

## MYRTLE POINT CITY COUNCIL AGENDA

### Regular Meeting

**Tuesday, January 16, 2024, 7:30 p.m.**

Flora M. Laird Memorial Library Meeting Room | 435 5<sup>th</sup> 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 December 4, 2023 Regular Meeting
- V. ACTION/DISCUSSION ITEMS
  - A. City Manager Candidate Introduction – Scott Nay
  - B. Approve Budget Calendar and Appoint Budget Officer
  - C. Resolution 2024-01 Authorizing Negotiation of the Scope of Work for the Harris Street Improvements and Awarding a Construction Contract for a Portion of the Work
- 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 – February 6, 2024, 5:00 p.m.
  - B. Flora M. Laird Memorial Library Board Meeting – February 13, 2024, 5:00 p.m.
- VIII. INFORMATION ITEMS
  - A. Myrtle Point Public Library Foundation Meeting Agenda – January 2, 2024
  - B. Myrtle Point Public Library Foundation Meeting Minutes – December 5, 2023
  - C. City of Myrtle Point Scheduled Meeting Dates 2024
- IX. OTHER COMMUNICATIONS
  - A. Staff Reports
  - B. Council Concerns and Comments\*
- X. EXECUTIVE SESSION – ORS 192.660(2)(a) “To consider the employment of a public officer, employee, staff member or individual agent.”
- XI. RECONVENE REGULAR MEETING
- XII. ADJOURNMENT

Notice given this 11<sup>th</sup> day of January 2024 – Darin Nicholson, 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, December 4, 2023 – 7:30 p.m.,  
OSU Extension Service Meeting Room  
631 Alder Street, Myrtle Point**

**Council Members**

**Present:**

Michael Hogan, Council President  
Ivan Hawker, City Councilor  
Amy Ligons, City Councilor

Gary Sullivan, City Councilor  
Berea Gibbons, City Councilor  
Samantha Clayburn, Mayor\* (Joined ~7:40)

**Absent:**

Mike Wood, City Councilor

**Staff and Others**

Scott Robinson, Chief of Police  
Wayne Ramsey, Public Works  
Darin Nicholson, City Manager  
Doug Ligons  
Kathy Lewis\*  
Rose Hogan\* (joined ~7:40 p.m.)

Willy Burris, Fire Chief  
Amy Bruno, Library Director  
Ginny Groce, Accountant\*  
Jeffrey Howes  
Dan Kleis

(\* indicates remote attendance)

**CALL TO ORDER**

Council President Hogan called the City Council meeting to order at 7:30 p.m. and led those present in the Pledge of Allegiance.

**ROLL CALL**

President Hogan asked the City Council members to state their names for the roll.

**CONSENT ITEMS**

- A. President Hogan announced the Consent Items – Minutes of the November 20, 2023 Regular Meeting. Councilor Sullivan moved to receive, accept, and approve the minutes of the last City Council meeting. Councilor Berea seconded the motion which carried unanimously.

**ACTION/DISCUSSION ITEMS**

**A. Resolution 2023-27 Adopting a Supplemental Budget to the 2023-24 Budget**

President Hogan announced Resolution 2023-27 Adopting a Supplemental Budget to the 2023-24 Budget. Manager Nicholson explained the need for the Supplemental Budget and noted the various sources of additional funds that needed to be allocated. Councilor Sullivan moved to approve Resolution 2023-27 Adopting a Supplemental Budget to the 2023-24 Budget to Adjust Revenue and Appropriations in Various Funds due to Circumstances not Anticipated at the Time of Adoption. Councilor Hawker seconded the motion. President Hogan called for discussion. Manager Nicholson commented that notice of the Supplemental Budget had been published in the Myrtle Point Herald approximately two weeks prior to the meeting. Councilor Hawker asked for clarification on where funds from wildfire response would be placed. Fire Chief Burris explained that the funds would be

divided between the Fire Fund and the Ambulance Fund to cover some additional personnel costs related to the wildfire response, as well as for some equipment repairs. Following discussion, President Hogan called for a vote on the motion to approve the resolution. The motion carried unanimously.

**B. Resolution 2023-28 Updating the Job Description for the Position of Maintenance Worker I**

President Hogan announced Resolution 2023-28 Updating the Job Description for the Position of Maintenance Worker I. Manager Nicholson explained that following some recent promotions in the Public Works Department, there was a vacancy in the Maintenance Worker I position. It is desired to advertise to fill the position and, in accordance with city policy, the job description was reviewed. It is planned to have the Maintenance Worker I assist with monthly water meter reading, and therefore that duty has been added to the job description. Following the explanation, President Hogan called for a motion. Councilor Hawker moved to approve Resolution 2023-28 Updating the Job Description for the Position of Maintenance Worker I. Councilor Sullivan seconded the motion which carried unanimously.

**PETITIONS FROM THE AUDIENCE**

President Hogan called for petitions from the audience. Kathy Lewis wished everyone Happy Holidays and New Year.

**UPCOMING MEETINGS AND EVENTS**

- A. Myrtle Point Public Library Foundation Meeting – December 5, 2023, 5:00 p.m.
- B. Christmas Lights the Night – Saturday, December 9, 2023
- C. Flora M. Laird Memorial Library Board Meeting – December 19, 2023, 5:00 p.m.

**INFORMATION ITEMS**

- A. Myrtle Point Public Library Foundation Meeting Agenda – December 5, 2023
- B. Myrtle Point Public Library Foundation Meeting Minutes – November 7, 2023

**OTHER COMMUNICATIONS**

- A. Staff Reports:
  - 1. Manager Nicholson reported on the following:
    - 1. January City Council Meeting – Manager Nicholson reported that he had plans to be out of town on New Year's Day and that he would likely not be home in time for a City Council meeting on January 2<sup>nd</sup>, 2024. He asked about rescheduling the meeting for Monday, January 8<sup>th</sup> or to meet at the normally scheduled mid-month meeting on Tuesday, January 16<sup>th</sup>. He noted that January 15<sup>th</sup> is Martin Luther King Jr. Day and a holiday for city staff. Councilor Gibbons indicated that she preferred January 16<sup>th</sup>. There were no objections.
  - 2. Accountant Groce had nothing to report.
  - 3. Leadman Ramsey reported that the tree lighting for Christmas Lights the Night would be at the OSU Extension this year. President Hogan asked what time the tree lighting would be. Mayor Clayburn indicated that she thought it would be at 6:00 p.m.
  - 4. Library Director Bruno reported that the library had its grand reopening on the previous Friday and Saturday. There were just over 60 people in attendance on Friday evening and there were about 50 in attendance on Saturday for the kids' event. She thanked Doug Ligons for refinishing the carved doors for the Oregon Room. There were many compliments about the doors. She also mentioned that the barbershop quartet was a big hit.

