

MYRTLE POINT CITY COUNCIL AGENDA

Regular Meeting

Monday, June 2, 2025, 6:30 p.m.

Flora M Laird Library Meeting Room | 435 5th Street, Myrtle Point

For those wishing to attend remotely, please use 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 May 5, 2025 Regular Meeting
- V. ACTION/DISCUSSION ITEMS
 - A. Public Hearing – Sewer Base Rate Increase – FY 2025-26 Budget**
 - B. Resolution 2025-02 – Establishing Water and Sewer Service Rates
 - C. Public Hearing – Proposed Uses of State Shared Revenue**
 - D. Resolution 2025-03 – Declaring the City’s Election to Receive State Revenues
 - E. Public Hearing – 2025-26 Approved Budget**
 - F. Resolution 2025-04 – Adopting the Budget and Making Appropriations for the 2025-26 Fiscal Year
 - G. Resolution 2025-05 – Allocating, Categorizing and Levying Ad Valorem Taxes
 - H. Resolution 2025-06 – Adopting a Revised Pay Matrix for City Employees
 - I. Disbursement of Funds – Council Activities
 - J. Discussion – Traffic issues and complaints surrounding Bear Cupboard Food Pantry*
- VI. PETITIONS FROM THE AUDIENCE

This is a public meeting and the media may use information presented.
- VII. UPCOMING MEETINGS AND EVENTS:
 - A. Myrtle Point Public Library Foundation Meeting – June 3, 2025, 5:00 p.m.
 - B. Myrtle Point High School Graduation – June 7, 2025, 2:00 p.m.
 - C. City of Myrtle Point Town Wide Garage Sale- July 12, 2025, 9:00 a.m. – 4:00 p.m.
- VIII. INFORMATION ITEMS
 - A. Myrtle Point Public Library Foundation Meeting Agenda – June 3, 2025
 - B. Myrtle Point Public Library Foundation Meeting Minutes – May 6, 2025
- IX. OTHER COMMUNICATIONS
 - A. Staff Reports
 - B. Council Concerns and Comments*

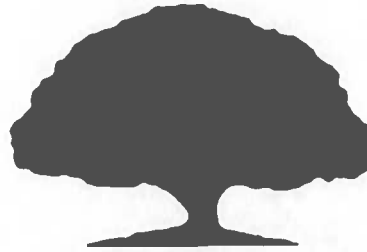
THE CITY OF MYRTLE POINT IS A DRUG FREE WORKPLACE

The 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.

X. ADJOURNMENT

Notice given this 2nd day of June 2025 – Scott Nay, City Manager

* indicates no material included in packet



**CITY OF MYRTLE POINT
City Council Meeting
Monday, May 5, 2025, 6:30P.M.
Flora M. Laird Meeting Room
435 5th Street Myrtle Point**

Council Members

Samantha Clayburn, Mayor
Amy Ligons, City Council
Ryland Parker, City Council

Matt Wells, City Council
Berea Gibbons, City Council
Mike Wood, City Council

Absent:

Ivan Hawker, City Council

Staff:

Scott Nay, City Manager
Shelley Clayburn, Administrative Assistant
Scott Robinson, Chief of Police
Willy Burris, Fire Chief
Wayne Ramsey, Public Works Director
Amy Bruno, Library Director
Ginny Groce, Accountant

Others

Fred Fry
David Harvey
Kathy Lewis *

(* Indicates remote)

CALL TO ORDER

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

ROLL CALL:

Mayor Clayburn asked those in attendance to state their name for the roll.

CONSENT ITEM:

Mayor Clayburn announced the consent items-minutes from April 1, 2025 regular council meeting. Mayor Clayburn called for a motion. Councilor Wood moved to approve the minutes as presented. Councilor Gibbons seconded the motion which carried unanimously.

ACTION/DISCUSSION ITEMS:

- A. City Council Consideration of Prospective Candidates to Represent Small Cities and Dora of the Coos County Library Board-Barbara Caffey and Cathy Larcom-Johnston. City Manager Nay recommends to reappoint both, Barbara Caffey and Cathy Larcom-Johnston to the Library Board. Councilor Gibbons moved to reappoint both, Barbara Caffey and Cathy Larcom-Johnston to the Library Board and Councilor Liggins seconded the motion. Mayor Clayburn asked if there was any questions or discussion, hearing none, Mayor Clayburn asked all those in favor say "I", which was Councilor's Gibbons, Liggins, Wood, Wells and Parker. "Nay's"-0, motion was approved unanimously.
- B. Review Water Reserve Fund #23, Sewer Reserve Fund #33, Ambulance Reserve Fund #63, and Fire Reserve Fund #64. City Manager Nay explained that this review shows the continued need for these reserve funds, which are used for service projects, equipment, repairs and improvements. These funds are supposed to be reviewed every ten years according to ORS 294.346. The last time these funds were reviewed was 2014. The Ambulance Fund was longer than 2014. Mayor Clayburn asked if there was, or can be, a system put in place for reminders spanning over ten years. City Manager Nay stated that there is not a system in place, but will try to come up with a system as a reminder. Mayor Clayburn asked Accountant Groce if this was anywhere in the budget? Accountant Groce stated, no. Chief Burriss stated that each year a certain amount of money was placed in to these accounts and once there is enough money a new fire or ambulance apparatus was purchased, but there have been no spare funds. Councilor Gibbons asked Chief Burriss if it was his opinion that these funds were needed? Chief Burriss stated, yes. Councilor Wells asked Public works Director Ramsey how the water fund and sewer fund generated? Public works Director Ramsey stated that it is through utility billing. Mayor Clayburn asked for a better explanation of the Sewer Funds and what the dollar figure would be and if some of the funds can be used to shore up the shortfall? Accountant Groce and Public Works Director Ramsey explained the amounts and how those specific funds are to be used. Councilor Gibbons moved to renew the Water Reserve Fund, Ambulance reserve Fund, the Fire reserve Fund and the Sewer reserve Fund. Mayor Clayburn asked if there was any further questions or discussions. Hearing none, all those in favor say "I", which was Councilors Gibbons, Liggins, Wood, Wells and Parker. "Nay's"-0, motion approved unanimously .

- C. Review/Approve-New Liquor License for DTF Trading Eatery, Applicant, David Harvey. City Manager Nay describes what Mr. Harvey's plans are with the new eatery. Mayor Clayburn asked Mr. Harvey if it would be a full restaurant? Mr. Harvey stated possibly, but there will be a food trailer out back of the building and use the building for seating and beverage consumption. City Manager Nay explained the other steps Mr. Harvey is going to need to take before the restaurant is even open. Mayor Clayburn stated that she would entertain a motion. Councilor Gibbons moved to approve the liquor License Application and Councilor Ligons seconded the motion. Mayor Clayburn asked if there was any further questions or discussions. Hearing none, all those in favor say "I", which was Councilors Gibbons, Ligons, Wood, Wells and Parker. "Nay's"-0, motion approved unanimously.

PETITION FROM THE AUDIENCE:

Mayor Clayburn called for petitions from the audience. Kathy Lewis stated that Zoom was not available to the public on meeting dates July 1, 2024 and August 19, 2024. Mayor Clayburn stated that she would look in to that. Mayor Clayburn asked for any other petitions from the audience. Mr. Fred Fry stated that he was running for re-election for Port Commission and was asking for the city's support. My Fry stated that he started the Bass Tournament in the Coquille River and also is the Mayor of Powers, Oregon.

UPCOMING MEETINGS AND EVENTS:

- A. Myrtle Point Library Foundation Meeting-May 6, 2025, 5:00p.m.
- B. 2nd City of Myrtle Point Budget Committee Meeting-May 12, 2025 6:30 p.m.

OTHER COMMUNICATIONS:

Staff Reports

City Manager Scott Nay: City Manager Nay discussed the DEQ-Mutual Agreement and Final Order Update. There are no new updates since April of 2025. There was a meeting scheduled for April 10, 2025, but DEQ cancelled due to a large computer hack of all DEQ systems. The city is still waiting on a revised meeting date. Councilor Gibbons asked if we still had a June deadline? City Manager Nay stated that he is going to ask DEQ for an extension. City Manager Nay discussed the 8th Street/ Highway 42 ADA Ramp, which is still planned for July or August 2025. There are seven street intersections identified for this portion of the project which are Hwy. 42 at Bothwick, View St., Sunset Ln., Snyder Ct. (Kincheloe Ln.), Pine St., and Carlisle Ln. The hours of this construction will take place between 7a.m. and 3p.m. and not in the evening due to noise ordinance. Councilor Gibbons asked if this project will be going on during fair? City Manager stated that this will

happen after the Coos County Fair. City Manager Nay stated that he and Crystal Shoji Planning have been working on an application related to the Old Mill Site on Maple and Reedsford Rd. The owners have submitted a Notice of a Proposed Change to a Comprehensive Plan or Land Use Regulation. This use would be for outdoor recreation to include an RV Park, accessory fairground facilities, public facilities and other uses as permitted. Planning Commission Meeting is scheduled for May 27, 2025 and if this is approved, this will be referred to City Council meeting for consideration and approval at the July 1, 2025 scheduled meeting. This will relate to all Heavy Industrial Zoned properties.

Ginny Groce-Accountant: Accountant Groce stated that she has updated everything that was requested and discussed at the Budget Committee Meeting as well as for the Auditors.

Wayne Ramsey-Public Works Director: Public works Director Ramsey reported that the Water Plant Operator stepped off of the sidewalk at the Water plant and twisted his ankle. The patching for the streets has been completed and waiting for a budget update to see what funds are left. Public works Director Ramsey has received compliments from residents on Hermann and Maryland. For Public works, nothing to report. For the Sewer Plant, they will be smoke testing this week. The fence around the Sewer Plant has been removed. The parts of the fence that were salvageable was salvaged to save as much money as they could. The screen at the Sewer Plant has been fixed. Myrtle Point School District contacted Public Works Director Ramsey to schedule tours for both Water and Sewer Plants.

Amy Bruno-Library Director: Library Director Bruno spoke about the successful Easter Egg Hunt and approximately 130 children were in attendance. The library has planted Sunflowers in the flower beds along the library. Over the weekend the library had a free comic book day and approximately thirty people in attendance. There are also supplies to make windchimes if anyone was interested.

Scott Robinson-Chief of Police: Chief Robinson stated that Officer Pierce injured himself during Military Duty. Officer Pierce pulled a hamstring and is on light duty. Sergeant Harris has been covering Officer Pierces shifts. While Officer Pierce has been on light duty, he has been eliminating some wild turkeys. Chief Robinson stated that he is waiting on more turkey tags to eliminate more. Chief Robinson stated that there have been a lot of trainings going on and will continue for a while longer. One of the patrol cars was ran in to

while Officer George was on duty. There was a person driving recklessly at the Fair Grounds on the backside of the grandstands and Officer George was attempting to follow the person. The driver flipped a 180 and hit Officer George. Officer George was uninjured, but unsure of how much damage the patrol car has at this time.

Willy Burris-Fire Chief: Chief Burris discussed the high-profile crash that happened on Powers Highway a while back that many Coos County Agencies responded to. This was a really tough call for all involved. Chief Burris stated that all responders worked really well together. Working well together is due from networking and training. The Ambulance Fire crews are doing Hydrant maintenance to take a little work load off of Public Works, by weed eating, pressure washing and painting hydrants. Chief Burris stated that at the next City Council Meeting, he will be presenting a packet with the new Ambulance rates as they move to a new billing agent. These rates have not been updated since 2017. The Fire Station is also changing to a new billing program and he explained what that would look like. Myrtle Point High School will be coming to tour the fire and ambulance hall this month. Councilor Gibbons added that our city and city staff is extremely proud of how well Chief Burris and all the First Responders dealt with such a horrific accident that happened at Powers Junction, it was impressive. Chief Robinson added that even though we are a very small community, our response to tragedies is top notch. Mayor Clayburn also added to Chief Burris's comments that she hoped that all of the responders that had a part in taking care of the victims and fatalities caused in this crash, were taking care of their mental health, also due to the intensity of this call. Councilor Wood stated that he listens to a scanner and he was very impressed how calm our responders were personally.

City Council and Concerns:

There were no comments or concerns from Councilors Gibbons, Ligons, Wood, Wells, Parker or Mayor Clayburn.

Meeting adjourned at 7:23 p.m.

Samanth Clayburn,
Mayor of Myrtle Point

Date

City of Myrtle Point Agenda Item Report

To: Mayor Clayburn and City Council
From: Scott Nay, City Manager
Date: June 2, 2025
Re: Resolution 2025-02 Establishing Water and Sewer Service Rates



BACKGROUND

Water and Sewer user rates must be adjusted from time to time to reflect changes in costs related to operation of the systems. The last increase to the actual water rates occurred July 1, 2018 for consumption rates only. The last increase to the actual sewer rates occurred July 1, 2024 to consumption rates only and July 1, 2017 for base rates. The Base Reserves and Contingencies in the Sewer Fund have been depleted and operation costs have increased due to many factors including high inflation resulting in higher than anticipated materials and personnel costs, and increasing State and Federal DEQ Permit requirements to operate the sewer plant efficiently and stay in regulatory compliance. Our current sewer service charges are not sufficient to meet the demand for increased operation costs and for the lack of operating contingency funds to cover such deficiencies. In our development of the 2025-26 budget process and calculations, it became quite clear that even with the appropriate adjustments to expenses, we were still going to have a shortfall of approximately \$175,000 in revenues to cover operational expenses which would keep us from our ability to balance the Sewer Fund budget. During our 2025-26 Budget Committee meetings there was extensive deliberation on this issue and the resulting decision was to propose a \$15 per month increase in the sewer base rates for Regular metered users and Flat rate (non-metered users) and a \$9 per month increase for Senior/Disabled Discount users. This rate increase will be adequate to bring revenues in line with expenses to cover the shortfall and balance the budget for FY 2025-26. There will be no changes in the Consumption Rates. The Budget Committee approved the revenue adjustment produced by this increase through the approval of the 2025-26 Budget during the May 12, 2025 Budget Committee meeting. The adjustments are included in the FY 2025-26 approved Budget in the Sewer Fund Revenue category, under the line-item titled **Sewer Service Charges**.

Resolution 2025-02 proposes to increase only the Sewer Base Rate Charges for all Regular Metered, Flat Rate (non-metered), and Senior/Disabled Discount accounts. The proposed fee increases will go into effect July 1, 2025.

RELATED CITY POLICIES

None

COUNCIL OPTIONS

- **Approve the Resolution:** SAMPLE MOTION – *“I make a motion to approve Resolution 2025-02 Establishing Water and Sewer Service Rates.”*
- **Do Nothing:** No motion required.

CITY MANAGER’S RECOMMENDATION

Approval of the rate increases is recommended in order to operate the sewer system.

ATTACHMENTS

- Resolution 2025-02 Establishing Water and Sewer Service Rates

**Summary of Proposed
Water & Sewer Service Rate Increases**

Current Sewer Base Rates:

Regular Metered Service Users:	\$43/month
Flat Rate (non-metered) Users:	\$73/month
Senior/Disabled Discount Users:	\$24/month

Proposed Sewer Base Rates:

Regular Metered Service Users:	\$58/month
Flat Rate (non-metered) Users:	\$88/month
Senior/Disabled Discount Users:	\$33/month

Current Water Base Rates: (NO CHANGES)

Metered Water Service:	\$21/month
Flat Rate(non-metered):	\$43/month
Senior/Disabled Discount:	\$14/month
Fire Line Charge:	\$21/month
Outside City rates:	\$32/month
Outside Sr./Disabled Discount	\$24.50/month

City of Myrtle Point Agenda Item Report

To: Mayor Clayburn and City Council
From: Scott Nay, City Manager
Date: June 2, 2025
Re: Resolution 2025-02 Establishing Water and Sewer Service Rates



BACKGROUND

Water and Sewer user rates must be adjusted from time to time to reflect changes in costs related to operation of the systems. The last increase to the actual water rates occurred July 1, 2018 for consumption rates only. The last increase to the actual sewer rates occurred July 1, 2024 to consumption rates only and July 1, 2017 for base rates. The Base Reserves and Contingencies in the Sewer Fund have been depleted and operation costs have increased due to many factors including high inflation resulting in higher than anticipated materials and personnel costs, and increasing State and Federal DEQ Permit requirements to operate the sewer plant efficiently and stay in regulatory compliance. Our current sewer service charges are not sufficient to meet the demand for increased operation costs and for the lack of operating contingency funds to cover such deficiencies. In our development of the 2025-26 budget process and calculations, it became quite clear that even with the appropriate adjustments to expenses, we were still going to have a shortfall of approximately \$175,000 in revenues to cover operational expenses which would keep us from our ability to balance the Sewer Fund budget. During our 2025-26 Budget Committee meetings there was extensive deliberation on this issue and the resulting decision was to propose a \$15 per month increase in the sewer base rates for Regular metered users and Flat rate (non-metered users) and a \$9 per month increase for Senior/Disabled Discount users. This rate increase will be adequate to bring revenues in line with expenses to cover the shortfall and balance the budget for FY 2025-26. There will be no changes in the Consumption Rates. The Budget Committee approved the revenue adjustment produced by this increase through the approval of the 2025-26 Budget during the May 12, 2025 Budget Committee meeting. The adjustments are included in the FY 2025-26 approved Budget in the Sewer Fund Revenue category, under the line-item titled **Sewer Service Charges**.

Resolution 2025-02 proposes to increase only the Sewer Base Rate Charges for all Regular Metered, Flat Rate (non-metered), and Senior/Disabled Discount accounts. The proposed fee increases will go into effect July 1, 2025.

RELATED CITY POLICIES

None

COUNCIL OPTIONS

- **Approve the Resolution:** SAMPLE MOTION – *“I make a motion to approve Resolution 2025-02 Establishing Water and Sewer Service Rates.”*
- **Do Nothing:** No motion required.

CITY MANAGER’S RECOMMENDATION

Approval of the rate increases is recommended in order to operate the sewer system.

ATTACHMENTS

- Resolution 2025-02 Establishing Water and Sewer Service Rates

**Summary of Proposed
Water & Sewer Service Rate Increases**

Current Sewer Base Rates:

Regular Metered Service Users:	\$43/month
Flat Rate (non-metered) Users:	\$73/month
Senior/Disabled Discount Users:	\$24/month

Proposed Sewer Base Rates:

Regular Metered Service Users:	\$58/month
Flat Rate (non-metered) Users:	\$88/month
Senior/Disabled Discount Users:	\$33/month

Current Water Base Rates: (NO CHANGES)

Metered Water Service:	\$21/month
Flat Rate(non-metered):	\$43/month
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Fire Line Charge:	\$21/month
Outside City rates:	\$32/month
Outside Sr./Disabled Discount	\$24.50/month

RESOLUTION 2025-02

**A RESOLUTION OF THE CITY OF MYRTLE POINT CITY COUNCIL
ESTABLISHING WATER AND SEWER SERVICE RATES**

WHEREAS, the City of Myrtle Point’s water and sewer systems are supported entirely by user fees and service charges; and

WHEREAS, these "Enterprise Funds" operate in business-like manner and finance their own repairs, maintenance and operations without the support of property taxes; and

WHEREAS, user rates must be adjusted from time to time in order to keep up with increasing labor and operational costs; and

WHEREAS, the most recent update to the City’s water and sewer service rates occurred under Resolution 2024-03 which had an effective date of July 1, 2024; and

WHEREAS, ORS 294.160 requires the City to provide opportunity for public comment on any resolution or ordinance “prescribing a new fee or a fee increase or an increase in the rate or other manner in which the amount of a fee is determined or calculated,” and such opportunity was given at the regular City Council meeting on **June 2, 2025** and notice published in the newspaper of record on **May 21, 2025** inviting public written or oral comment.

NOW THEREFORE, the Myrtle Point City Council hereby resolves:

SECTION 1. WATER RATES: Water service rates for the City of Myrtle Point water customers shall be:

	Base Rate	Consumption Charges per 100 cubic feet
Metered Water Service	\$21.00 per month	\$2.15 for first 299 cu. ft. \$2.15 for 300 cu. ft. to 599 cu. ft. \$2.25 for 600 cu. ft. to 999 cu. ft. \$2.35 for 1,000 cu. ft. to 2,999 cu. ft. \$2.45 for 3,000 cu. ft. and over
Senior/Disabled Discount	\$14.00 per month	\$2.15 for first 299 cu. ft. \$2.15 for 300 cu. ft. to 599 cu. ft. \$2.25 for 600 cu. ft. to 999 cu. ft. \$2.35 for 1,000 cu. ft. to 2,999 cu. ft. \$2.45 for 3,000 cu. ft. and over
Fire line charge	\$21.00 per month	No consumption charge
Flat Rate (non-metered)	\$43.00 per month	No consumption charge

Outside City Rates	\$32.00 per month	\$2.75 for first 299 cu. ft. \$2.75 for 300 cu. ft. to 599 cu. ft. \$2.85 for 600 cu. ft. to 999 cu. ft. \$2.95 for 1,000 cu. ft. to 2,999 cu. ft. \$3.05 for 3,000 cu. ft. and over
Outside Sr./Disabl. Discount	\$24.50 per month	\$2.75 for first 299 cu. ft. \$2.75 for 300 cu. ft. to 599 cu. ft. \$2.85 for 600 cu. ft. to 999 cu. ft. \$2.95 for 1,000 cu. ft. to 2,999 cu. ft. \$3.05 for 3,000 cu. ft. and over

SECTION 2. SEWER RATES: Sewer rates for customers of the City of Myrtle Point sewage utility shall be:

A. METHOD OF COMPUTATION

1. Winter Rates:

The sewer use rate for residential customers serving a single household is based on the actual volume of water used, as measured by the water meter, for the months of October, November, December, January, February, March, April and May.

