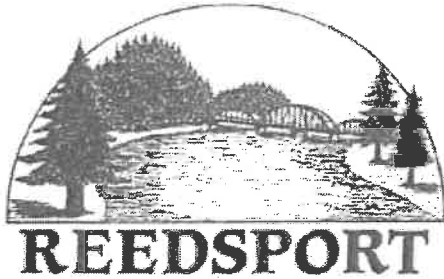
Reedsport Urban Renewal District. Fund 150				
	Budget	Actual		
Beginning Fund Balance	\$258,000	\$178,419	69%	
Revenue	\$582,746	\$372,782	64%	Rcv
*Expenditures	\$840,746	\$214,850	26%	Exp
URD MainStreet Fund 151				
	Budget	Actual		
Beginning Fund Balance	\$62,000	\$61,258	99%	
Revenue	\$373,100	\$191,560	51%	Rcv
*Expenditures	\$435,100	\$220,805	51%	Exp

Financial Report - November 6, 2023 Urban Renewal District Meeting

Period ending 09.30.2023

Q1 (2023/24) Target: 25%

Reedsport Urban Renewal District. Fund 150				
	Budget	Actual		
Beginning Fund Balance	\$308,000	\$336,351	109%	
Revenue	\$514,300	\$15,592	3%	Rcv
*Expenditures	\$822,300	\$6,840	1%	Exp
URD MainStreet Fund 151				
	Budget	Actual		
Beginning Fund Balance	\$36,000	\$32,013	89%	
Revenue	\$494,515	\$9,940	2%	Rcv
*Expenditures	\$530,515	\$26,891	5%	Exp



CITY OF REEDSPORT

BUDGET COMMITTEE AGENDA

City Council Chambers

451 Winchester Avenue

Reedsport, OR 97467-1597

Phone (541) 271-3603 | Fax (541) 271-2809

Monday, November 6, 2023 at 6:15 pm

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 ccrockett@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>

6:15 p.m. Quarterly Budget Meeting:

1. CALL TO ORDER
2. CITIZEN COMMENTS
This time is reserved for citizens to comment. Maximum of five minutes per item, please.
3. APPROVAL OF THE AGENDA
4. APPROVAL OF THE MINUTES
 - A. Minutes of May 22, 2023
5. GENERAL BUSINESS
 - A. Presentation of Financial Report – 4th Quarter FY 22-23
 - B. Presentation of Financial Report – 1st Quarter FY 23-24
6. MISCELLANEOUS ITEMS
(Budget Committee Members, City Staff)
7. ADJOURN

MINUTES OF THE BUDGET COMMITTEE OF THE CITY OF REEDSPORT HELD ON
MAY 22, 2023 AT 6:15 P.M. AT CITY HALL.

PRESENT: Mayor Linda McCollum, Councilors DeeDee Murphy, Jeff Vanier, Chuck Miller, Debby Turner, Allen Teitzel and Rich Patten.

Committee Members Lee Bridge, Debbie Yates, John Moore, Chris Adamson, Rob Wright and Bob Gray.

OTHERS PRESENT: Deanna Schafer, Michelle Fraley, Kim Clardy, Courteney Davis, Tom Anderson and John Carter.

ABSENT: Steve Miller

CALL TO ORDER: The meeting began at 6:17 pm.

CITIZEN COMMENTS: None

APPROVAL OF THE AGENDA: May 22, 2023

Lee Bridge moved that the Budget Committee approve the agenda.

Jeff Vanier seconded the motion.

MOTION:

that the Budget Committee approve the agenda of May 22 2023.

VOTE:

A vote was taken on the motion with the following results:

AYES 13 NAYS 0

(McCollum, Murphy, Vanier, Miller, Turner, Teitzel, Patten, Bridge, Yates, Moore, Adamson, Wright and Gray voted in favor of the motion.)

The motion passed unanimously.

APPROVAL OF THE MINUTES: February 6, 2023

Allen Teitzel moved that the Minutes of the City of Reedsport Budget Committee for February 6, 2023 be approved.

Lee Bridge seconded the motion.

MOTION:

That the City of Reedsport Budget Committee approve the minutes of February 6, 2023.

VOTE:

A vote was taken on the motion with the following results:

AYES 13 NAYS 0

(McCollum, Murphy, Vanier, Miller, Turner, Teitzel, Patten, Bridge, Yates, Moore, Adamson, Wright and Gray voted in favor of the motion.)

The motion passed unanimously.

PUBLIC HEARING:

Shall the Reedsport City Budget Committee adopt recommendations on uses of state revenue sharing funds for fiscal year 2023-24?

In order to receive state revenues apportioned among cities within the state, the budget committee must consider the possible uses of state revenue sharing distributions and make a recommendation to the City Council.

The proposed budget for fiscal year 2023-24 identifies \$432,600 in state sharing revenues to be used for purposes such as police, fire, planning, storm sewers, sanitary sewers, street construction, maintenance and lighting.

There were no comments and no questions for staff regarding this matter.

Linda McCollum motioned to adopt the recommended uses of state revenue sharing funds for the fiscal year 2023-24 budget in the amount of \$432,600.

Jeff Vanier seconded the motion.

MOTION:

that the Budget Committee adopt the recommended uses of state revenue sharing funds for the fiscal year 2023-24 budget in the amount of \$432,600.

VOTE:

A vote was taken on the motion with the following results:

AYES 13 NAYS 0

(McCollum, Murphy, Vanier, Miller, Turner, Teitzel, Patten, Bridge, Yates, Moore, Adamson, Wright and Gray voted in favor of the motion.)

The motion passed unanimously.

GENERAL BUSINESS:

Receive fiscal year 2023-24 budget message from City Manager.

City Manager Deanna Schafer presented the budget message for the fiscal year 2023-24 budget. Schafer presented highlights and challenges of the past fiscal year and the upcoming year.

Begin review of the fiscal year 2023-24 budget document.

City Manager Deanna Schafer, began the presentation with the overview of the General Fund revenues. A large portion of these revenues are property tax collections. Schafer also reviewed the property tax compression sheet along with the proposed interfund transfers.

Schafer reviewed the revenue. Noted that Jail Bed Rent will be drastically decreased this fiscal year due to Coos County Parole and Probation budget cuts decreased their bed rental from five beds to one bed. Lease/Rent will increase from \$7,500 to \$12,680 due to a lease with Leo's Landscaping and with Big Fish. All building permit revenues have been increased due to the influx of building. The corresponding expenses have also increased.

Schafer proceeded with budget presentation fund by fund. (only funds with questions or comments are listed).

Fund 001-101 (City Manager) – Schafer will still continue to act as City Recorder and also oversee the Deputy City Recorder position. Schafer is also working on protecting and securing the land around our drinking water source.

Fund 001-102 (Finance) – Director Fraley indicated a correction on top of page. Proposed column reads 22-23 correction should be 23-24.

Fund 001-104 (Legal Services) – Schafer reported that Melissa Cribbins has agreed to be Counsel to the City.

Fund 001-108 (Community Building) – We will be looking into replacement roofing in the future.

Fund 001-110 (Non-Departmental) – This is where ARPA funding is held. Some of the funds from the ARPA Grant will be utilized for the Seismic Project.

001-200 (Police) – The Police Department is projected to use more dollars to fund personnel than property taxes received. We are cautiously optimistic we will receive additional taxes than budgeted. We are also applying for the COPS Grant and requesting that our match be waived. More updates when available. The fuel line item was also increased again this year.

001-440 (Senior Center) – We have budgeted for an HVAC repair

002 (Streets Fund) Schafer discussed the DCIB Grant for the 16th street repairs and sidewalks. Also 101 & Winchester received a new much needed street light at the crosswalk.

003 (Water Fund) – Schafer noted that we are working on the Winchester Bay Waterline Project. Douglas County is reimbursing the expenses. Budget Chair Yates asked water meters. Schafer indicated we need to complete a water master plan, rate study and a conservation plan which will take approximately three years. Schafer's estimate is that we most likely will not be fully metered until 2030.

004 (Wastewater Utility Division Fund) – Schafer reported that this is where the Forest Hills Pump Station Project is and funded by the CBDG Grant.

005 (Storm Drain Division Fund) Schafer noted that we may be looking into combining this fund with the Wastewater Fund. This is also the fund used for the Levee Improvement Project.

025 (General Capital Fund) – Schafer reported that this is where the Seismic Retrofit Grant is for Station 7.

035 (Animal Shelter Fund) – Schafer noted that we have increased the donation line due to a house being willed to the Shelter.

This concluded the budget review. There were no further comments or questions.

Shall the Budget Committee make a motion to approve the City of Reedsport proposed budget and approve taxes for the 2023-24 fiscal year at the permanent tax rate of \$6.1882 per \$1,000 of assessed value for operating purposes?

DeeDee Murphy motioned to approve the City of Reedsport budget for the fiscal year 2023-24 and approve the permanent tax rate of \$6.1882 per thousand of assessed value for operating purposes.

Debby Turner seconded the motion.

MOTION:

that the Budget Committee approve the City of Reedsport budget for the fiscal year 2023-24 and approve the permanent tax rate of \$6.1882 per thousand of assessed value for operating purposes.

VOTE:

A vote was taken on the motion with the following results:

AYES 12 NAYS 0

(McCollum, Murphy, Vanier, Miller, Turner, Teitzel, Patten, Bridge, Yates, Moore, Adamson, Wright and Gray voted in favor of the motion.)

Chris Adamson had to leave at 7:45 p.m.

The motion passed unanimously.

Review of FY 2023-24 Capital Improvement Plan.

Schafer highlighted the Capital Improvements that were ranked in the upcoming fiscal year. She noted that some of the items that are listed in this fiscal year have funds specifically set aside for the purpose, others are wish list items with a lower priority or have a lower funding rating. Those items may happen if a funding opportunity arises or if money is left over from another project.

Shall the Budget Committee make a motion to approve the Capital Improvement Plan for 2023-24 fiscal year?

DeeDee Murphy motioned to approve the Capital Improvement Plan for the 2023-24 fiscal year.

Lee Bridge seconded the motion.

MOTION:

that the Budget Committee approve the Capital Improvement Plan for the 2023-24 fiscal year.

VOTE:

A vote was taken on the motion with the following results:

AYES 12 NAYS 0

(McCollum, Murphy, Vanier, Miller, Turner, Teitzel, Patten, Bridge, Yates, Moore, Adamson, Wright and Gray voted in favor of the motion.)

The motion passed unanimously.

MISCELLANEOUS: Schafer shared that Douglas County will be holding a ribbon cutting Tuesday, May 23rd at 1:30 at their building. Fraley thanked the budget committee and council for serving on the committee and thanked City Manager Schafer for the additional help on the police budget which we do not normally navigate.

ADJOURN: The meeting was adjourned at 8:21 pm.

Debby Yates, Chairperson

ATTEST:

Deanna Schafer, City Recorder

Financial Report - November 6, 2023 City Council Meeting

Period ending 6.30.2023
Q4 (2022/2023) Target: 100%

General Fund 001				
	Budget	Actual		
Beginning Fund Balance	\$1,523,097	\$1,822,353	120%	
Revenue	\$3,336,810	\$3,781,488	113%	Rcv
*Expenditures	\$4,859,907	\$3,243,093	67%	Exp
Street Fund 002				
	Budget	Actual		
Beginning Fund Balance	\$300,000	\$440,581	147%	
Revenue	\$496,150	\$591,703	119%	Rcv
*Expenditures	\$764,150	\$535,944	70%	Exp
Water Utility Fund 003				
	Budget	Actual		
Beginning Fund Balance	\$930,000	\$1,011,843	109%	
Revenue	\$1,102,700	\$935,286	85%	Rcv
*Expenditures	\$1,979,050	\$989,254	50%	Exp
Wastewater Utility 004				
	Budget	Actual		
Beginning Fund Balance	\$2,300,000	\$2,175,018	95%	
Revenue	\$4,877,613	\$2,134,041	44%	Rcv
*Expenditures	\$6,157,913	\$2,132,544	35%	Exp
Stormwater Utility Fund 005				
	Budget	Actual		
Beginning Fund Balance	\$372,375	\$451,562	121%	
Revenue	\$2,334,150	\$542,578	23%	Rcv
*Expenditures	\$2,698,525	\$193,978	7%	Exp
Bicycle/footpath Fund 007				
	Budget	Actual		
Beginning Fund Balance	\$53,250	\$55,542	104%	
Revenue	\$3,900	\$4,576	117%	Rcv
*Expenditures	\$57,150	\$0	0%	Exp
Fire Equipment Fund 014				
	Budget	Actual		
Beginning Fund Balance	\$23,550	\$54,427	231%	
Revenue	\$966,550	\$891,487	92%	Rcv
*Expenditures	\$990,100	\$890,784	90%	Exp
Dunes NRA Fund 016				
	Budget	Actual		
Beginning Fund Balance	\$38,000	\$29,872	79%	
Revenue	\$250,500	\$254,363	102%	Rcv
*Expenditures	\$288,500	\$22,529	8%	Exp

