



**CITY OF DRAIN
REGULAR COUNCIL MEETING
MONDAY, MARCH 11, 2024
CIVIC CENTER – 6:00 PM**

AGENDA

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. WELCOME REMARKS

4. REPORTS, COMMITTEE & COMMISSIONS

- a. Sheriff's Office
- b. Library
- c. Civic Center Advisory Committee
- d. Yoncalla Rodeo Request
- e. N. Douglas Fair Board

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

6. CONSENT AGENDA

- a. Minutes – Approval of February 12, 2024 City Council Minutes
- b. Approval of payment of the Bills, check numbers 355, 356 and 35070 through 35122 in the total amount of \$167,512.98 Approval of payment of the Payroll, check numbers 2152401 through 2152410 and 2292401 through 2292410 in the total amount of \$38,281.38.

7. COUNCIL BUSINESS

- a) R2324-08 - A resolution increasing income qualifications for Reduced Rates for Citizens, 62 years of age and older, to match 2024 federal poverty guidelines.
- b) R2324-09 - A resolution Repealing resolutions R9798-10 and R2324-02 changing the cemetery committee to a citizen volunteer committee.
- c) Planning Commission – Application received – One position open.
- d) Budget Committee – Applications received – One position open.
- e) City Administrator's performance evaluation and salary adjustment.
- f) R2324-10 – A resolution confirming the review of and the authorization to abolish the current "Future Expenditures" Reserve Fund and establish new reserve funds that meet state requirements.
- g) R2324-11 A resolution authorizing the establishment of six new capital reserve funds for the General, Civic Center, Electric, Water, Wastewater, and Street accounts.
- h) R2324-12 A resolution authorizing the increase to electric rates.

8. DISCUSSION ITEMS/CITY COUNCIL COMMENT

- a) Close City Hall for Lunch – 12:30 to 1:30

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.

9. INFORMATIONAL ITEMS (previous contract agreement update, staff update, future events, local news, etc.)

- a) City Hall Demolition Update
- b) Chamber Meeting

10. ADJOURNMENT

TIME _____

Join Zoom Meeting

Meeting ID: 871 4142 3646

Passcode: 176897

4. REPORTS, COMMITTEE & COMMISSIONS

- a) Sheriff's Office

- b) Library

- c) Civic Center Advisory Committee

- d) Yoncalla Rodeo Request

- e) N. Douglas Fair Board



YONCALLA RODEO & EQUESTRIAN ASSOCIATION

PO BOX 985

YONCALLA, OR 97499

Yoncalla.rodeo1946@gmail.com

To Whom It May Concern,

We are extremely excited for the second Yoncalla Rodeo this year!

Our rodeo this year of 2024 will be Thursday, July 4th and Friday, July 5th. Our permanent home of the Yoncalla Rodeo is 8501 Rice Valley Rd. Yoncalla, OR. This development has been a labor of dedication by our members and prioritization of rural community by the Douglas County Commissioners. We are looking forward to being able to offer more opportunities than just a two-day rodeo for members of this community and especially the youth of Yoncalla and surrounding areas as we build and develop this property into a home for future events in the years to come.

As a result of our determination to make this rodeo an annual event and growing the possibilities for the youth of this community we are always looking for sponsors and individuals to assist us with donations and ideas.

Below are the options we offer for individuals and businesses who would like to contribute to our Rodeo:

Sponsorship Opportunities available for advertising at the 2024 Yoncalla Rodeo:

Chute Gate Sponsor- \$750

Acknowledgement throughout the event by the announcer and before the rodeo begins

Acknowledgement on radio commercials leading up to the rodeo

Banner on Chute Gates during the rodeo

7 entry tickets into the Rodeo

Event Sponsor- \$1000

Acknowledgement throughout the event by the announcer and before the rodeo begins

Acknowledgement on radio commercials leading up to the rodeo

10 entry tickets into the Rodeo

General Sponsor –

Donations are up to the discretion of the contributor

Acknowledgement during the Yoncalla Rodeo by announcer

For every \$100 donated the contributor receives 1 entry ticket into the Rodeo

Arena Banners- \$500

Banner on the Yoncalla Rodeo Arena (**banner to be provided by sponsor**, suggested size is 4'x8')

Acknowledgement during the Yoncalla Rodeo by announcer

5 entry tickets to the Rodeo

It has been a huge achievement for our small community find a permanent home for the Yoncalla Rodeo. We could not do it without the time and effort of many local citizens and businesses that want to give back to the community. Our association is a non-profit 501 c (3) and has been fortunate enough to contribute to local scholarships and the food pantry as we expand. We greatly appreciate all the time and dedication poured into this event in years past and the interest that we are receiving from the surrounding areas. If you are interested in contributing to this year's rodeo events or becoming a part of our team, please contact Randy Thompson (541)784-8667 or send us an email at yoncalla.rodeo1946@gmail.com.

Our Sincerest Appreciation,

Randy Thompson



YONCALLA RODEO &
EQUESTRIAN ASSOCIATION

PO BOX 985

YONCALLA, OR 97499

Yoncalla.rodeo1946@gmail.com

Business Name: _____

Contact Name: _____ Phone: _____

Contact Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Event being Sponsored: _____ Amount: _____

ADVERTISING YOU WOULD LIKE ANNOUNCED DURING RODEO:

Yoncalla Rodeo & Equestrian Association

TAX ID# 45-3578573

Please email all donations/sponsorships to the above address

For Office Use Only:

Check Received

Date: _____

Check #: _____

YONCALLA RODEO JULY 4 & 5, 2024

5. PUBLIC COMMENT

6. CONSENT AGENDA

Consent Agenda:

- a. Minutes – Approval of February 12, 2024 City Council Minutes
- b. Approval of payment of the Bills, check numbers 355, 356 and 35070 through 35122 in the total amount of \$167,512.98 Approval of payment of the Payroll, check numbers 2152401 through 2152410 and 2292401 through 2292410 in the total amount of \$38,281.38.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____



**DRAIN CITY COUNCIL
MEETING MINUTES
FEBRUARY 12, 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 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 Decker

PRESENT VIA ZOOM:

None

COUNCIL ABSENT:

Councilor VanPelt (excused), Councilor Lymath (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:**

Valarie Johns, Katrina Johns, Miriam Sisson, Mistie Savage, Anne
Campbell, Rusty Savage, Candy Vickery, E. Hollamon

**VISITORS PRESENT
VIA ZOOM:**

None

WELCOME REMARKS

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

REPORTS, COMMITTEES AND COMMISSIONS

- A. Sheriff's Office Monthly Report – Sergeant Dorland gave the monthly statistics report. He stated that the Sheriff's Office was still having issues with the new computer system and it is still not accurately tracking all of the stats. There were 4 arrests, 6 criminal cases, 10 citations, 13 warnings, 11 field interviews, 7 civil papers served, 1 DUII, 1 warrant arrest, 7 reports taken and 7 reports written.
- B. Library – Mirian Sisson, Library Director, handed out the North Douglas Library District January Statistics report. Sisson also handed out a flyer for Friday Fun Day. Both are included with these minutes.
- 1,018 cardholders. Anyone who lives in the district or works in the district is eligible for a free library card.
 - Sisson talked about the Friday Fun Day. This is not a drop off program. Resuming pre-COVID activities. Talked about different activities.
 - Sisson talked about the new adult program that will be meeting once a month.
- C. Civic Center Advisory Committee – Mistie Savage spoke as the interim liaison. Savage read from and submitted a report that is included with these minutes. Savage said that the committee has had two meetings so far. The next meeting is March 6, 2024.

PUBLIC COMMENT

- A. Anne Campbell spoke regarding the relationship between the City and the Library District. She provided copies of the lease agreement and the memorandum of understanding between the City and the Library District. The documents are included with these minutes. Campbell talked about the history of the Library District. Campbell also spoke about the Whipple grant and that it is designated to be used for the support, operational maintenance and capital needs of the Civic Center and the library. Campbell thinks it's a good time to remind parties on both sides of some of the points agreed upon in January 2021. Campbell went on to read and review some of the points in the agreement. Campbell thinks that both sides should review what was agreed upon and take steps to come into compliance with the document.

Anne Campbell's second discussion item pertained to the use of the meeting room during the inclement weather. Campbell feels that the library board member should not have been charged to use the room. Campbell feels that the City should refund the money to the library board member.

- B. Candy Vickery spoke regarding the handicapped parking spot. Vickery would like to see it switched from the furthest spot from the door to the closest spot to the handicap ramp.

Vickery also spoke regarding the construction of the new City Hall building. Vickery asked if there are any plans for an informational meeting about the new City Hall building. Vickery would like to see plans. Mayor Sparhawk stated that there aren't any plans. Mayor Sparhawk said that when the plans come out it will be brought before Council.

Vickery would like to propose that there be a policy that when there is a problem, weather event, that the Civic Center be available to the citizens to use. Vickery said that some of the internet providers were affected with the last weather event. Vickery said that the meeting room provided a nice, quiet place for people who work from home to still work. Vickery said that the Parks and Rec. opened the showers at the swimming pool to allow people to come and use them. She feels that as a city, we should be allowing people to use the meeting room for free.

Candy Vickery returned to the subject of the new City Hall. She would appreciate knowing when there is going to be a meeting about the new City Hall. Vickery feels that public entities usually have a public informational meeting so that they can allow people to give input. CA Stevens said that Council voted several months ago not to have a city hall committee. That it would just be part of the normal Council. Vickery asked if the City had hired an architect and CA Stevens said that the City has not.

- C. Anne Campbell stood up from the audience and stated that most libraries have their own private meeting space. She said that since this library doesn't, this (the meeting room) is the only space that they have that would be private.
- D. Mistie Savage stood up and spoke at the microphone. Savage said that she was librarian at the time of the inclement weather and the library had multiple people coming from Cottage Grove that had lost their Spectrum service. Savage said that there were at least 10 people in and out of the room.

Councilor Decker asked if the meeting room was open and 10 people or so used the meeting room. Then she asked about a community member that paid for it. CA Stevens confirmed that the room was for private use and would not have been accessible to anybody else. Candy Vickery explained the situation with the rental. There were multiple comments from audience members regarding use of the meeting room. Candy Vickery and CA Stevens clarified that the rental of the meeting room was for a private meeting. There were continuous comments from audience members. Councilor Decker suggested that this could be a topic discussed at the Civic Center Advisory Committee meetings regarding making the meeting room accessible.

