

MINUTES OF THE REEDSPORT CITY COUNCIL NOVEMBER 4, 2019, 7:00 P.M.  
CITY COUNCIL CHAMBERS

PRESENT:

Mayor Linda McCollum

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

City Manager, Jonathan Wright

City Attorney Steve Miller

OTHERS PRESENT:

Deanna Schafer, Kim Clardy, Chief Matt Smart, Sharmen Tipton, Lee Bridge, Joe Leidtky, Rosa Solano, Tom Starner, Ron Eberlein, Lisa Wenzel, Matthew Luke, Debbie McKinney, Dennis Swarty, Victoria Larallee, and Art Garcia

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

Mayor Linda McCollum swore a new Police Corporal Brent Snyder.

A National Rural Health Day Proclamation was read and presented to Ms. Rosa Solano

Good Friends and Neighbors Award was presentation to Rosa Solano.

4. APPROVAL OF THE AGENDA

Councilor Ellen Anderson 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 Turner, Patten, Murphy, Anderson, and Collier voted in favor of the motion. Councilor Mark Bedard was absent.)

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 City Council Special Session August 22, 2019.
- B. Approve minutes of the City Council Regular meeting of September 9, 2019.
- C. Approve minutes of the City Council Regular meeting of October 7, 2019.
  
- D. Adopt resolution 2019-020 amending Personnel Rule and Regulations regarding an update to the Teamster Union Pay Scale.

In 2017 it was determined that with seven officers there is a need for a senior officer to assist at times thus necessitating the Police Corporal position. Currently, there are six officer positions assigned to patrol duties and one assigned full time to the schools as the School Resource Officer. One of these existing officers was assigned a narcotics detection dog. With these varied assignments it was anticipated that the need for field supervision as well as helping with after hours and weekend supervisory issues would increase.

Since that time the Police Corporal has been promoted to Chief of Police creating a vacancy in the Corporal position. The Police Corporal is anticipated to be an internal promotion from the current Police Officers on staff, based upon qualifications, experience, and suitability for the position.

When the position was created the intent was to create a 5% incentive increase on top of the current Officers base pay. The Union pay plan was adjusted to increase the wage 5% above the Senior Officer pay at that time. Staff is recommending removing the Corporal line from the Union pay plan completely and adding the 5% incentive instead. A Memo of Understanding has been sent to the Union and a change to the Union contract is anticipated during the next negotiation period.

There is no fiscal impact, the Corporal Position is fully funded in the current 19/20 budget document.

1. \* Adopt a resolution 2019-020 amending Personnel Rule and Regulations removing the Corporal line from the Teamster Union Pay Scale.

E. Approve an updated job description for the Administrative Assistant/City Recorder position?

Approximately three years ago, the Finance Department began to see cuts in staffing levels. As long-time employees began to retire, the positions were not re-filled, but rather duties were reallocated in an effort to save money and balance the budget. In time, the City has begun to slowly add back those positions. The final function added back to the Finance Department was Payroll, which was currently performed by the City Recorder/Administrative Assistant. This brought the Finance Department back to a level of being fully staffed.

At that time an updated job description was presented to Council for approval but an updated description removing the payroll functions from the City Recorder/Administrative Position was not.

We are asking the Council to approve the job description removing the payroll function from that position.

There is no fiscal impact of this approval. It is a housekeeping item.

1. \* Approve an updated job description for the Administrative Assistant/City Recorder position.

F. Ratify the approval of an emergency repair of the back-up generator for the Water Treatment Plant.

G. Financial Statement.

### Financial Report - November 4, 2019 Urban Renewal District Meeting

Period ending 09.30.2019

Q1 (2019/20) Target: 25%

Reedsport Urban Renewal District. Fund 150				
	Budget	Actual		
Beginning Fund Balance	\$95,000	\$96,245	101%	
Revenue	\$86,000	\$1,629	2%	Rcv
*Expenditures	\$181,000	\$23,352	13%	Exp
URD MainStreet Fund 151				
	Budget	Actual		