Riverfront Fund 017				
	Budget	Actual		
Beginning Fund Balance	\$118,000	\$170,039	144%	
Revenue	\$136,700	\$169,850	124%	Rcv
*Expenditures	\$243,200	\$159,096	65%	Exp
Water System Development Fund 020				
	Budget	Actual		
Beginning Fund Balance	\$121,450	\$121,666	100%	
Revenue	\$26,480	\$6,939	26%	Rcv
*Expenditures	\$147,930	\$0	0%	Exp
Funds 21-22 (SDCs) interest only				
General Capital Improve. Fund 025				
	Budget	Actual		
Beginning Fund Balance	\$327,000	\$348,178	106%	
Revenue	\$2,369,707	\$400,971	17%	Rcv
*Expenditures	\$2,689,872	\$326,592	12%	Exp
Dial-A-Ride Fund 034				
	Budget	Actual		
Beginning Fund Balance	\$900	\$5,140	571%	
Revenue	\$43,070	\$34,716	81%	Rcv
*Expenditures	\$43,970	\$34,653	79%	Exp
Animal Shelter Fund 035				
	Budget	Actual		
Beginning Fund Balance	\$15,000	\$33,520	223%	
Revenue	\$11,200	\$20,034	179%	Rcv
*Expenditures	\$26,200	\$22,236	85%	Exp
Library Fund 036				
	Budget	Actual		
Beginning Fund Balance	\$500	\$971	194%	
Revenue	\$5,095	\$4,758	93%	Rcv
*Expenditures	\$5,595	\$4,251	76%	Exp
Police Capital Fund 037				
	Budget	Actual		
Beginning Fund Balance	\$145,000	\$148,924	103%	
Revenue	\$88,900	\$92,417	104%	Rcv
*Expenditures	\$233,900	\$21,192	9%	Exp
CERT Program Fund 038				
	Budget	Actual		
Beginning Fund Balance	\$1,000	\$973	0%	
Revenue	\$510	\$526	103%	Rcv
*Expenditures	\$1,510	\$26	2%	Exp

Financial Report - November 6, 2023 City Council Meeting

Period ending 09.30.2023

Q1 (2023/2024) Target: 25%

General Fund 001				
	Budget	Actual		
Beginning Fund Balance	\$2,050,200	\$2,360,748	115%	
Revenue	\$3,073,215	\$323,200	11%	Rcv
*Expenditures	\$5,123,415	\$1,286,344	25%	Exp
Street Fund 002				
	Budget	Actual		
Beginning Fund Balance	\$324,874	\$476,340	147%	
Revenue	\$490,850	\$17,502	4%	Rcv
*Expenditures	\$803,724	\$390,273	49%	Exp
Water Utility Fund 003				
	Budget	Actual		
Beginning Fund Balance	\$757,193	\$937,875	124%	
Revenue	\$1,038,225	\$243,836	23%	Rcv
*Expenditures	\$1,763,543	\$295,083	17%	Exp
Wastewater Utility 004				
	Budget	Actual		
Beginning Fund Balance	\$1,256,000	\$1,926,515	153%	
Revenue	\$4,370,613	\$532,629	12%	Rcv
*Expenditures	\$5,056,913	\$1,186,515	23%	Exp
Stormwater Utility Fund 005				
	Budget	Actual		
Beginning Fund Balance	\$680,000	\$800,162	118%	
Revenue	\$1,644,150	\$292,619	18%	Rcv
*Expenditures	\$2,316,150	\$118,586	5%	Exp
Bicycle/footpath Fund 007				
	Budget	Actual		
Beginning Fund Balance	\$60,140	\$60,118	100%	
Revenue	\$4,625	\$1,499	32%	Rcv
*Expenditures	\$64,765	\$0	0%	Exp
Fire Equipment Fund 014				
	Budget	Actual		
Beginning Fund Balance	\$60,500	\$55,130	91%	
Revenue	\$75,400	\$33,661	45%	Rcv
*Expenditures	\$135,900	\$4,682	3%	Exp
Dunes NRA Fund 016				
	Budget	Actual		
Beginning Fund Balance	\$20,000	\$18,985	95%	
Revenue	\$250,500	\$42,834	17%	Rcv
*Expenditures	\$270,500	\$19,462	7%	Exp
Riverfront Fund 017				
	Budget	Actual		
Beginning Fund Balance	\$143,750	\$180,793	126%	
Revenue	\$149,700	\$51,777	35%	Rcv
*Expenditures	\$281,950	\$51,524	18%	Exp

System Development Fund Water 020				
	Budget	Actual		
Beginning Fund Balance	\$137,140	\$128,605	94%	
Revenue	\$27,980	\$5,391	19%	Rcv
*Expenditures	\$165,120	\$0	0%	Exp
Sys. Development Fund Wastewater 021				
	Budget	Actual		
Beginning Fund Balance	\$311,000	\$311,383	100%	
Revenue	\$6,000	\$2,539	42%	Rcv
*Expenditures	\$317,000	\$0	0%	Exp
System Development Fund Stormwater 022				
	Budget	Actual		
Beginning Fund Balance	\$11,000	\$2,415	22%	
Revenue	\$5,343	\$900	17%	Rcv
*Expenditures	\$16,343	\$0	0%	Exp
General Capital Fund 025				
	Budget	Actual		
Beginning Fund Balance	\$432,300	\$422,558	98%	
Revenue	\$2,541,420	\$374,382	100%	Rcv
*Expenditures	\$2,966,420	\$5,350	0%	Exp
Dial-A-Ride Fund 034				
	Budget	Actual		
Beginning Fund Balance	\$1,500	\$5,205	347%	
Revenue	\$43,070	\$535	1%	Rcv
*Expenditures	\$43,050	\$16,400	38%	Exp
Animal Shelter Fund 035				
	Budget	Actual		
Beginning Fund Balance	\$25,000	\$31,318	125%	
Revenue	\$65,300	\$6,290	10%	Rcv
*Expenditures	\$90,300	\$4,938	5%	Exp
Library Fund 036				
	Budget	Actual		
Beginning Fund Balance	\$1,000	\$1,479	148%	
Revenue	\$4,600	\$1,075	23%	Rcv
*Expenditures	\$5,600	\$1,108	20%	Exp
Police Capital Fund 037				
	Budget	Actual		
Beginning Fund Balance	\$230,000	\$220,148	96%	
Revenue	\$65,400	\$21,444	33%	Rcv
*Expenditures	\$295,400	\$7,372	2%	Exp
CERT Program Fund 038				
	Budget	Actual		
Beginning Fund Balance	\$1,435	\$1,473	0%	
Revenue	\$510	\$32	6%	Rcv
*Expenditures	\$1,945	\$0	0%	Exp

CITY OF REEDSPORT CASH BALANCE SHEET - SEPTEMBER 2023

CASH ON DEPOSIT	
FIRST COMM. CREDIT UNION	
UDC Gift Shop	\$ 249,639.23
Municipal Court	\$ 31,605.75
UMPQUA BANK	
Accounts Payable #25-0507709	\$ 175,056.12
Umpqua Bank Certificate of deposit	\$ 1,062,839.61
STATE OF OREGON	
Local Government Investment Pool	\$4,660,818.39
Library	\$ -
FIRST INTERSTATE BANK	
Money Market	\$557,258.13
Savings Account - K9 Fund	\$ -
PETTY CASH	\$150.00
TOTAL CASH BALANCE	\$6,737,367.23

Interest Rate on savings 09.30.2019	Rate	Securities Amount	Maturity Date
First Int. Bank Money Market	0.15%	\$557,258.13	11/15/2024
Local Government Investment Pool	4.80%	\$4,660,818.39	open
Umpqua Bank Certificate of Deposit	0.11%	\$1,062,839.61	12/20/2023
Total		\$5,218,076.52	
Average yield of City Investments	1.69%		

Technical Memorandum

October 25, 2023

Project# 27003.011

To: Deanna Schafer and Kim Clardy, *City of Reedsport*
Thomas Guevara, *Oregon Department of Transportation*

From: Matt Bell, Jon Gerlach, PE, and Marc Butorac, PE, PTOE, Brian Bauman (HDR) and Mikal Mitchell, PE (HDR)

Project: City of Reedsport Rail Crossing Study and Refinement Plan

RE: Draft Tech Memorandum #7: Preferred Improvements

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INTRODUCTION

This memorandum addresses outstanding questions and summarizes the feedback received on the two most promising improvement packages identified in Technical Memorandum #6, provides a high-level environmental review of the packages (see Table 1), and refines and recommends a preferred set of projects. These projects will address the needs identified with the development of the Port of Coos Bay Pacific Coast Intermodal Port and associated increase in train activity through the community of Reedsport. The memorandum includes draft project sheets for the refined and preferred alternative improvement package, the project team's opinion regarding the anticipated National Environmental Policy Act (NEPA) classification, and a draft environmental prospectus for the preferred improvement package.

OUTSTANDING ISSUES AND FEEDBACK ON THE MOST PROMISING IMPROVEMENT PACKAGES

Based on the Project Management Team (PMT), Project Advisory Committee (PAC), City of Reedsport Planning Commission and City Council, and community review of Technical Memorandum #6, the following outstanding issues were identified. Each identified issue, shown in *italics*, has a response in standard text.

- **Issue:** *Visual impacts associated with the vertical elements of the overpass structures and considering a viaduct-type design with columns versus retaining walls to provide the ability to see through the structure.*

Response: The project team reviewed similar viaduct-type designs in Oregon and prepared initial cost opinions for the two most promising improvement packages. Exhibit 1 below shows a potential similar rail viaduct structure for Alternative 4A in Oregon City, Oregon.

Exhibit 1. 14th Street Rail Crossing, Oregon City, Oregon (Photo via Google Earth)



The project team estimated that converting Alternative 4A (Elevated Rail Line) to a viaduct would increase the construction cost from \$27M to over \$60M. Alternative 2A1 (OR 38 Rail Overcrossing with Retaining Walls) includes three bridge crossings between West and East Railroad Avenues that could potentially be converted to a viaduct, which would increase the cost opinion from approximately \$18.1M to \$22.2M.

- **Issue:** *Identifying needed local roadway and driveway tie-ins to modified roadways.*

Response: The Preferred Alternative Package section in this memorandum addresses the local tie-ins to the modified roadways.

- **Issue:** *Necessary localized pedestrian, bicycle, and transit enhancements throughout the study area to support the improvements (e.g., local roadway connections, pedestrian bicycle connections to the City's trail system, potential pedestrian/bicycle enhancements at Port Dock Road and the northerly OR 38 undercrossing, etc.)*

Response: The Preferred Alternative Package section in this memorandum addresses the pedestrian, bicycle, and transit enhancements to support the preferred improvement package roadways.

- **Issue:** *Addressing stormwater impacts.*

Response: The Preferred Alternative Package section in this memorandum addresses the potential storm impacts associated with the preferred improvement package.

- **Issue:** *Evaluating potential Title VI impacts.*

Response: The Environmental Review section in this memorandum addresses the potential Title VI impacts associated with the most promising improvement packages.

- **Issue:** *Potential NEPA 4F (park and recreational lands, wildlife and waterfowl refuges, and historic sites) and 6F (park land) impacts.*

Response: The Environmental Review of the Most Promising Improvement Packages section in this memorandum addresses the potential NEPA 4F (park and recreational lands, wildlife and waterfowl refuges, and historic sites) and 6F (recreational land) impacts associated with the most promising improvement packages.

- **Issue:** *Considering westbound dual left-turn lanes at the US 101/OR 38-Port Dock Road intersection.*

Response: After further review and discussions with ODOT and City staff, it was recommended that the US 101/OR 38-Port Dock Road intersection continue to be monitored and a project (Alternative 5B) be added to the Transportation System Plan (TSP) to provide eastbound and westbound left-turn lanes at the intersection to provide additional capacity and future signal timing and phasing flexibility (e.g., protect-left-turn phasing, split phase).

- **Issue:** *Developing refined cost estimates, including potential right-of-way and property impacts and verifying structure cost needs based on additional geotechnical information.*

Response: The cost opinions provided below in Table 1 incorporate the additional geotechnical information. The comparative cost opinions for the preferred Refined Investment Package in the Preferred Alternative Package section of this memorandum includes potential right-of-way and property impacts and verifies the structure costs based on the additional geotechnical information.

- **Issue:** *Operational and safety impacts that would occur at the US 101/OR 38-Port Dock Road intersection with trains greater than 4,100 feet at 10 mph under a no-build condition.*

Response: Trains greater than 4,100 feet at 10 mph during the 30th Highest Hour will lead to vehicular spillbacks into the southbound left-turn and northbound right-turn lanes along US 101. These spillbacks eventually would lead to vehicles blocking the inside southbound and outside northbound through lanes, creating the potential for rear-end related conflicts.

- **Issue:** *Understanding whether a mural budget could be added for the retaining walls proposed under the improvement packages.*

Response: Depending on the specific grant funding and negotiations between the Port of Coos Bay, ODOT, and the City of Reedsport, mural budgets could be potentially allocated as part of the future construction budget or through an independent secondary project.

- **Issue:** *Alternatives non-split phase left-turn phasing at the US 101/OR 38-Port Dock Road intersection.*

Response: To provide long-term mobility flexibility and extend the three-lane cross-section on OR 38 developed for the westbound left-turn lane at Laurel Avenue, the eastbound and westbound approaches to the US 101/OR 38-Port Dock Road intersection should ultimately be widened to include left-turn lanes.

Based on feedback from the PMT, PAC, City of Reedsport Planning Commission and City Council, and community to date, Improvement Package I was generally supported over Improvement Package II based on the key differences shown in Table 1.