RECOGNITION OF VISITORS/REQUESTS

None

BUSINESS ITEMS

CONSENT AGENDA

- A. Minutes – Approval of January 8, 2024, City Council Minutes
- B. Approval of payment of the Bills, check numbers 352 through 354, 35006 through 35019, 35021 through 35031 and 35033 through 35069 in the total amount of \$198,505.47. Check numbers 34868, 35020 and 35032 were voided. Approval of payment of the Payroll, check numbers 1152401 through 1152410 and 1312401 through 1312410 in the total amount of \$42,806.47.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR DECKER AND SECONDED BY COUNCILOR VAUGHAN 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
NAYS					
ABSTAIN					

Candy Vickery stood up from the audience after the Consent Agenda was approved. Vickery stated that she knew the last name of one of the speakers at the January 8, 2024 Council meeting. His name had not been listed in the minutes due to the fact that it was illegible.

COUNCIL BUSINESS

- A. Budget Committee Appointment

Refer to Staff Report, Subject: Budget Committee Appointment. CA Stevens read the Staff Report.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR DECKER AND SECONDED BY COUNCILOR VAUGHAN TO APPROVE THE APPOINTMENT OF RUSTY SAVAGE.

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
NAYS					
ABSTAIN					

B. R2324-07 – A RESOLUTION APPROVING A 2% COST OF LIVING INCREASE FOR ALL NON-UNION REPRESENTED EMPLOYEES, AFFECTIVE JULY, 2024.

CA Stevens read the resolution.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VAUGHAN AND SECONDED BY COUNCILOR DECKER TO APPROVE R2324-07.

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
NAYS					
ABSTAIN					

C. State and Local Fiscal Recovery Funds (SLFRF) Proposal.

Refer to Staff Report, Subject: State and Local Fiscal Recovery Funds (SLFRF). CA Stevens read the Staff Report.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VAUGHAN AND SECONDED BY COUNCILOR DECKER TO APPROVE THE STATE AND LOCAL FISCAL RECOVERY FUNDS PROPOSAL.

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
NAYS					
ABSTAIN					

DISCUSSION ITEMS/CITY COUNCIL COMMENT

A. Wall Mounted Key Lockbox – Follow Up

Refer to Staff Report, Subject: Wall Mounted Key Lockbox. CA Stevens read the staff report. Councilor Decker asked how many would be on the list to use the lockbox. CA Stevens said at this point, only two or three. Councilor Vaughan asked if it is a mechanical lockbox. CA Stevens said that it wasn't and explained how it would be used. CA Stevens asked if that is something that Council wanted. Council agreed that CA Stevens should proceed with getting a lockbox.

B. Park Project Update

Refer to Staff Report, Subject: Park Project Update. CA Stevens read the Staff Report.

C. Should there be signs that say "Park Closes at Dusk"?

Refer to Staff Report, Subject: Should there be signs that say "Park Closes at Dusk"? CA Stevens reviewed the Staff Report. Council discussed what the closing time should be in relation to curfew. Councilor Vaughan expressed concern regarding the park improvements that are going to be added and the risk of vandalism. Further discussion was had regarding the pavilion lights, curfew and the noise ordinance. It was agreed that the signs should say "Park Closes at 10 p.m."

Closing times at the cemetery were discussed. Council decided to hold off on ordering signs for the cemetery at this time.

D. Apply to Keep Our AmeriCorps RARE Member for Another Term.

Refer to Staff Report, Subject: Applying to Keep Our AmeriCorps RARE Member for Another Term. CA Stevens read the Staff Report. Council agreed to have CA Stevens bring a resolution before Council at the March 2024 meeting. If Council approves the resolution, CA Stevens will apply to have Kaity Hardwick serve a second term with the City of Drain. CA Stevens will also apply for a \$10,000 grant through the Ford Family Foundation.

INFORMATIONAL ITEMS

A. Wildfire Prevention

Refer to Staff Report, Subject: Wildfire Prevention. CA Stevens read the Staff Report.

B. Roy Palmer Memorial Bench – Update

Refer to Staff Report, Subject: Roy Palmer Memorial Bench. CA Stevens read the Staff Report.

C. Financial Update – 2nd Quarter

Refer to Staff Report, Subject: Financial Update – 2nd Quarter FY24. CA Stevens reviewed the Staff Report and explained that the third column represented the percentage of the budget that has been used. Councilor Vaughan asked where the fund is located for the new City Hall. CA Stevens said that it is the City Hall Temporary Fund.

D. Mayor Sparhawk announced that Council would be going into Executive Session directly after the close of the regular Council meeting.

ADJOURNMENT

There being no further regular business, Mayor Sparhawk adjourned the regular meeting of the City Council at 6:53 p.m.

Jeni Stevens, City Administrator

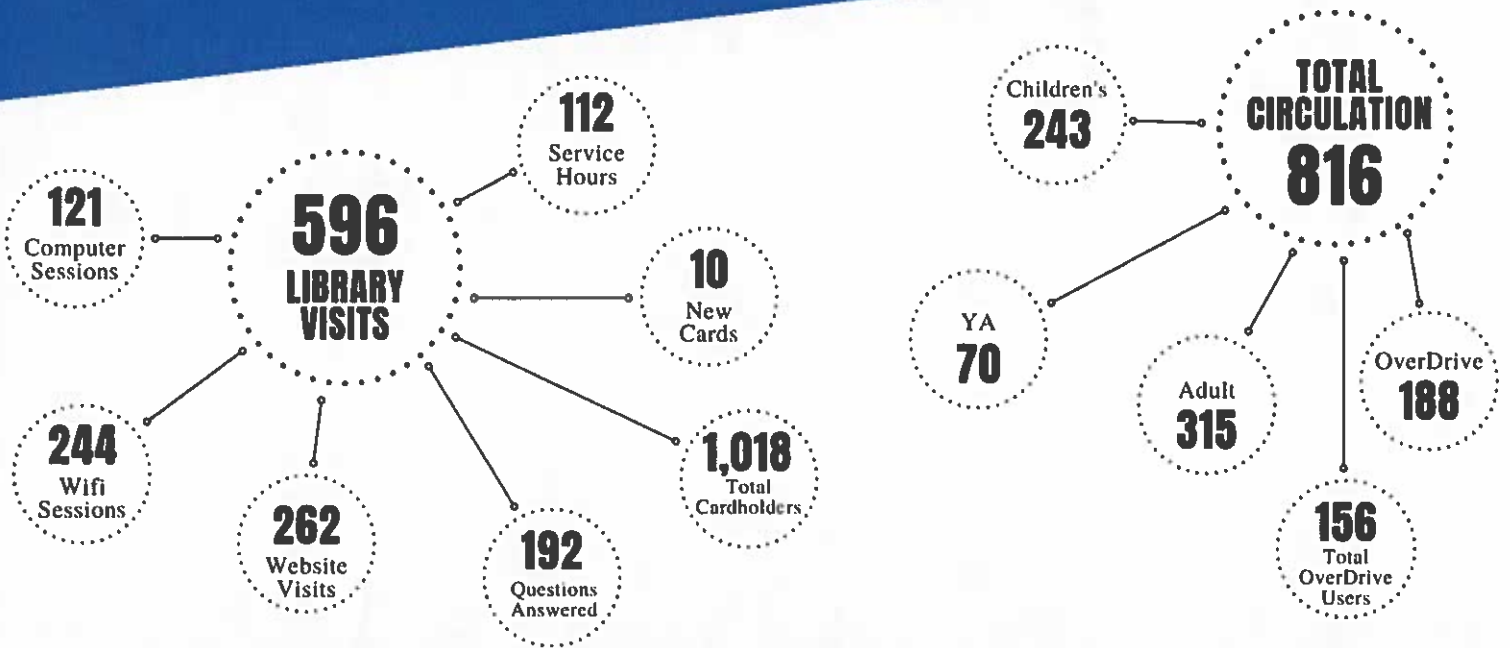
Erin Sparhawk, Mayor



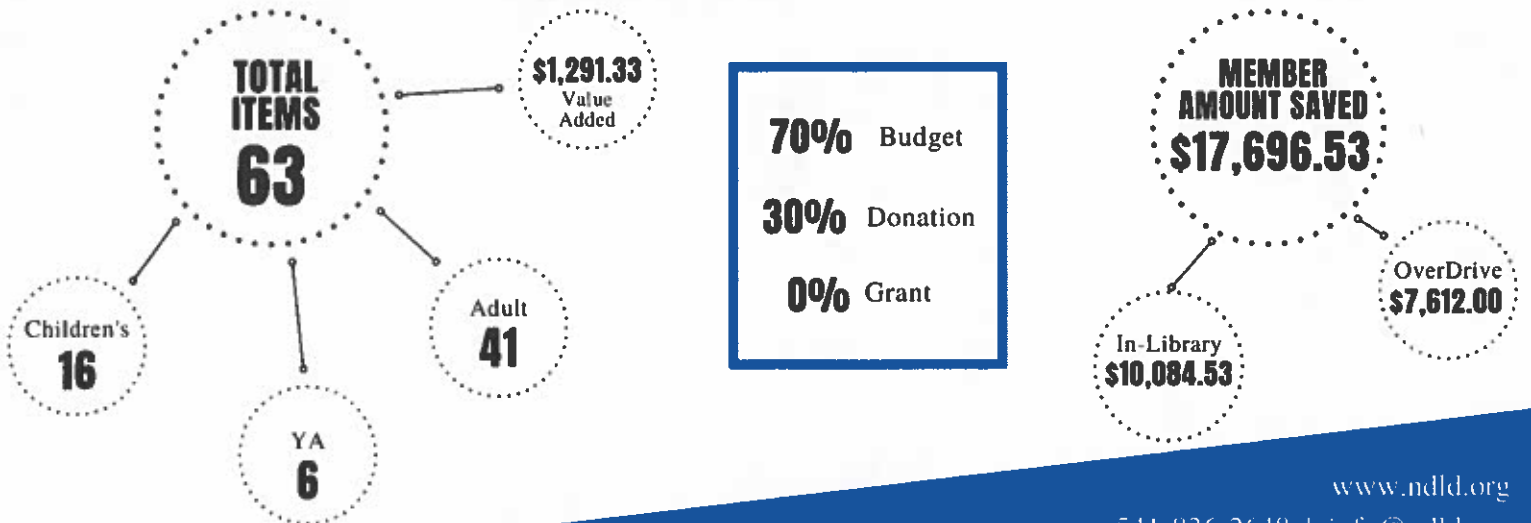
North Douglas Library District

JANUARY 2024 STATISTICS

Mildred Whipple Library



NEW ITEMS ADDED



www.ndld.org

541-836-2648 | info@ndld.org

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

YOUTH FRIDAY FUNDAY

FRIDAYS 1 - 3 PM

- **1ST & 3RD FRIDAYS: LEGOS**

Challenge your creativity with the library's LEGO collection!
Creations are displayed in the library for the following week.

