

DRAFT
MINUTES OF THE REEDSPORT CITY COUNCIL REGULAR SESSION JANUARY 3, 2011
7:00 P.M. CITY HALL COUNCIL CHAMBERS.

PRESENT: Mayor, Keith Tymchuk
Councilors Ginger Anderson, Diane Essig, Mike Macho, Bill Otis,
Bill Walker, and Kathi Wall-Meyer
City Manager, Scott Somers
City Attorney, Steve Miller

OTHERS PRESENT: Melissa Anderson, Mark Bedard, Roberta Brazell, Leon Bridge,
Floyd Dollar, Robin Dollar, Mark Fandrey, Signe Grimstad, Vera
Koch, Lorelyn Laurence, Connie Leinum, Ed Leinum, Debbie
McKinney, Lori Newman, Diane Novak, Allen Teitzel, and Jessica
Terra

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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, Mayor and Council

City Attorney, Steve Miller administered the Oath of Office to newly elected Mayor Keith Tymchuk and Councilors Diane Essig, Mike Macho, and Kathi Wall-Meyer.

B. Auditors Report 2009/2010 Fiscal year

Signe Grimstad of Grimstad and Associates CPA announced that the City received a clean opinion of the June 2010 budget. She told the council that staff did a great job in monitoring expenditures and adopting a supplemental budget when needed. There were no over expenditures to report on. Grimstad explained that there was one comment made. It was due to a prior period adjustment which resulted from staff discovering an error in billing. Grimstad advised that the City needed to begin building their reserve funds. She concluded that overall the books were very clean.

4. APPROVAL OF THE AGENDA

Councilor Anderson motioned to approve the agenda as presented.

Councilor Essig seconded the motion.

MOTION:

that the City Council approve the Agenda as presented.

VOTE:

A vote was taken on the motion with the following results:

AYES 7 NAYES 0

(Mayor Tymchuk, Councilors Anderson, Essig, Macho, Otis, Walker, and Wall-Meyer voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

5. PUBLIC HEARINGS

6. 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 special meeting of November 15, 2010.

B. Approve minutes of the work session of December 6, 2010.

C. Approve minutes of the regular session of December 6, 2010.

D. Shall the City Council adopt a council meeting schedule for 2011?

At the October 18, 2010 Quarterly Budget meeting a draft meeting schedule was presented to the Budget Committee. Since the Budget Committee meeting, the staff has discussed a change in the budget procedures. Typically at the January Budget Committee meeting the Capital Improvement Plan is presented for review and approval by the committee.

In view of budgetary constraints each year, the amount of funding available for Capital Outlay Plan (CIP) is unknown until the proposed budget is drafted. Staff is proposing eliminate the January Budget meeting and move the CIP presentation and approval following the completion of the budget review with the Budget Committee. Three budget meeting dates in April are identified for the budget and capital improvement plan process.

***1. Adopt an amended 2011 Calendar.**

E. Motion to approve the Consent Calendar.

Councilor Anderson pointed out two errors in the minutes of the regular session of December 6, 2010. She said there were two separate votes, one of 6-1 and the other of 5-2, which indicated that the mayor declared the motions passed unanimously. The motion was not unanimous and staff agreed to correct this error.

MOTION:

that the City Council approve the Consent Calendar as amended.

VOTE:

A vote was taken on the motion with the following results:

AYES 7 NAYES 0

(Mayor Tymchuk, Councilors Anderson, Essig, Macho, Otis, Walker, and Wall-Meyer voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

7. GENERAL BUSINESS

- A. Whom shall the City Council elect to serve as President of the Council for the period January 3, 2011 to January 7, 2013?

Councilor Macho nominated Ginger Anderson to serve as President.

Councilor Essig seconded the nomination.

MOTION:

that the City Council elect Ginger Anderson to serve as President for the period of January 3, 2011 to January 7, 2013.

