



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

AGENDA PACKET 2/6/2024

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 6, 2024, 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 January 16, 2024
- 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 Planning Commission Application – Bill Umphlett
- 6.2 2024-2025 Budget Calendar
- 6.3 Letter from South Douglas Rodeo
- 6.4 Recreational Immunity FAQ
- 6.5 2023 Annual Report
- 6.6 Council Goals Packet for upcoming Planning Session

7. City Administrator Report

8. Mayor and Councilor – Committee Reports and Councilor Comments

9. Executive Session

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

10. Adjournment



CITY OF MYRTLE CREEK

REGULAR MEETING OF THE CITY COUNCIL

DATE: January 16, 2024

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, Bill Burnett, Student Representative Marlee Rogers

COUNCILORS ABSENT: Susan Harris

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, Fire Chief Manie Pires

CALL TO ORDER: Mayor Matthew Hald called the January 16, 2024 meeting to order at 5:30 PM

INTRODUCTION OF STUDENT REPRESENTATIVE

Marlee Rogers is the ASB Student Body President and President of Band Council at South Umpqua High School. She will be joining City Council as a Student Representative.

PUBLIC PRESENTATION

No public presentations.

CITIZENS HEARD ON NON-AGENDA ITEMS

No citizen comments heard.

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 January 16, 2024, 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

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

Police Department

Police Chief Jonathan Brewster submitted the Police Department report into record as written. Council asked about the progress in removing individuals from the Rose Motel. The Chief shared that he was onsite at the Rose Motel today with the County Code Enforcement Officer and new citations were issued. The Police Chief shared that Officer Murtha has moved to a another police department. A possible new recruit is in the background check process.

Fire Department

Fire Chief Manie Pires submitted the Fire Department Report into record as written.

Public Works

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

REGULAR AGENDA

Councilor Diana Larson shared a letter of support from State Representative Virgle Osborne for allowing the City to take control of the railroad property that City Council has been reviewing.

CITY ADMINISTRATOR REPORT

The City Administrator along with the City Recorder, Mayor, Councilor Larson and Councilor Chaney met on January 5th with Representative Virgle Osborne and his Chief of Staff as a way to form a communication channel with his office and and share the infrastructure needs that the City has. The City Administrator will be working with the Chief of Staff on trying for funding for our water tank replacement. Subjects also touched on included amendments to Measure 110, homelessness issues and state mandates, and Measures 5 and 51 impacts on state government. The City Administrator shared that the Auditors have filed an extension on behalf of the City and should have it completed this month. The auditors will be providing a statement on the completed audit at the next City Council meeting. The Riverside pump station is in the wrap up stage and the demolition of the old lift station will be happening soon. Budget review has started for the 2024/2025 fiscal year. Starting this month we will begin working on the zoning code amendments. We will be using a grant from DLCD to help cover staff costs for the work on amending the zoning codes. The Supreme Court will hear the case on public camping, handout attached to permanent packet. The Portland State Population Estimates were received and Myrtle Creek's population had a small amount of growth from 3613 to 3626.

MAYOR AND COUNCILOR – COMMITTEE REPORTS and COUNCILOR COMMENTS

Councilor Larson stated that she has walked the area of Millsite Park that the City has been discussing improving and shared that the mud is very slippery and that a rock base would be a good improvement. Councilor Dillon asked about lighting at some of the bus stops in town. Councilor Burnett shared that the golf course is in good shape. Councilor Chaney shared that the Crab Feed is sold out. Student Representative Marlee Rogers shared that the basketball team has been traveling all around the state. South Umpqua High School had a student compete in the All State Choir in Eugene and that the school just had their Winter Formal.

ADJOURNMENT

Mayor Matthew Hald adjourned the regular meeting of the City Council for January 16, 2024 at 6:05 P.M.

Matthew Hald, Mayor

Attest:

Joanna Bilbrey
City Recorder

Myrtle Creek - City Council Agenda Report

Agenda item: Planning Commission Appointment

Meeting Date: February 6, 2024

Primary Staff Contact: Joanna Bilbrey

Department: Planning

E-Mail: jbilbrey@myrtlecreek.org

Secondary Dept.:

Secondary Contact:

Issue before the Council:

Planning Commission Appointment

Staff Recommendation: It is the staff recommendation to appoint Bill Umphlett to the Myrtle Creek Planning Commission

Background: In December of 2023 two positions on the Planning Commission expired leaving two open seats.

Related City Policies: Myrtle Creek Municipal Code 2.15 states that the Planning Commission shall consist of five members.

Council Options:

- Council may choose to appoint Bill Umphlett to the Planning Commission.
- Council may choose to not appoint Bill Umphlett to the Planning Commission.
- Council may take no action.

Potential Motion:

- I make the motion to appoint Bill Umphlett to the Myrtle Creek Planning Commission with a term expiring December 31, 2027.

APPLICATION TO SERVE ON A CITY OF MYRTLE CREEK
BOARD, COMMITTEE, COMMISSION OR TASK FORCE

Application **MUST** be completed to be valid

Name: Bill Umphlett Date: 1/24/2024

Address: [REDACTED]

City: Myrtle Creek State: Oregon Zip: 97457

Home Phone: _____ Cell Phone: [REDACTED] Work Phone: _____

Email Address: billumphlett@msn.com

Occupation: retired Place of Employment: [REDACTED]

Are you a registered voter? Yes ☒ No ☐

Please mark all Boards, Commissions and Committees for which you are applying:

- ☐ City Council..... (Vacancies appointed by Council)
- ☐ Park Commission... (3 year term, appointed by Council)
- ☐ Budget Committee..... (3 year term, appointed by Council)
- ☒ Planning Commission..... (4 year term, appointed by Council)
- ☐ Friends of Pool Task Force (until project complete, appointed by Council)

Please briefly state why you are interested in serving on the board(s), committee(s), task force and/or commission(s) that you have selected:

I Like to be involed in my community actions and growth.

Do you have any experience serving on City boards, committees, task force or commissions? (Prior service is not a requirement for appointment). If you do, please describe the experience, and your length of service:

Currently serving on the Myrtle Creek parks commision

Any additional information you would like to provide:

**Volunteer service on boards, committees, task force and commissions does require effort and time from members.
Your interest and participation can help your community, and is greatly appreciated.
Appointments to committees and commissions are made by the Mayor with the consent of the City Council.**

Applicants Signature

The City of Myrtle Creek
P. O. Box 940
Myrtle Creek, Oregon 97457
www.cityofmyrtle creek.com

Phone: 541-863-3171
Fax: 541-863-6851

**City of Myrtle Creek
2024-25 Budget Calendar**

<u>DATE</u>	<u>ACTIVITY</u>
FEB 6	REGULAR COUNCIL MEETING 1. ADOPT BUDGET CALENDAR
MARCH 28	NOTICE: BUDGET COMMITTEE MEETINGS PUBLISHED IN DOUGLAS COUNTY MAIL
APR 4	SECOND NOTICE OF BUDGET COMMITTEE MEETINGS AND PUBLIC HEARING (STATE REVENUE SHARING MONIES) PUBLISHED IN DOUGLAS COUNTY MAIL
APR 8	BUDGET COMMITTEE TRAINING SESSION
APR 16	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 7	SECOND BUDGET COMMITTEE MEETING (IF NECESSARY) 1. CONTINUE BUDGET REVIEW 2. SET NEXT MEETING DATE(S) IF NECESSARY
MAY 23	LEGAL NOTICE OF BUDGET HEARING BEFORE COUNCIL JUNE 4, 2024 BUDGET SUMMARY PUBLISHED (DOUGLAS COUNTY MAIL)
JUNE 4	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)



South Douglas Rodeo

PO Box 266 ♦ Myrtle Creek, OR ♦ 97457

January 29, 2024

Myrtle Creek City Council
PO Box 940
Myrtle Creek, OR 97457

RE: Bunny Scramble Update

Dear Council Members:

South Douglas Rodeo remains committed to providing a family friendly community event. Our board met in January and discussed the concerns presented at the October 3, 2023 council meeting. I agreed to follow up with you after the meeting. At this time we have not come to a decision on the bunny scramble.

We had a lengthy discussion regarding the event and have created a poll of our own that has been posted on Facebook and Instagram. In an effort to reach community members and not just our followers it has been shared with many community groups and asking others to share it as our effort to obtain an unbiased public opinion on the event. If you have not seen the poll, the questions include multiple choice answers and an option to provide feedback and are as follows:

Have you attended the South Douglas Rodeo or the Rodeo Parade in the past 5 years?	If you have not attended our event, please tell us why. (Check all that apply)	If you have been to a rodeo, please check ALL that apply.	Have your children participated in the bunny scramble?	Are you a resident of Myrtle Creek?
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Our next meeting is scheduled for February 20, 2024 at 6pm location to be determined and we will discuss the results of the poll that is closing on Feb. 7th. We would like to invite a council member to attend our meeting as a guest speaker to provide feedback directly to our board regarding the city's support, if we chose to continue the scramble. As stated at your October meeting, we are aware rodeo is not a sport everyone enjoys and there will be controversy regardless of our decision to keep or cancel the scramble.

Ms. Sproul has reached out to us regarding our plans indicating we do not have the city support and should not be advertising the events. While we hope that the city continues to support the parade with street closures regardless of our decision, we are prepared to cancel the parade if necessary.

Please let us know if a representative is able to attend our meeting, so they may be added to our agenda. We may be reached via phone at 541.580.7788 or email southdouglasrodeo@gmail.com.

Sincerely,

Jamie McElmurry,
President

[KEY LOGIN \(/ACCOUNT/LOGIN\)](#)

Q

Recreational Immunity FAQ

MEMBERS QUESTIONS AND CIS ANSWERS ABOUT THE RECENT CHANGES TO RECREATIONAL IMMUNITY

2023 Changes to Recreational Immunity & Liability

Q: What happened to the recreational immunity defense regarding paths and trails, and what are the legal implications?

On July 6, the Oregon Court of Appeals issued an opinion in the *Fields v. City of Newport* case, effectively ending recreational immunity for improved trails and striking it down as an “immunity” that protects public and private landowners from lawsuits. The City of Newport asked the Oregon Supreme Court to overrule the Court of Appeals and restore the portions of recreational immunity that were lost. On October 5, 2023, the Oregon Supreme Court officially declined to review the Court of Appeals’ decision in *Fields*. This action, called “review denied” functions as a de facto endorsement by the Oregon Supreme Court of the Oregon Court of Appeals’ decision striking down recreational immunity for paths to recreational areas. Read more about this case in our Nov. 2023 issue of Real-Time Risk (<https://www.cisoregon.org/dl/Xuc7ZVcp>).

Q: What does the change with recreational immunity mean to local government?

Unless the Legislature steps in, from now on when a person suing the city claims that their subjective intent was not primarily to recreate, then recreational immunity does not apply at the beginning of a suit. Instead, the municipality (or private landowner) will have to defend the lawsuit all the way through a jury trial so the jury can decide what the plaintiff was thinking about their “primary intent.”

We encourage our members to reach out to their legislators and ask that they step in and restore this protection.

Q: Why is CIS recommending local government close trails? This will be unpopular and seems impossible.

CIS understands this recommendation will not be popular. Weighing many factors and with a focus on the solvency of the trust and our members, this recommendation was determined to be the best course of action.

The tasks required to close access ways to recreation areas might seem daunting. Once the Oregon Supreme Court’s decision was made, it was determined that less aggressive measures would fail to meet the goal of protecting the trust and our members.

We suggest our members use all avenues of communication to alert the community of changes with their paths and trails. Social media messaging will reach a broad community audience. Update entity website information about parks and trails with any changes you are making. Prioritize the installation of signs based on factors such as areas of higher risk, with the heaviest volume of users and where signs will have optimal visibility.

Discretionary Immunity

Q: We expect a lot of pushback if we close paths and trails; this is a last resort. Is there any way discretionary immunity can close the gap?

No, these are two distinctly different forms of protection, and discretionary immunity will not take the place of recreational immunity. Nevertheless, having your entity shore up its discretionary immunity position is always a prudent decision and may provide some shelter from liability claims. For effective use of discretionary immunity, we recommend an asset inventory, audit, a prioritized maintenance plan, activation of that plan, and periodic update and review of these steps. You can get started with the CIS Discretionary Maintenance Plan and Audit (<https://www.cisoregon.org/dl/x0tk2W4V>).

Q: If the council doesn't explicitly approve a planned course of action, does discretionary immunity apply?

Discretionary immunity applies most clearly to a course of action, such as a street or park maintenance plan, when a governing body votes to approve or adopt the plan. However, discretionary immunity can also apply to a policy decision made by a department head — especially when there's documented evidence that the department head is expressly authorized to make those policy decisions. If putting together a park maintenance plan is within the job duties of a public works director, for instance, then discretionary immunity should apply to any claim that the city or county should have adopted a different maintenance plan with different priorities.

Q: Any suggestions for how to get policymakers to understand the importance of approving deferred maintenance in a plan when they're concerned about the political message it may send?

We recommend educating your elected officials on this subject. It's understandable that elected officials are concerned about "the optics" of a maintenance plan that acknowledges there is not enough money to perform all the maintenance a city or county would like to get done. However, this plan could also be used to educate voters about where the maintenance dollars are being spent and demonstrate that additional revenues would be put to good use — keeping the community safe. There are positive "optics" to that message as well.

Maintenance, Inspection, and Documentation

Q: What constitutes an improvement? A bench? Cutting weeds?

CIS recommends leaving natural areas alone. If an entity has made an improvement, such as a bench, it should be inspected and maintained. Weed control and insect control are not protected by recreational immunity; the member should follow their written programs.

Q: What if the improvements were not done by the member but rather by the general public?

If the member did not make the improvements and there is no expectation that the member will maintain the improvements, then there is no duty to inspect or maintain. Except with the recent change to paths and trails, recreational immunity should apply.

Q: We contract the bulk of our maintenance. The parks department oversees the contract. How does this affect our liability?

If you contract your maintenance and that contract has solid hold harmless, indemnity, and insurance provisions, this would be an excellent way to transfer your risk.

Q: When we do inspections of equipment (playgrounds, swings, walkways, etc.), do we need to list everything and show what's good or bad, or can we list the equipment or structures that need maintenance?

The more documentation the better. It would be preferable to list each piece of equipment in the park, facility, or structure and the key maintenance parts. As a best practice, each piece of equipment or part is inspected. Those parts not passing are repaired or closed until repairs are made. We recommend inspection of each risk point on a

routine basis.

Q: Our maintenance staff does not want to inspect or document in fear of being named in a lawsuit. Will not documenting inspection or maintenance avoid employees from being named in lawsuits?

The reality is employees will be named in lawsuits regardless of whether issues are documented or not. In a lawsuit, depositions will be taken of supervisors and employees. Any known and undocumented maintenance will make the case less defensible. The best defense is to show a pattern of documented inspection and repair to demonstrate a reasonable maintenance program.

If the city/county is insured with CIS, then even though the city is legally obligated to defend its employee, CIS will cover the cost of that defense.

Q: Must we enforce rules on signs?

You are not required to have enforcement staff to ensure sign compliance. A best practice is to have elected officials make a policy decision not to attempt to enforce sign warnings to provide discretionary immunity defense.

CIS Coverage

Q: What kind of defense will CIS provide if the employee is found to be negligent?

The CIS Liability Coverage Document provides defense coverage and pays any judgments for an employee's negligence. The Oregon Tort Claims Act requires public entities to defend and indemnify employees for the employee's negligence while acting in the course and scope of employment.

Q: Will contributions increase because of the loss of recreational immunity on paths and trails?

CIS is evaluating this exposure, and no decisions on rate increases have been made. The Board will make decisions regarding future increases, and it will likely depend on the frequency and severity of claims.

Additional Information

Recreational Immunity for Parks, Best Practices and Signage

Recreational immunity is still a defense for parks and other recreation areas. It's best practice to have warning signs and an inspection and maintenance plan for parks. Having an inspection and maintenance plan approved provides a defense of discretionary immunity.

Appropriate signage is a best practice. Some phrases to consider:

- Oregon law (ORS 105) provides the landowner is not liable for injury, death, or property damage that arises out of the use of the land for recreational purposes (known as "recreational use immunity").
- Falls at this location could result in severe injury or death
- Rough surface
- Watch for falling rock
- Water is stagnant and not tested for hazardous conditions
- No lifeguard present
- Possible dangerous conditions
- Entering a free recreational area
- Enter at your own risk — be warned of potential injury or death
- List possible dangerous conditions

Additional language for signs:

Until further notice, all paths, walkways, stairs, and any other improved or unimproved access ways to recreation areas are closed. Use of these areas is not permitted, and anyone using these areas does so at their own risk. (Include a note where the recreator can find additional information.)

Additional information to post on your entity's website and/or on social media:

Oregon law (ORS 105 (https://oregon.public.law/statutes/ors_105.682), known as recreational immunity) provides that a landowner is not liable for injury, death, or property damage when their land is used for recreational purposes at no charge. This statute provides some protection to owners of recreational land. Recent Court of Appeals and Oregon Supreme Court decisions have struck down some of the Legislature's recreational immunity statutes. Faced with the loss of this protection, recreational landowners have been forced to make difficult decisions. After seeking advice from professionals and considering different options, the (entity) has deemed it necessary to close paths and all other access ways to recreational areas. (Entity) resources are not available to physically close and block all access to recreational areas and enforce this notice. All users of (entity) must follow all posted rules.

We encourage everyone to contact their state representative (<https://www.house.gov/representatives/find-your-representative#:~:text=If%20you%20know%20who%20your,the%20U.S.%20House%20switchboard%20operator.>) and encourage legislative changes to restore recreational immunity.



citycounty insurance services

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MAIN

PO Box 1469
Lake Oswego OR 97035
Phone: 503.763.3800
Toll Free: 800.922.2684
Fax: 503.763.3900

CLAIMS

PO Box 1469
Lake Oswego OR 97035
Phone: 503.763.3875
Fax: 503.763.3901
Email: claimspl@cisoregon.org (<mailto:claimspl@cisoregon.org>)

PRE-LOSS LEGAL DEPARTMENT

Phone: 503.763.3848
Toll Free: 800.922.2684 ext. 7
Email: PreLoss@cisoregon.org (<mailto:PreLoss@cisoregon.org>)

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2023 CITY STAFF ANNUAL REPORT



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City Administrator's Message

2023 was a good year for the City of Myrtle Creek. There were three areas of focus that guided city staff in 2023. These areas of focus were supported by the goals that were set by City Council.

