

MINUTES OF THE REEDSPORT CITY COUNCIL REGULAR SESSION JULY, 2014 7:00 P.M.
CITY HALL COUNCIL CHAMBERS

PRESENT: Council President Frank Barth
Councilors 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, Tara Szalewski, Dennis Swartz, Gail Adamson, Eric Samuelson, Deborah Yates. Chief Duane Wisehart, Allen Teitzel, Ed O'Carroll, Lee Bridge, Steve Lindsley (Umpqua Post)

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. Bill Gibbons came in to discuss a neighboring encroachment permit to undeveloped property that he owns. He said that he would like to sell the parcel across the unimproved roadway but with the encroachment on the other side he would not be able to get title insurance.

City Manager Jonathan Wright said that the encroachment should not affect the parcel he owns and there may be a misunderstanding. He asked that Mr. Gibbons provide him with the contact at the title company and he would clear up any confusion.

Mr. Eric Samuelson came to ask permission to put a fence on the back portion of his property he recently purchased. The area encompasses a utility easement and all of the rest of the block is fenced. He said that he had applied for the variance over a month before and had not heard anything.

City Manager Jonathan Wright said that with an agreement to remove the fence in case the City needs to access the utilities it could be allowed.

Mr. Dennis Swartz came to express his displeasure with the City of Reedsport Police Department and vowed to bring 10 people a month in to discuss inappropriate actions. He also commented on the Police Department uniform patch that is black and white but displays an American flag.

2. PRESENTATIONS, PROCLAMATIONS, AWARDS

3. APPROVAL OF THE AGENDA

Councilor Diane Essig motioned to approve the Agenda.

Councilor Debby Turner seconded the motion.

MOTION:

that the City Council approve the Agenda.

VOTE:

AYES 6 NAYES 0

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

Council President Frank Barth declared the motion passed unanimously.

4. PUBLIC HEARINGS

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 special session of April 24, 2014.
- B. Approve minutes of the work session of June 2, 2014.
- C. Approve minutes of the regular session of June 2, 2014.
- D. Approve minutes of the special session of June 18, 2014.
- E. Shall the City Council enter into an agreement with the Oregon Department of Land Conservation and Development (DLCD) to accept a grant for planning services?

Every year the DLCD Coastal Management Program provides the City of Reedsport a grant to fund planning services. This year, the DLCD Program Manager is pleased to offer the City of Reedsport a grant in the amount of \$4,500 to assist in the City's planning needs. This grant award will supplement the budget and enable the City to provide planning services in a timely manner. This grant is anticipated in the annual budget.

The City has anticipated receiving this planning grant for fiscal year 2014-2015 and included \$4,500 of revenue in the planning budget. The cost of accepting the grant will be in-kind staff time equal to the amount of the grant.

Consent

- *1. Approve the grant award of \$4,500 and authorize the City Manager to sign the grant agreement with DLCD in order to fund planning services.

- F. Shall the City Council make a recommendation to the Oregon Liquor Control Commission to allow the Reedsport Natural Food Store to add additional privileges to their current liquor license?

On November 5, 2012 the City Council made a recommendation for approval of a limited liquor license for Gregory Viert and Patsy Sichley doing business as The Natural Food Store. This license allows Off-Premise Sale of alcohol.

The City has been presented with a new application, asking for additional privileges of selling Limited On-Premises Sales. This would allow for them to serve beer and wine in addition to food on premise. The City has the right to review the application and submit a recommendation to the Oregon Liquor Control Commission (OLCC).

City Manager Jonathan Wright has reviewed the application.

There is no fiscal impact of issuing a license to sell alcohol at this location beyond the normal application and renewal fees.

Consent

- *1. Grant additional privileges to the current liquor license at The Natural Food Store on Winchester Ave., Reedsport.

- G. Shall the City Council make a recommendation to the Oregon Liquor Control Commission to allow Mindpower Gallery a limited license to sell alcohol both on and off premise?

A new liquor license has been applied for by Tamera and Tara Szalewski owners of Mind Power Gallery located on Fir Ave., in downtown Reedsport. A limited license will allow the sale of beer and wine both on premise and off premise.

The applicant has been granted a temporary 90 day permit to sell alcohol by OLCC pending approval of the formal application. A \$100 fee was submitted to the City to cover the costs of the application review. The City has the right to review the application and submit a recommendation to the Oregon Liquor Control Commission (OLCC).

