

## MYRTLE POINT CITY COUNCIL AGENDA

### Regular Meeting

**Monday, June 3, 2024, 6:30 p.m.**

Flora M Laird 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 May 6, 2024 Regular Meeting
- V. ACTION/DISCUSSION ITEMS
  - A. Public Hearing – Sewer Consumption Rate Increase – FY 2024-25 Budget**
  - B. Resolution 2024-03 – Establishing Water and Sewer Service Rates
  - C. Public Hearing – Proposed Uses of State Shared Revenue**
  - D. Resolution 2024-04 – Declaring the City’s Election to Receive State Revenues
  - E. Public Hearing – 2024-25 Approved Budget**
  - F. Resolution 2024-05 – Adopting the Budget and Making Appropriations for the 2024-25 Fiscal Year
  - G. Resolution 2024-06 – Allocating, Categorizing and Levying Ad Valorem Taxes
  - H. Resolution 2024-07 – Adopting a Revised Pay Matrix for City Employees
  - I. Electing a new City Council President
  - J. Disbursement of Funds – Council Activities
- VI. PETITIONS FROM THE AUDIENCE

This is a public meeting and the media may use information presented.
- VII. UPCOMING MEETINGS AND EVENTS:
  - A.** Myrtle Point Public Library Foundation Meeting – June 4, 2024, 5:00 p.m.
  - B.** Myrtle Point High School Graduation – June 8, 2024, 2:00 p.m.
  - C.** City of Myrtle Point Town Wide Garage Sale- July 13, 2024, 9:00 a.m. – 4:00 p.m.
- VIII. INFORMATION ITEMS
  - A. Myrtle Point Public Library Foundation Meeting Agenda – June 4, 2024
  - B. Myrtle Point Public Library Foundation Meeting Minutes – May 7, 2024
- IX. OTHER COMMUNICATIONS
  - A. Staff Reports
  - B. Council Concerns and Comments\*

**THE CITY OF MYRTLE POINT IS A DRUG FREE WORKPLACE**

*The meeting room is handicapped accessible. If you wish to participate or attend the meeting and need special accommodations contact the City Manager’s office at (541) 572-2626 in advance of the meeting.*

X. ADJOURNMENT

Notice given this 3rd day of June 2024 – Scott Nay, City Manager

\* indicates no material included in packet

**CITY OF MYRTLE POINT  
CITY COUNCIL MEETING MINUTES  
Regular Meeting  
Monday, May 6th, 2024 – 6:30 p.m.,  
Flora M. Laird Memorial Library Meeting Room  
435 5<sup>th</sup> 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  
Scott Nay, City Manager  
Doug Ligons  
Kathy Lewis\*

Willy Burris, Fire Chief  
Amy Bruno, Library Director  
Ginny Groce, Accountant

(\* indicates remote attendance)

**CALL TO ORDER**

Mayor Clayburn called the City Council meeting to order at 6:30 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 April 1, 2024 Regular Meeting. Councilor Wood moved to accept the minutes as presented. Councilor Hawker seconded the motion which carried unanimously.

**ACTION/DISCUSSION ITEMS**

**A. ODFW Presentation- Stuart Love- Wild Turkeys/other wild animals within city limits.**

Mayor Clayburn announced the Presentation by ODFW representative Stuart Love of wild turkeys and other wild animals within city limits. Mayor Clayburn noted that the presenter, Stuart Love, was not present at the meeting and the decision was made to move on with the other agenda items and return to this agenda item later in the meeting should Presenter show up in attendance.

**B. Discussion/Review- Draft copy of city of Myrtle Point “Feeding of Wild Animals” Ordinance; Copies of City of Bandon and City of Philomath “Feeding of Wild Animals” Ordinances.**

Mayor Clayburn announced the decision to move on with other agenda items and return to this agenda item later in the meeting.

### **UPCOMING MEETINGS AND EVENTS**

- A. Myrtle Point Public Library Foundation Meeting – May 7, 2024, 5:00 p.m.
- B. 2nd City of Myrtle Point Budget Committee Meeting – May 13, 2024, 7:30 p.m.

### **INFORMATION ITEMS**

- A. Myrtle Point Public Library Foundation Meeting Agenda – May 7, 2024
- B. Myrtle Point Public Library Foundation Meeting Minutes - April 2, 2024

### **OTHER COMMUNICATIONS**

#### A Staff Reports:

1. Manager Nay reported on the following:

**NPDES Permit Process update:** explained that this is the DEQ proposed Water Quality Permit renewal that we are required to do as part of our Sewer Plant operations.

Indicated that Leadman Ramsey and Manager Nay completed the applicant review period with submitted questions as of April 3, 2024. Those questions were answered by DEQ and so we are currently in the next phase which is the public comment period which ends on May 31, 2024.

**Possible change in July 1, 2024 council meeting date:** Manager Nay stated that the scheduled July 1, 2024 council meeting was on Monday with the 4<sup>th</sup> of July on Thursday. Manager Nay asked if there was going to be any conflicts in meeting on that date with it so close to 4<sup>th</sup> of July? Council members were in full agreement to go ahead and keep the July 1, 2024 date for the July council meeting.

**Changes to Staff Reporting process:** Manager Nay stated that he has requested to have all the Department Head staff reports for council meetings be submitted to him in writing prior to council meetings, so that these reports can be included in council packets for review prior to the meetings.

2. Accountant Groce reported on following:

**2024/25 budget prep** – Changes requested at the 1<sup>st</sup> Budget meeting held on April 22 2024 have been implemented in the budget document and will be presented to Budget Committee on May 13<sup>th</sup>, 2024 for approval.

**Property and Liability Insurance Renewals** – The annual renewal for our property and liability insurances has been reviewed by managers and completed for the 2024/25 fiscal year.

**Paid Leave Oregon** – Accountant Groce reported that employees are using the Paid Leave Oregon policy that we purchased through The Hartford. So far, city employees have had four claims and there are three more claims in the works.

**State Unclaimed Properties** – Wanted to let council know that each year the State of Oregon requires us to submit outstanding funds as unclaimed property to them to hold until those persons come forward to claim them. She had gone online and found that many of our employees and/or their families had monies deposited with the State waiting to be claimed. Encouraged people to check into this for themselves.

