

MYRTLE POINT CITY COUNCIL AGENDA

Regular Meeting

Tuesday, April 1, 2025, 6:30 p.m.

Flora M. Laird Library Meeting Room | 435 Fifth Street, Myrtle Point

Virtual attendance is available using one of the following options:

Join Zoom Meeting: <https://zoom.us/j/7532272341>

Meeting ID: 753 227 2341 | Password: Myrtle

or

Dial-in: 1 (253) 215-8782 | Meeting ID: 753 227 2341 | Passcode: 851522

- I. CALL TO ORDER – Mayor Clayburn
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL – City Council
- IV. CONSENT ITEMS
 - A. Minutes of March 17, 2025 Regular Meeting
- V. ACTION/DISCUSSION ITEMS
 - A. **Review/Approval-New Liquor License application for G Bar – Applicant Julie Groves**
 - B. **Resolution 25-01 – Review, Consider, and Adopt Supplemental Budget for FY 2024-25**
- VI. PETITIONS FROM THE AUDIENCE

This is a public meeting and the media may use information presented.
- VII. UPCOMING MEETINGS AND EVENTS:
 - A. Easter Egg Hunt- Rotary Park- Saturday April 19, 2025- Noon
 - B. 1st Budget Committee meeting- April 21, 2025-6:30pm-Library meeting room
- VIII. INFORMATION ITEMS
 - A. Myrtle Point Library Foundation March 4, 2025 monthly meeting minutes
 - B. Myrtle Point Library Foundation April 1, 2025 monthly meeting agenda
- IX. OTHER COMMUNICATIONS
 - A. Staff Reports
 - B. Council Concerns and Comments*
- X. ADJOURNMENT

Notice given this 1st day of April, 2025 – Scott Nay, City Manager

* indicates no material included in packet

THE CITY OF MYRTLE POINT IS A DRUG FREE WORKPLACE

The Library meeting room is handicapped accessible. If you wish to participate or attend the meeting and need special accommodations contact the City Manager's office at (541) 572-2626 in advance of the meeting.

CITY OF MYRTLE POINT
CITY COUNCIL MEETING MINUTES
Regular
Meeting
Monday, March 17- 6:30 p.m., Flora M Laird
Memorial Library Meeting Room 435 5th Street,
Myrtle Point

Council Members

Present:

Samantha Clayburn, Mayor
Ivan Hawker, City Council
Mike Wood, City Council

Amy Lignons, City Council
Ryland Parker, City Council
Matt Wells, City Council

Absent:

Berea Gibbon, City Council

Staff and others

Scott Robinson, Chief of police

Wayne Ramsey, Public Works Director
Amy Bruno, Library Director
Willy Burris, Fire Chief

Scott Nay, City Manager
Shelley Clayburn, Administrative Clerk
Adam Palmer

CALL TO ORDER

Mayor Clayburn called the City Council meeting to order at 6:30P.M and led those present in the Pledge of Allegiance.

Oath of Office:

Mayor Clayburn Swore Matthew Wells in as City Councilor.

Roll Call

Mayor Clayburn asked the City Councilors to state their name for the roll.

Consent Items:

Mayor Clayburn announced the consent items-minutes from the March 3rd, 2025 regular meeting. Councilor Hawker moved to approve the minutes as presented, Councilor Wood Seconded the motion. Mayor Clayburn asked if there was any discussion or corrections, and hearing none, motion carried unanimously- Councilors Lignons, Hawker, Wood, Wells and Mayor Clayburn-minutes approved.

Action/Discussion Items:

