



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

AGENDA PACKET 04/16/2024

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, April 16, 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, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the City Recorder at 541-863-3171.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the study session and or/meeting.

REGULAR COUNCIL MEETING – 5:30 PM

Anyone wishing to speak on an agenda item should complete a Public Comment Form and give it to the City Recorder. Public Comment Forms are located at the entrance to the meeting place. Anyone commenting on a subject not on the agenda will be called upon during the “Citizens Heard on Non-Agenda Items” section of the agenda. Comments pertaining to specific agenda items will be taken at the time the matter is discussed by the City Council.

1. Call to Order/Roll Call

2. Pledge of Allegiance

3. Public Presentations – Items that do not require immediate council action, such as presentations, discussions of potential future action items.

3.1 Proclamation – International Firefighters Day

4. Citizens Heard on Non-Agenda Items

5. Consent Agenda – Requires a motion

The consent agenda consists of items of a repeating or routine nature considered under a single action. Any Councilor may have an item on the consent agenda removed and considered separately upon request.

Consent Agenda Part 1 – Requires a motion

5.1 Approval of minutes of the Regular City Council Meeting for April 2, 2024

Consent Agenda Part 2 – Requires a motion

5.2 Acknowledge receipt of Payroll & Claims Report for March 2024

6. Department Reports

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

6.1 Planning/Community Development Report

6.2 Finance Officer Report

6.3 Police Department Report

6.4 Fire Department Report

6.5 Public Works Report

6.6 Student Representative Report

7. Regular Agenda

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

7.1 Animal Code Review Board

7.2 South County Steep Angle & Swift Water Rescue

8. Ordinances and 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.

8.1 **Ordinance 855 – FIRST READ** – An Ordinance Amending the City of Myrtle Creek Zoning Map to Change the Zoning Of Certain Land Withing the City (Tax Lot 01400, Section 27BB, T29S, R05W; Property ID R16342; Addressed 186 NE Division St, Myrtle Creek, OR)

9. City Administrator Report

10. Mayor and Councilor – Committee Reports and Councilor Comments

11. 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.

12. Adjournment

Proclamation

International Firefighters' Day

WHEREAS, Firefighters dedicate their lives to the protection of life and property; and sometimes that dedications is in the form of countless hours volunteered over many years, in others it is many selfless years working the industry; in all cases it risks the ultimate sacrifice of a firefighter's life and

WHEREAS, International Firefighters' Day (IFFD) is a time where the community can recognize and honor the sacrifices that firefighters make to ensure that their communities and environments are as safe as possible; it is also a day in which current and past firefighters can be thanked for their contributions; and

WHEREAS, International Firefighters' Day is observed each year on the 4th of May on where we remember the past firefighters who have died while serving our community or dedicated their lives to protecting the safety of us all; and show our support and appreciation to the firefighters worldwide who continue to protect us so well throughout the year; and

WHEREAS, hailing from all walks of life, they are our mothers, fathers, brothers, sisters, aunts, uncles, grandparents, neighbors, and friends. They protect us without wanting of recognition or reward. In our time of need they are there with courage, compassion, and loyalty. They are the essence of the true meaning of community.

NOW, THEREFORE, on behalf of the City Council and the people of Myrtle Creek, I, Matthew Hald, Mayor of the City of Myrtle Creek, Oregon, by virtue of the authority vested in me, do hereby call upon all residents of the City of Myrtle Creek and upon all patriotic, civic, and educational organizations to observe the day of May 4, 2023, in recognition of the patriotic service and dedicated efforts of the Myrtle Creek Volunteer Fire Department, surrounding fire departments and emergency services personnel.

Given under my hand and Seal of the City of Myrtle Creek, this 16th day of April 2024, A.D.



Honorable Mayor Matthew Hald



CITY OF MYRTLE CREEK

REGULAR MEETING OF THE CITY COUNCIL

DATE: April 2, 2024

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

PRESIDING OFFICER: Mayor Matthew Hald

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

COUNCILORS ABSENT: Councilor Luke Dillon

A quorum was present throughout the meeting.

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

CALL TO ORDER: Mayor Matthew Hald called the April 2, 2024 meeting to order at 5:30 PM

PLEDGE OF ALLEGINACE

PUBLIC PRESENTATION

No public presentations.

CITIZEN COMMENT ON NON-AGENDA ITEM

Cathey Wragg – Possible topic for next quarterly community meeting.

CONSENT AGENDA

Part 1

Motion was made by Councilor Burnett and seconded by Councilor Harris to approve the Meeting Minutes for March 19, 2024 as presented. Discussion: none followed

Vote: Motion passed unanimously.

REGULAR AGENDA

SB 1576 Recreational Immunity

During the short session there was a temporary fix signed by the Governor that clarified some of the language of what is considered recreation. The Parks Department completed an inventory of possible

park hazards and created a maintenance schedule. The inventory of hazards and the maintenance schedule will help to show proof of the City's due diligence in park maintenance if the need were to ever arise.

CITY ADMINISTRATOR REPORT

City Administrator Lonnie Rainville shared that the bill with funding for the third skid has been signed into law by the President. Once funding comes in we will begin the process of installation which could take about 9 months to complete. The City Administrator and the Police Chief met with the owner of the Rose Motel and let him know that he has one day to secure a sale of the building or the City will be boarding up the access to the buildings and declare it derelict. The owner would have 90 days to begin construction to remedy the citations.

Surveyors with Dyer Engineering have begun the planning for the paving of Holly and Leon. We would like to have that paving completed this year. The City Administrator shared that he has begun working on the Council goal of having more community engagement by hosting three movies in the park during June. We have two new employees starting, one in the Police Department and one at the Waste Water Treatment Plant. Next Monday, April 8th at 5:30 PM in the Council Chambers we have scheduled a Budget Committee Training Meeting.

MAYOR AND COUNCILOR – COMMITTEE REPORTS AND COUNCILOR COMMENTS

Councilor Harris shared that the Citizen of the Year Banquet was a success and a fun event. The next Chamber meeting is this Thursday night at Abby's at 6:00 PM.

ADJOURNMENT

Mayor Matthew Hald adjourned the regular meeting of the City Council for April 2, 2024 at 6:03 P.M.

Matthew Hald, Mayor

Attest:

Joanna Bilbrey
City Recorder

**CITY OF MYRTLE CREEK
PAYROLL AND CLAIMS
MARCH ~~ 2024**

FUND #	FUND DESCRIPTION	BILLS	P/R	TOTAL
100	GENERAL FUND	207,794.54	10,889.53	218,684.07
200	SEWER FUND	59,978.33	35,028.82	95,007.15
210	SEWER CONSTRUCTION	41,808.56	-	41,808.56
250	WATER FUND	16,549.67	29,384.53	45,934.20
255	METER DEPOSITS	-	-	-
260	WATER CONSTRUCTION	-	-	-
280	AIRPORT FUND	3,078.23	-	3,078.23
300	STREET FUND	4,090.62	10,179.68	14,270.30
330	STORM WATER FUND	-	-	-
420	SEWER EFFLUENT LOAN	-	-	-
430	WWTP REPAY FUND	-	-	-
450	WTP E RES DEBT FUND	-	-	-
500	PARK DEVELOPMENT	-	-	-
550	RV PARK FUND	1,711.73	-	1,711.73
580	CAPITAL PROJECTS FUND	-	-	-
	TOTAL ALL FUNDS	335,011.68	85,482.56	420,494.24

Accounts Payable

Checks by Date - Detail by Check Date

User: lhiscocks
Printed: 4/1/2024 3:20 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
76981	8430 CL76981	SNIDER ENERGY / PACIFIC PRIDE POLICE	03/05/2024	516.66
Total for Check Number 76981:				516.66
Total for 3/5/2024:				516.66
268001000	2273 1257 618 624	LOWE'S BUSINESS ACCOUNT PUBLIC BUILDINGS PARKS PARKS	03/06/2024	672.58 40.79 31.33
Total for Check Number 268001000:				744.70
Total for 3/6/2024:				744.70
78456	8430 cl78456	SNIDER ENERGY / PACIFIC PRIDE POLICE	03/07/2024	328.73
Total for Check Number 78456:				328.73
Total for 3/7/2024:				328.73
48464	4561 8104582 8104582	ADVANTAGE SECURITY LLC WASTE WATER TREATMENT PLANT WATER TREATMENT PLANT	03/08/2024	59.85 68.25
Total for Check Number 48464:				128.10
48465	2137 Feb 2024 Feb 2024 Feb 2024 Feb 2024 Feb 2024 Feb 2024 Feb 2024 Feb 2024	AVISTA UTILITIES GAS HEAT - PUB WORKS GAS HEAT - WWTP GAS HEAT - COMM CTR GAS HEAT - POOL GAS HEAT - SEWER MT GAS HEAT - SEWER MT GAS HEAT - FIRE GAS HEAT - PUB BLDGS	03/08/2024 269323 74666 268180 265671 270193 269006 269650 264966	206.76 2,766.25 232.06 19.57 19.57 23.74 700.59 374.60
Total for Check Number 48465:				4,343.14
48466	8555 4305	BIG GAME INK Fire	03/08/2024	510.00
Total for Check Number 48466:				510.00
48467	2157	CASA BELLA INTERIORS	03/08/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	PD Flooring	PB		102.00
			Total for Check Number 48467:	102.00
48468	1431	CHARTER COMMUNICATIONS	03/08/2024	
	176612301022124	Fire		243.58
	176612301022124	Fire		99.98
			Total for Check Number 48468:	343.56
48469	1507	COOPERS PEST CONTROL	03/08/2024	
	32159	PARKS		75.00
	32160	PARKS		75.00
			Total for Check Number 48469:	150.00
48470	1395	CUES, INC.	03/08/2024	
	970015425	SEWER MAINT		609.91
			Total for Check Number 48470:	609.91
48471	3450	CUSTOM CREATIONS	03/08/2024	
	1424	Fire		45.00
			Total for Check Number 48471:	45.00
48472	1218	DOUGLAS CO PUBLIC WORKS	03/08/2024	
	02-24	SUPPORT SERVICES		1,149.75
			Total for Check Number 48472:	1,149.75
48473	1422	DOUGLAS COUNTY MAIL	03/08/2024	
	47	SUPPORT SERVICES		115.20
			Total for Check Number 48473:	115.20
48474	8688	DOUGLAS FAST NET	03/08/2024	
	1234340	WTP		332.46
	1234340	WWTP		332.46
	287200	RV		114.99
	287200	Airport		126.53
			Total for Check Number 48474:	906.44
48475	1103	EBS TRUST	03/08/2024	
		PR Batch 00002.02.2024 Dental Insurance	PR Batch 00002.02.2024 Den	2,347.22
		PR Batch 00002.02.2024 Medical/Vision Insuranc	PR Batch 00002.02.2024 Mec	32,747.53
		PR Batch 00002.02.2024 CIS ACCIDENT COV	PR Batch 00002.02.2024 CIS	65.17
		PR Batch 00002.02.2024 Dental Premium 5%	PR Batch 00002.02.2024 Den	123.55
		PR Batch 00002.02.2024 Medical/Vision Premiu	PR Batch 00002.02.2024 Mec	1,723.61
			Total for Check Number 48475:	37,007.08
48476	1547	ENNIS-FLINT INC.	03/08/2024	
	456451	STREETS		90.00
	456565	STREETS		1,343.20
			Total for Check Number 48476:	1,433.20
48477	1583	FERGUSON WATERWORKS #3011	03/08/2024	
	1247705	WATER TREATMENT PLANT		175.04
	1248007	SM		1,655.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1248418	WM		81.45
	1248684	WM		1,001.20
	1249145	WM		248.98
	1249600	WM		191.29
Total for Check Number 48477:				3,353.01
48478	5701	HAYS OIL COMPANY	03/08/2024	
	Feb 2024	Parks		87.18
	Feb 2024	PW		295.41
	Feb 2024	Fire		211.36
	Feb 2024	SS		32.39
Total for Check Number 48478:				626.34
48479	6590	HOME DEPOT PRO formerly Supply Wor	03/08/2024	
	54708264	RV		37.89
	54708264	SEWER MAINT		37.91
	54708264	PARKS		113.72
	54708264	PUBLIC BUILDINGS		37.91
	54708264	PUBLIC WORKS		42.34
Total for Check Number 48479:				269.77
48480	4558	I.B.E.W. LOCAL UNION 659	03/08/2024	
		PR Batch 00002.02.2024 Union Dues	PR Batch 00002.02.2024 Unio	36.21
		PR Batch 00002.02.2024 Union Dues	PR Batch 00002.02.2024 Unio	241.76
	Dec 1-15			277.98
Total for Check Number 48480:				555.95
48481	4543	ICONIX WATERWORKS (US) INC.	03/08/2024	
	U2416006659	SEWER construction		3,288.56
Total for Check Number 48481:				3,288.56
48482	2011	JAVELINA TRADING COMPANY	03/08/2024	
	2402003	PW		129.65
Total for Check Number 48482:				129.65
48483	7811	JOHNSON MARK LLC	03/08/2024	
		PR Batch 00002.02.2024 EMPLOYEE GARNIS	PR Batch 00002.02.2024 EMI	469.09
Total for Check Number 48483:				469.09
48484	1407	M C VOLUNTEER FIRE DEPT	03/08/2024	
	C & K Market	Fire		24.99
	Costco Reimb	Fire		63.92
	Cust Creation	Fire		63.00
	Michaels	Fire		164.00
Total for Check Number 48484:				315.91
48485	0740	MARY HOISINGTON, LMFT LLC	03/08/2024	
	6430	POLICE		640.00
Total for Check Number 48485:				640.00
48486	1039	MSK BUILDING SUPPLY	03/08/2024	
	600	Fire		32.48
	85	WM		42.11

