



**CITY OF DRAIN
REGULAR COUNCIL MEETING
MONDAY, JUNE 10, 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. ND Chamber – Saturday Market Started
 - e. N.D. Fair Board
- 5. PUBLIC COMMENT (A time of three minutes per citizen shall apply.)**
- 6. CONSENT AGENDA**
 - a. Minutes – Approval of May 13, 2024 City Council Minutes
 - b. Approval of payment of the Bills, check numbers 360, 35228 through 35243 and 35245 through 35274 in the total amount of \$133,963.72. 35244 was voided and is held for Unclaimed Property. Approval of payment of the Payroll, check numbers 5152401 through 5152409 and 5312409 through 5312417 in the total amount of \$38,001.11.
- 7. COUNCIL BUSINESS**
 - a) Ord 407 Second Reading & Approval (by title only)
- 8. DISCUSSION ITEMS/CITY COUNCIL COMMENT**
 - a) Water Pipeline to Yoncalla –
 - b) City Wide Yard Sale – Mayor Sparhawk
 - c) City Wide Metals Clean-Up – Kaity Hardwick
- 9. INFORMATIONAL ITEMS (previous contract agreement update, staff update, future events, local news, etc.)**
 - a) New City Hall
- 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 their name and address prior to addressing the Council.

Join Zoom Meeting - City of Drain is inviting you to a scheduled Zoom meeting.

Meeting ID: 871 4142 3646

Passcode: 176897

4. REPORTS, COMMITTEE & COMMISSIONS

- a. Sheriff's Office

- b. Library

- c. Civic Center Advisory Committee

- d. ND Chamber – Saturday Market Started

- e. N.D. Fair Board



**DOUGLAS COUNTY
SHERIFF'S OFFICE**

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

CONTRACT CITY STATISTICS REPORT	
DATE FROM	DATE TO
05/01/2024	05/31/2024

	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	15	14	1	10	18	1	10	0	0	0	0	0	0	1	0	3	21	17
COW CREEK CONTRACT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DRAIN CONTRACT	3	5	2	17	26	3	13	0	0	0	0	3	0	0	0	1	10	7
GLENDALE CONTRACT	7	10	1	8	7	5	3	0	0	0	0	0	1	0	0	2	18	14
RIDDLE CONTRACT	5	8	1	5	20	3	29	0	0	0	0	0	0	1	0	1	11	12
YONCALLA CONTRACT	3	3	0	2	7	12	4	0	0	0	0	5	0	0	0	0	6	4
Total	33	40	5	42	78	24	59	0	0	0	0	8	1	2	0	7	66	54

5. PUBLIC COMMENT

6. CONSENT AGENDA

Consent Agenda:

- a) Minutes – Approval of May 13, 2024, City Council Minutes
- b) Approval of payment of the Bills, check numbers 360, 35228 through 35243 and 35245 through 35274 in the total amount of \$133,963.72. 35244 was voided and is held for Unclaimed Property. Approval of payment of the payroll, check numbers 5152401 through 5152409 and 5312409 through 5312417 in the total amount of \$38,001.11.

MOVE _____
SECOND _____

Unanimous _____
Opposed _____



**DRAIN CITY COUNCIL
MEETING MINUTES
MAY 13, 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 Vaughan, Councilor VanPelt, Councilor Decker, Councilor Lymath

PRESENT VIA ZOOM: None

COUNCIL ABSENT: None

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

STAFF PRESENT VIA ZOOM: None

VISITORS PRESENT IN THE COUNCIL CHAMBERS: Rusty Savage, Miriam Sisson, Katrina Johns, Mistie Savage, Valarie Johns, Jim Beard, Brian Burke