- A. Adam Palmer, who has purchased the old A&W location, located at 530 8th ST. has applied for a Liquor License and was present to answer and discuss questions from the council. Mr. Palmer stood before council and explained the law from OLCC as written and that he had previous experience with the city of Coos Bay in regards to the liquor license process and has never had an issue in his 11 years of being a business owner. Mayor Clayburn asked Mr. Palmer if he will be just selling alcohol on-premises or would it be consumed? Mr. Palmer stated that it would be opened by employees that are 18 years old and older who also have their OLCC service permit. 8th Street Burger House will only sell beer and wine. Mr. Palmer explained that all employees will attend a "ServeSafe" program. Councilor Wells asked Mr. Palmer if minors will be eating at the establishment, Mr. Palmer answered, yes. Mr. Palmer explained to council that if he was selling liquor and lottery, then minors would not be allowed. Mr. Palmer stated that he will start out with a service crew from his other restaurant initially in hopes for a smooth start, even though there are a few new hires at this point. Councilor Hawker asked when the restaurant will be open, Mr. Palmer stated after Mother's Day sometime. Mr. Palmer spoke about a soft opening for City Council and ribbon cutting. Mayor Clayburn let Mr. Palmer know that ribbon cutting would go through Chamber of Commerce and she will get Mr. Palmer in contact with them. Mr. Palmer asked the question regarding the neighbors on both sides of his new establishment do not look very nice. City Manager, Scott Nay, explained to Mr. Palmer that a nuisance letter has gone out to the owner of the house to the right of his establishment, and they have cleaned it up a lot. Mr. Palmer stated that Coos Bay has rules for this. Mayor Clayburn spoke up and stated that we don't have an urban renewal agency or the funds for that and no laws in place for derelict buildings. Councilor Hawker stated there was talk in the past regarding this. Mr. Palmer asked council if they were interested in doing an urban renewal? He understood it would raise property taxes, but there are grants for urban renewal also. Mayor Clayburn Stated that she didn't know if that would be something that would be voted on by the city voters. Mayor Clayburn asked Mr. Palmer regarding the vacant parking lot and that she had heard that would not be a parking lot for the restaurant? Mr. Palmer responded that he didn't know as of yet what would be done with it. There was an idea for 2 Tesla chargers and possible laundromat, but a quarter of it would be for parking. Mr. Palmer stated that the Tesla Company will pay the city to have the chargers. Mayor Clayburn stated that the company that proposed the Tesla chargers last time would not have been viable for the city. Councilor Ligons questioned parking lot for the patrons who tow trailers. She stated that they end up parking in her business parking lot across the highway and it's an issue. Mr. Palmer stated that there would be a few places to park pickups with towables. Mayor Clayburn then moves to entertain a motion regarding the liquor license for Adam Palmer. Councilor Hawker moved to approve the liquor license for

the new restaurant, Councilor Wood seconded the motion. Mayor Clayburn asked for any discussion, there was no discussion. Mayor Clayburn asked for all those in favor say "I" which was councilor's Wells, Hawker, Wood, Ligons and Parker. "Nays"-0. Hearing none, motion was approved.

- B. OGEC was discussed and reviewed by the City Manager. Scott Nay stated that all council members should have received an email and an OGEC packet in the councilor folder. Councilor's who have been on the board already are aware of this. OGEC needs to be completed no later than April 15th, 2025. City manager Nay explained the process.

PETITIONS FROM THE AUDIENCE

No discussions

UPCOMING MEETINGS AND EVENTS

- A. Spring break is March 24TH-March 28TH, 2025
- B. Next City Council meeting is Tuesday April 1ST, 2025 6:30PM in the library meeting room
- C. 1ST Budget Committee Meeting. Library meeting room Monday April 21, 2025 - 6:30PM (Mayor Clayburn will not be here).

OTHER COMMUNICATIONS

Staff reports:

City Manager:

None

Public Works:

Wayne Ramsey stated that the river rose to 40.58 feet in a 24 - hour period. It rained 3.66 inches. The sewer plant started to washing out and continues to do so. There are a few sink holes. Smoke gassing will start in front of the school. Wayne stated that a lot of manholes were overflowing as well as storm drains on the east side of Rotary Park. Wayne gave a shout out to Willy and the fire department for boating him over to the sewer plant to turn the natural power back on. Councilor Hawker had questions regarding some issues with the generator's transfer switch not working properly and asked if the generator needs to be looked at for possible repairs. Wayne stated that an electrician would probably be best to do that. Councilor Hawker urged Wayne to have it looked at in case of another power outage. Wayne Stated that with all five pumps running, they were able to pump 3,200 gallons per minute and were able to keep up. Mayor Clayburn asked if anyone had contacted Waste Connections to come and start collecting their garbage cans that have floated away during the flood, Wayne stated he will contact them.

Police Chief's report-Chief Scott Robinson

Chief Robinson gave a shout out to Chief Burris, and his crew and Wayne for all the work during the flood. Chief Robinson recognized reserve Sergeant Andy Hoyle. Chief Robinson stated that Andy was at City Hall working on a laptop and had his portable radio on and heard distress calls from people on Reedsford Rd., Old Broadbent RD and the fairgrounds.

Andy jumped in because he has good knowledge of the area and he coordinated with the sheriff's office, dispatch, fair board and was able to save a lot of the equipment that is stored at the fairgrounds. There were two rescues off of Reedsford Rd and three off of Old Broadbent RD.

Library Director-Amy Bruno

Amy stated that the age for the Easter egg hunt has changed. It is now 0-14 years of age. There will be no candy. If anyone has any questions, please, let her know.

Fire Chief-Willy Burris

Willy stated that he has learned a lot during this flood. He reported zero fatalities. Willy would like council to come over to the station so he can show what needs to be fixed and updated, such as the big doors, sleeping quarters are needed. The architect for the project has applied for a seismic retrofit grant for 2.25 million dollars. The ambulance/fire station needs a seismic upgrade.

Council Concerns

Having no further business for the City of Myrtle Point, Mayor Clayburn adjourned the regular meeting at 7:08 P.M.

Samantha Clayburn, Mayor
City of Myrtle Point

Date



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Annual Liquor License Types

| | |
|--|--------------------------------|
| Off-Premises Sales | Brewery-Public House |
| Limited On-Premises Sales | Brewery |
| Full On-Premises, Caterer | Distillery |
| Full On-Premises, Commercial | Grower Sales Privilege |
| Full On-Premises, For Profit Private Club | Winery |
| Full On-Premises, Non Profit Private Club | Wholesale Malt Beverage & Wine |
| Full On-Premises, Other Public Location | Warehouse |
| Full On-Premises, Public Passenger Carrier | |

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): 7th & Ash LLC dba "GBAR"

Proposed Trade Name: G BAR

Premises Address: 706 Ash ST

Unit:

City: Myrtle Point OR

County: Coos

Zip: 97458

Application Type: ☒ New License Application☐ Change of Ownership☐ Change of Location

License Type: Full on Premises

☐ Additional Location for an Existing License

Application Contact Information

Contact Name: Julie Groves

Phone: 541 290 9963

Mailing Address: 706 Ash ST

City: Myrtle Point

State: OR

Zip: 97458

Email Address: Jgroves75@hotmail.com

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production☐ Retail Off-Premises Sales☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption☒ Outdoor Consumption☐ Proposing to Allow Minors

Section 1 continued on next page



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s) 7th & Ash LLC

Proposed Trade Name: G BAR

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: Myrtle Point

Optional Date Received Stamp

Date Application Received: 3-26-25

Received by: Scott NAY

Section 3 – Recommendation - To be completed by Local Government:

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets OAR 845-005-0308)
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



OREGON LIQUOR & CANNABIS COMMISSION

FULL ON-PREMISES SALES Primary License Privileges

Introduction

Oregon Revised Statute (ORS) 471.175 authorizes the full on-premises sales license and its license privileges. The statute establishes six different types of full on-premises sales licenses.

License Type: Full On-Premises Sales, Commercial (F-COM)

- The OLCC license fee is \$800 per year.
- On-premises: May sell and serve by the drink at retail to consumers for consumption on your licensed premises:
 - * Distilled spirits, malt beverages (beer), wine, and cider.
- Off-Premises: May sell at retail to consumers for consumption off your licensed premises:
 - * Malt beverages, wine, and cider in factory-sealed containers for take-out and delivery. There is no minimum or maximum container size or volume limit for take-out, however, to deliver must follow OAR 845-006-0392 and 845-006-0396.
 - * Malt beverages, wine, and cider in a securely covered container (growler) for take-out and delivery. There is no minimum container size limit; however, the maximum size of the container is two gallons. To deliver, must follow OAR 845-006-0392 and 845-006-0396.
 - * Cocktails (mixed drinks) and servings of wine by the drink to consumers for consumption off your licensed premises. Must follow OAR 845-006-0399.
- Deliver: May deliver direct to consumer for consumption off your licensed premises:
 - * Malt beverages, wine, and cider in factory-sealed containers. Must follow OAR 845-006-0392 and 845-006-0396.
 - * Malt beverages, wine, and cider in a securely covered container (growler). There is no minimum container size limit; however, the maximum size of the container is two gallons. Must follow OAR 845-006-0392 and 845-006-0396.
 - * Cocktails (mixed drinks) and servings of wine by the drink to consumers for consumption off your licensed premises. Must follow OAR 845-006-0399.
- Food service: See OAR 845-006-0459 and 845-006-0460.
 - * A business not open after 5:00 pm must have a regular meal period of at least 2 hours.
 - * A business open after 5:00 pm must have a regular meal period of at least 3 hours after 5:00 pm.
 - * All businesses must offer at least 5 different meals during the regular meal period.
 - * All businesses must, at all times other than the regular meal period, offer at least 5 different substantial food items in all areas where alcohol service is available.
 - * "Meal" means a substantial food item offered together with at least one side dish or a substantial food item with two or more side dishes available to order separately.
 - * "Substantial food item" means food items prepared or cooked on the licensed premises and that are typically served as a main course or entrée. Some examples are: fish; steak; chicken; pasta; pizza; sandwiches; dinner salads; hot dogs; soup; and sausages. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips, and crackers do not qualify as substantial food items.
 - * "Side dishes" include vegetables, fruit, salad, rice, French fries, and bread.
 - * "Different" means substantial food items that the OLCC determines differ in their primary ingredients or method of preparation. Different sizes of the same item are not considered different.
 - * Must have a food preparation area and equipment on the licensed premises adequate to meet the food service requirements.
 - * Must have a minimum of 30 dining seats during required meal periods unless the OLCC determines the clearly dominant emphasis of the premises is food service at all times and in all areas where alcohol service is available when open to the public.

City of Myrtle Point Agenda Item Report

To: Mayor Clayburn and City Council
From: Scott Nay, City Manager
Date: April 1, 2025
Re: Resolution 2025-01 Adopting a Supplemental Budget to the 2024-25 Budget



BACKGROUND

State budget law requires cities to adopt a supplemental budget when there is an occurrence or condition that was not ascertained when preparing the original budget for the current year and that requires a change in financial planning. If the amended estimated expenditures contained in an individual fund differ by 10 percent or less from those adopted, the governing body does not need to hold a public hearing on the supplemental budget, and may adopt the supplemental budget at a regularly scheduled meeting of the governing body.

There have been several occurrences which were not anticipated when preparing the budget including, but not limited to, the need to adjust expenditure appropriations in various funds due to unexpected purchases of vehicles and equipment, unexpected facility and plant repairs, use of additional revenue to pay extra salaries due to fires and additional expense for Trainer position, adjustments to cover expenses from fires and not receiving Fire Salaries contract funding. The changes in expenditures are 10% or less in all funds as outlined in the attached resolution.

RELATED CITY POLICIES

None

COUNCIL OPTIONS

- **Approve the Resolution:** SAMPLE MOTION – *"I move to approve Resolution 2025-01 Adopting a Supplemental Budget to the 2024-25 Budget to Adjust Revenue and Appropriations in Various Funds due to Circumstances not Anticipated at the Time of Adoption."*
- **Do Nothing:** No motion required.

CITY MANAGER'S RECOMMENDATION

It is recommended to approve Resolution 2025-01.

ATTACHMENTS

- Resolution 2025-01

RESOLUTION 2025-01

**A RESOLUTION OF THE CITY OF MYRTLE POINT CITY COUNCIL
ADOPTING A SUPPLEMENTAL BUDGET TO THE 2024-25 BUDGET TO
ADJUST REVENUE AND APPROPRIATIONS IN VARIOUS FUNDS DUE TO
CIRCUMSTANCES NOT ANTICIPATED AT THE TIME OF ADOPTION**

WHEREAS, ORS 294.471(1) states that during the fiscal year or budget period for which the original budget was adopted, the governing body of a municipal corporation may make one or more supplemental budgets under several specific circumstances; and

