



**DRAIN CITY COUNCIL  
MEETING MINUTES  
NOVEMBER 13, 2023**

**CALL TO ORDER**

Mayor Sparhawk called the meeting to order at 6:00 p.m. in the Meeting Room of the Drain Civic Center. Councilor VanPelt led the Pledge of Allegiance.

**ROLL CALL**

City Recorder Penny Jenkins called the roll. The following were

<b>PRESENT IN THE COUNCIL CHAMBERS:</b>	Mayor Sparhawk, Councilor Vaughan, Councilor VanPelt, Councilor Decker, Councilor Lymath
<b>PRESENT VIA ZOOM:</b>	None
<b>COUNCIL ABSENT:</b>	None
<b>STAFF PRESENT IN THE COUNCIL CHAMBERS:</b>	City Administrator Jeni Stevens, City Recorder Penny Jenkins, Kaity Hardwick
<b>STAFF PRESENT VIA ZOOM:</b>	None
<b>VISITORS PRESENT IN THE COUNCIL CHAMBERS:</b>	R. Cowgill, Sharon Davidge, Brian Burk, Dana Brown-Avis, Valarie Johns, Lois Inmann, Katrina Johns, Jim Beard, Miriam Sisson, Becky Gerrard, Misty Savage, Rusty Savage, Jim Rogers, Cynthia Rogers
<b>VISITORS PRESENT VIA ZOOM:</b>	

## WELCOME REMARKS

- A. Mayor Sparhawk spoke regarding what she referred to as inaccuracies that were being spread about the Civic Center and Cemetery committees. A copy of her comments is included with these minutes.
- B. CA Stevens requested that a change in the July 10, 2023 meeting minutes be entered under the Consent Agenda items and it was entered as item "C."

## REPORTS, COMMITTEES AND COMMISSIONS

- A. Sheriff's Office Monthly Report – A deputy gave the Sheriff's Department report:
  - There were 5 Arrests, 4 Criminal Cases, 1 Non-Criminal Case, 14 Citations, 12 Warnings, 6 Field Interviews, 7 Civil Papers Served, 50 Calls for Service, 45 Traffic Stops, 2 Subject Stops, 4 Security Checks, 1 DUII and 6 Reports Taken. Mayor Sparhawk asked if there were any crazy things happening. The deputy responded not necessarily in Drain but in the outskirts, which affected Drain. He explained that a lot of the stats that we see started in Drain but moved to outside Drain.
- B. Miriam Sisson – Library (a flyer is included with these minutes):
  - The Library is celebrating its 5<sup>th</sup> anniversary and various activities were discussed by Sisson.
  - Expressed their gratitude for all of the support during the past five years.
  - In October they had 15 children's programs with 325 people attending. Sisson talked about the story walk and explained it.
  - Sisson talked about some historical items that were donated to the Library and described them. The Library has an antique cabinet that they would like to display historical items in. Sisson stated that the Library is hoping that they can partner with the City in displaying historical items.
- C. Jim Beard spoke representing the Fair Board – Beard read a letter that is included with these minutes. The Fair Board is requesting use of City property as well as a monetary donation for the North Douglas County Fair.
- D. Chamber of Commerce – CA Stevens spoke discussing a letter (included with these minutes) that Bonnie Pyles submitted regarding having a park host for Anna Drain Park revisited. Discussion was had regarding the process of setting up the park for a trailer hook-up, who the park host would report to and equipment storage.
- E. Chamber of Commerce – Donation request. CA Stevens read a letter from Ame Beard of the Chamber of Commerce (letter is included with these minutes) asking for a \$700 donation for the Christmas Extravaganza and describing the events that will be held.

- Councilor Decker asked how much the City donated last year. Councilor VanPelt answered that it was \$500. Councilor VanPelt went on to say that the reason they are asking for more this year is because they would like to put an ad in the paper. Discussion was had regarding the donation amount. Councilor VanPelt asked what is the City's budget for the rest of the year and when does the budget begin and end. CA Stevens replied that the budget is \$3,000 annually and the fiscal year starts July 1<sup>st</sup> and ends June 30<sup>th</sup>. CA Stevens said that the current budget has about \$1,700 remaining in it.
- Mayor Sparhawk said that she was assuming that Ame Beard would need an answer now due to the fact that the activities would begin in a couple of weeks. Discussion was had regarding the various activities. CA Stevens asked Jim Beard if he had any additional information about the schedule and Beard replied that he didn't.
- CA Stevens said that they could put it on this meeting's Council agenda. It was decided that the donation request would be added to the meeting under Council Business, Item "D."

F. Cemetery Advisory Committee – Next meeting will be held November 21, 2023 at 9:30 a.m.

G. Civic Center Committee – The unofficial October 16, 2023 minutes were attached to the Council packet for the November 13, 2023 meeting.

- CA Stevens read a letter authored by Wendy Fry discussing the creation of the new citizen-led Civic Center Advisory Committee. The letter is included with these minutes.
- Councilor VanPelt said that the Civic Center Advisory Committee should be included in decisions such as usage of the building. Council briefly discussed including the committee in decisions.

### **RECOGNITION OF VISITORS/REQUESTS**

A. Fire Chief Brian Burke – Burke said that he has been the fire chief for just over a year. He started as a paramedic and has worked his way up.

- Chief Burke stated that the Department has actively been pursuing grants and other funding. The Department has brought in just over 1.2 million dollars this year in grants.
- The Department has consolidated their staff. Burke discussed increases in staff made possible through grants. They have been able to increase staffing by 12 personnel.
- Department received a housing grant through Senate bill 5506. This grant allows them to purchase 2.2 acres where the current fire station is located in Rice Hill along with the Ranch Restaurant and Lounge. The funds will allow them to convert that into lodging and a regional training center. The project will take about a year.
- CA Stevens remarked that Chief Burke's information should have been included in the category of reports.

B. Dana Brown-Avis spoke:

- She is a member of the Board of Directors of the Library District. She said that they have noticed that it's only been five years since the District had been formed and all of the people at the Council table are different.
  - Brown-Davis read a letter that she had authored—the letter is included with these minutes.
- C. Lois Inmann spoke regarding her concern about the “disbursement” of the Civic Center Committee. Inmann said that she is a little confused about why get rid of a committee, when you hear on the radio and the tv all of the time them asking for community involvement on various committees. Inmann said that she thought the Civic Center Committee was doing a great job. Mayor Sparhawk stated that previously it was a City led committee and now it is a citizen-led committee and went on to explain the reasons for the change. She added that Wendy Fry will be the contact for the committee.

**BUSINESS ITEMS**

**CONSENT AGENDA**

- A. Minutes - Approval of October 9, 2023 City Council Minutes.
- B. Approval of payment of the Bills, check numbers: 347, 348, 34800 through 34874, **with the exception of voided check numbers 34792 (out of sequence), 34846 and 34858**, in the total amount of \$152,930.31. Approval of payment of the Payroll, check numbers: 10345, 10152301 through 10152308 and 10312301 through 10312308 in the total amount of \$35,297.86. **Check number 10344 was voided.**
- C. Minutes – Re-approval of July 10, 2023 City Council Minutes after correction of error.

Mayor Sparhawk entertained a motion.

**IT WAS MOVED BY COUNCILOR DECKER AND SECONDED BY COUNCILOR LYMATH TO APPROVE CONSENT AGENDA ITEMS A, B AND C.**

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

VOTE	Councilor Vaughan	Councilor VanPelt	Councilor Decker	Councilor Lymath	Mayor Sparhawk
AYES	X	X	X	X	X
NAYS					
ABSTAIN					

**COUNCIL BUSINESS**

- A. R2324-03 – A RESOLUTION APPROVING THE EXECUTION OF THE CITY OF DRAIN’S CONTRACT FOR CONSTRUCTION WITH GREG PAYNE TRUCKING AND CONSTRUCTION.**

Refer to Staff Report, Subject: R2324-03 – A RESOLUTION APPROVING THE EXECUTION OF THE CITY OF DRAIN’S CONTRACT FOR CONSTRUCTION WITH GREG PAYNE TRUCKING AND CONSTRUCTION. CA Stevens read the staff report.

Mayor Sparhawk entertained a motion.

**IT WAS MOVED BY COUNCILOR VAUGHAN AND SECONDED BY COUNCILOR VANPELT TO APPROVE RESOLUTION R2324-03.**

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

VOTE	Councilor Vaughan	Councilor VanPelt	Councilor Decker	Councilor Lymath	Mayor Sparhawk
AYES	X	X	X	X	X
NAYS					
ABSTAIN					

- B. R2324-04 – A RESOLUTION EXTENDING THE ENGINEERING AGREEMENT BETWEEN THE CITY OF DRAIN AND THE DYER PARTNERSHIP AMENDMENT #15 TO AGREEMENT.**

Refer to Staff Report, Subject: R2324-04 Dyer Engineering Contract Extension. CA Stevens read the staff report. Mayor Sparhawk confirmed that the resolution would increase the contract for an additional 3 years. Councilor VanPelt confirmed the previous expiration date of July 10, 2023 and CA Stevens said the new expiration date would be July 10, 2026.

Mayor Sparhawk entertained a motion.

**IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR DECKER TO APPROVE RESOLUTION R2324-04 EXTENDING THE ENGINEERING AGREEMENT.**

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

VOTE	Councilor Vaughan	Councilor VanPelt	Councilor Decker	Councilor Lymath	Mayor Sparhawk
AYES	X	X	X	X	X
NAYS					

ABSTAIN					
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**C. Planning Commission – Open Positions**

Refer to Staff Report, Subject: Planning Commission – Open Positions. CA read staff report. Councilor VanPelt asked for clarification on the positions and how long the openings for the positions would be advertised to the public. Discussion was had clarifying how long the advertising period would be for the positions and also for the motion to be made.

Mayor Sparhawk entertained a motion.

**IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR VAUGHAN TO APPOINT MELANIE LYMATH TO POSITION #3 ON THE PLANNING COMMISSION AND TO DECLARE POSITION #1 OPEN AND ACCEPTING APPLICATIONS.**

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

VOTE	Councilor Vaughan	Councilor VanPelt	Councilor Decker	Councilor Lymath	Mayor Sparhawk
AYES	X	X	X	X	X
NAYS					
ABSTAIN					

**D. Donation request from the Chamber of Commerce for \$700.**

Discussion was had regarding last year’s donation, the amount remaining in the budget for donations.

Mayor Sparhawk entertained a motion.

**IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR DECKER TO APPROVE A \$600 DONATION TO THE CHAMBER FOR THE CHRISTMAS EXTRAVAGANZA.**

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

VOTE	Councilor Vaughan	Councilor VanPelt	Councilor Decker	Councilor Lymath	Mayor Sparhawk
AYES	X	X	X	X	X
NAYS					
ABSTAIN					

After the vote, there was discussion regarding making personal donations and also if the Chamber was taking volunteers.

## DISCUSSION ITEMS/CITY COUNCIL COMMENT

### A. Anna Drain Park Project – Aesthetic Direction

Refer to Staff Report, Subject: Anna Drain Park Project, Presentation Regarding Aesthetics. CA Stevens introduced Kaity Hardwick. Hardwick also introduced herself and CA Stevens briefly reviewed the staff report. Hardwick stated that she is applying for a grant for Anna Drain Park. A slide show was presented for a splash pad, shade structures and playground equipment.

- Splash Pad: Councilor Decker stated that she doesn't like the Gateway to the Pacific theme but loves the Forest and Railroad themes. Councilor VanPelt agreed with Councilor Decker. Further discussion was had regarding the different themes.
- Shade Structures: Hardwick stated that the fabric shade structures are not a good option for Oregon due to the weather. She also stated that they are pricey. Hardwick showed prefabricated buildings and gave estimates of the costs. Mayor Sparhawk wanted confirmation that the City is planning on keeping the current gazebo—CA Stevens confirmed that. Discussion was had regarding different styles and sizes of buildings. Councilor Vaughan said that there are contractors in town that could build them. CA Stevens said it is possible to purchase a pre-fab building and to have local builders assemble it. CA Stevens encouraged everyone to call or email with their ideas. CA Stevens asked Council if they were thinking of a pavilion of the size of the one at the Civic Center. It was the consensus that it didn't need to be that large. Mayor Sparhawk talked about a covered area divided back to back with a bar-b-que in the middle.
- Mayor Sparhawk asked what the amount of the grant would be. CA Stevens said that she and Hardwick will put together three proposals for Council—a \$300,000, a \$400,000 and a \$500,000—and will tell Council how much that would cost the City.
- Playground Equipment: Hardwick said that the big structure is probably in good enough condition to last for quite a while. Hardwick said that there are some pieces that are in poor condition and need to be replaced. She showed several different categories of equipment that can replace the equipment. Councilor VanPelt asked what timeframe they are looking at to receive the feedback from Council. CA Stevens said that Council did not have to make a decision at that meeting, that it could be brought back up at the December meeting. Councilor Lymath liked the idea of making something up for the kids at the elementary school to judge, what do they want? CA Stevens said that that is what the Park Master Plan did and explained it to Council.
- Hardwick said that the grant cycle for the project is between January and April of this coming year. It does give a little wiggle room. CA Stevens asked Council if they wanted the existing items replaced. Councilor VanPelt said that he thought so. It was decided that a questionnaire will be done for the school. Discussion was had regarding the playground in general and other activities that can be held at the park. CA Stevens said that Parks and Rec. were also part of the Parks Master Plan.

## INFORMATIONAL ITEMS

### A. Project List Update.

Refer to Staff Report, Subject: Update – Current City Projects. CA Stevens discussed the staff report. Councilor VanPelt asked if the demolition of the old City Hall would conflict with traffic for the Christmas Extravaganza. CA Stevens said that she will get those dates to the contractor and that information to the contractor. Councilor Decker expressed concern regarding blocking streets during the church activity.

### B. ODOT – Town Hall November 15, 2023, 6:30 p.m. to 7:30 p.m. at the Civic Center Hall.

Refer to Staff Report, Subject: ODOT Town Hall – W. B Ave. and Cedar. CA Stevens said that the meeting is to discuss taking out the stop sign or leaving it. CA Stevens said that ODOT was previously contacted by about 70 people in Drain. Discussion was had regarding the town hall, setting up for the town hall and the estimated amount of people that will be attending.

## ADJOURNMENT

There being no further business, Mayor Sparhawk adjourned the regular meeting of the City Council at 7:28 p.m.



Jeni Stevens, City Administrator



Erin Sparhawk Mayor