



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

**AGENDA PACKET 12/05/2023**

*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, December 05, 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. 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.*

**Consent Agenda Part 1** – *Requires a motion*

- 5.1 Approval of minutes of the Regular City Council Meeting for November 7, 2023

**Consent Agenda Part 2 – Requires a motion**

5.2 Acknowledge receipt of Payroll & Claims Report for October 2023

**6. Department Reports**

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

6.1 Planning/Community Development Report

6.2 Finance Officer Report

6.3 Police Department Report

6.4 Fire Department Report

6.5 Public Works Report

**7. 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.*

7.1 Railroad Property – Councilor Larson

**8. City Administrator Report**

**9. Mayor and Councilor – Committee Reports and Councilor Comments**

**10. 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.*

**11. Adjournment**



# CITY OF MYRTLE CREEK

## REGULAR MEETING OF THE CITY COUNCIL

**DATE:** November 7, 2023

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

**PRESIDING OFFICER:** Mayor Matthew Hald

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

**COUNCILORS ABSENT:**

A quorum was present throughout the meeting.

**STAFF IN ATTENDANCE:** City Administrator Lonnie Rainville, City Recorder Joanna Bilbrey

**CALL TO ORDER:** Mayor Matthew Hald called the November 7, 2023 meeting to order at 5:30 PM

### PUBLIC PRESENTATION

No public presentations

### CITIZEN COMMENT ON NON-AGENDA ITEM

No citizens comments.

### CONSENT AGENDA

#### Part 1

Motion was made by Councilor Burnett and seconded by Councilor Harris to approve the Meeting Minutes for October 17, 2023, with correction noted. *Discussion: Correct attendance – remove Manie Pries*

*Vote: Motion passed unanimously.*

### REGULAR AGENDA

#### Public Works Pickup Purchase

City Administrator Lonnie Rainville shared that in the Capital Budget we have budgeted for the purchase of a new Public Works pickup truck. The City put out requests for quotes and received two back. Lithia in Roseburg came back with a 350 quad cab diesel. The City is looking for a gas vehicle with a standard cab. Harper Motors in Eureka, California, submitted a quote of \$62,578.7. If approved

this vehicle will go to Public Works, and a public works vehicle will go to Parks. The blue pickup will be surplus.

Motion was made by Councilor Burnett to approve the City to purchase the new pickup from Harper Motors in the amount of \$62,578.75. Motion was seconded by Councilor Chaney. Discussion: Has the City consider trading in a vehicle. Shared that there is little trade in value.

Vote: Motion passed unanimously.

## **CITY ADMINISTRATOR REPORT**

City Administrator Lonnie Rainville shared information on Measure 110. Measure 110 reduced the criminalization of certain drugs in Oregon and reduced the amount that cities received from the state marijuana tax. There is legislation coming attempting to repeal or change this measure. The City Administrator also shared information from the League of Oregon Cities regarding changes to recreational immunity for improved trails.

The City Administrator is working with Pacific Power to install 5 new street lights in town, three on Laurance, one on the corner of Neal and Simpson, and one on Leon.

Zachary Potter started last Monday as our new Public Works Superintendent. We are now fully staffed in both Public Works and the Police Department. The Riverside Lift Station is planned to go live next week. The Oregon Recreational Grant was submitted today. The National Park Service reached out to let us know that funding has come through for the Applegate Trail sign and installation. The sign is being manufactured and sent to the City for installation. We will most likely be installing that sign in the Spring.

The City Administrator shared that we are light right now on agenda items and asked City Council if they would like to cancel the second meetings in November and December for the holidays. Council consensus was to cancel the second meeting in November and the second one in December unless the audit is completed and we would need the second meeting to approve the audit. A reminder was given that the Community Meeting will be at the Community Center next week on the 14<sup>th</sup>. The Cork & Keg walk is scheduled for November 17<sup>th</sup>. The next quarterly Small Cities meeting is December 7<sup>th</sup> in Central Point. The downtown Christmas Tree lighting is December 2<sup>nd</sup> with cocoa and cookies being served beginning at 5:30 PM and the tree lighting at 6:00 PM. December 9<sup>th</sup> is the trucker parade. A request was made to have a discussion about the Christmas tree cutting and inviting the public.

## **MAYOR AND COUNCILOR – COMMITTEE REPORTS AND COUNCILOR COMMENTS**

Councilor Chaney asked if we had heard anything about interest in the student liaison for City Council. Councilor Chaney reminded all in attendance that the Community Thanksgiving Dinner will be on Thanksgiving Day. Councilor Harris shared that the downtown trick or treating event had a lot of attendance and they are still trying to decide on their Costume Contest winner. Wednesday, November 8<sup>th</sup>, the Elks are going to be having their Vets Stand-down. The 66<sup>th</sup> Citizen of the Year Banquet will be held on March 23<sup>rd</sup> at the Elks Lodge. Councilor Larson shared that she walked the park during the

winter disc golf tournament and commented on the large number of players. She also shared that she has reached out to Chad Malarkey about the property near the train trestle. Councilor Larson asked if there will be a way to make to-go meals available at the Thanksgiving Dinner. Councilor Chaney said delivery isn't available, but individuals will be able to bring home meals to shut-ins. City Hall will be closed this Friday for Veteran's Day. Councilor Chaney shared that Canyonville will be hosting a Veteran's Day ceremony. The local VFW is looking for volunteers to continue the Flag Program.

#### **ADJOURNMENT**

Mayor Matthew Hald adjourned the regular meeting of the City Council for November 7, 2023 at 6:12 P.M.

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Matthew Hald, Mayor

Attest:

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Joanna Bilbrey  
City Recorder

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

<b>FUND #</b>	<b>FUND DESCRIPTION</b>	<b>BILLS</b>	<b>P/R</b>	<b>TOTAL</b>
100	GENERAL FUND	143,097.51	14,947.88	<b>158,045.39</b>
200	SEWER FUND	24,110.62	38,770.52	<b>62,881.14</b>
210	SEWER CONSTRUCTION	46,062.56	-	<b>46,062.56</b>
250	WATER FUND	11,106.17	27,026.50	<b>38,132.67</b>
260	WATER CONSTRUCTION	11,270.93	-	<b>11,270.93</b>
280	AIRPORT FUND	637.49	-	<b>637.49</b>
300	STREET FUND	30,289.63	7,840.16	<b>38,129.79</b>
330	STORMWATER	735.85	-	<b>735.85</b>
430	WWTP REPAY FUND	-	-	-
450	WTP E RES DEBT FUND	-	-	-
500	PARK DEVELOPMENT	-	-	-
550	RV PARK FUND	1,262.98	-	<b>1,262.98</b>
580	CAPITAL PROJECTS FUND	-	-	-
<b>TOTAL ALL FUNDS</b>		<b>268,573.74</b>	<b>88,585.06</b>	<b>357,158.80</b>

