



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

AGENDA PACKET 2/21/2023

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 21, 2023 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, or for other accommodations for persons with disabilities, 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.

Consent Agenda Part 1 – *Requires a motion*

4.1 Approval of minutes of the Regular City Council Meeting for February 7, 2023

Consent Agenda Part 2 – *Requires a motion*

4.2 Acknowledge receipt of Payroll & Claims Report for January 2023

5. Department Reports

Items for discussion by the City Administrator and Department Heads as needed.

- 5.1 Planning/Community Development Report
- 5.2 Finance Officer Report
- 5.3 Police Department Report
- 5.4 Fire Department Report
- 5.5 Public Works Report

6. 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.

- 6.1 Downtown Parking Upgrade
- 6.2 Review of Council Goals List
- 6.3 Consideration of IBEW Collective Bargaining Agreement

Executive Session

The Myrtle Creek City Council will go into Executive Session Under ORS 192.660(2)(d). 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.

7. Citizens Heard on Non-Agenda Items

8. City Administrator Report

9. Mayor and Councilor – Committee Reports and Councilor Comments

10. Adjournment



CITY OF MYRTLE CREEK

REGULAR MEETING OF THE CITY COUNCIL

DATE: February 7, 2023

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

PRESIDING OFFICER: Mayor Matthew Hald

COUNCILORS PRESENT: Councilors: Bill Burnett, Susan Harris, Diana Larson, Luke Dillon, Robert Chaney, Sr.

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 February 7, 2023 meeting to order at 5:30 PM

PLEDGE OF ALLEGIANCE

PUBLIC PRESENTATION

Presentation of Appreciation Plaque to prior City Councilor Angie Criss

CONSENT AGENDA

Motion was made by Councilor Harris and seconded by Councilor Larson to approve the Meeting Minutes for January 17, 2023 as presented. Discussion: None

Vote: Motion passed unanimously.

REGULAR AGENDA

2023/2024 Budget Calendar

City Administrator Lonnie Rainville presented Council with two options for the 2023/2024 Budget Calendar one with a meeting on May

Motion was made by Councilor Harris to approve the 2023/2024 Budget Calendar as presented in the Council Packet. Motion was seconded by Councilor Chaney. Discussion: Councilor Larson asked about times for the Budget Meetings.

Vote: Motion passed unanimously.

Park Request

Mr. Larry Aguayo presented to City Council the proposal for the Southern Oregon Blues Festival. The event is scheduled for Friday, July 14th from noon to 9 pm and Saturday July 15th from 9am to 9pm. Police Chief Brewster commended Mr. Aguayo on the event plan that was presented. There will not be tickets sold to the event. Presentation materials have been attached to the archived copy of the Agenda Packet. Some community members and business owners shared concerns over the event planning.

Motion made by Councilor Bill Burnett to grant the park use application for the Southern Oregon Blues Festival. Motion seconded by Councilor Diana Larson. Discussion: Council discussed the cost of overtime for Police presence at the event.

Councilors Bill Burnett and Diana Larson retracted the original motion and second.

Motion made by Councilor Bill Burnett to grant the park use application for the Southern Oregon Blues Festival with reimbursement of overtime for police presence to be paid by applicant prior to the event.

Motion seconded by Councilor Diana Larson. Discussion: No discussion followed.

Vote: Motion passed unanimously.

CITIZENS HEARD ON NON-AGENDA ITEMS

No citizens heard on non-agenda items.

CITY ADMINISTRATOR REPORT

City Administrator Lonnie Rainville shared that he has been in contact with Umpqua Golf Management. They are currently in negotiations with the city of Roseburg. Once they have that contract in place we will use it to create a new contract for the City of Myrtle Creek. Department heads have begun preparing their budgets for 2023/2024 and will have those to the City Administrator by the end of the month. We are looking at a tighter budget than in the past with costs of goods stretching the City Budget. The City Administrator mentioned to Council the possible need of adding a Public Safety Fee similar to the Street Fee. Councilor Chaney mentioned incorporating those changes in the next review of the Handbook of Fees and Charges. The subdivision changes for Klimback have been received and will be going to Planning Commission the end of this month. The old hospital is halfway through the lead and asbestos abatement and should be fully completed by the end of this month. At that time we will find a contractor to complete the demolition. The City Administrator shared that we will be starting an Employee Newsletter to keep employees plugged in on what is happening in each of the departments. The newsletter will be distributed with the last check of each month. The City Administrator and City Recorder completed the risk management survey with a CIS representative. This survey is completed once every three years. Last week we had our Springbrook software kickoff meeting. We should have the new software up and live by the end of April. We will begin testing the system soon to work with the software prior to going live. The new server has been installed and staff have noticed the increased speed of computer programs. There have been two Homelessness Task Force meetings to date. The next

meeting will be February 23rd at 5:30 pm. IBEW is taking back to its members a proposed contract for the members to vote on. The City Administrator requested that Council approve to cancel the April 18th meeting, consensus was to cancel the April 18th meeting. Councilor Chaney asked if any more progress was made on the downtown parking. Dyer Partnership has prepared an engineering rendering of what 44 parking spots would look like by expanding the parking lot area of Creekside. This is just in the review stage. City Administrator Lonnie Rainville presented to Council the 2022 Annual Report (included in permanent archived record) also a flier for the Council Goals meeting.

MAYOR AND COUNCILOR – COMMITTEE REPORTS AND COUNCILOR COMMENTS

Councilor Bill Burnett asked for clarification on the defibrillator purchased. Fire Chief Manie Pires explained the need and the type of the defibrillator and monitor and that it will work well for patient transfers to the ambulance service. Councilor Diana Larson asked about the dog that was being kept at the kennel. Police Chief Jonathan Brewster shared that the dog was released by the owner and turned over to Saving Grace. The City Administrator and Police Chief have talked about a modification for the dog kennel. Councilor Diana Larson shared about the Library Seed Exchange and the February 14th Library Board Meeting. Councilor Chaney shared that the Lions Annual Crab Feed is this Saturday.

ADJOURNMENT

Mayor Matthew Hald adjourned the regular meeting of the City Council for February 7, 2023 at 6:49 P.M.

Matthew Hald, Mayor

Attest:

Joanna Bilbrey
City Recorder

**CITY OF MYRTLE CREEK
PAYROLL AND CLAIMS
JANUARY ~~ 2023**

FUND #	FUND DESCRIPTION	BILLS	P/R	TOTAL
100	GENERAL FUND	145,301.73	16,547.66	161,849.39
200	SEWER FUND	27,924.86	29,870.01	57,794.87
210	SEWER CONSTRUCTION	-	-	-
250	WATER FUND	12,879.27	24,150.85	37,030.12
260	WATER CONSTRUCTION	-	-	-
280	AIRPORT FUND	657.50	-	657.50
300	STREET FUND	2,755.58	9,545.78	12,301.36
420	SEWER EFFLUENT LOAN	-	-	-
430	WWTP REPAY FUND	-	-	-
450	WTP E RES DEBT FUND	-	-	-
500	PARK DEVELOPMENT	-	-	-
550	RV PARK	732.32	-	732.32
580	CAPITAL PROJECTS FUND	-	-	-
	TOTAL ALL FUNDS	190,251.26	80,114.30	270,365.56

Accounts Payable

Checks by Date - Detail by Check Date

User: lhiscocks
Printed: 2/1/2023 1:43 PM



City of Myrtle Creek

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1423	2273	LOWE'S BUSINESS ACCOUNT	01/04/2023	
	11322	BLDG AND GROUNDS MAINT- POOL		455.55
	120622	BLDG AND GROUNDS MAINT- PARKS		39.20
	120622	BLDG AND GROUNDS MAINT- RV PARKS		19.34
	120622	BLDG AND GROUNDS MAINT- PUBLIC BU		34.37
	121522	BLDG AND GROUNDS MAINT- PUBLIC BU		28.44
	12622	BLDG AND GROUNDS MAINT- PUBLIC BU		21.65
Total for Check Number 1423:				598.55
Total for 1/4/2023:				598.55
941010523	050S	UMPQUA BANK-EFTPS (STATE)	01/05/2023	
	941010523	WORKERS BENEFIT TAXES		241.38
Total for Check Number 941010523:				241.38
Total for 1/5/2023:				241.38
47053	2398	911 SUPPLY INC	01/09/2023	
	INV-1-28837	Uniform Allowance-Police		34.60
Total for Check Number 47053:				34.60
47054	1067	ALL ROCK LLC	01/09/2023	
	Dec 2022	Operating Supplies-SM		141.05
	Dec 2022	Operating Supplies-WM		141.05
Total for Check Number 47054:				282.10
47055	1181	ALLEN RENTAL	01/09/2023	
	11050	Miscellaneous-SM		62.24
Total for Check Number 47055:				62.24
47056	1236	APEX ACE HOME CENTER	01/09/2023	
	351777	Bldg & Grounds Maint-Parks		37.99
Total for Check Number 47056:				37.99
47057	2137	AVISTA UTILITIES	01/09/2023	
	Dec 2022	GAS HEAT- WASTE WATER TREATMENT PI		2,105.03
	Dec 2022	GAS HEAT- FIRE		1,418.46
	Dec 2022	GAS HEAT- COMM CENTER		441.37
	Dec 2022	GAS HEAT- POOL		17.51
	Dec 2022	GAS HEAT- PUBLIC BUILDINGS		732.86
	Dec 2022	GAS HEAT- PUBLIC WORKS		257.84
	Dec 2022	GAS HEAT- SEWER MAINT		26.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Dec 2022	GAS HEAT- SEWER MAINT		24.15
			Total for Check Number 47057:	5,023.97
47058	4489 P58448008	BATTERIES PLUS #208 Operating Supplies-WWTP	01/09/2023	166.43
			Total for Check Number 47058:	166.43
47059	2288 1764307 1764992	C & K MARKET Dog Control-Police Dog Control-Police	01/09/2023	30.99 55.87
			Total for Check Number 47059:	86.86
47060	1818 12465466	C & S FIRE SAFE SERVICES Contractual Services-CC	01/09/2023	143.00
			Total for Check Number 47060:	143.00
47061	1125 80093	DOLE COALWELL Contractual Services-Court	01/09/2023	936.08
			Total for Check Number 47061:	936.08
47062	1940 DCSO-FY23-3 MC DCSO-FY23-6 MC DCSO-FY23-7 MC	DOUGLAS CO SHERIFF'S OFFICE Jail Expense-Police Jail Expense-Police Jail Expense-Police	01/09/2023	1,371.30 1,910.03 881.55
			Total for Check Number 47062:	4,162.88
47063	1422 672	DOUGLAS COUNTY MAIL Contractual Services-SS	01/09/2023	444.00
			Total for Check Number 47063:	444.00
47064	8688 1234340 1234340 1234340 287200 287200	DOUGLAS FAST NET Telephone-PW Telephone-WTP Telephone-WWTP Contractual Services-RV Park Contractual Services-Airport	01/09/2023	150.00 242.14 250.00 112.49 123.06
			Total for Check Number 47064:	877.69
47065	1583 1164817	FERGUSON WATERWORKS #3011 Pipes & Fittings-WM	01/09/2023	426.41
			Total for Check Number 47065:	426.41
47066	2032 5148	GEORGE'S HEATING & AIR CONDITIO Bldg & Grounds Maint-Fire	01/09/2023	310.00
			Total for Check Number 47066:	310.00
47067	2721 OSB23-22	KUBOTA TRACTOR CORPORATION ARPA-Tractor	01/09/2023	25,858.90
			Total for Check Number 47067:	25,858.90
47068	2215 Reimb-Bolts	STEVEN LEDBETTER Operating Supplies-WTP	01/09/2023	39.21

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 47068:				39.21
47069	8895 Boot Reimb	VINCENT MASOTTO Membership & Training-SM	01/09/2023	114.99
Total for Check Number 47069:				114.99
47070	1039	MSK BUILDING SUPPLY	01/09/2023	
	600	Bldg & Grounds Maint-Fire		29.77
	85	Miscellaneous-PW		211.90
	85	Operating Supplies-PW		16.48
	85	Bldg & Grounds Maint-RV Park		27.99
	85	Operating Supplies-Streets		22.47
	85	Bldg & Grounds Maint-Parks		42.10
	85	Bldg & Grounds Maint-PB		76.76
	85	Miscellaneous-WM		75.24
	85	Operating Supplies-WM		25.48
	85	Equip Maint & Repair-WTP		29.99
	85	Operating Supplies-WTP		63.02
	85	Operating Supplies-SM		0.92
	85	Equip Maint & Repair-Police		45.98
Total for Check Number 47070:				668.10
47071	1089	NAPA AUTO PARTS	01/09/2023	
	8601064144	Vehicle Maint & Repair-Fire		189.99
	8601066829	Vehicle Maint & Repair-Fire		80.86
	8601072661	Vehicle Maint & Repair-WWTP		35.38
	8601073394	Vehicle Maint & Repair-Fire		113.03
Total for Check Number 47071:				419.26
47072	1833	ONE CALL CONCEPTS, INC	01/09/2023	
	2120433	CONTRACTUAL SVCS - STREETS		4.45
	2120433	CONTRACTUAL SVCS - SEWER MT		4.59
	2120433	CONTRACTUAL SVCS - WATER MT		4.46
Total for Check Number 47072:				13.50
47073	1251	OREGON LINEN	01/09/2023	
	Dec 2022	Operating Supplies-Police		32.57
	Dec 2022	Operating Supplies-PB		71.91
	Dec 2022	Operating Supplies-Fire		49.68
	Dec 2022	Contractual Services-WWTP		100.02
Total for Check Number 47073:				254.18
47074	1159	QUILL CORPORATION	01/09/2023	
	30001867	Operating Supplies- SS		31.18
Total for Check Number 47074:				31.18
47075	1283	CITY OF ROSEBURG	01/09/2023	
	012023	CONTRACTUAL SVCS-COURT	Judge Services	1,175.00
	012023	TRAVEL EXPENSE	Judge Services	75.00
Total for Check Number 47075:				1,250.00
47076	3450	SHARP IMPRESSIONS	01/09/2023	
	1313	Operating Supplies-SS		20.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 47076:				20.00
47077	1175	SHIRTCLIFF OIL COMPANY	01/09/2023	
	356956	GAS - WWTP		240.58
	356956	GAS - FIRE		72.00
	356956	GAS - PARKS		169.45
	356956	GAS - PUBLIC WORKS		146.45
Total for Check Number 47077:				628.48
47078	1341	SOUTH UMPQUA DISPOSAL	01/09/2023	
	Dec 2022	Operating Supplies-PB		131.10
	Dec 2022	Bldg & Grounds Maint-Airport		41.10
	Dec 2022	Bldg & Grounds Maint-CC		100.60
	Dec 2022	Bldg & Grounds Maint-Fire		100.60
	Dec 2022			338.50
	Dec 2022	Operating Supplies-PW		126.00
	Dec 2022	Operating Supplies-WTP		126.00
	Dec 2022	Contractual Services-WWTP		166.75
Total for Check Number 47078:				1,130.65
47079	2305	SPRINGBROOK HOLDING COMPANY I	01/09/2023	
	INV-ACC	OPERATING SUPPLIES - SEWER MT	Online Bill Pay	413.60
	INV-ACC	OPERATING SUPPLIES - WATER MT	Online Bill Pay	315.84
	INV-ACC	OPERATING SUPPLIES - STREETS	Online Bill Pay	22.56
Total for Check Number 47079:				752.00
47080	8832	SYSTECH	01/09/2023	
	5924	Contractual Service-SS		1,104.50
	5924	Contractual Service-WWTP		299.00
Total for Check Number 47080:				1,403.50
47081	1197	TUNE UP CENTER	01/09/2023	
	21356	Equip Maint & Repair-Streets		219.26
Total for Check Number 47081:				219.26
47082	1200	UMPQUA RESEARCH COMPANY	01/09/2023	
	M068850	Regulatory Services-WTP		24.00
	M068859	Regulatory Services-WTP		96.00
	M068890	Regulatory Services-WTP		594.00
	M068934	Regulatory Services-WTP		378.00
	M069009	Regulatory Services-WWTP		854.20
Total for Check Number 47082:				1,946.20
47083	1955	US POSTAL SERVICE	01/09/2023	
	PO Box 940	Contractual Services-SS		140.00
Total for Check Number 47083:				140.00
47084	4128	WEF / WATER ENVIRONMENT FED	01/09/2023	
	17639632	Membership & Training-WTP		210.00
Total for Check Number 47084:				210.00
Total for 1/9/2023:				48,093.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
47085	4561 7536902 7536902	ADVANTAGE SECURITY LLC CONTRACTUAL SERVICES- WATER TREAT CONTRACTUAL SERVICES- WASTE WATEF	01/13/2023	45.95 37.95
Total for Check Number 47085:				83.90
47086	1226	AFLAC INSURANCE PR Batch 00001.01.2023 AFLAC INS PR Batch 00001.01.2023 AFLAC INS (Pretax)	01/13/2023 PR Batch 00001.01.2023 AFL PR Batch 00001.01.2023 AFL	35.49 314.88
Total for Check Number 47086:				350.37
47087	4489 P58733784	BATTERIES PLUS #208 Operating Supplies-WWTP	01/13/2023	27.98
Total for Check Number 47087:				27.98
47088	1386 Burnt Motorhome	BILL'S TOWING & AUTOMOTIVE Crime Prevention--Police	01/13/2023	475.00
Total for Check Number 47088:				475.00
47089	1315 INV774	CASCADE FIRE EQUIPMENT CO Safety Equipment-Fire	01/13/2023	539.00
Total for Check Number 47089:				539.00
47090	1431 0128070123022 0128070123022	CHARTER COMMUNICATIONS TELEPHONE- FIRE TRAINING- FIRE	01/13/2023	243.57 99.98
Total for Check Number 47090:				343.55
47091	5701 CL73316 CL73316 CL73316 CL73316	HAYS OIL COMPANY GAS/OIL/LUBE- PUBLIC WORKS TRAVEL- SUPPORT SERVICES GAS/OIL/LUBE- PARKS GAS/OIL/LUBE- FIRE	01/13/2023	341.91 49.17 121.96 304.96
Total for Check Number 47091:				818.00
47092	4529	HRA VEBA TRUST PR Batch 00001.01.2023 HRA-VEBA Benefit	01/13/2023 PR Batch 00001.01.2023 HR/	3,975.00
Total for Check Number 47092:				3,975.00
47093	4558	I.B.E.W. LOCAL UNION 659 PR Batch 00001.01.2023 Union Dues	01/13/2023 PR Batch 00001.01.2023 Unio	322.43
Total for Check Number 47093:				322.43
47094	1407 Reimb-Sherms	M C VOLUNTEER FIRE DEPT Operating Supplies-Fire	01/13/2023	172.32
Total for Check Number 47094:				172.32
47095	1119 15253 339617	MYRTLE CREEK SAW SHOP EQUIP MAINR AND REPAIR- PUBLIC WOR OPERATING SUPPLIES- PUBLIC WORKS	01/13/2023	253.50 72.00
Total for Check Number 47095:				325.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
47096	2716	OCCU HEALTH	01/13/2023	
	18695	Testing & Recruitment-Police		205.00
	18787	MEMBERSHIP AND TRAINING- SEWER MA		36.67
	18787	MEMBERSHIP AND TRAINING- STREETS		36.66
	18787	MEMBERSHIP AND TRAINING- WATER MA		36.67
Total for Check Number 47096:				315.00
47097	1197	TUNE UP CENTER	01/13/2023	
	21373	EQUIP MAINT AND REPAIR- STREETS		484.88
Total for Check Number 47097:				484.88
47098	1220	U S NATIONAL BANK	01/13/2023	
		PR Batch 00001.01.2023 Police Union Dues	PR Batch 00001.01.2023 Poli	250.00
Total for Check Number 47098:				250.00
47099	1955	US POSTAL SERVICE	01/13/2023	
	PO BOX 753	Operating Supplies-Fire		90.00
Total for Check Number 47099:				90.00
999123122	1224	OREGON PERS	01/13/2023	
	999123122	Pickup Amount		2,892.02
	999123122	Employer Amount		8,443.72
Total for Check Number 999123122:				11,335.74
Total for 1/13/2023:				19,908.67
1723	8430	SNIDER ENERGY / PACIFIC PRIDE	01/14/2023	
	11423	GAS/OIL/LUBE- POLICE		367.80
	1723	GAS/OIL/LUBE- POLICE		385.28
Total for Check Number 1723:				753.08
Total for 1/14/2023:				753.08
88811523	1832	NATIONWIDE RETIREMENT SOLUTIO	01/15/2023	
	01152023	PR Employee 457B Plan	25992001	1,500.00
Total for Check Number 88811523:				1,500.00
94111523	050F	UMPQUA BANK-EFTPS (FED)	01/15/2023	
	94111523	Federal WH Taxes		4,109.53
	94111523	Medicare Taxes		6,532.60
	94111523	FICA Taxes		1,527.74
Total for Check Number 94111523:				12,169.87
95011523	050S	UMPQUA BANK-EFTPS (STATE)	01/15/2023	
	95011523	OREGON STATE PAID LEAVE ACT		513.07
	95011523	STATE TRANSIT TAXES		51.32
	95011523	STATE WH TAXES		3,253.02
Total for Check Number 95011523:				3,817.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 1/15/2023:				17,487.28
47100	8677 22/23	ADAPT SOBERING CENTER- POLICE	01/20/2023	5,000.00
Total for Check Number 47100:				5,000.00
47101	8853 MYCR BYS 1222 MYCR0123	RA OUTDOORS LLC ASPIRA CONTRACTUAL SERVICES- RV PARK CONTRACTUAL SERVICES- RV PARK	01/20/2023	135.00 99.00
Total for Check Number 47101:				234.00
47102	1494 29543 29544 29545	THE DYER PARTNERSHIP ENGINEERS CONTRACTUAL SERVICES- WATER TREAT SYSTEM IMPROVMENTS- SEWER MAINT CONTRACTUAL SERVICES- SPRINGBROOK	01/20/2023	537.50 5,430.88 350.00
Total for Check Number 47102:				6,318.38
47103	1583 1155735	FERGUSON WATERWORKS #3011 PIPES AND FITTINGS- WATER MAINT	01/20/2023	557.00
Total for Check Number 47103:				557.00
47104	5701 CL73989 CL73989	HAYS OIL COMPANY GAS- PARKS GAS/OIL/LUBE- PUBLIC WORKS	01/20/2023	60.32 841.23
Total for Check Number 47104:				901.55
47105	4628 65144 65144 65144 65144 65144 65144	LOCAL GOVERNMENT LAW GROUP P CONTRACTUAL SERVICES- POLICE CONTRACTUAL SERVICES- STREETS CONTRACTUAL SERVICES- SEWER MAINT CONTRACTUAL SERVICES- SUPPORT SER CONTRACTUAL SERVICES- SUPPORT SER CONTRACTUAL SERVICES- WATER MAINT	01/20/2023	900.00 225.00 225.00 540.00 225.00 225.00
Total for Check Number 47105:				2,340.00
47106	1137 WQ23IND-0522	OREGON DEQ REGULATORY SERVICES- SPRINGBROOK	01/20/2023	810.00
Total for Check Number 47106:				810.00
47107	1159 30176617	QUILL CORPORATION OPERATING SUPPLIES- SUPPORT SERVICE	01/20/2023	44.66
Total for Check Number 47107:				44.66
47108	3450 1315	SHARP IMPRESSIONS OPERATING SUPPLIES- SUPPORT SERVICE	01/20/2023	10.00
Total for Check Number 47108:				10.00
47109	1276 0041213 0041213	SUNRISE ENTERPRISES of ROSEBURG CONTRACTUAL SERVICES- SUPPORT SER CONTRACTUAL SERVICES- PUBLIC BUILD	01/20/2023	601.68 601.69

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 47109:				1,203.37
47110	1197 21153	TUNE UP CENTER VEHICLE MAINT AND REPAIR- WASTE WA	01/20/2023	80.98
Total for Check Number 47110:				80.98
47111	1200 M069167 M069169	UMPQUA RESEARCH COMPANY REGULATORY SERVICES- WASE WATER TF REGULATORY SERVICES- WASE WATER TF	01/20/2023	491.50 1,664.45
Total for Check Number 47111:				2,155.95
47112	4045 9925249316 9925249316 9925249317	VERIZON WIRELESS OPERATING SUPPLIES- SEWER OPERATING SUPPLIES- WATER TREATMEN OPERATING SUPPLIES- FIRE	01/20/2023	91.30 30.43 158.30
Total for Check Number 47112:				280.03
47113	1687 0649 0650 3171 5221 6690	ZIPLY FIBER operating supplies- fire OPERATING SUPPLIES- SPRINGBROOK TELEPHONE-SUPPORT SERVICES TELEPHONE-POLICE TELEPHONE-POLICE	01/20/2023	7.13 10.75 714.59 124.48 130.52
Total for Check Number 47113:				987.47
88880613	2855 MONTHLY MONTHLY MONTHLY	BMS TECHNOLOGIES POSTAGE & ENVELOPES - STREETS POSTAGE & ENVELOPES - WATER MT POSTAGE & ENVELOPES - SEWER MT	01/20/2023	24.40 341.62 447.35
Total for Check Number 88880613:				813.37
Total for 1/20/2023:				21,736.76
47114	2398 29286 29287 29328 29343 29344	911 SUPPLY INC UNIFORM ALLOWANCE- POLICE UNIFORM ALLOWANCE- POLICE UNIFORM ALLOWANCE- POLICE UNIFORM ALLOWANCE- POLICE UNIFORM ALLOWANCE- POLICE	01/27/2023	15.00 18.00 54.90 344.94 237.96
Total for Check Number 47114:				670.80
47115	1968 194522	CENTRAL OR & PACIFIC RAILROAD CONTRACTUAL SERVICES- SEWER MAIN	01/27/2023	1,247.36
Total for Check Number 47115:				1,247.36
47116	099W JAN2023 JAN2023 JAN2023 JAN2023 JAN2023 JAN2023	CITY OF MC - WATER BILLS WATER AND SEWER- POOL WATER AND SEWER- SEWER PLANT WATER AND SEWER- PUBLIC BUILDINGS WATER AND SEWER- SEWER WATER AND SEWER- CITY SHOPS WATER AND SEWER- EVERGREEN PARK	01/27/2023	142.24 68.59 124.00 60.75 124.00 145.12

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	JAN2023	WATER AND SEWER- LIBRARY		124.00
	JAN2023	WATER AND SEWER- PUBLIC BUILDINGS		124.00
	JAN2023	WATER AND SEWER- COMMUNITY CENTE		128.75
	JAN2023	WATER AND SEWER- CREEKSIDE PARK		132.25
	JAN2023	WATER AND SEWER- FIRE		132.25
	JAN2023	WATER AND SEWER- MILLSITE RV PARK		133.11
	JAN2023	WATER AND SEWER- MILLSITE PARK		129.03
			Total for Check Number 47116:	1,568.09
47117	UB*00316	GEORGIA CUSHMAN	01/27/2023	
		Refund Check		46.37
		Refund Check		2.73
		Refund Check		39.68
			Total for Check Number 47117:	88.78
47118	1504	DON JONES AUTOMOTIVE	01/27/2023	
	2022611	GAS/OIL/LUBE- POLICE		219.80
	2023030	VEHICLE MAINT AND REPAIR- POLICE		431.90
			Total for Check Number 47118:	651.70
47119	8898	DOUGLAS CO SOLID WASTE	01/27/2023	
	19305	MISC- STREETS		4.00
	668689	CONTRACTUAL SERVICES- STREETS		117.50
			Total for Check Number 47119:	121.50
47120	1583	FERGUSON WATERWORKS #3011	01/27/2023	
	1171736	EQUIP MAINT AND REPAIR- WATER TREAT		781.89
			Total for Check Number 47120:	781.89
47121	8833	FRESH AIRE OFFICE FRAGRANCING C	01/27/2023	
	12-29780	CONTRACTUAL SERVICES- SUPPORT SERV		123.00
			Total for Check Number 47121:	123.00
47122	8790	GRAPHIC DIMENSIONS INC.	01/27/2023	
	4226	OPERATING SUPPLIES-POLICE		294.30
			Total for Check Number 47122:	294.30
47123	1407	M C VOLUNTEER FIRE DEPT	01/27/2023	
	2405	OPERATING SUPPLIES- FIRE		82.90
			Total for Check Number 47123:	82.90
47124	UB*00315	EARL & MARY JO MOOS	01/27/2023	
		Refund Check		61.20
		Refund Check		3.60
		Refund Check		46.80
			Total for Check Number 47124:	111.60
47125	2650	NORTH CENTRAL LABORATORIES	01/27/2023	
	481377	OPERATING SUPPLIES- WASTE WATER TRI		74.38
			Total for Check Number 47125:	74.38
47126	2852	OR DEPT OF AVIATION	01/27/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	MA130218	CONTRACTUAL SERVICES- AIRPORT		50.00
			Total for Check Number 47126:	50.00
47127	1140 JAN2023	OR DEPT OF REVENUE CONTRACTUAL SERVICES- COURTS	01/27/2023	1,267.45
			Total for Check Number 47127:	1,267.45
47128	1241 8603	OREGON ASSOC OF CLEAN WATER A MEMBERSHIP AND TRAINING- WASTE WA	01/27/2023	810.00
			Total for Check Number 47128:	810.00
47129	1147 JAN2023 JAN2023 JAN2023 JAN2023 JAN2023 JAN2023 JAN2023 JAN2023 JAN2023 JAN2023 JAN2023 JAN2023 JAN2023	PACIFIC POWER & LIGHT ELECTRICITY- SPRINGBROOK ELECTRICITY- STREETS ELECTRICITY- WATER PLANT ELECTRICITY- SEWER PLANT ELECTRICITY- AIRPORT ELECTRICITY- SEWER MAINT ELECTRICITY- PUB WORKS ELECTRICITY- PUB BUILDINGS ELECTRICITY- POOL ELECTRICITY- COMM CENTER ELECTRICITY- LIBRARY ELECTRICITY- PARKS ELECTRICITY- FIRE	01/27/2023	145.58 1,481.07 4,387.69 9,462.37 355.60 786.16 106.14 461.82 71.17 93.97 327.85 1,557.00 875.05
			Total for Check Number 47129:	20,111.47
47130	3035 35094 35211	PRINTS CHARMING MEMBERSHIP AND TRAINING- WASTE WA MEMBERSHIP AND TRAINING- WASTE WA	01/27/2023	273.00 273.00
			Total for Check Number 47130:	546.00
47131	1159 30295366 30295366	QUILL CORPORATION OPERATING SUPPLIES- POLICE OPERATING SUPPLIES- COURTS	01/27/2023	311.35 83.99
			Total for Check Number 47131:	395.34
47132	2383 20973	SEA WESTERN FIRE EQUIP EQUIPT MAINT AND REPAIR- FIRE	01/27/2023	250.00
			Total for Check Number 47132:	250.00
47133	1200 M069219	UMPQUA RESEARCH COMPANY REGULATORY SERVICES- WATER TREATM	01/27/2023	96.00
			Total for Check Number 47133:	96.00
47134	8650 6399	UMPQUA VALLEY FINANCIAL, LLC CONTRACTUAL SERVICES- SUPPORT SERV	01/27/2023	12,000.00
			Total for Check Number 47134:	12,000.00
47135	0205 0555576973	US CELLULAR CONTRACTUAL SERVICES- SUPPORT SERV	01/27/2023	91.02
			Total for Check Number 47135:	91.02

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
47136	4132 32383	WEST PACK, INC OPERATING SUPPLIES- WASTE WATER TRI	01/27/2023	437.13
Total for Check Number 47136:				437.13
47137	4146 38372 38372	WESTERN SYSTEMS EQUIPT MAINT AND REPAIR- SEWER MAINT EQUIPT MAINT AND REPAIR- WATER MAINT	01/27/2023	804.85 804.84
Total for Check Number 47137:				1,609.69
99911523	1224 99911523 99911523	OREGON PERS Pickup Amount Employer Amount	01/27/2023	2,914.71 8,539.76
Total for Check Number 99911523:				11,454.47
Total for 1/27/2023:				54,934.87
597021	1097 287321597021	AT&T MOBILITY TELEPHONE- POLICE	01/31/2023	344.44
Total for Check Number 597021:				344.44
1242300	1449 12423	CARD MEMBER SERVICES MEMBERSHIP AND TRAINING- WATER TREATMENT OPERATING SUPPLIES- WATER TREATMENT EQUIP MAINT AND REPAIR- POLICE EXPENSE ALLOWANCE- POLICE OPERATING SUPPLIES- POLICE UNIFORM ALLOWANCE- POLICE TOOLS AND EQUIP- WATER TREATMENT OPERATING SUPPLIES- SUPPORT SERVICE EMPLOYEE AWARDS- SUPPORT SERVICES MEMBERSHIP AND TRAINING- WASTE WATER MISC- STREETS OPERATING SUPPLIES- SEWER MAINT EQUIP MAINT AND REPAIR- PUBLIC WORKS OPERATING SUPPLIES- PUBLIC WORKS MISC- PUBLIC WORKS MISC- SUPPORT SERVICES MEMBERSHIP AND TRAINING- PARKS OPERATING SUPPLIES- PARKS SUPPORT SERVICES- AIRPORT BLDG AND GROUNDS MAINT- PARKS MEMBERSHIP AND TRAINING- SUPPORT SERVICES	01/31/2023	259.97 77.69 588.00 57.71 48.46 416.99 204.37 -106.72 25.00 259.97 107.00 18.99 19.78 79.08 34.35 25.97 320.00 279.54 87.74 333.54 255.00
Total for Check Number 1242300:				3,392.43
88811639	8430 CL01469 CL02724	SNIDER ENERGY / PACIFIC PRIDE GAS/OIL/LUBE- POLICE GAS/OIL/LUBE- POLICE	01/31/2023	427.54 483.06
Total for Check Number 88811639:				910.60
94113123	050F 94113123 94113123 94113123	UMPQUA BANK-EFTPS (FED) Federal WH Taxes Medicare Taxes FICA Taxes	01/31/2023	4,743.42 1,691.94 7,234.52

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 94113123:				13,669.88
888354540	8657 12023	SAIF CORPORATION WORKMANS COMP- SUPPORT SERVICES	01/31/2023	8,072.94
Total for Check Number 888354540:				8,072.94
Total for 1/31/2023:				26,390.29
Report Total (99 checks):				190,144.54



Community Development Department Monthly Report

February 21, 2023

January General Planning Statistics:

5 Planning Clearances

1 remodel

2 Accessory Buildings

2 Solar Installations

1 Minor Variance

Variance to the accessory building size

Significant Planning Activities:

Derelict Hospital Building

Asbestos and lead abatement is approximately halfway complete. The contractor is on pace to be completed with the abatement at the end of February. I have started reaching out to contractors to get proposals for the demolition of the building. I will be working with the City Attorney in mid-February to draft a second right of entry order to allow contractors to be on site to complete the demolition work.

Klimback Ln Subdivision

The Klimback Subdivision has been purchased and again has local ownership. The new owner is aggressively moving forward to get the subdivision established. They have been working with utility companies to get utilities to lot locations.

A new Planning Commission approval is needed as the new owner has redesigned the subdivision to have only 12 lots, down from the originally approved design that had 22 lots. The subdivision request will be presented to the Planning Commission with a public hearing being conducted on February 28, 2023.



City of Myrtle Creek

207 NW Pleasant, P.O. Box 940, Myrtle Creek, OR 97457
Phone 541-863-3171, Fax 541-863-6851

FINANCIAL REPORT JANUARY 2023

2022-2023 Balances as of 01/31/2023 - 58.31% of Fiscal Year

Comparison - Actual to Budgeted

		Carryover 7/1/2022	Add Revenues	Total Revenue & Carryover	Minus Expenses		
						%	%
BUDGETED AMOUNT	FUND	ESTIMATED CARRYOVER	REVENUE	YR TO DATE REVENUES	YR TO DATE EXPENSES	Revenue	Expend
4,160,995	100 GENERAL FUND	1,409,490	1,955,439	3,364,929	1,388,591	80.9%	33.4%
2,064,985	200 SEWER FUND	339,728	924,417	1,264,145	869,799	61.2%	42.1%
2,286,871	210 SEWER CONSTRUCTION	2,094,635	26,707	2,121,342	83,630	92.8%	3.7%
1,852,049	250 WATER FUND	564,484	697,051	1,261,535	671,208	68.1%	36.2%
2,287,672	260 WATER CONSTRUCTION	2,085,158	78,318	2,163,476	4,548	94.6%	0.2%
113,559	280 AIRPORT FUND	85,309	36,826	122,135	8,315	107.6%	7.3%
1,381,809	300 STREET FUND	879,539	317,358	1,196,897	223,451	86.6%	16.2%
45,160	330 STORMWATER FUND	30,060	288	30,348	0	67.2%	0.0%
1,247,600	430 WWTP REPAYMENT	253,967	992,234	1,246,201	1,233,265	99.9%	98.9%
555,190	450 WTP REPAYMENT	246,415	310,889	557,304	307,775	100.4%	55.4%
379,481	500 PARK DEVELOPMENT	333,281	7,203	340,484	87,535	89.7%	23.1%
118,500	550 RV PARK	0	87,695	87,695	8,890	74.0%	7.5%
1,114,672	580 CAPITAL PROJECTS	914,132	8,391	922,523	219,986	82.8%	19.7%
17,608,543	TOTALS	9,236,198	5,442,817	14,679,015	5,106,993	83.4%	29.0%

This chart shows our revenue and expenses for the month of January. We received the rest of the current property taxes. We are in the process of making sure that all of our franchise fees are all up to date.

Lesley Hiscocks, Finance Officer



MYRTLE CREEK POLICE

P.O. BOX 940, 215 NW PLEASANT ST., MYRTLE CREEK OR 97457

(541) 863-5222 FAX (541) 863-6690

"Where Nature Is Your Neighbor"

Department Report January 2023

FIREARMS TRAINING

Officers from the police department did their annual lowlight/night firearms course. The course consisted of shooting from outside a patrol car with overhead emergency lights flashing and shooting from other areas of cover. The course also consisted of targets that were considered threat and nonthreat targets to make sure officers were only shooting targets that were considered threat targets. Overall, the officers performed very well during this course.

OFFICER ACADEMY UPDATE

Officer Michael Oneslager is doing well at the DPSST Academy and is beginning week 9. Officer Oneslager is also doing very well academically at the academy.

SOBERING CENTER

Officers from the police department lodged an intoxicated subject at the Sobering Center on three separate occasions during the month of January.

NEW RESERVE OFFICERS

The police department was able to hire Rahul Sharma and Brent Harvey as reserve police officers. Rahul moved to the United States from India as a teenager and has opened and sold several businesses in the local area. Brent was a reserve officer for Myrtle Creek for a short period of time before becoming a fulltime police officer for the City of Roseburg. Brent worked for the City of Roseburg for 10 years before taking a job with the Glide School District for the past 5 years. Brent enjoys his job with the Glide School District but wanted to still have some involvement in law enforcement. I would like to welcome Rahul and Brent to the team.

