

**City of Reedsport  
City Council Work Session  
and  
Regular Meeting**

**AMENDED AGENDA**

Urban Renewal Quarterly Budget Committee Meeting, 6:00 p.m.  
Quarterly Budget Committee Meeting, 6:15 p.m.  
City Council Work Session, 6:30 p.m.  
Urban Renewal District Agency Meeting, 7:00 p.m.  
City Council Regular Session, 7:15 p.m.  
451 Winchester Avenue  
Monday, December 5, 2022

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*In accordance with HB2560, the City of Reedsport, to extent reasonably possible, will make all meetings accessible remotely via Zoom and provide the opportunity for citizens to submit oral testimony during the meeting and written testimony by emailing [cdavis@cityofreedsport.org](mailto:cdavis@cityofreedsport.org) by 4:00 p.m. on the day of each regularly scheduled council meeting.*

Zoom Link: <https://us02web.zoom.us/j/88258659119?pwd=SkhkNHhrOUk2eUhud00rS1pVa1BmUT09>

**6:00 p.m. Urban Renewal Quarterly Budget Committee Meeting:** Separate agenda

**6:15 p.m. Quarterly Budget Committee Meeting:** Separate agenda

**6:30 p.m. Work Session:**

1. CALL TO ORDER
2. ITEMS OF BUSINESS

A. Open House for Councilor Mark Bedard.

**7:00 p.m. Urban Renewal Agency Meeting:** Separate Agenda

**7:15 p.m. Regular Meeting:**

1. CALL TO ORDER
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

A. Proclamation of measure election results from November 8, 2022.

- B. Proclamation of election results from November 8, 2022.
- C. Present certificate of election to candidates.
- D. Swearing in of Interim Chief of Police Buddy Young.

4. APPROVAL OF THE AGENDA

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 November 7, 2022.
- B. Approve minutes of the regular session of November 7, 2022.
- C. Shall the City Council adopt a meeting schedule for City Council meetings for the 2023 calendar year? (Council Letter 022-058)
- D. Accept Quarterly Financial Report.
- E. Motion to approve the Consent Agenda.

6. GENERAL BUSINESS

- A. Shall the City Council adopt a Resolution requesting a boundary change for the Lower Umpqua Enterprise Zone and assign 2022-014 as the title? (Council Letter 022-055)
- B. Shall the City Council adopt a Resolution in support of naming the Scottsburg Bridge in honor of Caddy McKeown and assign 2022-013 as the title? (Council Letter 022-059)
- C. Shall the City Council adopt an ordinance regarding the suspension of utilities system development charges (SDCs), to include SDC's assessed as part of a public project and assign 2022-1197 as the title? (Council Letter 022-060)
- D. Shall the City Council adopt an ordinance establishing a temporary moratorium on vacation rentals and/or short-term rentals and assign 2022-1198 as the title? (Council Letter 022-061)
- E. Shall the City Council adopt a resolution amending Personnel Rules and Regulations Section 17, Grievance Procedure assigning 2022-018 as the title? (Council Letter 022-062)

F. Shall the City Council appoint a Student Councilor? (Council Letter 022-063)

G. Shall the City Council appoint persons to fill vacancies on the Cities Boards and Committees? (Council Letter 022-064)

H. Shall the City Council authorize the expenditure of City Funds to remodel Station 7 Police/Fire Station? (Council Letter 022-065)

7. MISCELLANEOUS ITEMS

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

8. EXECUTIVE SESSION

A. Pursuant to ORS 192.660(2)(h) – To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

9. ADJOURN

MINUTES OF THE REEDSPORT CITY COUNCIL WORK SESSION  
NOVEMBER 7, 2022 AT 6:30 P.M. VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum

Councilors Jeffrey Vanier, DeeDee Murphy, Joe Liedtky, and Debby Turner (Councilor Mark Bedard and Rich Patten were absent)

City Manager Deanna Schafer

City Attorney Stephen H. Miller

OTHERS PRESENT:

Fire Chief Tom Anderson, Dep. City Recorder Courteney Davis, Finance Director Michelle Fraley, Dispatch Supervisory Charlene Lohf, Allen Teitzel, John Moore, Ron Eberlein, Debbie McKinney, Nick Middleton, Kevin Swift, Shelley Swift, Gary Stine, Darold Rose

WORK SESSION:

Mayor McCollum opened the work session at 6:30 P.M.

## A. Review of Reedsport Zoning

City Manager Deanna Schafer reviewed the zoning map particularly the uptown commercial district adjacent to Highway 101. Schafer highlighted that the lots adjacent to Elm and Fir Avenue are zoned commercial and once a residence is converted to commercial use it cannot be re-zoned residential. This includes a small area on Laurel Avenue, behind Harbor Light and along Elm Street, which are zoned commercial-transitional.

Schafer that continued that included in the Council's packet materials is the State of Oregon's planning goals which also impact the City's zoning and planning regulations. The statewide goals require that the City allocate a certain percentage of land to each zone. Although the City has little industrial zoning within the City limits, there is a large amount of industrial space available within a very short distance – including Bolon Island and Gardner. That helps the City expand our commercial and residential zones.

When the City and ODOT start the construction for the new design of the highway the available parking areas in uptown will become even more limited, especially the on-street parking. This will increase the need for established off-street parking in order for the commercial businesses to meet the parking standards. Schafer also stated that there is at least one commercial business in uptown that is not open to the public because the lot itself does not have enough parking spaces, but any commercial business in the City could apply for an exemption if public parking is available within 500 feet of the business location.

## B. Vacation Rentals

City Manager Deanna Schafer stated that this issue has been a topic of discussion lately.

This includes other coastal communities that have discussed suspending vacation rentals in their City. Schafer continued that she has received several inquiries from realtors asking what the requirements are for operating a vacation rental and if certain residences can be converted into a rental.

The City recently sent letter to four (4) vacation rentals that were not licensed with the City but were operating and advertising as such. These letters asked that the owners bring the properties into compliance – two of those four have submitted the appropriate paperwork to go before the planning commission in December. Although the planning commission hears the applications, the City Council actually makes the decisions regarding the requirements for those applications.

Originally the consensus of the Council was to deal with issues relating to vacation rentals as they arose and staff is now asking if Council has any additional direction to staff adding that they are no restrictions on where a vacation rental may be established and have a minimum criteria of no more than eight individuals in the home and they must have one parking space for every two people. There is currently no other criteria that allows the planning commission to deny an application for a vacation rental because no such criteria has been identified.

City Manager Deanna Schafer responded to Mayor McCollum's questions regarding former City Councilor Frank Barth's recommendations on vacation rentals which implemented the current requirements.

Schafer responded to Councilor Murphy that she did not have specific statistics from the police department but she did not believe there were any more issues with vacation rentals than the normal. Schafer added that the biggest complaint she has heard is parking and lack thereof when the tenants bring large trucks with trailers/boats. She also stated that there seems to be a small cluster of vacation rentals within the area of 21<sup>st</sup> Street between Alder Avenue and Elm Avenue.

Councilor Vanier stated that after a brief internet search there are more than 140 vacation rentals available between Florence and Coos Bay (including Reedsport). Vanier added that local businesses such as Lower Umpqua Hospital are not able to maintain adequate staffing due to the lack of long-term rentals available noting that an employee spent three months living in a motel before resigning from their position because they could not obtain housing. Councilor Leidtky agreed.

Schafer added that the City is still awaiting the final report on the Housing Needs Analysis, however the preliminary report states that Reedsport has sufficient middle-income housing but there is no room for growth.

Mayor McCollum added that Gold Beach recently suspended vacation rentals having met its established limits.

Vanier added that he had met with the City Planner in Florence whom is also considering suspending vacation rentals due to the vast number of vacation rentals within the City.

The consensus of the City Council was to consider a temporary moratorium on vacation rentals until more research and regulations can be established.

C. Items on the Agenda.

City Manager Deanna Schafer briefly reviewed other items on the agenda.

Mayor McCollum adjourned the work session at 6:57 p.m.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Recorder

DRAFT

MINUTES OF THE REEDSPORT CITY COUNCIL NOVEMBER 7, 2022 AT 7:00 P.M.  
CITY COUNCIL SESSION VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum

Councilors Jeffrey Vanier, DeeDee Murphy, Joe Liedtky, and Debby Turner (Councilor Mark Bedard and Rich Patten were absent)

City Manager Deanna Schafer

City Attorney Stephen H. Miller

OTHERS PRESENT:

Fire Chief Tom Anderson, Dep. City Recorder Courteney Davis, Public Works Director Kimberly Clardy, Finance Director Michelle Fraley, Dispatch Supervisor Charlene Lohf, Allen Teitzel, John Moore, Ron Eberlein, Debbie McKinney, Nick Middleton, Kevin Swift, Shelley Swift, Gary Stine, Darold Rose

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor McCollum called the meeting to order at 7:02 P.M.

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.*

- A. Kevin Swift of 729 Ranch Road addressed the Council regarding concerns of a neighboring property that operates as a vacation rental and appear not to be adhering to City standards.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

- A. Swearing in of Police Officer Jacob Molano

Madam Mayor commenced the Oath of Office for newly appointed Officer Jacob Molano of the Reedsport Police Department.

- A. A proclamation for Veteran's Remembrance Day

Madam Mayor read a proclamation recognizing November 11, 2022 as Veteran's Remembrance Day.

4. APPROVAL OF THE AMENDED AGENDA

The City Manager requested that the agenda be amended to add an Open Session after the conclusion of Executive Session.