3. Police Chief Robinson reported on following:

**Bomb Threat at Myrtle Point High School** – Chief Robinson reported that today, May 6<sup>th</sup>, 2024 Myrtle Point High School had a bomb threat called in. Administration at The High School called the Myrtle Point Police Department and Chief Robinson and officer Lance Pierce responding in person to the High School. Chief Robinson indicated that from the initial bomb threat call in, it did not seem like a credible threat. After discussion with High School Administration and District Superintendent, the decision was made to

evacuate all students to a safe area at the fairgrounds and then to do a search of the school. Chief Robinson indicated that the search went well at the high school and nothing was found to indicate a bomb was in the building or on-site. He did indicate that there were issues on the school's side of things during the evacuation. Chief Robinson indicated that PD had contacted the FBI and then got a tip from another student and working together on these they identified a juvenile suspect and parents of suspect were contacted. Chief Robinson indicated that as a juvenile and due to regulations surrounding such, the suspect was not taken into custody initially, but turned over to the parents. Chief Robinson stated that there was now no threat to the safety of the community and that the suspect would be charged with a crime. Chief Robinson reported that he also took part in a roundtable discussion with School Administration and teachers later in the day to talk about what went well and what did not go well. Chief indicated that what he identified from this exercise was that he did not contact Fire/Ambulance Chief Willy Burris about the incident, as Chief Burris was out on an ambulance call. However, Chief Robinson said he should have contacted Chief Burris and publicly apologized. There was some further general comments/discussion with Council Members regarding the bomb threat incident.

**Personnel:** Officer Pierce will be attending military annual training, May 27th-June 14th, 2024; Officer Gilbert will be on Paternity Leave as of May 26th, 2024. PD will have some staffing challenges coming up.

**Training and Activities:**

- Chief Robinson and Sergeant Harris participated in Officer Involved Shooting (OIS) Investigations Training.
- Emergency Vehicle Operators Course (EVOC), April 2th- May 1st, 2024.
- Sergeant Harris is attending Crisis Intervention Training (CIT), May 6th-10th, 2024.
- The "Pin Blue Line" police team challenge bowling pin charity shoot, May 18th, 2024.
- Officers Pierce and Angove are attending Report Writing Training, May 21st, 2024 (online).
- ETHOS Academy Ethics/Leadership training, May 23<sup>rd</sup>, 2024.
- We have started School Zone targeted traffic enforcement patrols due to more complaints from the public.

**Radio/Dispatch Project Update:** Have not received any new numbers for services for this and financially will probably need to look for alternative funding sources in the new 2024-25 budget year. There may be some possibility of a relocation of a repeater being set up near Myrtle Point area, which would help this issue.

4. Public Works Leadman Ramsey reported on the following:

**Water Reservoirs:** We have 3 quotes for insert valve for inlet to the big tank. We accepted bid for \$19,900 from Fergusson water works. We are working on getting 3 quotes for the repair of the slide area. One bid has come in for just under \$60,000.

**Pavement Patching:** There will be another round of patching our streets in this budget year. We will be spending around \$45,000 for this. Some of the sites include View Street- 3 squares, Kincheloe St. at the bottom, and Spruce St. These areas are being painted with white boxes around the areas to be patched.

**Sidewalks at North Bend Medical Center Clinic:** There is a section of sidewalk torn up and blocked off for replacement along 3rd street and Maple Street. Public Works will be working on getting some forms put up and concrete poured for new sidewalks.

**Harris St. project update:** Waterline is completed and online. The project plans called for a 2" asphalt grind and digging down at 6<sup>th</sup> and Harris. During the grinding we found there was only 2 inches of asphalt around all intersections and most of the sides of Harris with dirt underneath that. For the street to be done right we would have to sub excavate 12 inches and then rebuild

the subgrade which is outside of the scope of work in the contract and would cost extra to do. We declined the extra added cost, as we do not have money for it in the budget. That is why Harris Street is closed from 7<sup>th</sup> Street to 4<sup>th</sup> Street, as even light traffic would have a damaging effect to what is left on the street. The Contractor will be placing a 3" asphalt overlay instead of the 2" as planned in the contract. Johnson Rock Products has scheduled paving for Wednesday, May 8<sup>th</sup>, 2024. Working with the School District on alternative bus pick-ups for Wednesday. Leadman Ramsey also apologized to Fire Chief Burris for not letting him know of the Harris St. closure.

**Sewer Treatment Plant update:** The treatment plant is getting cleaned up and personal belongings are being moved off the Plant site. As part of the DEQ draft permit process the city will have to bring our phosphorous numbers down by injecting alum into our basins. We have received our alum and are working on the dosing. We are also having a little problem with duck weed and are working to resolve the issue. Leadman Ramsey also stated that with this last heavy rainfall event over the last week we did get over 2 inches of rain which gave us what we needed to meet the I & I detection project requirements. Councilor Hawker asked a question re: Harris St. Project- He asked if adding the 3" asphalt overlay instead of the 2" per contract add more money to the original bid? Manager Nay answered by stating that, Yes, it added more to the contract, but by deleting many other things that were not needed to be done because of scaling down of the project the overall increase cost to the total project amounted to \$3300 or less than 1% increase, which is really good.

**View Street concern update:** Leadman Ramsey has met with the Maintenance person from E.L. Edwards Realty, who manages the apartments on View St. and they are agreeable to share in the cost of fixing the issue with the water drainage on the east side of the street along their property. Leadman Ramsey does not have a solid cost or dollar amount for the project yet, as he needs to do some measurements for drain pipe and come up with costs of two new catch basins along the apartment complex property. The city will also be giving them the option of fixing their driveway entrance to the apartments after the city fixes the drainage issue along the street. Leadman Ramsey agreed at Mayor Clayburn's request, to contact Stephanie Martell the property owner who initiated the concern, to let her know the status of the project and how the City is going to fix the situation.

5. Library Director Bruno reported on the following:

**Reading club:** Our 8 weeks of Wings of Fire Club had 6-10 kids per session. Pokemon Club started this month and the library expects similar numbers of kids as attended the Wings of Fire Club. Library now has 2 adult book clubs meeting weekly in the Oregon Room. Library personnel are working on the Toddler reading time program, which will start after the summer reading is over.

**Grants:** The library and foundation have each won a grant from the Barbara E. Knudsen Foundation. The Library won \$1309 to support monthly multigenerational programs both in house and outreach using a curriculum called Bi-Folkal. The foundation won \$1088 for a digital wall display as well as software and hardware to use it. The Library is collaborating with the Senior Center to display their menus on the display board, as well as possibly being used for kids artwork displays, etc.

**Distribution Formula update:** Director Bruno was happy to announce that the Coos County Board of Commissioners have approved of the CCLB formula that allocates funds to the individual libraries in our organization. Flora M Laird Library will only be taking a small cut in the allocation and have prepared for and absorbed it in the funding for the 2024-25 budget year.

6. Fire Chief Burris reported on the following:

**Pet Rescue Kit:** The Ambulance Department has recently purchased 4 new updated Pet Rescue Kits. Chief Burris brought a sample kit with him and displayed one to the council.

The Department is currently in the middle of training on these with staff. These kits mainly contain oxygen masks for varying sizes of pets.

**Myrtle Point Health District 5 yr. operating levy ballot measure:** Chief Burris noted the new measure on the ballots. He gave a brief history of the Myrtle Point Health District and its original tax rate of .20/\$1000. He noted that this rate has not changed since the districts inception in 1991. He noted that the function of the Health District was and still is to support the MP ambulance program and services. The new rate increase being asked for is .30/\$1000. The Health District is asking for the community's support and wanting to get the word out on this measure.

**Personnel:** Two FT employees will be out very soon on "Baby Leave". Staffing will be challenging, but the department will cover the shifts as needed.

Councilor Gibbons had a question for Chief Burris re: The Health District- Does the new tax rate that the Health District is asking for go 100% to support the Fire and Ambulance Depts.? Chief Burris answered that it goes 100% to support the Ambulance Dept.

Councilor Gibbons also asked Chief Burris about whether they would transport a pet to a Veterinarian if needed, for which they might have to use the pet rescue kit on? Chief Burris answered that they would, but there really is no local pet urgent care services, so mainly the Pet Rescue Kits are used for treating on-site as needed.

Councilor Hawker asked Chief Burris if, with the Pet Rescue kits, do they have the decals they can give people to put in their windows saying they have a pet. Chief Burris answered no they don't, but could probably get some.

**Action/Discussion Agenda items revisited;**

**A. ODFW Presentation with presenter Stuart Love on wild animals in city limits:**

Mayor Clayburn announced this item for a second time and seeing that the presenter was still not present, the council agreed to move on to discuss Item B.

**B. Discussion/Review - Draft Copy of City of Myrtle Point "Feeding of Wild Animals"**

**ordinance.** Mayor Clayburn announced the discussion of Draft copy of City of Myrtle Point "Feeding of Wild Animals" ordinance and review of sample ordinances from the Cities of Bandon and Philomath. Mayor Clayburn announced that this is meeting 1 of "no - public showing up" for discussion of feeding of wild turkeys within city limits.

Manager Nay started the discussion by stating that he had put together the Draft Ordinance for review by the council. He indicated that he had utilized copies of sample ordinances from the Cities of Bandon and Philomath in putting together this draft ordinance. Councilor Hawker commented on Section 5 (Penalties and Enforcement) of draft ordinance as to whether the penalties would be enforced on first offense with no warnings? Some discussion ensued on this issue with the common consensus of council, city manager and Police Department that the City's rule of thought is to give a first warning before giving an actual citation. There will be an initial education period with citizens by various notices and other resources on this ordinance once adopted. The amount of the penalties for violations was briefly discussed and general consensus is that the penalties need to be high enough to actually do some good and motivate people to not violate the ordinance. Mayor Clayburn commented on the "Waterfowl" definition under Section 2 (Definitions). There was some discussion on this among council members with no changes being proposed in the "Definition" language.

Councilor Gibbons asked the question about why the ordinance language was so complicated and why couldn't we just say "Don't feed the turkeys and if you do feed the turkeys this is the fine?" Mayor Clayburn commented that we are not limiting this

ordinance to just turkeys, but all Wild Animals. Manager Nay also commented that he agreed with Mayor Clayburn, and it was drafted in such a way that applies to all "Wild Animals". This way we don't have to keep revisiting this for each individual wild animal the City may have problems with in the future. Other discussion ensued about the feeding of "Songbirds" and hummingbirds and the types of feeders used to feed them. Mayor Clayburn re-directed discussion on this back to language in Section 3 of the draft ordinance which addresses this. Councilor Hawker also commented that the whole purpose in this ordinance is to deal with the "Wild Animals" that are a menace or nuisance and that damage private property, such as the turkeys are. Councilor Gibbons asked if the City Police will be the ones doing the enforcement of this ordinance? Police Chief Robinson answered that "yes, that is what we do." He did comment further that they would definitely take a "soft approach" to enforcement in the beginning through education of the ordinance with citizens who may be in possible violation of it. He did indicate that he and the Police Department support this ordinance. Chief Robinson did comment that the language in Section 5 (Penalties and Enforcement) should be modified to say "may" (instead of "shall") be subject to a minimum \$100 and maximum \$250 fine for each offense. Further discussion was held regarding Penalties and Enforcement with consensus being that we make the change in language from "shall" to "may" in Section 5 as proposed by Chief Robinson, and that the amount of the penalties are adequate as stated in the draft ordinance. Mayor Clayburn commented on the feeders for the "songbirds". She stated that they need to be of a type that does not attract wild animals or that other wild animals cannot get into. Manager Nay referred to Section 3 (Feeding of Wild Animals Prohibited) in the ordinance which does address this issue. Discussion ended with the City Council in agreement with the draft ordinance, with the minor changes as discussed, and to move forward with a final ordinance. Manager Nay wanted clarification from the council on the changes to be made and the only change to be made is to the wording in Section 5 from "shall" to "may". No further discussion on this was held.

### **Petitions From the Audience**

Mayor Clayburn called for petitions from the audience. Mayor Clayburn recognized Kathy Lewis, Petitioner. Kathy Lewis commented that as far as she is concerned Turkeys are a menace to her property as they will bang on her windows at her house and the windows are very large and expensive to replace if broken. She has had to use whatever means she has available to move them away from her house when they come on her property. Kathy did ask if she could comment about something with the turkeys off the record during the meeting without being recorded. Mayor Clayburn and Manager Nay responded that this is public meeting so we could not stop the recording of it per her request. Kathy Lewis did respond that she did scare the turkeys away last "Saturday" but would not say how. She did say no harm was done to the turkeys in those efforts and they have not returned since. Mayor Clayburn commented that according to ODFW hazing of turkeys is acceptable to move them off your property. Mayor Clayburn then called for other petitions from the audience and there were none.

### **Council Concerns and Comments:**

1. Councilor Hogan – Stated that he had no concerns, but wanted to comment that it has been an honor and a privilege to serve on the city council. He has appreciated working with members of the council and the city staff. He ended with saying "Thank you for allowing me this privilege".



**ADJOURNMENT**

Having no further business for the City of Myrtle Point,  
Mayor Clayburn adjourned the meeting at 7:39 p.m.

