



**CITY OF DRAIN  
REGULAR COUNCIL MEETING  
MONDAY, FEBRUARY 12, 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. North Douglas Fair Board

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

**6. 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.

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

**7. COUNCIL BUSINESS**

- a) Budget Committee Appointment
- b) R2324-07 - A RESOLUTION APPROVING A 2% COST OF LIVING INCREASE FOR ALL NON-UNION REPRESENTED EMPLOYEES, AFFECTIVE JULY 1, 2024.
- c) State & Local Fiscal Recovery Funds (SLFRF) proposal.

**8. DISCUSSION ITEMS/CITY COUNCIL COMMENT**

- a) Wall Mounted Key Lockbox – Follow up.
- b) Park Project Update
- c) Should there be signs that say, “Park Closes at Dusk”?
- d) Apply to keep our AmeriCorps RARE Member for another term.

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

- a) Wildfire Prevention
- b) Roy Palmer Memorial Bench – update
- c) Financial Update 2<sup>nd</sup> Quarter
- d) Mayor Announcement – Council will go into Executive Session directly after the close of this meeting for the purpose of ORS 192.660(2)(i) – Performance Evaluations of Public Officers

and Employees. If any decisions are necessary, they will be discussed and voted on in the March Regular Council Meeting.

**10. ADJOURNMENT**

**TIME** \_\_\_\_\_

**EXECUTIVE SESSION:**

**ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees**

**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

<b>CONTRACT CITY STATISTICS REPORT</b>	
DATE FROM	DATE TO
01/01/2024	01/31/2024

	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	5	12	2	16	4	0	17	0	0	0	0	0	0	1	0	0	4	17	15
COW CREEK CONTRACT	1	3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	4	3
DRAIN CONTRACT	4	6	0	10	13	11	7	0	0	0	0	0	0	0	0	1	1	7	7
GLENDALE CONTRACT	7	12	1	9	1	1	8	0	0	0	0	0	0	0	2	0	3	20	19
RIDDLE CONTRACT	4	7	1	4	0	0	49	0	0	0	0	0	0	0	0	0	1	11	12
YONCALLA CONTRACT	16	11	0	11	3	19	2	0	0	0	0	0	0	0	0	1	3	19	16
<b>Total</b>	<b>37</b>	<b>51</b>	<b>4</b>	<b>51</b>	<b>21</b>	<b>31</b>	<b>83</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>13</b>	<b>78</b>	<b>72</b>

## **5. PUBLIC COMMENT**

**6. CONSENT AGENDA**

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Approval of payment of the Payroll, check numbers 1152401 through 1152410 and 1312401 through 1312410 in the total amount of \$42,806.47.

**MOVE** \_\_\_\_\_  
**SECOND** \_\_\_\_\_

**Unanimous** \_\_\_\_\_  
**Opposed** \_\_\_\_\_



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

**CALL TO ORDER**

Mayor Sparhawk called the meeting to order at 6:00 p.m. in the Meeting Room of the Drain Civic Center. Councilor Decker led the Pledge of Allegiance.

**ROLL CALL**

City Recorder Penny Jenkins called the roll. The following were

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

**PRESENT VIA ZOOM:** None

**COUNCIL ABSENT:** Councilor Vaughan (excused)

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

**STAFF PRESENT VIA ZOOM:** None

**VISITORS PRESENT IN THE COUNCIL CHAMBERS:** Nathan Smith, Candy Vickery, Valarie Johns, Katrina Johns, Miriam Sisson, Ellene Hollamon Mistie Savage, Michael (last name illegible), Rusty Savage, Jim Beard

**VISITORS PRESENT VIA ZOOM:** None

## WELCOME REMARKS

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

## PUBLIC COMMENT

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

## REPORTS, COMMITTEES AND COMMISSIONS

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



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

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

#### RECOGNITION OF VISITORS/REQUESTS

None

#### BUSINESS ITEMS

#### CONSENT AGENDA

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

Mayor Sparhawk entertained a motion.

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

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

### DISCUSSION ITEMS/CITY COUNCIL COMMENT

#### A. Park Budget – Review

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

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

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

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

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

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

**COUNCIL BUSINESS**

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

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

Mayor Sparhawk entertained a motion.

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

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

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

Mayor Sparhawk entertained a motion.

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

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

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

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

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

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

Mayor Sparhawk entertained a motion.

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

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

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

Mayor Sparhawk entertained a motion.

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

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

## INFORMATIONAL ITEMS

### A. Staff Updates

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

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

## ADJOURNMENT

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

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Jeni Stevens, City Administrator

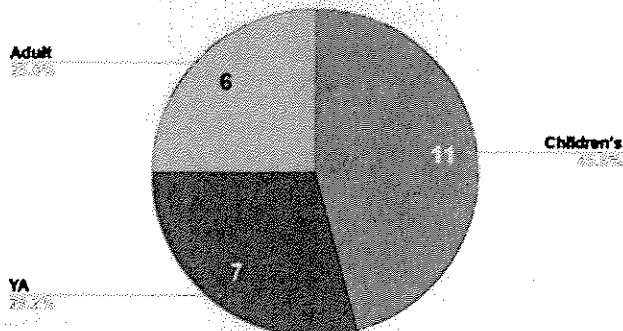
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Erin Sparhawk, Mayor

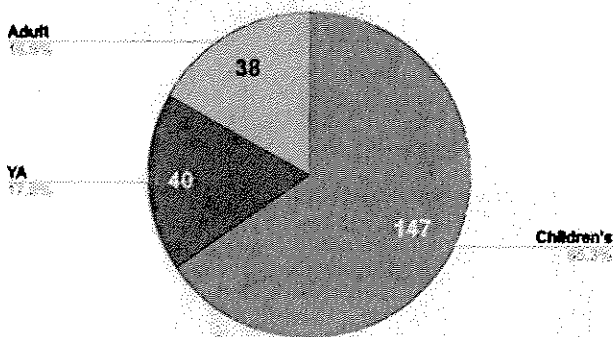
# North Douglas Library District DECEMBER 2023 STATISTICS Mildred Whipple Library