Councilor Murphy motioned to approve the amended agenda.

Councilor Liedtke seconded the motion.

MOTION:

that the City Council approve the amended agenda.

VOTE:

AYES 5 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtke, and Turner 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 October 3, 2022.
- B. Approve minutes of the regular session of October 3, 2022.
- C. Shall the City Council authorize an intergovernmental agreement with Portland State University (Hatfield School of Government Center for Public Services) to complete a compensation and wage analysis?

A compensation and wage analysis is a popular process that businesses and municipalities use to understand how they are paying their employees in relation to one another. Because market trends shift regularly, businesses can benefit from conducting regular compensation analyses to see if they are paying a fair salary or if they need to reevaluate pay to keep and attract skilled employees. The result of a compensation analysis is a formal pay structure companies can use as a guide in hiring or adjusting pay.

The City of Reedsport last completed a formal compensation study in 2010 with a wage update conducted in 2018. Staff wishes to see how our compensation package including salaries, insurance premium coverage, PERS contributions and other incentives provided to employees compares to other municipalities of similar population and public services provided.

Staff solicited three individual proposals from Portland State University (PSU), HR Answers, and Local Government Personnel Services (LCOG). PSU provided the most comprehensive and budgetary proposal of the three. The final report will include base salary, employee health insurance contributions, holiday, and vacation, sick and



administrative paid time off, longevity pay, employer's contribution to PERS and any non-discretionary deferred compensation provided by the employer.

Services provided under the agreement shall not exceed \$11,913.

**\*1. Authorize an intergovernmental agreement with Portland State University (Hatfield School of Government Center for Public Services) to complete a compensation and wage analysis**

D. Motion to approve the Consent Agenda.

Councilor Murphy motioned to approve the Consent Agenda.

Councilor Vanier seconded the motion.

MOTION:

that the City Council approve the Consent Agenda.

VOTE:

AYES 5 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtke and Turner voted in favor of the motion)

**6. GENERAL BUSINESS**

- A. Shall the City Council adopt a Resolution requesting a boundary change for the Lower Umpqua Enterprise Zone and assign 2022-014 as the title?

City Manager Deanna Schafer stated that a draft resolution requesting a boundary change for the Lower Umpqua Enterprise Zone (2022-014) was originally brought to the Reedsport City Council for potential adoption on August 29, 2022. At that time it was requested that staff invite Shaun Gibbs of the South Coast Development Council (SCDC) to discuss the proposed changes to the Enterprise Zone boundaries and present at the October 2022 meeting. At that meeting the Resolution was again tabled and staff was instructed to conduct more research.

The two areas that garnered the most questions, are the addition of privately owned property North West of Gardiner Oregon, in a currently undeveloped area of approximately 700 acres, currently known as the Duval property. The property is bordered on the West by mostly governmentally managed land, most notable, USFS, Oregon State Parks. On the East and North East of the property the land owners are private timber companies, Douglas County and the former International Paper Co. The USFS has shown an interest in applying for grants to purchase the property in recent

years and the Reedsport City Council has supported those efforts. They have not been successful and the Duval family trust has made indications that they are looking to sell the property to private investors.

The property is currently zoned 'CS' for Conservation Shorelands (attached). This zoning is based on the current conditions of undeveloped land. An owner can apply to rezone the property with compelling evidence that the property could support other uses in the future. This property was recommended to be added to the zone by the City of Reedsport and the Port of Umpqua. The goal was to add the property to the Enterprise Zone in order to create an incentive for future private development.

The second property in question was the point on Ork Rock Rd. The reason this property was proposed to be added to the zone is that Shaun Gibbs (SCDC) has shown the property to several prospective developers and discovered that that is the only portion of the undeveloped land out on Ork Rock Road that is not currently in the zone. Shaun proposed that the property be added as it was discussed that one of these potential developers would have been more interested if the property was included in the zone. A zone designation doesn't benefit a governmental agency and can only be utilized by private development.

There is no fiscal impact.

Councilor Vanier motioned that the City Council table the issue until the December 5, 2022 Council Meeting.

Councilor Vanier seconded the motion.

**MOTION:**

that the City Council table the issue until the December 5, 2022 Council Meeting.

**VOTE:**

AYES 3 NAYES 2

(Councilors Vanier, Liedtky, and Turner voted in favor of the motion. Mayor McCollum and Councilor Murphy voted against the motion.)

**B. Shall the City Council adopt the Winchester Bay Water Distribution System Plan?**

Public Works Director Kimberly Clardy stated that when the City of Reedsport Water Department took over the water system in Winchester Bay the City was given very few system-wide maps of the area. With little to no information to go off of, it has made it very difficult for the Water Department to complete work without extensive research each time. In November of 2021 City staff asked for approval for Dyer Partnership to complete a task order for a Winchester Bay Water Distribution Plan, the task order was approved.

Dyer Partnership has since completed the Winchester Bay Water Distribution Plan and the City will now have a guiding document to be able to refer to.

There is no cost associated with the adoption of the Winchester Bay Water Distribution System Plan. Any future expenditures associated with the implementation of the Plan would need Council review and approval before taking action.

Councilor Vanier motioned that the City Council adopt the Winchester Bay Water Distribution System Plan.

Councilor Liedtky seconded the motion.

MOTION:

that the City Council adopt the Winchester Bay Water Distribution System Plan.

VOTE:

AYES 5

NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky and Turner voted in favor of the motion)

C. Shall the City Council approve the purchase of a new backup generator at the water plant?

Public Works Director Kimberly Clardy stated that in October 2019 the backup generator for the water plant needed to be repaired. The stator winding (the stator converts the rotating magnetic field to electric current) had shorted out and needed to be repaired and rewound. Since the generator is a backup for our water plant we had to also rent a generator in case of a power outage. Because it took so long to repair, the rental was almost as much as the repair itself. Between the rental and repair of the generator, the total price was \$44,410.

The generator is now in need of repairing/rebuilding of the injection pump and performing a cooling system service which includes replacing hoses, thermostats, gaskets, caps, and belts. If they tear into the existing problem and find additional problems the cost for repairs could go up as would the rental of a standby generator. The quote does not include the electrician's cost to hook up and disconnect the rental generator. The generator is a 1996 model and putting another \$25,000 into the equipment is not practical. It serves as the backup generator for the water plant should the power go out, so we are not able to go without a generator.

City staff received five quotes with Peterson Cat being the lowest bidder.

Peterson Cat returned the lowest overall cost proposal to the City at \$66,144. Staff is requesting \$75,000 for contingencies and electrical work which is not included in the quotes. The generator will be funded out of Water (003) capital improvements.

Councilor Vanier motioned that the City Council approve the expenditure of \$75,000 for the purchase of a new water plant generator.

Councilor Turner seconded the motion.

**MOTION:**

that the City Council approve the expenditure of \$75,000 for the purchase of a new water plant generator.

**VOTE:**

AYES 5 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtke and Turner voted in favor of the motion)

**7. MISCELLANEOUS ITEMS**

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

1. City Manager Deanna Schafer stated that a public meeting for the levee project is scheduled for November 15. Members from FEMA, OEM, Anderson Perry and the City will be available to answer citizen questions regarding the project. Schafer added that the current project cost has nearly doubled from an original cost estimate of 5.6 million to a new estimated cost of 10 million.
2. Schafer stated that the Watershed Workshop was a success. The Workshop was held in Coos Bay, but included a tour of Reedsport Clear Lake Watershed as we are one of the only unfiltered systems. Schafer added that there were some concerns regarding the timber surrounding the watershed and the devastating effects of a wildfire and that she is meeting with a forest management consultant to review the timber surrounding the watershed.
3. Fire Chief Tom Anderson stated that Fire Prevention Month was a huge success.
4. Finance Director Michelle Fraley shared with the council a summary of the revenue previously received from the RV Dump compared to the same period since the installation of the card reader at the RV Dump site.
5. Public Works Director Kimberly Clardy stated that the City's new custodian is doing great and has received many compliments.
6. Attorney Steve Miller reminded everyone that Election Day is tomorrow, November 8, 2022 and ballots are due to the drop box no later than 8:00 pm.
7. Schafer stated that the old International Paper site in Gardiner is set for an auction on November 18.

8. Mayor McCollum stated that there is an LOC Small Cities Meeting scheduled for November 17 in Lakeside.

EXECUTIVE SESSION OF THE REEDSPORT CITY COUNCIL  
NOVEMBER 7, 2022 VIA ZOOM & IN PERSON

PRESENT:

Mayor Linda McCollum

Councilors Jeffrey Vanier, DeeDee Murphy, Joe Liedtky, and Debby Turner (Councilor Mark Bedard and Rich Patten were absent)

City Manager Deanna Schafer

City Attorney Stephen H. Miller

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

OPEN SESSION:

- A. Shall the City Council authorize the City Manager to accept a donation of real property from Douglas County?

Councilor Murphy motioned that the City Council authorize the City Manager to accept a donation of real property from Douglas County.

Councilor Liedtky seconded the motion.

MOTION:

that the City Council authorize the City Manager to enter into a lease agreement for City real property.

VOTE:

AYES 3 NAYES 2

(Mayor McCollum, Councilors Murphy, and Liedtky voted in favor of the motion.)  
(Councilors Vanier and Turner voted against the motion.)

