

MINUTES OF THE REEDSPORT CITY COUNCIL REGULAR SESSION OCTOBER 5, 2015 7:15 P.M. CITY HALL COUNCIL CHAMBERS

PRESENT: Mayor Linda McCollum
Councilors Rich Patten, Frank Barth, Diane Essig, Leslee Collier, DeeDee Murphy and Debby Turner
City Manager, Jonathan Wright
City Attorney, Steve Miller

OTHERS PRESENT: Vera Koch, Deanna Schafer, John Stokes, Chief Duane Wisehart, Ruthanne Skinner, Michelle Bellah, Darin Billings, Levi Belleh, Daniel Urias, Dan Schaeffer, Diane Schaeffer, Kathy Clemens, Lee Bridge, Sue Martino, Donna Train, Alayna Dupont, Richard Davison, Mary Davison, Matt Ruwaldt, Cathy Perry, Dave Perry, Brook Walton, Sue Cousineau, Stan Washington, Allen Teitzel, Kathi Wall-Meyer, Debbie McKinney and Deborah Yates

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.

Ruthanne Skinner announced the Library Renovation Open house that will be on Friday, October 19th from 4:00pm to 6:00pm.

Mr. Richard Davison, Crestview Dr. spoke in favor of the School property sale to McKenzie River Trust.

Sue Martino said that if the City decided to sell the Schofield property that there should be restrictions on the sale that it can't be sold again.

Michelle Bellah spoke on behalf of Green Otter Dreamery. She presented a hand out for Council. She is concerned with the fiscal impact to the Oregon Medical Marijuana Dispensaries because of the temporary moratorium on sale of recreational Marijuana that the City Council passed at the September 14th meeting.

Mr. Allen Teitzel spoke against the temporary moratorium on the sale of recreational Marijuana at OMMD.

Ms. Alayna Dupont, McKenzie River Trust said that she hears that the community cares about the Schofield property and she would like to clear up any misconceptions of

McKenzie River Trust (MRT). She asked to refer people to her so that they can have a conversation.

Ms. Deborah Yates spoke in opposition to the sale of the property to MRT. She asked the Council to put it up for a public sale if it is to be sold. Let private owners have the chance to purchase it.

Diane Schaeffer spoke in opposition to the sale of the property, wants to know why the Council can't make a decision.

Mr. Matt Ruwaldt of the Partnership for the Umpqua River spoke in favor of the sale of the Schofield property and the proposed project on it. He said that he is the one that originally proposed the project to the City several years ago. He said that he did not expect this much interest in a low-impact project such as this.

Ms. Donna Train and Ms. Kathi Wall-Meyer spoke in opposition of the sale of the Schofield property.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

Ms. Brooke Walton gave an overview of the Port of Coos Bay facilities plan for expansion.

4. APPROVAL OF THE AGENDA

The agenda was amended to remove the Consent Calendar items.

Councilor Rich Patten motioned to approve the Agenda as amended.

Councilor Leslie Collier seconded the motion.

MOTION:

that the City Council approve the Agenda as amended.

VOTE:

AYES 7 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Patten, Collier, Murphy and Turner voted in favor of the motion.)

Mayor Linda McCollum declared the motion passed unanimously.

5. PUBLIC HEARINGS

A. Supplemental Budget Public Hearing

- A. Shall the City Council adopt Resolution 2015-021 authorizing Supplemental Budget and Budget Revision for Fiscal Year 2015 / 2016?

Mayor Linda McCollum opened the public hearing at 7:55pm.

Kathi Wall-Meyer said that she wanted to commend City Manager Jonathan Wright for the time and effort he has spent going after the HUD NDR grant.

Finance Director Vera Koch said that a Resolution has been drafted which provides for unforeseen changes in the form of a Supplemental Budget and budget revisions for fiscal year budget of 2015 / 2016. The Storm Drain Capital Improvement Fund is being increased over 10% so a public hearing is required.

ORS 294.456 allows for adjustment to approved budgets, with any change which is over 10% or \$5,000, whichever is greater, requiring Council approval, and then the changed funds of the budget must be republished as amended and a public hearing held at a Council meeting.

A notice of the public hearing to consider the supplemental budget was published in the Umpqua Post, the City's newspaper of record on September 30, 2015.

The following information is provided regarding the recommended adjustments. These adjustments were not known at the time of adopting the FY 2015 / 2016 budget. None of the recommended adjustments increase the property tax levy.