The first focus was to improve the transparency of government operations. The year started with some turbulence from the community regarding a proposed parking lot. The City responded by holding a listening session to get community feedback on the issue. The City listened to its citizens and decided not to pursue the parking lot. This led to the City offering quarterly town hall meetings. These meetings allow citizens to hear about City activities on a specific topic and to allow for citizen input to help shape the direction moving forward. In 2023, the town hall topics were Transportation and Parks. The town hall meetings are planned to continue in 2024.

City staff also modified the monthly financial reports that are reported at City Council meetings. The intent was to provide more detail and provide more transparency on the financial position of the city. The new format provides additional information regarding the city monthly expenses and provides the remaining budget for each department and fund.

Finally, we increased efforts to keep the public aware of city activities. We continued to expand the use of our webpage as a means to provide information to our community. We also stepped into the social media arena. With the creation of the City's face book page that is used to communicate important city information.

The second focus, as in 2022, was to address the aging equipment and systems throughout City operations. The City was able to complete several improvements across all departments. A couple of notable improvements include the migration to the cloud based accounting system, implementation of a street maintenance program, and construction of the new Riverside Pump Station. We also saw progress on two new subdivisions, the first in more than a decade.

The third focus was to pursue additional revenue sources to support the City's needs. The City implemented a Public Safety Fee that will help support the efforts of its law enforcement. The City also made it a priority to pursue grant funding. I feel we were successful in 2023 as we have potentially set the City up to receive \$4.28 million in appropriations and grants, see appendix B for funding details.

Overall, I feel 2023 was a good year for the City. As you will see from the following department reports there was much work completed by the hard working and dedicated city staff. There was much progress made but there is still plenty of work to do. I look forward to continuing the great work that City Council has supported and am excited for what the next year holds.

Sincerely,

Lonnie Rainville,
City Administrator

Finance

In 2023 the City of Myrtle Creek Financial Department had their new Finance Officer Lesley Hiscocks for her first official year, and what a year it was.

New Public Safety Fee

The City added a public safety fund supported by a \$4.00 fee that was added to the monthly utility bills. It is nice to know that our city supports our Police officers. The fee was first applied to utility bills that were sent out in July and paid in August. As of December 2023, the fee has generated \$31,821.63. It is estimated the fund will generate close to \$70,000 annually for Police Department operational needs.

Final Appropriations of ARPA Funding

We received our last tranche of ARPA funding in 2022. The funds must be allocated by December 31, 2024. This means that at a minimum there has to be a contract in place for services to be completed or items to be purchased. At the end of the year, we had a department heads meeting to discuss the allocation of the remaining funds. It was a productive meeting, and all the department heads came to the meeting prepared with numerous things that each department needed. We have already gotten a lot of the items ordered. When the time comes to report all the items allocated, we will have no problem making sure it is done.

Springbrook Utility and Finance Software Upgrade

In 2022 we decided to upgrade our financial and utility billing software. The upgrade brought the City to the current version of the software and moved to a cloud version of the software. The version the City was using was three versions out of date. The upgrade provides for updates to be automatically applied at no charge to the City. It also provides additional security as the data does not reside on a local server. We went through a month of training in 2023 on the cloud-based system and went through extensive testing of the data before going live. By May

the system was fully implemented. It has been great to have a faster more reactive system that has made our jobs more streamlined.

Debt Service

We have once again made our yearly payment to the Water Plant Construction Loan for the East Reservoir of \$110,028 which only leaves us 7 more years until it is paid off. We also paid the 2013 Water Plant loan of \$197,747.39 but we have quite a few more years until this one is paid off, 20 years to be exact.

New City Council Financial Reporting

Starting in the third quarter of 2023 we modified the format in which financial data was reported monthly to City Council. The new report provides better information about the financial health of each fund in the City by showing the amount spent in to date as well as providing information about how much of the budget is remaining in the fiscal year.

Employee Direct Deposit

In the middle of 2023 Lonnie and Lesley decided to take advantage of our software systems direct deposit capabilities. A goal was established to implement direct deposit for employees by the end of 2023. It was a lengthy process to get everything in order but it was up and running by the last payroll cycle of December.

Through the implementation process it was discovered the City was operating on Umpqua Bank's personal banking platform. We had to migrate to the business platform to allow the City to process direct deposit. This new platform allows for improved reporting on our accounts.

Umpqua Bank Money Market Accounts

This year with interest rates rising the City wanted to ensure that the money we have in savings was earning the highest interest yields possible. Umpqua Bank offered the City a program that would pay .25 percent above the State Pool. The City has moved \$1,000,000 from the State Pool to the new Umpqua Bank Money Market. This will earn the city an additional \$2,500 in interest annually.

The City also requested our Urban Renewal to have its own money market account. The Urban Renewal funds were being held in a checking account not earning any interest. With \$1,000,000 in the Urban Renewal money market account the fund should earn approximately \$50,000 annually if rates stay at current levels.

With the first year under Lesley's belt and many obstacles that she overcame Lesley is feeling very good about the City of Myrtle Creek's financial standing. It is an honor to be a part of the City.

City Recorder

BUSINESS LICENSES

The City of Myrtle Creek ended 2023 with 146 active business licenses. We have seen a few more businesses than usual close this year due to retirements and individuals moving out of the area.

CITY COUNCIL

2022 was an election year and brought two new faces to the Myrtle Creek City Council effective January 1, 2023. Luke Dillion assumed Position #2 and Diana Larson assumed Position #4. Prior to her service on the City Council, Diana Larson was the Chair of the Planning Commission. Luke Dillon shared that the Myrtle Creek City Council will be his first experience with local government. Both Councilor Dillon and Councilor Larson are valuable additions to the City Council.

DIGITIZING HISTORICAL RECORDS

This summer the City purchased a new high capacity scanner and Joanna has been scanning city records to create a digital archive. The process will continue through 2024. Once completed, historical records will be much easier to find and access.

WEBSITE DEVELOPMENT

The City website upgrades were completed in 2023. We are starting to see an increased use of the “Contact Us” feature which allows residents to email questions and concerns directly to department heads. We are also getting much more use out of the Calendar feature and noticing community events along with City sponsored events.

SOCIAL MEDIA (FACEBOOK)

The City of Myrtle Creek has joined Facebook making our maiden voyage into the social media network. Our page name is City of Myrtle Creek Government. Currently we have 48 followers but are hoping to increase those numbers as more residents become aware of our Facebook page. The City post information regarding meetings, local events, and office closures.

TRAINING

Joanna attended the Oregon Association of Municipal Records Annual Conference in Grand Rhonde at Spirit Mountain Lodge in September of 2023. As with previous City Recorder conferences the guest speakers and training sessions were impressive.

RV PARK STATS

The Firefly reservation system has streamlined the reservation process. Occupancy was similar to last year with the summer months almost at full capacity. Our RV Park host Linda Pilmore is getting more comfortable with the program and is working with guests when reservations need modifications. The switch from Astra to Firefly has made statistics for the full year unavailable. We were transitioning between both software systems during April, May, and June. The Astra system is no longer available for reports.

Firefly Statistics

3rd Quarter Occupancy	41.9%
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4th Quarter Occupancy	24.3%
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3rd Quarter Revenue	\$16,755
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4th Quarter Revenue	\$10,100
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The Revenue reports for the 3rd and 4th quarter are gross amounts and do not take into account RV Park expenses.

Planning

2023 Planning Statistics:

- **Permits and Reviews**

- 2 Code Violations
- 2 Land Use Compatibility Statements
- 2 New Home Clearances
- 4 Fence Permits
- 2 Manufactured Home Applications
- 2 Sign Permits
- 7 Solar Installations
- 6 Accessory Buildings
- 10 Remodels

Total Permits and reviews – 37

- **Land Use Actions**

- 2 Minor Variances
- 2 Property Line Adjustments
- 1 Partition
- 1 Subdivision

Total Land Use Actions - 6

- **Code Amendments**

- 1 Camping Provisions Relating to Homelessness

Planning Activities:

Derelict Hospital Building

In early 2023 work continued to fully demolish the old Myrtle Creek hospital. During the demo it was discovered there was an uncapped well that also had to be sealed. The demolition was completed in early 2023 and we notified the owner of the need to reimburse the city for the demolition. Payment was not made, and the city took actions to lien the property for the amount of the demolition.

Tessias Hill Estates Subdivision

It was a busy summer at the 11 acre parcel located between Neal Lane and Debbie Way. Extensive excavation work was completed in preparation of 52 lot subdivision. The cut and fill was completed to bring the property to proper grade. The access road through the development was roughed in. Storm lines were installed, Sewer and water lines were installed in the western half of the development. The project will resume in the spring of 2024. The developer wants to be building houses by summer 2024.

