

MINUTES OF THE REEDSPORT CITY COUNCIL SPECIAL SESSION JUNE 18, 2018,  
6:15 P.M. CITY COUNCIL CHAMBERS

PRESENT: Mayor Linda McCollum  
Councilors DeeDee Murphy, Leslee Collier, Mark Bedard,  
Ellen Anderson, and Debby Turner (Councilor Rich Patten  
was absent).  
City Manager, Jonathan Wright

OTHERS PRESENT: Deanna Schafer, Emerson Hoagland, Jessica Terra, Tom  
Anderson, Debra Yates, Wendi Wright, Sharmen Tipton

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.*
3. PRESENTATIONS, PROCLAMATIONS, AWARDS
4. APPROVAL OF THE AGENDA

Councilor Mark Bedard motioned to approve the Agenda.

Councilor DeeDee Murphy seconded the motion.

MOTION:

that the City Council approve the Agenda.

VOTE:

AYES     6     NAYES     0    

(Mayor Linda McCollum, Councilors Bedard, Turner, Murphy, 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 May 7, 2018.

B. Approve minutes of the regular session of May 7, 2018.

Shall the City Council approve the purchase of Area Lighting Poles/fixtures for the Rainbow Plaza Parking and Restroom Improvement Project?

As part of the Rainbow Plaza Boat launch improvements Sternberg outdoor lighting has been chosen as the outdoor illumination lighting along the Umpqua Waterfront. In order to avoid further contractor markup it is beneficial to handle the procurement of large material purchases in house.

The original design called for two lights to be placed along the river frontage. One at the boat launch itself and one in a more central location of the project. Staff determined that this would not be adequate for public safety and added two additional lights on the riverfront edge. Staff also upgraded the light fixtures and poles to be more aesthetically pleasing, these additions/upgrades are considered an extra on the project and the cost is to be covered by the owner. Grant funding will cover the wiring and the base mounts for the fixtures as part of the project.

It is anticipated that in the near future the lighting path will continue along Water Ave. to the US. Postal parking area with the same design, as funds allow.

Because of the lead time required of 90 days before delivery the Council was polled and agreed to order the lighting prior to formal action.

Funds have been budget in the 2018/2019 fiscal year split between Street Capital Funds and Urban Renewal Funds for a total purchase amount of \$11,790.00.

**1. Ratify the City Council decision to approve the purchase of Area Lighting Poles/fixtures for the Rainbow Plaza Parking and Restroom Improvement Project.**

C. Motion to approve the Consent Calendar.

Councilor DeeDee Murphy motioned to approve the Consent Calendar.

Councilor Leslee Collier seconded the motion.

MOTION:

that the City Council approve the Consent Calendar.

VOTE:

AYES \_\_\_\_\_ 6 \_\_\_\_\_      NAYES \_\_\_\_\_ 0 \_\_\_\_\_

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

6. PUBLIC HEARINGS

1. Public Hearing to adopt municipal operating budget for Fiscal year 2018/ 2019.

Shall the City Council adopt Resolution 2018-007 adopting the fiscal year 2018-19 budget for the City of Reedsport, approving the permanent tax levy rate of \$6.1882 per \$1,000 of assessed value?

Mayor Linda McCollum opened the meeting at 6:16 p.m.

Interim Finance Director Jessica Terra said that at the regular Budget Committee meeting of April 16, 2018, the Reedsport City Budget Committee approved a budget totaling \$20,267,680 for Fiscal Year 2018-19. The Budget Committee approved the permanent levy rate of \$6.1882 per \$1,000 of assessed valuation.

A summary of the approved budget and a notice of the public hearing to consider the budget were published in the Umpqua Post, the City's newspaper of record on June 13, 2018.

A public hearing must be held in order for the City Council to consider final adoption of the budget for fiscal year 2018-19. State statute requires that a budget be adopted before June 30<sup>th</sup> of each year. Additional meetings can be scheduled if the Council wishes to consider any additional information.

Changes are allowed per ORS. 294.456 with certain limitations. The following changes are allowed without republishing the budget:

- Governing body can increase expenditures of any fund up to \$5,000 or 10%, whichever is greater;
- Governing body can reduce expenditures of any fund;
- Governing body can adjust other resources.