# Accounts Payable

## Checks by Date - Detail by Check Date

User: lhiscocks  
Printed: 11/6/2023 2:52 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
95093023	050S	UMPQUA BANK-EFTPS (STATE)	10/02/2023	
	95093023	STATE TRANSIT TAXES		69.97
	95093023	STATE WH TAXES		4,622.84
	95093023	OREGON PAID LEAVE		625.40
Total for Check Number 95093023:				5,318.21
Total for 10/2/2023:				5,318.21
47986	1226	AFLAC INSURANCE	10/06/2023	
		PR Batch 00001.10.2023 AFLAC INS (Pretax)	PR Batch 00001.10.2023 AFL	60.71
Total for Check Number 47986:				60.71
47988	2137	AVISTA UTILITIES	10/06/2023	
	August	GAS HEAT - FIRE	269650	45.62
	August	GAS HEAT - SEWER MT	269006	29.21
	August	GAS HEAT - PUB WORKS	269323	29.07
	August	GAS HEAT - PUB BLDGS	264966	39.71
	August	GAS HEAT - WWTP	74666	2,167.75
	August	GAS HEAT - POOL	265671	17.51
	August	GAS HEAT - SEWER MT	270193	17.51
	August	GAS HEAT - COMM CTR	268180	35.27
Total for Check Number 47988:				2,381.65
47989	1818	C & S FIRE SAFE SERVICES	10/06/2023	
	12470771	PB		248.00
Total for Check Number 47989:				248.00
47990	1431	CHARTER COMMUNICATIONS	10/06/2023	
	176612301092123	TRAINING - FIRE		99.98
	176612301092123	TELEPHONE - FIRE		237.20
Total for Check Number 47990:				337.18
47991	1901	COASTAL PAPER & SUPPLY	10/06/2023	
	624550	SS		5.00
Total for Check Number 47991:				5.00
47992	8688	DOUGLAS FAST NET	10/06/2023	
	SEPT 2023	AIRPORT		126.05
	SEPT 2023	RV PARK		114.99
	SEPT 2023	WATER TREATMENT PLANT		329.70
	SEPT 2023	WASTE WATER TREATMENT PLANT		329.70
Total for Check Number 47992:				900.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
47993	7880 Spring Brook	GREEN VALLEY ROCK AND LANDSCAPE Streets	10/06/2023	60.00
Total for Check Number 47993:				60.00
47994	6590 766157531 766157531 766157531	HOME DEPOT PRO formerly Supply Works Parks PB PB	10/06/2023	28.98 73.74 28.98
Total for Check Number 47994:				131.70
47995	2205 22-10-0089	LASKEY-CLIFTON CORPORATION Sewer Const	10/06/2023	46,062.56
Total for Check Number 47995:				46,062.56
47996	1110 2023-R21084-7	LEAGUE OF OREGON CITIES SS	10/06/2023	570.00
Total for Check Number 47996:				570.00
47997	1039 September 23 September 23 September 23 September 23 September 23 September 23 September 23 September 23 September 23 September 23 September 23 September 23 September 23 September 23 September 23	MSK BUILDING SUPPLY RV Park WWTP Police PB Parks WM Parks Airport WM WWTP Fire SM PB Parks	10/06/2023	16.98 32.97 9.16 16.28 545.16 57.95 15.99 47.20 11.99 24.00 156.00 49.98 0.30 37.99
Total for Check Number 47997:				1,021.95
47998	1089 125673 125776 126452 126483 126487 126891 126892	NAPA AUTO PARTS PUBLIC WORKS PARKS PARKS WASTE WATER TREATMENT PLANT WASTE WATER TREATMENT PLANT SEWER MAINT SEWER MAINT	10/06/2023	189.99 2.93 123.96 35.94 6.19 34.99 34.99
Total for Check Number 47998:				428.99
47999	1296 36113	OAWU WTP	10/06/2023	578.50
Total for Check Number 47999:				578.50
48000	1833 3090436 3090436 3090436	ONE CALL CONCEPTS, INC CONTRACTUAL SVCS - WATER MT CONTRACTUAL SVCS - STREETS CONTRACTUAL SVCS - SEWER MT	10/06/2023	14.32 14.32 14.76



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48000:				43.40
48001	1251	OREGON LINEN	10/06/2023	
	September	PB		71.91
	September	WWTP		19.18
	September	Fire		49.68
	September	Police		32.57
Total for Check Number 48001:				173.34
48002	6235	PRINT HAUS PRINT & DESIGN	10/06/2023	
	1167	Police		127.20
Total for Check Number 48002:				127.20
48003	1159	QUILL CORPORATION	10/06/2023	
	34891504	SS		6.76
	34896662	SS		33.99
Total for Check Number 48003:				40.75
48004	1283	CITY OF ROSEBURG	10/06/2023	
	Oct 2023	CONTRACTUAL SVCS-COURT	Judge Services	1,287.50
Total for Check Number 48004:				1,287.50
48005	1341	SOUTH UMPQUA DISPOSAL	10/06/2023	
	September	WTP		126.00
	September	Fire		100.60
	September	Airport		41.10
	September	RV		338.50
	September	CC		100.60
	September	WWTP		166.75
	September	PB		131.10
	September	PW		126.00
Total for Check Number 48005:				1,130.65
48006	8832	SYSTECH	10/06/2023	
	10295	WASTE WATER TREATMENT PLANT		355.25
	10295	POLICE		637.50
	10295	SUPPORT SERVICES		2,575.15
	10295	RV PARK		50.00
	10321	SUPPORT SERVICES		524.98
	10321	POLICE		204.99
Total for Check Number 48006:				4,347.87
48007	1200	UMPQUA RESEARCH COMPANY	10/06/2023	
	M072173	WTP		24.00
	M072195	WWTP		55.80
Total for Check Number 48007:				79.80
48008	4598	UMPQUA VALLEY TRACTOR	10/06/2023	
	1039049	Parks		55.38
	112711	Parks		449.03
Total for Check Number 48008:				504.41
48009	3954	UPS	10/06/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	00007980VF373	Police		17.44
			Total for Check Number 48009:	17.44
48010	4532 3556C91381	XYLEM WATER SOLUTIONS USA INC, SM	10/06/2023	990.00
			Total for Check Number 48010:	990.00
94110623	050F 94110623 94110623 94110623	UMPQUA BANK-EFTPS (FED) Medicare Taxes Federal WH Taxes FICA Taxes	10/06/2023	103.38 239.88 442.06
			Total for Check Number 94110623:	785.32
			Total for 10/6/2023:	62,314.36
95010623	050S 95010623 95010623 95010623	UMPQUA BANK-EFTPS (STATE) STATE WH TAXES STATE TRANSIT TAXES OREGON PAID LEAVE	10/11/2023	208.25 3.49 34.90
			Total for Check Number 95010623:	246.64
888101123	1195 619033 619033 619033 619033 619033 619033 619033 619033 619033 619033 619033	STANDARD INSURANCE LIFE INSURANCE - PUB BLDGS LIFE INSURANCE - WWTP LIFE INSURANCE - STREETS LIFE INSURANCE - FIRE LIFE INSURANCE - SUPP SVCS LIFE INSURANCE - WATER MT LIFE INSURANCE - POLICE LIFE INSURANCE - SEWER MT LIFE INSURANCE - PARKS LIFE INSURANCE - WATER PLANT LIFE INSURANCE - COURT	10/11/2023	4.60 18.33 9.20 254.90 27.57 19.92 81.52 16.84 22.97 18.42 9.20
			Total for Check Number 888101123:	483.47
			Total for 10/11/2023:	730.11
941101523	050F 941101523 941101523 941101523	UMPQUA BANK-EFTPS (FED) FICA Taxes Federal WH Taxes Medicare Taxes	10/12/2023	7,288.64 5,093.99 1,704.58
			Total for Check Number 941101523:	14,087.21
			Total for 10/12/2023:	14,087.21
99993023	1224 99993023 99993023	OREGON PERS Pickup Amount Employer Amount	10/13/2023	3,486.67 11,627.15
			Total for Check Number 99993023:	15,113.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
999101323	1832 Oct 15 2023	NATIONWIDE RETIREMENT SOLUTIO PR Employee 457B Plan	10/13/2023 25992001	1,275.00
Total for Check Number 999101323:				1,275.00
Total for 10/13/2023:				16,388.82
ACH	8430 CL50299 CL51670	SNIDER ENERGY / PACIFIC PRIDE POLICE POLICE	10/16/2023	433.99 470.55
Total for this ACH Check for Vendor 8430:				904.54
9996332	4045 9944336332 9944336332	VERIZON WIRELESS TABLETS - PUB WORKS TELEPHONE - FIRE TABLETS	10/16/2023	124.16 161.42
Total for Check Number 9996332:				285.58
88848785	8430 CL48785	SNIDER ENERGY / PACIFIC PRIDE POLICE	10/16/2023	367.35
Total for Check Number 88848785:				367.35
888101620	8657 988247 988247 988247 988247 988247 988247 988247 988247 988247	SAIF CORPORATION FIRE WATER MAINT POLICE SEWER MAINT POOL STREETS PARKS SUPPORT SERVICES PUBLIC BUILDINGS	10/16/2023	266.08 600.21 1,284.70 1,221.67 606.62 918.73 70.06 89.73 606.63
Total for Check Number 888101620:				5,664.43
888101623	4529 888101623	HRA VEBA TRUST HRA/VEBA	10/16/2023 VEBA	4,102.00
Total for Check Number 888101623:				4,102.00
950101523	050S 950101523 950101523 950101523	UMPQUA BANK-EFTPS (STATE) OREGON PAID LEAVE STATE WH TAXES STATE TRANSIT TAXES	10/16/2023	576.30 3,859.92 57.63
Total for Check Number 950101523:				4,493.85
950963023	050S 950963023	UMPQUA BANK-EFTPS (STATE) LODGING TAX FOR JUNE 2023	10/16/2023	10.97
Total for Check Number 950963023:				10.97
950993023	050S 950993023	UMPQUA BANK-EFTPS (STATE) STATE LODGING TAX Q3	10/16/2023	197.55
Total for Check Number 950993023:				197.55
Total for 10/16/2023:				16,026.27

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
999101723	RV385 101723	FIREFLY RESERVATIONS RV PARK	10/17/2023	325.50
Total for Check Number 999101723:				325.50
Total for 10/17/2023:				325.50
994112	050S 888994112 Q3 OQ	UMPQUA BANK-EFTPS (STATE) STATE WH TAXES STATE WH TAXES OQ Q3 due	10/19/2023	1,101.18 449.12
Total for Check Number 994112:				1,550.30
Total for 10/19/2023:				1,550.30
48011	2398 1-36781	911 SUPPLY INC POLICE	10/20/2023	614.94
Total for Check Number 48011:				614.94
48012	1226	AFLAC INSURANCE PR Batch 00002.10.2023 AFLAC INS (Pretax) PR Batch 00002.10.2023 AFLAC INS	10/20/2023 PR Batch 00002.10.2023 AFL PR Batch 00002.10.2023 AFL	321.15 35.49
Total for Check Number 48012:				356.64
48013	1309 136060900	BI-MART WASTE WATER TREATMENT PLANT	10/20/2023	270.90
Total for Check Number 48013:				270.90
48014	2522 1344	CONTROL SYSTEMS NW, LLC WATER TREATMENT PLANT	10/20/2023	864.31
Total for Check Number 48014:				864.31
48015	1507 28824 28900 29028	COOPERS PEST CONTROL PUBLIC BUILDINGS PUBLIC BUILDINGS FIRE	10/20/2023	52.00 52.00 52.00
Total for Check Number 48015:				156.00
48016	1125 82684	DOLE COALWELL COURTS	10/20/2023	979.60
Total for Check Number 48016:				979.60
48017	1448 OCT 2023	DOUGLAS CO MANAGEMENT & FINA COURTS	10/20/2023	138.00
Total for Check Number 48017:				138.00
48018	1940 DCSO-2024-01 MC DCSO-FY24-03 MC	DOUGLAS CO SHERIFF'S OFFICE POLICE POLICE	10/20/2023	17,252.41 2,907.24

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48018:				20,159.65
48019	8898 92023	DOUGLAS CO SOLID WASTE PUBLIC WORKS	10/20/2023	364.96
Total for Check Number 48019:				364.96
48020	1494 30438 30439 30440	THE DYER PARTNERSHIP ENGINEERS WATER CONSTRUCTION STORMWATER WATER CONSTRUCTION	10/20/2023	2,204.93 735.85 9,066.00
Total for Check Number 48020:				12,006.78
48021	1583 1216219-2 1225592	FERGUSON WATERWORKS #3011 WATER MAINT WATER MAINT	10/20/2023	30.94 138.19
Total for Check Number 48021:				169.13
48022	5701 CL86268 CL86268 CL86268 CL86268	HAYS OIL COMPANY PARKS FIRE SUPPORT SERVICES PUBLIC WORKS	10/20/2023	283.03 84.53 43.19 745.35
Total for Check Number 48022:				1,156.10
48023	4558	I.B.E.W. LOCAL UNION 659 PR Batch 00002.10.2023 Union Dues	10/20/2023 PR Batch 00002.10.2023 Union	320.05
Total for Check Number 48023:				320.05
48024	5947 103648	IMAGE TREND FIRE	10/20/2023	1,000.00
Total for Check Number 48024:				1,000.00
48025	2011 2309013	JAVELINA TRADING COMPANY PUBLIC WORKS	10/20/2023	283.71
Total for Check Number 48025:				283.71
48026	0425 18216	LYNN E GOODWIN, OD, PC FIRE	10/20/2023	152.00
Total for Check Number 48026:				152.00
48027	1407 2440 2441 2442 93023	M C VOLUNTEER FIRE DEPT FIRE FIRE FIRE FIRE	10/20/2023	600.00 193.42 49.49 116.40
Total for Check Number 48027:				959.31
48028	1039 92023	MSK BUILDING SUPPLY FIRE	10/20/2023	106.02
Total for Check Number 48028:				106.02
48029	1119	MYRTLE CREEK SAW SHOP	10/20/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	346102	PARKS		10.99
	347515	PUBLIC WORKS		25.98
			Total for Check Number 48029:	36.97
48030	2716	OCCU HEALTH	10/20/2023	
	23304	POLICE		370.00
			Total for Check Number 48030:	370.00
48031	1140	OR DEPT OF REVENUE	10/20/2023	
	OCT 2023	COURTS		805.00
			Total for Check Number 48031:	805.00
48032	2272	OR DEPT OF TRANSPORTATION	10/20/2023	
	M0424409450	STREETS		242.96
			Total for Check Number 48032:	242.96
48033	1228	OREGON DEPT OF JUSTICE	10/20/2023	
		PR Batch 00002.10.2023 Child Support	PR Batch 00002.10.2023 Chil	225.00
			Total for Check Number 48033:	225.00
48034	2713	PAC WEST MACHINERY LLC	10/20/2023	
	10335067	SEWER MAINT		212.64
	10335067	WATER MAINT		212.63
	10335067	PUBLIC WORKS		212.63
			Total for Check Number 48034:	637.90
48035	1175	SHIRTCLIFF OIL COMPANY	10/20/2023	
	92023	AIRPORT		50.00
	92023	PARKS		224.40
	92023	PUBLIC WORKS		129.65
			Total for Check Number 48035:	404.05
48036	2305	SPRINGBROOK HOLDING COMPANY J	10/20/2023	
	014301	WATER MAINT		3,679.43
	014301	SUPPORT SERVICES		3,679.43
	014301	SEWER MAINT		3,679.43
	014301	STREETS		3,679.44
	INV-014698	OPERATING SUPPLIES - SEWER MT	Online Bill Pay	424.60
	INV-014698	OPERATING SUPPLIES - WATER MT	Online Bill Pay	324.24
	INV-014698	OPERATING SUPPLIES - STREETS	Online Bill Pay	23.16
			Total for Check Number 48036:	15,489.73
48037	0409	STAPLES	10/20/2023	
	8071890610	GENERAL EQUIPMENT		265.49
			Total for Check Number 48037:	265.49
48038	3550	STRATTON BROTHERS, INC	10/20/2023	
	2023-424	STREETS		22,024.00
			Total for Check Number 48038:	22,024.00
48039	1276	SUNRISE ENTERPRISES of ROSEBURG	10/20/2023	
	0041967	PUBLIC BUILDINGS		1,203.37

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 48039:	1,203.37
48040	1237 60380	TINKER'S PUMP SERVICE WASTE WATER TREATMENT PLANT	10/20/2023	8,526.00
			Total for Check Number 48040:	8,526.00
48041	1197 21976	TUNE UP CENTER PARKS	10/20/2023	114.13
			Total for Check Number 48041:	114.13
48042	1220	U S NATIONAL BANK PR Batch 00002.10.2023 Police Union Dues	10/20/2023 PR Batch 00002.10.2023 Poli	250.00
			Total for Check Number 48042:	250.00
48043	1200 M072280	UMPQUA RESEARCH COMPANY WASTE WATER TREATMENT PLANT	10/20/2023	55.80
			Total for Check Number 48043:	55.80
48044	3890 12470446	UMPQUA VALLEY FIRE SERVICES INC RV PARK	10/20/2023	35.00
			Total for Check Number 48044:	35.00
48045	6595 230303	US WEST CORPORATION SEWER MAINT	10/20/2023	537.00
			Total for Check Number 48045:	537.00
48046	1648 00162343	USA BLUE BOOK WASTE WATER TREATMENT PLANT	10/20/2023	438.58
			Total for Check Number 48046:	438.58
48047	4146 40693 40693 40693	WESTERN SYSTEMS streets water maint sewer maint	10/20/2023	1,279.54 1,279.54 1,279.54
			Total for Check Number 48047:	3,838.62
48048	1687 SEPT 2023 SEPT 2023	ZIPLY FIBER FIRE SPRINGBROOK	10/20/2023	7.13 10.75
			Total for Check Number 48048:	17.88
48050	4598 10-2023	UMPQUA VALLEY TRACTOR ARPA- PARKS	10/20/2023	2,900.00
			Total for Check Number 48050:	2,900.00
88888025	2855 88025 88025 88025	BMS TECHNOLOGIES POSTAGE & ENVELOPES - SEWER MT POSTAGE & ENVELOPES - WATER MT POSTAGE & ENVELOPES - STREETS	10/20/2023	481.50 367.69 26.27
			Total for Check Number 88888025:	875.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 10/20/2023:				99,351.04
532105463	8430 CL53210	SNIDER ENERGY / PACIFIC PRIDE POLICE	10/23/2023	360.46
Total for Check Number 532105463:				360.46
Total for 10/23/2023:				360.46
268208	1195	STANDARD INSURANCE	10/25/2023	
	268208	LIFE INSURANCE - WATER PLANT		18.42
	268208	LIFE INSURANCE - SEWER MT		16.84
	268208	LIFE INSURANCE - COURT		9.20
	268208	LIFE INSURANCE - WWTP		18.33
	268208	LIFE INSURANCE - FIRE		264.09
	268208	LIFE INSURANCE - WATER MT		19.92
	268208	LIFE INSURANCE - STREETS		9.20
	268208	LIFE INSURANCE - POLICE		90.71
	268208			22.97
	268208	LIFE INSURANCE - PUB BLDGS		4.60
	268208	LIFE INSURANCE - SUPP SVCS		27.57
Total for Check Number 268208:				501.85
999102523	1097	AT&T MOBILITY	10/25/2023	
	0112023	POLICE		300.24
	0112023	PUBLIC WORKS		132.56
Total for Check Number 999102523:				432.80
Total for 10/25/2023:				934.65
999102623	1449	CARD MEMBER SERVICES	10/26/2023	
	OCT2023	PARKS		543.40
	OCT2023	PUBLIC BUILDINGS		193.38
	OCT2023	SUPPORT SERVICES		168.16
	OCT2023	AIRPORT		373.14
	OCT2023	POLICE		33.52
	OCT2023	SUPPORT SERVICES		112.23
	OCT2023	SUPPORT SERVICES		888.41
	OCT2023	POLICE		179.90
	OCT2023	POLICE		412.73
	OCT2023	SUPPORT SERVICES		168.97
	OCT2023	POLICE		1,179.92
	OCT2023	POLICE		284.87
	OCT2023	POLICE		741.75
	OCT2023	WASTE WATER TREATMENT PLANT		25.98
	OCT2023	GENERAL EQUIPMENT		281.98
	OCT2023	SUPPORT SERVICES		2,141.02
	OCT2023	SUPPORT SERVICES		3,181.81
	OCT2023	PARKS		390.63
	OCT2023	PUBLIC WORKS		23.75
Total for Check Number 999102623:				11,325.55



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 10/26/2023:				11,325.55
999101523	1224	OREGON PERS	10/27/2023	
	999101523	Employer Amount		11,917.24
	999101523	Pickup Amount		3,416.98
Total for Check Number 999101523:				15,334.22
999102723	2273	LOWE'S BUSINESS ACCOUNT	10/27/2023	
	OCT2023	PARKS		136.72
	OCT2023	PUBLIC WORKS		82.26
	OCT2023	PUBLIC BUILDINGS		20.88
Total for Check Number 999102723:				239.86
Total for 10/27/2023:				15,574.08
54638	8430	SNIDER ENERGY / PACIFIC PRIDE	10/31/2023	
	CL54638	POLICE		436.88
Total for Check Number 54638:				436.88
888103123	1832	NATIONWIDE RETIREMENT SOLUTIO	10/31/2023	
	103123	PR Employee 457B Plan	25992001	1,200.00
Total for Check Number 888103123:				1,200.00
888803123	050V	UMPQUA BANK/VISA FEES	10/31/2023	
	OCT 2023			164.90
	OCT 2023			873.13
	OCT 2023			164.90
	OCT 2023			666.73
	OCT 2023			47.63
	OCT 2023			382.01
Total for Check Number 888803123:				2,299.30
941103123	050F	UMPQUA BANK-EFTPS (FED)	10/31/2023	
	941103123	FICA Taxes		7,940.88
	941103123	Federal WH Taxes		5,450.00
	941103123	Medicare Taxes		1,857.16
Total for Check Number 941103123:				15,248.04
Total for 10/31/2023:				19,184.22
Report Total (91 checks):				263,470.78



# Community Development Department Monthly Report

December 5, 2023

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## General Planning Statistics:

**1 Planning Clearance - Barn**

**1 Derelict Building Letter-Residence without Water/Sewer**

**1 Minor Variance – Size of Accessory Building**

## Significant Planning Activities:

### **Klimback Ln Sub-Division**

Utilities are in and covered. Streetlights have been installed. Curb and gutter are going in. Paving is expected mid-December. Curb, gutter, and paving will be happening in three phases. The hope is to be completed with all three phases by middle of January. Property pins should be set by mid-December. If progress keeps going like it is I hope to have the subdivision finalized in March.

### **Tessia's Hill Estates Sub-Division**

Work has stopped for the season. The contractor was hoping to be at a spot they could work through the winter but did not get site surfaces prepped in time. They will resume in the spring.

### **Residential Code Amendments:**

We have received the executed contract from the state for the grant to assist with the resident code amendment and comprehensive plan update. Work on the amendments will start in January. The City will receive up to \$9,000 in reimbursement for work to complete the Code and Comprehensive Pplan updates.

### **Small Cities Allotment Grant for Holly and Leon Street**

The city was notified that it was selected to receive \$250,000 for the paving of Holly and Leon Street. The state should have the contracts to the City by the middle of December. In February the City will begin working with Dyer Partnership on the design with the hope of going out to bid in April.

## General Ledger

## Budget Status

User: Ihiscocks

Printed: 11/6/2023 - 10:23 AM

Period: 4. 2024

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Available	% Available
<b>Fund 100</b>	<b>GENERAL FUND</b>						
<b>Dept 100-0000</b>							
R1	Revenue Sub Totals:	4.220.556.00	87.394.88	322.911.05	3.897.644.95	3.897.644.95	92.35
<b>Dept 100-0100</b>	<b>FIRE DEPT</b>						
05	PERSONNEL SERVICES						
	05 Sub Totals:	53.600.00	6.349.83	21.517.08	32.082.92	32.082.92	59.86
06	MATERIALS & SERVICES						
	06 Sub Totals:	128.910.00	3.211.49	24.575.28	104.334.72	104.334.72	80.94
07	CAPITAL OUTLAY						
	07 Sub Totals:	5.500.00	0.00	1.522.00	3.978.00	3.978.00	72.33
09	MISCELLANEOUS						
	09 Sub Totals:	45.000.00	0.00	0.00	45.000.00	45.000.00	100.00
	Expense Sub Totals:	233.010.00	9.561.32	47.614.36	185.395.64	185.395.64	79.57
<b>Dept 100-0200</b>	<b>MUNICIPAL COURT</b>						
05	PERSONNEL SERVICES						
	05 Sub Totals:	63.558.00	4.206.97	16.685.20	46.872.80	46.872.80	73.75
06	MATERIALS & SERVICES						
	06 Sub Totals:	87.400.00	3.375.00	18.687.27	68.712.73	68.712.73	78.62
	Expense Sub Totals:	150.958.00	7.581.97	35.372.47	115.585.53	115.585.53	76.57
<b>Dept 100-0300</b>	<b>LIBRARY DEPT</b>						
06	MATERIALS & SERVICES						
	06 Sub Totals:	11.100.00	0.00	5.525.35	5.574.65	5.574.65	50.22
	Expense Sub Totals:	11.100.00	0.00	5.525.35	5.574.65	5.574.65	50.22
<b>Dept 100-0500</b>	<b>PARKS DEPT</b>						
05	PERSONNEL SERVICES						
	05 Sub Totals:	164.356.00	11.969.68	46.557.23	117.798.77	117.798.77	71.67
06	MATERIALS & SERVICES						
	06 Sub Totals:	61.050.00	2.962.72	18.772.10	42.277.90	42.277.90	69.25
09	MISCELLANEOUS						
	09 Sub Totals:	5.000.00	0.00	0.00	5.000.00	5.000.00	100.00
	Expense Sub Totals:	230.406.00	14.932.40	65.329.33	165.076.67	165.076.67	71.65
<b>Dept 100-0510</b>	<b>COMMUNITY CENTER</b>						
06	MATERIALS & SERVICES						
	06 Sub Totals:	10.350.00	135.87	1.490.01	8.859.99	8.859.99	85.60
	Expense Sub Totals:	10.350.00	135.87	1,490.01	8.859.99	8,859.99	85.60
<b>Dept 100-0550</b>	<b>GENERAL EQUIPMENT</b>						
07	CAPITAL OUTLAY						

