



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

**AGENDA PACKET 3/5/2024**

*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, March 5, 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.**
  - 3.1 Paul Hillyer - South Umpqua School District**
- 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 February 20, 2024**
- 6. RESOLUTIONS**

*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 Resolution 24-05 – Number correction

6.2 Resolution 24-06 – A resolution authorizing the City of Myrtle Creek to apply for a Local Government Grant from the Oregon Parks and Recreation Department for the construction of a park pavilion and delegating authority to the City Administrator to sign the application.

6.3 Resolution 24-07 – A Resolution Declaring City Owned Vehicle Surplus and Disposing of Same

**7. Regular Agenda**

*Citizens will be provided the opportunity to offer comments on action items after staff has given their report and if there is an applicant, after they have had the opportunity to speak. Action items are expected to result in motions, resolutions, orders, or ordinances.*

7.1 Planning Commission Application – Cathey Wragg

7.2 Council Goals

7.3 New Ordinance Discussion

**8. City Administrator Report**

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

**10. Executive Session**

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

**11. Adjournment**



# CITY OF MYRTLE CREEK

## REGULAR MEETING OF THE CITY COUNCIL

**DATE:** February 20, 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,

**COUNCILORS ABSENT:** Susan Harris, Student Representative Marlee Rogers

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 February 20, 2024 meeting to order at 5:30 PM

### AUDIT PRESENTATION

Steve Tuchscherer with Umpqua Valley Financial gave the Audit Report for the 2022-2023 Fiscal Year. He shared that the City's financial documents are without material misstatement and are in good order. The City converted financial reporting to modified cash basis accounting this year. Steve shared that he felt it was a good choice and benefits the City.

### PUBLIC PRESENTATION

No public presentations.

### CITIZENS HEARD ON NON-AGENDA ITEMS

Julie Sproul – Bunny Scramble

Spoke to Council regarding the Bunny Scramble and the South Douglas Rodeo.

Pitty Weed – spoke against the release of bunnies.  
Lori Proctor – asked about costs incurred by the city associated with rodeo.  
Barbara Gaines – spoke against bunny scramble.  
Maddison Collings – spoke against bunny scramble  
Tammy Dunn – spoke against bunny scramble.

## **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 February 20, 2024, council packet. Discussion: None

Vote: Motion passed unanimously.

## **DEPARTMENT REPORTS**

### **Planning/Community Development 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. Councilor Larson asked about some of the account payments that were made.

### **Police Department**

Police Chief Jonathan Brewster submitted the Police Department report into record as written. The Police Chief was asked about the progress on the background check for the new officer. Councilor Dillon asked about any progress on the Rose Motel. Councilor Chaney asked if generators were still being used.

### **Fire Department**

Fire Chief Manie Pires submitted the Fire Department Report into record as written. Two structure fires this week. The Fire Chief has been working with the Public Works Superintendent on making a plan for maintenance on Fire Hydrants and has offered the assistance Fire Department to assist. The Mayor asked if the Fire Department has benefit from the siren. The Fire Chief shared that some of the volunteers do rely on the siren as notification.

### **Public Works**

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

## **RESOLUTIONS**

**Resolution 24-04** – A Resolution to Approve a Supplemental Budget to Adjust the Water Construction Budget Within the 2023-2024 Fiscal Budget.

City Administrator, Lonnie Rainville, presented to Council the need for a supplemental budget. Oregon Health Authority submitted to the city a need to address the South Water tank both in 2019 and 2022.

The City reported back in 2022 that the repair of the water tank was listed as a goal for 2023. Because lead paint was found on the tank the cost for repairs doubled. To address this additional cost, funding needs to be added to the water construction budget. Adjustments to the budget include recognizing the underestimated interest earned this year and correcting reserve funds that were allocated on the cost side but not accounted for on the revenue side.

Motion was made by Councilor Chaney to approve Resolution 24-04 A Resolution to Approve a Supplemental Budget to Adjust the Water Construction Budget Within the 2023-2024 Fiscal Budget.

Motion seconded by Councilor Larson. Discussion: Councilor Dillon asked if this adjustment was to make the repairs to the water tank.

Vote: Motion passed unanimously.

## **REGULAR AGENDA**

### **Coating of South Water Tank**

City Administrator, Lonnie Rainville, presented to Council the proposals received to paint the south water tank. Two bids were returned, one from MJE Industrial in the amount of \$465,400 and one from Marine Industrial Tank Diving and Coating in the amount of \$197,646.25.

Motion was made by Councilor Larson to approve awarding a contract to Marine Industrial Tank Diving and Coating in the amount of \$197,646.25 to abate the existing coating and to apply a new coating to the south water tank. Motion seconded by Councilor Burnett. Discussion: None

Vote: Motion passed unanimously.

### **Review of City Council Goals**

City Administrator Lonnie Rainville shared a list of possible goals compiled from the master list created during the Council Goals Meeting. The list was given to the council to further review and make any changes that they would like. This will be added to the agenda for the next meeting.

## **CITY ADMINISTRATOR REPORT**

City Administrator Lonnie Rainville shared that they are working on the 2024-2025 budget in preparation for the budget meeting. The City Administrator commended Councilor Larson on her work with Representative Osborne's office and helping with finding funding through state allocations to help replace the south water tank. The timeline for being able to replace the tank is late summer in 2026. A reminder was given that there is a Town Hall Meeting on Thursday to discuss Main Street, Urban Renewal and the business district.

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

The Mayor shared that he went to Myrtle Creek Elementary School to present the "If I Were Mayor" contest to the 4<sup>th</sup> and 5<sup>th</sup> grade classes. He shared with the students the role of the mayor. The students can enter by preparing a poster of what they would like to do if they were mayor. The Mayor thanked the audience for their participation during the meeting.

**ADJOURNMENT**

Mayor Matthew Hald adjourned the regular meeting of the City Council for January 16, 2024 at 7:03 P.M.

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Matthew Hald, Mayor

Attest:

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Joanna Bilbrey  
City Recorder

# Myrtle Creek - City Council Agenda Report

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## Agenda item: Resolution 24-05

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Meeting Date: March 5, 2024

Primary Staff Contact: Joanna Bilbrey

Department: Administration  
Secondary Dept.:

E-Mail: [jbilbrey@myrtlecreek.org](mailto:jbilbrey@myrtlecreek.org)  
Secondary Contact:

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### Issue before the Council:

During the February 20, 2024, City Council adopted Resolution 24-04 A Resolution to Approve a Supplemental Budget to Adjust the Water Construction Budget Withing the 2023-2024 Fiscal Budget. Resolution number 24-04 had already been assigned and in order to keep the records accurate a new number needs to be issued for the adoption of a supplemental budget.

### Staff Recommendation:

Staff recommendation is to adopt the resolution to approve the supplemental budget with the new number assigned.

### Background:

### Related City Policies:

No related policies.

### Fiscal Impact:

There is no fiscal impact.

### Council Options:

Council can take no action resulting in two Resolutions with the same number.

Can can approve Resolution 24-05, correcting the mis-numbering of Resolution 24-04 A resolution to approve a supplemental budget to adjust the water construction budget within the 2023-2024 fiscal budget.

### Potential Motion:

I make the motion to approve Resolution 24-05 A Resolution to Approve a Supplemental Budget to Adjust the Water Construction Budget Within the 2023-2024 Fiscal Budget.

**CITY OF MYRTLE CREEK,  
OREGON RESOLUTION 24-05**

<b>A Resolution to Approve a Supplemental Budget to Adjust the Water Construction Budget Within the 2023-2024 Fiscal Budget</b>
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**WHEREAS**, on June 6, 2023, Resolution 23-08 was approved, adopting the 2023-2024 Fiscal Budget for the City of Myrtle Creek, and making appropriations; and

**WHEREAS**, this is the first supplemental budget for the 2023-2024 fiscal year; and

**WHEREAS**, the amounts and purposes of the transfers of appropriations are set forth in Attachment A and incorporated herein by reference; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of Myrtle Creek hereby adopts the first supplemental budget for the 2023-2024 fiscal year. Council hereby makes the new appropriations for 2023-2024 fiscal year in the amounts and for the purposes shown on Attachment A, which is attached hereto and incorporated by reference.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF MYRTLE CREEK THIS 20<sup>TH</sup>  
DAY OF FEBRUARY 2024.**

**APPROVED BY THE MAYOR THIS 20<sup>TH</sup> DAY OF FEBRUARY 2024.**

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Matthew Hald, Mayor

ATTEST:

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Joanna Bilbrey, City Recorder



ATTACHMENT A

WATER CONSTRUCTION  
REVENUE  
(260-0000)

HISTORICAL DATA

2021	2022	2023	2023	Account	Description	2024	2024
Actual	Actual	Adopted	Estimated	Number		Adopted	Revised
1,845,348	1,848,598	1,969,876	2,099,581	400.00	NET WORKING CAPITAL	2,251,346	2,251,346
25,028	25,028	12,514	56,313	406.00	SYSTEM DEVELOPMENT CHARGE	12,514	12,514
14,159	10,909	15,000	20,000	420.00	INVESTMENT INTEREST	20,000	104,562
200,000	200,000	175,000	100,000	490.07	TRANSFER-WATER FUND	85,000	175,000
2,084,535	2,084,535	2,172,390	2,275,894		TOTAL WATER CONSTRUCTION	2,368,860	2,543,422