Klimback Subdivision

The parcels at the end of Klimback Street were purchased by a new developer and they went through the planning process to change the development plans in early 2023. Utility work was the priority during the summer. New stormwater lines have been installed and water and sewer line locations were updated to conform to the new lot locations. Electric, gas and cable have been installed as well as streetlights. The required emergency vehicle hammer head turn arounds were installed and they are currently working on sidewalk installation. The developer wants to have the final plat completed by spring 2024 and start building homes summer 2024.

Code Amendment Camping

With the passing of state legislation, the City had to amend its code to allow sitting, lying and sleeping provision for those experiencing homelessness. State legislation mandated that these provision be implemented by July 1, 2023. The City formed a community review committee to establish the proposed changes to city code. The committee met several times over a two month period to finalize the recommendations. The planning commission reviewed the amendments and held a public hearing to allow for public comment. In June the amendments were brought before City Council for approval. The amendments that were made are very similar to those other communities have implemented to outline proper time, place, and manner camping can occur.

Public Works

Riverside Lift Station

The city worked with contractor Laskey Clifton and engineering firm Dyer Partnership to construct the new Riverside Lift Station. This project started in 2022 and construction continued for most of 2023. The Lift Station went live in November 2023. This was two months ahead of schedule. The project only had two minor change orders resulting in cost adjustment of approximately \$20,000 above original bid. This means the project finished within 1.33% of the original bid.

New Employees – Zachary Potter, Michael Redinger, Kristopher Sharp

Public works saw several new faces this year. With Vince Masotto moving to the Sewer Department, the Public Works Department hired Michael Redinger. The City also added a shared position with the Parks Department. This position was filled by Kristopher Sharp. The new position has allowed the department to address issues that we didn't have time to get to in the past. Finally, with the departure of Daniel Walton the city was fortunate to have Zachary Potter return as the Public Works Superintendent.

Summer Festival

As in years past the Public Works Department assisted in the set up and take down of the Summer Festival. This is a busy week for city employees. Not only do staff prepare Millsite Park for the event but there is also a Public Works employee on site during event hours in case of emergency.

Equipment Replacement and Repairs

This year public works had to continue to invest in their deferred equipment maintenance. New tires had to be installed on the camel, backhoe, and on one of the pickups. The camel also had to have four water tanks replaced and have its main pump replaced. The Public Works Department was fortunate to receive a new Kubota tractor for right of way maintenance.

Street Repair

This year the Public Works Department took a more aggressive approach to street maintenance and repair. The city performed its normal street line painting in July. Starting in April the Public Works dedicated one day a week

to repairing streets around town. There were 28 sections of road that were addressed with a quick patch with cold patch or cut out and filled with hot asphalt mix. Stevenson street was a significant project that addressed the failing section of roadway and replaced two catch basins.

Department Statistics

Water Leak Repairs - 25

Sewer Line Repairs - 7

Locates - 167

Shut Offs - 231

Water Plant:

Major repairs made in 2023:

The Myrtle Creek Water Plant had a better year than it did in 2022 as far as major repairs go. We still had some issues that needed to be resolved.

- **T1 Pump failure**

- We had one of the T1 pumps seize up on us. With the City's new philosophy of maintaining an inventory of critical parts, the City had a new pump ready to install so the plant was only down for a half a day while a new pump was installed. The seized pump was sent off to be rebuilt and will be ready to be installed if another pump fails.

- **IT testing issues**

- On a regular basis the water system runs an IT test that ensures the systems is holding adequate pressure. If the system exceeds the tolerable level of pressure loss, it fails the IT test. On periodic occasions our plant was failing IT's. After talking with PALL, the system's manufacturer, and doing troubleshooting we believe that there are some membranes that are partially plugged and we are working with PALL to remedy this problem.
- We are also exploring the potential that the system we use during the summer to eliminate taste and odor issues may be creating some of the IT issues. When we took the system off line for the winter the IT failure issue went away. We will continue to trouble shoot this until the issue is rectified.

Operations:

- We continue to produce a great quality water for our residents. The Plant Operator, John Raines, continues to do a great job as operator, This year he passed his Level II Operations Test what will allow him to be the plant DLC if needed.

- The City water plant produced 244,624,680 gallons of drinking water for 2023.
- The City is no longer running the Springbrook Plant for day to day water production. The system has been classified as an emergency water plant and if something catastrophic happened to the River Plant we could run the Springbrook Plant.
- One of the biggest challenges in the coming year will be the rapidly rising cost of chemicals and the increase of parts, these factors will challenge our Water department budgets.

Capitol improvements:

- **Installation of Air Dryer**
 - The water plant valving system is ran off of compressed air. Moisture in the system can create operational issue within the system. To prevent this we added an inline air dryer to the air system.
- **Chlorine Tank Issues**
 - We have discovered an issue with our chlorine storage tank at the plant as it has a leak in it right now, we are looking at possibility of repairing it vs replacing it.
- **Battery Back up Replacement**
 - We identified we need to replace the battery back up in the main PLC cabinet. We intend to replace the existing PLC with one that is easy to change like we did at the intake structure. The one installed has to be changed out by an electrician instead of just plug and play.
- **Update of Water Master Plan**
 - We worked extensively with Dyer Partnership to update the City's Water Master Plan. The plan has been submitted to OHA for review and approval.
- **Potential Funding for Plant Improvements**
 - In 2023 we worked with Senator Merkley's office to secure funding to add a third production skid to our water plant and to replace aging

water distribution lines. We were notified that our request for appropriation in the amount of \$2.38 Million was approved and being added into the Federal budget. We have been told that through the federal budget process things can happen so we are not making any plans until we actually receive the funding.

- We have also been working with Business Oregon to receive potential funding through the Emerging Contaminant Project Program. We submitted a proposal to automate our intake backwash system. We were notified our project made the approved project list and in 2024 a site visit will be conducted to determine project funding approval. Estimated funding to be approved is approximately \$750,000.

Wastewater Treatment Plant

Wastewater Plant Production

- Influent to plant: We processed 307,621,000 gallons of raw sewage in 2023 with Myrtle Creek's total flow to plant at 139,147,000 and Tri-City total flow to plant at 168,474,000.
- Effluent from plant: We returned 315,385,000 gallons to either the river or the golf course.
 - Flow To River: 244,924,000
 - Flow To Golf Course: 90,461,000

Note: The reason for the difference between flow in and flow out is due to the accuracy of the flow meters there can be a 5% +or – on these 3 meters, with the effluent being the most accurate one

Major repairs made in 2023:

SCADA Upgrade

We had quite a few issues at the plant this year, we started the SCADA upgrade that we needed to do after the breakdown last year. The project is ongoing but so far all of the PLC's, the computer, and remote screens are mostly installed, we still have quite a few things to do to complete this upgrade but it is proceeding.

Pump and VFD Replacement

We had to replace both of the three water pumps this year and will be replacing both VFD's that control the pumps that also went bad on us. They are ordered and will be replaced as soon as they are received. We are getting by using an old VFD that is close to the same and will work until we get the new ones.

Oxidation Ditch Gearbox replacement

We had to replace a gearbox on the oxidation ditch that runs one of the aerators. We also had to replace a shaft bearing on another oxidation ditch shaft.

Operations:

- We have continued to operate the plant as efficiently as possible while putting out extremely good effluent and producing Class A EQ bio-solids. The operators are very good at their job even with the challenges of day to day operations and with the supply chain really slow and the cost of chemicals still going up.
- We are still doing the copper biotic sampling for the DEQ whenever we are sending effluent to the river discharge. This required sampling is expensive and difficult to do as there is a significant amount of sampling that has to be done. We have established effective procedures that allow us to do the sampling in an efficient manner.
- A couple of the biggest challenges the sewer plant is facing are the rapid increase in chemical costs as well as the cost and availability of parts. These two items have created budget issues for the sewer operations. We are doing our best to contain costs wherever possible.

Capitol Improvements:

- **SCADA**

As stated earlier, we are currently doing the SCADA system repair and upgrade. We have completed a significant portion of the upgrades but still have a few items that will be upgraded as soon as the parts arrive. This has taken two budget cycles to complete due to the significant number of components involved.

- **UV Module Rebuild**

We identified that there is a need to rebuild one of our UV modules that got water inside it years ago, The project got temporarily postponed due to the SCADA project. We initiated the UV rebuild in late 2023 and rebuilt one of the four modules so far and will soon start on the second module rebuild. The remaining two will be good for a while.

Parks & Public Buildings

Parks

- **Food Truck Court**

We finished the food truck court. We now have an established lawn that is irrigated and maintained. Our sites can accommodate 8 individual trucks that are 25 ft long per site. Each site is graveled, has water, and power. This gives our park more options in serving the public whether it be used for Summer Fest and like events or as an established sight for food trucks to be year-round.

- **Millsite Park Sign Renovation**

This year we renovated our Millsite signage for the park, which is located in front of our fountain. We painted the sign and reinstalled some missing letters. We also repaired wood, cut out rot, installed some new wood and then primed and painted all the upright posts. We finished off the tops of each post with a decorative solar light that cast some light in the night time.

- **Refinish of Millsite Playground Pavilion**

We gave our posts on the Millsite playground and picnic shelter a protective coating to ensure longevity of the structure.

- **Pathway Improvements**

We made some gains in correcting some of our concrete pathway issues. We spent significant time and money at Maggie Steinbaugh Park digging, cutting roots, releveling and grinding sidewalks, and pouring new concrete. Our sidewalks in Maggie are much more accessible.

Buildings

Fire Hall LED Lighting Project

We finished the LED lighting upgrade at the firehall. This project was paid for by city funds and the Oregon Energy Trust. The Oregon Energy Trust paid \$4800 toward the project. The estimated pay back period through energy savings was 1.6 years.

Pool

The South Umpqua Memorial Pool summer operations went well. Madison our pool manager gave our building some special touches with her painting of lines, locker rooms, and boarders, improving the concessions sign, and leading our lifeguards with the importance of their duty.

Airport

This was a quiet year at the Myrtle Creek Municipal Airport. We had no large projects this year, just small maintenance projects. Bruce Harlow, our airport volunteer, continues to do a great job for us keeping everything operating and maintained. There were no major fires in the area, so the airport was not used as a Heli-base this year. We did work with the US Forest Service to put in place a five year contract that will pay \$500 per day for a Heli-base with 5 or less helicopters and \$1000 per day for more than five.

Fly-in Fund Raisers

The Airport Support Group held two fund raisers this year, one in the spring and one in the fall. In the spring the support group held their annual barbeque fly-in lunch. They served chicken, ribs, and brisket. The weather was good and attendance was up from last year. In 2024 the group plans to expand the event into a two day event with a BBQ competition.

In the fall the support group held their annual fly-in pancake breakfast. This event was well attended with 8 aircraft coming into the airport and many from around the community coming to support the airport.

Airport Lighting Repair

The lights that indicate the landing flight path went out this year. We had to order a new control board. The lighting at the airport is becoming dated and finding replacement parts is becoming difficult. We were able to work with a local electrician who has done work at the airport for several years who was able to track down the correct parts.

Hanger Electrical Repairs

The hanger that is used by Marble Mountain Helicopters began having substantial electrical issues. It was determined that the electrical panel was bad. We contracted with an electrician to put in a new panel.

Myrtle Creek Volunteer Fire Department

The Myrtle Creek Volunteer Fire Department had 484 calls in 2023 which is about normal for any given year. Many of the calls were for medical aid and lift assists, but also included motor vehicle accidents, wildfires, house fires, and mutual aid requests from other departments.

Rural Fire Department Contract Renewal

This year we had to renew our contact with the Myrtle Creek Rural Fire District. Contract negotiations went well and we were able to come to terms within a relatively short amount of time. The three year contract increased the amount paid to the city by \$250 each year for the three year contract.

Seafood Social

We started the year off with a seafood social for the firemen, local police, and other volunteers that help out the Fire Department throughout the year. We had steak, clams, and all the fixings. This is a good event that gets everyone together and shares our appreciation for the personal time that is given to the Fire Department.

John Shirtcliff Memorial Golf Tournament

During the second week of June, we hosted the annual John Shirtcliff Memorial Golf Tournament. This year we had 35 teams at \$400 per team. All the money raised goes to our scholarship fund that helps local students. This year we were able to offer scholarships to 10 seniors. We started getting ready for the tournament in April when we began the search for sponsors. Volunteers go to local businesses asking for donations and looking for businesses that want to sponsor a hole. The businesses that sponsored holes had signs placed at the holes, this provides the business with a good amount of advertising. We provided goody bags for the participants and plenty of food and drink. This event takes a lot of work, but it has proved to be worth the effort.

Summer Festival Booth

In July the Myrtle Creek Volunteer Fire Department had their booth at the Myrtle Creek Summer Festival. The money raised from the Summer Festival

booth goes towards youth sports in the South County area. During the Summer Festival we also have firefighters that helped with the fireworks show.

Clothe-a-Child Program

In October we began preparing for the clothe-a-child program by placing boots at local businesses. On Black Friday we also do a boot drive with volunteers staged around town at intersections with boots. With the money raised we were able to take about 150 kids shopping for much-needed new clothes. We took kids from Myrtle Creek Elementary, Riddle Elementary, Days Creek Elementary, and Canyonville Elementary. Each of the kids shopped with a sponsor that the school had selected. This is an important program, and our volunteers work hard to coordinate it each year.

Toy Run

In December we helped with the organization of our annual toy run with the assistance from local motorcycle clubs from around Roseburg and Myrtle Creek. This is an anticipated event each year with bikers from all over the state taking part. The toys gathered go to needy kids in the south county area and are shared with Tri-City, Canyonville, Days Creek, and Riddle. Along with the annual toy run the Myrtle Creek Volunteer Fire Department helps the Myrtle Creek Elks Club with the assembly and distribution of Christmas Food Baskets each year. During December the Fire Department also hosted its annual Santa Day where kids got to meet Santa, get a toy, and take a ride on a fire truck. We wrapped up December with a Christmas party for the firefighters and their spouses.

Along with all the Fire Department sponsored events we also helped other community organizations and the local schools throughout the year.

Police Department

Throughout the year of 2023 the department participated in several events inside the city and around the county. The department participated in the South Douglas Rodeo, Myrtle Creek Summer Festival, Truck Light Parade, Graffiti Night, Douglas County Fair, Umpqua Police Reserve Academy, and Shop with a Cop.

Staff Changes

The department saw some staff changes during the year. At the beginning of March, Officer Jimmy Smith resigned and took a position with the Douglas County Sheriff's Office. Rahul Sharma was selected for the open position and after a short time, resigned. The department opened the position back up and Isaiah Smith, who was a corrections officer for the Douglas County Sheriff's Office, was selected for the position. Officer Isaiah Smith is still in the training process with the department and is scheduled to start the DPSST Basic Police Academy on January 29th of 2024.

Sheriff's Officer CAD Upgrade

The Sheriff's Office, which the city contracts with for dispatch services, went with a new CAD system in November of 2023. The CAD system is what the officers use on their mobile computers in their patrol vehicles and is what dispatch uses to enter and dispatch emergency and non-emergency calls. There have been some setbacks with the system, but the county says it's working with the developer to try and fix the issues.

Radio Upgrade

The department was able to replace the officer's portable radios as the old radios were failing. The department purchased Kenwood radios at a much lower cost than the normal Motorola radio and they are working very well.

Officer Training

Officer Chance Johnson went to a 3-day training class in 2023 to become a Field Training Officer for the department. After completing the course, Officer Johnson is now helping train new officers at the department. Officer Johnson shares this responsibility with Detective Taggart and Sergeant Malek.

Officer Nick Murtha attended a weeklong training in 2023 and became a certified firearms instructor for the department. This allowed Officer Murtha to train and qualify officers with firearms. Overall, the department provided a total of 412 hours of training to officers. The training covered several different areas of police work.

Major Crimes

There was one major incident that took place inside the city limits during 2023 and that was an assault that took place in September of 2023 near the Trestle. The assault resulted from a disturbance where a male subject ran over his estranged girlfriend with a vehicle and attempted to run over another male subject. The male suspect was taken into custody and charged with Measure 11 crimes and is still awaiting trial. The female had some serious injuries to her face and head but has made a full recovery.

Department Statistics

The department took the following number of reports for the following incidents:
During routine patrols and traffic enforcement, officers arrested 9 DUII’s, 30 criminal driving while suspended, gave 696 traffic warnings, issued 538 traffic citations, arrested 240 individuals, and lodged 7 individuals at the Sobering Center. Officers responded to 2,729 calls for service and wrote 911 reports.

Burglary in the first degree-8	Burglary in the second degree-2
Assaults-14	Sex Crimes-9
Traffic Crashes-25	Thefts-67
Criminal Mischief-36	

Appendix A – City Council Goals

The following is the list of Council Goals set in February 2023. Under each goal is a list of activities accomplished by the City to meet the goals set by the City Council

1. Improve public communication through the use of electronic means that include the city website, and social media.

- a. Continued development of website content.
- b. Development of City Facebook Page for promotion of news, events, and meetings.
- c. To improve internal communication, developed monthly employee newsletter.

2. Work with neighboring jurisdictions to identify needs and opportunities that will strengthen the southern Douglas County region.

- a. Working with Riddle and Canyonville Main Street Associations to develop a plan for a regional presence.
- b. Started bi-monthly City Manager meeting with Riddle, Canyonville, and Glendale.

3. Develop partnerships and options to improve the healthcare offering in Myrtle Creek to meet the needs of the community.

- a. Communicated with Evergreen to determine if there is an opportunity for expanded services. There was interest but because of doctor shortage Evergreen did not want to pursue at this time.
- b. Public Meeting held by Aviva Health to discuss healthcare in Myrtle Creek. Like Evergreen, staffing was a barrier to an urgent care.

4. Have city departments create outreach programs that will foster community connection and public support.

- a. Quarterly town hall meetings
 - i. July - Transportation
 - ii. October – Parks
 - iii. February 2024 – Main Street and Urban Renewal District
- b. Utilize Website features and implemented Facebook page to communicate with community.
- c. Police involvement with school district to improve student safety.
- d. Public Work Spring Cleanup Program.
- e. Plan to add leaf pickup program in fall 2024.

5. Complete a cost benefit analysis on the feasibility of the City having electric vehicles in its fleet of vehicles.

- a. Investigated replacing meter reader cart with electric vehicle. Cost was a barrier with only limited use cost benefit was not identified.
- b. Plan to look at cost to replace city admin vehicle with electric in the future.