6/3/2024

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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:** Scott Nay, City Manager  
**Date:** June 3, 2024  
**Re:** Resolution 2024-03 Establishing Water and Sewer Service Rates



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## BACKGROUND

Water and Sewer user rates must be adjusted from time to time to reflect changes in costs related to operation of the systems. The last increase to the actual water and sewer consumption rates occurred July 1, 2018. Reserves and Contingencies in the Sewer Fund have been depleted and operation costs have increased due to many factors including high inflation resulting in higher than anticipated materials and personnel costs, and increasing State and Federal DEQ Permit requirements to operate the sewer plant efficiently and stay in regulatory compliance. Our current sewer service charges are not sufficient to meet the demand for increased operation costs and for the lack of operating contingency funds to cover such deficiencies. In our development of the 2024-25 budget process and calculations, it became quite clear that even with the appropriate adjustments to expenses, we were still going to have a shortfall of approximately \$51,000 in revenues to cover operational expenses which would keep us from our ability to balance the Sewer Fund budget. During our 2024-25 Budget Committee meeting there was extensive deliberation on this issue and the resulting decision was to propose a 15% increase in the sewer consumption rates for all tiers 1-7 only. This rate increase will be adequate to bring revenues in line with expenses to cover the shortfall and balance the budget for FY 2024-25. There will be no changes in the Base Rates. The Budget Committee approved the revenue adjustment produced by this increase through the approval of the 2024-25 Budget during the May 13<sup>th</sup> Budget Committee meeting. The adjustments are included in the 2025 approved Budget in the Sewer Fund Revenue category, under the line item titled **Sewer Service Charges**.

Resolution 2024-03 proposes to increase only the Sewer Rate Consumption Charges for all metered accounts. The proposed increases to the various consumption blocks are identified on the following page. The proposed fee increases will go into effect July 1, 2024.

## RELATED CITY POLICIES

None

## COUNCIL OPTIONS

- **Approve the Resolution:** SAMPLE MOTION – *"I make a motion to approve Resolution 2024-03 Establishing Water and Sewer Service Rates."*
- **Do Nothing:** No motion required.

## CITY MANAGER'S RECOMMENDATION

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

## ATTACHMENTS

- Resolution 2024-03 Establishing Water and Sewer Service Rates

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

	Existing Rates – FY 2023-24	Proposed Rates – July 1, 2024
<b>Water Service Block:</b>		
0 to 299 cu. ft.	\$2.15 per 100 cu. ft.	\$2.15 per 100 cu. ft.
300 to 599 cu. ft.	\$2.15 per 100 cu. ft.	\$2.15 per 100 cu. ft.
600 to 999 cu. ft.	\$2.25 per 100 cu. ft.	\$2.25 per 100 cu. ft.
1,000 to 2,999 cu. ft.*	\$2.35 per 100 cu. ft.	\$2.35 per 100 cu. ft.
3,000 cu. ft. and over*	\$2.45 per 100 cu. ft.	\$2.45 per 100 cu. ft.
<b>Sewer Service Block:</b>		
0 to 299 cu. ft.	\$2.80 per 100 cu. ft.	<b>\$3.22 per 100 cu. ft.</b>
300 to 599 cu. ft.	\$3.00 per 100 cu. ft.	<b>\$3.45 per 100 cu. ft.</b>
600 to 999 cu. ft.	\$3.25 per 100 cu. ft.	<b>\$3.74 per 100 cu. ft.</b>
1,000 to 2,999 cu. ft.	\$3.50 per 100 cu. ft.	<b>\$4.03 per 100 cu. ft.</b>
3,000 to 5,999 cu. ft.	\$3.75 per 100 cu. ft.	<b>\$4.32 per 100 cu. ft.</b>
6,000 to 9,999 cu. ft.	\$4.00 per 100 cu. ft.	<b>\$4.60 per 100 cu. ft.</b>
10,000 cu. ft. and over	\$4.25 per 100 cu. ft.	<b>\$4.89 per 100 cu. ft.</b>

\*Rate changes to existing above are in bold.

### Effect of Proposed Rate Changes

Based on the proposed sewer consumption rate changes indicated above, metered customers will experience the following monthly average amount of increases within their various Tier levels based on water consumption usage at the maximum in each Tier:

<b>Tier 1 – 0 to 299 cu. ft.= \$0.42/100 cu. ft.</b>	<b>Avg.= \$1.25/month increase</b>
<b>Tier 2 – 300 to 599 cu. ft.= \$0.45/100 cu. ft.</b>	<b>Avg.= \$3.95/month increase</b>
<b>Tier 3 – 600 to 999 cu. ft.= \$0.49/100 cu. ft.</b>	<b>Avg.= \$8.88/month increase</b>
<b>Tier 4 – 1,000 to 2,999 cu. ft.= \$0.53/100 cu. ft.</b>	<b>Avg.= \$15.89/month increase</b>
<b>Tier 5 – 3,000 to 5,999 cu. ft.= \$0.57/100 cu. ft.</b>	<b>Avg.= \$34.19/month increase</b>
<b>Tier 6 – 6,000 to 9,999 cu. ft.= \$0.60/100 cu. ft.</b>	<b>Avg.= \$94.19/month increase</b>
<b>*Tier 7 – 10,000 cu. ft. and over= \$0.64/100 cu. ft.</b>	<b>Avg.= \$64.00/month increase</b>

**\*Tier 7 is for very large commercial/industrial water users. Rate increase is based on the minimum usage of 10,000 cu. ft. and will vary based on usage above 10,000 cu. ft.**

**RESOLUTION 2024-03**

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

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

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

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

**WHEREAS**, the most recent update to the City’s water and sewer service rates occurred under Resolution 2021-01 which had an effective date of February 1, 2021; and

**WHEREAS**, ORS 294.160 requires the City to provide opportunity for public comment on any resolution or ordinance “prescribing a new fee or a fee increase or an increase in the rate or other manner in which the amount of a fee is determined or calculated,” and such opportunity was given at the regular City Council meeting on **June 3, 2024** and notice published in the newspaper of record on **May 22, 2024** inviting public written or oral comment.

