



**City of Reedsport
City Council Work Session
and
Regular Meeting**

AMENDED AGENDA

City Council Work Session, 6:00 p.m.
Urban Renewal District Agency Meeting, 7:00 p.m.
City Council Regular Session, 7:15 p.m.
451 Winchester Avenue
Monday, January 9, 2023

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 cdavis@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. Work Session:

1. CALL TO ORDER
2. ITEMS OF BUSINESS

A. City update from City Manager Deanna Schafer.

7:00 p.m. Urban Renewal Agency Meeting: Separate Agenda

7:15 p.m. Regular Meeting:

1. CALL TO ORDER
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.
3. PRESENTATIONS, PROCLAMATIONS, AWARDS
 - A. Oath of Office for Mayor and three City Council positions.
 - B. Oath of Office for Student Councilor Hayden Adams.
4. APPROVAL OF THE AGENDA

5. CONSENT CALENDAR

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 amended minutes of the regular session of November 7, 2022.
- B. Approve minutes of the regular session of December 5, 2022.
- C. Shall the City Council adopt Resolution 2023-001 adjusting fees? (Council Letter 023-001).
- D. Shall the City Council authorize the extension of a Lease Agreement with Lower Umpqua Ministerial Association for a term of six months? (Council Letter 023-002)
- E. Shall the City Council approve a task order and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents and procurement for the Forest Hills Pump Station and Force Main Project? (Council Letter 023-003)
- F. Motion to approve the Consent Calendar.

6. GENERAL BUSINESS

- A. Shall the City Council accept the termination of the Intergovernmental Agreement with Douglas County for the collection of Transient Room Tax revenue? (Council Letter 023-004)
- B. Shall the City Council enter into an Intergovernmental Agreement with Douglas County for the hiring of The Dyer Partnership Engineers & Planners to perform the preliminary engineering of the Winchester Bay Water Line Project? (Council Letter 023-005)
- ~~C. Shall the City Council approve a task order and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents and procurement for the Winchester Bay Water Line Project? (Council Letter 023-006)~~
- D. Shall the City Council authorize an agreement with Sound Water Services for a water plant treatment system? (Council Letter 023-007)
- E. Shall the City Council accept the resignation of Council position #3 and give direction for filling the vacancy? (Council Letter 023-008)
- F. Councilor committee assignments by the Mayor. (Council Letter 023-009)

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

8. EXECUTIVE SESSION

- 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.

9. OPEN SESSION

- A. Shall the City Council review the agreement with the Reedsport/Winchester Bay Chamber of Commerce and make a recommendation?

10. EXECUTIVE SESSION

- A. Pursuant to ORS 192.660(2)(i) – To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

11. ADJOURN

AMENDED MINUTES OF THE REEDSPORT CITY COUNCIL NOVEMBER 7, 2022
AT 7:00 P.M. CITY COUNCIL SESSION VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum

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

City Manager Deanna Schafer

City Attorney Stephen H. Miller

OTHERS PRESENT:

Fire Chief Tom Anderson, Dep. City Recorder Courteney Davis, Public Works Director Kimberly Clardy, Finance Director Michelle Fraley, Dispatch Supervisor Charlene Lohf, Allen Teitzel, John Moore, Ron Eberlein, Debbie McKinney, Nick Middleton, Kevin Swift, Shelley Swift, Gary Stine, Darold Rose

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor McCollum called the meeting to order at 7:02 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. Kevin Swift of 729 Ranch Road addressed the Council regarding concerns of a neighboring property that operates as a vacation rental and appear not to be adhering to City standards.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

- A. Swearing in of Police Officer Jacob Molano

Madam Mayor commenced the Oath of Office for newly appointed Officer Jacob Molano of the Reedsport Police Department.

- A. A proclamation for Veteran's Remembrance Day

Madam Mayor read a proclamation recognizing November 11, 2022 as Veteran's Remembrance Day.

4. APPROVAL OF THE AMENDED AGENDA

The City Manager requested that the agenda be amended to add an Open Session after the conclusion of Executive Session.

Councilor Murphy motioned to approve the amended agenda.

Councilor Liedtky seconded the motion.

MOTION:

that the City Council approve the amended agenda.

VOTE:

AYES 5

NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky, 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. Approve minutes of the work session of October 3, 2022.
- B. Approve minutes of the regular session of October 3, 2022.
- C. Shall the City Council authorize an intergovernmental agreement with Portland State University (Hatfield School of Government Center for Public Services) to complete a compensation and wage analysis?

A compensation and wage analysis is a popular process that businesses and municipalities use to understand how they are paying their employees in relation to one another. Because market trends shift regularly, businesses can benefit from conducting regular compensation analyses to see if they are paying a fair salary or if they need to reevaluate pay to keep and attract skilled employees. The result of a compensation analysis is a formal pay structure companies can use as a guide in hiring or adjusting pay.

The City of Reedsport last completed a formal compensation study in 2010 with a wage update conducted in 2018. Staff wishes to see how our compensation package including salaries, insurance premium coverage, PERS contributions and other incentives provided to employees compares to other municipalities of similar population and public services provided.

Staff solicited three individual proposals from Portland State University (PSU), HR Answers, and Local Government Personnel Services (LCOG). PSU provided the most comprehensive and budgetary proposal of the three. The final report will include base salary, employee health insurance contributions, holiday, and vacation, sick and

administrative paid time off, longevity pay, employer's contribution to PERS and any non-discretionary deferred compensation provided by the employer.

Services provided under the agreement shall not exceed \$11,913.

***1. Authorize an intergovernmental agreement with Portland State University (Hatfield School of Government Center for Public Services) to complete a compensation and wage analysis**

D. Motion to approve the Consent Agenda.

Councilor Murphy motioned to approve the Consent Agenda.

Councilor Vanier seconded the motion.

MOTION:

that the City Council approve the Consent Agenda.

VOTE:

AYES 5

NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtke and Turner voted in favor of the motion)

6. GENERAL BUSINESS

A. Shall the City Council adopt a Resolution requesting a boundary change for the Lower Umpqua Enterprise Zone and assign 2022-014 as the title?

City Manager Deanna Schafer stated that a draft resolution requesting a boundary change for the Lower Umpqua Enterprise Zone (2022-014) was originally brought to the Reedsport City Council for potential adoption on August 29, 2022. At that time it was requested that staff invite Shaun Gibbs of the South Coast Development Council (SCDC) to discuss the proposed changes to the Enterprise Zone boundaries and present at the October 2022 meeting. At that meeting the Resolution was again tabled and staff was instructed to conduct more research.

The two areas that garnered the most questions, are the addition of privately owned property North West of Gardiner Oregon, in a currently undeveloped area of approximately 700 acres, currently known as the Duval property. The property is bordered on the West by mostly governmentally managed land, most notable, USFS, Oregon State Parks. On the East and North East of the property the land owners are private timber companies, Douglas County and the former International Paper Co. The USFS has shown an interest in applying for grants to purchase the property in recent

years and the Reedsport City Council has supported those efforts. They have not been successful and the Duval family trust has made indications that they are looking to sell the property to private investors.

The property is currently zoned 'CS' for Conservation Shorelands (attached). This zoning is based on the current conditions of undeveloped land. An owner can apply to rezone the property with compelling evidence that the property could support other uses in the future. This property was recommended to be added to the zone by the City of Reedsport and the Port of Umpqua. The goal was to add the property to the Enterprise Zone in order to create an incentive for future private development.

The second property in question was the point on Ork Rock Rd. The reason this property was proposed to be added to the zone is that Shaun Gibbs (SCDC) has shown the property to several prospective developers and discovered that that is the only portion of the undeveloped land out on Ork Rock Road that is not currently in the zone. Shaun proposed that the property be added as it was discussed that one of these potential developers would have been more interested if the property was included in the zone. A zone designation doesn't benefit a governmental agency and can only be utilized by private development.

There is no fiscal impact.

Councilor Vanier motioned that the City Council table the issue until the December 5, 2022 Council Meeting.

Councilor Vanier seconded the motion.

MOTION:

that the City Council table the issue until the December 5, 2022 Council Meeting.

VOTE:

AYES 3 NAYES 2

(Councilors Vanier, Liedtky, and Turner voted in favor of the motion. Mayor McCollum and Councilor Murphy voted against the motion.)

B. Shall the City Council adopt the Winchester Bay Water Distribution System Plan?

Public Works Director Kimberly Clardy stated that when the City of Reedsport Water Department took over the water system in Winchester Bay the City was given very few system-wide maps of the area. With little to no information to go off of, it has made it very difficult for the Water Department to complete work without extensive research each time. In November of 2021 City staff asked for approval for Dyer Partnership to complete a task order for a Winchester Bay Water Distribution Plan, the task order was approved.

Dyer Partnership has since completed the Winchester Bay Water Distribution Plan and the City will now have a guiding document to be able to refer to.

There is no cost associated with the adoption of the Winchester Bay Water Distribution System Plan. Any future expenditures associated with the implementation of the Plan would need Council review and approval before taking action.

Councilor Vanier motioned that the City Council adopt the Winchester Bay Water Distribution System Plan.

Councilor Liedtky seconded the motion.

MOTION:

that the City Council adopt the Winchester Bay Water Distribution System Plan.

VOTE:

AYES 5

NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky and Turner voted in favor of the motion)

- C. Shall the City Council approve the purchase of a new backup generator at the water plant?

Public Works Director Kimberly Glady stated that in October 2019 the backup generator for the water plant needed to be repaired. The stator winding (the stator converts the rotating magnetic field to electric current) had shorted out and needed to be repaired and rewound. Since the generator is a backup for our water plant we had to also rent a generator in case of a power outage. Because it took so long to repair, the rental was almost as much as the repair itself. Between the rental and repair of the generator, the total price was \$44,410.