## PROGRAMS



## PROGRAM ATTENDANCE



## SOCIAL MEDIA

**f** **438**  
Followers  
398 Page Likes

**ig** **131**  
Followers

**yt** **13**  
Followers

Total Posts  
All Platforms

**7**

Total Engagement  
All Platforms

**204**

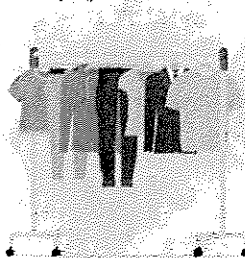
Total Reach  
All Platforms

**1849**

## LIBRARY PROJECT SNAPSHOT

### FREE CLOTHES CLOSET

*Not accepting donations at this time.*



**FRIDAYS 10 AM - 4PM**

North Douglas Library District's Mildred Whipple Library  
541-836-2648 | www.ndld.org | info@ndld.org

### PROGRAM SPOTLIGHT: CLOTHES CLOSET

- The Mildred Whipple Library provides a free clothes closet to visitors every Friday during library open hours. This program began in fall 2022 with a generous donation of new and gently used items in a range of sizes and styles.
- Visitors are able to independently browse clothes closet items, take what they need, and are encouraged to pass on items they've finished wearing directly to another person. New items are added weekly as space becomes available. Since the program began, the Mildred Whipple Library has handed out over 150 items of clothing.
- The clothes closet is not currently accepting donations, but those interested in donating may choose to be added to the library's contact list when donations open in the future.

