

MINUTES OF THE REEDSPORT CITY COUNCIL REGULAR SESSION FEBRUARY 3, 2014  
7:00 P.M. CITY HALL COUNCIL CHAMBERS.

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

OTHERS PRESENT: Vera Koch, Deanna Schafer, Chief Duane Wisehart, Brian Klier, Deborah Yates, Ed O'Carroll, Steve Lindsley (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.*

2. PRESENTATIONS, PROCLAMATIONS, AWARDS

Mayor Keith Tymchuk welcomed Chief Wisehart.

City Manager Jonathan Wright read a letter of Commendation for Officer Ryan Fauver for his intuition that lead to a drug possession arrest and subsequently more arrests for other agencies.

3. APPROVAL OF THE AGENDA

Councilor Kathi Wall-Meyer motioned to approve the agenda.

Councilor Linda McCollum seconded the motion.

MOTION:

that the City Council approve the agenda.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

4. PUBLIC HEARINGS

None

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 January 6, 2014.
- B. Approve minutes of the regular session of January 6, 2014.
- A. Shall the City Council adopt a Resolution appointing municipal judges Pro Tempore, and setting terms for appointment?

The City of Reedsport Charter of 2006 provides that the City Council may, as needs dictate, appoint one or more Municipal Judges Pro Tempore. The most recent appointments for Municipal Judge Pro Tempore were Mr. Dan Hinrichs and Ms. Jeanne Plagmann (limited assignment), both of which expired on December 31, 2013.

The Honorable Dan Hinrichs has agreed to continue to serve as a Municipal Judge Pro Tempore for the City of Reedsport. Ms. Sharon Mitchell, a practicing attorney for the State of Oregon has also agreed to serve as a Municipal Judge Pro Tempore.

In addition, Ms. Jeanne Plagmann, the City of Reedsport Court Clerk, desires to continue to serve as limited Municipal Judge Pro Tempore.

A proposed Resolution has been drafted, appointing Mr. Dan Hinrichs and Ms. Sharon Mitchell as Municipal Judges Pro Tempore, and Ms. Jeanne Plagmann as limited Municipal Judge Pro Tempore.

It is recommended that the City Council adopt a Resolution making these appointments with terms to expire on December 31, 2014; and that Resolution 2014-003 be assigned as the title.

There is no fiscal impact; Municipal Judges Pro Tempore would be paid according to the current contract.

**\*1. Adopt a Resolution appointing Mr. Dan Hinrichs and Ms. Sharon Mitchell as Municipal Judge Pro Tempore, and Ms. Jeanne Plagmann as limited Municipal**

- B. Shall the City Council recommend that the Oregon Liquor Control Commission grant a license to sell liquor to McGowan Golf Management LLC?

In June of 2012, during the annual review of current liquor licenses, Council requested that all new liquor license applications be presented at a Regular meeting of the City Council for approval. The City has the right to review the application and submit a recommendation to the Oregon Liquor Control Commission (OLCC).

A new license has been applied for by Sean McGowan at 1 Country Club Court, Reedsport. This location was previously approved for a license for off premise sale of alcohol under the name of the Kuris, Inc. dba Pineapple Grill. The applicant has been granted a temporary 90 day permit to sell alcohol by OLCC pending approval of the formal application. A \$100 fee was submitted to the City to cover the costs of the application review.

City Manager Jonathan Wright has reviewed the application.

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

**\*1. Grant a liquor license to Sean McGowan of McGowan Golf Management LLC at 1 Country Club Drive, Reedsport.**

C. Motion to approve the Consent Calendar.

Councilor Diane Essig motioned to approve the Consent Calendar.

Councilor DeeDee Murphey seconded the motion.

MOTION:

that the City Council approve the Consent Calendar.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

**6. GENERAL BUSINESS**

A. Shall the City Council appoint members to the City's boards and committees?

On December 31<sup>st</sup> of each year, various positions on the Reedsport citizen participation boards and committees expire. At the January 6<sup>th</sup>, 2014 meeting many of those positions were filled by interested applicants.

One position on the Reedsport Library Advisory Board was not filled due to a lack of applicants however an application has been submitted by Ms. Kathleen Browning. The application has been attached for your review.

This board is appointed by the Mayor and ratified by a vote of the City Council and is a four year term.

**MAYOR APPOINTMENTS:**

**Reedsport Branch Library Advisory Board**

1 Vacancy

4 year terms

December 31, 2017

Applicant: Kathleen Browning

Councilor Frank Barth motioned to appoint Kathleen Browning to the Reedsport Branch Library Advisory Board.

Councilor Debbie Turner seconded the motion.

**MOTION:**

that the City Council appoint Kathleen Browning to the Reedsport Branch Library Advisory Board.