ADJOURN

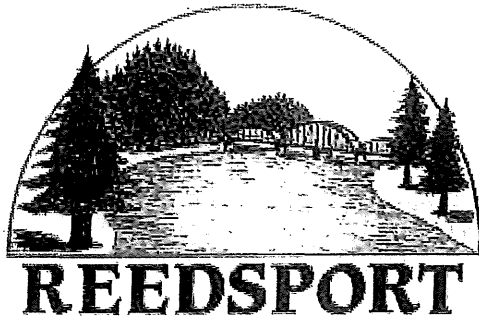
Mayor McCollum adjourned the meeting at 8:15 P.M.

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

ATTEST:

\_\_\_\_\_  
Deanna Schafer, City Recorder

DRAFT



## CITY of REEDSPORT

451 Winchester Avenue  
Reedsport, OR 97467-1597  
Phone (541) 271-3603  
Fax (541) 271-2809

Honorable Mayor and  
Members of the City Council  
Reedsport, Oregon

Council Letter 022-058  
Agenda of December 5, 2022  
RE: 2023 Meeting Schedule

### ISSUE:

Shall the City Council adopt a meeting schedule for City Council meetings for the 2023 calendar year?

### BACKGROUND:

Staff is asking that the City Council review the proposed meeting schedule for 2023 (attached). The schedule includes both City Council, Budget Committee, Urban Renewal Budget meetings, as well as the Urban Renewal District Agency meetings.

During previous fiscal years the meeting dates were moved to the same night as the City Council meetings. This change was made in an attempt to eliminate the redundancy of presenting the same information at multiple meetings, this change continues for the 2023 schedule.

### ALTERNATIVES:

- \*1. Adopt a 2023 Calendar for City Council meeting dates.**
2. Amend and then adopt a 2023 Calendar of City Council meeting dates.
3. Decline to adopt a 2023 Calendar of City Council meeting dates.

Courteney Davis  
Dep. City Recorder

# CITY COUNCIL, URBAN RENEWAL & BUDGET COMMITTEE

## MEETING SCHEDULE 2023

| Meeting Date            | Type of Meeting  |
|-------------------------|--|
| January 9, 2023         | Urban Renewal Agency Meeting 7:00 p.m.                       |
| <b>January 9, 2023</b>  | <b>City Council Meeting - 7:15 p.m.</b>                      |
| February 6, 2023        | Urban Renewal Quarterly Budget Committee Meeting - 6:00 p.m. |
| February 6, 2023        | Quarterly Budget Committee Meeting - 6:15 p.m.               |
| <b>February 6, 2023</b> | <b>City Council Meeting – 7:00 p.m.</b>                      |
| <b>March 6, 2023</b>    | <b>City Council Meeting – 7:00 p.m.</b>                      |
| <b>April 3, 2023</b>    | <b>City Council Meeting - 7:00 p.m.</b>                      |
| April 10, 2023          | Urban Renewal Budget Committee – 6:00 p.m.                   |
| April 10, 2023          | Budget Committee Meeting – 6:15 p.m.                         |
| <i>April 17, 2023</i>   | <i>Budget Committee Meeting – 6:00 p.m. (optional)</i>       |
| <i>April 24, 2023</i>   | <i>Budget Committee Meeting – 6:00 p.m. (optional)</i>       |
| <b>May 1, 2023</b>      | <b>City Council Meeting – 7:00 p.m.</b>                      |
| June 5, 2023            | Urban Renewal Agency Meeting – 7:00 p.m.                     |
| <b>June 5, 2023</b>     | <b>City Council Meeting - 7:15 p.m.</b>                      |
| <b>June 19, 2023</b>    | <b>City Council Meeting – 7:00 p.m. (Optional)</b>           |
| <b>July 10, 2023</b>    | <b>City Council Meeting - 7:00 p.m.</b>                      |
| <b>August 7, 2023</b>   | <b>City Council Meeting - 7:00 p.m.</b>                      |
| <b>August 28, 2023</b>  | <b>City Council Meeting - 7:00 p.m.</b>                      |
| <b>October 2, 2023</b>  | <b>City Council Meeting - 7:00 p.m.</b>                      |
| November 6, 2023        | Urban Renewal Quarterly Budget Committee Meeting - 6:00 p.m. |
| November 6, 2023        | Quarterly Budget Committee Meeting – 6:15 p.m.               |
| <b>November 6, 2023</b> | <b>City Council Meeting - 7:00 p.m.</b>                      |
| December 4, 2023        | Urban Renewal Agency Meeting – 7:00 p.m.                     |
| <b>December 4, 2023</b> | <b>City Council Meeting - 7:15 p.m.</b>                      |

Note: All regular City Council meetings are preceded by a 6:00 p.m. work session (6:30 p.m. when a quarterly budget meeting is scheduled).



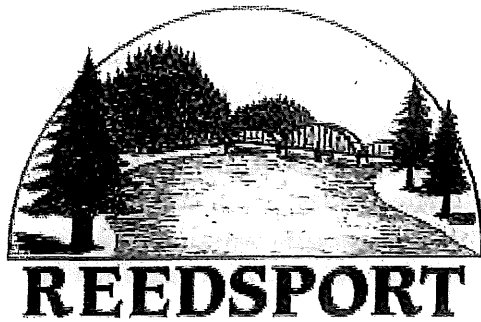
## Financial Report - December 5, 2022 City Council Meeting

Period ending 09.30.2022

Q1 (2022/2023) Target: 25%

| General Fund 001            |             |             |      |     |
|-----------------------------|-------------|-------------|------|-----|
|                             | Budget      | Actual      |      |     |
| Beginning Fund Balance      | \$1,523,097 | \$1,871,287 | 123% |     |
| Revenue                     | \$3,195,610 | \$814,561   | 25%  | Rcv |
| *Expenditures               | \$4,718,707 | \$940,898   | 20%  | Exp |
| Street Fund 002             |             |             |      |     |
|                             | Budget      | Actual      |      |     |
| Beginning Fund Balance      | \$300,000   | \$423,216   | 141% |     |
| Revenue                     | \$496,150   | \$174,900   | 35%  | Rcv |
| *Expenditures               | \$764,150   | \$324,887   | 43%  | Exp |
| Water Utility Fund 003      |             |             |      |     |
|                             | Budget      | Actual      |      |     |
| Beginning Fund Balance      | \$930,000   | \$939,560   | 101% |     |
| Revenue                     | \$840,000   | \$211,626   | 25%  | Rcv |
| *Expenditures               | \$1,716,350 | \$263,127   | 15%  | Exp |
| Wastewater Utility 004      |             |             |      |     |
|                             | Budget      | Actual      |      |     |
| Beginning Fund Balance      | \$2,300,000 | \$2,175,111 | 95%  |     |
| Revenue                     | \$4,877,613 | \$490,007   | 10%  | Rcv |
| *Expenditures               | \$6,157,913 | \$990,394   | 16%  | Exp |
| Stormwater Utility Fund 005 |             |             |      |     |
|                             | Budget      | Actual      |      |     |
| Beginning Fund Balance      | \$372,375   | \$451,562   | 121% |     |
| Revenue                     | \$2,334,150 | \$279,422   | 12%  | Rcv |
| *Expenditures               | \$2,698,525 | \$13,288    | 0%   | Exp |
| Bicycle/footpath Fund 007   |             |             |      |     |
|                             | Budget      | Actual      |      |     |
| Beginning Fund Balance      | \$53,250    | \$55,542    | 104% |     |
| Revenue                     | \$3,900     | \$953       | 24%  | Rcv |
| *Expenditures               | \$57,150    | \$0         | 0%   | Exp |
| Fire Equipment Fund 014     |             |             |      |     |
|                             | Budget      | Actual      |      |     |
| Beginning Fund Balance      | \$23,550    | \$54,427    | 231% |     |
| Revenue                     | \$966,550   | \$9,857     | 1%   | Rcv |
| *Expenditures               | \$990,100   | \$22,358    | 2%   | Exp |
| Dunes NRA Fund 016          |             |             |      |     |
|                             | Budget      | Actual      |      |     |
| Beginning Fund Balance      | \$38,000    | \$29,872    | 79%  |     |
| Revenue                     | \$250,500   | \$41,637    | 17%  | Rcv |
| *Expenditures               | \$288,500   | \$15,454    | 5%   | Exp |

| Riverfront Fund 017               |             |           |      |     |
|-----------------------------------|-------------|-----------|------|-----|
|                                   | Budget      | Actual    |      |     |
| Beginning Fund Balance            | \$118,000   | \$168,818 | 143% |     |
| Revenue                           | \$136,700   | \$39,603  | 29%  | Rcv |
| *Expenditures                     | \$243,200   | \$45,961  | 19%  | Exp |
| Funds 20-22 (SDCs) interest only  |             |           |      |     |
| General Capital Improve. Fund 025 |             |           |      |     |
|                                   | Budget      | Actual    |      |     |
| Beginning Fund Balance            | \$327,000   | \$348,178 | 106% |     |
| Revenue                           | \$2,369,707 | \$108,074 | 5%   | Rcv |
| *Expenditures                     | \$2,689,872 | \$43,100  | 2%   | Exp |
| Dial-A-Ride Fund 034              |             |           |      |     |
|                                   | Budget      | Actual    |      |     |
| Beginning Fund Balance            | \$900       | \$5,140   | 571% |     |
| Revenue                           | \$43,070    | \$462     | 1%   | Rcv |
| *Expenditures                     | \$43,970    | \$11,111  | 25%  | Exp |
| Animal Shelter Fund 035           |             |           |      |     |
|                                   | Budget      | Actual    |      |     |
| Beginning Fund Balance            | \$15,000    | \$33,520  | 223% |     |
| Revenue                           | \$11,200    | \$3,360   | 30%  | Rcv |
| *Expenditures                     | \$26,200    | \$1,986   | 8%   | Exp |
| Library Fund 036                  |             |           |      |     |
|                                   | Budget      | Actual    |      |     |
| Beginning Fund Balance            | \$500       | \$971     | 194% |     |
| Revenue                           | \$5,095     | \$1,084   | 21%  | Rcv |
| *Expenditures                     | \$5,595     | \$698     | 12%  | Exp |
| Police Capital Fund 037           |             |           |      |     |
|                                   | Budget      | Actual    |      |     |
| Beginning Fund Balance            | \$145,000   | \$148,924 | 103% |     |
| Revenue                           | \$88,900    | \$27,583  | 31%  | Rcv |
| *Expenditures                     | \$233,900   | \$300     | 0%   | Exp |
| CERT Program Fund 038             |             |           |      |     |
|                                   | Budget      | Actual    |      |     |
| Beginning Fund Balance            | \$1,000     | \$973     | 0%   |     |
| Revenue                           | \$510       | \$2       | 0%   | Rcv |
| *Expenditures                     | \$1,510     | \$0       | 0%   | Exp |