WHEREAS, ORS 294.471(1)(a) permits a supplemental budget due to an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period and that requires a change in financial planning; and

WHEREAS, there have been several occurrences which were not anticipated when preparing the budget including, but not limited to, the need to adjust appropriations in various funds due to unexpected purchases of vehicles and equipment, unexpected facility and plant repairs, use of additional revenue to pay extra salaries due to wildland fires and additional expense for Trainer position; and

WHEREAS, changes in appropriations are necessary at this time in the General Fund Police Department, the Sewer Fund, the Ambulance Fund; and

WHEREAS, ORS 294.471(3)(a) states that if the amended estimated expenditures contained in an individual fund that is being changed by a supplemental budget made under ORS 294.471 by 10 percent or less from the expenditures in the budget, as most recently amended prior to the supplemental budget, the governing body of the municipal corporation may adopt the supplemental budget at a regularly scheduled meeting of the governing body; and

WHEREAS, all individual fund expenditures contained in this Supplemental Budget comply with the 10 percent or less rule per ORS 294.471(3)(a); and

WHEREAS, pursuant to ORS 294.471(3)(b), the agenda for the regularly scheduled Myrtle Point City Council meeting, stating the Notice of a Supplemental Budget, was published on the Myrtle Point City website, Myrtle Point City Hall bulletin board, Myrtle Point Post Office, and Myrtle Point Public Library bulletin board on **March 27th, 2025**; and

WHEREAS, the required regular meeting regarding the Supplemental Budget was held during the regular City Council meeting on **Tuesday, April 1st, 2025**; and

WHEREAS, all other requirements of ORS Chapter 294 concerning Supplemental Budgets are satisfied under this Resolution.

NOW THEREFORE, be it resolved by the City of Myrtle Point City Council:

SECTION 1 – To receive additional revenues as identified below and to authorize the following transfers and changes in appropriations:

| | Current Appropriation | Revenues | Expenditures | Amended Appropriation |
|--|--------------------------|---------------------------|---------------------------|--------------------------|
| Fund 11 – General Fund-Police | | \$2,405,366 | \$2,405,366 | |
| <i>Police – 11-311 - Move appropriation from Fuel (3460) to Vehicle Replacement (4001)</i> | | | | |
| <i>Materials & Services</i> | \$163,910 | | (\$6434) | \$157,476 |
| <i>Capital Outlay</i> | \$15,000 | | \$6434 | \$21,434 |
| | | <u>\$2,405,366</u> | <u>\$2,405,366</u> | |

| | Current Appropriation | Revenues | Expenditures | Amended Appropriation |
|--|--------------------------|---------------------------|---------------------------|--------------------------|
| Fund 31 - Sewer Fund | | \$1,387,315 | \$1,387,315 | |
| <i>Adjust appropriations to match expenses</i> | | | | |
| <i>Personnel Services</i> | \$414,053 | | (\$42,054) | \$371,999 |
| <i>Materials & Services</i> | \$263,675 | | \$42,054 | \$305,729 |
| | | <u>\$1,387,315</u> | <u>\$1,387,315</u> | |

| | Current Appropriation | Revenues | Expenditures | Amended Appropriation |
|---|--------------------------|---------------------------|---------------------------|--------------------------|
| Fund 71 - Ambulance Fund | | \$1,205,986 | \$1,205,986 | |
| <i>Use unexpected income to pay extra salaries and expenses due to wildland fires</i> | | | | |
| <i>Revenue</i> | \$1,205,986 | \$120,000 | | \$1,325,986 |
| <i>Personnel Services</i> | \$1,003,701 | | \$60,000 | \$1,063,701 |
| <i>Materials & Services</i> | \$197,285 | | \$60,000 | \$257,285 |
| | | <u>\$1,325,986</u> | <u>\$1,325,986</u> | |

SECTION 2 – To amend Resolution 2024-05 Adopting the 2024-25 Budget.

SECTION 3 – To direct the City Manager to take all necessary action to affect the intent of this Resolution.

Approved by the City of Myrtle Point City Council this 1st day of April 2025.