**VOTE:**

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

- B. Shall the City Council adopt a Resolution setting terms and rules governing the traffic safety advisory committee and assign 2014-004 as the title?

City Manager Jonathan Wright said that at the January 6, 2014 meeting of the Reedsport City Council it was brought to the attention of the Council that the Traffic Safety Advisory Committee is the only board or committee of the City of Reedsport that does not carry set terms or have rules governing the body.

The original Committee was set by motion of the City Council on February 5, 2001 to make recommendations on issues regarding traffic safety, parking regulations, pedestrian safety, commercial driveway access, and night lighting. The Committee was also charged with interacting with Oregon Department of Transportation regarding issues which have a direct or indirect bearing on the management of U.S. Highway 101 and Oregon Highway 38 within the City limits. During that meeting the committee was structured to have representatives from different precincts and at large, however, the precinct structure was eliminated in 2006. No terms were set.

Council now sees a need to restructure the representation and set terms and rules governing the body much like other advisory boards and committees of City of Reedsport. The Council directed staff to draft a resolution to establish terms and set rules.

Currently the committee consists of five members as follows:

In addition to the above voting members the City Manager or the manager's designee (currently the Chief of Police) serves as an ex-officio member and a member of the City Council (currently Councilor Frank Barth) serves in an advisory capacity.

Staff recommends that Council appoint these four members to three year terms with one position expiring on December 31<sup>st</sup> as follows:

Two members with terms expiring on December 31, 2016, two member with terms expiring on December 31, 2015 and one member with a term expiring on December 31, 2014 (currently vacant).

No fiscal impact is expected.

Councilor Kathi Wall-Meyer motioned to adopt a resolution setting terms and rules governing the traffic safety advisory committee and assign 2014-004 as the title and appoint Fred Lundgren to a term ending on December 31, 2016, Thomas Clarke to a term ending on December 31, 2015, Lee Bridge to a term ending on December 31, 2016 and Norman Floyd to a term ending on December 31, 2015.

Councilor Frank Barth seconded the motion.

MOTION:

that the City Council adopt a resolution setting terms and rules governing the traffic safety advisory committee and assign 2014-004 as the title and appoint Fred Lundgren to a term ending on December 31, 2016, Thomas Clarke to a term ending on December 31, 2015, Lee Bridge to a term ending on December 31, 2016 and Norman Floyd to a term ending on December 31, 2015.

VOTE:

AYES       7                            NAYES       0      

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

Mayor Tymchuk declared the motion passed unanimously.

- C. Shall the City Council adopt a Resolution setting flat rate for meter installation and assign 2014-002 as the title?

Public Works Director Joel Smith said that in the past, the City has not qualified for water system improvement grant funds because of the number of unmetered services, and lack of a plan to achieve a completely metered system. The City realizes that the water meter is a tough sale for many citizens. Variables such as the unknown cost of installation when signing up for a metered account can be a deterrent to many. Staff is hoping that by setting a flat rate for water meter installation that citizens will be encouraged to switch.

At the January 2014 City Council meeting, the Council adopted an Ordinance amending Section 3.04.230 of the Reedsport Municipal Code to allow a flat fee to be assessed for water meter

installation. This fee shall be based on an average cost for the meter and installation. Cost of a residential meter is approximately \$134 and the meter mount (resetter) is about \$117 (if required). These costs can vary based on the size of the service. Larger meters traditionally cost more. The Labor costs have traditionally varied depending on location, depth, etc. of the waterline. Currently, only new services have to be metered by ordinance.

In the past year, the Public Works Department has installed 35 water meters. Average cost for installation and water meter was \$262. Based on staff's calculations, it appears that a flat rate installation cost of \$100 would, on the average, recoup the labor cost of installation. Therefore, meter costs will be calculated as follows: meter cost + resetter (if necessary) + \$100 installation fee = total cost.

In the near future, the City will be constructing improvements to mainlines which will require installation of new services. In an effort to encourage metered services, the City Council, at its last meeting, approved a policy of installing meters during the project for the cost of the meter alone. A future flat rate charge would encourage property owners to have a meter installed during the construction process.

The installation costs are based on an average; therefore, no change to revenues is expected. Future revenues could be gained via grants by having a completely metered water system.

Councilor Frank Barth motioned to adopt resolution No.2014-002 establishing a flat rate for meter installation.

Councilor Debby Turner seconded the motion.

**MOTION:**

that the City Council adopt resolution No.2014-002 establishing a flat rate for meter installation.

**VOTE:**

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

- D. Shall the City Council authorize the purchase of four car mounted computer systems for the Police Department?