## CITY of REEDSPORT

451 Winchester Avenue  
 Reedsport, OR 97467-1597  
 Phone (541) 271-3603  
 Fax (541) 271-2809

Honorable Mayor and  
 Members of the City Council  
 Reedsport, Oregon

Council Letter 022-055  
 Agenda of November 7, 2022  
 RE: Lower Umpqua Enterprise  
 Zone Boundary Change

### ISSUE:

Shall the City Council adopt a Resolution requesting a boundary change for the Lower Umpqua Enterprise Zone and assign 2022-014 as the title?

### BACKGROUND:

A draft Resolution requesting a boundary change for the Lower Umpqua Enterprise Zone (2022-014) was originally brought to the Reedsport City Council for potential adoption on August 29, 2022. At that time it was requested that staff invite Shaun Gibbs of the South Coast Development Council (SCDC) to discuss the proposed changes to the Enterprise Zone boundaries and present at the October 2022 meeting. At that meeting the Resolution was again tabled and staff was instructed to conduct more research.

The two areas that garnered the most questions, are the addition of privately owned property North West of Gardiner Oregon, in a currently undeveloped area of approximately 700 acres, currently known as the Duval property. The property is bordered on the West by mostly governmentally managed land, most notable, USFS, Oregon State Parks. On the East and North East of the property the land owners are private timber companies, Douglas County and the former International Paper Co. The USFS has shown an interest in applying for grants to purchase the property in recent years and the Reedsport City Council has supported those efforts. They have not been successful and the Duval family trust has made indications that they are looking to sell the property to private investors.

The property is currently zoned 'CS' for Conservation Shorelands (attached). This zoning is based on the current conditions of undeveloped land. An owner can apply to rezone the property with compelling evidence that the property could support other uses in the future. This property was recommended to be added to the zone by the City of Reedsport and the Port of Umpqua. The goal was to add the property to the Enterprise Zone in order to create an incentive for future private development.

The second property in question was the point on Ork Rock Rd. The reason this property was proposed to be added to the zone is that Shaun Gibbs (SCDC) has shown the property to several prospective developers and discovered that that is the only portion of the undeveloped land out on Ork Rock Road that is not currently in the zone. Shaun proposed that the property be added as it was discussed that one of these potential developers would have been more interested if the property was included in the zone. A zone designation doesn't benefit a governmental agency and can only be utilized by private development.

FISCAL IMPACT:

There is no fiscal impact.

ALTERNATIVES:

1. Adopt a Resolution requesting a boundary change for the Lower Umpqua Enterprise Zone and assign 2022-014 as the title authorizing CCD Business Development Corp., to prepare and submit a technical memoranda to Business Oregon.
2. Decline to adopt a Resolution.
3. Table the issue and direct staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer  
City Manager

ATTACHMENTS:

1. Resolution 2022-014 (Exhibit A-D)
2. Copy of Council Letter 022-044
3. Douglas County Resolution 2022-0879
4. Port of Umpqua Resolution
5. Conservation Shorelands Zoning

**RESOLUTION NO. 2022-014****A RESOLUTION OF THE CITY OF REEDSPORT REQUESTING A BOUNDARY CHANGE FOR THE LOWER UMPQUA ENTERPRISE ZONE**

WHEREAS, in 1996, Douglas County and the City of Reedsport successfully applied for an enterprise zone, which was designated as the Lower Umpqua Enterprise Zone by the Governor of the State of Oregon; and

WHEREAS, the designation of an enterprise zone does not grant or imply permission to develop land within the Zone without complying with all prevailing zoning, regulatory and permitting processes and restriction of any and all local jurisdictions; nor does it indicate any public intent to modify those processes or restrictions; unless otherwise in agreement with applicable comprehensive land use plans; and

WHEREAS, the Lower Umpqua Enterprise Zone, offers a three to five year property tax exemption to eligible business firms for new investments in plant facilities, equipment and related improvements, is a critical element of local efforts to increase employment opportunities, raise local incomes, encourage investments by new and existing businesses and secure as well as diversify the local economic base; and

WHEREAS, the City desires to amend the zone boundary for the Lower Umpqua Enterprise Zone; and

WHEREAS, officials of the City of Reedsport, the Port of Umpqua, and Douglas County agree in requesting a boundary change to the Lower Umpqua Enterprise Zone that would add the area indicated on the attached map and more particularly described in EXHIBIT B; such that the amended Enterprise Zone would be re-configured according to the attached map; more particularly described in EXHIBIT C and EXHIBIT D.

WHEREAS, special notification was sent to all affected taxing districts regarding the zone change. No comments were received; and

WHEREAS, this change in the boundary of the Lower Umpqua Enterprise Zone would allow additional site availability, which would benefit the local area through regional economic development and marketing; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF REEDSPORT AS FOLLOWS:

The City of Reedsport requests a change in the boundary of the Lower Umpqua Enterprise Zone as shown in the attached maps and legal descriptions (EXHIBITS A-D).

The City of Reedsport, hereby authorizes CCD Business Development Corp., Enterprise Zone Manager, to prepare and submit technical memoranda to Business Oregon, along with the Resolution and other necessary documents, verifying that the requested boundary change to the "Lower Umpqua Enterprise Zone" complies with the requirement

of ORS 285C.115, so that the request herein may be approved by the order of the Director of Business Oregon.

EFFECTIVE DATE OF RESOLUTION: this Resolution shall become effective immediately upon passage by the City Council.

PASSED BY THE CITY COUNCIL this 7th day of November 2022.

AYES \_\_\_\_\_

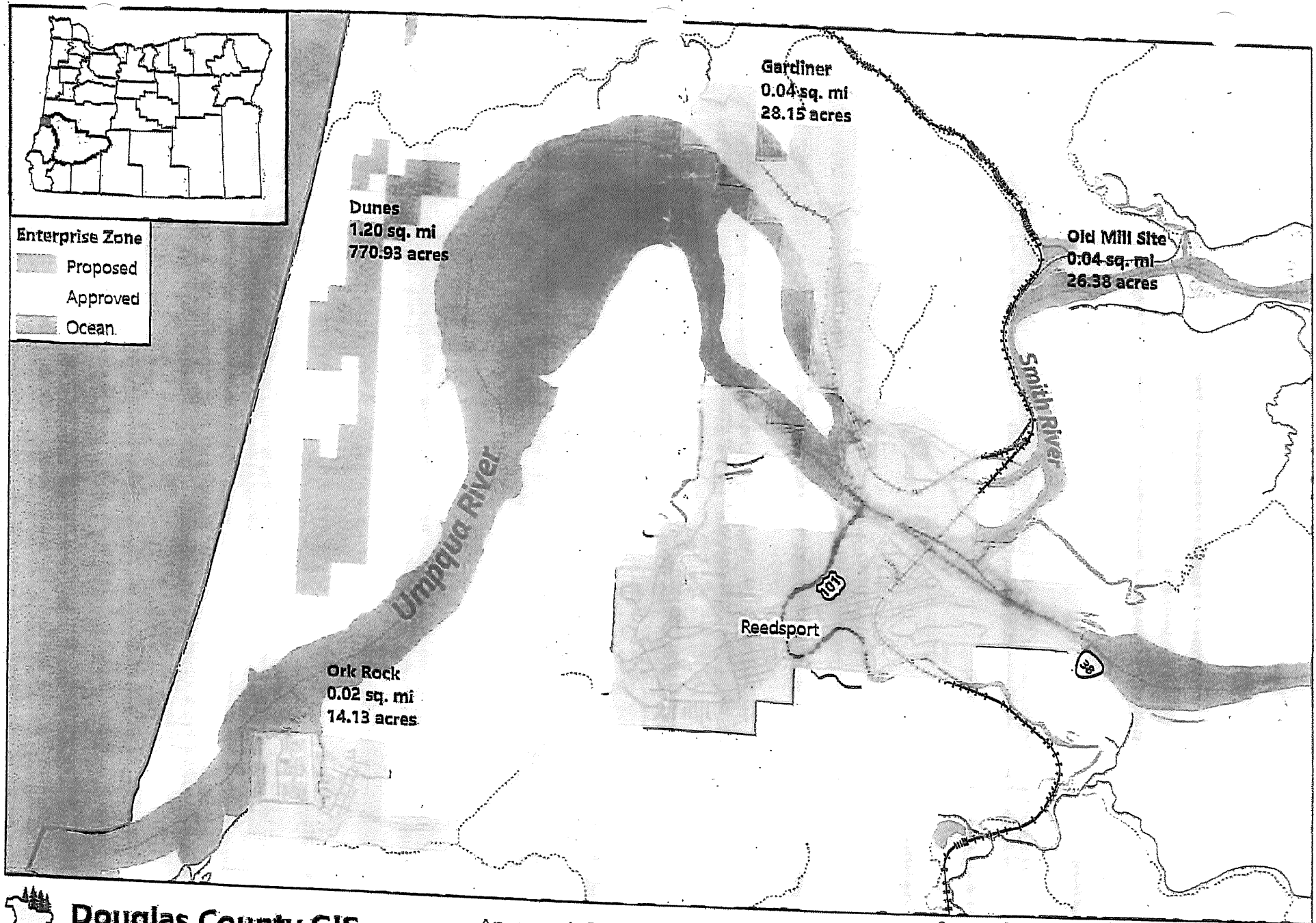
NAYS \_\_\_\_\_


APPROVED BY THE MAYOR this 7th day of November 2022.

