

MINUTES OF THE REEDSPORT CITY COUNCIL REGULAR SESSION JULY 1, 2013 7:00 P.M. CITY HALL COUNCIL CHAMBERS.

PRESENT: Mayor, Keith Tymchuk
Councilors Frank Barth, DeeDee Murphy, Linda McCollum, Kathi Wall-Meyer, and Diane Essig
City Manager, Jonathan Wright
City Attorney, Steve Miller

OTHERS PRESENT: Deanna Schafer, Vera Koch, Chief Mark Fandrey, Allen Teitzel, Debby Turner, Debbie McKinney, Lee Bridge, Lorelyn Lorange, Charles Wade, Steve Lindsey (Umpqua Post)

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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.

None.

2. PRESENTATIONS, PROCLAMATIONS, AWARDS

3. APPROVAL OF THE AGENDA

Councilor Kathi Wall-Meyer motioned to approve the agenda.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council approve the agenda.

VOTE:

AYES 6 NAYES 0

(Mayor Keith Tymchuk, Councilors Barth, Murphy, McCollum, Essig, and Wall-Meyer voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

4. PUBLIC HEARINGS

A. A public hearing to allow comment on a applying for a grant application.

Shall the City Council authorize the Chief of Police to apply for a 2013 Edward Byrne Memorial Justice assistance grant?

Mayor Keith Tymchuk opened the public hearing at 7:05pm.

Chief Mark Fandrey said that the 2013 Edward Byrne Memorial Grant is a two year, zero match grant awarded through the U.S. Department of Justice, Bureau of Justice Assistance (BJA). BJA requires the application of this grant be reviewed and available for comment by the governing body and that an opportunity to comment was provided to citizens prior to the grant application submission.

Funding under this grant would be used to upgrade the Reedsport Police Departments Mobile Data Terminals (MDTs). The public safety agencies within Douglas County recently changed Computer Aided Dispatch (CAD) and Mobile Data software. The current MDTs used by the Reedsport Police Department are not capable of running this new CAD and Mobile Data software adequately.

CAD and mobile data allow officers to communicate with dispatch and other units in the field through computer instant messaging, allowing silent dispatch and response to calls. The system also allows in-field reporting and data search capabilities which greatly enhances the information readily available to officers while conducting criminal investigations. The upgraded software also includes a mapping system where dispatch and officers are able to see patrol units in the field displayed as vehicle icons on the mapping system. There are numerous benefits to this including the ability to establish parameters quickly and efficiently by viewing where units are responding from and where units have established positions.

The grant application is requesting \$22,265 for the purchase of 4 MDTs and four docking stations compatible to the new MDTs.

There is no fiscal impact anticipated.

There were no public comments.

Mayor Tymchuk closed the public hearing and asked the Council for discussion.

Councilor Frank Barth asked if this would enable the Reedsport Police to communicate with all other police agencies.

Chief Fandrey said that Douglas County has been fortunate in that all agencies in the County have gone to the same system for communications; however the Oregon State Police are utilizing a different system so communicating with them would be via radio and dispatch, as it is now.

Councilor Diane Essig motioned to authorize the Chief of Police to apply for funding under the 2013 Edward Byrne Memorial Justice assistance grant.

Councilor Kathi Wall-Meyer seconded the motion.

MOTION:

that the City Council authorize the Chief of Police to apply for funding under the 2013 Edward Byrne Memorial Justice assistance grant.

VOTE:

AYES 6 NAYES 0

(Mayor Keith Tymchuk, Councilors Barth, Murphy, McCollum, Essig, and Wall-Meyer voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

5. CONSENT AGENDA

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

- A. Approve minutes of the work session of June 3, 2013.
- B. Approve minutes of the regular session of June 3, 2013.
- C. Motion to approve the Consent Calendar.

Councilor Kathi Wall-Meyer motioned to approve the consent calendar.

Councilor Frank Barth seconded the motion.

MOTION:

that the City Council approve the consent calendar.

VOTE:

AYES 6 NAYES 0

(Mayor Keith Tymchuk, Councilors Barth, Murphy, McCollum, Essig, Wall-Meyer and voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

6. GENERAL BUSINESS

- A. Shall the City Council adopt a Resolution in support of applying for a Transportation Management Grant to revise the Land Use Section of the Municipal Code?