5. Police Chief Robinson reported to Councilor Sullivan that there was some news regarding Ballot Measure 114. He explained that a Harney County judge had issued a permanent injunction, finding that the contents of the measure went against the Oregon Constitution. Chief Robinson expected the matter to be appealed by the state and that ultimately the matter would be heard by the Oregon Supreme Court. Chief Robinson also reported that Sergeant Harris had just completed his mid-management training. He went on to explain that there are six levels of certification for Police Officers in Oregon. Management is second from the highest level. Chief Robinson also reported that he would be out of town for Christmas Lights the Night but he expected the other officers to be involved in the event, including the parade.
  6. Fire Chief Burris had nothing to report.
- B. City Council Concerns & Comments – There were none.

### **EXECUTIVE SESSION**

President Hogan closed the Regular Meeting at 7:46 p.m. and announced that the City Council and members of the City Manager Recruitment Committee would meet in Executive Session per ORS 192.660(2)(a) "To consider the employment of a public officer, employee, staff member or individual agent." Those present for executive session included the members of the City Council, Police Chief Robinson, Fire Chief Burris, Jeffrey Howes and City Manager Nicholson.

Jeffrey Howes was excused from the Executive Session at approximately 7:49 p.m.

### **RECONVENE REGULAR MEETING**

President Hogan closed the Executive Session and reconvened the Regular Meeting at 8:20 p.m. He then announced that after discussion in Executive Session, the City Council had decided to withdraw the offer of employment.

### **ADJOURNMENT**

Having no further business for the City of Myrtle Point, President Hogan adjourned the meeting at 8:21 p.m.

12/18/2023

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Samantha Clayburn, Mayor  
City of Myrtle Point

# City of Myrtle Point Agenda Item Report

**To:** Mayor Clayburn and City Council  
**From:** Darin Nicholson, City Manager  
**Date:** January 16, 2024  
**Re:** City Manager Candidate Introduction

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## BACKGROUND

The City Manager Recruitment Committee, composed of three members of the City Council, the Fire Chief and the Police Chief, has reviewed approximately a dozen applications for the position. In December, following readvertisement of the position, the committee interviewed and conducted facilities tours with three new candidates. Two of those candidates were considered very promising by the committee, and ultimately the committee settled on one candidate to recommend to the City Council. At this time, the committee recommends Mr. Scott Nay as the most qualified candidate for the position of City Manager. Mr. Nay's application materials are attached hereto for reference. Time will be provided for the City Council and others present to ask questions of Mr. Nay and get to know him a little bit.

If the City Council is comfortable moving forward, a conditional job offer should be extended with a specified starting salary. This may occur following a recess to Executive Session to allow the council to discuss salary privately. As identified previously, the advertised salary range for the position was \$84,000 to \$96,000 which meets budget constraints.

## RELATED CITY POLICIES

Ordinance No. 1120 Creating the Office of City Manager

## COUNCIL OPTIONS

- **Grant Conditional Job Offer:** SAMPLE STATEMENT – *"I move to grant a Conditional Job Offer to Mr. Scott Nay for the position of City Manager with a starting salary of \$\_\_\_\_\_ per year."*
- **Do Nothing:** NO MOTION NEEDED

## CITY MANAGER'S RECOMMENDATION

Form a committee

## ATTACHMENTS

- Scott Nay Resume & Employment Application
- Ordinance No. 1120 Creating the Office of City Manager

██████ Weekly Creek Rd • Myrtle Point, OR 97458  
██████ • [senay985@hotmail.com](mailto:senay985@hotmail.com)

# SCOTT NAY

## OBJECTIVE

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A management level position with a company that has a mission to provide premium customer service and an environment within which to develop and advance professionally.

## EDUCATION

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B.A. Business Administration  
Judson Baptist College  
The Dalles, OR

A.A. Business  
Umpqua Community College  
Roseburg, OR

## PROFESSIONAL EXPERIENCE

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### **Administrator**

Myrtle Point Care Center  
Myrtle Point, OR  
November 2021 to Present

Responsible for oversight of all aspects of daily operations of 35 bed SNF and 17 bed RCF with a staff of 40. HR duties, Work Comp, AP/AR monitoring, covid protocols and testing oversight, QAPI oversight plus many other operational duties.

### **Campus Administrator**

The Landing Senior Living  
Roseburg, OR  
July 2020 to Nov 2020

Oversight for all aspects of daily operations of newly constructed 94 unit Assisted Living and Memory Care community which opened August 2020. I assisted in Pre-Leasing of units, hiring of all new staff and Management team members, coordination and monitoring of new construction systems to meet Certificate of Occupancy and DHS licensing standards and requirements. Opened the community and coordination of new move-ins, ensure regular compliance with all State and Federal regulatory requirements, monitor daily operations of the community.

### **Executive Director**

The Lodge in Sisters  
Sisters, OR  
August 2018 to June 2020

Responsible for oversight of daily operations of newly constructed 62 unit Independent and Assisted Living community which opened in March 2019. I assisted in Pre-Leasing of units, Pre-opening Marketing of community, hiring of new staff, Coordination of ordering and delivery of FFE items, Coordination and monitoring of new construction systems to meet Certificate of Occupancy and DHS licensing standards and requirements. Opened the community and coordination of new move-ins, Coordinated Grand opening celebration, monitor daily operations of community.

**Director of Operations**

Baycrest Village  
North Bend, OR  
July 2017 to April 2018

Responsible for oversight of general operations of 176 unit campus with 120 employees. This is a multi-level campus consisting of SNF, Assisted Living and Independent living. Oversee an annual operating budget of approximately \$10 million. Concurrently serve as NHA for 84 bed SNF. Experience in working with union and contract bargaining processes.