6. Establish a long-range plan for the Myrtle Creek Commercial District.

- a. Working with Main Street Association to start community needs assessment.
- b. Scheduling town hall meeting for February 2024 to get community input for Commercial District.
- c. Working with Umpqua Partnership to assist in soliciting bids for agency to prepare marketing plan and to conduct survey to assist with attracting business and visitors to Commercial District.

7. Establish a continuous improvement and enhancement plan for city parks.

- a. Continued focus on pathway safety, replaced portions of sidewalks in Maggie Steinbough Park that were trip hazards.
- b. Identified needed pool repairs that included crack in pool shell and need for new filter media.
- c. Refurbished Millsite Park sign.
- d. Identified potential walking path extension and applied for grant to assist with funding of the project.
- e. Established plan for addition of pickleball courts to Maggie Steinbough Park in spring 2024.

8. Evaluate administrative processes to identify areas that can be improved to allow for more transparency in governmental operations.

- a. Moved to Cash Basis Accounting Method to address GASB 87 and 96 required processes.
- b. Improved financial reporting to City Council to provide more detail on the fiscal position of the City.
- c. Held two town hall meetings and have third scheduled to present work being done by the city and to solicit input from community members on their views on community needs.

9. Work with all city departments and agencies receiving city funding to create transparency in operation including use of public funds.

- a. No Work completed on this goal

10. Implement measures to identify problematic areas with city infrastructure and implement strategies that will address these issues.

- a. Conducting lead and copper pipe inventory.
- b. Planning for replacement of Nichol Ave waterline.
- c. Broken meter replacement project identified 29 meters that needed replaced.
- d. North water tank cleaning and inspection identified and request for proposal sent out.
- e. Working with Dyer Partnership to create a bid packet for painting of south water tank.
- f. Worked to identify and apply for funding to assist with waterline improvements.
- g. Update of Sewer SCADA control and monitoring systems.
- h. Update and upgrades of South Myrtle and South Main Sewer lift stations.
- i. Completed construction of Riverside lift station.
- j. Identified needs for automated backwash for water intake and settling basin for water plant improvements.
- k. Applied for and received SCAG of \$250,000 to pave Holly and Leon Streets in 2024.
- l. Improved focus on street improvements with street patching program implemented for summer 2023 that will continue in.

11. Create a pedestrian safety plan that includes potential issues and solutions.

- a. Completed community assessment for lighting and pedestrian pathway issues.
- b. Completed map showing identified locations of pedestrian pathways issues and locations for needed lighting.
- c. Worked with Pacific Power to install four new streetlights.

Appendix B – Grant Notification Documents

BIL Emerging Contaminant Funding - \$750,000

Rockwood PUD 4100668	SD-23-E10	Multnomah	65,443	Jeff Hampton / Matt Mattia	Manganese (TBD)	28	\$22,162,169	TBD	See Below for Notes	YES	2022	3/2023
Gresham, City of 4100357	SD-23-E11	Multnomah	73,832	Jeff Hampton / Matt Mattia	Manganese (TBD)	28	\$20,000,000	TBD	See Below for Notes	YES	2022	3/2023
Tri-City JW&SA 4100549	SD-23-E12	Douglas	3,500	Christopher Frazier / Tawni Bean	Cyanotoxins: develop emergency intertie w/ Riddle	21	TBD	TBD	See Below for Notes	YES	2022	3/2023
Cottage Grove, City of 4100236	SD-23-E13	Lane	10,005	Laura Engstrom / Tracy Loomis	Cyanotoxins (TBD)	20	TBD	TBD	See Below for Notes	YES	2022	3/2023
Gates, City of 4100317	SD-23-E14	Marion	500	Arthur Chaput / Michelle Bibbery	Cyanotoxins (TBD)	18	TBD	TBD	See Below for Notes	YES	2022	3/2023
Josephine County Parks - Lake Selmac 1 4100186	SD-23-E16	Josephine	50	Marta Tarantsey / Tawni Bean	Cyanotoxins - Design Work for Replacing Existing Treatment Plant	15	\$80,025	\$80,025	See Below for Notes	YES	2022	3/2023
Myrtle Creek, City of 4100550	SD-23-E29	Douglas	3,400	Christopher Frazier / Tawni Bean	Cyanotoxins - Autoclave/wash Equipment at Intake	14	\$750,800	\$750,800	See Below for Notes	YES	2022	1/2024
Ashland Water Department 4100047	SD-23-E22	Jackson	20,700	Marta Tarantsey / Tawni Bean	Cyanotoxins - Ozon Treatment	13	\$9,312,747	\$9,312,747	See Below for Notes	YES	2022	1/2024
Jefferson, City of 4100408	SD-23-E19	Marion	3,348	Arthur Chaput / Michelle Bibbery	Cyanotoxins: develop backup source	11	TBD	TBD	See Below for Notes	NO	2022	3/2023
							\$83,162,359	\$11,647,796				
							Total Req	Total BIL-EC Fundable Subsidy				

FOOTNOTES:

This PPL contains a list of systems OHA has recommended for 2022 & 2023 Bipartisan Infrastructure Law (BIL) Emerging Contaminants (EC) funding. The BIL-EC grant language requires states to provide 100% of the capitalization grant amount, minus set-asides taken, as principal forgiveness and/or grants. Funding amounts detailed above are subject to change based on project identification, approved by OHA and EPA.

BIL-EC grants contain the following provision: "Provided further, that funds provided under this paragraph in this Act shall be to address emerging contaminants in drinking water with a focus on perfluoroalkyl and polyfluoroalkyl substances through capitalization grants under section 1452(f) of the Safe Drinking Water Act for the purposes described in section 1452(a)(2)(G) of such Act".

BIL-EC funding targets projects or activities that otherwise would be eligible under the "Base" DWSRF funding program but: the primary purpose must be to address and/or mitigate people's exposure to EC in drinking water with priorities on perfluoroalkyl and polyfluoroalkyl substances (PFAS).

OHA-DWS rated and ranked the systems on this PPL using a scoring system with rating criteria based on the contaminant present/concentration and water system size. PFAS is prioritized per EPA guidance in the scoring, then a non-regulated contaminant over a health advisory, and lastly detection of a non-federally regulated contaminant in raw water only.

The BIL also requires that not less than 25% of funds provided through the DWSRF Emerging Contaminants Funding be provided as grants and forgivable loans to disadvantaged communities or public water systems serving fewer than 25,000 people. Assessing community affordability and disadvantaged status is determined using SDWRLF base program criteria. This serves two purposes 1) Prioritizes communities with socioeconomic factors affecting community affordability by ranking them higher on the BIL-EC PPL, and 2) Designates which PWS are considered disadvantaged to ensure meeting required target of 25% of BIL-EC funding going to disadvantaged communities or PWSs serving less than 25,000 population.

A "Disadvantaged Community" under the DWSRF is a public water system that has a service area with a Median Household Income (MHI) below the state MHI. MHI is determined using the most recent American Community Survey (ACS) 5-year estimates available.

Business Oregon, following the ranking order on this list, will engage with systems on project identification to address the Emerging Contaminant identified by OHA. Eligible systems will be given opportunity to receive BIL-EC funding, but if a readiness to proceed is not demonstrated in a timely manner Business Oregon may utilize a "Bypass Process" if the lower-tiered projects are ready to move forward. BIL-EC grant funds must be disbursed by Oregon within three years of receiving the award. Initial use of BIL-EC funding will be to assist the systems with funding feasibility studies, if not already obtained, to plan and identify eligible projects to address their EC concerns.

Additional Funding Needs: If funding allows, projects that require additional funding beyond their BIL-EC allocation may be considered for additional funding resources through Oregon's "Base" DWSRF, BIL-General Supplemental, or another Business Oregon funding program (if eligible).

Small City's Allotment Grant - \$250,000

2024 Small City Allotment Award Recipients

City	Award
Region 1	
Wood Village	\$250,000
Region 1 Total	\$250,000
Region 2	
Aumsville	\$250,000
Bay City	\$152,903
Coburg	\$250,000
Depoe Bay	\$248,100
Harrisburg	\$250,000
Jefferson	\$250,000
Rockaway Beach	\$250,000
Tangent	\$250,000
Vernonia	\$250,000
Region 2 Total	\$2,151,003
Region 3	
Drain	\$250,000
Myrtle Creek	\$250,000
Shady Cove	\$180,000
Yoncalla	\$250,000
Region 3 Total	\$930,000
Region 4	
Culver	\$245,000
Moro	\$250,000
Mosier	\$250,000
Region 4 Total	\$745,000
Region 5	
Athena	\$250,000
Boardman	\$250,000
Canyon City	\$250,000
Joseph	\$246,000
Nyssa	\$250,000
Wallowa	\$250,000
Region 5 Total	\$1,496,000
2024 Program Total	\$5,572,003

Federal Appropriation - \$2,380,000



FOR IMMEDIATE RELEASE

Contact: [Molly Prescott](#)

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971-203-6027

Merkley Announces Committee Passage of Major Investments for Oregon to Bolster Wildfire Resiliency, Modernize Water Infrastructure, and Fight Climate Chaos Under his Chairmanship

As Chair of key Senate Appropriations subcommittee, Merkley wrote the bill to fund top Oregon priorities, including essential community-initiated projects across the state.