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

ATTEST:

\_\_\_\_\_  
Deanna Schafer, City Recorder



 **Douglas County GIS**

Lower Umpqua Enterprise Zones

Approved: 7.1 sq. mi  
Proposed: 1.31 sq. mi  
Sum: 8.41 sq. mi

1 inch equals ~1 miles

0 0.5 1 2 Miles

Disclaimer: This map is provided for informational purposes and the attached data may contain inaccuracies and deviations.



Resolution 2022-014 Exhibit A

**Lower Umpqua Enterprise Zone  
Legal Description for Zone Change July 2022  
Boundary Change Amendment- Proposed Areas**

**Dunes:**

A portion of land described in Instrument No. 2015-4829, Deed Records of Douglas County, Oregon, Sections 18, 19, 30, and 31, Township 21 South, Range 12 West, Willamette Meridian, Douglas County, Oregon, more particularly described as follows:

All of said instrument number 2015-4829.

**Gardiner:**

A portion of land described as Unit 1 in Instrument No. 2007-14352, Deed Records of Douglas County, Oregon, Sections 15 and 16, Township 21 South, Range 12 West, Willamette Meridian, Douglas County, Oregon, more particularly described as follows:

All of said Unit 1 that lies in the aforementioned Section 15, Township 21 South, Range 12 West.

A portion of land described as Parcel 2 in Instrument No. 2016-17671, Deed Records of Douglas County, Oregon, Sections 15, 16, and 22, Township 21 South, Range 12 West, Willamette Meridian, Douglas County, Oregon, more particularly described as follows:

All of said Parcel 2 in said instrument number 2016-17671.

**Old Mill Site:**

A portion of land described in Instrument No. 2021-225, Deed Records of Douglas County, Oregon, Section 24, Township 21 South, Range 12 West, Willamette Meridian, Douglas County, Oregon, more particularly described as follows:

All of said instrument number 2021-225.

A portion of land described in Instrument No. 2014-5952, Deed Records of Douglas County, Oregon, Section 24, Township 21 South, Range 12 West, Willamette Meridian, Douglas County, Oregon, more particularly described as follows:

All of said instrument number 2014-5952.

**Ork Rock:**

A portion of land described in Instrument No. 2021-5685 of the Deed Records of Douglas County, Oregon, Section 6, Township 21 South, Range 12 West, and Section 1, Township 21 South, Range 13 West, Willamette Meridian, Douglas County, Oregon, more particularly described as follows:

The part of Parcel 2 as described in Instrument No. 2021-5685 that belongs in aforementioned Section 6, Township 21 South, Range 12 West, and Section 1, Township 21 South, Range 13 West.



**Lower Umpqua Enterprise Zone  
LEGAL DESCRIPTION**

T R Sec

21-12-15 W 1/2 of NE 1/4  
SE 1/4 of NW 1/4  
SW 1/4  
W 1/2 of SE 1/4

21-12-16 NE 1/4  
NE 1/4 of SE 1/4

21-12-22 W 1/2 of NE 1/4  
SE 1/4 of NE 1/4  
E 1/2 of NW 1/4  
SE 1/4

21-12-26 S 1/2 of NW 1/4  
SW 1/4  
W 1/2 of SE 1/4

21-12-27 N 1/2 of NE 1/4  
SE 1/4 of NE 1/4  
SW 1/4 of NW 1/4  
N 1/2 of SW 1/4  
E 1/2 of SE 1/4

21-12-28 SE 1/4 of NE 1/4  
E 1/2 of SE 1/4

21-12-33 NE 1/4 of NE 1/4  
S 1/2 of NE 1/4  
E 1/2 of SW 1/4  
SE 1/4

21-12-34 NE 1/4 of NE 1/4  
S 1/2 of NE 1/4  
S 1/2 of NW 1/4  
S 1/2

21-12-35 NW 1/4 of NE 1/4  
S 1/2 of NE 1/4  
NW 1/4  
S 1/2

21-12-36 SW 1/4

22-12-02 NW 1/4 of NE 1/4  
N 1/2 of NW 1/4

**Lower Umpqua Enterprise Zone  
LEGAL DESCRIPTION**

T R Sec

22-12-03 N 1/2 of NE 1/4  
NW 1/4  
NW 1/4 of SW 1/4

22-12-04 NE 1/4  
E 1/2 of NW 1/4  
NE 1/4 of SW 1/4  
N 1/2 of SE 1/4  
and along the center line of Highway 101 through SW 1/4 of  
22-12-04; through SE 1/4 of 22-12-05; through NE 1/4 of 22-12-08;  
through NW 1/4 of 22-12-08 into SW 1/4 of 22-12-08

22-12-08 NW 1/4 of SW 1/4

22-12-07 W 1/2 of NE 1/4  
NW 1/4  
N 1/2 of SW 1/4  
N 1/2 of SE 1/4

22-13-12 E 1/2 of NE 1/4  
NE 1/4 of SE 1/4

21-12-18 Dunes

21-12-19 Dunes

21-12-30 Dunes

21-12-31 Dunes

21-12-24 Old Mill

21-13-6 spit

21-13-1 spit

Gardiner, above highlighted in yellow

Resolution 2022-014 Exhibit D



## CITY of REEDSPORT

451 Winchester Avenue  
 Reedsport, OR 97467-1597  
 Phone (541) 271-3603  
 Fax (541) 271-2809

Honorable Mayor and  
 Members of the City Council  
 Reedsport, Oregon

Council Letter 022-059  
 Agenda of December 5, 2022  
 RE: Scottsburg Bridge in Honor  
 of Caddy McKeown

### ISSUE

Shall the City Council adopt a Resolution in support of naming the Scottsburg Bridge in honor of Caddy McKeown and assign 2022-013 as the title?

### BACKGROUND

This matter came before the council on August 29, 2022 and the resolution was not issued. On October 3, 2022, Mr. Keith Tymchuk addressed the Council and asked that a Council member motion to reconsider. The Council moved that the matter be reconsidered at the next council meeting where Councilor Bedard was in attendance.

The Oregon Highway 38 (Scottsburg) Bridge was largely unchanged since its original construction in 1929, and the \$42 million dollar investment from Oregon House Bill 2017 (2017) replaces the Umpqua River crossing with a modernized approach, lane width, and overhead clearance, improving the use and safety of this critical piece of infrastructure.

Oregon Highway 38 is an essential connector route between the Oregon coast and the Willamette Valley and beyond, and the upgrades to the Highway 38 (Scottsburg) Bridge bring improved safety for thousands of passengers each year, and a reliable connection between the good and services and people of Oregon is vital to thriving local economies, the improvements to the Highway 38 (Scottsburg) Bridge are an unequivocal investment in coastal economic development,

A healthy transportation system connects us not only to freight but also to friends and family, not only to goods and services but also to life experiences, including education, medical care, and recreation, and the above having been achieved for the protection, advancement, and modernization of the south coast by the direct actions and dedication of State Representative Catherine (Caddy) Hanen McKeown, through her leadership on HB2017 (2017), and that on May 25<sup>th</sup>, 2022 the 1929 Highway 38 (Scottsburg) Bridge was decommissioned, we resolve that the newly constructed Highway 38 bridge heretofore be referred to as McKeown Crossing.

FISCAL IMPACT

There is no fiscal impact.

ALTERNATIVES

1. Adopt a Resolution in support of naming the Scottsburg Bridge in honor of Caddy McKeown and assign 2022-013 as the title.
2. Decline to adopt a Resolution.
3. Table the issue and direct staff to conduct further research.

RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer  
City Manager

# JOINT RESOLUTION

*City of Reedsport    City of Coos Bay    Port of Umpqua*

**Whereas:** the Oregon Highway 38 (Scottsburg) Bridge was largely unchanged since its original construction in 1929, and the \$42 million dollar investment from Oregon House Bill 2017 (2017) replaces the Umpqua River crossing with a modernized approach, lane width, and overhead clearance, improving the use and safety of this critical piece of infrastructure,

**Whereas:** Oregon Highway 38 is an essential connector route between the Oregon coast and the Willamette Valley and beyond, and the upgrades to the Highway 38 (Scottsburg) Bridge bring improved safety for thousands of passengers each year,

**Whereas:** reliable connection between the goods and services and people of Oregon is vital to thriving local economies, the improvements to the Highway 38 (Scottsburg) Bridge are an unequivocal investment in coastal economic development,

**Whereas:** a healthy transportation system connects us not only to freight but also to friends and family, not only to goods and services but also to life experiences, including education, medical care, and recreation,

and the above having been achieved for the protection, advancement, and modernization of the south coast by the direct actions and dedication of State Representative Catherine (Caddy) Hanen McKeown, through her leadership on HB2017 (2017), and that on May 25<sup>th</sup>, 2022 the 1929 Highway 38 (Scottsburg) Bridge was decommissioned, we resolve that the newly constructed Highway 38 bridge heretofore be referred to as McKeown Crossing.

---

*Mayor Linda McCollum*

*On behalf of the City of Reedsport*

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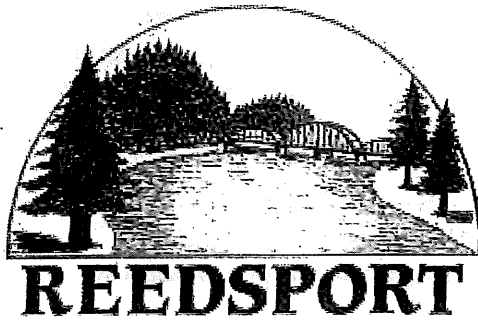
*Mayor Joe Benetti*

*On behalf of the City of Coos Bay*

---

*Commissioner Keith Tymchuk*

*On behalf of the Port of Umpqua*



## CITY OF REEDSPORT

451 Winchester Avenue  
 Reedsport, OR 97467-1597  
 Phone (541) 271-3603  
 Fax (541) 271-2809

Honorable Mayor and  
 Members of the City Council  
 Reedsport, Oregon

Council Letter 022-060  
 Agenda of December 5, 2022  
 RE: SDC Partial Moratorium

### ISSUE:

Shall the City Council adopt an ordinance regarding the suspension of utilities system development charges (SDCs), to include SDC's assessed as part of a public project and assign 2022-1197 as the title?

### BACKGROUND:

On December 5, 2011, the City Council adopted Ordinance No. 2011-1111 suspending SDC's for one year. The purpose of the suspension was to provide incentive to promote investment in Reedsport. Since the 2011 ordinance, Council has extended the moratoria each year in the hope of enticing new development. This year's moratoria is set to expire at the end of December should the Council not pass another ordinance extending or amending the moratoria.

Because of an initiative petition effort that was successful in amending the City Charter of 2006, the City is not able to raise water rates without a vote of the people. The previous City Manager tried three times, unsuccessfully. The most recent effort would have netted the City Water Fund approximately \$22,000 a year. In comparison, if the SDC's had not been waived in 2020 the fund would have received approximately \$40,000 for new housing projects and an additional \$189,600 from a proposed housing development.

System Development Charges can only be used for specific things such as infrastructure maintenance, new construction, expansion of the existing system, debt repayment etc. It cannot be used for operation costs.

On December 6, 2021 the City Council adopted Ordinance No. 2021-1193 which continued to waive SDC's for sanitary sewer systems, while slowly phasing in the fees for storm drainage and water systems. The ordinance continued waiving all SDC's for six months and then phased the SDC's for storm drainage and water systems at 50% in July 2022 followed by full SDC fees for storm and water going into effect on January 1, 2023.

The attached ordinance continues to waive SDC's for sanitary sewer systems while continuing the full implementation of SDC fees for storm and water from January 1, 2023 to December 31, 2023. The ordinance will be evaluated on July 10, 2023 and may be terminated or extended by a majority vote of the Council.

FISCAL IMPACT:

The fiscal impact is unknown. The current budget does anticipate the collection of SDC's for storm drainage and water.

ALTERNATIVES:

1. Adopt ordinance 2022-1197 amending the collection of utilities SDC's to include SDC's assessed as part of a public project.
2. Modify and then adopt ordinance 2022-1197 amending the collection of utilities SDC's to include SDC's assessed as part of a public project.
3. Decline to adopt an ordinance amending the collection of utilities SDC's to include SDC's assessed as part of a public project.
4. Table the issue and direct staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer  
City Manager

## ORDINANCE 2021-1197

AN ORDINANCE AMENDING THE SUSPENSION OF UTILITIES SYSTEM DEVELOPMENT CHARGES FOR DEVELOPMENT OTHER THAN PUBLIC PROJECTS.

WHEREAS, the City of Reedsport, in accordance with ORS 223.297 to 223.314, assesses system development charges ("SDCs") on commercial, industrial and residential developments to fund a portion of the cost of public improvements to sewer, water and storm drainage systems, and

WHEREAS, in a time of economic recovery, it is the City Council's desire to stimulate economic development and to create new permanent jobs by offering investors incentive to invest in the Reedsport area while addressing ongoing concerns to the City's aging infrastructure, and

NOW, THEREFORE, the City of Reedsport ordains as follows:

**Section 1.** The City of Reedsport shall waive the imposition and collection of SDCs for sanitary sewer systems for new commercial, industrial and residential developments, excluding public projects, for the period from January 1, 2023 to December 31, 2023.

**Section 2.** In order to qualify for a waiver of SDCs under Section 1 of this Ordinance, a proposed commercial, industrial or residential development must submit a complete application to the City between January 1, 2023 and December 31, 2023 by 11:59 pm.

**Section 3.** A waiver granted under Section 1 of this Ordinance is void and the SDC's shall be immediately due and owing if construction of the approved development is not substantially commenced within 180 (calendar) days from the date the construction permit is issued by the building official.

**Section 4.** The City Manager is authorized to take such action as necessary to implement and administer this Ordinance.

**EFFECTIVE DATE OF ORDINANCE:** This Ordinance shall become effective 30 days after passage by the Reedsport City Council.

PASSED BY THE CITY COUNCIL this 5th day of December 2022.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

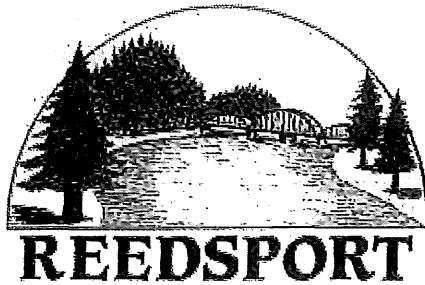
APPROVED BY THE MAYOR this 5th day of December 2022.

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

ATTEST:

\_\_\_\_\_  
Deanna Schafer, City Recorder





**CITY OF REEDSPORT**  
**451 Winchester Avenue**  
**Reedsport, OR 97467-1597**  
**Phone (541) 271-3603**  
**Fax (541) 271-2809**

Honorable Mayor and  
 Members of the City Council  
 Reedsport, Oregon

Council Letter 022-061  
 Agenda of December 5, 2022  
 Re: Vacation Rental Moratorium

### ISSUE

Shall the City Council adopt an ordinance establishing a temporary moratorium on vacation rentals and/or short-term rentals and assign 2022-1198 as the title?

### BACKGROUND

Currently, there are 9 licensed vacation rentals in the City of Reedsport and 2 pending vacation rental applications.

| Year   | # of Permits Issued Without Enforcement Letter | # of Permits Issued Following Enforcement Letter | # of Pending Permit Applications Following Enforcement Letter |
|--|--|--|---|
| 2019   | 2  |  |   |
| 2020   | 2  |  |   |
| 2021   | 1  |  |   |
| 2022   | 2  | 2  | 2   |
| Total # of Vacation Rentals & Pending Vacation Rentals in Reedsport = 11 |  |  |   |

Starting this year, Planning Department staff is monitoring AirBNB and VRBO for unpermitted vacation rentals. This year we found four unpermitted vacation rentals, sent enforcement letters, and received 4 permit applications in response; two we approved in November and the other two are on the Planning Commission's December agenda.

In August of 2021, Planning Department staff presented a plan to the City Council to address vacation rentals. This plan involves completing a housing needs analysis and buildable lands inventory – which will provide the Planning Commission and City Council data upon which to base decisions regarding any additional restrictions on vacation rentals (such as a cap on the total number allowed in Reedsport, based on our need).

In November of 2021, the City received a grant from the DLCD to commission the housing needs analysis and buildable lands inventory. In June of 2022, we hired an experienced consultant to complete these studies (FCS Group). They delivered their rough draft in October; we expect they'll be ready to present their initial findings to the Planning Commission in January or February of 2023.

Given the low number of vacation rentals in Reedsport and the upcoming housing needs analysis and buildable lands inventory, which will give the Planning Commission data upon which to base their recommendations to the Council regarding vacation rental policies – staff recommends that the City Council not place a moratorium on vacation rentals at this time.

#### FISCAL IMPACT

There is an unknown fiscal impact.

#### ALTERNATIVES

1. Adopt ordinance 2022-1198 establishing a temporary moratorium on vacation rentals and/or short-term rentals.
2. Decline to adopt an ordinance establishing a temporary moratorium on vacation rentals and/or short-term rentals.
3. Table the issue and direct staff to conduct additional research.

#### RECOMMENDATION

Staff recommends alternative #2.