The generator is now in need of repairing/rebuilding of the injection pump and performing a cooling system service which includes replacing hoses, thermostats, gaskets, caps, and belts. If they tear into the existing problem and find additional problems the cost for repairs could go up as would the rental of a standby generator. The quote does not include the electrician's cost to hook up and disconnect the rental generator. The generator is a 1996 model and putting another \$25,000 into the equipment is not practical. It serves as the backup generator for the water plant should the power go out, so we are not able to go without a generator.

City staff received five quotes with Peterson Cat being the lowest bidder.

Peterson Cat returned the lowest overall cost proposal to the City at \$66,144. Staff is requesting \$75,000 for contingencies and electrical work which is not included in the quotes. The generator will be funded out of Water (003) capital improvements.

Councilor Vanier motioned that the City Council approve the expenditure of \$75,000 for the purchase of a new water plant generator.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve the expenditure of \$75,000 for the purchase of a new water plant generator.

VOTE:

AYES 5 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtke and Turner voted in favor of the motion)

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

1. City Manager Deanna Schafer stated that a public meeting for the levee project is scheduled for November 15. Members from FEMA, OEM, Anderson Perry and the City will be available to answer citizen questions regarding the project. Schafer added that the current project cost has nearly doubled from an original cost estimate of 5.6 million to a new estimated cost of 10 million.
2. Schafer stated that the Watershed Workshop was a success. The Workshop was held in Coos Bay, but included a tour of Reedsport Clear Lake Watershed as we are one of the only unfiltered systems. Schafer added that there were some concerns regarding the timber surrounding the watershed and the devastating effects of a wildfire and that she is meeting with a forest management consultant to review the timber surrounding the watershed.
3. Fire Chief Tom Anderson stated that Fire Prevention Month was a huge success.
4. Finance Director Michelle Fraley shared with the council a summary of the revenue previously received from the RV Dump compared to the same period since the installation of the card reader at the RV Dump site.
5. Public Works Director Kimberly Clardy stated that the City's new custodian is doing great and has received many compliments.
6. Attorney Steve Miller reminded everyone that Election Day is tomorrow, November 8, 2022 and ballots are due to the drop box no later than 8:00 pm.
7. Schafer stated that the old International Paper site in Gardiner is set for an auction on November 18.

8. Mayor McCollum stated that there is an LOC Small Cities Meeting scheduled for November 17 in Lakeside.

EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL
NOVEMBER 7, 2022 VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum

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

City Manager Deanna Schafer

City Attorney Stephen H. Miller

- 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 accept a donation of real property from Douglas County?

Councilor Murphy motioned that the City Council authorize the City Manager to accept a donation of real property from Douglas County.

Councilor Liedtky seconded the motion.

MOTION:

~~that the City Council authorize the City Manager to enter into a lease agreement for City real property.~~

that the City Council authorize the City Manager to accept a donation of real property from Douglas County and sign the associated document(s).

VOTE:

AYES 3 NAYES 2

(Mayor McCollum, Councilors Murphy, and Liedtky voted in favor of the motion.)
(Councilors Vanier and Turner voted against the motion.)

ADJOURN

Mayor McCollum adjourned the meeting at 8:15 P.M.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder

DRAFT

MINUTES OF THE REEDSPORT CITY COUNCIL DECEMBER 5, 2022 AT 7:15 P.M.
CITY COUNCIL SESSION VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum

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

City Manager Deanna Schafer

City Attorney Stephen H. Miller

OTHERS PRESENT:

Dep. City Recorder Courteney Davis, Public Works Director Kimberly Clardy, Finance Director Michelle Fraley, Dispatch Supervisor Charlene Lohf, Interim Chief Buddy Young, UDC Director Diane Novak, Allen Teitzel, Ron Eberlein, Debbie McKinney, Kevin Swift, Shelley Swift, Sandra Donnelly, Carey Jones, Ron & Jessica Mast, Karen Bedard, Cassie Dyn, Jayden Cross, Nick Bedard, Ike Launstein, Kathi Wall-Meyer, Linda Goalder, Jessica Bedard, Mona Bedard, Debbie McKinney

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor McCollum called the meeting to order at 7:16 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. None.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

A. Proclamation of measure election results from November 8, 2022.

Madam Mayor read a proclamation declaring the results of a temporary ban on psilocybin service centers and the manufacture of psilocybin products within the City of Reedsport by the registered voters.

B. Proclamation of election results from November 8, 2022.

Madam Mayor read a proclamation declaring the results of majority vote in favor of Linda McCollum (Mayor), Allen Teitzel (Councilor), Rich Patten (Councilor) and Debby Turner (Councilor), thus resulting in the election of these individuals by the registered voters.

C. Present certificate of election to candidates.

City Manager Deanna Schafer presented Mayor McCollum, Councilor Elect Teitzel, Councilor Rich Patten and Councilor Debby Turner with a certificate of election.

D. Swearing in of Interim Chief of Police Buddy Young.

Madam Mayor commenced the Oath of Office for Interim Chief of Police Buddy Young.

4. APPROVAL OF THE AGENDA

Councilor Murphy motioned to approve the agenda.

Councilor Liedtky seconded the motion.

MOTION:

that the City Council approve the agenda.

VOTE:

AYES 6

NAYES 0

(Mayor McCollum, Councilors Murphy, Liedtky, Bedard, 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 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 November 7, 2022.

B. Approve minutes of the regular session of November 7, 2022.

C. Shall the City Council adopt a meeting schedule for City Council meetings for the 2023 calendar year?

Staff is asking that the City Council review the proposed meeting schedule for 2023. The schedule includes both City Council, Budget Committee, Urban Renewal Budget meetings, as well as the Urban Renewal District Agency meetings.

During previous fiscal years the meeting dates were moved to the same night as the City Council meetings. This change was made in an attempt to eliminate the redundancy of presenting the same information at multiple meetings, this change continues for the 2023 schedule.

ALTERNATIVES:

***1. Adopt a 2023 Calendar for City Council meeting dates.**

D. Accept Quarterly Financial Report.

E. Motion to approve the Consent Agenda.

Councilor Patten motioned to approve the Consent Agenda.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve the Consent Agenda.

VOTE:

AYES 6

NAYES 0

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

6. GENERAL BUSINESS

- A. Shall the City Council adopt a Resolution requesting a boundary change for the Lower Umpqua Enterprise Zone and assign 2022-014 as the title?

City Manager Deanna Schafer stated that a draft resolution requesting a boundary change for the Lower Umpqua Enterprise Zone (2022-014) was originally brought to the Reedsport City Council for potential adoption on August 29, 2022. At that time it was requested that staff invite Shaun Gibbs of the South Coast Development Council (SCDC) to discuss the proposed changes to the Enterprise Zone boundaries and present at the October 2022 meeting. At that meeting the Resolution was again tabled and staff was instructed to conduct more research.

The two areas that garnered the most questions, are the addition of privately owned property North West of Gardiner Oregon, in a currently undeveloped area of approximately 700 acres, currently known as the Duval property. The property is bordered on the West by mostly governmentally managed land, most notable, USFS, Oregon State Parks. On the East and North East of the property the land owners are private timber companies, Douglas County and the former International Paper Co. The USFS has shown an interest in applying for grants to purchase the property in recent years and the Reedsport City Council has supported those efforts. They have not been successful and the Duval family trust has made indications that they are looking to sell the property to private investors.

The property is currently zoned 'CS' for Conservation Shorelands (attached). This zoning is based on the current conditions of undeveloped land. An owner can apply to rezone the property with compelling evidence that the property could support other uses in the future. This property was recommended to be added to the zone by the City of Reedsport and the Port of Umpqua. The goal was to add the property to the Enterprise Zone in order to create an incentive for future private development.

The second property in question was the point on Ork Rock Rd. The reason this property was proposed to be added to the zone is that Shaun Gibbs (SCDC) has shown the property to several prospective developers and discovered that that is the only portion of the undeveloped land out on Ork Rock Road that is not currently in the zone. Shaun proposed that the property be added as it was discussed that one of these potential developers would have been more interested if the property was included in the zone. A zone designation doesn't benefit a governmental agency and can only be utilized by private development.

There is no fiscal impact.

Councilor Patten stated that after speaking in length with the City Manager, he now understood more about an Enterprise Zone and was in favor of the amendments.

Citizen Kathi Wall-Meyer addressed the Council regarding concerns that an Enterprise Zone did not benefit communities in the long run and she urged the Council to consider additional research, presenting to the Council "Heterogeneous Effects of State Enterprise-Zone Programs in the Shorter Run and Longer Run."

Councilor Turner motioned that the City Council table the issue.

Councilor Bedard seconded the motion.

MOTION:

that the City Council table the issue.

VOTE:

AYES 2 NAYES 4

(Councilors Bedard and Turner voted in favor of the motion. Mayor McCollum, Councilors Murphy, Liedtky, and Patten voted against the motion.)

Councilor Murphy motioned that the City Council adopt a resolution requesting a boundary change for the Lower Umpqua Enterprise Zone and assign 2022-014 as the title authorizing CCD Business Development Corp., to prepare and submit a technical memoranda to Business Oregon.

Councilor Liedtky seconded the motion.

MOTION:

that the City Council adopt a resolution requesting a boundary change for the Lower Umpqua Enterprise Zone and assign 2022-014 as the title authorizing CCD Business Development Corp., to prepare and submit a technical memoranda to Business Oregon.

VOTE:

AYES 4 NAYES 2

(Mayor McCollum, Councilors Murphy, Liedtky, and Patten voted in favor of the motion. Councilors Bedard and Turner voted against the motion.)

- B. Shall the City Council adopt a Resolution in support of naming the Scottsburg Bridge in honor of Caddy McKeown and assign 2022-013 as the title?

City Manager Deanna Schafer stated that this matter came before the council on August 29, 2022 and the resolution was not issued. On October 3, 2022, Mr. Keith Tymchuk addressed the Council and asked that a Council member motion to reconsider. The Council moved that the matter be reconsidered at the next council meeting where Councilor Bedard was in attendance.

