



MYRTLE CREEK CITY COUNCIL
REGULAR COUNCIL MEETING AGENDA
MYRTLE CREEK COUNCIL CHAMBER

AGENDA PACKET 2/1/2022

All city public meetings are being digitally recorded for sound and video camera surveillance.

The City Council of the City of Myrtle Creek will meet on **Tuesday, February 1, 2022, at 5:30 PM** in the Myrtle Creek Council Chamber, 207 NW Pleasant Street, Myrtle Creek, Oregon.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, for other accommodations for persons with disabilities, or for remote access should be made at least 48 hours in advance of the meeting to the City Recorder at 541-863-3171.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the study session and or/meeting.

REGULAR COUNCIL MEETING – 5:30 PM

Anyone wishing to speak on an agenda item should complete a Public Comment Form and give it to the City Recorder. Public Comment Forms are located at the entrance to the meeting place. Anyone commenting on a subject not on the agenda will be called upon during the “Citizens Heard on Non-Agenda Items” section of the agenda. Comments pertaining to specific agenda items will be taken at the time the matter is discussed by the City Council.

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Presentations** – *Items that do not require immediate council action, such as presentations, discussions of potential future action items.*
- 4. Consent Agenda** – *Requires a motion*
The consent agenda consists of items of a repeating or routine nature considered under a single action. Any Councilor may have an item on the consent agenda removed and considered separately upon request.
 - 4.1 Approval of minutes of the Regular City Council Meeting for January 18, 2022
- 5. Regular Agenda**
Citizens will be provided the opportunity to offer comments on action items after staff has given their report and if there is an applicant, after they have had the opportunity to

speak. Action items are expected to result in motions, resolutions, orders, or ordinances.

5.1 Approval of 2022-23 Budget Calendar

6. Citizens Heard on Non-Agenda Items

7. City Administrator Report

8. Mayor and Councilor – Committee Reports and Councilor Comments

9. Executive Session

The Myrtle Creek City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660 but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

10. Adjournment



CITY OF MYRTLE CREEK

REGULAR MEETING OF THE CITY COUNCIL

DATE: January 18, 2022

PLACE: Council Chambers, 207 NW Pleasant St., Myrtle Creek, Oregon

PRESIDING OFFICER: Mayor Matthew Hald

COUNCILORS PRESENT: Councilors: Bill Burnett, Susan Harris, Kathi Otero, Allan Kusler, Angie Criss

COUNCILORS ABSENT:

A quorum was present throughout the meeting.

STAFF IN ATTENDANCE: City Administrator Lonnie Rainville, City Recorder Joanna Bilbrey, Police Chief Jonathan Brewster, Fire Chief Manie Pires

CALL TO ORDER: Mayor Matthew Hald called the January 18, 2022 meeting to order at 5:30 PM

SELECTION OF 2022 CITY COUNCIL PRESIDENT

Motion was made by Councilor Burnett to continue with the current President (Councilor Harris).
Motion was seconded by Councilor Otero.

Motion was made by Councilor Burnett to close the nomination process, seconded by Councilor Criss.
Discussion: No discussion followed.

Vote: Motion passed unanimously.

OATH OF OFFICE

Lonnie Rainville was sworn in as the new City Administrator.

PUBLIC PRESENTATION

No presentations.

CONSENT AGENDA

Parts I & II

Motion was made by Councilor Harris and seconded by Councilor Otero to approve Consent Agenda Parts I & II as presented in the January 18, 2022 council packet. Discussion: None

Vote: Motion passed unanimously.

DEPARTMENT REPORTS

Planning Department

City Administrator Lonnie Rainville submitted the Planning Department Report as written. Klimback subdivision has fallen silent. The one year deadline for completion is approaching. After the deadline the planning process will have to start over again. Lonnie will be sending out a notice that an extension will need to be filed within 30 days.

Finance Report

Finance report submitted into record as written.

Police Department

Chief Jonathan Brewster submitted the Police Department Report as written.

Fire Department

Fire Chief Manie Pires submitted the Fire Department Report as written. Manie shared that this is the highest number of calls in one year that the department has had on record. Councilor Harris asked about the clothe-a-child program this year. Manie shared that the community and the Dollar General really came through for the department and there were enough donated items to share with other departments. There are currently 35 volunteers with the department. Mayor Hald asked if there were projects at the Fire Hall. Fire Chief Pires said that they will need to budget for lighting repairs, we will try to use the Oregon Energy Trust to help pay for the upgrades. The Fire Chief requested updated maps for the Fire Hall. Grass rig truck is still on order.

Public Works

City Administrator Lonnie Rainville submitted the Public Works Report as written. Councilor Harris asked if Evergreen Park is still closed. The park is still closed due to tree damage from the snow storm. It should be open by next week.

REGULAR AGENDA

Resolution 22-1: Resolution 22-1: A resolution granting Lonnie Rainville authority to sign documents for the City of Myrtle Creek.

Motion was made by Councilor Harris to approve Resolution 22-1: A resolution granting Lonnie Rainville authority to sign documents for the City of Myrtle Creek. Motion was seconded by Councilor Kusler. Discussion: none

Vote: Motion passed unanimously.

Resolution 22-2: A resolution granting authority to add/delete authorized signatures for the Oregon Treasury Local Government Pool account and Umpqua Bank accounts.

