

**CITY OF MYRTLE POINT
CITY COUNCIL MEETING MINUTES
Regular Meeting
Monday, June 6, 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
Gary Sullivan, City Councilor

Daniel Martin, Council President
Leif Schrader, City Councilor
Mike Wood, City Councilor

Attending Remotely:

Stephanie Martell, City Councilor

Staff and Others

Present in Meeting Room:

Wayne Ramsey, Public Works
Scott Robinson, Chief of Police
Willy Burris, Fire Chief
Steve Tuchscherer, Umpqua Valley Financial

Bob Love, Public Works
Nathan George, Myrtle Point Police
Darin Nicholson, City Manager

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 May 2, 2022 Regular Meeting. Councilor Sullivan moved to accept and approve the minutes as submitted. Councilor Hogan seconded the motion which carried unanimously.

ACTION/DISCUSSION ITEMS

A. Presentation of FY2020-21 Audit – Steve Tuchscherer, Umpqua Valley Financial

Mayor Clayburn announced the presentation of the FY 2020-21 audit. Manager Nicholson introduced Steve Tuchscherer of Umpqua Valley Financial. Mr. Tuchscherer thanked the City Council for the opportunity to do the audit. He explained the increasing complexities of audits for public bodies. Mr. Tuchscherer said that from the documents his team saw, the conversations they had, and the questions they asked that things function well at the city. He mentioned the possibility of working out a method to make bank reconciliations easier for future fiscal years. He said that the bank reconciliations are done well, but he feels there is a lot of extra work that may not be necessary. He then said that otherwise, the books were in great shape. Mr. Tuchscherer then stated his conclusion from the audit was that the financial statements of the city are free from material misstatement. He went on to explain other aspects of the audit, including the estimate of value of capital assets, estimates of

depreciation, and the estimate of PERS liability. Mr. Tuchscherer explained that the Statement of Net Position and Statement of Activities provide a good overview of the city's fiscal health. He also pointed out that balance sheets are provided for each of the major governmental funds. Mr. Tuchscherer spoke about a number of other topics related to the audit. He also answered questions from the City Council. Following discussion, Mayor Clayburn and the Council thanked Mr. Tuchscherer for his report. Mr. Tuchscherer thanked the City Council for their volunteerism.

B. Public Hearing – Proposed Uses of State Shared Revenues

Mayor Clayburn closed the Regular Meeting at 8:07 p.m. and opened the Public Hearing regarding the Proposed Uses of State Shared Revenues. Manager Nicholson reported that it is intended to receive all of the estimated \$27,000 in State Shared Revenues into the General Fund for general operating purposes. Mayor Clayburn called for public comments. There were none. Mayor Clayburn then closed the Public Hearing at 8:08 p.m. and reopened the Regular Meeting.

C. Resolution 2022-05 – Declaring the City's Election to Receive State Revenues

Councilor Martin moved to approve Resolution 2022-05 Declaring the City's Election to Receive State Revenues. Councilor Wood seconded the motion which carried unanimously.

D. Public Hearing – 2022-23 Approved Budget

Mayor Clayburn closed the Regular Meeting at 8:09 p.m. and opened the Public Hearing regarding the 2022-23 Approved Budget. There were no public comments. Mayor Clayburn then closed the Public Hearing at 8:10 p.m. and reopened the Regular Meeting.

E. Resolution 2022-06 – Adopting the Approved Budget and Making Appropriations for the 2022-23 Fiscal Year

Manager Nicholson reported that Resolution 2022-06 identifies total resources of \$8,656,295 and total appropriations of \$8,303,299. He indicated that the difference in the amounts is due to the Unappropriated Ending Fund Balance/Reserve amount, primarily in the Skip Ohlsen Fund. Councilor Hogan moved to approve Resolution 2022-06 Adopting the Approved Budget and Making Appropriations for the 2022-23 Fiscal Year. Councilor Wood seconded the motion. Mayor Clayburn pointed out that there was a typo in the resolution regarding the fiscal year. Manager Nicholson made note and corrected it. Mayor Clayburn then called for a vote. The motion carried unanimously.

