



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

**AGENDA PACKET 05/07/2019**

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

The City Council of the City of Myrtle Creek will meet on **Tuesday, May 7, 2019 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.**

**3.1 EMS Week Proclamation**

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

**4.1 Approval of minutes of the Regular City Council Meeting for April 16, 2019**

**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 Letter of Support - Car Charging Station**

**5.2 Letter of Support – 911 Tax and other Legislative Priorities**

- 5.3 Consideration of Planning Services Contract
- 5.4 Letter of Acknowledgment- *Cow Creek Band of Umpqua Tribe of Indians*
- 5.5 Purchase of Wastewater Equipment

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

**7. City Administrator Report**

**8. Mayor and Councilor – Committee Reports and Councilor Comments**

**9. Executive Session**

*The Myrtle Creek City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660, but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.*

**10. Adjournment**

## **EMS Week Proclamation**

*To designate the Week of May 19-25, 2019 as Emergency Medical Services Week*

WHEREAS, emergency medical services are a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of physicians, nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical service providers by designating Emergency Medical Services Week; now

THEREFORE, *I, Matthew Hald, Mayor of the City of Myrtle Creek, Oregon in recognition of this event do hereby proclaim the week of May 19-25, 2019, as*

### **EMERGENCY MEDICAL SERVICES WEEK**

*With the theme, “EMS Strong – Beyond the Call”, I encourage the community to observe this week with appropriate programs, ceremonies and activities.*

Dated: This 7<sup>th</sup> day of May, 2019

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Matthew Hald, Mayor  
City of Myrtle Creek

Attest:

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Joshua Norton, City Recorder



# CITY OF MYRTLE CREEK

## REGULAR MEETING OF THE CITY COUNCIL

**DATE:** April 16, 2019

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

**PRESIDING OFFICER:** Mayor Matthew Hald

**COUNCILORS PRESENT:** Council President Bill Burnett; Councilors: Henry Stevens, Allan Kusler, Kathi Otero, and Susan Harris

A quorum was present throughout the meeting.

**STAFF IN ATTENDANCE:** City Administrator Sean Negherbon, Police Sergeant, Public Works Director Quinn Pickering, Finance Officer Eadie Calkins and Fire Chief Manie Pires

**CALL TO ORDER:** Mayor Hald called the April 16, 2019 meeting to order at 5:30 PM

### PUBLIC PRESENTATIONS

### CONSENT AGENDA

Motion was made by Councilor Burnett and seconded by Councilor Stevens to approve the Consent Agenda as presented in the council packet. *Vote:* Motion passed unanimously.

### DEPARTMENT REPORTS

#### Finance Officer

Finance Officer Eadie Calkins submitted her report into record as written.

#### Police Department

Police Sergeant Johnathan Brewster submitted his report into record. Councilor Stevens asked about any new employees to the force; there is currently one candidate in the background process.

#### Fire Department

Fire Chief Manie Pires submitted his report into record as written. Councilor Burnett asked about the sign for the training area next to the fire department. A sign has been purchased. Fire Chief Pires also introduced council to the Fire Department's new Assistant Fire Chief Brennan Pettibone.

#### Public Works Department

Public Works Director Quinn Pickering submitted his report into record as written. Councilor Burnett recommended the City move forward with the Spring Clean Up.

## **REGULAR AGENDA**

### **Simpson Street Project PW-19-01**

Motion was made by Councilor Burnett to award PW-19-01 to Knife River Materials for \$71,985.00 and authorize the Mayor to sign the contract. Second to the motion was made by Councilor Stevens.

Vote: Motion passed unanimously.

### **Award Bid- Excavator**

Motion was made by Councilor Stevens to authorize staff to purchase an excavator from Oregon Tractor for \$49,500. Second to the motion was made by Councilor Otero.

Vote: Motion Passed Unanimously.

### **Award Bid- Tractor**

Motion made by Councilor Burnett to authorize staff to purchase a tractor from Rogue Valley Tractor for \$22,781. Second to the motion was made by Councilor Stevens.

Vote: Motion passed unanimously.

### **Review Parks Commission Application- Olivia See**

Motion was made by Councilor Stevens to appoint Celia See to the Parks Commission. Second to the motion was made by Councilor Kusler.

Vote: Motion passed unanimously.

### **Appoint Budget Committee for Urban Renewal**

Motion was made by Councilor Burnett to appoint Budget Committee Members to the Myrtle Creek Urban Renewal District Budget Committee. Second to the motion was made by Councilor Stevens.

Vote: Motion made unanimously.

### **City Administrator Report**

City Administrator Negherbon spoke of the City's current recruitment of a Water Treatment Plant Operator I or II.

### **Mayor and Councilor – Committee Reports and Councilor Comments**

Councilor Burnett gave a brief overview of the most recent LOC conference in Ashland.

Phase two and three of the Cordelia development may be in the works.

Councilor Kusler mentioned an issue he has with the amount of money the Rural Fire District pays compared to the City.

Councilor Stevens asked about the interns that are working on the City's GIS mapping; they are making good progress.

Mayor Hald had lunch with the new owners of the Grocery Outlet.

**ADJOURNMENT**

Mayor Hald adjourned the regular meeting of the City Council for April 16, 2019 at 6:12 p.m.

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Matthew Hald, Mayor

**Attest:**

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Joshua Norton  
City Recorder

# Myrtle Creek - City Council Agenda Report

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## Agenda item: Planning Services Contract

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Meeting Date:	May 7, 2019	Primary Staff Contact:	Sean Negherbon
Department:	Support Services	E-Mail:	
Secondary Dept.:		Secondary Contact:	

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**Issue before the Council:** Termination of Planning Services contract by Douglas County

### Staff Recommendation:

**Background:** For well over a decade the City of Myrtle Creek has contracted with Douglas County for planning services. Last month the County notified us they would be terminating our contract effective the third week of June. Planning services are an essential function of the City so it is imperative we take steps to provide planning services to our Citizens. Staff has identified several solutions we could take to ensure continuity of this essential service. Since time is of the essence we have started exploring each of these options.

1) In the interest of finding the best service and price, Staff has taken steps to circulate a Request for Proposals (RFP) for planning services to other qualified providers. MCMC 3.05 provides the guidelines for the City to solicit and award a contract for personal service contracts. *However, we can bypass this step with an IGA with another governmental agency.*

2) Enter into an intergovernmental agreement (IGA) with another governmental agency to provide planning services. An example of a qualified agency would be the Lane Council of Governments (LCOG).

3) Hire a full time planner. The timing for this option is a little off since our budget has already been approved. It is also most likely that we don't have the work for a full time planner.

4) Create a hybrid position between planning and public work that would provide planning services, grant writing, contract administration, GIS Mapping updates and code enforcement. We would still enter into an IGA with LCOG or another qualified agency to provide service while this position gets established.

**Related City Policies:** Myrtle Creek Municipal Code Chapter 3.05 provides direction for Public Contracting and designated the City Council as the Contract Review Board.

**Fiscal Impact:** We have approximately \$45,000 budgeted for planning services in the upcoming budget. This should be more than enough to cover any contracted planning services. In order to hire a planner we would most likely have to amend the budget to move those funds to personnel services. Public Works has an unfilled PW Foreman position that could be used to fund up to half of the position if a hybrid position were created.

### Council Options:

- Staff has circulated an RFP for planning services. Council could award a contract for planning services at the May 21, 2019 meeting. *Requires consensus of Council*
- Enter into an IGA with a qualified provider. *Requires motion and second.*
- Direct Staff to start the recruitment process to hire a planner. Enter into IGA with LCOG *Requires consensus of Council.*

- Take no action.

1/05/2019

**RE: Public Authority Letter of Acknowledgement**

To Whom It May Concern:

The Cow Creek Band of Umpqua Tribe of Indians have identified portions of City of Myrtle Creek roadway system listed on the attached table and maps. These essential routes are crucial to the Tribe's access to goods and services, existing and potential economic development as well as emergency evacuation and response. Tribal members use these routes for daily living and access to schools, employment, mail, shopping, healthcare, traditional and recreational activities.

City of Myrtle Creek is currently responsible for the maintenance of these roads, and has sufficient funds to meet its maintenance responsibilities if and when a road section is improved. These roads are currently open to the public and will remain open to the public after they are added to the Cow Creek Band of Umpqua Tribe of Indians National Tribal Transportation Facility Inventory (NTTFI), formally Indian Reservation Roads (IRR) Program. Allowing the Tribe to include these roads on the NTTFI simply allows the Tribe the opportunity to provide potential funding to future roadway improvement projects. In no way does this action render the City of Myrtle Creek less responsible for the road or in any way impact roadway ownership.

City of Myrtle Creek understands the importance of this route to the Cow Creek Band of Umpqua Tribe of Indians and is aware that this road may need improvement at present and in the future to maintain public safety. If the Tribe with full approval from City of Myrtle Creek does perform roadway improvements to any of these sections of roadway, City of Myrtle Creek agrees to continue the required maintenance on the roads as it is presently City of Myrtle Creek's responsibility.

Therefore, in accordance with 25 CFR, Part 170, the Cow Creek Band of Umpqua Tribe of Indians in conjunction with City of Myrtle Creek is requesting the BIA DOT to accept the route(s) into the NTTFI.

Sincerely,

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Cow Creek Band of Umpqua Tribe of Indians  
Representative

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City of Myrtle Creek Representative

Route Name	Route Number	Section Number	Ownership	Class	Length(miles)	Bridge Number
Old Pacific Hwy	0051	010	4-Urban	4-Rural Major Collector	0.1	
Old Pacific Hwy	0051	020	4-Urban	4-Rural Major Collector	0.5	
NE Division St	0070	010	4-Urban	6-City Minor Arterial	0.7	
NE Division St	0070	020	4-Urban	6-City Minor Arterial	0.1	
NE Division St	0070	030	4-Urban	6-City Minor Arterial	0.0	000019C03518076
NE Division St	0070	040	4-Urban	6-City Minor Arterial	1.0	
SE Redwood Ave	0108	010	4-Urban	3-City Local	0.1	
SE Debbie Way	0109	010	4-Urban	3-City Local	0.1	
Riverside Dr	0110	010	4-Urban	6-City Minor Arterial	0.2	
Riverside Dr	0110	020	4-Urban	6-City Minor Arterial	0.0	00019C34018A018
Riverside Dr	0110	030	4-Urban	6-City Minor Arterial	0.3	
NE Myrtle Ave	0115	010	4-Urban	3-City Local	0.2	
Leon Ave	0116	010	4-Urban	3-City Local	0.2	
SE Wildwood Wy	0117	010	4-Urban	3-City Local	0.1	
					3.6	

# Myrtle Creek - City Council Agenda Report

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## Agenda item: Wastewater Plant Equipment

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Meeting Date:	May 7, 2019	Primary Staff Contact:	Sean Negherbon
Department:	Wastewater plant	E-Mail:	
Secondary Dept.:		Secondary Contact:	

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**Issue before the Council:** Purchase of screen for effluent pump station

**Staff Recommendation:** Purchase Amiad Screen from H.D. Fowler

**Background:** The irrigation pump system at the golf course is the property of the City of Myrtle Creek. Since the golf course was built, debris plugging the sprinklers has been an ongoing problem. The last couple of years we have been plagued with a new problem, water fleas, a tiny crustacean that leaves a hard body/shell behind when it dies. On the bright side, the water fleas are an indicator of good water quality so kudos to our wastewater treatment operators for putting out a high quality effluent water. The down side is the high chlorine dose administered when the water leaves the plant kills the fleas. We have also seen blue green algae blooms ever since we changed out to the black pond liner. Whether the liner caused the change or it is climate change to blame, the algae is of sufficient quantity to cause problems in the irrigation system. We have aerators purchased that should help control the algae blooms but we still could have the dead algae cells plaguing the irrigation system.

Currently the system has a basic 'Y' strainer that is only capable of removing large debris that could harm the pump impellers. This does nothing to stop the debris that is plugging the sprinkler heads. Given that the equipment is owned by the City and we have a need to discharge our effluent water, it is Staff recommendation to purchase a 20 micron, self-cleaning filter to clean up the water.

Staff is working to get other bids to have at Council meeting time, however, based on anecdotal evidence, the other bids will be substantially higher since HD Fowler is the distributor for these screens.

### Related City Policies:

**Fiscal Impact:** The wastewater plant has \$12,000 in the budget for capital improvement and funds remaining in equipment maintenance and repair to cover the balance. The golf course operator has agreed to cover the electrical cost of operating the aerator system and help with the installation of the filter.

### Council Options:

- Authorize purchase of Amiad filter from HD Fowler for \$17,413.
- Direct staff to do further research.
- Take no action.