There are no proposed changes to the 2018-19 budget as approved by the Reedsport Budget Committee.

*Note: A minor change to the budget layout is proposed. The SRO related line items under the Police Departmental Unit (001-200) were renumbered in order to adjust the sequence of those revenue and expense line items related to the SRO position; however, no changes to the budgeted figures were made.*

The permanent tax levy of \$6.1882 per \$1,000 of assessed valuation is authorized to be taxed on properties within the City of Reedsport.

There were no citizens that wished to speak.

The public portion of the hearing was closed at 6:20pm.

Councilor DeeDee Murphy motioned to adopt Resolution 2018-007 to accept the FY 2018-19 Operating Budget and the FY 2018-19 Capital Improvement Plan as approved by the Budget Committee.

Councilor Debby Turner seconded the motion.

MOTION:

that the City Council adopt Resolution 2018-007 to accept the FY 2018-19 Operating Budget and the FY 2018-19 Capital Improvement Plan as approved by the Budget Committee.

VOTE:

AYES 6 NAYES 0

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

7. GENERAL BUSINESS

- A. Shall the City Council adopt Resolution 2018-008 authorizing intrafund transfers and creating revisions to the FY 2017-18 budget?

Interim Finance Director Jessica Terra said that a resolution has been drafted which provides for intrafund transfers and creating revisions to 2017-18 fiscal year budget.

According to ORS 294.463 transfers by resolution can occur within a fund, referred to as intrafund transfers. Intrafund resolution transfers do not require the transfer of resources. No additional revenue is received by the fund; the expenditures are just shifted from one appropriation category to another.

The following information is provided regarding the recommended adjustments. These adjustments were not known at the time of adopting the FY 2017-18 budget. None of the recommended adjustments increase the property tax levy.

## **General Fund Change explanations:**

### Jail (Jail Food) – Departmental Unit 210

An increase in use of the jail facility has necessitated another increase to the Jail Food expense line item. Staff proposes to move \$2,000 from the Capital category to the Materials & Services category within Departmental Unit 210.

## **Dial-A-Ride Fund Change explanations:**

### Dial-A-Ride (Bonds & Insurance and Contracted Services) – Fund 034

During the year additional insurance costs were incurred for this department, as well as, an increase to the cost of paying for drivers. The result is an over-expense of the two line items. Staff is proposing to transfer \$3,000 (split equally to the referenced line items) from the Capital category to the Materials & Services category to avoid overspending the category.

## **LINE ITEM CHANGES**

### **GENERAL FUND EXPENDITURES:**

#### **JAIL DEPARTMENTAL UNIT (210)**

##### **Materials & Services**

- Jail Food (001-210-614950) is increased from \$0 to \$2,000.

##### **Capital Outlay**

- Jail Equipment (001-210-722300) is decreased from \$2,000 to \$0.

*There is no net change to the Jail Departmental Unit.*

### **DIAL-A-RIDE FUND EXPENDITURES:**

#### **DIAL-A-RIDE (034)**

##### **Materials & Services**

- Bonding & Insurance (034-534-614390) is increased from \$1,800 to \$3,300.
- Contract Driver (034-534-623530) is increased from \$18,500 to \$20,000.

##### **Capital Outlay**

- Future Project Reserve (034-534-712500) is decreased from \$11,180 to \$8,180.

*There is no net change to the Dial-A-Ride Fund.*

**BUDGET AMENDMENT SUMMARY**

No net change to the General Fund (category transfer of \$2,000).

No net change to the Dial-A-Ride Fund (category transfer of \$3,000).

It is recommended that the City Council approve Resolution 2018-008 authorizing the intrafund transfers and creating budget revisions to the 2017-18 FY budget.

Councilor Mark Bedard motioned to adopt Resolution 2018-008 authorizing the intrafund transfers and revisions to the 2017-18 FY budget.

Councilor Leslee Collier seconded the motion.

**MOTION:**

that the City Council adopt Resolution 2018-008 authorizing the intrafund transfers and revisions to the 2017-18 FY budget.

**VOTE:**

AYES     6                NAYES     0    

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

B. Shall the City Council adopt Resolution 2018-009 authorizing a supplemental budget and budget revisions to the 2017-18 FY budget?

