



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

AGENDA PACKET 2/7/2023

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 7, 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, 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 17, 2023
- 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 Budget Calendar
5.2 Park Use Application

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 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.

10. Adjournment



CITY OF MYRTLE CREEK

REGULAR MEETING OF THE CITY COUNCIL

DATE: January 17, 2023

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

PRESIDING OFFICER: Mayor Matthew Hald

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

COUNCILORS ABSENT:

A quorum was present throughout the meeting.

STAFF IN ATTENDANCE: City Administrator Lonnie Rainville, City Recorder Joanna Bilbrey, Finance Officer Lesley Hiscocks, Police Chief Jonathan Brewster

CALL TO ORDER: Mayor Matthew Hald called the January 17, 2023 meeting to order at 5:30 PM

ROLL CALL/PLEDGE OF ALLEGIANCE

PUBLIC PRESENTATION

No public presentations

CONSENT AGENDA

Parts I & II

Motion was made by Councilor Burnett to approve Consent Agenda Parts I & II. Motion seconded by Councilor Harris. Discussion: No discussion followed

Vote: Motion passed unanimously.

DEPARTMENT REPORTS

Planning Department

City Administrator Lonnie Rainville submitted the Planning/Community Development Report into record as written.

Finance Report

Finance Director Lesley Hiscocks submitted the Finance Report into record as written.

Police Department

Chief Jonathan Brewster submitted the Police Report into record as written. Councilor Harris commended Chief Brewster on receiving the Distinguished Action Award. Councilor Larson asked about the process for keeping dogs at the kennel when they are awaiting trial.

Fire Department

City Administrator Lonnie Rainville submitted the Fire Department Report into record as written.

Public Works

City Administrator Lonnie Rainville submitted the Public Works Report into record as written.

AUDIT REPORT

Steve Tuchscherer presented to the Council a brief description of the audit process for the new Councilors. Steve shared that the City is currently in great shape from his perspective and compared to other communities. In terms of internal controls Steve suggested to the City Council that they continue to review the financial reports and ask question if they have any.

Motion was made by Councilor Chaney to accept the 2021/2022 Audit as presented. Motion was seconded by Councilor Burnett. Discussion: No discussion followed
Vote: Motion passed unanimously.

REGULAR AGENDA

Dyer Partnership Presentation – Water Plant Recommendations

Power Point presentation attached to archived Agenda Packet.

Jesten Brenner from Dyer Partnership shared a brief update on the Water Plant Review. Both plants are being reviewed for production, capacity, and water rights. The Water Master Plan would need to be updated to meet the future goals suggested for the water plants.

Motion was made by Councilor Harris to concentrate maintenance on the South Umpqua Plant and to update the Water Master Plan accordingly. Motion seconded by Councilor Larson. Discussion: No discussion followed
Vote: Motion passed unanimously.

Fire Department Equipment Request

City Administrator Lonnie Rainville presented to Council a request from the Myrtle Creek Volunteer Fire Department to purchase a diffibulator and monitor. Bids were collected with Zoll being the low bid. This purchase would be made through ARPA funds.

Motion was made by Councilor Harris to approve the City to purchase the Zoll X Series Advanced Monitor/Defibrillator for the Myrtle Creek Volunteer Fire Department in the amount of 45,841.06.

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Motion was seconded by Councilor Larson. Discussion: Councilor Dillon asked if the lowest bid was chosen because it was better or because it is the lowest cost. Councilor Burnett would like to know about the training for staff.

Vote: Motion passed unanimously.

Regular meeting recessed at 6:22 p.m.

Executive Session called at 6:23 p.m.

Executive Session held pursuant to ORS192.660(2)(d)

To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Mayor Matthew Hald adjourned the Executive Session at 6:26 p.m.

Regular meeting called back to order at 6:27 p.m.

Consideration of Police Collective Bargaining Agreement 2023-2026

Motion was made by Councilor Chaney to approve the Police Collective Bargaining Agreement as presented for 2023-2026. Motion was seconded by Councilor Burnett. Discussion: none

Vote: Motion passed unanimously.

Resolution 23-02 – A Resolution of the City Council of the City of Myrtle Creek, Oregon Authorizing its Support of the Oregon Mayors Association’s Taskforce on Homelessness’s Proposal to Partner with the State to Fund Local Homelessness Response and Prevention Programs to Address Oregon’s Crisis of the Unhoused

Motion was made by Councilor Burnett to approve Resolution 23-02 – A Resolution of the City Council of the City of Myrtle Creek, Oregon Authorizing its Support of the Oregon Mayors Association’s Taskforce on Homelessness’s Proposal to Partner with the State to Fund Local Homelessness Response and Prevention Programs to Address Oregon’s Crisis of the Unhoused. Motion was seconded by Councilor Larson. Discussion: Councilor Dillon asked if this request was asking for funds and if there would be regulations that the City would have to comply with.

Vote: Motion passed unanimously.

