

MINUTES OF THE REEDSPORT CITY COUNCIL REGULAR SESSION JUNE 2, 2014 7:15 P.M. CITY HALL COUNCIL CHAMBERS

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

OTHERS PRESENT: Vera Koch, Deanna Schafer, Diane Novak, Chief Duane Wisehart, Allen Teitzel, Ed O'Carroll, Lee Bridge

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.

2. PRESENTATIONS, PROCLAMATIONS, AWARDS

Mr. Allen Teitzel asked the City Council for a letter of support to apply for a grant to get the Farmer's Market off of the ground. Council approved letter to be drafted.

3. APPROVAL OF THE AGENDA

Councilor Frank Barth 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, Essig, Turner, Wall-Meyer and McCollum, voted in favor of the motion.)

Mayor Tymchuk declared the motion passed unanimously.

4. PUBLIC HEARINGS

A. Public Hearing to adopt municipal operating budget for Fiscal year 2014 / 2015.

Shall the City Council adopt Resolution 2014-012 adopting the 2014/ 2015 budget for the City of Reedsport, and approving the permanent tax levy rate of \$6.1882 per \$1,000 of assessed value for the fiscal year 2014 / 2015?

Mayor Keith Tymchuk opened the public hearing at 7:18pm.

Finance Director Vera Koch said that at the regular Budget Committee meeting of April 22, 2014, the Reedsport City Budget Committee approved a budget totaling \$13,773,830 for Fiscal Year 2014 / 2015. The Budget Committee approved the permanent levy rate of \$6.1882 per \$1,000 of assessed valuation.

A summary of the approved budget and a notice of the public hearing to consider the budget were published in the Umpqua Post, the City's newspaper of record on May 21, 2014.

State statute requires that a budget be adopted before June 30th of each year. Additional meetings can be scheduled if the Council wishes to consider any additional information.

The permanent tax levy of \$6.1882 per \$1,000 of assessed valuation is authorized to be taxed on properties within the City of Reedsport.

There were no speakers in favor or against passing the budget.

Mayor Keith Tymchuk closed the public hearing at 7:28pm.

Councilor Kathy Wall-Meyer motioned to adopt a Resolution adopting the Fiscal Year 2014 / 2015 Operating Budget and the Capital Improvement Plan and assign Resolution 2014-012 as the title.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council adopt a Resolution adopting the Fiscal Year 2014 / 2015 Operating Budget and the Capital Improvement Plan and assign Resolution 2014-012 as the title.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

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 May 5, 2014.
- B. Approve minutes of the regular session of May 5, 2014.
- C. Shall the City Council adopt a resolution appointing a Municipal Judge Pro Tempore?

A resolution appointing Judge Cindy Cable as a Municipal Judge Pro Tempore was attached.

- D. Motion to approve the Consent Calendar.

Councilor Frank Barth motioned to approve the Consent Calendar.

Councilor Linda McCollum seconded the motion.

MOTION:

that the City Council approve the Consent Calendar.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

6. GENERAL BUSINESS

- A. Shall the City Council adopt an Ordinance amending the Reedsport Municipal Code, General Regulations to render it unlawful for any person to smoke or light cigars, cigarettes, tobacco, or other smoking material within Barrone, Centennial, Champion, Henderson and Lions Parks, or upon the sidewalk surrounding, or upon any public or private lands (improved or otherwise) within 10 (ten) feet of the property line of said parks and assign 2014-1134 as the title.

City Manager Jonathan Wright said that in response to concerns over both public health and litter/trash issues in the public parks, Staff drafted an Ordinance adding sub-section 6.20.115 of the Reedsport Municipal Code, "Smoking in designated parks prohibited". This Ordinance makes it unlawful for any person to smoke or light cigars, cigarettes or any type of smoking material within 10 feet of the property line of any designated parks in the City of Reedsport; Barrone, Centennial, Champion, Henderson, and Lions Parks.

Duane Wisheart said that Municipal Code violations are regulated and enforced by the Reedsport Police Department based upon a call for service from a citizen or personal observation by an officer. He said that this Ordinance was drafted after other communities that already enforce no smoking in the public parks.