Interim Finance Director Jessica Terra sand that a resolution has been drafted which provides for unforeseen changes in the form of a supplemental budget and budget revisions to the 2017-18 fiscal year budget.

According to ORS 294.471 a local government may prepare a supplemental budget if a condition that was not known at the time of the budget requires a change in financial planning. The following information is provided regarding the recommended adjustments. These adjustments were not known at the time of adopting the FY 2017-18 budget.

None of the recommended adjustments increase the property tax levy.

**General Fund Change explanations:**

Non-Departmental (Transient Room Tax) – Departmental Unit 110

Mid-way through the fiscal year, the City received a large payment covering delinquent room tax. In addition to collecting the delinquent tax, the room tax revenue continues to trend upward. As those revenues increase, the expense line item related to distribution of those tax collections also increases. Currently the expense line item used to distribute room tax collections to the Chamber of Commerce and the Winchester Bay Merchants Association is overspent by \$13,000. As the fourth quarter collections have not yet been received, staff proposes an increase of \$53,000 to the Tourism Promotions line item for the purpose of distributing room tax. An equal increase to the associated room tax revenue line item is also proposed.

Building Inspection (Permit Fees) – Departmental Unit 230

Due to a high volume of building permits issued this fiscal year and a number of permits that are ready to be paid and issued before the end of the fiscal year, revenues are increased significantly this year and expected to increase even more before the end of the fiscal year. For this reason, costs associated with building permits will also increase. For this reason staff proposes an increase to multiple line items within the category, totaling \$35,000. An equal increase to the associate revenue line items is also proposed as an offset.

**LINE ITEM CHANGES**

**GENERAL FUND REVENUES:**

- Transient Room Tax (001-000-415250) is increased from \$205,000 to \$258,000.
- Plan Check Expense (001-000-415449) is increased from \$5,000 to \$15,000.
- Building Permit Expense (001-000-623450) is increased from \$8,800 to \$23,300.
- Mechanical Permit Expense (001-000-415453) is increased from \$3,500 to \$8,500.
- Plumbing Permit Expense (001-000-623452) is increased from \$2,500 to \$4,500.
- Electrical Permit Expense (001-000-415451) is increased from \$8,000 to \$10,000.
- Building Surcharge Expense (001-000-415455) is increased from \$2,750 to \$3,750.
- Electrical Surcharge Expense (001-000-415456) is increased from \$1,000 to \$1,500.

*Net increase to General Fund revenue is \$88,000.*

**GENERAL FUND EXPENDITURES:**

## **NON-DEPARTMENTAL (110)**

### **Materials & Services**

- Tourism Promo. (001-110-614850) is increased from \$196,000 to \$249,000

*Net increase to the Non-Departmental Departmental Unit is \$53,000.*

## **BUILDING INSPECTION DEPARTMENTAL UNIT (230)**

### **Materials & Services**

- Plan Check Expense (001-000-623440) is increased from \$3,700 to \$13,700.
- Building Permit Expense (001-000-623450) is increased from \$6,600 to \$21,100.
- Mechanical Permit Expense (001-000-623460) is increased from \$2,700 to \$7,700.
- Plumbing Permit Expense (001-000-623470) is increased from \$2,000 to \$4,000.
- Electrical Permit Expense (001-000-623490) is increased from \$6,000 to \$8,000.
- Building Surcharge Expense (001-000-613520) is increased from \$2,750 to \$3,750.
- Electrical Surcharge Expense (001-000-613510) is increased from \$1,000 to \$1,500.

*Net increase to the Building Inspection Departmental Unit is \$35,000.*

## **BUDGET AMENDMENT SUMMARY**

Net increase to General Fund Revenues \$88,000.

1. Net increase to Non-Departmental Departmental Unit is \$53,000.
2. Net Increase to Building Inspection Departmental Unit is \$35,000.

It is recommended that the City Council approve a resolution adopting the supplemental budget and budget revisions to the fiscal year 2017-18 budget and assign Resolution 2018-009 as the title.

The total budget will be increased by \$88,000 with no increase or decrease in property tax.

Councilor Leslee Collier motioned to adopt Resolution 2018-009 authorizing a supplemental budget and budget revisions the FY 2017-18 budget.