Seargent Tom Beck said that in 2006 Douglas County invited all agencies within the county to enter a project that housed all records and dispatch activities. The Police Department entered into agreement with the use of the Records Management System (Tiburon). We also were linked partially with the Computer Aided Dispatch (CAD) for use with Mobile Data Terminals (MDT's).

The original funding came in the form of grants for interoperability within the county. The department was given under this grant 4 MDT systems and 4 vehicle mounting solutions. The department was responsible for annual fees and cellular connection. Douglas County outgrew the Tiburon Records Management System and funded a new system that was compatible with new technology. This also included upgrades to MDT's to new operating systems. Douglas County invited us to remain with them in the new Records Management System, but did not fund upgrades to the system. Upgrades were left to the individual agencies and are not funded through Douglas County.

**CJIS**—the **Criminal Justice Information Services** Division has given notice to all Law Enforcement Agencies that they will no longer be allowed to access information regarding Drivers, Criminal activity or other vital criminal information on any computer using any operating system older than Windows 7. The departments current MDT's use Windows XP as an operating system and are too old to install a newer operating system.

Last July, Chief Mark Fandrey applied for the 2013 Edward Byrne Memorial Grant through the U.S. Department of Justice, Bureau of Justice Assistance (BJA) for the replacement of the MDT's. However, staff was notified last November that the grant did not go through. The current units will no longer be operable as of April 2014.

In researching replacement equipment we checked with 3 vendors, 2 of which hold Oregon State Contracts.

CDW-G.....	\$ 12,547.39
SHI.....	\$ 13,863.69
Buy Tough (Laptop Only).....	\$ 13,480.00

CDW-G offered by far the better service and pricing for replacement MDT'S. They also stock the replacement mounting solution to be able to hard mount the units in the patrol vehicles.

City Manager Jonathan Wright said that the quote has been pared down from originally specified system; however the new systems will be adequate.

Mayor Keith Tymchuk asked if there was money in the budget for this item.

Wright said that the money would be used from the line item that was for earmarked for an upgrade for the dispatch system of \$10,000 and a line item for future reserves of \$4,000 from the police budget.

Councilor Diane Essig motioned to authorize the purchase of four (4) MDT units from CDW-G not to exceed \$13,000.

Councilor DeeDee Murphy seconded the motion.

**MOTION:**

that the City Council authorize the purchase of four (4) MDT units from CDW-G not to exceed \$13,000.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

E. Financial Report.

Finance Director Vera Koch said presented the following financial report:

**General Fund 001**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$650,000	\$838,681	129.03%	
<b>Revenue</b>	\$2,200,240	\$1,588,432	72.19%	Received
<b>*Expenditures</b>	\$2,540,240	\$1,024,397	40.33%	Expended

\*(less unappropriated expenditures)

**Street Fund 002**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$140,000	\$140,181	100.13%	
<b>Revenue</b>	\$264,400	\$138,320	52.31%	Received
<b>*Expenditures</b>	\$404,400	\$176,011	43.52%	Expended

\*(less unappropriated expenditures)

**Water Utility Fund 003**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$60,000	\$208,337	347.23%	
<b>Revenue</b>	\$817,700	\$428,239	52.37%	Received
<b>*Expenditures</b>	\$877,700	\$437,497	49.85%	Expended

\*(less unappropriated expenditures)

**Wastewater Utility 004**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$600,000	\$616,531	102.76%	
<b>Revenue</b>	\$1,843,000	\$943,817	51.21%	Received
<b>*Expenditures</b>	\$2,443,000	\$1,081,662	44.28%	Expended

\*(less unappropriated expenditures)

**Stormwater Utility Fund 005**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$16,000	\$26,132	163.33%	
<b>Revenue</b>	\$93,450	\$48,725	52.14%	Received
<b>*Expenditures</b>	\$109,450	\$44,597	40.75%	Expended

\*(less unappropriated expenditures)

**Bicycle/footpath Fund 007**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$35,400	\$35,297	99.71%	
<b>Revenue</b>	\$2,350	\$1,316	56.00%	Received
<b>*Expenditures</b>	\$37,750	\$0	0.00%	Expended

**Water SPWF Loan Debt Fund 010**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$79,860	\$79,863	100.00%	
<b>Revenue</b>	\$22,890	\$5,570	24.33%	Received
<b>*Expenditures</b>	\$102,750	\$20,982	20.42%	Expended

\*(less unappropriated expenditures)

**Water Filtration Debt/Reserve Fund 011**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$11,100	\$11,110	100.09%	
<b>Revenue</b>	\$122,875	\$122,861	99.99%	Received
<b>*Expenditures</b>	\$133,975	\$120,112	89.65%	Expended

\*(less unappropriated expenditures)