This budget adjustment affects pages 61, 62, 109, 133, 209, 229, and 237 the current Adopted Budget for Fiscal Year 2015 / 016.

The following changes do not involve an increase or decrease of funds, only a reallocation of the funds by either category or redistributed within a category.

Intra Fund Changes

Library Renovation Fund 018

The library renovation project is nearly completed, however, at the beginning of the new fiscal year, a small portion of the landscape project remained open until all conditions are satisfied at which time a capital payment will be made to the vendor. The line item adjustment will allow the payment to be made in the correct category. The materials and service category will be reduced by the same amount of \$1,210.

Net change to Fund 018 is zero.

General Capital Improvement Fund 025

It was anticipated at budget adoption that all of the Lions Park fence donation funds would be expended. However, at year end a balance of \$385 remained but was not included in the budget line items. This intra fund transfer moves \$385 from Building Improvements to Lions fence project line item which is being increased by \$385. Net Change to Fund 025 is zero.

Water Capital Improvement Fund 029

The Future Water Improvement line amount of \$686,015 included the \$300,000 designated for the Highland's/Gardens waterline replacement project. The \$300,000 needs to be reassigned to its appropriate line item and reduced from the future water improvement line item. The Water System Improvement line will be set at \$300,000 and Future Water Line Improvements reduced by \$300,000. Net change to Fund 029 is zero.

The following budget changes involve additional funds or a transfer between funds.

Budget Change Explanations

General Fund Change explanations:

The Reedsport Winchester Bay Chamber of Commerce Dune Fest committee has made several donations to various City departments:

- Reedsport Police Department \$1,000
- Reedsport Animal Shelter \$1,000
- Park Maintenance \$500

General Fund beginning fund balance is greater than anticipated and will be increased by \$5,500.

- Public Services budget unit: The \$500 donation has been earmarked for benches and picnic tables in the City parks. In addition, the Public Service department is being reimbursed \$850 from the Lower Umpqua Hospital Lions Park playground equipment grant for items the City purchased for equipment installation. General Fund revenue is proposed for an increase of \$1,350 and Park Maintenance increase also for \$1,350.
- Police Department budget unit: Police grants line item will be increased by \$1,000 to allow expenditure of the donation.
- Animal Shelter budget unit: Building Improvements in the Capital Outlay category will be increased by \$1,000 from the Chamber donation.

The Animal Shelter budget Building Improvements will also be increased \$5,500 from unspent donations from the previous year. Beginning Fund Balance will be increased to offset the increase for Animal Shelter improvements.

General Fund Revenue will be increased by \$8,850.

Storm Drain Capital Fund Change explanation:

- The beginning fund balance is greater than budgeted as some projected expenditures did not occur by the end of June so the beginning fund balance will be increased by \$50,000. The additional funds will increase the Capital Outlay item of Storm drain / levee improvements by \$50,000.
- It is been determined that the funds set aside for storm water infrastructure in the Urban Renewal District will be needed to help fund engineering projects relating to the downtown storm drain analysis and the levee certification. A transfer from the Urban Renewal District General Fund budget will increase line item Storm drain / levee improvements by \$250,000.
- FEMA is providing the City with approximately \$240,000 in grant funds to help with engineering expenditures relating to the levee and the downtown storm drain analysis. A new line item will be added to the budget for \$240,000 for FEMA levee/storm Improvements.

The Storm Drain Capital Fund will be increased by \$540,000,

LINE ITEM CHANGES

GENERAL FUND (#001)

Revenue;

Beginning Fund Balance (001-000-411100) page 61 is increased from \$848,000 to \$853,500.

Animal Control Donations (001-000-415810) page 62 is increased from \$5,000 to \$6,000.

Misc. Donation Funds (001-000-415850) page 62 is increased from \$500 to \$1,850.

Misc. Police Grants (001-000-423540) page 62 is increased from \$8,000 to \$9,000.

Net increase to General Fund revenue is \$8,850.

Expenditures;

Police departmental unit (200)

Materials & Services;

Misc. Grant Expenses (001-200-615610) page 109 is increased from \$8,000 to \$9,000.

Net increase to Police is \$1,000.

Animal Shelter departmental unit (240)

Capital Outlay;

Misc. Grant Expenses (001-200-615610) page 109 is increased from \$6,000 to \$12,500.

Net increase to Animal Shelter is \$6,500.

Public Services Department Unit (410)

Materials & Services;

Park Maintenance (001-410-614640) page 133 is increased from \$5,000 to \$6,350.