CALLS FOR SERVICE

The Myrtle Creek Police Department responded to 150 calls for service during the month of January 2023. During the month, 19 individuals were also arrested.

Respectfully Submitted,

Chief Jonathan Brewster

2023 MCFD Call Responses

Call Type	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
MVA-Non Injury	3												3
MVA - UTL													0
MVA - Injury													0
MVA - Fatal	1												1
MVA - Cancelled	1												1
Medical Aid	5												5
Medical Aid - Cancelled	1												1
Public Assist													0
Public Assist-Lift Assist	9												9
Public Safety	1												1
Unattended Death	1												1
Fire/Carb Alarm	1												1
False Alarm Activation	1												1
Alarm Testing													0
Flue Fire	1												1
Fire - Vehicle													0
Fire													0
Fire - Illegal Burn													0
Fire - Controlled Burn													0
Fire - UTL	1												1
Fire-Nat Cover													0
Fire - Cancelled													0
Structure Fire	2												2
Structure Fire - Cancelled	2												2
Structure Fire -Commercial	2												2
Over Bank Rescue													0
Water Rescue													0
Water/Over Bank-Cancelled	1												1
TOTAL	33	0	0	0	0	0	0	0	0	0	0	0	33

Public Works and Parks

January 2023 Activities Report

- Streets
 - 14 Utility Locates
 - Weekly downtown garbage collection
 - Regular street sweeping
 - Took down Christmas lights along Main Street
- Sewer
 - Weekly lift station maintenance
 - Replace the Pump on the Vac Truck
- Water
 - 10 delinquent water turnoffs in January
 - Monthly meter reads
 - 1 new water tap for new home on Short St.
 - 1 service line repair
 - Madrona St
- Misc.
 - Completed initial clean up of hospital in preparation of asbestos abatement.
- Parks and Public Building Department
 - Monthly park maintenance
 - Continued LED light conversion at Fire Hall
 - Cleaned fountain at Millsite Park
- Water Treatment
 - South Umpqua River Plant produced 14.484 (MG) - 31 days of operation
- Wastewater Treatment
 - Total effluent flow to the South Umpqua River = 38.471 M.G.
 - Total Effluent flow to the M.C. Golf Course = 0 M.G.
 - Myrtle Creek influent flow = 18.145 M.G.
 - Tri-City Influent Flow = 22.281 M.G.
 - Total Effluent = 38.471 M.G.

Myrtle Creek - City Council Agenda Report

Agenda item:

Meeting Date:	February 21, 2023	Primary Staff Contact:	Lonnie Rainville
Department:	Public Works-Streets	E-Mail:	lrainville@myrtlecreek.org
Secondary Dept.:		Secondary Contact:	

Issue before the Council:

Approval to put out Request for Proposal (RFP) and award contract up to \$286,000 to expand Creekside Park parking lot.

Staff Recommendation:

Staff recommends the approval to put out an RFP for the expansion of Creekside Park parking lot and award contract up to \$286,000.

Background:

It has been the goal of City Council to improve parking for the Main Street Business District. It has been identified that the Creekside Park parking lot could be expanded that would increase the number of parking spaces from 20 to 46. The project would include placement of storm catch basins, sidewalks, curb and gutter and paving of the parking lot. Total engineer's estimate for the project is \$285,686.

Related City Policies:

Procurement policy

Fiscal Impact:

\$286,000 that will be allocated to Streets budget.

Council Options:

Council can approve the city to put out and an RFP to expand the Creekside Park parking lot and allow administration to award contract up to \$286,000.

Council can take no action resulting in the project not moving forward.


Potential Motion:

I make the motion to approve the city to put out and an RFP to expand the Creekside Park parking lot and allow administration to award contract up to \$286,000.

PRELIMINARY - NOT FOR CONSTRUCTION

DESIGNED:	DRAWN:
X	X
APPROVED BY:	DATE:

REVISIONS	DATE



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.
 1500 S. OREGON AVE.
 SEASIDE, OREGON 97138
 TEL: (503) 738-0722
 FAX: (503) 738-0723

DRAWING IS IN INCH
 1" = 40' (AS SHOWN)
 IF NOT SHOWN - SCALE ACCORDINGLY

**OAK STREET PARKING LOT
 CITY OF MYRTLE CREEK
 CIVIL
 SITE PLAN**

PROJECT NO.	DRAWING NO.
122.00	C100
DATE	SHEET NO.
NOV 2022	1 OF 1



**City of Myrtle Creek
Parking Lot Upgrades**

November 1, 2022

Item	Procured Lots	Unit	Quantity	Unit Cost	Total Cost
1	Const. Facilities & Temporary Controls	LS	1	\$19,700	\$ 19,700
2	Demolition & Site Preparation	LS	1	\$11,700	\$ 11,700
3	Landscaping	LS	1	\$ 10,000	\$ 10,000
4	AC Pavement - 3" Overlay	TON	347	\$ 180	\$ 62,460
5	Striping	LF	760	\$ 10	\$ 7,600
6	ADA Markings	LS	1	\$ 1,000	\$ 1,000
7	New Catch Basin	EA	1	\$ 2,500	\$ 2,500
8	New 12" Storm Drain Pipe	LF	140	\$ 55	\$ 7,700
9	Subgrade Geotextile Fabric	SY	2,125	\$ 3	\$ 6,375
10	Aggregate Base	TON	823	\$ 45	\$ 37,035
11	Sidewalk	SF	1,110	\$ 20	\$ 22,200
12	Type C Curb	LF	401	\$ 21	\$ 8,421
13	Curb and Gutter	LF	221	\$ 95	\$ 20,995

Construction Subtotal	\$ 217,686
20% Engineering	\$44,000.00
10% Contingency	\$22,000.00
1% Admin	\$2,000.00
Construction Total	\$ 285,686