**Wastewater DEQ Loan Debt Fund 012**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$524,200	\$524,300	100.02%	
<b>Revenue</b>	\$824,000	\$412,607	50.07%	Received
<b>*Expenditures</b>	\$1,243,985	\$410,848	33.03%	Expended

\*(less unappropriated expenditures)

**Wastewater OECDD Loan Debt Fund 013**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$100,150	\$100,265	100.11%	
<b>Revenue</b>	\$154,350	\$77,369	50.13%	Received
<b>*Expenditures</b>	\$154,250	\$154,247	100.00%	Expended

\*(less unappropriated expenditures)

**Fire Equipment Fund 014**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$100,000	\$108,407	108.41%	
<b>Revenue</b>	\$26,690	\$10,389	38.92%	Received
<b>*Expenditures</b>	\$126,690	\$1,179	0.93%	Expended

\*(less unappropriated expenditures)

**Dunes NRA Fund 016**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$80,000	\$84,649	105.81%	
<b>Revenue</b>	\$95,650	\$48,326	50.52%	Received
<b>*Expenditures</b>	\$175,650	\$40,834	23.25%	Expended

\*(less unappropriated expenditures)

**Riverfront Fund 017**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$31,705	\$47,566	150.03%	
<b>Revenue</b>	\$124,750	\$67,605	54.19%	Received
<b>*Expenditures</b>	\$156,455	\$57,941	37.03%	Expended

**Library Renovation Fund 018**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$60,000	\$60,517	100.86%	
<b>Revenue</b>	\$50	\$271	542.00%	Received
<b>*Expenditures</b>	\$60,050	\$15,736	26.20%	Expended

**Sys. Development Fund Water 020**

		<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$70,000	\$70,142	100.20%	
<b>Revenue</b>	\$200	\$179	89.50%	Received
<b>*Expenditures</b>	\$70,200	\$0	0.00%	Expended

**Sys. Development Fund Wastewater 021**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$132,100	\$132,159	100.04%	
<b>Revenue</b>	\$500	\$337	67.40%	Received
<b>*Expenditures</b>	\$132,600	\$0	0.00%	Expended

**System Development Fund Stormwater 022**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$5,990	\$6,000	100.17%	
<b>Revenue</b>	\$20	\$15	75.00%	Received
<b>*Expenditures</b>	\$6,010	\$0	0.00%	Expended

**Enterprise Cap. Improve. Fund -Sewer 024**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$1,000,000	\$923,749	92.37%	
<b>Revenue</b>	\$513,790	\$258,123	50.24%	Received
<b>*Expenditures</b>	\$1,513,790	\$0	0.00%	Expended

**General Capital Improve. Fund 025**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$185,800	\$204,668	110.16%	
<b>Revenue</b>	\$189,710	\$25,489	13.44%	Received
<b>*Expenditures</b>	\$325,510	\$144,338	44.34%	Expended

\*(less unappropriated expenditures)

**Street Capital Fund 026**

<b>Budget</b>	<b>Actual</b>
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<b>Beginning Fund Balance</b>	\$250,000	\$255,257	102.10%	
<b>Revenue</b>	\$173,810	\$87,375	50.27%	Received
<b>*Expenditures</b>	\$423,810	\$11,890	2.81%	Expended
*(less unappropriated expenditures)				

**Storm Capital Fund 027**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$100,260	\$100,308	100.00%	
<b>Revenue</b>	\$31,250	\$15,878	50.81%	Received
<b>*Expenditures</b>	\$131,510	\$0	0.00%	Expended
*(less unappropriated expenditures)				

**Water Enterprise Capital Improvement Fund 029**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$1,500,000	\$1,547,751	103.18%	
<b>Revenue</b>	\$73,660	\$35,322	47.95%	Received
<b>*Expenditures</b>	\$1,573,660	\$236,281	15.01%	Expended
*(less unappropriated expenditures)				

**Reedsport Urban Renewal District. Fund 150**

	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$243,000	\$247,884	102.01%	
<b>Revenue</b>	\$83,825	\$76,553	91.32%	Received
<b>*Expenditures</b>	\$326,825	\$19,689	6.02%	Expended

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

City Manager Jonathan Wright said that the crosswalks on Winchester Avenue and Highway 38 at the Railroad crossings are out to bid and will be constructed in March.

Saturday is the Rotary talent show.

8. EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL, FEBRUARY 3, 2014  
CITY HALL CONFERENCE ROOM.

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

City Manager Jonathan Wright

Attorney Steve Miller attended via phone

OTHERS PRESENT: Vera Koch, Chief Wisheart, Deanna Schafer

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

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Mayor Keith Tymchuk

ATTEST:

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Deanna Schafer, City Recorder