The Oregon Highway 38 (Scottsburg) Bridge was largely unchanged since its original construction in 1929, and the \$42 million dollar investment from Oregon House Bill 2017 (2017) replaces the Umpqua River crossing with a modernized approach, lane width, and overhead clearance, improving the use and safety of this critical piece of infrastructure.

Oregon Highway 38 is an essential connector route between the Oregon coast and the Willamette Valley and beyond, and the upgrades to the Highway 38 (Scottsburg) Bridge bring improved safety for thousands of passengers each year, and a reliable connection between the good and services and people of Oregon is vital to thriving local economies, the improvements to the Highway 38 (Scottsburg) Bridge are an unequivocal investment in coastal economic development,

A healthy transportation system connects us not only to freight but also to friends and family, not only to goods and services but also to life experiences, including education, medical care, and recreation, and the above having been achieved for the protection, advancement, and modernization of the south coast by the direct actions and dedication of State Representative Catherine (Caddy) Hanen McKeown, through her leadership on HB2017 (2017), and that on May 25th, 2022 the 1929 Highway 38 (Scottsburg) Bridge was decommissioned, we resolve that the newly constructed Highway 38 bridge heretofore be referred to as McKeown Crossing.

There is no fiscal impact.

Councilor Bedard stated that he was not in favor of naming the bridge after one individual when it was more than one person who fought for a new bridge over several decades.

Councilor Turner stated that she did not think it was fair that Scottsburg and Gardiner did not have a vote in whether or not to name the bridge after Representative Caddy McKeown, since they are unincorporated.

Councilor Turner motioned that the City Council decline to adopt a Resolution in support of naming the Scottsburg Bridge in honor of Caddy McKeown.

Councilor Bedard seconded the motion.

MOTION:

that the City Council decline to adopt a Resolution in support of naming the Scottsburg Bridge in honor of Caddy McKeown.

VOTE:

AYES 3

NAYES 3

(Councilors Liedtke, Bedard and Turner voted in favor of the motion. Mayor McCollum, Councilors Murphy and Patten voted against the motion.)

**On a tie vote, adoption is lost, since a tie is not a majority.*

- C. Shall the City Council adopt an ordinance regarding the suspension of utilities system development charges (SDCs), to include SDC's assessed as part of a public project and assign 2022-1197 as the title?

City Manager Deanna Schafer stated that on December 5, 2011, the City Council adopted Ordinance No. 2011-1111 suspending SDC's for one year. The purpose of the suspension was to provide incentive to promote investment in Reedsport. Since the 2011 ordinance, Council has extended the moratoria each year in the hope of enticing new development. This year's moratoria is set to expire at the end of December should the Council not pass another ordinance extending or amending the moratoria.

Because of an initiative petition effort that was successful in amending the City Charter of 2006, the City is not able to raise utility rates without a vote of the people. The previous City Manager tried three times, unsuccessfully. The most recent effort would have netted the City Water Fund approximately \$22,000 a year. In comparison, if the SDC's had not been waived in 2020 the fund would have received approximately \$40,000 for new housing projects and an additional \$189,600 from a proposed housing development.

System Development Charges can only be used for specific things such as infrastructure maintenance, new construction, expansion of the existing system, debt repayment etc. It cannot be used for operation costs.

On December 6, 2021 the City Council adopted Ordinance No. 2021-1193 which continued to waive SDC's for sanitary sewer systems, while slowly phasing in the fees for storm drainage and water systems. The ordinance continued waiving all SDC's for six months and then phased the SDC's for storm drainage and water systems at 50% in July 2022 followed by full SDC fees for storm and water going into effect on January 1, 2023. The attached ordinance continues to waive SDC's for sanitary sewer systems while continuing the full implementation of SDC fees for storm and water from January 1, 2023 to December 31, 2023. The ordinance will be evaluated on July 10, 2023 and may be terminated or extended by a majority vote of the Council.

The fiscal impact is unknown. The current budget does not anticipate the collection of SDC's for storm drainage and water.

Mayor McCollum clarified that in 2020 the City would have netted over \$189,000 had SDC's not been waived.

Councilor Turner stated that 2011 to now is quite a long time that the SDC's have been waived.

Councilor Bedard stated that he didn't feel waiving the SDC's in an effort to entice investment has been advantageous to the community. Bedard added that Providence was probably a benefactor of the waiver. Schafer added that Reedsport's SDC's are approximately \$9,000 (total), other cities in the state average SDC's are upwards of \$20,000. Currently the storm water and water funds are having to borrow from other funds just to cover personnel costs and that is why the current ordinance continues to waive sewer SDC's but collecting the others.

Councilor Bedard motioned that the City Council adopt ordinance 2022-1197 amending the collection of utilities SDC's to include SDC's assessed as part of a public project.

Councilor Patten seconded the motion.

MOTION:

that the City Council adopt ordinance 2022-1197 amending the collection of utilities SDC's to include SDC's assessed as part of a public project.

VOTE:

AYES 5 NAYES 1

(Councilors Murphy, Liedtky, Bedard, Patten and Turner voted in favor of the motion. Mayor McCollum voted against the motion.)

- D. Shall the City Council adopt an ordinance establishing a temporary moratorium on vacation rentals and declare an emergency and assign 2022-1198 as the title?

City Manager Deanna Schafer stated that currently, there are 9 licensed vacation rentals in the City of Reedsport and 2 pending vacation rental applications.

Year	# of Permits Issued Without Enforcement Letter	# of Permits Issued Following Enforcement Letter	# of Pending Permit Applications Following Enforcement Letter
2019	2		
2020	2		
2021	1		
2022	2	2	2
Total # of Vacation Rentals & Pending Vacation Rentals in Reedsport = 11			

Starting this year, Planning Department staff is monitoring AirBNB and VRBO for unpermitted vacation rentals. This year we found four unpermitted vacation rentals, sent enforcement letters, and received 4 permit applications in response; two we approved in November and the other two are on the Planning Commission's December agenda.

In August of 2021, Planning Department staff presented a plan to the City Council to address vacation rentals. This plan involves completing a housing needs analysis and buildable lands inventory – which will provide the Planning Commission and City Council data upon which to base decisions regarding any additional restrictions on vacation rentals (such as a cap on the total number allowed in Reedsport, based on our need).

In November of 2021, the City received a grant from the DLCD to commission the housing needs analysis and buildable lands inventory. In June of 2022, we hired an experienced consultant to complete these studies (FCS Group). They delivered their rough draft in October; we expect they'll be ready to present their initial findings to the Planning Commission in January or February of 2023.

Given the low number of vacation rentals in Reedsport and the upcoming housing needs analysis and buildable lands inventory, which will give the Planning Commission data upon which to base their recommendations to the Council regarding vacation rental policies – staff recommends that the City Council not place a moratorium on vacation rentals at this time.

There is an unknown fiscal impact.

Citizen Kevin Swift of 729 Ranch Road addressed the Council regarding the planned vacation rental next door to his residence and how he believes it will be rubber stamped

by the planning commission resulting in a frat house in his neighborhood. Swift added that although the home is advertised as a limit of 8, it specifically lists 13 beds giving the indication that the home will hold up to 26 guests.

Citizen Kathi Wall-Meyer of 1026 Fir Avenue addressed the Council regarding two vacation rentals approximately one block from her home. Wall-Meyer stated that the configuration on one home and the location of the driveway tends to force individuals to park on the street reducing visibility. Wall-Meyer stated that she was in favor of a moratorium until the Housing Needs Analysis and Buildable Lands Inventory was completed to give the Council and the Planning Commission a better idea of the situation with our housing. Wall-Meyer continued that she has no issues with an individual choosing to operate a business out of their home but for those homes that are operating as a vacation rental without a license now, what makes anyone believe they are going to continue to follow the laws once approved. Wall-Meyer added that parking considerations for each vacation rental needed to be considered by the planning commission specifically in regards to recreational vehicles, boat trailers and ATV trailers, reducing visibility and safety for all.

Mayor McCollum stated that she knew other cities have issued moratoriums on vacation rentals including Coos Bay and Gold Beach.

Citizen Allen Teitzel of 1026 Fir Avenue stated that he is in favor of the 120-day moratorium which will give everyone the opportunity to review the pending analysis and give residential neighborhoods a break from the continued nuisance of vacation rentals. Teitzel added that as much as he want tourists to be here, we have motels located in the business districts for this very reason with adequate parking and access. Teitzel concluded that Reedsport needs rental homes for the working class families.

Attorney Stephen Miller informed the Council that without declaring an emergency the Ordinance would not go into effect for 30 days which would be after the first of the year. If the Council chooses to add an emergency clause to the Ordinance it could then go into effect immediately.

Councilor Turner stated that about 2-years ago she, herself, appealed the Planning Commission's decision regarding a vacation rental where almost every resident on the street signed a petition against the vacation rental and it was still approved.

Citizen Shelley Swift of 729 Ranch Road addressed the Council stating that the pending application for the vacation rental next door has only been with the Planning Commission for about 3 months, however she and her husband have been living the reality of that for over a year. Different people and vehicles in and out of the driveway every weekend making it unsafe for their grandchildren to play in the backyard as well as interfering with her job, that pays her to work from home; in the summer months she has to keep the windows closed because the music and noises are so loud she cannot concentrate. The increased traffic from a 13-bed vacation rental is crazy – cars, trucks, trailer, ATV's and motorcycles that are constantly running. Swift added that she is not opposed to rentals,

long terms rentals, to a family that will become invested and respected in the neighborhood. A family that is going to have children in the school district and give back to our local economy by shopping at local stores as opposed to a different person every other day or every other weekend that is going to disrespect the neighborhood, the community and decrease home values. Swift stated that she loves where she lives but if this continues she won't be able to continue to live there especially with her father living his last few years with her.