**Administrator**

Prairie House Assisted Living and Memory Care  
LaPine, OR  
November 2014 to June 2017

I am responsible for the overall operations of a 46 unit Assisted Living Community with an 18 unit Memory Care. I oversee all aspects of operations with a staff of 45 employees. I have daily interaction with residents and family members, perform weekly service plan meetings with residents and families, involved in community organizations such as Chamber of Commerce. Work with Marketing Director to coordinate marketing efforts, set goals, and meet census occupancy rates.

**Interim Administrator**

Empres Healthcare  
LaGrande, OR  
March 2014 – Oct 2014

I worked in two separate SNF's as Interim Administrator during this time. I was responsible for the overall operations of Vista Specialty Care which was a 36 bed SNF ALZ endorsed facility with a 10 bed Enhanced Care unit attached to it. While there, the decision was made to close the facility, so I assisted in closing down the facility. I worked with State Agencies and other community resources to help place residents in various community based settings like adult foster care homes, assisted living, other SNF's, etc. After closure of Vista, I transferred over to LaGrande Post Acute and Rehab as Interim Administrator. I oversaw the operations of this 55 bed SNF and ALZ endorsed Unit with the 10 bed enhanced care unit.

**Regional Vice President of Operations**

Regency Pacific Mgt, LLC  
Bend, OR  
January 2012 - February 2013

Promoted to this position from position of administrator of Pilot Butte Rehabilitation. Regency Pacific Management owns and operates Pilot Butte Rehab. Responsible for general oversight and daily management of operations of eight facilities in Central Oregon owned and operated by Regency Pacific Management, LLC. Direct supervision of Administrators and Managers of each facility. Supervision of regional nurse and regional dietician assigned to the region. Duties include review of monthly financials and budget variance reports submitted by Administrators and Managers, review of facility AR reports, Medicare RUGS reports and monthly meetings with our rehabilitation company. Regular visits of each facility to ensure compliance with company, state and federal regulations and to support Administrators/Managers in resolution of facility issues. Coordinated monthly Administrator meetings, and many other duties as needed. Participated on community committees such as GLA - Gero Leadership Alliance.

**Administrator**

Pilot Butte Rehab  
Bend, OR  
July 2011 - December 2011

Responsible for daily operations of a 50 bed SNF with 55 employees. Direct supervision of nine department heads. Duties included AP and AR review, completion of monthly budget variance reports, review and monitoring of daily labor hours and weekly labor reports, daily management team meeting, daily interaction with staff, resident and public issues, facility marketing, and many other duties as needed.

**Administrator**

Aidan Senior Living at Reedsport  
Reedsport, OR  
May 2010 - June 2011

Responsible for daily operations of a 36 bed SNF with 35 employees. I prepared and submitted payroll twice a month, performed all functions of HR duties, verified insurance eligibility, prepared AP, reviewed and completed all vendor contracts for facility and many other functions on daily basis.

**Director of Operations**

Baycrest Village  
Coos Bay, OR  
March 2009 - April 2010

Responsible for oversight of general operations of a 231 bed campus with 180 employees. Directly supervised a team of managers of various levels of care including RCF, Independent Living, Memory Care, and SNF. Concurrently served as Administrator for the 84 bed skilled nursing facility.

**Executive Director**

Avamere at Waterford/Three Fountains  
Medford, OR  
April 2007 - Feb 2009

Direct daily operations of a 204 unit senior independent/assisted retirement living and skilled rehabilitation campus with a public health and fitness club. Manage a team of 215 employees. Supervise various department managers for different levels of care, including ALF, RCF, and Health & Fitness. Serve concurrently as Administrator of the 117 bed SNF. Annual operating budget of \$12 million.

**Interim Administrator**

Evergreen Health & Rehabilitation  
La Grande, OR  
January 2007 - April 2007

Served as Interim Administrator to a 55 bed skilled nursing facility. Responsible for daily operations of the facility and its team of 55 employees. Duties included daily stand-up meetings, processing weekly A/P, conducting A/R reviews and collections, monitoring daily labor hours, weekly meetings with union representatives, etc.

**Regional Director of Operations/Administrator**

Avamere Health Services  
Wilsonville, OR  
April 2006 - December 2006

Oversight and general management of daily operations over eight skilled nursing facilities in the Southern Oregon region. Direct supervision of regional team including eight Administrators, one regional nurse consultant and a regional registered dietician. Monthly review of all financials, variance reports, Medicare RUGS reports, etc. Visited with each facility administrator on site a minimum of every two weeks to review reports and discuss facility issues, in turn reporting to corporate office twice monthly. Concurrently served as Interim Administrator at Hearthsides Rehabilitation Center in Coos Bay, Oregon.

**CEO/ Administrator**

Bay Crest Village  
Coos Bay, OR  
November 2002 - April 2006

Supervised daily operations of 226 bed CCRC with a team of 175 employees. Directed a team of managers of levels of care including RCF, memory care, and independent retirement living. Concurrently served as Administrator of the 45 bed skilled nursing facility. Annual operating budget of \$8.2 million.



**Administrator**

Rose Haven Nursing Center  
Roseburg, OR  
April 2002 - November 2002

Managed daily operations of a 195 bed skilled nursing facility. Responsibilities included oversight of 140 employee team with an annual operating budget of \$5.3 million.

**Administrator**

Hearthside Rehabilitation and Specialty Care  
Coos Bay, OR  
1999 - 2002

Managed daily operations of a 70 bed skilled nursing facility and 16 bed state-endorsed Alzheimer's unit. Responsible for a team of 65 employees. Annual budget of \$2.8 million. Under my leadership the facility consistently ran in the black with AR at less than 5%. Received a deficiency-free survey in 2002.

**Administrator**

Myrtle Point Care Center  
Myrtle Point, OR  
1996-1999

Management of daily operations of 35 bed skilled nursing facility and 17 bed RCF. Responsible for a team of 50 employees and an annual operating budget of \$1.5 million. Directly involved with the development of a CDP unit for this facility. During my tenure, this facility received two deficiency-free surveys in both the SNF and the RCF.