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	85	WTP		26.78
	85	Airport		31.57
	85	WM		47.80
	85	RV Park		0.50
	85	Parks		8.99
	85	Parks		51.99
	85	Parks		127.19
	85	WTP		19.98
	85	PB		59.23
	85	SM		23.99
	85	WM		50.88
	85	SM		15.96
Total for Check Number 48486:				539.45
48487	1119	MYRTLE CREEK SAW SHOP	03/08/2024	
	350219	PARKS		14.00
	350739	STREETS		50.00
Total for Check Number 48487:				64.00
48488	1089	NAPA AUTO PARTS	03/08/2024	
	135465	STREETS		26.99
	136118	PARKS		18.52
	136203	WATER MAINT		41.99
	136556	PARKS		6.69
	136655	waste water treatment plant		62.99
	136988	PARKS		46.99
	137081	PARKS		42.99
	137122	PUBLIC WORKS		126.99
	137162	PARKS		23.98
	137191	PARKS		6.36
Total for Check Number 48488:				404.49
48489	2716	OCCU HEALTH	03/08/2024	
	23059	WASTE WATER TREATMENT PLANT		40.00
	26091	WASTE WATER TREATMENT PLANT		110.00
	26262	WATER MAINT		36.67
	26262	POLICE		231.00
	26262	STREETS		36.66
	26262	SEWER MAINT		36.67
Total for Check Number 48489:				491.00
48490	1241	OREGON ASSOC OF CLEAN WATER AC	03/08/2024	
	8746	WWTP		830.00
Total for Check Number 48490:				830.00
48491	1228	OREGON DEPT OF JUSTICE	03/08/2024	
		PR Batch 00002.02.2024 Child Support	PR Batch 00002.02.2024 Chil	225.00
Total for Check Number 48491:				225.00
48492	1251	OREGON LINEN	03/08/2024	
	1049724	POLICE		180.00
	1052579	WASTE WATER TREATMENT PLANT		9.59
	1052593	FIRE		49.68
	1052595	PUBLIC BUILDINGS		32.76
	1058099	WASTE WATER TREATMENT PLANT		9.59

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1058115	PUBLIC BUILDINGS		39.15
	1058116	POLICE		32.57
			Total for Check Number 48492:	353.34
48493	1223	OREGON TOOL & SUPPLY	03/08/2024	
	455839	fire		389.00
			Total for Check Number 48493:	389.00
48494	2951	PACIFIC OFFICE AUTOMATION	03/08/2024	
	21063779	SS		70.00
	21063779	Fire		22.38
	21063779	SS		337.63
	21063779	Fire		5.00
			Total for Check Number 48494:	435.01
48495	1509	PHOENIX HYDRAULICS & MACHINE	03/08/2024	
	I2403052	WATER MAINT		21.92
			Total for Check Number 48495:	21.92
48496	1283	CITY OF ROSEBURG	03/08/2024	
	March 2024	CONTRACTUAL SVCS-COURT	Judge Services	1,287.50
			Total for Check Number 48496:	1,287.50
48497	2283	ROTO-ROOTER OF DOUGLAS COUNT	03/08/2024	
	1221600SC	AIRPORT		82.00
			Total for Check Number 48497:	82.00
48498	1175	SHIRTCLIFF OIL COMPANY	03/08/2024	
	Feb 2024	PW		89.00
	Feb 2024	WWTP		55.00
	Feb 2024	Parks		82.30
	Feb 2024	RV Park		131.00
	Feb 2024	Airport		33.00
			Total for Check Number 48498:	390.30
48499	1341	SOUTH UMPQUA DISPOSAL	03/08/2024	
	Feb 2024	WWTP		166.75
	Feb 2024	RV		338.50
	Feb 2024	Fire		100.60
	Feb 2024	WTP		126.00
	Feb 2024	PB		131.10
	Feb 2024	PW		126.00
	Feb 2024	CC		100.60
	Feb 2024	Airport		41.10
			Total for Check Number 48499:	1,130.65
48500	2305	SPRINGBROOK HOLDING COMPANY	03/08/2024	
	INV-016265	OPERATING SUPPLIES - STREETS	Online Bill Pay	23.91
	INV-016265	OPERATING SUPPLIES - SEWER MT	Online Bill Pay	438.35
	INV-016265	OPERATING SUPPLIES - WATER MT	Online Bill Pay	334.74
			Total for Check Number 48500:	797.00
48501	3312	The Automation Group	03/08/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	J001157	WASTE WATER TREATMENT PLANT		5,397.00
	W14246	WASTE WATER TREATMENT PLANT		9,907.00
			Total for Check Number 48501:	15,304.00
48502	1162 57839	THE SERVICES CENTER PUBLIC BUILDINGS	03/08/2024	20.00
			Total for Check Number 48502:	20.00
48503	1220	U S NATIONAL BANK PR Batch 00002.02.2024 Police Union Dues	03/08/2024 PR Batch 00002.02.2024 Poli	200.00
			Total for Check Number 48503:	200.00
48504	1200 M073807 M073826 M073862	UMPQUA RESEARCH COMPANY WATER TREATMENT PLANT WASTE WATER TREATMENT PLANT WASTE WATER TREATMENT PLANT	03/08/2024	896.40 972.00 2,489.20
			Total for Check Number 48504:	4,357.60
48505	4598 UVT-1040233 UVT-1040402 UVT-1040414	UMPQUA VALLEY TRACTOR PARKS PARKS PARKS	03/08/2024	30.58 307.67 14.20
			Total for Check Number 48505:	352.45
48506	7979 0637373 0637373 0637373	US BANK EQUIPMENT FINANCE SUPPORT SERVICES GENERAL EQUIPMENT SUPPORT SERVICES	03/08/2024	800.00 444.88 4,830.00
			Total for Check Number 48506:	6,074.88
48507	0205 0634606459	US CELLULAR SUPPORT SERVICES	03/08/2024	40.51
			Total for Check Number 48507:	40.51
48508	1648 INV00286719 INV00289141	USA BLUE BOOK WASTE WATER TREATMENT PLANT WASTE WATER TREATMENT PLANT	03/08/2024	79.25 542.17
			Total for Check Number 48508:	621.42
48509	8965 1708463	JOSHUA VAN HECK FIRE	03/08/2024	50.01
			Total for Check Number 48509:	50.01
48510	4532 3556D11428 3556D11429 3556D11432	XYLEM WATER SOLUTIONS USA INC, SEWER MAINT SEWER MAINT WASTE WATER TREATMENT PLANT	03/08/2024	4,411.00 1,980.00 8,270.00
			Total for Check Number 48510:	14,661.00
48511	1687 022024	ZIPLY FIBER SUPPORT SERVICES	03/08/2024	93.31

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48511:				93.31
609193	4045	VERIZON WIRELESS	03/08/2024	
	2823609193	PUBLIC WORKS		161.54
	2823609193	FIRE		124.16
Total for Check Number 609193:				285.70
Total for 3/8/2024:				105,993.20
94131224	050S	UMPQUA BANK-EFTPS (STATE)	03/12/2024	
	9413122024	STATE WH TAXES		1,259.78
Total for Check Number 94131224:				1,259.78
99922924	1224	OREGON PERS	03/12/2024	
	99922924	Pickup Amount		3,335.83
	99922924	Employer Amount		10,937.49
Total for Check Number 99922924:				14,273.32
Total for 3/12/2024:				15,533.10
88831324	1195	STANDARD INSURANCE	03/13/2024	
	292979	LIFE INSURANCE - PARKS		22.97
	292979	LIFE INSURANCE - WATER MT		16.84
	292979	LIFE INSURANCE - POLICE		75.72
	292979	LIFE INSURANCE - WWTP		18.33
	292979	LIFE INSURANCE - STREETS		9.21
	292979	LIFE INSURANCE - FIRE		273.28
	292979	LIFE INSURANCE - SEWER MT		10.72
	292979	LIFE INSURANCE - SUPP SVCS		27.57
	292979	LIFE INSURANCE - PUB BLDGS		4.60
	292979	LIFE INSURANCE - COURT		7.69
	292979	LIFE INSURANCE - WATER PLANT		18.42
Total for Check Number 88831324:				485.35
94131524	050F	UMPQUA BANK-EFTPS (FED)	03/13/2024	
	94131524	Medicare Taxes		1,731.78
	94131524	Federal WH Taxes		5,329.22
	94131524	FICA Taxes		7,404.94
Total for Check Number 94131524:				14,465.94
Total for 3/13/2024:				14,951.29
79757	8430	SNIDER ENERGY / PACIFIC PRIDE	03/14/2024	
	CL79757	POLICE		474.58
Total for Check Number 79757:				474.58
88831424	1832	NATIONWIDE RETIREMENT SOLUTIO	03/14/2024	
	March 14	PR Employee 457B Plan	25992001	1,350.00
Total for Check Number 88831424:				1,350.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 3/14/2024:				1,824.58
48512	1226	AFLAC INSURANCE	03/15/2024	
		PR Batch 00001.03.2024 AFLAC INS	PR Batch 00001.03.2024 AFL	35.49
		PR Batch 00001.03.2024 AFLAC INS (Pretax)	PR Batch 00001.03.2024 AFL	358.22
Total for Check Number 48512:				393.71
48513	1181	ALLEN RENTAL	03/15/2024	
	16530	PB		24.95
Total for Check Number 48513:				24.95
48514	5213	JOANNA BILBREY	03/15/2024	
	Reimb-Filing Fe	SS		115.81
Total for Check Number 48514:				115.81
48515	1507	COOPERS PEST CONTROL	03/15/2024	
	34510	PB		52.00
	34902	PB		52.00
Total for Check Number 48515:				104.00
48516	1716	CRADAR ENTERPRISES, INC	03/15/2024	
	03339	Sewer Construction		38,370.00
Total for Check Number 48516:				38,370.00
48517	1125	DOLE COALWELL	03/15/2024	
	83990	Court		1,884.80
Total for Check Number 48517:				1,884.80
48518	1940	DOUGLAS CO SHERIFF'S OFFICE	03/15/2024	
	DCSO-FY24-07 MC	Police		1,142.13
	DCSO-FY24-08 MC	Police		1,972.77
Total for Check Number 48518:				3,114.90
48519	1583	FERGUSON WATERWORKS #3011	03/15/2024	
	1240080	WM		377.12
	1247705-1	WTP		856.72
	1249146	WM		377.12
Total for Check Number 48519:				1,610.96
48520	6590	HOME DEPOT PRO formerly Supply Wor	03/15/2024	
	792029191	Parks		48.26
	792029191	RV Park		16.09
Total for Check Number 48520:				64.35
48521	4558	I.B.E.W. LOCAL UNION 659	03/15/2024	
		PR Batch 00001.03.2024 Union Dues	PR Batch 00001.03.2024 Unic	277.98
Total for Check Number 48521:				277.98
48522	7811	JOHNSON MARK LLC	03/15/2024	
		PR Batch 00001.03.2024 EMPLOYEE GARNIS	PR Batch 00001.03.2024 EMI	438.32

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48522:				438.32
48523	4311	NATIONAL HOSE TESTING SPECIALT	03/15/2024	
	51229	Fire		1,773.00
	51229	Fire		978.00
Total for Check Number 48523:				2,751.00
48524	1228	OREGON DEPT OF JUSTICE	03/15/2024	
		PR Batch 00001.03.2024 Child Support	PR Batch 00001.03.2024 Chil	225.00
Total for Check Number 48524:				225.00
48525	1276	SUNRISE ENTERPRISES of ROSEBURG	03/15/2024	
	INV0042370	PB		1,203.37
Total for Check Number 48525:				1,203.37
48526	8832	SYSTECH	03/15/2024	
	12925	RV Park		50.00
	12925	SS		1,737.40
	12925	WWTP		136.38
	12925	Police		190.00
	12925	WTP		136.37
	12952	SS		524.98
	12952	Police		204.99
Total for Check Number 48526:				2,980.12
48527	1197	TUNE UP CENTER	03/15/2024	
	22289	Police		55.69
	22297	Police		59.70
	22329	Fire		87.33
Total for Check Number 48527:				202.72
48528	1220	U S NATIONAL BANK	03/15/2024	
		PR Batch 00001.03.2024 Police Union Dues	PR Batch 00001.03.2024 Poli	200.00
Total for Check Number 48528:				200.00
48529	3954	UPS	03/15/2024	
	00007980VF104	Police		19.68
Total for Check Number 48529:				19.68
48530	1205	VALLEY TIRE CENTER POINT S	03/15/2024	
	98507	Fire		430.00
	98567	WM		103.34
	98567	Streets		103.33
	98567	SM		103.33
Total for Check Number 48530:				740.00
48531	4532	XYLEM WATER SOLUTIONS USA INC,	03/15/2024	
	3556D13057	WTP		1,320.00
Total for Check Number 48531:				1,320.00
95031524	050S	UMPQUA BANK-EFTPS (STATE)	03/15/2024	
	95031524	STATE WH TAXES		3,905.15