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 Marlin gave the monthly statistics report for April 1 through 30, 2024. He began working in the Drain area recently and is happy to be working here. The Sheriff's report is not 100% accurate due to IT issues. There were 4 arrests, 4 criminal cases, 3 citations, 3 warnings, 1 field investigation, 14 civil papers served, 5 reports taken and 6 reports written.
- B. Library – Library Director Miriam Sisson gave the updates for the Library (handouts are included with these minutes):
- Library had another record-breaking month.
 - Library was closed for a week while staff went to the State conference.
 - Wants to spread the word that the Library offers book delivery to anywhere within the Library's service district.
 - Summer reading program is going to be partnering with the school district and the Parks and Recreation District. The library will be holding activities at the park this summer.
 - Councilor VanPelt asked if the book delivery would be open to kids that are out of school for the summer. Sisson said that delivery is available to anyone within the Library district.
- C. Civic Center Advisory Committee – Misty Savage read from and submitted a report that is included with these minutes.
- D. North Douglas Fair Board - Jim Beard gave an update:
- Next meeting will be held Monday, May 20, at 6 p.m. at the Drain Church of Christ annex.
 - They are looking for volunteers to set up and tear down the fair.
 - They need volunteers to organize the parade.
- E. Mr. and Mrs. Balkenhol – Emergency Preparedness:
- John Balkenhol introduced himself and his wife Brenda. He gave a brief background of their lives previous to moving to Drain.
 - Balkenhol talked about a gap in coverage when citizens are suddenly faced with natural disasters and other challenges. The Balkenhols have met with CA Stevens and Public Works Foreman Harold Burris as well as speaking with the Douglas County emergency preparedness staff, talked to the City Manager in Elkton and the City Administrator in Yoncalla. All have been in agreement that something needs to be done to coordinate efforts for emergency preparedness.

- John Balkenhol stated that we have a good city, a good sheriff's department and a good fire department. How can everyone help each other if there is some kind of disaster and the emergency services are overwhelmed.
- Balkenhols went on to list several ways to be prepared for emergencies.
- Brenda Balkenhol spoke regarding the challenges facing the nation and our immediate area and also about the skilled people in the area that can help other people. She is hoping for people to see this not as a way for "us" to pay for it but to change peoples' mindsets on how they can help themselves.
- There is a meeting scheduled for Saturday, May 18 at 10:30 a.m. in the Civic Center Meeting Room that is open to the public to discuss emergency preparedness.

PUBLIC COMMENT

None

BUSINESS ITEMS

CONSENT AGENDA

- A. Minutes – Approval of April 8, 2024 City Council Minutes
- B. Approval of payment of the Bills, check numbers 359, 35169 through 35227 in the total amount of \$165,599.09. Approval of payment of the Payroll, check numbers 10346, 4152401 through 4152409 and 4302401 through 4302409 in the total amount of \$37,890.09.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR DECKER AND SECONDED BY COUNCILOR VANPELT TO APPROVE THE CONSENT AGENDA ITEMS 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	X
NAYS					
ABSTAIN					

PUBLIC HEARING

A. State Revenue Sharing:

The public hearing opened at 6:19 p.m.

No testimony given from proponents or opponents.

Public hearing closed at 6:20 p.m.

B. Budget Hearing:

The public hearing opened at 6:20 p.m.

No testimony given from proponents or opponents.

Public hearing closed at 6:21 p.m.

COUNCIL BUSINESS

A. RESOLUTION NO. R2324-14 – A RESOLUTION ADOPTING THE BUDGET, MAKING APPROPRIATIONS AND IMPOSING AND CATEGORIZING PROPERTY TAX.

CA Stevens read the resolution.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VAUGHAN AND SECONDED BY COUNCILOR DECKER TO APPROVE RESOLUTION R2324-14.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

B. RESOLUTION NO. R2324-15 – A RESOLUTION CERTIFYING FOR THE CITY OF DRAIN’S ELIGIBILITY TO RECEIVE STATE REVENUE SHARING FUNDS.