City Manager Jonathan Wright has reviewed the application.

There is no fiscal impact of issuing a license to sell alcohol at this location beyond the normal application and renewal fees.

Consent

- *1. Grant a liquor license to Tamera and Tara Szalewski owners of Mind Power Gallery located on Fir Ave., in downtown Reedsport.

- H. Shall the City Council authorize the issuance of 1-year blanket purchase orders for various purchases during Fiscal Year 2014/15?

For a number of years, the City has issued blanket purchase orders for items such as tires and accessories, road maintenance materials, jail supplies, chemicals for treatment plants, etc.

based on the fact that most of the purchases are less than the amount that requires a formal bid.

Issuing blanket purchase orders reduces the amount of time needed for preparing and approving individual purchase orders greater than \$1,000. Payments of a \$1,000 or greater made through a contract do not need a purchase order.

There is a longstanding policy to attempt to purchase locally where possible. Purchasing locally has realized considerable reduction in the number of delays in obtaining materials as well as additional transportation costs and several of the business's invoice the City on a monthly basis.

The City staff has reviewed purchases that are suited for issuing a blanket purchase order for more efficient operations. Listed below are the supplier's that should become part of the blanket purchase order practice:

Purchase Order Amount Not to Exceed:

1. Airgas (Chemicals @ Water Plant & Wastewater Plant	\$35,000
2. Consolidated Supply Co. (Utility Pipe & Fittings)	\$20,000
3. Ferguson Enterprises (Utility Pipe & Fittings)	\$25,000
4. HD Fowler (Utility Pipe & Fittings)	\$20,000
5. Linde Gases (Water Treatment Plant)	\$30,000
6. NorthStar (Chemicals)	\$15,000
7. Umpqua Research Co. (Water & Wastewater Testing)	\$20,000

Consent

*1. Authorize issuance of 1-year blanket purchase orders for: Airgas, Consolidated Supply, Ferguson Enterprises, HD Fowler, Linde Gases, Umpqua Research, and North Star during Fiscal Year 2014-15.

I. Motion to approve the Consent Calendar.

Councilor motioned to approve the Consent Calendar.

Councilor Linda McCollum seconded the motion.

MOTION:

that the City Council approve the Consent Calendar.

VOTE:

AYES 6 NAYES 0

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

Council President Frank Barth declared the motion passed unanimously.

6. GENERAL BUSINESS

- A. Shall the City Council adopt a Resolution amending the City of Reedsport Personnel Rules and Regulations 45. City Vehicles?

City Manager Jonathan Wright explained that this amendment adds language to the City's Personnel Rules regarding the duties and responsibilities of a City employee when conducting City business in a City owned or private owned vehicle. This also allows the City to utilize the automated reporting system available through the Department of Motor Vehicles. This program is being recommended by the City liability insurance carrier, CIS. At start up the City will receive driving records of all employees for the last three years and then any time there is a new entry on a driving record the City will be automatically notified.

There is no financial impact other than the \$35 charge to set up an account with the Department of Motor Vehicles and approximately \$3.50 per driving record.

Councilor DeeDee Murphey motioned to approve the Consent Calendar adopt Resolution No. 2014-015 thereby amending the City's Personnel Rules.

Councilor Debbie Turner seconded the motion.

MOTION:

that the City Council adopt Resolution No. 2014-015 thereby amending the City's Personnel Rules.

VOTE:

AYES 6 NAYES 0

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

Council President Frank Barth declared the motion passed unanimously.

- B. Shall the City Council review an ordinance 2013-1128 adopted to extend the suspension of utilities system development charges (SDCs), not to include SDCs assessed as part of a public project?

City Manager Jonathan Wright said that on December 5, 2011, the City Council adopted Ordinance No. 2011-1111 suspending SDCs for one year (i.e., January-December). The City Council has since extended the suspension consecutively each; however, during the last reauthorization the Council directed staff to add a six month evaluation provision. This provision allows the City Council the option to terminate the suspension, thereby reinstating SDC's, or allow the suspension to continue until the end of the year where an additional extension can be considered.

To continue with the suspension until the end of the calendar year, no action is required by the Council.

The 2014-2015 fiscal budget anticipated no new SDCs due to the suspension. Therefore, if Council extends the suspension, no loss of anticipated revenue from SDCs would occur.

