



**CITY OF DRAIN
REGULAR COUNCIL MEETING
MONDAY, JANUARY 8, 2024
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, COMMITTEE & COMMISSIONS**
 - a. Sheriff's Office
 - b. Library
 - c. Civic Center Advisory Committee – Wendy Fry
 - d. Cemetery Advisory Committee –
 - January meeting CANCELED - No Quorum
- 6. 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.
- 7. DISCUSSION ITEMS/CITY COUNCIL COMMENT**
 - a) Park Budget – Review
- 8. COUNCIL BUSINESS**
 - a) 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.
 - b) Ordinance 444 – AN ORDINANCE OF THE CITY OF DRAIN OREGON, AMENDING ORDINANCE 426, Section 14. Committees. (2nd reading and adoption by title only.)
 - c) ND Fair Board donation – follow up from December meeting
 - 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.
- 9. INFORMATIONAL ITEMS (previous contract agreement update, staff update, future events, local news, etc.)**
 - a) Staff Updates –

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:

Passcode:

4. PUBLIC COMMENT (A time of three minutes per citizen shall apply.)

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.

5 – REPORTS, COMMITTEE & COMMISSIONS

A. **Sheriff's Office**

B. **Library**

C. **Civic Center Advisory Committee -**

D. **Cemetery Advisory Committee** – Canceled – No Quorum

6 – CONSENT AGENDA

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MOVE _____
SECOND _____

Unanimous _____
Opposed _____



**DRAIN CITY COUNCIL
MEETING MINUTES
DECEMBER 11, 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 Vaughan 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, Kaity Hardwick

STAFF PRESENT VIA ZOOM: None

VISITORS PRESENT IN THE COUNCIL CHAMBERS: Fire Chief Brian Burke

VISITORS PRESENT VIA ZOOM: Rusty Savage

WELCOME REMARKS

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

PUBLIC COMMENT

None

REPORTS, COMMITTEES AND COMMISSIONS

- A. Sheriff's Office Monthly Report – Sergeant Dorland read the statistics report: 5 arrests, 3 criminal cases, 15 citations issued, 7 warnings, 1 field investigation, 5 civil papers served, 10 calls for service, 3 traffic stops, 1 security check, 1 accident, 1 drug case, 1 DUII, 1 warrant arrest, 9 reports taken and 5 reports written. Mayor Sparhawk asked if the accident was within city limits. Sgt. Dorland said that if it is listed on the report, it is within city limits. Mayor Sparhawk asked if Sgt. Dorland knew where the accident was and he replied that he didn't know. Mayor Sparhawk asked CA Stevens if she knew and CA Stevens did not. Mayor Sparhawk said that she wondered whether it was on the corner that involved the stop sign.
- B. Library – No report.
- C. Cemetery Advisory Committee – Next meeting will be January 16, 2024 at 9:30 a.m.

RECOGNITION OF VISITORS/REQUESTS

None

BUSINESS ITEMS

CONSENT AGENDA

- A. Minutes - Approval of November 13, 2023 City Council Minutes. Mayor Sparhawk stated that Kaity Hardwick's name will need to be added to the minutes as staff present in the Council chambers.
- 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.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR DECKER TO APPROVE THE CONSENT AGENDA ITEMS AS READ WITH THE ADDITION OF KAITY HARDWICK.

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. Cemetery Committee – Positions Open

Refer to Staff Report, Subject: Cemetery Committee Positions Open. CA Stevens read the staff report. Mayor Sparhawk suggested that since three people out of five had resigned, if no motion or anything has transpired within ninety days, that Council will bring a resolution back making it citizen led. Councilor VanPelt asked if they needed to bring a motion around the ninety day time period. CA Stevens said that that would be helpful, then they could just get it done. CA Stevens said that the three positions are open and the City is accepting applications. Councilor VanPelt asked if there isn't anyone on the committee currently. CA Stevens said that there are two people, but that doesn't constitute a quorum.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR LYMATH FOR THE THREE CEMETERY COMMITTEE POSITIONS TO BE OPEN AND THE 90 DAYS TO START.

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

CA Stevens stated that since the Civic Center Committee was no longer city led, the ordinance needed to be amended with an ordinance removing the committee from the list.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR DECKER AND SECONDED BY COUNCILOR VAUGHAN TO APPROVE ORDINANCE 444 - FIRST READING.

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					

C. N. D. Fair Board Request

Refer to Staff Report, Subject: N. D. Fair Board Request. CA Stevens read and expanded on the staff report.

- Item #2, Hanging the fair lights: Staff delay in hanging fair lights due to log truck--Mayor Sparhawk said that when the log truck came in last year, they used a pole to lift the lights.
- Item #7, Hanging fair banners: Councilor VanPelt asked if the City could include the cost of installing poles to hold the banners into the existing pole project. CA Stevens said that they could get a quote to do that in addition to the existing pole project.
- Item #4, Mowing the adjacent lawn year around: Councilor Lymath said that he doesn't feel that it's the City's responsibility to mow that property for them when we only use that property four or five days out of the year. Councilor Lymath asked why can't the street be blocked off for the fair as it was in the past. Discussion was had regarding blocking off the street and just using the actual City property. Mayor Sparhawk said that the fair would need to allow the parade to go through on the portion that would be blocked off. CA Stevens asked if the vendors left their booths up overnight. Mayor Sparhawk said that they do. Councilor Decker suggested that the fair could use the circular driveway of the Civic Center. Councilor Decker stated that it was too bad that someone from the fair was not at the meeting to talk about it. Councilor VanPelt said that he is all for looking for other alternatives to the way the property is used by the fair now. Councilor VanPelt agreed that he wished that the fair board was present to

discuss these issues. He also said that it would be a shame to have the fair close over \$600—the cost of mowing the neighbor’s property.

- Item #8, Monetary donation: Councilor Lymath said that the fair asked for \$2,000 and he asked how much they had received in the past. It was \$500. Councilor Lymath questioned if the fair had a budget or the money for anything. CA Stevens said that she doesn’t know if Yoncalla or Elkton contributed. Councilor Lymath said that when the fair first started, it was in Yoncalla. He said that it is now the Drain fair—as Drain is the hub. Councilor Lymath asked if the fair board has fundraisers, do they get donations? Councilor VanPelt said that he thought that the City donated \$1,000 for the 100th anniversary of the fair. Discussion was had regarding what the monetary donation was in years past. CA Stevens asked Council if they would like her to contact the fair board to see if they would come to the January Council meeting to speak. Councilor VanPelt said that he has no problem providing additional funds, but he would like to see where they would be going.
- Item #5, Use of the meeting room: CA Stevens said that since (having their own key) is not offered to every organization that rents the building, she would like Council approval to do this. CA Stevens added that if they are going to be allowed to do this, she feels that there needs to be some sort of policy regarding using the building. Councilor Lymath asked why the fair needs to have their own key. CA Stevens said that it is for convenience because if everyone works or if they have a meeting on a weekend, it’s difficult to pick up a key. Mayor Sparhawk said that she loves the idea of changing all of the doors to code doors so that they don’t have to deal with keys anymore. CA Stevens said that they would need to get a vote on that. VanPelt confirmed that with coded locks, everyone has to have their own code. CA Stevens discussed the code doors at City Hall. Councilor Vaughan stated that the easiest thing would be to just pick a key up ahead of time.
- Mayor Sparhawk stated that she is not okay with a \$2,000 donation whatsoever. Councilor Decker clarified which points would be discussed with the Civic Center Committee.
- Mayor Sparhawk said that she is not okay with the City mowing either. Councilor Vaughan asked if the City would be interested in purchasing the neighbor’s property (at 131 W. A Ave.). CA Stevens said that the owner isn’t interested in selling. Councilor Decker said that she (the owner) barely wants the fair to use it. Discussion returned to mowing the property again. CA Stevens said that the owner allows the Chamber of Commerce to use the property for Oktoberfest as well. Mayor Sparhawk asked if there was a sprinkler system at the park. The answer was no. Mayor Sparhawk suggested that Oktoberfest could be held at the park. Mayor Sparhawk stated that the owner (neighbor) would not be willing to let the fair use the property if the City didn’t agree to mow it. Further discussion was had regarding mowing the property. Councilor Lymath said that if the City donates for the mowing, then the City needs to have a contract for the mowing agreement. Councilor Decker questioned if the City would be mowing as needed. CA Stevens said that the owner of the property wants her property mowed every time the City mows the area around the Civic Center. Discussion returned to blocking off the street. Councilor Vaughan suggested that Council agree to mow this

coming year and donate \$700 to the fair board and move forward next year. Mayor Sparhawk confirmed with Councilor Vaughan that he was suggesting a \$700 donation and the mowing for this year. Councilor VanPelt asked if Council had to make all of those decisions at that meeting. Extensive discussion was had regarding the donation and mowing.

- Mayor Sparhawk said that she felt that part of the big jump in the donation request was due to the cost of purchasing new banners. Councilor Decker asked CA Stevens how much she thought it would cost to install the new poles for the banners. CA Stevens said that she didn't think it would be less than \$6,000. Discussion was had regarding the cost of the poles.
- Councilor Lymath remarked that he didn't think that it was fair to mow the neighbor's property for the fair. He feels that other people in town might feel that they should have their lawns mowed too. CA Stevens was asked her opinion. She stated that she felt that if Council does not agree to mowing, the property owner will not let them use her property.
- Councilor Lymath discussed the history of the fair and said that he doesn't feel that the fair will ever be the same as it was in the past. He feels that the City is being pressured by the owner of the neighboring property to mow her property or the fair is done. He suggested other alternatives.
- Councilor VanPelt asked if it was okay not to vote on the mowing at this meeting. Mayor Sparhawk said that no, they needed to vote on the mowing tonight. Additional discussion was had regarding mowing.
- Mayor Sparhawk suggested that Octoberfest could be at the park next year. There was additional discussion about Octoberfest, serving alcohol and when the improvements to the park would be made.
- Mayor Sparhawk asked if the City created an agreement, when would the agreement be valid? CA Stevens said that it would be valid when it was signed. Council discussed making sure that it includes the use of the property at 131 W. A Ave. for Octoberfest as well. CA Stevens said that she would draw up an agreement to run through November 2024.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR VAUGHAN TO APPROVE THE MOWING OF THE PROPERTY ADJACENT TO THE CIVIC CENTER FOR A YEAR ASSUMING THERE IS A CONTRACT WRITTEN OUT BY THE CITY.

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, CA Stevens confirmed that in the January 2024 meeting, she will ask the fair board to come and they will discuss the use of a key and the monetary donation.

D. Chamber of Commerce Request

Refer to Staff Report, Subject: Chamber Request. CA Stevens read the staff report.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VAUGHAN AND SECONDED BY COUNCILOR LYMATH TO APPROVE THE \$200 DONATION.

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					

DISCUSSION ITEMS/CITY COUNCIL COMMENT

A. Bonnie Pyles – Park Host

Refer to Staff Report, Subject: Bonnie – Park Host Request. CA Stevens reviewed the staff report. She informed Council that a park host could not be included in the grant application as was previously planned and stated in the staff report. CIS is seeing an increase in claims regarding tenant rights with park hosts. CIS said that it is doable but everything needs to be taken into consideration. Councilor Decker asked if the cameras are not adequate. CA Stevens said that they are and more cameras could be added. Councilor Vaughan asked what are the benefits. CA Stevens said security and maintenance. Councilor Vaughan said that the expense of installing a park host would be \$15,000 to \$20,000 right off the bat. CA Stevens said that Bonnie said another added benefit would be that the park host could hand out equipment such

as horse shoes or tennis rackets. Councilor Decker commented that they could just work with the pool and they could be in charge of the equipment. Councilor VanPelt asked who the person would report to. CA Stevens said the Utility Foreman or the City Administrator. Councilor VanPelt felt that it would put an extra burden on those employees. CA Stevens said that if the park host was not performing their duties, what is the disciplinary process for that? Councilor VanPelt said that the real benefit that the park host would receive is a place to stay. Further discussion covered how a person would apply for the position. Councilor Vaughan said that it would be easier to swallow if the grant would be covering some of these expenses. Mayor Sparhawk said instead of a park host, upgrade the cameras and put in a hut for the equipment. Council discussed equipment further. Mayor Sparhawk asked if the City still relied on the Parks and Rec. cameras. CA Stevens said that the City does somewhat. Councilor Decker asked about adding cameras. Mayor Sparhawk agreed with adding more cameras. Councilor Decker asked if lights could be included in the grant. CA Stevens said that security lights and cameras are included in the grant. Mayor Sparhawk said that she would approve cameras so that the City would not have to rely on Parks and Rec.'s cameras.

INFORMATIONAL ITEMS

A. Financial Update – Quarter 1

Refer to Staff Report, Subject: Financial Update – 1st Quarter FY23-24. CA Stevens reviewed the staff report. Councilor VanPelt confirmed that the budgeted is the actual budget whereas the actual is what has been spent in this period of time. Councilor VanPelt asked if the report could show the percentage of where the City is in spending. He is interested in seeing what has been spent as compared to what should have been spent in this quarter. CA Stevens said that that could be added.

B. Park Survey Results

Refer to Staff Report, Subject: Anna Drain Park Playground Equipment Survey. Kaity Hardwick reviewed the staff report and she reviewed the survey results with Council.

CITY COUNCIL – ADDITIONAL QUESTIONS

- A.** Councilor Decker asked if Yoncalla and Elkton donate to the fair. It is unknown whether those cities donate.
- B.** Councilor Decker asked if the City of Drain donated to the rodeo and it was confirmed that the City did.

ADJOURNMENT

There being no further business, Mayor Sparhawk adjourned the regular meeting of the City Council at 7:16 p.m.

Jeni Stevens, City Administrator

Erin Sparhawk, Mayor

DRAFT

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

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
12/22/2023	351	135	BONNEVILLE POWER ADMINISTRATI	68,460.00
12/01/2023	34923	15	Advanced Control Systems LLC	687.00
12/01/2023	34924	42	ALSCO	765.57
12/01/2023	34925	45	Altec Industries Inc.	1,480.18
12/01/2023	34925	45	Altec Industries Inc.	1,671.49
12/01/2023	34926	1	Andrew Thurston	396.02
12/01/2023	34927	5556	Anixter Inc	234.24
12/01/2023	34928	81	Auto Parts Inc.	43.46
12/01/2023	34929	2	Aviva Health	170.00
12/01/2023	34930	5856	Axis Home Inspections LLC	400.00
12/01/2023	34931	2215	Cascade Automation Inc.	1,024.50
12/01/2023	34932	447	City of Drain	4,439.52
12/01/2023	34933	5116	Colburn Construction LLC	1,335.00
12/01/2023	34934	414	Douglas Electric Cooperative	35.62
12/01/2023	34935	450	Drain, City of (Assistance)	150.00
12/01/2023	34936	339	Eagle Valley Supply	84.40
12/01/2023	34936	339	Eagle Valley Supply	20.45
12/01/2023	34936	339	Eagle Valley Supply	10.01
12/01/2023	34936	339	Eagle Valley Supply	39.86
12/01/2023	34936	339	Eagle Valley Supply	.93
12/01/2023	34936	339	Eagle Valley Supply	2.50
12/01/2023	34937	5956	Government Ethics Commission	1,134.82
12/01/2023	34939	5576	Jeni Stevens	10.96
12/01/2023	34940	1	Kathleen Taylor	255.26
12/01/2023	34941	1	Michael Nixon	122.25
12/01/2023	34941	1	Michael Nixon	113.97
12/01/2023	34942	2	Nichole Berry	170.00
12/01/2023	34943	834	OHA Cashier	75.00
12/01/2023	34944	954	Platt Electric Supply Inc.	977.73
12/01/2023	34945	768	QUADIENT FINANCE USA INC.	600.00
12/01/2023	34946	1038	Satin Stitch Inc.	10.75
12/01/2023	34947	3355	Security Monster	8.00
12/01/2023	34948	1113	Sutherlin Sanitary Service LLC	59.80
12/01/2023	34949	6176	Systech Consulting LLC	1,143.00
12/01/2023	34950	1	The Estate of John Ward Jr	343.92
12/01/2023	34951	1	Travis Hilbun	92.33
12/01/2023	34952	4956	Umpqua Research Company	199.00
12/01/2023	34952	4956	Umpqua Research Company	79.60
12/01/2023	34952	4956	Umpqua Research Company	277.00
12/01/2023	34952	4956	Umpqua Research Company	342.00
12/01/2023	34952	4956	Umpqua Research Company	1,000.00
12/01/2023	34953	189	California State Disbursement Unit	187.50
12/01/2023	34954	666	Laborer's International Union	84.00
12/07/2023	34955	2575	Big K Guest Ranch	1,075.20
12/07/2023	34956	213	Caselle Inc.	1,577.00
12/07/2023	34957	6876	CTX-Xerox	49.26
12/07/2023	34958	414	Douglas Electric Cooperative	1,483.86
12/07/2023	34958	414	Douglas Electric Cooperative	45.64

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
12/07/2023	34959	405	Douglas County Sheriff's Office	37,370.90
12/07/2023	34960	417	Douglas Fast Net	419.46
12/07/2023	34961	3395	Douglas Fast Net	299.92
12/07/2023	34962	3396	Douglas Fast Net	301.88
12/07/2023	34963	5736	Douglas Fast Net (1310580)	112.99
12/07/2023	34964	519	First National Bank of Omaha	1,779.61
12/07/2023	34965	642	Jeremy McDaniel Auto Repair	1,257.74
12/07/2023	34966	3436	Jonathan Ferguson	800.00
12/07/2023	34967	6196	NWPPA	892.29
12/07/2023	34968	843	One Call Concepts Inc.	5.01
12/07/2023	34969	849	OR Laborers-Employers Trust	2,628.00
12/07/2023	34970	1077	Southern Septic Service Inc	220.00
12/07/2023	34971	3436	Tom Kelley	800.00
12/07/2023	34972	5196	Tyree	1,010.19
12/07/2023	34973	4956	Umpqua Research Company	150.00
12/15/2023	34974	5556	Anixter Inc	1,130.00
12/15/2023	34975	81	Auto Parts Inc.	292.22
12/15/2023	34976	123	Bio-Med Testing Service Inc.	285.00
12/15/2023	34978	1005	Oregon Dept of Revenue	666.14
12/15/2023	34979	3035	Penny Jenkins	166.38
12/15/2023	34980	6776	Xylem Water Solutions USA Inc	400.61
12/15/2023	34980	6776	Xylem Water Solutions USA Inc	8,271.85
12/15/2023	34980	6776	Xylem Water Solutions USA Inc	2,042.80
12/15/2023	34981	15	Advanced Control Systems LLC	230.00
12/15/2023	34982	18	AFLAC	610.43
12/15/2023	34983	5556	Anixter Inc	1,614.10
12/15/2023	34983	5556	Anixter Inc	505.50
12/15/2023	34984	1	Brenda Balkenhol	137.76
12/15/2023	34985	4336	Cole Resource Management Co LLC	1,147.07
12/15/2023	34986	1090	Local Government Law Group PC	493.50
12/15/2023	34987	720	Oregon Mayors Association	150.00
12/15/2023	34988	6896	River Design Group Inc	10,624.53
12/15/2023	34989	4956	Umpqua Research Company	87.00
12/15/2023	34989	4956	Umpqua Research Company	112.00
12/15/2023	34989	4956	Umpqua Research Company	199.00
12/15/2023	34990	6716	Umpqua Sheet Metal Inc	1,140.00
12/15/2023	34991	4716	Vision Metering LLC	500.00
12/18/2023	34992	189	California State Disbursement Unit	187.50
12/22/2023	34993	15	Advanced Control Systems LLC	687.00
12/22/2023	34994	2	Becky Burris	170.00
12/22/2023	34995	450	City of Drain	150.00
12/22/2023	34996	414	Douglas Electric Cooperative	35.45
12/22/2023	34997	507	Ferguson Waterworks. #3011	374.25
12/22/2023	34998	582	H.D. Fowler Company	124.41
12/22/2023	34999	2	Heath Behnert	170.00
12/22/2023	35000	843	One Call Concepts Inc.	18.37
12/22/2023	35001	768	QUADIENT FINANCE USA INC.	656.25
12/22/2023	35002	3956	QUADIENT LEASING USA INC.	211.44
12/22/2023	35003	1023	Rundell Inc	886.68
12/22/2023	35004	4956	Umpqua Research Company	54.60
12/22/2023	35004	4956	Umpqua Research Company	174.00
12/22/2023	35005	6656	Xerox Financial Services	105.00

<u>Check Issue Date</u>	<u>Check Number</u>	<u>Vendor Number</u>	<u>Payee</u>	<u>Invoice Amount</u>
Grand Totals:				<u>175,827.43</u>

Report Criteria:

Report type: Invoice detail
 Check.Voided = Yes

Check 35000
 34980
 Check Not rec'd by
 vendor. Voided
 and reissued.

Reissued to mother
 per Power of Attorney
 Grand Totals: Check 34984

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
12/19/2023	34832	843	One Call Concepts Inc.	18.37- V
12/01/2023	34874	6776	Xylem Water Solutions USA Inc	400.61- V
12/01/2023	34891	6776	Xylem Water Solutions USA Inc	8,271.85- V
12/11/2023	34938	1	Grace Gilpin	.00 V
12/15/2023	34977	1	Grace Gilpin	.00 V
Grand Totals:				8,690.83-

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
12/15/2023	PC	12/15/2023	12152301	Burris, Harold	20		01-0-110	1,759.57-	D
12/15/2023	PC	12/15/2023	12152302	Bird, Daniel R.	370		01-0-110	1,629.29-	D
12/15/2023	PC	12/15/2023	12152303	Wilson, Danny L.	380		01-0-110	1,010.99-	D
12/15/2023	PC	12/15/2023	12152304	Nash, James A.	410		01-0-110	2,859.06-	D
12/15/2023	PC	12/15/2023	12152305	Jenkins, Penny	430		01-0-110	1,439.96-	D
12/15/2023	PC	12/15/2023	12152306	Stevens, Jeni K.	460		01-0-110	2,959.26-	D
12/15/2023	PC	12/15/2023	12152307	Sullivan, Melissa	470		01-0-110	1,106.77-	D
12/15/2023	PC	12/15/2023	12152308	Drager, Leanne	480		01-0-110	1,007.91-	D
12/15/2023	PC	12/15/2023	12152309	Cushman, Joshua A.	500		01-0-110	1,253.35-	D
12/15/2023	PC	12/15/2023	12152310	Spurlock, Matthew R.	510		01-0-110	1,219.43-	D
12/31/2023	PC	12/31/2023	12312301	Burris, Harold	20		01-0-110	3,758.91-	D
12/31/2023	PC	12/31/2023	12312302	Bird, Daniel R.	370		01-0-110	2,615.53-	D
12/31/2023	PC	12/31/2023	12312303	Wilson, Danny L.	380		01-0-110	1,436.78-	D
12/31/2023	PC	12/31/2023	12312304	Nash, James A.	410		01-0-110	4,758.16-	D
12/31/2023	PC	12/31/2023	12312305	Jenkins, Penny	430		01-0-110	1,889.43-	D
12/31/2023	PC	12/31/2023	12312306	Stevens, Jeni K.	460		01-0-110	2,938.19-	D
12/31/2023	PC	12/31/2023	12312307	Sullivan, Melissa	470		01-0-110	1,512.28-	D
12/31/2023	PC	12/31/2023	12312308	Drager, Leanne	480		01-0-110	1,380.06-	D
12/31/2023	PC	12/31/2023	12312309	Cushman, Joshua A.	500		01-0-110	1,478.73-	D
12/31/2023	PC	12/31/2023	12312310	Spurlock, Matthew R.	510		01-0-110	1,616.16-	D
Grand Totals:								<u>39,629.82-</u>	
									<u>20</u>

7 - DISCUSSION ITEMS

A. Park Budget – Review



STAFF REPORT

Subject:	Park Budget
Date:	January 8, 2024
Prepared By:	Jeni Stevens & Kaity Hardwick
Background:	<p>As staff are preparing for the park grant application, it is becoming clear that the original total project cost of \$300,000 that Council had decided on is not going to go very far. Attached are outlines of some initial costs. Depending on the amount Council is comfortable spending, a decision might need to be made on what items to remove from the project.</p> <p>As you are reviewing the attached outlines, please make note that the “Funds needed from City” has the contingency amount included. These funds may not need to be used. Also, the attached outlines do not include all installation expenses.</p> <p>The grant application requires a project map to be submitted to DEQ, ODFW and Oregon Department of State Lands. These agencies are charged with determining the environmental impact of the project. These means that we need to determine the amount of the ground disturbance created by the splashpad, concrete walkways and the pavilion.</p>
Recommendation:	Increase the gross amount Council is willing to spend on this project. If the City commits to spending \$120,000 on the park, that money would yield approximately \$570,000 in upgrades.
Financial Impact:	The reserve fund has earned over \$150,000 in interest in the first six months of the fiscal year. These funds have not been committed to any project. Whatever amount Council decides will be budgeted for in the next fiscal year.

Total Budget: \$366,850		
Misc total material cost	4 benches, 8 picnic tables, 4 trash cans, 2 charcoal grills, 2 drinking fountains, security cameras, 350ft fence, lighting, tree removal.	\$81,000
Splashpad material cost estimate <i>(Installation not included)</i>	~850 sqft splashpad	\$130,000
Pavilion total cost estimate	40x25 pavilion (1000 sqft)	\$60,000
Concrete total cost estimate	Sidewalk along playground, sidewalk along East side of park, misc. slabs for installing items.	\$55,000
Playground material cost to meet safety requirements. <i>(Installation not included)</i>	Additional pea gravel, swing replacement parts.	\$7,500
Current estimated total		\$333,500
Additional 10% contingency		\$33,350

Total committed funds: \$366,850	
Funds from private donor	\$33,000
In-kind from city	\$1,820
Grant funds requested	\$266,800
Funds needed from city	\$65,230

Total Budget: \$429,000		
Misc total material cost	All items from previous budget.	\$81,000
Splashpad material cost estimate <i>(Installation not included)</i>	~1300 sqft splashpad	\$180,000
Pavilion total cost estimate	40x25 pavilion (1000 sqft)	\$60,000
Concrete total cost estimate	All items from previous budget.	\$55,000
Playground material cost to meet safety requirements. <i>(Installation not included)</i>	All items from previous budget, tire swing, tetherball.	\$14,000
Current estimated total		\$390,000
Additional 10% contingency		\$39,000

Total committed funds: \$429,000	
Funds from private donation	\$33,000
In-kind from city	\$1,820
Grant funds requested	\$312,000
Funds needed from city	\$82,180

Total Budget: \$557,150		
Misc total material cost	All items from previous budget, additional seating, inflatable movie screen, outdoor projector, storage for screen.	\$105,500
Splashpad material cost estimate <i>(Installation not included)</i>	~1300 sqft splashpad	\$180,000
Pavilion total cost estimate	40x25 pavilion (1000 sqft)	\$60,000
Concrete total cost estimate	All items from previous budget.	\$55,000
Playground material cost to meet safety requirements. <i>(Installation not included)</i>	Play equipment from previous budget, pea gravel removal, rubber safety flooring on whole playground, rock wall.	\$106,000
Current estimated total		\$506,500
Additional 10% contingency		\$50,650

Total committed funds: \$557,150	
Funds from private donation	\$33,000
In-kind from city	\$2,290
Grant funds requested	\$405,200
Funds needed from city	\$116,660

8 – COUNCIL BUSINESS

A. 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.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

B. Ordinance 444 – AN ORDINANCE OF THE CITY OF DRAIN OREGON, AMENDING ORDINANCE 426, Section 14. Committees. (2nd reading and adoption by title only.)

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

C. ND Fair Board donation – follow up from December meeting

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

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

MOVE _____
SECOND _____

Unanimous _____
Opposed _____



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.

Date: January 8, 2024

Prepared By: Jeni Stevens

Background: In November 1984, the City received a grant to develop an Economic Development Fund and contracted with the CCD to develop and manage this fund. In the contract it required the CCD to have a separate bank account for this fund. City staff meet with CCD staff back in 2022, where they expressed an interest in the City managing this fund moving forward. After many months of preparation, in July, 2023, City staff started managing this fund. Now that the CCD no longer needs access to a separate account, there is no need to keep this account open.

In December, a large portion of the total funds were moved into the LGIP account since the interest rates were so high. In November, when all funds were still in Banner Bank, the account earned \$38 in interest. In December, after moving the funds into the LGIP account they earned \$1,947 in interest.

Recommendation: Close the Banner Bank account since it is no longer needed.

Financial Impact: The interest earned will be far greater by moving these funds.

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.

WHEREAS, in November, 1984, the City of Drain entered into an agreement with CCD to develop and manage an economic development fund and were required to have a separate account; and

WHEREAS, in July, 2023, the City of Drain staff started managing the Economic Development Fund; and

WHEREAS, now that the CCD no longer manages this fund, there is no longer a need for a separate account; and

WHEREAS, the City of Drain wishes to move the funds into the LGIP account and earn a higher interest rate to help grow this fund; and

WHEREAS, the City of Drain wishes to have less accounts to manage; and

NOW, THEREFORE, BE IT RESOLVED, the Drain City Council hereby authorizes as follows:

1. Close the Banner Bank Account ending in 1097.
2. Move the funds to the LGIP account.

ADOPTED BY THE DRAIN CITY COUNCIL ON THIS 8th DAY OF JANUARY, 2024

ERIN SPARHAWK, MAYOR

JENI STEVENS, CITY ADMINISTRATOR



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 SECOND READING AND APPROVAL OF THIS ORDINANCE BY THE CITY OF DRAIN OREGON CITY COUNCIL, ON THIS 8TH DAY OF JANUARY 2024.



STAFF REPORT

Subject: ND Fair Board Request

Date: January 8, 2024

Prepared By: Jeni Stevens

Background: In the November Council meeting, Jim Beard submitted a letter making a request on the behalf of the ND Fair Board. In the December Council meeting, Council discussed all requested items and had questions. Since there wasn't anyone present from the Fair Board, Council requested that the city administrator contact them and ask them to come to the January meeting to answer questions.

Council wanted to discuss the \$2,000 donation requested since it was considerably higher than prior donations and the request to have a key to the Civic Center continuously.

A copy of the original letter is attached.

Financial Impact: \$2,000 donation (\$1,170 remaining in budget)



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



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.

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Drain desires to participate in the grant program to the greatest extent possible as a means of providing needed park and recreation improvement and enhancements to Anna Drain Park; and

WHEREAS, Drain City Council and Staff have identified improvements and Anna Drain Park as a high priority need in the City of Drain; and

WHEREAS, the City of Drain wishes to add additional play equipment, lighting, security cameras, splash pad, outdoor covered convening space, park benches, cement walking paths, and drinking fountains and ADA accessibility throughout the park; and

WHEREAS, the City of Drain has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Drain will provide adequate funding for on-going operations and maintenance of this park and recreation area should the grant funds be awarded; and

NOW, THEREFORE, BE IT RESOLVED BY THE City Council of Drain, Oregon as follows:

Section 1: The City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for the development at Anna Drain Park.

Section 2: This Resolution shall be effective following its adoption by the City Council.

ADOPTED BY THE DRAIN CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS 8th DAY OF JANUARY, 2024.

ERIN SPARHAWK, MAYOR

JENI STEVENS, CITY ADMINISTRATOR

10 - INFORMATIONAL ITEMS

a) Staff Updates -



STAFF REPORT

Subject: Staff Update

Date: January 8, 2024

Prepared By: Jeni Stevens

Updates: The **Fish Passage Project** is moving forward as planned. All reports to Oregon Water Resource Department have been filed with the next quarterly report due the beginning of April. Indirect reimbursements have totaled \$1,104.77 and salary and wages have been reimbursed in the amount of \$423.12 to date.

The **SCA Grant** for the Applegate project is underway. Core samples are the first task to be done and staff is working on getting this scheduled. Once they have been analyzed, we will know which project budget to use and an RFP will be created.

Old City Hall Demolition is scheduled for demolition the week of January 15th. There will be a barrier fence approximately 9 feet into W. C Ave. and 2nd St. Loree Pryce, P.E. will be overseeing the daily progress and ensuring everything stays on task.

A quote has been requested to install **Banner Poles**. There were additional ideas presented by staff to add one or two sets of banner poles instead of three, to save money. Staff suggested not installing poles on S. Cedar St. as people coming from Yoncalla are either heading West to the Coast or going East on W. B Ave. and would see the banners as they go in either direction.