CA Stevens read the resolution. Councilor VanPelt clarified that the City provides four or more of the eligible services.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR LYMATH TO APPROVE RESOLUTION NUMBER R2324-15.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

C. RESOLUTION NO. R2324-16 – A RESOLUTION DECLARING THE CITY OF DRAIN’S ELECTION TO RECEIVE STATE REVENUES

CA Stevens read the resolution.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR DECKER AND SECONDED BY COUNCILOR VANPELT TO APPROVE RESOLUTION NUMBER R2324-16.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

D. RESOLUTION NO. R2324-17 – A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO SIGN THE DOUGLAS COUNTY SHERIFF’S OFFICE SIXTH EXTENTION OF THE INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES

CA Stevens read the heading of the resolution.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR DECKER AND SECONDED BY COUNCILOR VAUGHAN TO APPROVE RESOLUTION NUMBER R2324-17.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

E. RESOLUTION NO. R2324-18 – A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO SIGN THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CITY OF DRAIN AND CCD BUSINESS DEVELOPMENT CORPORATION (CCD)

Refer to Staff Report, Subject: RESOLUTION R2324-18 – A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO SIGN THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CITY OF DRAIN AND CCD BUSINESS DEVELOPMENT CORPORATION (CCD). CA Stevens read the staff report. Councilor VanPelt questioned that, as CA Stevens previously mentioned, there is something potentially coming up in the future. CA Stevens said yes and that she does not feel that the staff has the underwriting experience to write a loan.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR DECKER TO APPROVE RESOLUTION R2324-18.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

F. ORDINANCE NO. 445 – AN ORDINANCE AMENDING THE DRAIN PUBLIC IMPROVEMENT CODE TO PROVIDE A SEWER CLEANING POLICY – First Reading

Refer to Staff Report, Subject: ORDINANCE NO. 407 – AN ORDINANCE AMENDING THE DRAIN PUBLIC IMPROVEMENT CODE TO PROVIDE A SEWER CLEANING POLICY. CA Stevens read the staff report. Mayor Sparhawk asked if this would be the first reading, CA Stevens said that yes,

the process has to be started over since there was never a second reading of the ordinance in 2007. CA Stevens read the ordinance by code and briefly explained the ordinance. Councilor Decker asked if CA Stevens had changed anything in the ordinance. CA Stevens said that this is the original ordinance—there just wasn't a second reading in 2007. Discussion was had regarding the ordinance.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VAUGHAN AND SECONDED BY COUNCILOR VANPELT TO APPROVE THE FIRST READING OF ORDINANCE 407.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

G. RESOLUTION R2324-19 – A RESOLUTION OF THE CITY OF DRAIN ADOPTING THE DOUGLAS COUNTY MULTI-JURISDICTIONAL NATURAL HAZARD MITIGATION PLAN

Refer to Staff Report, Subject: RESOLUTION R2324-19 – A RESOLUTION OF THE CITY OF DRAIN ADOPTING THE DOUGLAS COUNTY MULTI-JURISDICTIONAL NATURAL HAZARD MITIGATION PLAN. CA Stevens read the staff report.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR DECKER AND SECONDED BY COUNCILOR VANPELT TO APPROVE RESOLUTION R2324-19.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

H. RESOLUTION R2324-20 – A RESOLUTION LIMITING LIABILITY FOR THE CITY OF DRAIN AND OTHER PARTIES FROM PRIVATE CLAIMS RESULTING FROM USE OF TRAILS IN A PUBLIC EASEMENT OR UNIMPROVED RIGHT-OF-WAY UNDER ORD 105.668

Refer to Staff Report, Subject: RESOLUTION R2324-20 – A RESOLUTION LIMITING LIABILITY FOR THE CITY OF DRAIN AND OTHER PARTIES FROM PRIVATE CLAIMS RESULTING FROM USE OF TRAILS IN A PUBLIC EASEMENT FOR UNIMPROVED RIGHT-OF-WAY UNDER ORS 105.668. CA Stevens read the staff report.

Mayor Sparhawk entertained a motion.

IT WAS MOVED BY COUNCILOR VANPELT AND SECONDED BY COUNCILOR VAUGHAN TO APPROVE RESOLUTION R2324-20.

Mayor Sparhawk called the vote.

The vote on the motion was as follows:

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

DISCUSSION ITEMS/CITY COUNCIL COMMENT

None

INFORMATIONAL ITEMS

A. Financial Update – Q3 2024

Refer to Staff Report, Subject: Financial Update – 3rd Quarter FY24. CA Stevens reviewed the staff report.

B. Staff Update

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

- Councilor VanPelt reminded everyone that the flea market for the Library is being held Saturday, May 18.