Samantha Clayburn, Mayor

ATTEST:

Scott Nay, City Manager

MYRTLE POINT PUBLIC LIBRARY FOUNDATION

MONTHLY MEETING

APRIL 01, 2025

LIBRARY MEETING ROOM

5:00 pm

*To attend this meeting remotely: dial: (425) 436-6345 and enter the Access
Code: 4097605 followed by the pound (#) sign.

CALL TO ORDER

MINUTES

TREASURER'S REPORT

AUDIENCE PARTICIPATION

BUDGET

BOTTLEDROP ACCOUNT

LIBRARY EVENTS

OTHER BUSINESS

NEXT MEETING

ADJOURN

THE CITY OF MYRTLE POINT IS A DRUG FREE WORKPLACE.

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meeting, please contact the Library at 572-2591.

MYRTLE POINT PUBLIC LIBRARY FOUNDATION

MONTHLY MEETING

MARCH 04, 2025

5:00 pm

MINUTES

President Huntley called the meeting to order at 5:00 pm. Directors attending: Debbie Bushnell, Carol Runde, Misty Brotton, and Barbara Caffey. Also attending: Amy Bruno, Library Director.

MINUTES: Debbie moved the minutes be approved as written. Sally seconded. Motion passed.

TREASURER' REPORT: The treasurer reported revenue of \$18.99 from the Kroger donation program, a donation of \$174.39, and \$53.00 from the sale of donated potholders and 2 quilted bags.

Checks were written including \$50.00 to the State of Oregon for Corporate fees, and \$84.00 for the PO Box, and \$108.79 to the Flora M. Laird Memorial Library Trust Fund to reimburse for the purchase of a custom book about the building given to Linda Kirk. Checking account balance: \$8428.98.

BOOK SALE: It was discovered that the dates for the book sale were not available. After discussion, it was decided to wait to have a major book sale in the summer, when the weather allows a parking lot sale. In the meantime, Foundation members could do smaller, pop-up book sales in May or June that would involve fewer boxes of books and require fewer people to man. Donna Esser would take on a book sale at the town-wide garage sale.

LIBRARY EVENTS: There was a Bluey party on February 22. Attendance included 160 children and adults, as well as 15 unsuspecting patrons. The Pokemon group finished up with a Pokemon pizza party. Karen Fritz lent the library her pizza oven.

The library now has a walker and it is well used by library patrons.

Volunteers are needed to prepare for and staff the Easter Egg Hunt. Donna Esser donated prizes for the Easter Egg Hunt.

OTHER BUSINESS:

Sally has a brick order in memory of Chuck Hampton. There is a potential leaf sale as well.

The Bottle Drop application has been approved. Sally will contact them about signing on.

NEXT MEETING: The next meeting was set for Tuesday, April 01, 2025 at 5:00 pm. The meeting will be held in the library meeting room with the option of remote dial in. It will be followed by the annual meeting at 5:30 pm.

There being no other business, the meeting adjourned at 6:04 pm.

Submitted by,

Barbara Caffey

Secretary

CITY MANAGER'S REPORT



TO: MAYOR & CITY COUNCIL
FROM: SCOTT NAY, CITY MANAGER
DATE: APRIL 1, 2025

DEQ- MAO (MUTUAL AGREEMENT AND FINAL ORDER UPDATE)

- We received our MAO and Final Order from DEQ which stipulates the final amount of the Civil Penalty for the sewer plant violations dating back from May 19, 2019 up to December 2024.
- Total amount of the Civil Penalty is \$54,600.
- We do not refute the violations as they did occur. I have requested a zoom meeting with DEQ to review this MAO as we have questions regarding one of the required corrective actions of submitting for DEQ review and comment an Optimizaton Plan from a qualified consultant. This plan is due to DEQ by June 1, 2025.
- We have discussed with Civil West about doing this Optimization Plan for us and they are interested and can do it. Question needing answered is to what detail is DEQ requiring on this Plan as that will determine whether the time frame is sufficient or will we need an extension and to what the cost will be to have this done. Civil West has estimated a conservative cost of \$50,000 for doing the Optimization Plan.
- We are reviewing and weighing out the cost of paying the total penalty of \$54,600 vs. doing an SEP project to mitigate some of the penalty. The SEP project submitted in 2023 had a cost of \$95,000 of which has now would need to be reengineered with new updated costs putting estimated cost of well over \$100,000 of which only \$43,680 can be mitigated off the penalty.
- Once we have our meeting with DEQ we should have some answers and better direction.