www.ndld.org

541-836-2648 | info@ndld.org

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

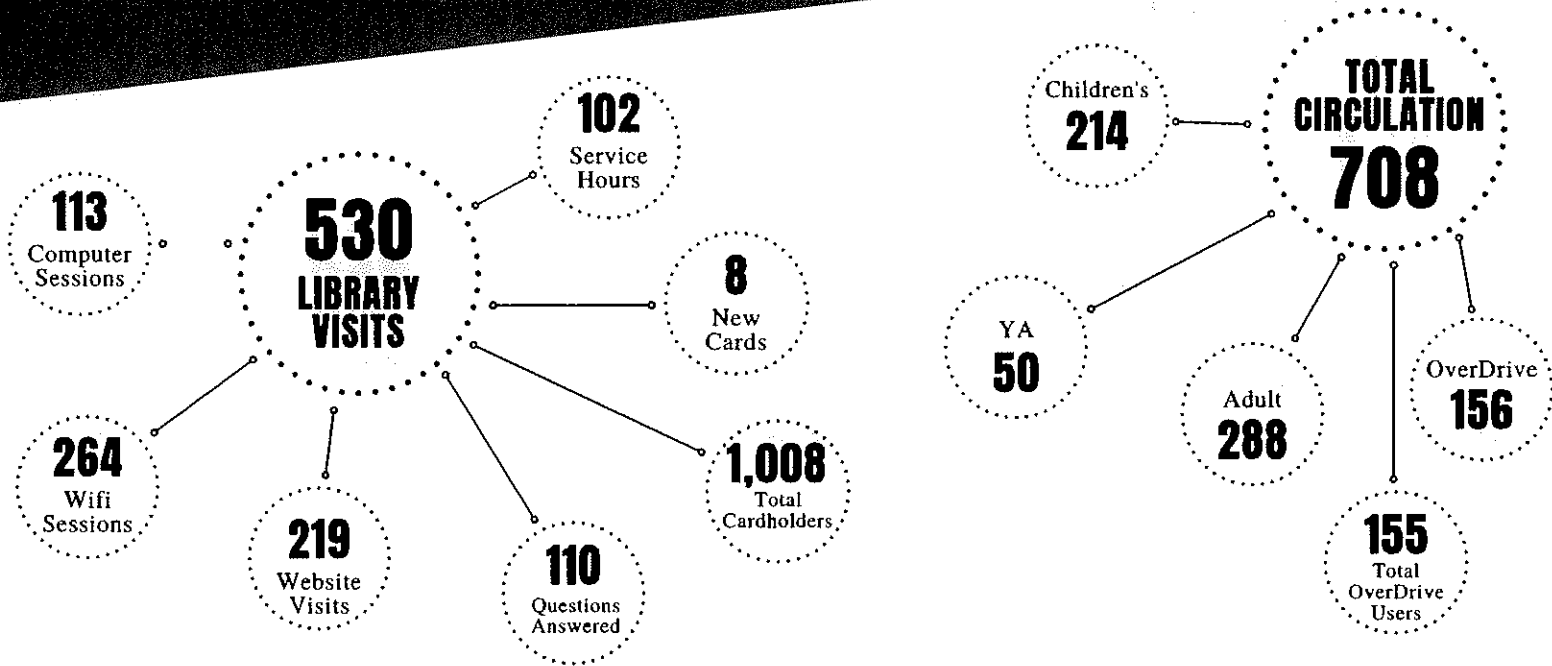




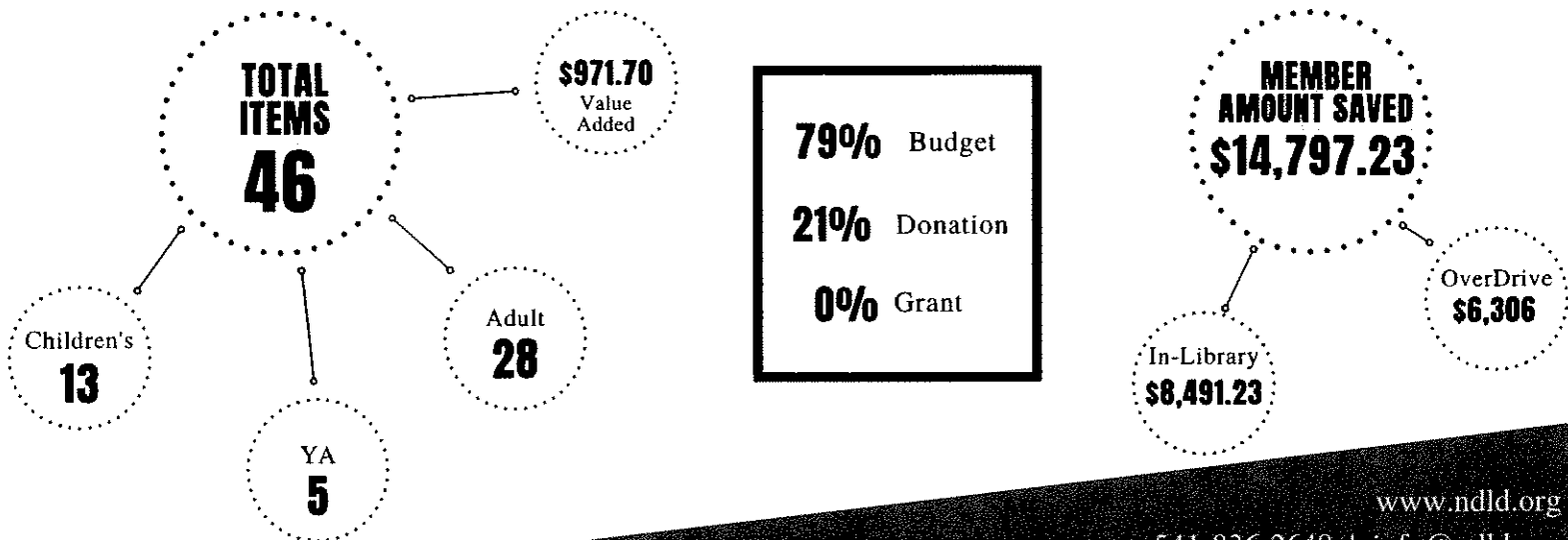
North Douglas Library District

# DECEMBER 2023 STATISTICS

Mildred Whipple Library



## NEW ITEMS ADDED



## Report Criteria:

Report type: Invoice detail

Check.Voided = No

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
01/02/2024	352	252	CIS Trust EI	13,311.96
01/25/2024	353	135	BONNEVILLE POWER ADMINISTRATI	57,652.00
01/25/2024	354	252	CIS Trust EI	13,311.96
01/02/2024	35006	189	California State Disbursement Unit	187.50
01/02/2024	35007	666	Laborer's International Union	166.00
01/08/2024	35008	15	Advanced Control Systems LLC	575.00
01/08/2024	35009	42	ALSCO	634.14
01/08/2024	35010	81	Auto Parts Inc.	13.49
01/08/2024	35010	81	Auto Parts Inc.	22.14
01/08/2024	35010	81	Auto Parts Inc.	18.99
01/08/2024	35011	213	Caselle Inc.	1,577.00
01/08/2024	35012	447	City of Drain	6,404.31
01/08/2024	35013	414	Douglas Electric Cooperative	77.14
01/08/2024	35014	417	Douglas Fast Net	421.76
01/08/2024	35015	3395	Douglas Fast Net	304.89
01/08/2024	35016	3396	Douglas Fast Net	302.35
01/08/2024	35017	5736	Douglas Fast Net (1310580)	112.99
01/08/2024	35018	444	Drain Saw Shop	59.99
01/08/2024	35019	339	Eagle Valley Supply	9.60
01/08/2024	35019	339	Eagle Valley Supply	62.27
01/08/2024	35019	339	Eagle Valley Supply	4.50
01/08/2024	35019	339	Eagle Valley Supply	21.78
01/08/2024	35019	339	Eagle Valley Supply	11.47
01/08/2024	35021	6916	Graybar Electric Company Inc	1,234.46
01/08/2024	35022	2775	IDEXX Distribution Inc.	675.07
01/08/2024	35023	1755	McDiarmid Controls Inc.	4,771.95
01/08/2024	35024	843	One Call Concepts Inc.	3.34
01/08/2024	35025	849	OR Laborers-Employers Trust	2,628.00
01/08/2024	35026	3355	Security Monster	8.00
01/08/2024	35027	1113	Sutherlin Sanitary Service LLC	59.80
01/08/2024	35028	6176	Systech Consulting LLC	1,175.04
01/08/2024	35029	5196	Tyree	513.27
01/08/2024	35030	4956	Umpqua Research Company	367.00
01/08/2024	35031	6836	University of Oregon Cashier	6,250.00
01/08/2024	35033	495	Eugene Silkscreen Inc.	678.20
01/11/2024	35034	18	AFLAC	703.76
01/11/2024	35035	5556	Anixter Inc	858.00
01/11/2024	35036	81	Auto Parts Inc.	4.99
01/11/2024	35037	1125	Best Little PrintHouse	850.25
01/11/2024	35038	4876	City of Cottage Grove	3,750.00
01/11/2024	35039	519	First National Bank of Omaha	958.67
01/11/2024	35040	567	Green Valley Pest Control	3,216.00
01/11/2024	35041	6356	Isler CPA	7,000.00
01/11/2024	35042	663	Kopp Electric Inc.	666.45
01/11/2024	35043	789	North Douglas County Fair	1,100.00
01/11/2024	35044	4756	Oregon Forest Mngmt Srvc Inc	1,031.66
01/11/2024	35045	4956	Umpqua Research Company	199.00
01/11/2024	35045	4956	Umpqua Research Company	598.80

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
01/16/2024	35046	189	California State Disbursement Unit	187.50
01/17/2024	35047	5556	Anixter Inc	506.10
01/17/2024	35048	81	Auto Parts Inc.	27.98
01/17/2024	35049	1675	Bureau of Labor and Industries	250.00
01/17/2024	35050	4336	Cole Resource Management Co LLC	1,171.93
01/17/2024	35051	5096	CRMg Reforestation Account	220.90
01/17/2024	35052	312	David A. Edwards	335.00
01/17/2024	35053	663	Kopp Electric Inc.	686.00
01/17/2024	35054	2	Sarah Turpin	310.00
01/17/2024	35055	4956	Umpqua Research Company	390.20
01/17/2024	35056	4036	Urban Arbor Care LLC	3,052.50
01/17/2024	35056	4036	Urban Arbor Care LLC	8,552.50
01/17/2024	35057	1191	USA Bluebook	292.05
01/26/2024	35058	15	Advanced Control Systems LLC	687.00
01/26/2024	35058	15	Advanced Control Systems LLC	115.00
01/26/2024	35059	5556	Anixter Inc	32,980.00
01/26/2024	35060	2	Candy Vickery	50.00
01/26/2024	35061	450	City of Drain	150.00
01/26/2024	35062	4476	Coastal	119.80
01/26/2024	35063	414	Douglas Electric Cooperative	1,806.28
01/26/2024	35063	414	Douglas Electric Cooperative	35.54
01/26/2024	35064	879	Oregon Municipal Electric Utilities	10,620.00
01/26/2024	35065	768	QUADIENT FINANCE USA INC.	302.56
01/26/2024	35066	1113	Sutherlin Sanitary Service LLC	59.80
01/26/2024	35067	4956	Umpqua Research Company	59.00
01/26/2024	35067	4956	Umpqua Research Company	210.20
01/26/2024	35068	1191	USA Bluebook	657.69
01/26/2024	35069	6656	Xerox Financial Services	105.00
Grand Totals:				<u>198,505.47</u>