ADJOURNMENT

There being no further business, Mayor Sparhawk adjourned the regular meeting of the City Council at 6:45 p.m.

Jeni Stevens, City Administrator

Erin Sparhawk, Mayor

DRAFT

Report Criteria:

Report type: Invoice detail
Check.Voided = No

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
05/03/2024	360	252	CIS Trust EI	10,885.28
05/01/2024	35228	666	Laborer's International Union	168.00
05/07/2024	35229	42	ALSCO	641.18
05/07/2024	35230	81	Auto Parts Inc.	26.88
05/07/2024	35230	81	Auto Parts Inc.	16.59
05/07/2024	35230	81	Auto Parts Inc.	12.87
05/07/2024	35231	6576	Beaver Equipment, LLC	2,520.00
05/07/2024	35232	213	Caselle Inc.	1,577.00
05/07/2024	35233	447	City of Drain	4,244.87
05/07/2024	35234	450	City of Drain	150.00
05/07/2024	35235	414	Douglas Electric Cooperative	1,466.94
05/07/2024	35235	414	Douglas Electric Cooperative	42.92
05/07/2024	35236	417	Douglas Fast Net	420.61
05/07/2024	35237	3395	Douglas Fast Net	304.94
05/07/2024	35238	3396	Douglas Fast Net	302.00
05/07/2024	35239	5736	Douglas Fast Net (1310580)	112.99
05/07/2024	35240	339	Eagle Valley Supply	43.30
05/07/2024	35240	339	Eagle Valley Supply	19.78
05/07/2024	35240	339	Eagle Valley Supply	40.33
05/07/2024	35240	339	Eagle Valley Supply	19.54
05/07/2024	35240	339	Eagle Valley Supply	29.74
05/07/2024	35241	582	H.D. Fowler Company Inc	1,009.40
05/07/2024	35242	6356	Isler CPA	10,500.00
05/07/2024	35243	1	Kanani Dilcher	270.49
05/07/2024	35245	849	OR Laborers-Employers Trust	5,256.00
05/07/2024	35246	2	Paula Estill	90.00
05/07/2024	35247	3355	Security Monster	8.00
05/07/2024	35248	2	Shae Blomberg	90.00
05/07/2024	35249	1077	Southern Septic Service Inc	220.00
05/07/2024	35249	1077	Southern Septic Service Inc	220.00
05/07/2024	35250	4416	Stella Jones Corporation	27,334.56
05/07/2024	35251	1113	Sutherlin Sanitary Service LLC	59.80
05/07/2024	35252	6176	Systech Consulting LLC	5,178.60
05/07/2024	35252	6176	Systech Consulting LLC	1,174.00
05/07/2024	35253	5196	Tyree	1,097.09
05/07/2024	35254	4956	Umpqua Research Company	210.20
05/07/2024	35254	4956	Umpqua Research Company	210.20
05/07/2024	35254	4956	Umpqua Research Company	210.20
05/07/2024	35255	4716	Vision Metering LLC	500.00
05/07/2024	35256	1275	Yoncalla Rodeo	500.00
05/07/2024	35257	486	DEQ FINANCIAL SERVICES	104.00
05/07/2024	35258	6616	Engineering Support Services LLC	2,523.65
05/20/2024	35259	18	AFLAC	647.99
05/20/2024	35260	1	Amanda Sulau	206.79
05/20/2024	35261	5556	Anixter Inc	27,840.00
05/20/2024	35262	81	Auto Parts Inc.	185.65
05/20/2024	35262	81	Auto Parts Inc.	155.97-
05/20/2024	35262	81	Auto Parts Inc.	37.98