Net change to Public Services is an increase of \$1,350.

Net increase to General Fund expenditures is \$8,850.

The General Fund budget is increased by \$8,850 for a total of \$2,795,580.

Library Renovation Fund (018)

Expenditures;

Materials & Services;

Other costs (018-518-614900) page 209 is decreased from \$3,500 to \$2,290.

Capital Outlay;

Building Improvements (018-518-712500) page 209 is increased from \$0 to \$1,210.

Net change to the Library Renovation Fund is zero.

General Capital Improvement Fund (025)

Expenditures;

Capital Improvement;

Building Improvement (025-525-712500) page 229 is decreased from \$146,410 to \$146,025.

Lions Park Fence (025-525-744350) page 229 is increased from \$0 to \$385.

Net change to the General Capital Improvement fund is zero.

Storm Water Capital Fund (027)

Revenue;

Beginning Fund Balance (027-000-411100) page 237 is increased from \$90,000 to \$140,000.

Urban Renewal Transfer (027-000-451230) page 237 is created for \$250,000.

FEMA Grant Funds (027-000-453500) page 237 is created for \$240,000.

Net Increase to Storm Water Revenue is \$540,000.

Expenditures;

Capital Outlay;

Stormwater/Levee Improvement (027-527-746780) page 237 is increased from \$153,300 to \$453,300.

FEMA Storm/Levee Improvements (027-527-746790) page 237 is created for \$240,000.

Net change to Storm Water Capital expenditures is an increase of \$540,000.

The Storm Water Capital Fund budget is increased by \$540,000.

The total budget is increased by \$548,850.

The amended budget total for 2015/2016 is \$14,296,610.

It is recommended that the City Council approve a Resolution adopting a Supplemental Budget and Budget Revisions for Fiscal Year 2015 / 016; and that Resolution 2015-0xx be assigned as the title.

The total budget will be increased by \$548,850 with no increase or decrease in property tax. The increase in revenue is from outside sources in the form of donations, grants and a transfer from the Reedsport Urban Renewal District.

There were no speakers for or in opposition of the supplemental budget revision.

Mayor Linda McCollum closed the public portion of the hearing at 8:05pm.

Councilor Rich Patten motioned to adopt a Resolution adopting a Supplemental Budget and Budget Revisions for Fiscal Year 2015 / 016; and assign Resolution 2015-021 as the title.

Councilor Leslie Collier seconded the motion.

MOTION:

that the City Council adopt a Resolution adopting a Supplemental Budget and Budget Revisions for Fiscal Year 2015 / 016; and assign Resolution 2015-021 as the title.

VOTE:

AYES 7 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Patten, Collier, Murphy and Turner voted in favor of the motion.)

Mayor Linda McCollum declared the motion passed unanimously.

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 work session of September 14, 2015.~~

~~B. Approve minutes of the regular session of September 14, 2015.~~

~~C. Motion to approve the Consent Calendar.~~

7. GENERAL BUSINESS

A. Shall the City Council approve a contract for a School Resource Officer?

City Manager Jonathan Wright said that there has been an ongoing endeavor to put a School Resource Officer (SRO) back into the Reedsport schools for the last 5 years. Many circumstances have kept the project on hold, not the least of which has been a downturned economy. The On-going hiring and training of police officers and a commitment from other local entities for funding has given the City the opportunity to satisfy the goal of having a full-time SRO again. The SRO program has been proven to increase the safety of students, faculty, administrators and visitors within program schools, create an orderly and secure atmosphere for students that is conducive to learning, enhance the delivery of law enforcement related education to students, promote a greater understanding between students and law enforcement, reduce juvenile crime in schools and surrounding communities through education, prevention and investigative efforts, foster cooperation and positive relations with students and parents, and create an atmosphere of mutual trust and understanding between students and law enforcement.

This agreement provides for sharing the costs of placing a certified Police Officer in the schools. The costs sharing of the SRO salary as outlined in the IGA is broken down as follows:

Reedsport School District:	25%
Port of Umpqua:	25%
Lower Umpqua Hospital:	50%

The financial impact to the City will be nominal, consisting primarily of providing uniforms, equipment, and a vehicle for the officer. It is anticipated that any costs for the City related to the SRO position will be absorbed within the current allocated budget.

Councilor Diane Essig motioned to approve the Intergovernmental Agreement between the City of Reedsport, the Reedsport School District, the Lower Umpqua Hospital, and the Port of Umpqua and authorize the City Manager to sign on behalf of the City.