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	95031524	Oregon Paid Leave		584.16
	95031524	STATE TRANSIT TAXES		58.40
Total for Check Number 95031524:				4,547.71
99931524	1224	OREGON PERS	03/15/2024	
	99931524	Pickup Amount		3,818.85
	99931524	Employer Amount		12,785.52
Total for Check Number 99931524:				16,604.37
888145411	4529	HRA VEBA TRUST	03/15/2024	
	145411	HRA/VEBA	VEBA	3,975.00
Total for Check Number 888145411:				3,975.00
Total for 3/15/2024:				81,168.75
88831624	RV385	FIREFLY RESERVATIONS	03/18/2024	
	3162024	RV PARK		189.00
Total for Check Number 88831624:				189.00
Total for 3/18/2024:				189.00
90000	2855	BMS TECHNOLOGIES	03/20/2024	
	MONTHLY	POSTAGE & ENVELOPES - WATER MT		371.29
	MONTHLY	POSTAGE & ENVELOPES - STREETS		26.52
	MONTHLY	POSTAGE & ENVELOPES - SEWER MT		486.22
Total for Check Number 90000:				884.03
Total for 3/20/2024:				884.03
48532	2157	CASA BELLA INTERIORS	03/22/2024	
	400013	ARPA (POLICE FLOORING)		11,330.50
Total for Check Number 48532:				11,330.50
48533	1515	CityCounty Insurance Services	03/22/2024	
	MRC-GASB75-2022	SUPPORT SERVICES		1,225.00
Total for Check Number 48533:				1,225.00
48534	1507	COOPERS PEST CONTROL	03/22/2024	
	32617	WASTE WATER TREATMENT PLANT		200.00
	34836	FIRE		52.00
Total for Check Number 48534:				252.00
48535	1597	DAY OR NIGHT ELECTRIC	03/22/2024	
	11811	AIRPORT		2,400.00
Total for Check Number 48535:				2,400.00
48536	1583	FERGUSON WATERWORKS #3011	03/22/2024	
	1251131	SEWER MAINT		425.36
	1251250	WATER MAINT		784.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1251998	SEWER MAINT		154.25
	1252543	WATER MAINT		64.51
				<hr/>
Total for Check Number 48536:				1,428.83
48537	6752 20786	HAPPY HILLS TREE SERVICE, LLC Parks	03/22/2024	475.00
				<hr/>
Total for Check Number 48537:				475.00
48538	2015 3147975283	IDEXX LABORATORIES, INC WASTE WATER TREATMENT PLANT	03/22/2024	748.02
				<hr/>
Total for Check Number 48538:				748.02
48539	4628 69040	LOCAL GOVERNMENT LAW GROUP P SUPPORT SERVICES	03/22/2024	692.50
				<hr/>
Total for Check Number 48539:				692.50
48540	2716 26536 26536 26536	OCCU HEALTH SEWER MAINT PARKS WATER MAINT	03/22/2024	30.00 30.00 90.00
				<hr/>
Total for Check Number 48540:				150.00
48541	5824 032024 032024 032024 032024 032024 032024 032024 032024 032024 032024 032024 032024 032024	PACIFICORP POOL SPRINGBROOK AIRPORT SEWER PLANT PUB WORKS FIRE LIBRARY PARKS COMMUNITY CENTER RV PARK SEWER MAINT WATER PLANT PUB BUILDINGS STREETS	03/22/2024	97.77 157.09 364.03 12,753.36 85.73 906.61 442.49 564.35 116.81 833.76 705.35 4,990.68 457.62 1,700.21
				<hr/>
Total for Check Number 48541:				24,175.86
48542	1509 I2403140	PHOENIX HYDRAULICS & MACHINE WATER MAINT	03/22/2024	53.00
				<hr/>
Total for Check Number 48542:				53.00
48543	1200 M074009	UMPQUA RESEARCH COMPANY WASTE WATER TREATMENT PLANT	03/22/2024	156.00
				<hr/>
Total for Check Number 48543:				156.00
48544	3954 00007980VF114	UPS Police	03/22/2024	24.68
				<hr/>
Total for Check Number 48544:				24.68
48545	1687 32024	ZIPLY FIBER FIRE	03/22/2024	7.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	32024	WATER TREATMENT PLANT		10.75
			Total for Check Number 48545:	17.88
81280	8430 CL81280	SNIDER ENERGY / PACIFIC PRIDE POLICE	03/22/2024	498.95
			Total for Check Number 81280:	498.95
88832224	1449	CARD MEMBER SERVICES	03/22/2024	
	88832224	PUBLIC BUILDINGS		44.46
	88832224	POLICE		19.99
	88832224	WASTE WATER TREATMENT PLANT		296.72
	88832224	SEWER MAINT		454.00
	88832224	SUPPORT SERVICES		1,129.52
	88832224	PARKS		240.00
	88832224	WASTE WATER TREATMENT PLANT		520.18
	88832224	WASTE WATER TREATMENT PLANT		71.98
	88832224	POLICE		150.53
	88832224	FIRE		384.18
	88832224	SUPPORT SERVICES		259.87
	88832224	FIRE		54.33
			Total for Check Number 88832224:	3,625.76
88832924	2273	LOWE'S BUSINESS ACCOUNT	03/22/2024	
	81144	PUBLIC BUILDINGS		46.99
			Total for Check Number 88832924:	46.99
			Total for 3/22/2024:	47,300.97
88832624	1097	AT&T MOBILITY	03/26/2024	
	03112024	PUBLIC WORKS		88.28
	03112024	POLICE		344.62
			Total for Check Number 88832624:	432.90
			Total for 3/26/2024:	432.90
48547	4561	ADVANTAGE SECURITY LLC	03/29/2024	
	8137868	WTP		68.25
	8137868	WWTP		59.85
			Total for Check Number 48547:	128.10
48548	099W	CITY OF MC - WATER BILLS	03/29/2024	
	March 2024	WATER & SEWER - WWTP	875, 875-001	153.01
	March 2024	WATER & SEWER - PARKS	PARKS	625.53
	March 2024	WATER & SEWER - COMM CTR	77	132.75
	March 2024	WATER & SEWER - FIRE	1135	136.25
	March 2024	WATER & SEWER - PUB WORKS	871	128.00
	March 2024	WATER & SEWER - LIBRARY	502	128.00
	March 2024	WATER & SEWER - POOL	108	81.75
	March 2024	WATER & SEWER - PUB BLDGS	2, 1	256.00
			Total for Check Number 48548:	1,641.29
48549	1302	CONSOLIDATED SUPPLY	03/29/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	S011748003.001	WM		853.20
Total for Check Number 48549:				853.20
48550	1494	THE DYER PARTNERSHIP ENGINEERS	03/29/2024	
	30915	WTP		1,070.00
	30916	Sewer Const		150.00
Total for Check Number 48550:				1,220.00
48551	1103	EBS TRUST	03/29/2024	
		PR Batch 00002.03.2024 Medical/Vision Premiu	PR Batch 00002.03.2024 Mec	1,723.61
		PR Batch 00002.03.2024 Dental Premium 5%	PR Batch 00002.03.2024 Den	123.55
		PR Batch 00002.03.2024 Medical/Vision Insurar	PR Batch 00002.03.2024 Mec	32,747.53
		PR Batch 00002.03.2024 Dental Insurance	PR Batch 00002.03.2024 Den	2,347.22
		PR Batch 00002.03.2024 CIS ACCIDENT COV	PR Batch 00002.03.2024 CIS	65.17
Total for Check Number 48551:				37,007.08
48552	UB*00341	NATE ECKHARDT	03/29/2024	
		Refund Check 005874-000, 520 NE JOHNSON		0.81
		Refund Check 005874-000, 520 NE JOHNSON		13.89
		Refund Check 005874-000, 520 NE JOHNSON		21.03
		Refund Check 005874-000, 520 NE JOHNSON		0.82
Total for Check Number 48552:				36.55
48553	1583	FERGUSON WATERWORKS #3011	03/29/2024	
	1252585	WM		416.92
	1253059	Streets		570.19
	1253066	Streets		110.40
Total for Check Number 48553:				1,097.51
48554	2358	HARNEY COUNTY SHERIFF'S OFFICE	03/29/2024	
	24-01	Police		300.00
Total for Check Number 48554:				300.00
48555	5701	HAYS OIL COMPANY	03/29/2024	
	CL94268	PW		544.22
	CL94268	SS		48.29
	CL94268	Parks		242.23
	CL94268	Fire		172.21
Total for Check Number 48555:				1,006.95
48556	6590	HOME DEPOT PRO formerly Supply Wor	03/29/2024	
	794237255	PW		22.02
	794237255	SM		22.02
	794237255	Parks		22.02
	794237255	PB		33.59
Total for Check Number 48556:				99.65
48557	4558	I.B.E.W. LOCAL UNION 659	03/29/2024	
		PR Batch 00002.03.2024 Union Dues	PR Batch 00002.03.2024 Unic	230.08
		PR Batch 00002.03.2024 Union Dues	PR Batch 00002.03.2024 Unic	84.20
	3/24	IBEW NEW AMOUNTS		314.28
	3/24	IBEW DIFFERENCE IN DUES		72.62

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 48557:	701.18
48558	7811	JOHNSON MARK LLC PR Batch 00002.03.2024 EMPLOYEE GARNIS	03/29/2024 PR Batch 00002.03.2024 EMI	284.85
			Total for Check Number 48558:	284.85
48559	UB*00342	THOMAS & SUSAN LEBENGOOD Refund Check 004353-003, 151 NE OAK STRE Refund Check 004353-003, 151 NE OAK STRE Refund Check 004353-003, 151 NE OAK STRE Refund Check 004353-003, 151 NE OAK STRE	03/29/2024	3.46 58.95 3.47 45.07
			Total for Check Number 48559:	110.95
48560	8686 1085994	MISSION COMMUNICATIONS, LLC WTP	03/29/2024	563.40
			Total for Check Number 48560:	563.40
48561	1037 Flower Baskets	MYRTLE CREEK LIONS CLUB SS	03/29/2024	500.00
			Total for Check Number 48561:	500.00
48562	1228	OREGON DEPT OF JUSTICE PR Batch 00002.03.2024 Child Support	03/29/2024 PR Batch 00002.03.2024 Chil	225.00
			Total for Check Number 48562:	225.00
48563	4026 Reimb-Boots	KEN REDINGER WWTP	03/29/2024	150.00
			Total for Check Number 48563:	150.00
48564	3569 20240321	RIDDLE FIRE DISTRICT Fire	03/29/2024	2,500.00
			Total for Check Number 48564:	2,500.00
48565	1220	U S NATIONAL BANK PR Batch 00002.03.2024 Police Union Dues	03/29/2024 PR Batch 00002.03.2024 Poli	200.00
			Total for Check Number 48565:	200.00
48566	1200 M074072 M074094	UMPQUA RESEARCH COMPANY WTP WWTP	03/29/2024	106.00 972.00
			Total for Check Number 48566:	1,078.00
48567	4598 UVT-324351	UMPQUA VALLEY TRACTOR Parks	03/29/2024	178.28
			Total for Check Number 48567:	178.28
48568	1205 98878	VALLEY TIRE CENTER POINT S Police	03/29/2024	724.00
			Total for Check Number 48568:	724.00
48569	1687	ZIPLY FIBER	03/29/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	March 2024	SS		95.18
			Total for Check Number 48569:	95.18
94133124	050F	UMPQUA BANK-EFTPS (FED)	03/29/2024	
	94133124	Medicare Taxes		1,768.62
	94133124	FICA Taxes		7,562.38
	94133124	Federal WH Taxes		5,259.10
			Total for Check Number 94133124:	14,590.10
			Total for 3/29/2024:	65,291.27
			Report Total (125 checks):	335,159.18



Community Development Department Monthly Report

April 16, 2024

General Planning Statistics:

6 Planning Clearances

2 Fence Permits

2 Solar Installations

2 Home Construction

Old Hwy 99

Springbrook Estates

Significant Planning Activities:

Tessia's Hill Estates Subdivision

Work has resumed at the Tessia's Hill Estates Subdivision. Gosselin Construction is installing utility conduit for electricity and natural gas. They have completed utility work in phase one area and have started construction of the phase two (2) portion of the subdivision. I do not know the timeline for Knife River resuming but it is my understanding that the developer hopes to start home construction this summer.

Residential Zoning Code Amendments

March 26th the Myrtle Creek Planning Commission conducted a public hearing for the Zone change request from Neighborhood Commercial to High Density Residential for the parcel addressed 186 NE Division. The only testimony presented was from the applicant. The Planning Commission unanimously approved to support the application and recommend the Council approve the Zone Change. The matter will be presented to the City Council at the April 16th Council meeting.

Holly/Leon Paving

The City has reviewed and approved the 25% engineering designs for the Holly/Leon paving project. Dyer Engineering has fully surveyed the project and the hope is we can get it out for bid sometime in May.

Conditional Use Permits

The City has received two (2) Conditional Use Permit applications from Red Barn to expand their production and processing operation at 1419 N. Myrtle Rd. These application are scheduled to be presented at the Planning Commission meeting on April 23rd.

