

MINUTES OF THE REEDSPORT CITY COUNCIL MAY 4, 2020, 7:00 P.M.  
CITY COUNCIL SESSION

PRESENT: Mayor Linda McCollum  
Councilors Mark Bedard, DeeDee Murphy, Debby Turner,  
Rich Patten and Ellen Anderson.  
City Manager Pro Tem Deanna Schafer  
City Attorney Steve Miller (via telephone)

OTHERS PRESENT: Kim Clardy, Chief Matt Smart, Joe Liedtky, Ed O'Carroll.

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. APPROVAL OF THE AGENDA

Councilor DeeDee Murphy motioned to approve the Agenda.

Councilor Mark Bedard seconded the motion.

MOTION:

that the City Council approve the Agenda.

VOTE:

AYES     6                NAYES     0    

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

4. 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 at 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 March 2, 2020.

- B. Approve minutes of the regular session of March 2, 2020.
- ~~C. Approve minutes of the emergency session of March 20, 2020.~~
- 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 renewals applications for liquor licenses.

Attached you will find a listing of the business locations currently holding Oregon Liquor Licenses within the City of Reedsport. 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, 2020. 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.

- E. Ratify the unanimous recommendation to fill a vacant Wastewater Worker I position.

The Reedsport City Charter states no City Manager pro tem may appoint or remove any employee, except with the approval of five members of the City Council.

Due to the retirement of Mr. Jeff Pearson a vacancy was created in the Maintenance Department. This position was filled by a transfer of a current employee from the Wastewater Division. The transfer created a vacancy in the Wastewater Worker position.

The position was advertised internally and externally as outlined in the current union contract. Applications were accepted and an applicant was selected. Council was polled and staff is asking that the City Council ratify the unanimous recommendation to fill the position with Mr. Drew Huebner.

There is no fiscal impact beyond the current Wastewater fund budget for a full-time Wastewater Worker for fiscal year 2019-20.

1. **Ratify the unanimous recommendation to fill a vacant Wastewater Worker I position with Mr. Drew Huebner.**

- F. Shall the City Council ratify the decision to approve an amendment to ZCS

Engineering and Architecture agreement for additional Construction Administration Services?

In September 2019 the City Council contracted with ZCS Engineering & Architecture, (ZCS) to provide necessary architectural and professional services to complete the Dunes NRA project for the amount of \$29,000. The City Council approved a total of \$30,000 to be allocated to the project and the additional \$1,000 was used for outside consultation.

ZCS has brought a high level of support that has proved invaluable for successful completion of this project. However, due to the larger than expected need for consultation and contract administration ZCS has requested an amendment to the contract in the amount of \$7,500.

An addition of \$7,500 from 016 Dune building expansion fund. No increase to the total project budget is anticipated.

**1. Approve a contract amendment to ZCS the Engineering and Architecture agreement for additional construction administration services for the Oregon Dunes NRA expansion project.**

G. Shall the City Council ratify the approval of a contract with Sheldon Planning LLC for hourly professional services?

The City's current contract for planning service with Douglas County is set to expire on June 12, 2020. The City has a need for more services than the County can currently provide and has been in contact with Hailey Sheldon, Sheldon Planning LLC.

Hailey is the contract planner for the City of Coquille and recently filled in for the City of Florence while they recruited an in-house planner. She has previous planning experience with Shoji Planning Services, whom the City has previously worked with and comes highly recommended.

This position will cost approximately \$75 hourly with travel expense on a reimbursable basis. The current budget for contract planning services has a balance of \$16,000 for fiscal year 2019-20.

**1. Ratify the approval of a contract with Sheldon Planning LLC for hourly professional services.**

H. Shall the City Council ratify the decision to apply for a Douglas County Industrial Board grant for RV dump pre-treatment improvements?

The City of Reedsport's RV dump has been around since the early 1990's. The pretreatment/chemicals that are used in recreational vehicles have proven to cause some upset at the sewer plant making it difficult at times to meet the obligations set forth by DEQ. The proposed new system includes a 10,000-gallon holding tank and pump which will control the flow to the plant rather than being gravity feed at one time. SHN Engineer has given a project estimate of \$242,910. We would like to ask DCIB for a grant for the amount of \$121,155.

The staff has secured matching funds for the completion of the project.

**1. Approve for city staff to apply for the DCIB Grant of \$121,155.**

- I. Shall the City Council adopt Resolution 2020-004 authorizing an interfund loan from Fund 003 to Fund 016?

At the November 6, 2017 Council meeting, the Reedsport City Council directed staff to draft a resolution establishing the terms for an interfund loan to be transferred from the Wastewater Capital Fund (024) to the Dunes NRA Fund (016). The purpose of the loan is to finance the expansion and renovation of the existing building per the negotiated contract with the tenants and GSA. At the December 4, 2017 Reedsport City Council meeting the Council approved the resolution. During the April 15, 2019 Budget Committee meeting discussions were to transfer \$1,000,000 from Wastewater Capital Fund (004) and \$500,000 from Water Utility Fund (003). The budget committee approved this revised transfer both monetarily and fund wise.