**LICENSES & CERTIFICATES**

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Licensed Nursing Home Administrator, State of Oregon, July 29, 1996

Licensed Assisted Living Administrator, State of Oregon, November 17, 2014

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**PROFESSIONAL ORGANIZATIONS**

South Coast Hospice Board member – 2003-2006

Coos Bay/North Bend Chamber of Commerce Board member – 2005-2006

Myrtle Point Rotary Club member – 1996-1999

Reedsport Rotary Club member – 2010-2011

Sisters Kiwanis Club member – 2019-2020

**References Available upon Request**

**CITY OF MYRTLE POINT  
EMPLOYMENT APPLICATION**

**DIRECTIONS: RESUME MUST BE ATTACHED FOR APPLICATION TO BE CONSIDERED.**

Please print or use a typewriter. Answer all questions. If the question does not apply to you or the position you are applying for, mark it "N/A".

1. Position Applying For: City Manager Date: 1-8-24
2. Name: Nay Scott E.  
Last First Middle

Preferred Name/Nickname: Scott

Is any additional information relative to change of name, assumed name or nickname necessary to enable a check on your work or education history?

☐ Yes ☒ No Explain \_\_\_\_\_

3. Address: Weekly Creek Rd. Myrtle Point, OR 97458  
Street (P.O. Box) City State Zip Code

Telephone Number: \_\_\_\_\_ Second Telephone Number: \_\_\_\_\_

4. Are you eligible to work in the United States? ☒ Yes ☐ No
5. Employees of the City of Myrtle Point must be at least 18\* years of age. Are you able to meet this requirement? ☒ Yes ☐ No

\* Police Officer positions require a minimum age of 21 years. Can you meet this requirement?

☐ Yes ☐ No N/A

6. List any relatives currently employed by the City of Myrtle Point: NONE

7. If the position for which you are applying requires a valid Oregon Drivers License, can you meet this requirement? ☒ Yes ☐ No Oregon License No. \_\_\_\_\_

8. EDUCATION RECORD: If now in school, include present term: \_\_\_\_\_  
Highest grade completed: ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☒ 16

NAME OF SCHOOL Douglas High School CITY AND STATE Winston, OR

List other schooling including college, technical school, correspondence courses and other relevant experience.

SCHOOL	MAJOR SUBJECT	UNITS COMPLETED	DEGREE
<u>Umpqua Community College</u>	<u>Business</u>		<u>AA - Business</u>
<u>Fulton Baptist College</u>	<u>Bus. Admin</u>		<u>BA - Business</u>

9. **EMPLOYMENT HISTORY:** Beginning with your present or most recent job, describe your work history and experiences related to the position for which you are applying. **INCLUDE ALL MILITARY, NON-PAID OR VOLUNTEER WORK RELATED TO THE POSITION.** If additional space is needed to complete the question, attach a separate sheet of paper.

Present or Last Employer: Sapphire c Myrtle Point Phone: 541-572-2066  
Address: 637 Ash St. Supervisor's Name: DAMIEN HASKINS  
Myrtle Point, OR 97458 Hours Per Week: 40 plus  
Your Job Title: Administrator Employment Dates: From 11-19-21 to Present

Specific Duties: Oversee All aspects of Daily Operations of Nursing Home. Duties include HR, Budgeting, AP + AR, Supervision Management of Staff of 45, Contracts Review,

Reason for Leaving: Seeking other opportunity outside of Long Term  
May We Contact Your Employer? ☐ Yes ☒ No If no, why? Not given notice yet. Care

Employer: The Lodge at Sisters ALF Phone: 541-549-5634  
Address: 411 E. Carpenter Lane Supervisor's Name: Dan Williams - CDD  
Sisters, OR 97159 Hours Per Week: 40 +  
Your Job Title: ALF - Executive Director Employment Dates: From 8-2018 to 6-2020

Specific Duties: Oversee All aspects of Daily Ops of a New 62 unit Assisted living, Supervise Staff of 40. Management, Supervision Coordinated w/ Gen Contractor on opening of New Bldg. Hiring & Firing, Set up Policy & Procedures.

Reason for Leaving: Disagreement w/ Main Owner & parted ways amicably.

Employer: Prairie House ALF + Memory Care Phone: 541-536-8559  
Address: 51485 MORSON ST. Supervisor's Name: Lisa Shelton  
Lafayette, OR 97139 Hours Per Week: 40 +  
Your Job Title: Administrator Employment Dates: From 11-2014 to 7-2017

Specific Duties: Oversee Daily Ops of a 63 unit ALF + Memory Care w/ Staff of 40. Management, Supervision, Budgeting, HR, AP + AR, Cash, Community Relations, Contract Reviews, Problem Solving.

Reason for Leaving: Took an Interim Job in North Bend.

Employer: LaGrande Post Route + Rehab Phone: 541-963-8678  
Address: 91 Anzo Lane Supervisor's Name: Jessie Kudva  
LaGrande, OR 97850 Hours Per Week: 40 +  
Your Job Title: Interim Administrator Employment Dates: From 3-2014 to 10-2014

Specific Duties: Oversee all aspects of Daily Ops of a Nursing Home. Staff Mgt + Supervision of 55 bed Nursing home with staff of 55. HR AP + AR,

Reason for Leaving: Short Term Interim Job ended

10. Please explain any interruptions in your employment record as described in Question 9.

7-20 - 11/81 - Unemployed plus 1 short term interim position in Roseburg, OR

11. List any special training, licenses, certificates, machine skills, office equipment or other skills you may have that are pertinent to the position for which you are applying.

I worked for both Curry County + Douglas County Probation Office in 86 + 87. I spent 5 years in state Gov't work for ODOT - Hwy Right of Way in Bend OR.

## UNDERSTANDING AND ASSURANCES

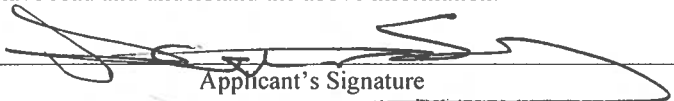
Please read the following statements carefully and indicate your understanding and acceptance by signing in the space provided.

1. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments, or supporting documents may result in denial of employment or if already hired, then termination. And, I understand that I may be required to verify any and all information submitted.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that as allowed by law and policy, the City of Myrtle Point may check my criminal background information, DMV information, references, education, certification, licenses, and/or any other source of information that might provide information about my suitability and qualifications for employment with the City of Myrtle Point. I understand that as the recruitment progresses I may be required to provide additional information in order that a thorough background check can be completed.
4. As allowed by law and policy, I agree to undergo any drug and/or alcohol testing that the City of Myrtle Point may be required.
5. I certify that I have fully, accurately, and completely answered all questions, and have given all information requested in the application materials. I certify that I have not withheld any information relative to my application for employment. I understand that any wrong or incomplete information in my application materials may disqualify me for further consideration of employment, or, if discovered after I am hired, may be grounds for my dismissal.
6. I understand that all application-related information is subject to verification by the City of Myrtle Point, and hereby give my consent to the City of Myrtle Point to investigate my background and qualifications using any means, sources, and outside investigators at its disposal.
7. I understand that submission of this application does not necessarily mean that I will be hired. I understand and agree that, with the exception of employees subject to a collective bargaining agreement, if hired, my employment relationship with the City of Myrtle Point will be "at-will". That means that either I or the City of Myrtle Point may terminate this relationship at any time, for any reason, with or without cause or notice.
8. I authorize any of the persons or organizations referenced in this application, otherwise provided by me, otherwise provided by any person as developed through my employers and/or references, or otherwise provided by any other source, to give you any and all information concerning my previous employment, education, character, or any other information they might have, personal or otherwise, with regards to any of the subjects covered in my application materials. I release all such parties from all liability from any damages which may result from furnishing such information.

I understand that this completed application, and any other materials submitted, are the property of the City of Myrtle Point and will not be returned. I understand that I must notify the the City of Myrtle Point of any changes to my contact information.

I have read and understand the above information.

X



Applicant's Signature

1-8-24

Date

## AUTHORIZATION TO RELEASE INFORMATION

I understand that this document, signed by me, authorizes the City of Myrtle Point, or its representative, to investigate my background information, employment records, and any other records necessary to determine job-related qualifications for a position within the City of Myrtle Point.

I hereby release all parties and persons from all liability and/or claims, now or in the future, arising from the furnishing of any information concerning my employment history, work performance, background information, character, education, training and any other employment investigation information, including good faith expressions of opinion, to [inset organization name], or its representative, as requested.

I further agree not to sue the City of Myrtle Point, or any and all other persons providing information for my suitability to perform the job I have applied for, as a result of the furnishing of any information, including good faith expressions of opinion, to the City of Myrtle Point.

I understand and agree that any information released to the City of Myrtle Point is done so in strictest confidence and shall not be released to me, unless required by law to do so, even if I am rejected for employment.

Scott E. Nay

Applicant's Name (PRINT)

N/N

Other Last Names Used

[Signature]

Applicant's Signature

1-8-24

Date

## VETERANS' PREFERENCE FORM

Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for preference. If you think you may qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have special circumstances, please call the City of Myrtle Point at (541) 572-2626.

**This completed form and the required documentation must be submitted at the time you submit your application.**

**A. QUALIFIED VETERAN QUESTIONS:** You may be eligible to claim veterans' preference if you check at least one of the boxes below, and provide proof of eligibility by submitting a copy of your DD-214 or 215.

ORS 408.225 (1) (f)

- ☐ I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions; or
- ☐ I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions; or
- ☐ I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability; or
- ☐ I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- ☐ I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- ☐ I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
- ☐ I am receiving a non-service-connected pension from the United States Department of Veterans Affairs.

"Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

**B. QUALIFIED DISABLED VETERAN QUESTIONS:** You may claim additional employment preference if you can check at least one box in the section below and provide proof of eligibility by submitting both of the following documents:

1. A copy of your DD-214 or 215, Certificate of Release or Discharge, Copy 4, and
2. A public employment preference letter from the United States Department of Veterans Affairs. To order the letter, call 1-800-827-1000 and request a public employment preference letter.

ORS 408.225 (1) (c)

- ☐ I have a disability rating designated by the United States Department of Veterans Affairs; or
- ☐ I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- ☐ I was awarded the Purple Heart for wounds received in combat.

I hereby claim veteran's preference and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

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Applicant's Name

Signature

Date

*Preference may not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming disabled veteran preference you must also submit the public employment preference letter from the Department of Veterans Affairs. You will not receive preference without these accompanying documents.*

ORDINANCE NO. 1120

AN ORDINANCE CREATING THE OFFICE OF CITY MANAGER FOR THE CITY OF MYRTLE POINT, OREGON; ESTABLISHING THE DUTIES, RESPONSIBILITIES AND AUTHORITY OF THE CITY MANAGER; ESTABLISHING PROCEDURES FOR HIS/HER APPOINTMENT AND REMOVAL; REPEALING ORDINANCE NO. 1062 AND DECLARING AN EMERGENCY.

The City of Myrtle Point ordains as follows:

Section 1. Office. The office of City Manager is hereby created. The City Manager shall be the administrative head of the government of the City.

Section 2. Appointment. The City Manager shall be appointed by, and shall hold office at the pleasure of, the City Council. He/she shall be chosen by the Council without regard to political considerations and solely with reference to his/her executive and administrative qualifications.

Section 3. Residency. The City Manager need not be a resident of the City of Myrtle Point, or of the State of Oregon, at the time of appointment, but within 180 days after appointment shall become a resident of the City.

Section 4. Term. The City Manager shall be appointed for an indefinite term. Upon the occurrence of a vacancy in the office of City Manager, the City Council at its next meeting shall adopt a resolution of its intention to appoint another City Manager. Not later than 4 months after adoption of the resolution, the City Council shall appoint a City Manager to fill the vacancy.

Section 5. Duties, Responsibilities. The duties, responsibilities and authority of the City Manager shall be established by resolution of the City Council.

Section 6. Bond. The City Manager shall be required to carry a faithful performance bond in an amount established by the City Council. The expense of the bond shall be paid from the budget of the City.

Section 7. Compensation. The City Manager shall receive such compensation as the Council shall approve from time to time. Said compensation shall be stipulated in an employment contract between the City Manager and the City of Myrtle Point.

Section 8. Seat at Council Meeting. The City Manager shall be entitled to sit with the City Council but shall have no vote on questions before it. The City Manager may take part in all City Council discussions.

