

MINUTES OF THE REEDSPORT CITY COUNCIL
FEBRUARY 7, 2022 AT 7:15 P.M. CITY COUNCIL SESSION VIA ZOOM

PRESENT: Mayor Linda McCollum
Councilors Jeffrey Vanier, DeeDee Murphy, Joe Liedtky, Mark Bedard, Rich Patten, and Debby Turner
Student Councilor Jenna Lindeman
City Manager Deanna Schafer
City Attorney Stephen H. Miller

OTHERS PRESENT: Courtney Davis, Kimberly Clardy, Michelle Fraley, Chief Matt Smart, Deb Yates, Bob Gray, Ron Eberlein, Darold Rose, Chief Tom Anderson, Assistant Chief Harold Rose, Chris Spichtig

1. CALL TO ORDER

Mayor McCollum called the meeting to order at 7:22 P.M.

2. PRESENTATIONS, PROCLAMATIONS, AWARDS

None.

3. 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.

4. APPROVAL OF THE AMENDED AGENDA

City Manager Deanna Schafer asked that the Agenda be amended to the move General Business item "D" to Executive Session as item "B."

Councilor Bedard motioned to approve the Amended Agenda.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve the Amended Agenda.

VOTE:

AYES 7 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor.)

5. PUBLIC HEARING

- A. A Public Hearing to consider submitting an application for a Community Development Block Grant.

Madam Mayor opened the public hearing at 7:26 p.m.

STAFF REPORT:

City Manager Deanna Schafer stated that the City is eligible to apply for a 2022 Community Development Block Grant from Business Oregon. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public works wastewater infrastructure projects.

Approximately \$11 million will be awarded to Oregon non-metropolitan cities and counties in 2022. The maximum grant that the city or county can receive for a public works project is \$2,500,000.

The City of Reedsport is preparing an application for a 2022 Community Development Block Grant from Business Oregon to complete construction and engineering to relocate an existing sewer force main and replace an aging pump station serving the Forrest Hills area. This project has been identified in the City of Reedsport's wastewater Facilities Plan published in 2004. It is estimated that the proposed project will benefit at least 4,230 person, of whom 57.56% will be low or moderate income.

PUBLIC TESTIMONY:

None.

COUNCIL QUESTIONS TO STAFF:

None.

COUNCIL DELIBERATION:

None.

Madam Mayor closed the public hearing at 7:28 p.m.

Shall the City Council authorize staff to prepare an application for a 2022 Community Development Block Grant from Business Oregon for a wastewater construction project?

City Manager Deanna Schafer stated that the City of Reedsport is eligible to apply for a 2022 Community Development Block Grant from Business Oregon. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public works wastewater infrastructure projects.

The City of Reedsport applied for a 2021 CBDG for the design, engineering and construction to relocate the existing sewer force main and replace the aging pump station serving Forest Hills, unfortunately the City was denied funding at that time due to the appearance of financial surplus which was used to pay off an IFA Loan. Business Oregon believed the City had adequate funding to pay for the engineering costs ourselves but did state we had a very strong application to receive funding for the construction phase of the project.

Since 2021, the City has completed the engineering and environmental review of the project design and would like to move forward with the next phase of the project. This project was originally identified as a need in the 2004 Waste Water Facilities plan and has been deferred due to lack of funding. At that time it was identified as a rehabilitation project; unfortunately with the passage of time we are now looking at a replacement rather than an upgrade.

The City once again has an opportunity to combine the projects into one and apply for the Grant. Approximately \$12 million will be awarded to Oregon non-metropolitan cities and counties in 2022. The maximum grant that the city can receive for a public works project is \$2,500,000. This has the potential to fund the project 100%.

There is no fiscal impact.

Councilor Murphy motioned that the City Council authorize staff to prepare an application for a 2022 Community Development Block Grant from Business Oregon for a wastewater construction project and appoint the City Manager Authorized Signer and Certifying Officer for all block grant projects the City decides to pursue.

Councilor Vanier seconded the motion.

MOTION:

that the City Council authorize staff to prepare an application for a 2022 Community Development Block Grant from Business Oregon for a wastewater construction project and appoint the City Manager Authorized Signer and Certifying Officer for all block grant projects the City decides to pursue.

VOTE:

AYES 7 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor).

6. CONSENT AGENDA

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 time. 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 the minutes of the work session of January 3, 2022.
- B. Approve the minutes of the regular session of January 3, 2022.
- C. Quarterly Finance Report.
- D. Shall the City Council approve a new liquor license to Masoud Aria for MOEJOE, Inc. for the Day 2 Day Market & Deli located at 1050 Highway 101 S.?