WATER CONSTRUCTION  
Expenditures  
(260-2600)

				<b>Capital Outlay</b>			
214,840	5,000	900,000	0	701.09	CAPITAL OUTLAY-PLANT	0	
800	0	1,187,672	24,548	701.10	CAPITAL OUTAY-OTHER	30,000	170,000
215,640	5,000	12,087,672	24,548		TOTAL CAPITAL OUTLAY	30,000	170,000
				<b>MISCELLANEOUS</b>			
				985.00	UNAPPROPRIATED END BALANCE	2,338,860	2,373,422
					TOTAL MISCELLANEOUS	2,338,860	2,373,422
					TOTAL WATER CONSTRUCTION	2,368,860	2,543,422

# Myrtle Creek - City Council Agenda Report

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## Agenda item: Resolution 24-06

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Meeting Date: March 5, 2024

Primary Staff Contact: Joanna Bilbrey

Department: Administration

E-Mail: [jbilbrey@myrtlecreek.org](mailto:jbilbrey@myrtlecreek.org)

Secondary Dept.:

Secondary Contact:

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### Issue before the Council:

Request by staff for approval to apply for a grant through the Local Government Grant Program for funding to construct a pavilion over the tennis/pickleball court in Evergreen Park.

### Staff Recommendation:

The staff recommendation is for Council to approve for City staff to apply for a grant through the Oregon State Parks Local Government Grant Program for funds to construct a pavilion over the tennis/pickleball court in Evergreen Park. It is the staff recommendation to proceed with the grant application if estimates were to come in under \$500,000 in order to meet matching funds requirements.

### Background:

The Myrtle Creek Parks Commission voted to forward a recommendation to City Council on June 13, 2023 for City Council to approve to have staff begin design and cost analysis for a pavilion cover to be placed over the existing tennis/pickleball court in Evergreen Park. Council approved for the staff to move forward with the design and cost analysis during the July 18, 2023, City Council meeting. The Local Government Grant Program through the Oregon Department of State Parks has opened for the 2024-2025 grant season.

Six requests for estimates on the construction of a pavilion have been sent out. As of the date of this staff report one estimate has been received in the amount of \$750,000 to \$1,000,000.

### Related City Policies:

No related policies.

### Fiscal Impact:

There is no fiscal impact at this time. This request is to apply for a grant.

### Council Options:

- Council can recommend to move forward with the grant application.
- Council can recommend to hold off on the project.
- Council can recommend to move forward with the grant application if estimates received under a certain dollar amount.

### Potential Motions:

#### Possible Motion #1:

I make the motion to approve Resolution 24-06 A Resolution Authorizing the City staff to Apply for a Local Government Grant from the Oregon Parks and Recreation Department for the Construction of a Park Pavilion.

**Possible Motion #2**

I make the motion to approve Resolution 24-06 A Resolution Authorizing City staff to Apply for a Local Government Grant from the Oregon Parks and Recreation Department for the Construction of a Park Pavilion and Delegating Authority to the City Administrator to Sign the Application with the stipulation that estimates are received are under \$500,000

# CITY OF MYRTLE CREEK

## RESOLUTION 24-06

A RESOLUTION AUTHORIZING THE CITY OF MYRTLE CREEK TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE CONSTRUCTION OF A PARK PAVILION AND DELEGATING AUTHORITY TO THE CITY ADMINISTRATOR TO SIGN THE APPLICATION

**Whereas**, the Oregon Parks Department is accepting applications for the Local Government Grant Program; and

**Whereas**, the City of Myrtle Creek desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

**Whereas**, the City of Myrtle Creek Park Commission, City Council, and city staff have identified improvements at Evergreen Park as a priority need in the City of Myrtle Creek; and

**Whereas**, a pavilion built over the tennis/pickleball court in Evergreen Park would provide for year round recreation; and

**Whereas**, the City of Myrtle Creek has available matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

**Whereas**, the City of Myrtle Creek will provide adequate funding for on-going operation and maintenance of this park facility should the grant funds be awarded; and

**NOW, THEREFORE, BE IT RESOLVED BY** the Myrtle Creek City Council of the City of Myrtle Creek as follows:

Section 1: The Myrtle Creek City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for the construction of a pavilion at Evergreen Park.

Section 2: This Resolution shall be effective following its adoption by the Myrtle Creek City Council.