Councilor Rich Patten asked what process is in place when a complaint about a vacation rental is received and if that process allows the homes status to be altered as a result of those complaints to which the City Manager, Deanna Schafer, responded that the only enforcement actions in the code are the same codes that apply to every residence in regard to noise, parking issues, etc. Schafer added that an Ordinance with specific criteria for vacation rentals with a specific process for enforcement. Schafer added that many other cities require vacation rentals to have a sign in the front of the home clearly indicating that it is a vacation rental which also provides a 24/7 emergency contact for people to call with any issues. The City could also limit where vacation rentals are allowed and how many are allowed. Councilor Patten confirmed that there is no means to pull a vacation license if chronic issues continue, ultimately allowing people to do whatever they want without any consequences.

Schafer stated that some cities do require the vacation rentals to place a large sign in the front of the home with a local contact that is supposed to be available 24 hours a day to handle complaints regarding the rentals.

Councilor Bedard motioned that the City Council adopt ordinance 2022-1198 establishing a temporary moratorium on vacation rentals and/or short-term rentals and declare an emergency.

Councilor Turner seconded the motion.

MOTION:

that the City Council adopt ordinance 2022-1198 establishing a temporary moratorium on vacation rentals and declare an emergency.

VOTE:

AYES 6

NAYES 0

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

E. Shall the City Council adopt a Resolution amending Personnel Rules and Regulations Section 17, Grievance Procedure assigning 2022-018 as the title?

Deputy City Recorder Courteney Davis stated that the purpose of the Personnel Rules and Regulations is to provide systematic and equitable procedures and regulations relating to the hiring, compensation, hours of work, leave, safety, training, working conditions and other matters effecting the status of the employees of the City of Reedsport. The rules and regulations are provided to maintain uniformity and equality in personnel matters.

Staff has taken the previously established Section 17 and amended it to be in compliance with the CDBG guidelines as needed for the Forest Hills Pump Station and Force Main Improvements along with other minor grammatical errors.

There is no fiscal impact.

Councilor Murphy motioned that the City Council adopt a Resolution amending Personnel Rules and Regulations Section 17, Grievance Procedure assigning 2022-018 as the title.

Councilor Liedtky seconded the motion.

MOTION:

that the City Council adopt a Resolution amending Personnel Rules and Regulations Section 17, Grievance Procedure assigning 2022-018 as the title.

VOTE:

AYES 6 NAYES 0

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

F. Shall the City Council appoint a student City Council?

City Manager Deanna Schafer stated that Resolution 97-20 provides the process for selecting and appointing student representatives to the Reedsport City Council as Student Councilors.

Staff has received an application from Mr. Hayden Adams for appointment as a City of Reedsport Student Councilor.

There is no fiscal impact.

Councilor Patten motioned that the City Council appoint Mr. Hayden Adams as a City of Reedsport Student Councilor, to serve until the last week of August 2023.

Councilor Turner seconded the motion.

MOTION:

that the City Council appoint Mr. Hayden Adams as a City of Reedsport Student Councilor, to serve until the last week of August 2023.

VOTE:

AYES 6 NAYES 0

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

G. Shall the City Council appoint persons to fill vacancies on the City's Boards and Committees?

Deputy City Recorder Courteney Davis stated that on December 31st of each year, various positions on the Reedsport citizen participation boards and committees expire. Attached you will find applications for all interested persons that have applied to fill these positions. The following Boards, Commissions and Committees have openings that need to be appointed by the City Council or appointed by the Mayor and ratified by the Council. Each person will need to be appointed by individual motion.

Budget Committee – 4 vacancies
Parks and Beautification Committee – 1 vacancy
Dangerous Buildings Abatement Board of Appeals - 6 vacancies
Planning Commission – 1 vacancy
Traffic Safety Advisory Board – 3 vacancies
Umpqua Experience Steering Committee – 2 vacancies

COUNCIL APPOINTMENTS:

Budget Committee:

4 vacancies 3 year terms
Position #4 – December 31, 2025
Position #5 – December 31, 2025
Position #7 – December 31, 2024

Position #1 – December 31, 2025

Applicant: Lee Bridge – incumbent position #1
Chris Adamson

Parks and Beautification Committee:

1 vacancy 3 year terms

Position #2 – December 31, 2025

Applicant: Garry Baker – incumbent

Planning Commission:

1 vacancy

4 year terms

Position #1 – December 31, 2026

Applicant: Janean Francis - incumbent

Traffic Safety Advisory Committee:

3 vacancies

3 year terms

Position #1 – December 31, 2025

Position #3 – December 31, 2025

Position #6 – December 31, 2023

Applicant: Lee Bridge – incumbent position #1
Fred Lundgren – incumbent position #3
Kathi Wall-Meyer

Umpqua Experience Steering Committee:

2 vacancies

3 year terms

Position #3 – December 31, 2025

Position #4 – December 31, 2025

Applicant: Gail Adamson – incumbent position #3
Pauline Vierra – incumbent position #4

MAYOR APPOINTMENTS:

Dangerous Buildings Abatement Board of Appeals:

6 vacancies

3 year terms

Position #2 – December 31, 2024

Position #3 – December 31, 2025

Position #4 – December 31, 2025

Position #5 – December 31, 2023

Position #6 – December 31, 2023

Position #7 – December 31, 2023

Applicant: Garry Baker

Staff made contact with all incumbent members. A press release was distributed to the media, placed on the City Website and posted in Reedsport City Hall and various locations throughout the community.

There is no fiscal impact.

Councilor Turner motioned that the City Council appoint Lee Bridge, position #1, and Chris Adamson, position #4, to the Budget Committee both with terms expiring on December 31, 2025.

Councilor Bedard seconded the motion.

MOTION:

that the City Council appoint Lee Bridge, position #1 and Chris Adamson, position #4, to the Budget Committee both with terms expiring on December 31, 2025.

VOTE:

AYES 6 NAYES 0

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

Councilor Bedard motioned that the City Council appoint Garry Baker to the Parks & Beautification Committee, position #2, with a term expiring on December 31, 2025.

Councilor Liedtky seconded the motion.

MOTION:

that the City Council appoint Garry Baker to the Parks & Beautification Committee, position #2, with a term expiring on December 31, 2025.

VOTE:

AYES 6 NAYES 0

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

Councilor Turner motioned that the City Council appoint Janean Francis to the Planning Commission, position #1, with a term expiring on December 31, 2026.

Councilor Murphy seconded the motion.

MOTION:

that the City Council appoint Janean Francis to the Planning Commission, position #1, with a term expiring on December 31, 2026.

VOTE:

AYES 6 NAYES 0

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

Councilor Turner motioned that the City Council appoint Lee Bridge, position #1, Fred Lundgren, position #3, and Kathi Wall-Meyer, position #6, to the Traffic Safety Advisory Position, with terms expiring on December 31, 2025 and December 31, 2023, respectively.

Councilor Bedard seconded the motion.

MOTION:

that the City Council appoint Lee Bridge, position #1, Fred Lundgren, position #3, and Kathi Wall-Meyer, position #6, to the Traffic Safety Advisory Position, with terms expiring on December 31, 2025 and December 31, 2023, respectively.

VOTE:

AYES 6 NAYES 0

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

Councilor Liedtky motioned that the City Council appoint Gail Adamson, position #3, and Pauline Vierra, position #4, to the Umpqua Experience Steering Committee both with terms expiring on December 31, 2025.

Councilor Bedard seconded the motion.

MOTION:

that the City Council appoint Gail Adamson, position #3, and Pauline Vierra, position #4, to the Umpqua Experience Steering Committee both with terms expiring on December 31, 2025.

VOTE:

AYES 6 NAYES 0

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

Councilor Bedard motioned that the City Council ratify the appointment of Garry Baker, position #3, to the Dangerous Buildings Abatement Board of Appeals with a term expiring on December 31, 2025.

Councilor Murphy seconded the motion.

MOTION:

that the City Council ratify the appointment of Garry Baker, position #3, to the Dangerous Buildings Abatement Board of Appeals with a term expiring on December 31, 2025.

VOTE:

AYES 6 NAYES 0

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

H. Shall the City Council authorize the expenditure of City Funds to remodel Station 7 Police/Fire Station?

City Manager Deanna Schafer stated that the City of Reedsport applied for and received two Seismic Rehabilitation Grants totaling \$3,628,460.00 for Police Station 7 and for Turner Fire Station. Due to the extent of the construction necessary to meet current seismic standards, staff believes it is the opportune time to undergo several remodeling aspects for the future and ongoing needs of the City.

Although the remodel itself would not be covered under the grant funds, by combining the projects the City could potentially save money on some of the engineering and architectural aspects as well as the building costs since the station will already be under construction. Some of the projects identified are:

Expansion of dispatch center and provide restroom. –Covid mitigation dollars.

Expanding and reconfiguring the apparatus bays to accommodate today's larger trucks.

Relocating outside escape stairs to 4th street wall and adding a secure fence for employees to utilize out door space.

Upgrade furnace system to HVAC to provide fresh air handling (OR-OSHA requirement- Post Covid).

Relocate the evidence room and provide secure, pass through lockers and preparation area.

Dedicate a room for IT, Radios, Alarms and Phone systems.

In May the City Council approved to expend \$450,000 as follows:

Police Capital \$110,900
Building Improvement \$175,000
ARPA funding \$150,000

This authorization was with the intention of also applying for capacity grant funding to potentially recover some of the money.

Due to increase building costs, concrete prices and quotes for HVAC the estimated construction expense has increased by \$256,000. We feel that we can potentially shave some of these cost by approximately \$75,000 but are seeking authorization to expend the full amount so that they can move forward with the project. In order to meet our deadline of the end of 2023, we need to start construction soon.

I have been in meetings with Ford Family Foundation and they feel that this project qualifies for their capacity grant but I was unable to apply until final estimates are in. This grant could fund up to 1/3 of our total project, or approximately \$250,000.