Table 1. Key Performance Differentiators between the Top Two Most Promising Improvement Packages

Key Differentiators	Improvement Package I	Improvement Package II
	Project Elements: <ul style="list-style-type: none">– Alternative 1C – Four-Quadrant Gated Rail Crossing on Winchester Avenue	Project Elements: <ul style="list-style-type: none">– Alternative 4A – Elevated Rail Line– Alternative 5A – OR 38/US 101 East-West Split Phasing

	<ul style="list-style-type: none"> – Alternative 2A1 – OR 38 Rail Overcrossing with Retaining Walls – Alternative 5A – OR 38/US 101 East-West Split Phasing 	
OR 38 Vertical Clearance	No vertical constraints.	Introduces the only vertical constraint between I-5 and US 101 (via OR 38 and OR 138)
Community Barrier Effect	The elevated OR 38 overpass creates an approximately 800-foot partial north-south visual barrier for homes along OR 38 to the west of the rail line.	The elevated rail line introduces an east-west visual barrier throughout the entire community, extending from the Scholfield Creek to Umpqua River.
Winchester Rail Crossing Queuing and Potential Cut-Through Traffic	The upgraded at-grade crossing would still create vehicular queues and potentially cut through traffic during train events.	The grade-separated rail overcrossing would eliminate vehicular queues and potentially cut through traffic.
Design and Construction Cost Opinions ¹	\$18.1M (Assumes retaining walls, embankment support, and bridges) \$22.2M (Assumes viaduct between east and west Railroad Avenue)	\$27M (Assumes retaining walls, embankment support, and bridges) \$61M (Assumes viaduct between Winchester and OR 38)

1. The design and construction cost opinions will be refined with escalators and contingencies as part of the final plan.

Attachment A provides the cost opinion worksheets for each package.

To further address the remaining concerns associated with Improvement Package I, the following new project elements were added to further refine the package:

- **Alternative 1C1** – US 101 NB Dynamic Train Activity Warning Sign for Train Crossings at Winchester Avenue. To address the queuing and potential cut-through traffic at the upgraded at-grade Winchester Avenue rail crossing, a dynamic warning sign is proposed to be installed south of the Winchester Avenue/US 101 intersection to warn northbound travelers of train-related gate crossing closures and to utilize OR 38 as an alternative route while trains are approaching and traveling through the community.

In addition, to address long-term operational needs, access, and safety, the City and ODOT should consider preparing a US 101 corridor refinement plan between the Umpqua River and Schoelfield Creek. The following alternative will be evaluated as part of the future refinement plan.

- **Alternative 5B** – US 101/OR 38-Port Dock Road East-West Left-Turn Lanes. To provide long-term mobility flexibility and extend the three-lane cross-section on OR 38 developed for the westbound left-turn lane at Laurel Avenue, the eastbound and westbound approaches to the US 101/OR 38-Port Dock Road intersection should ultimately be widened to include left-turn lanes.

ENVIRONMENTAL REVIEW OF THE MOST PROMISING IMPROVEMENT PACKAGES

A desktop review of existing environmental resources was completed for the study areas of Improvement Package I and Improvement Package II. Existing resources within both study areas include Hahn Park, a Section 4(f) resource, Triangle/Roy Henderson Park, a Section 4(f) resource and a Section 6(f) resource, and several buildings previously evaluated for eligibility for the National Register of Historic Places (e.g., "historic resources"). The historic resources that are listed in the Oregon State Historic Preservation Office (SHPO) database are located on both sides of OR 38 east of E Railroad Avenue. Any building more than 45 years in age would need to be evaluated for National Register of Historic Places eligibility, as would the railroad.

The study areas consist of one census block group (#41090100002). According to census data from the U.S. Environmental Protection Agency, there are no environmental justice populations (e.g., minority, low income, elderly populations) in the study areas (i.e., population values exceeding 150% of Douglas County population values). However, census data does indicate there is a service gap in transportation access (same for Douglas County).

It is assumed that either improvement package could avoid impacts to Triangle/Roy Henderson Park. Hahn Park would likely be impacted by Alternative 2A1 in Improvement Package I and by Alternative 5A in Improvement Package II due to construction access, staging, or right-of-way impacts. It is also assumed that minor amounts of right-of-way would be required from properties along OR 38/Fir Avenue to facilitate the construction of improvements in either package, which could affect historic resources.

Table 2. Potential Impacts for Each Alternative

Improvement Package	Alternative	Section 4(f)	Section 6(f)	Historic Resources	Title VI
I	1C	None	None	Likely	Likely none
	1C1	None	None	None	Likely none
	2A1	Hahn Park	None	Likely	Likely none
	5B	None	None	Unknown	Likely none
II	4A	None	None	Likely	Likely none
	5A	Hahn Park	None	None	Likely none

Areas to Explore Further during the NEPA Phase

Additional environmental resources need to be evaluated in the study area, including the following:

- Wetlands and waterbodies
- Threatened and endangered species and critical habitat listed under the Endangered Species Act
- Noise impacts
- Air quality impacts
- Archaeological resources
- Construction staging
- Hazardous materials

Field studies and additional reporting would be required for most, if not all, of these resources.

Anticipated NEPA Classification

Both Improvement Packages would likely be classified as a Documented Categorical Exclusion under CFR771.117(c)(28), which includes construction of grade separation to replace existing at-grade railroad crossings if the project: 1) does not result in more than a minor amount of right-of-way or does not result in any residential or non-residential displacements; 2) does not need a U.S. Coast Guard bridge permit; 3) does not result in finding of adverse effect to historic properties, does not result in Section 4(f) impacts (except *de minimis*), does not result in "may affect, likely to adversely affect" threatened and endangered species or critical habitat under the Endangered Species Act; 4) does not require construction of temporary access or the closure of existing road, bridge, or ramps that would result in major traffic disruptions; 5) does not result in access control changes; 6) does not result in floodplain encroachment. While the construction of the Preferred Improvement Package would require detour routes, those routes

are expected to result in minor out of direction travel and access to properties would be maintained during construction.

PREFERRED ALTERNATIVE RECOMMENDATION

Based on the evaluation conducted in Technical Memorandum #6, feedback from the PMT, PAC, City of Reedsport Planning Commission and City Council, and community to date, and the further assessment and refinements and environmental review documented herein, the project team recommends Refined Improvement Package I as the preferred alternative. This alternative may be carried forward for adoption by the City of Reedsport into the TSP. The Refined Improvement Package I includes:

- Alternative 1C – Four-Quadrant Gated Rail Crossing on Winchester Avenue
- Alternative 1C1 – US 101 NB Train Activity Warning for Train Crossings at Winchester Avenue
- Alternative 2A1 – OR 38 Rail Overcrossing with Retaining Walls

Figure 1 provides a 3D perspective overview of the preferred improvement package. Figure 2 provides a plan view of the OR 38 related improvements, including the near-term Project 2A1.

Figure 1. Preferred Improvement Package Overview



Figure 2. OR 38 Related Improvements and Proposed Roadway, Bicycle, and Pedestrian Tie-Ins



The project sheets for each element of the Railroad Crossing Study (RRCS) are provided in Attachment B.

The project team recommends that ODOT and the Federal Highway Administration consider a Documented Categorical Exclusion NEPA Classification when the project proceeds to environmental review/permitting and design. A preliminary environmental prospectus form is provided in Attachment C.

Based on the evaluation and conceptual development work prepared to date as part of the Facility Plan, the project team suggests that the following items be examined and addressed during the future Environmental review and Plans, Specification, and Estimate preparation stage of Improvement Package I:

- 1) Consider purchasing access control and/or consolidating private access approaches between East Railroad Avenue and North 5th Street.
- 2) Consider purchasing access control and/or consolidating public access approaches between West Railroad Avenue and US 101.

PEDESTRIAN AND BICYCLE REFINEMENTS TO SUPPORT IMPROVEMENT PACKAGE I

In developing the refined concept plans shown in Figure 2, the project team provided connections to the existing and/or planned pedestrian and bicycle network as outlined in Table 3.

Table 3. Pedestrian and Bicycle Refinements

Roadway	Description	Part of Package I	Addition to TSP
Myrtle Avenue	– Construct northerly sidewalk to fill existing gap east of OR 38. – Construct southerly sidewalk from OR 38 to N 8th Street.	Yes	Yes
Laurel Avenue (south)	– Reconstruct northerly and southerly sidewalks from 9th Street to OR 38.	Yes	Yes
Laurel Avenue (north)	– Construct northerly and southerly sidewalks from OR 38 to N 8th Street.	Yes	Yes
Juniper Avenue	– Construct northerly sidewalks to connect existing sidewalk to W Railroad Avenue.	Yes	Yes
W Railroad Avenue	– Construct westerly and easterly sidewalks between Juniper Avenue and Laurel Avenue.	Yes	Yes
East Railroad Avenue	– Construct westerly multi-use path and easterly sidewalk between Fir Avenue and Greenwood Avenue.	Yes	Yes
East Railroad Avenue	– Add multi-use path along west side of roadway between Winchester Avenue and Riverfront Way.	No	Yes
Fir Avenue	– Reconstruct sidewalk only connections to OR 38 from existing sidewalk.	Yes	NA
North 6th Street	– Construct and extend westerly and easterly sidewalks to new OR 38 intersection.	Yes	NA
OR 38 (5th to Myrtle)	– Construct northerly and southerly sidewalks and bike lanes.	Yes	NA
OR 38 (Myrtle to US101)	– Maintain sidewalk and bike lanes per the TSP.	Yes	No
Winchester Avenue	– Construct northerly sidewalks between West Railroad Avenue and East Railroad Avenue.	Yes	Yes

Parallel Northerly OR 38 Multi-use Path	– Add multi-use path between East and West Railroad Avenue utilizing the undercrossing on the north side of OR 38.	No	Yes
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Attachment D provides mark-ups to the existing TSP pedestrian and bicycle master plans.

TRANSIT ENHANCEMENTS TO SUPPORT IMPROVEMENT PACKAGE I

Local transit service is provided in the area by Coos County Area Transit (CCAT). CCAT's Florence Express provides intercity service between Coos Bay and Florence Monday through Saturday with one morning and one evening trip. The closest stops are located at the US 101/13th Street intersection and will not be impacted by preferred Improvement Package I.

POTENTIAL STORMWATER IMPACTS OF REFINED IMPROVEMENT PACKAGE I

The refined improvements package must comply with stormwater treatment regulations set by ODOT and local/governmental agencies. Refined Improvement Package I necessitates water quality treatment due to significant changes, including increased impervious areas, conveyance system alterations, and pavement replacement. This ensures stormwater runoff from the Contributing Impervious Area (CIA) is treated before entering the stormwater system. Evaluating the existing conveyance system's capacity and its ability to accommodate increased runoff is key given the flood-prone nature of the community. If the existing system is found not to be adequate in the design phase, detention facilities will need to be added. Additionally, low impact development (LID) practices will be explored to minimize hydrologic impacts.

As for flood control, the project's location behind a dike, with no adverse effects to the Umpqua River floodplain, means flow control measures or Federal Emergency Management Agency permitting should not be required.

The envisioned grade-separated rail crossing with retaining walls will affect existing stormwater infrastructure, leading to increased impervious surfaces. Thus, water quality treatment, capacity of the existing system, and additional need for detention facilities will be evaluated during the design phase.

Based on a review of the refined improvement package, the project team does not foresee any fatal flaws with the design from a stormwater perspective and each identified item above can be effectively mitigated through the design phase of the project.

COST OPINION FOR REFINED IMPROVEMENT PACKAGE I

The project team developed refined cost opinions for each project within the package, including potential right-of-way needs and a 40 percent contingency. Based on these estimates and the potential to accommodate different bridge, retaining wall, and/or viaduct solutions between West Railroad Avenue and East Railroad Avenue, the conceptual cost opinion is \$18.1M to \$22.2M.

See Attachment A for detailed cost opinion worksheets.

NEXT STEPS

The information and preferred Refined Improvement Package I will be presented to the PMT, PAC, City Planning Commission, and City Council for review and feedback. Based on this feedback, the project team will prepare the draft Reedsport Rail Crossing Study and Refinement Plan to be presented to the public at an open house. An adoption hearing by the City of Reedsport Planning Commission and City Council will follow.

ATTACHMENTS

- A. Cost Opinion Worksheets
- B. Project Sheets
- C. Draft Environmental Prospectus Sheet
- D. TSP Pedestrian and Bicycle Master Plan Mark-ups

Attachment A: Cost Opinions

Improvement Package I – Bridge Option 1 (Triple Span)

Alternative 2A: OR 38 Rail Overcrossing with Retaining Walls

Item Category	Quantity	Unit	Unit Cost	Subtotal
Bridge Deck (Triple Span)	9,350	SF	\$530 /SF	\$4,955,500
Retaining Wall	40,000	SF	\$100 /SF	\$4,000,000
Structural Backfill	41,000	CY	\$65/CY	\$2,665,000
Asphalt Roadway	24,000	SF	\$15/SF	\$360,000
Curb and 6-Foot Sidewalk	2,500	LF	\$100/LF	\$250,000
Mobilization and Staging	1	LS	\$400,000/EA	\$400,000
Storm Improvements	1	LS	\$200,000/EA	\$200,000
Right-of-Way Impacts	1	LS	\$100,000/EA	\$100,000
Subtotal:				\$12,930,500
Total (with 40% contingency*):				\$18,100,000

Improvement Package I – Bridge Option 2 (Single Span)

Alternative 2A: OR 38 Rail Overcrossing with Retaining Walls

Item Category	Quantity	Unit	Unit Cost	Subtotal
Bridge Deck (Single Span)	20,900	SF	\$470 /SF	\$9,823,000
Retaining Wall	28,000	SF	\$100 /SF	\$2,800,000
Structural Backfill	29,000	CY	\$65/CY	\$1,885,000
Asphalt Roadway	24,000	SF	\$15/SF	\$360,000
Curb and 6-Foot Sidewalk	2,500	LF	\$100/LF	\$250,000
Mobilization and Staging	1	LS	\$500,000/EA	\$500,000
Storm Improvements	1	LS	\$200,000/EA	\$200,000
Right-of-Way Impacts	1	LS	\$100,000/EA	\$100,000
Subtotal:				\$15,818,000
Total (with 40% contingency*):				\$22,200,000

*Contingency accounts for additional costs for design and construction engineering, additional permitting, unit cost escalation, and potential impacts yet to be identified.

