

**CITY OF MYRTLE POINT
CITY COUNCIL MEETING
TUESDAY, JULY 1, 2025, 6:30P.M.
FLORA M. LAIRD MEETING ROOM
435 5TH ST. MYRTLE POINT**

Council Members

Samantha Clayburn, Mayor
Ivan Hawker, City Council
Ryland Parker, City Council

Mike Wood, City Council
Amy Ligons, City Council
Berea Gibbons, City Council

Staff

Scott Nay, City Manager
Nate Harris, Police Sergeant
Willy Burris, Fire Chief
Wayne Ramsey, Public Works Director
Amy Bruno, Library Director
Shelley Clayburn, Admin
Ginny Groce, Accountant

Others

Crystal Shoji, Shoji Planning
Megan Lawrence, South Coast
Consulting, LLC (*)
Dan Kleis
Ron Joslin
Chuck Larue
Kathy Lewis (*)

(*Indicates remote)

Absent

Matt Wells, Councilor
Scott Robinson, Chief of Police

Call to Order

Mayor Clayburn called the meeting to order at 6:30 P.M. and led all attendees in the Pledge of Allegiance.

ROLL CALL

Mayor Clayburn called for the roll and City Council members stated their names.

CONSENT ITEMS

City Council Meeting Minutes – Mayor Clayburn announced the Minutes of the June 2, 2025 Regular Meeting. Mayor Clayburn stated that there are some grammatical corrections that she will give to Shelley for correction. Councilor Hawker moved to approve the minutes with the corrections made by Shelley, Councilor Wood seconded the motion which carried unanimously.

ACTION/DISCUSSION ITEMS

A. Mayor Clayburn closed the regular meeting and opened the Public Hearing at 6:32 p.m. Mayor Clayburn announced the Legislative Land Use Application Requesting Zone Text Amendment applicable to properties zoned Heavy Industrial within City of Myrtle Point- Zone Text Amendment: Definition of Commercial Outdoor Recreation and use in Heavy Industrial Zone. Mayor Clayburn read the Land Use Hearing-Opening Statement and then introduced Crystal Shoji of Shoji Planning, LLC. Ms. Shoji went on to read the staff report including the attachments, addendums, added language and amendments. Ms. Shoji discussed the map where the changes will take place with approval. Councilor Hawker asked Ms. Shoji in regards to the location on the map, where are the two properties exactly located that would be changed to Heavy Industrial? Ms. Shoji explained. Manager Nay explained that specifically, it would be the old mill site and the port area located by the sewer plant. Ms. Shoji discussed attachment A2, which is the amendment, and the reasoning and basis why this application is good. She also explained why the changes are required by state law by Statewide Planning. Ms. Shoji discussed Attachment B, which shows the two industrial sites for change. Mayor Clayburn asked each councilor, which were councilors Hawker, Gibbons, Wood, Ligons and Parker, if they had any conflict of interest, ex parte, contact or personal bias? The councilor's answered, no. Ms. Shoji stated that it's OK to have bias in legislation. Councilor Gibbons asked Ms. Shoji if these were the only two sites that will be affected by the zone change? Ms. Shoji stated, yes. Ms. Shoji discussed attachment E, which is a letter from DLCD staff where DLCD (Department of Land Conservation and Development) is objecting to the zone change. Ms. Shoji discussed the conversation and the outcome of ORS 197 and amending section 2.3.090B with the Planning Commission, and the Planning Commission approved of this zone change unanimously. Ms. Shoji discussed the different ways this application request could be approved or denied. Councilor Gibbons asked Ms. Shoji about the last paragraph in the letter from DLCD regarding a revised proposal to amend the definition of Commercial Outdoor Recreation in Article 5. Councilor Gibbons asked why we were going this route instead of the suggestion of a revision to the current table of 2.202? Ms. Shoji stated that she feels the proposal she has is correct due to what watchdog groups on the Oregon Coast that watch the cities do. Ms. Shoji also stated that cities have been told to not get rid of their industrial land. Councilor Hawker added that this is specific to heavy industrial, and Ms. Shoji stated, yes. Councilor Gibbons asked Ms. Shoji if the language was being changed to add more uses and not taking anything away? Ms. Shoji stated, yes. Mayor Clayburn opened the discussion to those in favor of the proposed action to testify and present evidence and City Council may ask questions. Mayor Clayburn introduced Megan Lawrence, Planning Consultant for the applicant. Ms. Lawrence spoke about her qualifications, her knowledge of the application and the language changes for the