An approximate increase of expenses from Building Improvement fund of \$150,000. We currently have \$500,000 in non-allocated reserve funds.

An approximate increase of expenses from ARPA funding of \$150,000. We currently have a balance of \$712,000 of non-allocated funds.

Councilor Bedard motioned that the City Council authorize the expenditure of City Funds to remodel Station 7 Police/Fire Station not to exceed a \$300,000. Construction costs of \$256,000 plus \$44,000 for additional contingencies.

Councilor Turner seconded the motion.

MOTION:

that the City Council authorize the expenditure of City Funds to remodel Station 7 Police/Fire Station not to exceed a \$300,000. Construction costs of \$256,000 plus \$44,000 for additional contingencies.

VOTE

AYES 6 NAYES 0

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

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

1. City Manager Deanna Schafer stated that the FEMA Public Meeting for the Levee Project was a great success. The comment period ends today and so far the City has received 3 comments.

2. UDC Director Diane Novak stated that Member Appreciate Day at the Discovery Center went really well.
3. Public Works Director Kimberly Clardy stated that the City's SCA grant application was not approved for funding.
4. Finance Director Michelle Fraley stated that the City has received a 3-month extension on the audit due to Pauly Rogers having limited staffing.
5. Councilor Bedard stated that the Festival of Trees held at the Oregon Coast School of Art received a great community turn out and raised money for Reedsport Education Enrichment Foundation (REEF).

EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL
NOVEMBER 7, 2022 VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum

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

City Manager Deanna Schafer

City Attorney Stephen H. Miller

Finance Director Michelle Fraley and UDC Director Diane Novak

- 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.

It was the consensus of the Council to continue the meeting past 9:30 PM.

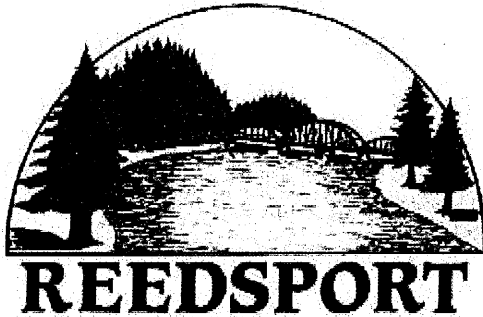
ADJOURN

Mayor McCollum adjourned the meeting at 10:15 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 023-001
Agenda of January 9, 2023
RE: Fee Resolution

ISSUE

Shall the City Council adopt Resolution 2023-001 adjusting fees?

BACKGROUND

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 2023 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.

Liquor License/Temporary or Special Event – Established at \$25.00 per application.

Garage Sale Permit– Added for ease of access for City Staff regarding pricing.

Fingerprint Fees – Increase from \$15.00 per card to \$20.00 per card.

Report Copy Fee – Increased from \$0.30 to \$0.50 per two-sided page, to match administrative increase done in 2021.

R.V. Dump Fee – Increased from \$5.00 per use to \$10.00 per use per Resolution 2022-008.

Building Use

(Non-Profit) Senior Center Great Room – Increased from \$50.00 per use to \$50.00 per four hours or \$100.00 per day.

(Non-Profit) Senior Center Pool Room – Established at \$25.00 per four hours or \$75.00 per day.

(Non-Profit) Kitchen – Increased from \$25.00 per use to \$50.00 per use

(Private) Senior Center Great Room – Increased from \$75.00 per use to \$75.00 per four hours or \$175.00 per day.

(Private) Senior Center Great Room – Established at \$50.00 per four hours or \$100.00 per day.

(Profit-Making) Senior Center Great Room – Increased from 10% of gross profit or \$50.00, whichever is less to \$75.00 per day.

Senior Center Cleaning Deposit – Increased from \$50.00 per use to \$100.00 per use.

NOTE: 50% of the fees collected for the use of the Senior Center Kitchen is forwarded to the Lower Umpqua Community Center, Inc. a 501-C(3) board which raised funds for the repair and replacement of the kitchen equipment.

(Non-Profit Fundraising) Comm. Building Gym – Increased from \$50.00 per use to \$50.00 per four hours or \$100.00 per day.

(For-Profit Regular meetings) Comm. Building Gym – Increased from \$25.00 per use to \$50.00 per use.

(All other non-profit functions) Comm. Building Gym – Increased from \$25.00 per use to \$50.00 per use.

(Political and Private) Comm. Building Gym – Increased from \$75.00 per use to \$75.00 per four hours or \$175.00 per day.

Comm. Building Gym Cleaning Deposit – Increased from \$50.00 per use to \$150.00 per day or \$250.00 with alcohol.

(Non-Profit/Political/Private) Comm. Building Kitchen – Increased from \$25.00 per use to \$25.00 with gym rental or \$50.00 per day.

Comm. Building Kitchen Cleaning Deposit – Increased from \$50.00 per use to \$100.00 per day.

Dumpster use fee – Increased from \$18.00 per event to \$25.00 per event/per day.

(Non-Profit Fundraising) Council Chambers – Increased from \$25.00 per use to \$50.00 per use.

(All other non-profit functions) Council Chambers – Increased from \$25.00 per use to \$40.00 per use.

(Political/Private) Council Chambers – Increased from \$25.00 per use to \$75.00 per day.

Council Chamber Cleaning Deposit – Increased from \$50.00 per day to \$100.00 per day.

FISCAL IMPACT

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

ALTERNATIVES

1. **Adopt Resolution 2023-001 adjusting fees.**
2. Decline to adopt Resolution 2023-001 adjusting fees.
3. Table the issue and direct staff to conduct additional research.

Deanna Schafer
City Manager

RESOLUTION 2023-001

A RESOLUTION ESTABLISHING FEES

WHEREAS, the City of Reedsport adopts a schedule of fees annually; and

WHEREAS, The City of Reedsport has completed an annual review of the current fees; and

WHEREAS, the City of Reedsport has determined that these fees are reasonable in terms of comparability to the actual cost of providing the oversight and enforcement of the item being regulated;

NOW, THEREFORE, BE IT RESOLVED that the Reedsport City Council hereby adopts the following fee schedule:

Administrative	Fees	Created by	Last Adjusted
Liquor License/New	\$100.00	Res2007-009	May 7, 2007
Liquor License/Renewal	\$35.00	Res2007-009	May 7, 2007
Liquor License/Change Ownership	\$75.00	Res2018-001	Feb. 5, 2018
Liquor License/Temporary or Special Event	\$25.00	Res2023-001	Jan 9, 2023
Insufficient Funds Fee	\$25.00	Res2007-009	May 7, 2007
CD/DVD Copy	\$15.00 first, \$10 each additional	Res2010-001	Jan. 4, 2021
Notary Fee	\$10.00	Res2007-009	Jan. 4, 2021
Garage Sale Permit	\$5.00	Res2004-001	Jan. 5, 2004
Lien Search Fee	\$25.00	Res2007-009	Jan. 4, 2021
Copy fees	\$.50/per page 2-sided	Res2010-001	Jan. 4, 2021
Contractual Fees	See contract	Res2010-001	Jan. 4, 2010
Budget Document	\$20.00	Res2010-001	Jan. 4, 2021
Audit Report	\$25.00	Res2010-001	Jan. 4, 2021
Planning			
Preliminary Subdivision Plan	\$950.00**	Ord1991-593	Feb. 1, 2016
Final Subdivision Plat	\$150.00**	Res2011-001	Feb. 1, 2016
Preliminary Partition	\$500.00**	Ord1991-593	Feb. 1, 2016
Final Partition Plat	\$100.00**	Res2011-001	Feb. 1, 2016
Planned Unit Development	\$1050.00**	Ord1991-593	Feb. 1, 2016
Zone Text Amendment	\$550.00**	Ord1991-593	Feb. 1, 2016
Zone Change	\$750.00**	Ord1991-593	Feb. 1, 2016
Comp Plan Amendment	\$850.00**	Ord1991-593	Feb. 1, 2016
Street Vacation	\$750.00**	Res2007-009	Feb. 1, 2016
**fees are in addition to any out of pocket expense for City such as engineering, legal BM56 notice.			
Conditional Use	Residential/\$300.00-Commercial/\$400.00	Ord1991-593	Feb. 1, 2016
Variance	Residential/\$300.00-Commercial/\$400.00 Floodplain/\$400.00	Ord1991-593	Feb. 1, 2016
Property Line Adjustment	\$250.00	Res2007-009	Feb. 1, 2016