VOTE:

A vote was taken on the motion with the following results:

AYES 6 NAYES 0 ABSTAIN 1

(Mayor Tymchuk, Councilors Essig, Macho, Otis, Walker, and Wall-Meyer voted in favor of the motion.)

(Councilor Anderson abstained from voting.)

Mayor Tymchuk declared the motion passed.

- B. Whom shall the City Council elect to serve as Alternate President of the Council for a defined period of time?

Councilor Walker nominated Mike Macho to serve as Alternate President.

Councilor Macho nominated Diane Essig to serve as Alternate President.

Councilor Essig seconded the nomination to elect Mike Macho as Alternate President.

MOTION:

that the City Council elect Mike Macho to serve as Alternate President for the period of January 3, 2011 to January 7, 2013.

VOTE:

A vote was taken on the motion with the following results:

AYES 6 NAYES 0 ABSTAIN 1

(Mayor Tymchuk, Councilors Anderson, Essig, Otis, Walker, and Wall-Meyer voted in favor of the motion.)

(Councilor Macho abstained from voting.)

Mayor Tymchuk declared the motion passed.

- C. Shall the City Council disband the Chainsaw Carving Placement Committee and move the duty of finding locations to place the Carvings to the Parks and Beautification Committee?

Mark Bedard of 2150 Fir Avenue explained that the Chainsaw Carving Competition began 11 years ago by giving the City one carving each year as a token of appreciation. He explained that a placement committee was created to place the carvings each year, but a carving that was done two years ago, had yet to be placed. He was in favor of disbanding the current Chainsaw Carving Placement Committee and moving that responsibility to the Parks and Beautification Committee.

Councilor Essig agreed that the Parks and Beautification Committee had several members who were very active. She felt they would be well trusted to perform that task.

Councilor Walker motioned to disband the Chainsaw Carving Placement Committee and move its duties to the Parks and Beautification Committee.

Councilor Macho seconded the motion.

MOTION:

that the City Council disband the Chainsaw Carving Placement Committee and move the duty of finding locations to place the Carvings to the Parks and Beautification Committee.

VOTE:

A vote was taken on the motion with the following results:

AYES 7 NAYES 0

(Mayor Tymchuk, Councilors Anderson, Essig, Macho, Otis, Walker, and Wall-Meyer voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

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

On December 31st of each year, various positions on the Reedsport citizen participation boards, commissions, and committees expire. Mayor, Keith Tymchuk informed the council that there was one additional applicant. The applicant was Roberta Brazell for the Reedsport Branch Library Advisory Board. She applied for the vacancy on the board through December of 2014.

Councilor Anderson requested that staff verify whether or not Phil Quartararo was a resident of Reedsport. His application indicated his address was 928 Juniper Avenue, but showed that he received mail in Gardiner.

The requirements are that the applicant must be a resident of Reedsport. The council agreed to review this application again at the February 7, 2011 meeting in order to allow staff more time to research Quartararo's place of residence.

The following boards, commissions, and committees were appointed by the mayor:

Name	Board/Committee/Commission	Term Expires
Leon Bridge	Budget Committee	12-31-2013
Susan Martin	Parks and Beautification Committee	12-31-2013
Korrie Turner	Parks and Beautification Committee	12-31-2013
Joan Starke	Senior Citizen Center Advisory Board	12-31-2013
James Akre	Umpqua Experience Steering Committee	12-31-2013
Pauline Vierra	Umpqua Experience Steering Committee	12-31-2013

Cynthia Farber	Umpqua Experience Steering Committee	12-31-2012
Roberta Brazell	Reedsport Branch Library Advisory Board	12-31-2014

Councilor Macho motioned to ratify the mayor’s appointments to the City’s boards, commissions, and committees.

Councilor Essig seconded the motion.

MOTION:

that the City Council ratify the mayor’s appointments to the City’s boards, commissions, and committees.