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 the Day 2 Day Market & Deli which is located at 1050 Highway 101 beside the 76 Gas Station. Masoud Aria is the new owner of the business which has previously held a liquor license at this location.

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 Masoud Aria for MOEJOE, Inc. for the Day 2 Day Market & Deli.**

- E. Motion to approve the Consent Calendar.

Councilor Vanier motioned to approve the Consent Calendar.

Councilor Patten seconded the motion.

MOTION:

that the City Council approve the Consent Calendar.

VOTE:

AYES 7 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtke, Bedard, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor.)

6. GENERAL BUSINESS

- A. Shall the City Council adopt Ordinance 2022-1195 amending the Reedsport Municipal Code, Chapter 2.16 Revenue and Finance, Article 3 Transient Room Tax?

City Manager Deanna Schafer stated that in 1991 the City Council referred an Ordinance creating a transient room tax of 7% allocating 5/7th of the tax to tourism promotion and city administration – the City currently holds an agreement with the Reedsport Winchesters Bay Chamber of Commerce to utilize the tax funds for tourism promotion for the area. The other 2/7th of the tax is distributed to the Umpqua Discovery Center for the operation and maintenance of the building and facilities.

Staff is seeking innovative ways to fund necessary city services in relation to tourism in Reedsport while minimizing the impact to the local rate payer. Considering the significant seasonal increase of travelers, 60% last summer, this tax would seek to recapture some of the expense of maintaining these services and other tourism-related facilities that would otherwise fall directly to the local rate payer through property tax collection or fees.

The tax increase would provide a minimal increase in revenue from those traveling through the area.

If passed this would add an additional 2.5% to the already existing 7% tax for a total of 9.5%. The increase is consistent with other cities current rates (e.g., Dunes City, Seaside, Warrenton, etc.). These funds would be allocated at 30% to City Services and 70% to fund tourism promotion or tourism related facilities in accordance with ORS 320.350.

Staff estimates this has the potential to generate, around \$50,000 annually.

Councilor Vanier motioned that the City Council adopt Ordinance 2022-1195 amending the Reedsport Municipal Code, Chapter 2.16 Revenue and Finance, Article 3 Transient Room Tax.

Councilor Turner seconded the motion.

MOTION:

that the City Council adopt Ordinance 2022-1195 amending the Reedsport Municipal Code, Chapter 2.16 Revenue and Finance, Article 3 Transient Room Tax.

VOTE:

AYES 7 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor.)

B. Shall the City Council adopt a Resolution referring Ordinance 2022-1195 as a question to the electors, increasing the transient room tax in the City of Reedsport and assign 2022-003 as the title?

City Manager Deanna Schafer stated that as required by Section 45 of the Reedsport City Charter, any Ordinance approved by a majority of the City Council that creates a tax shall not be effective unless ratified by a majority of the City qualified electors. Staff is proposing that that the current transient room tax be increased to help the community pay for improvements. The City is seeking innovative ways to fund necessary city services in relation to tourism (e.g., streets, sidewalks, parks, signage, tourism-related facilities, etc.) in Reedsport while minimizing the impact to the local rate payer. Considering the significant seasonal increase of travelers, this tax would seek to recapture some of the expense of maintaining these services and other tourism-related facilities that would otherwise fall directly to the local rate payer through property tax collection or fees. The tax increase would provide a minimal increase in revenue from those traveling through the area.

If passed this tax would add an additional 2.5% to the already existing 7% tax for a total of 9.5%. The increase is consistent with other cities current rates (e.g., Dunes City, Seaside, Warrenton, etc.) cumulatively this has the potential to generate, around \$50,000 annually. These funds would be allocated at 30% to City Services and 70% to fund tourism promotion or tourism related facilities.

Staff estimates that the increased tax could generate around \$50,000 annually based on current revenues, however that amount could vary.

Councilor Vanier motioned that the City Council adopt a Resolution referring Ordinance 2022-1195 as a question to the electors, increasing the transient room tax in the City of Reedsport and assign 2022-003 as the title.

Councilor Turner seconded the motion.

MOTION:

that the City Council adopt a Resolution referring Ordinance 2022-1195 as a question to the electors, increasing the transient room tax in the City of Reedsport and assign 2022-003 as the title.

VOTE:

AYES 7 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor.)