- **2ND & 4TH FRIDAYS: GAMES & ACTIVITIES**

Guided indoor playground! Play games,
develop skills, have fun, and make new friends.

- **5TH FRIDAYS: BOARD GAMES**

Learn a new game or play a favorite! Choose from the
library's selection of board games or puzzles.

All materials supplied and all skill levels welcome! These programs are geared towards children ages 5 through 12 and their families. Children under 12 need to be accompanied by an adult or responsible older sibling.

NORTH DOUGLAS LIBRARY DISTRICT'S MILDRED WHIPPLE LIBRARY

541-836-2648 | www.ndld.org | info@ndld.org

Civic Center Advisory Committee
February 12, 2024 City Council Update

1. The citizen-led Civic Center Advisory Committee has met twice. Meetings are open to the public and now meet monthly in the Civic Center meeting room. The next meeting is Wednesday, March 6, at 6:15 PM.
2. At the Committee's meeting last week, we discussed the Civic Center building locks. This has been a topic since the prior city-led Committee. After several months of discussion, the Civic Center Advisory Committee would like to give the following recommendation to Council:
 - a. The Civic Center Advisory Committee acknowledges the current difficulties with the Civic Center building keys and recommends rekeying the Civic Center building to solve these difficulties instead of changing to electronic locks.
 - b. Reasoning: Electronic locks are expensive, the examples suggested clash with the building aesthetics, and the Committee has concerns with functionality.
3. The Committee is currently working on getting prior documentation and reports for the Civic Center.

LEASE AGREEMENT

This Agreement is between the City of Drain, an Oregon municipal corporation, ("Lessor" or "City"), and the North Douglas Library District, an Oregon special district formed under ORS Chapter 198 and 357 ("Lessee" or "District") and is dated as of the date of the last signature below.

RECITALS

A. **WHEREAS**, from 1952 until April 2017, a branch of the Douglas County Library System was located in Lessor's Civic Center and was known as the Mildred Whipple Library; and

B. **WHEREAS**, when the county could no longer afford to support the system, all the libraries were closed; and

C. **WHEREAS**, the county has no plans to reopen the libraries at this time; and

D. **WHEREAS**, in the interest of continuing to support library services for the community, the voters approved formation of the District; and

E. **WHEREAS**, the City historically supported the library by providing the space in the Civic Center and utilities; and

F. **WHEREAS**, the City desires to continue to provide this support to the District ; and

G. **WHEREAS**, the City has determined that entering into this Agreement with the District furthers the public interest.

NOW, THEREFORE, based on the foregoing recitals and upon the following terms and conditions, the parties agree as follows:

AGREEMENT

1. **Lease.** Lessor is the owner of the Drain Civic Center (the Civic Center) and as further described on Exhibit A. The Civic Center contains space known as the Mildred Whipple Library (the Library Space). Lessor has no current need for the Library Space and recognizes the public purpose in allowing Lessee to use the Library Space as set out in this Lease. Lessor desires to rent the Library Space to Lessee. Lessee accepts the Library Space as is. Lessee will use the Library Space as a library. Lessee shall use the Library Space for no other purpose without prior written consent from Lessor. Lessee may use other spaces inside the Civic Center at no cost, but must first request the use following the City's standard request procedures.

2. **Term.** The term of this Lease is five (5) years from the date of this Agreement. If the Lease is not in default at the time a renewal term is to commence, the Lease shall automatically renew for three (3) additional separate terms of five (5) years unless Lessee provides Lessor with written notice that it will not exercise its option to renew the Lease.

a. Notwithstanding any other term herein, the parties agree to renegotiate the terms of this Lease Agreement in the event: (a) Lessor expands its District boundaries; or (b) the City of Drain loses a major revenue source which makes supporting Lessor on the terms stated herein no longer feasible.

3. **Rent.** Rent shall be one dollar (\$1) per year payable in advance, the sum of five dollars (\$5) due and payable upon the execution of this Agreement and upon commencement of any renewal term.

4. **Lessee's Responsibilities.**

a. Lessee shall keep the Library Space free and clear from any and all liens or other encumbrances.

b. Lessee will have insurance on the Library Space in an amount not less than the limitations established by the Oregon Tort Claims Act. Lessor will be named as an additional insured for the Library Space and Lessee will provide Lessor, upon request, a certificate of insurance.

c. Lessee shall be responsible for costs of all construction, permits, and fees associated with Lessee's use of the Library Space.

d. Lessee shall pay any real property taxes required to be paid on the Library Space.

e. Lessee shall be responsible for all utilities and other costs of Lessee's use of the Library Space, except as otherwise provided in this Agreement.

f. Lessee shall comply with all laws and regulations governing its use of the Library Space, including but not limited to land use regulations and building code regulations.

5. **Lessor's Responsibilities.**

a. Lessor will provide utilities to the Library Space, including water, electricity, phone, internet access, and solid waste removal.

b. Lessor will provide janitorial services, meaning that the foyer of the Civic Center will be cleaned and vacuumed, the public restrooms, the recreation room, and the community kitchen will be cleaned and stocked. Janitorial

services does not mean cleaning, vacuuming, or any regular maintenance of the Library Space.

c. Lessor will include the Library Space in periodic carpet steam cleaning at no charge to the Lessee.

d. Lessor will provide one key for the Library Space while Lessee is in the process of opening the library. Once the library is officially opened to the public, Lessor will provide a minimum of three keys to Lessee.

6. **Improvements**. Any improvements made by Lessee shall be at Lessee's expense and the construction of such improvements in all respects shall comply with applicable laws, rules, regulations, ordinances and resolutions of all governmental entities, including Lessor, and shall be undertaken and diligently prosecuted until completion by a licensed contractor. The plans and specifications for improvements shall be subject to approval by Lessor.

Upon expiration of the Lease term or earlier termination on account of default, Lessee shall deliver to Lessor the Library Space in a first class condition, fair wear and tear accepted. Alterations constructed by Lessee with permission from Lessor shall not be removed or restored to the original condition unless the terms of permission for the alterations so require. If Lessee fails to remove the improvements that Lessor has authorized Lessee to remove within thirty (30) days following termination of the Lease for any reason, title to all such improvements shall vest in Lessor.

7. **Maintenance and Alterations**. Lessee, at its sole expense, shall keep the interior of the Library Space in good repair, operating condition, working order and appearance. This obligation will include repairing any small dents and tears, as well as regular vacuuming and dusting. Lessor will maintain the exterior of the building, the windows, the HVAC system, and all major repair that goes into routine building maintenance. Lessor is not obligated to make any improvement to the Library Space for the Lessee. Lessor will not be obligated to maintain or repair any improvements made to the Library Space by Lessee. Lessee may not make alterations or improvements to the Library Space without first receiving Lessor's written consent. Lessee will provide Lessor with any information required by Lessor to grant or deny a request to make alterations or improvements.

8. **Default and Early Termination**. In addition to remedies that may otherwise be provided under the law, the following apply to this Lease.

a. At such time that the Lessee ceases to use the Library Space as provided in Section 1 of this Lease, the Lease shall terminate upon sixty (60) days' written notice to the Lessee by Lessor and Lessor shall thereafter be entitled to retake possession of the Library Space. If within the sixty (60) days, Lessee reestablishes or shows evidence acceptable to Lessor of continued use as allowed under this Lease, the Lease shall continue.

b. If, at any time, Lessee is in breach of any material provision of this Lease, Lessor may terminate the Lease upon sixty (60) days' written notice to the Lessee and Lessor shall thereafter be entitled to retake possession of the Library Space. If within the sixty (60) days, Lessee cures the breach or evidences a means to cure the breach acceptable to Lessor, the Lease shall continue.

9. **Abandonment.** If Lessee abandons the Library Space, Lessor may treat such abandonment as a default under this Lease and Lessor may exercise any rights it may have as in the case of a default. Lessee shall be deemed to have abandoned the Library Space if it fails to occupy the same for a period of three (3) consecutive months; however, Lessor may consider Lessee to have abandoned the Library Space by other acts, words or conduct.

10. **Indemnity.** Subject to the limits and conditions of the Oregon Tort Claims Act and the Oregon Constitution Lessee shall indemnify and hold Lessor and Lessor's agents, officers, employees, successors and assigns harmless against any and all claims, demands, losses, liabilities, costs and expenses (including, without limitation, attorney fees at trial and on any appeal or petition for review) arising after the commencement of this Lease and affecting the Library Space and Lessee's use thereof.

11. **Assignment and Sublease.** Lessee shall not assign this lease or sublease the Library Space in whole or in part without the express prior written permission from Lessor. If an assignment or sublease is approved, Lessee shall remain ultimately liable to Lessor under this Lease and Lessor may, in its discretion, make reasonable requirements upon any such assignment or sublease.

12. **Hazardous Materials.** Lessee shall comply fully with all laws pertaining to the protection of human health and the environment, all laws regarding the use, generation, storage, transportation, treatment, disposal or other handling of hazardous substances. Lessee shall promptly advise Lessor in writing of any hazardous substances regulated by such laws that are used, generated, manufactured, stored, transported or otherwise handled on the Library Space. Lessor may object to the hazardous substances used, generated, manufactured, stored, transported or otherwise handled on the Library Space and require Lessee to remove the hazardous substances from the Library Space. Lessee shall exercise extreme care in handling any hazardous substances and shall not cause or permit hazardous substances to be spilled, leaked, disposed of or otherwise released on the Library Space. The term "hazardous substances" is used in its very broadest sense and refers to materials which, because of their quantity, concentration, or physical, chemical or infectious characteristics, may cause or pose a present or potential hazard to human health or the environment when improperly handled, treated, stored, transported, disposed of or otherwise managed. The term shall include, but is not limited to, all hazardous substances, hazardous materials and hazardous wastes listed by the U.S. Environmental Protection Agency and the state of Oregon under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Toxic Substances Control Act (TCSA), and comparable state statutes.

13. **Nonwaiver.** Waiver of performance of any provision of this Lease shall not be a waiver of nor prejudice the party's rights otherwise to subsequently require performance of the same provision or any other provision.

14. **Notices.** Any notice required or permitted under this Lease shall be given when actually personally delivered or when deposited with postage prepaid in the United States mail as registered or certified mail to the party's business office or such other address as a party may provide to the other in writing.

15. **Inspections.** Lessor shall have the right to enter upon the Library Space for inspecting Lessee's compliance with this Lease. Entry shall be at reasonable times following notice to Lessee except in case of emergency.

16. **Succession.** Subject to the limitations otherwise set out in this Lease, this Lease shall bind and inure to the benefit of the parties, their respective heirs, successors and assigns.