VOTE:

A vote was taken on the motion with the following results:

AYES 7 NAYES 0

(Mayor Tymchuk, Councilors Anderson, Essig, Macho, Otis, Walker, and Wall-Meyer voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

E. Councilor Committee assignments by the Mayor. (Council Letter 011-005)

Mayor, Keith Tymchuk reassigned staff and council to their existing Council Committees. Councilors Otis and Wall-Meyer were not assigned to any committees.

Name	Committee
Diane Essig	City Parks and Beautification
Full City Council	Council Personnel Committees-City Manager, City Attorney, and Municipal Judge Evaluations
Diane Essig	City Tree Advisory Board
Keith Tymchuk	League of Oregon Cities, Legislative Committee
City Manager	Lower Umpqua Economic Development Forum
Keith Tymchuk, Bill Walker (Alt)	Oregon Coast Zone Management Association
Mike Macho	Traffic Safety Advisory Committee
Diane Essig, Ginger Anderson (Alt)	Umpqua Experience Steering Committee
City Manager	Umpqua Regional Housing Center Advisory Committee

- F. Shall the City Council adopt an ordinance amending Chapter 6.20 of the Municipal Code, which will allow the City Council to impose a fee for boat launches and assign 2011-1104 as the title?

The City of Reedsport owns, operates and maintains the public boating facilities in Reedsport, which includes two boat ramps and related facilities. Currently there is no charge to use either of the boat ramps or facilities. The funds used to maintain the facilities are received as follows: 60% from the State Marine Board Maintenance Assistance Program and 40% from the City's General Fund. The funds are used to maintain the docks, restrooms, parking lots, maintain the grass area, and pay for water, sewer and electricity for the restroom. By adopting the attached ordinance, the City Council will have the authority to impose a fee by resolution if it chooses.

It has been the City's goal to replace two docks each year and to keep them in good, safe condition. It cost approximately \$1,200 to buy the materials necessary to build each dock, not including staff time. Future anticipated costs include paving parking lots and boat ramps and adding lighting to the ramp(s) to make it/them safer to use after day light hours. While maintenance costs are expected to increase, funds from the State Marine Board Maintenance Program have decreased from \$6,500 to \$5,300 annually.

The State Marine Board allows the City to collect a \$2.00 user fee without a reduction in the City's maintenance assistance allocation. There is a 25% reduction in the maintenance assistance allocation for each \$1.00 charged in excess of a \$2.00 fee. Any fee charged over \$5.00 disqualifies the City from receiving maintenance assistance allocation funds.

City staff estimates boat lunch numbers to be around 8,550 annually. Most of the launches occur during a three and a half month period - mid July to end of October. On average, during this time, no less than 75 boat trailers are parked in boat ramp's adjacent parking lots each morning with additional trailers in the afternoon.

Most boating facilities offer an annual pass for frequent users. Annual passes are often ten times the cost of a single use fee. Such is the case at Salmon Harbor Marina, which charges \$5 a launch or \$50 for an annual pass. If the City were to offer annual passes, anticipated revenue may slightly decrease; however, most local users would likely prefer an annual pass.

Mark Bedard of 2150 Fir Avenue told the council that he understood the need for imposing a fee for boat launches. He requested that the council consider putting half of that money, \$1.00 of every \$2.00 charged, towards restoration and needed repairs of the docks and the boat launch itself.

Public Works Superintendent, Floyd Dollar said that the City generally replaces two docks each year, but last year the City could only afford to replace one. In addition, the parking needed to be repaved.

Somers advised that this was an ordinance amendment to impose a fee. The actual fee amount would be determined later if the council decided a fee should be implemented. Somers explained that the City Attorney provided a second draft ordinance for the council to consider. He said that

the alternate ordinance provided by the City Attorney would be for a Boat Launch Parking Tag, rather than a Boat Launch Tag. He included House Bill 3673 of the Oregon Legislature, which provides background into why the City Attorney has provided the alternate ordinance.