Improvement Package II

Alternative 4A – Option 1: Elevated Railroad on Fill

Item Category	Quantity	Unit	Unit Cost	Subtotal
Structural Fill	64,000	CY	\$65 /CY	\$4,160,000
Retaining Wall	115,000	SF	\$50 /SF	\$5,750,000
Undercrossing Structure	5,200	SF	\$1,200 /SF	\$6,240,000
Temporary Railroad Crossings	2	EA	\$350,000 /EA	\$700,000
Railroad Signaling	1	LS	\$250,000 /EA	\$250,000
Railroad Track Construction	8,600	TF	\$250 /TF	\$2,150,000
Subtotal:				\$19,250,000
Total (with 40% contingency*):				\$27,000,000

Alternative 4A – Option 2: Elevated Railroad on Viaduct

Item Category	Quantity	Unit	Unit Cost	Subtotal
Structural Fill	8,628	CY	\$65 /CY	\$565,500
Retaining Wall	15,530	SF	\$50 /SF	\$775,000
Viaduct Structure	2,747	LF	\$12,000 /LF	\$33,600,000
Undercrossing Structure	5,200	SF	\$1,200 /SF	\$6,240,000
Temporary Railroad Crossings	2	EA	\$350,000 /EA	\$700,000
Railroad Signaling	1	LS	\$250,000 /EA	\$250,000
Railroad Track Construction	8,600	TF	\$250 /TF	\$2,150,000
Subtotal:				\$43,715,000
Total (with 40% contingency*):				\$61,000,000

*Contingency accounts for additional costs for design and construction engineering, additional permitting, unit cost escalation, and potential impacts yet to be identified.

Attachment B: Project Sheets



Purpose	This project is intended to address the transportation-related impacts associated with the Port of Coos Bay's Pacific Coast Intermodal Port project and the anticipated increases in rail activity along the Coos Bay Rail Line and in downtown Reedsport.	
Description	This project will provide a grade-separated rail crossing (overcrossing) with retaining walls on OR 38. The overcrossing would extend from north of Laurel Street to east of 6th Street and require reconfiguration or closer of the Laurel Street and 6th Street intersections. Box culvert-type structures, a viaduct, or simple bridges could be provided to allow W Railroad Avenue and E Railroad Avenue to maintain connectivity.	
Location	OR 38 from north of Laurel Street to east of 6th Street.	
Roadway Characteristics	<ul style="list-style-type: none"> – Jurisdiction: ODOT – Functional Classification: Other Principal Arterial (Federal), Statewide Highway (State), Arterial (City) – Freight Route Designation: OHP Freight Route; Reduction Review Route – Existing AADT: 4,886 (Source: ODOT) – Forecast AADT: 5,600 (Source: ODOT) 	<ul style="list-style-type: none"> – Posted Speed: 25 mph – Pavement Width: 34' – Travel Lanes: 2 (12' each way) – Pedestrian Facilities: Sidewalks (6' both sides) – Bike Facilities: Bike lanes (5' both sides) – Transit Facilities: None – On-Street Parking: None
How Improvement Addresses Deficiencies	Existing/Future Need: <ul style="list-style-type: none"> – The existing at-grade rail crossing on OR 38 is controlled by a two-quadrant gate system with flashing lights and cross buck "rail crossing" warning signs. – The Port project is expected to increase rail activity along the CBRL, including the frequency, length, and speed of trains. – The increase in rail activity will increase delays at the at-grade crossing as well as motor vehicle queues on OR 38 that block side streets and create access/circulation issues in downtown Reedsport. 	With Improvement: <ul style="list-style-type: none"> – Addresses delays and access/circulation issues. – Addresses increased train activity issues. – Addresses queuing-related impacts to upstream and downstream cross-streets on OR 38. – Partially addresses queuing-related impacts to upstream and downstream cross-streets on Winchester Avenue. – Addresses noise-related issues with increased train activity at OR 38 by eliminating the need for train horn warnings at the crossing.
Additional Considerations	Further refinements are needed to minimize potential right-of-way and/or environmental impacts, address visual impacts associated with the vertical elements of the overcrossing structures, and identify local roadway and driveway tie-ins to the modified roadway.	
Cost Opinions	\$12,000,000	
Implementation	Can work in tandem with Alternative 1C - Four-Quadrant Gate on Winchester Avenue.	

AADT = annual average daily traffic; CBRL = Coos Bay Rail Line; ODOT = Oregon Department of Transportation.



Purpose	This project will improve the safety of the existing at-grade rail crossing on Winchester Avenue as well as support implementation of a quiet zone through downtown Reedsport.	
Description	This project will provide a four-quadrant gated rail crossing on Winchester Avenue. The crossing would include two gate arms and flashers on both sides of the rail line and in both directions. The crossing would also include gate arms and flashers across the pedestrian facilities (sidewalks). This type of crossing prevents motorists from driving around the lowered gates. With this type of crossing, the entry gates will close before the exit gates to allow motorists to clear the rail line. The gates also lower long before the train arrives.	
Location	Winchester Avenue at-grade rail crossing.	
Roadway Characteristics	<ul style="list-style-type: none"> – Jurisdiction: City of Reedsport – Functional Classification: Rural Major Collector (Federal), Arterial (City) – Freight Route Designation: None – Existing AADT: 2,111 (Source: ODOT) – Forecast AADT: NA 	<ul style="list-style-type: none"> – Posted Speed: 25 mph – Pavement Width: 40' – Travel Lanes: 2 (12' each way) – Pedestrian Facilities: Sidewalks (5' both sides) – Bike Facilities: None – Transit Facilities: None – On-Street Parking: (8' both sides)
How Improvement Addresses Deficiencies	Existing/Future Need: <ul style="list-style-type: none"> – The existing at-grade rail crossing on Winchester Avenue is controlled by a two-quadrant gate system with flashing lights and cross buck "rail crossing" warning signs. – The Port project is expected to increase rail activity along the CBRL, including the frequency, length, and speed of trains. – The increase in rail activity will increase delays at the at-grade crossing (OR 38 and Winchester Avenue). 	With Improvement: <ul style="list-style-type: none"> – Addresses noise-related issues with train activity at Winchester Avenue by eliminating the need for train horn warnings at the crossing. – Feasible to construct with minimal to potential zero right-of-way or environmental impacts. – Economically feasible at a magnitude cost of \$285,000. – Requires grade-separated improvements on OR 38 to meet all identified needs.
Additional Considerations	None	
Cost Opinions	\$285,000.	
Implementation	This project may be implemented in tandem with Railroad Crossing Study-1: OR 38 Overcrossing with Retaining Walls.	

AADT = annual average daily traffic; CBRL = Coos Bay Rail Line; ODOT = Oregon Department of Transportation.

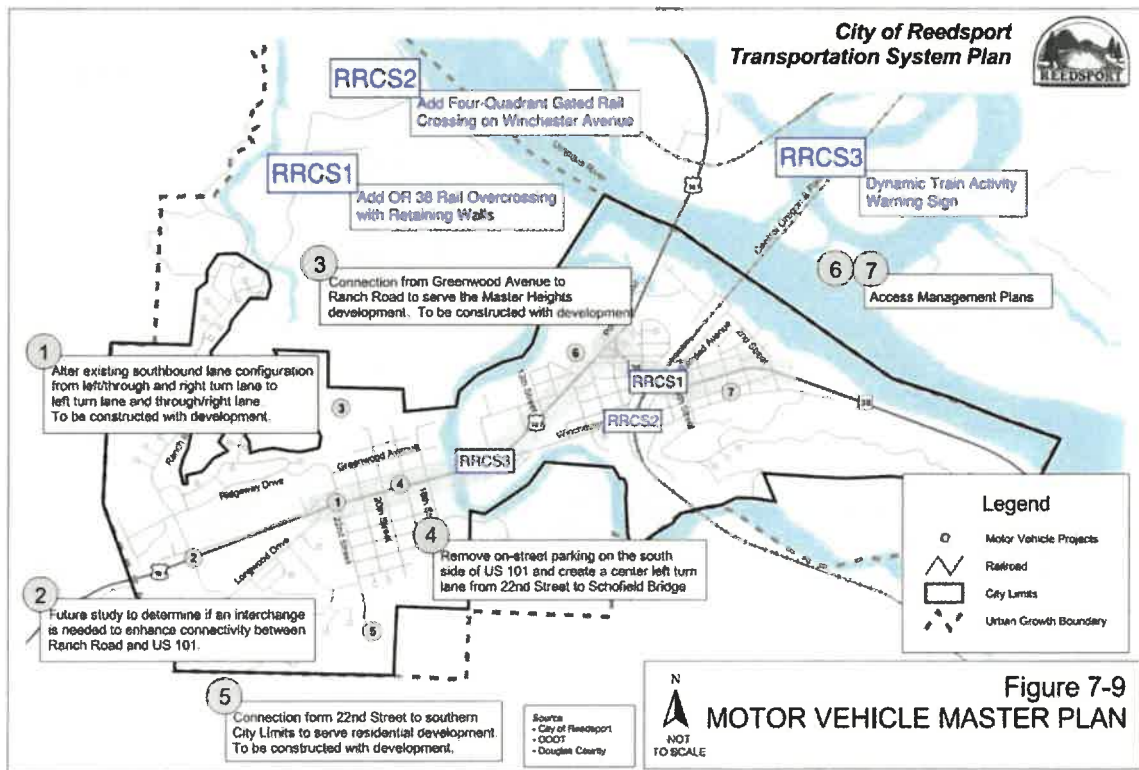


Purpose	This project will alert northbound motorists on US 101 that a train is approaching or present at the at-grade rail crossing on Winchester Avenue, allowing them to re-route to OR 38.	
Description	The project will include installation of a dynamic train activity warning sign on US 101, south of the US 101/Winchester Avenue intersection. The warning sign will alert northbound motorists on US 101 that a train is approaching or present at the at-grade rail crossing on Winchester Avenue.	
Location	US 101, south of the US 101/Winchester Avenue intersection.	
Roadway Characteristics	<ul style="list-style-type: none"> – Jurisdiction: ODOT – Functional Classification: Other Principal Arterial (Federal), Statewide Highway (State), Arterial (City) – Freight Route Designation: OHP Freight Route; Reduction Review Route – Existing AADT: 13,926 (Source: ODOT) – Forecast AADT: 13,000 (Source: ODOT) 	<ul style="list-style-type: none"> – Posted Speed: 25 mph – Pavement Width: 71' – Travel Lanes: 5 (12' travel lane, 12' median) – Ped Facilities: Sidewalks (5' east side, 6' west) – Bike Facilities: Bike lanes (5' east side, 6' west) – Transit Facilities: Yes – On-Street Parking: None
How Improvement Addresses Deficiencies	Existing/Future Need: <ul style="list-style-type: none"> – There are currently no signs that alert motorists to the presence of trains on Winchester Avenue. – With the anticipated increase in train activity and the availability of an overcrossing on OR 38, there will be a greater need to reroute motorists. 	With Improvement: <ul style="list-style-type: none"> – Northbound motorists will be alerted to the presence of trains on Winchester Avenue and may re-route to the overcrossing on OR 38. – The re-routing of vehicles to OR 38 will minimize queues at the Winchester Avenue rail crossing and potential local street cut-through movements.
Additional Considerations	None	
Cost Opinions	\$50,000	
Implementation	This project may be implemented in tandem with Railroad Crossing Study-1: OR 38 Overcrossing with Retaining Walls.	

AADT = annual average daily traffic; ODOT = Oregon Department of Transportation.



Purpose	This project will improve traffic operations at the US 101/OR 38-Port Dock Road intersection under existing and projected future (2045) traffic conditions.	
Description	This project will provide separate left-turn lanes at the eastbound and westbound approaches to the US 101/OR 38-Port Dock Road intersection.	
Location	US 101/OR 38-Port Dock Road intersection.	
Roadway Characteristics	<ul style="list-style-type: none"> – Lane Configurations: The intersection currently has separate left-turn lanes at the northbound and southbound approaches and right-turn slip lanes at the northbound and westbound approaches. 	<ul style="list-style-type: none"> – Traffic Control: The intersection is signalized with permitted phasing at the eastbound and westbound approaches and protected phasing at the northbound and southbound approaches.
How Improvement Addresses Deficiencies	Existing/Future Need: <ul style="list-style-type: none"> – The intersection currently experiences congestion during the summer peak weekend and is anticipated to worsen over time. – The westbound left/through queue on OR 38 is also projected to extend past the right-turn slip lane at the west approach. 	With Improvement: <ul style="list-style-type: none"> – The westbound and eastbound left-turn lanes provide long-term capacity and signal timing/phasing flexibility.
Additional Considerations	This improvement project should be further evaluated and refined as part of the US 101 refinement plan from Umpqua River to Schoelfield Creek.	
Cost Opinions	\$1,250,000	
Implementation	This project is needed with and without the increase in rail activity on the Coos Bay Rail Line to address projected (2045) traffic conditions at the intersection.	



The motor vehicle projects shown in Figure 7-9 (above) should be adopted along with the rail plan and incorporated into the next TSP update. In addition, cost estimates for all motor vehicle projects should be developed along with the future TSP update.

