

**CITY OF MYRTLE POINT
CITY COUNCIL MEETING MINUTES
Regular Meeting
Tuesday, January 16, 2024 – 7:30 p.m.,
Flora M. Laird Memorial Library Meeting Room
435 5th Street, Myrtle Point**

Council Members

Present:

Samantha Clayburn, Mayor
Ivan Hawker, City Councilor
Amy Ligons, City Councilor

Michael Hogan, Council President
Berea Gibbons, City Councilor
Mike Wood, City Councilor

Absent:

Gary Sullivan, City Councilor

Staff and Others

Scott Robinson, Chief of Police
Wayne Ramsey, Public Works Leadman
Darin Nicholson, City Manager
Doug Ligons
Scott Nay
Kathy Lewis*

Willy Burris, Fire Chief
Amy Bruno, Library Director
Ginny Groce, Accountant*
Dan Kleis
Don Marinello

(* indicates remote attendance)

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. Mayor Clayburn announced the Consent Items – Minutes of the December 4, 2023 Regular Meeting. Councilor Wood moved to accept the minutes as presented. Councilor Hogan seconded the motion which carried unanimously.

ACTION/DISCUSSION ITEMS

A. City Manager Candidate Introduction – Scott Nay

Mayor Clayburn announced the City Manager Candidate Introduction. Manager Nicholson introduced Scott Nay and gave background on the work of the City Manager Recruitment Committee. He stated that Mr. Nay was unanimously recommended by the committee. Manager Nicholson encouraged the members of the council to get to know Mr. Nay and ask him questions.

With the permission of the Mayor, Mr. Nay started by giving his background and his history in the Myrtle Point area. He explained that he and his family had initially moved here in 1996 and stayed until about 2008 when his kids were out of school. After that, he moved to Central Oregon where he lived until 2020. He and his wife returned several years ago to be

near their children and grandchildren. Mr. Nay also said he is currently coaching 5th Grade boys' basketball with his grandson's team.

Regarding his employment background, Mr. Nay said that he has been in the long-term care industry for the past 27 years, including senior housing, nursing homes, and assisted living. He has been the administrator of operations of a number of facilities. He explained that his changes of employment were based on aspirations to move up in the industry and ultimately get into the corporate environment. He indicated that after moving back to the Myrtle Point area, his intention was to get out of the long-term care industry, but the Myrtle Point Care Center needed an administrator and they asked him to come back. Mr. Nay also shared that he has worked for both county and state governments in the past. He worked in the Curry County Assessor's Office and for the Oregon Department of Transportation in the Right-of-Way Division.

Councilor Gibbons noted that Mr. Nay had a lot of different jobs on his resume, some for as short of six months, and asked how long he envisioned staying at the city. Mr. Nay explained that the long-term care business is very cut-throat and that environment results in short tenure for administrators. He further explained that investors often made decisions based on revenue without understanding operations and the regulations which must be met. He also explained that some of his short tenure jobs were interim positions. He also explained that his general career trajectory was from smaller facilities to medium sized facilities to larger facilities, and that was intentional on his part to get experience in all sizes of facilities. He was regional director of operations in a couple of instances and oversaw multiple campuses. Commissioner Gibbons also asked a question about Mr. Nay's work for ODOT, which he answered.

Manager Nicholson asked Mr. Nay to explain his management style. Mr. Nay said he has a "hands on" style of management. He likes to make rounds of the facilities he is managing to ensure he has first-hand knowledge of any needs. He feels that it is important to build relationships with employees and ask questions when there is something he needs to know to do his job. He also mentioned that he does not hover over employees but lets them do their jobs. He doesn't micro-manage people and allows them to have some independence.

Councilor Hogan asked Mr. Nay what he felt would be his biggest challenge coming into the position of City Manager. Mr. Nay said part of it would be just getting his feet wet and understanding how things operate. He mentioned that he thought his weak point would be related to sewer and water, and his understanding was that the City Manager is the compliance officer for those systems.

There was also some discussion about where Mr. Nay lives and the language of the residency clause in Ordinance No. 1120. Following discussion, Mayor Clayburn noted that the council would need to meet in Executive Session before proceeding any further.

B. Approve Budget Calendar and Appoint Budget Officer

Mayor Clayburn announced the item to Approve Budget Calendar and Appoint Budget Officer. She noted that there was a Revised Budget Calendar. Manager Nicholson explained that Kathy Lewis had alerted him that he had scheduled the second Budget Committee meeting on May 6th, the same date as the City Council meeting. Manager Nicholson revised the calendar accordingly. Councilor Wood moved to approved the 2024-25 Budget Calendar and appoint the City Manager as Budget Officer. Councilor Hawker seconded the motion which carried unanimously.

