

MINUTES OF THE REEDSPORT CITY COUNCIL JANUARY 8, 2024 AT 7:15 P.M.  
CITY COUNCIL SESSION VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum  
Councilors Chuck Miller, Rob Wright, Allen Teitzel, Rich Patten and Debby Turner  
(Student Council Hayden Adams was absent)  
City Manager Deanna Schafer  
Interim City Attorney Melissa Cribbins

OTHERS PRESENT:

Dep. City Recorder Christina Crockett, Public Works Director Kimberly Clardy, Finance Director Michelle Fraley, Chief Police John Carter, City Planner Hailey Sheldon, Alexander Kuestner, Sandy Donnelly, Robert Gray, Bill Cutshall, Cindy Dyke Janzen, Greg Martens, Molly Anne Hottel representing KDUN 1030 am radio, Joe Hottel, and Susan Martin.

Mayor McCollum called the meeting to order at 7:15 P.M.

1. 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.*

There were no citizen comments.

2. PRESENTATIONS, PROCLAMATIONS, AWARDS

A. Good Friends and Neighbor award – V-Kley's Tree Service LLC

Madam Mayor stated that the recipient of this award, Mr. VanderKley, was not able to attend the meeting on this evening.

B. Good Friends and Neighbor award – Cindy Dyke Janzen

Madam Mayor recognized Cindy Dyke Janzen of her varied and numerous contributions to the community. Cindy assisted Greg every step of the way with the winning ornament for Reedsport's first-ever DIY Holiday Ornament Contest. She helped organize and set-up the painting parties for community volunteers. She ran the painting parties and even donated Sugar Shack donuts for the event. Cindy went above and beyond what we expected and contributed many hours to the project.

C. Good Friends and Neighbor award – Greg Martens

Madam Mayor recognized Greg Martens of his varied and numerous contributions to the Community. Greg submitted the winning ornament for Reedsport's first-ever DIY Holiday

Ornament Contest. After winning, he stayed involved in every step of the process of recreating the ornament. Greg scrubbed and cleaned, applied primer and paint, and stenciled every one of the 58 buoys which decorated the Reedsport Holiday Tree at Lions Park in 2023. In addition, he helped set-up the painting area and added glaze to all of the buoys after the volunteers painted them. Greg went above and beyond what we expected and contributed over 80 hours to the project.

### 3. APPROVAL OF THE AMENDED AGENDA

The agenda was amended to remove item E from the Consent Agenda and add it to item E of General Business to allow further discussion.

Councilor Teitzel motioned to approve the amended agenda.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve the agenda.

VOTE:

AYES 6 NAYES 0

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

### 4. 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 Agenda 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 Agenda and placed under General Business.*

A. Approve minutes of the work session of December 4, 2023.

B. Approve minutes of the regular session of December 4, 2023

Deanna Schafer added corrected packet pages (37-39): minutes of the regular session of December 4, 2023.

C. Approve amended minutes of the work session of October 2, 2023.

D. Shall the City Council adopt Resolution 2024-001 adjusting fees?

In January 2010, the City Council was presented a Fee Resolution created to combine all fees charged by the City of Reedsport on to one schedule to be voted on at the beginning of each year.

To ensure that the City is charging a reasonable fee for its services, licenses and permits, a fee which offsets the cost of license issuance and related inspections and enforcement, it is important to periodically review the City's costs as compared to fees.

The attached fee schedule for 2024 identifies any fees that staff recommends to be increased, deleted or added. These new and recommended increased fees are outlined below and are based on comparing current fees with Cities of similar population and facilities.

#### Police

CD/DVD Copy – Increased from \$15.00 to \$20.00 first, \$10.00 to \$15.00 each additional.

