

MINUTES OF THE REEDSPORT CITY COUNCIL MAY 7, 2018, 7:00 P.M. CITY HALL
CONFERENCE ROOM

PRESENT:

Mayor Linda McCollum

Councilors DeeDee Murphy, Leslee Collier, Mark Bedard, Rich Patten, Ellen Anderson and Debby Turner. Student Councilor Claire Havener was absent.

City Manager, Jonathan Wright

City Attorney Steve Miller

OTHERS PRESENT:

Lee Bridge, Lorelyn Lorence, Jessica Terra, Victoria Lavalee, Steve Miller, Gary Goorhuis, Katie Vasquez, Kathleen Miller, Ron Eberlein, Joe Liedtky, Dennis Swartz, Sam Baugh, Jody Morrow, Amy Stauffer

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.

Dennis Swartz gave an update on the state of affairs.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

- A. Reedsport/Winchester Bay Chamber of Commerce Advertising report presentation.

Ms. Amy Stauffer and Ms. Jody Morrow presented an annual Chamber of Commerce advertising report. The report gave an overview of the expenses funded by City Transient Room Tax receipts.

City Manager Jonathan Wright said that he recently completed an audit of the Chamber of Commerce books as allowed in the contract between the City of Reedsport and the Chamber. He said that it appears that the expenses are dispersed evenly between 1/3 Regional, 1/3 Event and 1/3 other and, while he did not do a forensic audit, it appears that all expenditures met the contract requirements.

4. APPROVAL OF THE AGENDA

City Manager Jonathan Wright asked to amend the agenda to add two items to the agenda. Council Letter 018-030 Speed feedback sign and Council Letter 018-031 Purchase of a CXT Restroom building and Barracuda Fish Cleaning Station.

Councilor Mark Bedard motioned to approve the Agenda as amended.

Councilor Leslee Collier seconded the motion.

MOTION:

that the City Council approve the Agenda.

VOTE:

AYES 7 NAYES 0

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

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 February 5, 2018.
- B. Approve minutes of the regular session of February 5, 2018.
- C. Approve minutes of the regular session of March 5, 2018.
- D. 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 distributed. 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, 2018. 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.

*1. Review of annual renewals for liquor licenses and accept staff recommendations to renew all current licenses.

E. Shall the City Council approve a new liquor license for Rustd Star on Fir Ave.?

Per Reedsport Municipal Code 7.28 Liquor Licensing, the City Recorder shall cause any new liquor license applications to be placed in front of the City Council for recommendation to the Oregon Liquor Control Commission (OLCC). The City has no authority to approve or deny applications but can make recommendations.

The City has received an application for a liquor license at 451 Fir Ave. which is located in Old Town.

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

*1. Shall the City Council approve a new liquor license for Rustd Star on Fir Ave.

F. 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 \$350.02 per month. This is a 3% increase over the lease of the last fiscal year. Combined with the lease payment from Compass USA, the contractor that prepares and serves food at the center a good portion of the utilities are covered.

General Fund revenue in the amount of \$4200.24.

*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.

G. Shall the City Council adopt Resolution 2018-2006 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 census data (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 \$355,500 in gas tax, liquor tax, marijuana tax, and cigarette tax for fiscal year 2018-19.

- *1. Adopt a Resolution certifying provision of municipal services, in order to establish eligibility to receive state revenue funds for the fiscal year 2018-19; and assign Resolution 2008-2006 as the title.

H. Shall the City Council accept a \$50,000 Small Cities Allotment (SCA) grant for the purpose of resurfacing Frontage Road?

Each year, ODOT provides an application process and funds paving projects through its SCA program. The SCA Program was established in 1947 by the State Legislature under ORS 366.805. The guidelines and a working agreement on this program have been developed in cooperation with the League of Oregon Cities. The purpose of the program is to assist cities in repairing or reconstructing city streets which are inadequate for the capacity they serve or are in a condition detrimental to safety. The sum of \$1,000,000 is available for the 2018 program; a maximum of \$50,000 is allotted to each selected city.

It has been determined that a portion of 22nd street and all of Frontage Road meets the ODOT criteria for the application due to its diverse traffic, commercial building uses, Fire department access, Hospital access, etc. However, due to budget constraints only half

of Frontage Road will be able to be paved under the current proposal, but with the reimbursement allotment, this makes the project fiscally feasible. Approvals from ODOT have a two year timeline and can be extended if requested; however, no other SCA applications may be submitted until the approved project has been completed and accepted by ODOT.

Project is estimated to cost approximately \$97,200. At completion of the project, City will be eligible for reimbursement of up to \$50,000 of project costs. A portion of the estimated project costs are budgeted into the upcoming 2017/'18 capital streets budget with the remaining to be budgeted into the 2018/'19 budget if needed.

1. Accept the SCA grant for road paving
 - I. Motion to approve the Consent Calendar.

Councilor Mark Bedard motioned to approve the Consent Agenda.

Councilor DeeDee Murphy seconded the motion.

MOTION:

that the City Council approve the Consent Agenda.

VOTE:

AYES 7 NAYES 0

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

6. PUBLIC HEARINGS

- A. Public Hearing to accept State Revenue Sharing funds.

Shall the City Council adopt Resolution 2018-2005 electing to receive State Revenue Distributions in Fiscal Year 2018 / 019?

Mayor McCollum opened the Public Hearing at 7:13pm.

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 2018-19 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 \$60,000
 - b. Cigarette Tax \$4,000
 - c. Marijuana Tax \$8,000
 - c. State Revenue Sharing \$41,000
 - Subtotal \$113,000

2. Street Fund (002)
 - a. State Gasoline Tax \$240,000

3. Bicycle / Footpath Fund (007)
 - a. State Gasoline Tax \$2,500

The Budget Committee conducted a hearing to discuss the possible uses of state revenue funds at the regular meeting of April 9, 2018.

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

The Reedsport City Council has the authority to adopt, amend, or deny the draft resolution to receive state revenue distributions.

With the adoption of this Resolution, it is expected that the City will receive approximately \$355,500 in gas, liquor, marijuana, and cigarette taxes for fiscal year 2018-19. These funds contribute to the operations in General, Street, and Bike/Footpath Funds.

There were no public comments.

The hearing was closed at 7:20pm.

Councilor Mark Bedard motioned to adopt a Resolution electing to receive state revenue distributions for the Fiscal Year 2018-19, certifying compliance with the Oregon Revised Statutes; and assign Resolution number 2018-2005 as the title.

Councilor Leslee Collier seconded the motion.

MOTION:

that the City Council adopt a Resolution electing to receive state revenue distributions for the Fiscal Year 2018-19, certifying compliance with the Oregon Revised Statutes; and assign Resolution number 2018-2005 as the title.

VOTE:

AYES 7 NAYES 0

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

7. GENERAL BUSINESS

A. Notification of non-compliance from Oregon Building Codes Division.

City Manager Jonathan Wright said that the City of Reedsport has been issued a letter of non-compliance for the City's building permit and inspection program. Currently the services are contracted out and have been for many years. Due to some legislation that was not considered in the last session the Oregon State Building Codes Division drafted some administrative rules that require Cities to conform to certain rules and standards. They have been drafted so that private companies no longer conform.

The City of Reedsport has three options. One is to hire a building codes staff, which is too expensive. The second option is to turn the program over to and pay Douglas County for the services. This can be problematic in obtaining permits, scheduling inspections and customer service. The third option is to let the State of Oregon take over the program with the same if not more concerns than the County.

B. Governor recommendations Reedsport (Gardiner) for new Opportunity Zone designation.

City Manager Jonathan Wright said that the Reedsport (Gardiner) Opportunity Zone designation has been tentatively approved by the State of Oregon Governor's office.

Sam Baugh (SCDC) gave an overview of the program. The program provides incentives for large Corporations to invest money in these location. The final list will be approved shortly.

- C. Shall the City of Reedsport amend an intergovernmental agreement with Oregon Department of Transportation for the installation of a speed feedback sign on Hwy 101 near the High School?

City Manager Jonathan Wright said that speed feedback signs are low-cost treatments that have been shown to reduce traffic speeds, particularly long roadways where travel speeds commonly exceed the posted speed limit. Federal Highway Association studies show that speeding vehicles could be reduced by 5 to 10% in the event of a speed feedback sign installation. Since there is great concern about drivers traveling too fast in both the US 101 and OR 38 corridors, the Reedsport Pedestrian Safety Study recommends the placement of speed feedback signs in four locations throughout town. The City can only fund one of these signs at a time and chosen to install one in the area of Hwy 101 near the high school based on this being one of the highest areas of need.

The City currently has one speed feedback sign on Hwy 38 as you enter the City's downtown area. This has been very effective at slowing traffic. The attached amended agreement is to allow ODOT to purchase another sign in conjunction with other signs being purchased for other communities to save on cost. They have agreed to install the sign to assist us with this project.

Quotes received by ODOT indicate that the cost of the sign should not exceed \$4000. The funds will be taken from fund 002 (Streets). The unit is solar and will require not electricity or other expenses.

Councilor Leslee Collier motioned to approve an amendment to an intergovernmental agreement with ODOT for the installation of a radar speed feedback sign.

Councilor Mark Bedard seconded the motion.

MOTION:

that the City Council approve the Agenda.

VOTE:

AYES 7 NAYES 0

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

- D. Shall the City Council authorize staff to purchase a CXT pre-fabricated restroom facility and a Barracuda Grinding Station for the Rainbow Plaza Boat Launch Rehabilitation Project?

As part of the Rainbow Plaza Boat launch improvements a pre-cast restroom facility and a Barracuda Fish Grinding Station have been specified. Staff has learned that in order to avoid further contractor markup it is beneficial to handle the procurement of large material purchases in house.

Knife River Materials have been issued a notice to proceed for the project on May 7th and staff would like to issue Purchase Orders for both products. The restroom will be manufactured in Spokane Washington and purchased on a State of Oregon contract and the Grinder will be manufactured in Iowa and is a sole source purchase that was specified by Oregon Department of Fish & Wildlife.

CXT Restroom: \$133,344.53 and Barracuda Grinding Station: \$50,450.00

Both of these expenses have been budgeted in the 2017-2018 fiscal year and will be reimbursed under grants from Oregon State Marine Board, Oregon State Parks Department, USDA and ODFW.

Councilor Mark Bedard motioned to authorize staff to purchase a CXT pre-fabricated restroom facility and a Barracuda Grinding Station for the Rainbow Plaza Boat Launch Rehabilitation Project.

Councilor Debby Turner seconded the motion.

MOTION:

that the City Council authorize staff to purchase a CXT pre-fabricated restroom facility and a Barracuda Grinding Station for the Rainbow Plaza Boat Launch Rehabilitation Project.

VOTE:

AYES 7 NAYES 0

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

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

City Manager Jonathan Wright said that the Lower Umpqua Hospital Beacon Awards will be held at the Hospital on May 11, 2018 at 5:30pm in the lobby at the Hospital. The format will be different than in the past.

Councilor Debby Turner said that Chainsaw Carving Festival will be held on Father's Day Weekend.

EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL MAY 7, 2018 CITY HALL CONFERENCE ROOM

PRESENT: Mayor Linda McCollum, Councilors Mark Bedard, Ellen Anderson, Leslee Collier, DeeDee Murphy, Rich Patten and Debby Turner

City Manager Jonathan Wright

City Attorney, Steve Miller

- A. Pursuant to ORS 192.660(2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- A. Pursuant to ORS 192.660(2)(h) – To consult with Counsel concerning the legal rights and duties of a public body with regards to litigation likely to be filed.

ADJOURN

Linda McCollum, Mayor

ATTEST:

Deanna, City Recorder