General Ledger

Budget Status

User: Ihiscocks
 Printed: 4/1/2024 - 1:12 PM
 Period: 9. 2024

Account number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Available	% Available
Fund	100	GENERAL FUND						
Dept	100-0000							
R1								
		Revenue Sub Totals:	4.220.556.00	108.092.12	3.794.600.53	425.955.47	425.955.47	10.09
Dept	100-0100	FIRE DEPT						
05		PERSONNEL SERVICES						
		05 Sub Totals:	53.600.00	3.802.03	41.827.13	11.772.87	11.772.87	21.96
06		MATERIALS & SERVICES						
		06 Sub Totals:	128.910.00	6.902.77	81.224.03	47.685.97	47.685.97	36.99
07		CAPITAL OUTLAY						
		07 Sub Totals:	5.500.00	3.478.00	5.000.00	500.00	500.00	9.09
09		MISCELLANEOUS						
		09 Sub Totals:	45.000.00	0.00	0.00	45.000.00	45.000.00	100.00
		Expense Sub Totals:	233.010.00	14.182.80	128.051.16	104.958.84	104.958.84	45.04
Dept	100-0200	MUNICIPAL COURT						
05		PERSONNEL SERVICES						
		05 Sub Totals:	63.558.00	4.879.47	41.122.69	22.435.31	22.435.31	35.30
06		MATERIALS & SERVICES						
		06 Sub Totals:	87.400.00	3.172.30	46.289.25	41.110.75	41.110.75	47.04
		Expense Sub Totals:	150.958.00	8.051.77	87.411.94	63.546.06	63.546.06	42.10
Dept	100-0300	LIBRARY DEPT						
06		MATERIALS & SERVICES						
		06 Sub Totals:	11.100.00	570.49	8.971.59	2.128.41	2.128.41	19.17
		Expense Sub Totals:	11.100.00	570.49	8.971.59	2.128.41	2.128.41	19.17
Dept	100-0500	PARKS DEPT						
05		PERSONNEL SERVICES						
		05 Sub Totals:	164.356.00	12.841.01	105.159.44	59.196.56	59.196.56	36.02
06		MATERIALS & SERVICES						
		06 Sub Totals:	61.050.00	3.631.14	34.697.90	26.352.10	26.352.10	43.16
09		MISCELLANEOUS						
		09 Sub Totals:	5.000.00	0.00	0.00	5.000.00	5.000.00	100.00
		Expense Sub Totals:	230.406.00	16.472.15	139.857.34	90.548.66	90.548.66	39.30
Dept	100-0510	COMMUNITY CENTER						
06		MATERIALS & SERVICES						
		06 Sub Totals:	10.350.00	582.22	5.042.92	5.307.08	5.307.08	51.28
		Expense Sub Totals:	10.350.00	582.22	5.042.92	5.307.08	5.307.08	51.28
Dept	100-0550	GENERAL EQUIPMENT						
07		CAPITAL OUTLAY						
		07 Sub Totals:	5.000.00	444.88	1.987.94	3.012.06	3.012.06	60.24

Budget Status

User: Ihiscocks

Printed: 4/1/2024 - 1:12 PM

Period: 9. 2024

Account number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Available	% Available
	Expense Sub Totals:	5.000.00	444.88	1.987.94	3.012.06	3.012.06	60.24
Dept 100-0600	SWIM POOL						
05	PERSONNEL SERVICES						
	05 Sub Totals:	66.940.00	0.00	45.844.98	21.095.02	21.095.02	31.51
06	MATERIALS & SERVICES						
	06 Sub Totals:	23.500.00	199.09	14.856.17	8.643.83	8.643.83	36.78
07	CAPITAL OUTLAY						
	07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	90.440.00	199.09	60.701.15	29.738.85	29.738.85	32.88
Dept 100-0700	POLICE DEPT						
05	PERSONNEL SERVICES						
	05 Sub Totals:	953.655.00	67.169.51	660.569.80	293.085.20	293.085.20	30.73
06	MATERIALS & SERVICES						
	06 Sub Totals:	160.040.00	8.111.27	97.314.29	62.725.71	62.725.71	39.19
07	CAPITAL OUTLAY						
	07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
09	MISCELLANEOUS						
	09 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	1.113.695.00	75.280.78	757.884.09	355.810.91	355.810.91	31.95
Dept 100-0900	PUBLIC BUILDINGS						
05	PERSONNEL SERVICES						
	05 Sub Totals:	56.093.00	4.195.23	40.832.28	15.260.72	15.260.72	27.21
06	MATERIALS & SERVICES						
	06 Sub Totals:	43.400.00	3.640.31	27.501.61	15.898.39	15.898.39	36.63
07	CAPITAL OUTLAY						
	07 Sub Totals:	3.000.00	0.00	0.00	3.000.00	3.000.00	100.00
	Expense Sub Totals:	102.493.00	7.835.54	68.333.89	34.159.11	34.159.11	33.33
Dept 100-1000	PUBLIC WKS/SHOP						
06	MATERIALS & SERVICES						
	06 Sub Totals:	35.500.00	2.045.94	24.603.45	10.896.55	10.896.55	30.69
	Expense Sub Totals:	35.500.00	2.045.94	24.603.45	10.896.55	10.896.55	30.69
Dept 100-1100	SUPPORT SERVICES						
05	PERSONNEL SERVICES						
	05 Sub Totals:	400.139.00	32.030.66	287.861.28	112.277.72	112.277.72	28.06
06	MATERIALS & SERVICES						
	06 Sub Totals:	219.046.00	13.797.34	184.878.41	34.167.59	34.167.59	15.60
07	CAPITAL OUTLAY						
	07 Sub Totals:	318.000.00	11.330.50	125.061.32	192.938.68	192.938.68	60.67
09	MISCELLANEOUS						
	09 Sub Totals:	1.300.419.00	0.00	130.000.00	1.170.419.00	1.170.419.00	90.00

Budget Status

User: Ihiscocks

Printed: 4/1/2024 - 1:12 PM

Period: 9. 2024

Account number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Available	% Available
	Expense Sub Totals:	2,237,604.00	57,158.50	727,801.01	1,509,802.99	1,509,802.99	67.47
	Fund Revenue Sub Totals:	4,220,556.00	108,092.12	3,794,600.53	425,955.47	425,955.47	10.09
	Fund Expense Sub Totals:	4,220,556.00	182,824.16	2,010,646.48	2,209,909.52	2,209,909.52	52.36
	Fund 100 Sub Totals:	0.00	74,732.04	-1,783,954.05	1,783,954.05		
Fund 150	PUBLIC SAFETY FEE						
Dept 150-0000							
R1	Revenue Sub Totals:	77,544.00	6,083.03	50,822.46	26,721.54	26,721.54	34.46
Dept 150-1500							
06	MATERIALS & SERVICES						
	06 Sub Totals:	35,000.00	0.00	0.00	35,000.00	35,000.00	100.00
07	CAPITAL OUTLAY						
	07 Sub Totals:	7,544.00	0.00	741.75	6,802.25	6,802.25	90.17
09	MISCELLANEOUS						
	09 Sub Totals:	35,000.00	0.00	0.00	35,000.00	35,000.00	100.00
	Expense Sub Totals:	77,544.00	0.00	741.75	76,802.25	76,802.25	99.04
	Fund Revenue Sub Totals:	77,544.00	6,083.03	50,822.46	26,721.54	26,721.54	34.46
	Fund Expense Sub Totals:	77,544.00	0.00	741.75	76,802.25	76,802.25	99.04
	Fund 150 Sub Totals:	0.00	-6,083.03	-50,080.71	50,080.71		
Fund 200	SEWER FUND						
Dept 200-0000							
R1	Revenue Sub Totals:	2,348,850.00	135,005.41	1,906,938.64	441,911.36	441,911.36	18.81
Dept 200-2000	SEWER MAINT						
05	PERSONNEL SERVICES						
	05 Sub Totals:	194,931.00	14,704.46	141,455.76	53,475.24	53,475.24	27.43
06	MATERIALS & SERVICES						
	06 Sub Totals:	224,045.00	3,145.31	57,216.87	166,828.13	166,828.13	74.46
07	CAPITAL OUTLAY						
	07 Sub Totals:	30,000.00	8,487.37	25,730.36	4,269.64	4,269.64	14.23
	Expense Sub Totals:	448,976.00	26,337.14	224,402.99	224,573.01	224,573.01	50.02
Dept 200-2100	SEWER PLANT						
05	PERSONNEL SERVICES						
	05 Sub Totals:	340,896.00	21,681.82	228,030.15	112,865.85	112,865.85	33.11
06	MATERIALS & SERVICES						
	06 Sub Totals:	438,526.00	33,012.60	300,894.26	137,631.74	137,631.74	31.39
07	CAPITAL OUTLAY						
	07 Sub Totals:	170,000.00	15,304.00	81,987.69	88,012.31	88,012.31	51.77
	Expense Sub Totals:	949,422.00	69,998.42	610,912.10	338,509.90	338,509.90	35.65
Dept 200-9000	MISCELLANEOUS						

Budget Status

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Account number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Available	% Available
09	MISCELLANEOUS						
	09 Sub Totals:	950.452.00	0.00	170.000.00	780.452.00	780.452.00	82.11
	Expense Sub Totals:	950.452.00	0.00	170.000.00	780.452.00	780.452.00	82.11
	Fund Revenue Sub Totals:	2,348.850.00	135.005.41	1,906.938.64	441.911.36	441.911.36	18.81
	Fund Expense Sub Totals:	2,348.850.00	96.335.56	1,005.315.09	1,343.534.91	1,343.534.91	57.20
	Fund 200 Sub Totals:	0.00	-38.669.85	-901.623.55	901.623.55		
Fund 210	SEWER CONSTRUCTION						
Dept 210-0000							
R1							
	Revenue Sub Totals:	1.940.554.00	17.453.87	1.353.201.61	587.352.39	587.352.39	30.27
Dept 210-2200	SEWER CONSTRUCTION						
07	CAPITAL OUTLAY						
	07 Sub Totals:	1.300.000.00	41.808.56	658.883.96	641.116.04	641.116.04	49.32
09	MISCELLANEOUS						
	09 Sub Totals:	640.554.00	0.00	0.00	640.554.00	640.554.00	100.00
	Expense Sub Totals:	1.940.554.00	41.808.56	658.883.96	1.281.670.04	1.281.670.04	66.05
	Fund Revenue Sub Totals:	1,940.554.00	17.453.87	1,353.201.61	587.352.39	587.352.39	30.27
	Fund Expense Sub Totals:	1,940.554.00	41.808.56	658.883.96	1,281.670.04	1,281.670.04	66.05
	Fund 210 Sub Totals:	0.00	24.354.69	-694.317.65	694.317.65		
Fund 250	WATER FUND						
Dept 250-0000							
R1							
	Revenue Sub Totals:	1.981.500.00	85.693.31	1.699.855.40	281.644.60	281.644.60	14.21
Dept 250-2300	WATER MAINT						
05	PERSONNEL SERVICES						
	05 Sub Totals:	195.241.00	15.895.97	140.144.42	55.096.58	55.096.58	28.22
06	MATERIALS & SERVICES						
	06 Sub Totals:	217.938.00	5.590.24	61.412.55	156.525.45	156.525.45	71.82
07	CAPITAL OUTLAY						
	07 Sub Totals:	35.000.00	0.00	10.333.75	24.666.25	24.666.25	70.48
	Expense Sub Totals:	448.179.00	21.486.21	211.890.72	236.288.28	236.288.28	52.72
Dept 250-2500	WATER PLANT						
05	PERSONNEL SERVICES						
	05 Sub Totals:	185.584.00	13.523.82	121.667.45	63.916.55	63.916.55	34.44
06	MATERIALS & SERVICES						
	06 Sub Totals:	215.149.00	10.767.08	147.540.47	67.608.53	67.608.53	31.42
07	CAPITAL OUTLAY						
	07 Sub Totals:	38.000.00	0.00	23.244.74	14.755.26	14.755.26	38.83
	Expense Sub Totals:	438.733.00	24.290.90	292.452.66	146.280.34	146.280.34	33.34
Dept 250-2550	SPRINGBROOK PLANT						

Budget Status

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Account number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Available	% Available
06	MATERIALS & SERVICES						
	06 Sub Totals:	3.875.00	157.09	3.939.93	-64.93	-64.93	0.00
07	CAPITAL OUTLAY						
	07 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	3.875.00	157.09	3.939.93	-64.93	-64.93	0.00
Dept 250-9000	MISCELLANEOUS						
09	MISCELLANEOUS						
	09 Sub Totals:	1.090.713.00	0.00	482.775.00	607.938.00	607.938.00	55.74
	Expense Sub Totals:	1.090.713.00	0.00	482.775.00	607.938.00	607.938.00	55.74
	Fund Revenue Sub Totals:	1.981.500.00	85.693.31	1.699.855.40	281.644.60	281.644.60	14.21
	Fund Expense Sub Totals:	1.981.500.00	45.934.20	991.058.31	990.441.69	990.441.69	49.98
	Fund 250 Sub Totals:	0.00	-39.759.11	-708.797.09	708.797.09		
Fund 255	WATER METER DEPOSITS						
Dept 255-0000							
R1	Revenue Sub Totals:	0.00	375.00	-200.00	200.00	200.00	0.00
Dept 255-2400							
06	MATERIALS & SERVICES						
	06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Revenue Sub Totals:	0.00	375.00	-200.00	200.00	200.00	0.00
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Fund 255 Sub Totals:	0.00	-375.00	200.00	-200.00		
Fund 260	WATER CONSTRUCTION						
Dept 260-0000							
R1	Revenue Sub Totals:	2.543.422.00	17.308.43	2.572.033.53	-28.611.53	-28.611.53	0.00
Dept 260-2600	WATER CONSTRUCTION						
06	MATERIALS & SERVICES						
	06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
07	CAPITAL OUTLAY						
	07 Sub Totals:	2.543.422.00	0.00	43.728.04	2.499.693.96	2.499.693.96	98.28
09	MISCELLANEOUS						
	09 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	2.543.422.00	0.00	43.728.04	2.499.693.96	2.499.693.96	98.28
	Fund Revenue Sub Totals:	2.543.422.00	17.308.43	2.572.033.53	-28.611.53	-28.611.53	0.00
	Fund Expense Sub Totals:	2.543.422.00	0.00	43.728.04	2.499.693.96	2.499.693.96	98.28
	Fund 260 Sub Totals:	0.00	-17.308.43	-2.528.305.49	2.528.305.49		
Fund 280	AIRPORT FUND						
Dept 280-0000							
R1							