Hailey Sheldon  
City Planner

## ORDINANCE 2022-1198

### AN ORDINANCE ESTABLISHING A TEMPORARY MORATORIUM ON VACATION RENTALS WITHIN THE CITY OF REEDSPORT

WHEREAS, the City of Reedsport defines a vacation rental as: a dwelling unit that is rented out to a single party for a period of less than thirty (30) days in length where there are no primary occupants or where the residents who occupy the unit do so for less than two hundred seventy (270) days per year. A vacation rental is similar to a commercial lodging use. It is a primary use and is more commercial in nature than is a short-term rental.

WHEREAS, the City allows vacation rentals: (a) in permitted dwelling units, (b) in the residential and Commercial Mixed Use zones, (c) with a Conditional Use Permit and Business License, and (d) only if the rental can meet these standards, contained in Reedsport Municipal Code 10.64.030:

1. At least one (1) parking space per two (2) guests is required on site.
2. Occupancy is limited to not more than eight (8) guests per rental period.
3. The property owner shall obtain a Vacation Rental Operator's [Business] license and comply with the business licensing regulations.
4. The property owner shall comply with the Transient Room Tax provisions.

WHEREAS, the City of Reedsport City Council has expressed concerns about Vacation Rental(s) compromising the residential character of neighborhoods and depleting the City's needed housing inventory; and

WHEREAS, the City of Reedsport is awaiting the completion of a Housing Needs Analysis and Buildable Land Inventory; and,

WHEREAS, the City of Reedsport City Council wishes to place a temporary moratorium on the establishment of Vacation Rentals so that joint sessions may be scheduled with the City of Reedsport Planning Commission to discuss the findings of the Housing Needs Analysis and Buildable Land Inventory, and to make appropriate recommendations for updates to Reedsport's Municipal Codes governing vacation rentals; and,

WHEREAS, Oregon Revised Statute (ORS) 197.520 authorizes cities to impose a moratorium on the issuance of permits, including the approval of vacation rentals, upon demonstration of compelling need and findings in accordance with ORS 197.520(3)(a); and,

NOW, THEREFORE, THE CITY OF REEDSPORT ORDAINS AS FOLLOWS:

**SECTION 1. MORATORIUM.** The City shall halt the acceptance of Vacation Rental land use applications and business licenses for vacation rentals.

**SECTION 2. SUNSET.** This moratorium shall expire automatically without further action of the City Council, one hundred twenty (120) days after the date of adoption, unless repealed sooner by the City Council.

**SECTION 3. EXTENSIONS.** The City Council may extend the moratorium if it finds the issues necessitating a moratorium as described herein still exist and reasonable progress is being made to alleviate those issues. Such an extension may be for a period not to exceed six (6) months.

**EFFECTIVE DATE OF ORDINANCE.** This Ordinance shall become effective 30 days after passage by the Reedsport City Council.

PASSED BY THE CITY COUNCIL this 5<sup>th</sup> day of December 2022.

AYES \_\_\_\_\_

NAYS \_\_\_\_\_

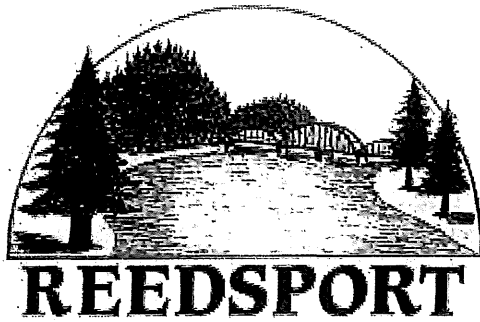
APPROVED BY THE MAYOR this 5<sup>th</sup> day of December 2022.

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

ATTEST:

\_\_\_\_\_  
Deanna Schafer, City Recorder

DRAFT



## CITY OF REEDSPORT

451 Winchester Avenue  
Reedsport, OR 97467-1597  
Phone (541) 271-3603  
Fax (541) 271-2809

Honorable Mayor and  
Members of the City Council  
Reedsport, Oregon

Council Letter 022-062  
Agenda of December 5, 2022  
RE: Personnel Rules and  
Regulations Amendment

### ISSUE:

Shall the City Council adopt a Resolution amending Personnel Rules and Regulations Section 17, Grievance Procedure assigning 2022-018 as the title?

### BACKGROUND:

The purpose of the Personnel Rules and Regulations is to provide systematic and equitable procedures and regulations relating to the hiring, compensation, hours of work, leave, safety, training, working conditions and other matters effecting the status of the employees of the City of Reedsport. The rules and regulations are provided to maintain uniformity and equality in personnel matters.

Staff has taken the previously established Section 17 and amended it to be in compliance with the CDBG guidelines as needed for the Forest Hills Pump Station and Force Main Improvements along with other minor grammatical errors.

### FISCAL IMPACT:

There is no fiscal impact.

### ALTERNATIVES:

1. Adopt a Resolution amending Personnel Rules and Regulations Section 17, Grievance Procedure assigning 2022-018 as the title.
2. Decline to adopt a resolution.
3. Table the issue and direct Staff to conduct additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Courteney Davis  
Deputy City Recorder

**RESOLUTION 2022-018****A RESOLUTION AMENDING THE CITY OF REEDSPORT PERSONNEL RULES AND REGULATIONS.**

WHEREAS, the purpose of the City of Reedsport Personnel Rules and Regulations is to provide systematic and equitable procedures and regulations relating to the hiring, compensation, hours of work, leave, safety, training, working conditions, promotions, discipline, removal and other matters affecting the status of the employees of the City of Reedsport; and

WHEREAS, the City of Reedsport Personnel Rules and Regulations state the policy regarding grievance procedures; and

NOW, THEREFORE, BE IT RESOLVED that the Reedsport City Council hereby revises Section 17, Grievance Procedure of the City of Reedsport Personnel Rules and Regulations as attached; and

BE IT FURTHER RESOLVED that the City of Reedsport Personnel Rules and Regulations Amendment Record (pages AR-1 through AR-3) is hereby amended, as attached, to reflect this revision to the Rules and Regulations.

PASSED AND MADE EFFECTIVE BY THE REEDSPORT CITY COUNCIL this 5<sup>th</sup> day of December 2022.

AYES \_\_\_\_\_

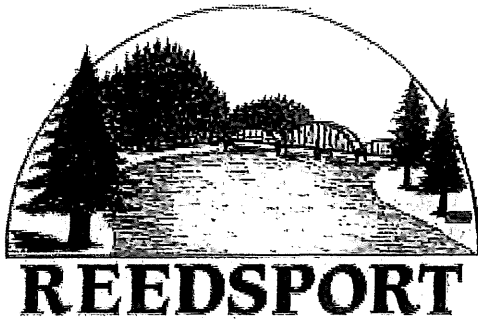
NAYS \_\_\_\_\_

APPROVED by the Mayor this 5<sup>th</sup> day of December 2022.

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

ATTEST:

\_\_\_\_\_  
Deanna Schafer, City Recorder



## **CITY of REEDSPORT**

451 Winchester Avenue  
Reedsport, OR 97467-1597  
Phone (541) 271-3603  
Fax (541) 271-2809

Honorable Mayor and  
Members of the City Council  
Reedsport, Oregon

Council Letter 022-063  
Agenda of December 5, 2022  
RE: Student Councilor Appointment

### **ISSUE:**

Shall the City Council appoint a student City Council?

### **BACKGROUND:**

Resolution 97-20 (attached) provides the process for selecting and appointing student representatives to the Reedsport City Council as Student Councilors.

Staff has received an application from Mr. Hayden Adams for appointment as a City of Reedsport Student Councilor.

### **FISCAL IMPACT:**

There is no fiscal impact.

### **COUNCIL ALTERNATIVES:**

1. Appoint Mr. Hayden Adams as a City of Reedsport Student Councilor, to serve until the last week of August 2023.
2. Decline to make an appointment.
3. Table the issue and provide staff with direction.

### **RECOMMENDATION:**

Staff is recommending alternative #1.

Deanna Schafer  
City Manager



New 7  
Reed



**REEDSPORT**

APPLICATION TO SERVE  
ON A CITY OF REEDSPORT  
BOARD OR COMMITTEE

NAME: Hayden Adams DATE: 11/6/22  
ADDRESS: 1400 Hawthorne Ave #3 ReedSport Oregon 97467  
PHONE: ~~208-602-0703~~ 208-605-0703

This is my application to serve as a student representative on the following:  
(Please prioritize if interested in more than one)

☒ City Council      ☐ Planning Commission      ☐ Other ( \_\_\_\_\_ )  
(name of committee)

1. Biographical Sketch: (education, employment, special interests, goals, etc.) (attach an additional sheet if needed.)

High School - ReedSport community charter school  
Employment - Sapeyay - reedSport  
my goal is to try to connect the school with the city board and see  
how they can affect each other

2. Please briefly explain, on a separate page, why you wish to serve the community in this capacity and what prior community or school service experience you have.

3. Please list three references:

| NAME                    | RELATIONSHIP/ASSOCIATION                  | TELEPHONE #         |
|-------------------------|---|---------------------|
| 1. <u>Jim Hochison</u>  | <u>Family friend/did work over summer</u> | <u>541-815-2195</u> |
| 2. <u>Joshua Tasker</u> | <u>did work for/House remodel</u>         | <u>541-243-4130</u> |
| 3. <u>Jon Rivera</u>    | <u>uncle</u>                              | <u>208-602-8798</u> |

# COPY

P65

## RESOLUTION 97-20

A RESOLUTION AMENDING THE PROGRAM FOR STUDENT REPRESENTATION ON THE CITY COUNCIL, BUDGET COMMITTEE AND PLANNING COMMISSION AND ESTABLISHING CRITERIA FOR SELECTION OF THE STUDENT REPRESENTATIVES.