Fines issued for the violations of this Ordinance will have a negligible effect on the City's budget.

Several Councilors stated that they were in agreement with prohibiting the smoking but they would like to amend the Ordinance removing the reference to private property.

Mayor Tymchuk said that he has a very hard time telling someone what they can do on their own property. He said they are doing nothing illegal. The only place where this would come into play is in Champion Park where one side abuts private property. This is the largest and least utilized public park.

Councilor Kathy Wall-Meyer motioned to adopt an ordinance as amended adding the Reedsport Municipal Code sub-section 6.20.115 and assigning 2014-1134 as the title.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council adopt an ordinance as amended adding the Reedsport Municipal Code sub-section 6.20.115 and assigning 2014-1134 as the title.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

- B. Shall the City Council grant a car club, relief from the two (2) hour parking restriction on Highway 38 in the City's Downtown area during Chainsaw Carving Festival to allow for an on street car show?

City Manager Jonathan Wright said that the Chainsaw Carving Festival is a Chamber of Commerce sponsored event, held at Rainbow Plaza in the City's Waterfront/Downtown area. During the Chainsaw Carving Festival, other activities occur in that area such as the Corvette car show and Art Walk. This year, a car club would also like to participate but public parking around the event area is extremely limited and needs to remain open for the general public; therefore, the Chainsaw Carving Committee would like to request Council permission to allow the allow the vehicles to park on Hwy 38 in the existing parallel parking spots.

Section 5.20.120.E. of the Reedsport Municipal Code restricts parking on Hwy 38 to two (2) hours in the downtown. The club is expected to take up only one block but for most of the day on Saturday, June 14, 2014.

While there is no economic impact to the City, the event benefits local businesses.

Councilor Kathy Wall-Meyer motioned to approve a temporary parking exemption.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council approve a temporary parking exemption.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

- C. Shall the City Council award a Fiscal Year 2014 / 2015 Contract for Property, Casualty, Automobile and Worker's Compensation insurance for the City?

The City annually awards a property, casualty, and automobile insurance policy contract to an insurance company. The current policy, with City Council Insurance Services, expires on June 30th. Each year, the City Insurance Agent of Record, Fullhart Insurance, obtains bids for the City of Reedsport's commercial insurance needs for the following year. In the Agent of Record's search of insurance companies only one insurance company was available. The commercial policy is now including earthquake insurance for \$10,000,000 of coverage. A proposal was received as follows:

City County Insurance Services (CIS) \$ 123,347

At the regular Council meeting of March 5, 2001, the Council adopted Resolution 2001-009 (attached) establishing bonding procedures. Fullhart Insurance has included the bond under crime coverage in the City of Reedsport's commercial package policy. This bid includes the "Treasurer" position. The City Manager's job description requires a separate bonding policy be purchased for the City Manager. One proposal was received for this policy.

Old Republic \$300.00

Ms. McKinney will be present to answer questions regarding the bid process and final determination.

The City also annually awards a mandated underlying flood insurance policy for the Umpqua Discovery Center. The National Flood Services Company currently provides this insurance. Each year, Fullhart Insurance obtains the renewal for this insurance. The flood insurance policy annual policy provides coverage of \$500,000 on the building and \$500,000 on contents with a \$1,000 deductible for each of the coverages.

National Flood Services \$1,901

The City also annually awards a Business Travel Accident Insurance policy contract with an insurance company. The current policy, with Health Special Risk (HSR), Inc., expires on June 30th. Each year, Fullhart Insurance obtains bids for the City of Reedsport Business Travel Accident Insurance for the following year. At least one insurance company was solicited. One bid proposal was received which is summarized as follows:

Health Special Risk, Inc.