Washington, D.C. – Oregon’s U.S. Senator Jeff Merkley, as Chair of the Senate Interior Appropriations Subcommittee, announced he is working to deliver major investments to strengthen forest health and wildfire resiliency; protect public lands and the environment; boost important programs for Tribes; and support critical projects for Oregon communities.

The federal funding comes through the FY24 Senate Interior, Environment and Related Agencies Appropriations bill, which encompasses funding for the Department of the Interior (DOI), U.S. Forest Service (USFS), and Environmental Protection Agency (EPA).

Chair Merkley wrote the Interior bill to include key priorities for Oregon, including over \$35 million for 22 community-initiated projects throughout the state, as well as significant investments to support programs and projects that help support wildfire management and smoke preparedness, build drought resiliency and conservation, and address the water crisis in the Klamath Basin. The bill passed through committee today, setting it up for full Senate action in the fall.

“At my town halls in each of Oregon’s 36 counties this year, I heard firsthand from folks about what matters most to them, including the need to take on wildfire, smoke, and heat threats, modernize our water infrastructure to stand up to prolonged drought, and protect our state’s iconic public lands and waters,” **Merkley said.** “As Chair of the Senate Interior Appropriations Subcommittee, I am in the driver’s seat to deliver on these priorities for Oregon, and the bill I wrote includes critical funding for environmental programs, community-initiated projects, and Tribal communities that will benefit Oregonians in every corner of the state for years to come.”

Merkley is the only Oregon member of Congress from either chamber since Senator Mark Hatfield to serve on the Appropriations Committee, which is one of the most powerful on Capitol Hill. He joined the committee in 2013 so that Oregon would have a strong voice in decisions about the investments our nation should be making.

Chair Merkley, along with Senator Ron Wyden, secured investments for 22 community-initiated projects in the Interior spending bill, which are as follows:

- \$3.5 million for the Tumalo Irrigation District in Deschutes County to help fund 2 miles of high-density piping and 75 turnouts to deliver more reliable irrigation water to farms and ranches within the irrigation district. The project will lead to both less stress for farmers and ranchers and better habitat for wildlife amid persistent drought and hotter weather impacting the Deschutes Basin.
- \$3 million to the City of Clatskanie for their Wastewater Treatment Plant: This project includes substantial site preparation at Clatskanie's designated site for their new wastewater treatment plant. This is a critical step in building the City's new plant and transitioning away from the current plant, which is over fifty years old and experiencing structural and mechanical failures.
- \$3 million for the Confederated Tribes of the Umatilla Reservation to install a wastewater treatment plant that will produce recycled water for non-potable uses. This localized treatment facility will produce water for irrigation needs, therefore reducing the amount of groundwater that needs to be drawn from the community's aquifers.
- \$2.38 million for the City of Myrtle Creek for a water infrastructure improvement project to replace an essential plant treatment pod to meet the City of Myrtle Creek's demand.
- \$2.25 million for the U.S. Forest Service for the Timberline Lodge Roof Replacement Project. Funding will advance the project by helping finish design and engineering of a new roof for the historic lodge.
- \$2 million for the City of Estacada to help replace their outdated wastewater treatment plant, which cannot keep up with the city's rapid growth.
- \$2 million for the City of Grass Valley for its Municipal Wastewater System Development Project, which would establish a city sewer in Grass Valley.
- \$2 million for the Wallowa Lake Irrigation District to continue its work with partners to create safe passage for fish listed under the Endangered Species Act. Existing diversion structures block the ability of fish to access valuable habitat. Funding will also be used to install screens to prevent fish from entering irrigation ditches.

- \$1.895 million for the City of Astoria to replace a nearly 100-year-old 6" cast-iron waterline—which runs through several mapped landslide areas on Irving Avenue and has a history of failure—with a more resilient pipe. Replacing the existing pipe with more modern materials and a design approach that accounts for geologically-sensitive areas will greatly improve the resiliency and serviceability of this critical water line that serves central Astoria.
- \$1.615 million for the Rogue River Watershed Council for Rogue River Watershed Restoration and Barrier Removal to fund five restoration projects in Southern Oregon focused on reconnecting, restoring, and increasing habitat for ESA Listed Coho Salmon and numerous other species.
- \$1.365 million for the City of Sumpter to install a new water transmission mainline and install modern water meters at every connection. Sumpter's current transmission line from the 1970s is made of asbestos cement and is failing, with frequent leaks. Without upgrades, a major break of this transmission main is likely.
- \$1.33 million was secured for the Oregon Trails Coalition for recreational trail work at the U.S. Forest Service. The funding will support Signature Trails on the Umatilla and Willamette National Forests and in the Columbia Gorge National Scenic Area. These projects will expand access to outdoor recreation in rural communities and support local economies.
- \$1.32 million for Morrow County for the second phase of their work to address nitrate contamination of private wells. Funding will be used to develop a Preliminary Engineering Report and for vetting alternatives for providing well users with clean water.
- \$1.16 million for Benton County to design and construct critical upgrades to the rural Alpine and Alsea Sewer Districts, which will lead to sewer system improvements for connected users in the county.
- \$1 million for the City of Hillsboro to complete the first phase of its Upper Pipeline Mitigation System Project. The City's current system is 50 years old and experiences leakage of up to 50%, increasing vulnerability of water access to a significant area, most of which is rural.
- \$1 million for the City of Prineville to help address human health and safety concerns by extending water and wastewater services that will provide safe drinking water and sanitary wastewater disposal to underserved and traditionally low-income areas. This funding is especially needed as Prineville's growth has soared in recent years and infrastructure modernization is needed for water system safety and sustained city growth.
- \$1 million for the Eugene Water & Electric Board to be used to support fuels reduction work on a landscape scale in high-risk priority areas in the McKenzie River Valley, helping reduce the risk of out-of-control wildfires.

- \$610,000 for the University of Oregon (UO) to expand its ALERTWildfire camera system, which features cameras in use throughout Oregon that provide firefighters and first responders with real-time, live images and time lapse footage to spot and track wildfires. The UO Hazards Lab installs and maintains the cameras throughout Oregon, and they will use this funding to better coordinate and optimize existing cameras, as well as place more wildfire cameras. These cameras are proving to be critical tools to identify wildfires quicker—especially in remote areas—and produce faster, coordinated responses.
- \$525,000 for the City of Mosier for its Well 5 project, which would establish a new backup well for the city’s drinking water system.
- \$500,000 for the Harney County Watershed Council for the U.S. Geological Survey (USGS) to work with the State of Oregon to better understand the state’s groundwater resources. In 2021, the Oregon legislature directed the Oregon Water Resources Department to enter into an agreement with USGS to develop and publish groundwater budgets for all major hydrologic basins in Oregon. This funding will support that effort. The data will be a critical management tool for understanding the conditions of groundwater throughout the state.
- \$475,000 for Curry Soil and Water Conservation District for Gorse Removal. This funding will be used to convert nearly 580 acres of gorse encompassing the wildland-urban interface around Port Orford, including treatment of outlier gorse throughout Curry County.
- \$100,000 for the Human Access Project in Multnomah County for efforts to help mitigate harmful algae bloom in the Ross Island Lagoon on the Willamette River. The harmful algae bloom impacts all recreational users of the Willamette River and poses a threat to wildlife, including native protected species such as Chinook Salmon and lamprey.

For quotes from community-initiated project recipients included in the Interior bill, click [HERE](#).



2024 Council Goal Setting Work Session

- We will start by reviewing existing goals from the prior two years.
- We will then review the categories that goals will be grouped in.
- For each category, we will then brainstorm potential goals for the year . Each Council member will have an opportunity to have their suggestions listed.
- Upon completion of the initial list we will adjourn for the evening.
- The next day City staff will compile all the ideas for each category into an excel spreadsheet.
- The Spreadsheet will be emailed to City Council for review.
- Council will put an “X” in the selection row of the excel spreadsheet for those items they feel are top priorities for the upcoming year.
- Council Members should select no more than 12 and no less than 10 items.

- Council Members will email their completed spreadsheet back to the City Administrator for tabulation.
- The ten items with the most votes will be presented to the City Council at the next City Council meeting.
- At the City Council meeting, Council will discuss results and if they feel comfortable with the list a vote will be taken to make the list the official 2024 Goals.



2024 Planning Session Categories:

- Administration/Support Services-City Hall
- Police
- Fire
- Public Works-Water, Sewer, Transportation (streets, pedestrian, bicycle)
- Parks
- Economic Development
- Community
- Airport
- Miscellaneous



2023 Council Goals for the City of Myrtle Creek

1. Improve public communication through the use of electronic means that include the city website, and social media.

a. Continued development of website content.

b. Development of City Facebook Page for promotion of news, events, and meetings.

c. To improve internal communication, developed monthly employee newsletter.

2. Work with neighboring jurisdictions to identify needs and opportunities that will strengthen the southern Douglas County region.

a. Working with Riddle and Canyonville Main Street Associations to develop a plan for a regional presence.

b. Started bi-monthly City Manager meeting with Riddle, Canyonville, and Glendale.

