

MINUTES OF THE REEDSPORT CITY COUNCIL MARCH 6, 2017 7:00 P.M. CITY HALL CONFERENCE ROOM

PRESENT:

Mayor Linda McCollum

Councilors DeeDee Murphy, Leslee Collier, Frank Barth, Diane Essig and Rich Patten, Student Councilor Claire Havener (Councilor Debby Turner was absent)

City Manager, Jonathan Wright

City Attorney, Steve Miller

OTHERS PRESENT:

Jessica Terra, John Stokes, Deanna Schafer, Debbie McKinney, Deb Yates, Fran Baumgartner, Marsha Purrington, Donna Kirby, Darlene Ash, Jerry Schneider, Kirk Collier, Novella Ratliff, Judy Cummings, Brad Cummings, Marilyn Barcus, Susan Martin, Joe Coyne, Victoria Lavallee, Quintin Dascher

1. CALL TO ORDER

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.*

Several homeowners from Holly Knolls trailer park came to talk to the Council about complaints they have at the park about the management, the conditions and a rent increase they do not agree with.

Mayor Linda McCollum thanked them for bringing the complaints to the Council attention (second appearance) and assured them that the City Manager Jonathan Wright has been in contact with the park management and that the Council currently has no control over the rental increase due to Oregon law. The City will continue to work with the park management/owners to try to remedy some of the problems and will monitor the rate increase laws.

Debby Yates gave an update on the Saint Patrick 's Day Pub Crawl to benefit the Main Street program projects.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

None.

4. APPROVAL OF THE AGENDA

Staff asked the Council to amend the agenda to add two new items to the agenda. Item H. MXU purchase and Item I. Gardiner Leachate transfer.

Councilor Diane Essig motioned to approve the Agenda as amended.

Councilor Frank Barth seconded the motion.

MOTION:

that the City Council approve the Agenda as amended.

VOTE:

AYES 6 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Murphy, Patten and Collier voted in favor of the motion. Student Councilor Claire Havener cast an advisory vote in favor.)

5. PUBLIC HEARINGS

None.

6. CONSENT AGENDA

*Routine items of business that require a vote but are not expected to require a discussion by the Council are placed on the Consent Calendar and voted upon as one time. 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 February 6, 2017.
- B. Approve minutes of the regular session of February 6, 2017.
- C. Approve minutes of the special session of February 14, 2017.
- D. Motion to approve the Consent Calendar.

Councilor Diane Essig motioned to approve the Consent Agenda.

Councilor DeeDee Murphy seconded the motion.

MOTION:

that the City Council approve the Consent Agenda.

VOTE:

AYES 6 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Murphy, Patten and Collier voted in favor of the motion. Student Councilor Claire Havener cast an advisory vote in favor.)

7. GENERAL BUSINESS

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

City Manager Jonathan Wright said that on December 31<sup>st</sup> of each year, various positions on the Reedsport citizen participation boards, commissions and committees expire. Occasionally there are positions that remain vacant.

The City received an application from Mr. Kirk Collier who is interested in the vacant Planning Commission Position #3. This position was vacated in January so the term will run until December 31, 2020.

Councilor Frank Barth motioned to appoint Kirk Collier to fill a vacant position on the City of Reedsport Planning Commission.

Councilor Rich Patten seconded the motion.

MOTION:

that the City Council appoint Kirk Collier to fill a vacant position on the City of Reedsport Planning Commission.

VOTE:

AYES 5 NAYES 0 ABSTATIN 1

(Mayor Linda McCollum, Councilors Barth, Essig, Murphy, and Patten voted in favor of the motion. Councilor Leslee Collier abstained from voting. Student Councilor Claire Havener cast an advisory vote in favor.)

B. Shall the City Council enter into an agreement with the Oregon Department of Land Conservation and Development (DLCD) to accept a technical assistance

grant for reimbursement of staff time involved in the Tsunami Hazard Overlay Zone project?

Interim Finance Director Jessica Terra said that in July 2016, the Reedsport City Council entered into a Memorandum of Understanding (MOU) with the Department of Land Conservation and Development (DLCD) in order to begin work on two resiliency projects. One is identified as the Beat the Wave (BTW) modeling project and the other project will be to identify a Tsunami Hazard Overlay Zone (THOZ). The end result of these projects will be to provide the community with new tools and information in evacuation planning, as well as, the overlay zone will provide staff with tools to guide future development and planning within the hazard areas, all in an effort to improve safety and reduce the loss of life and structure within the community.

The projects will begin in the summer of 2017 and are due to wrap up by the end of June 2018. Both projects will require significant staff time in coordinating with various agencies, the public, and project stakeholders. Staff will be responsible for providing necessary data and documents, as needed by DLCD and the Department of Geology and Mineral Industries (DOGAMI). Staff will coordinate meetings, send mailings, make copies, hold public hearings and open houses, etc.

In an effort to recoup some of the cost of staff's time spent on these projects, DLCD is offering a \$5,000 technical assistance grant to reimburse for staff's time. Staff will include the City Manager, Planning Director, and Planning Secretary, at times. In order to receive the grant staff must maintain an itemized list of their time spent on the project and report semi-annually to DLCD. The agency will then reimburse up to \$2,500 per reporting period, not to exceed \$5,000.

As the City no longer receives the annual planning grant from DLCD, which was \$4,500 that reimbursed for a portion of the Planning Staff's time throughout the fiscal year, this grant would help to fill that void and provide more financial support to the planning department.

In accordance with the grant agreement, the City of Reedsport would receive \$2,500 in January 2018 in order to reimburse for staff time spent on this project. The remaining \$2,500 would be paid out in June 2018. So, there would be no impact to the 2016/2017 FY Budget, but these revenues would be used to support the Planning Department's personnel costs in the 2017/2018 FY.

The City is not responsible for any match on this project; however, staff will need to monitor, track, and report time spent on the project.

Councilor DeeDee Murphy motioned to approve the grant award of \$5,000 and authorize the City Manager to sign the technical assistance grant agreement with DLCD.

Councilor Rich Patten seconded the motion.

MOTION:

that the City Council approve the grant award of \$5,000 and authorize the City Manager to sign the technical assistance grant agreement with DLCD.

VOTE:

AYES 6 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Murphy, Patten and Collier voted in favor of the motion. Student Councilor Claire Havener cast an advisory vote in favor.)

- C. Shall the City Council adopt Resolution 2017-005 to amend the City's budget in order accept \$8,838.72 donation from Lower Umpqua Hospital Foundation in order to build a Frisbee Golf Course?

City Manager Jonathan Wright said that in 2016 the City of Reedsport, in partnership with the Lower Umpqua Hospital Foundation, secured a grant to upgrade the playground equipment at the Lions Park. Funds were left over from this project and the LUH Foundation Board would like to donate this money to the City and designate the money be expended on the purchase of frisbee golf course equipment and infrastructure. The equipment will be purchased in the summer of 2017 and is expected to be installed in Bicentennial Park. The installation will occur with the volunteer efforts of the Westminster Presbyterian Church of Salem, the same group that helped with the Lions Park playground equipment installation. Public Works crews will assist and provide oversight of the project.

The frisbee golf course provides a new recreation activity for youth, locals and tourists to utilize.

The City of Reedsport will need to make a budget adjustment of \$8,838.72 to the revenue line item 025-000-421370, in order to accept a donation from the Lower Umpqua Hospital. The adopted FY 2016/17 budget did not anticipate this revenue source, so this will be a new line item added to the budget. In order to expend the money, an expenditure line item will also be created and budgeted with \$8,838.72 for the purchase of frisbee golf equipment to be installed at Bicentennial Park this summer. This expense line item is 025-525-744330.

Councilor DeeDee Murphy motioned to adopt Resolution 2017-005 to amend the City's budget in order to accept \$8,838.72 donation from Lower Umpqua Hospital for the purpose of creating a Frisbee Golf Course.

Councilor Leslie Collier seconded the motion.

MOTION:

that the City Council adopt Resolution 2017-005 to amend the City's budget in order to accept \$8,838.72 donation from Lower Umpqua Hospital for the purpose of creating a Frisbee Golf Course.

VOTE:

AYES 6 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Murphy, Patten and Collier voted in favor of the motion. Student Councilor Claire Havener cast an advisory vote in favor.)

- D. Shall the City Council authorize a future building expansion of the Project Blessing Food Pantry and amend the leased area identified in the lease agreement between the City of Reedsport and the Lower Umpqua Ministerial Association (LUMA)?

Interim Finance Director Jessica Terra said that the Project Blessing Food Pantry (herein referred to as Pantry) is seeking Council approval to expand the Food Pantry building, formerly the Scout Hall at Lions Park. The Pantry has undergone many changes since relocating to the Scout Hall in 2013, such as acquiring computer software for tracking food and patrons, office equipment, shelving, refrigerators, freezers, a box truck for picking up food, which allows for more food to come into the Pantry, etc. The pantry uses the Open Distribution method, which is different than most food pantries. This method allows clients to come when they need and take what they need. In order to best meet their goal of eliminating hunger in Coastal Douglas County, the Pantry is in need of more space for their operations. The proposed expansion is approximately 1,218 sq. ft. in addition to the existing 532 sq. ft. The expansion will provide for a larger reception area, more room to "shop" the pantry items and add a parking garage for the Pantry's box truck to be parked and protected from the elements. As well, this expansion will provide a storage and prep area that is out of sight of the Pantry's clientele.

Per the existing lease agreement, dated February 13, 2013, this expansion requires that the lessee provide a written request with a drawing to the lessor for any alterations. The Pantry's plan is to break this project into phases beginning with the foundation. Grants have already been secured for this work. Phase 2, the actual construction of the building will occur in 2-3 years, after funding has been secured for it. The lease agreement also requires engineered plans from the lessor, if deemed necessary by the

Lessor. Staff recommends that this be a condition of approval and the determination shall be made by the City's contracted Building Official.

Furthermore, the leased area identified in the current lease agreement is outlined as the existing Scout Building. This expansion will amend the description of the leased area as follows (underlined means an addition, strikethrough means a deletion):

*The building located at 150 South 20<sup>th</sup> Street, Reedsport, known as the "Scout Building" herein called the, "premises". The premises includes any expansions to the building footprint, all the area located within the existing building and its expansions, ways of access and surrounding area necessary to keep the exterior in good repair. The premises also shall include right to the Lions Park bathroom facilities, as needed.*

No other modifications to the lease agreement are proposed.

The Food Pantry is responsible for the costs associated with the proposed expansion; therefore, there is no fiscal impact to the City of Reedsport. The Food Pantry has secured grant money for Phase 1 and is seeking funding for Phase 2 to occur in the next 2-3 years.

Councilor Frank Barth motioned to authorize a future building expansion of the Project Blessing Food Pantry and amend the leased area identified in the lease agreement between the City of Reedsport and the Lower Umpqua Ministerial Association (LUMA), with the condition that engineered plans be provided, if deemed necessary by the City's contracted Building Official.

Councilor Leslee Collier seconded the motion.

MOTION:

that the City Council authorize a future building expansion of the Project Blessing Food Pantry and amend the leased area identified in the lease agreement between the City of Reedsport and the Lower Umpqua Ministerial Association (LUMA), with the condition that engineered plans be provided, if deemed necessary by the City's contracted Building Official.

VOTE:

AYES 6 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Murphy, Patten and Collier voted in favor of the motion. Student Councilor Claire Havener cast an advisory vote in favor.)

E. Shall the City Council authorize City Staff to advertise a part-time office position at City Hall?

Interim Finance Director Jessica Terra said that during budget preparation of the 2016/2017 FY, city staff recognized the potential implications that measure 10-145 could inflict on the City's budget. In preparation for the potential loss in tax revenues, a job restructuring occurred in order to redistribute duties and off-set the elimination of a position at City Hall. While staff has done a good job in adapting to these changes and taking on additional responsibilities, it is very difficult to get billings out on time, Staff struggles with time sensitive deadlines, and payments to vendors are being sent on or near the due dates. With the recent departure of the Utility Billing Clerk, Sarai Plotz, staff has spent additional time in training and bringing new employees up to speed, resulting in even more delays. As the time is nearing that yet another one of the office personnel will be retiring, staff sees the importance and value in bringing on a part-time office position to help with those future transitions and alleviate some of the burden on the existing staff's workloads. The addition of a part-time office position could also allow City Hall to eventually re-open its doors on the first Wednesday of each month. A change which was implemented last August, in order to provide City Hall staff with a day for training, processing utility bills and catching up on other matters.

The position proposed is being described as a Planning Secretary/AP & Court Clerk/Counter Services Technician.

**FY 2016/17 Budget:** The addition of a part-time office position is expected to cost the City approximately \$7,500 in wages and benefits through the end of the current fiscal year. Staff has verified that additional revenues from fee increases that occurred last January, the elimination of an overtime line item, and an offset of remaining personnel costs not expended this year from Funds 102, 003, and 004 amount to \$8,000 and support the addition of the part-time position through the end of the fiscal year.

**FY 2017/18 Budget:** The annual cost of this position is approximately \$30,000, including pro-rated benefits that the City is expected to or may have to pay. The additional revenues from planning and business license fees will again offset a portion of the cost of this position, in the upcoming fiscal year. As well, a reduction in the Contracted Services line item in the Finance Department Fund is anticipated next fiscal year and will alleviate some of the financial burden. The remaining portion of the position will be funded through the water and sewer funds, as this position will spend 1/3 of the time as the Front Counter Technician handling utility calls, questions, and payments.

It should be further noted, that while increases to PERS are anticipated in the 2017/18 FY, staff has been expecting this increase for some time and has planned accordingly. Including the addition of the part-time employee, STEP G increase, and PERS increases, staff estimates an additional \$48,000 in personnel costs to impact the General Fund. Of that \$48,000, \$23,244 is imposed by the proposed part-time position.

On a positive note, according to Douglas County Assessment information, it is estimated that the City of Reedsport is not anticipating property tax revenue losses in the upcoming fiscal year, as it has seen significant losses in previous years. This information also helps to alleviate concerns over the continued funding of the position. Although, it will be important to continue monitoring the outcome of a Reedsport Library District, which could impact the 2018/19 FY budget.

Councilor Diane Essig motioned to authorize the addition of a part-time position at City Hall.

Councilor DeeDee Murphy seconded the motion.

MOTION:

that the City Council authorize the addition of a part-time position at City Hall.

VOTE:

AYES 6 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Murphy, Patten and Collier voted in favor of the motion. Student Councilor Claire Havener cast an advisory vote in favor.)

- F. Shall the City Council modify three (3) office position descriptions, reclassify one (1) office position, and adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, the Classification of Positions for Salary Ranges schedule, assigning 2017-006 as the title?

Interim Finance Director Jessica Terra said that in anticipation of a part-time office position being added at City Hall and the retirement of Jeanne Plagmann in the upcoming fiscal year, staff has taken the opportunity to reorganize positions, yet again, and prepare for Plagmann's departure, so that the transition may be as smooth as possible. Staff proposes the following new job descriptions:

**Position 1:** Sharmen Tipton currently serves as the Utility Billing Clerk, Planning Secretary, and Front Counter Technician (3 days per week). Her position would be changed to still provide Utility Billing functions and she will be responsible for taking all utility calls pertaining to account changes, billing inquiries, etc. Additionally, she'll take the lead role in Accounts Payable, but will share those responsibilities with the part-time employee, ensuring bills are being paid in a timely manner. Sharmen's previous work experience was in Accounts Payable. Tipton will also provide support to the Finance Department as the Finance Assistance, helping the Director to balance daily credit card cash receipts to Springbrook and the City's regular checking account. To offset the

additional tasks, this position will no longer perform Front Counter duties, except in the absence of the other two front office staff.

Position 2: Jeanne Plagmann currently holds the position of Court Clerk/AP-AR Clerk/Front Counter Technician (2 days per week)/UDC Assistant. In anticipation of her departure next February, staff is proposing to reduce her responsibilities to mainly those at the front counter, which will provide her with more time to train the new part-time position and make for a smooth transition when she retires. Jeanne's other duties will include Licensing and Permitting, Accounts Receivable, some court responsibilities, and Saturday's assisting at the Umpqua Discovery Center. Due to the reduction in responsibilities, this position will be reduced from a Range 11 to a Range 10. However, the task of training other employees on Plagmann's previous job duties, a 5% training incentive is warranted through February 2018.

Position 3: The final position is the new part-time office position at City Hall and will incorporate the remaining duties of Court Clerk, Planning Secretary, Accounts Payable Assistant, and Front Counter Technician (one day). This position is identified as a Range 10 and will work closely with Jeanne Plagmann learning the role of Court Clerk, as well as, sharing the responsibility of Accounts Payable Clerk with Sharmen Tipton. This position is expected to have flexible hours and will work between 24-30 hours per week.

It should also be noted that, while no other range changes were made, position descriptions were cleaned up in Appendix A, which is attached for reference.

There is no fiscal impact with job position 1 because there is no range change.

There is no fiscal impact with job position 2 because the 5% training increase, offsets the wage reduction that results from the range change from 10 to 11.

The fiscal impact of the addition of the part-time position, which necessitated a job description to be developed, was addressed previously when the position was authorized by City Council.

Councilor Rich Patten motioned to authorize the modification of three (3) office position descriptions, reclassify one (1) office position, and adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, the Classification of Positions for Salary Ranges schedule, assigning 2017-006 as the title.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council authorize the modification of three (3) office position descriptions, reclassify one (1) office position, and adopt a Resolution amending

Reedsport Personnel Rules and Regulations, Appendix A, the Classification of Positions for Salary Ranges schedule, assigning 2017-006 as the title.

VOTE:

AYES 6 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Murphy, Patten and Collier voted in favor of the motion. Student Councilor Claire Havener cast an advisory vote in favor.)

G. Shall the City Council enter into an agreement with Douglas County for the use of the books and computers for the library?

City Manager Jonathan Wright said that having been notified that the County will no longer fund the operation of the Reedsport Library as of April 1, 2017, the Friends of the Library and City Staff are looking at ways to keep the Reedsport branch operational. In order to do so the City will need use of the materials in the library that are currently the property of the County. The County has notified staff that they would provide these materials to the City at no cost with an intergovernmental agreement. If authorized, staff will work with the County and City legal counsel to draft and sign an agreement for the use of the existing materials in the Reedsport branch library.

The agreement will only cost staff time and no more than \$500 in legal fees. There may be financial implications for the City if materials loaned by the County are damaged or destroyed by patrons of the library. The City will work with the friends of the library to create a book replacement program.

Councilor Frank Barth motioned to approve staff to work with the County on an Intergovernmental Agreement for the items in the Reedsport branch library and authorize the City Manager to sign the agreement.

Councilor DeeDee Murphy seconded the motion.

MOTION:

that the City Council approve staff to work with the County on an Intergovernmental Agreement for the items in the Reedsport branch library and authorize the City Manager to sign the agreement.

VOTE:

AYES 6 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Murphy, Patten and Collier voted in favor of the motion. Student Councilor Claire Havener cast an advisory vote in favor.)

H. Shall the City Council approve the purchase expenditure of MXU radio readers for all water meters in Winchester Bay?

Public Works Director John Stokes said that as part of the approved 2016/17 fiscal year budget, the City Council approved the line item for the purchase of MXU Radio Read devices for water meters in Winchester Bay, which is phase 2 of the radio read device conversion. Of the 250 accounts, approximately 102 have meters and fall into the category of needing MXU's. For reference, after the installation of MXU's to all meters in Gardiner during the 2015/16 FY, the reading accuracy has increased and time to read all meters has substantially decreased. With the program continuing in Winchester Bay, it is anticipated that these efficiencies and cost/labor savings will continue.

As the MXU's were planned as part of the current fiscal year, Public Works staff has already purchased the MXU's and it being requested that the expenditure be authorized for payment to the vendor.

Funds from both Wastewater Capital 024 and Water Capital 029 have been planned for the expenditure which is currently \$17,834.79. There may be further minor equipment purchases, but the total for this year will not exceed the \$20,000 approved budget.

Councilor DeeDee Murphy motioned to approve the expenditures from 024 and 029 not to exceed \$20,000 for Winchester Bay MXU water meter radio reading equipment.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council approve the expenditures from 024 and 029 not to exceed \$20,000 for Winchester Bay MXU water meter radio reading equipment.

VOTE:

AYES 6 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Murphy, Patten and Collier voted in favor of the motion. Student Councilor Claire Havener cast an advisory vote in favor.)

- I. Shall the City Council approve the transfer of responsibility of the IP Leachate Treatment Plan and Leachate Treatment Agreement and enter into agreement with Industrial Harbor USA, LLC (IHUSA)?

Public Works Director John Stokes said that in February 2, 2015, the City Council approved the Leachate Treatment Agreement (including referenced documents and appendices) with International Paper (IP) for the transmission of leachate from the Gardiner landfill to the Reedsport wastewater treatment plant via the existing sewer transmission system. However, and due to the sale of the IP site to IHUSA, IP never installed required connection, monitoring equipment or subsequently began to pump leachate from the landfill. In order to continue to proceed with the matter and in discussion with DEQ, the City will need to formally transfer the responsibility of the Leachate Treatment Plan (LTP) and then enter into the Leachate Treatment Agreement (LTA) with IHUSA.

That stated, the LTP and LTA have been altered to remove IP from the position of responsibility and have had IHUSA inserted. None of the document or other technical information has altered from the previous City Council approval.

There is no known fiscal impact to the City as a result of the transfer of responsibility and agreement update.

Councilor Frank Barth motioned to approve the new Leachate Acceptance Plan and Leachate Treatment Agreement with IP removed and replaced with Industrial Harbor USA, LLC.

Councilor Leslee Collier seconded the motion.

MOTION:

that the City Council approve the new Leachate Acceptance Plan and Leachate Treatment Agreement with IP removed and replaced with Industrial Harbor USA, LLC.

VOTE:

AYES 6 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Essig, Murphy, Patten and Collier voted in favor of the motion. Student Councilor Claire Havener cast an advisory vote in favor.)

7. MISCELLANEOUS ITEMS

*(Mayor, Councilors, City Manager, City Attorney)*

City Manager Jonathan Wright said that Police Officer Brent Snyder was chosen as the employee of the month for his positive attitude and his work ethic is outstanding. He is fair and honest and making a positive impact on citizens.

He said that the City is looking for Library volunteers, hoping that there will be enough interest to continue the operation of the library in a limited capacity after April 1.

He mentioned that the existing dais will be rebuilt by staff in the near future.

He also gave an update on Senate Bill 283. He said that he recently went to Salem to give testimony in front of the Legislature. It is a \$4,000,000 ask to fund levee certification. The City of Reedsport is a forerunner in this project and the hope is that it will be funded as a pilot project. It was passed and has been sent on to Ways and Means.

Public Works Director John Stokes said that the fire hydrant relocation project on Ranch Road will be completed by Friday, March 10, 2017.

Councilor Essig said that she encourages all of the Councilors to attend a Municipal Court Session to observe the new judge Mr. Matt Muenchrath. She said that it will help with being able to evaluate the position. Court is held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month.

DeeDee Murphy said that she will be attending library task force meetings in the near future.

Councilor Rich Patten gave an overview on the future Half-Moon Bay campground expansion project in Winchester Bay. There will be two public meetings.

10. ADJOURN

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Linda McCollum, Mayor

ATTEST:

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Deanna, City Recorder