\$ 1,000

The City annually awards a Worker's Compensation Insurance policy contract to an insurance company. The current policy, with SAIF Corporation, expires on June 30th. Each year, the City Insurance Agent of Record, Fullhart Insurance, obtains bids for the City of Reedsport employee's Worker's Compensation Insurance for the following year. One insurance company was solicited to quote for the upcoming year due to the claims history in the last few years. The following quote was received:

SAIF Corporation

\$ 39,733

Decision #1;

Councilor Diane Essig motioned to award a Fiscal Year 2014 / 015 contract for the Commercial Package Policy to the City County Insurance Services in the amount of not to exceed **\$123,347** and authorize the Mayor, to sign on behalf of the City.

Councilor Kathy Wall-Meyer seconded the motion.

MOTION:

that the City Council award a Fiscal Year 2014 / 015 contract for the Commercial Package Policy to the City County Insurance Services in the amount of not to exceed **\$123,347** and authorize the Mayor, to sign on behalf of the City.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

Decision #2;

Councilor Kathy Wall-Meyer motioned to award a Fiscal Year 2014 / 015 contract for City Manager bonding policy to Old Republic in the amount of **\$300** and authorize the Mayor, to sign on behalf of the City.

Councilor DeeDee Murphy seconded the motion.

MOTION:

that the City Council award a Fiscal Year 2014 / 015 contract for City Manager bonding policy to Old Republic in the amount of **\$300** and authorize the Mayor, to sign on behalf of the City.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

Decision #3;

1. Award a Fiscal Year 2014 / 015 contract for Business Travel Accident insurance to Health Special Risk, Inc. in the amount of **\$1,000** and authorize the Mayor, to sign on behalf of the City.

Council consensus was to drop this coverage as recommended by agent of record Debbie McKinney.

Decision #4;

Councilor Diane Essig motioned to award a Fiscal Year 2014 / 015 contract for flood insurance for the Umpqua Discovery to National Flood Services in the amount of **\$1,901** and authorize the Mayor, to sign on behalf of the City.

Councilor Debby Turner seconded the motion.

MOTION:

that the City Council award a Fiscal Year 2014 / 015 contract for flood insurance for the Umpqua Discovery to National Flood Services in the amount of **\$1,901** and authorize the Mayor, to sign on behalf of the City.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

Decision #5;

Councilor Linda McCollum motioned to award a Fiscal Year 2014 / 015 contract for Worker's Compensation Insurance to SAIF in the amount of **\$39,733** and authorize the Mayor, to sign on behalf of the City.

Councilor DeeDee Murphy seconded the motion.

MOTION:

that the City Council award a Fiscal Year 2014 / 015 contract for Worker's Compensation Insurance to SAIF in the amount of **\$39,733** and authorize the Mayor, to sign on behalf of the City.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

- D. Shall the City Council approve an amendment to the lease for the Sr. Center to Compass USA for the purposes of preparing and serving meals for seniors and authorize the City Manager to sign the contract amendment?

City Manager Jonathan Wright said that each year the City of Reedsport and Compass USA dba Bateman Food Services enter into a contractual agreement for use of the Senior Center kitchen and dining area to prepare meals for Senior Citizens by amendment to the original contract. This is a shared lease with the Douglas County Health & Social Services Department. Staff is proposing the rate remain at \$300.00 per month for the fiscal year 2014/2015.

It should be noted that this is half of the amount received for the kitchen lease. Douglas County also pays a portion of the rent. In May the City Council approved a lease with Douglas County in the amount of \$326.00 a month. This has included a cost adjustment the last two years.

The current lease agreement was negotiated by the City Attorney in August of 2010. There are no proposed changes to the lease.

General Fund revenue in the amount of \$3,600.

Councilor Kathy Wall-Meyer motioned to approve an amendment to the lease for the Senior Center to Compass USA for the purpose of preparing and serving meals for seniors and the Meals-on-Wheels program and authorize.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council approve the Consent Calendar.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

- E. Shall the City Council enter into a new Dispatch Services contract with the Lower Umpqua Hospital and authorize the City Manager to sign the contract?