Resolution 23-03 – A Resolution Adopting A Councilor Handbook

Prior to approval, edits need to be made to page 4. Per the Myrtle Creek Charter the Mayor is a member of the Council.

Motion was made by Councilor Chaney to approve Resolution 23-03 – A Resolution Adopting A Councilor Handbook, with edits noted. Motion was seconded by Councilor Harris. Discussion: no discussion followed

Vote: Motion passed unanimously.

CITIZENS HEARD ON NON-AGENDA ITEMS

No items presented

CITY ADMINISTRATOR REPORT

The abatement team started on Monday, January 16, 2023. They are sealing off the property and anticipate being done in four weeks. Hopefully by the end of the summer the demolition will be completed. Klimback subdivision is moving forward. Council set Thursday, February 9, 2023 at 5:30 for the 2023 Goal Setting meeting. The City Administrator shared that he joined the Oregon City/County Management Association (OCCMA) and is on both the By Laws Subcommittee and the Scholarship Committee.

MAYOR AND COUNCILOR – COMMITTEE REPORTS and COUNCILOR COMMENTS

Councilor Chaney shared that Crab Feed tickets have been selling fast. Councilor Harris shared that there is a portion of Third Street that looks like it is in need of repair. There are also two lights on the bridge coming into town that are flickering. Councilor Harris shared that The Happy Donut is number five on the 100 Best Fan-Favorite Destinations in Oregon list. Councilor Larson shared her concern for the dog being kept at the kennel. Councilor Burnett shared that staff at the golf course have been cleaning the property.

ADJOURNMENT

Mayor Matthew Hald adjourned the regular meeting of the City Council for January 17, 2023 at 6:48 P.M.

Matthew Hald, Mayor

Attest:

Joanna Bilbrey
City Recorder

**City of Myrtle Creek
2023-24 Budget Calendar**

<u>DATE</u>	<u>ACTIVITY</u>
FEB 7	REGULAR COUNCIL MEETING 1. ADOPT BUDGET CALENDAR
APRIL 20	NOTICE: BUDGET COMMITTEE MEETINGS PUBLISHED IN DOUGLAS COUNTY MAIL
APRIL 27	SECOND NOTICE OF BUDGET COMMITTEE MEETINGS AND PUBLIC HEARING (STATE REVENUE SHARING MONIES) PUBLISHED IN DOUGLAS COUNTY MAIL
MAY 2	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 16	SECOND BUDGET COMMITTEE MEETING (IF NECESSARY) 1. CONTINUE BUDGET REVIEW 2. SET NEXT MEETING DATE(S) IF NECESSARY
MAY 25	LEGAL NOTICE OF BUDGET HEARING BEFORE COUNCIL JUNE 6, 2022 BUDGET SUMMARY PUBLISHED (DOUGLAS COUNTY MAIL)
JUNE 1	SECOND LEGAL NOTICE OF BUDGET HEARING BEFORE COUNCIL JUNE 6, 2022 BUDGET SUMMARY PUBLISHED (DOUGLAS COUNTY MAIL)
JUNE 6	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)



CITY OF MYRTLE CREEK

207 N. W. Pleasant Street

P. O. Box 940, Myrtle Creek, OR 97457

PARK USE APPLICATION

Name Larry & Cindy Aguayo

Phone No. 541 530-2881

Address po box 239

City_State Zip Riddle Or 97469 Organization Rainbow Butterfly

Unicorn Cloudz Est. Attendance 3-500

Date of Rental_Time of Rental July 14-15 2023 all day

Please mark one: Other Area of Park_Evergreen Park Gazebo_Band Shell/Picnic Shelter
BAND SHELL/PICNIC SHELTER

Softball Field #

Type of activity_ Community Music event

Are you ready to saddle up and hit the trail to the wild west? The Southern Oregon Blues Festival is back and better than ever! Join us on July 14th and 15th 2023 for a two-day celebration of the best in blues music, with a wild west twist. You'll be transported back in time to the days of the frontier, with performances by local and regional artists, food, and activities like bullwhip shows, archery, and tomahawk throwing, gun spinning, and more. Don't miss out on this unique and unforgettable experience.

1.) Non-Youth Baseball or Softball Tournaments \$25.00/day per field 2.) Groups
reserving grass park areas (Millsite & Evergreen) \$30.00/day 3.) Band Shell/Picnic
Shelter (Millsite Park) \$100.00/day 4.) Evergreen Park Gazebo \$100.00/day 5.)
Creekside Park \$100.00/day 6.) *Organized Sports Field Usage ****Complete Field***

Reservation Application

For the band shell you will need to pick up a key from City Hall, 207 NW Pleasant St., during the week of your rental (no sooner). City Hall hours are 8:00 a.m. to 5:00 p.m. Mon. - Friday.

*****Special conditions required for events with bounce houses and/or merchandise for sale, please contact City Hall for specifics.*****

COMMERCIAL USES WILL BE DETERMINED BY THE PARK COMMISSION

**CLEANING DEPOSIT REQUIRED AT TIME OF RESERVATION TO
GUARANTEE RENTAL DATE**

CLEAN-UP DEPOSITS \$100.00

I agree to the above rental conditions (signature)

_____ **FEES PAID_DEPOSIT_RETURNED**

Conditions to rental of Millsite Park Band Shell and Picnic

Shelter The address for the Millsite Park Band Shell is 231 Volunteer Way.

Tables and chairs are not provided by the City. Rental equipment companies in both Myrtle Creek and Roseburg have tables and chairs to rent. Arrangements for delivery of tables and chairs must be made for the morning of the rental date. If the delivery is made for the day before, we will charge you an additional day's rental.

The security deposit of \$100.00 is required at the time of the reservation to hold your date. If you need to cancel your reservation, please notify staff at City Hall as soon as possible. Please pay by cash or check. We do not accept major credit cards for park rentals. If paying by check, please make your check payable to the City of Myrtle Creek.

For weddings being held at the band shell:

If you have scheduled a rehearsal for the day before your wedding, you must pay an additional day's rental. If the band shell is not rented for the day before, you may use it however, WE CANNOT GUARANTEE IT WILL BE AVAILABLE.

Conditions for alcohol consumption in Millsite or Evergreen Park

Please read the application/permit for alcohol in the parks. The conditions on the back side of the page may not apply to all individuals. Please cross off the rules that do not apply to your rental.

A deposit of \$100.00 made out to the City of Myrtle Creek must be paid upon approval of the application. This is refunded to you if there are no incidents involving the use of alcohol as a result of your rental.

A representative from your group or rental must appear **in person** to the City Council meeting held every first and third Tuesday of the month at 5:30 PM. The meeting takes place in the City Council Chambers located up the stairs and to the right of the double doors that lead into City Hall. You will receive prior notice of the meeting date.

These guidelines are submitted for groups drinking alcoholic beverages and are not applied to a champagne toast by the bride and groom of a wedding party. I have read and understand the rental conditions and alcohol use regarding the property owned and operated by the City of Myrtle Creek. L. Aguayo (Date) 1/11/2023

Southern Oregon Blues Festival Safety and Security Plan

Crowd Management:

- Establish clear signage and barriers to guide attendees to designated areas and prevent overcrowding. Implement a capacity limit for each area of the festival to ensure safe movement throughout the grounds. Additionally, designate specific areas for handicapped and elderly guests, with easy access and seating options.
- Create an entrance facade with a registration/welcome table staffed with festival personnel. Festival programs will be provided for all attendees at the registration booth, which serves as the point of entry for the festival, providing valuable demographic information for future events. The festival is free entry, but the registration is mandatory as important festival safety guidelines and event schedules will be given out.

Weather Management:

- Monitor weather conditions leading up to the festival and establish a plan of action in the event of inclement weather, including the distribution of information to festival-goers. Provide covered areas for festival-goers to seek shelter in the event of rain or extreme heat.

Medical Emergencies:

- Establish an on-site first aid tent staffed with certified medical professionals. The tent will serve as a combination first aid/lost and found/information booth, providing necessary medical care and assistance for lost or missing festival-goers. Ensure that emergency responders are aware of the festival and have quick access to the festival grounds.

Security:

- Hire a professional security team (Umpqua Security) along with designated festival staff to patrol the festival grounds and ensure the

safety of festival-goers. Establish a clear protocol for responding to potential security threats and provide a dedicated phone number for festival-goers to report any suspicious activity or concerns.

Fire Safety:

- As per the requirement mentioned no open flame or fire allowed. Ensure that all vendors and performers comply with this requirement and establish a clear protocol for responding to potential fire hazards.

Alcohol Management:

- Establish a clear policy on alcohol use at the festival, including designated areas for alcohol consumption. Implement a strict ID checking policy to prevent the sale of alcohol to minors. Provide resources and information on the dangers of substance abuse and the importance of responsible drinking. Designated smoking areas will be located around the alcohol service area. WalkAbout Brewery

from Medford will be the licensed alcohol service provider with assistance from Wild Rose Vineyard from Winston.

Evacuation Plan:

- Establish clear emergency evacuation routes and procedures for festival-goers. Designate specific areas for emergency shelter in the event of an evacuation. Ensure that festival-goers are aware of the evacuation plan and understand how to respond in the event of an emergency.

Parking and Traffic Management:

- Designate specific areas for festival parking, with clear signage and barriers to guide festival-goers to designated areas. No parking fee will be implemented.

Trash and Recycling Management:

- Provide designated trash and recycling receptacles throughout the festival grounds. Implement a recycling program for cans, bottles, and other recyclable materials. Ensure that all vendors and festival-goers are aware of the importance of properly disposing of their waste.
- Appoint a team of volunteers to be in charge of waste management, to ensure that the festival grounds are kept clean and free of litter throughout the duration of the festival