2. Summer Rates:

The summer sewer use rate for residential customers serving a single household for the months of June, July, August and September of each year is based on the winter average water volume used, as measured by the water meter, for the 8 month period of October through May inclusive (winter rate period). This summer rate is subject to being discontinued by legislative action or requirements of debt service for wastewater improvements.

3. Industrial, Commercial and Multi-Occupancy residential customers:

The user rates for these customers are based on the actual monthly-metered water usage for each month of the year. Multi-Occupancy customers shall be charged a minimum one base rate for each dwelling unit or tenant space.

B. RATES

	Base Rate	Consumption Charges per 100 cubic feet
Metered Water Service	\$58.00 per month	\$3.22 for first 299 cu. ft. \$3.45 for 300 cu. ft. to 599 cu. ft. \$3.74 for 600 cu. ft. to 999 cu. ft. \$4.03 for 1,000 cu. ft. to 2,999 cu. ft. \$4.32 for 3,000 cu. ft. to 5,999 cu. ft. \$4.60 for 6,000 cu. ft. to 9,999 cu. ft. \$4.89 for 10,000 cu. ft. and over

Senior/Disabled Discount	\$33.00 per month	\$3.22 for first 299 cu. ft. \$3.45 for 300 cu. ft. to 599 cu. ft. \$3.74 for 600 cu. ft. to 999 cu. ft. \$4.03 for 1,000 cu. ft. to 2,999 cu. ft. \$4.32 for 3,000 cu. ft. to 5,999 cu. ft. \$4.60 for 6,000 cu. ft. to 9,999 cu. ft. \$4.89 for 10,000 cu. ft. and over
Flat (non-metered)	\$88.00 per month	No consumption rate

SECTION 3. OTHER CHARGES:

A. SYSTEM IMPROVEMENT CHARGES

These charges are intended to provide financing for system improvements and shall be collected and credited to the Water System Reserve Fund and the Sewer Reserve Fund, in addition to the regular monthly service charges:

1. Water System Improvement Charge:

Metered users shall pay an additional \$0.65 cents per 100 cubic feet of water.
Unmetered users shall pay an additional \$3.00 per month.

2. Sewer System Improvement Charge:

Metered users shall pay an additional \$0.65 cents per 100 cubic feet of water.
Unmetered users shall pay an additional \$3.00 per month.

B. LATE PAYMENT FEES

Utility Bills are due on receipt and become delinquent if not paid in full after the last day of the month billed. A delinquency charge of 10 percent (not less than \$10) shall be added to the unpaid bill. The City Manager, or his designee, may waive up to 2 late charges per calendar year.

C. BLUESLIP FEE

If an account becomes delinquent more than 15 days after the due date of the bill, the City will place a notice of disconnection (blue slip) upon the premises. Such notice shall contain the time by which payment must be made to the City to avoid disconnection of water service. When such notice is placed an additional penalty fee of \$15.00 shall be charged to the customer's account in addition to any other penalties or late payment fees.

D. TURN-ON AND TURN-OFF FEES

Whenever a service is actually turned on or off by a City employee for non-payment or unauthorized use, a \$50.00 fee shall be levied against the customer account.

The fee will not be charged when a customer requires a short term shut-off to repair plumbing on the premises, when done to test for leaking plumbing or when the City's main water lines are being repaired or reconnected or when it is done for the City's convenience or necessity.

E. METER REINSTALLATION CHARGE

If a meter is subjected to tampering by a customer the City will remove the meter to eliminate the connection to the system. Efforts to install a jumper in the meter box to connect water without a meter will be dealt with as an ordinance violation. A \$50.00 meter reinstallation charge must be paid before service is restored.

F. METER REPLACEMENT FEE

If a water meter malfunctions the City will replace that meter free of charge. If a meter or meter appurtenance has been the subject of tampering and is broken as a result of tampering, the customer may be assessed a fee of \$50.00 for repair and/or replacement of the meter or meter appurtenance. This fee shall be in addition to the reinstallation fee and actual cost of the replacement meter or meter appurtenance and any other relevant fees or charges.

G. LEAKS

The City shall adjust off one half of the amount over the customer's average monthly bill. An average bill will be determined using the same method as the sewer irrigation rate. The adjustment may only be made for up to two months prior to the leak repair and one month after the leak repair, in either situation proof of such repair must be presented to the City. The City shall not be obligated to make adjustments on any account.

H. MONTHLY MINIMUM CHARGE

Unless a utility is abandoned the monthly minimum fee (base rate) will be charged for each utility.

SECTION 4. NEW CUSTOMER DEPOSIT

All new customers to the Myrtle Point water & sewer system shall be required to pay a \$200.00 deposit in advance of water being turned on. The deposit amount shall be divided equally between water and sewer. For customers purchasing only one service, the deposit amount shall be \$100.00.

SECTION 5. FEES FOR THE PURCHASE OF WATER

Insurance liability requirements limit this type of sale to non-potable uses including construction, standby fire equipment and other uses not for human consumption.

The rate for persons located outside the City limits who wish to obtain City water by filling a private tank, from a City provided source, to be transported to a destination outside the City limits shall be:

0 – 74 cubic feet	(0 – 559 gal)	\$20.00
75 – 149 cubic feet	(560 – 1,124 gal)	\$30.00
150 – 299 cubic feet	(1,125 – 2,249 gal)	\$40.00
300 – 500 cubic feet	(2,250 – 3,750 gal)	\$50.00
Over 500 cubic feet	(3,750 gal)	\$50.00 plus \$5.00 per 100 cubic feet or part thereof over 500 cubic feet.

SECTION 6. CONNECTION FEES

A. WATER CONNECTION FEES:

For a new service to be connected to the water system a connection charge shall be levied on each premises requesting such connection based upon size of the service to be provided. This fee provides for the City permit, inspection, service saddle, water meter, meter box, pipe appurtenance and service line to the edge of the public right-of-way, up to 30’ from the water main. This fee is also in addition to the System Development Charge required by Resolution 2007-03. Installation of the water service from the water meter to the premises is not covered under his permit and is the responsibility of the owner or an agent of the owner. Plumbing permits obtained through the State Building Codes Department are required for installation of service lines on the premises.