Section 9. Interference in Administration. No member of the City Council shall directly or indirectly, by suggestion or otherwise, attempt to influence or coerce the City Manager in the making of an appointment or removal of an employee or in the purchase of supplies, nor shall a member of the City Council



attempt to exact any promise, relative to an appointment, from any candidate for the office of City Manager. A violation of the foregoing provision of this section is grounds for forfeiture of the office of the offending member of the City Council. Nothing in this section shall be construed, however, to prohibit the City Council, while in open session, from fully and freely discussing with or suggesting to the City Manager anything pertaining to City affairs.

Section 10. Ineligible Persons. No member of the City Council shall be eligible to receive the appointment of City Manager during the term for which the member is elected. No other appointed official of the City of Myrtle Point shall be eligible to receive the appointment of City Manager, except as City Manager Pro Tem, during the term of office for which they have been appointed. Neither the City Manager's spouse, nor any person related to the City Manager by consanguinity or affinity within the third degree, may hold employment with the City.

Section 11. Removal. The City Manager may be removed with or without cause by a majority vote of the City Council. The action of the City Council in removing the City Manager shall be final.

Section 12. Repeal. Ordinance No. 1062 of the City of Myrtle Point entitled "AN ORDINANCE REPEALING #671 AND ESTABLISHING THE FORMATION OF THREE DIVISIONS CALLED PUBLIC FACILITIES, PUBLIC SAFETY AND ADMINISTRATIVE SERVICES AND DECLARING AN EMERGENCY", adopted August 19, 1985, is repealed.

Section 13. Emergency Clause. Because there is an immediate need to change the structure of the City's administration, an emergency is declared to exist and this ordinance shall be effective immediately upon its adoption by the City Council of the City of Myrtle Point.

Adopted by the City Council of the City of Myrtle Point this 6th day of March, 1989, by the following vote:

YES: *Koop, Cook, Thomas, Coffman, Miller and Hawk (by proxy)*

NO: *None*

ABSENT: *Bouska and Hawk*

*Edward Cook*

Edward Cook, Mayor  
Myrtle Point, Oregon

ATTEST:

*Larry G. McClanahan*

Larry G. McClanahan  
City Recorder  
Myrtle Point, Oregon

# City of Myrtle Point Agenda Item Report

**To:** Mayor Clayburn and City Council  
**From:** Darin Nicholson, City Manager  
**Date:** January 16, 2024  
**Re:** Approve the 2024-25 Budget Calendar and Appoint Budget Officer

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## BACKGROUND

At the beginning of each year the Myrtle Point City Council approves a Budget Calendar with the goal of being able to complete the required public hearings and other steps leading up to the adoption of the budget for the next fiscal year prior to the state mandated deadline. The budget must be adopted and appropriations made prior to June 30<sup>th</sup> of each year and the adopted budget must be filed with the county no later than July 15<sup>th</sup>. The attached calendar lays out the timeline to meet these goals.

In addition, a budget officer must be appointed annually. The City Manager has historically served as budget officer.

## RELATED CITY POLICIES

None.

## COUNCIL OPTIONS

- **Approve the Budget Calendar and Appoint the City Manager as Budget Officer:**  
SAMPLE MOTION – *“I move to approve the 2024-25 Budget Calendar as presented and appoint the City Manager as Budget Officer.”*
- **Make Changes to Budget Calendar:** SAMPLE MOTION – *“I move to make the following changes to the 2024-25 Budget Calendar: \_\_\_\_\_.”*
- **Approve the Budget Calendar and Appoint another person as Budget Officer:**  
SAMPLE MOTION – *“I move to approve the 2024-25 Budget Calendar as presented and appoint \_\_\_\_\_ as Budget Officer.”*

## CITY MANAGER’S RECOMMENDATION

It is recommended to approve the Budget Calendar and appoint the City Manager as Budget Officer.

## ATTACHMENTS

2024-25 Budget Calendar

	<p style="text-align: center;"><b>CITY OF MYRTLE POINT</b>  <b>2024-25</b>  <b>BUDGET CALENDAR</b></p>
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February -	March 31 <sup>st</sup>	Staff preparation of Proposed Budget
Friday	March 29 <sup>th</sup>	Deadline for 1 <sup>st</sup> notice of Budget Meeting to the Herald
Wednesday	April 3 <sup>rd</sup>	Publication of 1 <sup>st</sup> notice of Budget Meeting
Friday	April 12 <sup>th</sup>	Deadline for 2 <sup>nd</sup> Budget Meeting notice to Herald
Wednesday	April 17 <sup>th</sup>	Publication of 2 <sup>nd</sup> notice of Budget Meeting
Friday	April 19 <sup>th</sup>	Distribution of Proposed Budget to the Budget Committee
<b>Monday</b>	<b>April 22<sup>nd</sup></b>	<b>1<sup>st</sup> Budget Committee Meeting</b> , Library Meeting Room <b>7:30 pm</b> A. Presentation of Budget Message B. Public Testimony C. Deliberations on Proposed Budget
Friday	April 26 <sup>th</sup>	Deadline for Notice of Public Hearing of Proposed SSR to Herald
Wednesday	May 1 <sup>st</sup>	Publication of Notice of Public Hearing for Proposed SSR Uses
<b>Monday</b>	<b>May 6<sup>th</sup></b>	<b>2<sup>nd</sup> Budget Committee Meeting</b> , Library Meeting Room <b>7:30 pm</b> A. Public Hearing on Possible State Shared Revenues
May 7 <sup>th</sup> -	May 10 <sup>th</sup>	Additional Budget meetings (if necessary)
Friday	May 10 <sup>th</sup>	Last day for Budget Committee approval of the Budget
Friday	May 10 <sup>th</sup>	Deadline for notice and Financial Summary to Herald
Wednesday	May 15 <sup>th</sup>	Publication of notice and Financial Summary
<b>Monday</b>	<b>June 3<sup>rd</sup></b>	<b>Public Hearing before the Council</b> (regular meeting)
Friday	June 7 <sup>th</sup>	Deadline for notice of 2 <sup>nd</sup> Public Hearing to Herald*
Wednesday	June 12 <sup>th</sup>	Publication of 2 <sup>nd</sup> Public Hearing notice*
Monday	June 17 <sup>th</sup>	2nd Public Hearing before the Council *
Sunday	June 30 <sup>th</sup>	Last day for Council to adopt Budget and make appropriations
Monday	July 15 <sup>th</sup>	Last day to certify the Budget to the County Assessor

\* 2<sup>nd</sup> Public Hearing is only required if the Council makes major changes in any of the funds or increases the tax levy from that recommended by the Budget Committee. When the approved Budget is adopted by the Council with only minor changes, no 2<sup>nd</sup> hearing is required. The Budget Calendar must be arranged to accommodate this possibility.

