



**CITY OF DRAIN
REGULAR COUNCIL MEETING
MONDAY, APRIL 8, 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. N. Douglas Fair Board
- 5. PUBLIC COMMENT (A time of three minutes per citizen shall apply.)**
- 6. CONSENT AGENDA**
 - a. Minutes – Approval of March 11, 2024 City Council Minutes
 - b. Approval of payment of the Bills, check numbers 357, 358 and 35123 through 35168 in the total amount of \$191,925.10. Approval of payment of the Payroll, check numbers 3152401 through 3152410 and 3312301 through 3312310 in the total amount of \$37,758.47.
- 7. COUNCIL BUSINESS**
 - a) Loree Pryce, PE – Applegate Project
 - b) New Limited Duration Position - Administrative Aide/Assistant Recorder
 - c) Donation Request - Yoncalla Rodeo
 - d) Sutherlin Sanitary Cardboard Service Request
 - e) ODOT Stop Sign – Follow-up
 - f) Resolution R2324-13 A Resolution Authorizing the Increase of Water and Wastewater Rates
- 8. DISCUSSION ITEMS/CITY COUNCIL COMMENT**
 - a) T-Mobile – Set up tent in city parking lot next to Rays
 - b) Civic Center Committee – Recommendations
- 9. INFORMATIONAL ITEMS**
 - a) Park Project Presentation
- 10. ADJOURNMENT**
TIME _____

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.

Join Zoom Meeting

Meeting ID: 871 4142 3646
Passcode: 176897



**DOUGLAS COUNTY
SHERIFF'S OFFICE**

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

CONTRACT CITY STATISTICS REPORT	
DATE FROM 03/01/2024	DATE TO 03/31/2024

	Arrests	Criminal Cases	Non Criminal Cases	Citations	Warnings	Fis	Civil Papers	Calls For Service	Traffic Stops	Subject Stops	Security Checks	Building Checks	Accidents	Drug Cases	DUIs	Warrant Arrests	Reports Taken	Reports Written
CANYONVILLE CONTRACT	6	9	1	11	0	0	6	0	0	0	0	0	0	1	0	3	15	11
COW CREEK CONTRACT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DRAIN CONTRACT	4	5	0	6	2	5	17	0	0	0	0	5	0	0	1	1	8	5
GLENDALE CONTRACT	10	8	0	4	0	0	5	0	0	0	0	0	0	0	0	3	13	9
RIDDLE CONTRACT	8	5	2	1	0	0	33	0	0	0	0	0	0	0	0	2	11	8
YONCALLA CONTRACT	7	15	1	6	4	5	3	0	0	0	0	0	0	0	0	1	22	20
Total	35	42	4	28	6	10	64	0	0	0	0	5	0	1	1	10	69	53

5. PUBLIC COMMENT

6. CONSENT AGENDA

Consent Agenda:

- c. Minutes – Approval of March 11, 2024 City Council Minutes
- d. Approval of payment of the Bills, check numbers 357, 358 and 35123 through 35168 in the total amount of \$191,925.10. Approval of payment of the Payroll, check numbers 3152401 through 3152410 and 3312301 through 3312310 in the total amount of \$37,758.47.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____



**DRAIN CITY COUNCIL
MEETING MINUTES
MARCH 11, 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 VanPelt, Councilor Lymath

PRESENT VIA ZOOM: None

COUNCIL ABSENT: Councilor Decker (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: Candy Vickery, Chris Hunter, Glen Peterson, Ellen Hollaman, Jim Beard, Dan Latham, Eric Finney, Brady Haskett, Chief Brian Burke, Deputy Chelsea Thomas, Flip Pennington, Misty Savage, Rusty Savage

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 – Deputy Thomas gave the monthly statistics report for February 1 - 29. There were 7 arrests, 7 criminal cases, 2 non-criminal cases, 7 citations, 2 warnings, 11 civil papers served, 1 accident, 2 drug cases, 1 DUII, 1 warrant arrest and 10 reports taken.
- B. ODOT – Chris Hunter with ODOT spoke regarding the proposed traffic change at the intersection of State Highway 38 and N. Cedar Street in Drain. He provided a handout, which is included with these minutes. Hunter reviewed the handout with Council and the delay times with the different stop sign set ups.
- There was a meeting with some of the community members on February 29 to discuss options of a two-way or a four-way stop sign set up.
 - ODOT is looking at having a trial of removing the stop sign coming from the coast and having two stop signs on Cedar St. They feel that this is actually a safer option. The trial would start in April and run through six months—the busiest time of the year. ODOT would monitor traffic speeds before, during and after the trial period.
 - Another option is a four-way stop sign. ODOT feels that a four-way stop would cause significant delays east and west on Highway 38.
 - ODOT would like to run the trial and then come back to the community and Council with the results of the trial. Councilor VanPelt said that they don't have any baseline data when ODOT is considering which decision to make. Hunter said that ODOT has compiled some accident reports. ODOT would like to do some videos during the trial period.
 - Councilor Vaughan asked what ODOT would consider a successful trial. Hunter said community response, speed, pedestrian safety and he explained several other cues. There was extensive discussion among Council and Hunter regarding the different scenarios, gathering data and a trial.
 - Hunter also addressed the subject of a traffic signal that has been brought up by the community. Hunter said that ODOT has specific criteria that signals have to meet, and this intersection doesn't meet the criteria.
 - Hunter spoke about replacing the Hayhurst bridge. He said that the county has applied for funding to ODOT to replace that bridge. Hunter said that it will help to replace some of the truck traffic.
 - Councilor VanPelt asked why the change was happening. Hunter said the biggest thing is that the intersection does not meet any standard layout design that ODOT is currently allowing.

- Councilor Vaughan asked about a flashing light to alert drivers to a traffic change. Hunter said that this would have to be brought before ODOT.
- Mayor Sparhawk asked about someone pulling out and not realizing that they don't have enough time to get out in front of the traffic. Hunter said that, in his opinion, there would be more gaps in the traffic with the two-way stop signs.
- Discussion was had regarding traffic backing up, motorists having to use alternate routes to get out of the traffic. CA Stephens asked if the monitoring would be after normal business hours and Hunter said that yes, it will be 24/7. Hunter also said initially there will be reader boards and traffic signs.
- Councilor Vaughan thinks the four-way makes sense. Mayor Sparhawk agrees. Councilor Lymath stated that he doesn't like any of the options.
- CA Stevens asked if they did a trial in thirty days and it goes bad, could they put in a four way. Hunter said they could. Councilor Vaughan suggested a trial run with a four way. Hunter said that requires a lot more expense up front.
- Councilor VanPelt asked if a decision had to be made at the meeting. Hunter said it did not. Councilor Lymath asked if ODOT had the authority to just go ahead with their decision without the Council's approval. Hunter said that they could but they would not. It was decided that Council will get back to ODOT regarding a decision.

C. Library – CA Stevens gave the monthly statistics and highlights for the library:

- The months of January and February saw record-breaking circulation and “member amount saved” in the physical collection as well as e-book and audio book usage. In one month, members saved more than \$17,200 by using the library instead of purchasing books.
- Most popular circulating titles included: Cook What You Have, The Swifts and Pig the Rebel.
- In February, the library provided 70 separate computer use sessions and 338 people accessed the internet on their own laptops and mobile devices.
- Increasing weekly programs for toddlers, school-age kids and teens. The new garden club meets the second Saturday of each month.
- In February, the library brought giveaway books and witnessed the unveiling of a book vending machine at the elementary school.

D. Civic Center Advisory Committee – Misty Savage read from and submitted a report that is included with these minutes.

- The Committee would like to look into the policy of using the Civic Center during emergencies.
- The Committee would like to recommend to the Council that the ADA parking space be updated to be in compliance with State of Oregon regulations.
- The next meeting of the Civic Center Advisory Committee will be on Wednesday, April 3, 2024 at 6:15 p.m. in the Civic Center meeting room.

E. Yoncalla Rodeo Request – no representative was present.

- Yoncalla Rodeo is looking for a donation for the rodeo to be held July 4 and 5, 2024. CA Stevens stated that there is no money left in this fiscal year, so it would have to come out after July 1st. Councilor VanPelt was concerned about the new fiscal year starting close to the time of the rodeo. Mayor Sparhawk stated that they could plan for the donation for the following month.

F. North Douglas Fair Board. Jim Beard gave an update:

- They will be meeting Monday, March 18 at 7 p.m. at the Drain Church of Christ Annex.
- They are currently looking for volunteers to help organize the parade.
- The fair board would like to have a train for kids. They would pull wagons behind something like a yard tractor and would want to pull that around during the fair. Council VanPelt said that they have some four-wheelers and would that work? Beard said that it could possibly work. Mayor Sparhawk asked how many could fit in the train. Beard said he wasn't sure but probably about 5 or 6 kids.

PUBLIC COMMENT

A. Candy Vickery spoke:

- Vickery said that she was looking on the website and she thought that it used to have the past budgets of 15 years. She said that now there only appears to be the current year and the last year. Vickery would like to know if they were taken down or is she mistaken? CA Stevens said that she and Penny Jenkins could check into that and put them back up. Vickery requested that someone reply and let her know.
- Vickery said that she was very impressed with the job that they did demolishing the City Hall. She said that they were very careful and it looks really nice.

RECOGNITION OF VISITORS/REQUESTS

None

BUSINESS ITEMS

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.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VAUGHAN AND SECONDED BY COUNCILOR LYMATH TO APPROVE THE CONSENT AGENDA AS STATED.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

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.**

Refer to Staff Report, Subject: R2324-08 – A RESOLUTION INCREASING INCOME QUALIFICATIONS FOR REDUCED RATES FOR CITIZENS 62 YEARS OF AGE AND OLDER TO MATCH 2024 FEDERAL POVERTY GUIDELINES. CA Stevens read the resolution.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR VAUGHAN TO APPROVE RESOLUTION R2324-08 – A RESOLUTION INCREASING INCOME QUALIFICATIONS FOR REDUCED RATES FOR CITIZENS 62 YEARS OF AGE AND OLDER TO MATCH 2024 FEDERAL POVERTY GUIDELINES.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

- B. R2324-09 – A RESOLUTION REPEALING RESOLUTIONS R9798-10 AND R2324-02 CHANGING THE CEMETERY COMMITTEE TO A CITIZEN VOLUNTEER COMMITTEE.**

CA Stevens read Resolution R2324-09.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR VAUGHAN TO APPROVE RESOLUTION R2324-09.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

C. Planning Commission – Application Received – One Position Open

Refer to Staff Report, Subject: Planning Commission – Application Received for the Open Position. CA Stevens reviewed the Staff Report.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR LYMATH TO VOTE FOR THE PLANNING COMMISSION APPLICATION RECEIVED.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

CA Stevens informed Council that they needed to now vote on the Planning Commission applicant Flip Pennington.

Mayor Sparhawk entertained a motion.

COUNCIL VOTED TO APPROVE FLIP PENNINGTON FOR THE PLANNING COMMISSION.

The vote on the motion was as follows:

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

D. Budget Committee – Applications Received – One Position Open

Refer to Staff Report, Subject: Budget Committee – Applications Received – One Open Position. CA Stevens reviewed the Staff Report.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR LYMATH TO APPROVE THE APPLICATION OF KATHIE WHITE TO BE ON THE BUDGET COMMITTEE.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

E. City Administrator’s Performance Evaluation and Salary Adjustment.

Refer to Staff Report, Subject: City Administrator Salary Adjustment Following Performance Review by City Council. CA Stevens read the Staff Report. Councilor VanPelt said that last year there was an increase of 5% for all City staff. Councilor VanPelt went on to say that when they hired CA Stevens, there was some room to grow. So last year Council was generous, but it was well earned, so he would start with 2%.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR VAUGHAN TO INCREASE THE CITY ADMINISTRATOR’S SALARY BY 2%.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

- 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.

Refer to Staff Report, Subject: 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. CA Stevens read the Staff Report. Councilor VanPelt restated that it was basically sitting in one big fund and that it needed to be fixed. CA Stevens stated that you can only have a fund for one reason—not for 7 different funds. Councilor VanPelt replied that it sounds like that provides good traceability. Councilor Vaughan stated that one, it is required, and two, it will be a lot easier to read.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VAUGHAN AND SECONDED BY COUNCILOR LYMATH TO APPROVE RESOLUTION R2324-10 AND RESOLUTION R2324-11.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

- H. R2324-12 – A RESOLUTION AUTHORIZING THE INCREASE TO ELECTRIC RATES.

Refer to Staff Report, Subject: R2324-12 – A RESOLUTION AUTHORIZING THE INCREASE OF ELECTRIC RATES. CA Stevens read the highlights of the Staff Report. Councilor VanPelt asked when the increase would go into effect. CA Stevens said it would be in the new fiscal year (2024/2025). Councilor Vaughan asked if it could be brought back to the table in the future and CA Stevens said that it could. Councilor Vaughan said that basically the electric fund is just breaking even right now. Councilor Lymath asked if there is a fund set aside for transformers. CA Stevens said that the City has some transformers in stock, but not the big ones because they are so expensive. Councilor VanPelt asked when was the last time that there was a residential electric rate increase. CA Stevens answered that it was three years ago. CA Stevens said that the State of Oregon average electric price is a little over \$.11 per KW. CA Stevens said this would help to grow the beginning fund balance. She added that about 10 years ago that fund was opening with \$670,000. Now it's down to about \$380,000. Harold Burris, Public Works Foreman, spoke from the audience and asked if Bonneville Power is raising their rates. CA Stevens replied that they aren't but health insurance is going up 11%, everything is going up, and not taking increases when those other things have increased. Burris said that some of the materials have increased 75%. Burris added that some lead times are 50 months.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VAUGHAN AND SECONDED BY COUNCILOR LYMATH TO APPROVE RESOLUTION R2324-12.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

DISCUSSION ITEMS/CITY COUNCIL COMMENT

A. Close City Hall for Lunch – 12:30 to 1:30

Refer to Staff Report, Subject: Close City Hall for Lunch Hour. CA Stevens reviewed the Staff Report. Councilor Vaughan confirmed that the City has a drop box. Councilor VanPelt mentioned that it would be a direct overlap with the post office. Mayor Sparhawk confirmed that.

INFORMATIONAL ITEMS

A. City Hall Demolition Update

Refer to Staff Report, Subject: Old City Hall Demolition. CA Stevens read the Staff Report. CA Stevens discussed the time capsule that was discovered during the demolition of old City Hall and had brought some articles to the Council meeting. Rusty Savage spoke up from the audience and said that he would love to put the artifacts from the City Hall time capsule in the newspaper. Discussion was had regarding scanning the artifacts. Candy Vickery spoke up from the audience and said that it would be nice to put the artifacts in the display case that the library is working on.

B. Chamber Meeting

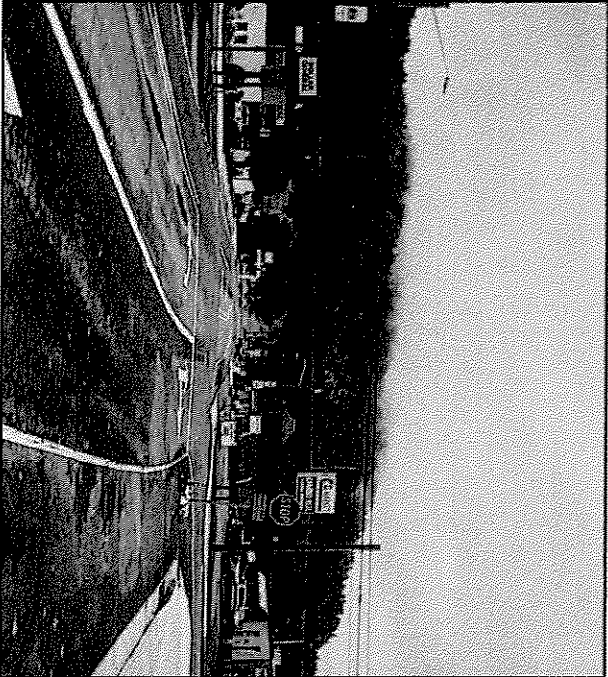
Refer to Staff Report, Subject: Informational Item – Chamber Meeting. CA Stevens read the Staff Report.

ADJOURNMENT

There being no further business, Mayor Sparhawk adjourned the regular meeting of the City Council at 7:30 p.m.

Jeni Stevens, City Administrator

Erin Sparhawk, Mayor



Community Group Discussion

Oregon 38 Stop Sign
at Cedar Street in Drain

Oregon Department of Transportation

Drain Civic Center

February 29, 2024



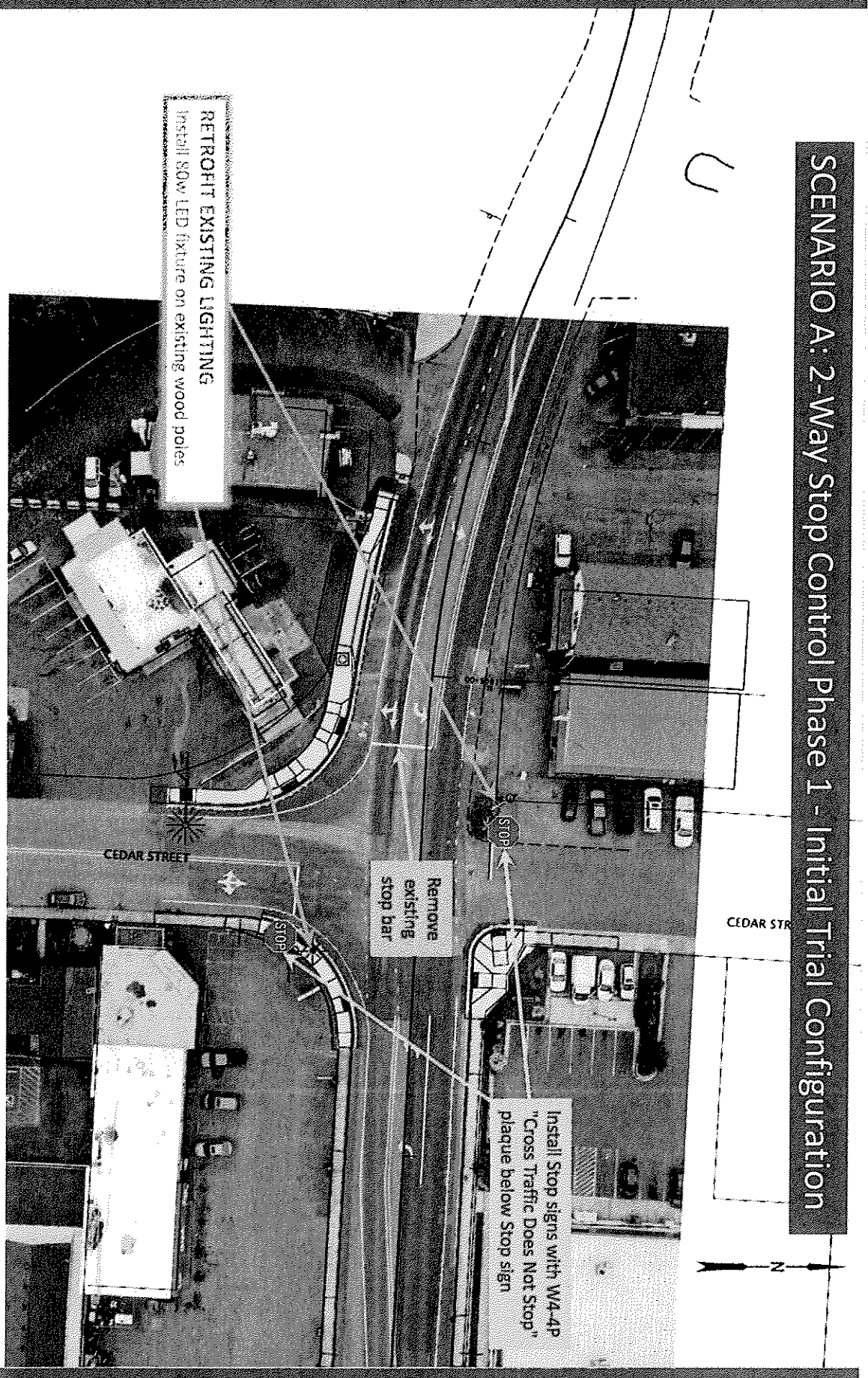
OR38 at Cedar Street Intersection

PROPOSED 2-WAY STOP CONTROL TRIAL

- When would the trial occur?
 - April 2024 through early August 2024 (including DuneFest)
 - DuneFest 2024 occurs July 30 – August 4
- What would we measure / monitor?
 - Traffic Speeds
 - Both before and during the trial
 - Queues / Delays
 - Intersection videos
 - Including holiday / event weekend
 - Intersection Safety



SCENARIO A: 2-Way Stop Control Phase 1 - Initial Trial Configuration



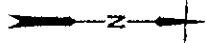
RETROFIT EXISTING LIGHTING
Install 80W LED fixture on existing wood poles

Remove existing stop bar

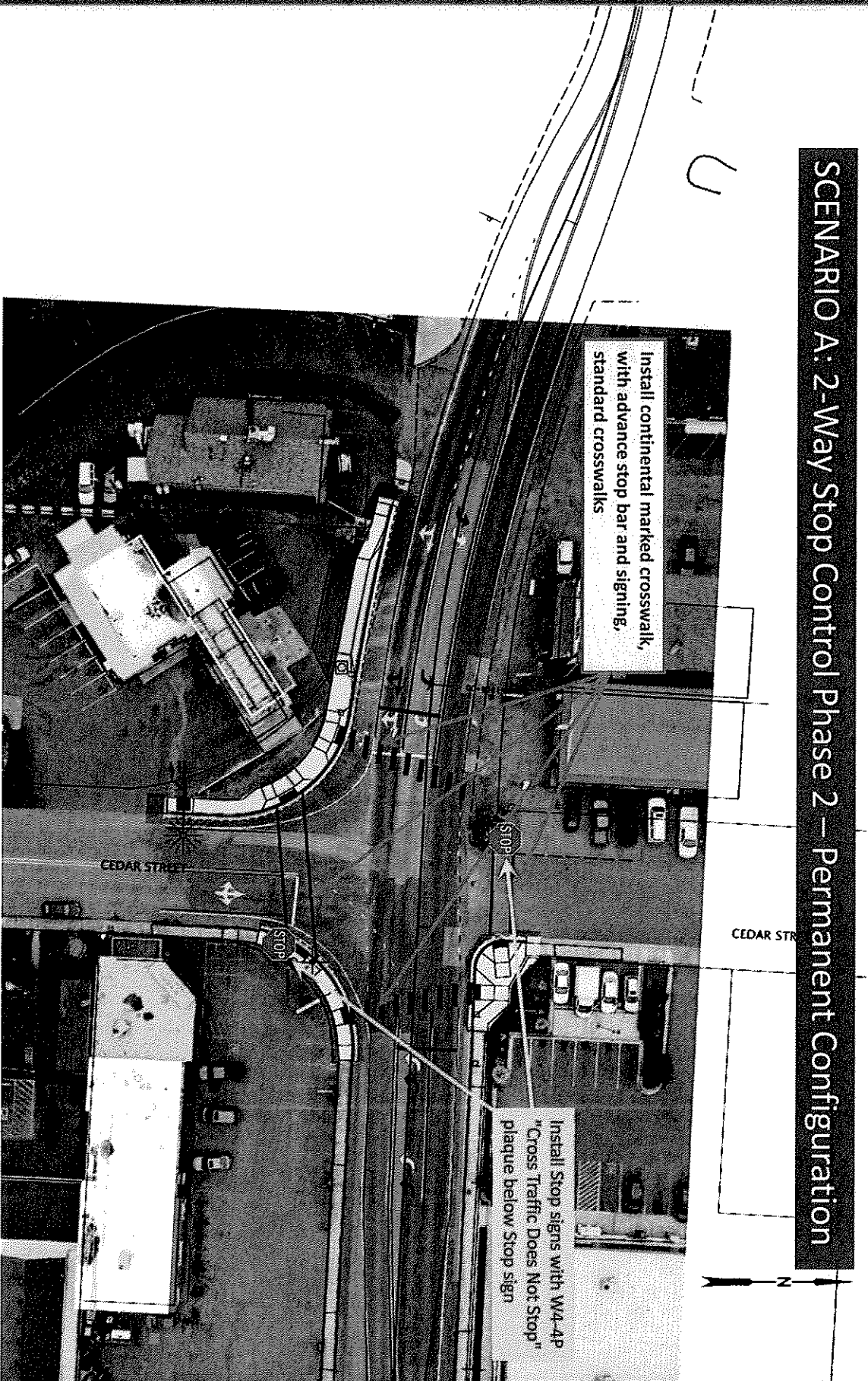
Install Stop signs with W4-4P "Cross Traffic Does Not Stop" plaque below Stop sign

CEDAR STREET

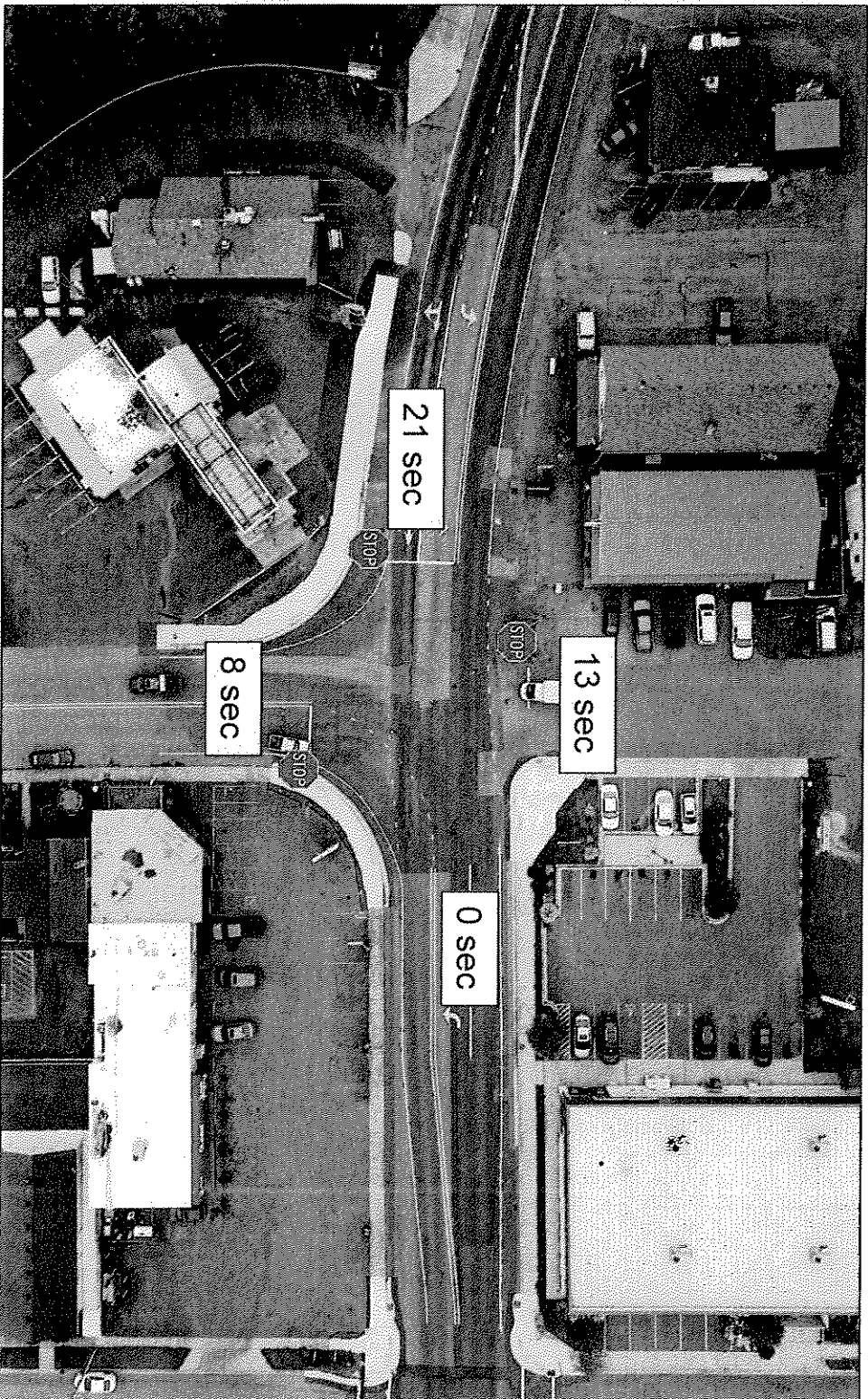
CEDAR STR



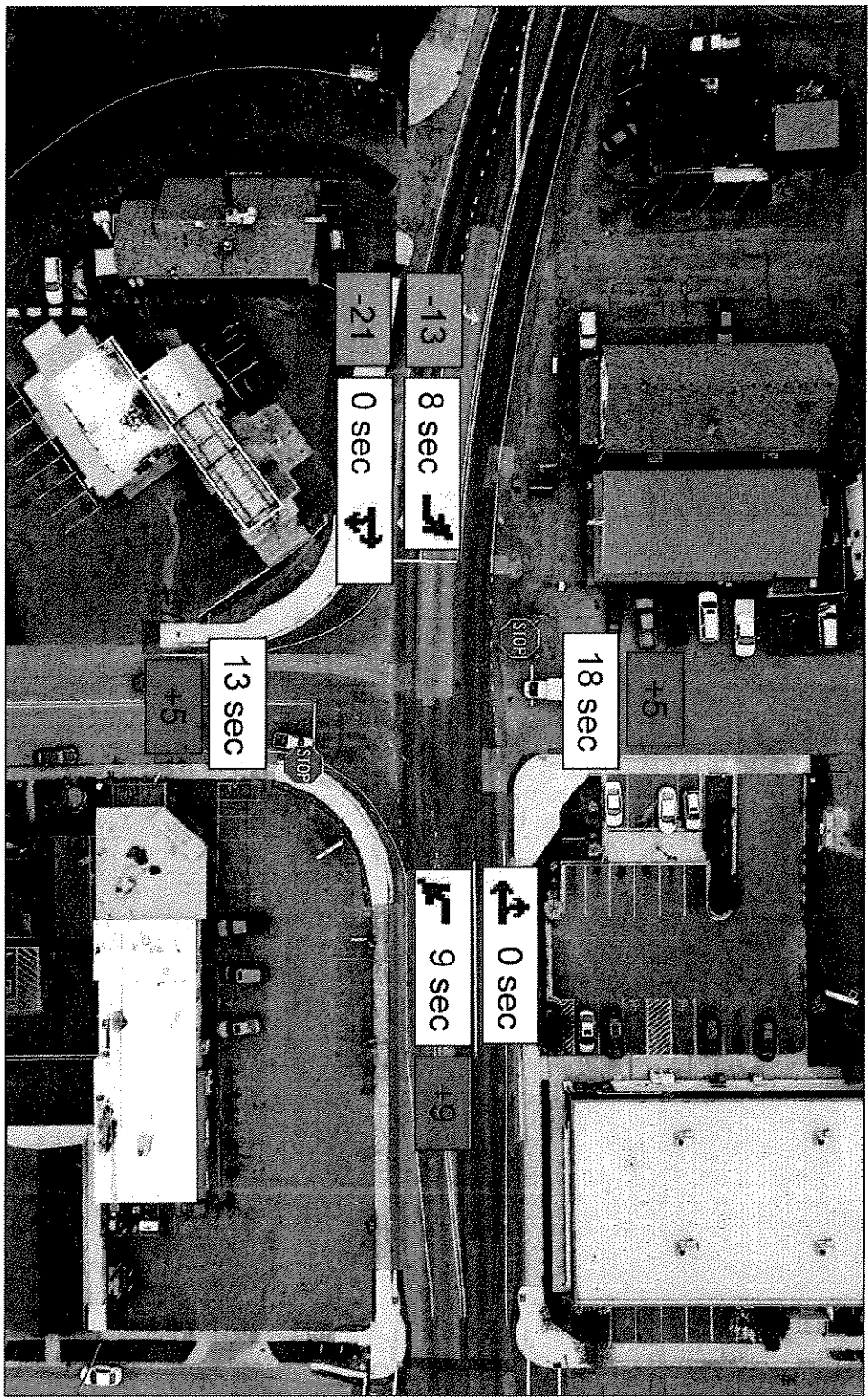
SCENARIO A: 2-Way Stop Control Phase 2 – Permanent Configuration



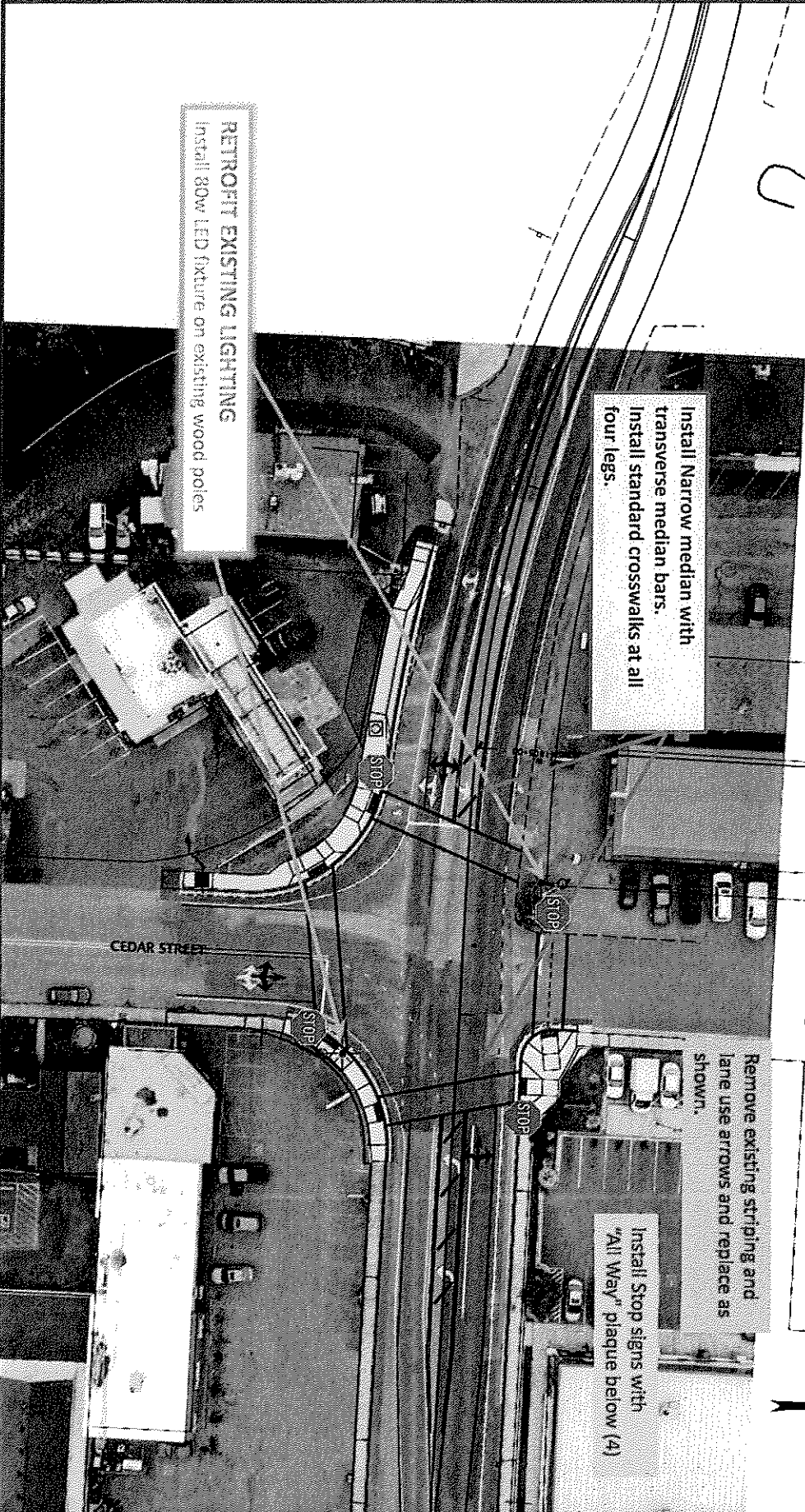
Intersection Delays – Design Hour Volume Existing (3-Way Stop)



Intersection Delays – Design Hour Volume Scenario A (2-Way Stop)



SCENARIO B: 4-Way Stop Control

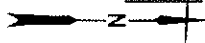


Install Narrow median with transverse median bars. Install standard crosswalks at all four legs.

Remove existing striping and lane use arrows and replace as shown.

Install Stop signs with "All Way" plaque below (4)

RETROFIT EXISTING LIGHTING
Install 80w LED fixture on existing wood poles



CEDAR ST

CEDAR STREET

Intersection Delays – Design Hour Volume Scenario B (4-Way Stop)



OR38 at Cedar Street Intersection

PROPOSED 2-WAY STOP CONTROL TRIAL

AFTER TRIAL

BEFORE TRIAL

Mar-Apr 2024

- Public outreach / advance notifications
- Gather baseline speed data

DURING TRIAL

Apr - Aug 2024

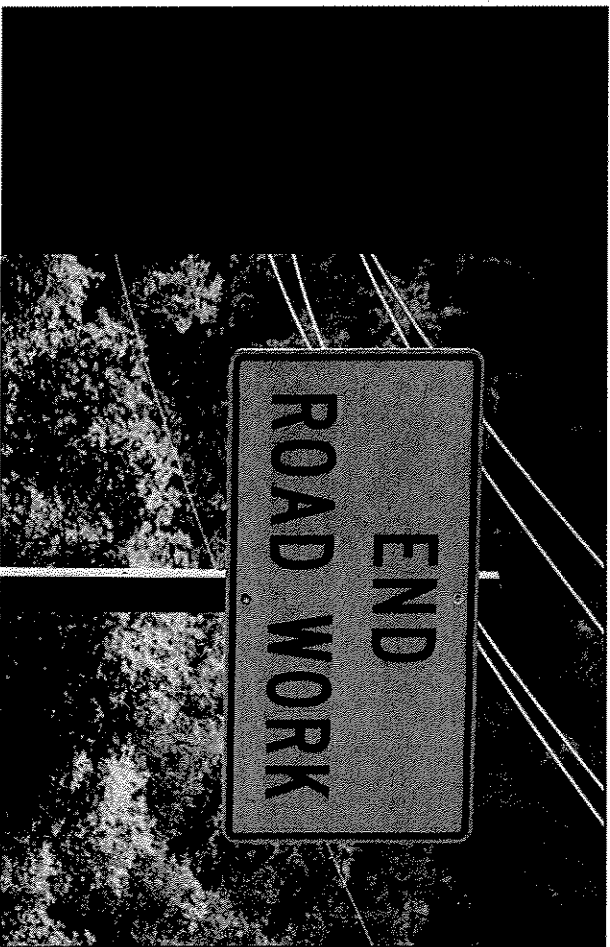
- Monitor:
- Speeds
 - Traffic Queues / Delays
 - Intersection Safety

Successful Trial:

- Leave 2-way stop configuration in-place and proceed with project development for additional ped crossing enhancements

Unsuccessful Trial:

- Proceed with permanent 4-way stop modifications



For more information:

Dan Latham

ODOT Public Affairs

3500 NW Stewart Parkway

Roseburg, OR 97470

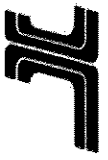
541-817-5200

Dan.Latham@odot.oregon.gov



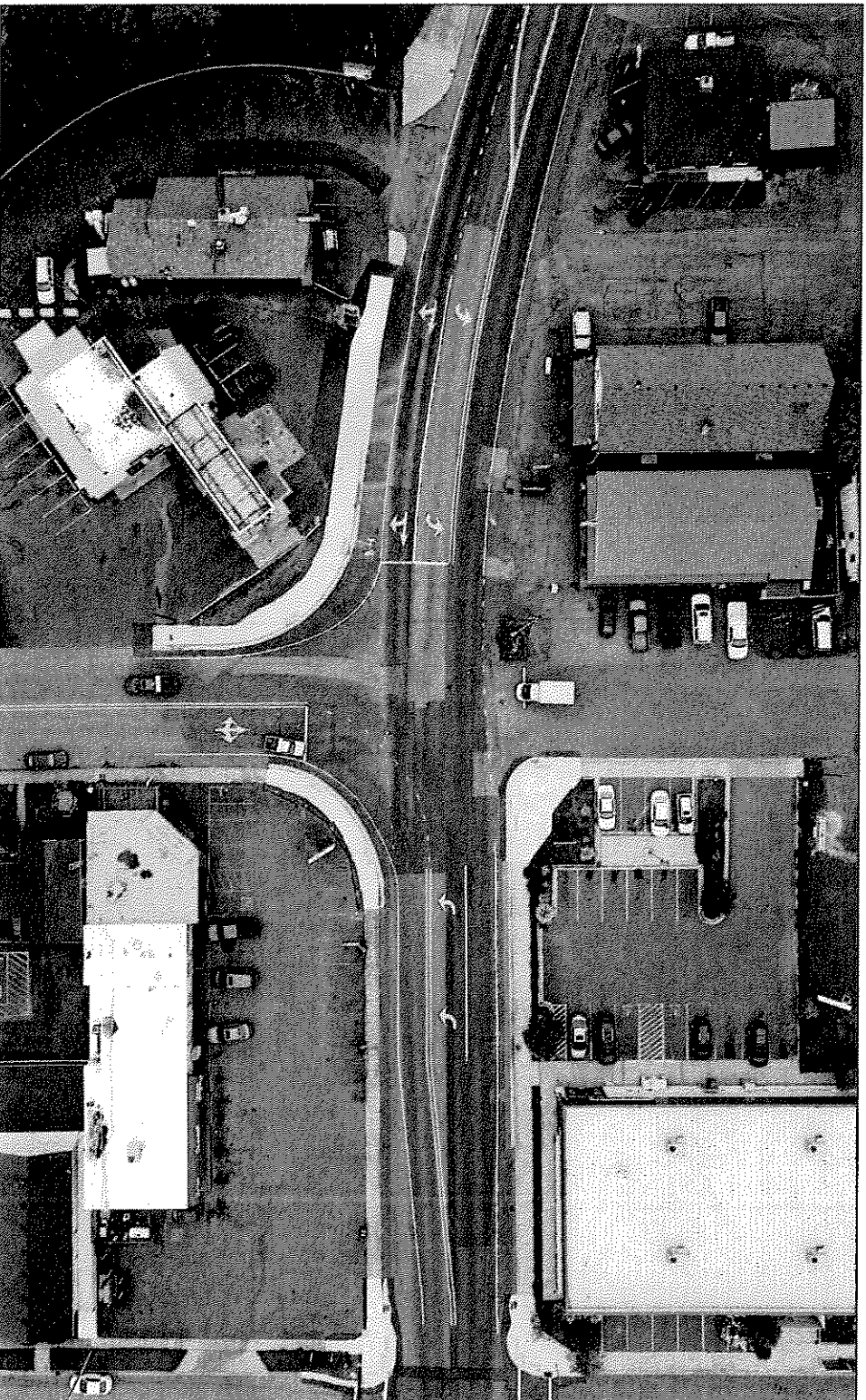
Oregon 38 at Cedar Street

2020



Oregon 38 at Cedar Street

2023



Report Criteria:

Report type: Invoice detail

Check.Voided = No

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
03/25/2024	357	135	BONNEVILLE POWER ADMINISTRATI	61,526.00
03/25/2024	358	252	CIS Trust EI	13,311.96
03/01/2024	35123	666	Laborer's International Union	168.00
03/05/2024	35124	42	ALSCO	863.10
03/05/2024	35125	81	Auto Parts Inc.	46.44
03/05/2024	35126	213	Caselle Inc.	1,577.00
03/05/2024	35127	447	City of Drain	5,231.04
03/05/2024	35128	6876	CTX-Xerox	38.83
03/05/2024	35129	417	Douglas Fast Net	421.76
03/05/2024	35130	3395	Douglas Fast Net	304.55
03/05/2024	35131	3396	Douglas Fast Net	302.35
03/05/2024	35132	5736	Douglas Fast Net (1310580)	112.99
03/05/2024	35133	444	Drain Saw Shop Inc	29.99
03/05/2024	35134	339	Eagle Valley Supply	23.99
03/05/2024	35134	339	Eagle Valley Supply	23.82
03/05/2024	35134	339	Eagle Valley Supply	27.44
03/05/2024	35134	339	Eagle Valley Supply	17.49
03/05/2024	35134	339	Eagle Valley Supply	7.89
03/05/2024	35134	339	Eagle Valley Supply	34.30
03/05/2024	35135	558	GFS Chemicals Inc.	659.20
03/05/2024	35136	6956	Greg Payne Trucking & Construction	81,000.00
03/05/2024	35137	585	Hach Company	276.00
03/05/2024	35138	1090	Local Government Law Group PC	423.00
03/05/2024	35139	849	OR Laborers-Employers Trust	5,256.00
03/05/2024	35140	3355	Security Monster	8.00
03/05/2024	35141	1113	Sutherlin Sanitary Service LLC	59.80
03/05/2024	35142	6176	Systech Consulting LLC	2,406.50
03/05/2024	35143	4956	Umpqua Research Company	210.20
03/05/2024	35143	4956	Umpqua Research Company	210.20
03/05/2024	35144	6016	Wheatstone Electrical Services LLC	1,074.30
03/19/2024	35145	18	AFLAC	703.76
03/19/2024	35146	5556	Anixter Inc	860.70
03/19/2024	35146	5556	Anixter Inc	285.00
03/19/2024	35146	5556	Anixter Inc	1,506.00
03/19/2024	35146	5556	Anixter Inc	585.96-
03/19/2024	35147	1	Austin Thompson	8.46
03/19/2024	35148	81	Auto Parts Inc.	97.76
03/19/2024	35149	168	Bullfrog Enterprises	207.15
03/19/2024	35150	414	Douglas Electric Cooperative	1,861.43
03/19/2024	35150	414	Douglas Electric Cooperative	45.39
03/19/2024	35151	444	Drain Saw Shop Inc	32.90
03/19/2024	35151	444	Drain Saw Shop Inc	88.97
03/19/2024	35152	6616	Engineering Support Services LLC	3,869.40
03/19/2024	35152	6616	Engineering Support Services LLC	1,627.30
03/19/2024	35153	2	Erika Wilson	170.00
03/19/2024	35154	519	First National Bank of Omaha	1,599.02
03/19/2024	35155	582	H.D. Fowler Company Inc	118.70
03/19/2024	35156	642	Jeremy McDaniel Auto Repair	272.72