Account number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Available	% Available
	Revenue Sub Totals:	111.253.00	827.25	98.211.02	13.041.98	13.041.98	11.72
Dept 280-2800	AIRPORT DEPT						
06	MATERIALS & SERVICES						
	06 Sub Totals:	24.100.00	3.078.23	9.810.82	14.289.18	14.289.18	59.29
07	CAPITAL OUTLAY						
	07 Sub Totals:	20.000.00	0.00	6.236.00	13.764.00	13.764.00	68.82
09	MISCELLANEOUS						
	09 Sub Totals:	67.153.00	0.00	0.00	67.153.00	67.153.00	100.00
	Expense Sub Totals:	111.253.00	3.078.23	16.046.82	95.206.18	95.206.18	85.58
	Fund Revenue Sub Totals:	111.253.00	827.25	98.211.02	13.041.98	13.041.98	11.72
	Fund Expense Sub Totals:	111.253.00	3.078.23	16.046.82	95.206.18	95.206.18	85.58
	Fund 280 Sub Totals:	0.00	2.250.98	-82.164.20	82.164.20		
Fund 300	STREET FUND						
Dept 300-0000							
R1							
	Revenue Sub Totals:	1.474.924.00	34.382.50	1.165.941.03	308.982.97	308.982.97	20.95
Dept 300-3000	STREET DEPT						
05	PERSONNEL SERVICES						
	05 Sub Totals:	125.808.00	10.188.89	91.358.36	34.449.64	34.449.64	27.38
06	MATERIALS & SERVICES						
	06 Sub Totals:	172.612.00	4.081.41	60.292.76	112.319.24	112.319.24	65.07
07	CAPITAL OUTLAY						
	07 Sub Totals:	365.000.00	0.00	46.686.00	318.314.00	318.314.00	87.21
09	MISCELLANEOUS						
	09 Sub Totals:	811.504.00	0.00	0.00	811.504.00	811.504.00	100.00
	Expense Sub Totals:	1.474.924.00	14.270.30	198.337.12	1.276.586.88	1.276.586.88	86.55
	Fund Revenue Sub Totals:	1.474.924.00	34.382.50	1.165.941.03	308.982.97	308.982.97	20.95
	Fund Expense Sub Totals:	1.474.924.00	14.270.30	198.337.12	1.276.586.88	1.276.586.88	86.55
	Fund 300 Sub Totals:	0.00	-20.112.20	-967.603.91	967.603.91		
Fund 330	STORM WATER FUND						
Dept 330-0000							
R1							
	Revenue Sub Totals:	52.432.00	218.17	1.031.98	51.400.02	51.400.02	98.03
Dept 330-3300	STORM WATER DEPARTMENT						
06	MATERIALS & SERVICES						
	06 Sub Totals:	13.750.00	0.00	810.85	12.939.15	12.939.15	94.10
07	CAPITAL OUTLAY						
	07 Sub Totals:	10.000.00	0.00	0.00	10.000.00	10.000.00	100.00
09	MISCELLANEOUS						
	09 Sub Totals:	28.682.00	0.00	0.00	28.682.00	28.682.00	100.00

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Account number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Available	% Available
	Expense Sub Totals:	52.432.00	0.00	810.85	51.621.15	51.621.15	98.45
	Fund Revenue Sub Totals:	52.432.00	218.17	1.031.98	51.400.02	51.400.02	98.03
	Fund Expense Sub Totals:	52.432.00	0.00	810.85	51.621.15	51.621.15	98.45
	Fund 330 Sub Totals:	0.00	-218.17	-221.13	221.13		
Fund 430	WWTP CONSTRUCTION DEBT REPAY						
Dept 430-0000							
R1							
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Dept 430-4400	WWTP CONST REPAY						
08							
	DEBT SERVICE						
	08 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
Dept 430-9000	MISCELLANEOUS						
09							
	MISCELLANEOUS						
	09 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00
	Fund 430 Sub Totals:	0.00	0.00	0.00	0.00		
Fund 450	WTP CONSTRUCTION DEBT REPAY						
Dept 450-0000							
R1							
	Revenue Sub Totals:	557.409.00	2.036.28	570.953.99	-13.544.99	-13.544.99	0.00
Dept 450-4550	WTP CONSTRUCT REPAY						
08							
	DEBT SERVICE						
	08 Sub Totals:	307.774.00	0.00	307.775.32	-1.32	-1.32	0.00
	Expense Sub Totals:	307.774.00	0.00	307.775.32	-1.32	-1.32	0.00
Dept 450-9000	MISCELLANEOUS						
09							
	MISCELLANEOUS						
	09 Sub Totals:	249.635.00	0.00	0.00	249.635.00	249.635.00	100.00
	Expense Sub Totals:	249.635.00	0.00	0.00	249.635.00	249.635.00	100.00
	Fund Revenue Sub Totals:	557.409.00	2.036.28	570.953.99	-13.544.99	-13.544.99	0.00
	Fund Expense Sub Totals:	557.409.00	0.00	307.775.32	249.633.68	249.633.68	44.78
	Fund 450 Sub Totals:	0.00	-2.036.28	-263.178.67	263.178.67		
Fund 500	PARK DEVELOPMENT FUND						
Dept 500-0000							
R1							
	Revenue Sub Totals:	250.508.00	12.972.63	330.619.37	-80.111.37	-80.111.37	0.00
Dept 500-4500	PARK DEVELOPMENT						
06							
	MATERIALS & SERVICES						
	06 Sub Totals:	6.000.00	0.00	947.34	5.052.66	5.052.66	84.21

Account number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Available	% Available
07	CAPITAL OUTLAY						
	07 Sub Totals:	10.000.00	0.00	3.364.57	6.635.43	6.635.43	66.35
09	MISCELLANEOUS						
	09 Sub Totals:	234.508.00	0.00	0.00	234.508.00	234.508.00	100.00
	Expense Sub Totals:	250.508.00	0.00	4.311.91	246.196.09	246.196.09	98.28
	Fund Revenue Sub Totals:	250.508.00	12.972.63	330.619.37	-80.111.37	-80.111.37	0.00
	Fund Expense Sub Totals:	250.508.00	0.00	4.311.91	246.196.09	246.196.09	98.28
	Fund 500 Sub Totals:	0.00	-12.972.63	-326.307.46	326.307.46		
Fund 550	RV PARK FUND						
Dept 550-0000							
R1	Revenue Sub Totals:	108.500.00	5.599.50	110.365.89	-1.865.89	-1.865.89	0.00
Dept 550-5500							
06	MATERIALS & SERVICES						
	06 Sub Totals:	30.000.00	1.711.73	18.042.34	11.957.66	11.957.66	39.86
09	MISCELLANEOUS						
	09 Sub Totals:	78.500.00	0.00	0.00	78.500.00	78.500.00	100.00
	Expense Sub Totals:	108.500.00	1.711.73	18.042.34	90.457.66	90.457.66	83.37
	Fund Revenue Sub Totals:	108.500.00	5.599.50	110.365.89	-1.865.89	-1.865.89	0.00
	Fund Expense Sub Totals:	108.500.00	1.711.73	18.042.34	90.457.66	90.457.66	83.37
	Fund 550 Sub Totals:	0.00	-3.887.77	-92.323.55	92.323.55		
Fund 580	CAPITAL PROJECTS FUND						
Dept 580-0000							
R1	Revenue Sub Totals:	1.048.908.00	5.817.96	990.467.75	58.440.25	58.440.25	5.57
Dept 580-5800	CAPITAL PROJECTS						
07	CAPITAL OUTLAY						
	07 Sub Totals:	60.000.00	0.00	62.578.75	-2.578.75	-2.578.75	0.00
09	MISCELLANEOUS						
	09 Sub Totals:	988.908.00	0.00	0.00	988.908.00	988.908.00	100.00
	Expense Sub Totals:	1.048.908.00	0.00	62.578.75	986.329.25	986.329.25	94.03
	Fund Revenue Sub Totals:	1.048.908.00	5.817.96	990.467.75	58.440.25	58.440.25	5.57
	Fund Expense Sub Totals:	1.048.908.00	0.00	62.578.75	986.329.25	986.329.25	94.03
	Fund 580 Sub Totals:	0.00	-5.817.96	-927.889.00	927.889.00		
	Revenue Totals:	16.716.360.00	431.865.46	14.644.843.20	2.071.516.80	2.071.516.80	12.39
	Expense Totals:	16.716.360.00	385.962.74	5.318.276.74	11.398.083.26	11.398.083.26	68.19
	Report Totals:	0.00	-45.902.72	-9.326.566.46	9.326.566.46		



CITY OF MYRTLE CREEK POLICE DEPARTMENT

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

Department Report March 2024

Public Presentation

Detective Kevin Taggart was part of a presentation that was given at the Coffenberry Middle School on March 1st regarding online sexual predators. This is a joint presentation between Detective Taggart and the Douglas County Human Trafficking Task Force and gives parents and teens information on the grooming process of online sexual predators, Red flags, indicators, vulnerabilities, high risk social network sites, and case studies. I attended this and Detective Taggart did an outstanding job with his presentation.

New Hire

The open police officer position has been filled as the top candidate, Tanner Bennett, passed all the requirements. Tanner grew up in Sutherlin and took a job as a patrol deputy in Harney County Oregon about 3 ½ years ago. Tanner started on April 8th and will not have to go to the academy as he is a certified police officer. With Tanner's prior law enforcement experience, his field training will only be approximately 8-weeks instead of the 16-weeks. With Tanner filling this position, the police department is now at full staff regarding positions.

Academy Update

Officer Isaiah Smith is doing very well at the academy and got a 93% on his midterm written test. Officer Smith is on week 11 of his 16 required weeks at the academy and is scheduled to graduate on May 24th.

Online Sexual Predator

On March 12th, Detective Taggart arrested a 38-year-old male from Roseburg after he drove to Myrtle Creek a little after 1:00 am, in the morning to meet a 15-year-old girl for sex. During the investigation, Detective Taggart learned the suspect had left his 6, 10, and 11-year-old children at home alone while he drove to Myrtle Creek. The sheriff's office responded to the home where the children were at and was able to get an adult family member to come take care of them. The suspect was lodged at the Douglas County Jail on several charges.

Calls For Service

Officers from the department handled 190 calls for service during the month of March, gave 41 traffic warnings, issued 21 traffic citations, and arrested 19 individuals. Out of those arrests there were 5 felony charges and 25 misdemeanor charges.

Respectfully submitted,

Chief Jonathan Brewster
Myrtle Creek Police

2024 MCFD Call Responses

Call Type	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
MVA-Non Injury	3		2										5
MVA - UTL	1												1
MVA - Injury	2	2											4
MVA - Fatal			1										1
MVA - Cancelled	1	2	4										7
Medical Aid	16	10	12										38
Medical Aid - Cancelled	2	1	2										5
Public Assist			2										2
Public Assist-Lift Assist	14	7	2										23
Public Safety		2	3										5
Unattended Death													0
Fire/Carb Alarm	1	1											2
False Alarm Activation													0
Alarm Testing													0
Flue Fire													0
Fire - Vehicle	1		2										3
Fire													0
Fire - Illegal Burn	2	2	4										8
Fire - Controlled Burn			1										1
Fire - UTL	1	1	2										4
Fire-Nat Cover													0
Fire - Cancelled													0
Structure Fire	2	1	5										8
Structure Fire - Cancelled	5	2	1										8
Structure Fire -Commercial	1	1											2
Over Bank Rescue													0
Water Rescue													0
Water/Over Bank-Cancelled													0
Dispatched in Error/Test Page	2	2	3										7
TOTAL	54	34	46	0	0	0	0	0	0	0	0	0	134

Public Works and Parks

Activities Report for April 16, 2024

City Council Meeting

- **Streets**

- 17 Utility Locates in the month of January
- Weekly downtown garbage collection
- Regular street sweeping
- Pothole repairs on Madrona, Craig, Christian, and Stevenson
- Installed French drain to address water issue on Springbrook Rd
- Investigated water issue in front of Umpqua Bank. Still unsure of issue continuing to investigate. Identified potential stormwater issue
- Met with contractors to get bids for street repairs on Western, RV Park, Community Center parking lot, Hall Street

- **Sewer**

- Weekly lift station maintenance
- Fairway lift station wet well developed a crack that had to be repaired
- Jetted sewer line on B street
- Jetted sewer line on Pine and Broadway
- Demo of old Riverside lift station

- **Water**

- 11 delinquent water turnoffs
- Monthly meter reads
- Service line repair
 - Blowoff Valve replacement Riverside and Forest Rd
 - Installed water service for three new homes on Simpson
 - Replaced water service on 241 Heard
 - Replaced water service on 285 Cherie Way
 - Replaced water service on 630 Laurance St
 - Replaced 20 ft of 4 inch water main on Stevenson Street

- **Public Works Misc.**

- Continued to service Fire hydrants; Bond Street and Johnson Street
- Replaced brooms on Sweeper

- **Parks and Public Building Department**

- Monthly park maintenance
- Finished Floors in Police Department
- Painted bathrooms in parks
- Mowing has started in parks
- Finished painting handrails at City Hall
- Completed recreation inventory and audit
- Met with representatives from PURS and County regarding erosion issue along Myrtle Creek
- Worked on baseball/softball fields to get ready for spring season
- Replaced flooring in City Hall restrooms

- **Water Treatment**

- Routine labs and testing
- South Umpqua River Plant produced 15.996 (MG) - 31 days of operation
- Plant running at 700 GPM

- **Wastewater Treatment**

- Routine labs, testing, and maintenance
- New centrate pump installed
- Met with Rogers Machinery to discuss repairs that need to be done to blower that has a leaking seal
- Met with contractor to build an oil filtration system for the dryer
- Total effluent flow to the South Umpqua River = 55.951 M.G.
- Total Effluent flow to the M.C. Golf Course = 0 M.G.
- Myrtle Creek influent flow = 26.468 M.G.
- Tri-City Influent Flow = 29.759 M.G.
- Total Effluent = 56.227 M.G.
- Budgets



Student Representative Report March 2024

South Umpqua High School

- Superintendent, Dr. Paul Hillyer announced the graduation rate at SUHS is on the rise! With 95% of the class of 2026 on track to graduate.
- Peer2peer has begun its student search. Peer2Peer is a program that allows special needs students to gain job experience for future endeavors with the help of a trustworthy SUHS Student.
- The National Honors Society chapter planned two events for the community. One was SU Serves; a community service initiative where all students participate during the school day to clean the community and campus. Second, the Easter Egg Hunt for all schools in the district happened on the 21st. All elementary schools came to Lourhy Field to hunt for eggs.

Coffenberry Middle School

- ODE Director, Dr. Charlene Williams and others traveled to schools across Douglas County. Included in this was Coffenberry Middle School and Williams stated "The sense of community is palpable." regarding our schools.

Elementary School(s)

- On March 26th, Myrtle Creek Library with the help of Umpqua Valley STEAM Hub held a STEAM night for all ages. As a part of the new curriculum, Science, Technology, Engineering, Art, and Maths, or STEAM, has been a focus for local elementary schools.
- Friday, March 15th was Tri-City Elementary's first Glow Dance. All students were invited to dance in the dark to raise money for the PTA committee.

South Umpqua School District #19

- Creation of a district safety plan began in March and new information regarding steps taken to ensure the safety of students and communication with parents are featured on the district website.

Myrtle Creek - City Council Agenda Report

Agenda item: Animal Ordinance Discussion

Meeting Date:	April 16, 2024	Primary Staff Contact:	Lonnie Rainville
Department:	Administration	E-Mail:	lrainville@myrtlecreek.org
Secondary Dept.:		Secondary Contact:	

Issue before the Council:

Discussion about Animal Ordinance and review of the Review Board Application.

Background:

At the March 5, 2024 City Council meeting, Council approved the formation of an Animal Code Review Board that will responsible for providing input for the amendment of the City's Animal Code. Tonight, the City Attorney will discuss animal codes in general, and provide input in the formation of the Review Board.

Council will then review the application to be used and provide input and consensus for application to be used to apply for a Review Board position.

Related City Policies:

Title 6 Animals

2.01.040 – Role of Council Members

Fiscal Impact:

None

Council Options:

Council can provide consensus for the application used to apply to be on the Animal Code Review Board.

Council can request modifications to the application and have the application brought back to the next meeting in May.

Council can take no action.

Memo

To: Lonnie Rainville, City Administrator
From: Lori J. Cooper, City Attorney
Date: April 11, 2024
Re: Animal Code Review Board

The City Council has recently been discussing the possible creation of an Animal Code Review Board ("Board"). This memo discusses issues that the Council should be aware of while it is considering whether to form such a board, as well as several procedural elements to keep in mind regarding the creation of a board (if the Council chooses to proceed with creation of a board).

Animal Code Considerations

The Myrtle Creek Municipal Code ("MCMC") contains only a couple of sections dealing with animals:

- *MCMC 9.15.030* - Unnecessary noise, which prohibits keeping an animal that, by loud and frequent continued noise, disturbs the comfort and repose of a person in the vicinity.
- *MCMC 8.05.130* - Domestic animals, which prohibits persons "to permit any horses, cattle or other stock animal, or any chickens, turkeys or other domestic fowl, which are owned by such person or in his possession, to run at large in the city."

Many cities in Oregon have contracts with their counties to provide animal control services, since county governments have more resources and expertise in animal control than most cities.

Very few cities in Oregon regulate animal welfare. This is likely because state law contains comprehensive regulations governing animal abuse and other types of animal welfare issues. Local governments should be cautious in establishing their own animal welfare regulations, since there may be an argument that state law "covers the field" and preempts local jurisdictions from enacting and enforcing animal welfare laws which differ significantly from state law.

However, county and city code enforcement officers can potentially assist with enforcement of state animal welfare laws by investigating complaints and then following up with local or state police if violation of state animal statutes is suspected.

Finally, ORS 167.335(1)(b) provides that unless there is "gross abuse", rodeos and other types of animal exhibitions and events are exempt from state animal abuse laws. If a city or county attempted to regulate rodeos or other types of animal exhibitions based on animal abuse or animal

cruelty, such regulations would likely be successfully challenged based on this exemption in state law.

Board Formation

The Council's initial discussions of the potential creation of an Animal Code Review Board (Board) included a schedule of the process for the creation of the board and the selection of board members. If the decision is made to create a Board, the Council would like the Board to begin meeting in June 2024.

The Council would like the proposed Board to consist of seven members, including two Councilors, who would be non-voting members.

Introduction

As the Council is undoubtedly aware, municipal advisory boards (such as the Animal Code Review Board which the Council is considering creating) play an important role in city governance by assisting city councils in addressing specific issues in detail, lending professional expertise, facilitating community decision-making, and serving as a conduit between citizens, city staff, and the Council. Effective use of a Board can result in increased community engagement and facilitate the Council's decision making process.

Understanding the reason for the formation of an advisory board is essential for ensuring that the board is successful. There are two reasons for establishing an advisory board: (1) the board is authorized or required by law, or (2) the Council exercises its discretion to form an advisory board. The latter type of advisory board (discretionary) is the most common type of advisory board.

If the Council decides to create an advisory board, it would do so by enacting a resolution or an ordinance. An ordinance is a local law which prescribes general, uniform, and permanent law. In contrast, resolutions are less permanent enactments than ordinances and often deal with matters of a special or temporary character. For those boards of a more long-standing nature, the governing body will enact an ordinance, and for boards that deal with a short-term goal or purpose, the governing body will pass a resolution.

The Council will need to decide if they want the Animal Code Review Board to be a temporary or a permanent advisory board, which will dictate whether an ordinance or a resolution should be used to create the Board. There is nothing to prevent the Council from establishing the Board as temporary, but later deciding that there is a need to make the Board a permanent advisory board – all that would be required would be adopting an ordinance to make it permanent.

Elements of an Advisory Board

Most governing bodies find that for efficiency and to facilitate productive citizen engagement, it is necessary to state certain things in the ordinance or resolution, also known as the enacting documents.

Specifically, the enacting documents should state the purpose, the membership, and the procedure for accomplishing the purpose of the board. Other than commissions authorized or required by law (i.e., non-discretionary boards), there are no known cases or statutes requiring any specific element or function of a commission.

A. Defining Purpose: The most important element to a successful advisory board is to define the purpose of the board. The Council should define the purpose through the enacting documents. Clear statements of purpose from the Council at the outset will help to define goals and purpose and

prevent scope creep. Scope creep is the uncontrolled, unmanageable, and often inevitable widening of a board's scope.

Having the board report specific, measurable outcomes back to the Council is another way to clearly establish an advisory board's purpose. Depending on the purpose, boards can be perpetual advisors or, in contract, provide specific feedback for only a short duration.

B. Membership: Another necessary element to include in the enacting documents is to define Board membership. Recruiting and engaging the right members is critical in accomplishing the purpose of the Board.

Specifically, the enacting legislation should provide the following information:

- *Number of members.* It is best to have an odd number of members (three, five, or seven) so there is less likely to be a tie vote. The Council has already discussed having a seven member Board, with two of the seven members being Councilors who will not have a vote.
- *Composition of membership.* The Council may benefit from at least one Board member having professional expertise in the area of animal welfare, animal control, and/or animal health. For example, a veterinarian, an animal handler, or someone with other types of experience with animals could provide expertise that the Board may find helpful.
- *Term.* The enacting legislation should specify the length of term for Board members, as well as whether the Council wishes to impose term limits on Board members.
- *Appointing authority.* Section 21 of the Myrtle Creek city charter states that the mayor shall appoint "members of committees established by Council rules" and "other persons required by the Council to be so appointed."
- *Residency requirements.* There does not appear to be any requirement in the city charter or any other restrictions in the municipal code that require Board members be residents of the city. Therefore, the Council can decide whether it wants to limit Board membership to City residents, or to allow one or more Board positions to be held by a non-City resident, and the enacting legislation will be drafted to reflect the Council's wishes.

C. Procedures for Conducting Meetings: Another important element in establishing a successful Board is to establish Board procedures. The Council resolution or ordinance establishing the Board should address issues such as quorum (unless stated otherwise, a quorum is a majority of the commission members) and the duties of the chair of the Board. In addition, a simple set of Board by-laws can be drafted to establish Board procedures.

Best Practices

Board Purpose – Although the Board's purpose will be stated in the enacting legislation, the statement is usually short and lacks detail. Over time, with changes in Board and/or Council membership, this original purpose is often forgotten.

Defining the Board's purpose in more detail in the by-laws will help keep the Board focused on its mission and prevent "scope creep." Scope creep is the uncontrolled, unmanageable, and often inevitable widening of a board's scope. The main reason for scope creep is the lack of clearly defined goals or purpose.

The by-laws can state many of the considerations such as purpose, membership, and procedures. The advantage of by-laws is to provide more detail than a resolution or ordinance. Further, Board by-

laws may be more easily amended than a resolution or ordinance to fit the particular needs of the Board or City Council.

Annual Workplan or Goals - One practice tip is for the Board to prepare and submit an annual work plan or “goals” document to the Council. The Council could review the work plan/goals and provide feedback to the Board. The Council could refer additional items to the Board for inclusion in the annual work plan/goals document. This review could create a communication conduit between the Council and the Board and help ensure that the Board continues to follow its established purpose.

Public Records and Public Meetings

Some additional items to consider include the requirement for the Board to follow public meetings, public records, and ethics laws. Board members should receive orientation and training on these topics.

Conclusion

This memo is meant to provide the Council with an overview of local regulation of animal welfare and the elements of the effective formation and use of an Animal Code Review Advisory Board.

I am ready and available to work with the City to answer questions on the matters covered in this memo and assist with next steps, if necessary.

APPLICATION TO SERVE ON THE CITY OF MYRTLE CREEK
ANIMAL CODE REVIEW ADVISORY BOARD

Application MUST be completed to be valid

Name: _____ **Date:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Email Address: _____

Occupation: _____ **Place of Employment:** _____

Are you currently serving on other boards, committees, clubs, etc.? If yes, please list briefly.

Please briefly state why you are interested in serving on the Animal Code Review Advisory Board:

What unique skills, talents, or connections would you bring to this board that might be useful in the review of and creation of animal code?

Any additional information or qualifications you would like to provide:

What do you see are the biggest issues in Myrtle Creek regarding animals?

Upon determination of meeting dates and times, will you be able to commit to regular attendance?

**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 City Council.**

Applicants Signature _____

Myrtle Creek - City Council Agenda Report

Agenda item: South County Steep Angle Rescue

Meeting Date: April 16, 2024

Primary Staff Contact: Manie Pires

Department: Fire Department
Secondary Dept.:

E-Mail:
Secondary Contact:

Issue before the Council:

Request for approval to make a one time offering of financial support to the South County Steep Angle Rescue.

Staff Recommendation:

The Fire Department staff recommendation is to make the one-time payment of \$1,000 to the South County Steep Angle Rescue for training and equipment.

Background:

South County Steep Angle Rescue is requesting support from south county agencies to update their equipment and add additional training opportunities for certification in steep angle and swift water rescue. The financial support allows contributing agencies to send personnel for certification in steep angle and swift water rescue. The Myrtle Creek Fire Department currently has a mutual aid agreement with the South County Steep Angle Rescue for any calls that require their assistance.

Related City Policies:

None

Fiscal Impact:

The Fire Department is requesting approval to spend \$1,000 from the Fire Department equipment fund to South County Steep Angle Water Rescue for their purchase of new equipment and to add additional training opportunities.

Council Options:

- Council can take no action.
- Council can approve the expenditure.
- Council can change the amount requested.

Potential Motion:

- I make the motion to approve the expenditure of \$1,000 from the Fire Department Fund Equipment line item to South County Steep Angle Rescue.