17. **Memorandum of Lease.** Neither party shall cause the recording of a copy of this Lease or a memorandum of this lease. In the event this Lease or Lessee's interest in this Lease or in the Library Space becomes a matter of record by any means, directly or indirectly, then at any time including after termination of this Lease or termination of Lessee's interest in this Lease, upon request by Lessor, Lessee shall execute such documents, in recordable form, as Lessor may reasonably require evidencing the termination of Lessee's interest. This obligation shall survive expiration or earlier termination of this Lease and expiration or earlier termination of Lessee's interest in this Lease.

City of Drain

W Dahl

Date

9/10/18

North Douglas Library District

Shirley M Campbell
Board President

Date

9-5-2018

Attest:

Diana Brown-Avly
Board Secretary

Date

9/5/18

Memorandum of Understanding

September 14, 2020

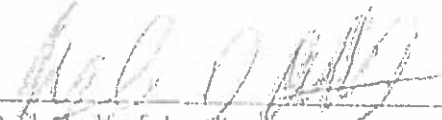
The City of Drain and the Mildred Whipple Library, North Douglas Library District, recognizing:

- the importance of the Library to the community as a central meeting place and provider of services and programs of value to the community, and
 - the valued and critical support that the City provides the Library and wishing to maintain optimal communication, cooperation, and collaboration between the City and the Library, agree to and with the following:
- The Civic Center building within which the Library is housed is a City building, owned by the City, and for which the City is responsible in all aspects.
 - The building was built specifically for the purpose of housing a Library for the City of Drain.
 - The Library is not operated by the City and all decisions pertaining to Library operations and internal policies are made independently by Library staff and the Library Board.
 - The fund agreement (dated 1/28/2002) of the Jim S. and Mildred W. Whipple Fund specifies that the portion of the Whipple grant directed to the Civic Center and the Library will be used "for the support, operational, maintenance and capital needs of the Drain Civic Center and the Drain Branch of the Douglas County Library," now the Mildred Whipple Library, North Douglas Library District.
 - The amount of grant funds provided each year and the allocation of funds for the support, operational, maintenance and capital needs of the Civic Center and the Library will be shared with Library management in order to help provide transparency and mutual understanding and clarify budget and financial allocation decisions. Transparency and accountability regarding these funds are of importance to the community and both the City and Library.
 - Regarding use of the building's rooms other than the Library:
 - Reservations for events will continue to be on a first come, first served basis.
 - The Library will communicate with the city clerk to schedule Library events.
 - The Library will work with the clerk and the office manager to establish a shared calendar for the booking of events, with the Library not having editing rights to the calendar.
 - The Library will continue to direct community members who want to reserve Civic Center spaces to the City.
 - Regarding maintenance of the building:


- The City will communicate and coordinate with the Library to have janitorial services throughout the building performed at a time that works for the Library staff and operations. The areas the City and Library are responsible for cleaning are stipulated in the lease agreement. Janitorial service schedule will be included on the shared calendar.
- Library staff will continue to do an end-of-day walk through of the building, including the bathrooms, and will pick up any trash or unwanted material. Library staff members are not expected to clean the bathrooms nor any other part of the building.
- The Library staff will continue to keep aware of use of the lobby by community members and will encourage and support patrons in keeping the lobby clean. If the City becomes aware of any problems in this regard, it will communicate with the Library about it. When the Library is open again, the City will install walk-off mats where patrons tend to eat their snacks.
- In cases of any necessary cleaning, repairs, or maintenance emergency, Library staff will call City Administrator during working hours and will call the City's back-up dispatch number after hours. The City will provide the Library with the dispatch number with the understanding that the Library will only use it in cases of emergency and not for anything that can wait until the next day.
- The City will use the funds from the Whipple Foundation grant to maintain and operate the Civic Center.
- The City Administrator will instruct the City's maintenance staff to go to the Library sometime in the first week of each month on a regular basis to take care of things like changing out-of-reach light bulbs, fixing the clock, or any other necessary maintenance support. They will review this schedule no later than in six months and revise as necessary.
- When the Library has maintenance needs, staff will contact the City Administrator with the list of needs and they will send maintenance staff as soon as possible and in a timely way or will provide an alternative solution.
- The City's Civic Center Committee provides input on prioritizing major maintenance projects (roof repair and/or replacement, HVAC replacement, interior and/or exterior painting, etc.), and the City Council is the deciding body for approving such projects. The Library will provide its perspective on long-term maintenance needs to the Civic Center Committee and to City Council. The City is responsible to create a facilities plan that addresses maintenance schedule and items.
- When any major maintenance project is approved by the City Council, the City will communicate with the Library about planning the project and will coordinate with the Library on carrying out the project.
- Regarding communication between the City and the Library

- a. Both entities agree to courteous and respectful communication.
 - b. Both entities agree to notify one another whenever either entity has a plan or intended decision that will impact the other entity.
 - c. The Library will send its Board agenda to the City prior to Board meetings so the City is able to send someone for relevant agenda items. The City will send its Board packet to the Library at the time it sends such packet to Council.
 - d. The Library will continue to provide a regular report to the City Council at Council meetings.
- Regarding the library's lease agreement with the City:
 - a. The lease of Civic Center space is automatically renewable for three more five-year periods (for a total of 20 years).
 - b. The City and the Library share the intention that the Civic Center building serve the community and that the Library continue to be housed in the building with a continuing lease as currently structured, or, if necessary to revise due to a significant change of revenue circumstances, then structured in a way both parties deem fair and equitable and fiscally manageable.
 - c. Collaboration by the Library with neighboring communities will not trigger a renegotiation of the lease agreement between the City and the Library.
 - d. Should the Library expand its library district to serve a larger region, and such expansion does not provide significant additional revenue for the library or significant additional costs for the City, negotiations for a new lease agreement will not be triggered. Should such expansion produce significant additional revenue for the Library or significant additional costs for the City, the parties will renegotiate the lease terms in good faith to structure the lease in a way both parties deem fair and equitable and fiscally manageable, in order that the Library can continue to operate sustainably and the City continues to be fiscally responsible to its citizens' interests.

Signed:



 On behalf of the City Date 1-7-21



 On behalf of the Library Date 1-7-21

Report Criteria:

Report type: Invoice detail

Check Voided = No

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
02/23/2024	355	135	BONNEVILLE POWER ADMINISTRATI	69,711.00
02/23/2024	356	252	CIS Trust EI	13,311.96
02/02/2024	35070	189	California State Disbursement Unit	187.50
02/02/2024	35071	666	Laborer's International Union	170.00
02/06/2024	35072	42	ALSCO	719.61
02/06/2024	35073	5556	Anixter Inc	585.96
02/06/2024	35074	81	Auto Parts Inc.	49.99
02/06/2024	35075	213	Caselle Inc.	1,577.00
02/06/2024	35076	447	City of Drain	5,491.93
02/06/2024	35077	450	City of Drain	150.00
02/06/2024	35078	1	Curtis Stevenson	167.86
02/06/2024	35079	423	DCUCC	150.00
02/06/2024	35080	414	Douglas Electric Cooperative	2,049.36
02/06/2024	35080	414	Douglas Electric Cooperative	46.24
02/06/2024	35081	417	Douglas Fast Net	421.76
02/06/2024	35082	3395	Douglas Fast Net	305.26
02/06/2024	35083	3396	Douglas Fast Net	302.35
02/06/2024	35084	5736	Douglas Fast Net (1310580)	112.99
02/06/2024	35085	444	Drain Saw Shop Inc	16.90
02/06/2024	35085	444	Drain Saw Shop Inc	289.99
02/06/2024	35086	339	Eagle Valley Supply	79.07
02/06/2024	35086	339	Eagle Valley Supply	54.01
02/06/2024	35086	339	Eagle Valley Supply	1.50
02/06/2024	35086	339	Eagle Valley Supply	11.99
02/06/2024	35086	339	Eagle Valley Supply	18.22
02/06/2024	35086	339	Eagle Valley Supply	14.44
02/06/2024	35086	339	Eagle Valley Supply	2.37
02/06/2024	35086	339	Eagle Valley Supply	34.81
02/06/2024	35086	339	Eagle Valley Supply	22.48
02/06/2024	35087	3556	Enaqua	2,157.00
02/06/2024	35088	6916	Graybar Electric Company Inc	279.48
02/06/2024	35089	5576	Jeni Stevens	297.42
02/06/2024	35090	642	Jeremy McDaniel Auto Repair	236.22
02/06/2024	35091	849	OR Laborers-Employers Trust	5,256.00
02/06/2024	35092	1224	Oregon Water Resources Dept.	1,810.00
02/06/2024	35093	981	PumpTech LLC	6,780.00
02/06/2024	35094	3355	Security Monster	8.00
02/06/2024	35095	6176	Systech Consulting LLC	1,174.00
02/06/2024	35096	5196	Tyree	953.05
02/06/2024	35097	4956	Umpqua Research Company	185.20
02/06/2024	35097	4956	Umpqua Research Company	210.20
02/06/2024	35098	6716	Umpqua Sheet Metal Inc	579.84
02/06/2024	35099	4716	Vision Metering LLC	500.00
02/06/2024	35100	1218	W. W. D. Corporation	268.50
02/08/2024	35101	5556	Anixter Inc	32,980.00
02/08/2024	35101	5556	Anixter Inc	5,250.00
02/08/2024	35102	6936	Oregon's Unclaimed Property Program	128.57
02/08/2024	35102	6936	Oregon's Unclaimed Property Program	65.98

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
02/08/2024	35102	6936	Oregon's Unclaimed Property Program	26.19
02/08/2024	35102	6936	Oregon's Unclaimed Property Program	544.36
02/08/2024	35102	6936	Oregon's Unclaimed Property Program	531.35
02/08/2024	35102	6936	Oregon's Unclaimed Property Program	446.00
02/08/2024	35102	6936	Oregon's Unclaimed Property Program	1.60
02/08/2024	35102	6936	Oregon's Unclaimed Property Program	173.92
02/08/2024	35103	1077	Southern Septic Service Inc	220.00
02/08/2024	35103	1077	Southern Septic Service Inc	220.00
02/21/2024	35104	519	First National Bank of Omaha	1,105.93
02/23/2024	35105	15	Advanced Control Systems LLC	687.00
02/23/2024	35106	18	AFLAC	703.76
02/23/2024	35107	5556	Anixter Inc	255.30
02/23/2024	35108	1	Anna Maher	6.11
02/23/2024	35109	81	Auto Parts Inc.	3.29
02/23/2024	35110	198	Cascade Columbia Distribution	3,438.61
02/23/2024	35110	198	Cascade Columbia Distribution	706.00-
02/23/2024	35111	414	Douglas Electric Cooperative	35.54
02/23/2024	35112	339	Eagle Valley Supply	50.73
02/23/2024	35112	339	Eagle Valley Supply	5.94
02/23/2024	35113	6616	Engineering Support Services LLC	1,226.05
02/23/2024	35113	6616	Engineering Support Services LLC	365.00
02/23/2024	35114	1	John & Brenda Balkenhol	53.86
02/23/2024	35115	1	Lystrup, Abby	10.51
02/23/2024	35116	4516	Marilyn Jones	7.99
02/23/2024	35117	852	OrCal Rubber & Supply	218.50
02/23/2024	35118	768	QUADIENT FINANCE USA INC.	602.03
02/23/2024	35119	456	The Dyer Partnership	640.00
02/23/2024	35120	4956	Umpqua Research Company	199.00
02/23/2024	35120	4956	Umpqua Research Company	84.00
02/23/2024	35120	4956	Umpqua Research Company	210.20
02/23/2024	35120	4956	Umpqua Research Company	365.20
02/23/2024	35121	4716	Vision Metering LLC	500.00
02/23/2024	35122	6656	Xerox Financial Services	105.00
Grand Totals:				167,512.98

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
02/15/2024	PC	02/15/2024	2152401	Burris, Harold	20		01-0-110	1,416.70-	D
02/15/2024	PC	02/15/2024	2152402	Bird, Daniel R.	370		01-0-110	1,638.54-	D
02/15/2024	PC	02/15/2024	2152403	Wilson, Danny L.	380		01-0-110	1,206.74-	D
02/15/2024	PC	02/15/2024	2152404	Nash, James A.	410		01-0-110	2,866.56-	D
02/15/2024	PC	02/15/2024	2152405	Jenkins, Penny	430		01-0-110	1,449.94-	D
02/15/2024	PC	02/15/2024	2152406	Stevens, Jeni K.	460		01-0-110	2,959.26-	D
02/15/2024	PC	02/15/2024	2152407	Sullivan, Melissa	470		01-0-110	1,109.82-	D
02/15/2024	PC	02/15/2024	2152408	Drager, Leanne	480		01-0-110	1,012.16-	D
02/15/2024	PC	02/15/2024	2152409	Cushman, Joshua A.	500		01-0-110	1,262.27-	D
02/15/2024	PC	02/15/2024	2152410	Spurlock, Matthew R.	510		01-0-110	1,226.68-	D
02/29/2024	PC	02/29/2024	2292401	Burris, Harold	20		01-0-110	2,294.25-	D
02/29/2024	PC	02/29/2024	2292402	Bird, Daniel R.	370		01-0-110	2,759.20-	D
02/29/2024	PC	02/29/2024	2292403	Wilson, Danny L.	380		01-0-110	1,634.08-	D
02/29/2024	PC	02/29/2024	2292404	Nash, James A.	410		01-0-110	4,449.60-	D
02/29/2024	PC	02/29/2024	2292405	Jenkins, Penny	430		01-0-110	1,895.66-	D
02/29/2024	PC	02/29/2024	2292406	Stevens, Jeni K.	460		01-0-110	2,936.93-	D
02/29/2024	PC	02/29/2024	2292407	Sullivan, Melissa	470		01-0-110	1,543.81-	D
02/29/2024	PC	02/29/2024	2292408	Drager, Leanne	480		01-0-110	1,297.79-	D
02/29/2024	PC	02/29/2024	2292409	Cushman, Joshua A.	500		01-0-110	1,766.95-	D
02/29/2024	PC	02/29/2024	2292410	Spurlock, Matthew R.	510		01-0-110	1,554.44-	D
Grand Totals:								<u>38,281.38-</u>	
									<u>20</u>

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

7. COUNCIL BUSINESS

A. R2324-08 - A resolution increasing income qualifications for Reduced Rates for Citizens, 62 years of age and older, to match 2024 federal poverty guidelines.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

B. R2324-09 - A resolution repealing Resolutions R9798-10 and R2324-02 changing the cemetery committee to a citizen volunteer committee.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

C. Budget Committee – Applications received – One position open.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

D. Planning Commission – Application received – One position open.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

E. City Administrator’s performance evaluation and salary adjustment.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

F. R2324-10 – A resolution confirming the review of and the authorization to abolish the current “Future Expenditures” Reserve Fund and establish new reserve funds that meet state requirements.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

G. R2324-11 A resolution authorizing the establishment of six new capital reserve funds for the General, Civic center, Electric, Water, Wastewater, and Street accounts.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

H. R2324-12 A resolution authorizing the increase to electric rates.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

Staff Report

March 11, 2024

Subject Title	R2324-08 A RESOLUTION INCREASING INCOME QUALIFICATIONS FOR REDUCED RATES FOR CITIZENS 62 YEARS OF AGE AND OLDER TO MATCH 2024 FEDERAL POVERTY GUIDELINES.	
From	Jeni Stevens	City Administrator

SUMMARY

The City provides reduced electric rates for citizens 62 years of age and older. The income level for this program is determined by the Federal Poverty Guidelines. Attached is a copy of the Federal Poverty Guidelines for 2023 and 2024, along with the City's application, showing the requirements for the program.

PREVIOUS COUNCIL ACTION

In the February 2023 regular Council meeting, the Council approved Resolution R2223-16 increasing the income qualifications to match the 2023 Federal Poverty Guidelines.

STAFF RECOMMENDATION

Staff asks Council to consider approving Resolution R2324-08, increasing the income qualifications for the Senior Reduced Rates Program to match the 2024 Federal Poverty Guidelines.

POTENTIAL MOTIONS, ACTIONS & OPTIONS

I make a motion to (approve/not approve) resolution R2324-08.

FINANCIAL IMPACT

Unknown/minimal





R2324-08

**A RESOLUTION INCREASING INCOME QUALIFICATIONS FOR REDUCED RATES
FOR CITIZENS 62 YEARS OF AGE AND OLDER TO MATCH 2024 FEDERAL
POVERTY GUIDELINES.**

WHEREAS, City Council wishes to increase the annual income qualification for the City's Reduced Rates for Citizens 62 years of age and older to match the 2024 Federal Poverty level; and

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

Increase the income qualification for the City's Reduced Rates for Citizens 62 years of age and older, following the 2024 Federal Poverty Guidelines.

ADOPTED BY THE DRAIN CITY COUNCIL ON THIS 11th DAY OF MARCH 2024.

ERIN SPARHAWK, MAYOR

JENI STEVENS, CITY ADMINISTRATOR

2024 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Persons in family/household	Poverty guideline
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720

2024 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Persons in family/household	Poverty guideline
------------------------------------	--------------------------

For families/households with more than 8 persons, add \$5,380 for each additional person.

2023 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

Persons in family/household	Poverty guideline
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560



**APPLICATION FOR REDUCED UTILITY RATES FOR
CITIZENS 62 YEARS OF AGE AND OLDER**

Any single person 62 years of age or older, or any married couple where one spouse is 62 years of age or older may apply. **Proof of income from all sources, including but not limited to, income from bonds, stocks, savings interest, or other interest or dividend income of any kind. The applicant must also own no real property, personally or through any corporation, other than his/her place of residence.**

NAME: _____

PHYSICAL ADDRESS: _____

ARE YOU HEAD OF HOUSEHOLD? YES: _____ NO: _____ SINGLE: _____ MARRIED: _____

SOCIAL SECURITY NUMBER: _____

NAME OF SPOUSE: _____

SPOUSE'S SOCIAL SECURITY NUMBER _____

INCOME STATEMENT: Please supply the amount of your gross yearly income and initial each statement below

_____ My/Our **gross yearly income from all sources** both earned and unearned and including but not limited to income from bonds, stocks, savings interest or other interest or dividend income of any kind is: \$ _____

_____ Neither I nor my spouse, where applicable, own any real property, personally or through any corporation other than my/our home.

_____ Either I or my spouse is at least 62 years of age.

_____ I /We hereby agree to furnish proof of income upon request by the City Administrator of the City of Drain.

I understand that it is unlawful for any person to make, assist in making, or to derive the benefits from, any false application for discounts provided under City Ordinance. In addition to other penalties provided by law, the City shall be entitled to recover from any person or persons receiving the benefit of discounts as a result of any false statement made in any application the amount therefore, including interest at the rate of six percent per year from the date such discounts were granted.

By signing this application, I attest to the fact that the above information is true and correct.

Signature of Applicant: _____ Date: _____

Approved/Accts. Receivable: _____ Date: _____

Approved/City Administrator: _____ Date: _____



R2324-09

A RESOLUTION REPEALING RESOLUTIONS R9798-10 AND R2324-02 CHANGING THE CEMETERY COMMITTEE TO A CITIZEN VOLUNTEER COMMITTEE

WHEREAS, in 1984, Council established a cemetery committee by Resolution R8485-01, to meet once per month, to make recommendation and suggestions to council concerning the development and use of cemetery lands owned by the City; and

WHEREAS, in 1998, Resolution R8485-01 was repealed by Resolution R9798-10 changing meetings to every other month and allowing members from the Community at Large; and

WHEREAS, in October 2023, the Council approved R2324-02, A RESOLUTION AMENDING RESOLUTION R9798-10 TO DEFINE A NEW PURPOSE AND INCLUDE ADDITIONAL GUIDELINES FOR THE CEMETERY COMMITTEE; and

WHEREAS, in December 2023, three cemetery committee members resigned leaving no quorum for future meetings, so the Council announced that three positions were open, and applications were being accepted; and

WHEREAS, in the December 2023 Council meeting, the Council stated that if no applications are received within 90 days, that the city administrator is directed to bring a resolution to the Council to appeal the resolutions that created the cemetery committee; and

WHEREAS, by repealing these resolutions, the cemetery committee will no longer be a City led committee; and

WHEREAS, the Council recognizes that community involvement is important and is committed to the ongoing support of a citizen led cemetery committee, and;

WHEREAS, all citizens may express concerns, make recommendations, or offer feedback to the Council or city staff; and

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

Section 1. City Council now repeals Resolution R9798-10 and R2324-02.

Section 2. City Council directs staff to reserve a permanent spot on the council agendas under "Committee and Commendations" if a citizen led cemetery committee is created, allowing them to come and speak at any council meetings, without making a request to speak.

ADOPTED BY THE DRAIN CITY COUNCIL ON THIS 11th DAY OF MARCH 2024.

ERIN SPARHAWK, MAYOR

JENI STEVENS, CITY ADMINISTRATOR

Staff Report

March 11, 2024

Agenda Item	Budget Committee – Applications received – One open position.	
From	Jeni Stevens	City Administrator

SUMMARY

The budget committee has one position open with a term of January 1, 2023, to December 31, 2025. There are two citizens that said they would be turning in applications, but they were not received prior to the council packets being printed.

STAFF RECOMMENDATION

Staff recommend the approval of only one of the attached applications, filling the open position on the budget committee.

POTENTIAL MOTIONS, ACTIONS & OPTIONS

I make a motion to approve the application from _____ to fill the open position on the budget committee.

FINANCIAL IMPACT

None

ATTACHMENTS

Applications were not received prior to the packets being printed.



Staff Report

March 11, 2024

Agenda Item	Planning Commission – Application received for the open position.	
From	Jeni Stevens	City Administrator

SUMMARY

The planning commission has one position open with a term of January 1, 2024, to December 31, 2026.

PREVIOUS COUNCIL ACTION

In the October 2023 regular Council meeting, the Council declared Position #1 open and accepting applications.

STAFF RECOMMENDATION

Staff recommend the approval of the attached application, filling the open position on the planning commission.

POTENTIAL MOTIONS, ACTIONS & OPTIONS

I make a motion to (approve/deny) the application to fill the open position on the planning commission.

FINANCIAL IMPACT

None

ATTACHMENTS

Application





**APPLICATION FOR
PLANNING COMMISSION**

- Application for reappointment Position # _____
- New Applicant Position # PLANNING COMMISSION
- Resident of the City – Date you became a resident of the City of: 2001
- Non-resident of the City but within the urban growth boundary

PLEASE PRINT

Name PENNINGTON FLIP

-
1. Please give a brief description of the experience or training that qualifies you for membership on the Planning Commission.
Held a OREGON CONTRACTOR'S LICENSE
LAND USE ISSUE FOR BANKS AND GOVERNMENT.
 2. Why do you want to become a member of the Planning Commission and what specific contribution would you hope to make?
TO HELP MY TOWN; TO HELP MAKE GOOD CHOICES
FOR THE PEOPLE AND THE TOWN

3. Briefly describe your present or past involvement in relevant 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? *None.*

*Planning Commission Members are public officials and are required to file an annual Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission. In addition, the City of Drain strongly encourages all public officials to take government ethics training and will provide more information once appointed.

Signature of Applicant  Date *26 Feb 2024*

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.

Staff Report

March 11, 2024

Agenda Item	City Administrator salary adjustment following performance review by City Council	
From	Jeni Stevens	City Administrator

SUMMARY

This agenda item is following up from the Executive Session held on February 12, 2024, that was conducted for the purpose of ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees. It was announced at the end of the February 12 Council meeting that any decisions made on this subject would take place in the March regular Council meeting.

City Administrator, Jeni Stevens, completed two years of employment with the City of Drain on February 3, 2024, and this agenda item is for the City Council to discuss a wage increase based on performance.

PREVIOUS COUNCIL ACTION

In the November 2022 regular Council meeting, the Council approved a 10% performance increase after CA Stevens successfully completed her 9-month probationary period.

STAFF RECOMMENDATION

The City Administrators compensation adjustments are at the discretion of the City Council.

POTENTIAL MOTIONS, ACTIONS & OPTIONS

I make a motion to (adjust/not adjust) the City Administrators compensation (in the amount of or by XX%) based on performance evaluation results effective February 3, 2024.

FINANCIAL IMPACT

2% increase equals \$1,848 annually

2.5% increase equals \$2,310 annually



Staff Report

March 11, 2024

Subject Title	R2324-10 A resolution confirming the review of and authorization to abolish the current "Future Expenditures" reserve fund and establish six new reserve funds that meet state requirements. R2324-11 A resolution authorizing the establishment of six new capital reserve funds for the General, Civic Center, Electric, Water, Wastewater and Street accounts.	
From	Jeni Stevens	City Administrator

SUMMARY

Oregon Budget Law requires reserve funds be reviewed at least once every 10 years to determine if it should continue or be abolished. In reviewing the resolution that created this fund, the purpose given didn't meet current budget law requirements nor was it transparent. There are seven different accounts in the current reserve fund. I called the Oregon Department of Revenue and reviewed the fund with them. They agreed that it doesn't meet the requirements for a reserve fund since it has two purposes listed in the resolutions, when there can only be one, and "future expenditures" does not clearly define what the money is for.

Creating new reserve funds for future capital expenditures for the General, Civic Center, Electric, Water, Wastewater, and Street accounts will provide additional transparency. The money in the current reserve fund has been tracked for each purpose over the years, so there are no issues knowing what the beginning fund balances will be for the new funds. There are funds being held in the current reserve fund that have been collected as part of the "Right to Purchase Agreement" that will be transferred into a special revenue fund. These funds cannot be spent until the provisions in the contract are exercised or the contract is terminated, and they are not being held for future capital expenditures.

PREVIOUS COUNCIL ACTION

In fiscal year 2014, the Council approved the continuance of the "Future Expenditures" reserve fund.

STAFF RECOMMENDATION

Staff asks the Council to approve Resolution R2324-10, abolishing the existing reserve fund and allowing staff to establish new reserve funds that meet state requirements. These new reserve funds would be presented in the budget meeting to be reviewed by the budget committee and then brought before the council for final approval. Resolution R2324-11 creating the new reserve funds is also attached.

POTENTIAL MOTIONS, ACTIONS & OPTIONS

I make a motion to (approve/not approve) resolution R2324-10.

I make a motion to (approve/not approve) resolution R2324-11.

FINANCIAL IMPACT

None

ATTACHMENT

Copy of the Future Expenditure Budget and Resolution R8990-03.



**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number R1314-08 on March 10, 2014 for the following specified purpose of major capital improvement projects.

**RESERVE FUND
RESOURCES AND REQUIREMENTS
FUTURE EXPENDITURES**

Year this reserve fund will be reviewed to be continued or abolished.
Date can not be more than 10 years after establishment.
Review Year: **2024**
City of Drain

Historical Data				DESCRIPTION	Budget for Next Year 2023-24						
Actual	First Preceding Year 2021-22	Adopted Budget This Year 2022-23	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body					
				1	RESOURCES						
2	1,882,278	2,585,836	2,513,600	2	Cash on hand * (cash basis), or	320301	2,585,836	2,585,836			
3				3	Working Capital (accrual basis)						
4				4							
5	67,000	67,000	67,000	5	Interest	320362					
6	-	-	-	6	Electric Fund - Capital Outlay	320396	100,000		100,000		
7	1,000	1,000	1,000	7	Cemetery Care Fund	320399	-		-		
8	2,000	2,000	2,000	8	State Revenue Sharing - City Hall Construction	320394	-		-		
9	2,500	-	-	9	Lease-Purchase Payments	320363					
10	-	-	-	10	Miscellaneous	320369					
11	2,562,917	2,655,836	2,583,600	11	Total Resources, except taxes to be levied		2,685,836	2,685,836			
12				12	Taxes estimated to be received						
13				13	Taxes collected in year levied						
14	2,562,917	2,655,836	2,583,600	14	TOTAL RESOURCES		2,685,836	2,685,836			
15				15	REQUIREMENTS **						
16				16	Org Unit or Prog & Activity						
17	-	30,000	222,567	17	General	321924	62,603	62,603			
18	80,000		160,000	19	Electric	321926					
19	-				Electric	321706	248,960	248,960			
20	-	205,000	50,000	21	Street	321928					
21	-	-	-	20	Cemetery Perpetual Fund	321923	10,000	10,000			
22	-	-	-		City Hall Construction	321921	29,350	29,350			
23	-	-	-		Water	321705	42,239	42,239			
24					Materials & Services						
25											
26											
27											
28	1,674,788			28	Ending balance (prior years)						
29	200,000	2,420,836	2,151,033	29	RESERVED FOR FUTURE EXPENDITURES		2,292,684	2,292,684			
30	1,954,788	2,655,836	2,583,600	30	TOTAL REQUIREMENTS		2,685,836	2,685,836			

RESOLUTION NO. R-8990-03

A RESOLUTION ESTABLISHING A RESERVE FUND.

WHEREAS, In order for the City of Drain to set aside monies from various funds, to be used for specific expenditures; and

WHEREAS, The Water Reserve Fund established by Resolution No. R-7980-07, for FMHA Loan No. 43-0100936002150, will also be accounted for within this fund.

THEREFORE BE IT RESOLVED:

That a reserve fund is hereby established for such purposes.

Passed by the City Council of the City of Drain, this 16th day of October, 1989.



Grant S. Levins, Mayor
City of Drain

ATTEST:



Bill Ewing
City Administrator



R2324-10

A RESOLUTION CONFIRMING THE REVIEW AND AUTHORIZATION TO ABOLISH THE CURRENT “FUTURE EXPENDITURES” RESERVE FUND AND ESTABLISH NEW RESERVE FUNDS THAT MEET STATE REQUIREMENTS.

WHEREAS, Oregon Budget Law, states that a Reserve Fund is the appropriate way to save money from year to year and the fund must be reviewed at least every ten years by the governing body; and

WHEREAS, a Reserve Fund should be established for a specific purpose; and

WHEREAS, Resolution R8990-03, adopted October 16, 1989 established a reserve fund with restriction of “specific expenditures” and “The Water Reserve Fund”; and

WHEREAS, Resolution R1314-09, adopted March 10, 2014, confirmed the continuance of the established reserve fund; and

WHEREAS, the current “Future Expenditures” Reserve Fund does not meet Oregon Budget Law requirements for establishing a reserve fund as the restriction for “specific expenditures” is not descriptive or transparent; and

WHEREAS, the current “Future Expenditures” Reserve Fund does not meet Oregon Budget Law requirements for establishing a reserve fund as there were two restrictions set when only one is allowed; and

WHEREAS, the Council and staff wish to improve transparency, providing a budget to the citizens that clearly identifies the purpose and use of public funds; and

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

Section 1. Authorization: The City Council hereby abolishes the current “Future Expenditures” Reserve Fund.

Section 2. Funding. All money held in the current “Future Expenditures” Reserve Fund will be budgeted to be transferred to the appropriate new reserve funds or their appropriate accounts, in the Fiscal Year 2025’s budget.

Section 3. Effective Date: This resolution will take effect and be in force immediately upon its adoption.

ADOPTED BY THE DRAIN CITY COUNCIL ON THIS 11th DAY OF MARCH 2024.

ERIN SPARHAWK, MAYOR

JENI STEVENS, CITY ADMINISTRATOR



R2324-11

A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF SIX NEW CAPITAL RESERVE FUNDS FOR THE GENERAL, CIVIC CENTER, ELECTRIC, WATER, WASTEWATER AND STREET ACCOUNTS

WHEREAS, under local budget law, a Reserve Fund is the appropriate way to save money from year to year and the fund must be reviewed at least every ten years by the governing body; and

WHEREAS, the reserve fund must state the purpose for which it is created; and

WHEREAS, the Council and staff wish to improve transparency within the budget; and

WHEREAS, it is in the best interest of the citizens of Drain to establish reserve funds that capture funds needed for future capital projects; and

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

Section 1: Authorization and Approval. The City Council hereby authorizes and approves the establishment of six new capital reserve funds for the General, Civic Center, Electric, Water, Wastewater, and Street accounts.

Section 2: Funding. All funds transferred into the reserve funds may only be spent on capital projects or interfund loans that meet ORS 294.468 and approved by the Council.

Section 3. Effective Date. This resolution will take effect and be in force immediately upon its adoption.

ADOPTED BY THE DRAIN CITY COUNCIL ON THIS 11th DAY OF MARCH 2024.

ERIN SPARHAWK, MAYOR

JENI STEVENS, CITY ADMINISTRATOR

Staff Report

March 11, 2024

Subject Title:	R2324-12 A RESOLUTION AUTHORIZING THE INCREASE OF ELECTRIC RATES.	
From:	Jeni Stevens	City Administrator

SUMMARY

Electric rates have steadily increased over the last three years in Oregon; however, Drain hasn't increased electric rates since January 2020. Oregon's average electric rate increases, per the CPI, were 9.4% in 2021, 9.2% in 2022, and 11.3% in 2023. Other electric companies have already announced rate increases this year with PGE increasing rates 18% and Pacific Power 14%. The 14% Pacific Power increase is estimated to cost their customers with typical energy usage an additional \$29.47 per month. Increases are generally due to upgrades to the power grid and transmission lines, tree and vegetation maintenance, personnel costs, and general power costs and operations.

Drain's electric infrastructure is no different. The City has had to be more aggressive with vegetation maintenance and mitigating potential fire dangers due to the requirements in the Wildfire Mitigation Plan, have had significant increases over the past two years such as liability insurance, personnel, health insurance, general goods, contract services, and supplies. Liability insurance increased 15% in FY23 and 23% in FY24, for example.

The Electric Fund over the past 10 years has profited an average of \$31,796 per year, with the last five years only contributing \$12,000 annually, which is not enough to put funds aside for future operating or capital expenditures. Over the past 19 years, the City has only budgeted to transfer money into the electric capital reserve four times and the beginning fund balances have been going down since 2006. Beginning funds balances prior to 2005 were typically over \$600,000, and between 2006 and 2017 they averaged \$360,000. Over the past six years they have increased slightly, averaging \$383,000.

One area that needs to be increased is the kWh rates for over 10,000 kWh, for commercial/industrial users. In the 1980's, it was believed that commercial growth could be encouraged through discounted electrical rates. Today, the goal is conservation, and discounting electricity doesn't encourage this. In addition, higher usage could increase Drain's rates from BPA. Another rate to look at is Demand charge. This charge has not increased in 23 years, and as you will see in the chart below, Drain is significantly lower than other city owned electric companies. Late fees are also an area that could be increased. The current charge of \$2.00 doesn't cover the costs of collecting these past due funds. Each late customer is sent a past due statement, if not paid from the past due statement, receives one to two phone calls, and if they cannot be reached, two utility staff go out and drop off a door hanger. Drain averages 130 late paying customers per month.

During the review of the utility rates, I discovered that each account is supposed to pay an additional \$1.00 per month, for each KVA over 15 for transformers. This is listed for residential and commercial customers; however, it doesn't make sense for residential customers, since the City doesn't install residential transformers over 15 KVA for one user. The reason for this charge on a commercial or industrial customer is each transformer over 15 KVA costs significantly more to purchase and install, due to weight and size (over 4000 lbs), and the customer doesn't pay any upfront cost to install transformers. Only charging for the electricity used from a 500 KVA transformer would take over 20 years for the City to recoup the initial investment, whereas charging the additional \$1.00 per KVA would take around six years. One of Drain's local businesses has three 500 KVA and two 750 KVA transformers. They

currently pay \$18.00 per month for each. According to the current rate schedule, they should be paying \$18.00 for the first 15 KVA and then an additional \$485 per month on each 500 KVA and \$732 a month on the 750 KVA transformers. If the Council decided to enforce the additional \$1.00 charge for each additional KVA, that would increase this same customer's annual bill by \$35,028. Staff recommend removing this charge from the rate sheet, since it has never been enforced, and focus on correcting the discounted electric charges for the over 10,000 kWh rates, by increasing them slowly over the next three years. The difference between these two options, for this same customer, would be an annual increase of approximately \$12,100 for each of the next three years, by increasing the rates, vs. \$35,028 from enforcing the KVA charges. Drain's electric rate schedule was reviewed by our electrical engineer, informally, and he also suggested getting rid of the KVA charge and increase the discounted kWh rate.

Drain's electric department has additional needs coming up. Short term needs, (one to two years) are the current single bucket truck is 24 years old and in need of repair or replacement, there are still critical power poles that need to be replaced, and the power poles are now on a 10-year routine maintenance plan that costs \$40,000. The routine maintenance will help prolong the life of the poles and eliminate the current situation of having to replace multiple poles at one time due to deferred maintenance. Longer term needs are a new city shop, which would get the City's inventory and other assets out of the flood plain, and our utility staff an indoor bathroom.

Drain's electric rates (.090 kWh) are below Oregon's averages of .1102 kWh, however, are in line with our surrounding area. The graph below includes rates from city-owned electric companies, that I was able to gather, and Douglas Electric, since they surround our area. It shows that Drain's base rates and demand charges are low and discounting high usage is not typically the trend.

City	Current Base Rate	kWh Charge
Residential – Ashland	\$16.25	Under 500 - 0.0757 500 - 5000 - 0.0911 Over 5000 - 0.12940
Cascade Locks	\$18.00	0.11052
Drain	\$12.00	0.090
Douglas Electric	\$31.00 - \$33.50	0.0938
Forest Grove	\$22.67	Under 1000 - 0.0778 Over 1000 - 0.0915
Commercial Single Phase – Ashland	\$25 under 30 kW \$64.67 Over 30 kW	Under 3000 - 0.0887 3001 - 20000 - 0.0890 Over 20000 - 0.0893
Cascade Locks -Less than 1,000 kWh demand.	\$18.00 - \$27.00	Inside City Limits \$0.07517 Outside City Limits \$0.11431
Forest Grove	\$26.07	0.0859 0.0859 (0.0904 Heavy Load)
Drain	\$13.00	Under 10000 - 0.090 Over 10000 - 0.0725
Douglas Electric McMinnville	\$33.50 \$44.00	
Commercial Three Phase – Ashland	\$50 under 30 kW	Under 3000 - 0.07910

<p>Cascade Locks- Three Phase & Large Industrial Drain</p> <p>Douglas Electric Forest Grove McMinnville</p>	<p>\$112.10 over 30 kW \$18.00 - \$27.00 \$120.00 \$18.00 (& \$1.00 each KVA)</p> <p>\$81.00 + \$2.20 each KVA \$40.85 \$51.00</p>	<p>3001 - 20000 - 0.07960 Inside City Limits \$0.07517 Outside City Limits \$0.11431 Under 10000 - 0.090 Over 10000 - 0.0725 \$0.0700 0.0859 (0.0904 heavy load)</p>
<p>Security Lights - Ashland Bandon Cascade Locks Drain 100W, 200W, 400W Douglas Electric</p> <p>Forest Grove</p>	<p>\$22.05 to \$59.15 \$13.45 to \$18.81 \$16.85 to \$21.74 \$11.00, \$19.00, \$23.00 \$9.00 - \$17.00</p> <p>\$26.90 to \$37.72</p>	<p>Installation Fee</p> <p>Existing \$75 - New \$125 Existing \$300 - New \$1,200.00</p>
<p>Demand - Ashland Bandon Cascade Locks Drain Douglas Electric Forest Grove McMinnville Milton-Freewater Monmouth</p>		<p>\$7.00 \$7.96 \$10.45 - \$15.00 \$5.15 \$8.18 - \$9.15 \$8.45 \$6.50 - \$7.50 \$8.28 \$10.27</p>
<p>Additional KVA Drain Douglas Electric</p>	<p>\$1.00 over 15 KVA \$2.20 for all KVA</p>	
<p>Late Charges Cascade Locks</p> <p>Drain Douglas Electric McMinnville</p>	<p>\$3.00 late, additional \$10.00 if late past 14 days \$2.00 + 1% \$2.25 \$35.00 + 1.5%</p>	

PREVIOUS COUNCIL ACTION

On December 9, 2019, the Council approved an electric rate increase of \$0.070 per kWh. This increase cost customers an average of \$10.50 a month, for every 1500 kWh's used. Annually it increased electric revenue over \$90,000.

STAFF RECOMMENDATION

Staff recommends the following.

Effective July 1, 2024 -

- **Residential & Outdoor Base Rate** - Increase \$5.00 (\$12.00 to \$17.00), no change to the standard \$0.090 kWh rate.
- **Single Phase Commercial and Industrial Base Rate** - Increase \$5.00 (\$13 to \$18), no change to the standard \$0.090 kWh rate.
- **Three Phase Commercial and Industrial Base Rate** - Increase \$10.00 (\$18 to \$28), no change to the standard \$0.090 kWh rate.
- **Commercial & Industrial Demand** - Increase \$1.00 per kWh (\$5.15 to \$6.15)
- **Commercial & Industrial Energy Charges Over 10,000 kWh** - Increase \$0.0030 per kWh (\$0.0725 to \$0.0755)
- **Security Light Installation Fee** - Existing \$300, New \$1,200 (actual cost \$1,900 for 100 & 200, \$2,150 for 400)
- **Late fee** - Increase \$3.00 (\$2.00 + 1% goes to \$5.00 + 1%)
- **New Service Installation** - Increase \$740.00 for the first 100 feet (\$360.00 to \$1,100.00) and over 100 feet actually additional costs, plus \$125.00 for each additional meter.
- **Power Factor Charges** - No changes

Effective July 1, 2025 -

- **Residential & Outdoor Base Rate** - Increase \$3.00 (\$17.00 to \$20.00)
- **Single Phase Commercial and Industrial Base Rate** - Increase \$5.00 (\$18 to \$23)
- **Three Phase Commercial and Industrial Base Rate** - Increase \$10.00 (\$28 to \$38)
- **Commercial and Industrial Demand** - Increase \$1.00 (\$6.15 to \$7.15)
- **Commercial & Industrial Energy Charges Over 10,000 kWh** - Increase \$0.0030 per kWh (\$0.0755 to \$0.0785)
- **Late Fee** - Increases .5% (\$5.00 + 1% to \$5.00 + 1.5%)
- **Power Factor Charges** - No changes

Effective July 1, 2026 -

- **Residential & Outdoor Base Rate** - Increase \$2.00 (\$20.00 to \$22.00)
- **Single Phase Commercial and Industrial Base Rate** - Increase \$5.00 (\$23 to \$28)
- **Three Phase Commercial and Industrial Base Rate** - Increase \$10.00 (\$38 to \$48)
- **Commercial and Industrial Demand** - Increase \$1.00 (\$7.15 to \$8.15)
- **Commercial & Industrial Energy Charges Over 10,000 kWh** - Increase \$0.0030 per kWh (\$0.0785 to \$0.0815)
- **Late fee** - Increase \$3.00 (\$5.00 +1.5% goes to \$8.00 + 1.5%)
- **Security Lights** - Increase \$2.00 each (\$11.00, \$19.00 & \$23.00 to \$13.00, \$21.00 & \$25.00)
- **Power Factor Charges** - No changes

Or, perform an electric rate study in the next fiscal year. The average cost is \$15,000 to \$20,000. An electric rate study takes into consideration comparative rates, works with staff to review current and future projects, capital improvements, capital and operating reserves, and estimates future operating and power costs.