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
05/20/2024	35263	198	Cascade Columbia Distribution	3,513.98
05/20/2024	35264	444	Drain Saw Shop Inc	66.85
05/20/2024	35264	444	Drain Saw Shop Inc	182.04
05/20/2024	35265	519	First National Bank of Omaha	2,139.53
05/20/2024	35266	7036	JMEC Consulting LLC	2,418.75
05/20/2024	35267	1090	Local Government Law Group PC	963.50
05/20/2024	35268	1	Michaela Conner	167.19
05/20/2024	35269	6436	Pacific Power Group LLC	3,377.61
05/20/2024	35270	6896	River Design Group Inc	8,486.25
05/20/2024	35271	1	Sarah Faw	183.31
05/20/2024	35272	456	The Dyer Partnership	850.50
05/20/2024	35272	456	The Dyer Partnership	319.02
05/20/2024	35272	456	The Dyer Partnership	2,229.00
05/20/2024	35273	4956	Umpqua Research Company	210.20
05/20/2024	35273	4956	Umpqua Research Company	84.00
05/20/2024	35273	4956	Umpqua Research Company	92.60
05/20/2024	35274	6656	Xerox Financial Services	105.00
Grand Totals:				<u>133,963.72</u>

Report Criteria:

Report type: Invoice detail
Check.Voided = Yes

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Amount
05/29/2024	35244	1	Keith Lorance	.00 V
Grand Totals:				<u>.00</u>

Utility refund for a deceased customer. Check was returned to us Will hold for Unclaimed Property.