Per the requirements of ORS 294.468 capital interfund loans made for the purpose of financing the design, acquisition, construction, installation, or improvement of real or personal property may be allowed, so long as the loan is repaid in full over a term not to exceed 10 years. The resolution that authorizes the loan must state a schedule for repayment and a rate of interest, which may be set at any rate the governing body determines.

The attached resolution meets these requirements and is summarized as follows:

1. Loan amount of \$1.5 million.
2. Annual percentage rate of 2%.
3. Transfer from Fund 004 to Fund 016 for \$1,000,000.
4. Transfer from Fund 003 to Fund 016 for \$500,000
5. Loan to be repaid within 10 years, with the first installment occurring in July 2020.

The FY 2019/20 budget will not be impacted by this loan as it was originally budgeted. The revenue and expenses will be identified in the 2019/20 FY budget.

**1. Adopt Resolution 2020-004 authorizing interfund loans from Fund 004 and Fund 003 to Fund 016 in the amount of \$1.5 million at the rate of 2% and to be repaid within 10 years.**

- J. Shall the City Council adopt Resolution 2020-005 authorizing intrafund transfers and creating a revision to the FY 2019-20 budget?

A resolution has been drafted which provides for intrafund transfers and creating revisions to 2019-20 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 2019-20 budget. None of the recommended adjustments increase the property tax levy.

**General Fund Change explanations:**

Non – Departmental Unit 110

Due to Cert not receiving the anticipated donations and in order for the Cert Trainings to continue to take place staff recommends a transfer of \$1,000 from General Fund Non Departmental to the Cert Fund 038.

**NON DEPARTMENTAL UNIT (110)**

**Materials & Services**

- Other Services (001-110-614970) is decreased from \$7,000 to \$6,000.

**Interfund Transfers**

- Transfer Out Fund 038 (001-110-923060) is increased from \$0 to \$1,000.

**CERT FUND (038)**

**Interfund Transfer In**

- Fund 001 Transfer (038-000-415000) is increased from \$0 to \$1,000.

**Materials & Services**

- Cert Program Expenses (038-538-623510) is increased from \$890 to \$1,890.

General Fund is decreased by \$1,000 and Cert Fund is increased by \$1,000. The total 2019-20 budget is increased by \$1,000 for a total amended budget of 15,394,455.

**1. Adopt Resolution 2020-005 authorizing the intrafund transfers and revisions to the 2019-20 FY budget.**

K. Motion to approve Consent Calendar.

Councilor DeeDee Murphy motioned to approve the Consent Calendar.

Councilor Mark Bedard seconded the motion.

MOTION:

that the City Council approve the Consent Calendar.

VOTE:

AYES 6 NAYES 0

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

**7. GENERAL BUSINESS**

- A. Shall the City Council accept the resignation of Ms. Leslee Collier, Council position #3 and give direction for filling the vacancy?

Deanna Schafer, City Manager pro tem said that on April 19, 2020 Reedsport City Councilor Leslee Collier tendered her resignation from the Reedsport City Council. According to the Reedsport City Charter, upon receiving a resignation the City Council shall declare a vacancy. Vacancy in elective offices in the City shall be filled through appointment by a majority of the incumbent members of the Council if the unexpired term is greater than six months. Ms. Colliers's remaining term is through December 31, 2020; therefore, the City Council will need to direct staff to advertise the vacancy and accept applications for the position. Candidates can then be interviewed by the City Council at a regular Council meeting.

None, other than advertising the position and Staff time.

Councilor Rich Patten motioned to accept the resignation of Ms. Leslee Collier and instruct Staff to advertise the vacancy and accept applications for the position.

Councilor Mark Bedard seconded the motion.

MOTION:

that the City Council declare a vacancy of a City Council position and instruct Staff to advertise the vacancy and accept applications for the position.

VOTE:

AYES 6 NAYES 0

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

- B. Shall the City Council staff to issue a notice of award for the 7<sup>th</sup> & 12<sup>th</sup> St Pump Station Improvements project?

Public Works Director Kim Clardy said that the City of Reedsport put 7<sup>th</sup> & 12<sup>th</sup> St Pump Station Improvements out for a quotation on March 19, 2020, and received three (3) responses. The apparent low bidder was Pacific Excavation, Inc. at \$461,650.

Staff is requesting a not to exceed contract amount of \$470,000 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 City currently has a grant with FEMA for \$478,600 and we have asked for a budget amendment of \$60,000 to offset some of the projected overages. The Cities portion of the project will be split from the Stormwater Capital budget this year and 2020/2021.

Councilor DeeDee Murphy motioned to award the project to Pacific Excavation, Inc. at a not to exceed contract of \$470,000.