Attachment C: Draft Environmental
Prospectus Sheets



SHOW SUMMARY

PRELIM. NEPA CLASS
CE

ODOT ENVIRONMENTAL PROSPECTUS

PROJECT NAME Reedsport Rail Crossing Study and Refinement Plan		REGION 3	KEY NUMBER	FEDERAL AID NUMBER	
CITY Reedsport	COUNTY Douglas	FHWA NEXUS		PROJECT SPONSOR ODOT	
HIGHWAY NAME OR38				BEGIN MP 0.21	END MP 0.21
LATITUDE 43.701811	LONGITUDE -124.101076	TOWNSHIP 21S	RANGE 12W	SECTION 34, 35	
PROJECT DESCRIPTION (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.) The development of the Port of Coos Bay Pacific Coast Intermodal Port has led to increased train activity through the City of Reedsport. To address the City's transportation system needs, several alternatives have been identified to mitigate impacts associated with increased rail activity. This Environmental Prospectus addresses the "Refined Improvement Package I," which consists of four elements: Alternative 1C (four-quadrant gated rail crossing on Winchester Avenue), Alternative 1C1 (US101 northbound variable message sign [VMS] for train crossings at Winchester Avenue), Alternative 2A1 (OR38 rail overcrossing with retaining walls), and Alternative 5B (OR38/US101 east-west left turn lanes).					

Checklist questions marked with an asterisk (*) indicate that the question is related to the qualifying thresholds ("kickouts") identified in the 2015 PCE Agreement.

Estimated Right of Way Impacts

Right of Way

1.	* Will the project involve temporary or permanent acquisition of right-of-way?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
2.	* Will the project result in the temporary or permanent displacement of persons or businesses?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown

Railroads

3.	Will the project involve work on or adjacent to railroad-owned property?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
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Utilities

4.	Will the project involve substantial impact to or relocation of existing reimbursable utilities that could create a disruption to service or additional environmental impacts??	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
----	---	---

RIGHT OF WAY IMPACTS COMMENTS (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.)

The Project is on and immediately adjacent to the Coos Bay Rail Line. Temporary construction easements and permanent acquisition of right-of-way is anticipated.

Estimated Traffic/Transportation Impacts

5.	What are the current and future ADT volumes for the project?	CURRENT ADT see below	FUTURE ADT see below	<input type="radio"/> Unknown <input type="radio"/> N/A
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TRAFFIC/TRANSPORTATION COMMENTS (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.)

OR38 - current: 4,973; future: 5,600
Winchester Ave - current: 2,231; future: unknown

Estimated Land Use Impacts

6.	Is the project outside of an Urban Growth Boundary?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Partially
7.	If the project is outside the UGB, is it expected to require new right-of-way?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
8.	If the project is outside the UGB, is the project allowed, or conditionally allowed, by the rules for Transportation Planning on Rural Lands (OAR 660-012-0065)?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
9.	Region Planner's opinion that the project conforms with:	
a.	Transportation Planning Rule	<input checked="" type="radio"/> Yes <input type="radio"/> No
b.	* Statewide Planning Goals	<input checked="" type="radio"/> Yes <input type="radio"/> No
c.	Comprehensive Plan and/or Transportation System Improvement Plan (city, county or both)	<input checked="" type="radio"/> Yes <input type="radio"/> No
10.	Is the project located within the Oregon Coastal Zone?	<input checked="" type="radio"/> Yes <input type="radio"/> No
11.	Will areas of Forest or Exclusive Farm Use (EFU), or Open Space Reserve zoning be impacted by the project?	<input type="radio"/> Yes <input checked="" type="radio"/> No

12. Will the project result in the conversion of prime farmland, unique farmland, or land of statewide or local importance by the Farmland Protection Policy Act?	<input type="radio"/> Yes <input checked="" type="radio"/> No
13. What are the general uses of land adjacent to the project area?	<input checked="" type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Farm/Forest <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Other (explain below)
<small>LAND USE IMPACTS COMMENTS (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.)</small> Land uses adjacent to the project area include commercial, residential, public, and industrial uses. No EFU or Open Space Reserve zoning would be impacted. The project is within the UGB of Reedsport and is within the Oregon Coastal Zone.	

Estimated Socioeconomic Impacts

14. * Will the project involve displacements of key businesses, business districts, commercial/industrial areas, or public facilities?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown												
15. * Will the project involve temporary or permanent changes to travel patterns, access to goods/services, or parking that appear important to business, business districts, commercial/industrial areas, community events, or neighborhoods? (Explain below)	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown												
16. Will the project divide or disrupt an established community, or affect neighborhood character or stability?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown												
17. Will the project temporarily or permanently affect emergency and/or public services?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown												
18. Does visual inspection and/or information sources such as census data indicate the presence of low-income or minority populations within or near the project area?	<input type="radio"/> Yes <input checked="" type="radio"/> No												
19. Does visual inspection and/or other information sources indicate the presence of elderly, handicapped, or transit-dependent populations?	<input type="radio"/> Yes <input checked="" type="radio"/> No												
<small>SOCIOECONOMIC IMPACTS COMMENTS (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.)</small> The study areas consist of one census blockgroup. According to census data from the EPA, there are no environmental justice populations (e.g., minority, low income, elderly populations) in the study area (i.e., population values exceeding 150% of Douglas County population values). However, census data does indicate there is a service gap in transportation access for the blockgroup and in Douglas County.													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Blockgroup 410190100002</td> <td style="width: 70%;">Douglas County</td> </tr> <tr> <td>People of color: 15%</td> <td>14%</td> </tr> <tr> <td>Low income: 51%</td> <td>35%</td> </tr> <tr> <td>Over age 64: 35%</td> <td>25%</td> </tr> <tr> <td>Persons with disabilities: 19.2%</td> <td>20.6%</td> </tr> <tr> <td>Transportation access service gap: Yes</td> <td>Yes</td> </tr> </table>		Blockgroup 410190100002	Douglas County	People of color: 15%	14%	Low income: 51%	35%	Over age 64: 35%	25%	Persons with disabilities: 19.2%	20.6%	Transportation access service gap: Yes	Yes
Blockgroup 410190100002	Douglas County												
People of color: 15%	14%												
Low income: 51%	35%												
Over age 64: 35%	25%												
Persons with disabilities: 19.2%	20.6%												
Transportation access service gap: Yes	Yes												
It is unknown at this time how construction would occur; therefore impacts to travel patterns, access to goods/services, emergency and public services are unknown. The project will likely not have any disproportionate adverse effects on minority populations.													

Estimated Water Resources and Wetlands Impacts

Stormwater

20. Will the project trigger the need for stormwater treatment?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
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Waters of the U.S./State

21. Are there waters of the U.S. or State within the project area? (If no, skip to Question 30)	<input checked="" type="radio"/> Yes <input type="radio"/> No
22. * Is the project within a FEMA 100-year flood plain?	<input checked="" type="radio"/> Yes <input type="radio"/> No
23. * Is the project within a FEMA regulated floodway?	<input type="radio"/> Yes <input checked="" type="radio"/> No
24. Will the project occur in or over publically owned submerged or submersible lands?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
25. * Will the project require a new USCG Bridge Permit?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
26. Will the project require modification to an existing USCG Bridge Permit or Temporary Rule Change?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
27. Will there be any fill or removal from waters of the U.S. or state?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
28. Will fill or removal take place in waters of the State listed by DSL as Essential Salmonid Habitat?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A

29. Will fill or removal take place in waters of the State that are Aquatic Resources of Special Concern?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A
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Water Supply Wells

30. Will any active wells be impacted by the project?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
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Wetlands

31. Are wetlands potentially present in the project area?	<input checked="" type="radio"/> Yes <input type="radio"/> No
32. Do soil surveys indicate hydric soils in the project area?	<input checked="" type="radio"/> Yes <input type="radio"/> No
33. Is wetland vegetation evident from visual inspection?	<input checked="" type="radio"/> Yes <input type="radio"/> No
34. Will the project fill or remove material from wetlands?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
35. * Will the project require an Individual Permit, Nationwide Permit, General Authorization or General Permit?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown

WATER RESOURCES AND WETLANDS IMPACTS COMMENTS (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.)

Several wetlands are mapped parallel to the railroad near Winchester Avenue and OR38. A wetlands and waters delineation would be required to verify the presence of wetlands and delineate the boundaries. It is likely that wetlands would be impacted with the construction of Improvements Package I, which would require permits from USACE and/or DSL. No streams or other water bodies appear to be present in the project area. The project area is within a FEMA Flood Hazard Zone of Area with Reduced Flood Risk due to Levee.



Estimated Biological Resources Impacts

Threatened, Endangered and/or Sensitive Species

36. Does the project have the potential to affect migratory birds and/or bats?	<input checked="" type="radio"/> Yes <input type="radio"/> No
37. Are there USFWS T&E species, Proposed species, or critical habitat in the project's area of potential impact?	<input type="radio"/> Yes <input checked="" type="radio"/> No
38. Are there NMFS T&E species, Proposed species, or critical habitat in the project's area of potential impact?	<input type="radio"/> Yes <input checked="" type="radio"/> No
39. Are there State T&E or Proposed species present that are not federally listed?	<input type="radio"/> Yes <input checked="" type="radio"/> No
40. Is the project located on or adjacent to BLM or USFS land?	<input type="radio"/> Yes <input checked="" type="radio"/> No
41. * Will the project require an individual project-level formal consultation under Section 7 of the Endangered Species Act?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown

In-Water Work

42. Are any streams or water bodies potentially impacted by the project?	<input type="radio"/> Yes <input checked="" type="radio"/> No
43. Will the project require in-water work?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown

Fish Passage

44. Will the project trigger the Oregon State Fish Passage Statute (ORS 509.585)?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
45. Are there any culverts within the project limits that are on the ODFW priority list for replacement/retrofit?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Wildlife Passage

46. Is the project within a wildlife collision hot spot, priority wildlife linkage area, or an area otherwise known to be a barrier to wildlife passage?	<input checked="" type="radio"/> Yes <input type="radio"/> No
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Noxious Weeds

47. Are there known noxious weed populations in the project area?	<input type="radio"/> Yes <input checked="" type="radio"/> No
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BIOLOGICAL RESOURCES IMPACTS COMMENTS (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.)

A review of the Information for Planning and Consultation resulted in the following listed species with the potential to occur in Douglas County: pacific marten (*Martes caurina*; threatened), marbled murrelet (*Brachyramphus marmoratus*; threatened), northern spotted owl (*Strix occidentalis caurina*; threatened), western snowy plover (*Charadrius nivosus nivosus*; threatened), monarch butterfly (*Danaus plexippus*; candidate). A field survey would be required to determine presence/absence of listed species or their suitable habitat. There is no critical habitat within the project area, but there is critical habitat for marbled murrelet and northern spotted owl approximately 4 miles east of the project area. It is likely that the project would result in no effect to terrestrial ESA-listed species. Downstream stormwater impacts may affect threatened and endangered fish species protected under the National Marine Fisheries Service. Impacts to aquatic ESA-listed species would likely be addressed with the Federal Aid Highway Program (FAHP) Programmatic. The project area is within an area with an average of 2-4 wildlife collisions per mile per year; however, the project would not

Estimated Cultural Resources Impacts

Archaeological Resources

48.	Are there known archaeological sites in the project area?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
49.	Will the project entail disturbance of previously undisturbed ground?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
50.	Will archaeologically sensitive areas (confluence of rivers, headlands, coves, overlooks, etc.) be affected?	<input checked="" type="radio"/> Yes <input type="radio"/> No
51.	If the project is on or adjacent to BLM or USFS land, does contact with BLM or USFS archaeologist indicate any issues?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A

Historic resources (Built)

52.	Does the SHPO historic database list any resources in the project area?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
53.	Will there be any impacts to known historic resources (either listed or determined eligible for listing in the National Register of Historic Places)?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
54.	Does any city/county comprehensive plan list any buildings/items in the project area as Goal 5 resources?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
55.	Are any buildings in the project area thought to be 50 years old or older?	<input checked="" type="radio"/> Yes <input type="radio"/> No
56.	Are there any apparent/unique structures of potential historical interest?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Section 4(f)

57.	* Could the project impact any archaeological or historic resources eligible for protection under Section 4(f) of the Department of Transportation Act?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
<small>CULTURAL RESOURCES IMPACTS COMMENTS (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.)</small> It is unknown if archaeological sites are within the project area. An archaeological survey and baseline report would be required for compliance with Section 106. The SHPO historic database shows several potential historic resources east of the railroad along Fir Avenue. Any structure over 45 years in age (including the railroad itself) would need to be evaluated for eligibility for listing in the National Register of Historic Places. A historic survey and baseline report would be required for Section 106 compliance. +		

Estimated Parks / Recreation and Visual Impacts

Parks/Recreation Areas

58.	* Could the project impact any parks, recreation areas, or wildlife/waterfowl refuges eligible for protection under Section 4(f) of the Department of Transportation Act?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
59.	Could the project cause a Section 6(f) conversion or temporary occupancy of park or recreation area property encumbered by Land and Water Conservation funds?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown

Wild and Scenic Rivers

60.	Is the project area within ¼ mile of the bank of an Oregon Scenic Waterway?	<input type="radio"/> Yes <input checked="" type="radio"/> No
61.	* Will the project affect waterways designated as National Wild and Scenic Rivers?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Visual

62.	Will the project involve any potential triggers for visual impact analysis?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
<small>PARKS / RECREATION AND VISUAL IMPACTS COMMENTS (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.)</small> There are two Section 4(f) resources near the project area: Hahn Park and Triangle Park (also known as Roy Henderson Park). Triangle/Roy Henderson Park is also a Section 6(f) resource. If impacts to either park cannot be avoided, Section 4(f)/Section 6(f) documentation and coordination would be required. +		

Estimated Air Quality and Noise Impacts

Air Quality

63.	Is the project in an air quality nonattainment or maintenance area?	<input type="radio"/> Yes <input checked="" type="radio"/> No
64.	Is the project type exempt from conformity or Mobile Source Air Toxic analysis (MSAT)? (If yes, skip to Question 69)	<input checked="" type="radio"/> Yes <input type="radio"/> No

Noise

70.	Are noise-sensitive land-uses present within 500 feet of the project roadway?	<input checked="" type="radio"/> Yes <input type="radio"/> No
71.	Does the project require a noise analysis?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown

72.	Does the project qualify for a screening analysis?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown <input type="radio"/> N/A
<small>AIR QUALITY AND NOISE IMPACTS COMMENTS (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.)</small> The project area is not within an air quality maintenance or nonattainment area. The project type is exempt from conformity/MSAT analysis (railroad/highway crossing). Noise-sensitive land uses are within 500 feet of the project roadway, and the project would require a noise analysis as a railroad overcrossing would result in substantial vertical alteration (and is therefore a Type I project).		

