

MINUTES OF THE REEDSPORT CITY COUNCIL FEBRUARY 6, 2023 AT 7:00 P.M.
CITY COUNCIL SESSION VIA ZOOM & IN PERSON

PRESENT: Mayor Linda McCollum
Councilors Jeffrey Vanier, DeeDee Murphy, Allen Teitzel, and Rich Patten (Councilor Debby Turner was absent)
(Student Councilor Hayden Adams 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, UDC Director Diane Novak, Interim Chief Buddy Young, Fire Chief Tom Anderson, Victoria Lavalley, Jenee Anderson, April Hultman, Keith Tymchuk, Dave Mack, Ronald Sexton, Tina Wright, Mercedes Salles, Robert Whitsell, Laura McCorkle, Joe & Jenny Lymp, Joann Patten, Darlene Ash, Lee Bridge, Karen Callahan, Rob Wright, Chuck Miller, Jon Zwemke, Kathy Ryan

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor McCollum called the meeting to order at 7:01 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. Citizen Darlene Ash asked if Consent Agenda Item D could be moved to General Business to allow citizens to learn more about the program.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

- A. Elliott State Forest Update.

Mr. Keith Tymchuk gave the Council a presentation regarding the history of Elliott State Forest, the current partnership with Oregon State University to utilize the Forest for research, the closure of Shutter Creek Correctional Facility and the future of the Forest and program.

4. APPROVAL OF THE AMENDED AGENDA

The Council consented to move Consent Agenda Item D to General Business to allow citizens to learn more about the program per the request of Darlene Ash.

Councilor Murphy motioned to approve the amended agenda.

Councilor Vanier seconded the motion.

MOTION:

that the City Council approve the amended agenda.

VOTE:

AYES 5 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Teitzel, and Patten 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 work session of January 9, 2023.
- C. Approve minutes of the regular session of January 9, 2023, as amended.
- D. ~~Shall the City Council approve a five year extension to an Oregon Public Works Emergency Response Cooperative Assistance Agreement and authorize the City Manager to sign on behalf of the City? (Moved to General Business)~~
- E. Shall the City Council adopt a Resolution amending Personnel Rules and Regulations Section 31, Travel Expense assigning 2023-002 as the title?

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 which will make the City attractive as a career and to encourage each employee to give their best.

Staff has been tasked with updating the current personnel rules and regulations to conform to applicable laws and modernization as most rules and regulations have not been updated since 1994. Staff has taken the previously established Section 31 and amended it to clarify previous unwritten guidance based on current City practices and minor grammatical errors.

There is no fiscal impact.

1. Adopt a Resolution amending Personnel Rules and Regulations Section 31, Travel Expense assigning 2023-002 as the title.*

Councilor Teitzel motioned to approve the amended Consent Agenda.

Councilor Vanier seconded the motion.

MOTION:

that the City Council approve the amended Consent Agenda.

VOTE:

AYES 5 NAYES 0

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

6. GENERAL BUSINESS

~~A. Shall the City Council appoint a person to City Council Position #3 for a term ending December 31, 2024?~~

B. Shall the City Council authorize an Intergovernmental Agreement with NeighborWorks Umpqua for a Community Development Block Grant for Single-Family Home Repair in Reedsport?

Home Repair Program Director Robert Whitsell of NeighborWorks Umpqua (NWU) state that NWU administers loan and grant programs that assist eligible, low- to moderate-income homeowners with repairs to their homes. We are currently serving homeowners in Coos County, and will soon be serving Douglas County as well. Both single family and manufactured homes (including those on leased land) may be eligible.

The Single-Family home repair program functions to help single-family homeowners get repairs they desperately need in our communities. NWU works with Business Oregon, Cities, and Counties to seek Community Development Block Grant (CDBG) funds to provide the repairs within Coos, Curry, and Douglas Counties. The Housing Rehabilitation CDBG allowed us to help homeowners get up to \$15,000 in repairs to their homes that they themselves cannot afford. NWU only assists homeowners that are at or below 80% of the Area Median Income limits as set by HUD at the time we do the work.

NWU intends to seek \$281,000.00 in funding for repairs to mostly Single-Family stick-built homes. A further \$100,000.00 will also be sought for Manufactured Homes only. The

management and administration funding for the projects will take the total of the grant up to \$500,000. NWU is again partnering directly with the City of Coos Bay as the lead to function this work and are hoping that the City of Reedsport and Coos County will be willing to sign the IGA and partner with NWU.

NWU currently has a list of 24 residences that are seeking repairs within the city of Reedsport.