rezoning for the two Heavy Industrial sites. Ms. Lawrence discussed that there is no specific development proposal for the old mill site property at this time, but there is an interest of an RV park. Mayor Clayburn asked City Council if they had any questions for Ms. Lawrence? There were none. Mayor Clayburn then asked if there were any others in favor of the proposed action that would like to testify? There were none. Mayor Clayburn then moved on to those who opposed the application. There was no opposition to the application, there was no need for the applicant or those in favor to respond. Mayor Clayburn then closed the public Hearing and reopened the regular meeting at 7:01 P.M. Shoji announced that there are three parts that need to be addressed with the first one being the zone change itself, language and the definition of what can go into an RV park (which is in section 2.3.09B). Councilor Hawker made a motion to approve the Zone Text Amendment MPZ-24-01, the language definition of outdoor recreation and 2.3.090B. Councilor Gibbons seconded the motion. Mayor Clayburn asked if there was any further discussion? Councilor Gibbons wanted to know if other property owners whose property was zoned this way have been notified of this purposed change and have had the opportunity to ask questions and get those questions answered? Ms. Shoji stated, yes. Mayor Clayburn asked if there was any further discussion? There was none. Mayor Clayburn asked all those in favor of approving Legislative Land Use application and Zone Text Amendment changes say, "Aye", Which was Mayor Clayburn, Councilor's Hawker, Gibbons, Wood, Ligons and Parker. "Nays"-0. Motion passed unanimously.

- B.** Mayor Clayburn closed the regular meeting and opened the public hearing at 7:10 P.M. Mayor Clayburn announced the Resolution 2025-07, Amending Fees for Services Provided by the City of Myrtle Point Ambulance Department. Manager Nay read Resolution 2025-07 and gave the background and history. Chief Burris gave the reasoning behind the suggested rate changes. Chief Burris stated that he has researched 42 other agencies that are comparable in size. Councilor Gibbons made a motion to approve the Amended Fees for services 2025-07 provided by the City of Myrtle Point Ambulance Department. Councilor Hawker seconded the motion. Mayor Clayburn asked if there was any discussion or questions? Councilor Hawker inquired if the Firemed would stay the same? Chief Burris discussed the history of Firemed that years ago Firemed wiped out 100% of the patient's responsibility after insurance paid their portion, and now it wipes out 50% of the patient responsibility. Mayor Clayburn asked if there were any comments from the public? There were no comments. Mayor Claburn closed the public hearing at 7:15 P.M. and reopened the regular meeting. Mayor Clayburn asked if there was any more questions or discussion? There was none. Mayor Clayburn asked for all of those in favor of Resolution 2025-07, Amending Fees for Services Provided by the City of Myrtle Point Ambulance Department say, "Aye", Which was Mayor Clayburn, Councilor's Hawker, Gibbons, Wood, Ligons and Parker. "Nays"-0. Motion passed unanimously.
- C.** Mayor Clayburn announced the discussion/approval of CWSRF (Clean Water State Revolving Fund) -Loan Forgiveness Program Application Approved-Review/Approval of Civil West Scope of Services for Project. Manager Nay discussed the conversation that was held with Civil West and the completion of the CWSRF application which was approved. What the application is for is to

update the waste water treatment plant, which the waste water treatment plant hasn't been updated since 2008. Manager Nay stated that he received notice from DEQ and the city is now on an Intended Use Plan in the amount of \$100,000.00 which is the total amount that can be received from the Loan Forgiveness Plan. With the approval of the Loan Forgiveness this also made the city eligible for the Principal Forgiveness Program of \$100,000.00 The next step will be to gather and submit all the city's documents that are being requested for the loan purpose. The Forgiveness Funds would be a pass through to Civil West. Manager Nay stated that state contracting rules under OAR 137-048-0200 direct Appointment Procedure, allow for award of professional services contracts up to \$100,000 without following selection procedures set forth elsewhere in the Oregon Administrative Rules. Based on cost, this project applies. Manager Nay stated that this would need to be approved for the signing the Scope of Service with Civil West. Manager Nay is recommending the approval of working with Civil West for this specific project. Councilor Hawker moved to approve the Scope of Services submitted by Civil West Engineering for the development of a Wastewater Facilities Plan for the City of Myrtle Point for a fee of \$100,000 utilizing the DEQ Principal Loan Forgiveness Program. Councilor Ligons seconded the motion. Mayor Clayburn asked if there was any discussion? Hearing none, Mayor Clayburn asked all those in favor of the Scope of Services submitted by Civil West Engineering/or the development of a Wastewater Facilities Plan for the City of Myrtle Point for a fee of \$100,000 utilizing the DEQ Principal Loan Forgiveness Program say, "Aye", which was Mayor Clayburn, Councilors Hawker, Ligons, Gibbons, Wood, and Parker. "Nays"-0. Motion passed unanimously.

- D. Mayor Clayburn announced the Discussion- Follow up on Valley Food Share traffic issues and complaints. Since the Valley Food Share Director was not present, she would like to refer this subject to the next City Council Meeting. Councilor Hawker stated he did take cones to block the front of a specific resident and a handful of cars did respect the space that was coned for no parking, but shortly there-after people were parking beside the cones. Manager Nay stated that he did follow up with Ranelle Morris, Director of Valley Food Share and invited her to join the meeting, But Ms. Morris didn't attend. Manager Nay will follow up with Ms. Morris to invite her to the next City Council Meeting. This subject was tabled until next City Council Meeting.

Petition from the Audience

Mayor Clayburn called for petitions from the audience. Kathy Lewis stated that she has an issue with the City of Myrtle Point because she had sent a check on May 28, 2025 for Firemed to cover five years of membership. The city deposited the check on the 5th of June. It has now been eighteen business days and have still yet to receive new cards. Ms. Lewis stated that AARP has warned them about scams and she is hoping that this is not a scam. Mayor Clayburn asked Chief Burriss who issues the new Firemed Membership Cards? Chief Burriss stated that they are trying to cut down on postage and only send the cards out to customers who request them. Chief Burriss stated that they will get cards mailed out to Ms. Lewis. Mayor Clayburn asked if there were any more petitions from the audience? Ron Joslin stated his name and address for the record. Mr. Joslin stated that he is a disabled vet and his wife is 100% disabled and they are very discouraged with the big trucks and their jake brakes and

its non-stop all day and night. Myrtle Point has an ordinance against this, which is and states (71.04) **JAKE BRAKES:** The use by the operator of any vehicle of a device designed to slow the speed of such vehicle by means of engine compression, commonly known as “Jake brakes” is prohibited. Mr. Joslin spoke about when this ordinance went in to affect and when it was updated including what the fine is. Mr. Joslin wanted to know where the signs are. He also stated that he has spoken to retired and current truck drivers and exhaust brakes are not necessary. Mayor Clayburn asked Director Ramsey about the signs. Director Ramsey stated that the signs are from ODOT. Mr. Joslin went back and stated that the city still has an ordinance against them. Mayor Clayburn stated that we cannot put up signs, but we can enforce the ordinance. Sergeant Harris added that it is difficult to enforce but, if there are specific complaints about specific areas and times then he can let the officer on duty know. Sergeant Harris stated that Mr. Joslin is welcome to call the police department when he hears a truck using the jake brake. Director Ramsey stated that he will look in to the signage. Mayor Clayburn asked if there were any other petitions from the audience? There were none.

Upcoming meetings and Events

- A. Myrtle Point Public Library Foundation Meeting – July 1, 2025, 5:00 p.m.
- B. City of Myrtle Point Town Wide Garage Sale- July 12, 2025, 9:00 a.m. – 4:00 p.m.
- C. Coos County Fair and Rodeo-July 22-26, 2025

Staff Reports

City Manager- Scott Nay- City attorney is working on drafting the land lease agreement to lease the city owned bare lot on West end of Spruce St. to Organic West to park their trucks on. There will be more to come when draft completed. Councilor Hawker asked if this will be a land lease or a land lease with an option to buy? Manager Nay stated that it is just a land lease. Mayor Clayburn asked how much the lease would be? Manager Nay did not know at the time. Manager Nay discussed he received notice from DEQ on 6/20/25 that City’s application for the \$100,000 loan forgiveness program has been approved and put on the final IUP (Intended Use Plan) making City eligible for the \$100,000 loan forgiveness program and the next steps for the City is to begin compiling the documents for the financial loan requirements and submitting them to DEQ as part of the process to complete loan signing. Manager Nay made Civil West Engineering aware of this as they will be completing the project for this program of updating our Wastewater Facilities Plan. Manager Nay will be attending the OCCMA (Oregon Cities Counties Managers Association) annual summer conference from July 8-11, 2025 in Bend, OR.