POTENTIAL MOTIONS, ACTIONS & OPTIONS

Potential Motions -

Approve or deny the attached resolution, all or in part.

Approve the electric rate study for FY25.

FINANCIAL IMPACT APPROXIMATIONS

Fiscal Year 2025

Residential - Base rate - \$34,000

Commercial & Industrial - Base rate increase - \$8,000

Commercial & Industrial - Demand charge - \$22,000
Commercial & Industrial - Energy charges over 10,000 kWh - \$15,000
Security Light Installation Fee - No financial impact unless a new service is requested.
Late/Delinquent Fee - \$4,680
Average Total Increase - \$84,500.00 (delinquent fees not included)

Fiscal Year 2026

Residential - Base rate - \$20,500
Commercial & Industrial - Base rate increase - \$8,000
Commercial & Industrial - Demand charge - \$22,000
Commercial & Industrial - Energy charges over 10,000 kWh - \$15,000
Late/Delinquent Fee - Unknown
Average Total Increase - \$65,550.00 (delinquent fees not included)

Fiscal Year 2027

Residential - Base rate - \$13,700
Commercial & Industrial - Base rate increase - \$8,000
Commercial & Industrial - Demand charge - \$22,000
Commercial & Industrial - Energy charges over 10,000 kWh - \$15,000
Late/Delinquent Fee - \$4,680
Security Lights - \$720.00
Average Total Increase - \$64,100.00 (delinquent fees not included)

ATTACHMENTS

Resolution R2324-12



R2324-12

A RESOLUTION AUTHORIZING THE INCREASE TO ELECTRIC RATES

WHEREAS, the Drain City Council is given the authority to amend the schedule for rates and charges for electric services by resolution; and

WHEREAS, City Council, from time to time, must adjust electrical rates to ensure adequate revenues to meet the costs of continued operations and future capital expenditures; and

WHEREAS, the Council has not increased electric rates since January 1, 2020; and

WHEREAS, Drain City Council finds that the following electric utility rates are fair and equitable.

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

Section 1. Authorization: Staff to increase rates according to the attached schedules.

Section 2. Effective Dates:

- Exhibit A effective July 1, 2024, through June 30, 2025.
- Exhibit B effective July 1, 2025, through June 30, 2026.
- Exhibit C effective on July 1, 2026.

ADOPTED BY THE DRAIN CITY COUNCIL ON THIS 11th DAY OF MARCH 2024.

ERIN SPARHAWK, MAYOR

JENI STEVENS, CITY ADMINISTRATOR

Exhibit A

MONTHLY ELECTRIC SERVICE RATE INCREASES EFFECTIVE JULY 1, 2024

A. Residential & Outdoor Services:

Basic Charge – Single-phase Service	\$17.00
Energy Charge	\$0.0900 kWh

B. Commercial & Industrial Customers (includes Public Swimming Pool:)

Basic Charge – Single-phase Service	\$18.00
Three-phase Service	\$28.00
Energy Charge -	\$0.0900 per kWh for the first 10,000 kWh \$0.0755 per kWh for all kWh over 10,000

C. Demand Charges:

First 10 KW at no charge.
\$6.15 per KW all other KW

D. Security Light Installation and Connection Charges:

Overhead, one pole and within 50' of the power source:

- Installed or relocated on existing pole - \$300.00
- Installed or relocated requiring one new pole - \$1,200.00

Underground, additional poles or over 50' from the power source:

- All other actual costs.

E. Late Fees -

\$5.00 + 1% of past due amount

F. New Service Installation Charges:

First 100 feet for each connection point, one meter included -	\$1,100
Over 100 feet from connection point -	All other actual costs.
Multiple Units (each additional meter)	\$125.00

Exhibit B

MONTHLY ELECTRIC SERVICE RATE INCREASES EFFECTIVE JULY 1, 2025

A. Residential Services:

Basic Charge – Single-phase Service	\$20.00
Energy Charge	\$0.0900 kWh

B. Commercial & Industrial Customers (includes Public Swimming Pool):

Basic Charge – Single-phase Service	\$23.00
Three-phase Service	\$38.00
Energy Charge -	\$0.0900 per kWh for the first 10,000 kWh \$0.0785 per kWh for all kWh over 10,000

C. Outdoor Customers:

Basic Charge	\$17.00
Energy Charge	\$0.0900 kWh

D. Demand Charge:

First 10 KW at no charge.
\$7.15 per KW all other KW

E. Late Fees -

\$5.00 + 1.5% of past due amount

Exhibit C

MONTHLY ELECTRIC SERVICE RATE INCREASES EFFECTIVE JULY 1,
2026

A. Residential Services:

Basic Charge – Single-phase Service	\$22.00
Energy Charge	\$0.0900 kWh

B. Commercial & Industrial Customers (includes Public Swimming Pool):

Basic Charge – Single-phase Service	\$28.00
Three-phase Service	\$48.00
Energy Charge -	\$0.0900 per kWh for the first 10,000 kWh \$0.0815 per kWh for all kWh over 10,000

C. Demand Charge:

First 10 KW at no charge.
\$8.15 per KW all other KW

D. Security Lights:

(70 watt no longer offered)

100 watt lamp	\$13.00
200 watt lamp	\$21.00
400 watt lamp	\$25.00

E. Late Fees:

\$8.00 + 1.5% of past due amount

8. DISCUSSION ITEMS

- a. Close City Hall for Lunch between 12:30 and 1:30 PM.

Staff Report - Discussion

March 11, 2024

Subject Title	Close City Hall for Lunch Hour	
From	Jeni Stevens	City Administrator

SUMMARY

Closing City Hall for lunch has been something administrative staff have talked about for a long time. Currently lunches are staggered over two hours leaving two administrative staff in the office at all times. This prolongs the lunch period and when one staff member is sick or on vacation, City Hall is closed since there aren't enough staff to keep the office open.

Over the past couple of months, City Hall has been closed for lunch due to staffing illnesses or vacation, without citizen complaint. The administrative staff would like to ask Council if City Hall can be closed for lunch between 12:30 and 1:30, moving forward. If the Council agrees, staff will work with DFN to have the phone system automatically go to voice mail with a recording that we are closed for lunch. The lunch time of 12:30 to 1:30 was selected so citizens with a normal lunch time of 12:00 to 1:00 could still call or come in during their lunch break.

STAFF RECOMMENDATION

Staff asks Council to consider approving City Hall to close for lunch between 12:30 and 1:30, daily. If the Council is in agreement, I will create a resolution and bring that before the Council in the April meeting.

FINANCIAL IMPACT

None



9. INFORMATIONAL ITEMS

a) City Hall Demolition Update

b) Chamber Meeting

Staff Report

March 11, 2024

Subject Title	Old City Hall Demolition Update	
From	Jeni Stevens	City Administrator

UPDATE

On February 27th the final piece of the old city hall came down. The contractor said that there was no concrete in the blocks walls and only rebar was found underneath windows. The South wall separation from the upstairs floor was worse than anticipated and the wall could be rocked back and forth by one person. The remainder of the project will be cleaning up the site and making it level so there are no hazards.

During the demolition, the contractors found a time capsule that was placed in one of the concrete blocks in the East wall, on the second story. One of the construction workers just happened to be standing nearby, and it caught his eye. The time capsule was in a copper cylinder that was too big to fit in the cell of the block, so someone broke open the cell and hammered capsule into to place.

Some of the items are here this evening for everyone to view. There are many letters and pictures that were in the time capsule so the staff will work on taking photos and posting them on social media for everyone to view. The items will be stored safely at City Hall until the new City Hall is built and they can be put on display.



Staff Report

March 11, 2024

Subject Title	Informational Item – Chamber Meeting	
From	Jeni Stevens	City Administrator

UPDATE

On February 26th Kaity Hardwick and I attended the Drain Chamber meeting to give an update on projects and gather ideas that could positively affect our local businesses.

Kaity and I spoke about the Economic Development Fund, business directory on the City of Drain website, Pass Creek Bridge restoration, the volunteer management program and upcoming volunteer opportunities, Oregon Main Street, EV stations, and the Holiday Lighting contest.

The Chamber and citizens present had the following ideas and suggestions.

1. An exit sign on I5 that shows what food and gas are located off the Drain exit.
2. Asked if the City could purchase new lights for the Christmas tree, when needed, from the funds collected from the business license fees.
3. The Chamber would like to create a walking map that shows local businesses and create Drain postcards.
4. Add historical signs around town.
5. Add decorative streetlights in the downtown area.

Shayna Fontana, Owner of MeatWorx and I will work together to come up with options and costs of adding decorative streetlights in the downtown area.

Bonnie Piles and Kaity Hardwick both started a list of citizens that would be interested in helping explore the option of bringing the Oregon Main Street program to Drain. Representatives from North Douglas Betterment and Yoncalla Chamber of Commerce were in attendance and a discussion was had around possibly teaming up with Yoncalla to share resources and ideas.

I asked if the City could head up the Holiday Lighting Contest again and everyone from the Chamber was in agreement. The City will team up with the North Douglas County Fire and EMS and the Douglas County Sheriff's Office to have their staff vote for the winners. The City will produce a flier or poster to promote the event and continue to provide a \$100 utility credit to one residential and one commercial winner of the contest, on their January utility bill.