Shelter Impound Fee – Increased from \$10.00 per day to \$20.00 per day

#### Public Services

Water After Hours Call-Out – Established cost is time and material

#### Public Works

Vac. Con Rental (Std. rate) Increased from \$110.00 per hour to \$225.00 per hour (includes one operator)

Vac. Con Rental (OT rate) Increased from \$122.00 per hour to \$275.00 per hour (includes one operator)

Backhoe Rental (Std. rate) Increased from \$90.00 per hour to \$112.00 per hour (includes one operator)

Backhoe Rental (OT rate) Increased from \$102.00 per hour to \$132.00 per hour (includes one operator)

Std. Labor Rate per person Increased from \$37.40 per hour to \$40.00 per hour (includes one operator)

OT Labor Rate per person Increased from \$56.11 per hour to \$60.00 per hour (includes one operator)

Dump Truck Rental (Std. rate) Established at \$107.00 per hour (includes one operator)

Dump Truck Rental (OT rate) Established at \$127.00 per hour (includes one operator)

Fork Lift Rental (Std. rate) Established at \$70.00 per hour (includes one operator)

Fork Lift Rental (OT rate) Established at \$90.00 per hour (includes one operator)

Boring Machine Rental (Std. rate) Established at \$225.00 per hour (includes one operator)

Boring Machine Rental (OT rate) Established at \$245.00 per hour (includes one operator)

Wacker Rental (Std. rate) Established at \$55.00 per hour (includes one operator)

Wacker Rental (OT rate) Established at \$75.00 per hour (includes one operator)

Asphalt Cutter Rental (Std. rate) Established at \$45.00 per hour (includes one operator)

Asphalt Cutter Rental (OT rate) Established at \$65.00 per hour (includes one operator)

There is an unknown fiscal impact to the recommended fee adjustments.

**1. Adopt Resolution 2024-001 adjusting fees.\***

~~E. Shall the City Council extend a Personal Services Contract with Tyree Oil Inc. for 24 hour card lock fuel services? (Moved to item E General Business.)~~

Councilor Teitzel motioned to approve the amended Consent Agenda.

Councilor Wright seconded the motion.

MOTION:

that the City Council approve the amended Consent Agenda.

VOTE:

AYES 6 NAYES 0

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

**5. GENERAL BUSINESS**

A. Councilor committee assignments by the Mayor.

City Manager Deanna Schafer stated annually, the Mayor makes assignments from the City Council membership to various Committees, Forums and Associations. The Mayor is being asked to make new assignments for the 2024 calendar year. All assignments with the exception of Council President and Alt. Council President (which hold a 2-year assignment) expire on December 31st of each year.

The following are the current Councilor Committee assignments for the previous year:

**Council President**

[expires December 2024]

Chuck Miller

**Alt. Council President**

[expires December 2024]

Allen Teitzel

**Council Audit Committee**

[meets as required]

Mayor Linda McCollum  
Councilor Debby Turner

**City Parks and Beautification Committee/City Tree Board**

[meets in City Hall as required]

Allen Teitzel

*City Attorney Evaluation*

Full City Council

*City Prosecutor Evaluation*

City Manager

*City Manager Evaluation*

Full City Council

*Municipal Judge Evaluation*

Full City Council

**League of Oregon Cities (LOC), Legislative Committee**

[meets in Salem during the Summer before a legislative session]

Mayor Linda McCollum

**Lower Umpqua Economic Development Forum**

[Currently inactive, City Manager stated there has been discussion of potential future meetings]

Staff: City Manager  
Council: Debby Turner

**Traffic Safety Advisory Committee**

[meets in City Hall on the third Tuesday of each quarter]

Councilor Debby Turner

**Umpqua Experience Steering Committee**

[meets in the Umpqua Discovery Center]

Mayor Linda McCollum

There is no fiscal impact.

Staff recommended appointing councilors to serve on the Cities boards and committees at the Mayor and Councils own discretion.

Councilor Teitzel motioned that the City Council adopt Councilor committee assignments for the 2024 calendar year.

Councilor Wright seconded the motion.

MOTION:

that the City Council adopt Councilor committee assignments for the 2024 calendar year.

VOTE:

AYES 6 NAYES 0

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

- B. Shall the City Council authorize a Lease Agreement with Reedsport Collective for a term of 5 years?

