



MYRTLE CREEK CITY COUNCIL  
REGULAR COUNCIL MEETING AGENDA  
MYRTLE CREEK COUNCIL CHAMBER

**AGENDA PACKET 02/06/2018**

*Executive Sessions and Regular Council meetings are being digitally recorded.*

The City Council of the City of Myrtle Creek will meet on **Tuesday, February 6, 2018 at 5:30 PM** in the Myrtle Creek Council Chamber, 207 NW Pleasant Street., Myrtle Creek, OR.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the City Recorder at 541-863-3171.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the study session and/or meeting.

**REGULAR COUNCIL MEETING – 5:30 PM**

*Anyone wishing to speak on an agenda item should complete a Public Comment Form and give it to the City Recorder. Public Comment Forms are located at the entrance to the meeting place. Anyone that wishes to comment on a subject not on the agenda will be called upon during the “Citizens Heard on Non-agenda Items” section of the agenda. Comments pertaining to specific agenda items will be taken at the time the matter is discussed by the City Council.*

**1. Call to Order/Roll Call**

**2. Pledge of Allegiance**

**3. Public Presentations - *Items that do not require immediate council action, such as presentations, discussions of potential future action items.***

**4. Consent Agenda (*requires a motion*)**

4.1 Approval of minutes of the Regular City Council Meeting for January 16, 2018

**5. Regular Agenda**

*Citizens will be provided the opportunity to offer comments on action items after staff has given their report and if there is an applicant, after they have had the opportunity to speak. Action items are expected to result in motions, resolutions, orders, or ordinances.*

5.1 Island Annexation Properties

**6. Citizens Heard on Non-Agenda Items**

- 8. City Administrator Report**
- 9. Mayor and Councilor – Committee Reports and Councilor Comments**
- 10. Executive Session**
- 11. Adjournment**



# CITY OF MYRTLE CREEK

## REGULAR MEETING OF THE CITY COUNCIL

**DATE:** January 16, 2018

**PLACE:** Council Chambers, 207 NW Pleasant St., Myrtle Creek, Oregon

**PRESIDING OFFICER:** Mayor Ken Brouillard

**COUNCILORS PRESENT:** Councilors: Gail Black, Henry Stevens, Susan Harris, Bill Burnett, and Student Representative Makayla Griffin

**COUNCILORS ABSENT:** Council President Allan Kusler

A quorum was present throughout the meeting.

**STAFF IN ATTENDANCE:** City Administrator Sean Negherbon, City Recorder Joshua Norton, Police Chief Don Brown, Public Works Director Quinn Pickering, Fire Chief Brandon Everett and Finance Officer Eadie Calkins

**CALL TO ORDER:** Mayor Brouillard called the January 16, 2018 meeting to order at 5:30 PM

### **ELECTION OF COUNCIL PRESIDENT**

Motion was made by Councilor Stevens to nominate Bill Burnett as Council President. Second to the motion was made by Councilor Harris. Vote: Motion passed unanimously.

### **CONSENT AGENDA**

#### **Part I – Approval of December 19, 2017 Council Meeting Minutes**

Motion was made by Councilor Burnett and seconded by Councilor Stevens to approve the minutes of December 19, 2017 as presented in the January 16, 2018 council packet. Vote: Motion passed unanimously.

Council pointed out grammatical mistakes in the minutes to be fixed for the record.

#### **Part II – Approval of Payroll & Claims Report for December, 2017**

Motion was made by Councilor Harris and seconded by Councilor Black to accept the payroll and claims report for December, 2017. Vote: Motion passed unanimously.

### **Part III – Acknowledge Receipt of City Committees/Commission Reports**

Motion was made by Councilor Stevens and seconded by Councilor Harris to acknowledge receipt of Part III of the Consent Agenda as presented in the January 16, 2018 council packet. Discussion: Councilor Stevens pointed out that SES (Seniors Escorting Seniors) received a grant from the tribe.

Vote: Motion passed unanimously.

### **REGULAR AGENDA**

#### **Budget Calendar for 2018-19 Fiscal Year**

Motion was made by Councilor Stevens to approve the Budget Calendar for 2018-19 Fiscal Year as presented in the January 16, 2018 council packet. Second to the motion was made by Councilor Harris. Vote: Motion passed unanimously.

Received

#### **City Audit Review – Jeff Cooley, CPA**

Mr. Cooley noted that the City was in a good financial position. The City requires approximately 5 million dollars to operate.

Councilor Stevens inquired on the City's overages; Mr. Cooley responded that overages are a healthy reserve.

#### **City Sponsored Table for Citizen of the Year Banquet**

Motion was made by Councilor Black to approve two corporate tables for the Citizen of the Year Banquet. Second to the motion was made by Councilor Harris. Vote: Motion passed unanimously.

#### **Release of Restrictive Covenant: 157 SE Pete's Ave.**

Councilor Stevens made a motion to release the Land Use Restrictive Covenant on 157 Pete's Ave. dated May 3, 2004. Second to the motion was made by Councilor Harris. Vote: Motion passed unanimously.

#### **Citizen's Complaint Regarding Nuisance Properties**

Mayor Brouillard informed the Councilor of an email the City received regarding two properties in town. After contacting the complainant, Mayor Brouillard took photos of the properties.

Councilor Burnett recommended having a work session regarding City Ordinances. Chief Brown noted that the Police Department has the city divided into 5 sections and officers are actively looking into ordinance violations.

Councilor Black suggested February 9<sup>th</sup> at 2:00pm in the Councilor Chambers, the meeting was set by Council consensus.

## **RES. NO. 18-01**

### **A RESOLUTION ANNEXING CERTAIN TERRITORY TO THE CITY OF MYRTLE CREEK AND DISPENSING WITH A CITYWIDE ELECTION ON THE QUESTION.**

City Planner Ricky Hoffman read the staff report into record.

Councilor Stevens made a motion to adopt Resolution No. RES-18-01. Second to the motion was made by Councilor Burnett. Vote: Motion passed unanimously.

## **DEPARTMENT REPORTS**

### **Finance Officer**

Finance Officer Calkins submitted her report as written.

### **Fire Department**

Mayor Brouillard asked the status of the newly purchased air packs. Chief Everett will bring one in at the next council meeting.

### **Police Department**

Police Chief Brown submitted his report into record as written.

### **Public Works Department**

Public Works Director Quinn Pickering submitted his report into record as written. Public Works Director Pickering announced that the old street signs may be auctioned off as a fundraiser for The Main Street Association.

Councilor Stevens made a motion to sell the old street signs and donate the proceeds to the MSMCA. Second to the motion was made by Councilor Black. Vote: Motion passed unanimously.

### **City Administrator Report**

City Administrator Negherbon is working on the financial effects to the island properties, should they be annexed into the City. Mr. Negherbon highlighted the News Review article about radium in the City's water. The numbers in the article don't match up to the City's records. A clarification will be printed soon. Mr. Negherbon has been researching our complaint driven ordinance policy. Councilor Stevens asked about the Urban Renewal process. Staff has not been given an update recently.

## **COUNCIL COMMENTS**

Councilor Black attended the Friends of the Myrtle Creek Library (FOTMCL) meeting yesterday evening. The organization will soon begin training sessions for their volunteers. Councilor Black will attend the upcoming DCLA (Douglas County Library Association) meeting. The FOTMCL has signed an agreement with the County to take responsibility of the books in the library. The Library Annex continues to sell books with proceeds going back to the FOTMCL. Donations upwards of \$4,000.00 have been made in Marilyn Kusler's name to purchase books.

Student Representative Makayla Griffin reported that students at South Umpqua High School are focused on finals and Winter Formal.

City Administrator Negherbon informed Council that the Police Department will be putting in a fence around the parking lot.

**ADJOURNMENT**

Mayor Brouillard adjourned the regular meeting of the City Council for January 16, 2018 at 6:27 PM.

\_\_\_\_\_  
Ken Brouillard, Mayor

**Attest:** \_\_\_\_\_  
Joshua Norton  
City Recorder

## **Island Annexation Proceedings (Public Hearing Scheduled for February 20<sup>th</sup>, 2018)**

**(Assuming Council Elects to move forward with Annexation)**

### **Legal Notices:**

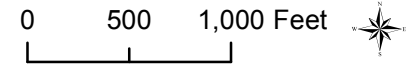
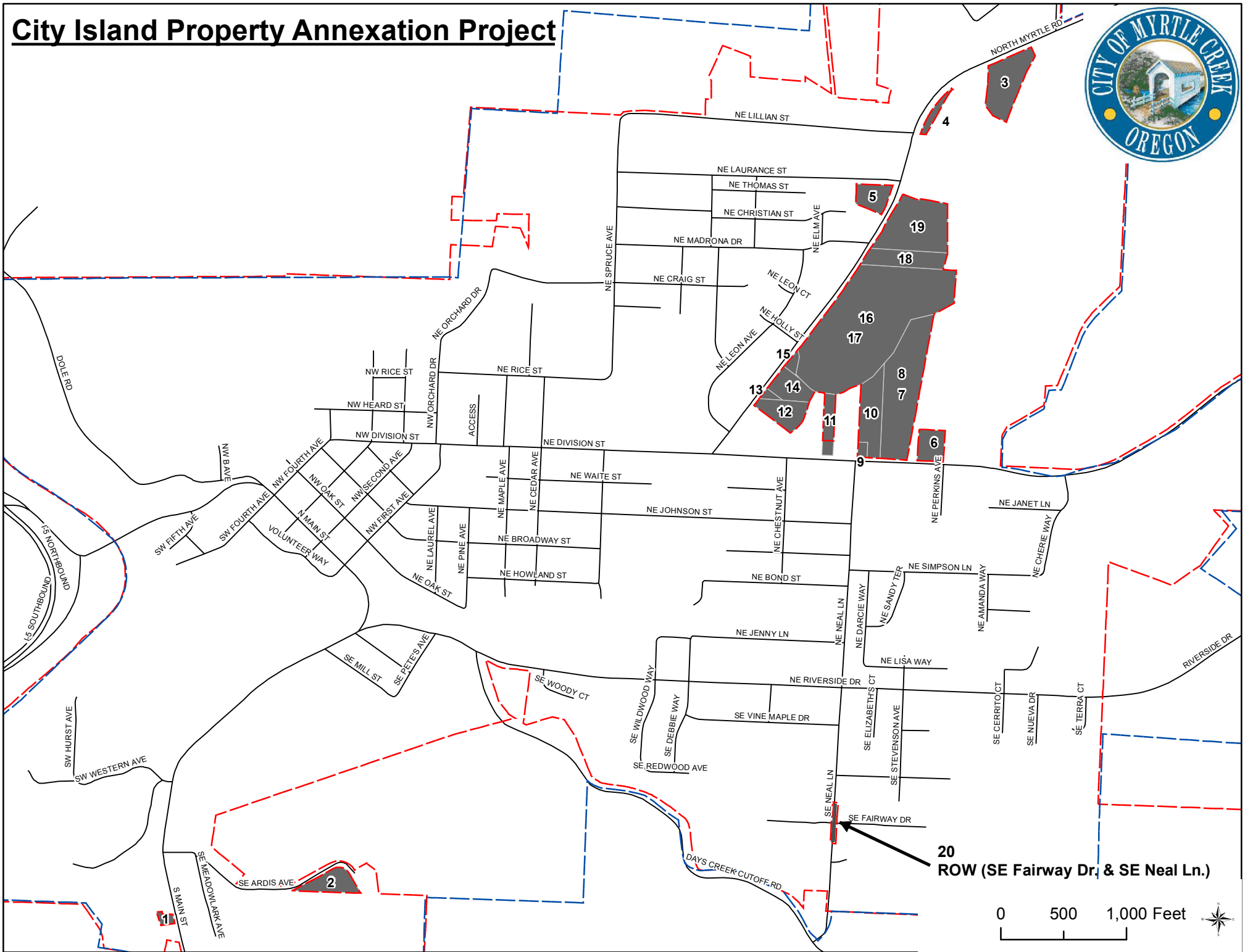
1. City to publish notice of public hearing in the newspaper of circulation for two consecutive weeks prior to hearing (Weeks of Feb. 5<sup>th</sup>-9<sup>th</sup> & 12<sup>th</sup>-16<sup>th</sup>)
2. City to post notice of public hearing in four public places within the City for two consecutive weeks prior to the hearing (Weeks of Feb. 5<sup>th</sup>-9<sup>th</sup> & 12<sup>th</sup>-16<sup>th</sup>)
  - Requires affidavit of posting
3. City to send notice of public hearing to each property owner considered for annexation
  - Requires affidavit of mailing

### **Procedure:**

1. City shall hold a public hearing and provide an opportunity for public testimony.
2. The City Council shall either decline or pass an ordinance annexing the subject properties into the City.
3. For properties subject to delayed annexation, the City Council shall specify an effective date of annexation that is at least 3 years but no longer than 10 years following the passage date of the ordinance.
4. The ordinance is then recorded with the Douglas County Clerk in order for delayed annexation to be reflected on the title of each property subject to delayed annexation.
5. The City Recorder shall then furnish a notice to property owners and effective agencies of the annexation and shall provide a notice to the Douglas County Clerk & Assessor no later than 90 days but not more than 120 prior to the effective date of each property under delayed annexation.

\*\*If a property subject to delayed annexation transfers ownership at any time prior to the effective date the property is immediately part of the city.

# City Island Property Annexation Project





Map ID No.	Prop. I.D.	Owner	Site Address	Acreage	Delayed	Water	Tax Code	Taxing Districts	Tax Rate	Property Value	Current Taxes Paid	At Myrtle	MC Tax plus	Drop in	Difference
					Annexation Required	Service						Creek Tax Rate	DFFPA <sup>4</sup>	Water Bill	to Customer
1	R62195	Larson	780 S Main St.	0.24	No	No	1906 <sup>2</sup>	TC WSA, TC Fire	9.6455	\$105,015.00	\$1,012.93	\$1,404.58	\$1,404.59		\$391.66
2	R62300	Ireland RT	0 SE Ardis Ave.	2	No	No	1907	TC WSA	7.604	\$1,925.00	\$33.40	\$25.74	\$44.50		\$11.10
3	R59794	Ireland FT	0 N Myrtle Rd.	2.98	No	No	1900 <sup>1</sup>	Doug Co	6.8662	\$30,980.00	\$212.72	\$414.36	\$414.37		\$201.65
4	R12886	Jacob	0 N Myrtle Rd.	0.45	No	No	1900 <sup>1</sup>	Doug Co	6.8662	\$200.00	\$19.98	\$21.28	\$21.43		\$1.45
5	R60270	Ferguson	1262 N Myrtle Rd.	1.21	Yes	Yes	1904 <sup>3</sup>	MC Rural	7.3599	\$105,305.00	\$775.03	\$1,408.45	\$1,408.45	624	\$9.42
6	R60487	Ingram	1121 NE Division St.	1.1	Yes	Yes	1904 <sup>3</sup>	MC Rural	7.3599	\$132,678.00	\$1,042.74	\$1,774.57	\$1,840.81	624	\$174.07
7	R60501	Clark	1051 NE Division St.	5	Yes	No	1904 <sup>3</sup>	MC Rural	7.3599	\$100,519.00	\$806.06	\$1,344.44	\$1,410.69		\$604.63
8	R141771	Clark	1051 NE Division St.	1.25	Yes	No	1904 <sup>3</sup>	MC Rural	7.3599	\$3,178.00	\$21.83	\$42.51	\$40.95		\$19.12
9	R60494	Lockwood	1015 NE Division St.	0.19	Yes	Yes	1904 <sup>3</sup>	MC Rural	7.3599	\$27,690.00	\$270.04	\$370.35	\$436.59	624	-\$457.45
10	R60508	Lockwood	1037 NE Division St.	2.6	Yes	No	1904 <sup>3</sup>	MC Rural	7.3599	\$92,235.00	\$745.09	\$1,233.64	\$1,299.89	0	\$554.80
11	R60452	Musgrave	955 NE Division St.	0.73	Yes	No	1904 <sup>3</sup>	MC Rural	7.3599	\$4,501.00	\$99.26	\$60.20	\$126.33		\$27.07
12	R60382	Martin	741 N Myrtle Rd.	1.6	No	Yes	1904 <sup>3</sup>	MC Rural	7.3599	\$75,919.00	\$625.01	\$1,015.42	\$1,081.67	624	-\$167.34
13	R60543	Martin	741 N Myrtle Rd.	0.17	No	No	1904 <sup>3</sup>	MC Rural	7.3599	\$2,567.00	\$85.15	\$34.33	\$100.59		\$15.44
14	R60536	Troller LT	837 N Myrtle Rd.	1.3	No	Yes	1904 <sup>3</sup>	MC Rural	7.3599	\$65,345.00	\$547.19	\$873.99	\$940.24	624	-\$230.95
15	R60550	Woody	857 N Myrtle Rd.	0.25	No	Yes	1904 <sup>3</sup>	MC Rural	7.3599	\$89,174.00	\$694.79	\$1,192.70	\$1,231.18	624	-\$87.61
16	R60529	Cason	1103 North Myrtle Rd.	5	Yes	Yes	1904 <sup>3</sup>	MC Rural	7.3599	\$135,088.00	\$1,060.48	\$1,806.80	\$1,873.05	624	\$188.57
17	R141770	Cason	1103 North Myrtle Rd.	12.33	Yes	Yes	1900 <sup>1</sup>	Doug Co	6.8662	\$36,138.00	\$248.14	\$483.35	\$483.36	624	-\$388.78
18	R60564	Graf RT	1167 N Myrtle Rd.	1.93	Yes	Yes	1904 <sup>3</sup>	MC Rural	7.3599	\$178,262.00	\$1,378.25	\$2,384.25	\$2,450.51	624	\$448.26
19	R60557	Eberhardt	1239 N Myrtle Rd.	4.59	Yes	No	1904 <sup>3</sup>	MC Rural	7.3599	\$131,310.00	\$966.43	\$1,756.27	\$1,756.27	0	\$789.84

20 ROW MC ROW

Average Household size of 2.46 x 12= <b>29-30 person</b> increase in population * from 3,490 to 3520 population	<sup>1</sup> No special district withdrawal needed <sup>2</sup> Withdrawal from TC Fire necessary	<sup>3</sup> Withdrawal from Rural Fire District necessary <sup>4</sup> DFFPA special assessment will remain unaffected
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System Development Charge of \$6257 for water and \$2412 would apply upon connection to water and sewer for properties without water/sewer currently.

Sewer SDC of \$2412

Water SDC of \$6257

Combined SDC charges of \$8669


<u>Current tax by rate</u>	<u>DFPA Surcharge</u>
\$1,012.92	\$0.01
\$14.64	\$18.76
\$212.71	\$0.01
\$1.37	\$18.61
\$775.03	\$0.00
\$976.50	\$66.24
\$739.81	\$66.25
\$23.39	-\$1.56
\$203.80	\$66.24
\$678.84	\$66.25
\$33.13	\$66.13
\$558.76	\$66.25
\$18.89	\$66.26
\$480.93	\$66.25
\$656.31	\$38.48
\$994.23	\$66.25
\$248.13	\$0.01
\$1,311.99	\$66.26
\$966.43	\$0.00

<b>Shared Revenue Gain from Island Annexation Population Increase</b>					
<b>Current Population 3490</b>			<b>Annex Population</b>		<b>Annual</b>
<b>3490</b>			<b>3520</b>		<b>Increase</b>
	<b>% of State Pop</b>	<b>Annual Revenue</b>	<b>% of State Pop</b>	<b>Annual Revenue</b>	
Tobacco	0.001238	\$4,405.20	0.001249	\$4,443.07	\$37.87
OLCC	0.001238	\$46,440.84	0.001249	\$46,840.04	\$399.20
Shared Revenue	0.001238	\$36,499.48	0.001249	\$36,813.23	\$313.75
Highway	0.001238	\$199,148.00	0.001249	\$200,859.87	\$1,711.87
Marijuana	0.001238	\$9,692.00	0.001249	\$9,775.31	\$83.31
<b>Total Projected Increase to Shared Revenues</b>					<b>\$2,546.01</b>

\*Revenue figures based on latest receipt of revenue, some payments are quarterly, others monthly