Councilor Debby Turner seconded the motion.

MOTION:

that the City Council award the project to Pacific Excavation, Inc. at a not to exceed contract of \$470,000.

VOTE:

AYES 6 NAYES 0

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

- C. Shall the City Council authorize the purchase of three replacement pumps one for 12<sup>th</sup> St and two for 7<sup>th</sup> St. storm water pump station as part of the FEMA grant?

Public Works Director Kim Clardy said that the City of Reedsport's 7<sup>th</sup> & 12<sup>th</sup> street pump stations is in need of a new pumps. With the purchase of the new pumps, the two pump stations will be totally rebuilt. Originally we asked for the existing pumps to be rebuilt and just purchase one new one for each station. We found that our original pumps were so outdated that the parts would be more expensive to rebuild then to just purchase new pumps.

Staff is requesting up to \$115,000 which will come from the FEMA grant and a 25% match of City funds.

Councilor Mark Bedard motioned to approve the expenditure of the \$115,000 to purchase the replacement of the pumps.

Councilor Ellen Anderson seconded the motion.

MOTION:

that the City Council approve the expenditure of the \$115,000 to purchase the replacement of the pumps.

VOTE:

AYES 6 NAYES 0

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

- D. Shall the City Council authorize an additional \$4,000 for the completion of the seismic retrofit of 12<sup>th</sup> St pump station?

Public Works Director Kim Clardy said that on December 27, 2019, the City Council approved \$145,000 for the seismic retrofit of the 12<sup>th</sup> St. pump station. The plan was to use as much of the existing infrastructure that could be salvaged. Upon the removal, it was discovered that the existing supporting beams were deteriorated and could not be reused therefore causing the project to go over budget.

Staff is requesting \$4,000 to complete the seismic retrofit of the 12<sup>th</sup> St pump station.

Councilor Mark Bedard motioned to approve the additional \$4,000 to complete the project.

Councilor Debby Turner seconded the motion.

MOTION:

that the City Council approve the additional \$4,000 to complete the project.

VOTE:

AYES 6 NAYES 0

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

- E Shall the City Council approve funding for the installation of Cured in Place Pipe to the City's public sewers to be expended in 2020-21 fiscal year?

Public Works Director Kim Clardy said that the City of Reedsport, over the past five years, has been upgrading the most seriously degraded sewer mains with cured in place pipe technology, also known as trenchless pipe repair. Many of the City's sewer mains are beyond their life expectancy and Cure in Place Pipe is a financially viable, safe, and convenient solution to replacing aging and degraded sewers.

The City of Reedsport's Wastewater department owns, maintains, and operates a closed-circuit television system that allows inspections of sewer mains and have identified 723 linear feet for the budget cycle 2020-21 project beginning July 1, 2020. The city staff wishes to be on schedule for a dry season installation.

A well-maintained sewer infrastructure can not only protects human health and the environment but also maintains the integrity of other vital City infrastructure like water mainlines and streets.

Spartan Environmental Services returned the lowest overall cost proposal to the City at \$77,101. The City requests \$78,600 for contingencies.

Councilor Mark Bedard motioned to approve the expenditure of \$78,600 for the trenchless pipe replacement.

Councilor Debby Turner seconded the motion.

MOTION:

that the City Council approve the expenditure of \$78,600 for the trenchless pipe replacement, contingent on the approval of the impending budget.

VOTE:

AYES     6                NAYES     0    

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

8. MISCELLANEOUS ITEMS

*(Mayor, Councilors, City Manager, City Attorney)*

1. Flower baskets were placed on the light poles by volunteers throughout town.
2. Oregon State Parks stated most of their parks will reopened on Friday May 15, 2020. Events and camping will remain closed.
3. Another coastal community inquired regarding tourist traffic to our area hotels as Florence and Reedsport were the only towns in the area not to close their hotels during the pandemic. City Manager does not recommend taking any action on the operation of local hotels at this time.
4. The front office of City Hall will be reopening May 11<sup>th</sup>. The city has received a grant from SAIF to install window dividers in the front office.
5. The city has decided to keep the parks, playgrounds and public restrooms closed as they do not have the staffing to adhere to the sanitation guidelines.
6. Police department will be reopening their lobby during the day and closing it after 10:00 PM.
7. Police Department received a grant to install two calls boxes and the front and rear door to allow citizens without other means to speak directly with dispatch.
8. Police Department hired a new officer, BradLee Davis, and is still looking to fill one more officer vacancy as well as a part time dispatch position.
9. Public Works will be completing work on the 12<sup>th</sup> street pump station by the end of the week, Winchester Bay waterline will be complete within the next two weeks.
10. Financial Director completing impending budget for review on the June 1, 2020 council meeting.
11. Madam Mayor and Reedsport Main Street Program Director Emily Bradley gave away gift certificates to local residents impacted by the closing of businesses.

ADJOURN

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Linda McCollum, Mayor

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