	07 Sub Totals:	5.000.00	547.47	827.35	4,172.65	4,172.65	83.45
	Expense Sub Totals:	5.000.00	547.47	827.35	4,172.65	4,172.65	83.45
Dept 100-0600	SWIM POOL						
05	PERSONNEL SERVICES						
	05 Sub Totals:	66.940.00	606.62	45,251.98	21,688.02	21,688.02	32.40
06	MATERIALS & SERVICES						
	06 Sub Totals:	23.500.00	17.51	13,065.18	10,434.82	10,434.82	44.40
07	CAPITAL OUTLAY						
	07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	90.440.00	624.13	58,317.16	32,122.84	32,122.84	35.52
Dept 100-0700	POLICE DEPT						
05	PERSONNEL SERVICES						
	05 Sub Totals:	953.655.00	72,596.06	278,211.44	675,443.56	675,443.56	70.83
06	MATERIALS & SERVICES						
	06 Sub Totals:	160.040.00	26,633.86	46,143.92	113,896.08	113,896.08	71.17
07	CAPITAL OUTLAY						
	07 Sub Totals:	0.00	741.75	741.75	-741.75	-741.75	0.00
09	MISCELLANEOUS						
	09 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1,113,695.00	99,971.67	325,097.11	788,597.89	788,597.89	70.81
Dept 100-0900	PUBLIC BUILDINGS						
05	PERSONNEL SERVICES						
	05 Sub Totals:	56.093.00	5,230.64	19,084.27	37,008.73	37,008.73	65.98
06	MATERIALS & SERVICES						
	06 Sub Totals:	43.400.00	2,131.65	10,063.13	33,336.87	33,336.87	76.81
07	CAPITAL OUTLAY						
	07 Sub Totals:	3.000.00	0.00	0.00	3,000.00	3,000.00	100.00
	Expense Sub Totals:	102,493.00	7,362.29	29,147.40	73,345.60	73,345.60	71.56
Dept 100-1000	PUBLIC WKS/SHOP						
06	MATERIALS & SERVICES						
	06 Sub Totals:	35.500.00	2,257.44	12,607.47	22,892.53	22,892.53	64.49
	Expense Sub Totals:	35,500.00	2,257.44	12,607.47	22,892.53	22,892.53	64.49
Dept 100-1100	SUPPORT SERVICES						
05	PERSONNEL SERVICES						
	05 Sub Totals:	400,139.00	31,921.60	127,673.52	272,465.48	272,465.48	68.09
06	MATERIALS & SERVICES						
	06 Sub Totals:	219,046.00	12,122.98	128,799.52	90,246.48	90,246.48	41.20
07	CAPITAL OUTLAY						
	07 Sub Totals:	318,000.00	5,041.02	20,193.02	297,806.98	297,806.98	93.65
09	MISCELLANEOUS						
	09 Sub Totals:	1,300,419.00	0.00	0.00	1,300,419.00	1,300,419.00	100.00
	Expense Sub Totals:	2,237,604.00	49,085.60	276,666.06	1,960,937.94	1,960,937.94	87.64

<b>Dept 1100 Sub Totals:</b>	<b>2.237.604.00</b>	<b>49.085.60</b>	<b>276.666.06</b>	<b>1.960.937.94</b>		
<b>Fund Revenue Sub Totals:</b>	<b>4.220.556.00</b>	<b>87.394.88</b>	<b>322.911.05</b>	<b>3.897.644.95</b>	<b>3.897.644.95</b>	<b>92.35</b>
<b>Fund Expense Sub Totals:</b>	<b>4.220.556.00</b>	<b>192.060.16</b>	<b>857.994.07</b>	<b>3.362.561.93</b>	<b>3.362.561.93</b>	<b>79.67</b>
<b>Fund 100 Sub Totals:</b>	<b>0.00</b>	<b>104.665.28</b>	<b>535.083.02</b>	<b>-535.083.02</b>		

Fund	150	PUBLIC SAFETY FEE				
Dept	150-0000					
R1						
150-0000-45001		PUBLIC SAFETY FEE	77.544.00	6.881.35	18.940.93	58.603.07
		R1 Sub Totals:	77.544.00	6.881.35	18.940.93	58.603.07
		Revenue Sub Totals:	77.544.00	6.881.35	18.940.93	58.603.07
Dept	150-1500					
06		MATERIALS & SERVICES				
		06 Sub Totals:	35.000.00	0.00	0.00	35.000.00
07		CAPITAL OUTLAY				
		07 Sub Totals:	7.544.00	0.00	0.00	7.544.00
09		MISCELLANEOUS				
		09 Sub Totals:	35.000.00	0.00	0.00	35.000.00
		Expense Sub Totals:	77.544.00	0.00	0.00	77.544.00
		<b>Dept 1500 Sub Totals:</b>	<b>77.544.00</b>	<b>0.00</b>	<b>0.00</b>	<b>77.544.00</b>
		<b>Fund Revenue Sub Totals:</b>	<b>77.544.00</b>	<b>6.881.35</b>	<b>18.940.93</b>	<b>58.603.07</b>
		<b>Fund Expense Sub Totals:</b>	<b>77.544.00</b>	<b>0.00</b>	<b>0.00</b>	<b>77.544.00</b>
		<b>Fund 150 Sub Totals:</b>	<b>0.00</b>	<b>-6.881.35</b>	<b>-18.940.93</b>	<b>18.940.93</b>
Fund	200	SEWER FUND				
Dept	200-0000					
R1						
		R1 Sub Totals:	2,348.850.00	145.450.24	605.263.00	1,743.587.00
		Revenue Sub Totals:	2,348.850.00	145.450.24	605.263.00	1,743.587.00
		Dept 0000 Sub Totals:	-2,348.850.00	-145.450.24	-605.263.00	-1,743.587.00
Dept	200-2000	SEWER MAINT				
05		PERSONNEL SERVICES				
		05 Sub Totals:	194.931.00	15.194.58	60.471.73	134.459.27
06		MATERIALS & SERVICES				
		06 Sub Totals:	224.045.00	8.659.28	37.112.29	186.932.71
07		CAPITAL OUTLAY				
		07 Sub Totals:	30.000.00	0.00	0.00	30.000.00
		Expense Sub Totals:	448.976.00	23.853.86	97.584.02	351.391.98
Dept	200-2100	SEWER PLANT				
05		PERSONNEL SERVICES				
		05 Sub Totals:	340.896.00	26.573.46	105.879.85	235.016.15
06		MATERIALS & SERVICES				
		06 Sub Totals:	438.526.00	12.453.82	147.211.18	291.314.82
07		CAPITAL OUTLAY				
		07 Sub Totals:	170.000.00	0.00	35.845.97	134.154.03
		Expense Sub Totals:	949.422.00	39.027.28	288.937.00	660.485.00
Dept	200-9000	MISCELLANEOUS				
09		MISCELLANEOUS				
		09 Sub Totals:	950.452.00	0.00	0.00	950.452.00
		Expense Sub Totals:	950.452.00	0.00	0.00	950.452.00
		<b>Dept 9000 Sub Totals:</b>	<b>950.452.00</b>	<b>0.00</b>	<b>0.00</b>	<b>950.452.00</b>

<b>Fund Revenue Sub Totals:</b>	<b>2,348,850.00</b>	<b>145,450.24</b>	<b>605,263.00</b>	<b>1,743,587.00</b>	<b>1,743,587.00</b>	<b>74.23</b>
<b>Fund Expense Sub Totals:</b>	<b>2,348,850.00</b>	<b>62,881.14</b>	<b>386,521.02</b>	<b>1,962,328.98</b>	<b>1,962,328.98</b>	<b>83.54</b>
<b>Fund 200 Sub Totals:</b>	<b>0.00</b>	<b>-82,569.10</b>	<b>-218,741.98</b>	<b>218,741.98</b>		