NEW INSTALLATION	FEE
Water connection permit	\$760.00 (This does not include deposit for service)
5/8 x 3/4 meter	See note 1.
1" service	\$790.00 (See note 1)
2" service	\$865.00 (See note 1)
Services over 2"	Actual cost of time and materials. (See note 1)
Standby fire line	\$1350.00 (See note 1)

Note 1: All materials, service lines or pipe appurtenance shall be approved by the Public Works Department before installation. A list of approved materials will be provided to the owner or agent of the owner.

B. SEWER CONNECTION FEE

A sewer connection fee of \$650.00 shall be levied upon each premises requesting a new connection to the City's sanitary sewer collection system. This fee provides for the City permit, inspection, service saddle and service line up to 30 feet from the sewer main. This fee is also in addition to the System Development Charge required by Resolution 2007-03. Installation of the sewer service from the property line to the premises is not covered under this permit and is the responsibility of the owner or an agent of the owner. Plumbing permits obtained through the State Building Codes Department are required for installation of service lines on the premises.

SECTION 7. REPEALER

Resolution 2024-03 regarding changes to the water and sewer utility rate schedule is hereby repealed.

SECTION 8. EFFECTIVE DATE

This Resolution shall become effective July 1, 2025.

Adopted by the Myrtle Point City Council this 2nd day of June 2025.

Mayor Samantha Clayburn

ATTEST:

Scott Nay, City Manager



Staff Report

To: City Council
From: Scott Nay, Budget Officer
Date: June 2, 2025
Re: Public Hearing – State Shared Revenues

The Budget process requires two public hearings regarding the distribution of State Shared Revenues. The first before the Budget Committee on the **Possible** uses and the second before the City Council on the **Proposed** uses. The first hearing took place on May 12, 2025 before the Budget Committee.

Staff has included all of the estimated \$20,000 in State Shared Revenue as operating revenue within the General Fund in the Proposed Budget. The estimated amount is based on prior year's receipts. In previous years these funds have been an important revenue source to the General Fund. It is again recommended to receive the State Shared Revenue into the General Fund in Fiscal Year 2025-26.

City of Myrtle Point Agenda Item Report

To: Mayor Clayburn and City Council
From: Scott Nay, City Manager
Date: June 2, 2025
Re: State Shared Revenues-



BACKGROUND

ORS 221.770 requires cities to annually pass an ordinance or resolution electing to receive distributions of state shared revenue. The attached resolution meets the requirements of ORS 221.770 for this purpose. State Shared Revenue is a vital part of the city's annual revenue in the General Fund.

RELATED CITY POLICIES

None

COUNCIL OPTIONS

- **Approve the Resolution:** SAMPLE MOTION – *“I move to approve Resolution 2025-03 Declaring the City’s Election to Receive State Revenues.”*
- **Do Nothing:** No motion required.

CITY MANAGER’S RECOMMENDATION

It is recommended to approve Resolution 2025-03.

ATTACHMENTS

- Resolution 2025-03 Declaring the City’s Election to Receive State Revenues

RESOLUTION 2025-03

**A RESOLUTION OF THE CITY OF MYRTLE POINT CITY COUNCIL
DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES**

WHEREAS, ORS 221.770 requires cities to annually pass an ordinance or resolution requesting state revenue sharing monies; and

WHEREAS, a public hearing on the Possible Uses of State Shared Revenues was held before the Myrtle Point Budget Committee on May 12, 2025; and

WHEREAS, a public hearing on the Proposed Uses of State Shared Revenues was held before the Myrtle Point City Council on June 2, 2025; and

WHEREAS, the City of Myrtle Point levied property taxes during the preceding fiscal year 2024-25.

NOW THEREFORE, the City of Myrtle Point City Council ordains as follows:

Section 1. Pursuant to ORS 221.770, The City of Myrtle Point hereby elects to receive state revenues for fiscal year 2025-26.

Adopted by the Myrtle Point City Council this 2nd day of June 2025.

Samantha Clayburn, Mayor

ATTEST:

Scott Nay, City Manager/Recorder

I certify that a public hearing before the Budget Committee was held on May 12, 2025 and a public hearing before the City Council was held on June 2, 2025, giving citizens an opportunity to comment on the use of State Revenue Sharing.

Scott Nay, City Manager/Recorder

City of Myrtle Point Agenda Item Report

To: Mayor Clayburn and City Council
From: Scott Nay, City Manager
Date: June 2, 2025
Re: Adopting the Budget and Making Appropriations



BACKGROUND

In accordance with state budget law, the governing body must enact a resolution or ordinance adopting the budget. The resolution or ordinance adopting the budget should state the total amount of all the budget requirements. The attached resolution satisfies this requirement.

Appropriations provide the local government with legal spending authority throughout the fiscal year. Budget law requires making separate appropriations for each fund which has budgeted expenditures. The resolution or ordinance making appropriations must identify the appropriations by categories with each expenditure line item in the budget classified within one of the following appropriation categories for each fund: personnel services, materials and services, capital outlay, debt service, special payments, interfund revenue transfers, or operating contingency. The attached resolution satisfies this requirement.

Resolution 2025-04 identifies total resources of **\$9,261,377** for Fiscal Year 2025-26 and total appropriations of **\$8,889,740**.

RELATED CITY POLICIES

None

COUNCIL OPTIONS

- **Approve the Resolution Adopting the Budget:** SAMPLE MOTION – *“I move to approve Resolution 2025-04 Adopting the Approved Budget and Making Appropriations for the 2025-26 Fiscal Year.”*
- **Do Nothing:** No motion required.

CITY MANAGER’S RECOMMENDATION

It is recommended to adopt the budget.

ATTACHMENTS

- Resolution 2025-04 Adopting the Approved Budget and Making Appropriations for the 2025-26 Fiscal Year

RESOLUTION 2025-04

**A RESOLUTION OF THE CITY OF MYRTLE POINT CITY COUNCIL ADOPTING
THE BUDGET WITH AMENDMENTS TO THE APPROVED BUDGET
AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2025-26**

WHEREAS, Oregon Budget Law requires, by ordinance or resolution, the formal adoption of the budget and appropriations for the next fiscal year; and

WHEREAS, the City of Myrtle Point has complied with all provisions of Oregon Budget Law relating to budget meeting notice, public testimony, and other related matters; and

NOW THEREFORE, the City of Myrtle Point City Council hereby resolves;

SECTION 1. To adopt the City of Myrtle Point budget for the Fiscal Year 2025-26 in the total amount of **\$9,261,377** a copy of which is on file at the Myrtle Point City Hall, 424 5th Street, Myrtle Point, OR 97458.

SECTION 2. To make appropriations for the purpose and in the amounts shown for the Fiscal Year 2025-26 as follows:

General Fund (No. 11)	City Council		
	<i>Materials & Services</i>	\$	14,500
	Administration & Finance		
	<i>Personnel Services</i>	\$	163,783
	<i>Materials & Services</i>	\$	16,900
	Police		
	<i>Personnel Services</i>	\$	1,058,016
	<i>Materials & Services</i>	\$	182,990
	<i>Capital Outlay</i>	\$	20,000
	Municipal Court		
	<i>Personnel Services</i>	\$	7217
	<i>Materials & Services</i>	\$	3,850
	Public Works		
	<i>Personnel Services</i>	\$	172,875
	<i>Materials & Services</i>	\$	93,150
	<i>Capital Outlay</i>	\$	0
	Parks & Recreation		
	<i>Personnel Services</i>	\$	13,978
	<i>Materials & Services</i>	\$	9130
	<i>Capital Outlay</i>	\$	0
	Planning & Zoning		
<i>Personnel Services</i>	\$	9021	
<i>Materials & Services</i>	\$	13,375	

	General Services		
	<i>Materials & Services</i>	\$	311,650
	<i>Operating Contingency</i>	\$	0
	<i>Transfers</i>	\$	348,964
	Fund Total	\$	2,439,399
Water Fund (No. 21)	<i>Personnel Services</i>	\$	480,583
	<i>Materials and Services</i>	\$	265,365
	<i>Capital Outlay</i>	\$	233,904
	<i>Operating Contingency</i>	\$	0
	Fund Total	\$	979,852
Water SDC Fund (No. 22)	<i>Materials and Services</i>	\$	5,500
	<i>Capital Outlay</i>	\$	16,650
	Fund Total	\$	22,150
Water Reserve Fund (No. 23)	<i>Materials and Services</i>	\$	88,039
	<i>Capital Outlay</i>	\$	126,068
	<i>Operating Contingency</i>	\$	0
	Fund Total	\$	214,107
Sewer Fund (No. 31)	<i>Personnel Services</i>	\$	451,516
	<i>Materials and Services</i>	\$	292,926
	<i>Capital Outlay</i>	\$	10,000
	<i>Operating Contingency</i>	\$	0
	<i>Bond Expenditure</i>	\$	722,943
	Fund Total	\$	1,477,385
Sewer SDC Fund (No. 32)	<i>Materials and Services</i>	\$	10,000
	<i>Capital Outlay</i>	\$	47,700
	Fund Total	\$	57,700
Sewer Reserve Fund (No. 33)	<i>Materials and Services</i>	\$	67,000
	<i>Capital Outlay</i>	\$	282,954
	<i>Operating Contingency</i>	\$	0
	Fund Total	\$	349,954
State Tax Street Fund (No. 41)	<i>Personnel Services</i>	\$	100,233
	<i>Materials and Services</i>	\$	92,667
	<i>Capital Outlay</i>	\$	90,000
	<i>Operating Contingency</i>	\$	0
	Fund Total	\$	282,900
Bicycle Trails/Footpaths Fund (No. 44)	<i>Materials and Services</i>	\$	36,383
	Fund Total	\$	36,383

Library Fund (No. 51)	<i>Personnel Services</i>	\$	305,087
	<i>Materials and Services</i>	\$	114,500
	<i>Operating Contingency</i>	\$	229,248
	Fund Total	\$	648,835
Library Trust Fund (No. 54)	<i>Materials and Services</i>	\$	5,350
	<i>Operating Contingency</i>	\$	0
	Fund Total	\$	5,350
Ambulance Reserve (No. 63)	<i>Capital Outlay</i>	\$	63,585
	Fund Total	\$	63,585
Fire Truck Reserve (No. 64)	<i>Materials and Services</i>	\$	1,000
	<i>Capital Outlay</i>	\$	14,437
	Fund Total	\$	15,437
Ambulance Fund (No. 71)	<i>Personnel Services</i>	\$	1,235,886
	<i>Materials and Services</i>	\$	245,679
	<i>Capital Outlay</i>	\$	5,000
	Fund Total	\$	1,486,565
Fire Services Fund (No. 75)	<i>Personnel Services</i>	\$	521,045
	<i>Materials and Services</i>	\$	75,132
	<i>Capital Outlay</i>	\$	0
	<i>Operating Contingency</i>	\$	0
	Fund Total	\$	596,177
Skip Ohlsen Trust (No. 90)	<i>Materials and Services</i>	\$	52,576
	Fund Total	\$	52,576
Infrastructure Fund (No. 91)	<i>Materials and Services</i>	\$	12,337
	<i>Capital Outlay</i>	\$	149,048
	Fund Total	\$	161,385
Total Appropriations		\$	8,889,740

Adopted by the Myrtle Point City Council this 2rd day of June 2025.

ATTEST:

Samantha Clayburn, Mayor

Scott Nay, City Manager

City of Myrtle Point Agenda Item Report

To: Mayor Clayburn and City Council
From: Scott Nay, City Manager
Date: June 2, 2025
Re: Ad Valorem Taxes



BACKGROUND

In accordance with state law, ORS 294.456 (1), governing bodies that are imposing ad valorem property taxes must declare the tax rate or the amount of each levy by resolution or ordinance. Property taxes are imposed for the tax year on the assessed value of all taxable property within the city. The attached resolution sets the tax rate in accordance with the rate declared in the Approved Budget and Notice of Budget Hearing. Property taxes make up the bulk of the revenue in the General Fund.

RELATED CITY POLICIES

None

COUNCIL OPTIONS

- **Approve the Resolution:** SAMPLE MOTION – *“I move to approve Resolution 2025-05 Allocating, Categorizing and Levying Ad Valorem Taxes on Taxable Property within the Corporate Limits of the City of Myrtle Point for the 2025-26 Fiscal Year.”*
- **Do Nothing:** No motion required.

CITY MANAGER’S RECOMMENDATION

It is recommended to approve Resolution 2025-05

ATTACHMENTS

- Resolution 2025-05 Allocating, Categorizing and Levying Ad Valorem Taxes

RESOLUTION 2025-05

**A RESOLUTION OF THE CITY OF MYRTLE POINT CITY COUNCIL
ALLOCATING, CATEGORIZING AND LEVYING AD VALOREM TAXES
ON TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE
CITY OF MYRTLE POINT FOR THE 2025-26 FISCAL YEAR**

WHEREAS, The City of Myrtle Point has taken all actions required by Oregon Budget Law to adopt a budget for the Fiscal Year 2025-26; and

WHEREAS, the budget for Fiscal Year 2025-26 was adopted by the Myrtle Point City Council on June 2nd, 2025; and

WHEREAS, the Adopted Budget requires the levying of ad valorem property taxes to finance the services provided by the City for this period.

NOW THEREFORE, the City of Myrtle Point City Council resolves as follows:

SECTION 1. The City of Myrtle Point hereby imposes the taxes provided for in the Adopted Budget at the rate of \$7.9950 per \$1,000.00 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2025-26 upon the assessed value of all taxable property within the City of Myrtle Point.

SECTION 2. These taxes are imposed and categorized as follows;

	GENERAL GOVERNMENT LIMIT	EXCLUDED FROM LIMIT
GENERAL FUND NO. 11	\$7.9950/\$1,000	-0-

Adopted by the Myrtle Point City Council this 2nd day of June 2025.

Samantha Clayburn, Mayor

ATTEST:

Scott Nay, City Manager

City of Myrtle Point Agenda Item Report

To: Mayor Clayburn and City Council
From: Scott Nay, City Manager
Date: June 2, 2025
Re: Resolution 2025-06 Adopting a Revised Pay Matrix
for City Employees



BACKGROUND

The City of Myrtle Point pays employees based on a Pay Matrix with each full-time position having a Pay Range set by the City Council. The FY 2025-26 Approved Budget incorporates a 3.5% cost of living adjustment (COLA) for city employees. The Pay Matrix included with the attached Resolution 2025-06 adjusts salaries of the various ranges and steps to account for the COLA.