City Manager Jonathan Wright said that due to budget constraints, the Planning Department is currently being staffed by a part-time Planning Secretary and the City Manager filling the role of Planning Director. It has been noted by Staff, and the general public, that the Reedsport Land Usage Ordinance (RLUO) is difficult to use. This is due to poor formatting, lack of graphics & tables and outdated or potentially missing information.

Additionally, the Reedsport Waterfront and Downtown Plan (RWDP) was recently completed. The Plan triggered Comprehensive Plan amendments, zoning amendments and zone text amendments. These updates have been completed, but additional zone text amendments are recommended by the RWDP.

Finally, the Transportation System Plan (TSP), completed in 2006, was adopted, but not included as part of the RLUO. The document should be pulled into the development code, reducing the number of documents needed to review an individual land use application.

All of the above reasons create a need to update the Land Usage Ordinance. As a result of an entire code update, that addresses these issues, staff would be able to manage planning questions, concerns, and applications more efficiently. An update would also offer a more user-friendly document for the community, builders, developers, Planning Commission, etc. to use and understand.

At the Coastal Planners Conference in October 2012, a presentation was given by TGM regarding the latest version of the Oregon Model Development Code for Small Cities (released Oct. 2012). This Model Code was designed to guide cities in updating their own development codes. Staff researched the Model Code and found the document to be significantly better than the RLUO.

On June 18, 2013 the Reedsport Planning Commission held an outreach workshop, co-sponsored with TGM. The workshop outlined the newest version of the Model Code and provided the Commission with information on Code Assistance. TGM offers assistance to small communities, with limited staff available for planning efforts, in updating their local development codes. The Code Assistance program also helps to integrate transportation and land use planning.

The outcome of the June 18th workshop was an approved motion to recommend that the Reedsport City Council support an application for the Code Assistance program. This application must show that the City meets TGM's eligibility requirements and selection factors. Those elements are addressed in the letter of request to TGM.

Staff anticipates the end result of Code Assistance, if awarded, would be a stand-alone document that addresses readability issues and creates ease of use, complies with new state laws, and includes the zoning changes recommended by the RWDP, as well as, data from the TSP.

The Code Assistance program uses consultant firms with whom TGM contracts directly to provide assistance to local governments. Local governments are not required to provide cash or an in-kind match, but are expected give staff time to assist with meetings and other logistical support.

The anticipated Fiscal Impact is minimal. Only staff's time and supplies (paper, printing, etc.) are anticipated to be used.

Councilor Frank Barth motioned to approve the Resolution of support for the Transportation and Growth Management Code Assistance program application.

Councilor DeeDee Murphy seconded the motion.

MOTION:

that the City Council approve the Resolution of support for the Transportation and Growth Management Code Assistance program application.

VOTE:

AYES 6 NAYES 0

(Mayor Keith Tymchuk, Councilors Barth, Murphy, McCollum, Essig, and Wall-Meyer voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

- B. Shall the City Council reclassify the Utility Billing Clerk / Receptionist / Planning Secretary into a new position of Planning Assistant / Utility Billing Clerk?

City Manager Jonathan Wright said that since the resignation of the previous contract planner several months ago, the City has been fiscally unable to hire a replacement. The City Manager has taken on the oversight of the planning responsibilities, however with the managerial duties being the foremost of importance; he does not have the time to perform every job necessary for the planning department. Currently, the Utility Billing Clerk's job description includes several aspects of the planning department such as business licenses, building and electrical permits, home occupations licenses, and planning secretary along with receptionist duties and other tasks.

Staff is proposing a shift of miscellaneous tasks to the other front office staff and expanding the Utility Billing Clerk position to include planning assistant responsibilities. The person in this new position will make planning decisions. A new job description has been developed for the increased responsibilities and a new pay range of 11. This is one step up from the current front office pay range of Range 10. The City's current Utility Billing Clerk has expressed interest in the opportunity.

It is understood that if a full time planning position is made available in the future that, the job duties and pay range could revert back to the original job description of Utility Billing Clerk/Receptionist/Planning Secretary.