Councilor DeeDee Murphy seconded the motion.

MOTION:

that the City Council adopt Resolution 2018-009 authorizing a supplemental budget and budget revisions the FY 2017-18 budget.

VOTE:

AYES 6 NAYES 0

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

- C. Shall the City Council modify and reclassify the Finance Director Position description and adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, the Classification of Positions for Salary Ranges schedule, assigning 2018-010 as the title?

City Manager Jonathan Wright said that since the retirement of the City's Finance Director over two years ago, the City has had an interim Finance Director. It is now time to fill this position; however, to ensure that the Finance Director Position is contemporary and is providing compensation commensurate with the responsibility of the position it must be modified.

City Manager Jonathan Wright said that the classification has been raised one level due to the increased responsibility of front office accounting staff.

The financial impact of the reclassification of this position has been factored into the 2018-2019 fiscal budget.

Councilor DeeDee Murphy motioned to authorize the modification and reclassification of the Finance Director Position description and adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, the Classification of Positions for salary ranges schedule, assigning 2018-010 as the title.

Councilor Leslee Collier seconded the motion.

MOTION:

that the City Council authorize the modification and reclassification of the Finance Director Position description and adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, the Classification of Positions for salary ranges schedule, assigning 2018-010 as the title.

VOTE:

AYES 6 NAYES 0

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

D. Shall the City Council award a contract to Richardson Masonry Inc. for the installation of stone siding for the downtown planter boxes?

Main Street Coordinator Emerson Hoagland said that the Reedsport Main Street Program has been involved in bringing about improvements to the downtown area in conjunction with the Oregon Department of Transportation street expansion project on Fir Ave. As part of this work, Main Street is seeking to wrap the existing brick planters in river-rock stone. This work will include prepping the planters with an acid wash, installing stone to the sides of the planters, cutting and setting of caps, placement of grout and finish on stone veneer and caps, as well as disposal of debris. Richardson Masonry Inc. provided the Main Street Program with the most reasonably priced bid for the stone work.

The cost of the work in question is estimated to be \$22,838.40 but staff is asking to set aside \$25,122.24 for unforeseen extras. This will be split equally between Urban Renewal and City Streets budgets. Once the project is completed there will be little to no maintenance needed to preserve the stonework, as opposed to the current brick which degrades quickly and requires regular cleaning of mosses.

Councilor Mark Bedard motioned to award the contract to Richardson Masonry Inc. for the installation of stone siding for the downtown planter boxes in the amount not to exceed \$12,562.00.

Councilor Leslee Collier seconded the motion.

MOTION:

that the City Council award the contract to Richardson Masonry Inc. for the installation of stone siding for the downtown planter boxes in the amount not to exceed \$12,562.00.

VOTE:

AYES 6 NAYES 0

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

- E. Shall the City Council approve a paving contract for Knife River for multiple areas of the City?

Public Works Director John Stokes said that each year, city staff identifies areas of Reedsport streets that require major paving rehabilitation as well as applying for the SCA grant through the state. For the 2018/19 fiscal year, there are 4 major areas that require paving by an outside contractor. 4<sup>th</sup> street between Winchester Avenue and Highway 38; Highland/Gardens water line trenching; Firehouse #1 entry approach and Frontage Road per the recently approved SCA grant. Staff invited multiple contractors to submit bids where one declined and two submitted. After evaluating the bids, Knife River was the responsive low bidder. Attached is the evaluation and proposal from Knife River.

Project is estimated to cost approximately \$111,350. At completion of the project, City will be eligible for reimbursement of up to \$50,000 of project costs for the SCA grant portion of Frontage Road. There also may be several areas that need paving that Knife River may perform via change order. That said, it is recommended to approve \$150,000 to cover the proposal amount and any potential change orders. Funds will be available in Street Capital fund after July 1, 2018. No work will be started or invoiced prior to this date.

Councilor Ellen Anderson motioned to approve the Knife River contract and funding amount of \$150,000 from 2018/19 Street Capital funds.

Councilor DeeDee Murphy seconded the motion.

**MOTION:**

that the City Council approve the Knife River contract and funding amount of \$150,000 from 2018/19 Street Capital funds.