<b>Beginning Fund Balance</b>	\$69,500	\$72,487	104%	
<b>Revenue</b>	\$258,350	\$28,554	11%	Rcv
<b>*Expenditures</b>	\$128,000	\$21,762	17%	Exp

### Financial Report - November 4, 2019 City Council Meeting

Period ending 09.30.2019

Q1 (2019/2020) Target: 25%

General Fund 001				
	Budget	Actual		
<b>Beginning Fund Balance</b>	\$1,100,000	\$1,053,936	96%	
<b>Revenue</b>	\$2,501,405	\$408,096	16%	Rcv
<b>*Expenditures</b>	\$3,291,405	\$557,800	17%	Exp
Street Fund 002				
	Budget	Actual		
<b>Beginning Fund Balance</b>	\$350,000	\$458,970	131%	
<b>Revenue</b>	\$506,650	\$157,298	31%	Rcv
<b>*Expenditures</b>	\$844,650	\$162,053	19%	Exp
Water Utility Fund 003				
	Budget	Actual		
<b>Beginning Fund Balance</b>	\$925,000	\$1,079,572	117%	
<b>Revenue</b>	\$831,550	\$257,683	31%	Rcv
<b>*Expenditures</b>	\$1,669,500	\$429,171	26%	Exp
Wastewater Utility 004				
	Budget	Actual		
<b>Beginning Fund Balance</b>	\$3,000,000	\$3,699,108	123%	
<b>Revenue</b>	\$1,977,700	\$598,584	30%	Rcv
<b>*Expenditures</b>	\$4,092,075	\$979,598	24%	Exp
Stormwater Utility Fund 005				
	Budget	Actual		
<b>Beginning Fund Balance</b>	\$500,000	\$619,665	124%	
<b>Revenue</b>	\$620,350	\$162,149	26%	Rcv
<b>*Expenditures</b>	\$1,118,350	\$71,774	6%	Exp
Bicycle/footpath Fund 007				
	Budget	Actual		
<b>Beginning Fund Balance</b>	\$49,150	\$49,022	100%	
<b>Revenue</b>	\$3,850	\$985	26%	Rcv
<b>*Expenditures</b>	\$47,900	\$0	0%	Exp
Fire Equipment Fund 014				
	Budget	Actual		

<b>Beginning Fund Balance</b>	\$38,000	\$38,348	101%	
<b>Revenue</b>	\$179,100	\$26,309	15%	Rcv
<b>*Expenditures</b>	\$217,100	\$5,000	2%	Exp
<b>Dunes NRA Fund 016</b>				
	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$85,000	\$130,833	154%	
<b>Revenue</b>	\$1,599,200	\$775,917	49%	Rcv
<b>*Expenditures</b>	\$1,684,200	\$125,718	7%	Exp
<b>Riverfront Fund 017</b>				
	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$95,000	\$77,913	82%	
<b>Revenue</b>	\$139,700	\$40,843	29%	Rcv
<b>*Expenditures</b>	\$223,200	\$80,130	36%	Exp
<b>Funds 20-22 (SDCs) interest only</b>				
<b>General Capital Improve. Fund 025</b>				
	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$300,000	\$371,791	124%	
<b>Revenue</b>	\$344,400	\$45,775	13%	Rcv
<b>*Expenditures</b>	\$244,400	\$3,844	2%	Exp
<b>Dial-A-Ride Fund 034</b>				
	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$1,000	\$507	51%	
<b>Revenue</b>	\$41,150	\$6,105	15%	Rcv
<b>*Expenditures</b>	\$38,530	\$8,800	23%	Exp
<b>Animal Shelter Fund 035</b>				
	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$31,000	\$28,936	93%	
<b>Revenue</b>	\$8,850	\$3,067	35%	Rcv
<b>*Expenditures</b>	\$39,850	\$1,596	4%	Exp
<b>Library Fund 036 closed</b>				
<b>Police Capital Fund 037</b>				
	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$20,000	\$9,250	46%	
<b>Revenue</b>	\$45,250	\$26,417	58%	Rcv

*Expenditures	\$65,250	\$1,200	2%	Exp
<b>CERT Program Fund 038</b>				
	<b>Budget</b>	<b>Actual</b>		
<b>Beginning Fund Balance</b>	\$0	\$0	0%	
<b>Revenue</b>	\$5,000	\$301	6%	Rcv
<b>*Expenditures</b>	\$5,000	\$384	8%	Exp

H. Motion to approve the Consent Calendar.

Councilor Rich Patten motioned to approve the Consent Agenda.