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
03/19/2024	35157	1090	Local Government Law Group PC	423.00
03/19/2024	35158	852	OrCal Rubber & Supply	252.50
03/19/2024	35159	1	Pat Cartwright	151.00
03/19/2024	35160	768	QUADIENT FINANCE USA INC.	600.00
03/19/2024	35161	3956	QUADIENT LEASING USA INC.	211.44
03/19/2024	35162	2	Rundell, Inc.	180.00
03/19/2024	35163	1077	Southern Septic Service Inc	220.00
03/19/2024	35164	2	Tracy Altherr	170.00
03/19/2024	35165	5196	Tyree	575.49
03/19/2024	35166	4956	Umpqua Research Company	210.20
03/19/2024	35166	4956	Umpqua Research Company	291.00
03/19/2024	35167	1218	W. W. D. Corporation	114.63
03/19/2024	35168	6656	Xerox Financial Services	105.00
Grand Totals:				191,925.10

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
03/15/2024	PC	03/15/2024	3152401	Burris, Harold	20		01-0-110	1,416.70-	D
03/15/2024	PC	03/15/2024	3152402	Bird, Daniel R.	370		01-0-110	1,638.54-	D
03/15/2024	PC	03/15/2024	3152403	Wilson, Danny L.	380		01-0-110	1,206.74-	D
03/15/2024	PC	03/15/2024	3152404	Nash, James A.	410		01-0-110	2,866.56-	D
03/15/2024	PC	03/15/2024	3152405	Jenkins, Penny	430		01-0-110	1,449.94-	D
03/15/2024	PC	03/15/2024	3152406	Stevens, Jeni K.	460		01-0-110	3,014.60-	D
03/15/2024	PC	03/15/2024	3152407	Sullivan, Melissa	470		01-0-110	1,109.82-	D
03/15/2024	PC	03/15/2024	3152408	Drager, Leanne	480		01-0-110	1,012.16-	D
03/15/2024	PC	03/15/2024	3152409	Cushman, Joshua A.	500		01-0-110	1,262.27-	D
03/15/2024	PC	03/15/2024	3152410	Spurlock, Matthew R.	510		01-0-110	1,226.68-	D
03/31/2024	PC	03/29/2024	3312301	Burris, Harold	20		01-0-110	2,294.16-	D
03/31/2024	PC	03/29/2024	3312302	Bird, Daniel R.	370		01-0-110	2,636.76-	D
03/31/2024	PC	03/29/2024	3312303	Wilson, Danny L.	380		01-0-110	1,634.20-	D
03/31/2024	PC	03/29/2024	3312304	Nash, James A.	410		01-0-110	4,403.69-	D
03/31/2024	PC	03/29/2024	3312305	Jenkins, Penny	430		01-0-110	1,875.93-	D
03/31/2024	PC	03/29/2024	3312306	Stevens, Jeni K.	460		01-0-110	3,092.48-	D
03/31/2024	PC	03/29/2024	3312307	Sullivan, Melissa	470		01-0-110	1,543.63-	D
03/31/2024	PC	03/29/2024	3312308	Drager, Leanne	480		01-0-110	897.35-	D
03/31/2024	PC	03/29/2024	3312309	Cushman, Joshua A.	500		01-0-110	1,469.26-	D
03/31/2024	PC	03/29/2024	3312310	Spurlock, Matthew R.	510		01-0-110	1,707.00-	D
Grand Totals:								<u>37,758.47-</u>	
									<u>20</u>

Civic Center Advisory Committee February 2024 City Council Update

1. At the February City Council meeting, the Council requested the Civic Center Advisory Committee to look into a policy for Civic Center use during emergencies. The Committee is moving forward with this. We'd like to see the Community Hall and Meeting Room be open, accessible, and free to use during emergencies. The policy should fit within the City of Drain's emergency and disaster response plans and will need clear definitions of what events would be considered emergencies and who and how the building will be accessed during these events. Community members with additional thoughts are encouraged to come to our next meeting.

2. We'd also like to recommend to Council that the Civic Center's ADA parking space is updated to meet ADA law and State of Oregon requirements. Currently the ADA parking space is not in compliance and is a liability issue for the City. As outlined by the State of Oregon, for parking lots with under 25 spaces there needs to be 1 van accessible space. Van accessible spaces should be at least 9 feet wide with an adjacent 8-foot wide access aisle on the passenger side.
 - a. https://oregon.public.law/statutes/ors_447.233
 - b. <https://www.oregon.gov/lcd/CL/Documents/ADAParkingGuidance.pdf>

3. Our next meeting is Wednesday, April 3, at 6:15 PM in the Civic Center meeting room.

7. COUNCIL BUSINESS

A. Loree Pryce, PE – Applegate Project

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

B. New Limited Duration Position - Administrative Aide/Assistant Recorder

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

C. Donation Request - Yoncalla Rodeo

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

D. Sutherlin Sanitary Cardboard Service Request

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

E. ODOT Stop Sign – Follow-up

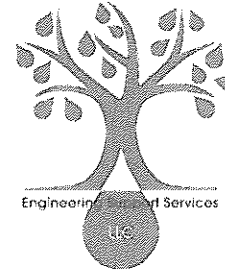
MOVE _____
SECOND _____

Unanimous _____
Opposed _____

F. Resolution R2324-13 A Resolution Authorizing the Increase of Water and Wastewater Rates

MOVE _____
SECOND _____

Unanimous _____
Opposed _____



MEMORANDUM

DATE: April 8, 2024

TO: Jeni Stevens, City Administrator

FROM: Loree Pryce, PE - Civil Engineer

SUBJECT: APPLGATE AVENUE PAVING ISSUES

BACKGROUND

The City was awarded a 2024 Small Cities Allotment (SCA) grant for \$250,000 from Oregon Department of Transportation (ODOT) per Agreement # SCA2024-Drain. Applegate Street from Cedar to Fir Streets has severe asphalt degradation and was previously awarded an SCA grant but the costs to repave exceeded the grant amount. This street is used by heavy equipment and vehicle loads from adjacent commercial businesses. The City Administrator approved a Task Order for design and construction management services which included asphalt coring samples to determine the condition of the subgrade and thickness of the existing asphalt. This was used as a method to determine if the street needed full reconstruction or could be milled and overlaid with dig outs occurring in the very poorly cracked sections of existing paving.

The core sampling is complete and the report is included as an attachment. The report identified asphalt and subgrade information at 7 locations. Along Applegate, the cores largely consisted of 6" of existing AC in three, 2" paving layers. In a few locations just beneath the existing AC, non-standard ag base consisting of larger sized (est 3" minus base) was discovered. Where they were able to core beneath these larger rocks, they found black clay and clay throughout the rest of the street and side street Elder cores. Clay is not a structurally sound subgrade.

FINDINGS AND ALTERNATIVES

The options are to 1) reconstruct the entire street by removing all the asphalt and subgrade to a depth of base at least 18-inches. Since the subgrade was determined to be clay or black clay, 18-inches may not be enough for subgrade stabilization. It will depend on field results and whether an 18-inch subgrade once installed and compacted doesn't "roll" after installation. If it does, it gets removed and more subgrade is installed. This type of street and subgrade reconstruction can be compared to "pandora's box," where you often are best to leave the paving sections alone that aren't showing failure than expose weak subgrade with exploratory depths to reconstruct.

The other option is 2) only digging out the severely cracked areas to replace the deeper subgrade, and mill the rest of the asphalt to repave.

The benefit of option 1 is the surety of little to no post asphalt cracking (from the subgrade) which in turn offers a longer life span. The downsides are the cost which is detailed below and the impacts to the adjacent properties which include extended periods of no vehicle traffic. The benefit of option 2 is the lower cost and the reduced impact to vehicle traffic. A minimum of one-way directional traffic would be in place throughout the overlay efforts. The downside of option 2 is the risk of future subgrade shifting resulting in cracking.

The gas station and especially the wood mill would be substantially impacted by a full street reconstruction. Even night work would have an impact on the operations of the mill.

COSTS AND FUNDING

Following is a summary of all estimated construction costs;

Option 1) Full reconstruction estimated at \$440,000+ including engineering. This estimate assumed 12-inches of subgrade which will be 18-inches or more subgrade.

Option 2) Mill, grind and dig out overlay estimated at \$290,000 including engineering.

Grant funding amount = \$250,000

RECOMMENDATION

It is recommended that the City consider a motion for staff direction to either 1) reconstruct the pavement on Applegate with the additional costs or 2) allow for point repair dig outs with the understanding there may be some premature cracking.

If the Council agrees, please motion an approval for one of the two options.

Attachment(s): 1) Pavement Coring Report

CITY OF DRAIN - APPLIGATE ROAD IMPROVEMENTS - CORING LOCATIONS

1/17/24



Please take 3 cores,
2 in wheel path and 1
in centerline crown

CORE LOCATIONS

TL



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FIELD REPORT

PROJECT: Applegate Avenue, Drain OR

PROJECT NO: 81052

CLIENT: Engineering Support Services

PERMIT: N/A

DATE: 2/21/24

SUBJECT: Pavement Investigation

Sun	Mon	Tues	Thurs	Fri	Sat
-----	-----	------	-------	-----	-----

WEATHER

Bright & Sunny	Clear	Over-Cast	Rain	Snow
----------------	-------	-----------	------	------

TEMPERATURE

< 32	32 - 60	60 - 70	70 - 80	> 80
------	---------	---------	---------	------

Core Location 1 - West bound lane near intersection of Applegate Ave. and S. Cedar St.

Asphalt thickness approximately 6 inches (3, two-inch lifts), top lift in poor condition separated from lower lift during coring.

Base aggregate - approximately 2 inches of poorly graded crushed aggregate.

Sub-base consists of large particle size crushed aggregate exceeding 3 inches from 8 inches below surface to undetermined depth.

Core Location 2 - Crown near intersection of Applegate Ave. and S. Cedar St.

Asphalt thickness approximately 6 inches (3, two-inch lifts). Top lift in poor condition separated from lower lift during coring.

Base aggregate - approximately 2 inches of poorly graded crushed aggregate.

Sub-base consists of large particle size crushed aggregate exceeding 3 inches from 8 inches below surface to undetermined depth.

Static cone penetration test conducted at 15 inch depth. Value 44.

Dynamic cone penetration test conducted at 15 inch depth. Values as follows.

Blow count: 50 Cumulative Penetration 17.25" Penetration Between Readings 2.25"

Blow count: 50 Cumulative Penetration 19.25" Penetration Between Readings 2.0"

Tim Bremser

* "Special Inspection", "Inspection" and "Inspector" are terms as defined by the International Building Code



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FIELD REPORT

PROJECT: Applegate Avenue, Drain OR

PROJECT NO: 61052

CLIENT: Engineering Support Services

PERMIT: N/A

DATE: 2/21/24

SUBJECT: Pavement Investigation

Sun	Mon	Tues	Thurs	Fri	Sat
-----	-----	------	-------	-----	-----

WEATHER

Bright & Sunny	Clear	Over-Cast	Rain	Snow
----------------	-------	-----------	------	------

TEMPERATURE

< 32	32 - 60	60 - 70	70 - 80	> 80
------	---------	---------	---------	------

Core Location 3 - West bound lane near Intersection of Applegate Ave. and Elder St.

Asphalt thickness approximately 8 inches (4, two-inch lifts), top lift in poor condition separated from lower lift during coring.

Base aggregate - approximately 2 inches of poorly graded gravel.

Sub-base consists of large particle size crushed aggregate exceeding 3 inches from 10 inches below surface to undetermined depth.

Static cone penetration test conducted at 14 inch depth. Value 44.

Core Location 4 - East bound lane near Intersection of Applegate Ave. and Date St.

Asphalt thickness approximately 6 inches (3, two-inch lifts), top lift in poor condition separated from lower lift during coring.

Base aggregate - approximately 2 inches of poorly graded crushed aggregate.

Sub-base consists of large particle size crushed aggregate exceeding 3 inches from 8 inches below surface to undetermined depth.

Static cone penetration test conducted at 12 inch depth. Value 48.

Core Location 5 - Crown near Intersection of Applegate Ave. and Date St.

Asphalt thickness approximately 6 inches (3, two-inch lifts), top lift in poor condition separated from lower lift during coring.

Base aggregate- approximately 2 inches of poorly graded crushed aggregate.

Sub-base consists of large particle size crushed aggregate exceeding 3 inches from 8 inches below surface to undetermined depth.

Static cone penetration test conducted at 14 inch depth. Value 46.

Tim Bremser

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FIELD REPORT

PROJECT: Applegate Avenue, Drain OR

PROJECT NO: 81052

CLIENT: Engineering Support Services

PERMIT: N/A

DATE: 2/21/24

SUBJECT: Pavement Investigation

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
-----	-----	------	-----	-------	-----	-----

WEATHER

Bright & Sunny	Clear	Over-Cast	Rain	Snow
----------------	-------	-----------	------	------

TEMPERATURE

< 32	32 - 60	60 - 70	70 - 80	> 80
------	---------	---------	---------	------

Core Location 6 - North bound lane near intersection of Applegate Ave. and Elder St.

Asphalt thickness approximately 4 inches (2, two-inch lifts), top lift in poor condition separated from lower lift during coring.

Base aggregate - approximately 4 inches of well graded crushed aggregate, likely 3/4"-0"

Subgrade consists of moist to wet silty-CLAY from 8 inches below surface to undetermined depth. Light water seepage from subgrade.

Static cone penetration test conducted at 11 inch depth. Value 0.

Shelby tube sampler driven 8 inches at 11 inch depth, sample recovery 6.5".

Static cone penetration test conducted at 19 inch depth. Value 0.

Dynamic cone penetration test conducted at 19 inch depth. Values as follows.

Blow count: 5 Cumulative Penetration 21" Penetration Between Readings 2.0

Blow count: 5 Cumulative Penetration 23" Penetration Between Readings 2.0

Blow count: 6 Cumulative Penetration 25" Penetration Between Readings 2.0

Blow count: 7 Cumulative Penetration 27" Penetration Between Readings 2.0

Blow count: 7 Cumulative Penetration 29" Penetration Between Readings 2.0

Blow count: 9 Cumulative Penetration 31" Penetration Between Readings 2.0

Tim Bremser

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**DYNAMIC CONE
PENETROMETER,
FIELD CBR
CORRELATION**

PROJECT: Applegate Ave. - Drain, OR

PROJECT NO: 81002

CLIENT: Engineering Support Services, LLC

DATE: 2/21/24

LOCATION: Applegate Ave. - Drain, OR

BORE HOLE DESIGNATION Core Location 2

*Only enter data in non colored cells

DEPTH (ft):	1.5	Hammer Weight:	17.5					
Weather:		Water Table Depth:						
Number of Blows	Cumulative Penetration (in)	Penetration Between Readings (in)	Penetration per Blow (in)	Hammer Factor	DCP Index (in/blow)	Type of Soil (1,2 or 3)	Field CBR	% Moisture
50	2.25	2.25	0.045	1	0.045	1	251.40	
50	4.25	2	0.040	1	0.040	1	286.85	
				1				
				1				
				1				
				1				
				1				
				1				
				1				
				1				

TYPES OF SOIL

- 1 - General Soil - Field CBR=(292/(DCP index^1.12))
- 2 - CL with CBR <10 - Field CBR=(1/((0.0132283*DCP index)^2))
- 3 - CH Soils - Field CBR=(1/(0.072923*DCP index))

Tabulated Correction of CBR vs DCP Index for General Soils

DCP index (in/blow)	CBR	DCP index (in/blow)	CBR	DCP index (in/blow)	CBR	DCP index (in/blow)	CBR	DCP index (in/blow)	CBR	DCP index (in/blow)	CBR
<0.12	100	0.55	15	1.54	4.8	2.01	3.6	2.72 - 2.8	2.5	4.53 - 4.76	1.4
0.12	80	0.59	14	1.57	4.7	2.05	3.5	2.83 - 2.91	2.4	4.80 - 5.12	1.3
0.16	60	0.63	13	1.61	4.6	2.09 - 2.13	3.4	2.95 - 3.03	2.3	5.16 - 5.51	1.2
0.20	50	0.67	12	1.65	4.4	2.17	3.3	3.07 - 3.15	2.2	5.55 - 5.98	1.1
0.24	40	0.71 - 0.75	11	1.69	4.3	2.20 - 2.24	3.2	3.19 - 3.27	2.1	6.02 - 6.54	1
0.28	35	0.79 - 0.83	10	1.73	4.2	2.28	3.1	3.31 - 3.43	2	6.54 - 7.20	0.9
0.31	30	0.87 - 0.91	9	1.77	4.1	2.32 - 2.36	3	3.46 - 3.58	1.9	7.24 - 8.07	0.8
0.35	25	0.94 - 1.02	8	1.81	4	2.40 - 2.44	2.9	3.62 - 3.78	1.8	8.11 - 9.17	0.7
0.39 - 0.43	20	1.06 - 1.14	7	1.85	3.9	2.48 - 2.52	2.8	3.82 - 3.98	1.7	9.21 - 10.67	0.6
0.47	18	1.18 - 1.34	6	1.89	3.8	2.56 - 2.60	2.7	4.02 - 4.21	1.6	10.71 - 12.76	0.5
0.51	16	1.38 - 1.50	5	1.93 - 1.97	3.7	2.64 - 2.68	2.6	4.25 - 4.49	1.5	>12.76	<0.5

REMARKS

* "Special Inspection", "Inspection" and "Inspector" are terms as defined by the International Building Code

Tested By: [Signature]

Signed: [Signature]

Date: 2/21/24

[Handwritten mark]



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**DYNAMIC CONE
PENETROMETER,
FIELD CBR
CORRELATION**

PROJECT: Applegate Ave. - Drain, OR

PROJECT NO: 01082

CLIENT: Engineering Support Services, LLC

DATE: 2/21/24

LOCATION: Applegate Ave. - Drain, OR

BORE HOLE DESIGNATION Core Location 8

*Only enter data in non colored cells

DEPTH (ft):	1.5	Hammer Weight:	17.5					
Weather:		Water Table Depth:						
Number of Blows	Cumulative Penetration (in)	Penetration Between Readings (in)	Penetration per Blow (in)	Hammer Factor	DCP Index (in/blow)	Type of Soil (1,2 or 3)	Field CBR	% Moisture
5	2	2	0.400	1	0.400	1	21.76	
5	4	2	0.400	1	0.400	1	21.76	
6	6	2	0.333	1	0.333	1	26.69	
7	8	2	0.286	1	0.286	1	31.72	
7	10	2	0.286	1	0.286	1	31.72	
9	12	2	0.222	1	0.222	1	42.03	
				1				
				1				
				1				
				1				

TYPES OF SOIL

- 1 - General Soil - Field CBR=(292/(DCP index^1.12))
- 2 - CL with CBR <10 - Field CBR=(1/((0.0132283*DCP index)^2))
- 3 - CH Soils - Field CBR=(1/(0.072923*DCP index))

Tabulated Correction of CBR vs DCP Index for General Soils

DCP index (in/blow)	CBR	DCP index (in/blow)	CBR	DCP index (in/blow)	CBR	DCP index (in/blow)	CBR	DCP index (in/blow)	CBR	DCP index (in/blow)	CBR
<0.12	100	0.55	15	1.54	4.8	2.01	3.6	2.72 - 2.8	2.5	4.53 - 4.76	1.4
0.12	80	0.59	14	1.57	4.7	2.05	3.5	2.83 - 2.91	2.4	4.80 - 5.12	1.3
0.16	60	0.63	13	1.61	4.6	2.09 - 2.13	3.4	2.95 - 3.03	2.3	5.16 - 5.51	1.2
0.20	50	0.67	12	1.65	4.4	2.17	3.3	3.07 - 3.15	2.2	5.55 - 5.98	1.1
0.24	40	0.71 - 0.75	11	1.69	4.3	2.20 - 2.24	3.2	3.19 - 3.27	2.1	6.02 - 6.54	1
0.28	35	0.79 - 0.83	10	1.73	4.2	2.28	3.1	3.31 - 3.43	2	6.54 - 7.20	0.9
0.31	30	0.87 - 0.91	9	1.77	4.1	2.32 - 2.36	3	3.46 - 3.58	1.9	7.24 - 8.07	0.8
0.35	25	0.94 - 1.02	8	1.81	4	2.40 - 2.44	2.9	3.62 - 3.78	1.8	8.11 - 9.17	0.7
0.39 - 0.43	20	1.06 - 1.14	7	1.85	3.9	2.48 - 2.52	2.8	3.82 - 3.98	1.7	9.21 - 10.67	0.6
0.47	18	1.18 - 1.34	6	1.89	3.8	2.56 - 2.60	2.7	4.02 - 4.21	1.6	10.71 - 12.76	0.5
0.51	16	1.38 - 1.50	5	1.93 - 1.97	3.7	2.64 - 2.68	2.6	4.25 - 4.49	1.5	>12.76	<0.5

REMARKS

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Tested By:

Signed:

Date: 2/21/24



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**DYNAMIC CONE
PENETROMETER,
FIELD CBR
CORRELATION**

PROJECT: Applegate Ave. - Drain, OR

PROJECT NO: 81082

CLIENT: Engineering Support Services, LLC

DATE: 2/21/24

LOCATION: Applegate Ave. - Drain, OR

BORE HOLE DESIGNATION Core Location 7

*Only enter data in non colored cells

DEPTH (ft):	1.5	Hammer Weight:	17.5					
Weather:		Water Table Depth:						
Number of Blows	Cumulative Penetration (in)	Penetration Between Readings (in)	Penetration per Blow (in)	Hammer Factor	DCP Index (in/blow)	Type of Soil (1,2 or 3)	Field CBR	% Moisture
3	2	2	0.667	1	0.667	1	12.28	
5	4	2	0.400	1	0.400	1	21.76	
5	6	2	0.400	1	0.400	1	21.76	
5	8	2	0.400	1	0.400	1	21.76	
7	10	2	0.286	1	0.286	1	31.72	
7	12	2	0.286	1	0.286	1	31.72	
9	14	2	0.222	1	0.222		61.71	
				1				
				1				
				1				

TYPES OF SOIL

- 1 - General Soil - Field CBR=(292/(DCP index^1.12))
- 2 - CL with CBR <10 - Field CBR=(1/((0.0132283*DCP index)^2))
- 3 - CH Soils - Field CBR=(1/(0.072923*DCP index))

Tabulated Correction of CBR vs DCP Index for General Soils

DCP index (in/blow)	CBR	DCP index (in/blow)	CBR	DCP index (in/blow)	CBR	DCP index (in/blow)	CBR	DCP index (in/blow)	CBR	DCP index (in/blow)	CBR
<0.12	100	0.55	15	1.54	4.8	2.01	3.8	2.72 - 2.8	2.5	4.53 - 4.76	1.4
0.12	80	0.59	14	1.57	4.7	2.05	3.5	2.83 - 2.91	2.4	4.80 - 5.12	1.3
0.16	60	0.63	13	1.61	4.6	2.09 - 2.13	3.4	2.95 - 3.03	2.3	5.16 - 5.51	1.2
0.20	50	0.67	12	1.65	4.4	2.17	3.3	3.07 - 3.15	2.2	5.55 - 5.98	1.1
0.24	40	0.71 - 0.75	11	1.69	4.3	2.20 - 2.24	3.2	3.19 - 3.27	2.1	6.02 - 6.54	1
0.28	35	0.79 - 0.83	10	1.73	4.2	2.28	3.1	3.31 - 3.43	2	6.54 - 7.20	0.9
0.31	30	0.87 - 0.91	9	1.77	4.1	2.32 - 2.36	3	3.46 - 3.58	1.9	7.24 - 8.07	0.8
0.35	25	0.94 - 1.02	8	1.81	4	2.40 - 2.44	2.9	3.62 - 3.78	1.8	8.11 - 9.17	0.7
0.39 - 0.43	20	1.06 - 1.14	7	1.85	3.9	2.48 - 2.52	2.8	3.82 - 3.98	1.7	9.21 - 10.67	0.6
0.47	18	1.18 - 1.34	6	1.89	3.8	2.56 - 2.60	2.7	4.02 - 4.21	1.6	10.71 - 12.76	0.5
0.51	16	1.38 - 1.50	5	1.93 - 1.97	3.7	2.64 - 2.68	2.6	4.25 - 4.49	1.5	>12.76	<0.5

REMARKS

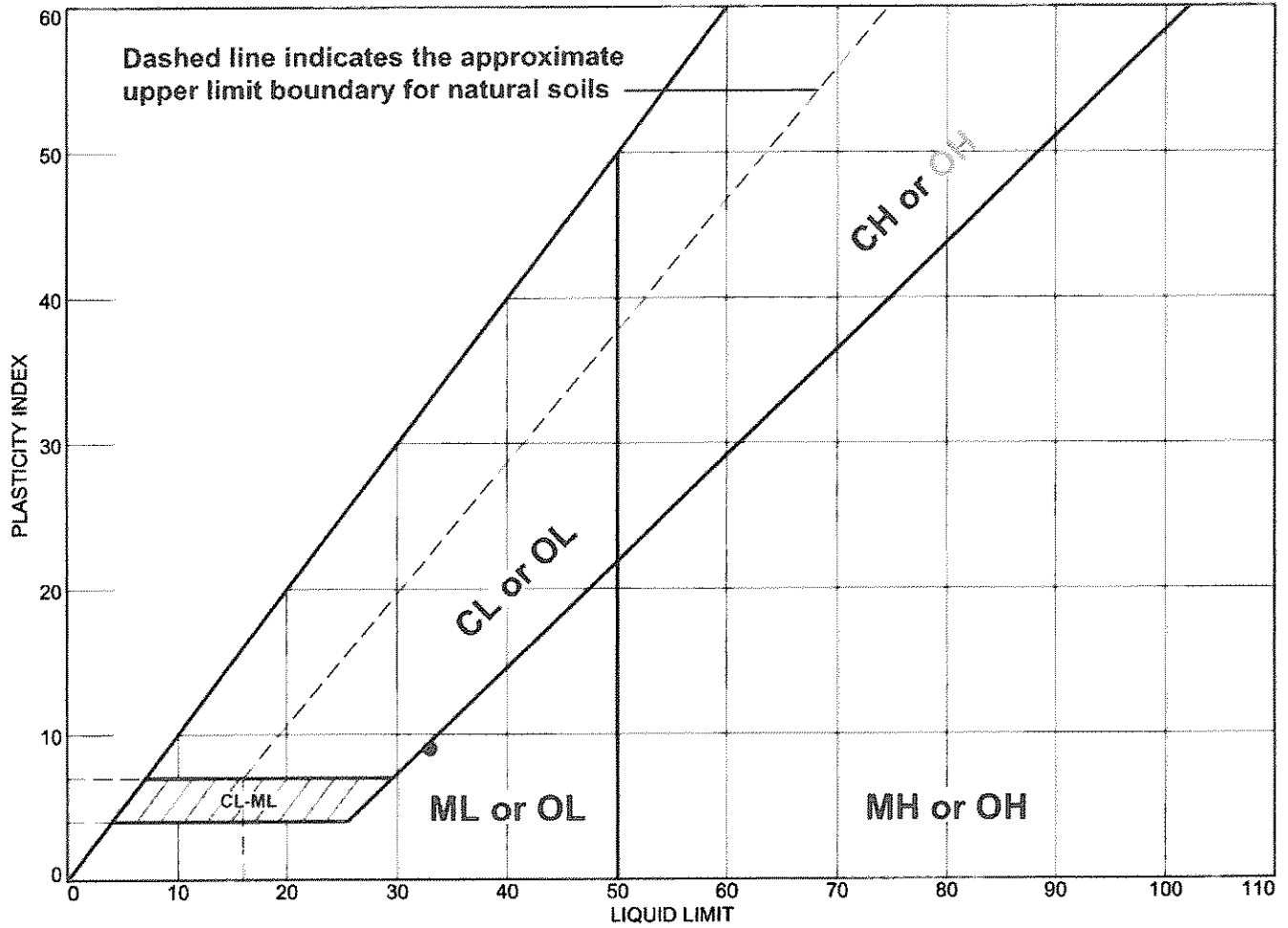
* "Special Inspection", "Inspection" and "Inspector" are terms as defined by the International Building Code

Tested By:

Signed:

Date: 2/21/24

LIQUID AND PLASTIC LIMITS TEST REPORT



Material Description	Sampled	Tested	Technician	LL	PL	PI	%<#40	USCS
● ORGANICS, dark brown to black w/ silt particles.		2/23/24	JBE	33	24	9		

<p>Project No. 61052 Client: ENGINEERING SUP, SRVS</p> <p>Project: APPLEGATE AVE</p> <p>○ Depth: 1 Sample Number: 36497</p>	<p>○ TEST RAN PER D4318 ON 2/23/24 BY JBE.</p>
<p>Western Testing, LLC</p> <p>Roseburg, Oregon</p>	<p>Checked by:</p> <p>Title:</p> <p style="text-align: right;">Figure</p>

Tested By: JBE _____

JBE

Staff Report

April 8, 2024

Agenda Item	New Limited Duration Position – Administrative Aide/Assistant Recorder	
From	Jeni Stevens	City Administrator

SUMMARY

It has been mentioned several times over the past few years that the city administrator should look into adding an administrative assistant to help with daily responsibilities, increase the City's capacity, and cover other positions during illness and vacation. As the new budget is being finalized, if a new administrative member of staff is something the Council would like to add, the cost needs to be added to the budget.

A rough draft of a job description has been created and in addition to the above-mentioned tasks the position would also help complete current projects and focus on writing grants to cover a portion of their salary. Currently, the Oregon Department of Energy (ODOE) has multiple grants available, and they are *strongly* encouraging Drain to apply since they have over \$70 million in grant funds they are trying to award over the next few years. The city's administrative staff is at maximum workload capacity and would struggle to administer new programs if grant funds were received. Most grants allow for a portion of administrative fees to be included in the grant which would be a resource to help cover part of a new staff member's salary, once grants were awarded.

FINANCIAL IMPACT

The General Fund can afford to cover a new position for a few years without the support of grant funding, however, staff is recommending this position be a limited duration position with a two-year term with an option to extend or change to a permanent position. This would allow the Council and staff the flexibility to evaluate the position towards the end of the term and make a decision to continue or end the position. The financial impact would be \$80,000 to \$100,000, which includes all personnel-related expenses. This position would be a "qualifying" position and eligible for PERS and all other benefits offered to permanent staff.

STAFF RECOMMENDATION

Staff are asking the Council to approve the new position for the fiscal year 2025.

ATTACHMENTS

Job Description – Rough Draft

POTENTIAL MOTIONS, ACTIONS & OPTIONS

I make a motion to (approve/deny) the request for a new administrative staff member starting in fiscal year 2025 as a temporary termed position.





JOB DESCRIPTION

ORGANIZATION: City of Drain
DEPARTMENT: Administration

LOCATION: Drain, OR

JOB TITLE: Administrative Aide/Assistant Recorder

JOB STATUS: Full Time – Temporary – Non-Exempt

JOB CATEGORY: Qualifying Limited Duration – 2-year limited duration (term ends 24 months from hire date with a possibility of an extension or change to a permanent status)

SALARY RANGE: \$18.00 - \$24.00

DISTINGUISHING FEATURES OF THE POSITION:

This position will perform secretarial and administrative duties for the City Administrator and help maintain true and exact copies of all ordinances, resolutions and proclamations of the Mayor and City Council. Additionally, project management and assistance with grant writing will be a major part of this position. Work performed requires the frequent handling of sensitive and confidential information, and there will be considerable contact with elected officials, employees, and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by this individual. These examples do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

- Maintains regular job attendance and adherence to the working hours.
- Type from rough draft or recorder, a variety of memos, letters, resolutions, ordinances, reports, and background information for agenda items.
- Help prepare, organize, and type agendas, and schedules, publish and post notices for City Council and Planning Commission meetings.
- Ability to assist in grant writing, project management, and contract management.
- Collect, prepare and distribute Council information packets and complete City Council meeting follow-up; process ordinances, resolutions, and other paperwork as needed.
- Assist with maintaining City records system.
- Ability to do independent research on a variety of subjects, identifying resources that support findings as requested and correspond, and disseminate information to administrative staff and public.
- Compute payroll, taxes, employee benefits, union dues, insurance payments, and complete all related reports (quarterlies, worksheets and W-2's) for backup purposes.
- Coordinate safety committee meetings with City Administrator and Public Works Foreman. Prepare agendas, transcribe minutes and compile information for meetings, as needed. Responsible for keeping Material Safety Data Sheet master book up to date.
- Maintain master calendar.
- Provide support for administrative staff by assisting with maintaining cemetery records, accounts receivable and payable tasks, civic center reservations, annual budget preparation, annual audit preparation, preparation of regular reports, provide monthly payment schedule, coordinate utility locates,

- and answer phones as needed.
- Professional correspondence – prepare draft letters, staff and administrative reports, presentations, etc.
 - Perform other duties as assigned.

MINIMUM REQUIREMENTS.

High school education or GED plus 3 to 5 years of administrative support, scheduling, preparing agendas, taking meeting minutes, one year of experience providing administrative support and one year of experience being a Public Notary.

KNOWLEDGE, SKILLS AND ABILITIES.

Must be skilled in data entry, organization, detail orientated, ability to work with a high degree of accuracy, meet challenging and changing deadlines, excellent problem-solving skills, written and verbal communication, multitasking, independent research, MS Outlook, Word, Excel and PowerPoint, superior customer service skills, and ability to work in collaboration with diverse groups. Must have the ability to operate standard office equipment including computer, 10-key, and copier.

SUPERVISION RECEIVED.

Work is performed under the supervision of the City Administrator.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DRAFT

Staff Report

April 8, 2024

Agenda Item	Yoncalla Rodeo Donation Request	
From	Jeni Stevens	City Administrator

SUMMARY

In the March 11th Council meeting the Yoncalla Rodeo sent a letter asking for a donation at different sponsorship levels. The letter is attached for review.

PREVIOUS COUNCIL ACTION

The Council has approved donations for Yoncalla Rodeo in the past.

STAFF RECOMMENDATION

There is \$571.60 available in public donations.

POTENTIAL MOTIONS, ACTIONS & OPTIONS

I make a motion to (approve/deny) the donation request from _____ in the amount of _____.

FINANCIAL IMPACT

\$571.60

ATTACHMENTS

Donation Request





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

Staff Report

April 8, 2024

Agenda Item	Sutherlin Sanitary – Carboard Recycling	
From	Jeni Stevens	City Administrator

SUMMARY

Sutherlin Sanitary is asking the Council to approval the addition of cardboard recycling to the list of services they provide to Drain customers. Since they have a franchise agreement with the city, they require Council approval to add the service and approve the rate.

PREVIOUS COUNCIL ACTION

The last Council action was December 2022, approving a rate increase.

STAFF RECOMMENDATION

Staff recommend the approval of this service and rate. Many commercial customers have asked for this service in the past and those that don't want to participate will not be charged.

POTENTIAL MOTIONS, ACTIONS & OPTIONS

I make a motion to (approve/deny) Sutherlin Sanitary to add new cardboard recycling services in the City of Drain at the rate of \$23.58 a month per 1.5-yard container.

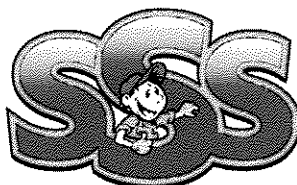
FINANCIAL IMPACT

None

ATTACHMENTS

Sutherlin Sanitary Service request letter.





Sutherlin Sanitary Service

P.O. Box 4790 - 1066 S Calapoolia - Sutherlin, OR 97479 - 541-459-3139 - www.SutherlinSanitary.com

Dear Drain City Council,

I'd like to propose the addition of corrugated cardboard service for the City of Drain.

I believe that adding cardboard service will provide an eco-friendly alternative to landfilling the cardboard that businesses are left to dispose of. The cardboard would be diverted from the waste stream and recycled. Some customers may also save money by recycling the cardboard, since it is generally cheaper to recycle a material than to dispose of it as trash.

While the public perception is that all recycling should be free, the reality is, we will incur costs to provide this weekly service. We would have to cover employee wages, insurance, fuel, processing, and other associated costs. However, we would still like to offer our commercial customers a way to recycle. A rate of \$23.58/month per 1.5 yard container should be sufficient to cover our expenses. Only those who opt-in for this service would need to pay this monthly rate.

I believe that adding corrugated cardboard would be a net positive change. As this would be an addition to our franchised services, the Drain City Council would need to approve the rate and service.

If you have any questions or concerns, please feel free to let me know.

Grant Fahey
General Manager
Grant@SutherlinSanitary.com

Staff Report

April 8, 2024

Agenda Item	ODOT – Stop Sign	
From	Jeni Stevens	City Administrator

SUMMARY

In the March council meeting ODOT presented two options for the Council to consider regarding the intersection at S. Cedar and Hwy 38. Option one was a trial for a two-way stop, or, two was skip the trial and go directly to a four-way stop which would be permanent. The council wanted additional time to think about the options.

The two-way stop trial would last for approximately six months.

PREVIOUS COUNCIL ACTION

None

STAFF RECOMMENDATION

None

RECOMMENDED MOTION

I make a motion to approve a (two-way or four-way) stop as proposed by ODOT for the intersection of S. Cedar and Hwy 38.

FINANCIAL IMPACT

None



Staff Report

April 8, 2024

Agenda Item	Water and Sewer (wastewater) Rates – R0809-01	
From	Jeni Stevens	City Administrator

SUMMARY

Resolution R0809-01 states that every year in January, the city will increase or decrease rates for water and wastewater based off of the U.S. City Average CPI-U for the preceding year. There are no resolutions that amend or recall this resolution, and it appears that this has not been consistently followed since its inception.

The CPI-U increase for 2023-2024 was 5.3%. For 2022-2023 CPI-U it was 5.2%.

PREVIOUS COUNCIL ACTION

The last water and wastewater rate increase was April 2021.

STAFF RECOMMENDATION

Staff recommend following the resolution approved by the Council back in 2009 and increasing water and wastewater rates by .053% effective May 1, 2024, to get back on track. Moving forward, each November, the council would evaluate the CPI-U and make a determination to either follow it, or hold a public hearing to either reduce, constrain or increase rates as the resolution states.

POTENTIAL MOTIONS, ACTIONS & OPTIONS

I make a motion to (approve/deny) Resolution R2324-13, to increase water and wastewater rates effective May 1, 2024.

FINANCIAL IMPACT

Water Fund – Annual approximate increase of \$25,000.

Wastewater Fund – Annual approximate increase of \$21,900.

ATTACHMENTS

R0809-01 and R2324-13



RESOLUTION NO. R0809-01

**A RESOLUTION ADOPTING ANNUAL INCREASES BASED ON THE CONSUMER
PRICE INDEX FOR CITY SEWER AND WATER RATES**

Whereas; the City Council directed staff to provide a mechanism for annual increases based on the consumer price index (CPI) in the City's sewer and water rates in order to prevent the infrequent substantial rate increases of the past, and;

Whereas; the Drain Public Improvement Code provides that utility rates to be set by resolution of the City Council, and;

Whereas; the City Council conducted a public hearing for public input on the proposed rate indexing, and;

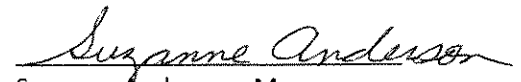
Whereas; the City Council deems it advisable and in the best interest of the customers for the continual viability of the sewer and water systems to provide annual rate increases.

NOW, THEREFORE, BE IT RESOLVED that the Drain City Council hereby adopts the rate indexing as follows:


Section 1. Effective January 1st of each calendar year the monthly minimum sewer and water service charges shall be adjusted to reflect the annual percentage increase or decrease in the cost of living as measured by the U.S. City Average CPI-U for the preceding September to September period. Also, included shall be inside and outside water rates and the water usage charge per 100 cubic feet over the 600 cubic feet average.

Section 2. Prior to implementation of an annual CPI-U rate adjustment as provided under Section 1 above, the City Council, pursuant to a public hearing, retains the authority to reduce, constrain or increase rates for that particular year without affecting the implementation of future annual CPI-U rate increases in accordance with this resolution.

PASSED BY THE CITY COUNCIL, CITY OF DRAIN, DOUGLAS COUNTY, OREGON THIS 14th DAY OF July, 2008.


Suzanne Anderson, Mayor

ATTEST:


Carl A. Patenode, City Administrator



R2324-13

A RESOLUTION AUTHORIZING THE INCREASE OF WATER AND WASTEWATER RATES

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

WHEREAS, City Council, in July 2008 approved Resolution R0809-01 that states water and wastewater rates will increase annually, each January based off of the U.S. City Average CPI-U for the preceding September to September; and

WHEREAS, the Council would like to continue following the guidelines set back in 2008; and

WHEREAS, Drain City Council finds that the following increase to water and wastewater utility rates are fair and equitable.

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

Section 1. Authorization: Staff to increase water and wastewater rates by 5.3% as shown in Appendix A and B.

Section 2. Effective Dates: Rate increase will take effect on May 1, 2024.

ADOPTED BY THE DRAIN CITY COUNCIL ON THIS 8th DAY OF APRIL 2024.

ERIN SPARHAWK, MAYOR

JENI STEVENS, CITY ADMINISTRATOR

Appendix A

Water Rate Increase Effective May 1, 2024

Inside City Limits –

Base Rate \$40.41
(Increase is \$2.03)

CF over 600 - \$0.0346
(Increase is \$0.0017)

Outside City Limits -

Base Rate \$56.71
(Increase of \$2.85)

CF over 600 - \$0.0513
(Increase of \$0.0026)

Bulk Water -

Base Rate \$56.71
(Increase of \$2.85)

CF Over 600 \$.0513
(Increase of \$0.0026)

All other fees and charges remain the same.

Appendix B

Wastewater Rate Increase Effective May 1, 2024

Sewer Flat Rate - \$83.18
(Increase \$4.18)

All other fees and charges remain the same.

DRAFT

8. DISCUSSION ITEMS

a) T-Mobile – Set up tent in city parking lot next to Rays.

b) Civic Center Committee – Recommendations

Staff Report

April 8, 2024

Agenda Item	T-Mobile Request	
From	Jeni Stevens	City Administrator

SUMMARY

The T-Mobile store in Cottage Grove would like to set up a tent in the city owned parking lot next to Rays for a day, possibly two, to promote the services they provide in this area. The parking area has been used for the Saturday Market and local school fundraisers in the past.

If the Council is in agreement, staff would let T-Mobile know that there is no guarantee that the space will be available since the city doesn't "rent" this area. In addition, they would be required to have a local business license if they wanted to sell products while they are here.

PREVIOUS COUNCIL ACTION

None

STAFF RECOMMENDATION

None

RECOMMENDED MOTION

I make a motion to (approve deny) T-Mobile to use the city owned parking lot next to Rays.

FINANCIAL IMPACT

None



Staff Report

April 8, 2024

Agenda Item	Civic Center Committee Recommendations	
From	Jeni Stevens	City Administrator

SUMMARY

The civic center committee requested that the civic center building be re-keyed in the February Council meeting. In the March Council meeting they requested that the City correct the ADA parking in the front parking area to meet state requirements.

PREVIOUS COUNCIL ACTION

None

STAFF RECOMMENDATION

Rekeying the building would ensure that there are no keys missing, however, we haven't had any issues so the cost vs. potential liability needs to be weighed. Staff received a quote of \$800 to rekey the building which would provide master keys and sub-keys that would open different doors depending on the type of use. Staff would like the Council to provide input on this.

ADA accessible van parking in the front of the civic center does not meet current ADA van accessible parking requirements and needs to be corrected. The front area will lose a parking space to accommodate the passenger side access isle and the ADA spot will be moved to the first position closest to the door.

FINANCIAL IMPACT

\$800 to re-key

Unknown cost to correct ADA parking. Staff will order the materials and add this to the job list.



9. INFORMATIONAL ITEMS

- a) Park Project Presentation

Staff Report

April 8, 2024

Agenda Item	Grants recently submitted for the Anna Drain Park Upgrade project.	
From	Kaity Hardwick	Community Development Coordinator

SUMMARY

In March, city staff applied for three grants for the Anna Drain Park Upgrade. These grants are from *Oregon Parks and Recreation Department (OPRD)* for \$996,415, *The Ford Family Foundation (TFFF)* for \$25,000, and *Oregon Community Foundation (OCF)* for \$4,882.

Grant funding from OPRD will cover 80% of the total cost of the project. The total project budget is \$1,245,519, making the city's required match \$249,104. We have committed \$28,500 in donations, and an additional \$118,189 of in-kind labor from city staff, volunteers, and a local business. Without any additional donations, the city will be required to pay \$102,415.

If the city receives grant funding in the sum of \$25,000 from TFFF, this funding will contribute to the required match for the OPRD grant. Funding from TFFF does not require any match, and these funds will reduce the amount the city has to pay for the OPRD grant to \$77,415.

Staff will continue to seek and accept donations for this project. Financial contributions, volunteer commitments, and materials and labor from local businesses are all welcome forms of donations.

PREVIOUS COUNCIL ACTION

The city council previously approved up to \$150,000 in funds for the Anna Drain Park Upgrade project. If the city receives all three grants, the city will only have to pay \$77,415 for the entire park project.

FINANCIAL IMPACT

Up to \$102,415, but only \$77,415 if TFFF grant is received.