City Manager Deanna Schafer stated that the current Director, Susan Martin, is seeking Council approval to lease the Food Pantry building, formerly the Scout Hall at Lions Park, under a new name of The Reedsport Collective (herein referred to as Pantry), formerly under the name Project Blessing. The exclusive use of the premises is for the sole purpose of operating a food pantry on the leased premises, as well as any required administrative offices that solely serve the food pantry. Any other uses are subject to the prior written approval of the Lessor, The City of Reedsport.

The Pantry has undergone many changes since relocating to the Scout Hall in 2013, such as acquiring computer software for tracking food and patrons, office equipment, shelving,

refrigerators, freezers, a box truck for picking up food, which allows for more food to come into the Pantry, etc. The pantry uses the Open Distribution method, which is different than most food pantries. This method allows clients to come when they need and take what they need. The Reedsport Collective is now the only food pantry in Coastal Douglas County. The Pantry operates three days a week as well as online ordering and delivery.

The lease agreement is set to expire on January 1, 2029.

There is no fiscal impact.

Councilor Wright removed himself from any discussion of this item, as he is a board member of Reedsport Collective

Councilor Miller motioned that the City Council authorize the lease agreement with The Reedsport Collective for a term of five years, with the option to be renewed for up to one (1) successive five year period upon written consent of both parties.

Councilor Patten seconded the motion.

MOTION:

that the City Council authorize the lease agreement with The Reedsport Collective for a term of five years, with the option to be renewed for up to one (1) successive five year period upon written consent of both parties.

VOTE:

AYES 5 NAYES 0 ABSTAIN 1

(Mayor McCollum, Councilors Miller, Patten, Teitzel, and Turner voted in favor of the motion; Councilor Wright withheld his vote.)

- C. Shall the City Council adopt Ordinance 2024-1207, to adopt the Reedsport Comprehensive Plan to incorporate the findings of the city's 2023 *Economic Opportunities and Housing Needs Analysis* prepared by FCS Group?

City Planner Hailey Sheldon stated that in December of 2023, the City adopted the 2023 *Economic Opportunities and Housing Needs Analysis* by FCS Group (Ordinance 2023-1206). That document contains a "Housing Needs Analysis (HNA)," "Buildable Lands Inventory (BLI)," and "Economic Opportunities Analysis (EOA)."

The proposed amendments update findings contained in the Comprehensive Plan - specifically findings contained in Chapters V, VI, and VII, which were based on the City's old 2009 HNA, BLI, and EOA, prepared by the Benkendorf Associates Corp. and Johnson Reid, LLC.

The proposed amendments incorporate the findings of the new 2023 HNA, BLI, and EOA findings (alongside the prior 2009 findings, which are not necessarily in conflict) into Chapters V, VI, and VII.

### OVERVIEW:

The proposed Comprehensive Plan text amendments include:

#### Chapter VI Housing and Population Element

1. Update Population section: population, age, and household size Census data
2. Update Housing section:
  - a. Update Housing Inventory subsection: unit type, unit occupancy Census data
  - b. Add Housing Affordability subsection: add housing affordability analysis by FCS Group
  - c. Modify Future Housing Needs subsection to include 2023 strategic housing needs forecast by FCS Group, based on capturing pent up regional demand
  - d. Update Net Buildable Average Needed and Net Buildable Acreage Available subsection: remove detailed findings from this section and refer instead to Chapter VII Land Use and Urbanization Element.

#### Chapter VII Land Use and Urban Element

1. Existing Development section:
  - a. Residential subsection: update to include recent (past 10 years) multifamily development and to remove juxtaposition between multifamily and mobile home park development.
  - b. Commercial subsection: remove narrative description of where certain commercial use categories are located throughout the city, specifically where tourist-commercial uses are located (to reflect the recent commercial re-growth in Old Town)
2. Future Land Use and Urbanization section:
  - a. Update Residential, Commercial, and Industrial subsections to include tables and findings of 2023 BLI
  - b. Commercial subsection:
    - i. Update to include post-2013 commercial and commercial mixed use zone and code changes.
    - ii. Add reference to 2023 BLI analysis of re-developable commercial land.