## Report Criteria:

Report type: Invoice detail  
Check.Voided = Yes

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
01/29/2024	34868	5576	Jeni Stevens	297.42- V
01/08/2024	35020	495	Eugene Silkscreen Inc.	.00 V
01/17/2024	35032	4036	Urban Arbor Care LLC	.00 V
01/17/2024	35032	4036	Urban Arbor Care LLC	.00 V

Grand Totals:

297.42-

CK 34868 - Bank would not accept. Being reissued in Feb

CK 35020 - Issued for incorrect amount. Reissued CK 35033

CK 35032 - Not received by vendor. Reissued CK 35056



Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

---

**7. COUNCIL BUSINESS**

**A. Budget Committee Appointment**

**MOVE** \_\_\_\_\_  
**SECOND** \_\_\_\_\_

**Unanimous** \_\_\_\_\_  
**Opposed** \_\_\_\_\_

**B. R2324-07 - A RESOLUTION APPROVING A 2% COST OF LIVING INCREASE FOR ALL NON-UNION REPRESENTED EMPLOYEES, AFFECTIVE JULY 1, 2024.**

**MOVE** \_\_\_\_\_  
**SECOND** \_\_\_\_\_

**Unanimous** \_\_\_\_\_  
**Opposed** \_\_\_\_\_

**C. State & Local Fiscal Recovery Funds (SLFRF) proposal.**

**MOVE** \_\_\_\_\_  
**SECOND** \_\_\_\_\_

**Unanimous** \_\_\_\_\_  
**Opposed** \_\_\_\_\_



## STAFF REPORT

---

**Subject:** Budget Committee Appointment

**Meeting Date:** February 12, 2024

**Prepared By:** Jeni Stevens

**Background:** The budget committee currently has three citizen members. Melanie Lymath, Flip Pennington, and Chuck Litson.

Rusty Savage's term was up 12/31/2023, however, he would like to serve another three-year term and his new application is attached.

There is one vacancy that has a term ending on 12/31/2025. If anyone is interested in serving out the remainder of this term, please complete an application. Applications are available on the City of Drain website, [cityofdrain.org](http://cityofdrain.org), at City Hall or available tonight on the sign in table.

**Recommendation:** Appoint Rusty Savage to serve on the budget committee.



APPLICATION FOR  
CITY OF DRAIN BUDGET COMMITTEE

PLEASE PRINT

Name Savage Rusty  
(Last) (First)

Phone \_\_\_\_\_ Email \_\_\_\_\_

A qualified applicant must reside within the Drain City Limits, be 18 years of age or older, and a registered voter.

Are you 18 years of age or older? Yes  No   
Do you reside within the Drain city limits? Yes  No   
How long have you been a resident? Years 6 Months \_\_\_\_\_  
Are you a registered voter in Precinct 11? Yes  No  Verified by: \_\_\_\_\_

1. Please give a brief description of the experience or training that qualifies you for membership on the Budget Committee. (If you wish, you may attach a resume or other pertinent material.)

Worked in business sector for over 40 years in 6 municipalities, Budget committee for 3 years, Chamber of Commerce in Junction City in the eighties

2. Why do you want to become a member of the Budget Committee and what specific contribution would you hope to make?

Active in the community and interested in making <sup>SAFE</sup> Drain is a viable and growing community

3. Please list any community concerns related to this committee.

Keeping a transparent process and insuring accountability and economic progress for city of Drain

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

presently on Budget committee for 3 years

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

Budget Committee

6. How did you learn about this vacancy?  
 City Website  Word of mouth  Other

7. 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 City Council?

no

8. Do you own a business in the City of Drain?  Yes  No  
If you answered yes, do you have a current City of Drain business license?  Yes  No
9. Have you ever attended a budget committee meeting before?  Yes  No

---

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Signature of Applicant Rusty Sany Date 1/24/24

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PLEASE RETURN TO: City of Drain  
P.O. Box 158  
431 Payton, Avenue  
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.*

**PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION**



4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)
  
5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?
  
6. How did you learn about this vacancy?  
 City Website     Word of mouth     Other
  
7. 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 City Council?
  
8. Do you own a business in the City of Drain?  Yes  No  
 If you answered yes, do you have a current City of Drain business license?  Yes  No
  
9. Have you ever attended a budget committee meeting before?     Yes  No

---

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

---

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

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**PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION**



**R2324-07**

**A RESOLUTION APPROVING A 2% COST OF LIVING INCREASE FOR ALL NON-UNION REPRESENTED EMPLOYEES, AFFECTIVE JULY 1, 2024.**

**WHEREAS**, in 2020 City Council agreed, in the Union Contract, to a 2% annual wage increase for union employees; and

**WHEREAS**, City Council has historically agreed to extend the same 2% wage increase to all non-union represented employees; and

**WHEREAS**, Drain City Council agrees to extend a 2% cost of living adjustment, for fiscal year 2025, to all non-union represented employees; and

**NOW, THEREFORE, BE IT RESOLVED**, the Drain City Council hereby authorizes a 2% wage increase for all non-union represented employees affective July 1, 2024.

**ADOPTED BY THE DRAIN CITY COUNCIL ON THIS 12<sup>th</sup> DAY OF FEBRUARY 2024.**

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ERIN SPARHAWK, MAYOR

ATTEST:

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JENI STEVENS, CITY ADMINISTRATOR



## STAFF REPORT

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**Subject:** State & Local Fiscal Recovery Funds (SLFRF)

**Meeting Date:** February 12, 2024

**Prepared By:** Jeni Stevens

**Background:** In fiscal years 2022 and 2023, Drain received a total of \$265,205.20 from the SLFRF, which must be committed to a project by 12/31/2024 and expended by 12/31/2026 or returned. The council approved two projects in 2022, totaling \$70,000, which leaves \$195,205.20. These funds may be spent on water, sewer and broadband infrastructure which are listed in the Department of the Treasury's Final Rules.

**Analysis:** Staff agree that these funds should be spent on water infrastructure needs and have put together a list of the top priorities. An estimate from Dyer is listed below and their contract is attached. The estimate is \$76,014.80 over what we have remaining in this grant, with \$30,720 of this coming from contingencies. The items listed below are critical items needed for the city's water infrastructure and for fire mitigation.

1. Raw Water Pump – The current pump was installed around 1980, is oversized, uses more energy than needed, and it has been rebuilt several times. The new pump would reduce energy costs, increase reliability and it is the single source to get water into the plant. Without this pump, water cannot be produced.
2. 6-inch Raw Water Line – There is 660 LF of water line that was installed before 1970. A portion of this line has already failed and been replaced, and the remaining line has holes in the line. It is a matter of time before the rest of the line fails and without it, water cannot be produced.
3. Floating Dock – The dock is where staff work on water intake and is beyond its life. It is made of wood and was installed in the early 1990's. Currently, the dock sinks about 3 feet when one staff member is standing on it, and it has been fixed multiple times. It needs to be replaced.
4. Generator – A generator at the water plant would be used in emergency situations such as long periods without power. During times of high winds and temperatures, when the power is turned off, if a fire started, the city would not be able to produce water until a generator large enough to run the water plant was found. Depending on usage and time of year, there is approximately 1 to 3 days of water available in the storage tanks. A generator will bring security to the production of water during emergency situations and allow staff to focus on helping in the community vs. spending time trying to find a generator large enough to power the city's water system. During the 2019 snowstorm, it took staff two days to find a generator that could power the city's water system.

**Recommendation:** Staff recommend approving the project and giving permission for the city administrator to sign the contract with Dyer Engineering.

**Financial Impact:** \$195,205.20 of the funds would come from the General Fund, where the SLFRF are being held and the remainder would come from the Reserve Fund where there is approximately \$290,000 held for Water Capital projects.

Raw Water Pump	\$45,000
6-inch Raw Water Line (660 LF)	\$57,800
Floating Dock (Material Only):	\$12,000
Generator at WTP: Estimate:	\$90,000
<b>Total Construction</b>	<b>\$204,800</b>
Contingency 15%	\$30,720
Total with Contingency	\$235,520
Engineering	\$35,700
Total Budget	\$271,220

**CITY OF DRAIN  
WATER MASTER PLAN  
2024 WTP IMPROVEMENT PROJECTS  
SCOPE OF ENGINEERING SERVICES**

**SCOPE OF WORK:** The Dyer Partnership Engineers & Planners, Inc. will prepare a design and bidding package for the City of Drain’s Water Treatment Plant (WTP) Improvement Projects. The City intends to replace an existing raw water pump, replace approximately 660 feet of 10-inch raw water line with a new 6-inch PVC raw water line, replace an existing intake suction line floating dock, and install a new diesel powered generator at the WTP.

**FOUNDATION:** The City’s raw water pump, floating dock structure, and raw water piping to the WTP are in need of replacement. The raw water pump is an existing pump that appears oversized for the application. The existing floating dock has aged and is in need of replacement as it barely floats in its current state. A section of 10-inch raw water piping from the pump station to the WTP is an aged steel pipe and is in need of replacement to prevent leakage or a catastrophic break in the pipe. Currently the City’s WTP relies on a portable power generator in power outages. The City would like to install a new permanent generator with automatic transfer switch and a 24-hour fuel tank.

**SCOPE OF ENGINEERING SERVICES:**

The scope of Engineering Services for this Task Order includes the following:

**Design Period Services**

- Project Management and Set up.
- Coordinate with City staff. Provide progress reports to staff throughout design.
- Provide construction cost estimates including the generator to the City for review. Dyer will work with the City to identify what portions of the work will be constructed by the Owner and or Contractor and develop a single bid package or quote document depending on the City’s available funding for the work.
- Coordination with electrical subcontractors.
- Review past pump documents, as-built drawings, studies, and reports.
- Perform pump hydraulic calculations and select raw water pump complete with Variable Frequency Drive and Controls, from a packaged pump manufacturer. Identify and confirm the new pump system contains the necessary hardware and software to be integrated into the existing WTP control system. Integration of the controls will be completed by the Owner’s integrator of record.



- Provide specification for ordering a prefabricated pump package. A list of required piping materials will be provided. Only one specification will be provided as the Owner will order and install pump equipment. If procurement rules require bids, the pump package will be included in the water line bid package.
- Provide a packaged pre-manufactured aluminum floating dock assembly, with handrails, sufficient to hold and float the existing raw water intake pump. The design does not include new piles or concrete abutments in the existing dike. The new dock is assumed to sit on the ground and extend out into the existing pond as the existing dock does now.
- Provide a plan and profile design drawing, specifications, and bid tabulation for the replacement of approximately 660 feet of existing 10-inch steel raw water line with new 6-inch PVC raw water line. A site survey is not included. The Engineer will provide a design that utilizes City potholing data for depth of water line, and existing aerial photos and LIDAR data for mapping.
- Provide plan view site drawing for the installation of a new permanent outdoor diesel generator and automatic transfer switch. The generator is to be located adjacent to the existing WTP, on a concrete slab, and be housed in an all-weather generator enclosure. Provide specification for ordering/bidding the generator and automatic transfer switch. A list of required piping materials will be provided.
- Coordination and submit documents to Oregon Health Authority (OHA) for review and approval.
- An Electrical Engineer will be utilized as a subconsultant to size a generator and transfer switch. Plans and specifications and electrical coordination will be provided as required to provide a bid/quote document for a new generator and automatic transfer switch.

### **Bidding Period Services**

- Coordinate with City staff.
- Review City prepared advertisement, bidding documents, and contract documents.
- Provide separate bid schedules for the raw water pump, floating dock, raw water line, and generator to allow the City to receive separate bids or quotes as needed for budget purposes.
- Respond to bidder questions and prepare necessary addendums, if needed.
- Administer online bid opening through QuestCDN with the City, Dyer will attend remotely at our Coos Bay office. If Quotes are received, Dyer will open the quotes at the Coos Bay office and provide recommendations to the City.

- Review bids and recommend contract award based on public contracting rules.
- A Prebid meeting is not included but may be added by amendment if requested by the City.
- Quotes or bids for the improvements will be opened remotely, and all required engineer recommendations will be provided to the City for their review and approval of bids.

### **Construction Administration**

- Not included. If the City requests Construction Administration, Dyer will work with the City to execute an amendment upon discussing the level of construction administration needed from the Engineer.

### **Anticipated Schedule**

- Meeting to discuss generator costs, project phasing with City: February/March 2024 after generator costs are received.
- Provide complete bid package or quote docs for procurement: April/May 2024
- Bidding: May/June 2024
- Construction: TBD\*  
\*Pump and material lead times may exceed 1 year based on current market conditions.

### **Deliverables**

- 2 Hard Copies of the Drawings/Specifications and one PDF copy.

### **Assumptions And Exclusions**

- Geotechnical and Environmental Engineering is not anticipated and excluded from this task order. If these items are identified as needed, they will be addressed in a task order amendment.
- Environmental permitting is not anticipated to be needed and is excluded from this task order. If environmental permitting is identified as needed, it will be addressed in a task order amendment.
- It is assumed that no dam/levee work, dam permitting, or dam evaluation work or coordination with state or regulatory agencies is needed. If additional coordination or approvals are required, they will be addressed in a task order amendment.
- Generator building/shelter design and cost is excluded from this task order.

- No improvements are needed to the existing raw water pump building or electrical service. The new pump will connect to existing piping within the existing building.
- The electrical service and existing arc-flash study is adequate for the improvements and no required upgrades are anticipated. If electrical service upgrades are identified as needed, they will be addressed in a task order amendment.
- Site survey, basemap, and boundary work are excluded from this task order. If these items are identified as needed, they will be addressed in a task order amendment.
- All work is within the Right-of-Way or Owner property and no easements are required.
- Owner to coordinate with private property owners and businesses if necessary.
- The Owner is ordering/procuring and constructing the new pump station improvements. No bidding, submittal reviews, or construction services are needed.
- The Owner will pay all permit fees and Oregon Health Authority (OHA) review fees, if required.
- The Owner will provide potholing of existing utilities as required.
- Archaeological work is excluded.

**PROPOSED FEE:**

Services will be performed and billed on a time and materials basis, per the attached Estimate of Man Hours and Costs and rates listed in Attachment A. The fee for these services is a not to exceed maximum amount of \$35,700.00 including all professional services and reimbursable expenses.

**PAYMENT METHOD:** Monthly progress payments based on work completed for the maximum not to exceed price as listed above.

**THE CITY OF DRAIN**

**THE DYER PARTNERSHIP  
ENGINEERS & PLANNERS, INC.**

\_\_\_\_\_  
Jeni Stevens, City Administrator

\_\_\_\_\_  
Aaron Speakman, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A  
ESTIMATE OF MAN HOURS AND COSTS**

DATE: 01-31-24 PROJECT: City of Drain Phase I: Design Period Services  
2024 WTP Improvement Projects

TASK	MAN HOURS								
	PRIN MGR	PROJ MGR	PROJ ENGR 2	ENGR TECH 2	SR DRFT CAD	CONST OBSVR	SURVEY CREW	CLER 2	
1. Coordination	2	2		2					1
2. Review Previous Documents/Files	2	2				4			1
3. R.W. Pump Design and Specification:	1	4		8	12				1
4. R.W. Line Replacement Plan and Spe	1	2		8	8				1
5. Floating Dock Plans and Specs		1		8					
6. Generator Plan and Specs	1	2		2	8				1
7. Coordination with Sub Contractors	1	2		4					1
8. Cost Estimates	1	2		2					
9. Final Revision QA/QC Review	1	2		2	2				1
10. Meeting with City/Site Visit	1	8							1
11. Submit Documents to OHA		2		2					
<b>TOTAL ESTIMATED HOURS</b>	<b>11</b>	<b>29</b>	<b>0</b>	<b>38</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>

MATERIAL COSTS	UNIT	QUANTITY	UNIT COST	TOTAL COST
REPORT				0.00
PHOTOGRAPHS				0.00
COST ESTIMATE				0.00
PLANS AND PRINTS				0.00
SPECIFICATIONS				0.00
OTHER				0.00
<b>TOTAL MATERIAL COSTS</b>				<b>\$0.00</b>

TRAVEL AND PER DIEM	DETAIL	TOTAL COST
MILEAGE	Miles 300	\$0.70 210.00
COMMERCIAL		
PER DIEM	Days	0.00
LOCAL TRANSPORTATION		
LODGING	Nights	0.00
<b>TOTAL TRAVEL AND PER DIEM</b>		<b>\$210</b>

OTHER SIGNIFICANT COSTS	DETAIL	TOTAL COST
SUBCONSULTANT	R&W Electrical Engineering - Generator And ATS Sizing and Design/Specs	\$13,500
SUBCONSULTANT		
SHIPPING		
REPRODUCTION		
OTHER		
<b>TOTAL OTHER SIGNIFICANT COSTS</b>		<b>\$13,500</b>

PREPARED BY AJS

**ESTIMATE OF MAN HOURS AND COSTS**

*DATE:* 01-31-24      *PROJECT:* **City of Drain**      *Phase 2:* Bidding Period Services  
**2024 WTP Improvement Projects**

TASK	MAN HOURS								
	PRIN MGR	PROJ MGR	PROJ ENGR 2	ENGR TECH 2	SR DRFT CAD	CONST OBSVR	SURVEY CREW	CLER 2	
1: Coordination	2	2							
2: Prepare Bidding Documents	2	8						6	
3: Bid Period Questions/Addendums	1	6	6		2			2	
4: Online Bid Opening (QuestCDN)		2						1	
5: Review Bid/Rec Letter		2						1	
6: Contracts/Awards	1	2						4	
<b>TOTAL ESTIMATED HOURS</b>	<b>6</b>	<b>22</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>14</b>	