City Attorney, Steve Miller explained that if the council imposed a fee of \$15.00 or less for a “parking” fee, based on House Bill 3673, then the City would still maintain its immunity status if someone were to have an accident on the property.

Councilor Ginger Anderson asked Miller if this might lead people to believe that they only had to pay at the boat launch areas and that if they parked on the streets they would not have to pay.

Miller suggested a map to specify the areas that would require a parking tag. Miller explained that the council would not be able to require anyone who parked on private property to pay the fee.

Dollar said that there was a boat launch on the Siuslaw that charged a Boat Launch Parking Fee since they had a designated parking lot, but all the others that were contacted were just a Boat Launch Fee.

Macho agreed that a fee was appropriate, but didn’t like that it would be a parking fee because he felt people would avoid parking at the launch to get around the fee. He received information from a local business owner that people were in favor of this fee, as well as, an annual pass.

Somers suggested that signage might be necessary if a boat launch parking fee were implemented. He also advised that if the council were to set penalties, they would likely be inconsistent with the current parking code’s penalties.

The council agreed to delete the Penalties portion of the draft ordinance, as well as, modify the section that requested the “parking tags to be affixed to any boat trailer” to read that “tags need to be placed on the dash of the vehicle”.

Councilor Otis motioned to adopt an ordinance that would amend Chapter 6.20 of the Municipal Code, which will allow the City Council to impose a boat launch parking fee and assign 2011-1104 as the title.

Councilor Essig seconded the motion.

MOTION:

that the City Council adopt ordinance 2011-1104, amending Chapter 6.20 of the Municipal Code, which will allow the City Council to impose a boat launch parking fee.

VOTE:

A vote was taken on the motion with the following results:

AYES 7 NAYES 0

(Mayor Tymchuk, Councilors Anderson, Essig, Macho, Otis, Walker, and Wall-Meyer voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

G. Shall the City Council adopt a Resolution establishing fees and assign 2011-001 as the title?

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 first meeting of each following 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.

Mayor, Keith Tymchuk recommended that the fees for the Boat Launch Parking Tags be set at \$2.00/\$25.00, \$2.00 for a day pass or \$25.00 for an annual pass..

Councilors Otis and Macho recommended that the fees be set at \$2.00/\$20.00. The council agreed.

Mayor Tymchuk read the proposed fees and fee increases and the council reviewed each one.

Councilor Otis asked if the Bulk Water Fee would be charged to water trucks only.

Floyd Dollar responded that it would be charged to anyone that hooked up to the fire hydrant. Dollar also suggested that government agencies be exempt from the fee.

Councilor Walker questioned the new planning fees. Walker felt that it was not sensible to increase or add new fees that would further deter customers from building.

Somers explained that the Partition fees and the Subdivision fees were only being broken down into preliminary and final; the fees were not increasing. He explained that the Flood Plain permit was for applicants who wished to build structures within the flood plain because there were special requirements and criteria which needed to be met in this zone.

Planning Director, Melissa Anderson explained that the fees would recoup staff time and materials used for these processes. Further, she intended to start tracking the actual cost of time and materials for these processes. At that point, the council could determine whether these items would be paid for through the General Fund or whether citizens would be required to pay the costs.

Mayor Tymchuk suggested that the council approve the fee schedule without the Minor Variance fee increase and the proposed fee for the Planning Commission Interpretation and set the Boat

Launch Parking Fee at \$2.00 per day and \$20.00 for an annual pass. He asked staff to provide the council with more information on the Planning Department's fee increases and additions.

Councilor Macho motioned that the council approved the proposed fee schedule for 2011, except for the addition of the Planning Commission Interpretation fee and the increase of the Minor Variance fee, and set the Boat Launch Parking fee at \$2.00 per day and \$20.00 for an annual pass.

Councilor Essig seconded the motion.

MOTION:

that the City Council adopt Resolution 2011-001, establishing the 2011 City fee schedule as amended.