**VOTE:**

AYES     6                          NAYES     0    

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

- F. Shall the City Council approve a contract for the Automation Group to provide telemetry and SCADA for the City Water plant?

Public Works Director John Stokes said that in 2017, the City upgraded the water plant disinfection systems as required to meet current federal and state guidelines. As part of the upgrade reporting standards are also required to be met as well as other maintenance items. First, the Oregon Health Authority (OHA) is currently allowing the City to provide reporting with “visual” recording methods. However, we are going to be required to provide chart reports and other data we cannot currently provide. Secondly, as the technical representatives from the UV, MIOX and programming entities are in various parts of the State as well as the country which is not cost effective nor convenient for system assessment. Third, if there is an after-hours call-out or emergency where staff cannot access the water plant, remote controlled access/operation is also necessary for efficiency. All of this to say, Telemetry and SCADA control will allow all of these issues to be remedied.

The water plant system is currently designed to accommodate telemetry and SCADA with no further physical modifications needed. Considering the OHA reporting requirements, being able to provide remote access to all technical representatives and allowing our small staff to have the tools to efficiently assess and control the plant is definitely the best and most cost efficient operationally. The Automation Group (TAG) has already installed such system at the City Sewer Treatment Plant and over a year later is functioning quite well. TAG also designed the operating system and performed installation at the water plant and is definitely the best consultant selection for this system.

The TAG portion of the project is estimated to cost approximately \$28,463. Per the attached proposal. The City will also be required to purchase a computer and printer for the water plant. It is recommended that the amount of \$35,000 be approved to cover the TAG proposal, purchase of the computer/printer and any additional unforeseen conditions/changes that may occur. Funds will be available in Water Capital fund after July 1, 2018. No work will be started or invoiced prior to this date.

Councilor Ellen Anderson motioned to approve the Automation Group contract and funding amount of \$35,000 from 2018/19 Water Capital funds.

Councilor Debby Turner seconded the motion.

MOTION:

that the City Council approve the Automation Group contract and funding amount of \$35,000 from 2018/19 Water Capital funds.

VOTE:

AYES 6 NAYES 0

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

G. Shall the City Council authorize the purchase of a new Fire Command Vehicle?

City Manager Jonathan Wright said that the Reedsport Volunteer Fire Department currently utilizes a 1999 Chevrolet Suburban as their Fire Command Vehicle. This vehicle is responsible for transporting fire personnel to trainings and meetings as well as responding to motor vehicle accidents, fires and major incidents. While this vehicle has served its purpose for its age of nearly 20 years, wear and tear from use are apparent leading staff to question its ability to reliably serve as the Department's lead vehicle much longer. The recent purchase of new police vehicles prompted staff to enquire about the cost of a new fire vehicle for which quotes were received for all makes and models of public safety rated SUV's, the most affordable of the most commonly used vehicles being the Dodge Durango. Staff then solicited quotes from multiple dealers and the results are as follows:

Power Chrysler Jeep Dodge.....	\$26,314
Withnell Dodge.....	\$26,120*
Lithia Dodge Chrysler Jeep.....	\$33,990
Verger Dodge Chrysler Jeep .....	\$no response

**\* 2% reduction in list price if purchased prior to new 2019 fleet pricing**

A grant received last year and the amazing deal subsequently obtained on the purchase of a new fire truck has left money in the Fire Equipment Fund for the purchase of a new Command Vehicle. After up fitting the vehicle and adding graphics, the total price for the vehicle will not exceed \$35,000 and if the vehicle can be purchased before the 2019 prices are available then the Fire Department could get a 2019 vehicle at 2018 prices (a savings of up to \$600 off the prices listed above).

Councilor Debby Turner motioned to authorize the City Manager to purchase a 2019 Dodge Durango, and associated equipment, to be used as the Fire Departments Command Vehicle at a total price not to exceed \$35,000.

Councilor Leslee Collier seconded the motion.

**MOTION:**

that the City Council authorize the City Manager to purchase a 2019 Dodge Durango, and associated equipment, to be used as the Fire Departments Command Vehicle at a total price not to exceed \$35,000.

VOTE:

AYES     6                NAYES     0    

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

ADJOURN

\_\_\_\_\_  
Linda McCollum, Mayor

ATTEST:

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Deanna, City Recorder