RELATED CITY POLICIES

None

COUNCIL OPTIONS

- **Approve the Revised Pay Matrix:** SAMPLE MOTION – *“I move to approve Resolution 2025-06 Adopting a Revised Pay Matrix for City Employees.”*
- **Do Nothing:** No motion required.

CITY MANAGER’S RECOMMENDATION

Approve Resolution 2025-06

ATTACHMENTS

- Resolution 2025-06 Adopting a Revised Pay Matrix for City Employees

RESOLUTION 2025-06

**A RESOLUTION OF THE CITY OF MYRTLE POINT CITY COUNCIL
ADOPTING A REVISED PAY MATRIX FOR CITY EMPLOYEES**

WHEREAS, the City of Myrtle Point pays employees based on a Pay Matrix with 30 Ranges and 8 Steps per Range; and

WHEREAS, the purpose of the Pay Matrix is to ensure that the city complies with legal requirements to provide equal pay for equal work, while allowing for predictable pay (Step) increases for employees receiving positive reviews on their annual performance evaluations; and

WHEREAS, each full-time position with the City of Myrtle Point has a Pay Range identified in the approved job description, or as amended by resolution; and

WHEREAS, the Myrtle Point Budget Committee approved the 2025-26 Proposed Budget which included a 3.5% cost of living adjustment (COLA) for employees; and

WHEREAS, the attached Pay Matrix has been adjusted to account for the 3.5% COLA.

NOW THEREFORE, the Myrtle Point City Council hereby resolves:

SECTION 1: To adopt the 2025 Pay Matrix appended hereto and labeled “Attachment A” as the official Pay Matrix for employees of the City of Myrtle Point.

SECTION 2: The 2025 Pay Matrix appended hereto and labeled “Attachment A” shall supersede any previous versions of the Pay Matrix for the City of Myrtle Point.

SECTION 3: To make this Resolution effective July 1, 2025 upon its adoption by the City Council.

Adopted by the Myrtle Point City Council this 2nd day of June 2025

ATTEST:

Samantha Clayburn, Mayor

Scott Nay, City Manager

City of Myrtle Point
Pay Matrix

3.5% COLA

Effective: 7/1/2025
Step/Range Increase: 4%

Range	Step							
	A	B	C	D	E	F	G	H
11	2295	2386	2482	2581	2684	2792	2903	3020
12	2386	2482	2581	2684	2792	2903	3020	3140
13	2482	2581	2684	2792	2903	3020	3140	3266
14	2581	2684	2792	2903	3020	3140	3266	3397
15	2684	2792	2903	3020	3140	3266	3397	3532
16	2792	2903	3020	3140	3266	3397	3532	3674
17	2903	3020	3140	3266	3397	3532	3674	3821
18	3020	3140	3266	3397	3532	3674	3821	3973
19	3140	3266	3397	3532	3674	3821	3973	4132
20	3266	3397	3532	3674	3821	3973	4132	4298
21	3397	3532	3674	3821	3973	4132	4298	4470
22	3532	3674	3821	3973	4132	4298	4470	4648
23	3674	3821	3973	4132	4298	4470	4648	4834
24	3821	3973	4132	4298	4470	4648	4834	5028
25	3973	4132	4298	4470	4648	4834	5028	5229
26	4132	4298	4470	4648	4834	5028	5229	5438
27	4298	4470	4648	4834	5028	5229	5438	5656
28	4470	4648	4834	5028	5229	5438	5656	5882
29	4648	4834	5028	5229	5438	5656	5882	6117
30	4834	5028	5229	5438	5656	5882	6117	6362
31	5028	5229	5438	5656	5882	6117	6362	6616
32	5229	5438	5656	5882	6117	6362	6616	6881
33	5438	5656	5882	6117	6362	6616	6881	7156
34	5656	5882	6117	6362	6616	6881	7156	7442
35	5882	6117	6362	6616	6881	7156	7442	7740
36	6117	6362	6616	6881	7156	7442	7740	8050
37	6362	6616	6881	7156	7442	7740	8050	8372
38	6616	6881	7156	7442	7740	8050	8372	8706
39	6881	7156	7442	7740	8050	8372	8706	9055
40	7156	7442	7740	8050	8372	8706	9055	9417

City of Myrtle Point Agenda Item Report

To: Mayor Clayburn and City Council
From: Scott Nay, City Manager
Date: June 2, 2025
Re: Disbursement of Funds – Council Activities



BACKGROUND

At the end of each fiscal year, the Myrtle Point City Council has traditionally distributed any remaining money in the Council Activities line of the City Council division of the General Fund. This line had \$1,000 budgeted in Fiscal Year 2024-25 and currently there is \$862.02 remaining. Requests for support have been received from the Myrtle Point High School Fall & Winter Sports Program Ad. Current dispersed funds year-to-date for 2024-25 have been used as follows:

*\$120.00 to Myrtle Point High School 2024-25 Yearbook Business Ad
\$17.98 for Name Plates for newly elected City Councilors*

RELATED CITY POLICIES

None

COUNCIL OPTIONS

- **Support Entities Requesting Funds:** SAMPLE MOTION – “I move to disburse funds from the Council Activities line of the General Fund, City Council division to the following entities or for the following uses:”
 - \$ _____ to _____
 - \$ _____ to _____
 - \$ _____ to _____
 - \$ _____ to _____
- **Do Nothing:** No motion required.

CITY MANAGER’S RECOMMENDATION

Funds may be disbursed at City Council’s discretion.

ATTACHMENTS

- Myrtle Point High School Fall & Winter Sports Program Ad Form

MPHS FALL & WINTER SPORTS PROGRAM AD

CUSTOMER INFORMATION

Name:

Order date:

Address:

Phone:

Email:

Invoice Number:

order name	qty	price	total
Full Page		\$360	
Half page		\$200	
Quarter page		\$120	
Business Card - 2"x3"		\$60	
Half Business Card - 1"x3"		\$35	
Yearbook Donation		\$25	
Please submit your ad paperwork by June 12th, ²⁰²⁵ 2024 , and any artwork by August 1st, 2024. Thank you for your support!			
		Total	

order notes:

mhughes@mpsd.k12.or.us - 541-572-1270 - 717 4th St., Myrtle Point, OR 97458

MYRTLE POINT PUBLIC LIBRARY FOUNDATION

MONTHLY MEETING

JUNE 03, 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

MINI BOOK SALES

LIBRARY EVENTS

OTHER BUSINESS

NEXT MEETING

ADJOURN

THE CITY OF MYRTLE POINT IS A DRUG FREE WORKPLACE.

The Library meeting room is handicapped accessible. If you need assistance to attend or participate in this meeting, please contact the Library at 572-2591.

MYRTLE POINT PUBLIC LIBRARY FOUNDATION

MONTHLY MEETING

MAY 06, 2025

5:00 pm

MINUTES

President Huntley called the meeting to order at 5:07 pm. Directors attending: Carol Runde, Misty Brotton, Karen Fritz, Debbie Bushnell, and Barbara Caffey.