Councilor Vanier motioned that the City Council authorize an Intergovernmental Agreement with NeighborWorks Umpqua for a Community Development Block Grant for Single-Family Home Repair in Reedsport and authorize the City Manager to sign on behalf of the City.

Councilor Patten seconded the motion.

MOTION:

that the City Council authorize an Intergovernmental Agreement with NeighborWorks Umpqua for a Community Development Block Grant for Single-Family Home Repair in Reedsport and authorize the City Manager to sign on behalf of the City. VOTE:

AYES 5 NAYES 0

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

- 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?

Public Works Director Kimberly Clardy stated that at the January 9, 2023 City Council Meeting the council authorized an Intergovernmental Agreement between the City of Reedsport and Douglas County for the Winchester Bay Waterline Project. Douglas County will reimburse the City of Reedsport for fees in connection with the attached task order.

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. The Dyer Partnership Engineers & Planners has issued task order #22 in the amount of \$262,700.

The City of Reedsport will act as a pass-through for payment to The Dyer Partnership Engineers & Planners with Douglas County reimbursing the City.

Councilor Teitzel motioned that the City Council approve task order #22 in the amount of \$262,700 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 and authorize the City Manager to sign on behalf of the City.

Councilor Murphy seconded the motion.

MOTION:

that the City Council approve task order #22 in the amount of \$262,700 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 and authorize the City Manager to sign on behalf of the City.

VOTE:

AYES 5 NAYES 0

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

- E. Shall the City Council approve a five year extension to an Oregon Public Works Emergency Response Cooperative Assistance Agreement and authorize the City Manager to sign on behalf of the City? (Moved from Consent Agenda)

Public Works Director Kimberly Clardy stated that The Oregon Public Works Emergency Response Cooperative Assistance Agreement is up for renewal. This agreement:

- Enables public works agencies to support each other during an emergency.
- Provides the mechanism for immediate response to the Requesting Agency then the Responding Agency determines it can provide the needed resources and expertise.
- Sets up the documentation needed to seek maximum reimbursement possible from federal agencies.

Public works agencies in Oregon may sign the agreement or cancel their participation as they wish. The Oregon Department of Transportation (ODOT) maintains the list of all

parties to the agreement and sends an updated list to all agencies whenever an agency is added to or removed from the list. Any agency may cancel its participation by giving written notice.

There is no fiscal impact unless the City of Reedsport requests assistance per the agreement.

Public Works Director Kimberly Clardy responded to Citizen Darlene Ash's question regarding any anticipated emergencies where the City would need to utilize the agreement by stating the agreement applied to tasks as simple as icing the roads for us during cold weather.

Mayor McCollum added that the RVFD has a similar agreement in place to aid Gardiner and Winchester Bay as needed.

Councilor Murphy motioned that the City Council approve a five year extension to an Oregon Public Works Emergency Response Cooperative Assistance Agreement and authorize the City Manager to sign on behalf of the City.*

Councilor Vanier seconded the motion.

MOTION:

that the City Council approve a five year extension to an Oregon Public Works Emergency Response Cooperative Assistance Agreement and authorize the City Manager to sign on behalf of the City.*

VOTE:

AYES 5 NAYES 0

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

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

1. UDC Director Diane Novak said that the Discovery Center is busy and expecting lots of school groups in the coming weeks.
2. Fire Chief Tom Anderson said that the Department has many new recruits and they have launched a new smoke alarm program. Mayor McCollum thank Chief Anderson for the weekly updates on the seismic renovation at Turner Station which is posted each week by Dep. City Recorder Courteney Davis.
3. Finance Director Michelle Fraley said that the Audit is ready for presentation to the Council at the next meeting and the new fiscal year budget process is about to begin.

4. Public Works Director Kimberly Clardy said that the Engineering for the new Forest Hills Pump Station is out for bid.
5. Attorney Stephen Miller said that the Legislature is currently in session and Mayor McCollum added that the League of Oregon Cities is hosting a legislative update each Friday at noon if anyone wishes to attend.
6. Councilor Teitzel said that the downtown flower baskets were ordered and on schedule for late April or early May. This is Old Towne Reedsport Merchant Associations 16th year fundraising and caring for the baskets in downtown.
7. City Manager Deanna Schafer said that she delivered testimony to the Legislature on HB 2813 which could potentially secure grant funding for watershed protection.
8. Dep. City Recorder Courteney Davis said that she was learning many things through the Facebook posts on Turner Station and anticipated continuing the progress updates on the renovations of Station 7 which are set to begin in March.

8. ADJOURN

Mayor McCollum adjourned the meeting at 9:00 P.M.

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder