

MINUTES OF THE REEDSPORT CITY COUNCIL MAY 1, 2017 7:00 P.M. CITY HALL  
CONFERENCE ROOM

PRESENT:

Mayor Linda McCollum

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

City Manager, Jonathan Wright

City Attorney, Steve Miller

OTHERS PRESENT:

Deanna Schafer, Jessica Terra, John Stokes, Lee Bridge,  
Joe Coyne, Quintin Dascher, Ruthanne Skinner, Debbie  
McKinney, Colleen Eberlein, Jessica Lloyd-Rogers, Jerry  
Schneider

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.*

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

Mayor McCollum read a National Day of Prayer Proclamation.

Mr. Michael Holm of Rural Development Initiatives (RDI) provided an overview of services and programs the RDI has available. He explained that the RDI serves small towns and rural communities under 30,000 population and their residents with a special focus on the 88 community hubs where they have built capacity through the Ford Institute Leadership Program. He gave examples of other Cities they had worked with to help local business to expand or market themselves. He said that the model they work with is to start with businesses that are already located in the community and work on making them more productive.

4. APPROVAL OF THE AGENDA

City Manager Jonathan Wright ask to amend the agenda to remove item D. Financial Statement, to be presented in June and add a request from the Reedsport Rotary Club to occupy a vacant commercial building on Memorial Day Weekend to hold a fundraiser rummage sale.

Councilor Frank Barth motioned to approve the amended Agenda.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council approve the Agenda as amended.

VOTE:

AYES 7 NAYES 0

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

5. PUBLIC HEARINGS

A. Public Hearing to accept State Revenue Sharing funds.

Shall the City Council adopt Resolution 2017-007 electing to receive State Revenue Distributions in Fiscal Year 2017 / 018?

Mayor Linda McCollum opened the public hearing at 7:15pm.

Interim Finance Director Jessica Terra said that in order to receive state revenues apportioned among cities within the state, the City Council is required by Oregon Revised Statutes (ORS) to establish a process for annually electing to receive the distributions. At the regular City Council meeting of May 21, 2001, the Council adopted Ordinance 2001-1022 establishing a process for electing to receive annual state revenue distributions. The Ordinance provides for hearings before the Budget Committee and the City Council to consider possible uses of state revenue sharing distributions, including offset against property tax levies by the City. The Ordinance also provides for adoption of a Resolution certifying the process and that the City has levied a property tax for the year preceding the year in which revenue sharing is due to occur.

The approved Fiscal Year 2017 / 2018 operating budget includes the following estimated state collected and distributed revenues, as an offset against property tax levies by the City:

1. General Fund (#001)

a. Liquor Tax	\$50,000
b. Cigarette Tax	\$4,500
c. State Revenue Sharing	<u>\$40,000</u>
Subtotal	<u>\$94,500</u>

- 2. Street Fund (#002) (Gas Tax)
  - a. State Gasoline Tax \$237,000
  
- 3. Bicycle / Footpath Fund (#007)
  - a. State Gasoline Tax \$2,400

The Budget Committee conducted a hearing to discuss the possible uses of state revenue funds at the regular meeting of April 17<sup>th</sup>. With completion of the hearing by the City Council to accept state revenue distributions, the Council could adopt a Resolution electing to receive the revenue distributions.

A proposed Resolution has been drafted providing the required certification and election to receive state revenue distributions.

With the adoption of this Resolution, it is expected the City will receive approximately \$333,900 in gas, liquor and cigarette taxes for fiscal year 2017 - 2018. These funds contribute to the operations in General Fund and Street Fund.

There were no public comments.

The public hearing was closed at 7:24pm.

Councilor Frank Barth motioned to adopt a Resolution electing to receive state revenue distributions for the Fiscal Year 2017 - 2018, certifying compliance with the Oregon Revised Statutes; and assign Resolution number 2017-007 as the title.

Councilor Diane Essig seconded the motion.

**MOTION:**

that the City Council adopt a Resolution electing to receive state revenue distributions for the Fiscal Year 2017 - 2018, certifying compliance with the Oregon Revised Statutes; and assign Resolution number 2017-007 as the title.

**VOTE:**

AYES     7                          NAYES     0    

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

**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 April 3, 2017.
- B. Approve minutes of the regular session of April 3, 2017.
- C. City Council review of the annual renewals for liquor licenses.

Reedsport Municipal Code Chapter 7.28 states that the City Council must review all annual renewal applications for liquor licenses.

A listing of the business locations currently holding Oregon Liquor Licenses within the City of Reedsport was presented to Council. Each year the Oregon Liquor Control Commission asks local Officials to review the list and make recommendations on whether they should be renewed. These licenses are set to renew on July 1, 2017. This list has been reviewed by both the Chief of Police and the City Manager.

An annual \$35.00 renewal fee for each applicant is charged during the renewal process.

It is staff's recommendation that the attached listing of current OLCC licenses be approved.

**1. Review of annual renewals for liquor licenses and accept staff recommendations.**

- D. Shall the City Council adopt Resolution 2017-008 certifying provisions of municipal services for determination of eligibility to receive revenues for cigarette, gas and liquor taxes?

ORS 221.760 provides that cities located within a county having more than 100,000 inhabitants, according to the most recent decennial census (2010), must provide four or more of the following municipal services in order to be eligible to receive state revenue sharing funds:

- 1. Police protection,
- 2. Fire protection,
- 3. Street construction, maintenance, and lighting,
- 4. Sanitary sewers,

5. Storm sewers,
6. Planning, zoning, and subdivision control,
7. Water utility services,

The Oregon Department of Administrative Services (DAS), Office of Business Administration (OBA) has advised that Douglas County has more than 100,000 residents and those municipalities desiring to receive state revenue sharing funds must certify that at least four municipal services are provided.

With the adoption of this Resolution, it is expected the City will receive approximately \$333,900 in gas tax, liquor tax, and cigarette tax for fiscal year 2017 / 018.

1. **Adopt a Resolution certifying provision of municipal services, in order to establish eligibility to receive state revenue funds for the fiscal year 2017 / 018; and assign Resolution 2017-008 as the title.**

- E. Shall the City Council renew a lease for the Sr. Center to Douglas County Health and Social Services for the purposes of preparing and serving meals for seniors?

Each year the City of Reedsport and Douglas County Health & Social Services Department enter into a contractual agreement for use of the Senior Center kitchen and dining area to serve meals to senior citizens. Currently this is a shared lease with the food contractor Compass USA dba Bateman Food Services.

The current rate for Douglas County would be \$340.00 per month. The County is asking that the lease amount stay the same as was negotiated last fiscal year. Combined with the lease payment of \$312.00 per month from Compass USA, this is a comparable rental amount for dining site leases in Douglas County. The current food service contract is out to bid this year and it is anticipated that Compass USA will remain the provider, however the lease will be negotiated after an award is given. Attached is a copy of the proposed lease extension with Douglas County.

The lease agreement increases General Fund revenue in the amount of \$4080.00.

1. **Renew a lease for the Sr. Center to Douglas County Health and Social Services for the purposes of preparing and serving meals for seniors.**

- F. Motion to approve the Consent Calendar.

Councilor Frank Barth motioned to approve the Consent Agenda.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council approve the Consent Agenda.

VOTE:

AYES 7 NAYES 0

(Mayor Linda McCollum, Councilors Barth, Turner, Murphy, Patten Essig 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 pass an ordinance establishing the creation of the Reedsport Library District and assign 2017-1162 as the title?

City Manager Jonathan Wright said that as of April 1, 2017, the City of Reedsport has taken over operation of the Reedsport Branch Library after Douglas County stopped funding for the entire library system. The City of Reedsport owns the library building and has contributed to the cost of utilities and maintenance since its establishment. Funding for personnel, the purchasing of books, computer equipment purchases, internet, etc. have never been budgeted for by the City nor is the City able to absorb those costs given the City's current budget issues.

Despite this, Coastal Douglas Arts and Business Alliance has stepped up to become the fiscal sponsor for the fundraising efforts, allowing the Reedsport Library to remain open and available to the community. The donations and volunteer support received for the library over the last month indicates that it may be possible to maintain this service to the community. By the City forming an official library district it would provide the volunteers and supporters with even greater means to apply and receive grant funding, starting with the availability of funding from the state for the popular summer reading program. The City is not obligated under this agreement to maintain funding for the library beyond the current level of funding being provided.

No additional financial impact beyond what is already budgeted for the maintenance and operation of the building. Books and personal costs will have to be managed by the volunteers who will be applying for grants and donations to keep the library doors open.

Councilor DeeDee Murphy motioned to adopt an ordinance establishing the creation of the Reedsport Library District and assign 2017-1162 as the title?

Councilor Debbie Turner seconded the motion.

MOTION:

that the City Council adopt an ordinance establishing the creation of the Reedsport Library District and assign 2017-1162 as the title?

VOTE:

AYES 7 NAYES 0

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

- B. Shall the City Council approve the purchase of one 6" diesel dewatering pump and associated hoses and couplers for multiple uses?

Public Works Director John Stokes said that the City of Reedsport has various dewatering needs for multiple conditions within the City which include but is not limited to: water main breaks; seasonal flooding; storm-water wet well maintenance; potential levee flooding conditions in case of system failure; etc. Currently, City staff do not have adequate equipment to dewater these areas or conditions as needed. In assessing the best way to address all of the needs, a mobile dewatering pump will allow staff to have the flexibility to address specific site needs as well as address larger more complex flooding issues.

Staff has researched pumps and considering the broad scope of conditions needing to be met, a 6" diesel powered, trailer mounted unit is recommended. This particular unit has a 12 hour running time per tank of fuel, is self-priming and has enough power to discharge 1000 GPM of water over a levee section from a lower elevation. Warranty on the unit is 12 months on the pump with 24 months on the motor.

Due to the cost of diesel powered units, only one is being requested this current fiscal year with a second may be requested at a later date. Multiple quotes were received with Absolute Water Pumps being the lowest and most cost effective.

Cost for the trailer mounted pump, 6" suction hose, 2- 50' discharge hoses, 1-100' discharge hose and all couplers required is \$17,961, which also includes freight. Funds are available from 029 capital outlay as approved in the 2016/'17 fiscal budget.

Councilor Frank Barth motioned to approve the purchase of the AMT Gorman-Rupp diesel trash pump and associated hoses and fittings with funds from 029.

Councilor Debby Turner seconded the motion.

MOTION:

that the City Council approve the purchase of the AMT Gorman-Rupp diesel trash pump and associated hoses and fittings with funds from 029.

VOTE:

AYES 7 NAYES 0

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

C. Shall the City Council approve the purchase of a variable speed water pump to replace the existing system at the Rowe Street water distribution pump?

Public Works Director John Stokes said that the City water system has three booster pump stations within the city limits. The existing pump at that Rowe street station is an older system and for the last year, and prior, has been showing signs of increased electric use and continual running which is indicative of pending pump, motor failure or both. In being proactive, staff is requesting that for the replacement of the unit with a variable speed system which is much more energy efficient, will self-adjust the pump operation based on pressure and flow needs and is also able to be connected to future SCADA/remote control and monitoring systems.

The proposed pump is a Grundfos model Multi E CRE 15-3 and is similar to the unit recently installed at the City water plant to replace the finish water pumps. Consistency in pumps throughout the City, local familiarity, representation and value is extremely important to the long term maintenance and serviceability of these units. That being the case, only one vendor quote was requested from Pumptech in Roseburg.

Cost for the skid mounted pump, tank and shipping is \$19,878. However, it is being requested that \$23,000 be approved to cover any electrical work, fittings, pipe and valves that may be required to install the unit. Funds are available from 029 capital outlay as approved in the 2016/17 fiscal budget.

Councilor Frank Barth motioned to approve the purchase of the Grundfos variable speed pump and associated fittings and possible electrical work totaling no more than \$23,000 with funds from 029.

Councilor Diane Essig seconded the motion.

MOTION:

that the City Council approve the purchase of the Grundfos variable speed pump and associated fittings and possible electrical work totaling no more than \$23,000 with funds from 029.

VOTE:

AYES 7 NAYES 0

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

D. Shall the City Council authorize the Reedsport Rotary Club to hold a fundraising rummage sale in the Commercial Zone?

City Manager Jonathan Wright said that the local Reedsport Rotary Club would like to hold a one-time fundraising rummage sale in a Commercial Zone located on Fir Ave. in the Burdick Building. He said that current code does not allow these types of sales on a regular basis. He is asking that the Council waive the requirement for this fundraiser which will be held on Memorial Day Weekend.

Councilor Frank Barth motioned to authorize the Reedsport Rotary Club to hold a fundraising rummage sale in the Commercial Zone.

Councilor Leslie Collier seconded the motion.

MOTION:

that the City Council authorize the Reedsport Rotary Club to hold a fundraising rummage sale in the Commercial Zone

VOTE:

AYES 7 NAYES 0

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

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

City Manager Jonathan Wright said that the City has received a letter of non-compliance from the State of Oregon concerning the fact that the current water treatment facilities do not meet State standards. The City was given a timeline to complete improvements to the plant to begin to treat for a bacteria that has never tested to be in the water source. Never the less the timeline to complete the project has passed and a notice must be sent to all users stating that the City is out of compliance. The improvements are currently underway and a new UV treatment process will be online shortly. There are no changes to the quality of the current water supply and it is important to assure citizens of this.

Councilor Frank Barth said that the Chainsaw Carving event needs more volunteers. It is held on Father's Day weekend.

City Manager Jonathan Wright said that the Senate Bill concerning Ports being able to operate shipyards will have a hearing on May 3, 2017 and letters of concern are still being accepted.

10. ADJOURN

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Linda McCollum, Mayor

ATTEST:

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Deanna, City Recorder