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

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

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

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

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

**A. METHOD OF COMPUTATION**

1. Winter Rates:

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

2. Summer Rates:

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

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

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

**B. RATES**

	<b>Base Rate</b>	<b>Consumption Charges per 100 cubic feet</b>
Metered Water Service	\$43.00 per month	\$3.22 for first 299 cu. ft. \$3.45 for 300 cu. ft. to 599 cu. ft. \$3.74 for 600 cu. ft. to 999 cu. ft. \$4.03 for 1,000 cu. ft. to 2,999 cu. ft. \$4.32 for 3,000 cu. ft. to 5,999 cu. ft. \$4.60 for 6,000 cu. ft. to 9,999 cu. ft. \$4.89 for 10,000 cu. ft. and over

Senior/Disabled Discount	\$24.00 per month	\$3.22 for first 299 cu. ft. \$3.45 for 300 cu. ft. to 599 cu. ft. \$3.74 for 600 cu. ft. to 999 cu. ft. \$4.03 for 1,000 cu. ft. to 2,999 cu. ft. \$4.32 for 3,000 cu. ft. to 5,999 cu. ft. \$4.60 for 6,000 cu. ft. to 9,999 cu. ft. \$4.89 for 10,000 cu. ft. and over
Flat (non-metered)	\$73.00 per month	No consumption rate

**SECTION 3. OTHER CHARGES:**

**A. SYSTEM IMPROVEMENT CHARGES**

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

1. Water System Improvement Charge:

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

2. Sewer System Improvement Charge:

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

**B. LATE PAYMENT FEES**

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

**C. BLUESLIP FEE**

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

**D. TURN-ON AND TURN-OFF FEES**

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

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

**E. METER REINSTALLATION CHARGE**

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

**F. METER REPLACEMENT FEE**

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

**G. LEAKS**

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

**H. MONTHLY MINIMUM CHARGE**

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

**SECTION 4. NEW CUSTOMER DEPOSIT**

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

## SECTION 5. FEES FOR THE PURCHASE OF WATER

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

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

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

## SECTION 6. CONNECTION FEES

### A. WATER CONNECTION FEES:

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

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

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



**B. SEWER CONNECTION FEE**

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

**SECTION 7. REPEALER**

Resolution 2021-01 regarding changes to the water and sewer utility rate schedule is hereby repealed.

**SECTION 8. EFFECTIVE DATE**

This Resolution shall become effective July 1, 2024.

Adopted by the Myrtle Point City Council this 3rd day of June 2024.

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Mayor Samantha Clayburn

ATTEST:

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Scott Nay, City Manager

# City of Myrtle Point Agenda Item Report

**To:** Mayor Clayburn and City Council  
**From:** Scott Nay, City Manager  
**Date:** June 3, 2024  
**Re:** State Shared Revenues

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## BACKGROUND

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

## RELATED CITY POLICIES

None

## COUNCIL OPTIONS

- **Approve the Resolution:** SAMPLE MOTION – *"I move to approve Resolution 2024-04 Declaring the City's Election to Receive State Revenues."*
- **Do Nothing:** No motion required.

## CITY MANAGER'S RECOMMENDATION

It is recommended to approve Resolution 2024-04.

## ATTACHMENTS

- Resolution 2024-04 Declaring the City's Election to Receive State Revenues

**RESOLUTION 2024-04**

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

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

**WHEREAS**, a public hearing on the Possible Uses of State Shared Revenues was held before the Myrtle Point Budget Committee on May 13, 2024; and

**WHEREAS**, a public hearing on the Proposed Uses of State Shared Revenues was held before the Myrtle Point City Council on June 3, 2024; and

**WHEREAS**, the City of Myrtle Point levied property taxes during the preceding fiscal year 2023-24.

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

Section 1. Pursuant to ORS 221.770, The City of Myrtle Point hereby elects to receive state revenues for fiscal year 2024-25.

Adopted by the Myrtle Point City Council this 3rd day of June 2024.

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Samantha Clayburn, Mayor

ATTEST:

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Scott Nay, City Manager/Recorder

I certify that a public hearing before the Budget Committee was held on May 13, 2024 and a public hearing before the City Council was held on June 3, 2024, giving citizens an opportunity to comment on the use of State Revenue Sharing.

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Scott Nay, City Manager/Recorder

# City of Myrtle Point Agenda Item Report

**To:** Mayor Clayburn and City Council  
**From:** Scott Nay, City Manager  
**Date:** June 3, 2024  
**Re:** Adopting the Budget and Making Appropriations

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## BACKGROUND

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

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

Resolution 2024-05 identifies total resources of **\$8,895,853** for Fiscal Year 2024-25 and total appropriations of **\$8,382,491**.

## RELATED CITY POLICIES

None

## COUNCIL OPTIONS

- **Approve the Resolution Adopting the Budget:** SAMPLE MOTION – *“I move to approve Resolution 2024-05 Adopting the Approved Budget and Making Appropriations for the 2024-25 Fiscal Year.”*
- **Do Nothing:** No motion required.

## CITY MANAGER’S RECOMMENDATION

It is recommended to adopt the budget.

## ATTACHMENTS

- Resolution 2024-05 Adopting the Approved Budget and Making Appropriations for the 2024-25 Fiscal Year

**RESOLUTION 2024-05**

**A RESOLUTION OF THE CITY OF MYRTLE POINT CITY COUNCIL ADOPTING  
THE BUDGET WITH AMENDMENTS TO THE APPROVED BUDGET  
AND MAKING APPROPRIATIONS FOR FISCAL YEAR 2024-25**

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

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

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

**SECTION 1.** To adopt the City of Myrtle Point budget for the Fiscal Year 2024-25 in the total amount of **\$8,895,853** a copy of which is on file at the Myrtle Point City Hall, 424 5<sup>th</sup> Street, Myrtle Point, OR 97458.

**SECTION 2.** To make appropriations for the purpose and in the amounts shown for the Fiscal Year 2024-25 as follows:

<b>General Fund (No. 11)</b>	City Council		
	<i>Materials &amp; Services</i>	\$	10,250
	Administration & Finance		
	<i>Personnel Services</i>	\$	147,829
	<i>Materials &amp; Services</i>	\$	14,490
	Police		
	<i>Personnel Services</i>	\$	932,370
	<i>Materials &amp; Services</i>	\$	163,910
	<i>Capital Outlay</i>	\$	15,000
	Municipal Court		
	<i>Personnel Services</i>	\$	6,348
	<i>Materials &amp; Services</i>	\$	3,850
	Public Works		
	<i>Personnel Services</i>	\$	159,275
	<i>Materials &amp; Services</i>	\$	110,850
	<i>Capital Outlay</i>	\$	40,000
	Parks & Recreation		
	<i>Personnel Services</i>	\$	12,441
	<i>Materials &amp; Services</i>	\$	8,410
	<i>Capital Outlay</i>	\$	0
	Planning & Zoning		
	<i>Personnel Services</i>	\$	8,050
	<i>Materials &amp; Services</i>	\$	11,575

General Services			
	<i>Materials &amp; Services</i>	\$	249,015
	<i>Operating Contingency</i>	\$	155,233
	<i>Transfers</i>	\$	300,770
	<b>Fund Total</b>	<b>\$</b>	<b>2,349,666</b>
Water Fund (No. 21)			
	<i>Personnel Services</i>	\$	440,563
	<i>Materials and Services</i>	\$	275,585
	<i>Capital Outlay</i>	\$	330,000
	<i>Operating Contingency</i>	\$	104,039
	<b>Fund Total</b>	<b>\$</b>	<b>1,150,187</b>
Water SDC Fund (No. 22)			
	<i>Materials and Services</i>	\$	5,500
	<i>Capital Outlay</i>	\$	16,650
	<b>Fund Total</b>	<b>\$</b>	<b>22,150</b>
Water Reserve Fund (No. 23)			
	<i>Materials and Services</i>	\$	35,000
	<i>Capital Outlay</i>	\$	86,068
	<i>Operating Contingency</i>	\$	25,359
	<b>Fund Total</b>	<b>\$</b>	<b>146,427</b>
Sewer Fund (No. 31)			
	<i>Personnel Services</i>	\$	414,053
	<i>Materials and Services</i>	\$	263,675
	<i>Capital Outlay</i>	\$	0
	<i>Operating Contingency</i>	\$	0
	<i>Bond Expenditure</i>	\$	709,587
	<b>Fund Total</b>	<b>\$</b>	<b>1,387,315</b>
Sewer SDC Fund (No. 32)			
	<i>Materials and Services</i>	\$	10,000
	<i>Capital Outlay</i>	\$	43,700
	<b>Fund Total</b>	<b>\$</b>	<b>53,700</b>
Sewer Reserve Fund (No. 33)			
	<i>Materials and Services</i>	\$	67,000
	<i>Capital Outlay</i>	\$	271,435
	<i>Operating Contingency</i>	\$	0
	<b>Fund Total</b>	<b>\$</b>	<b>338,435</b>
State Tax Street Fund (No. 41)			
	<i>Personnel Services</i>	\$	95,072
	<i>Materials and Services</i>	\$	104,800
	<i>Capital Outlay</i>	\$	63,467
	<i>Operating Contingency</i>	\$	0
	<b>Fund Total</b>	<b>\$</b>	<b>263,339</b>
Bicycle Trails/Footpaths Fund (No. 44)			
	<i>Materials and Services</i>	\$	31,271
	<b>Fund Total</b>	<b>\$</b>	<b>31,271</b>

<b>Library Fund (No. 51)</b>	<i>Personnel Services</i>	\$	270,765
	<i>Materials and Services</i>	\$	82,900
	<i>Operating Contingency</i>	\$	179,341
	<b>Fund Total</b>	\$	<b>533,006</b>
<b>Library Trust Fund (No. 54)</b>	<i>Materials and Services</i>	\$	17,930
	<i>Operating Contingency</i>	\$	8,940
	<b>Fund Total</b>	\$	<b>26,870</b>
<b>Ambulance Reserve (No. 63)</b>	<i>Capital Outlay</i>	\$	100,217
	<b>Fund Total</b>	\$	<b>100,217</b>
<b>Fire Truck Reserve (No. 64)</b>	<i>Materials and Services</i>	\$	1,000
	<i>Capital Outlay</i>	\$	35,946
	<b>Fund Total</b>	\$	<b>36,946</b>
<b>Ambulance Fund (No. 71)</b>	<i>Personnel Services</i>	\$	1,003,701
	<i>Materials and Services</i>	\$	197,285
	<i>Capital Outlay</i>	\$	5,000
	<b>Fund Total</b>	\$	<b>1,205,986</b>
<b>Fire Services Fund (No. 75)</b>	<i>Personnel Services</i>	\$	470,504
	<i>Materials and Services</i>	\$	71,657
	<i>Capital Outlay</i>	\$	0
	<i>Operating Contingency</i>	\$	0
	<b>Fund Total</b>	\$	<b>542,161</b>
<b>Skip Ohlsen Trust (No. 90)</b>	<i>Materials and Services</i>	\$	47,860
	<b>Fund Total</b>	\$	<b>47,860</b>
<b>Infrastructure Fund (No. 91)</b>	<i>Materials and Services</i>	\$	7,907
	<i>Capital Outlay</i>	\$	139,048
	<b>Fund Total</b>	\$	<b>146,955</b>
<b>Total Appropriations</b>		\$	<b>8,382,491</b>

Adopted by the Myrtle Point City Council this 3rd day of June 2024.

ATTEST:

\_\_\_\_\_  
Samantha Clayburn, Mayor

\_\_\_\_\_  
Scott Nay, City Manager

# City of Myrtle Point Agenda Item Report

**To:** Mayor Clayburn and City Council  
**From:** Scott Nay, City Manager  
**Date:** June 3, 2024  
**Re:** Ad Valorem Taxes

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## BACKGROUND

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

## RELATED CITY POLICIES

None

## COUNCIL OPTIONS

- **Approve the Resolution:** SAMPLE MOTION – *“I move to approve Resolution 2024-06 Allocating, Categorizing and Levying Ad Valorem Taxes on Taxable Property within the Corporate Limits of the City of Myrtle Point for the 2024-25 Fiscal Year.”*
- **Do Nothing:** No motion required.

## CITY MANAGER’S RECOMMENDATION

It is recommended to approve Resolution 2024-06

## ATTACHMENTS

- Resolution 2024-06 Allocating, Categorizing and Levying Ad Valorem Taxes



**RESOLUTION 2024-06**

**A RESOLUTION OF THE CITY OF MYRTLE POINT CITY COUNCIL  
ALLOCATING, CATEGORIZING AND LEVYING AD VALOREM TAXES  
ON TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE  
CITY OF MYRTLE POINT FOR THE 2024-25 FISCAL YEAR**

**WHEREAS**, The City of Myrtle Point has taken all actions required by Oregon Budget Law to adopt a budget for the Fiscal Year 2024-25; and

**WHEREAS**, the budget for Fiscal Year 2024-25 was adopted by the Myrtle Point City Council on June 3rd, 2024; and

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

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

**SECTION 1.** The City of Myrtle Point hereby imposes the taxes provided for in the Adopted Budget at the rate of \$7.9950 per \$1,000.00 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2024-25 upon the assessed value of all taxable property within the City of Myrtle Point.

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

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

Adopted by the Myrtle Point City Council this 3rd day of June 2024.

\_\_\_\_\_  
Samantha Clayburn, Mayor

ATTEST:

\_\_\_\_\_  
Scott Nay, City Manager

# City of Myrtle Point Agenda Item Report

**To:** Mayor Clayburn and City Council  
**From:** Scott Nay, City Manager  
**Date:** June 3, 2024  
**Re:** Resolution 2024-07 Adopting a Revised Pay Matrix  
for City Employees



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## BACKGROUND

The City of Myrtle Point pays employees based on a Pay Matrix with each full-time position having a Pay Range set by the City Council. The FY 2024-25 Approved Budget incorporates a 4% cost of living adjustment (COLA) for city employees. The Pay Matrix included with the attached Resolution 2024-07 adjusts salaries of the various ranges and steps to account for the COLA.

## RELATED CITY POLICIES

None

## COUNCIL OPTIONS

- **Approve the Revised Pay Matrix:** SAMPLE MOTION – *“I move to approve Resolution 2024-07 Adopting a Revised Pay Matrix for City Employees.”*
- **Do Nothing:** No motion required.

## CITY MANAGER’S RECOMMENDATION

Approve Resolution 2024-07

## ATTACHMENTS

- Resolution 2024-07 Adopting a Revised Pay Matrix for City Employees

**RESOLUTION 2024-07**

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

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

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

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

**WHEREAS**, the Myrtle Point Budget Committee approved the 2024-25 Proposed Budget which included a 4% cost of living adjustment (COLA) for employees; and

**WHEREAS**, the attached Pay Matrix has been adjusted to account for the 4% COLA.

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

SECTION 1: To adopt the 2024 Pay Matrix appended hereto and labeled “Attachment A” as the official Pay Matrix for employees of the City of Myrtle Point.

SECTION 2: The 2024 Pay Matrix appended hereto and labeled “Attachment A” shall supersede any previous versions of the Pay Matrix for the City of Myrtle Point.

SECTION 3: To make this Resolution effective July 1, 2024 upon its adoption by the City Council.

Adopted by the Myrtle Point City Council this 3rd day of June 2024

ATTEST:

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Samantha Clayburn, Mayor

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Scott Nay, City Manager

City of Myrtle Point  
Pay Matrix

4% COLA

Effective: 7/1/2024  
Step/Range Increase: 4%

Range	Step							
	A	B	C	D	E	F	G	H
11	2217	2306	2398	2494	2594	2698	2806	2918
12	2306	2398	2494	2594	2698	2806	2918	3035
13	2398	2494	2594	2698	2806	2918	3035	3156
14	2494	2594	2698	2806	2918	3035	3156	3282
15	2594	2698	2806	2918	3035	3156	3282	3413
16	2698	2806	2918	3035	3156	3282	3413	3550
17	2806	2918	3035	3156	3282	3413	3550	3692
18	2918	3035	3156	3282	3413	3550	3692	3840
19	3035	3156	3282	3413	3550	3692	3840	3993
20	3156	3282	3413	3550	3692	3840	3993	4153
21	3282	3413	3550	3692	3840	3993	4153	4319
22	3413	3550	3692	3840	3993	4153	4319	4492
23	3550	3692	3840	3993	4153	4319	4492	4671
24	3692	3840	3993	4153	4319	4492	4671	4858
25	3840	3993	4153	4319	4492	4671	4858	5053
26	3993	4153	4319	4492	4671	4858	5053	5255
27	4153	4319	4492	4671	4858	5053	5255	5465
28	4319	4492	4671	4858	5053	5255	5465	5684
29	4492	4671	4858	5053	5255	5465	5684	5911
30	4671	4858	5053	5255	5465	5684	5911	6147
31	4858	5053	5255	5465	5684	5911	6147	6393
32	5053	5255	5465	5684	5911	6147	6393	6649
33	5255	5465	5684	5911	6147	6393	6649	6915
34	5465	5684	5911	6147	6393	6649	6915	7192
35	5684	5911	6147	6393	6649	6915	7192	7479
36	5911	6147	6393	6649	6915	7192	7479	7778
37	6147	6393	6649	6915	7192	7479	7778	8089
38	6393	6649	6915	7192	7479	7778	8089	8413
39	6649	6915	7192	7479	7778	8089	8413	8750
40	6915	7192	7479	7778	8089	8413	8750	9100

# City of Myrtle Point Agenda Item Report

**To:** Mayor Clayburn and City Council  
**From:** Scott Nay, City Manager  
**Date:** June 3, 2024  
**Re:** Disbursement of Funds – Council Activities

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## BACKGROUND

At the end of each fiscal year, the Myrtle Point City Council has traditionally distributed any remaining money in the Council Activities line of the City Council division of the General Fund. This line had \$1,000 budgeted in Fiscal Year 2023-24 and currently there is \$630.00 remaining. Requests for support have been received from the Myrtle Point High School 2023-24 Yearbook Business Ad, Myrtle Point High School Equestrian Team, Myrtle Point High School Fall & Winter Sports Program. Current dispersed funds year-to-date for 2023-24 have been used as follows:

*\$250.00 to Myrtle Point High School Equestrian Team*  
*\$120.00 to Myrtle Point High School 2023-24 Yearbook Business Ad*

## RELATED CITY POLICIES

None

## COUNCIL OPTIONS

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

## CITY MANAGER’S RECOMMENDATION

Funds may be disbursed at City Council’s discretion.

## ATTACHMENTS

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

MYRTLE POINT PUBLIC LIBRARY FOUNDATION

MONTHLY MEETING

JUNE 04, 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

SOLAR

LEAVES

LIBRARY EVENTS

GARAGE SALE

FUNDING FORMULA INFORMATION

OTHER BUSINESS

NEXT MEETING

ADJOURN

THE CITY OF MYRTLE POINT IS A DRUG FREE WORKPLACE.

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

MYRTLE POINT PUBLIC LIBRARY FOUNDATION

MONTHLY MEETING

May 07, 2024

5:00 pm

MINUTES

President Huntley called the meeting to order at 5:05 pm. Directors attending: Debbie Bushnell, Carol Runde, and Barbara Caffey. Also attending: Amy Bruno, Library Director, and Karen Fritz.

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

TREASURER'S REPORT: The treasurer reported no new transactions. A check was recently received in the amount of \$650.00. It is the last contribution from a payroll deduction gift and will appear in next month's treasurer's report.

It was noted that the standing monthly payroll donation will cease because the donor's employer is requiring donations to go to nonprofits on a list the employer provides.

AUDIENCE: Debbie nominated Karen Fritz to a position on the Myrtle Point Public Library Foundation Board. Carol seconded. Motion passed. Karen agreed to serve on the board.

SOLAR: Amy has an appointment with a solar energy provider on May 21 to assess the building. Some solar installers only do private homes, not commercial/public buildings. She is exploring Department of Energy Funding.

LEAVES: Sally reports that Action Trophy can produce leaves with as much engraving as needed for \$8.00. Bay Area Hospital charges \$25.00 for their honor leaves, or 5 for \$100. A heart logo can be added to the leaf. A name is needed for the tree.

Sally has some brick customers lined up. The brick order form needs to be redone.