WHEREAS, the Reedsport City Council, the Reedsport Budget Committee and the Reedsport Planning Commission recognize the contribution young people can make to city government; and

WHEREAS, the Reedsport City Council, the Reedsport Budget Committee and the Reedsport Planning Commission recognize that participation in local government will have educational benefit to the young people of the community; and

WHEREAS, participation in governmental proceedings will help develop responsible future citizens; and

WHEREAS, the student representatives will serve as liaisons between City government and the young people of the community;

NOW, THEREFORE, BE IT RESOLVED, that the Reedsport City Council hereby establishes a program for naming student representatives to the City Council, Budget Committee and the Planning Commission with the following criteria for selection of those representatives:

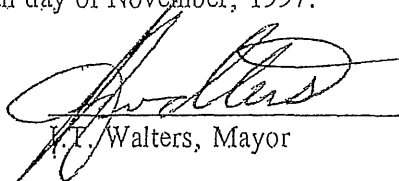
1. be at least a sophomore in high school, and
2. be willing to commit the time needed, and
3. have parental approval for participation in the program, and
4. have the approval of the school social studies teacher, and
5. complete the appropriate application,
6. participate in the interview process before the City Council, and
7. once appointed, attend and participate in as many of the regularly scheduled meetings as possible, beginning in the first week of September and running for one year through the last week of August.

*BE IT FURTHER RESOLVED that the Student Councilor/Committee Member/Commissioner will take their seat at the same table as the Councilors/Committee/Commissioners and will participate in the Council/Committee/Commission proceedings as a fully participating member and will cast a vote aye or nay with the Council/Committee/Commission on all items voted upon, except that the vote will be non-binding and recorded only in the discussion section of the minutes for record purposes.*

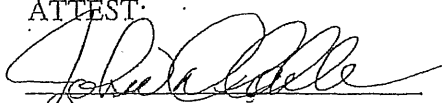
PASSED by the Common Council of the City of Reedsport this 17th day of November, 1997 by the following vote:

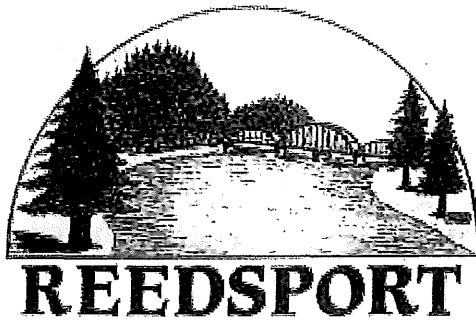
AYES 7 NAYS 0

APPROVED by the Mayor this 17th day of November, 1997.

  
J. T. Walters, Mayor

ATTEST:

  
John D. Cable, City Recorder



## CITY OF REEDSPORT

451 Winchester Avenue  
 Reedsport, OR 97467-1597  
 Phone (541) 271-3603  
 Fax (541) 271-2809

Honorable Mayor and  
 Members of the City Council  
 Reedsport, Oregon

Council Letter 022-064  
 Agenda of December 5, 2022  
 RE: Appointing applicants to  
 Boards and Committees

### ISSUE:

Shall the City Council appoint persons to fill vacancies on the City's Boards and Committees?

### BACKGROUND:

On December 31<sup>st</sup> of each year, various positions on the Reedsport citizen participation boards and committees expire. Attached you will find applications for all interested persons that have applied to fill these positions. The following Boards, Commissions and Committees have openings that need to be appointed by the City Council or appointed by the Mayor and ratified by the Council. Each person will need to be appointed by individual motion.

Budget Committee – 4 vacancies  
 Parks and Beautification Committee – 1 vacancy  
 Dangerous Buildings Abatement Board of Appeals - 6 vacancies  
 Planning Commission – 1 vacancy  
 Traffic Safety Advisory Board – 3 vacancies  
 Umpqua Experience Steering Committee – 2 vacancies

### **COUNCIL APPOINTMENTS:**

#### **Budget Committee:**

4 vacancies                      3 year terms

Position #1 – December 31, 2025  
 Position #4 – December 31, 2025  
 Position #5 – December 31, 2025  
 Position #7 – December 31, 2024

Applicant:    Lee Bridge – incumbent position #1  
                   Chris Adamson

**Parks and Beautification Committee:**

1 vacancy                      3 year terms

Position #2 – December 31, 2025

Applicant:     Garry Baker – incumbent

**Planning Commission:**

1 vacancy                      4 year terms

Position #1 – December 31, 2026

Applicant:     Janean Francis - incumbent

**Traffic Safety Advisory Committee:**

3 vacancies                      3 year terms

Position #1 – December 31, 2025

Position #3 – December 31, 2025

Position #6 – December 31, 2023

Applicant:     Lee Bridge – incumbent position #1  
                    Fred Lundgren – incumbent position #3  
                    Kathi Wall-Meyer

**Umpqua Experience Steering Committee:**

2 vacancies                      3 year terms

Position #3 – December 31, 2025

Position #4 – December 31, 2025

Applicant:     Gail Adamson – incumbent position #3  
                    Pauline Vierra – incumbent position #4

**MAYOR APPOINTMENTS:**

**Dangerous Buildings Abatement Board of Appeals:**

6 vacancies                      3 year terms

Position #2 – December 31, 2024

Position #3 – December 31, 2025

Position #4 – December 31, 2025

Position #5 – December 31, 2023

Position #6 – December 31, 2023

Position #7 – December 31, 2023

Applicant:     Garry Baker

CITIZEN INPUT AND PARTICIPATION:

Staff made contact with all incumbent members. A press release was distributed to the media, placed on the City Website and posted in Reedsport City Hall and various locations throughout the community.

FISCAL IMPACT:

There is no fiscal impact.

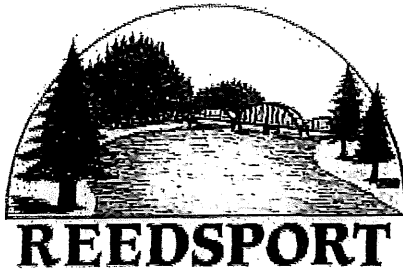
COUNCIL ALTERNATIVES:

1. Shall the City Council make appointments and ratify Mayors appointments to fill vacancies on the City's various citizen participation boards and committees.
2. Table this issue and instruct staff to re-advertise for citizens interested in serving on the City's citizen participation boards and committees.
3. Decline to make appointments and ratify Mayors appointments to fill vacancies on the City's various citizen participation boards and committees.

STAFF RECOMMENDATION:

Staff recommends appointing citizens to serve on the Cities boards and committees at the council's own discretion.

Courteney Davis  
Dep. City Recorder



## **CITY of REEDSPORT**

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Reedsport, OR 97467-1597  
Phone (541) 271-3603  
Fax (541) 271-2809

Honorable Mayor and  
Members of the City Council  
Reedsport, Oregon

Council Letter 022-065  
Agenda of December 5, 2022  
Re: Remodel Station 7

### ISSUE:

Shall the City Council authorize the expenditure of City Funds to remodel Station 7 Police/Fire Station?

### BACKGROUND:

As you are aware, the City of Reedsport applied for and received two Seismic Rehabilitation Grants totaling \$3,628,460.00 for Police Station 7 and for Turner Fire Station. Due to the extent of the construction necessary to meet current seismic standards, staff believes it is the opportune time to undergo several remodeling aspects for the future and ongoing needs of the City.

Although the remodel itself would not be covered under the grant funds, by combining the projects the City could potentially save money on some of the engineering and architectural aspects as well as the building costs since the station will already be under construction.

Some of the projects identified are:

Expansion of dispatch center and provide restroom. –Covid mitigation dollars.

Expanding and reconfiguring the apparatus bays to accommodate today's larger trucks.

Relocating outside escape stairs to 4<sup>th</sup> street wall and adding a secure fence for employees to utilize out door space.

Upgrade furnace system to HVAC to provide fresh air handling (OR-OSHA requirement-Post Covid).

Relocate the evidence room and provide secure, pass through lockers and preparation area.

Dedicate a room for IT, Radios, Alarms and Phone systems.

In May the City Council approved to expend \$450,000 as follows:

Police Capital \$110,900

Building Improvement \$175,000

ARPA funding \$150,000

This authorization was with the intention of also applying for capacity grant funding to potentially recover some of the money.

Due to increase building costs, concrete prices and quotes for HVAC the estimated construction expense has increased by \$256,000. We feel that we can potentially shave some of these cost by approximately \$75,000 but are seeking authorization to expend the full amount so that they can move forward with the project. In order to meet our deadline of the end of 2023, we need to start construction soon.

I have been in meetings with Ford Family Foundation and they feel that this project qualifies for their capacity grant but I was unable to apply until final estimates are in. This grant could fund up to 1/3 of our total project.

#### FISCAL IMPACT:

An approximate increase of expenses from Building improvement fund of \$150,000. We currently have \$500,000 in non-allocated reserve funds.

An approximate increase of expenses from ARPA funding of \$150,000. We currently have a balance of \$712,000 of non-allocated funds.

#### ALTERNATIVES:

1. Authorize the expenditure of City Funds to remodel Station 7 Police/Fire Station not to exceed a \$300,000. Construction costs of \$256,000 plus \$44,000 for additional contingencies.
2. Decline to authorize the expenditure of City Funds to remodel Station 7 Police/Fire Station.
3. Table the issue and provide staff with further instruction.

#### RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer  
City Manager