Annexation	\$550.00 plus actual expense	Res2007-009	Feb. 1, 2016
Appeal	½ origination fee plus legal	Res2007-009	Feb. 1, 2016
Estuary Permit	\$350.00 plus actual expense	Res2007-009	Feb. 1, 2016
SNRO	\$250.00	Res2007-009	Feb. 1, 2016
Floodplain Review	\$150.00	Res2011-001	Feb. 1, 2016
Street Name/add change	\$25.00	Res2007-009	Feb. 1, 2016
Land use review	\$50.00	Res2010-001	Feb. 1, 2016
Land Use Compatibility Statement (LUCS) Review	\$50.00	Res2011-001	Feb. 1, 2016
Sign Permit	\$50.00	Res2010-001	Feb. 1, 2016
Temporary Use Permit	\$50.00	Res 2015-001	Feb. 1, 2016
CBU Placement Permit	\$100.00	Res 2015-001	Feb. 1, 2016
Minor Variance	\$150.00	Ord1991-593	Feb. 1, 2016
Land Use Permit Extension	\$50.00	Res2016-016	Feb. 1, 2016
Zoning Ordinance Document	\$20.00	Res2007-009	May 7, 2007
Comprehensive Plan Doc.	\$25.00	Res2007-009	May 7, 2007
Subdivision Ordinance Doc.	\$8.00	Res2007-009	May 7, 2007
Zoning Maps	\$5.00	Res2007-009	May 7, 2007
VHDZ Application Fee	\$400.00	Res2021-019	Oct 4, 2021
Police			
Impound Tow Fees:	\$150.00	Res2007-009	May 7, 2007
Fingerprint Fees	\$20.00 per card when applicable	Res2007-009	Jan. 9, 2023
Report Copy Fee	\$10.00 plus .50 per page	Res2007-009	Jan. 9, 2023
Dog Impound Fees	\$25.00 -1st Offense		July 1, 2007
	\$50.00 -2nd Offense		July 1, 2007
	\$75.00 -3rd Offense		July 1, 2007
	\$100.00 -4th Offense		July 1, 2007
	\$175.00 -5th Offense		July 1, 2007
Shelter Impound Fee	\$10.00 per day	Res2010-001	Jan. 3, 2011
Quarantine Fee	\$50.00	Res2011-001	Jan. 3, 2011
CD/DVD	\$15.00 first, \$10.00 each additional	Res2020-001	Feb 3, 2020
Alarm System Permit	\$25.00	Res2000-019	Oct. 2, 2000
Alarm System Late Fee	\$5.00	Res2000-019	Oct. 2, 2000
False Alarm Fee (3rd occur)	\$50.00	Res2000-019	Oct. 2, 2000
False Alarm Fee (Each sub)	\$10.00	Res2000-019	Oct. 2, 2000
False Alarm Late Fee	\$5.00	Res2000-019	Oct. 2, 2000
Non-jurisdiction jail fees	\$80.00 per day (when serving sentence)	Res2019-001	Jan. 14, 2019
Public Services			
Water - Inside City Limits	\$28.75 flat rate	Ord2006-1063	July 1, 2006
Water - Outside City Limits	\$35.95 flat rate	Ord2006-1063	July 1, 2006
Bulk Water Sales provided via fire hydrant	\$10.00 for 1st 1,000 gallons, then \$5.00 per 1,000 gallons.	Res2011-001	Jan. 3, 2011
Water - Inside - Metered	First 300 cu. ft. \$16.00 Next 1,700 cu. ft. \$1.06/100 cu. ft. Next 18,000 cu. ft. \$1.03/100 cu. ft. Next 20,000 cu. ft. \$0.72/100 cu. ft. Next 40,000 cu. ft. \$0.56/100 cu. ft.	Ord2006-1063	July 1, 2006
Water - Outside - Metered	Additional 25% surcharge on inside city rates.	Ord2006-1063	July 1, 2006
Water Shut-Off Fee	\$10.00 per occurrence	Ord1999-317	Sept. 15, 1999

Water Turn-On Fee	\$10.00 per occurrence	Ord1999-317	Sept. 15, 1999
Public Utility Late Fee	\$10.00	Res2010-001	Jan. 4, 2010
Water-System Dev. Charge	\$4,330.00	Ord2006-1064	Nov. 6, 2006
Wastewater	\$80.25 flat rate	Ord2010-1103	Jan. 1, 2011
Wastewater on metered accounts	(\$11.00 base rate plus \$60 constant cost factor x water usage)/625 cu. ft.	Ord2010-1103	Jan. 1, 2011
R.V Dump Fee	\$10.00 per use	Res2011-001	May 2, 2022
Septage	\$.10 per gallon	Res2011-001	Jan. 3, 2011
Wastewater- SDC	\$4,000.00	Ord2004-1047	July 12, 2004
Storm Water-Single-family unit (SFU), and Equivalent Residential Unit (ERU)	\$3.00	Res2002-006	March 4, 2009
Stormwater-Duplex Unit	1.5 multiplied by the SFU rate	Res2002-006	March 4, 2009
Stormwater- Multiple family unit (MFU), and Mobile Home Park, and RV Park	Number of units multiplied by 0.3, multiplied by the SFU rate, with a minimum of one SFU	Res2002-006	March 4, 2009
Commercial unit, and Industrial Unit	<p>According to the following schedule:</p> <p>For each unit of 3,000 square feet of impervious surface, or fraction thereof, up to 18,000 square feet, total units multiplied by the SFU rate, with a minimum of 1 SFU; plus</p> <p>For each additional unit of 10,000 square feet of impervious surface, or fraction thereof, up to 48,000 square feet, total units multiplied by the SFU rate; plus</p> <p>For each additional unit of 26,000 square feet, or fraction thereof, up to 100,000 square feet, total units multiplied by the SFU rate; plus</p> <p>For each additional unit of 100,000 square feet or fraction thereof, total units multiplied by the SFU rate.</p>	Res2002-006	March 4, 2009
Storm Water-SDC	\$878.00	Ord2007-1068	Jan. 8, 2007
Residential Meter Installation	\$570.00 or \$47.50/month (for 12 months)	Res2019-001	Jan. 14, 2019
Sand Bags	\$.26 each	Res2010-001	Jan. 4, 2010
Root X	\$43.00	Res2022-002	Jan. 3, 2022
Boat Launch Fee	\$3.00/day or \$25.00 annual pass	Res2011-001	Jan. 3, 2011
Rainbow Plz. Camping Fee	\$15.00 per night	Res2014-010	Jan. 3, 2022
Umpqua Discovery Center			
City Dock Rental at UDC	\$7.50 per day/Weekly \$6.50 per day/Monthly	Res2010-001	Jan. 4, 2010
Museum Entrance Fees	\$8.00 Adult, \$4.00 Children 5-16	Res2010-001	Jan. 4, 2010
Membership Fee	\$25.00 Individual \$45.00 Grandparent or Family	Res2010-001	Jan. 4, 2010

UDC Building Use			
<u>Non-profit users:</u>			
Theater only	\$35 / day/after hours	Res2008-020	Nov. 2, 2008
Theater and Access to Exhibit Areas:		Res2008-020	Nov. 2, 2008
Groups under 25	\$125 / day \$175 / after hours	Res2008-020	Nov. 2, 2008
Groups 25 or more	\$200 / day \$250 / after hours	Res2008-020	Nov. 2, 2008
Receptions/Business Meetings:	\$ 75 / day \$125/ after hours	Res2008-020	Nov. 2, 2008
<u>Private users:</u>			
Theater only	\$75 / day/after hours	Res2008-020	Nov. 2, 2008
Theater & Boardwalk	\$100 / day/after hours	Res2008-020	Nov. 2, 2008
Theater and Access to Exhibit Areas:		Res2008-020	Nov. 2, 2008
Groups under 25	\$175 / day \$225 / after hours	Res2008-020	Nov. 2, 2008
Groups 25 or more	\$250 / day \$300 / after hours	Res2008-020	Nov. 2, 2008
Audio / video use:	\$30.00 / day	Res2008-020	Nov. 2, 2008
Cleaning Charge Deposit	\$75.00 cleaning charge deposit (refundable)	Res2008-020	Nov. 2, 2008
Projection Equipment Security Deposit	\$25.00 security deposit (refundable)	Res2008-020	Nov. 2, 2008
Senior Center Building Use			
<u>Non-Profit Users:</u>			
Meetings after operating hours	\$25.00 / use	Res2001-025	July 16, 2001
Fundraising Functions and Functions with a fee to attend:			
Great Room	\$50.00/four hours \$100/day	Res2001-025	July 16, 2001
Pool Room	\$25.00/four hours \$75.00/day	Res2023-001	Jan. 9, 2023
Kitchen use - additional charge	\$50.00/use	Res2001-025	July 16, 2001
All other non-profit functions	\$25.00 / use	Res2001-025	July 16, 2001
<u>Private Users:</u>			
Great Room	\$75.00/four hours \$175/day	Res2001-025	July 16, 2001
Pool Room	\$50.00/four hours \$100.00/day	Res2023-001	Jan. 9, 2023
Kitchen use - additional charge	\$50.00/day	Res2001-025	July 16, 2001
Profit-Making Senior-Oriented Service: Great Room	\$75.00/day	Res2001-025	July 16, 2001
Cleaning Charge Deposit	\$100.00	Res2001-025	July 16, 2001
Community Building Use (Gym)			
Non-profit Fundraising Functions or Fee to Attend	\$50/four hours \$100/day	Res2001-015	May 7, 2001
Non-profit, regularly scheduled meetings	\$25.00 per use	Res2001-015	May 7, 2001
For-profit, regularly scheduled meetings	\$50.00 per use	Res 2010-021	Dec 6, 2010

All other non-profit functions	\$50.00 per use	Res2001-015	May 7, 2001
Political uses and Private uses	\$75/four hours \$175/all day	Res2001-015	May 7, 2001
Cleaning Charge Deposit	\$150.00/day (\$250.00/day with alcohol)		
(CB) Kitchen Use:			
Non-profit/political/private	\$50.00 with gym rental \$100.00/day	Res2001-015	May 7, 2001
Dumpster Use	\$25.00 per event/per day	Res2019-001	Jan. 14, 2019
Cleaning Deposit Fee	\$100.00		
Council Chambers Use			
Non-profit Fundraising Functions or Fee to Attend	\$50.00 per use	Res2001-015	May 7, 2001
Non-profit, regularly scheduled meetings	\$25.00 per use	Res2001-015	May 7, 2001
All other non-profit functions	\$40.00 per use	Res2001-015	May 7, 2001
Political and Private uses	\$75.00/day	Res2001-015	May 7, 2001
Cleaning Charge Deposit	\$100.00/day	Res2001-015	May 7, 2001
Business License			
0-3 employees	\$50.00 per fiscal year	Ord2000-1019	Feb 1, 2016
4-10 employees	\$100.00 per fiscal year	Ord2000-1019	Feb 1, 2016
11-25 employees	\$150.00 per fiscal year	Ord2000-1019	Feb 1, 2016
25+ employees	\$225.00 per fiscal year	Ord2000-1019	Feb 1, 2016
Auctioneer	\$50.00 per fiscal year	Ord2000-1019	Dec 4, 2000
Carnival and Circus	\$70.00 per day (\$140 minimum)	Ord2000-1019	Dec 4, 2000
Hawker/Peddler/Occult	\$40.00 per 10 days	Res2010-001	Jan 4, 2010
Texas Hold 'Em Poker	\$100.00 per fiscal year	Ord2011-1108	Sept. 6, 2011
Marijuana Facility Agent/Operator's License	\$100.00	Res2015-012	May 4, 2015
Marijuana Dispensary Permit	\$50.00	Res2015-012	Feb 5, 2018
Vacation Rental License	\$50.00	Res2020-015	Dec 7, 2020
Building Permit			
Structural Permit:			
House	Rate per sq. ft. plus permit based on valuation schedule set yearly.	Res2019-001	Jan. 14, 2019
Garage	Rate per sq. ft. plus permit based on valuation schedule set yearly.	Res2019-001	Jan. 14, 2019
Carport/Deck	Rate \$19.81 per sq. ft. plus permit based on valuation schedule set yearly.	Res2019-001	Jan. 14, 2019
Valuation Schedule:			
\$1 to \$1000	\$40	Res2007-001	March 5, 2007
\$1001 to \$2000	\$40 for the first \$1000 plus \$2 for each additional \$100	Res2007-001	March 5, 2007
\$2001 to \$25,000	\$60 for the first \$2000 plus \$8 for each additional \$1000	Res2007-001	March 5, 2007
\$25,001 to \$50,000	\$244 for the first \$25,000 plus \$6 for each additional \$1000	Res2007-001	March 5, 2007
\$50,001 to \$100,000	\$394 for the first \$50,000 plus \$4 for each additional \$1000	Res2007-001	March 5, 2007
\$100,000 and above	\$594 for the first \$100,000 plus \$3.5 for	Res2007-001	March 5, 2007