As stated above, Council approval of this recommendation would not add staff, but would allow for the movement of an existing staff member into the Planning Assistant / Utility Billing Clerk position. The wage differential in the top step of Range 10 to Range 11 is \$148.00 per month. This change was anticipated in the FY 13-14 Budget.

Councilor Diane Essig motioned to reclassify the Utility Billing Clerk / Receptionist /Planning Secretary into a new position of Planning Assistant / Utility Billing Clerk.

Councilor Kathi Wall-Meyer seconded the motion.

MOTION:

that the City Council reclassify the Utility Billing Clerk / Receptionist / Planning Secretary into a new position of Planning Assistant / Utility Billing Clerk.

VOTE:

AYES _____ 6 _____ NAYES _____ 0 _____

(Mayor Keith Tymchuk, Councilors Barth, Murphy, McCollum, Essig, and Wall-Meyer voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

C. Council review of applications to fill vacancy on the City Council position.

Due to Councilor Mike Macho moving out of the area City Council position #6 has been vacated. The position was advertised as vacant with a closing date of Friday, June 28th. Four highly qualified applications were received. Council reviewed the applications. Mayor Keith Tymchuk said that he would recommend Dr. Dale Harris because of his experience and knowledge and Councilor Linda McCollum said she did also. Councilor DeeDee Murphy said that she supports Ms. Debbie Turner because of her involvement in the community, many events and organizations, as did Councilor Kathi Wall-Meyer. Councilor Diane Essig said that she supports Tara Szalewski but if the consensus is to go with Ms. Debbie Turner she could support that, she has worked with her as a volunteer and she is very involved.

Councilor Frank Bark motioned to appoint Ms. Debby Turner to City Council Position #6 with a term expiring December 31, 2014.

Councilor Kathi Wall-Meyer seconded the motion.

MOTION:

that the City Council appoint Ms. Debby Turner to City Council Position #6 with a term expiring December 31, 2014.

VOTE:

AYES _____ 6 _____ NAYES _____ 0 _____

(Mayor Keith Tymchuk, Councilors Barth, Murphy, McCollum, Essig, and Wall-Meyer voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

7. MISCELLANEOUS ITEMS
(Mayor, Councilors, City Manager, City Attorney)

Councilor Kathi Wall-Meyer reported that there is legislation concerning GMO (genetically modified organisms) that she feels very passionate about that she would encourage people to contact legislative representatives and encourage them to vote against them. She has contacted her local representatives concerning the legislation.

She also wanted to express that the Chainsaw Carving Competition held over Father's Day weekend was a success.

City Manager Jonathan Wright also spoke on the success of the competition and said that Councilor Frank Barth and Councilor Diane Essig need to be thanked for their hard work in making it happen. He also said that the City Employee of the Month is Ms. Jessica Terra for taking on extra duties.

He gave an update on the Student Resource Officer position. He said that he has notified the agencies involved that there will be no officer at this time due to the resignation of one of the newest officers on the force. A position has been opened for a Certified Officer but it is not likely to be filled by the time school starts.

He gave an update on the Winchester Ave. Railroad Crossing Project, he said that the closing date for the bids is July 9th and the project will commence shortly thereafter.

City Attorney Steve Miller said that the new draft plan for the Salmon and Trout Enhancement Plan is out for public comment. If anyone is interested in commenting on the draft plan which does include some cuts in the local area, contact the local Oregon Department of Fish and Wildlife.

Councilor Diane Essig said that the annual Christmas in July event will be held on July 13, 2013 and that they are still in need of volunteers.

8. EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL, JULY 1, 2013 CITY HALL COUNCIL CHAMBERS.

PRESENT: Mayor Keith Tymchuk, Councilors Frank Barth, DeeDee Murphy, Linda McCollum, Kathi Wall-Meyer, and Diane Essig

City Manager Jonathan Wright

Attorney Steve Miller

OTHERS PRESENT: Deanna Schafer, Vera Koch, Steve Lindsey (Umpqua Post)

Pursuant to ORS 192.660(2)(h) – To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

9. ADJOURN

ATTEST:

Mayor Keith Tymchuk

Deanna Schafer, City Recorder