#### Chapter V Economic Element:

1. Update Employment section with 2023 EOA job growth projections
2. No substantial changes to Industry Clusters and Competitive Advantages section (based on 2009 data)



3. Add to Land Needs to Meet Future Opportunities section to include statement that it is uncertain if Reedsport contains sufficient land to accommodate its 20-year employment growth projections and note regarding re-development.
4. Recommendations section: remove outdated/completed recommendation regarding converting / re-zoning vacant residential land to commercial (completed in 2013, with addition of CMU zone).

These proposed amendments do not include policy or goal changes (except to delete policies or goals which have been made/completed/or are otherwise outdated).

There is an unknown fiscal impact.

Councilor Miller motioned that the City Council adopt Ordinance 2024-1207, to amend Reedsport Comprehensive Plan Chapters VI Housing and Population Element, VII Land Use And Urban Element, and V Economic Element, to incorporate the findings of the City's 2023 *Economic Opportunities and Housing Needs Analysis* prepared by FCS Group.

Councilor Turner seconded the motion.

MOTION:

that the City Council adopt Ordinance 2024-1207, to amend Reedsport Comprehensive Plan Chapters VI Housing and Population Element, VII Land Use And Urban Element, and V Economic Element, to incorporate the findings of the City's 2023 *Economic Opportunities and Housing Needs Analysis* prepared by FCS Group.

VOTE:

AYES 6 NAYES 0

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

- D. Shall City Council adopt Ordinance 2024-1208, amending the Reedsport's Municipal Code Chapters 10.64 Introductory Provisions, 10.72 Use Zones, and Chapter 10.76 Special Provisions and Regulations, to clarify and supplement the standards for vacation rentals?

City Planner Hailey Sheldon stated that in 2020, the Reedsport Planning Commission directed staff to consider the City's vacation rental and short-term rental policies and potential policy changes.

Planning Department staff researched vacation rental policies and prevalence, and presented findings to the Planning Commission and City Council on July 27 and August

2<sup>nd</sup> 2021, respectively. The City resolved to complete a Housing Needs Analysis to inform subsequent vacation and short-term rental policy changes.

The resulting 2023 Economic Opportunities and Housing Needs Analysis and accompanying Draft Vacation Rental Analysis, both by FCS Group, were researched and drafted between 2022 and 2023.

The 2023 Economic Opportunities and Housing Needs Analysis was presented to the Planning Commission and City Council in a Joint Work Session on August 15, 2023.

The Planning Commission and City Council then held another Joint Work Session on October 2, 2023, to consider the City's vacation rental and short term rental policies and potential policy changes.

The conclusions reached by the Work Session participants are the basis of the proposed municipal code amendments.

On December 28, 2023, the Planning Commission reviewed and recommended the Council adopt the proposed amendments.

The proposed municipal code text amendments are as follows:

1. Remove distinguishment between "vacation rentals" and "short-term rentals"; replace with distinguishment between "hosted" and "un-hosted" vacation rentals
2. Move standards for vacation rentals from Chapter 10.64 Introductory Provisions 10.64.030 Definitions, to a new section under Chapter 10.76 Special Provisions and Regulations: 10.76.170 Vacation Rentals.
3. Add requirement for inspection by the Building Official for compliance with Oregon Building Codes for a dwelling unit
4. Add requirement for assignment of "Local Responsible Person" and submission of Local Responsible Person Authorization and Acknowledgement form
5. Clarify parking and access requirement
6. Change "short term rental" (now "hosted vacation rental") from a permitted use to a conditional use, in the C-1 Commercial Transitional zone.
7. Change "short term rental" and "vacation rental" (now "hosted vacation rental" and "unhosted vacation rental," respectively) from permitted uses to conditional uses, in the CMU Commercial Mixed Use zone.