The Foundation will charge \$25.00 for the leaves, or 5 for \$100.00

LIBRARY EVENTS: The Library and the Foundation were both invited to attend a grant writing workshop put on by the Barbara Emily Knudson Foundation. The training was produced by Grants Magic U. Barbara Caffey and Amy both attended. At the end of the training the organizations who attended were given the opportunity to submit a grant request to the Knudson Foundation. The Myrtle Point Public Library Foundation requested funding for a Smart Screen to advertise programming for the library and community organization. The funding request was for \$1080. The library asked for funding for curriculum for a specific multi-generation program. The curriculum funding request was for \$1,300. In the end, all the participants' projects were funded.

The 100<sup>th</sup> anniversary celebration is scheduled for August 10. The City has given permission to close off 5<sup>th</sup> Street from Maple to Willow. The festivities may feature hot dogs, sno-cones, a bounce house, and entertainment.

Amy has come to an agreement to hire a temporary substitute children's librarian for Summer Reading Program. She also has funding for a teen worker.

**OTHER BUSINESS:**

The book sale is tentatively scheduled for the 17<sup>th</sup> of August.

A local carpenter can strip and stain the wooden chairs for \$50.00 per chair.

Karen and Carol will work on selecting a tree.

**NEXT MEETING:** The next meeting was set for Tuesday, June 04, 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 6:53 pm.

Submitted by,

Barbara Caffey,

Secretary



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## CITY MANAGER'S REPORT

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**TO:** MAYOR & CITY COUNCIL  
**FROM:** SCOTT NAY, CITY MANAGER  
**DATE:** JUNE 3, 2024

### **Dukes Precision I&I Microdetection Study Update**

With the rainfall events in late April and early May we were able to get our minimum 1" rainfall amounts needed for the study. Therefore, this phase of the study has been completed and Dukes will be scheduling a date in early June to come out and retrieve the detection units that they installed in the manholes in March. After retrieving the detection units, they will be collecting the data from them and reporting to us on the outcomes/recommendations once they have compiled the data. We are hoping to have some hard data and direction by end of June.

### **City Council Vacancy Notice**

With Michaels Hogan's resignation from City Council in May, this leaves us with a Vacant City Council Member position. Per the City Charter a Public Notice of City Council Vacancy will be published in the Myrtle Point Herald on Wednesday, June 5, 2024. Interested parties are to submit letters of interest to City Hall by Wednesday June 19, 2024. Candidates will be interviewed at the regular City Council Meeting on Monday, July 1, 2024. **\* Please note that this position is one whose term does expire December 31, 2024 and so position will be available for filing for election.**

### **Elections Information**

I want to remind those Council Members/Mayor whose terms expire Dec. 31, 2024 that the filing period for petitions for election/re-election is from June 5, 2024- August 27, 2024. General election is scheduled for Nov. 5, 2024.

### **USDA Compliance Review and Security Inspection-**

We have a routine USDA Rural Development Civil Rights Compliance Review and Security Inspection scheduled for June 29 at 9:00am. This is related to the servicing of our loan for the Sewer Plant. The inspector will be reviewing various civil Rights Compliance documentation, as well as taking a tour of City Hall and the Sewer Plant. She will be visiting with sewer plant operator during her visit to the plant.

### **Draft "Feeding of Wild Animals" ordinance update**

I made the changes to the draft ordinance as discussed at May 6, 2024 City Council meeting. The draft has been sent to our City Attorney, Jane Stebbins for legal review and approval. I am hoping to have a final ordinance prepared for City Council review and adoption at the July 1, City Council meeting.

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## POLICE CHIEF'S REPORT

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**TO:** MAYOR & CITY COUNCIL  
**FROM:** SCOTT ROBINSON, CHIEF OF POLICE  
**DATE:** JUNE 3, 2024

### Personnel Report:

- Officer Pierce Military Annual Training, May 27-June 14
- Officer Gilbert Paternity Leave, On or around May 26, 2024

### Training and Activities

- Officer Angove Stolen Vehicle Recovery/Vehicle Damage
- The "Pin Blue Line" police team challenge bowling pin charity shoot, May 18, 2024
- JigSaw Productions documentary
- Officer Investigations and Arrests

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## STAFF REPORT

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**TO:** MAYOR & CITY COUNCIL  
**FROM:** GINNY GROCE, ACCOUNTANT  
**DATE:** JUNE 3, 2024

### **2024/2025 BUDGET PREP**

The Approved Budget 2024/2025 has been presented today for adoption by City Council.

### **2023/2024 FINANCIAL AUDIT**

The Audit document for 2023/2024 is expected this week from the auditors.

### **MINIMUM WAGE**

Oregon rural minimum wage will increase from \$13.20 to \$13.70 on July 1, 2024.

### **WORKERS' COMP**

The annual Workers' Comp audit with SAIF will be onsite on June 5, 2024.

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## LEAD MAN REPORT

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**TO:** MAYOR & CITY COUNCIL  
**FROM:** WAYNE RAMSEY, LEADMAN  
**DATE:** MAY 28, 2024

**We just finished another round of patching pot holes.**

**Harris St project is done, the city crews will be going by and redoing some of the drive way approaches.**

**Work is continuing on nbmc sidewalks.**

**Brush pick up is over till after fair.**

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## CITY MANAGER'S REPORT

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**TO:** MAYOR & CITY COUNCIL  
**FROM:** WILLY BURRIS, FIRE CHIEF  
**DATE:** MAY 28, 2024

### **2024-2025 Budgets**

The Budgets for the City as well as the Myrtle Point Health District and the Myrtle Point Rural Fire District have been completed and approved by the budget committees. The Myrtle Point Health District is a taxing district that supports the Ambulance Department and the Myrtle Point Rural Fire District is a taxing district that supports the Fire Department in providing fire protection outside the city limits.

### **Myrtle Point Health District 5 year Operating Levy**

We went to the voters and asked for a 5-year operating levy which was for a \$0.30/1,000. We are VERY thankful that the voters/citizens we take care of supported us and approved the increase in funding for 5 years. The current tax rate for the MP Health Dist is \$0.20/1,000 and has not been raised since voters formed the health district in 1991. This increased funding will be used to help fund the Ambulance Department. We promise to be good stewards of the tax payer's dollars. We will seek renewal of this levy in 5 years. We are sooooo thankful.

### **Wildland Fire Season**

We have been gearing up for Wildland Fire Season. Refreshing our wildland fire training and making sure our wildland equipment is ready to rock.

### **Jet Boat Races**

Myrtle Point Ambulance supported the recent jet boat races that were held on the Coquille & Rogue Rivers by providing medical standby during the event. We have been doing this for many years and really enjoy it.