



CITY OF DRAIN
REGULAR COUNCIL MEETING
MONDAY, DECEMBER 11, 2023
CIVIC CENTER – 6:00 PM

AGENDA

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. WELCOME REMARKS
4. PUBLIC COMMENT (A time of three minutes per citizen shall apply.)
5. REPORTS, COMMITTEES & COMMISSIONS
 - a. Sheriff's Office
 - b. Library
 - c. Cemetery Advisory Committee – Next meeting January 16, 2024 at 9:30 AM
6. CONSENT AGENDA
 - a. Minutes – Approval of November 13, 2023 City Council Minutes.
 - b. Approval of payment of the Bills, check numbers 349, 350, 34875 through 34890 and 34892 through 34922 in the total amount of \$539,993.96. **Check number 34891 was voided.** Approval of payment of the Payroll, check numbers 11152301 through 11152308 and 11302301 through 11302308 in the total amount of \$34,347.24.
7. COUNCIL BUSINESS
 - a) Cemetery Committee Positions Open
 - b) Ordinance No. 444 – AN ORDINANCE OF THE CITY OF DRAIN OREGON, AMENDING ORDINANCE 426, Section 14. Committees.
 - c) ND Fair Board Request
 - d) Chamber of Commerce request
8. DISCUSSION ITEMS/CITY COUNCIL COMMENT
 - a) Bonnie Pyles - Park Host
9. INFORMATIONAL ITEMS (previous contract agreement update, staff update, future events, local news, etc.)
 - a) Financial Update- Quarter 1
 - b) Park Survey Results

Members of the audience who wish to address the Council will be invited to do so. Speakers must use the microphone stating with their name and address prior to addressing the Council.

10. ADJOURNMENT

TIME _____

Join Zoom Meeting

Meeting ID: 871 4142 3646

Passcode: 176897

4 – PUBLIC COMMENT



**DOUGLAS COUNTY
SHERIFF'S OFFICE**

1036 SE DOUGLAS AVE
ROSEBURG, OR 97470
(541) 440-4450

CONTRACT CITY STATISTICS REPORT	
DATE FROM	DATE TO
11/01/2023	11/30/2023

	Arrests	Criminal Cases	Non Criminal Cases	Citations	Warnings	FIs	Civil Papers	Calls For Service	Traffic Stops	Subject Stops	Security Checks	Building Checks	Accidents	Drug Cases	DUIIs	Warrant Arrests	Reports Taken	Reports Written
CANYONVILLE CONTRACT	12	14	0	10	3	1	5	55	2	3	1	0	0	1	2	3	16	14
COW CREEK CONTRACT	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0
DRAIN CONTRACT	5	3	1	15	7	1	5	10	3	0	1	0	1	1	1	1	9	5
GLENDALE CONTRACT	7	8	1	1	3	0	4	19	1	1	0	0	0	0	0	3	13	10
RIDDLE CONTRACT	4	5	4	3	3	0	41	18	6	0	0	0	0	0	0	1	17	20
YONCALLA CONTRACT	5	5	2	7	5	6	4	26	2	1	0	0	1	0	0	0	12	9
Total	33	35	8	36	21	8	59	128	17	5	2	0	2	2	3	8	67	58

6 – CONSENT AGENDA

Consent Agenda:

- a. Minutes – Approval of November 13, 2023 City Council Minutes.
- b. Approval of payment of the Bills, check numbers 349, 350, 34875 through 34890 and 34892 through 34922 in the total amount of \$539,993.96. **Check number 34891 was voided.** Approval of payment of the Payroll, check numbers 11152301 through 11152308 and 11302301 through 11302308 in the total amount of \$34,347.24.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____



**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

PRESENT IN THE COUNCIL CHAMBERS: Mayor Sparhawk, Councilor Vaughan, Councilor VanPelt, Councilor Decker, Councilor Lymath

PRESENT VIA ZOOM: None

COUNCIL ABSENT: None

STAFF PRESENT IN THE COUNCIL CHAMBERS: City Administrator Jeni Stevens, City Recorder Penny Jenkins

STAFF PRESENT VIA ZOOM: None

VISITORS PRESENT IN THE COUNCIL CHAMBERS: 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

VISITORS PRESENT VIA ZOOM:

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 5th 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 1st and ends June 30th. 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

Thank you all for coming tonight. Before we get started, I would like to clarify some of the inaccuracies that have been going around the rumor mill and printed in the local paper regarding the Civic Center and Cemetery Committees. Such things as: enough time hasn't been spent on this subject, that I lied about asking a chair to call the city administrator to schedule a work session, suggesting that council has other plans for the building that they aren't sharing, that the committees are being eliminated, cut out or have been disbanded, that council is removing citizen input, that no citizens spoke in favor of changing these committees, and the list goes on. One of our council members was even called disgusting after the October meeting, simply because she had a different opinion. Lies, rumors, finger-pointing, assigning blame, hateful words, all promote division and it needs to stop.

Council has been talking about these committees for 4 months, I indeed asked the chair to call and ask for a work session and they didn't, council has no other plans for this building and cannot make changes behind the scenes, council welcomes and encourages citizen input and requests. There have been numerous citizens that have spoken with some of the council members in favor of getting rid of these committee and see no reason they should be public officials. These people didn't speak publicly because they didn't want to start an argument with their friends and neighbors. And finally, these committees are NOT nor have they been eliminated, cut out or disbanded.

I brought the idea up in the June City Council meeting as a discussion item to talk about possibly changing these committees so the members would no longer be public officials. My intentions were to delegate more responsibilities to the committees by making them informal and not Public Officials in which all rules and regulations would no longer have to be followed. Light discussion was made, and it was then added to the July council meeting.

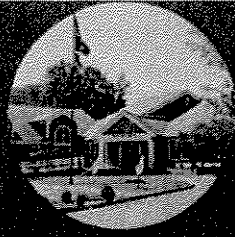
The word "dissolve" was an unintentional use, and it was never intended to make all the work of the committees disappear or be forgotten about. Advisory is what they are and will continue to be. By making this change it would allow citizens serving more room to maneuver their routines as in "meetings, members, time-frames, etc. "...

To make sure everyone is clear, the cemetery committee is continuing as a city led committee, however, through this process, it too has changed. It has a new mission and direction that every member and council embrace. These members will continue to be public officials and must follow all public meeting laws. I personally do not agree that this committee needs to remain as public officials, but the council voted against my idea. I do not think they didn't listen me or my recommendations, they simply disagreed with me.

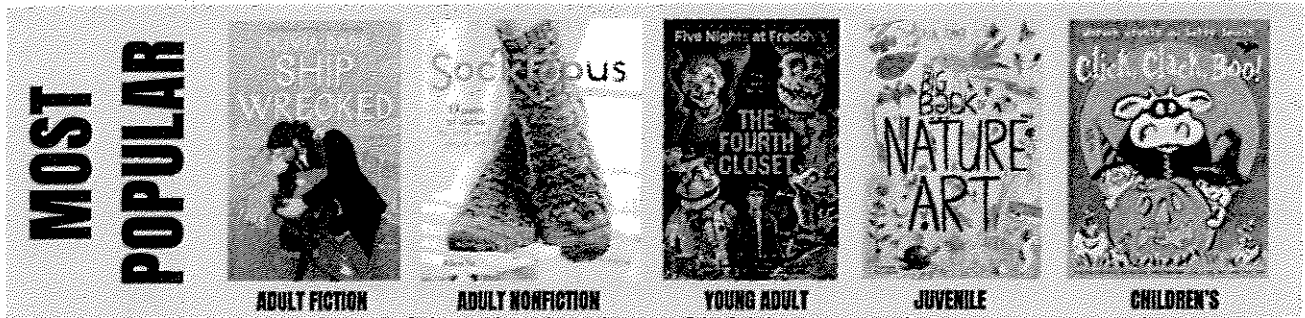
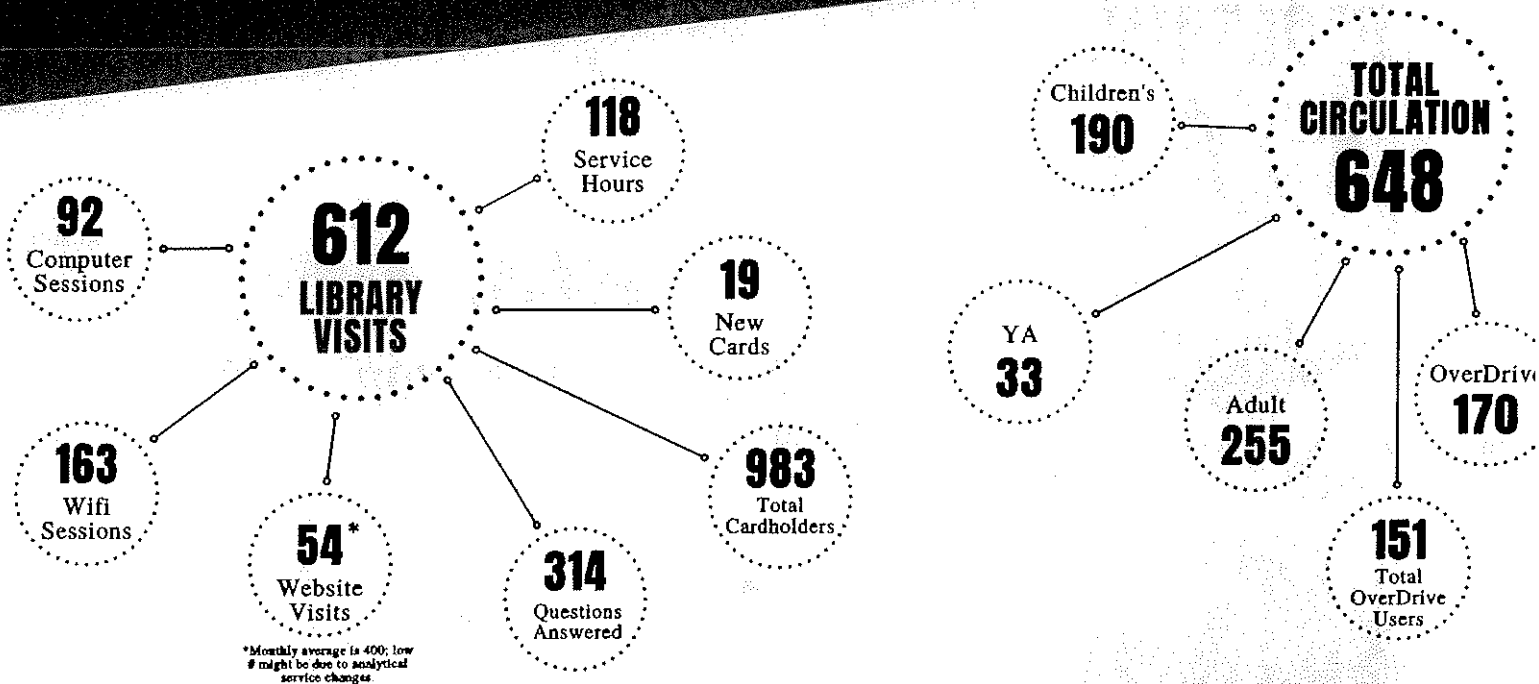
The civic center committee was changed and is continuing as a citizen led group. We are looking forward to working with this group of citizens and hearing their ideas and suggestions.

I would like to point out that history has shown that just because a committee or group isn't led by the city doesn't mean they aren't supported. In the past couple of years, council has made numerous donations of money and staff time to community groups that are not city led. These groups include Mildred Whipple Library, the Chamber of Commerce, ND Parks and Rec, ND School District to support the track team and the volleyball team and ND Fair Board.

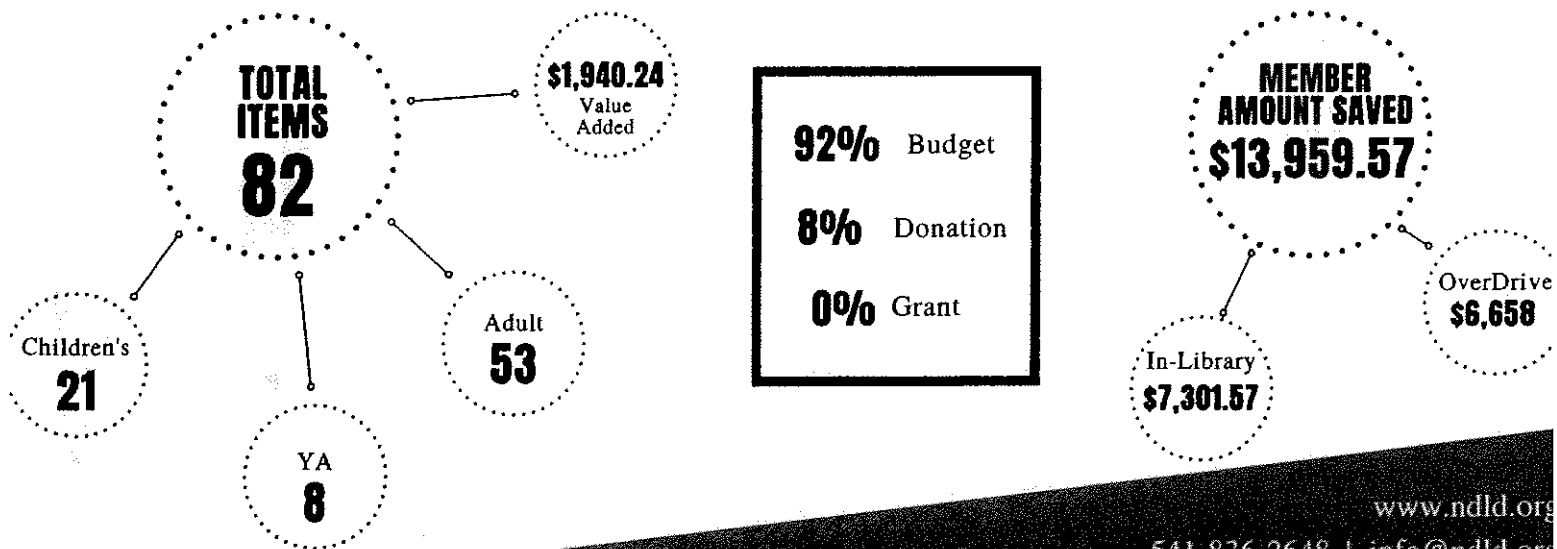
We are all friends or neighbors, our kids, grandkids, nieces and nephews go to school together or we attend church together. I hope moving forward everyone will choose to be kind to one another and work in a way that promotes collaboration and not separation. We don't have to agree on everything but we need to treat each other with kindness and respect. The words we use leave long-lasting impressions.



North Douglas Library District
OCTOBER 2023 STATISTICS
 Mildred Whipple Library



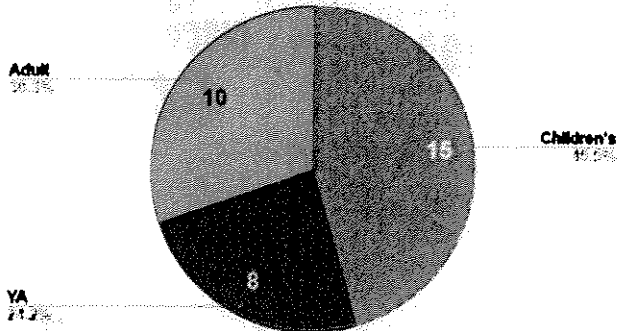
NEW ITEMS ADDED



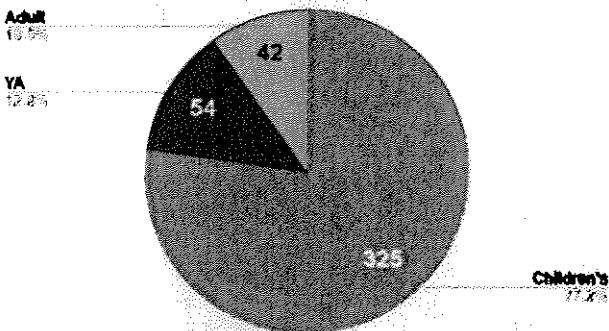
North Douglas Library District OCTOBER 2023 STATISTICS Mildred Whipple Library



PROGRAMS



PROGRAM ATTENDANCE



SOCIAL MEDIA

f **432**
Followers
393 Page Likes

i **128**
Followers

▶ **13**
Followers

Total Posts
All Platforms

3

Total Engagement
All Platforms

52

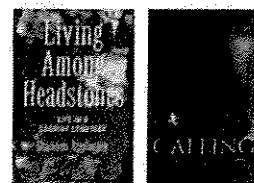
Total Reach
All Platforms

339

LIBRARY PROJECT SNAPSHOT

OREGON AUTHORS

- This fall library staff have focused on highlighting Oregon authors within the library's collections. Books are labeled with an "Oregon Author" sticker on their spine and searchable in the library's online catalog. The library follows the Oregon Library Association's Oregon Author Project criteria for Oregon authors (find more information at <https://www.olaoregonauthors.org/>). All fiction sections within the library's physical collection have been completed, and library staff will be starting on nonfiction soon.
- In September and October, the library also featured local authors in two programs. In September, the Friends of the Library hosted *An Authors' Evening* featuring local authors Michelle E. Black, Bob Crites, Janet Fisher, and Deanna Jentzsch. In October the library welcomed local author Shannon Applegate for a cozy-spooky Halloween program.
- Know of a local or Oregon author that should be included in the library's collection? Contact the Mildred Whipple Library!



www.ndld.org

541-836-2648 | info@ndld.org

205 West A Ave/PO Box 128 | Drain, OR 97435



North Douglas County Fair * P.O. Box 165 * Drain, Oregon 97435

November 11, 2023

Re: City of Drain Financial and In-Kind Request

To the City of Drain Council,

The North Douglas County Fair is grateful for the continued support for this event spanning almost a century. In the last couple of months, the fair's continuation was at a risk. Lower and lower volunteers and participation has jeopardized the fair for years and the previous board with all their efforts assured North Douglas County received the rightful claim to the longest running County Fair in all of Oregon. Through COVID and financial decline, through lack of manpower and personal sacrifice, the small, but passionate board pressed on to give Drain, Yoncalla, and Elkton that honor. This year the volunteers are lower than ever before, and the trajectory of the fair is being reconsidered as we struggle to fulfill the desires of the community on a smaller budget and with greater stumbling blocks. Thus, as we begin our 102nd year of the fair we would like to request support in the following areas.

The fair would like to request usage of the ground and civic center from the Wednesday previous to fair until the Monday after the fair in order to assure that everything is set up and cleaned up in a reasonable and acceptable manner. To have this usage and the usage free of charge. The lights for the fair strung by city. Keys to access exterior lights as to turn off for fire show. The grounds adjacent to the city property is being loaned in kind by the owner in exchange for mowing of the lawns. The fair would like to request that this continues year-round for the owner by the city. This mowing has happened for the past couple of years for only a couple of months and while the service to the fair has been most helpful, the owner has requested that it be done in tandem with the city mowing as its intention was to fulfill a need for a need. This service to our community is not a small one, but is what assures the fair stays in Drain rather than being moved to another town, as the needs of the fair and its current trajectory in growth require the grounds.



North Douglas County Fair * P.O. Box 165 * Drain, Oregon 97435

Throughout the year, the fair would like to have usage of the meeting room in the civic center free of charge and a key for the meeting room and building throughout the year in order to access it at meeting times and access storage items if necessary.

For the parade and fair, we would like to have usage of cones, blockades and signs necessary for regulating entry to fairgrounds and executing the parade. We would like to have the city set out the proper items Friday evening so that volunteers can place them the morning of the parade.

Throughout the years, signage for promoting the fair has looked different and has had correlation to the impact on attendance. We strongly desire to have banners across the road as they once were from the same poles that hold the Christmas wreath decorations each year. In the past, a large heavy canvas was used as the fair's banner, thus a great weight and catching of the wind were undesirable for the poles. The fair would like to purchase new banners that are designed to allow wind to flow through without causing an adverse impact on the poles. The cost of these banners and deadlines for ordering are fast approaching and we would like the city to vote on and give an answer for the usage of these this year. The weight and impact on the poles with the new banners would be a fraction of the damage done by the current Christmas wreaths.

Lastly, the fair board would like to request financial support in the amount of \$2000. Since the increase in expenses over the years, the added cost of manning the parade ourselves, and paying for additional insurance has all impacted the fair's budget, we are respectfully and hopefully requesting a larger sum than we ever have before. We know that the citizens and City of Drain have taken pride in the hosting of this historical fair and in turn hope that the existence of it in this town encourages guests to bring in additional revenue to its economy.

Drain has received much publicity over the past few years, but not the kind that would promote family, unity, and community. We believe the fair, the library, and the chamber can be those sources of trademarking Drain as the respectable and loving community that it really is. We hope that with these requests we have made both in kind and financially will be the foundation on which we are able to build and continue the fair for many years to come.



North Douglas County Fair * P.O. Box 165 * Drain, Oregon 97435

Thank you for the many years of support of this community endeavor and know that we appreciate you!

Gratefully,

Nathan Smith
Chairman
North Douglas County Fair

And

Myndee Ferrill
Vice-Chairman
North Douglas County Fair

Park Host Proposal

November 4, 2023

To Drain City Council

The Drain Chamber of Commerce would like to re-address the idea of having a park host at the Anna Drain Park. This is a positive source of intervention to make our park a friendly environment for kids and families. The park host would typically be a retired couple who love community and are excited to have a non-paying job in exchange for free lot rent, electricity, and water. The park host are chosen by an application process and would be selected by the city administrator, no different than a regular job application. We have included a sample application with this proposal.

We propose the lot position be at the back of the park near the high school ball fields. This location would put all activities of the park in their view. It would also position it close to electrical hook up and water source. I assume the sewage would need to be routed to the restrooms.

The expectations of the host would be to maintain the mowing of the park, supervise activities going on at the park, interacting with children to make them aware of conduct being watched for. Check out play equipment, unlock restrooms when needed, etc. A constant adult presence has been found by other cities to be a significant deterrent for unwanted activity. The park host would become familiar with the regulars at the park and would be able to keep a watchful eye on most activities.

Expenses to the City of Drain for construction would be minimal since water, sewer and electricity are already installed at the park. As for the labor, the city workers would hopefully be able to accomplish the construction without overtime. The monthly expenses would be minimal for an RV with only two people as the water/sewer could blend in with the usage in the park, and the total electrical doesn't seem like it would be much over about \$150 / month.


The Chamber is aware that more surveillance cameras have been added but they cannot catch everything, such as bullying and verbal abuse. They can catch vandals on tape, but a park host could possibly deter the vandalism before it occurs, thus saving the city money in repairs. We are not proposing a park host only for security reasons. The possibility of allowing people to enjoy this beautiful asset more greatly by being able to check out horseshoes, cornhole games, freebees, footballs, etc., would be beneficial to the grandeur of our town, and the utilization of our facilities.

This system is used by a great number of cities, big and small, around our nation. It keeps the parks a friendly safe zone for all. It is typical for a contract with the park host to have a clause stating the minimum age and the condition of the RV. It can also state they must keep their area clean and tidy. The city has the right to remove said park host for not fulfilling their duties or for breaking their contract in any manner.

We sincerely appreciate the council taking another look at this proposal and deciding whether this is beneficial to our town. We believe that like the chamber, the city administration along with most residents, want Drain to be a better place to live and play. We are hopeful this will help fulfill that desire.

Thank You

Bonnie Pyles



Drain Chamber of Commerce President

From the Civic Center Advisory Committee - As an introduction, my name is Wendy Fry. I was on the Civic Center Advisory Committee under the City Council. I remain on the committee at this time; however, due to changes we are short on members.

Unfortunately, I am not able to attend this city council meeting; however, will be at the December 11, 2023 meeting armed with much more information on the current status of the new citizen run committee and our future endeavors. I am anxious to recruit a new committee and show the citizens and council how proactive we can be with promoting the Civic Center and revitalizing the Civic Center Advisory Committee as a citizen run committee. Currently there are only two members. Hopefully by the time I attend the December 11 City Council meeting I will be able to introduce a new, eager citizen run Civic Center Advisory Committee and outline the committee meeting structure.

Our plans are to sponsor events that will make the Civic Center more visible to the public. I have plans to meet with a Harold newspaper staff member to learn our options on promoting the Civic Center. Those options will be presented to the City Council prior to any actions taken.

We are hoping to assist the City staff and Council with Civic Center related tasks. We will meet with City Administrator Stevens to keep up to date on city needs to include but not limited to, inventory and grant writing assistance.

I am looking forward to attending the meeting and getting more familiar with the Council Members, Mayor and staff. Have a great evening.

Sincerely,
Wendy Fry

From Ame Beard:

The chamber wanted to reach out for an ask for our annual Christmas Extravaganza we throw. Here is a letter for you and council.

Thank you!

To esteemed city councilors and staff:

It brings us great pleasure to announce our plans for this year's Christmas Extravaganza event. The City of Drain has been a significant support in this event in the past and we hope that you will continue our partnership.

We would like to ask the city for a \$700 donation to support our activities.

Here is our proposed plan and the detail of our needs:

December 2 and 3: Train show at the Civic Center Hall.

December 2: Tree Lighting!

Need: we are hoping we can get city workers to help with the tree setup and lighting again. We are also hoping for the usage of the city area of the parking lot.

December 9th: Light parade

December 10th: Live Nativity

December 16th: Gingerbread House making, pics with Santa and coloring contest in the Civic center hall starting at 1:00 PM.

City Light Contest: judging on the 21st.

Need: we are hoping you will plan on doing a business and residential prize for \$100 off the electric bill each category. Please let us know if you are wanting to do this again-we usually pick a winner and tell you.

North Douglas Library District

NDLD Board of Directors

205 West "A" Ave.
PO Box 128
Drain, OR 97435
(541) 836-2648

City of Drain

431 Payton Avenue
PO Box 158
Drain, OR 97435
(541) 836-2417

November 13, 2023

To the City of Drain,

It is amazing to realize that local residents have enjoyed a public library here in Drain for 91 years! This year marks 71 years of the City of Drain in partnership with the library. From 1952 until 2017, the City cooperated with Douglas County to provide library services. After the County discontinued library services in 2017, local voters (with a 75% yes vote) created a special district to ensure our community would continue to have a professionally staffed library with stable funding. Once again, the City of Drain committed to partnering with the library—this time with the newly formed North Douglas Library District.

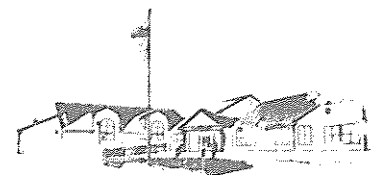
The library district brings many benefits to our over 900 library card holders as well as our wider community! The shelves are bursting with the latest new books along with old favorites. Last year, tax revenues were \$97,000, and patrons checked out over \$168,000 worth of books and magazines. The library offers much more than this wealth of reading material. Popular programs, resources and activities are offered for all ages. The knowledgeable staff is available to answer questions for locals and visitors alike, and the beautiful space is our community's version of a senior center, youth center, and visitor center.

Our library is a true product of community spirit and contributions. The taxpayers' vote to form the district was critical, but community involvement goes beyond that. Volunteers have given time and expertise from the first days to the present. Individuals, non-profits, and business donors continue to have a significant impact. Donations range from grants to books, furniture and more.

It is exciting to see the North Douglas Library District's vision of "inspiring a vibrant engaged community" realized in the way so many are actively participating to support the success of the library. Our board is committed to growing and strengthening all of these partnerships in order to continually improve services and meet community needs. Here's to the next 91 years!

In partnership,
NDLD Board of Directors

Dana Brown-Atis



Report Criteria:
 Report type: Invoice detail
 Check.Voided = No

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
11/22/2023	349	135	BONNEVILLE POWER ADMINISTRATI	65,318.00
11/22/2023	350	252	CIS Trust EI	12,676.69
11/01/2023	34875	6796	American Legal Publishing LLC	5,000.00
11/01/2023	34876	5556	Anixter Inc	200.00
11/01/2023	34876	5556	Anixter Inc	3,540.00
11/01/2023	34877	189	California State Disbursement Unit	187.50
11/01/2023	34878	447	City of Drain	3,198.69
11/01/2023	34879	417	Douglas Fast Net	419.46
11/01/2023	34880	3395	Douglas Fast Net	304.17
11/01/2023	34881	3396	Douglas Fast Net	301.88
11/01/2023	34882	5736	Douglas Fast Net (1310580)	112.99
11/01/2023	34883	444	Drain Saw Shop	27.44
11/01/2023	34884	6816	Lavender Field Embroidery	200.00
11/01/2023	34885	807	North Douglas School District	2,918.00
11/01/2023	34886	3355	Security Monster	8.00
11/01/2023	34887	6176	Systech Consulting LLC	1,355.50
11/01/2023	34888	4956	Umpqua Research Company	199.00
11/01/2023	34889	4036	Urban Arbor Care LLC	6,525.00
11/01/2023	34890	1	Whitney Ward	77.69
11/02/2023	34892	666	Laborer's International Union	84.00
11/16/2023	34893	189	California State Disbursement Unit	187.50
11/17/2023	34894	18	AFLAC	610.43
11/17/2023	34895	5556	Anixter Inc	3,765.90
11/17/2023	34895	5556	Anixter Inc	4,250.00
11/17/2023	34895	5556	Anixter Inc	6,695.00
11/17/2023	34896	75	ATEZ Inc.	16,751.00
11/17/2023	34897	81	Auto Parts Inc.	22.14
11/17/2023	34897	81	Auto Parts Inc.	6.99
11/17/2023	34898	5856	Axis Home Inspections LLC	400.00
11/17/2023	34899	177	Business Oregon	96,079.94
11/17/2023	34899	177	Business Oregon	35,156.90
11/17/2023	34899	177	Business Oregon	174,295.10
11/17/2023	34900	213	Caselle Inc.	1,577.00
11/17/2023	34901	6636	CHANDLER'S TREE SERVICE LLC	350.00
11/17/2023	34902	4336	Cole Resource Management Co LLC	3,571.80
11/17/2023	34903	4056	Dept of Environmental Quality	834.00
11/17/2023	34904	414	Douglas Electric Cooperative	1,047.41
11/17/2023	34904	414	Douglas Electric Cooperative	44.03
11/17/2023	34905	432	Drain Chamber of Commerce	600.00
11/17/2023	34906	6616	Engineering Support Services LLC	270.00
11/17/2023	34907	519	First National Bank of Omaha	3,700.72
11/17/2023	34908	540	Garrett Construction Inc.	1,080.00
11/17/2023	34909	2295	Holland Landscaping	380.00
11/17/2023	34909	2295	Holland Landscaping	275.00
11/17/2023	34910	1090	Local Government Law Group PC	376.00
11/17/2023	34910	1090	Local Government Law Group PC	1,029.00
11/17/2023	34910	1090	Local Government Law Group PC	517.00
11/17/2023	34910	1090	Local Government Law Group PC	73.50

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
11/17/2023	34910	1090	Local Government Law Group PC	141.00
11/17/2023	34911	879	OMEU	275.00
11/17/2023	34912	843	One Call Concepts Inc.	8.35
11/17/2023	34913	849	OR Laborers-Employers Trust	3,942.00
11/17/2023	34914	1077	Southern Septic Service Inc	220.00
11/17/2023	34915	4696	State Forester	3,991.08
11/17/2023	34916	6856	Stericycle Inc	667.63
11/17/2023	34917	2735	Street Decor, Inc	2,641.72
11/17/2023	34918	5196	Tyree	820.81
11/17/2023	34919	4956	Umpqua Research Company	112.00
11/17/2023	34919	4956	Umpqua Research Company	199.00
11/17/2023	34920	6836	University of Oregon Cashier	6,250.00
11/17/2023	34921	4716	Vision Metering LLC	63,520.00
11/17/2023	34921	4716	Vision Metering LLC	500.00
11/17/2023	34922	6656	Xerox Financial Services	105.00

Grand Totals:

539,993.96

Report Criteria:

Report type: Invoice detail
Check.Voided = Yes

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
11/01/2023	34891	6776	Xylem Water Solutions USA Inc	8,271.85
Grand Totals:				<u>8,271.85</u>

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount	D
11/15/2023	PC	11/15/2023	11152301	Burris, Harold	20		01-0-110	1,606.64-	D
11/15/2023	PC	11/15/2023	11152302	Bird, Daniel R.	370		01-0-110	1,629.29-	D
11/15/2023	PC	11/15/2023	11152303	Wilson, Danny L.	380		01-0-110	1,010.99-	D
11/15/2023	PC	11/15/2023	11152304	Nash, James A.	410		01-0-110	2,859.06-	D
11/15/2023	PC	11/15/2023	11152305	Jenkins, Penny	430		01-0-110	1,439.96-	D
11/15/2023	PC	11/15/2023	11152306	Stevens, Jeni K.	460		01-0-110	2,959.26-	D
11/15/2023	PC	11/15/2023	11152307	Sullivan, Melissa	470		01-0-110	1,106.77-	D
11/15/2023	PC	11/15/2023	11152308	Drager, Leanne	480		01-0-110	1,007.91-	D
11/30/2023	PC	11/30/2023	11302301	Burris, Harold	20		01-0-110	2,853.63-	D
11/30/2023	PC	11/30/2023	11302302	Bird, Daniel R.	370		01-0-110	3,109.49-	D
11/30/2023	PC	11/30/2023	11302303	Wilson, Danny L.	380		01-0-110	1,648.24-	D
11/30/2023	PC	11/30/2023	11302304	Nash, James A.	410		01-0-110	5,017.15-	D
11/30/2023	PC	11/30/2023	11302305	Jenkins, Penny	430		01-0-110	2,037.53-	D
11/30/2023	PC	11/30/2023	11302306	Stevens, Jeni K.	460		01-0-110	2,938.19-	D
11/30/2023	PC	11/30/2023	11302307	Sullivan, Melissa	470		01-0-110	1,633.38-	D
11/30/2023	PC	11/30/2023	11302308	Drager, Leanne	480		01-0-110	1,489.75-	D
Grand Totals:								<u>34,347.24-</u>	
									<u>16</u>

7 – COUNCIL BUSINESS

A. Cemetery Committee Positions Open

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

B. Ordinance No. 444 – AN ORDINANCE OF THE CITY OF DRAIN OREGON, AMENDING ORDINANCE 426, Section 14. Committees.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

C. ND Fair Board Request

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

D. Chamber of Commerce request

MOVE _____
SECOND _____

Unanimous _____
Opposed _____



STAFF REPORT

Subject: Cemetery Committee Positions Open

Date: December 11, 2023

Prepared By: Jeni Stevens

Background: Anne Campbell, Judy Levins and Theresa Geary have resigned from the Cemetery Committee. Anne resigned on 11/17/2023 and is still interested in volunteering for projects that prioritize the preservations of the local history and cemeteries. Judy resigned on 12/1/2023 and has been on the committee for 16 years. Theresa resigned on 12/1/2023, finishing her term and said her experience has been positive but it's time to let new citizens get involved with this committee. Theresa has been on the committee for 13 years.

There are applications available online at cityofdrain.org, at City Hall and at the sign in table here at this meeting.

The terms for the open positions are:

Position #1 – 1/1/2023 – 12/31/2025 – 2 years remaining

Position #2 – 1/1/2024 – 12/31/2025 – Full term, 3 years

Position #3 – 1/1/2022 – 12/31/2024 – 1 year remaining



Now Accepting

Cemetery Committee Applications

The City of Drain is accepting applications for the Cemetery Committee. There are three positions open all with different terms. Please specify on your application which position you are applying for. If you are interested, you can pick up an application at City Hall or print one from the City of Drain's website, cityofdrain.org.

The Cemetery Committee promotes and preserves local cemetery history and make recommendations and suggestions to Council concerning the rules, regulations and finances of the city cemeteries. Committee Members help identify and apply for grants and provide opportunities for citizen involvement.

This committee meets on the third Tuesday, every other month at 9:30 AM at the Civic Center. If you would like more information about becoming a Cemetery Committee Member, please call 541-836-2417 or stop by City Hall.

Position #1 – 1/1/2023 – 12/31/2025 – 2 years remaining

Position #2 – 1/1/2024 – 12/31/2025 – Full term, 3 years

Position #3 – 1/1/2022 – 12/31/2024 – 1 year remaining

***Applications need to be turned in to City Hall.**

12/1/2023

3. Briefly describe your present or past volunteer experience in other community groups. (Having no previous involvement will not disqualify you for appointment.)

4. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the Planning Commission?

*Cemetery Committee Members are public officials and are required to follow public meeting laws. In addition, the City of Drain requires all public officials to take government ethics training and will provide more information once appointed.



Signature of Applicant _____ Date _____



PLEASE RETURN TO: City of Drain
P.O. Box 158
431 Payton Ave.
Drain, Oregon 97435

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.



ORDINANCE NO. 444

AN ORDINANCE OF THE CITY OF DRAIN OREGON, AMENDING ORDINANCE 426, Section 14.
Committees.

WHEREAS, in October 2023 Drain City Council passed Ordinance No. 441, repealing Ordinance 399, removing the Civic Center Committee as a standing committee appointed by the City Council; and

WHEREAS, with Ordinance No. 441 being passed, Ordinance 426, Section 14. Committees. needs to be updated;

NOW, THEREFORE, THE CITY OF DRAIN ORDAINS AS FOLLOWS:

1. Section 14. Committees in Ordinance 426 will have “Civic Center Committee” removed from the list of standing committees.

THIS IS THE FIRST READING OF THIS ORDINANCE BY THE CITY OF DRAIN OREGON CITY COUNCIL, ON THIS 11TH DAY OF DECEMBER 2023.



STAFF REPORT

Subject:	ND Fair Board Request
Date:	December 11, 2023
Prepared By:	Jeni Stevens
Background:	<p>In the November Council meeting, Jim Beard requested on the behalf of the ND Fair Board, the following items to help support the ND Fair. The ND Fair serves Drain, Yoncalla and Elkton:</p> <ol style="list-style-type: none">1. Use of the civic center grounds the Wednesday before the fair until the Monday after.2. Staff to hang the fair lights.3. Keys to access the exterior lights for the fire show.4. Mow the lawn of the adjacent property year-round.5. Use of the meeting room throughout the year and a key for the building and meeting room to be kept by the ND Fair Board year-round for ease of access.6. Use of City owned items such as cones, blockades and signs necessary for regulating the entry to the fairgrounds, executing the parade and for the staff to set out the proper items the Friday evening before the event.7. Banners to be hung across the road as they once were. New banners will be purchased stating that the weight and impact on the poles from the new banners would be a fraction of the damage done by the current Christmas wreaths.8. A \$2,000 donation
Analysis:	<p>Item #1 - A Civic Center Application and Use Agreement needs to be filled out and turned in to the front desk at City Hall. There is no charge for the ND Fair to use the Civic Center or its grounds.</p> <p>Item #2 – The utility staff to hang the lights for the fair each year. Staff need as many days as possible to get this work done. Lights typically cannot be hung until the logging truck delivers the logs for the event.</p> <p>Item #3 – These keys are the same keys given when the building is rented.</p> <p>Item #4 – This will take Danny an extra hour each time he mows. Depending on the weather he would need to mow once or twice per month except during the winter months, he would not mow at all.</p>

Item #5 –Use of the meeting room is already provided at no cost and only requires the Civic Center Application and Use Agreement to be filled out. Council will need to advise regarding the key.

Item #6 – Use of City items require a request form to be filled out specifying which items are needed, what date they are needed on and when they will be returned. The City doesn't guarantee that all items are in stock or available.

Items 7 –Banners require 2 guide wires and an anchor wire on the pole to handle the pull created by the wind surface of the banners; even with holes in them, they still pull and bounce when the wind blows. The wreaths that are hung up have little wind surface so the wind blows through them. In addition, one of the poles that would need to be used is a 3-phase power pole and if a wind storm came up and the banner could create the power lines to bounce and possibly touch. Another pole that is currently being used isn't owned by the City and it has been tagged for removal. If you look at Elkton and Reedsport when they have banners hanging, they are on dedicated poles. Jamie and I are working on getting quotes to install three sets of dedicated poles to see if this is something Council would consider. These poles would be installed at the three entrances to town. We should have a quote to Council in the January meeting. If dedicated poles are installed, there will be size and weight requirements for the banners. If dedicated poles are not installed, we cannot hang banners on the existing poles.

Item #8 – There is currently \$1,170 available for public donations left in this year's budget which runs through June 2024.

Recommendation:

Items 1, 2, 3, and 6 do not require Council approval. These items are part of normal city business and only require the proper applications to be filled out.

Item 4 needs Council approval.

Item 5 needs Council approval to allow the Fair Board to have a key to the Civic Center year-round since it's not something that is offered to every organization that rents the building. If Council approves this, there should be a policy about notifying City Hall when someone plans on entering the building and the use of building will still require an application to be filled out prior to using the building.

Items 7 – Staff recommends installing new poles dedicated for hanging banners. A quote will be brought before council to discuss the cost.

Item 8 – needs council approval for a donation amount.

Financial Impact:

Cash donation?

Labor to mow lawn, approximately \$600 annually.

Hanging of lights consists of staff labor and the use of the City's bucket truck.

Cost to install dedicated poles to hang banners.



North Douglas County Fair * P.O. Box 165 * Drain, Oregon 97435

November 11, 2023

Re: City of Drain Financial and In-Kind Request

To the City of Drain Council,

The North Douglas County Fair is grateful for the continued support for this event spanning almost a century. In the last couple of months, the fair's continuation was at a risk. Lower and lower volunteers and participation has jeopardized the fair for years and the previous board with all their efforts assured North Douglas County received the rightful claim to the longest running County Fair in all of Oregon. Through COVID and financial decline, through lack of manpower and personal sacrifice, the small, but passionate board pressed on to give Drain, Yoncalla, and Elkton that honor. This year the volunteers are lower than ever before, and the trajectory of the fair is being reconsidered as we struggle to fulfill the desires of the community on a smaller budget and with greater stumbling blocks. Thus, as we begin our 102nd year of the fair we would like to request support in the following areas.

The fair would like to request usage of the ground and civic center from the Wednesday previous to fair until the Monday after the fair in order to assure that everything is set up and cleaned up in a reasonable and acceptable manner. To have this usage and the usage free of charge. The lights for the fair strung by city. Keys to access exterior lights as to turn off for fire show. The grounds adjacent to the city property is being loaned in kind by the owner in exchange for mowing of the lawns. The fair would like to request that this continues year-round for the owner by the city. This mowing has happened for the past couple of years for only a couple of months and while the service to the fair has been most helpful, the owner has requested that it be done in tandem with the city mowing as its intention was to fulfill a need for a need. This service to our community is not a small one, but is what assures the fair stays in Drain rather than being moved to another town, as the needs of the fair and its current trajectory in growth require the grounds.



North Douglas County Fair * P.O. Box 165 * Drain, Oregon 97435

Throughout the year, the fair would like to have usage of the meeting room in the civic center free of charge and a key for the meeting room and building throughout the year in order to access it at meeting times and access storage items if necessary.

For the parade and fair, we would like to have usage of cones, blockades and signs necessary for regulating entry to fairgrounds and executing the parade. We would like to have the city set out the proper items Friday evening so that volunteers can place them the morning of the parade.

Throughout the years, signage for promoting the fair has looked different and has had correlation to the impact on attendance. We strongly desire to have banners across the road as they once were from the same poles that hold the Christmas wreath decorations each year. In the past, a large heavy canvas was used as the fair's banner, thus a great weight and catching of the wind were undesirable for the poles. The fair would like to purchase new banners that are designed to allow wind to flow through without causing an adverse impact on the poles. The cost of these banners and deadlines for ordering are fast approaching and we would like the city to vote on and give an answer for the usage of these this year. The weight and impact on the poles with the new banners would be a fraction of the damage done by the current Christmas wreaths.

Lastly, the fair board would like to request financial support in the amount of \$2000. Since the increase in expenses over the years, the added cost of manning the parade ourselves, and paying for additional insurance has all impacted the fair's budget, we are respectfully and hopefully requesting a larger sum than we ever have before. We know that the citizens and City of Drain have taken pride in the hosting of this historical fair and in turn hope that the existence of it in this town encourages guests to bring in additional revenue to its economy.

Drain has received much publicity over the past few years, but not the kind that would promote family, unity, and community. We believe the fair, the library, and the chamber can be those sources of trademarking Drain as the respectable and loving community that it really is. We hope that with these requests we have made both in kind and financially will be the foundation on which we are able to build and continue the fair for many years to come.



North Douglas County Fair * P.O. Box 165 * Drain, Oregon 97435

Thank you for the many years of support of this community endeavor and know that we appreciate you!

Gratefully,

Nathan Smith
Chairman
North Douglas County Fair

And

Myndee Ferrill
Vice-Chairman
North Douglas County Fair



STAFF REPORT

Subject: Chamber Request

Date: December 11, 2023

Prepared By: Jeni Stevens

Background: In the November Council meeting the Chamber asked if Council would provide two, \$100 prizes for the best Christmas light displays. There would be one winner for the best business and one for the best residential display. The City has been providing these prizes for many years.

Recommendation: Staff recommends Council approve this request.

Financial Impact: \$200.00

8 - DISCUSSION ITEMS

- a. Bonnie Pyles - Park Host



STAFF REPORT

Subject:	Bonnie – Park Host Request
Date:	12/11/2023
Prepared By:	Jeni Stevens
Background:	In the November Council meeting Bonnie Pyles from the Chamber presented a letter to Council asking Council to reconsider adding a park host to the Anna Drain Park. A copy of her request is attached.
Analysis:	<p>If a park host is going to be added, the cost to create a space for one could be added to the park project and included in the grant to update Anna Drain Park. Some things to consider:</p> <ul style="list-style-type: none">• Water, sewer and electricity need to be provided. Least costly location would be where the horse shoe pits are now.• A concrete or asphalt slab would need to be poured for the RV and for vehicle parking.• Would there be a size limit on the RV and the tip outs?• A Park Host ordinance would need to be created stating the rules and requirements.• What work would the park host be required to do? If they want to take vacation, would they have to request time off so other staff can be coordinated?• If they are going to be required to mow the lawn, clean and stock the bathrooms, etc. Does a secure shed need to be built to store a lawn mower, weed eater, hedge clippers, etc.?• Is there training that this person would need to go through?• Insurance and liabilities need to be considered along with a legal contract drawn up by the City's attorney. Some of the things the contract would address are, tenant rights, fire arms, personal property damage, criminal background check, number of overnight guests and a termination policy.• Saif, the City's workers compensation company may not allow a volunteer to be added to the policy. Craig Zolezzi is looking into this. If they are not able to be added the City should think about taking out a small accident policy.
Discussion:	What else needs to be considered? If a park host is going to be added decisions need to be made regarding the location of the park host, size of the

cement/asphalt slab and if a storage shed is needed by the January Council meeting to allow time to obtain quotes for the grant. The ordinance, insurance policies, contracts and workers compensation could be worked on during the park project. Craig Zolezzi can attend the January meeting if Council would like additional information on the liability to the City and the insurance required to protect the City.

Financial Impact:

Ongoing expenses will be required with a Park Host. Specifically, water, sewer, electricity, insurance and garbage. **Total cost is unknown at this time.**

Park Host Proposal

November 4, 2023

To Drain City Council

The Drain Chamber of Commerce would like to re-address the idea of having a park host at the Anna Drain Park. This is a positive source of intervention to make our park a friendly environment for kids and families. The park host would typically be a retired couple who love community and are excited to have a non-paying job in exchange for free lot rent, electricity, and water. The park host are chosen by an application process and would be selected by the city administrator, no different than a regular job application. We have included a sample application with this proposal.

We propose the lot position be at the back of the park near the high school ball fields. This location would put all activities of the park in their view. It would also position it close to electrical hook up and water source. I assume the sewage would need to be routed to the restrooms.

The expectations of the host would be to maintain the mowing of the park, supervise activities going on at the park, interacting with children to make them aware of conduct being watched for. Check out play equipment, unlock restrooms when needed, etc. A constant adult presence has been found by other cities to be a significant deterrent for unwanted activity. The park host would become familiar with the regulars at the park and would be able to keep a watchful eye on most activities.

Expenses to the City of Drain for construction would be minimal since water, sewer and electricity are already installed at the park. As for the labor, the city workers would hopefully be able to accomplish the construction without overtime. The monthly expenses would be minimal for an RV with only two people as the water/sewer could blend in with the usage in the park, and the total electrical doesn't seem like it would be much over about \$150 / month.

The Chamber is aware that more surveillance cameras have been added but they cannot catch everything, such as bullying and verbal abuse. They can caught vandals on tape, but a park host could possibly deter the vandalism before it occurs, thus saving the city money in repairs. We are not proposing a park host only for security reasons. The possibility of allowing people to enjoy this beautiful asset more greatly by being able to check out horseshoes, cornhole games, freebees, footballs, etc., would be beneficial to the grandeur of our town, and the utilization of our facilities.

This system is used by a great number of cities, big and small, around our nation. It keeps the parks a friendly safe zone for all. It is typical for a contract with the park host to have a clause stating the minimum age and the condition of the RV. It can also state they must keep their area clean and tidy. The city has the right to remove said park host for not fulfilling their duties or for breaking their contract in any manner.

We sincerely appreciate the council taking another look at this proposal and deciding whether this is beneficial to our town. We believe that like the chamber, the city administration along with most residents, want Drain to be a better place to live and play. We are hopeful this will help fulfill that desire.

Thank You

Bonnie Pyles



Drain Chamber of Commerce President

unif.

**AGREEMENT FOR PARK HOST AT
YONCALLA COMMUNITY PARK**

THIS AGREEMENT dated this _____ day of _____, 2015 is to cover the duties and responsibilities of a park host at the Yoncalla Community Park at 294 Williams Road.

This agreement is for a trial period of three months and may be terminated by either party at any time.

- A. It is for occupancy by two people only.
- B. Yoncalla Parks & Rec supplies electrical, water and sewer for the pad.
- C. No non-working vehicles will be allowed on the property.
- D. If storage is needed, it will be placed under the RV and it must be properly covered.
- E. There will be no trash in sight.

**THE FOLLOWING ARE THE DUTIES AND
RESPONSIBILITY OF THE PARK HOST**

- (1) Park Host will be available on Saturday and Sunday and be available when events are in progress if possible.
- (2) Pavilion, tables and benches are to be cleaned when park host is notified of an event.
- (3) Recreation equipment is to be checked in and out by park host.
- (4) Park Host is to police the grounds and put trash in dumpster provided.
- (5) Park Host shall replenish paper products in rest rooms.
- (6) Watch for vandalism in the park and also for loiterers and call sheriff when necessary.
- (7) Other duties that may be assigned by the Board

THIS AGREEMENT may be terminated by Yoncalla Parks & Recreation for improper conduct by the Park Host.

YONCALLA PARKS & RECREATION

PARK HOST

Example

**YONCALLA PARKS & RECREATION
CARE TAKER APPLICATION**

NAME: _____

SPOUSES NAME: _____

ADDRESS: _____

CURRENTLY EMPLOYED; _____

WHERE & FOR HOW LONG: _____

RETIRED: _____

RESIDENCES FOR PAST FIVE YEARS:

MAKE, MODEL & YEAR OF MOTOR HOME OR TRAVEL TRAILER:

PETS, QUANTITY & TYPE: _____

HOW LONG CAN YOU COMMIT TO STAY: _____

ARE YOU ABLE TO DO DUTIES, SUCH AS OPENING & CLOSING THE GATE EACH DAY; OPEN RESTROOM DURING THE SUMMER & CHECK FOR LITTER & CHECK FOR PROBLEMS & OTHER LIGHT DUTIES? _____

ALL APPLICANTS SUBJECT TO BACKGROUND CHECK & DRUG TEST

REFERENCES: _____

9. INFORMATIONAL ITEMS

a. Financial Update – Quarter 1

b. Park Survey Results



STAFF REPORT

Subject: Anna Drain Park Playground Equipment Survey

Date: December 11, 2023

Prepared By: Kaity Hardwick

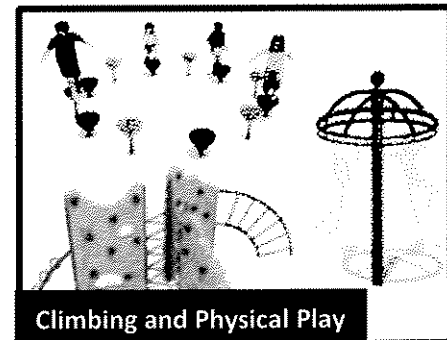
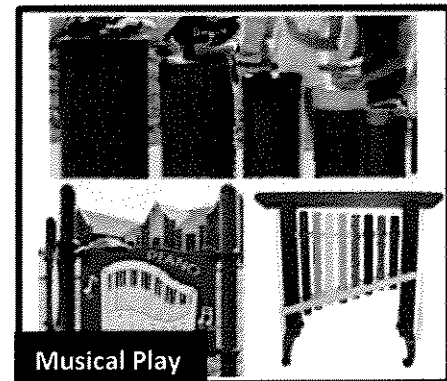
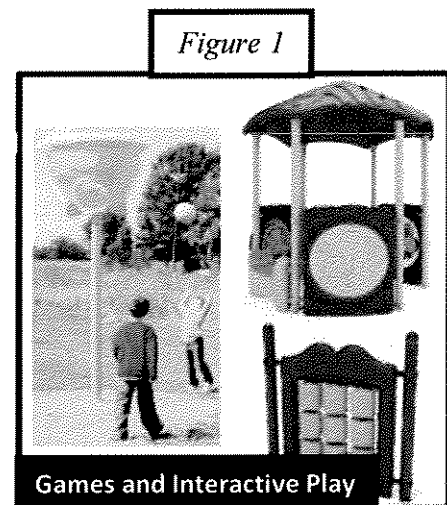
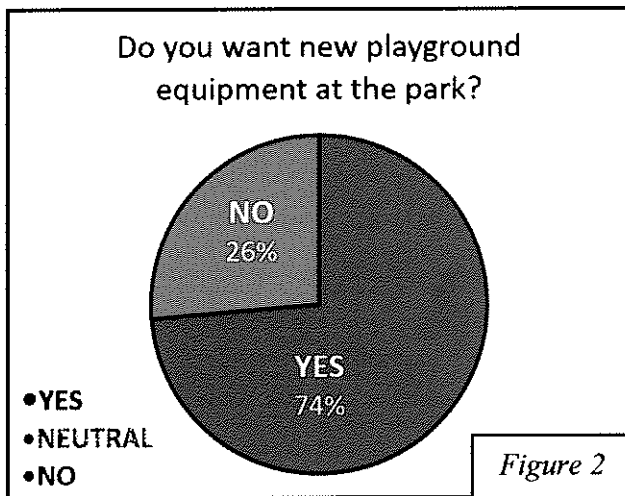
Background: At the November city council meeting on 11/13/23, I presented information regarding the Anna Drain Park upgrade. The Council was asked to pick design preferences for a splash pad, a shade structure, and playground equipment. City Council opted not to make any decisions regarding the playground equipment without input from local children who utilize the park and its playground equipment. At the request of the Council, a survey was created and sent to North Douglas Elementary School, who then distributed the survey to students.

Analysis: The survey received 38 responses in total and showed 74% of kids want new playground equipment at the park, and students favored climbing and physical play over other options.

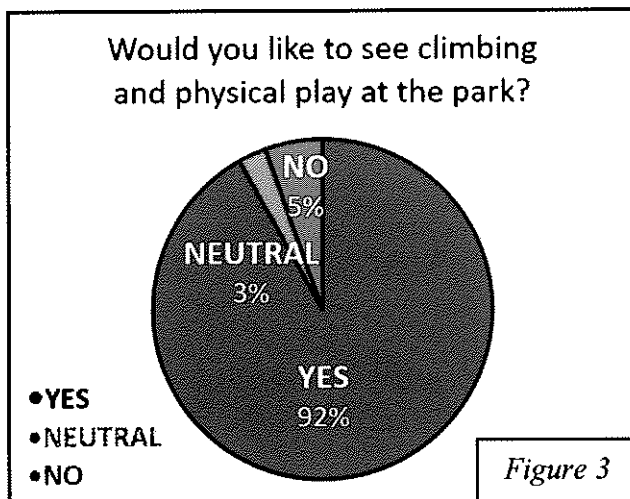
Financial Impact: Unknown at this time.

At the request of the council, a survey was created and sent to North Douglas Elementary School, who then distributed the survey to students. The survey was offered to K-8th grade but only received responses from 2nd and 4th graders. **This survey shows that students favor replacing playground equipment with climbing and physical play, over other options.**

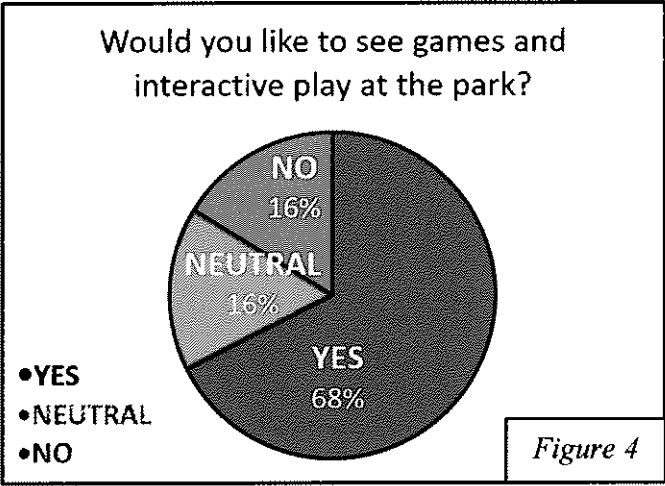
The survey received 38 responses in total and showed that **74% of kids want new playground equipment at the park** (figure 2).



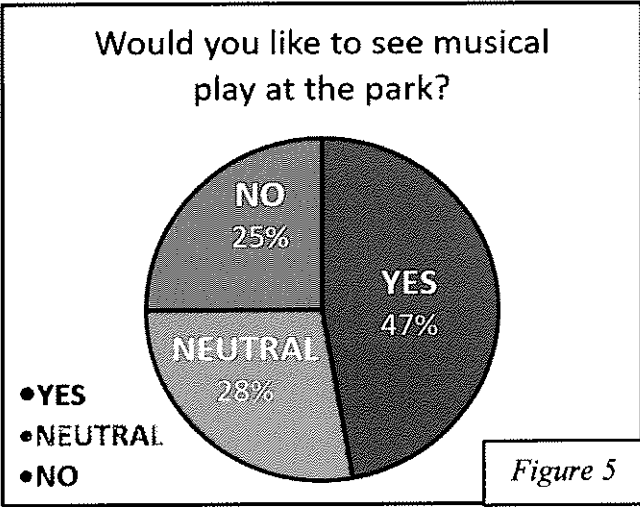
When shown the options in figure 1, **92% of students were in favor of climbing and physical play** (figure 3). This category received the highest amount of “yes” votes of the three presented and is the **most favored by survey respondents.**



When shown the options in *figure 1*, **68% of students were in favor of games and interactive play** (*figure 4*). This category received the 2nd highest amount of “yes” votes.



When shown the options in *figure 1*, **47% of students were in favor of musical play** (*figure 5*). This category received the least amount of “yes” votes and is the **least favored** by survey respondents.





STAFF REPORT

Subject: Financial Update – 1st Quarter FY23-24
Date: December 4, 2023
Prepared By: Melissa Sullivan
Information: The following is a financial update per fund. No supplemental budget is needed at this time.

		Budgeted	Actual
General Fund:	Organizational Unit	\$441,997	\$23,179
	Civic Center	\$94,675	\$18,442
	Cemetery	\$66,540	\$6,107
	Parks	\$69,370	\$6,924
	Logging	\$440,000	\$666
Electric	Organizational Unit	\$1,710,650	\$341,930
Water	Organizational Unit	\$691,525	\$66,843
	Debt Services	\$96,081	\$-0-
Reserve	Materials & Services – General	\$62,603	\$-0-
	Capital Outlay – Electric	\$248,960	\$5,335
	Capital Outlay – Water	\$42,239	\$2,796
State Street	Organizational Unit	\$318,500	\$1,876
Economic Develop.	Materials & Services	\$15,000	\$875
	Special Payment	\$300,000	\$-0-
Housing Rehab.	Organizational Unit	\$96,500	\$-0-
Wastewater	Organizational Unit	\$563,875	\$91,144
	Debt Services	\$209,454	\$-0-
Office Equipment	Organizational Unit	\$17,000	\$509
Reforestation	Materials & Services	\$126,000	\$18,582
City Hall – Temp Fund	Organizational Unit	\$745,000	\$1,284