C. Resolution 2024-01 Authorizing Negotiation of the Scope of Work for the Harris Street Improvements and Awarding a Contract for a Portion of the Work

Mayor Clayburn announced Resolution 2024-01 Authorizing Negotiation of the Scope of Work for the Harris Street Improvements and Awarding a Contract for a Portion of the Work. Manager Nicholson explained that in December, bids were received for pavement and sidewalk improvements along Harris Street from 4th Street to Hwy 42. In addition, it was planned to replace the waterline within Harris Street from 6th Street to Hwy 42. The bids for the overall project came in about \$200,000 more than anticipated. The waterline portion of the project, while not bid separately, appeared to be roughly in line with anticipated costs. Johnson Rock Products, Inc. was the low bidder on the project and Oregon law allows for negotiation with the low bidder in instances such as this. Manager Nicholson indicated that he had requested that Johnson Rock break out the waterline work as a stand-alone project. The cost they quoted for waterline replacement alone was \$130,190.25. Manager Nicholson explained that there is an adequate amount budgeted in the Water Reserve Fund for the work. He also stated that he had discussed the matter with Accountant Groce and Leadman Ramsey and it was agreed that the waterline portion of the work could be awarded. Manager Nicholson further explained that he would like to negotiate with Johnson Rock regarding the scope of work for the rest of the project in hopes to achieve a project which is in line with the available funds. Some of the items that he mentioned could be removed from the project were driveway aprons or similar improvements serving individual residences. He mentioned that he had also approached the School District about possibly contributing to the cost of sidewalk improvements next to their property. Manager Nicholson recommended award of the waterline replacement project since that would be the first phase of construction regardless. Mayor Clayburn asked if the waterline project would utilize grant funds from the ODOT Small City Allotment. Manager Nicholson said it would not. Following the explanation, councilor Hogan moved 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. Councilor Wood seconded the motion. Mayor Clayburn called for discussion. Councilor Hawker asked how much it would cost to replace the driveway aprons. Manager Nicholson didn't remember the cost but said it was significant. He planned to eliminate all the driveway aprons except one at the intersection of 4th and Harris Streets where the driveway apron and planned ADA access ramp were adjacent to one another. Councilor Hawker asked about notifying the homeowners of the project and asking if they would be interested in replacing their driveway apron in conjunction with the other work. Councilor Gibbons asked how many times the waterline had broken recently. Leadman Ramsey said there had been two breaks in the last few years. There was some more discussion about the waterline. Following discussion, Mayor Clayburn called for a vote on the motion to approve Resolution 2024-01. The motion carried unanimously.

PETITIONS FROM THE AUDIENCE

Mayor Clayburn called for petitions from the audience. Don Marinello stated that the people at 560 6th Street had built a fence half way across the alley and asked if he could do it too. Manager Nicholson stated that for platted alleys, the city does not normally allow fences to be built there. He said he was not familiar with the location and would have to look into it. Mr. Marinello asked if the alley had been vacated and Manager Nicholson said it likely had not.

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.

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 – Mayor Clayburn stated that she would not be available for the August meeting.

OTHER COMMUNICATIONS

- A. Staff Reports:
 - 1. Manager Nicholson reported on the following:
 - A. Library Foundation – Manager Nicholson reported on a recent contribution from the Myrtle Point Public Library Foundation to offset some of the cost borne by the city for the Library Renovation project. The Library Foundation had raised money to cover the cost of much of the design and construction of the 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, had 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 were attached for reference.
 - 2. Library Director Bruno reported that almost everything was done on the Library Renovation. The door for the restroom was delivered that day. There were some problems with the automatic sliding doors a couple of weeks prior, but repairs were made. The door sensors were out of adjustment and some of the door trim needed to be ground down. There also was a leak around some of the existing windows which had not been resealed following construction. She then reported on the kids Lego program, which is going well. There have been between 5 and 15 kids each week. She also said that the library would be sharing some of the Lego with the Dora library.
 - 3. Accountant Groce had nothing to report.
 - 4. Leadman Ramsey reported that the sewer treatment plant did not wash out with the heavy rain the previous month, however the area around the plant did flood recently. The Water Treatment Operator has had to work overtime recently in order to keep the tanks full. The turbidity in the river is elevated and is more difficult to treat at this time of year. Leadman Ramsey also reported that the city had hired a new employee, Ronny Winningham, in the Maintenance Worker I position. He started that day.
 - 5. Police Chief Robinson reported that the holidays were fairly uneventful and he was hoping that everyone would stay healthy.
 - 6. Fire Chief Burris reported that there had been a structure fire on Catching Creek Ln earlier that day but everything went well. He also reported that the Ambulance Department is still doing numerous nighttime transfers to Eugene, Salem and Portland. During the last two weekends, the department had hosted a rope rescue training course. Volunteers from Bandon and Green Acres Fire Departments attended along with those from Myrtle Point. He thanked Lone Rock Resources for the use of their rock pit. Chief Burris also mentioned some challenges with the recent high water in the rivers.
- B. City Council Concerns & Comments – There were none.

EXECUTIVE SESSION

Mayor Clayburn closed the Regular Meeting at 8:18 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, Scott Nay and City Manager Nicholson.

Scott Nay was excused from the Executive Session at approximately 8:41 p.m.

RECONVENE REGULAR MEETING

Mayor Clayburn closed the Executive Session and reconvened the Regular Meeting at 9:03 p.m. She then requested a motion from the council. Councilor Hogan moved to grant a conditional job offer to Mr. Scott Nay for the position of City Manager with a starting salary of \$91,000 per year. Councilor Hawker seconded the motion which carried unanimously.

Mr. Nay asked if there was any room for negotiation regarding the salary and indicated that he was hoping for \$93,000. There was some discussion and it was agreed to meet in the middle at \$92,000. Councilor Hogan then moved to grant a conditional job offer to Mr. Scott Nay for the position of City Manager with a starting salary of \$92,000 per year. Councilor Hawker seconded the motion which carried unanimously. Mr. Nay accepted the conditional job offer. Mayor Clayburn directed Police Chief Robinson to conduct a background check.

ADJOURNMENT

Having no further business for the City of Myrtle Point, Mayor Clayburn adjourned the meeting at 9:03 p.m.

2/5/2024

Samantha Clayburn, Mayor
City of Myrtle Point