

**CITY OF MYRTLE POINT
CITY COUNCIL MEETING MINUTES
Regular Meeting
Monday, March 7, 2022 – 7:30 p.m.,
Flora M. Laird Memorial Library Meeting Room
435 Fifth Street, Myrtle Point**

Council Members

Present in Meeting Room:

Samantha Clayburn, Mayor
Michael Hogan, City Councilor
Leif Schrader, City Councilor

Daniel Martin, Council President
Stephanie Martell, City Councilor
Gary Sullivan, City Councilor

Attending Remotely:

Mike Wood, City Councilor

Staff and Others

Present in Meeting Room:

Darin Nicholson, City Manager
Willy Burris, Fire Chief
Maria Meunier

Scott Robinson, Chief of Police
Bob Love, Public Works
Paul Meunier

Attending Remotely:

Ginny Groce, Accountant

Kathy Lewis

CALL TO ORDER

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

ROLL CALL

Mayor Clayburn asked the City Council members to state their names for the roll.

CONSENT ITEMS

- A. City Council Meeting Minutes – Mayor Clayburn announced the Minutes of the February 22, 2022 Regular Meeting. Councilor Sullivan moved to receive and accept the minutes as submitted. Councilor Martell seconded the motion which carried unanimously.

ACTION/DISCUSSION ITEMS

A. Public Hearing – Dangerous Building – 618-620 Spruce Street

Mayor Clayburn closed the Regular Meeting at 7:32 p.m. and opened the Public Hearing concerning the Dangerous Building addressed 618-620 Spruce Street. Manager Nicholson summarized the concerns which he and the Fire Chief had concerning the structural integrity of the building. He also stated that pictures of the building could be shown again if that would be helpful. Building owner, Maria Meunier, asked to see the pictures. Fire Chief Burris showed the photos and explained the various structural problems with the building. A portion of the second story floor has collapsed and another portion is sagging visibly and appears to be nearing the point of collapse. He also noted that the front awning appears to be sagging and pulling away from the building. There is concern about the possibility of the awning collapsing onto the sidewalk. Chief Burris indicated that the structural problems appear to be getting worse rapidly. Another structural problem he noted is the west wall of the building which appears to be bowed and collapsing inward.

Maria Meunier gave a history of the building. She explained that she and her husband purchased the building with hopes of moving to Myrtle Point and living upstairs in the building while operating a business on the ground floor. That goal was never realized and she said that her husband died in 2014 after several surgeries related to heart disease. Following the fire in 2015, she had the upper story of the building demolished and listed the building for sale. She indicated that she feels she has done whatever has needed to be done when there has been a problem with the building. She also indicated that when she was informed that the building was collapsing, she began looking for a contractor to demolish it. She stated that she plans to fence the property once demolition is complete.

Councilor Martin commented to Chief Burris about the danger associated with entering the building should a fire break out. Chief Burris agreed and said he would never consider entering it given its current condition. Councilor Martin then commented to Mrs. Meunier about the danger presented by the building and that he believes it needs to be demolished. There were some related comments and then Councilor Clayburn closed the Public Hearing at 7:48 p.m. and reopened the Regular Meeting.

B. Resolution 2022-01 Declaring a Dangerous Building at 618-620 Spruce Street and Ordering Its Demolition

Discussion continued...Councilor Martin asked Mrs. Muenier if she had already entered into a contract for demolition of the building. She said that she has gotten one bid but is looking for other contractors to bid on the demolition. Councilor Martell asked if SHPO clearance would be needed in order to demolish the building. Manager Nicholson said he did not think the building was listed on the historic registry but would check on it. Councilor Schrader asked if a hazardous materials survey would be needed. Manager Nicholson indicated that a survey had been performed when the upper story was demolished but was uncertain if it included the lower story. Mrs. Meunier said that there is no asbestos. She also stated that the whole building had been remodeled. She then stated that she would get a new asbestos survey completed once she has a contractor on board. There was also discussion about utility connections to the building.