# City of Myrtle Point Agenda Item Report

**To:** Mayor Clayburn and City Council  
**From:** Darin Nicholson, City Manager  
**Date:** January 16, 2024  
**Re:** Resolution 2024-01 – Authorizing Negotiation of the  
Scope of Work for the Harris Street Improvements  
and Awarding a Construction Contract for a Portion of the Work



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## BACKGROUND

Bids were received for the Harris Street Improvements project on December 11, 2023 by the city's engineer, Civil West Engineering Services. The low bid for the work was submitted by Johnson Rock Products, Inc. however, the bid amount exceeded the city's project budget. Under the provisions of ORS 279C.340, the city may negotiate with the low bidder prior to awarding a contract.

Waterline replacement within the project area would be the first phase of work and it is believed that the cost of that portion of work is within the city's budget. A request has been made to separate those cost of the waterline replacement from the rest of the work but a response has not been received yet. If a cost is provided before the City Council meeting it will be presented for consideration of contract award.

## RELATED CITY POLICIES

Ordinance No. 1240 – Public Contracting Rules and Procedures

## COUNCIL OPTIONS

- **Authorize Contract Negotiation:** SAMPLE MOTION – *"I move to adopt Resolution 2024-01 Authorizing Negotiation of the Scope of Work for the Harris Street Improvements and Awarding a Construction Contract for a Portion of the Work."*
- **Do Nothing:** No motion required.

## CITY MANAGER'S RECOMMENDATION

It is recommended to approve the resolution and award a contract for a portion of the work.

## ATTACHMENTS

- Resolution 2024-01 – Authorizing Negotiation of the Scope of Work for the Harris Street Improvements and Awarding a Construction Contract for a Portion of the Work
- Bid Tabulation

**RESOLUTION 2024-01**

**A RESOLUTION OF THE CITY OF MYRTLE POINT CITY COUNCIL  
AUTHORIZING NEGOTIATION OF THE SCOPE OF WORK FOR THE  
HARRIS STREET IMPROVEMENTS AND AWARDDING A  
CONSTRUCTION CONTRACT FOR A PORTION OF THE WORK**

**WHEREAS**, advertisements for bids for the Harris Street Improvements were published in the *Daily Journal of Commerce* on November 1, 2023; and

**WHEREAS**, bids for the project were received until 2:00 p.m. on December 11, 2023 and publicly opened and read aloud immediately thereafter; and

**WHEREAS**, a total of three (3) bid were received for the project; and

**WHEREAS**, the procurement process complies with the City's public contracting requirements and the provisions of ORS 279C.360 through 279C.395 for public improvement contracts; and

**WHEREAS**, the low bid for construction was received from Johnson Rock Products, Inc. in the amount of \$615,446 for the base bid, plus an additional \$67,536 for the Additive Alternate A project consisting of an extension of the planned waterline replacement; and

**WHEREAS**, the bid amount exceeded the city's project budget; and

**WHEREAS**, in accordance with the provisions of ORS 279C.340, the city may negotiate with the lowest responsive, responsible bidder, prior to awarding a contract.

**NOW THEREFORE**, the City of Myrtle Point City Council hereby resolves:

SECTION 1: To authorize the City Manager to negotiate with Johnson Rock Products, Inc. regarding the scope of work for sidewalk and pavement improvements within the project area to determine a scope of work commensurate with the city's available funds.

SECTION 2: To accept a portion of the bid submitted by Johnson Rock Products, Inc. in the amount of \$ \_\_\_\_\_ for replacement of the waterline along the north edge of Harris Street from 6<sup>th</sup> Street to 8<sup>th</sup> Street (Hwy 42) and authorize the City Manager to execute a contract for that portion of the work.

SECTION 3: To make this Resolution effective immediately upon its adoption by the City Council.

SECTION 4: To direct the City Manager to take all actions necessary to implement the intent of this resolution.

Adopted by the City of Myrtle Point City Council this 16<sup>th</sup> day of January 2024.

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Samantha Clayburn, Mayor

ATTEST:

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Darin Nicholson, City Manager

MYRTLE POINT PUBLIC LIBRARY FOUNDATION

MONTHLY MEETING

JANUARY 02, 2024

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

NICHOLAS BRUNO - WEBSITE

THANK YOU PLAQUES

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

DECEMBER 05, 2023

5:00 pm

MINUTES

President Huntley called the meeting to order at 5:15 pm. Directors attending: Debbie Bushnell, Carol Runde, Barbara Carter, and Barbara Caffey. Also attending: Amy Bruno, Library Director.

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

TREASURER' REPORT: No expenditures. Revenues included: \$167.36 in McKay's receipts, \$240.00 in table rental for the bazaar, \$62.00 in potholder and succulent sales at the bazaar, \$3.00 in donations for coffee at the bazaar, and \$275.00 from an ongoing payroll deduction.

CONSTRUCTION: The ADA door for the new public bathroom is at Daniel Horner's shop getting prepped for installation. The hardware from the carved doors will need to be replaced. Both Doug Ligon and Ivan Hawker tried to refurbish the old hardware, but it is too damaged. Several people are on the search for vintage replacement hardware. The new flooring needs to be re-glued in a couple of places and the flooring installer will fix it. A few small fixtures need to be installed and the project will be complete. In the future, Amy would like to see the carpet removed from the walls in the meeting room.

BAZAAR: The bazaar was successful, and there is a waiting list for next year. The knitter's group donated \$60.00 to the library.

LIBRARY EVENTS:

Amy hopes to have Kanopy available by the first of the year. Sally hid dinosaurs for children to find throughout the library. Christmas break activities include: Lego Day, an escape room game, game day, hot wheels day, craft day, and an interactive movie. January's theme is snow.

Sixty people attended the open house/grand opening on Friday and 47 children and adults attended the Saturday activity day. Amy will hire the Barbershop quartet again for the library's 100 anniversary party.

