



**DRAIN CITY COUNCIL
MEETING MINUTES
JANUARY 8, 2024**

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 Decker 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 VanPelt, Councilor Decker, Councilor Lymath
PRESENT VIA ZOOM:	None
COUNCIL ABSENT:	Councilor Vaughan (excused)
STAFF PRESENT IN THE COUNCIL CHAMBERS:	City Administrator Jeni Stevens, City Recorder Penny Jenkins, Kaity Hardwick
STAFF PRESENT VIA ZOOM:	None
VISITORS PRESENT IN THE COUNCIL CHAMBERS:	Nathan Smith, Candy Vickery, Valarie Johns, Katrina Johns, Miriam Sisson, Ellene Hollamon Mistie Savage, Michael (last name illegible), Rusty Savage, Jim Beard
VISITORS PRESENT VIA ZOOM:	None

WELCOME REMARKS

- A. Mayor Sparhawk welcomed everyone to the Council meeting.

PUBLIC COMMENT

- A. Candy Vickery spoke, asking if she could have three minutes for each of the two topics that she wanted to speak about. Mayor Sparhawk said that she could.
- Vickery spoke regarding changing the Civic Center locks from key locks to digital locks. She said that the Civic Center Committee did not recommend that. She said that there was no consensus or voting for that. Vickery said that she would like to go on record in saying that she is not in favor of changing the locks for several reasons. She went on to list projects that she felt need to be addressed first.
 - The second issue that Vickery addressed was the new city hall. Vickery stated that there needs to be more information going out to the public. She would like to see some public open meetings to hear what is going on and what is happening with that project.
- B. Michael (last name unknown) spoke regarding the barber Krystal Jacks leaving Drain and moving to Reedsport, OR. He quoted from the North Douglas Herald newspaper. Mayor Sparhawk said that it was posted on Facebook that Jacks was being evicted. Michael read from the newspaper that there were actions taken by some city officials targeting her. Mayor Sparhawk said that she is the listing agent for the building and went on to explain the situation with the listing. Councilor Lymath said that since he has been on Council, the only thing that has ever been discussed about the barber shop was about the liquor license. The reason for the liquor license was for Octoberfest—not a liquor license for the barber shop. Michael asked how much revenue the City gets from La Mota. CA Stevens said that's a good question. Michael stated "they're not my favorite, but hopefully you won't run them out of town too."

REPORTS, COMMITTEES AND COMMISSIONS

- A. Sheriff's Office Monthly Report – Sheriff's Deputy Bell gave the monthly statistics report. He stated that the Sheriff's Office had recently switched over to a new computer system and it is not accurately tracking all of the stats. There were 7 arrests, 9 criminal cases, 3 non-criminal cases, 15 citations, 6 warnings, 2 field interviews, 6 civil papers served. He went on to say that the calls for service, traffic stops, subject stops, security checks and building checks all were not tracked. Additional stats: 1 accident, 1 DUII, 2 warrant arrests, 17 reports taken and 15 reports written. Councilor VanPelt stated his concern regarding the upcoming inclement weather and asked if the Sheriff's Department assists ODOT. Deputy Bell said that if they get a call, they try to help them. Bell said that they have all of the county roads and city roads. Councilor Decker said that it was discussed at the ODOT

meeting that state police pull people over on Highway 38. The deputy stated that it is mainly Oregon State Police's area but it is part of the sheriff's office's job as well.

- B. Library – Mirian Sisson, Library Director, handed out the North Douglas Library District monthly statistics report for December 2023. It is included with these minutes.
- Sisson stated that the local library is leading the state in programs. She explained that programming is when the Library holds special events and what some of the events are.
 - Sisson discussed the fact that the Library has had a couple of incidents over the years of unattended minors. The Library's rules state that only kids 12 years or older can be at the Library unattended. The Library has to call the Sheriff's Office when this happens.
 - Sisson said that they have two local high school seniors that are doing their senior projects at the Library.
 - Councilor Decker asked Sisson if it could be announced at the school that minors are not to be left unattended. Discussion was had regarding that idea. Councilor VanPelt asked if it was posted at the Library and Sisson said it was not.
- C. Civic Center Advisory Committee – Wendy Fry was not at the Council meeting.
- D. Cemetery Advisory Committee – January meeting canceled – no quorum.

RECOGNITION OF VISITORS/REQUESTS

None

BUSINESS ITEMS

CONSENT AGENDA

- A. Minutes - Approval of December 11, 2023 City Council Minutes.
- B. Approval of payment of the Bills, check numbers 351, 34923 through 34937, 34939 through 34976, 34978 through 35005 in the total amount of \$175,827.43. **Check numbers 34832, 34874, 34891, 34938 and 34977 were voided.** Approval of payment of the Payroll, check numbers 12152301 through 12152310 and 12312301 through 12312310 in the total amount of \$39,629.82.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR DECKER AND SECONDED BY COUNCILOR VANPELT TO APPROVE THE CONSENT AGENDA.

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
NAYS					
ABSTAIN					

DISCUSSION ITEMS/CITY COUNCIL COMMENT

A. Park Budget – Review

Refer to Staff Report, Subject: Park Budget. CA Stevens read the staff report.

- Kaity Hardwick reviewed the three budgets. Hardwick said that the budgets don't include most of the installation costs. She said that to get everything that Council wanted, it would fall under the highest budget. CA Stevens explained aspects of the project.
- Mayor Sparhawk asked if they had any idea of the installation costs. CA Stevens said that they could estimate. CA Stevens said that they are working with other cities that have put in splash pads. CA Stevens said that the safety tiles could probably be installed as a community project. Councilor VanPelt stated his concern regarding it being a community project and having to use Xacto knives.
- Councilor VanPelt verified that the project budget that would cost \$557,150 would have a cost to the City of \$116,660. CA Stevens said that includes \$50,000 in contingencies. There was discussion about the contingency. CA Stevens verified that installation can come out of the grant but that the City has to contribute 20%. Councilor VanPelt asked if this had been included in the budget or if they would need a supplemental budget. CA Stevens said that it was not budgeted for in this fiscal year because it would not happen this year. She said that it would be budgeted for in the next fiscal year.
- Hardwick said that they needed to discuss (at this meeting) the concrete placement. She has to submit an environmental application by the end of January or the middle of February at the absolute latest. They need to determine how much concrete is going to go into the park. Councilor VanPelt asked if the same assessment applied to all three budgets.
- Hardwick said that Council needed to talk about pavilion placement at this meeting. She listed various requirements. Extensive discussion was had regarding the pavilion placement and the areas it would affect. Council asked if they had to decide placement of the pavilion at that meeting. Hardwick said that she has to submit a site map for the environmental assessment.
- CA Stevens said that if Council wanted to have movies in the park, they would not be able to have the pavilion in the center of the park. CA Stevens said that it is not something that is a priority, but it was mentioned in the Park's Master Plan. Mayor

Sparhawk asked about the set up for the movies in the park. There was discussion about the movies in the park and set up of the equipment.

- There was further discussion regarding pavilion placement and ADA accessibility, horse shoe pits, cornhole sites. Hardwick asked if Council was comfortable with the size of the pavilion. Councilor VanPelt said that it would be about twice as big as a two-car garage.
- CA Stevens said that they have to put together a budget and discussed the options. Mayor Sparhawk was in favor of the top budget. Councilor Decker said that she would like to see the pea gravel replaced with the foam tiles. Councilor Decker said there have been needles found in the pea gravel. Hardwick said that it would probably have to be the top budget in order to install the foam tiles. There was further discussion regarding the various aspects of the project. Councilor VanPelt questioned the \$50,000 contingency. CA Stevens said that it would cover anything that is unforeseen in the project such as price increases, unexpected situations. CA Stevens said that if Council would like, they could add a Do Not Exceed clause into the project. There was discussion about the amount in the Reserve Fund as related to the project. CA Stevens said that Council will approve the budget before they go ahead with the project. It was decided that the budget would have a Do Not Exceed limit of \$150,000. Hardwick said that a decision had to be made regarding the rubber safety tiles. Council was in favor of the safety tiles.

- B.** Councilor Decker brought up a post on Facebook regarding picnic table that is in horrible condition located by the school softball field. Discussion included the audience regarding what could be done to the bench. It was suggested that it could be power washed. Councilor Decker asked if anyone had noticed other benches around town that needed attention.
- C.** Decorative lamp posts and hanging baskets were discussed. CA Stevens said that it is on the Chamber of Commerce's big master list of projects to do. CA Stevens said that TLB Holdings, a local business, could die cast these. She said that this is a project that will be discussed in February at the Chamber. Councilor Lymath asked who would be watering the baskets. He said that he has seen someone in Yoncalla watering their baskets. CA Stevens said that is a private citizen that does that. There was general discussion regarding the lamp posts by Council.
- D.** Mayor Sparhawk started a discussion pertaining to the buildings on North First Street. She thinks that the City needs to figure out a way to get those buildings opened up instead of sitting vacant. CA Stevens asked Council if they are thinking about an ordinance, what would it be mandating? CA Stevens said that she could poll some other cities to see what they are doing with their downtown district. CA Stevens said that she has been in contact with Downtown Betterment and Oregon Main Street. CA Stevens said that to be eligible for Oregon Main Street, you need community members to be leading that charge. Councilor Lymath asked Mayor Sparhawk if she was talking about the buildings across the street from Ray's (the market). Mayor Sparhawk said those are the main ones. General discussion was had regarding the vacant buildings and what options are available to address them. CA

Stevens talked about economic development grants. Rusty Savage, from the audience, spoke regarding the buildings. He talked about the different buildings on North First Street. Savage said that the Main Street program is an awesome program and went on to discuss that. Council was involved in the discussion with Savage. Savage said that Reedsport offers a lot of benefits to businesses coming into Reedsport. CA Stevens said that Drain has an economic development fund.

COUNCIL BUSINESS

- A. R2324-06 – A RESOLUTION AUTHORIZING THE CLOSURE OF THE BANNER BANK ACCOUNT, ENDING IN 1097, WHICH IS A SEPARATE ACCOUNT CREATED FOR ECONOMIC DEVELOPMENT FUND.**

Refer to Staff Report, Subject: Resolution No. R2324-06 A RESOLUTION AUTHORIZING THE CLOSURE OF THE BANNER BANK ACCOUNT, ENDING IN 1097, WHICH IS A SEPARATE ACCOUNT CREATED FOR ECONOMIC DEVELOPMENT FUND. CA Stevens reviewed the Staff Report.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR DECKER AND SECONDED BY COUNCILOR LYMATH TO APPROVE RESOLUTION R2324-06.

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
NAYS					
ABSTAIN					

- B. Ordinance No. 444 – AN ORDINANCE OF THE CITY OF DRAIN, OREGON, AMENDING ORDINANCE 426, Section 14. Committees. – Second reading and adoption by title only.**

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR DECKER TO APPROVE ORDINANCE 444.

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
NAYS					
ABSTAIN					

C. N. D. Fair Board Donation – Follow Up from December Meeting

Refer to Staff Report, Subject: N. D. Fair Board Request. CA Stevens reviewed the Staff Report. Nathan Smith and Jim Beard spoke representing the fair board:

- The use of the adjoining property for the fair is off the table, consequently the City won't be responsible for cutting the grass at 131 W. A Avenue. This was discussed among Council and with Beard and Smith.
- The subject of having part of the Fair in the street of W. A Avenue. Beard said that to go from the City can't really help the fair with the parade but now Council suggested blocking off the street in front of the Civic Center. Councilor Lymath said that he had brought up that suggestion. Councilor Decker stated that the City did pay for professional flaggers for the parade last year. Beard stated that there has always been a certain amount of difficulty in getting flaggers for the parade from the City. CA Stevens clarified that the City does not have, nor have they ever had, the authority to shut down a county road or state highway. CA Stevens said that the City offered to pay for professional flaggers to flag for the parade. CA Stevens said that in order to block off Cedar St. or Highway 38, you have to have a county permit and an ODOT permit. She went on to say that last year, she filled out the permits for the fair board. General discussion was had regarding the fair parade route and flaggers.
- Councilor Decker asked whether the fair was still doable. Smith and Beard said that is what they are working on. The property to the right of the Civic Center is not available for use either.
- The subject of the fair board having a key for the entire year was discussed. Smith said that he has difficulties making it to City Hall before it closes. CA Stevens brought up the subject of a real estate lock box. There was general discussion of the idea of using a lock box. Smith said that he will be coming down "this week" to fill out paperwork for the fair board.
- Smith brought up organizing the storage area at the Civic Center in regard to the fair supplies. Miriam Sisson, Library Director, spoke up from the audience and said that the Friends of the Library also use that storage and would be glad to help organize it.
- The fair banners were discussed. The amount of the donation from the City was also discussed. Councilor VanPelt asked how the fair came to the amount of \$2,000 to request from the City. Beard said that the cost of everything has gone up over the years. He also explained that there was a grant that they didn't receive last year and the fair paid for everything out of pocket. Beard said that their budget is \$9,000 to \$10,000 to put the fair on. CA Stevens said that the fiscal year starts in July. The City could donate an amount now and then an additional donation in July 2024. This was

discussed among Council. Beard discussed working with local sports teams and have them help set up and tear down the fair and then they would donate to those teams. Discussion returned to the donation amount and splitting it up between this fiscal year and next fiscal year.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR DECKER TO DONATE \$1,100 NOW TO THE FAIR BOARD AND TO DONATE ANOTHER \$900 AT THE FIRST OF THE NEXT FISCAL YEAR ON JULY 1, 2024.

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
NAYS					
ABSTAIN					

D. R2324-05 – A RESOLUTION AUTHORIZING THE CITY OF DRAIN TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF A SPLASH PAD, NEW PLAYGROUND EQUIPMENT, WALKING PATH, COMMUNITY CONVENING SPACE AND ADDING ADA ACCESSIBILITY THROUGHOUT THE PARK.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR DECKER AND SECONDED BY COUNCILOR LYMATH TO APPROVE RESOLUTION R2324-05.

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
NAYS					
ABSTAIN					

INFORMATIONAL ITEMS

A. Staff Updates

Refer to Staff Report, Subject: Staff Update. CA Stevens reviewed the Staff Report.

- Discussion was had regarding the banner poles. CA Stevens said that installation of three sets of poles would cost \$12,000 and this doesn't include the cost of poles. CA Stevens said that there is a composite pole available. She said that the City could just purchase one set of composite poles. Mayor Sparhawk asked Jim Beard and Nathan Smith if the banners are going to be two-sided or one-sided. It was stated that the banners had not been ordered yet so they could be either kind. Councilor Lymath asked about the use of the poles for the Christmas decorations that go across the road. There was discussion regarding changes in the use of the existing poles. CA Stevens asked Council how they would like to proceed. It was the consensus that Council would like to have two pole locations. CA Stevens said that she will look into it.

ADJOURNMENT

There being no further business, Mayor Sparhawk adjourned the regular meeting of the City Council at 7:44 p.m.



Jeni Stevens, City Administrator



Erin Sparhawk, Mayor