VOTE:

A vote was taken on the motion with the following results:

AYES 7 NAYES 0

(Mayor Tymchuk, Councilors Anderson, Essig, Macho, Otis, Walker, and Wall-Meyer voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

H. Shall the City Council authorize the City Manager to sign an agreement with Columbia Planning and Design for Phase I of the Waterfront and Downtown Plan?

In September of 2010, the City Council approved a \$10,000 matching grant from the DLCDC Coastal Management Program in order to fund Phase I of a Waterfront and Downtown Plan. Staff began this project by distributing a request for proposal (RFP) from qualified planning and design firms. The RFP was announced on November 15, 2010 with a deadline for submittal on December 9th. Three planning teams responded to the RFP, which included: Columbia Planning and Design, Cameron McCarthy Gilbert and Sheibe, and PARC Resources with Seder Architecture and Urban Design. A copy of the RFP and the three proposals from the planning firms are available for review at City Hall.

After receiving the proposals, staff assembled a citizen review committee on December 17th, to review the proposals in order to make a recommendation to the City Council. The review committee consisted of Leslie Mclain and Dixie Hash of the Urban Renewal Advisory Committee, Charmaine Vitek of the Port of Umpqua, Newly elected Councilmember Kathi Wallmeyer of the Old Town Merchants Association, Council member Ginger Anderson of the Main Street Host Committee, Planning Director Melissa Anderson and City Manager Scott Somers.

After calling up references and scoring each proposal based on the stated criteria, staff followed up with phone interviews with the two top candidate firms. The phone interviews concluded with the following recommendation to City Council:

- #1 Columbia Planning and Design as First Choice
- #2 Cameron McCarthy Gilbert and Sheibe as Second Choice
- #3 PARC Resources with Seder Architecture and Urban Design as Third Choice

The team of Columbia Planning and Design is recommended to council as the first choice to prepare Phase I of the Waterfront and Downtown Plan based on their strengths in the following areas: experience with similar projects, community participation and facilitation, team member qualifications, familiarity of the location, fee for services performed and references.

Councilor Otis asked why the City was still pursuing this project when there were infrastructure issues that needed to be dealt with, which also fell under the guide lines of the Urban Renewal District. He stated that the Urban Renewal money being spent on the Waterfront and Downtown plan could fund infrastructure projects rather than asking for the citizens of the community to pay for them. He concluded by saying that the money was being put into the wrong place; it needed to be put into infrastructure.

Councilor Anderson said that Phase I of the project would address many of the zoning issues that the City currently has with the downtown area. She explained that the difficulty with the downtown was that there were so many different uses, such as industrial, railroad, storage, vacant lots, etc.

Melissa Anderson responded that one of the primary outcomes of the project was to receive recommendations on zoning changes in the area, as well as, recommendations in implementing the code. The existing zoning is not appropriate for the direction that the community wants to see the downtown area go.

Somers explained that there were currently three different commercial districts, but only one commercial zone. He told the council that Phase I of this project would allow them to set the types of standards that they wanted to see for that downtown area, instead of requirements that were the same for the Highway 101 commercial areas.

Councilor Anderson moved to authorize the City manager to sign an agreement with Columbia Planning and Design for Phase I of the Waterfront and Downtown Plan.

Councilor Wall-Meyer seconded the motion.

MOTION:

that the City Council authorize the City manager to sign an agreement with Columbia Planning and Design for Phase I of the Waterfront and Downtown Plan.

VOTE:

A vote was taken on the motion with the following results:

AYES _____ 6 _____ NAYES _____ 1 _____

(Mayor Tymchuk, Councilors Anderson, Essig, Macho, Walker, and Wall-Meyer voted in favor of the motion.)

(Councilor Otis opposed the motion.)

Mayor Tymchuk declared the motion passed.

- I. Shall the City Council adopt an ordinance amending Section 5.20.130 of the Municipal Code, designating the north side of Laurel Ave. between Highway 101 and Highway 38 a no parking zone and assign 2011-1105 as the title?