There is an unknown fiscal impact.

Councilor Patten motioned that the City Council adopt Ordinance 2024-1208, to amend Reedsport Municipal Code Chapters 10.64 Introductory Provisions, 10.72 Use Zones,

and Chapter 10.76 Special Provisions and Regulations, to clarify and supplement the standards for vacation rentals.

Councilor Turner seconded the motion.

MOTION:

that the City Council adopt Ordinance 2024-1208, to amend Reedsport Municipal Code Chapters 10.64 Introductory Provisions, 10.72 Use Zones, and Chapter 10.76 Special Provisions and Regulations, to clarify and supplement the standards for vacation rentals.

VOTE:

AYES 6 NAYES 0

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

- E. Shall the City Council extend a Personal Services Contract with Tyree Oil Inc. for 24 hour card lock fuel services?

City manager Deanna Schafer stated that On December 31, 2023 the contract to provide fuel services with Tyree Oil Inc. expired. The City has been using Tyree Oil Inc., mainly at the Reedsport Pacific Pride, site for the last ten years and has been pleased with the service provided.

Torrin Torgrimson of Tyree Oil, Inc. has stated that Tyree Oil will renew the contract exactly as it has been previously written between Tyree and the City of Reedsport.

Tyree has asked that the City Council consider a 5 year contract at the time of the previously executed contract. Prior to that, the City has renewed the contract every two years. The City would like to extend the contract for another 5 year contract. For the last several cycles the contract amount has remained the same and is well below the State of Oregon contract price.

The proposal from Tyree Oil, Inc will be comparable to the current price of \$.057 markup above the Eugene OPIS unbranded average rack price per gallon.

Councilor Teitzel motioned that the City Council extend a Personal Services Contract with Tyree Oil Inc. for 24 hour card lock fuel services once the date is updated on the lease agreement.

Councilor Patten seconded the motion.

MOTION:

that the City Council extend a Personal Services Contract with Tyree Oil Inc. for 24 hour card lock fuel services once the date is updated on the lease agreement.

VOTE:

AYES 6 NAYES 0

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

6. MISCELLANEOUS ITEMS

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

1. Deanna Schafer stated that on February 1<sup>st</sup> there will be a community open house and semi-final railroad meeting from 5:00 pm to 6:00 pm.
2. Kim Clardy stated that there was a water break and that the vac-con gave way into a ditch, however, necessary repairs were made and nobody was hurt.
3. Kim Clardy stated that the arc-flash study is going to be done this week. Peterson Cat is scheduled to do initial startup on Monday January 15<sup>th</sup>.
4. Michelle Fraley stated that the audit is pending on GASB 97 from Debt Book.
5. Michelle Fraley announced Steve Miller's memorial services are scheduled on Saturday at the Mindpower Gallery from 1:00 pm to 3:00 pm.
6. Police Chief John Carter stated that there was extra traffic reinforcement on New Year's Eve and reported 19 stops. There were 5 citations and some warnings.
7. Councilor Rob Wright asked the question where City Council Vacancies are posted. Deanna Schafer responded that we post the notices on our website, on the lobby TV, Facebook, Dunes News, and to our press release list of about 48 people representing different news sources in our surrounding areas.
8. Councilor Allen Teitzel asked about when the Small Cities Meeting coming up is scheduled. Deanna Schafer stated that it is on February 22<sup>nd</sup> at the Umpqua Discovery Center from 11:00 am to 1:00 pm.

7. OPEN SESSION

- A. Shall the City Council authorize the City Manager to negotiate a contract?

Councilor Teitzel motioned that the City Council authorize the City Attorney and the Mayor to negotiate with Deanna Schafer a new contract.

Councilor Miller seconded the motion.

MOTION:

that the City Council authorize the City Attorney and the Mayor to negotiate with Deanna Schafer a new contract.

VOTE:

AYES 6 NAYES 0

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

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Linda McCollum, Mayor

ATTEST:

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Deanna Schafer, City Recorder