Councilor Debbie Turner seconded the motion.

MOTION:

that the City Council approve the Intergovernmental Agreement between the City of Reedsport, the Reedsport School District, the Lower Umpqua Hospital, and the Port of Umpqua and authorize the City Manager to sign on behalf of the City.

VOTE:

AYES 7 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Patten, Collier, Murphy and Turner voted in favor of the motion.)

Mayor Linda McCollum declared the motion passed unanimously.

B. Shall the City Council approve the purchase of new sewer camera software?

Public Works Director John Stokes said that as a result of the 2015/16 budget approved by City Council on June 1, 2015, funds were identified to purchase a new sewer camera system. However, after much research and multiple vendor interviews, it was discovered that the life of the existing equipment could be appreciably extended with the purchase of new operating software and a new laptop computer.

The new software will allow City crews to better record and map existing sewer and storm drain line conditions which is needed for updating our GIS records, maintenance planning and US Army Corps of Engineers levee inspection information. The reporting features and data will be able to be accessed by not only City crews, but also administrative staff for use, and may be emailed to agencies as requested. Currently, the existing equipment being used is not able to accommodate these needs and is beginning to have operational issues which need to be remedied.

If approved by the City Council, staff will issue a purchase order to "Cues" for the software and will then purchase a new laptop separately via City contract resources.

Purchase of the software and laptop will not occur without first obtaining City Council approval. Funding specific to the project will be allocated from Wastewater Capital Improvement funds that have been approved in the current fiscal year budget. It is recommended that the Council approve the software order from "Cues" in the amount of

\$11,610, per the attached quote, and also approve the purchase of a new laptop in the not to exceed amount of \$1,710 which will accommodate the new software.

Councilor DeeDee Murphy motioned to approve the funding amounts for purchasing the software and laptop.

Councilor Leslie Collier seconded the motion.

MOTION:

that the City Council approve the funding amounts for purchasing the software and laptop.

VOTE:

AYES 7 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Patten, Collier, Murphy and Turner voted in favor of the motion.)

Mayor Linda McCollum declared the motion passed unanimously.

C. Shall the City Council approve the quote from Laskey/Clifton to perform asphalt repair and resurfacing and repair on Elm Avenue?

Public Works Director John Stokes said that as a result of the recently completed sewer line replacement, there are trenches that have been backfilled with gravel, and Elm Avenue from 2nd street to Crestview is in need of repair and resurfacing.

Being the last part of the summer 2015 sewer line replacement project, City staff solicited bids from three contractors (Johnson Rock, Knife River and Laskey/Clifton) to perform the necessary repair and paving on Elm Avenue. Of the three, Johnson Rock and Knife River opted not to submit bids; however, Laskey/Clifton submitted a responsive bid for the work. Of the three listed options, it is recommended that third scheme be accepted as the entire street is not required to be overlaid. In order to further reduce costs, the City has committed to assisting the contractor with traffic control, site preparation and ancillary work. With regard to time frame, it is important that we complete the Elm Avenue project and that we take advantage of the available good weather. Therefore, it is recommended that the work be completed as soon as possible.

If approved by the City Council, staff will issue authorization to Laskey/Clifton, schedule a preconstruction meeting, and then proceed with the work.

A Notice to Proceed will not be issued to the contractor without first obtaining City Council approval. Funding specific to the project will be allocated from the remaining Elm Avenue sewer replacement funds that are being provided from Douglas County. It is recommended that the Council approve the contract and funding not to exceed \$15,000, as there may be unforeseen issues along Elm Avenue that will not be realized until after construction has started. If items are discovered, there may be one or more change orders required to address any unforeseen scope. Rather than return to City Council for change order approvals, this increased amount will authorize staff to negotiate and process.

Councilor Rich Patten motioned to approve the Laskey/Clifton bid for asphalt repair and resurfacing work for Elm Avenue.

Councilor Leslie Collier seconded the motion.

MOTION:

that the City Council approve the Laskey/Clifton bid for asphalt repair and resurfacing work for Elm Avenue.

VOTE:

AYES 7 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Patten, Collier, Murphy and Turner voted in favor of the motion.)

Mayor Linda McCollum declared the motion passed unanimously.

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

Mayor McCollum asked that staff draft a letter of appreciation for all of the donations from Reedsport/Winchester Bay Chamber of Commerce Dune Fest Charity Auction.

9. ADJOURN

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder