

**MINUTES
DRAIN CITY COUNCIL MEETING
REGULAR MEETING
MONDAY, MAY 11, 2020**

I. OPENING OF COUNCIL MEETING

Call to Order – Pledge of Allegiance

A. Call to Order-Pledge of Allegiance

The meeting was called to order at 7:00 p.m., by Mayor Cobb. Everyone rose and said the Pledge of Allegiance to the flag led by Councilor Jones.

Present:

Justin Cobb, Mayor
Tim Addison, Council President
Marilyn Jones, Councilor
Jo Barker, Councilor
Steve Dahl, City Administrator

B. Welcome and Opening Remarks

C. Recognition of Visitors/Requests

Michael Frey-Fir St. building was not in attendance.

Sgt. Hansen with the Douglas County Sheriff's Dept. presented the monthly statistics report. There was an arrest made in connection with the recent car thefts, it was a 7 hour ordeal. The sheriff's office has been doing their part to comply with Covid-19, to prevent contact/contraction of the virus. Sgt. Hansen expressed that the geo population appears to be down right now, there hasn't been much activity in Drain. Councilor Barker inquired if 52 calls for service was high. Sgt. Hansen stated it's actually low. It's possible there is some under reporting right now with the pandemic. City Administrator Dahl inquired about Ray, Sgt. Hansen said he was released and living in a different location in Drain. Ray has bothered Penny at city hall putting his face on the window and yelling through the window. Ray followed Steve from City Hall to post office and badgered the individuals taking care of changing out the ballot box at city hall. Councilor Jones inquired about a tall, thin individual with actions that appeared to be challenged/slow. Mayor Cobb inquired if the stay at home restrictions were being enforced. Sgt. Hansen commented that enforcement is only as needed but they are trying an educational approach. The sheriff's office is doing more patrol, more activity, possible releases from the sheriff's office and they are just trying to be careful. Sgt. Hansen commented that the best source for the county is the commissioner regarding openings/closures and the most updated information. Mayor Cobb suggested that City Administrator Dahl follow up and post on the city website current information on openings/closures.

Councilor Barker inquired about the swimming pool & expressed concern regarding possible budget shortfalls due to Covid-19.

Library District was not in attendance.

II. COMMUNICATIONS AND COMMENDATIONS

A. PLANNING COMMISSION

No meeting in April.

Minutes from February 5, 2020 pending approval.

The next meeting of the Drain Planning Commission is scheduled for Monday, May 4, 2020 at 7:00 p.m. The meeting will be held in the Meeting Room of the Drain Civic Center, 205 W. A Avenue.

B. CEMETERY COMMITTEE

No meeting in April.

Minutes from February 18, 2020 pending approval.

The next meeting of the Cemetery Committee is scheduled for Tuesday, June 16, 2020 at 9:30 a.m. The meeting will be held in the Meeting Room of the Drain Civic Center, 205 W. A Avenue.

C. CIVIC CENTER

No meeting in April.

Minutes from February 18, 2020 pending approval.

The next meeting of the Civic Center Committee is scheduled for Monday, June 15, 2020 at 5:30 p.m. The meeting will be held in the Meeting Room of the Drain Civic Center, 205 W. A Avenue.

III. BUSINESS ITEMS

Consent Agenda:

1. Minutes – Regular Meeting, April 13, 2020.
2. Payment of the Bills Check #'s 254-257 & 32311-32358 in the amount of \$147,451.40 & Payroll Check #'s 9833-9847 in the total amount of \$31,428.76.

Councilor Barker made a motion to approve the consent agenda as read. Councilor Addison seconded. The motion passed unanimously.

IV. PUBLIC HEARING

Resolution No. R1920-07 Adopting a Supplemental Budget and Making Appropriations for the fiscal year 2019-2020.

The public hearing opened at 7:25 p.m., no testimony was given. The public hearing closed at 7:26 p.m.

V. ACTION ITEMS

A. Resolution No. R1920-07 Adopting a Supplemental Budget and Making Appropriations for the fiscal year 2019-2020.

During the budget process last year, we knew that there was going to be a need for a supplemental budget to cover some costs that we did not account for in the budget and also some revenue that we were expecting but was unsure of the amount. The cost is two-fold. The decision by the Council to purchase a new sweeper and the needed water line replacement on Cedar Avenue. The revenue increase comes from FEMA reimbursements and the increase of Bonneville Power payments from their energy efficiency program. The debits and credits have to equal each other that is why we had to take money from the operation contingency to make the expenses and revenue match. We are still scheduled to cover our expenses in all the funds except for waste water.

Council discussed amongst themselves, Councilor Barker inquired about definitive balance forward information. Councilor Barker stated that she is looking for a starting point from last quarter financials. Administrator Dahl explained that this isn't the whole budget just the specific budget lines that were affected. Councilor Barker inquired about specific FEMA amounts and Administrator Dahl had rounded up a FEMA amount in the water fund. Councilor Barker had questions about the wastewater fund and lack of information. Councilor Jones stated that the supplemental budget shows unexpected revenues and expenditures and must balance. Mayor Cobb tried to explain regarding the FEMA reimbursement. Councilor Barker said she understands the theory in principal. Councilor Jones told Councilor Barker she was analyzing too deeply. Councilor Barker was having problems with the proposed supplemental budget and decided to abstain. Administrator Dahl explained that the proposed supplemental budget was reviewed by an expert and that it meets legal requirements. Councilor Barker & Administrator Dahl continued to discuss back & forth. Councilor Barker stated that the numbers just don't add up. Councilor Barker inquired if the street sweeper was paid for or if it would continue to be in the budget in the future. Administrator Dahl stated the sweeper was paid for.

Councilor Jones made a motion to adopt the supplemental budget. Councilor Addison seconded. Councilor Barker did not vote & requested more information. Mayor Cobb did not vote and was in agreement with Councilor Barker that the supplemental did not include enough definitive information. The motion did not pass. Mayor Cobb would like to see exact line items, where they came from & what the supplemental budget is doing to change that.

B. Ordinance No. 435 changing the name of Ordinance No. 434 to be more descriptive for future generations.

Councilor Barker did not feel that the title of Ordinance 434 described the Ordinance effectively and would like to see the name change from Food Carts to Food Trucks, Chuck Wagons, and Food Carts.

Councilor Barker stated the ordinance is written all-inclusive and would like to see the broad spectrum for future use. The change in title creates options for other "mobile" business to open.

Councilor Barker made a motion to adopt Ordinance No. 435 changing the name on Ordinance No. 434 to be more descriptive for future generations. Councilor Jones seconded. The motion passed unanimously.

C. Pay increase for non-union employees

At the last City Council meeting the Council agreed to a new five-year contract with the LIUNA Local 737. Historically, the non-union members have received the same increase as the Union Members. However, this time there was not a unified cost increase but a specific increase. Also, they had some changes within the City structure with people taking on different and more work associated with their jobs

I am suggesting the following increase for non-unionized staff:

Administrative Assistant \$24.58hr to \$28.43hr. With Dana gone she has taken the biggest hit on the increase of her responsibilities.

Billing Clerk \$16.81hr to 18.01hr she has seen an increase in responsibility since Dana has left.

Public Works Foreman \$47.12hr to \$47.64 to keep up with the lineman's pay.

Grounds/Building/Main \$17.39hr to \$18.49 to keep in line with public works pay.

Councilor Barker inquired about .52/hr. for Public Works Foreman. Administrator Dahl explained it is to keep his wage just above the lineman wage.

Mayor Cobb does not like the term Admin. Assistant for Grace. Councilor Barker said she is the general manager, Mayor Cobb stated office manager. Administrator Dahl stated the title can be changed. Councilor Barker stated that assistant is like an assistant to Administrator Dahl. Councilor Barker stated she thinks that Administrator Dahl could use an assistant for proofreading. Administrator Dahl stated he wouldn't argue about that. Councilor Jones asked if Grace could volunteer to proofread, Administrator said he's working on that. Councilor Barker stated that she had corrections. Mayor Cobb asked if there were any questions. Councilor Barker commented about possibly a skosh .75/hr-1.00/hr., the other councilors, mayor & administrator felt the proposed was adequate. Councilor Jones mentioned that the benefits have to be considered as well.

Councilor Addison made a motion to approve the pay increases for office manager, billing clerk, public works foreman, grounds/building maintenance. Councilor Barker seconded. The motion passed unanimously.

D. Engineering Contract for Electric Dept. Master Plan

OS Engineering did the last planning study and the last Arc-Flash Study that was completed in 2010. They have worked with the City for over twenty years and are familiar with the issues facing a small system like Drain's.

The Scope of the Work will include a system growth study, evaluate and forecast future loading tables and estimate feeder and substation peak loading and suggest system improvements. They will also establish realistic planning criteria and objectives to determine loading guidelines, appropriate level of backup under outage condition, economic conductor sizes, acceptable voltage drop levels, and improvement timing.

Along with evaluating the existing transmission system facilities, switching flexibility, looping capabilities, isolated segments and overall operation and performance for power supply and delivery to the City's facilities. Finally, they will review the existing system performance based on set criteria to identify and determine cost-effective measures that can improve system performance.

They will also perform the Arc-Flash study that is a couple of years overdue.

Councilor Barker made a motion to approve the engineering contract for the electric dept. master plan with the two additional tasks discussed. Councilor Addison seconded. The motion passed unanimously.

E. Cameras at the Wastewater Treatment Plant

The City has just putting in the finishing touches on the new wastewater treatment plant. Part of the things left undone was a security camera system around the plant and operations building to ensure the safety of the area. This is the same company that put the cameras around the Civic Center. They would put cameras around the plant itself to ensure that the ladders are covered. They will also put two cameras up at the operations building, one of those cameras will be fixed looking out toward the affluent field. The cameras will be uploaded into the cloud and be able to be downloaded onto your computer or the phone of our employees. This will allow them to double check the area on their phone if an alarm goes off.

The money will come out of the waste water capital improvement fund 90-1-710, which currently we have used 60,000 out of the \$180,000 in the budget.

Councilor Barker inquired about who would have access to recorded data and was informed the information is stored on the cloud and that employees and sheriff's office could access the information.

Councilor Addison made a motion to approve installing cameras at the wastewater treatment plant. Councilor Jones seconded. The motion passed unanimously.

F. Contract for Forest Management Services

The City of Drain has been trying to find a contractor to help them develop a plan to manage the City's timber around the City reservoir and sludge field. The City has gone out with a request for proposal, contacted multiple companies and were unable to find a company to work with the City to develop the forest plan.

Recently Steve Cole was recommended to the City as a consultant. He has worked with multiple land owners in the area and was recommended by them. The City Administrator asked him to develop a cost estimate on what it would cost to create a healthy forest with revenue producing trees at the forty acres sludge deposit area. The total estimate would be \$5,600, \$2,600 to develop the sale of marketable trees and \$3,000 for the required restoration.

The City Administrator then asked him for a contract for his service to be brought before the Council that outlined the scope of the work and process (Exhibit A). Also included in exhibit B is the charge per hour of the work performed.

Mayor Cobb is happy to see this and commented that Administrator Dahl did a good job on this. Councilor Jones commented concerned about reforestation herbicide. Councilor Barker commented that there are organic herbicides. Councilor Barker was concerned with the May 1st contract date and proposed changing to June 1st, council did not agree and no change was made for contract date.

Councilor Addison motioned to approve the contract for forest management services for the city reservoir and the sludge field. Councilor Jones seconded. The motion passed unanimously.

G. Resolution No. R1920-08 update US Bank signature card

It is a practice in most Oregon Cities that the City Staff has the authority to sign accounts payable, vendor checks, and payroll checks up to and with the approval of the City Council.

The financial institutions that the City of Drain has their accounts payable with requests a resolution from the Council stating who they give signing authority to.

This resolution adds signing authority to Office Manager Grace McNeil along with maintaining signing authority for the Mayor, Council, and the City Administrator Steve Dahl.

Mayor Cobb recommended to add Grace McNeil & removing Dana Benner & Michael Hogsett. Also, to correct repealed Resolution No. to R1819-07 instead of Resolution No. R1718-01.

Councilor Barker motion to adopt Resolution No. R1920-08 to update the US Bank signature card adding Office Manager, Grace McNeil, removing Dana Benner & Michael Hogsett. Councilor Addison seconded. The motion passed unanimously.

VI. DISCUSSION ITEMS

None

VII. INFORMATIONAL ITEMS

Playground
the Equipment There has been some question about why the City did not tape off playground equipment. Anna Drain Park is a County Park and although we have a maintenance agreement with the Count, I felt they would have taped off the park if they felt the need.

Public Works Last week the final touches on the Public Works Construction has been completed. They have put a new side on the Public Works Office Building. Put in steps and metal pad around the disinfectant pipes, and built a roof over the outdoor pump equipment to keep it out of the sun.

COVID-19 As of this writing there has only been one new case of COVID-19 in Douglas County in the month of April. There was not a reported case within Drain. It looks like Governor Brown may open some rural counties on or around May 15. According to reports the shelter in place order will still be in place.

Budget Meeting The City of Drain budget meeting will be held May 26, at one pm
in the meeting hall of the Civic Center

Administrator Dahl stated he has not received a proposed contract from Douglas County Planning for planning assistance.

Councilor Barker wants to bring back Resolution No. 1819-06 Banner Bank signatures cards to remove Michael Hogsett. Mayor Cobb & Administrator Dahl commented that it would be better to address this once a new councilor is appointed.

Councilor Barker requests to recall Veterans Memorial for being passed without a resolution number. A resolution number needs to be assigned.

Councilor Barker inquired about the B. Avenue property & A&K. City Administrator commented he has not heard since the current property value was provided to them.

City Administrator Dahl stated that the Budget Meeting would be on May 26th.

ADJOURNMENT

It was moved and seconded to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:18 p.m.

Justin Cobb, Mayor

ATTEST:

Steve Dahl, City Administrator