MATERIAL COSTS	UNIT	QUANTITY	UNIT COST	TOTAL COST
REPORT				0.00
PHOTOGRAPHS				0.00
COST ESTIMATE				0.00
PLANS AND PRINTS				0.00
SPECIFICATIONS				0.00
OTHER				0.00
<b>TOTAL MATERIAL COSTS</b> -----				<b>\$0.00</b>

TRAVEL AND PER DIEM	DETAIL	UNIT COST	TOTAL COST
MILEAGE		\$0.56	0.00
COMMERCIAL			0.00
PER DIEM			0.00
LOCAL TRANSPORTATION			0.00
LODGING			0.00
<b>TOTAL TRAVEL AND PER DIEM</b> -----			<b>\$0</b>

OTHER SIGNIFICANT COSTS	DETAIL	TOTAL COST
SHIPPING		
REPRODUCTION		
OTHER		
<b>TOTAL OTHER SIGNIFICANT COSTS</b> -----		<b>\$0</b>

PREPARED BY:    AJS

**SUMMARY**

**BREAKDOWN OF PROPOSED FEE**

DATE: 01-31-24		PROJECT: City of Drain					
		2024 WTP Improvement Projects					
	LABOR	PROJECT					
	RATE	-----1- -----	-----2- -----	-----3- -----			
	\$/HR.	HRS.	AMOUNT	HRS.	AMOUNT	HRS.	AMOUNT
<b>DIRECT LABOR COSTS:</b>							
PRINCIPLE MANAGER-----	160.00	11	1,760.00	6	960.00	0	0.00
PROJECT MANAGER-----	150.00	29	4,350.00	22	3,300.00	0	0.00
PROJECT ENGINEER 2-----	140.00	0	0.00	6	840.00	0	0.00
ENGINEER TECH 2-----	118.00	38	4,484.00	0	0.00	0	0.00
SR DRAFTER/CAD-----	102.00	34	3,468.00	2	204.00	0	0.00
CONSTRUCTION OBSERVER-----	102.00	0	0.00	0	0.00	0	0.00
SURVEY CREW-----	160.00	0	0.00	0	0.00	0	0.00
CLERICAL 2-----	56.00	8	448.00	14	784.00	0	0.00
<b>TOTAL DIRECT LABOR COSTS:</b>			<b>\$14,510</b>		<b>\$6,088</b>		<b>\$0</b>
<b>DIRECT PROJECT EXPENSES</b>							
A. MATERIAL COSTS (BREAKDOWN ATTACHED)			0.00		0.00		0.00
B. TRAVEL & PER DIEM (BREAKDOWN ATTACHED)			210.00		0.00		0.00
C. OTHER SIGNIFICANT COSTS (BREAKDN ATTACHED)			13,500.00		0.00		0.00
D. ADMINISTRATIVE FEE \$10 % OF A,B,&C			1,371.00		0.00		0.00
<b>TOTAL OF: A THROUGH D</b>			<b>\$15,081.00</b>		<b>\$0.00</b>		<b>\$0.00</b>
<b>TOTAL FEE (PER PHASE):</b>			<b>\$29,591</b>	<b>\$6,088</b>	<b>\$0</b>		
Phase 1:	Design Period Services						\$29,591
Phase 2:	Bidding Period Services						\$6,088
<b>TOTAL PHASES 1+2+3</b>							<b>\$35,679</b>
<b>TOTAL FEES ROUNDED TO MATCH FUNDING</b>							<b>\$35,700</b>

## **8. DISCUSSION ITEMS**

- a) Wall Mounted Key Lockbox – Follow up.
  
- b) Park Project Update
  
- c) Should there be signs that say, “Park Closes at Dusk”?
  
- d) Apply to keep our AmeriCorps RARE Member for another term.



## STAFF REPORT

---

**Subject:** Wall Mounted Key Lockbox

**Meeting Date:** February 12, 2024

**Prepared By:** Jeni Stevens

**Background:** In the January 2024 Council Meeting a discussion took place around installing a key lockbox at City Hall that would hold a set of keys to the Civic Center. The lockbox would be used for local groups who regularly use the Civic Center but can't come and get the keys during normal business hours. Having a lockbox would eliminate the need to give people or an organization their own set of keys to the building and therefore, lessen the chance of a key getting misplaced.

**Analysis:** If the Council agrees that a lockbox is a good solution, staff will create a policy for accessing the lock box and bring it back before Council for approval.

**Financial Impact:** \$100.00





## STAFF REPORT

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**Subject:** Park Project Update

**Meeting Date:** February 12, 2024

**Prepared By:** Jeni Stevens

**Background:** In April 2018, the Council at that time determined that having a Park Master Plan was important and applied for a grant to help cover the costs. They were not successful and applied again in August 2018, identifying it as a “high priority”. In 2020, the Park Master Plan was finished and accepted by Council.

The Park Master Plan identified \$1,085,500 in high priority projects for Anna Drain Park and \$579,700 in medium priority projects. In addition, it identified that the community wanted additional parks on Cedar Street, another neighborhood park, an urban plaza, and a trail system.

If it wasn’t for the generous donation in the amount of \$30,658 from a local couple and the Drain Church of Christ, the persistence of past council and staff to get the Park Master Plan done, and the citizens involved in helping create it, the current park project would not be possible.

The donation has been collecting interest and is now over \$32,000. In addition to the Oregon Parks and Recreation Grant, staff are working on an application for an additional \$25,000 from The Ford Family Foundation to help reduce the City’s required match.

The grant application will be submitted in late March and notifications of awards will be announced in September.



## STAFF REPORT ~ DISCUSSION

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**Subject:** Should there be signs that say, "Park Closes at Dusk"?

**Meeting Date:** February 12, 2024

**Prepared By:** Jeni Stevens

**Background:** There have been calls from concerned citizens about people being in the park and using the pavilion by the Civic Center after dark. Staff said that many years ago, there used to be signs posted that said, "Park Closes at Dusk".