3. Develop partnerships and options to improve the healthcare offering in Myrtle Creek to meet the needs of the community.

a. Communicated with Evergreen to determine if there is an opportunity for expanded services. There was interest but because of doctor shortage Evergreen did not want to pursue at this time.

- b. Public Meeting held by Aviva Health to discuss healthcare in Myrtle Creek. Like Evergreen, Staffing was a barrier to an urgent care.**

4. Have city departments create outreach programs that will foster community connection and public support.

- a. Quarterly town hall meetings**
 - i. July - Transportation**
 - ii. October – Parks**
 - iii. February 2024 – Main Street and Urban Renewal District**
- b. Utilize Website features and implemented Facebook page to communicate with community.**
- c. Police involvement with school district to improve student safety.**
- d. Public Work Spring Cleanup Program.**
- e. Plan to add fall leaf pickup program in fall 2024.**

5. Complete a cost benefit analysis on the feasibility of the City having electric vehicles in its fleet of vehicles.

- a. Investigated replacing meter reader cart with electric vehicle. Cost was a barrier with only limited use cost benefit was not identified.**
- b. Plan to look at cost to replace city admin vehicle with electric in the future.**

6. Establish a long-range plan for the Myrtle Creek Commercial District.

- a. Working with Main Street Association to start community needs assessment.**
- b. Scheduling town hall meeting for February 2024 to get community input for Commercial District.**
- c. Working with Umpqua Partnership to assist in soliciting bids for agency to prepare marketing plan and to conduct survey to assist with attracting business and visitors to Commercial District.**

7. Establish a continuous improvement and enhancement plan for city parks.

- a. Continued focus on pathway safety, replaced portions of sidewalks in Maggie Steinbough Park that were trip hazards.**
- b. Identified needed pool repairs that included crack in pool shell and need for new filter media.**
- c. Refurbished Millsite Park sign.**
- d. Identified potential walking path extension and applied for grant to assist with funding of the project.**
- e. Established plan for addition of pickleball courts to Maggie Steinbough Park in spring 2024.**

8. Evaluate administrative processes to identify areas that can be improved to allow for more transparency in governmental operations.

- a. Moved to Cash Basis Accounting Method to address GASB 87 and 96 required processes.**
- b. Improved financial reporting to City Council to provide more detail on the fiscal position of the City.**
- c. Held two town hall meetings and have third scheduled to present work being done by the city and to solicit input from community members on their views on community needs.**

9. Work with all city departments and agencies receiving city funding to create transparency in operation including use of public funds.

10. Implement measures to identify problematic areas with city infrastructure and implement strategies that will address these issues.

- a. Conducting lead and copper pipe inventory.**
- b. Planning for replacement of Nichol Ave waterline.**
- c. Broken meter replacement project identified 29 meters that needed replaced.**
- d. North water tank cleaning and inspection identified and request for proposal sent out.**
- e. Working with Dyer Partnership to create a bid packet for painting of south water tank.**

- f. Worked to identify and apply for funding to assist with waterline improvements.
- g. Update of Sewer SCADA control and monitoring systems.
- h. Update and upgrades of South Myrtle and South Main Sewer lift stations.
- i. Completed construction of Riverside lift station.
- j. Identified needs for automated backwash for water intake and settling basin for water plant improvements.
- k. Applied for and received SCAG of \$250,000 to pave Holly and Leon Streets in 2024.
- l. Improved focus on street improvements with street patching program implemented for summer 2023 that will continue in.

11. Create a pedestrian safety plan that includes potential issues and solutions.

- a. Completed community assessment for lighting and pedestrian pathway issues.
- b. Completed map showing identified locations of pedestrian pathways issues and locations for needed lighting.
- c. Worked with Pacific Power to install four new streetlights.



2022 Myrtle Creek City Council Goals & Actions

- **Goal:** Create a Main Street theme that will demonstrate and promote the patriotic nature of the community.
 - **Actions:**
 - Establish committee to create concepts for patriotic theme
 - Establish budget and funding for implementations of concepts
 - Address tree issue damaging sidewalks

- **Goal:** Investigate opportunities, within the city, for land acquisition or utilize existing city land holding for the purposes of development that will be of benefit to the city and its citizens.
 - **Actions:**

- **Goal:** Work with city civic groups to develop a single direction that will promote the City of Myrtle Creek, small business, and tourism to the area with a physical visitor center presence on Main Street.
 - **Actions:**
 - Restore Main Street Association and restart activities- **New members in place, working to restore status with state.**
 - Work with MCVA and Taphouse to hold first ever Brewfest- **Complete, 2023 event being planned**
 - Elks to K Rails painting project-**Complete**
 - Develop a branding strategy for city and local attractions-**working to receive quotes from to consulting firms.**

- **Goal:** Creation of a parks improvement plan for Millsite Park that will focus on needed repairs to existing structures and amenities to ensure the longevity and good repair of the park.
 - **Actions**
 - New roof for picnic pavilion-**Complete**
 - New roof for play structure-**Complete**
 - Exercise equipment purchase and installation
 - New Wifi in RV Park-**Complete**

- Paint dug outs-2023
- Repair posts at bandshell-Complete
- Update Parks Masterplan-Started but moved down priority list
- **Goal:** Create a development plan and implementation strategy for the construction of a food truck court to be located within Millsite Park.
 - **Actions**
 - Develop site plan alternatives for area-Complete
 - Install infrastructure for area- 80% complete
final irrigation needs to be installed
 - Work with Elks for parking near area-Opened up to public
 - Install pathways for public access to area-
location identified
 - Site work for area-60% seating area still needed
- **Goal:** Develop an off-street parking strategy that will result in increased parking availability for visitor to the Myrtle Creek Central Business District.
 - **Actions:**
 - Work with Elks to utilize two parking lots along Main Street-Complete

- Create better signage for parking along volunteer way
- Improve Creekside Park parking area- **Plan developed, need to present to council**
- **Goal:** Work with community volunteers and the Oregon Main Street Association to restart the Myrtle Creek Main Street Association that will carry on the focus to promote the enhancement of the Central Business District from bridge to bridge.
 - **Actions:**
 - Work with State to recognize new Main Street Association-**Working with Denise Ware**
 - Transfer Banking to new Organization-**Complete**
 - Establish new Main Street Board-**Complete**
- **Goal:** Create a City Council Education and Orientation Program that will provide City Councilors with training opportunities to enhance their skills and knowledge to effectively govern the City of Myrtle Creek.
 - **Actions:**
 - Create City Council Orientation Packet-**New Council Handbook developed**
 - Create Council Orientation training- **Will be based on new Council Handbook**

- Establish city wide tour of facilities for new council members- **Gave tour to new Council Members**
- **Goal:** Deploy and upgrade the necessary hardware and software within city administration to allow for effective and efficient management of city government operations.
 - **Actions**
 - New contract for IT Support Services-**complete**
 - Review of IT firewall and virus protection and needed systems to reduce IT vulnerabilities-**complete**
 - Hardware evaluation to improve-**complete, acquisition of needed equipment in process. SCADA, server, evidence computer, electricity backup,**
 - Identify and update software that is outdated – **In process, SCADA, and Springbrook**
- **Goal:** Complete an analysis of the city's water systems to identify opportunities for improvement to existing infrastructure and treatment facilities to continue to provide the highest quality of drinking water for years to come.
 - **Actions:**

- Cost benefit analysis of Springbrook plant replacement- **Complete, investment in River plant and move POD's**
- Conduct water line composition and conditions survey- **Identified in Water Master Plan**
- **Other Identified Actions for 2022:**
 - Removal of derelict hospital building-**In process**
 - Neal Lane Subdivision-**In process**
 - Update employee handbook-**Complete**
 - Update employee safety manual-**2023**
 - Revise Job Descriptions-**Complete**
 - Develop comprehensive wage analysis-**partial**
 - Renew Golf Course Lease- **In negotiations**
 - Police Contract- **Complete**
 - IBEW Contract- **Final stages**
 - Riverside Lift Station-**Started Contractor on-site**
 - Develop Stormwater plan/ordinance-**2023**
 - Slurry seal pilot project-**2023**
 - Improve parking at Evergreen Park-**2023**
 - Repair sidewalks at Maggie Steignbaugh park- **Started, finish in 2023**
 - Fence police parking lot- **off the table**
 - Install beacon at airport- **Complete**
 - Purchase and outfit fire department brush vehicle-**Complete**



CITY OF MYRTLE CREEK

P.O. BOX 940, 207 NW PLEASANT ST., MYRTLE CREEK OR 97457
(541) 863-3171 FAX (541) 863-6851

***Supporting information for City Administrator Report**

February 1, 2024

We have just completed upgrading both South Main and North Myrtle lift stations. This was almost a total rewire with quite an improvement to both lift stations. It consisted of upgrading the pump heads in the North Myrtle lift station, the pumps in South Main were upgraded a few months ago, new level sensors, removing the old unused wiring and equipment and installing a new touch screen controller and updated controls giving these lift stations the same type controls as the new Riverside station. This will make it much better for the operations of the lift stations as the employees will only have to learn one type of controller to operate three of the lift stations.

Thank You, Steve Ledbetter

A handwritten signature in black ink, reading "Steve Ledbetter".

Public Works Director