FLOOD DAMAGES ASSESSMENT

- All city departments have completed their initial assessment of the recent flooding and damages, repair costs and personnel costs associated with this incident.
- We have submitted an initial OR Department of Emergency Mgt. Infrastructure Damage Assessment Form on 3/28/25. This form lists all our initial costs associated with the flooding incident.

OHA DRINKING WATER SOURCE PROTECTION PROJECT GRANT

- We submitted a grant application on 3/28/25 for a project on called "North Fork River Drinking Water Project".
- Grant is for \$50,000
- This project is an extension of past riparian projects along the North Fork River in partnership with the Coquille Watershed Organization. This project is in an area along the Weekly Creek Rd. section approximately ½ mile upstream from our Weekly Creek Pump Station.
- The Weekly Creek Pump Station on the North Fork is our main source for City Water pumped into our Water Plant.

STAFF REPORT



TO: MAYOR & CITY COUNCIL
FROM: GINNY GROCE, ACCOUNTANT
DATE: APRIL 1, 2025

BUDGET PREPARATIONS

Budget planning is underway and has been the main focus for the past month. The Proposed Budget will go out to committee members April 17 for the meeting on April 21.

A supplemental budget for council review has also been prepared.

PUBLIC WORKS DIRECTORS REPORT



TO: MAYOR & CITY COUNCIL
FROM: WAYNE RAMSEY, PUBLIC WORKS
DIRECTOR
DATE: 04-01-25

Water: With the recent flooding of our rivers, the water plant is struggling to make water because of the turbidity. We are gaining though, but slowly. The landslide repair is holding. We are upgrading the Water plants heating and cooling system and getting an on demand hot water system as well. Nothing else to report.

Streets: The last round of patching is scheduled for this budget year, and will fix Hermann St and Maryland Ave intersections. Nothing else to report.

Public Works: Nothing to report.

Sewer: With the recent flooding, on Sunday, 3/16 about 7 pm. WWTP did experience a washout as well as a loss of containment in basin #2 as flood waters raised. We regained containment of basin #2 as flood waters receded on 3/17/25 about 5:30 pm. We regained disinfection on 3-19-25. Then we had another washout with the next storm on 3-20 at 1:30 pm. until 10 pm. An estimated flow total for the flooding and storms were 10,800,000 million gallons for the 5 days that passed thru our plant. As of 3-20 we were back to treating again.

- Deq: As Manager Scott has said we have received the civil penalty for washouts for the past few years. A list of activities that we have to complete, I'd like to just run through these quickly.
- By 06-01-2025 we must come up with an optimization plan for WWTP.
- By 08-01-2025 we must submit a report to Deq that our entire collection system has been smoke tested and list all deficiencies and a plan to correct each one.
- By 02-01-2026 we must submit a progress report on eliminating those INI sources identified by the smoke testing.
- By 05-01-2026 we must submit documentation that half of our collection system has been cleaned and tv inspected and list all deficiencies
- By 05-01-2027 we must submit documentation that the remaining 50% of our collection system has been cleaned and tv inspected and list all deficiencies. Submit a plan, schedule and budget to address prioritized deficiencies.
- By 04-01-2025 we must pay the Deq civil penalty of \$54,600
- WWTP did experience damage from the flood. Approximately 500 feet a perimeter fence was destroyed. The estimated replacement cost is \$33,000.00.

POLICE CHIEF'S REPORT



TO: MAYOR & CITY COUNCIL
FROM: SCOTT ROBINSON, CHIEF OF POLICE
DATE: APRIL 1, 2025

Personnel Report:

- Sergeant Nate Harris, 10 Years with MPPD

Training and Activities

- Chief Robinson, Sgt. Harris, Ofc. Angove – Active Threat Response, Marshfield HS, April 12
- Sgt. Harris, Ofc. Pierce Ballistic Shield Training, Central Point, OR, May 15
- Ofc. George to Motors School, Hillsboro, OR, May 11-23