- C. Shall the City Council modify and reclassify the position description of Court Clerk/Planning Secretary and then adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, Classification of Positions for Salary Ranges, assigning 2022-004 as the title?

City Manager Deanna Schafer stated Due to the increased building and associated applications management has taken the opportunity to make amendments to the current job description of Court Clerk/Planning Secretary to offset the need for the City Planner to review plans and documents that have already met the standards. The position has been updated to Court Clerk/Planning Technician with the added authority of the position to approve minor building, electrical and other permit applications. The new title will require minimal training by current staff and classify this position as a qualified employee trained to accept and finalize building plans.

To ensure that the modified positions is contemporary and is providing compensation proportionate with the responsibility of the position the salary range has been increased. Other minor corrections were made to eliminate redundancy in wording. The modifications to the job descriptions have been reviewed by City management and the union.

Staff has given council a copy of the proposed job description for review.

The reclassification and step increase would result in a 4.8% raise or \$158 per month.

Councilor Patten motioned that the City Council authorize the modification and reclassification of the position description of Court Clerk/Planning Secretary and then

adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, Classification of Positions for Salary Ranges, assigning 2022-004 as the title.

Councilor Liedtky seconded the motion.

MOTION:

that the City Council authorize the modification and reclassification of the position description of Court Clerk/Planning Secretary and then adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, Classification of Positions for Salary Ranges, assigning 2022-004 as the title.

VOTE:

AYES 7 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor.)

~~D. Shall the City Council declare real property surplus and authorize the City Manager to list property for sale through the City's Real Estate Agent of Record?~~

E. Shall the City Council approve a contract amendment to ZCS Engineering and Architecture for the Seismic Rehabilitation projects at Turner Fire Station and the Police Station?

City Manager Deanna Schafer stated that in December of 2020, the City of Reedsport applied for and received two Seismic Rehabilitation Grants ("SRG") through the Infrastructure Finance Authority: Business Oregon for two seismic rehabilitation projects - one for Police Station 7 and one for Turner Fire Station - to bring the buildings to the Basic Performance Objective for Existing Risk Category IV buildings.

The City was awarded \$2,496,260.00 for the design and construction of the Station 7 Seismic Rehabilitation and \$1,132,200.00 for the design and construction of the Turner Station Seismic Rehabilitation.

In July of 2021 the City issued a Request for Qualifications (RFQ) for the design and engineering of the project.

The City selected the proposal submitted by ZCS Architecture and Engineering and issued a Notice of Award, approved by the Reedsport City Council (CL-021-063) on September 8, 2021.

These amendments will not add services to the projects or increase the projects' cost. Our current professional service agreement stipulates the City will directly hire geotechnical services for the projects; the City budgeted specific amounts to hire those

geotechnical services. The amendments authorize ZCS to subcontract these geotechnical services and shifts the dollar amount budgeted for geotechnical services to ZCS and their subcontractor (Foundation Engineering Inc.).

These amendments will save the City staff time and not add cost to the projects. ZCS is equipped to manage geotechnical engineering subcontractors.

The resulting professional service agreement stipulates ZCS will subcontract certain items. This agreement will add geotechnical engineering services to that list of subcontract able-items.

There is no fiscal impact.

Councilor Murphy motioned that the City Council approve a contract amendment to ZCS Engineering and Architecture for the Seismic Rehabilitation projects at Turner Fire Station and the Police Station and authorize the City Manager to sign on behalf of the City.

Councilor Vanier seconded the motion.

MOTION:

that the City Council approve a contract amendment to ZCS Engineering and Architecture for the Seismic Rehabilitation projects at Turner Fire Station and the Police Station and authorize the City Manager to sign on behalf of the City.

VOTE:

AYES 7 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor.)

- F. Shall the City Council authorize Anderson Perry & Associates, Inc. to proceed with the design and engineering for the Reedsport Flood Reduction Resiliency Project for a not to exceed amount of \$250,000?

City Manager Deanna Schafer stated that the City was recently informed that the National Fish consultation for FEMA grant (PDMC-PJ-10-OR-2018-007 City of Reedsport Resilient Infrastructure -5.6 million) has been delayed yet again. The agency is asking for an extension until the end of June. They are currently under staffed. Our Federal Emergency Management Agency representative (FEMA) reached out to their office and they said that there are only two staff members for all of Oregon right now. We don't expect any issues from them but cannot proceed without it.

This then delays the public comment period until the fall. Barring any negative comments that need to be mitigated at that point, the earliest we can move to funded is September/October of 2022.