**PASSED BY CITY COUNCIL** this \_\_\_\_ day of March, 2024

**PASSED AND APPROVED BY THE MAYOR** this \_\_\_\_ day of March, 2024.

\_\_\_\_\_  
Matthew Hald, Mayor

ATTEST: \_\_\_\_\_  
Joanna Bilbrey, City Recorder

# Myrtle Creek - City Council Agenda Report

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## Agenda item: Resolution 24-07 Surplus Vehicle

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Meeting Date: March 5, 2024

Primary Staff Contact: Joanna Bilbrey

Department: Administration

E-Mail: [jbilbrey@myrtlecreek.org](mailto:jbilbrey@myrtlecreek.org)

Secondary Dept.:

Secondary Contact:

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### Issue before the Council:

Disposal of surplus vehicle.

### Staff Recommendation:

Staff recommendation is to allow the Myrtle Creek Volunteer Fire Department to surplus a 1981 Ford Pickup that the department no longer needs.

### Background:

The Myrtle Creek Volunteer Fire Department has a 1981 Ford Pickup that is no longer being used. A new fire district is forming in the Dorena Lake area and has reached out asking to purchasing the vehicle.

### Related City Policies:

No related policies.

### Fiscal Impact:

Funds received from the sale of the surplus vehicle would be dedicated to reserve funds for the future purchase of a new vehicle.

### Council Options:

Council can choose to take no action which will result in the City retaining the vehicle.

Council can motion to approve Resolution 24-07 and dispose of surplus vehicle.

### Potential Motion:

I make the motion to approve Resolution 24-07 a resolution declaring city owned vehicle surplus and disposing of same.

**CITY OF MYRTLE CREEK  
OREGON  
RESOLUTION NO 24-07**

<b>A RESOLUTION DECLARING CITY OWNED VEHICLE SURPLUS AND DISPOSING OF SAME</b>
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**Whereas,** the City of Myrtle Creek owns a 1981 Ford Pickup, vehicle identification number 1FTFF26G1BRA03741; and

**Whereas,** the Myrtle Creek Volunteer Fire Department has removed the 1981 Ford Pickup from their fleet due to age and substantial use of the vehicle; and

**Whereas,** the City of Myrtle Creek does not anticipate any future need for the vehicle, nor is there any apparent benefit to the city or the general public in continuing to maintain ownership of the vehicle; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the 1981 Ford Pickup fire vehicle is hereby declared surplus and shall be offered for disposal as determined by the City Council of Myrtle Creek.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF MYRTLE CREEK  
THIS 5TH DAY OF MARCH 2024.**

**PASSED AND APPROVED BY THE MAYOR THIS 5TH DAY OF MARCH 2024.**

\_\_\_\_\_  
Matthew Hald, Mayor

ATTEST: \_\_\_\_\_  
Joanna Bilbrey  
City Recorder

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

Application **MUST** be completed to be valid

RECEIVED  
2/20/24

Name: Cathy Wray Date: 02/21/2024

Address: [REDACTED]

City: Myrtle Creek State: OR Zip: 97457

Home Phone: [REDACTED] Cell Phone: Same Work Phone: \_\_\_\_\_

Email Address: wraycathy@gmail.com

Occupation: Retired teacher Place of Employment: \_\_\_\_\_

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:

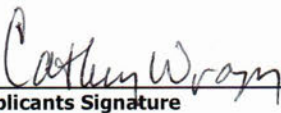
Interested in finding out what kind of planning goes into a community.

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:

Budget Committee for Myrtle Creek, for approx 11 yrs.

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



## 2024 – 2025

# Council Goals

1. Develop and host community Activities for citizens and visitors to enjoy. Examples are the National Night Out, Movie in the Park, Geocache series.
2. Work with health care providers to improve community services. Example is an Urgent Care Facility in Myrtle Creek.
3. Implement a branding campaign to develop an identity for the City and Business District. An example might be a military/patriotic theme.
4. Promote opportunities for City / private party investment in improvements to the city business and urban renewal district. Examples would include the promotion of the enhanced Urban Renewal Programs, Main Street lighting projects, lighting of the covered bridge.
5. Explore opportunities to increase RV Camping Spaces and locations within the City. Examples might be to increase the size of the existing RV Park or to add RV camping at the Golf Course.
6. Explore property lease or purchase opportunities inside or in close proximity to city limits that may enhance services provided by the City.
7. Continue efforts to improve water and sewer infrastructure throughout the City. This includes improvements to treatment facilities, water storage, and inground distribution and collection lines.
8. Investigate and address billing and service discrepancies.
9. Implement systems of check and balance between the City and Fire Department. This includes establishing reporting relationships as defined by city code as well as implementing monthly reconciliation.
10. Conduct City Code review to identify sections of code that need to be updated.
11. Increase efforts to be more involved with the legislative process increasing efforts to be more engaged with county, state, and federal representatives.



## 2024 – 2025

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