The City of Reedsport has received written concerns and requests regarding the 800 and 900 blocks of Laurel Avenue asking the City to consider eliminating on-street parking on one or both sides of the street. Two letters are from residences of Laurel Avenue and one is from a business owner located at Highway 101 and Laurel Avenue.

Along this particular section of Laurel Avenue the street width is less than 28 feet and is located in a commercial zone. The Traffic Practices Handbook for Local Roads and Streets in Oregon recommends that: A local two-way street with a width of less than 26 feet should have parking prohibited on both sides. A width range of 27 to 31 feet should prohibited parking on one side. The Reedsport Transportation System Plan also recommends that streets of 28 feet or less restrict parking to one side.

Staff presented this information to the Traffic Safety Committee on December 9, 2010. The Traffic Safety Committee reviewed the letters of concern and the information presented. After discussion there was a motion made and approved to recommend that the Reedsport City Council consider eliminating parking on the north side of Laurel Avenue along the 800 and 900 blocks.

Connie Leinum, CB Cab of 942 Laurel Avenue expressed her concern that this parking limitation would go against her agreement with the City. It would eliminate a portion of the parking that goes with her business, CB Cab. She also told the council of instances where customers of the Harbor Light Restaurant have parked in front of her house so that she cannot leave. She said that there was enough room to park on both sides of the street and allow people to still drive through. She did not think that the City should spend money to make this change.

Leinum parked on both sides of the street; it depended on where there was an open parking space. She said this change would ruin her business and would eliminate her neighbors' parking because many of them do not have drive ways.

Somers said that the Traffic Safety Committee recommended leaving parking on the South side of the street since the majority of homes were on that side, but prohibiting parking on the North for the 800 and 900 blocks of Laurel Avenue.

Ed Leinum said it would be a mistake to limit parking to one side of the street. He said that if everyone parked on the South side of the street it would be difficult to see the stop sign, which would become dangerous.

Another citizen stated that the street should be a “no thorough fare” because it was her opinion that this stretch of street was a short cut for drivers that wanted to avoid the stop light at Highway 101 and Highway 38.

Mayor Keith Tymchuk asked Somers if the Traffic Safety Committee contacted each of the residents on Laurel Avenue.

Floyd Dollar told the Council that he contacted the owner of one house on the North side of Laurel Avenue that would be most affected. The owner, Gregory Haddix of 879 Laurel Avenue could not be present at the meeting, but was against the recommendation.

Councilor Otis pointed out that based on the traffic safety handbook, the street clearly met the mandates for parking on one side of the street only. The choice was the North side or the South side. Otis was open to hearing which side of the street the owners wanted, but felt that the council was held to making it one sided parking only.

Mayor Keith Tymchuk wanted to find a better solution between the citizens, traffic safety committee, and the complainants. Tymchuk asked staff to explore whether the street could be designated a “No Thru Traffic” zone and then limit the parking to one side to meet the State’s concerns. Tymchuk asked Dollar what a no thru street would entail.

Floyd Dollar responded that they could post signs or barriers could be placed at the end of the street, but there was not adequate room to turn around at the end of the street. The concern for getting emergency vehicles down the street also arose. Dollar added that the City has tried the four way stop sign and no thru trucks signage in the past.

The mayor suggested that the council table the issue and direct City staff to conduct additional research. The council agreed.

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

Somers told the council that they would receive their Elected and Appointed Official Orientation Manuals in the next few weeks.

He also told the council that the City had received two dividends in 2010 from the SAIF Corporation, the company that handles the City’s worker’s compensation insurance. One of the dividends was for \$10,446 received last March; the other was received in December in the

amount of \$14,544. He told the council that the City prepays this insurance because they receive a discount for doing so. The City will put this money towards paying next year's insurance.

9. EXECUTIVE SESSION

10. ADJOURN

The meeting was adjourned at 9:30.

Mayor Keith Tymchuk

ATTEST:

Deanna Schafer, City Recorder