<b>Fund</b>	<b>210</b>	<b>SEWER CONSTRUCTION</b>				
<b>Dept</b>	<b>210-0000</b>					
<b>R1</b>						
		R1 Sub Totals:	1,940,554.00	0.00	33,172.42	1,907,381.58
		Revenue Sub Totals:	1,940,554.00	0.00	33,172.42	1,907,381.58
<b>Dept</b>	<b>210-2200</b>	<b>SEWER CONSTRUCTION</b>				
<b>07</b>		<b>CAPITAL OUTLAY</b>				
		07 Sub Totals:	1,300,000.00	46,062.56	381,616.95	918,383.05
<b>09</b>		<b>MISCELLANEOUS</b>				
		09 Sub Totals:	640,554.00	0.00	0.00	640,554.00
		Expense Sub Totals:	1,940,554.00	46,062.56	381,616.95	1,558,937.05
		<b>Dept 2200 Sub Totals:</b>	<b>1,940,554.00</b>	<b>46,062.56</b>	<b>381,616.95</b>	<b>1,558,937.05</b>
		<b>Fund Revenue Sub Totals:</b>	<b>1,940,554.00</b>	<b>0.00</b>	<b>33,172.42</b>	<b>1,907,381.58</b>
		<b>Fund Expense Sub Totals:</b>	<b>1,940,554.00</b>	<b>46,062.56</b>	<b>381,616.95</b>	<b>1,558,937.05</b>
		<b>Fund 210 Sub Totals:</b>	<b>0.00</b>	<b>46,062.56</b>	<b>348,444.53</b>	<b>-348,444.53</b>
<b>Fund</b>	<b>250</b>	<b>WATER FUND</b>				
<b>Dept</b>	<b>250-0000</b>					
<b>R1</b>						
		R1 Sub Totals:	1,981,500.00	115,492.27	448,625.32	1,532,874.68
		Revenue Sub Totals:	1,981,500.00	115,492.27	448,625.32	1,532,874.68
<b>Dept</b>	<b>250-2300</b>	<b>WATER MAINT</b>				
<b>05</b>		<b>PERSONNEL SERVICES</b>				
		05 Sub Totals:	195,241.00	15,778.15	61,877.04	133,363.96
<b>06</b>		<b>MATERIALS &amp; SERVICES</b>				
		06 Sub Totals:	217,938.00	6,614.52	30,364.95	187,573.05
<b>07</b>		<b>CAPITAL OUTLAY</b>				
		07 Sub Totals:	35,000.00	0.00	10,333.75	24,666.25
		Expense Sub Totals:	448,179.00	22,392.67	102,575.74	345,603.26
<b>Dept</b>	<b>250-2500</b>	<b>WATER PLANT</b>				
<b>05</b>		<b>PERSONNEL SERVICES</b>				
		05 Sub Totals:	185,584.00	13,580.64	53,121.95	132,462.05
<b>06</b>		<b>MATERIALS &amp; SERVICES</b>				
		06 Sub Totals:	215,149.00	2,148.61	73,385.74	141,763.26
<b>07</b>		<b>CAPITAL OUTLAY</b>				
		07 Sub Totals:	38,000.00	0.00	19,558.41	18,441.59
		Expense Sub Totals:	438,733.00	15,729.25	146,066.10	292,666.90
<b>Dept</b>	<b>250-2550</b>	<b>SPRINGBROOK PLANT</b>				
<b>06</b>		<b>MATERIALS &amp; SERVICES</b>				
		06 Sub Totals:	3,875.00	10.75	467.18	3,407.82
<b>07</b>		<b>CAPITAL OUTLAY</b>				
		07 Sub Totals:	0.00	0.00	0.00	0.00
		Expense Sub Totals:	3,875.00	10.75	467.18	3,407.82
<b>Dept</b>	<b>250-9000</b>	<b>MISCELLANEOUS</b>				
<b>09</b>		<b>MISCELLANEOUS</b>				
		09 Sub Totals:	1,090,713.00	0.00	0.00	1,090,713.00

		Expense Sub Totals:	1,090,713.00	0.00	0.00	1,090,713.00	1,090,713.00	100.00
		<b>Dept 9000 Sub Totals:</b>	<b>1,090,713.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,090,713.00</b>		
		<b>Fund Revenue Sub Totals:</b>	<b>1,981,500.00</b>	<b>115,492.27</b>	<b>448,625.32</b>	<b>1,532,874.68</b>	<b>1,532,874.68</b>	<b>77.36</b>
		<b>Fund Expense Sub Totals:</b>	<b>1,981,500.00</b>	<b>38,132.67</b>	<b>249,109.02</b>	<b>1,732,390.98</b>	<b>1,732,390.98</b>	<b>87.43</b>
		<b>Fund 250 Sub Totals:</b>	<b>0.00</b>	<b>-77,359.60</b>	<b>-199,516.30</b>	<b>199,516.30</b>		
Fund	255	WATER METER DEPOSITS						
Dept	255-0000							
R1								
		R1 Sub Totals:	0.00	-100.00	75.00	-75.00	-75.00	0.00
		Revenue Sub Totals:	0.00	-100.00	75.00	-75.00	-75.00	0.00
Dept	255-2400							
06		MATERIALS & SERVICES						
		06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
		<b>Dept 2400 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
		<b>Fund Revenue Sub Totals:</b>	<b>0.00</b>	<b>-100.00</b>	<b>75.00</b>	<b>-75.00</b>	<b>-75.00</b>	<b>0.00</b>
		<b>Fund Expense Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<b>Fund 255 Sub Totals:</b>	<b>0.00</b>	<b>100.00</b>	<b>-75.00</b>	<b>75.00</b>		
Fund	260	WATER CONSTRUCTION						
Dept	260-0000							
R1								
		R1 Sub Totals:	2,368,860.00	0.00	36,761.09	2,332,098.91	2,332,098.91	98.45
		Revenue Sub Totals:	2,368,860.00	0.00	36,761.09	2,332,098.91	2,332,098.91	98.45
		Dept 0000 Sub Totals:	-2,368,860.00	0.00	-36,761.09	-2,332,098.91		
Dept	260-2600	WATER CONSTRUCTION						
06		MATERIALS & SERVICES						
		06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
07		CAPITAL OUTLAY						
		07 Sub Totals:	2,368,860.00	11,270.93	18,425.93	2,350,434.07	2,350,434.07	99.22
09		MISCELLANEOUS						
		09 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	2,368,860.00	11,270.93	18,425.93	2,350,434.07	2,350,434.07	99.22
		<b>Dept 2600 Sub Totals:</b>	<b>2,368,860.00</b>	<b>11,270.93</b>	<b>18,425.93</b>	<b>2,350,434.07</b>		
		<b>Fund Revenue Sub Totals:</b>	<b>2,368,860.00</b>	<b>0.00</b>	<b>36,761.09</b>	<b>2,332,098.91</b>	<b>2,332,098.91</b>	<b>98.45</b>
		<b>Fund Expense Sub Totals:</b>	<b>2,368,860.00</b>	<b>11,270.93</b>	<b>18,425.93</b>	<b>2,350,434.07</b>	<b>2,350,434.07</b>	<b>99.22</b>
		<b>Fund 260 Sub Totals:</b>	<b>0.00</b>	<b>11,270.93</b>	<b>-18,335.16</b>	<b>18,335.16</b>		
Fund	280	AIRPORT FUND						
Dept	280-0000							
R1								
		R1 Sub Totals:	111,253.00	0.00	11,957.44	99,295.56	99,295.56	89.25
		Revenue Sub Totals:	111,253.00	0.00	11,957.44	99,295.56	99,295.56	89.25
		Dept 0000 Sub Totals:	-111,253.00	0.00	-11,957.44	-99,295.56		
Dept	280-2800	AIRPORT DEPT						
06		MATERIALS & SERVICES						
		06 Sub Totals:	24,100.00	637.49	3,079.88	21,020.12	21,020.12	87.22
07		CAPITAL OUTLAY						
		07 Sub Totals:	20,000.00	0.00	6,236.00	13,764.00	13,764.00	68.82
09		MISCELLANEOUS						
		09 Sub Totals:	67,153.00	0.00	0.00	67,153.00	67,153.00	100.00
		Expense Sub Totals:	111,253.00	637.49	9,315.88	101,937.12	101,937.12	91.63
		Dept 2800 Sub Totals:	111,253.00	637.49	9,315.88	101,937.12		
		Fund Revenue Sub Totals:	111,253.00	0.00	11,957.44	99,295.56	99,295.56	89.25