Estimated Hazardous Materials / Waste Impacts

73.	Does the project involve right-of-way acquisition or subsurface disturbance (e.g., excavation or drilling)? (If no, skip to Question 76)	<input checked="" type="radio"/> Yes <input type="radio"/> No
74.	Does a search of DEQ databases (LUST, UST or ECSI) indicate the presence of any potentially contaminated sites within or adjacent to the project area?	<input checked="" type="radio"/> Yes <input type="radio"/> No
75.	Does a search of the Oregon Fire Marshal's Hazardous Materials Incident database indicate any hazardous materials releases within the project area?	<input checked="" type="radio"/> Yes <input type="radio"/> No
76.	Are there known current or historical land uses within or adjacent to the project area that could possibly have involved the use or storage of hazardous materials?	<input checked="" type="radio"/> Yes <input type="radio"/> No
77.	Will the project include any structure (including buildings or bridges) demolition, repair, or removal of potentially hazardous materials (e.g., lighting or electrical equipment, hydraulic equipment, bridge mechanics, striping paint, bridge/barrier paint, treated timbers, etc.)?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<small>HAZARDOUS MATERIALS / WASTE IMPACTS COMMENTS (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.)</small> There are LUSTs on both sides of Fir Avenue. There is also a LUST and an UST near Laurel Avenue, west of US101. The fire marshal database indicates one spill of propane in October of 1996 at the intersection of US101 and OR38. The railroad itself may have transported hazardous materials. A hazardous materials corridor study would be required.		

Estimated Geological / Geotechnical Impacts

Geological Resources/Geotechnical

78.	Will an ODOT owned/permitted material source be offered for this project?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
79.	Will ODOT owned/permitted disposal sites be offered for this project?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
80.	If an ODOT owned/permitted disposal or material source site is being offered, has it been previously cleared to federal environmental standards?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A
81.	Is drilling/subsurface exploration anticipated?	<input checked="" type="radio"/> Yes <input type="radio"/> No
<small>GEOLOGICAL / GEOTECHNICAL IMPACTS COMMENTS (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.)</small> Drilling would likely occur to inform the design of the retaining walls for the overcrossing.		

Stakeholder Concerns / Public Involvement

<small>STAKEHOLDER CONCERNS / PUBLIC INVOLVEMENT COMMENTS (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.)</small>	
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Key Environmental Issues and Requirements

<small>KEY ENVIRONMENTAL ISSUES AND REQUIREMENTS COMMENTS (FIELD WILL EXPAND AS YOU TYPE. CLICK TAB TO SEE TEXT IN EXPANDED FIELD.)</small> Potential impacts to cultural resources, parks, and wetlands.
--

Potentially Required Permits / Approvals / Clearances

82. Local Land Use	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
83. Local Agency Floodplain Permit	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
84. U.S. Corps of Engineers Section 404 and DEQ Section 401 Cert	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
85. U.S. Corps of Engineers Section 10	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
86. DSL Removal/Fill	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
87. U.S. Corps of Engineers Section 408 (federal facilities)	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
88. NPDES 1200-CA permit (or 1200-C permit for local agencies)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
89. U.S. Coast Guard New Bridge Permit	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
90. U.S. Coast Guard Permit Modification	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
91. U.S. Coast Guard Construction Plan Approval	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
92. FAHP Programmatic BO	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown

93. SLOPES Programmatic BO	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
94. Individual Biological Opinion	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
95. Marine Mammal Protection Act IHA	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
96. ODFW Fish Passage Plan Approval	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
97. State Endangered Species Act	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
98. No Effect Memo	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
99. Archaeological Excavation Permit	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
100. Section 106 – State Historic Preservation Officer (Historic–Built)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
101. Section 106 – State Historic Preservation Officer (Archaeological)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
102. Section 4(f) temporary occupancy	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
103. Section 4(f) <i>de minimis</i>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
104. Section 4(f) Programmatic	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
105. Section 4(f) Evaluation – Individual	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
106. Section 6(f) Temporary Occupancy or Conversion	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
107. Wild and Scenic River Section 7 Determination	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
108. Oregon Scenic Waterways	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
109. FHWA Noise	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
110. * Air Conformity	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
111. Hazardous Materials Study	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown
112. DOGAMI Permit	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
113. Other (specify):	<input type="text"/>
114. Other (specify):	<input type="text"/>
115. Other (specify):	<input type="text"/>
116. Other (specify):	<input type="text"/>
117. Other (specify):	<input type="text"/>
118. Other (specify):	<input type="text"/>

Preliminary NEPA Classification

Based upon the answers and content above, please answer the following questions:

23 CFR 771.117(a) – *Would the project involve any of the following effects:*

- | | |
|---|---|
| 119. Induce significant impacts to planned growth or land use for an area? | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown |
| 120. Require relocation of significant numbers of people? | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown |
| 121. Have a significant impact on any natural, cultural, recreational, historic or other resources? | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown |
| 122. Involve significant air, noise, or water quality impacts? | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown |
| 123. Have significant impacts on travel patterns? | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown |

23 CFR 771.117(b) – *Would the project involve unusual circumstances such as:*

- | | |
|--|---|
| 124. Significant environmental impacts? | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown |
| 125. Substantial controversy on environmental grounds? | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown |
| 126. Significant impacts to properties protected by Section 4(f) of the DOT Act or Section 106 of the National Historic Preservation Act? | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown |
| 127. Inconsistencies with any federal, state, or local law, requirements or administrative determination relating to the environmental aspects of the project? | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown |

Based upon questions 119-127 and the Environmental Prospectus responses, identify the project's preliminary NEPA class of action:

- ☐ Programmatic Categorical Exclusion (PCE)
- ☒ Documented Categorical Exclusion (CE)
- ☐ Environmental Assessment (EA)
- ☐ Environmental Impact Statement (EIS)

For preliminary PCEs and CEs, identify the up to three category(ies) of project work from the activities listed in CFR 771.117(c) and CFR771.117(d):

Show Categories

APPLICABLE CATEGORY
(c)(28)

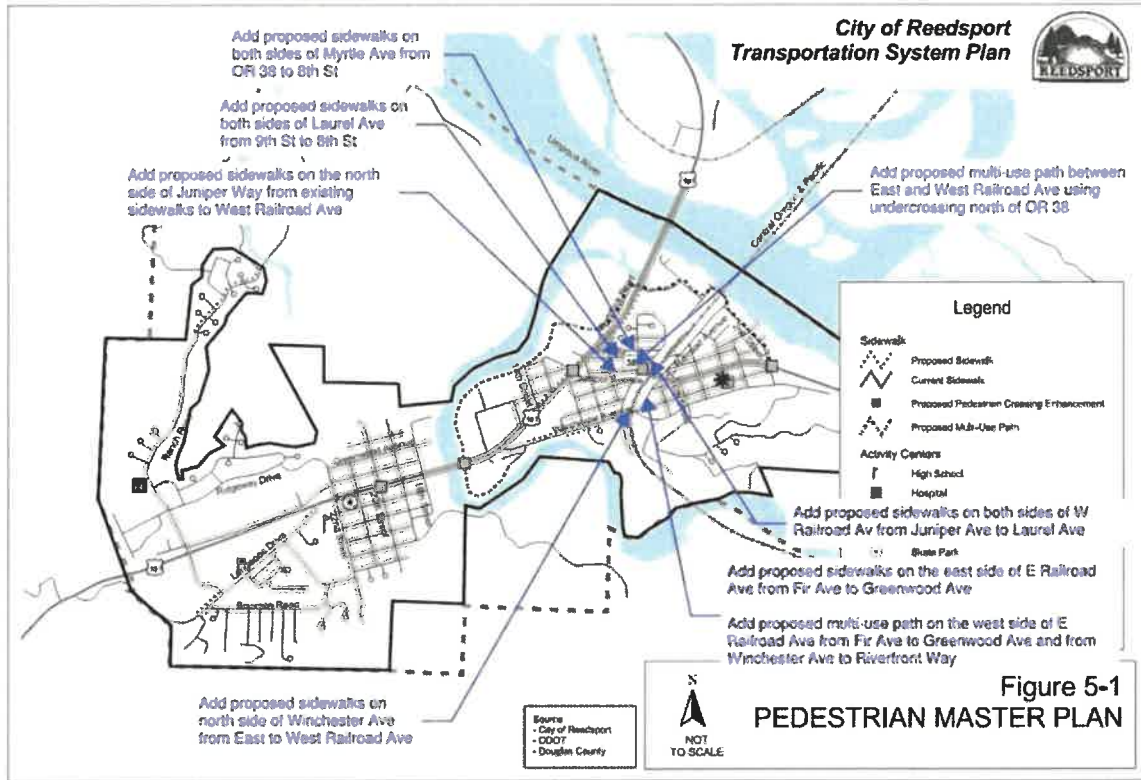
APPLICABLE CATEGORY

APPLICABLE CATEGORY

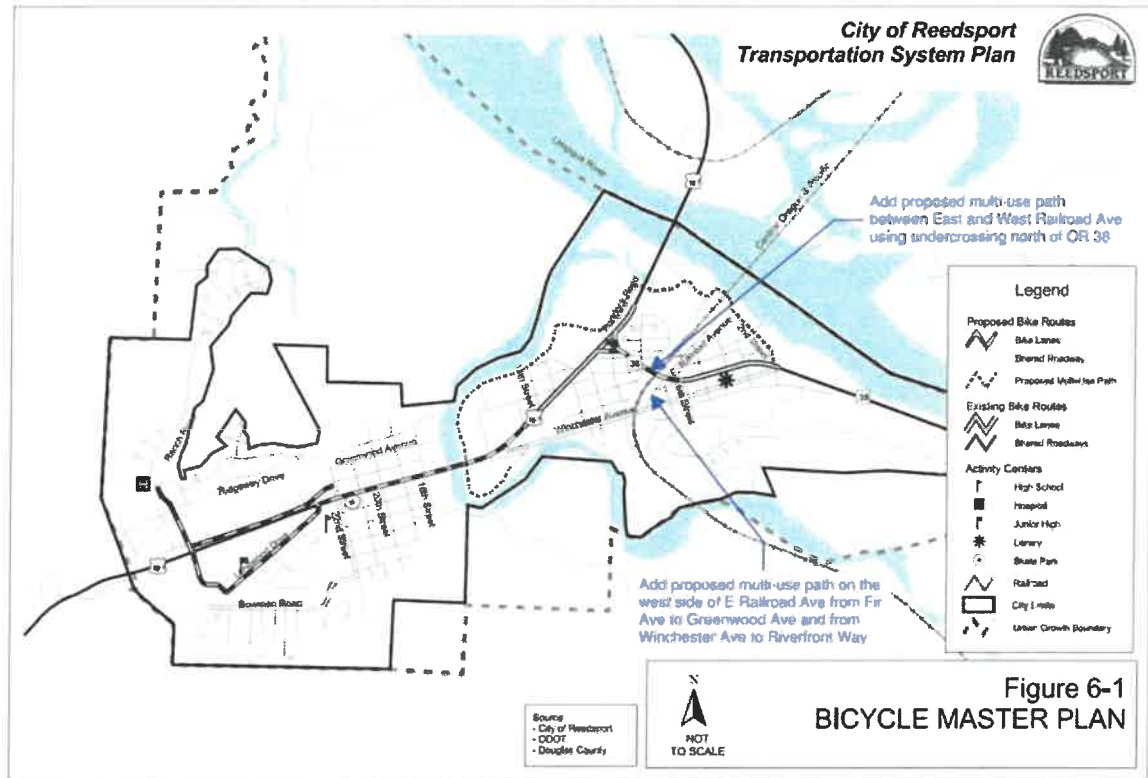
Signatures
Digital signature/date are required from the preparer and/or ODOT REC.

PREPARER NAME AND TITLE	ODOT REC NAME AND TITLE
PREPARER DIGITAL SIGNATURE AND DATE	ODOT REC DIGITAL SIGNATURE AND DATE

Attachment D: TSP Pedestrian and Bicycle Master Plan Mark-ups



The pedestrian projects shown in Figure 5-1 (above) should be adopted along with the rail plan and incorporated into the next TSP update. In addition, cost estimates for all pedestrian projects should be developed along with the future TSP update.



The bicycle projects shown in Figure 6-1 (above) should be adopted along with the rail plan and incorporated into the next TSP update. In addition, cost estimates for all bicycle projects should be developed along with the future TSP update.