Myrtle Creek - City Council Agenda Report

Agenda item: Zone Change Request for Parcel addressed 186 NE Division Street

Meeting Date: April 16, 2024

Primary Staff Contact: Lonnie Rainville

Department: Planning

E-Mail: lrainville@myrtlecreek.org

Secondary Dept.:

Secondary Contact:

Issue before the Council:

Myrtle Creek First Assembly of God's Zone Change Request from C-2, Neighborhood Commercial to R3, High Density Residential for Parcel Addressed 186 NE Division St. Planning File No. 2024-MC002.

Staff Exhibits

1. Current Zone Map
2. Proposed Amended Zone Map
3. Zone Change Application

Staff Report / Finding of Facts

INTRODUCTION:

The Myrtle Creek First Assembly of God (applicant) has submitted an application for zone change for the parcel addressed 186 NE Division St, Myrtle Creek Oregon. The Property has a Tax ID of 29-05-27BB-01400 and a Property ID of R16342. The Property is .47 acres and is currently zoned Neighborhood Commercial (C-2). The applicant has submitted a zone change application to change the parcel's zoning designation to R-3 High Density Residential.

The applicant states the proposed zone classification is better suited for the properties intended use and matches the use of parcels surrounding the subject parcel.

APPLICABLE CRITERIA:

ORS 227.175 Application for permit or zone change describes the state requirement for the application and for a zone change. Title 18.180 of the Myrtle Creek Municipal Code (MCMC) establishes the procedure for processing a zone change. Specific standards will be applied from Section 18.180.030 in order to determine approval or denial of the request. Additional conditions, stipulations, or limitations as a prerequisite to the final action may be recommended by the Planning Commission and approved by the City Council if they are in the public interest, per Section 18.050.030 (Supplemental Conditions) and Section 18.180.060 (Resolution of Intent to Change Zone) of the Myrtle Creek Municipal Code.

PROCEDURAL FINDING OF FACTS:

Application for the zone change was submitted by the Myrtle Creek First Assembly of God and received by the Planning Department on January 12, 2024.

The Planning Department deemed that the application was complete February 6, 2024.

Notice of Planning Activity was sent to the Oregon Department of Land, Conservation, and Development (DLCD) on January 29, 2024.

Notice of Planning Commission Public Hearing was submitted to all residents residing within 150 feet of the subject property on March 7, 2024.

Notice of the Planning Commission Public Hearing ran in the Douglas County Mail newspaper on March 14, 2024, and March 21, 2024.

There was one comment received from the public pertaining to the zone change request. The Fair Housing Council of Oregon requested the staff report reflect the current number of homes allowed on the parcel and what the theoretical number of homes that would be allowed after the zone change. This is reflected in the finding of facts below.

On March 26, 2024, the Planning Commission conducted a public hearing to review the request for Zone Change.

The public hearing was opened at 5:38 pm.

The full Planning Commission was cleared to hear and make a decision on the matter.

During the hearing the applicant was identified as having party status.

Staff provided information and finding of facts for the requested zone change.

A representative from the Church spoke about their reason for requesting the zone change. They stated the request was due to it having a better fit for area. All the properties around the parcel are being used for residential and the inquiries for purchase have been to use the property for residential purposes.

There were no other witnesses for or against the issue who testified on the matter.

The Public Hearing was closed at 5:55 pm

After a short deliberation the Planning Commission unanimously approved a motion to move the request to City Council with the recommendation that City Council approve the zone change to R-3 High Density Residential from C-2, Neighborhood Commercial.

FINDING OF FACT: (Code Criteria is in italics. Staff analysis and findings are in regular print.)

Boarding Parcels to the east and west are zoned C-2, Neighborhood Commercial but have a residential use.

Parcel to the south is zoned C-3 High Density Residential.

Division Street is adjacent to the parcel to the north.

Parcel will be accessed from Division Street.

There are currently no structures on the subject parcel.

Under the current zoning of C-2 Neighborhood Commercial, no housing can be built on the parcel. Once the zone change occurs to R-3 High Density Residential the property could accommodate up to 4 units if they were build in the form of a quadplex.

Utilities are available to the subject parcel.

MCMC Section 18.180.030(1) - Public hearing on amendments.

- (1) *In judging whether or not a zone change, or amendment shall be initiated, approved, modified or denied, the planning commission shall establish the proposals appropriateness and desirability or the public convenience or necessity to be served and shall establish compliance with the comprehensive plan and other applicable policies of the city by adoption of findings of fact.*

The applicant states that the use of the property is better suited as residential as it is bordered on all three sides by parcels with a residential use. The use of properties along Division Street has a mix of Residential and Neighborhood Commercial uses. With subject parcel being bordered on three sides by parcels having residential use, staff affirms the zone change to R-3 is appropriate. In addition, there is a need for multi-family housing and changing the zone to R-3 allows the parcel to be used for multi-family housing.

The proposed use also complies with Chapter 9 of the City of Myrtle Creek's Comprehensive Plan. The property will be used for housing to be available within the city. The parcel location is well suited for middle or multi-family housing. Its location is close to city services that include parks, medical facilities, school, and grocery stores. The present level of police and fire protection, library, health and education and other community services will not be affected, and the development of additional housing should be encouraged.

DETERMINATION:

Based on the finding of facts the City of Myrtle Creek Planning Commission finds that the request for zone change from C-2 Neighborhood Commercial to R-3 High Density Residential meets the criteria as required in MCMC Section 18.180.030 (1). In addition, the intended use of the parcel conforms with the goals of Chapter 9, Housing of the Myrtle Creek Comprehensive Plan.

CONCLUSION & RECOMMENDATION:

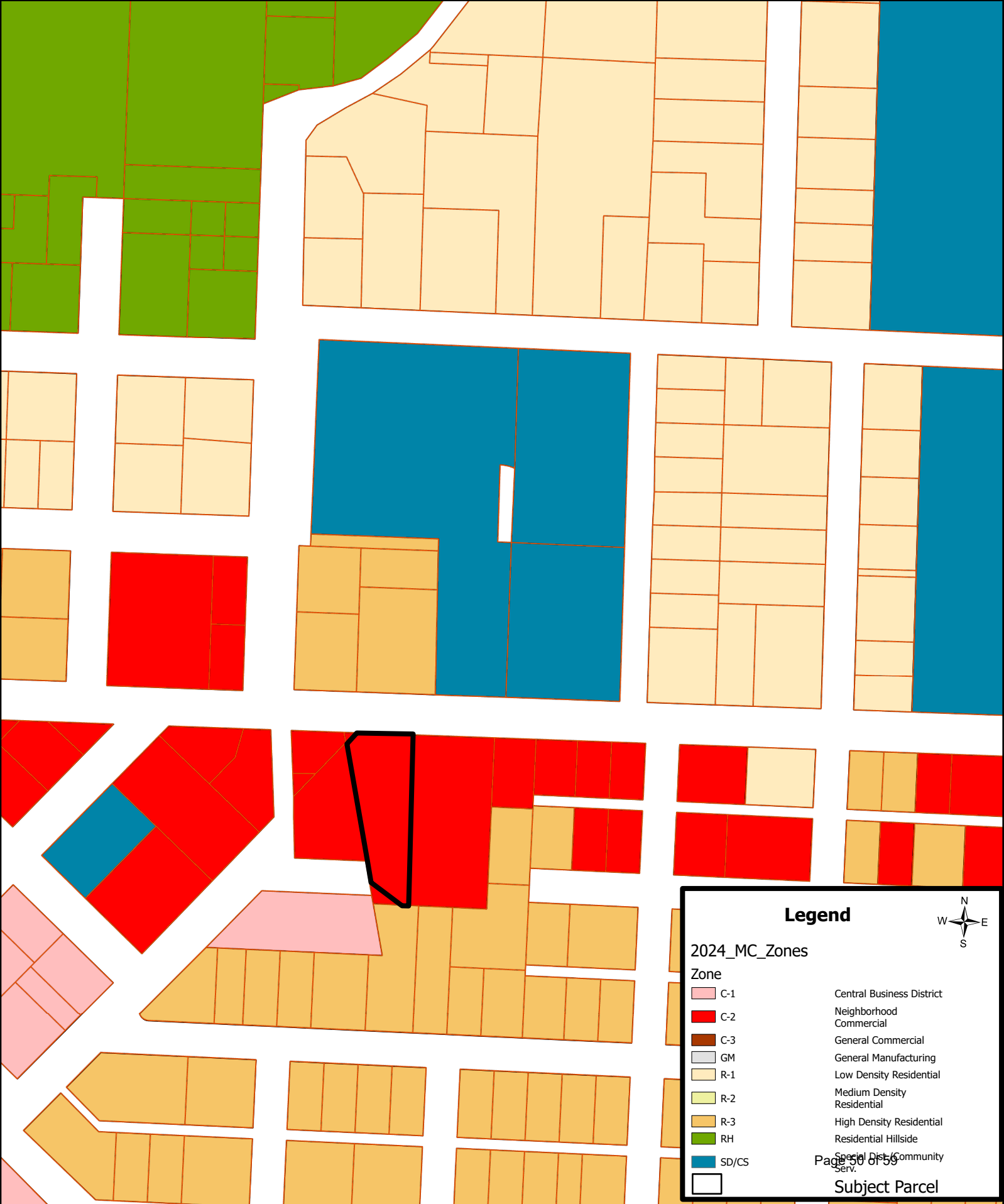
In conclusion, staff and the Planning Commission supports the zone change request and recommends the City Council approve the request to change the zone of the subject parcel from C-2 Neighborhood Commercial to R-3 High Density Residential with no conditions.

Motion No. 1

I make the motion to approve the first reading of Ordinance #855 AN ORDINANCE AMENDING THE CITY OF MYRTLE CREEK ZONING MAP TO CHANGE THE ZONING OF CERTAIN LAND WITHIN THE CITY (Tax lot 01400, Section 27BB, T29S, R05W; Property ID R16342; Addressed 186 NE Division St, Myrtle Creek OR)

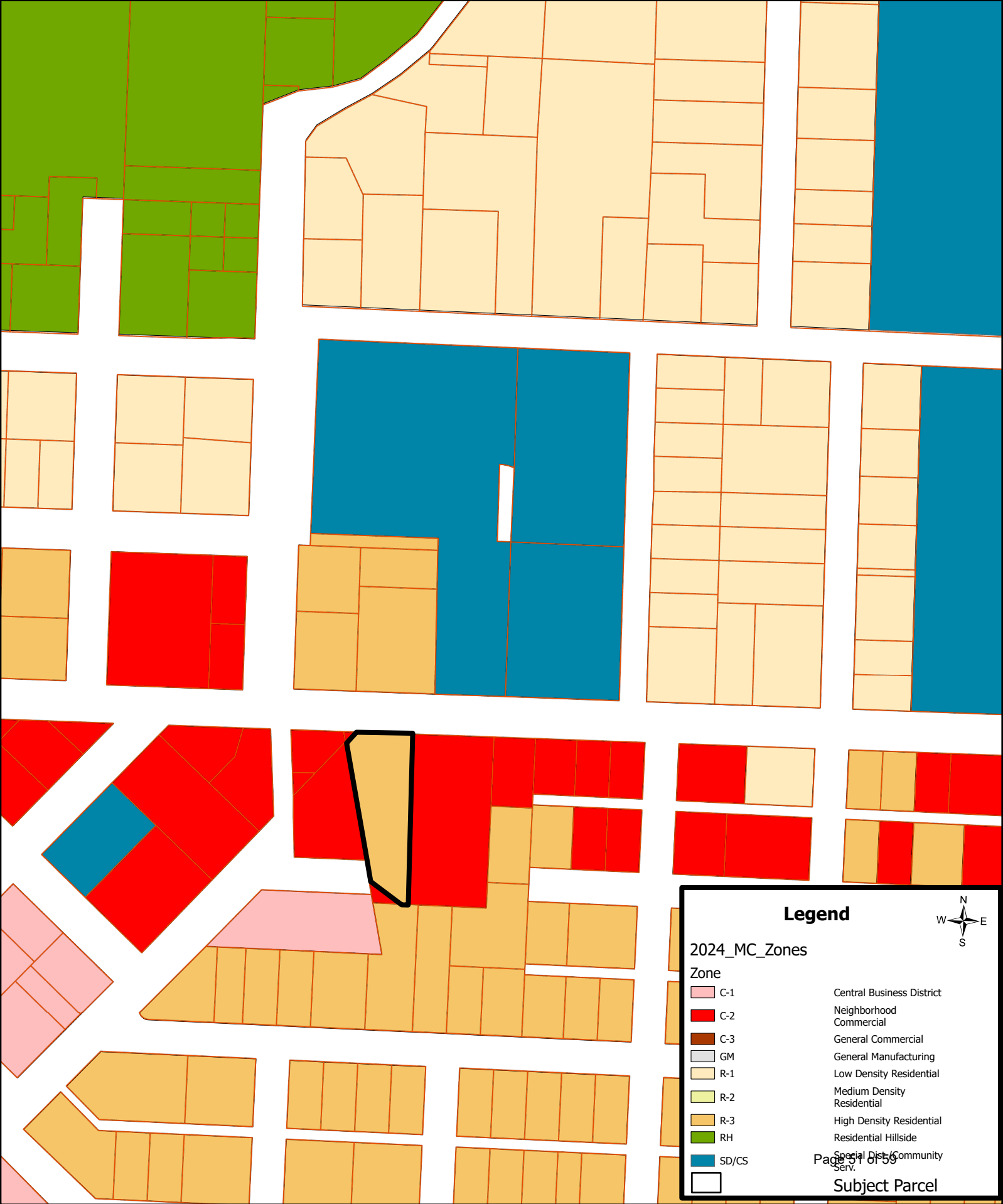
186 NE Division Current Zone

Tax Account: R16342
Legal: TRACT M&B V113 P507D,
ACRES 0.47
Map#: 29-05W-27BB-01400



186 NE Division Proposed Zone

Tax Account: R16342
Legal: TRACT M&B V113 P507D,
ACRES 0.47
Map#: 29-05W-27BB-01400





City of Myrtle Creek

Planning Department

207 NW Pleasant St, PO Box 940, Myrtle Creek OR 97457

Phone: (541)-863-3171 ext. 242

e-mail: planning@myrtlecreek.org

received
01/12/2024

Complete: 2/6/2024

ZONE CHANGE APPLICATION

Request for Plan Map Amendment

The City of Myrtle Creek Comprehensive Plan is the adopted plan for long-range development within the city. The Myrtle Creek Comprehensive Plan Map describes the land use designations for every parcel within the Urban Growth Boundary (UGB). Comprehensive Plan Map Amendments change the way the City's Comprehensive Plan goals and policies are applied to a site. A Comprehensive Plan change is used to change the land use designation of property on the official city comprehensive plan map. An example is changing the designation of an area from low-density residential (R-1) to high-density residential (R-3).