Motion was made by Councilor Harris to approve Resolution 22-2: A resolution granting authority to add/delete authorized signatures for the Oregon Treasury Local Government Pool account and Umpqua Bank accounts. Motion was seconded by Councilor Otero. Discussion: none

Vote: Motion passed unanimously.

Request to host event with alcohol at Millsite Park

Request was submitted from the South Umpqua Booster Club to serve alcohol at their annual fundraiser event in Millsite Park.

Motion was made by Councilor Kusler to approve the request from the South Umpqua Booster Club to have alcohol in Millsite Park. Motion was seconded by Councilor Harris. Discussion: none

Vote: Motion passed unanimously.

Intergovernmental Agreement between the State of Oregon and the City of Myrtle Creek for the Douglas County Natural Hazards Mitigation Plan

The Natural Hazards Mitigation Plan helps to identify possible natural hazards a county could encounter. When cities take part of the writing of the plan they are eligible to receive FEMA funds if a declaration were to occur. The cost to participate is an in-kind contribution, in our case it would be in staff time.

Motion was made by Councilor Burnett to enter into the Intergovernmental Agreement with the Oregon Department of Land Conservation and Development for the City of Myrtle Creek to contribute and participate in the update of the Douglas County Natural Hazards Mitigation Plan. Motion was seconded by Councilor Criss. Discussion: Councilor Criss asked what the timeline of this program is. Lonnie gave an estimate of 9 to 12 months to finish the plan.

Vote: Motion passed unanimously.

Water Operation Consulting Contract

City Administrator Rainville shared that we will need to have a DRC (person who signs off on water quality) for both treatment and distribution of water. Eryn McNeil will assume this role but will be on maternity leave for a couple months. This contract would be terminated when she comes back to work. Councilor Kusler wanted to make sure that this contract did have an end date. We may be able to contract with Brian at Tri City Water Authority for distribution sign off. Eryn McNeil can sign for treatment. Councilor Harris asked what is holding Eryn back from the authorization for distribution. City

Administrator Rainville shared that it is time. There is a two year requirement of on the job experience before certification.

Motion made by Councilor Harris to approve the contract for consulting with Sean Negherbon for water treatment and distribution consulting services to be proficed during the absence of the City Plant Operator. Seconded by Councilor Otero. Discussion: Councilor Kusler asked if we have to have this in place. It is a requiremnt.

Vote: Motion passed unanimously.

CITIZENS HEARD ON NON-AGENDA ITEMS

Diana Larson spoke to Council in regards to having flags out for Martin Luther King Day. The flags throughout the city are placed by volunteers with the American Legion. They are placed for days associated with Military events. Council suggested we could look into asking about adding the additional day.

CITY ADMINISTRATOR REPORT

Safe routes to school plan was completed and submitted. This report can be used to apply for construction grants. We are working to replace the airport light beacon, we should have it installed sometime during February. The FAA will be notified once the light has been replaced. The City has received part of the American Recovery Plan Act funding. The City Administrator is working on projects that can be completed with these funds. A list will be presented to Council in the next couple months. We received notice that the property owner at 127 Division filed an injunction with the courts, but nothing has been received by the City as far as approval by a judge.

MAYOR AND COUNCILOR – COMMITTEE REPORTS and COUNCILOR COMMENTS

Councilor Kusler asked about the hospital process. Councilor Harris shared that there are still tickets available for the Crab Feed. Mayor Hald shared that we are due to meet as a council to set the new goals. A work session was set for Wednesday, February 9th at 5:30 to meet for a special goal setting meeting. ***Media Notice of Work Session.

ADJOURNMENT

Mayor Matthew Hald adjourned the regular meeting of the City Council for January 18, 2022 at 6:29 P.M.

Matthew Hald, Mayor

Attest:

Joanna Bilbrey
City Recorder

**City of Myrtle Creek
2022-23 Budget Calendar**

<u>DATE</u>	<u>ACTIVITY</u>
FEB 1	REGULAR COUNCIL MEETING 1. ADOPT BUDGET CALENDAR
MARCH 31	NOTICE: BUDGET COMMITTEE MEETINGS PUBLISHED IN DOUGLAS COUNTY MAIL
APR 7	SECOND NOTICE OF BUDGET COMMITTEE MEETINGS AND PUBLIC HEARING (STATE REVENUE SHARING MONIES) PUBLISHED IN DOUGLAS COUNTY MAIL
APR 18	FIRST BUDGET COMMITTEE MEETING 1. ELECTION OF OFFICERS 2. BUDGET MESSAGE BY BUDGET OFFICER 3. PUBLIC HEARING (STATE REVENUE SHARING) 4. PUBLIC TESTIMONY 5. BEGIN BUDGET REVIEW
MAY 2	SECOND BUDGET COMMITTEE MEETING (IF NECESSARY) 1. CONTINUE BUDGET REVIEW 2. SET NEXT MEETING DATE(S) IF NECESSARY
JUNE 2	LEGAL NOTICE OF BUDGET HEARING BEFORE COUNCIL JUNE 21, 2022 BUDGET SUMMARY PUBLISHED (DOUGLAS COUNTY MAIL)
JUNE 21	REGULAR COUNCIL MEETING 1. BUDGET HEARING (INCLUDING STATE REVENUE SHARING) 2. ADOPT BUDGET (APPROPRIATE FUNDS AND LEVY TAXES) 3. ADOPT RESOLUTION ACCEPTING STATE REVENUE SHARING
JULY 1	SUBMIT TAX LEVY TO COUNTY (MUST SUBMIT BY JULY 15)