	each additional \$1000		
Building fees:			
Investigation fee	Double total permit fee	Res2007-001	March 5, 2007
Manu. Home Setup Fee	\$160	Res2007-001	March 5, 2007
Inspect/Re-inspect Fee	\$75 per hour	Res2007-001	March 5, 2007
Surcharge	12% of total fee	Res2007-001	March 5, 2007
Other fees if applicable:		Res2007-001	March 5, 2007
Plan review	65% of total fee	Res2007-001	March 5, 2007
Fire & life plan review	40% of total fee	Res2007-001	March 5, 2007
State Mobile Home Fee	\$30	Res2007-001	March 5, 2007
Plumbing			
Minimum fee	\$65	Res2007-001	March 5, 2007
1 bathroom/1 kitchen	\$300	Res2007-001	March 5, 2007
2 bathroom/1 kitchen	\$415	Res2007-001	March 5, 2007
3 bathroom/1 kitchen	\$470	Res2007-001	March 5, 2007
Each additional bathroom over 3 (each fixture)	\$17	Res2007-001	March 5, 2007
Each fixture, appurtenance and piping	\$17	Res2007-001	March 5, 2007
Storm water retention/detention facility	\$65	Res2007-001	March 5, 2007
Irrigation systems	\$65	Res2007-001	March 5, 2007
Sanitary Services first 100'	\$75	Res2007-001	March 5, 2007
Each additional 100' or fraction thereof	\$44	Res2007-001	March 5, 2007
Storm Services first 100'	\$75	Res2007-001	March 5, 2007
Each additional 100' or fraction thereof	\$44	Res2007-001	March 5, 2007
Water Services first 100'	\$75	Res2007-001	March 5, 2007
Each additional 100' or fraction thereof	\$44	Res2007-001	March 5, 2007
Medical gas systems	\$250	Res2007-001	March 5, 2007
Inspection/Re-inspection	\$75 per hour	Res2007-001	March 5, 2007
Investigation fee	Double total permit fee	Res2007-001	March 5, 2007
Surcharge	12% of total fees	Res2007-001	March 5, 2007
Plan review if applicable	65% of total fees plus 12% surcharge	Res2007-001	March 5, 2007
Mechanical Permits			
Residential			
Minimum fee	\$69	Res2007-001	March 5, 2007
Issuance	\$55	Res2007-001	March 5, 2007
Gas furnace including ducts & vents	\$30	Res2007-001	March 5, 2007
Elec. Furnace/air handling unit w/ducts & vents	\$14	Res2007-001	March 5, 2007
Dryer ducting	\$14	Res2007-001	March 5, 2007
Unit heater	\$14	Res2007-001	March 5, 2007
Wood/pellet/gas/stove or flue	\$14	Res2007-001	March 5, 2007
Repair/alter/add to heating/refrig/cooling &	\$14	Res2007-001	March 5, 2007

absorption systems			
Evaporated cooler/ Heat pump	\$14	Res2007-001	March 5, 2007
Vent fan with one duct/appliance vent	\$14	Res2007-001	March 5, 2007
Kitchen Hood w/ exhaust and duct	\$14	Res2007-001	March 5, 2007
Gas water heater	\$20	Res2007-001	March 5, 2007
All others	\$20	Res2007-001	March 5, 2007
Gas piping (any number of outlets)	\$15	Res2007-001	March 5, 2007
Commercial			
Valuation Schedule:			
\$1 to \$5000	\$70	Res2007-001	March 5, 2007
\$5001 to \$10,000	\$70 plus \$2 for ea. add'l \$100	Res2007-001	March 5, 2007
\$10,001 to \$100,000	\$170 plus \$10 for each add'l \$100	Res2007-001	March 5, 2007
Over \$100,000	\$1070 plus \$7 for ea. add'l \$1,000	Res2007-001	March 5, 2007
Inspection/Re-inspection	\$75 per hour	Res2007-001	March 5, 2007
Investigation fee	Double total permit fee	Res2007-001	March 5, 2007
Surcharge	12% of total fee	Res2007-001	March 5, 2007
Plan review	25% of total fee plus 12%	Res2007-001	March 5, 2007
Deferred submittal	\$100	Res2007-001	March 5, 2007
Public Works	Services inside City limits only		
Vac. Con Rental (Std. rate)	\$110.00 per hour (includes one operator)	Res2019-001	Jan 14, 2019
Vac. Con Rental (OT rate)	\$122.00 per hour (includes one operator)	Res2019-001	Jan 14, 2019
Backhoe Rental (Std. rate)	\$90.00 per hour (includes one operator)	Res2019-001	Jan 14, 2019
Backhoe Rental (OT rate)	\$102.00 per hour (includes one operator)	Res2019-001	Jan 14, 2019
Std. Labor Rate per person	\$37.40 per hour	Res2019-001	Jan 14, 2019
OT Labor Rate per person	\$56.11 per hour	Res2019-001	Jan 14, 2019

EFFECTIVE DATE OF RESOLUTION: This resolution will take effect immediately upon passage by the City Council and approval of the Mayor.

PASSED BY THE CITY COUNCIL this 9th day of January 2023.

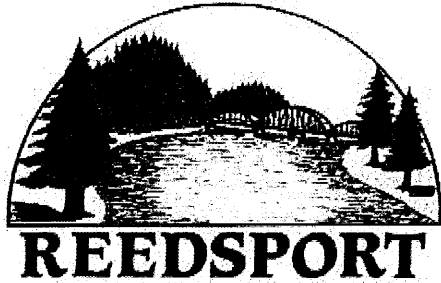
AYES _____ **NAYS** _____

APPROVED BY THE MAYOR this 9th day of January 2023.

Mayor Linda McCollum

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 023-002
Agenda of January 9, 2023
RE: Project Blessing Lease
Extension

ISSUE:

Shall the City Council authorize the extension of Lease Agreement with Lower Umpqua Ministerial Association for a term of six months?

BACKGROUND:

The existing lease agreement is set to expire on February 13, 2023. The current Director, Susan Martin, is seeking Council's approval to extend the existing lease for a period of six months to allow her time to complete the necessary steps of creating a 501(c)3 separate of LUMA in which the Project Blessing Food Pantry ("Pantry") will continue to operate under into the future. Once established a lease will be renegotiated with the Pantry.

The Pantry has undergone many changes since relocating to its current location 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 and a 1218 sq. ft. expansion, etc. With the recent closure of the AARP Food Pantry at Henderson Park, Project Blessing is now the only food pantry in Coastal Douglas County.

The Pantry uses open distribution which is different than most food pantries. This method allows clients to come when they need and take what they need without limitations or restrictions. The Pantry operates three days a week as well as online ordering and delivery.

No other modifications to the lease agreement are proposed.

FISCAL IMPACT:

There is no fiscal impact.

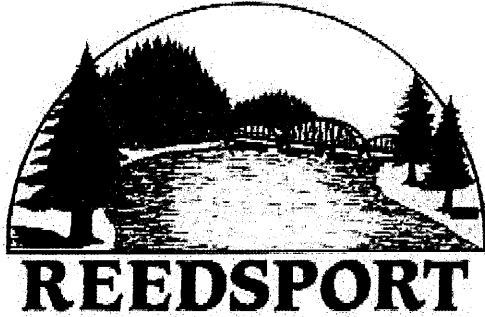
ALTERNATIVES:

1. **Authorize the extension of the Lease Agreement with Lower Umpqua Ministerial Association for a term of six months.***
2. Decline to authorize the extension of the Lease Agreement with Lower Umpqua Ministerial Association for a term of six months.
3. Table the issue and direct staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Manager



CITY of REEDSPORT

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Reedsport, OR 97467-1597
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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-003
Agenda of January 9, 2023
RE: Task Order/NTP to Dyer
Forest Hills Pump Station

ISSUE:

Shall the City Council approve a task order and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents and procurement for the Forest Hills Pump Station and Force Main Improvements project?

BACKGROUND:

The City of Reedsport applied for and was awarded federal funds from the Oregon Community Development Block Grant Program (CDBG) administered by Business Oregon. The \$2,351,288 grant is for the engineering, construction and administrative oversight to relocate the existing sewer force main and replace the aging pump station serving Forest Hills.