Staff is requesting to move forward with allowing Anderson Perry to resume design/construction engineering. Currently the engineering for the project is approximately 30% complete and needs to be completed to 60% before the CORP of Engineers will issue the 408 construction permit.

The grant was not written to allow for “pre-reward” costs to be reimbursed so it will be paid out of the Storm Water Capital fund. This is the best option because it will shorten the time between getting the grant award and actual construction. An estimated timeline for the final engineering is a year and this is being complicated by all of the money coming into Oregon and Washington from the Federal government for infrastructure projects. The City needs to get the firm engaged as soon as possible.

Staff was recently informed by our State contact that more than \$15,000,000 has been set aside for levee projects and of that 60% is being aimed at rural communities. The City of Reedsport is eligible for up to \$2,000,000 and the money can be applied for and used in different increments as the need arises.

The expenses would be paid for from Storm Water Capital fund 005-Levee Maintenance.

Councilor Patten motioned that the City Council authorize Anderson Perry & Associates, Inc. to proceed with the design and engineering for the Reedsport Flood Reduction Resiliency Project for a not to exceed amount of \$500,000 and authorize staff to apply for Business Oregon Infrastructure Authority Levee Fund Grant Loan Program.

Councilor Turner seconded the motion.

MOTION:

that the City Council authorize Anderson Perry & Associates, Inc. to proceed with the design and engineering for the Reedsport Flood Reduction Resiliency Project for a not to exceed amount of \$500,000 and authorize staff to apply for Business Oregon Infrastructure Authority Levee Fund Grant Loan Program.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor. Councilor Bedard was unavailable to vote.)

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

1. City Manager Deanna Schafer stated that the water tower project in Master Heights is moving along. The Chief of Police is looking into a grant opportunity that could provide the funding needed for the road and some of the excavation work. Councilor Vanier asked how big the tank would be and Schafer stated that it was about 2 million gallons. She further explained that the water tower will be gravity fed so little to no electricity will be required. Schafer also responded to Councilor Vanier that the tank itself is expensive and the completion of the project is likely a few years away.
2. Schafer stated that Robb Crocker and his business partner are moving forward with several projects here in downtown including the Reed Apartments. Dep. City Recorder Davis showed the Council a mock design of the complex which includes about 15 cottages on the exterior of the property; some of the cottages would have a second story loft. Schafer added that there are plans to straighten the intersection at E. Railroad Ave. and Highway 38, to even the flow of traffic turning out of the new development. Madam Mayor added that Crocker has hired a project manager that will be moving to Reedsport to manage all of his projects in the area.
3. Schafer stated that the 16th Street Apartment Complex project is also moving forward. The developers have been asking infrastructure questions while preparing the engineering for the project. The plan is to begin preloading the site this summer.
4. Schafer advised the council the Service Lines of America, which is a home repair warranty and insurance company the City has partnered with to allow the company to sale their products in the City has provided notice that they will be raising their rates by approximately \$1.00 per month.
5. Schafer advised the Council that they will need to provide formal direction to ODOT regarding the Highway 101 road improvements. The Council will be asked to make that decision at the Special Session on Monday, February 14, 2022 at 2:00 p.m.
6. Public Work Director Kim Clardy stated that she is recruiting for a Water Worker 1 position as one of the employees has submitted a two-week notice.
7. Clardy stated that the 14th Street and Hawthorne Ave. sewer line project to extend the current line down to 16th Street for the new development is being prepared for formal bids.
8. Police Chief Matt Smart said that he will be closing out the dispatch recruitment very soon as they have received some very good applications this time around.

9. Schafer provided the council with a brief update on the potential remodel to Turner Fire Station which would include an addition on the west side of the building for three more vehicle bays, an upstairs equipped with a kitchen, sleeping quarters and an emergency operation center. Davis presented the council with a draft of the proposal.
10. Councilor Turner said that the Chamber of Commerce is beginning to work on the Chainsaw Sculpture Event for this year.

EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL
FEBRUARY 7, 2022 VIA ZOOM

PRESENT:

Mayor Linda McCollum

Councilors Jeffrey Vanier, DeeDee Murphy Joe Liedtky, Rich Patten and Debby Turner (Councilor Mark Bedard was unavailable)

City Manager Deanna Schafer

City Attorney Stephen H. Miller

Deputy City Recorder Courteney Davis

- 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.

ADJOURN

Mayor McCollum adjourned the meeting at 8:39 P.M.

Linda McCollum, Mayor

ATTEST: _____
Deanna Schafer, City Recorder