

MINUTES OF THE REEDSPORT CITY COUNCIL JANUARY 9, 2023 AT 7:15 P.M.
CITY COUNCIL SESSION VIA ZOOM & IN PERSON

PRESENT: Mayor Linda McCollum
Councilors Jeffrey Vanier, DeeDee Murphy, Allen Teitzel,
Rich Patten and Debby Turner
Student Council Hayden Adams
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, Planning
Technician Cindy Phillips, John Kollerup, Kathi Wall-Meyer,
Jenee Anderson, Kevin Swift, Shelley Swift, Dennis Swartz
Deb Yates

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor McCollum called the meeting to order at 7:15 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. Shelley Swift of 729 Ranch Road addressed the Council regarding the possibility of creating a citizen advisory board for the new anticipated regulations on vacation rentals.

City Manager Deanna Schafer responded that citizen input will be solicited during upcoming meetings regarding the Housing Needs Analysis and Buildable Lands Inventory.

- B. Citizen Dennis Swartz addressed the Council regarding the recent passage of the two-year temporary moratorium on psilocybin facilities in Reedsport.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

- A. Oath of Office for Mayor and three City Council positions.

Attorney Stephen Miller commenced the Oath of Office for Mayor Linda McCollum, Councilor Allen Teitzel, Councilor Rich Patten and Councilor Debby Turner.

- B. Oath of Office for Student Councilor Hayden Adams.

Madam Mayor commenced the Oath of Office for Student Councilor Hayden Adams.

4. APPROVAL OF THE AMENDED AGENDA

The agenda was amended to remove item A from the Consent Agenda.

Councilor Murphy motioned to approve the agenda.

Councilor Turner seconded the motion.

MOTION:

that the City Council approve the agenda.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Teitzel, 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 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?

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.

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

1. Adopt Resolution 2023-001 adjusting fees.*

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

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.

There is no fiscal impact.

1. Authorize the extension of the Lease Agreement with Lower Umpqua Ministerial Association for a term of six months.*

- 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?

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.

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

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.*

Councilor Murphy motioned to approve the amended Consent Agenda.

Councilor Patten seconded the motion.

MOTION:

that the City Council approve the Consent Agenda.

VOTE:

AYES 6 NAYES 0

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

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?

City Manager Deanna Schafer stated that on December 21, 2022 the Douglas County Board of Commissioners provided notice 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.

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

Councilor Murphy motioned that the City Council accept the termination of the Intergovernmental Agreement with Douglas County for the collection of Transient Room Tax revenue.

Councilor Vanier seconded the motion.

MOTION:

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

VOTE:

AYES 6 NAYES 0

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

- 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?

Public Works Director Kimberly Clardy stated that 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.

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.

Councilor Vanier motioned that the City Council 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.

Councilor Teitzel seconded the motion.

MOTION:

that the City Council 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.

VOTE:

AYES 6 NAYES 0

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

~~C. Shall the City Council approve task order #22 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?~~

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

Public Works Director Kimberly Clardy stated that 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.

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

Councilor Vanier motioned that the City Council 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.

Councilor Turner seconded the motion.

MOTION:

that the City Council 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.

VOTE:

AYES 6 NAYES 0

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

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

City Manager Deanna Schafer stated that 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.

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

Councilor Patten motioned that the City Council declare a vacancy of City Council position #3 and instruct Staff to advertise the vacancy and accept applications for the position.

Councilor Murphy seconded the motion.

MOTION:

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

VOTE:

AYES 6 NAYES 0

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

F. Councilor committee assignments by the Mayor.

City Manager Deanna Schafer stated annually, the Mayor makes assignments from the City Council membership to various Committees, Forums and Associations. The Mayor

is being asked to make new assignments for the 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]

City Attorney Evaluation

Full City Council

City Prosecutor Evaluation

City Manager

City Manager Evaluation

Full City Council

Municipal Judge Evaluation

Full City Council

League of Oregon Cities (LOC), Legislative Committee
[meets in Salem during the Summer before a legislative session]

Mayor Linda McCollum

Lower Umpqua Economic Development Forum
[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

The following are the Councilor Committee assignments for the coming year:

Council President

[expires December 2022]

DeeDee Murphy

Alt. Council President

[expires December 2022]

Jeffrey Vanier

Council Audit Committee

[meets as required]

Mayor Linda McCollum
Councilor Debby Turner

City Parks and Beautification Committee/City Tree Board

[meets in City Hall as required]

Allen Teitzel

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: Debby Turner

Traffic Safety Advisory Committee

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

Councilor Debby Turner

Umpqua Experience Steering Committee

[meets in the Umpqua Discovery Center]

Mayor Linda McCollum

There is no fiscal impact.

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

Councilor Teitzel motioned that the City Council adopt Councilor committee assignments for the 2023 calendar year.

Councilor Turner seconded the motion.

MOTION:

that the City Council adopt Councilor committee assignments for the 2023 calendar year.

VOTE:

AYES 6 NAYES 0

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

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

1. City Manager Deanna Schafer stated that the Douglas County City Managers have been connecting once weekly through the pandemic. The managers met in person this last week in Sutherlin. Seven of the participating cities listed homelessness as their top priority in the coming year. Affordable housing, housing availability and aging infrastructure were also repeated as top priorities.
2. Schafer stated that seismic construction on the downtown police/fire station is slated to begin in March. The station will remain fully operational during

construction and a temporary structure will be utilized in the back parking lot for dispatch.

3. Mayor Linda McCollum introduced Mr. John Chivers, CEO of Lower Umpqua Hospital.

EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL
JANUARY 9, 2023 VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum

Councilors Jeffrey Vanier, DeeDee Murphy, Allen Teitzel, Rich Patten and Debby Turner

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.

9. OPEN SESSION

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

Councilor Patten motioned that the City Council negotiate a new agreement with the Reedsport/Winchester Bay Chamber of Commerce.

Councilor Murphy seconded the motion.

MOTION:

that the City Council negotiate a new agreement with the Reedsport/Winchester Bay Chamber of Commerce

VOTE:

AYES 6 NAYES 0

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

11. ADJOURN

Mayor McCollum adjourned the meeting at 9:30 P.M.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder