

MINUTES OF THE REEDSPORT CITY COUNCIL REGULAR SESSION JANUARY 7, 2013
7:00 P.M. CITY HALL COUNCIL CHAMBERS.

PRESENT:

Mayor, Keith Tymchuk
Councilors Frank Barth, DeeDee Murphy, Linda McCollum, Kathi Wall-Meyer, Diane Essig, and Mike Macho
City Manager, Jonathan Wright
City Attorney, Steve Miller

OTHERS PRESENT:

Deanna Schafer, Diane Novak, Vera Koch, Larry Meyer, Bill Otis, Tracy Loomis, Jan Cockerham, Norman Floyd, Debbie McKinney, Mary Reigel, Lee Bridge, Lorelyn Lorance, Kent Abendroth, Doug Buck, Greg Olsen, Pat Friel, Tom Anderson, Harold Rose, Jerry Schneider, Gene Friel, Sarah Haase

CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. 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.

Mr. Larry Meyer of spoke on behalf of an organization that he is currently a member of called the Oath Keepers. He spoke on the importance of defending the Constitution of the United States. A brochure was distributed and extras left for the public.

2. PRESENTATIONS, PROCLAMATIONS, AWARDS

A. Oath of Office, Mayor and Council.

City Recorder Deanna Schafer administered the Oath of Office to new Council members Frank Barth Jr., DeeDee Murphy, Linda McCollum and the returning Mayor Keith Tymchuk.

B. Auditors Report 2011/2012 Fiscal year.

Ms. Signe Grimstead of Grimstead and Associates gave an auditor's report of fiscal year 2011/2012.

C. Enterprise Zone Renewal Report.

Ms. Tracy Loomis of CCD Business Development Corporation gave a report on what comprises an enterprise zone. She said that the enterprise zone on Coastal Douglas County (i.e Reedsport, Gardiner, and Winchester Bay) has expired and they are seeking approval of stakeholders on

whether to reapply for the zone or not. Council consensus was to support reapplication of the enterprise zone on Coastal D.C.

3. APPROVAL OF THE AGENDA

Councilor Kathi Wall-Meyer motioned to approve the agenda.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council approve the agenda.

VOTE:

AYES 7 NAYES 0

(Mayor Keith Tymchuk, Councilors Barth, Murphy, McCollum, Essig, Wall-Meyer and Macho voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

4. PUBLIC HEARINGS

None.

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 regular session of December 7, 2012.

Councilor Mike Macho motioned to approve the consent calendar.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council approve the consent calendar.

VOTE:

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

AYES _____ 7 _____ NAYES _____ 0 _____

(Mayor Keith Tymchuk, Councilors Barth, Murphy, McCollum, Essig, Wall-Meyer and Macho voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

6. GENERAL BUSINESS

- A. Whom shall the City Council elect to serve as President of the Council for the period January 8, 2013 to January 5, 2015 and whom shall the City Council elect to serve as Alternate President of the Council for a defined period of time?

Chapter IV, Section 17 of the 2006 City of Reedsport Charter specifies the following:

“President of the Council. At its first meeting after this Charter takes effect and thereafter at its first meeting of each odd-numbered year the Council, by ballot, shall elect a president from its membership. In the Mayor’s absence from a Council meeting, the president shall preside. Whenever the Mayor is unable to perform the functions of his office, the president shall act as Mayor, shall have all the powers of the Mayor, including the authority to co-sign all orders on the treasury with the City Recorder.”

Councilor Ginger Anderson was the immediate past President of the Council.

Chapter IV, Section 17 of the City of Reedsport Charter of 2006 also provides the following:

“Whenever the Council shall find a need to authorize a member of the Council to act as Mayor in the absence of the Mayor and the president of the Council, it may by motion authorize one additional member in addition to the Mayor and the president to act as Mayor, to have all the powers of the Mayor, including the authority to co-sign all orders on the treasury with the City Recorder, so long as the motion specifies a definite, fixed time period during which the authority is to continue.”

Councilor Mike Macho was the immediate past Alternate President of the Council.

Councilor Mike Macho was elected to serve as the President of the Council to serve from January 7, 2013 to January 5, 2015.

Councilor Diane Essig was elected to serve as the Alternate President of the Council from January 7, 2013 to January 5, 2015.

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

Councilor Diane Essig motioned to appoint the following members to City boards and committees and to ratify the Mayors appointments to the Reedsport Branch Library Advisory Board.

Budget Committee:

Gaylyn Bradley
Preston Richardson

Parks and Beautification Committee:

Donna Kenagy-incumbent
Gaylyn Bradley

Planning Commission:

Allen Teitzel-incumbent
Jim Thomas

Umpqua Experience Steering Committee:

Barb Mills-incumbent
Cynthia Farber-incumbent

Reedsport Branch Library Advisory Board

Susan Stevens-incumbent
Jacque Potter-incumbent

Councilor Linda McCollum seconded the motion.

MOTION:

that the City Council appoint members to City boards and committees and to ratify the Mayors appointments to the Reedsport Branch Library Advisory Board.

VOTE:

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

AYES 7 NAYES 0

(Mayor Keith Tymchuk, Councilors Barth, Murphy, McCollum, Essig, Wall-Meyer and Macho voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

C. Councilor committee assignments by the Mayor.

Annually, the Mayor makes assignments from the City Council membership to various Council Committees, Forums and Associations. The Mayor is asked to make new assignments for the 2013 calendar year. All assignments expire on December 31 of each year.

The following Council Committee assignments were made for 2013:

Council President

Mike Macho

Council Alternate President

Diane Essig

City Parks and Beautification Committee

Diane Essig

Council Personnel Committees:

City Manager Evaluation

Full City Council

City Attorney Evaluation

Full City Council

Municipal Judge Evaluation

Full City Council

City Prosecutor

Full City Council

League of Oregon Cities (LOC), Legislative Committee

Keith Tymchuk

Lower Umpqua Economic Development Forum

Staff: City Manager/City Planner
Council: Kathi Wall-Meyer

Council Audit Committee

DeeDee Murphy
Kathi Wall-Meyer

Oregon Coast Zone Management Association

Keith Tymchuk
Linda McCollum (alternate)

Traffic Safety Advisory Committee

Frank Barth

Umpqua Experience Steering Committee

[meets in the Umpqua Discovery Center]

Diane Essig

- D. Shall the City Council adopt a resolution approving a City of Reedsport Emergency Operation Plan?

Chief Mark Fandrey said that in 2008, the City received a grant from Oregon Emergency Management (OEM) to develop an Emergency Operations Plan (EOP). OEM contracted Ecology and Environment Inc. to develop the plan. This was a direct allocation grant paid by OEM directly to Ecology and Environment Inc.

Ecology and Environment Inc has been contracted by OEM to develop city and county Emergency Operations Plans throughout the State of Oregon. The development process is designed to produce a final version that is coordinated with our county and state emergency plans.

City staff began working with Ecology and Environment Inc in 2012 to develop the Reedsport's EOP. The development went through several stages including providing existing documents, pre-development meetings and draft reviews. The plan developed response and recovery procedures for natural disasters, including:

- Earthquake (including Tsunami)
- Flood
- Severe Weather (including Landslide)

- Hazardous Material spills
- Transportation Accident
- Major Fire
- Public Health – Related (Pandemic)
- Utility Failures

In addition to response and recovery procedures, the plan outlines other emergency processes including, but not limited to:

- the legal process and roles of city officials to implement a formal Disaster Declaration
- roles and responsibilities of all city officials and staff
- short and long term recovery strategies

All City departments participated in the development process; Lower Umpqua Hospital also participated in the draft review process. Ecology and Environment Inc produced their final document which was delivered to the Police Department in November.

There were no direct costs to the city; funding was provided by an OEM direct allocation grant. The City will be responsible for the continuous maintenance and revisions. Soft costs related to maintaining a current and up-to-date EOP will be limited to hours of labor and document printing.

Councilor Mike Macho motioned to approve the City of Reedsport Emergency Operations plan as published November 2012.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council approve the City of Reedsport Emergency Operations plan as published November 2012.

VOTE:

AYES 7 NAYES 0

(Mayor Keith Tymchuk, Councilors Barth, Murphy, McCollum, Essig, Wall-Meyer and Macho voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

- E. Shall the City Council approve the recommendation of the Traffic Safety Committee to install stop signs on Greenwood Ave. at 9th St. and 11th St?

City Manager Jonathan Wright said that the Traffic Safety Committee held a meeting on December 18, 2012 in order to respond to citizen concerns regarding the absence of traffic control devices on Greenwood Ave at the interactions of 9th Street and 11th Street. While there is no known crash history at either intersection, after discussing the issue and various options with attendees and committee members, it was agreed that traffic control devices were justified at the sites. The Committee cites traffic speed in the area as the primary concern and recommends the installation of stop signs. Stop signs would calm traffic at the intersections by forcing vehicles to observe cross traffic and pedestrians.

Per Section 5.04.030, “Powers of City Council,” the City Council may establish traffic controls which shall become effective upon installation. The Traffic Safety Committee voted unanimously to recommend, the City Council approve the installation of the stop signs.

Fiscal impact to the City to install the required four stop signs, thereby implementing the recommendation of the Traffic Safety Committee, is as follows:

1. 8 – 18” Street Signs.....	\$112
2. 4 – 12’ Sign Posts.....	\$104
3. 4 – 60 lb Bags of Concrete.....	\$19
4. 4 – X Cap 2” Flat Blades.....	\$31
5. 4 – X pc 90 Degree Flat Blade.....	\$29
6. 8 – Sign Brackets.....	\$20
7. 4 – 30” Stop Sign H.I.P.....	\$124
Total.....	\$439

Wright said that after inspection of one of the recommended stop sign sites it was determined that the road was a dead end.

After discussion it was determined that the intersection of 9th warranted a stop sign because of the proximity to Henderson Park but the consensus was that the intersection of 11th did not have enough traffic.

Councilor Mike Macho motioned to approve the installation of two stop signs on Greenwood Ave. at the intersection of 9th Street.

Councilor Kathi Wall-Meyer seconded the motion.

MOTION:

that the City Council approve the installation of stop signs on Greenwood Ave. at the intersection of 9th Street.

VOTE:

AYES 7 NAYES 0

(Mayor Keith Tymchuk, Councilors Barth, Murphy, McCollum, Essig, Wall-Meyer and Macho voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

- F. Shall the City Council adopt a Resolution to provide policy for suspension and reinstatement of wastewater rate increases and assign 2013-002 as the title?

Mayor Keith Tymchuk gave the background that at the December 6, 2010 City Council Meeting, the City Council adopted Resolution 2010-023 addressing the wastewater rate increases needed to meet debt repayment obligations, build and maintain operations, schedule capital replacements and build emergency reserves per recommendations of a Financial Capacity Analysis Report and Rate Study completed by Rural Community Assistance Corporation (RCAC). Studies such as this are valuable tools that help local governments predict revenues necessary to meet debt and operational obligations. While these studies are considered governing, they are only predictions and may not accurately reflect future financial circumstances; therefore, rates suggested by these studies should be evaluated periodically for relevancy.

Under Resolution 2010-023, wastewater rates are scheduled to increase on January 1, 2013 increasing flat rate user fees from \$80.25 to \$92.25 and the base rate for metered users from \$11-\$14 per month. However, the wastewater fund is currently meeting its budget requirements and, while an increase would benefit wastewater reserves, this action could be postponed temporarily. The City Council indicated, during the 2012/2013 budget preparation meetings last spring, their intent to suspend the upcoming allotted increases.

A decision to suspend or reinstate all or part of the current wastewater fee increases, set out in Resolution 2010-023, shall be based on periodic financial evaluation of the City’s wastewater fund to be conducted quarterly by the City’s Finance Director. Upon evaluation of said fund, the Finance Director shall, as needed, make findings, conclusions and recommendations which either allow the City Council to defer rate increases or obligate the City Council to reinstate all or part the fee increases, consistent with the rate schedule of Resolution 2010-023, in order for the City to meet its operational and debt obligations. A decision to suspend or reinstate wastewater rate increases shall be a City Council action effective upon passage by majority vote of the Council. The Council may opt to postpone the fee increases to a date certain.

The wastewater fund is currently meeting its budget requirements. Several components impact the City’s financial ability to meet future requirements. Revenue stream can either increase or decrease depending on flat rate users changing to metered users and sales of services to outside customers. In addition the cost of operations & maintenance increases yearly and capital replacement reserves may not be adequate to meet needs within the next 10 years. If rates are not increased in the future, projections indicate the fund will not be able to meet its obligations;

therefore, the policy proposed will allow the City Council the flexibility to temporarily defer fee increase until it is no longer economically feasible to postpone or until other circumstances warrant a longer term suspension.

Mayor Tymchuk said that the Department of Environmental Quality (DEQ) is working on legislation to allow new loans to have terms of 30 years compared to the current restriction of 20 years. He said that the City has been working closely with the agency to make this happen. There has been no guarantee that the City of Reedsport will be able to take advantage of this legislation, however the DEQ has indicated that they will look at options to extending the current loan for the City.

Councilor Mike Macho said that he would like to adopt the resolution to suspend the increase but with an evaluation in 90 days to see what the legislation looks like as proposed from the DEQ.

It was clarified that this resolution would only provide for the policy to suspend. Another motion would be needed to actually suspend an increase.

Councilor Mike Macho motioned to adopt a resolution providing policies for suspension and reinstatement of wastewater fees and assign 2013-002 as the title.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council adopt a resolution providing policies for suspension and increase of wastewater fees and assign 2013-002 as the title.

VOTE:

AYES 7 NAYES 0

(Mayor Keith Tymchuk, Councilors Barth, Murphy, McCollum, Essig, Wall-Meyer and Macho voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

G. Shall the City Council suspend all or part of the wastewater fee increases as set out by Resolution 2010-023?

Finance Director Vera Koch said that as a result of Resolution 2013-002 the City Council has the ability to suspend all or part of the current wastewater fee increases as set forth under Resolution 2010-023. Currently, wastewater rates are scheduled to increase on January 1, 2013 increasing flat rate user fees from \$80.25 to \$92.25 and the base rate for metered users from \$11-\$14 per month. During the budget preparation for the fiscal year budget 2012 / 2013 last spring, staff

received a recommendation from City Council to postpone the next flat rate increase until a later time.

Staff is seeking City Council direction for two issues. 1) Shall the City Council enact the proposed suspension of flat rate fee increases? 2) Shall the City Council suspend the rate increase for metered users?

Without suspension, the rate increases will reflect in the February mailing of wastewater bills.

The wastewater fund is currently meeting its budget obligations. No fee increases for either flat rate or metered users was factored into the 2012 /2013 budget. Therefore, given the procedures and authorizations set out in Resolution 2013-002, a temporary suspension of wastewater fee increases would not have a detrimental effect on the wastewater fund. If approved, the fund will continue to be monitored and future increases will be brought to the attention of the City Council as necessary.

Councilor Mike Macho motioned to suspend the January 1, 2013 wastewater fee increases set out in Resolution 2010-023 for both flat rate and metered users and to revisit this issue in 120 days.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council suspend the January 1, 2013 wastewater fee increases set out in Resolution 2010-023 for both flat rate and metered users and to revisit this issue in 120 days.

VOTE:

AYES 6 NAYES 1

(Mayor Keith Tymchuk, Councilors Barth, Murphy, McCollum, Essig, Wall-Meyer and Macho voted in favor of the motion.)(Councilor Wall-Meyer voted in opposition of the motion)

Mayor Tymchuk declared the motion passed.

Councilor Wall-Meyer said that she thought that the City should continue to encourage citizens to have meters installed and that she did not feel that the City should depend on what happens in the legislature but deal with the issues that are present now. She said that she believes that the reason that the audit came in so well is because of the current rate increase and that it is too soon to back off of the schedule. She stressed that the City needs to have money in reserves in case something happens down the road.

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

Mayor Keith Tymchuk welcomed all of the new Councilors. He pointed out that past Councilor Bill Otis was in attendance and he spoke highly of his commitment to the City of Reedsport.

There was some discussion on having photos of the Council completed. Council consensus is to use a local photographer and set up a time for a group photo and individual photos in the near future.

City Manager Jonathan Wright announced that Mr. Jeff Pearson, the Public Works Lead Worker has been chosen as an employee of the month for January.

He also said that there will be customer comment cards available in the City Hall lobby starting on January 8th. This will be an opportunity for the Citizens to comment on how staff is performing both good and bad.

8. EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL, JANUARY 7, 2013
CITY HALL COUNCIL CHAMBERS.

PRESENT: Mayor Keith Tymchuk, Councilors Frank Barth, DeeDee Murphy, Linda McCollum, Kathi Wall-Meyer, Diane Essig, and Mike Macho

City Manager Jonathan Wright

Attorney Steve Miller

OTHERS PRESENT: Deanna Schafer, Vera Koch, Jerry Schneider, Jessica Lloyd-Rogers (Coastlake News) Sarah Haase (Umpqua Post)

- a. Pursuant to ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regards to current litigation or likely to be filed.
- b. Pursuant to ORS 192.660(2)(h) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

9. ADJOURN

Mayor Keith Tymchuk

ATTEST:

Deanna Schafer, City Recorder