Proclamation

Whereas, on Veterans Day, we pay tribute to the men and women who have risked their lives to preserve the liberty of our nation, the families who support them, and the heroes no longer with us. It is not weapons or technology that develops the most advanced military in the world; it is the unparalleled spirit, skill, and devotion of our troops; and

Whereas, in an unbroken line of valor stretching across more than two centuries, our veterans have charged into harm's way, sometimes making the ultimate sacrifice, to protect the freedoms that have blessed American. Whether Active Duty, Reserve, or National Guard, they are our Nation's finest citizens, and they have shown the heights to which Americans can rise when asked and inspired to do so. Our courageous troops in Iraq, Afghanistan, and around the globe have earned their place alongside previous generations of great Americans, serving selflessly, tour after tour, in conflicts spanning nearly a decade; and

Whereas, long after leaving the uniform behind, many veterans continue to serve our country as public servants and mentors, parents and community leaders. They have added proud chapters to the story of America, not only on the battlefield, but also in communities from coast to coast. They have built and shaped our Nation, and it is our promise to support our Soldiers, Sailors, Airmen, Marines, and Coast Guardsmen as they return to their homes and families; and


Whereas, with respect for and in recognition of the contributions our service men and women have made to the cause of peace and freedom around the world, November 11th was set aside as a legal public holiday to honor our Nation's veterans.

NOW, THEREFORE, I, Linda McCollum, Mayor of the City of Reedsport, in the State of Oregon, do hereby proclaim November 11, 2023, as

VETERANS REMEMBRANCE DAY

and encourage all Americans to recognize and remember the valor and sacrifice of our veterans through appropriate public ceremonies and private prayers.

IN WITNESS THEREOF, I have set my hand and caused the OFFICIAL Seal of the City of Reedsport to be affixed this 6th day of November, 2023.


Linda McCollum, Mayor
City of Reedsport



More draft Council Minutes will be available at the meeting.

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

PRESENT:

Mayor Linda McCollum

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

Student Councilor Hayden Adams was absent.

City Manager Deanna Schafer

Attorney Melissa Cribbins

OTHERS PRESENT:

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

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. CITIZEN COMMENTS

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

None.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

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

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

B. Oath of Office for Police Officer Zane Mitchell.

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

4. APPROVAL OF THE AMENDED AGENDA

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

Councilor Turner motioned to approve the Amended Agenda.

Councilor Vanier seconded the motion.

MOTION:

that the City Council approve the Amended Agenda.

VOTE:

AYES 7 NAYES 0

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

5. CONSENT CALENDAR

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

A. Approve minutes of the City Council Regular Session of June 5, 2023.

B. Approve minutes of the City Council Regular Session of June 19, 2023.

C. Motion to approve the Consent Calendar.

Councilor Teitzel motioned to approve the Amended Agenda.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve the consent calendar

VOTE:

AYES 7 NAYES 0

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

6. GENERAL BUSINESS

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

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

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

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

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

There is no fiscal impact for issuing an encroachment permit.

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

Motion dies for lack of a second

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

Councilor Turner seconded the motion.

MOTION:

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

VOTE:

AYES 4 NAYES 3

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

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

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

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

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

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

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

Councilor Turner seconded the motion.

MOTION:

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

VOTE:

AYES 7 NAYES 0

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

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

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

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

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

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

Amend Reedsport Municipal Code as follows:

6.48.030 Alarm system.

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

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

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

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

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

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

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

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

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

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

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

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

Councilor Miller seconded the motion.

MOTION:

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

VOTE:

AYES 7 NAYES 0

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

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

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

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

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

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

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

Councilor Miller seconded the motion.

MOTION:

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

VOTE:

AYES 7 NAYES 0

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

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

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

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

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

PRESENT:

Mayor Linda McCollum

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

City Manager Deanna Schafer

Attorney Melissa Cribbins

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

8. ADJOURN

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

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder

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

MINUTES OF THE REEDSPORT CITY COUNCIL
AUGUST 28, 2023 AT 7:00 P.M. CITY COUNCIL SESSION VIA ZOOM & IN PERSON

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

OTHERS PRESENT: City Court Clerk Cindy Philips, Public Works Director Kimberly Clardy, Finance Director Michelle Fraley, Christina Crockett, Thomas Guevara Jr., Bob Gray, Rob Wright, Tom Anderson, Kathi Wall-Meyer, Joann Patten, Valerie Bowman, John Kollerup, Laura McCorkle, Victoria Lavallee

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.

- A. Valerie Bowman asked if Sheri Watts could receive a gas stipend for transportation of dogs to and from the K-9 Shelter. Chief Carter made a note of this.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

- A. A proclamation recognizing September as National Preparedness Month.

Madam Mayor read a proclamation recognizing September as National Preparedness Month and encourages all residents to embrace the 2023 theme, A Lasting Legacy: "The life you've built is worth protecting. Prepare for disasters to create a lasting legacy for you and your family."

4. APPROVAL OF THE AGENDA

Councilor Murphy motioned to approve the Agenda.

Councilor Teitzel seconded the motion.

MOTION:

that the City Council approve the Agenda.

VOTE:

AYES 6 NAYES 0

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

5. CONSENT AGENDA

Routine items of business that require a vote but are not expected to require discussion by the Council are placed on the Consent 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. Shall the City Council renew the lease with Schooner Café?

The City currently holds a long-term lease with Wanda S Wasson dba as Pizza Ray's and Suzy's Inc, an Oregon Corporation for the land that is under the Schooner Café. The amount of the lease is \$275.00 a month with shared parking and garbage service with the Umpqua Discovery Center (UDC). The revenue benefits the operation and maintenance of the UDC.

Staff has researched the current rate for land leases in our area and it is comparable to other government land rental (Douglas County's new rates in Winchester Bay were included).

The recently expired lease is attached for your review and, if approved would be updated using the current terms.

The amount of \$275 per month is included in the 2023-24 fiscal year budget.

***Ratify the decision to negotiate a long-term lease with Schooner Café for \$275.00 per month for 5 years.**

B. Shall the City Council adopt Resolution 2023-016 authorizing a supplemental budget and budget revisions to the 2023-24 FY budget?

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

Public Services

Personnel Services	
Maint Worker Salary	\$11,450
Fica Taxes	\$ 880
PERS	\$ 1,460
Workmen's Comp	\$ 250
Health Insurance	\$ 4,565
Materials and Services	
Contracted Services	\$(18,605)

Budget Change for Street Fund

Personnel Services	
Maint Worker Salary	\$13,775
Fica Taxes	\$ 1,075
PERS	\$ 1,775
Workmen's Comp	\$ 300
Health Insurance	\$ 5,525
Contingency	\$(22,450)

Budget Change for Wastewater Utility Fund

Personnel Services	
Maint Worker Salary	\$ 6,700
Fica Taxes	\$ 525
PERS	\$ 900
Workmen's Comp	\$ 145
Health Insurance	\$ 2,700
Contingency	\$(10,970)

Budget Change for Dunes NRA Lease Fund

Personnel Services	
Maint Worker Salary	\$ 800
Fica Taxes	\$ 65
PERS	\$ 105
Workmen's Comp	\$ 20

Health Insurance	\$ 325
Materials and Services Contracted Services	\$ (1,315)

Staff brought to Council on August 7, 2023 the proposal of adding an additional full time Maintenance Worker. The maintenance department has been operating on two full time maintenance workers along with a summer helper for six months. Due to the growing work orders and the addition of two new subdivisions staff felt adding an additional employee and eliminating the summer helper would be most beneficial.

There is no fiscal impact. We are decreasing Public Services Materials and Services \$(18,605) for a materials and services total of \$73,545 and increasing personnel services \$18,605 for a total of \$154,910; we are decreasing Street Fund Contingency \$(22,450) for a contingency total of \$33,214 and increasing personnel services \$22,450 for a total of \$92,080; we are decreasing Wastewater Utility Fund Contingency \$(10,970) for a contingency total of \$127,160 and increasing personnel services \$10,970 for a total of \$436,035; we are decreasing Dunes NRA Lease Fund Materials and Services \$(1,315) for a materials and services total of 31,025 and increasing personnel services \$1,315 for a total of \$42,950.

***Ratify the decision to adopt Resolution 2023-016 authorizing a supplemental budget and budget revisions to the FY 2023-24 budget.**

C. Motion to approve the Consent Agenda.

Councilor Teitzel motioned to approve the Consent Agenda.

Councilor Murphy seconded the motion.

MOTION:

that the City Council approve the Consent Agenda.

VOTE:

AYES 6 NAYES 0

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

6. GENERAL BUSINESS

- A. 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? Continued from August 8, 2023.

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 with more information to address concerns raised at the August 7th, 2023 meeting.

After discussion, the City Council could not be certain that there would not be negative effects to the current residents such as relocation due to new requirements of the Section 8 Voucher Program because of density or income.

Councilor Patten motioned that the City Council 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.

Councilor Miller seconded the motion.

MOTION:

that the City Council 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.

VOTE:

AYES 4 NAYES 2

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

- B. Shall the City Council accept the resignation of Council position #1 and give direction for filling the vacancy?

City Manager Deanna Schafer said that on August 4, 2023 Reedsport City Councilor Jeff Vanier tendered his resignation from the Reedsport City Council, he is relocating outside of the community. According to the Reedsport City Charter Chapter VII, upon receiving a resignation the City Council shall declare a vacancy. Vacancy in elective offices in the City shall be filled through appointment by a majority of the incumbent members of the Council if the unexpired term is greater than six months.

Mr. Vanier's remaining term is through December 31, 2024; therefore, the City Council will need to direct staff how they wish to fill the vacancy. One option is to advertise the vacancy and accept applications for the position. Applicants can then be interviewed by the City Council at a regularly scheduled council meeting. The second option is to fill the position from a pool of citizens that recently applied to be on City Council for a previous vacant position that have already been interviewed.

These applicants have been contacted and are interested in filling the vacant position. They are as follows:

Mr. John Kollerup
Ms. Laura McCorkle
Mr. Rob Wright
Mr. Ed O'Carroll

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

After Council discussion staff was directed to invite interested candidates back to the next City Council meeting where interview questions would be asked of each person.

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

1. City Manager Deanna Schafer said that Council photos have been rescheduled to October 19th, 2023.
2. City Manager Deanna Schafer said that a grant agreement and Letter of Interest for the Reedsport water shed allows the City of Reedsport to acquire a timber appraisal and involves a forest management plan.
3. City Manager Deanna Schafer said that a grant agreement from Douglas County Senior Services has been signed to purchase a dishwasher, flatware, round dining tables, and service carts for the LUCC Senior Center.

EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL
AUGUST 28, 2023 VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum
Councilors DeeDee Murphy, Chuck Miller, Allen Teitzel, Rich Patten, and Debby Turner
City Manager Deanna Schafer

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

OPEN SESSION

- A. Shall the City Council authorize the City Manager to negotiate a real estate transaction?

Councilor Miller authorize the City Manager to negotiate a real estate transaction

Councilor Patten seconded the motion.

MOTION:

that the City Council authorize the City Manager to negotiate a real estate transaction.

VOTE:

AYES 6 NAYES 0

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

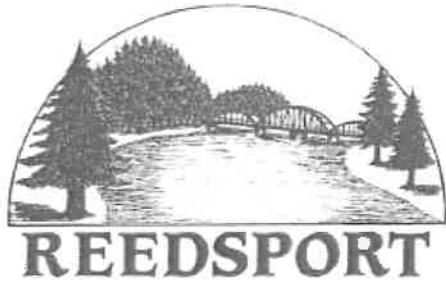
ADJOURN

Mayor McCollum adjourned the meeting at 9:00 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 023-075
Agenda of November 6, 2023
RE: Emergency Authorization

ISSUE:

Ratify the emergency authorization for the expenditure of funds for a wastewater repair pursuant to ORS 279A.010?

BACKGROUND:

The mainline that conveys all of the City of Reedsport's wastewater to the wastewater plant is showing deterioration and has a section of pipe that is failing; this is causing infiltration and inflow. The Wastewater department reached out to West Coast CIPP Supply, the contractor who performed our sewer lining this last summer and they had given us a quote of \$59,875 to line the pipe in an emergency situation. Under ORS 279 this repair would fall under an emergency and only one bid would be required. The contractor was readily available and completed the emergency repair.

FISCAL IMPACT

Staff is asking for \$65,000 so that we will have enough to cover contingencies should they arise. This will be funded out of the wastewater budget (004) capital improvements.

ALTERNATIVES:

1. **Ratify the emergency authorization for the expenditure of funds for a wastewater repair pursuant to ORS 279A.010.***
2. Decline to ratify the emergency authorization for the expenditure of funds for a wastewater repair pursuant to ORS 279A.010.
3. Table the issue and direct staff to conduct additional research.

Kimberly Clardy
Public Works Director

Done

Estimate 1028

✓ Estimate auto-saved

Customer

City of Reedsport

churlocker@cityofreedsport.com

Product or service

Mobilization

\$4,375.00

Flat rate • Taxable

Liner

\$55,500.00

18" liner install fiberglass with neat vinyl ester resin. Double PU pull in place. expedited freight and materials. 100' minimum

Flat rate • Taxable

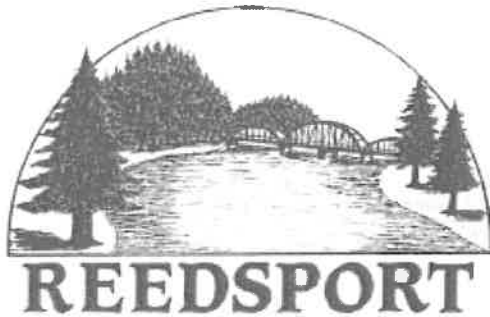
+ Add product or service

Totals

Sales tax

\$0.00

2 line items applied



CITY of REEDSPORT

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

Council Letter 023-077
Agenda of November 6, 2023
RE: Budget Revision

ISSUE:

Shall the City Council adopt Resolution 2023-017 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 Fund 004 Wastewater Utility Fund

Wastewater System Improvements	\$+65,000
Contingency	\$(65,000)

The City has discovered a mainline sewer issue which conveys all the City's wastewater to the plant. This pipe is failing and is need of emergency repair. Due to this being an emergency repair and not a budgeted repair we are transferring from contingency to wastewater systems improvements for the unexpected expense.