Councilor Leslee Collier Murphy seconded the motion.

MOTION:

that the City Council approve the Consent Agenda.

VOTE:

AYES 6 NAYES 0

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

## 6. GENERAL BUSINESS

A. Mr. and Mrs. Taylors request for hearing regarding notice of abatement.

City Manager Jonathan Wright submitted staff exhibits letters and presented pictures of what was done from both sides. The Taylors repaired the “Y” and the lateral. The city has documentation by the observation of staff, there was not obstruction in the lines, and there was nothing that affected any other property owners, except of the Taylors. For the Taylors to pay the \$557.16 to the city.

Attorney Lauren Bernton representing the Taylors regarding the hearing notice of abatement. The Taylors had a sewage blockage that backed up into their home. The Taylors had limited resources that’s why they hired family. The Taylors replaced across the road a new sewer lateral, new couplet that connected with the City sewer main line.

Mr. Ron Weekly said, they called Rotor Rooter to flush the lines, as doing so they found a blockage at the Y pipe at the property side. Rotor Rooter had marked an area where

the blockage was, it was marked on the asphalt. So the contractor (Brother-In-Law) that was hired by the Taylors, then dug up the marked area. Once he dug the hole he then realized it was damaged beyond what he could fix.

Mrs. Taylor said, they had to deal with this for two months and spent about \$8,000.00 for the repairs. If there was a problem with the main the city would pay for it. The main line in the photo was at the neighbor's property/driveway.

Chuck Hurlocker explained how the coupling and "Y" works and how it was repaired. Who would install and pay for the lateral.

After discussion City Council members came to the consensus that the Taylors owe the \$557.16 to the City of Reedsport.

B. Shall the City Council approve a contract for outsourcing the City of Reedsport utility billing?

Utility Billing Clerk Sharmen Tipton said, currently the city's 1,900 monthly invoices are printed in-house on postcards. Also, once a month a past due letter is mailed to approximately 150 customers. Taking this job off-site would free up time and resources to accomplish additional tasks. It would allow us to move from a post-card invoice to a full sheet complete with consumption comparisons and a more detailed breakdown of costs. It will also provide space for important information that may have required a special mailing prior to this opportunity. The post-cards often get lost or damaged and are not forwarded to new addresses. The first class letter format will reduce the number of calls to the office with questions or inquires of missing invoices.

Out of pocket now = \$10,180 per yr / Out of pocket with offsite printing = \$14,706.

Savings that are not able to be monetized include: less phone calls, less lost and damaged mail, less wear and tear on printer & stamp machine, time saved from printing, processing and mailing 1900 invoices and 150 past due notices per month.

Other off-site printing companies were contacted for pricing which ranged from \$0.67 - \$0.80 per piece. Only one of these other companies are located in Oregon and none of them offer the same full service, all-inclusive options of BMS Technologies.

Councilor Debby Turner motioned to approve the expenditure increase of \$4,526 per year to move printing and processing of monthly invoicing and past due notices to an off-site vendor (BMS Technologies).

Councilor Ellen Anderson seconded the motion.

MOTION:

that the City Council approve the expenditure increase of \$4,526 per year to move printing and processing of monthly invoicing and past due notices to an off-site vendor (BMS Technologies).

VOTE:

AYES 6 NAYES 0

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

- C. Shall the City Council authorize a partnership with the Small Business Development Center (SBDC) and Southwest Oregon Community College (SWOCC) to develop a co-working space and commercial kitchen for a number of business and training programs for the businesses and residents of Reedsport and surrounding area?