OTHER BUSINESS:

Barbara Carter wants to redo the donor plaque on a different piece of wood, as the current effort is not to her liking. She would also like to see the donor tree with leaves idea revived, perhaps doing the leaves from different materials.

NEXT MEETING: The next meeting was set for Tuesday, January 02, 2024 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 6:22 pm.

Submitted by,

Barbara Caffey

Secretary

# City of Myrtle Point Scheduled Meeting Dates 2024

## City Council

<b>January 2<sup>nd</sup></b>	<b>7:30 Tuesday – Cancelled</b>	July 1 <sup>st</sup>	7:30 Monday
<b>January 16<sup>th</sup></b>	<b>7:30 Tuesday</b>	July 15 <sup>th</sup>	7:30 Monday
February 5 <sup>th</sup>	7:30 Monday	August 5 <sup>th</sup>	7:30 Monday
<b>February 20<sup>th</sup></b>	<b>7:30 Tuesday</b>	August 19 <sup>th</sup>	7:30 Monday
March 4 <sup>th</sup>	7:30 Monday	<b>September 3<sup>rd</sup></b>	<b>7:30 Tuesday</b>
March 18 <sup>th</sup>	7:30 Monday	September 16 <sup>th</sup>	7:30 Monday
April 1 <sup>st</sup>	7:30 Monday	October 7 <sup>th</sup>	7:30 Monday
April 15 <sup>th</sup>	7:30 Monday	October 21 <sup>st</sup>	7:30 Monday
May 6 <sup>th</sup>	7:30 Monday	November 4 <sup>th</sup>	7:30 Monday
May 20 <sup>th</sup>	7:30 Monday	November 18 <sup>th</sup>	7:30 Monday
June 3 <sup>rd</sup>	7:30 Monday	December 2 <sup>nd</sup>	7:30 Monday
June 17 <sup>th</sup>	7:30 Monday	December 16 <sup>th</sup>	7:30 Monday

## Municipal Court

January 9 <sup>th</sup>	6:00 Tuesday
February 13 <sup>th</sup>	6:00 Tuesday
March 12 <sup>th</sup>	6:00 Tuesday
April 9 <sup>th</sup>	6:00 Tuesday
May 14 <sup>th</sup>	6:00 Tuesday
June 11 <sup>th</sup>	6:00 Tuesday
July 9 <sup>th</sup>	6:00 Tuesday
August 13 <sup>th</sup>	6:00 Tuesday
September 10 <sup>th</sup>	6:00 Tuesday
October 8 <sup>th</sup>	6:00 Tuesday
November 12 <sup>th</sup>	6:00 Tuesday
December 10 <sup>th</sup>	6:00 Tuesday

## Planning Commission

January 23 <sup>rd</sup>	7:00 Tuesday
February 27 <sup>th</sup>	7:00 Tuesday
March 26 <sup>th</sup>	7:00 Tuesday
April 23 <sup>rd</sup>	7:00 Tuesday
May 28 <sup>th</sup>	7:00 Tuesday
June 25 <sup>th</sup>	7:00 Tuesday
July 23 <sup>rd</sup>	7:00 Tuesday
August 27 <sup>th</sup>	7:00 Tuesday
September 24 <sup>th</sup>	7:00 Tuesday
October 22 <sup>nd</sup>	7:00 Tuesday
November 26 <sup>th</sup>	7:00 Tuesday
December 24 <sup>th</sup>	7:00 Tuesday

**\*Bold indicates a changed date.**

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## CITY MANAGER'S REPORT

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**TO:** MAYOR & CITY COUNCIL  
**FROM:** DARIN NICHOLSON, CITY MANAGER  
**DATE:** JANUARY 16, 2024

### Library Foundation

The Myrtle Point Public Library Foundation raised money to cover the cost of much of the design and construction of the recent Library Renovation. Most of the money raised was paid directly by the Foundation to the project architect or construction contractor. When it became clear that the cost of construction would exceed the funds raised by the Library Foundation, the City Council authorized an expenditure from the General Fund to cover the remaining cost of the project. In January 2023, Barbara Carter, acting on behalf of the Library Foundation, applied for additional grant funds toward the cost of the project. Her application to the Floyd Ingram Charitable Foundation was reviewed and approved in December 2023. Mrs. Carter recently provided the City of Myrtle Point a check in the amount of \$48,000 to reimburse the city for a portion of the city funds expended on the project. A copy of the grant request letter and the check from the Library Foundation are attached for reference.

Myrtle Point Public  
Library Foundation  
P O Box 712  
Myrtle Point, OR 97458

January 8, 2023

To: Floyd Ingram Charitable Foundation, Inc.

Re: Additional funding for the Myrtle Point Public Library Renovation Project

The Library Foundation is tremendously appreciative of the offer to give more help on the library renovation project. Construction started on Wednesday, Jan. 4<sup>th</sup>. It is exciting to see the project finally move forward.

In my conversations with City Manager Darin he suggested that perhaps you could help with the automatic doors for the vestibule..

Accessibility to the library is the major goal for this project. There will be automatic doors to enter the vestibule and the library. (I'm attaching the architects drawing and the contractors plans for a visual.)

The cost of the sliding doors is estimated to be \$48,000.

Darin calculated the per square footage cost of the renovation/addition. The vestibule (not including the doors) is \$50,000.

The new entrance up a ramp and through the automatic doors in the vestibule is the critical point in this whole renovation to make the library truly accessible to everyone.

Thank you so much for your ongoing support of our library and this project.

Sincerely,

Barbara A. Carter, Treasurer  
Attachments:

1250

MYRTLE POINT  
PUBLIC LIBRARY FOUNDATION

P.O. BOX 712  
MYRTLE POINT, OR 97458

DATE Jan 9, 2014

96-7423-3232

PAY  
TO THE  
ORDER OF

City of Myrtle Point\$18,000<sup>00</sup>Fifty-eight thousand and no/100

DOLLARS



Security Features  
Included  
Details on Back.

OREGON FIRST  
COMMUNITY CREDIT UNION

541-271-2145

WWW.OREGONFIRSTCCU.ORG

FOR

grant toward sliding doorsBarbara J. Carter

NP

Sally Huntley

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