		Fund Expense Sub Totals:	111,253.00	637.49	9,315.88	101,937.12	101,937.12	91.63
		Fund 280 Sub Totals:	0.00	637.49	-2,641.56	2,641.56		
Fund	300	STREET FUND						
Dept	300-0000							
R1								
		R1 Sub Totals:	1,474.924.00	33,788.08	134,338.17	1,340,585.83	1,340,585.83	90.89
		Revenue Sub Totals:	1,474.924.00	33,788.08	134,338.17	1,340,585.83	1,340,585.83	90.89
		Dept 0000 Sub Totals:	-1,474.924.00	-33,788.08	-134,338.17	-1,340,585.83		
Dept	300-3000	STREET DEPT						
05		PERSONNEL SERVICES						
		05 Sub Totals:	125,808.00	10,432.64	41,564.79	84,243.21	84,243.21	66.96
06		MATERIALS & SERVICES						
		06 Sub Totals:	172,612.00	5,585.95	40,498.55	132,113.45	132,113.45	76.54
07		CAPITAL OUTLAY						
		07 Sub Totals:	365,000.00	22,024.00	43,536.00	321,464.00	321,464.00	88.07
09		MISCELLANEOUS						
		09 Sub Totals:	811,504.00	0.00	0.00	811,504.00	811,504.00	100.00
		Expense Sub Totals:	1,474.924.00	38,042.59	125,599.34	1,349,324.66	1,349,324.66	91.48
		<b>Dept 3000 Sub Totals:</b>	<b>1,474.924.00</b>	<b>38,042.59</b>	<b>125,599.34</b>	<b>1,349,324.66</b>		
		<b>Fund Revenue Sub Totals:</b>	<b>1,474.924.00</b>	<b>33,788.08</b>	<b>134,338.17</b>	<b>1,340,585.83</b>	<b>1,340,585.83</b>	<b>90.89</b>
		<b>Fund Expense Sub Totals:</b>	<b>1,474.924.00</b>	<b>38,042.59</b>	<b>125,599.34</b>	<b>1,349,324.66</b>	<b>1,349,324.66</b>	<b>91.48</b>
		<b>Fund 300 Sub Totals:</b>	<b>0.00</b>	<b>4,254.51</b>	<b>-8,738.83</b>	<b>8,738.83</b>		
Fund	330	STORM WATER FUND						
Dept	330-0000							
R1								
		R1 Sub Totals:	52,432.00	0.00	384.51	52,047.49	52,047.49	99.27
		Revenue Sub Totals:	52,432.00	0.00	384.51	52,047.49	52,047.49	99.27
		Dept 0000 Sub Totals:	-52,432.00	0.00	-384.51	-52,047.49		
Dept	330-3300	STORM WATER DEPARTMENT						
06		MATERIALS & SERVICES						
		06 Sub Totals:	13,750.00	735.85	735.85	13,014.15	13,014.15	94.65
07		CAPITAL OUTLAY						
		07 Sub Totals:	10,000.00	0.00	0.00	10,000.00	10,000.00	100.00
09		MISCELLANEOUS						
		09 Sub Totals:	28,682.00	0.00	0.00	28,682.00	28,682.00	100.00
		Expense Sub Totals:	52,432.00	735.85	735.85	51,696.15	51,696.15	98.60
		<b>Dept 3300 Sub Totals:</b>	<b>52,432.00</b>	<b>735.85</b>	<b>735.85</b>	<b>51,696.15</b>		
		<b>Fund Revenue Sub Totals:</b>	<b>52,432.00</b>	<b>0.00</b>	<b>384.51</b>	<b>52,047.49</b>	<b>52,047.49</b>	<b>99.27</b>
		<b>Fund Expense Sub Totals:</b>	<b>52,432.00</b>	<b>735.85</b>	<b>735.85</b>	<b>51,696.15</b>	<b>51,696.15</b>	<b>98.60</b>
		<b>Fund 330 Sub Totals:</b>	<b>0.00</b>	<b>735.85</b>	<b>351.34</b>	<b>-351.34</b>		
Fund	430	WWTP CONSTRUCTION DEBT REPAY						
Dept	430-0000							
R1								
		R1 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
		Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
		Dept 0000 Sub Totals:	0.00	0.00	0.00	0.00		
Dept	430-4400	WWTP CONST REPAY						
08		DEBT SERVICE						
		08 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Dept	430-9000	MISCELLANEOUS						

09		MISCELLANEOUS						
		09 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
		<b>Dept 9000 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
		<b>Fund Revenue Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<b>Fund Expense Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<b>Fund 430 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
Fund	450	WTP CONSTRUCTION DEBT REPAY						
Dept	450-0000							
R1								
		R1 Sub Totals:	557.409.00	0.00	3.588.71	553.820.29	553.820.29	99.36
		Revenue Sub Totals:	557.409.00	0.00	3.588.71	553.820.29	553.820.29	99.36
		Dept 0000 Sub Totals:	-557.409.00	0.00	-3.588.71	-553.820.29		
Dept	450-4550	WTP CONSTRUCT REPAY						
08		DEBT SERVICE						
		08 Sub Totals:	307.774.00	0.00	0.00	307.774.00	307.774.00	100.00
		Expense Sub Totals:	307.774.00	0.00	0.00	307.774.00	307.774.00	100.00
Dept	450-9000	MISCELLANEOUS						
09		MISCELLANEOUS						
		09 Sub Totals:	249.635.00	0.00	0.00	249.635.00	249.635.00	100.00
		Expense Sub Totals:	249.635.00	0.00	0.00	249.635.00	249.635.00	100.00
		<b>Dept 9000 Sub Totals:</b>	<b>249.635.00</b>	<b>0.00</b>	<b>0.00</b>	<b>249.635.00</b>		
		<b>Fund Revenue Sub Totals:</b>	<b>557.409.00</b>	<b>0.00</b>	<b>3.588.71</b>	<b>553.820.29</b>	<b>553.820.29</b>	<b>99.36</b>
		<b>Fund Expense Sub Totals:</b>	<b>557.409.00</b>	<b>0.00</b>	<b>0.00</b>	<b>557.409.00</b>	<b>557.409.00</b>	<b>100.00</b>
		<b>Fund 450 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>-3.588.71</b>	<b>3.588.71</b>		
Fund	500	PARK DEVELOPMENT FUND						
Dept	500-0000							
R1								
		R1 Sub Totals:	250.508.00	200.00	6.657.72	243.850.28	243.850.28	97.34
		Revenue Sub Totals:	250.508.00	200.00	6.657.72	243.850.28	243.850.28	97.34
		Dept 0000 Sub Totals:	-250.508.00	-200.00	-6.657.72	-243.850.28		
Dept	500-4500	PARK DEVELOPMENT						
06		MATERIALS & SERVICES						
		06 Sub Totals:	6.000.00	0.00	447.09	5.552.91	5.552.91	92.55
07		CAPITAL OUTLAY						
		07 Sub Totals:	10.000.00	0.00	3.364.57	6.635.43	6.635.43	66.35
09		MISCELLANEOUS						
		09 Sub Totals:	234.508.00	0.00	0.00	234.508.00	234.508.00	100.00
		Expense Sub Totals:	250.508.00	0.00	3.811.66	246.696.34	246.696.34	98.48
		<b>Dept 4500 Sub Totals:</b>	<b>250.508.00</b>	<b>0.00</b>	<b>3.811.66</b>	<b>246.696.34</b>		
		<b>Fund Revenue Sub Totals:</b>	<b>250.508.00</b>	<b>200.00</b>	<b>6.657.72</b>	<b>243.850.28</b>	<b>243.850.28</b>	<b>97.34</b>
		<b>Fund Expense Sub Totals:</b>	<b>250.508.00</b>	<b>0.00</b>	<b>3.811.66</b>	<b>246.696.34</b>	<b>246.696.34</b>	<b>98.48</b>
		<b>Fund 500 Sub Totals:</b>	<b>0.00</b>	<b>-200.00</b>	<b>-2.846.06</b>	<b>2.846.06</b>		
Fund	550	RV PARK FUND						
Dept	550-0000							
R1								
		R1 Sub Totals:	108.500.00	6.613.25	30.908.05	77.591.95	77.591.95	71.51
		Revenue Sub Totals:	108.500.00	6.613.25	30.908.05	77.591.95	77.591.95	71.51
		Dept 0000 Sub Totals:	-108.500.00	-6.613.25	-30.908.05	-77.591.95		
Dept	550-5500	MATERIALS & SERVICES						
06								

	06 Sub Totals:	30.000.00	1,262.98	8,366.91	21,633.09	21,633.09	72.11
09	MISCELLANEOUS						
	09 Sub Totals:	78.500.00	0.00	0.00	78.500.00	78.500.00	100.00
	Expense Sub Totals:	108.500.00	1,262.98	8,366.91	100,133.09	100,133.09	92.29
	<b>Dept 5500 Sub Totals:</b>	<b>108.500.00</b>	<b>1,262.98</b>	<b>8,366.91</b>	<b>100,133.09</b>		
	<b>Fund Revenue Sub Totals:</b>	<b>108.500.00</b>	<b>6,613.25</b>	<b>30,908.05</b>	<b>77,591.95</b>	<b>77,591.95</b>	<b>71.51</b>
	<b>Fund Expense Sub Totals:</b>	<b>108.500.00</b>	<b>1,262.98</b>	<b>8,366.91</b>	<b>100,133.09</b>	<b>100,133.09</b>	<b>92.29</b>
	<b>Fund 550 Sub Totals:</b>	<b>0.00</b>	<b>-5,350.27</b>	<b>-22,541.14</b>	<b>22,541.14</b>		
Fund 580	CAPITAL PROJECTS FUND						
Dept 580-0000							
R1							
	R1 Sub Totals:	1,048,908.00	0.00	10,253.48	1,038,654.52	1,038,654.52	99.02
	Revenue Sub Totals:	1,048,908.00	0.00	10,253.48	1,038,654.52	1,038,654.52	99.02
	Dept 0000 Sub Totals:	-1,048,908.00	0.00	-10,253.48	-1,038,654.52		
Dept 580-5800	CAPITAL PROJECTS						
07	CAPITAL OUTLAY						
	07 Sub Totals:	60.000.00	0.00	0.00	60.000.00	60.000.00	100.00
09	MISCELLANEOUS						
	09 Sub Totals:	988,908.00	0.00	0.00	988,908.00	988,908.00	100.00
	Expense Sub Totals:	1,048,908.00	0.00	0.00	1,048,908.00	1,048,908.00	100.00
	<b>Dept 5800 Sub Totals:</b>	<b>1,048,908.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,048,908.00</b>		
	<b>Fund Revenue Sub Totals:</b>	<b>1,048,908.00</b>	<b>0.00</b>	<b>10,253.48</b>	<b>1,038,654.52</b>	<b>1,038,654.52</b>	<b>99.02</b>
	<b>Fund Expense Sub Totals:</b>	<b>1,048,908.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,048,908.00</b>	<b>1,048,908.00</b>	<b>100.00</b>
	<b>Fund 580 Sub Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>-10,253.48</b>	<b>10,253.48</b>		
	<b>Revenue Totals:</b>	<b>16,541,798.00</b>	<b>395,720.07</b>	<b>1,663,836.89</b>	<b>14,877,961.11</b>	<b>14,877,961.11</b>	<b>89.94</b>
	<b>Expense Totals:</b>	<b>16,541,798.00</b>	<b>391,086.37</b>	<b>2,041,496.63</b>	<b>14,500,301.37</b>	<b>14,500,301.37</b>	<b>87.66</b>
	<b>Report Totals:</b>	<b>0.00</b>	<b>-4,633.70</b>	<b>377,659.74</b>	<b>-377,659.74</b>		
GL-Budget Status (11/6/2023 - 10:23 AM)							