Due to concerns about the possibility of damaging the adjacent building during demolition, Councilor Schrader recommended making sure that the contractor has adequate bonding to cover any such damage. There was some related discussion. Councilor Martell asked about a demolition permit. Manager Nicholson indicated that the city has not previously required demolition permits but it could be required in this case. There was also discussion about whether Spruce Street would need to be closed during demolition. Councilor Sullivan asked about indemnifying the adjacent building owners as well as the city. There was some discussion on the topic. Manager Nicholson indicated that he would create a Demolition Permit form and plan to add an indemnity clause.

Following discussion, Councilor Martin moved to approve Resolution 2022-01 Declaring a Dangerous Building at 618-620 Spruce Street and Ordering Its Demolition, and to set a timeframe for demolition of 60 days. Councilor Sullivan seconded the motion. Mayor Clayburn called for any further discussion. Councilor Schrader asked for clarification about the timeframe. Councilor Martin indicated that demolition should be complete and the site cleaned up within 60 days. He then thanked the property owner for being proactive on the matter. Mayor Clayburn called for a vote on the motion which carried unanimously.

C. Scope of Work Change to 2021 Drinking Water Source Protection Funding

Mayor Clayburn announced the Scope of Work Change to 2021 Drinking Water Source Protection Funding. Manager Nicholson explained that he was contacted by the Coquille Watershed Association regarding the source water protection grant. Due to streambank damage which occurred over the winter, Coquille Watershed Association has requested a change in the scope of work to be performed under the grant. The question has been run past the grantors and they are not opposed to the request for a change in the scope of work. However, the formal request must be made by the city. Manager Nicholson noted the budgetary information provided by Coquille Watershed Association. There were some questions from the City Council which Manager Nicholson answered. Following discussion, Mayor Clayburn called for a motion. Councilor Hogan moved to approve a change in the Scope of Work for funds received in 2021 from the State of Oregon Drinking Water Protection Fund and Delegating Authority to the City Manager to submit a letter requesting the Scope of Work change. Councilor Martell seconded the motion which carried unanimously.

D. Resolution 2022-02 Authorizing an Application for Drinking Water Source Protection Funding from the State of Oregon Drinking Water Protection Fund

Mayor Clayburn announced Resolution 2022-02. Manager Nicholson explained that the request had come from the Coquille Watershed Association to expand the existing streambank restoration project discussed in the previous item and apply for additional grant funding. The watershed association is not a qualified applicant for the funds from the Drinking Water Protection Fund and therefore must partner with the city. There was some discussion about qualification for the grant funds and the likelihood of funds being awarded to the city. Manager Nicholson stated that the watershed association also would be applying for grant funds from other sources to supplement any funds which may be awarded to the city. Councilor Hogan asked if the city would be disqualified from any future grant awards if funds are awarded for the proposed use. Manager Nicholson did not think there would be any other applicable projects in the near future and believed that the city would again be eligible for a grant within two years. There was some related discussion. Mayor Clayburn called for a motion. Councilor Hogan moved to approve Resolution 2022-02 Authorizing Application for Drinking Water Source Protection Funding from the State of Oregon Drinking Water Protection Fund and Delegating Authority to the City Manager to Sign the Application. Councilor Martell seconded the motion which carried unanimously.

PETITIONS FROM THE AUDIENCE

Mayor Clayburn called for petitions from the audience. There were none.

UPCOMING MEETINGS AND EVENTS

- A. Flora M. Laird Memorial Library Board Meeting – Tues, March 8, 2022, 11:00 a.m.
- B. Myrtle Point Planning Commission Meeting – Tuesday, March 29, 2022, 7:00 p.m.

INFORMATION ITEMS

- A. Flora M. Laird Memorial Library Board Meeting Minutes – January 11, 2022
- B. Flora M. Laird Memorial Library Board Meeting Minutes – February 15, 2022
- C. Flora M. Laird Memorial Library Board Meeting Agenda – March 8, 2022
- D. Lego Club Flyer – Mayor Clayburn called on Library Director Allen regarding the Lego Club. Director Allen reported on plans for the club.
- E. How to Make a Care Kit – Library Director Allen also explained the “How to Make a Care Kit” flyer and how the kits will benefit those in need.