In 2021, the City completed the engineering and environmental review of the project design prior to application for grant funding. The next phase of the project is to begin the engineering work for the construction phase of the project as outlined in the attached task order.

Staff has completed all necessary documents and has received the approval for release of funds from the State of Oregon which allows the City of Reedsport to move forward and obligate grant funds as necessary.

FISCAL IMPACT:

Any fiscal obligation associated with this task order is reimbursable through the awarded grant funds.

COUNCIL ALTERNATIVES:

- 1. Approve a task order and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents and**

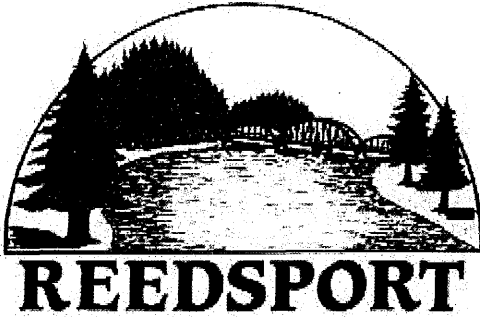
procurement for the Forest Hills Pump Station and Force Main Improvements project.*

2. Decline to approve a task order and issue a notice to proceed to The Dyer Partnership Engineers & Planners for the engineering of construction documents and procurement for the Forest Hills Pump Station and Force Main Improvements project.
3. Table this issue and direct staff to conduct additional research.

STAFF RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Manager



CITY OF REEDSPORT

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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-004
Agenda of January 9, 2023
RE: Termination Douglas County IGA
for Transient Room Tax

ISSUE

Shall the City Council accept the termination of the Intergovernmental Agreement with Douglas County for the collection of Transient Room Tax revenue?

BACKGROUND

On December 21, 2022 the Douglas County Board of Commissioners provided notice the the intergovernmental agreement between the County and the City for the collection of fees collected by county facilities would terminate 30 days from receipt of the notice.

FISCAL IMPACT

There is no fiscal impact as the City does not receive any compensation of administrative costs from the Intergovernmental Agreement.

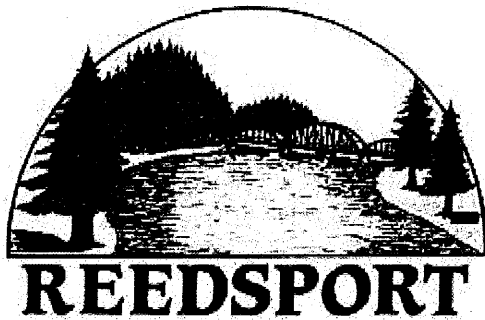
ALTERNATIVES

1. Accept the termination of the Intergovernmental Agreement with Douglas County for the collection of Transient Room Tax revenue.
2. Decline to accept the termination of the Intergovernmental Agreement with Douglas County for the collection of Transient Room Tax revenue.
3. Table the issue and request staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Manager



CITY OF REEDSPORT

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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 023-005
Agenda of January 9, 2023
RE: Douglas County IGA

ISSUE

Shall the City Council enter into an Intergovernmental Agreement with Douglas County for the hiring of The Dyer Partnership Engineers & Planners to perform the preliminary engineering of the Winchester Bay Water Line Project?

BACKGROUND

The Dyer Partnership Engineers & Planners recently completed the Winchester Bay Water Distribution System Plan and it was determined that the existing 6" AC water line that runs along Salmon Harbor Drive is inadequate for the fire flow and future growth that Douglas County is anticipating. The project is to install approximately 6,100 lineal feet of new 12" water line along Salmon Harbor Drive and Lighthouse Road. The current 6" AC water line will be taken out of service and all existing services will be connected to the new 12". These projects are described as Project #1 and #2 in the Winchester Bay Water Plan dated December 2022.

Douglas County wishes to enter into an Intergovernmental Agreement with the City of Reedsport regarding the Winchester Bay Water Line Project. By entering into this agreement with Douglas County City staff is hoping that project #1 and #2 will help the City replace aging infrastructure and helps Douglas County with the future growth that is anticipated.

FISCAL IMPACT

There is no cost associated with the approval of the Intergovernmental Agreement. Any future expenditures associated with the Winchester Bay Water Line Project would need Council review and approval before taking action.

ALTERNATIVES

1. Approve the Intergovernmental Agreement with Douglas County for the hiring of The Dyer Partnership Engineers & Planners to perform the preliminary

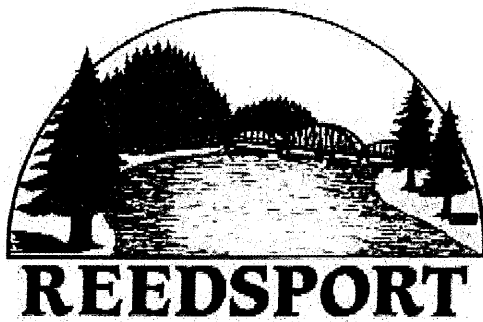
engineering of the Winchester Bay Water Line Project and authorize the City Manager to sign on behalf of the City.

2. Decline to enter into an Intergovernmental Agreement with Douglas County for the hiring of The Dyer Partnership Engineers & Planners to perform the preliminary engineering of the Winchester Bay Water Line Project
3. Table the issue and direct staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Kimberly Clardy
Public Works Director



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 023-007
Agenda of January 9, 2023
RE: Ozone Generator

ISSUE:

Shall the City Council authorize an agreement with Sound Water Services for a water plant treatment system?

BACKGROUND:

In 2017 the ozone and chlorination were taken offline at the water plant and treated with UV and Miox. At that time the ozone generator was removed from the plant and shortly after that, we started to get complaints about the taste and odor of the water.

During our most recent inspection with our Regional Engineer for Drinking Water Services, we were discussing the taste and order issue and she had us reach out to Tri-City Oregon Water Lead as they were having the same issue and were able to resolve their issue by working with Sound Water Services. I reached out to Sound Water Services and a system was constructed that they feel will be able to resolve our taste and odor issues. The Sound Water Service system was roughly around \$80,000 whereas the other methods we have looked at have had a much steeper price range of around \$1.5 million. After talking it over with our engineers they recommended that we try to do a pilot program with Sound Water Services so we can make sure it is going to alleviate the taste and odor issues. Sound Water Services agreed to do a rental agreement for the system. If the system works approximately half of the rental fee will go towards the purchase of the new system. The rental fee per month is \$4,975 which includes the air compressor that is needed to run the ozone generator. The rental agreement is for two months, and it can be extended should we need additional time.

City staff has been working on a solution to help with the taste and odor and has looked at many different options with our engineers. Since the UV and Miox are used to disinfect the water, the ozone generator will only be used for taste and odor during the months that we have a turnover in the lake.

FISCAL IMPACT:

The ozone generator rental will be funded out of Water Capital (003).

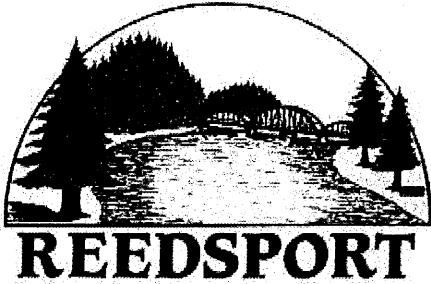
ALTERNATIVES:

1. Authorize the lease agreement between the City of Reedsport and Sound Water Services authorizing City Staff to purchase the system should the system demonstrate to be successful and authorize the City Manager to sign on behalf of the City.
2. Authorize the lease agreement between the City of Reedsport and Sound Water Services and request that City Staff return for authorization to purchase should the system demonstrate to be successful.
3. Decline to authorize the lease agreement.
4. Table the issue and instruct staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Kimberly Clardy
Public Works Director



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 023-008
Agenda of August 3, 2020
RE: Council Vacancy Position #3

ISSUE:

Shall the City Council accept the resignation of Council position #3 and give direction for filling the vacancy?

BACKGROUND:

On December 23, 2022 Reedsport City Councilor Joe Liedtky tendered his resignation from the Reedsport City Council. 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. Liedtky's remaining term is through December 31, 2024; therefore, the City Council will need to direct staff 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.

FISCAL IMPACT:

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

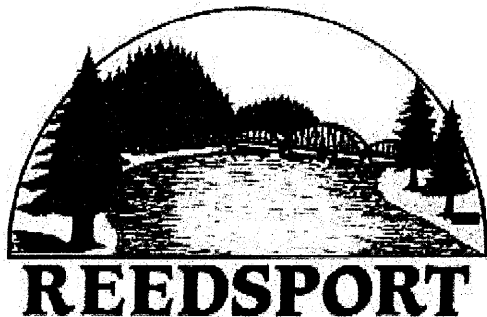
COUNCIL ALTERNATIVES:

1. Declare a vacancy of City Council position #3 and instruct Staff to advertise the vacancy and accept applications for the position.

STAFF RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Manager



CITY of REEDSPORT

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Honorable Mayor and
Members of the City Council
Reedsport, Oregon 97467

Council Letter 023-009
Agenda of January 9, 2023
RE: Councilor Committee
Assignments

ISSUE:

Councilor committee assignments by the Mayor.

BACKGROUND:

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 2023 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 2022]

Jeffrey Vanier

Alt. Council President
[expires December 2022]

Rich Patten

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]

Debby Turner

Council Personnel Committees:
[meet as required]

<i>City Attorney Evaluation</i>	Full City Council
<i>City Prosecutor Evaluation</i>	City Manager
<i>City Manager Evaluation</i>	Full City Council
<i>Municipal Judge Evaluation</i>	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

[meets monthly on the third Tuesday]

Staff: City Manager
Council: Mark Bedard

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

COUNCIL ALTERNATIVES:

1. Adopt Councilor Committee assignments for the 2023 calendar year.
2. Decline to adopt Councilor Committee assignments for the 2023 calendar year.
3. Table the issue and direct staff to conduct additional research.

STAFF RECOMMENDATION:

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

Deanna Schafer
City Manager