F. Resolution 2022-07 – Allocating, Categorizing and Levying Ad Valorem Taxes

Mayor Clayburn announced Resolution 2022-07 Allocating, Categorizing and Levying Ad Valorem Taxes. Manager Nicholson stated that the resolution was necessary in order to allow the city to collect property taxes. Councilor Schrader moved to approve Resolution 2022-07 Allocating, Categorizing and Levying Ad Valorem Taxes on Taxable Property within the Corporate Limits of the City of Myrtle Point for the 2022-23 Fiscal Year. Councilor Sullivan seconded the motion which carried unanimously.

G. Resolution 2022-08 – Adopting a Revised Pay Matrix for City Employees

Mayor Clayburn announced Resolution 2022-08 Adopting a Revised Pay Matrix for City Employees. Manager Nicholson explained that the resolution was necessary because the budget had been prepared in anticipation of providing a 2.5% COLA for city employees. The revised Pay Matrix adjusts the salaries accordingly. Councilor Wood moved to approve Resolution 2022-08 Adopting a Revised Pay Matrix for City Employees. Councilor Schrader seconded the motion which carried unanimously.

H. Resolution 2022-09 – Adopting a Job Description for the Position of Maintenance and Construction Worker

Mayor Clayburn announced Resolution 2022-09 Adopting a Job Description for the Position of Maintenance and Construction Worker. Manager Nicholson summarized that one of the city's maintenance workers is in an entry-level position but his skills exceed the duties of that position. It is proposed to create a new position commensurate with the employee's skills and make the salary step equal to the Maintenance Worker II position. Manager Nicholson indicated that the employee in mind is a good employee and he hoped to keep him. There was some discussion about this being an improvement for the employee. Councilor Hogan moved to approve Resolution 2022-09 Adopting a Job Description for the Position of Maintenance and Construction Worker. Councilor Martell seconded the motion. Mayor Clayburn asked if the proposed position had been budgeted in FY 2022-23. Manager Nicholson confirmed that it had been. Mayor Clayburn called for a vote. The motion carried unanimously.

I. Disbursement of Funds – Council Activities

Mayor Clayburn announced the Disbursement of Funds from Council Activities. Several presented ideas of entities to support: Myrtle Point Project Graduation was identified; F.I.R.S.T. reading program was discussed but it was indicated that they are not active at this point; a dog park was discussed; Myrtle Point Youth Sports was identified; the High School Softball team and field was identified but it was also mentioned that the Rotary Club is planning to donate funds for softball field improvements; the High School Yearbook and Fall Program were identified; downtown banners and flowers were discussed but it was mentioned that the Chamber of Commerce just purchased new banners and flower baskets have been difficult to keep watered; other downtown beautification was also discussed. In the end, Councilor Hogan moved to donate the following amounts to entities requesting support using funds from the Council Activities line of the General Fund, City Council division:

*\$100.00 to Project Graduation,
\$200.00 to dog park,
\$100.00 to MP High School Yearbook,
\$400.00 to Myrtle Point Youth Sports, and
\$200.00 as prize money for the best window painting.*

Councilor Sullivan seconded the motion which carried unanimously.

J. Option to Install Electric Vehicle Charging Station

Mayor Clayburn announced the Option to Install Electric Vehicle Charging Station. Manager Nicholson indicated that he had provided this as a follow-up to previous discussions on the matter. He identified costs to purchase the equipment and indicated that an electrician also would be needed for installation. Manager Nicholson also identified a possible location for streetside charging stations next to the Logging Museum. The museum building is city-owned and has additional space available in the breaker panel to add circuits for EV charging stations. There was discussion on the matter and Manager Nicholson answered questions from the City Council. There were mixed feelings about expending funds to install EV charging stations since demand is unknown. Some were optimistic that EV charging stations would draw tourists to stop in Myrtle Point. Others indicated that they would not want to lose money and user fees should be set to both recoup installation costs and make a profit. Mayor Clayburn suggested reaching out to the City of Bandon to find out their costs

and income. There was some additional discussion and the matter was tabled until more information is available.

K. Wildland Fire Contract

Mayor Clayburn announced the Wildland Fire Contract. Fire Chief Burris announced that this is a renewal of the existing wildland fire contract with the State of Oregon. He indicated that the new contract has a three-year term and there are some new provisions. He also pointed out that the rates he would be charging have increased, commensurate with increasing costs of operation. Councilor Martin commented that he realized that wildfires present an opportunity to generate additional revenue, but he felt response should only occur if adequate coverage can be maintained at home. Councilor Sullivan moved to accept and approve the State of Oregon Incident Resource Agreement with an effective period of 2022 through 2024. Councilor Hogan seconded the motion which carried unanimously.