# CITY OF MYRTLE CREEK POLICE DEPARTMENT

P.O. BOX 940 / 215 NW PLEASANT ST  
MYRTLE CREEK, OR 97457  
BUSINESS: 541-863-5222 FAX: 541-863-6690

## Department Report October 2023

### New Officer

The police department hired Isaiah Smith as the new fulltime police officer. Isaiah lives in the Myrtle Creek area and worked at the Douglas County Jail as a corrections officer prior to accepting this position. Isaiah is scheduled to attend the police academy in Salem starting January 29, 2024, with a graduation date of May 24<sup>th</sup>. The police department is now at full staff. Below is a picture of Isaiah taking his Oath of Office.



### Meet Your First Responders

The department participated in the Back to School Night “Meet Your First Responders” event at South Umpqua High School. This event was organized so parents and students could meet first responders, ask questions, and check out the vehicles and equipment officer’s use. The participants were Myrtle Creek Police

Department, Douglas County Sheriff's Office, Cow Creek Tribal Police, Tri-City Fire Department, Reach Air Life, and a local EMS ambulance. The event was well attended, and it was a lot of fun to get to speak with the students and parents and show off the equipment we use.

### **Department Tour**

The Coffenberry Middle School 6<sup>th</sup> and 7<sup>th</sup> grade Future Business Leaders of America class (FBLA) chose to tour the police department as their business tour project for the year. Overall, around 40 students toured the police department building and were shown the equipment the police use to perform their duties. The students were also very active in asking questions.

### **Halloween Event**

Officers from the Myrtle Creek Police Department participated in handing out candy to kids at the downtown Halloween event. There were also officers assigned on foot patrol during the event. The event went well other than a DUII arrest that the foot patrol located in the downtown area, and one lost child that was found within a few minutes.

### **Portable Radios**

The department had not purchased new portable radios for several years and finally just purchased and received 10 new portable radios. The department went with Kenwood radios instead of Motorola due to cost. The new radios have several features such as GPS, playback, among several other things. The new radios are working very well, and the officers are very happy with the performance of the radios.

### **Calls For Service**

Officers from the police department responded to 255 calls for service during the month of October. During October, officers arrested 10 individuals, issued 52 traffic citations, gave 76 traffic warnings, and issued 6 city ordinance citations.

Respectfully submitted,  
Chief Jonathan Brewster  
Myrtle Creek Police



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## Department Report November 2023

### **Rose Motel Update**

The police department assisted the Douglas County Code Enforcement Officer on November 20<sup>th</sup> at the Rose Motel. Occupants who answered their door were notified that the power is going to be shut off, which took place on November 27<sup>th</sup>. All other units were posted. The owner of the property has not taken any steps with the County to get the building back up to standards. The building has been Red Tagged and is not supposed to be occupied. Tenants were issued citations last month for occupying the rooms and the owner was issued multiple citations.

### **TRAINING**

Officers from the department participated in their quarterly firearms range. The range was instructed by Officer Nick Murtha as he recently received his Firearms Instructor certification. The course involved handguns, rifles, and steel targets. Officer Murtha did an exceptional job.

### **Seatbelt Grant**

The police department was granted \$2,000 from the Oregon Department of Transportation (ODOT) for seatbelt enforcement, which will total 38 hours. This will allow officers who are working the Grant to solely focus on seatbelt enforcement. There was a \$500.00 match to the Grant, that officers will work when there is double coverage, that way there is no extra cost to the city.

### **CALLS FOR SERVICE**

During November, officers from the department responded to a total of 122 calls for service, wrote 28 traffic citations, gave 43 traffic warnings, and made 10 arrests.

Respectfully submitted  
Chief Jonathan Brewster  
Myrtle Creek Police

## 2023 MCFD Call Responses

Call Type	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
MVA-Non Injury	3	1	1	2	2	2	6	5	2	4			28
MVA - UTL			1			1	1	2		1			6
MVA - Injury				2	1	1	3	1	4	5			17
MVA - Fatal	1	1											2
MVA - Cancelled	1	1	3	4	2		1						12
Medical Aid	5	7	3	6	11	6	7	9	12	7			73
Medical Aid - Cancelled	1	1	1				2	4	2	1			12
Public Assist				1		1	2	2		1			7
Public Assist-Lift Assist	9	7	10	10	4	11	3	9	7	9			79
Public Safety	1	2	2	1	1		10	6	1				24
Unattended Death	1			1			1						3
Fire/Carb Alarm	1			1		1	1	1					5
False Alarm Activation	1						2	1					4
Alarm Testing					1				1				2
Flue Fire	1												1
Fire - Vehicle				1	1	1	2			1			6
Fire				1		1	1			1			4
Fire - Illegal Burn		1		2	4	3		1	6	3			20
Fire - Controlled Burn		2			3	1				6			12
Fire - UTL	1	1	1	1	3	6	4	4	1				22
Fire-Nat Cover			1			2	2	2	3				10
Fire - Cancelled			1	2		2	1	3		1			10
Structure Fire	2	4	1	2	1	4	2	2	2	1			21
Structure Fire - Cancelled	2	2	4		2	2	1			3			16
Structure Fire -Commercial	2	2		1		1	1	1					8
Over Bank Rescue													0
Water Rescue													0
Water/Over Bank-Cancelled	1												1
<b>TOTAL</b>	<b>33</b>	<b>32</b>	<b>29</b>	<b>38</b>	<b>36</b>	<b>46</b>	<b>53</b>	<b>53</b>	<b>41</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>405</b>

# Public Works and Parks

## December 5, 2023 Activities Report

- **Streets**
  - 9 Utility Locates in the month of October
  - Weekly downtown garbage collection
  - Regular street sweeping
  - Storm catch basins cleaning
  
- **Sewer**
  - Weekly lift station maintenance
  - Riverside lift station brought online, training on systems completed
  - Sewer line plug on Leon- Jetted line to unplug
  
- **Water**
  - 17 delinquent water turnoffs in September
  - Monthly meter reads
  - service line repair
    - Faculty row repair
  
- **Public Works Misc.**
  - Hired new Public Works Superintendent, Zachary Potter
  
- **Parks and Public Building Department**
  - Monthly park maintenance
  - Leaf pickup in parks
  - Apply moss killer to roofs of public buildings
  - Finished Millsite Sawblade and post repairs at Millsite Park
  - Working to get quotes for pool repairs
  
- **Water Treatment**
  - Routine labs and testing
  - South Umpqua River Plant produced 17.668 (MG) - 31 days of operation
  - Reduced production rate of 900 GPM



- **Wastewater Treatment**

- Began discharging effluent back to the South Umpqua River on October 31
- Upgrade of Sewer System SCADA in progress, estimate 85% complete
- Total effluent flow to the South Umpqua River = 0 M.G.
- Total Effluent flow to the M.C. Golf Course = 18.240 M.G.
- Myrtle Creek influent flow = 8.113 M.G.
- Tri-City Influent Flow = 8.802 M.G.
- Total Effluent = 18.240 M.G.



## Map for Councilor Larson Presentation on Railroad Property