Does the Council want the parks to close at dusk or dark? If so, should this be a City Ordinance?

**Financial Impact:** \$100 to order signs.



## STAFF REPORT ~ DISCUSSION

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**Subject:** Applying to keep our AmeriCorps RARE Member for another term.

**Date:** February 12, 2024

**Prepared By:** Jeni Stevens

**Background:** RARE is an AmeriCorps program administered through the University of Oregon's Institute for Policy Research and Engagement, charged with linking the skills, expertise, and innovation of higher education with the economic development and environmental needs of communities and regions in the State of Oregon. Through the service-learning programs provided, RARE AmeriCorps members gain important service and professional experience by helping to solve community and regional development issues. RARE members focus on 3 to 5 projects during their 11 months of service with the term of service starting September and ending in July.

As you all know, Kaity Hardwick is our current RARE and she would like to stay in the program and continue working in Drain. The only requirement that changes for the city is the match increases from \$25,000 to \$28,500. This year, if the Council agrees to apply again, staff will apply for a \$10,000 grant through The Ford Family Foundation, reducing the city's match to \$18,500 and the AmeriCorps program will show support for the grant application. The application is due in April and if the Council agrees, a resolution to approve the application will be presented in the March Council meeting.

**Analysis:** Below is a list of the projects identified that Kaity could do in her second term.

1. Finish the Parks Project, if the grants are received. We will not know if the Oregon Parks and Recreation grant was successful until September 2024.
2. Continue working on current and future requirements listed in the TMDL (Total Maximum Daily Loads) Matrix.
3. Succession Planning.
4. Get the Oregon Main Street Program established in the community.
5. Apply for grants to restore the covered bridge (Phase II).

**Financial Impact:** \$18,500 if the grant is approved or \$28,500 if the grant is denied.





## STAFF REPORT

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**Subject:** Wildfire Prevention

**Meeting Date:** February 12, 2024

**Prepared By:** Jeni Stevens

**Informational:** Wildfire prevention is a top priority for electric utilities. In May 2022, the Council approved the City's Wildfire Mitigation Plan which was required under Section 4 of SB 762. As lawsuits continue for other electric companies, it's important to bring this topic up again to help citizens be prepared for power outages. Here is a recent article about this subject.

<https://www.oregonlive.com/business/2024/01/jury-slaps-pacificorp-with-another-62-million-damage-award-for-2020-wildfires.html>

To decrease the potential spread of a wildfire, over the past two years, the city has replaced critical power poles and has spent around \$15,000 annually, on tree trimming, to remove trees out of the power lines. When there is a scheduled power outage, if there is enough time, staff call citizens that are on oxygen and local businesses with refrigeration units or large machinery to help them prepare. During the summer months staff post a "Be Prepared for a Power Outage" flier (attached) to help citizens prepare for unexpected power outages and post "Red Flag Warnings". To further help Drain mitigate wildfires, staff have collaborated with PGE and several other cities in Oregon, to create a Letter of Intent (LOI) for a \$50 million federal grant, \$2 million of which would be dedicated to Drain's electric infrastructure. If the LOI is accepted, staff will put together a plan for the grant funds, that will be brought before the Council for review, prior to the grant being submitted.

As wildfire mitigation regulations continue to be evaluated, it is more likely that Drain, along with many other cities across Oregon, will experience scheduled power outages when the weather conditions require precautionary measures.



## STAFF REPORT ~ INFORMATIONAL

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**Subject:** Roy Palmer Memorial Bench

**Meeting Date:** February 12, 2024

**Prepared By:** Jeni Stevens

**Background:** In January's Council meeting, Councilor Decker reported that she saw on Facebook that the Roy Palmer Memorial Bench, located behind Howards field, needs to be cleaned.

**Follow-up:** The bench sits on school property but belongs to the City. In order to clean it, maintenance staff required a pressure washer to remove the many years of moss and stains. The closest water was a citizen's house and they graciously allowed staff to use their water. Roy's son, Bud, has been contacted to see if he would like to repaint his father's name or if he would like staff too.

Here is the history of the bench, provided by Roy's granddaughter, Joy.

"This bench was constructed in 1974 by Bud Palmer in memory of his father, Roy Palmer. The bench commemorates Roy's good works within the city of Drain (spearheaded Gateway Apartments and was part of Duco-Lam). The bench was constructed along the creek as part of the 'Roy Palmer walkway'."



# STAFF REPORT

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**Subject:** Financial Update – 2<sup>nd</sup> Quarter FY24  
**Date:** February 12, 2024  
**Prepared By:** Jeni Stevens  
**Information:** The following is a financial update of expenditures to budget, per fund.

		Budgeted	Actual	% Remaining in Budget
<b>General Fund:</b>	Organizational Unit	\$441,997	\$89,046	20%
	Civic Center	\$94,675	\$42,240	45%
	Cemetery	\$66,540	\$12,994	20%
	Parks	\$69,370	\$20,982	30%
	Logging	\$440,000	\$6,697	2%
<b>Electric</b>	Organizational Unit	\$1,710,650	\$910,230	53%
<b>Water</b>	Organizational Unit	\$691,525	\$155,784	23%
	Debt Services	\$96,081	\$96,079	100%
<b>Reserve</b>	Materials & Services – General	\$62,603	\$-0-	0%
	Capital Outlay – Electric	\$248,960	\$110,365	44%
	Capital Outlay – Water	\$42,239	\$2,796	7%
<b>State Street</b>	Organizational Unit	\$318,500	\$41,661	13%
<b>Economic Develop.</b>	Materials & Services	\$15,000	\$875	6%
	Special Payment	\$300,000	\$-0-	0%
<b>Housing Rehab.</b>	Organizational Unit	\$96,500	\$755	8%
<b>Wastewater</b>	Organizational Unit	\$563,875	\$218,458	39%
	Debt Services	\$209,454	\$209,452	100%
<b>Office Equipment</b>	Organizational Unit	\$17,000	\$1,295	8%
<b>Reforestation</b>	Materials & Services	\$126,000	\$26,301	21%
<b>City Hall – Temp Fund</b>	Organizational Unit	\$745,000	\$19,037	3%