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

TREASURER' REPORT: The treasurer reported no new transactions. A McKays check has been received and will be on next month's report. Current balance: \$8,526.87.

BUDGET: The final form of the budget will be presented at the June meeting.

MINI BOOK SALES: No dates were set. Discussion center around avoiding everything else happening in the near future.

LIBRARY EVENTS:

The library director, a staff member, and a volunteer planted multiple sunflowers in the library planters. The seed library has been successful. Between 120 and 130 kids participated in the Easter Egg Hunt. Eight performers have been booked for Myrtle Point this summer. The program is funded by ESO from their Ready To Read money. Free Mother's Day craft kits are available at the library through May.

NEXT MEETING: The next meeting was set for Tuesday, June 03, 2025 at 5:00 pm. The meeting will be held in the library meeting room with the option of remote dial in.

There being no other business, the meeting adjourned at 5:32 pm.

Submitted by,

Barbara Caffey,

Secretary

CITY MANAGER'S REPORT



TO: MAYOR & CITY COUNCIL
FROM: SCOTT NAY, CITY MANAGER
DATE: JUNE 2, 2025

DEQ- MAO (MUTUAL AGREEMENT AND FINAL ORDER UPDATE)

- Wayne Ramsey and Myself met with DEQ on May 15, 2025
- We discussed our concerns with meeting the MAO requirements in a timely manner and also the paying of the civil penalties of Approximately \$54,600.
- DEQ was open to extending deadlines on tasks and meeting requirements under the initial MAO. They also suggested that we consider doing an SEP project that would be less costly and fit within our budget that we have for the penalties, in lieu of just paying the total civil penalties of \$54,600. We could mitigate up to \$43,680 and end up only paying \$10,920 in actual penalties. We agreed to go that route.
- They agreed to allow us more time to put together an appropriate SEP project and also to respond to them in writing with a proposed plan for more realistic timeframes for us to meet the corrective actions, (including the Optimization Plan).
- We have until June 7, 2025 to put together and present our updated SEP project and written proposal for extensions to meeting correction action tasks.

PLANNING

- I and Crystal Shoji Planning have been working on processing an application request related to the OLD MILL SITE on Maple and Reedsford Rd. The Owners have submitted a "NOTICE OF A PROPOSED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION"
- This is an application for a zone text amendment to permit Commercial Outdoor Recreation in Heavy Industrial (HI) zones and amend the definition of Commercial Outdoor Recreation to include RV Parks, accessory fairground facilities, public facilities and other uses as **conditional uses in Table 2.2.020**.
- MP development Code currently does not allow or permit these types of uses in HI zone.
- This request is considered a Type IV (Legislative Review) which requires both a Planning Commission Meeting approval and recommendation to City Council and then a City Council meeting for final approval.
- Planning Commission met on Tuesday May 27, 2025 and approved for recommendation to City Council for consideration and final approval at the Tuesday July 1, 2025 City Council meeting.

STAFF REPORT



TO: MAYOR & CITY COUNCIL
FROM: GINNY GROCE, ACCOUNTANT
DATE: JUNE 2, 2025

Fiscal Year End

The end of the fiscal year is approaching quickly; preparations to begin closing the year and opening the new fiscal year have been underway and will continue through July.

PUBLIC WORKS DIRECTORS REPORT



TO: MAYOR & CITY COUNCIL
FROM: WAYNE RAMSEY, PUBLIC WORKS
DIRECTOR
DATE: 06-02-25

Water – water plant is doing good. The plant was cleaned on 5-28. The freshman science class happened on 5-29. We still have 2 small water leaks that we will be addressing hopefully this week.

Streets – Last round of patching has been completed, they included intersections of Maryland and Herman, the water plant entrance and B St. and Harris.

Sewer – smoke testing has been completed, now we just need to compile a report for DEQ and send out letters. We did not find a “smoking gun” for INI. We will be sending out letters to residences with identified deficiencies. Mostly missing or broken clean out caps at ground level. We do have some projects coming up for INI. Willow and c St. to replace the storm drain at b and willow and storm drain at c and willow, also lining the 6” sewer line from c St. to the middle of the block and replace about 6 to 8 feet of damaged line at willow and b St. we will be doing spot smoke testing hopefully in July and August. Freshman science class happened on Friday the 30.

Public Works- nothing to report

POLICE CHIEF'S REPORT



TO: MAYOR & CITY COUNCIL
FROM: SCOTT ROBINSON, CHIEF OF POLICE
DATE: JUNE 2, 2025

Personnel Report:

- Officer Pierce returned from injury, Army National Guard Training
- Officer George injured at Motors (Motorcycle) School, Sgt. Harris Covering Shifts

Training and Activities

- Turkey Report
- Office George Vehicle Damage Report
- Sgt. Harris-Myrtle Crest Family Night reading to kids, May 8
- Chief Robinson and Sgt. Harris, Completed Ballistic Shield Training, May 15
- Sgt. Harris, Ofc. Pierce Patrol Rifle Instructor Development Course, Bend PD, June 3-5
- Sgt. Harris, Handgun Instructor Development Course, DPSST Academy, July 7-11

LIBRARIAN'S REPORT



TO: MAYOR & CITY COUNCIL
FROM: AMY BRUNO LIBRARY DIRECTOR
DATE: 6/02/25

3 interns have applied for the library summer intern position so far. I originally set the application window to close May 30th but decided to extend it to June 13th to give graduating Seniors a bit more time to apply. I will hold interviews the following week.

We did a massive cleanout of the former furnace room and managed to fit 3 of the wooden shelves from the back room at city hall into there, expanding storage for the library and supporting a cleanout in city hall.

Summer Programs start June 16th. Free lunch will be available on weekdays for everyone under 18 with a grant from Summer Food Oregon, and in cooperation with Coquille Schools. We will have programs and lunch 5 days a week between Rotary Park and the Library Patio. Look for Banners posted at both sites in the next few days.

FIRE/AMBULANCE REPORT TO COUNCIL

- Have been busy responding to fires.
 - Responded with a Strike Team of Water Tenders to Langlois to assist with a big fire at old gas station. This was their 2nd fire of the night which depleted their water storage.
 - Responded as a Strike Team Leader to Lakeside to lead Strike Team of Tenders on a shop fire.
 - Responded to assist Coquille Fire with a house fire off of Hwy 42 South
 - Responded to assist Coquille Fire with a garage on fire up Shelley Road
 - Responded to assist CFPA and Coquille Fire with a 2 acre brush fire in Arago area.
- Hydrant maintenance is in progress. Pressure washed and lubed hydrants, Now painting them. FYI our hydrants are color coded here in MP. Each color means a different gallons per minute that is avail at the hydrant. But in a nutshell, BLUE is Best, Green is Good, Orange is OK, Red is bad! This is so when we arrive, we know if we have a good hydrant to use or if we need to anticipate reduced water supply from the hydrant.
- Had a burn to learn at Fairgrounds to remove an old dilapidated building. Lots of good training took place. Coquille & Greenacres Fire assisted.
- Had a drill with the USCG helo where we practiced hoisting people from a mock injury site.
- Assisted the MP Water plant with cleaning the water plant.