FISCAL IMPACT:

There is not fiscal impact, we are merely moving funds from one line item to another.

COUNCIL ALTERNATIVES:

1. Adopt Resolution 2023-017 authorizing a supplemental budget and budget revisions to the FY 2023-24 budget.
2. Amend and then adopt Resolution 2023-017 authorizing a supplemental budget and budget revisions to the FY 2023-24 budget.
3. Decline to adopt Resolution 2023-017.

RECOMMENDATION:

Staff is recommending alternative #1.

Michelle Fraley
Finance Director

RESOLUTION 2023-017

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 increases/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:

<u>Fund 004 Wastewater Utility Fund</u>	
Wastewater System Improvements	\$+65,000
<u>Fund 004 Wastewater Utility Fund</u>	
Contingency	\$(65,000)
Total Net Change	\$0
TOTAL AMENDED FY 23-24 BUDGET	<u>\$20,361,708</u>

PASSED AND MADE EFFECTIVE BY THE REEDSPORT CITY COUNCIL this 6th day of November, 2023.

AYES _____

NAYS _____

APPROVED by the Mayor this 6th day of November, 2023.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Recorder



CITY OF REEDSPORT

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Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-078
Agenda of November 6, 2023
RE: Ozone Purchase

ISSUE:

Shall the City Council authorize the purchase of the ozone generator for the water treatment plant?

BACKGROUND:

Back in January of 2023 city staff asked the Council for approval to rent an ozone generator and also the purchase of the ozone generator should staff find out that the Ozone was effective. The rental of the generator was put into place in August of 2023, until the end of October. Since this time staff and the Sound Water Services Crew (Ozone Company) have learned some things that were originally quoted are either not needed now or need to be different. Originally the purchase approval dollar amount was \$80,470.00, with the change in design and the cost of equipment going up the dollar amount has changed to \$106,000. We will be getting a refund of \$8000 applied to the purchase for half the rental, which makes the purchase price \$98,000. City staff is asking for \$110,000 for contingency.

FISCAL IMPACT

The ozone generator will be funded out of the water capitol (003)

ALTERNATIVES:

1. Authorize the new purchase price of \$110,000 for the ozone generator.
2. Decline to authorize the new purchase price for the ozone generator.
3. Table the issue and direct staff to conduct additional research.

Kimberly Clardy
Public Works Director

Quote

DATE: OCTOBER 24, 2023

Sound Water Services

PO Box 448
Chehalis, WA 98532
Phone (253) 241-8193 Fax (253)276-0286

TO: KIM CLARDY
kclardy@cityofreesport.org
(541) 271-1988
SHIPPING TO: TBD

SALESPERSON	LOCAL REPRESENTATIVE	PROJECT	SHIP VIA	F.O.B. POINT	TERMS
Joe Prok	SWS, Inc.	T&O remediation	UPS	Inwood,IA	Net 30

We are pleased to provide a quotation for a 450 g/hr turnkey ozone generation and injection system. This system is designed specifically to produce ozone and efficiently dissolve into water. A water-cooled ozone generator producing ozone from oxygen is used to produce consistent ozone production long-term.

This system uses a water-cooled ozone generator capable of producing 450 g/hr ozone from oxygen at 8% by weight. An integrated closed-loop water chiller is integrated on the system to cool the ozone generator and keep the system operation as consistent as possible. Oxygen is provided with an industrial 195 SCFH oxygen concentrator for consistent ozone production.

This system is supplied as a turn-key system that requires only electrical power and water connections for operation. All other equipment for operation is included and plumbed in a ready-to-operate fashion.

System Specifications:

Ozone Production: 450 g/hr @ 8% by weight

Water chiller: Using onsite potable water for cooling water @ 2 GPM

Oxygen Production: 100 SCFH

Maximum Oxygen/Ozone Pressure: 45 PSI

Max Water Flow rate: 150 GPM

Ozone System Components:

- **OXW-500 Ozone Generator**

- Produces 450 g/hr ozone from oxygen at 8% by weight
- Requires 100 SCFH oxygen flow for rated ozone production
- Capable of ozone concentrations greater than 10% by weight
- Ozone produced at higher concentrations will dissolve into water more efficiently.
- Ozone generator components are fully enclosed in a NEMA 250 Type-12 listed cabinet
- Ozone generator cabinet is equipped with ventilation fans providing at least 100 air changes per hour, with air flow velocity of 500 ft/min or more entering the cabinet.
- Integrated temp switch for cooling water
- Integrated oxygen flowmeter

- **OXO-100 Oxygen Concentrator**

- The oxygen concentrator is used to provide concentrated oxygen for more efficient ozone production.
- Provides 100 SCFH oxygen output at up to 45 PSI.
- Requires 22 CFM compressed air at 90 PSI.
- Includes oxygen storage tank, oxygen pressure regulator and required ancillary components for operation.
- Uses pressure swing absorption technology to purge nitrogen from the compressed air stream

- **Ozone Injection System**

- Ozone injection system includes the ozone mixing pump, venturi, contact tank, and off-gas equipment as required to efficiently dissolve ozone gas into water.
- NSF-Certified Stainless-Steel pump with ozone resistant seals provides the pressure differential and mixing action to dissolve ozone into water
- NSF-Certified Mazzei venturi injector with NSF-listed piping for efficient ozone mixing supplied to introduce ozone into water.
- All ozone gas piping is welded 304 or 316 Stainless Steel.

- **Inline Oxygen Meter**
 - Measure oxygen purity real-time with oxygen purity switch
 - Alarm will be set if oxygen purity drops below 75%, indicating a potential problem with oxygen concentrator
 - Catch potential maintenance issues early by ensuring oxygen purity is consistent
- **System Controller**
 - System controller with HMI panel for easy system operation
 - All ozone and oxygen system operation will be controlled by HMI panel
 - Complete system operation can be done remotely via telemetry system
 - Alarms and data can be set via e-mail through telemetry system
 - HMI can be connected to with external modem for complete off-site system operation and viewing (modem is optional)
 - Simple one-touch start-up and shut-down of system
 - Easy to view operation and control of system
 - System will alarm and control the following:
 - Cabinet ozone leak alarm above 0.3 ppm (user settable) will shut down ozone production
 - External (remote) ozone leak sensors, (optional - if required by local conditions) can be connected to the controls to shut down ozone production
 - High temp for ozone generator alarm at 95-deg F
 - Low air pressure for oxygen concentrator at 70 PSI
 - Low oxygen pressure for ozone generator at 20 PSI
 - High oxygen pressure alarm for system at 65 PSI
 -
 - Remote connections provided for:
 - Ozone leak alarm signal from sensor in cabinet
 - Any external ozone leak sensor(s) that are integrated with the system

System Requirements and Specifications:

- Electrical Power = (2) 230 VAC 3-phase power, 50-amp circuits
- Electrical Power = (1) 115 VAC single phase for air dryer supporting air compressor (required for operation)

- Dimensions approximate:
- 60" wide x 55" deep x 72" tall, 1500 lbs
- Skid base is equipped with mounting ears which must be secured to the floor to meet International Building Code seismic requirements.
- Environmental = Max operating temp – 100-deg F, clean, dust free, non-condensing environment.
- Water Connections = 2" Female NPT inlet and outlet on skid, customer must provide connections.



Maintenance Costs

- Ambient Ozone Leak Sensor – **replace every 1 year at a cost of \$150**
- Air Filters – replace air filter for oxygen concentrator **every quarter at a cost of \$85 each (2 filters)**
- Check Valves – replace **every 1 year at a cost of \$75**
- Oxygen Concentrator valves - **Rebuild annually at a cost of \$450/year**
- Oxygen Concentrator Sieve Material - **Replace every 5-7 years at a cost of \$950**
- Pump shaft seal – replace every 2 years (or when needed) at a **cost of \$350 each seal kit**

Ozone System Base Cost: \$88,870.00

Startup & training: \$3,450.00

- On-site start-up and training includes 1-full day of time on-site by technician from Oxidation Technologies. All travel and on-site time included in cost. Additional onsite days billed \$990/day.

Options:

ORP Sensor = \$1560

- ORP sensor can be used to ensure ozone system operation, sensor is plumbed directly in the water line.
- Includes ORP probe, sensor with displays and control relays, and integration of ORP sensor
- Can provide 4-20 mA output to remotely view and verify ORP levels and system operation

Water flow switch = \$355

- Water flow switch will detect water flow through the ozone contact tank
- Turn ON and OFF ozone system based on water flow, can automate system completely and allow for system operation without any direct human interaction

Ozone gas monitor – \$1,140 each

- Remote mount ozone gas monitor to monitor background ozone and trigger a beacon or similar alarm.

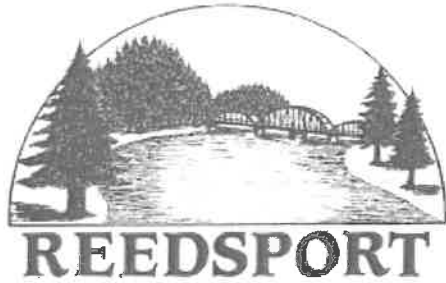
Air Compressor – \$10,625 *Pricing subject to verification at time of order

- UP6-7.5-125-TAS Ingersoll Rand rotary screw air compressor
- Capable of 28 CFM compressed air @ 90 psi
- Includes compressor, air dryer, 2 stage filtration, and air receiver tank in one package

Total System cost- \$106,000.

Freight is prepay/add FOB Inwood, IA

Payment terms. 50% at time of order, 50% due net 30



CITY OF REEDSPORT

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Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-079
Agenda of November 6, 2023
RE: Authorization expenditure for
Pump Station VFD

ISSUE:

Shall the City Council authorize the expenditure of funds for a variable frequency drive (VFD) under the emergency ORS 279A.010 for the 7th Street storm water pump station?

BACKGROUND:

The 7th Street stormwater pump station suffered a failure with one of the VFDs, which caused the pump station to not operate. City Staff was under the impression that it would be under warranty and there would be no cost associated with the repair. City staff learned that it was no longer under warranty and that the cost was over the allowed \$10,000 for three separate bids. Reese Electric was the original electrical contractor when the pump station was built in 2021 so they were called to repair the VFD under the assumption that it was still under warranty. 7th Street pump station is a vital part of the stormwater system and cannot be inoperative for any given amount of time. Under ORS 279 this repair would fall under an emergency and only one bid would be required.

FISCAL IMPACT

Staff is asking for \$12,875 from stormwater fund (005) to pay for the invoice for the VFD to Reese Electric.

ALTERNATIVES:

1. Authorization for the expenditure of funds of \$12,875 to Reese Electric for the repair of the stormwater pump station pursuant to ORS 279A.010.
2. Decline for the expenditure of funds of \$12,875 to Reese Electric for the repair of the stormwater pump station pursuant to ORS 279A.010.
3. Table the issue and direct staff to conduct additional research.

Kimberly Clardy
Public Works Director

REMIT TO:

*Reese Electric, Inc.***INVOICE**

Customer No.: REE0101

Invoice Date: 8/23/2023

Invoice No.: SD231234

Dispatch No.: 2301150

P.O. Box 1068

North Bend, OR 97459

(541) 756-0581 Fax (541) 756-6613

CCB #23563

RECEIVEDBill To: CITY OF REEDSPORT
451 WINCHESTER ST.

AUG 28 2023

Job Address: REEDSPORT PUMP STATION
PUMP STATION

REEDSPORT, OR 97467

BY: _____

REEDSPORT, OR 97467

VISA/MC #: _____ Exp. Date: _____

Signature: _____ Sec. Code: _____ Amount Remitted: \$ _____

CUT ALONG THIS LINE AND RETURN UPPER PORTION WITH REMITTANCE

RETAIN THIS PORTION FOR YOUR RECORDS

Job No	Customer Job No	Customer PO	Payment Terms	Due Date
Z2301150			Net 10 Days	9/2/2023

Resolution

CHECKED VOLTAGES. POWER IS SUPPLYING VFD- VFD HAS NO DISPLAY, NO STATUS LIGHTS COME ON. ALTIVAR SCHNEIDER ELECTRIC ATV630D45N4 60HP PUMPS. REPLACED VFD.

Quantity	Description	U/M	Rate/Unit	Price
2.50	7/24/23---LABOR MW		125.00	312.50
4.50	7/31/23---LABOR MW		125.00	562.50
1.00	ATV630D45N4 VFD	EA	12,000.00	12,000.00

Total Due \$ 12,875.00

**Note: Labor total includes travel
and material handling**

THANK YOU! PAYMENT DUE IN FULL UPON RECEIPT OF INVOICE. A LATE PAYMENT CHARGE OF 2% PER MONTH (24% PER ANNUM) WILL BE ADDED TO ALL INVOICE BALANCES OVER 30 DAYS. MINIMUM CHARGE OF \$3.00 PER MONTH.

REMIT TO: REESE ELECTRIC, INC. P.O. Box 1068 NORTH BEND, OREGON 97459-0002