The burden of proof in demonstrating the need for the plan change is on the applicant. Comprehensive Plan changes will be made as needed to maintain the City of Myrtle Creek's Comprehensive Plan as an up-to-date guideline for community growth and development.

Note: Requests for zoning map amendments may be considered concurrently with a comprehensive plan map amendment. Zone changes within the City of Myrtle Creek must comply with the Comprehensive Land Use Map.

Please submit the following:

- ☒ One (1) completed copy of this form
- ☒ One (1) site plan, drawn to scale, showing the actual dimensions of the lot or parcel and any other information necessary to adequately describe the intended use of the property/structure. The site plan shall be at least 8 1/2" x 11" in size, and suitable for photocopying.
- ☒ A non-refundable filing fee, as specified in the most recent "City of Myrtle Creek Handbook of Fees & Charges", must accompany this application (make check payable to the City of Myrtle Creek).

THIS APPLICATION ACCOMPANIES: _____ A request for annexation ☒ A zone change request

Name of Applicant: MYRTLE CREEK FIRST ASSEMBLY OF GOD Phone: 458-802-6015

Address: P.O. Box 5007, 163 NE Division St. City: MYRTLE CREEK State: OR Zip: 97457

Applicant's interest in property (owner, buyer, lessee, etc.): _____

Title Holder of the subject property: MYRTLE CREEK 1ST ASSEMBLY Phone: 458-802-6015

Address: P.O. Box 5007, 163 NE Division St. City: MYRTLE CREEK State: OR Zip: 97457

DEED NO: 1984-6231

POINT OF CONTACT PASTOR DAVID EDWARDS 541-285-5400

Applicant's Agent or Representative: DAVE EDWARDS Phone: 541-285-5450

Address: P.O. Box 604 City: MILWAUKEE CREEK State: OR Zip: 97145

Legal Description: (attach copy of metes & bounds description) TRACE M4B113 ~~03000~~ P50710

Current Site Address: 186 NE DIVISION ST MILWAUKEE CREEK, OR 97145

Nearest Cross Street or Road: NE DIVISION ST

T S, R W, Section Tax Lot(s)

Tax Account No(s). EXEMPT (CHURCH) EXEMPTION DESC 307.140

Current Comprehensive Plan Designation:

Current Zoning Designation: COMMERCIAL

Proposed Zoning Designation: RESIDENTIAL - R3

Size of Parcel: .47 ACRES Total area affected by proposed change: .47 ACRES (acres or square feet)

Existing property uses adjacent to the site (North, South, East and West): HOUSES N, S, E
OUR CHURCH BLDG W

Describe the physical features of the property or any unusual characteristics (such as slope, hillside, creek or highway bisects it, etc.):

NE DIVISION BORDERS IT TO THE WEST

Is the property located in the 100 year flood plain? If so, describe which portions:

NO

Are there any covenants or deed restrictions on this property? NO If yes, please attach a copy

PROPOSED ZONE CHANGE (AMENDMENT TO THE ZONING MAP)

PRESENT ZONING: COMMERCIAL REQUESTED ZONE CLASSIFICATION: RESIDENTIAL

A change in Zoning District boundaries and the addition of further Districts may be made upon determination by the City Council that the public necessity, convenience, or general welfare will be best served by the requested zone change or any portion thereof. Subject to the public need to change, compliance with the Comprehensive Plan of the City will be considered not only in terms of land use, but also in terms of the goals and policies of the Plan.

Application for a zone change requires a Public Hearing in accordance with Oregon law. After following the hearing procedures and listening to testimony, the Planning Commission will make a recommendation to the City Council for approval or denial. At the next regular Council meeting following receipt of the recommendation, the Council shall give the Planning Commission's recommendation such weight as in the Council's sole discretion it feels is appropriate. The Council shall either grant the application in whole or in part by adoption of Findings and by the adoption of the ordinance or deny the same by appropriate Findings of Fact which explains the justification for the decision.

The factors that will be considered include, among others, the various characteristics of the various areas of the City; the suitability of the areas for particular land uses and improvements; the existing land uses and improvements in the area; trends in land improvement; density of development; property values; the needs of economic enterprises in the future development of the City; needed access to particular sites in the area; natural resources and prospective needs for development thereof; and the public need for healthful, safe, aesthetic surroundings and conditions.

IN ALL LAND USE PROCEEDINGS, THE "BURDEN OF PROOF" IS UPON THE APPLICANT - IN OTHER WORDS, THIS REQUEST MUST BE SUPPORTED BY PROOF WHICH DEMONSTRATES THAT IT CONFORMS TO THE APPLICABLE ELEMENTS OF THE COMPREHENSIVE PLAN AND OTHER RELEVANT STANDARDS AND CRITERIA.

Completion of the following statements will assist you in presenting your request to the Planning Commission and City Council.

1. Describe the proposed use:

OUR CHURCH PROPERTY IS AT PRESENT ZONED COMMERCIAL. OUR DESIRE IS TO REQUEST IT BE RE-ZONED TO RESIDENTIAL AS WE ARE WANTING TO SELL IT, AND WOULD BE ACCORDING TO OUR REALTOR MUCH MUCH MORE ATTRACTIVE TO SELL. AS THERE ARE HOUSES ALL AROUND IT, AND PROPERTY IS ALREADY TO BUILD ON AND WOULD BE PERFECTLY SUITED FOR THIS.

2. Explain why you feel that this proposal is consistent with the Comprehensive Plan and the objectives of the Zoning Ordinance and other applicable policies of the City:

THE R-3 TYPE ZONING WE ARE APPLYING FOR WOULD SUABLE A BUYER TO EITHER PUT UP APT/DUPLEXES OR A SINGLE FAMILY DWELLING WITH IS ACCORDING TO PLOTS AROUND IT IS ZONED FOR RENTALS OR OWNED HOUSING STRUCTURES. AND WOULD FIT IN WITH CITY PLANS RATHER THAN A POTENTIAL COMMERCIAL STRUCTURE AMONGST HOMES.

3. Explain how the public need would be best served by changing the zoning classification of the property under consideration as compared with other available property:

IT WOULD BE BEST SERVED AS I STATED IN CONTINUING RESIDENTIAL STYLE HOMES THAT SURROUND IT.

4. Why is the property in question suited for the use requested:

IT HAS UTILITIES ALREADY ON SITE OR AVAILABLE TO CONNECT TO. IT IS LEVEL AND GROUND IS SOLED FOR A FOUNDATION TO BE PUT IN.

REQUIRED SIGNATURE(S):

I hereby certify that I am the applicant named herein and that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements contained herein and the information attached are in all respects true and accurate to the best of my knowledge.

In signing this application, I hereby grant the City of Myrtle Creek or its representative my permission to enter and evaluate my property for the purpose of processing this application.

Signature of All Owners:

1. Dave Edwards 541-285-5450 DAVE EDWARDS
Signature Phone Printed Name

P.O. Box 604 MYRTLE CREEK, OR 97457
Address

2. _____
Signature Phone Printed Name

Address

3. _____
Signature Phone Printed Name

Address

4. _____
Signature Phone Printed Name

Address

For Office Use Only

Date Received: _____ Received By: _____

Date Complete: _____ Accepted as complete by: _____

Date Fee Received: _____ Fee Amount: _____

**CITY OF MYRTLE CREEK
OREGON
ORDINANCE NO. 855**

AN ORDINANCE AMENDING THE CITY OF MYRTLE CREEK ZONING MAP TO CHANGE THE ZONING OF CERTAIN LAND WITHIN THE CITY (Tax lot 01400, Section 27BB, T29S, R05W; Property ID R16342; Addressed 186 NE Division St, Myrtle Creek OR)

WHEREAS, the City of Myrtle Creek has taken action to have a change to the zone designation to said property; and

WHEREAS, the change to the zone reflects existing and future land use patterns; and

WHEREAS, the City of Myrtle Creek Planning Commission held a public hearing on March 26, 2024 on the proposed zone changes and public notice of said meeting was mailed out to property owners within 150 feet of the subject property on March 7, 2024. The general public was offered an opportunity to testify on the merits of the proposal; and

WHEREAS, the Planning Commission has recommended the proposed zone change request be approved; and

WHEREAS, the City Council has reviewed the entire record of the proceedings, and finds in favor of the recommendation of the Planning Commission, and hereby adopts by reference the findings of the Planning Commission referenced above and attached staff Report before the Planning Commission: Planning File Number 20243-MC02; and

WHEREAS, the City Council held a public hearing on April 16, 2024 on the proposed zone change. Notice of said public hearing was advertised in the Douglas County Mail on April 4 and 11, 2024.

NOW, THEREFORE, THE CITY OF MYRTLE CREEK ORDAINS AS FOLLOWS:

Section 1.

The zone map of the City of Myrtle Creek as adopted is amended from C-2 Neighborhood Commercial to R-3 High Density Residential for Tax lot 01400, Section 27BB, T29S, 05W; Property ID R16342; and located at 186 NE Division Street, Myrtle Creek OR.

Section 2.

The City Council adopts "Findings of Facts" the findings and associated Staff Report including Planning Commission's actions and generally summary below:

1. Application for the zone change submitted by the City of Myrtle Creek and received by the Planning Department on January 12, 2024.
2. The Planning Department deemed that the application was complete February 6, 2024.
3. Notice of Planning Activity was sent to the Oregon Department of Land, Conservation, and Development (DLCD) on January 29, 2024.

4. Notice of Public Hearing was submitted to all residents residing within 150 feet of the subject property on March 7, 2024.
5. Notice of Public hearing ran in the Douglas County Mail newspaper on March 14, 2024, and March 21, 2024.
6. As of the date of closing on March 22, 2024, there were no comments received from the public pertaining to the zone change request.
7. The matter came before the Myrtle Creek Planning Commission for a public hear on March 26, 2024.
8. The Planning Commission meeting was conducted with a quorum of Commissioners present.
9. The Planning Commission declared the Myrtle Creek Church of God as the only party to the hearing.
10. There were no declaration of ex parte contact or conflict of interest by the Planning Commission members.
11. The staff report was presented to the Planning Commission with the Finding of Facts and associated exhibits being discussed.
12. Staff found that the zone change is in compliance with Myrtle Creek Comprehensive Plan and Zoning Code as prescribed in Myrtle Creek Municipal Code 18.180.030 (1).
13. Staff recommendation was to approve the zone change request to parcel addressed 186 NE Division Street.
14. The Planning Commission closed the public portion of the hearing and commenced discussion on the application.
15. The Planning Commission found that the zone change is appropriate and desirable for the public convenience and necessity and is in compliance with the Comprehensive Plan and Zoning Code as required in Myrtle Creek Municipal Code 18.180.030 (1) and the project necessitating the zone change would be good for the city.
16. On March 26, 2024, The Planning Commission voted unanimously to move the City of Myrtle Creek's request for a zone change to the Myrtle Creek City Council with the recommendation to approve the zone change from Neighborhood Commercial, C-2 to High Density Residential, R-3 on the Parcel addressed 186 NE Division Street, Myrtle Creek Oregon located in Section 27BB, T29S, R05W, Tax lots 01400.

AMMENDMENT OF ZONE MAP: Based on the foregoing findings, the City Council hereby declares that the parcel addressed 186 NE Division Street and identified by Douglas County Assessor as Tax lot 01400, Section 27BB, T29S, R05W, to be reclassified R-3 High Density Residential from C-2 Neighborhood Commercial on the City Zone Map. The Following conditions apply:

1. Structures must comply with Special Flood Hazard Area requirements.

SEVERABILITY: Should any section, provision, clause, or portion of this Ordinance be declared by Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole, or any part thereof, other than the parts so declared to be invalid

PASSED BY THE CITY COUNCIL ON THE FIRST READING THIS 16TH DAY OF April 2024

PASSED BY THE CITY COUNCIL ON THE SECOND READING THIS 7th DAY OF May 2024

APPROVED BY MAYOR THE _____ DAY OF May 2024

Matthew Hald,
Mayor

ATTEST:

Joanna Bilbrey
City Recorder