PETITIONS FROM THE AUDIENCE

Mayor Clayburn called for petitions from the audience. Kathy Lewis suggested seeking grant funds for EV charging stations. She indicated that there is a lot of money available from the state and federal government for them. Manager Nicholson indicated that he has investigated grant funding and it appears that the city would need to have an EV Adoption Plan in order to qualify for the funds.

UPCOMING MEETINGS AND EVENTS

- A. Flora M. Laird Memorial Library Special Board Meeting – June 7, 2022, 4:00 p.m.
- B. Myrtle Point Library Foundation Meeting – June 7, 2022, 5:00 p.m.
- C. Flora M. Laird Memorial Library Board Meeting – June 14, 2022, 11:00 a.m.

INFORMATION ITEMS

- A. Letter regarding Coquille Indian Tribe Restoration Day

OTHER COMMUNICATIONS

- A. Staff Reports:
 - 1. Manager Nicholson reported on the following:
 - a. 618-620 Spruce Street Building Demolition – Demolition of the building addressed 618-620 Spruce Street was completed on May 6, 2022 in accordance with the City Council order issued on March 7, 2022.
 - b. Wild Turkeys – A representative from ODFW was consulted regarding the growing nuisance of wild turkeys in town. His suggestion was to reduce available food sources in town in order to reduce their dependency and encourage them to return to the wild. He indicated that several other towns have, including Bandon, have adopted ordinances prohibiting feeding wild turkeys and/or other wildlife. He provided several example ordinances prohibiting feeding wild animals.
 - c. Nuisance Update – The homeowners at a residence on Hermann Street were cited for a nuisance violation due to excessive garbage. They paid the presumptive fine for the citation, which is equivalent to a plea of no contest to the charges of violation of the Nuisance Ordinance. They told me that they have contracted for removal of the trash from the property, but as of Tuesday, May 31, 2022 the trash has not been removed. I am following up to determine when the cleanup is scheduled. If the nuisance is not abated within an acceptable timeframe, I will request quotes from contractors for abatement, with charges to be assessed to the property owners.
 - d. July City Council Meeting – The regularly scheduled City Council meeting dates in July are Tuesday, July 5th and Monday, July 18th. Manager Nicholson recommended

selecting a meeting date now that works best for everyone. – The consensus was to schedule the next meeting for July 5th.

- e. Library Director Termination – Manager Nicholson reported that he had to terminate the Library Director effective Friday. He indicated that it had been done at the advice of the pre-loss attorney from CIS, the city's insurance provider. There was some discussion about how the library would be staffed in the meantime.
 2. Accountant Groce had nothing to report.
 3. Senior Maintenance Worker Ramsey reported that things are going well. He reported on some progress at Sunset Park; work that had been done using the new sewer inspection camera; and that he expected to be getting paint near the end of the month to begin freshening up striping on the streets around town before the Fair.
 4. Police Chief Robinson introduced Officer Nathan George who has been with the department since July 2021. Chief Robinson reported that Officer Mike Harris had resigned and that the department is now accepting applications to fill his position. Four applications had been received at the time, but there were no certified applicants. The initial application deadline is June 15th.
 5. Fire Chief Burris thanked Councilor Sullivan and the VFW for their recent donations to the Fire Department, Police Department and Library.
- B. City Council Concerns & Comments
1. Councilor Martin asked about plans that had been discussed previously for an RV dump station. Manager Nicholson confirmed that one had been planned, but it was supposed to be constructed using remaining funds from the USDA grant for the wastewater treatment plant. He indicated that USDA did not allow the city to expend all of the grant funds and therefore the dump station was not ever completed. There was some related discussion. Several agreed that an RV dump station would be a good addition.
 2. Councilor Hogan said that someone had asked him if the city has a Facebook page and, if not, why not. He also asked about where to find City Council minutes. Mayor Clayburn stated that the minutes are available on the city website.
 3. Councilor Wood asked if anything had happened with planned website upgrade. Manager Nicholson indicated that he needed to check with Epuerto.

ADJOURNMENT

Having no further business for the City of Myrtle Point, Mayor Clayburn adjourned the Regular Meeting at 9:15 p.m.

07/05/2022

Samantha Clayburn, Mayor
City of Myrtle Point