OTHER COMMUNICATIONS

A. Staff Reports:

1. Manager Nicholson reported on the following:
 - a. Street Lights – Quotes have been requested for the replacement of four existing street lights with LED fixtures. The locations are Ash Street between 7th Street and Hwy 42; the corner of Spruce and 7th Streets; the corner of Bothwick Street and Hwy 42; and Hwy 42 between View Street and Sunset Lane. Confirmation was received from Pacific Power that the request had been forwarded to their estimator, but no other information had been received at that time.
 - b. Safe Routes to School Grant – It is planned to submit a preliminary application for a Safe Routes to School (SRTS) grant through ODOT to make improvements to the sidewalks along Bothwick Street between Hwy 42 and Myrtle Crest School. Manager Nicholson explained that this route had been identified since it is the primary pedestrian route between the high school and Myrtle Crest and there are a number of students that walk between the schools regularly. While portions of the route are in pretty good shape, there are a number of areas that do not meet ADA standards. Manager Nicholson requested feedback to determine if a different area should be the focus of the SRTS grant application. City Council discussed the matter. Councilor Schrader asked how much grant money is available. Manager Nicholson indicated that there is quite a bit of money available this year but the city would need to provide 20% in matching funds. Following discussion, City Council recommended focusing on Maryland Avenue for this round of grant funding.
2. Accountant Groce had nothing to report.
3. Library Director Allen reported that the pickleball paddles have been getting checked out but people have generally been using the tennis nets rather than setting up pickleball nets. Based on a question from Councilor Martell, Director Allen also explained goals for items to include in the “Library of Things.”
4. Public Works Lead Man Love reported that he’d had a request to build a professional style horseshoe pit in Rotary Park. He asked the requester to consider donating materials for the project. Lead Man Love also reported that brush pickup will be taking place during the week of March 14th – 18th. Mayor Clayburn asked about Sunset Park. Manager Nicholson mentioned that a deepened curb had been placed on the uphill side of the park but now the soil has been cut to grade and the curb is not deep enough. He believed it is planned to pour a second curb.
5. Police Chief Robinson reported on progress regarding hiring a new Police Officer. He gave a conditional job offer to the top candidate and he accepted it. The department is now completing the background check, which is expected to take two to three weeks. Following that, a psychological evaluation will be scheduled. Chief Robinson also reported that he and Officer Nathan George recently gave a presentation to the FACS (Family and Consumer Science) class at Myrtle Point High School. They covered requirements for Provisional Drivers Licenses, basic things that drivers should know, things they should in the vehicle, what to do on a traffic stop, what to do in the event of an accident, and common mistakes made by inexperienced drivers. He hopes to repeat the presentation every term. Councilor Martell asked about the possibility of bring back the Safety Town program. Chief Robinson was uncertain and said that Safety Town is very planning intensive.
6. Fire Chief Burris reported that Paramedic Tasha Renard had also been to the High School recently to teach First Aid/CPR to the students. He also reported that Home Town Hardware had donated numerous smoke alarms to the Fire Department. They are available to anyone upon request, although he would prefer to give them to households in need. He also indicated that the Fire Department would install them.

B. City Council Concerns & Comments

1. Councilor Schrader asked if anyone had attended the Chamber of Commerce meeting as he was unable to make it. Councilor Hogan said that he had attended. Councilor Hogan requested and Mayor Clayburn consented to him reading a letter from Barbara Carter, Chamber President clarifying/rebutting some items in the minutes of the January 3, 2022 City Council meeting. He also reported that there were five people at the meeting and they discussed Harvest Festival. He indicated that there is a lack of participation and currently Barbara Carter is functioning as both President and Treasurer. He believes the Chamber is moving in a positive direction. Councilor Hogan indicated that he plans to continue attending. There was some related discussion about the Chamber of Commerce.
2. Councilor Hogan raised the issue of creating a dog park. Manager Nicholson mentioned that Lions Park has been used as a dog park. There was some related discussion. Several City Councilors asked about bag dispensers and suggested installing them at parks that don't have them. There also was a suggestion to provide a bag dispenser at the Fairgrounds.

ADJOURNMENT

Having no further business for the City of Myrtle Point, Mayor Clayburn adjourned the Regular Meeting at 8:48 p.m.

04/04/2022

Samantha Clayburn, Mayor
City of Myrtle Point