

MINUTES OF THE REEDSPORT CITY COUNCIL DECEMBER 27, 2019, 4:00 P.M.
CITY COUNCIL SPECIAL SESSION

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

OTHERS PRESENT: Kim Clardy, Kim Duchscher, Michelle Fraley, Victoria Lavallee, and Adam Robertson

1. 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.

2. 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 Patten, Murphy, Anderson, Bedard, and Collier voted in favor of the motion (Councilor Debby Turner was absent).

3. GENERAL BUSINESS

A. Shall the City Council award the project for the seismic retrofit of the 12th Street pump station?

Public Works Director Kim Clardy said that the City of Reedsport put 12th St. Pump Station Seismic Retrofit out for a quotation on November 27, 2019, and received four (4) responses. The apparent low bidder was Billeter Marine, LLC at \$137,905.

Staff is requesting a not to exceed contract amount of \$145,000 to ensure that the project can be expedited and that change orders can be addressed in the field and without the need for another Council meeting. The budget impact will be split between Street Capital 002-502-744370 (Street Improvements) and Stormwater Capital 005-505-746780 (Stormwater Levee Maintenance)

Councilor Rich Patten motioned to award the project to Billeter Marine, LLC at a not to exceed contract of \$145,000.

Councilor DeeDee Murphy seconded the motion.

MOTION:

that the City Council award the project to Billeter Marine, LLC at a not to exceed contract of \$145,000.

VOTE:

AYES 6 NAYES 0

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

- B. Shall the City Council enter into a Memorandum of Understanding with Travel Southern Oregon Coast for a kayak launch to be attached to the Bumble Bee Boat launch?

City Manager Jonathan Wright said, Travel Southern Oregon Coast (TSOC) has made funding available for purchase of a kayak launch in South Coast communities with an agreement that the accepting party will maintain the launch once it is installed. TSOC will also work with the City in the development of signage for the kayak launch site including instruction for use and safety information.

The City will be responsible for cleaning up the existing Bumblebee dock before kayak launch installation, installing the kayak launch, and maintaining the kayak launch. TSOC will be providing the funds for the launch and donating it to the City. If for some reason the City is unable to maintain the launch or no longer wants the kayak launch, TSOC will reacquire the launch for use elsewhere at no cost besides City's manpower to remove the launch.

Councilor Mark Bedard motioned to authorize City staff to sign the MOU and enter into agreement with Travel Southern Oregon Coast for a kayak launch attached to the Bumblebee Boat Launch.

Councilor Ellen Anderson seconded the motion.

MOTION:

that the City Council authorize City staff to sign the MOU and enter into agreement with Travel Southern Oregon Coast for a kayak launch attached to the Bumblebee Boat Launch.

VOTE:

AYES 6 NAYES 0

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

C. Shall the City Council approve additional funding to Merina + Co for Interim Finance support services?

City Manager Jonathan Wright said, recently the City of Reedsport entered into a contract with Merina + Co for Interim Finance Director Services. The company is assisting the City with Audit preparation, year-end close and process streamlining along with staff support for the new Financial Director. The goal is to allow our current Financial Consultant to finally retire and to have a fully functioning financial department.

Due to some unforeseen issues, the process is taking Merina + Co longer than expected and they have revised their estimate based on an hourly charge.

Staff expects these services will be necessary for at least the next two to three months and will require that additional contingency funds be used to help pay for the tasks, Staff is requesting a not to exceed budget of an additional \$40,000 from contingency to retain Merina + Co.

Staff does not anticipate fully expending these funds. There are several areas that can be streamlined from the estimate and, if possible, staff will self-perform as much of this work as possible.

Councilor DeeDee Murphy motioned to approve additional funding to Merina + Co for Interim Finance Director Services.

Councilor Leslee Collier seconded the motion

MOTION:

that the City Council approve additional funding to Merina + Co for Interim Finance Director Services.

VOTE:

AYES 6 NAYES 0

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

D. Shall the City Council adopt Resolution 2019-023 authorizing a supplemental budget and budget revisions to the 2019-20 FY budget?

Finance Director Michelle Fraley said that a resolution has been drafted which provides for unforeseen changes in the form of a supplemental budget and budget revisions to the 2019-20 fiscal year budget.

According to ORS 294.338 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 2019-20 budget.

None of the recommended adjustments increase the property tax levy.

Mid-way through the fiscal year, the City was awarded a Homeland Security Grant in the amount of \$14,390.00. The grant was awarded to purchase CERT equipment, 5000 gallon water bladders, truck bed water bladder and preparedness brochures for the Reedsport CERT. This is a reimbursement grant.

- Grants (038-000-415800) is increased from \$4,000 to \$14,390.
- Emergency Management (038-000-623500) is increased from \$4,000 to \$14,390.

Net increase to Cert Fund Revenues \$10,390.

1. Net increase to Emergency Management is \$10,390.

It is recommended that the City Council approve a resolution adopting the budget revisions to the fiscal year 2019-20 budget and assign Resolution 2019-023 as the title.

The total amended budget is \$15,393,455.

Councilor DeeDee Murphy motioned to approve a resolution adopting the budget revisions to the fiscal year 2019-20 budget and assign Resolution 2019-023 as the title.

Councilor Rich Patten seconded the motion

MOTION:

that the City Council Adopt Resolution 2019-023 authorizing a supplemental budget and budget revisions the FY 2019-20 budget.

VOTE:

AYES 6 NAYES 0

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

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

ADJOURN

Linda McCollum, Mayor

ATTEST: _____
Deanna, City Recorder