Ginny Groce-Accountant- The fiscal year officially ended on June 30, 2025 Final payments will be sent out soon for all 2024/25 expenses and reports completed as the data is available. The auditors are scheduled to do their onsite visit on August 25. They have already begun requesting documentation for the 2025 fiscal year. Accountant Groce attended the CIS Employer Benefit Renewal Meeting last week. There are no new changes to the Regence Plan which we currently offer. However, a new plan has been added that can be offered along with Regence for employees to choose, it is through United Health Care and is called Surest. It is

modeled after the Surgery Plus program, now called Lantern. I believe it would be beneficial to offer this as an option for our employees.

Wayne Ramsey-Public works Director- Water Plant: Everything is good at the water plant. We are still down our large pump with estimates coming in to get it fixed. We've had 4 water leaks since last meeting, most of them small. **Waste Water:** The plant is running good right now. We are within our total phosphorus limits. There was one day in June where the effluent pH was 5.9. The limit is 6.0 it was corrected that day. Public works has fixed one source of INI on Reedsford Road in June. **Streets:** Nothing to report. **Public Works:** On the 25th and 26th we held interviews for maintenance 1 position. We received 9 applicants. Catlin Corpe was hired for this position.

Nothing else to report.

Amy Bruno-Librarian- The summer programs are going well with 312 kids attending the programs the week of June 16th. Come check out the cool dragon they made on Friday. Our programs are successful so far, and the kids all seem happy. The Foundation has asked Amy to solicit donations for their garage sale on July 12, 2025. The donations are tax deductible and there will be sheets to give out with the donation. The foundation is raising money to put solar panels on the library.

Chief of Police report given by Sergeant Nate Harris- Chief Robinson is on vacation for the next two weeks. Sergeant Harris will be at a training next week. Officer George returned from light duty June 18. Coos County Fair is just around the corner, so vehicles that have been sitting for a long time have been tagged. From July 10th until the end of the month there will be extra coverage from Sergeant Harris due to the fair and Military duty.

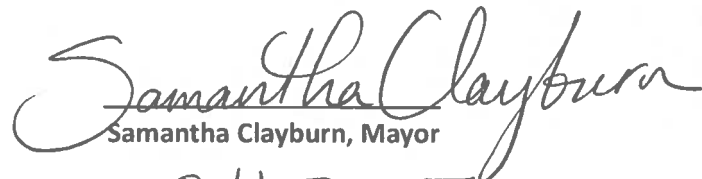
Willy Burris-Fire/Ambulance Chief -We recently completed a week-long Rope Rescue Technician class here and around MP. Had 4 people from MP Fire/Amb in the class. We took delivery of three 40-foot containers behind City Shop. These are part of a \$120,000 grant Chief Burris received to help our city prepare for disasters and increase our resilience. The State is providing disaster preparedness equipment to store in them. Among other items, it will have cots, drinking water, port-a-potty, MREs, generators, Propane, etc. in them. Enough to support roughly 250 people. A BIG thank you to Public Works for their support on this project. Chief Burris and Battalion Chief Tasha Renard recently attended a 3-day ICS 300 class. We networked with multiple Emergency Managers and Supervisors from many cities/agencies around the County. The Ambulance has been busy with multiple significant crashes East of town on Hwy 42. We have also been getting multiple calls for an ambulance simultaneously lately. Chief Burris and staff have been working hard getting ready for the switch to a billing agency to handle ambulance billing.

Council Concerns

Councilor Gibbons asked if the bathroom at Rotary Park could be cleaned more often? Director Ramsey stated that it would cost approximately \$80-\$100 a month. It would be cheaper to get a second port-a-potty. Councilor Gibbons asked if they could also put hand sanitizer in the bathroom as well? Director Ramsey to call Econo-Rooter and Little Stinker for cost comparison with weekly cleaning. Accountant Groce stated that the cost is \$52 a week and they are serviced weekly. Councilor Hawker is concerned with the transients at the Shell Hole and asked if the city owned the land near the Shell Hole? Director Ramsey stated that Coos County owns underneath, which the county gave it to the city. Reedsford Rd. is owned by the county. The city doesn't own any land by the river. Councilor Hawker stated that there was a transient throwing boulders at children that were down by the river while they were fishing. Councilor Hawker asked if brush could be cleared so people could feel safer? Director Ramsey stated that he is unsure about clearing the brush on a river bank, but Director Ramsey will check into this. Sergeant Harris stated that they have trespassed transients, but hard to patrol all the time. Councilor Hawker gave Kudos to Amy Bruno for all the children's activities.

Adjournment

With no further business, the meeting was adjourned at 8:13 P.M.


Samantha Clayburn, Mayor
8-4-2025
Date