



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

AGENDA PACKET 11/7/2023

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, November 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. Citizens Heard on Non-Agenda Items**
- 5. 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.
 - 5.1 Approval of minutes of the Regular City Council Meeting for October 17, 2023
- 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 Public Works Pickup Purchase Request

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: October 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, Diana Larson, Susan Harris, Bill Burnett

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 October 17, 2023 meeting to order at 5:30 PM

CITIZEN'S HEARD ON NON-AGENDA ITEMS

Cathy Wragg – Millsite Park Trail Expansion

CONSENT AGENDA

Parts I & II

Motion was made by Councilor Burnett and seconded by Councilor Larson to approve Consent Agenda Parts I & II as presented in the October 17, 2023 council packet. Discussion: None

Vote: Motion passed unanimously.

DEPARTMENT REPORTS

Planning Department

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

Finance Report

The Finance Department Report was submitted into record as written.

Police Department

Police Chief Jonathan Brewster submitted the Police Department Report into record as written.

Myrtle Creek City Council Minutes

October 17, 2023

Page 1 of 3

Fire Department

The Fire Department Report was submitted into record as written.

Public Works

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

REGULAR AGENDA

No items presented

ORDINANCES

Ordinance 854 – SECOND READ – An Ordinance Amending the Myrtle Creek Municipal Code Chapter 3.05 Public Contracting and Repealing Ordinances 11-005 and 739.

Motion was made by Councilor Chaney to approve the Second Read of Ordinance 854 – An Ordinance Amending the Myrtle Creek Municipal Code Chapter 3.05 Public Contracting and Repealing Ordinances 11-005 and 739. Motion was seconded by Councilor Harris. Discussion: none

Vote: Motion passed unanimously.

CITY ADMINISTRATOR REPORT

City Administrator Lonnie Rainville shared about an upcoming pilot project to have a Senior Citizen game time at the Community Center. Myrtle Creek received the 2024 Small Cities Allotment Grant to pave Holly Street and Leon. The initial draft of the Water Master Plant has been completed. The update will include projects that the City would like to apply for funding for. Zach Potter will be joining the Public Works team on October 30, 2023. Chief Brewster, Chief Pires, and the City Administrator will meet to discuss emergency response procedures for flooding.

MAYOR AND COUNCILOR – COMMITTEE REPORTS and COUNCILOR COMMENTS

Councilor Burnett shared about the LOC Conference and information received during some of the sessions. Councilor Chaney asked if the school had reached out about starting the student representative program again. Councilor Chaney brought up a request to have the different departments come to City Council meetings to meet the Councilors. Councilor Dillon shared about the benefits of the information received at the LOC conference. Councilor Harris asked about the Friends of Myrtle Creek Library Silent Disco. Councilor Chaney shared that they did better than last year. Councilor Larson thanked the City Recorder for the reservations for the Conference.

ADJOURNMENT

Mayor Matthew Hald adjourned the regular meeting of the City Council for October 17, 2023 at 6:25P.M.

Matthew Hald, Mayor

Attest:

Joanna Bilbrey
City Recorder

Myrtle Creek - City Council Agenda Report

Agenda item: Purchase of 2023 F-250 service pickup

Meeting Date:	September 20, 2022	Primary Staff Contact:	Lonnie Rainville
Department:	Public Works	E-Mail:	lrainville@myrtlecreek.org
Secondary Dept.:		Secondary Contact:	

Issue before the Council:

Approval to purchase 2023 F-250 service pickup for Public Works.

Staff Recommendation:

Staff recommends the approval of the purchase of a 2023 F-250 service pickup for Public Works.

Background:

In an effort to keep a reliable fleet of vehicles for our Public Works and Parks Departments, we periodically need to purchase new vehicles. The City has budgeted to replace a Public Works/Parks pickup this year. Once we receive the new pickup, we will transfer one public works pickup to the Parks department then surplus the Parks Dept 1998 Chevy pickup.

We received two quotes for pickups, one from Lithia Ford in Roseburg and one from Harper Motors in Eureka California for pickups with a utility box. The bid from Lithia Ford was for a diesel quad cab pickup which came in at \$75,800. They stated they do not have gas pickups in their inventory. Harper Motors pickup came in at \$62,578.75 for a standard gas pickup which is what we are looking for.

Related City Policies:

Procurement policy

Fiscal Impact:

\$62,578.75 the cost of the new pickup.

Council Options:

Council can approve the purchase of the new pickup

Council can deny the purchase of the new pickup

Potential Motion:

I make the motion to approve the City to purchase the new pickup from Harper Motors in the amount of \$62,578.75

New 2023 Ford Super Duty F-250 XL TRUCK 2 Valve DEVCT NA PFI V8 Gas Engine





Date/Time: Nov 2, 2023 12:43 PM
Buyer: Lonnie Unknown
Phone: H: (541) 733-3299
Address: 207 NW Pleasant St.
Myrtle Creek, OR 97432

Salesperson: Roman Herrera

2023 Ford Super Duty F-250 SRW, Body Type:Regular Cab Pickup 15047

Color:Oxford White, 174 Miles VIN:1FTBF2BA7PEC73328

Cash	Balance Due
\$ Down	
\$0	\$62,579

MSRP/Retail	\$61,852.00
Selling Price	\$61,852.00
SECURITY GUARD	\$199.00
DOOR EDGE GUARD	\$99.00
Trade Difference	\$61,852.00
Registration Fees	\$33.00
Proc/Doc Fees	\$85.00
Subtotal (Selling Price +	\$62,268.00
Total Taxes	\$310.75
Total Balance Due	\$62,578.75

With Approved Credit



Date 11/1/2023

Salesperson JOEL SCHUYLER

1650 NE Stephens St Roseburg OR 97470

Name Lonnie L Rainville
Address 130 Ne Keats Ct
City Myrtle Creek State Or
County DOUGLAS Zip 97457-9254
Home (541) 643-7746 Bus Phone (541) 677-5593
Cell Phone (541) 863-8017
Email lrainville@myrtlecreek.org

<input checked="" type="checkbox"/> New	<input type="checkbox"/> Demo	<input type="checkbox"/> Rental Unit	<input type="checkbox"/> Used
Year <u>2023</u>	Make <u>FORD</u>	Stock <u>PEC73581</u>	
Model <u>SUPER DUTY F-250 SRW</u>		Body <u>CREW CAB XL 4WD (W2B)</u>	
Color <u>Oxford White</u>	Top <u></u>	Trim <u></u>	
VIN <u>1FT7W2BT9PEC73581</u>		Miles <u>6</u>	

*Added Equipment:

CASH OPTION	
Total	<u>\$77,010.70</u>
Rebate	\$0.00

TRADE IN (1)	
Year	Make
Model	
VIN	
Miles	
Stock	
TRADE IN (2)	
Year	Make
Model	
VIN	
Miles	
Stock	
Allowance	
Rebate	\$0.00
Cash Due	\$0.00
Deposit	\$0.00
TOTAL CREDITS	\$0.00

PURCHASE	
Price	\$75,800.00
SUBTOTAL	\$75,800.00
Sales Tax	\$379.00
CAT Tax	\$303.20
Doc Fee	\$115.00
EVR	\$35.00
TITLE	\$101.00
REG	\$277.50
TAXES / FEES	\$0.00
TOTAL CASH PRICE	\$77,010.70
Total Credits	(\$0.00)
TRADE-IN PAYOFF	\$0.00
BALANCE DUE	\$77,010.70

Customer

Sales Manager

This is not a contract

Prepared by MATT PAGELS