Destination Development Marketing Coordinator Emily Bradley said that Angela Wicks, President of the Reedsport Main Street Program and John Bacon, Executive Director of the SBDC at SWOCC, and Ali Mageehon, Vice President, SWOCC, met on October 14 to discuss a possible partnership with the City of Reedsport, SBDC, and SWOCC to renovate the “Toy Boat” property, which had been donated to the City, to develop a Business Incubator Program. After a tour of the property, all individuals believed the partnership and use of the property should be investigated further. In addition to using the property as an incubator, the property would also be suitable for housing a food hub, a business center for residents and tourists, pop-up restaurants, a SWOCC teaching center for the residents of Reedsport and surrounding area, and other community needs.

Angela and John met with Jonathan Wright on October 23 to discuss the renovation costs and the next steps required to form the partnership. John and Angela are working on developing a Business Plan for the overall project, and John and Ali are working on developing a Grant Application to cover the renovation costs and operating costs for the overall project.

The Southwestern Oregon Community College Small Business Development Center (SBDC) in partnering with the Reedsport Main Street Program and the City of Reedsport will create a co-working space and commercial kitchen, which would bring value to all involved. The creation of a coworking space would provide those visiting the area an opportunity to extend their stay because of a viable space to work and conduct business remotely. Furthermore, this coworking space would be an opportunity for local solopreneurs or entrepreneurs who are needing a space to work and develop their business ideas. This would lead to the development of more businesses and/or further

development of existing businesses. A coworking space would also provide a location for both SWOCC and SBDC class offerings. These classes would be a combination of traditional for-credit courses, community education courses, and SBDC business development course offerings. A commercial kitchen would provide a space for local individuals who are seeking to package and sell food products. This would create more opportunities and could lead to the development of more small businesses. Other uses for the commercial kitchen would be the opportunity to teach cooking classes as well as creating pop up restaurants.

The creation of small businesses, providing education opportunities for Reedsport residents, and the facilitation of remote work space for tourists and travelers would all be benefits provided by the coworking/commercial kitchen space and a partnership between the City of Reedsport, the Reedsport Main Street Program, and the SWOCC and the SBDC.

No initial funding is required for this project.

Councilor DeeDee Murphy motioned to approve further research into the development of the partnership.

Councilor Leslee Collier seconded the motion.

MOTION:

that the City Council approves further research into the development of the partnership.

VOTE:

AYES 6 NAYES 0

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

D. Shall the City Council designate an alley between 20<sup>th</sup> and 21<sup>th</sup> Street as one way travel?

Public Works Director Kim Clardy said that on March 12, 2019, the Reedsport Traffic Safety Committee met to discuss a concern from Frank Maxwell owner of The Outdoor Store about the traffic and speed in the alley between 20<sup>th</sup> and 21<sup>st</sup>. Frank requested a one-way sign for the alley which will run South to North. Currently the alley between 20<sup>st</sup> and 21<sup>nd</sup> is running north to south and by making them opposite of each other Frank feels it will reduce the speed and the flow of traffic. Along with the one-way street sign, there will have to be a do not enter sign on the end of the alley at 21<sup>st</sup>.

The material cost for the one-way street sign along with the do not enter sign is estimated at \$300.

Councilor Rich Patten motioned to approve the purchase of the one-way street sign and a Do Not Enter sign for the alley between 20<sup>th</sup> and 21<sup>st</sup>.

Councilor Leslee Collier seconded the motion.

MOTION:

that the City Council authorize the purchase of a one-way street sign and a Do Not Enter sign for the alley between 20<sup>th</sup> and 21<sup>st</sup>.

VOTE:

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

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

7.    MISCELLANEOUS ITEMS  
      *(Mayor, Councilors, City Manager, City Attorney)*

City Manager Jonathan Wright said the City Council may need to call a Special Meeting for USDA grant for a new Police Vehicle on Monday, Nov. 18<sup>th</sup>, 2019.

Chief Matt Smart said, they're looking to hire a new Dispatcher.

ADJOURN

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

ATTEST: \_\_\_\_\_  
          Deanna, City Recorder