As per discussion in Work Session, the Council consensus was to take no action, thereby allowing the suspension to stay in place through the end of the calendar year.

C. Shall the City Council adopt a recommendation to League of Oregon Cities (LOC) of the top four legislative priorities for 2015?

City Manager said that as discussed in the Work Session each City in Oregon is being asked to review the recommendations of the policy committees and provide input to the LOC Board of Directors. After review of the twenty two proposals and discussion, it is requested that the enclosed ballot be returned indicating the top four issues that you would like to see the League focus on in the 2015 session. These recommendations will be considered in determining the League's 2015 legislative agenda.

With prior discussion in Work Session Council consensus is to make the following four items the Cities recommendations as priorities for the 2015 legislative agenda.

Community Development:

Support capitalization of the industrial site readiness loan program at \$10 million and the industrial site readiness assessment program at \$200,000.

Prioritize grants providing assistance for natural disaster planning and updating comprehensive plans to address likely natural disasters in a community, and increase the grant funds available to cities through the DLCD's general grant funds to \$2 million.

General Government:

Enhance mental health services.

Transportation:

Pass a comprehensive transportation funding and policy package.

Councilor Diane Essig motioned to make recommendations to the LOC Board of Directors identifying the top four issues the Reedsport City Council have identified as priorities for the 2015 legislative agenda.

Councilor Kathy Wall-Meyer seconded the motion.

MOTION:

that the City Council make recommendations to the LOC Board of Directors identifying the top four issues the Reedsport City Council have identified as priorities for the 2015 legislative agenda.

VOTE:

AYES 6 NAYES 0

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

Council President Frank Barth declared the motion passed unanimously.

- D. Shall the City Council adopt a Resolution amending the contract with the Gardiner Sanitary District?

City Manager Jonathan Wright said that the City of Reedsport and the Gardiner Sanitary (GSD) recently agreed to a new 10 year contract for service. Part of this agreement required GSD to conduct a rate study within a set period of time; however, the Board was recently recalled by the voters of their district thereby restricting the District's ability to meet its obligation to the City. He said that the Douglas County Commissioners will appoint three new members to the board in July and those three will appoint two more members at large.

In order for GSD to not inadvertently breach the existing contract, Section 3.4 must be modified to read as follows (additions have been **bolded** and deletions have been ~~struck~~):

~~*"Within three months of Parties' execution of this Agreement,*~~ ***Prior to the City billing the District's customers, the District,*** ~~*at its sole expense shall obtain a wastewater rate study from a firm specializing in municipal rate studies. Said study shall address, at a minimum, all the District's financial obligations imposed on it under this Agreement and recommend a rate structure for the District sufficient to meet those obligations.*~~ ***Until such time as the rate study has been completed, the Parties agree to continue billing the district as provided in the 1991 Agreement"***

Whether the District is paying via their rates, as provided by a rate study, or whether they are paying via the 1991 Agreement, the revenues should be consistent with the City's budgeted income.

Councilor Diane Essig motioned to adopt Resolution No. 2014-016 thereby amending the City's agreement with GSD.

Councilor DeeDee Murphey seconded the motion.

MOTION:

that the City Council adopt Resolution No. 2014-016 thereby amending the City's agreement with GSD.

VOTE:

AYES 6 NAYES 0

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

Council President Frank Barth declared the motion passed unanimously.

7. MISCELLANEOUS ITEMS

Councilor Diane Essig gave an update on the upcoming Christmas in July event planned for the Saturday 12th of July. The teams will meet at the Catholic Church for breakfast at 7:30pm.

Kathi Wall-Meyer gave an update on the Farmer's Market that is held every Friday on 5th Street.

City Manager Jonathan Wright announced that a Citywide Town Hall meeting will be held to cover the topic of the Levee. It will be July 24th, 2014 between 7:00pm and 9:00pm at the Reedsport Community Center.

He said that camping is now available at Rainbow Plaza and that the City is actively recruiting for a camp host.

He also announced that the Employee of the Month is City Recorder Deanna Schafer. This was an outside nomination.

8. EXECUTIVE SESSION

Pursuant to ORS 192.660(2)(a) – To consider the employment of a public officer, employee, staff member or individual agent.

9. ADJOURN

Council President, Frank Barth

ATTEST:

Deanna Schafer, City Recorder