City Manager Jonathan Wright said that declining tax revenue in the City's general fund has necessitated reevaluation of existing City contracts. The City's contract with the Hospital currently generates around \$44,000 annually in revenue. The current contract offers no explanation or methodology for how this number was determined or if it is representative of the current level of service being provided. In evaluating the existing contract, staff gathered statistics relative to call volumes from the City's Records Management System (RMS). This data shows that in 2013, ambulance calls made up 33% of the total calls dispatched from the Reedsport dispatch center. Staff then calculated the total cost to run the City's dispatch center to determine the Hospital's share. The result of this analysis is that the expense of dispatching for the Hospital is around \$61,000 annually.

To ensure that this cost is competitive with other dispatch services and equitable to the Hospital, Staff audited other agencies (with similar arrangements). This was challenging as most entities dispatch police, fire and medical together making the costs difficult to breakdown and, given the time involved, Staff did not try; however, Staff was able to identify two entities with ambulance dispatch contracts. Florence Police Department dispatches for Western Lane Ambulance Service and Douglas County dispatches for Medcom. Both entities charges are significantly higher for their service than Reedsport but with proportionately higher call volumes.

Staff has drafted the new dispatch service contract to reflect the Hospital's proportionate share of the dispatch expenses. The Hospital has agreed to the new contract.

The new contract would increase revenues in the Police budget by approximately \$17,000 annually.

Councilor Kathy Wall-Meyer motioned to accept a new Dispatch Services contract with the Lower Umpqua Hospital and authorize the City Manager to sign the document.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council accept a new Dispatch Services contract with the Lower Umpqua Hospital and authorize the City Manager to sign the document.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

- F. Shall the City Council allow the long term use of an automated telephone system on non emergency lines?

City Manager Jonathan Wright said that at the February 2014 City Council work session, Staff was authorized to temporarily switch the City's telephone system on nonemergency lines over to an automated system. Staff is now requesting authorization to implement the system permanently.

During the trial period, phone calls into the front counter have dropped while productivity has increased significantly, thereby allowing Jessica Terra to be pulled off the counter three days a week to attend to her duties as Planning Assistant. For convenience, a department and employee directory was added to the system so that the public can access departments and employees directly. While Staff recognizes that the community perception of these systems is generally negative, Staff is not aware of any serious complaints from the public during the last three months

Switching to an automated system will allow the City to eliminate the need for direct lines saving the City approximately \$250 annually.

Councilor Kathy Wall-Meyer motioned to authorize the permanent implementation of an automated telephone system on nonemergency lines.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council authorize the permanent implementation of an automated telephone system on nonemergency lines.

VOTE:

AYES 7 NAYES 0

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

Mayor Tymchuk declared the motion passed unanimously.

G. Wastewater Rate periodic evaluation update.

Finance Director Vera Koch said that the purpose of this discussion is to examine the Wastewater Funds and the need for a rate increase on a periodic review as requested at the January 2013 Council meeting.

The table below gives a four year history of water and wastewater revenue for City of Reedsport accounts.

Fiscal Year	Reedsport Wastewater	Reedsport Water
2010-2011	\$1,362,347	\$646,253
2011-2012	\$1,677,319 (rate increase)	\$621,587
2012-2013	\$1,753,106	\$617,613
2013-2014	\$1,730,00 (projected)	\$607,540 (projected)

Due to conservative efforts by City Staff, the expenditures remain under budget and therefore maintain a healthy beginning fund balance. The wastewater Capital fund continues to build, although much slower than anticipated in the RCAC rate study. Bottom Line is that at this time, while the City is meeting its financial obligations, the rate revenue is declining. At the current rate of revenue decline and if the refinancing package is not utilized, an increase in the rates will need to be addressed before fiscal year 2015-2016.

7. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

1. Gibbons Complaint

Mr. Gibbons is asking the City to revoke an encroachment permit that was issued many years ago. He said that the use is no longer needed; the problem is that a fence has been erected around a yard and that is in the permitted area.

2. Employee of the Month

City Finance Director Vera Koch was given the distinction of employee of the months due to her involvement in the Gardiner Sanitation District contract negotiations.

8. ADJOURN

Mayor Keith Tymchuk

ATTEST:

Deanna Schafer, City Recorder