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

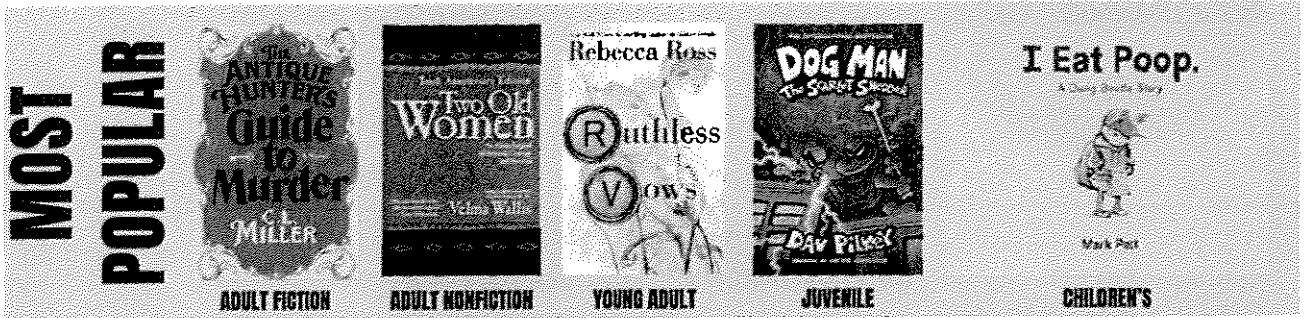
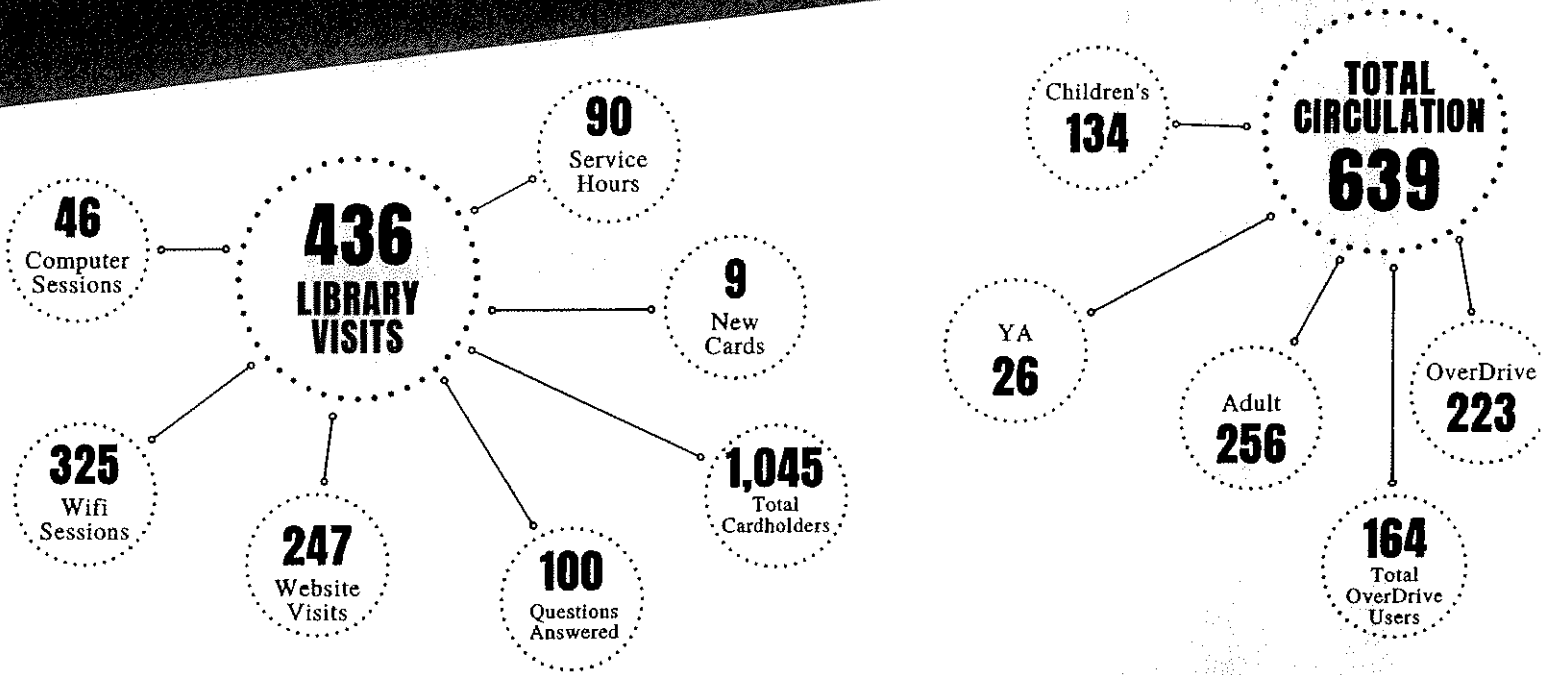
Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount	D
05/15/2024	PC	05/15/2024	5152401	Burris, Harold	20		01-0-110	1,197.23-	D
05/15/2024	PC	05/15/2024	5152402	Bird, Daniel R.	370		01-0-110	1,639.24-	D
05/15/2024	PC	05/15/2024	5152403	Wilson, Danny L.	380		01-0-110	1,207.44-	D
05/15/2024	PC	05/15/2024	5152404	Nash, James A.	410		01-0-110	2,867.26-	D
05/15/2024	PC	05/15/2024	5152405	Jenkins, Penny	430		01-0-110	1,450.64-	D
05/15/2024	PC	05/15/2024	5152406	Stevens, Jeni K.	460		01-0-110	3,015.40-	D
05/15/2024	PC	05/15/2024	5152407	Sullivan, Melissa	470		01-0-110	1,110.52-	D
05/15/2024	PC	05/15/2024	5152408	Cushman, Joshua A.	500		01-0-110	1,262.97-	D
05/15/2024	PC	05/15/2024	5152409	Spurlock, Matthew R.	510		01-0-110	1,227.38-	D
05/31/2024	PC	05/31/2024	5312409	Burris, Harold	20		01-0-110	2,283.45-	D
05/31/2024	PC	05/31/2024	5312410	Bird, Daniel R.	370		01-0-110	3,109.15-	D
05/31/2024	PC	05/31/2024	5312411	Wilson, Danny L.	380		01-0-110	1,876.36-	D
05/31/2024	PC	05/31/2024	5312412	Nash, James A.	410		01-0-110	4,929.78-	D
05/31/2024	PC	05/31/2024	5312413	Jenkins, Penny	430		01-0-110	2,173.42-	D
05/31/2024	PC	05/31/2024	5312414	Stevens, Jeni K.	460		01-0-110	2,992.06-	D
05/31/2024	PC	05/31/2024	5312415	Sullivan, Melissa	470		01-0-110	1,788.17-	D
05/31/2024	PC	05/31/2024	5312416	Cushman, Joshua A.	500		01-0-110	1,840.10-	D
05/31/2024	PC	05/31/2024	5312417	Spurlock, Matthew R.	510		01-0-110	2,030.54-	D
Grand Totals:								<u>38,001.11-</u>	
			<u>18</u>						



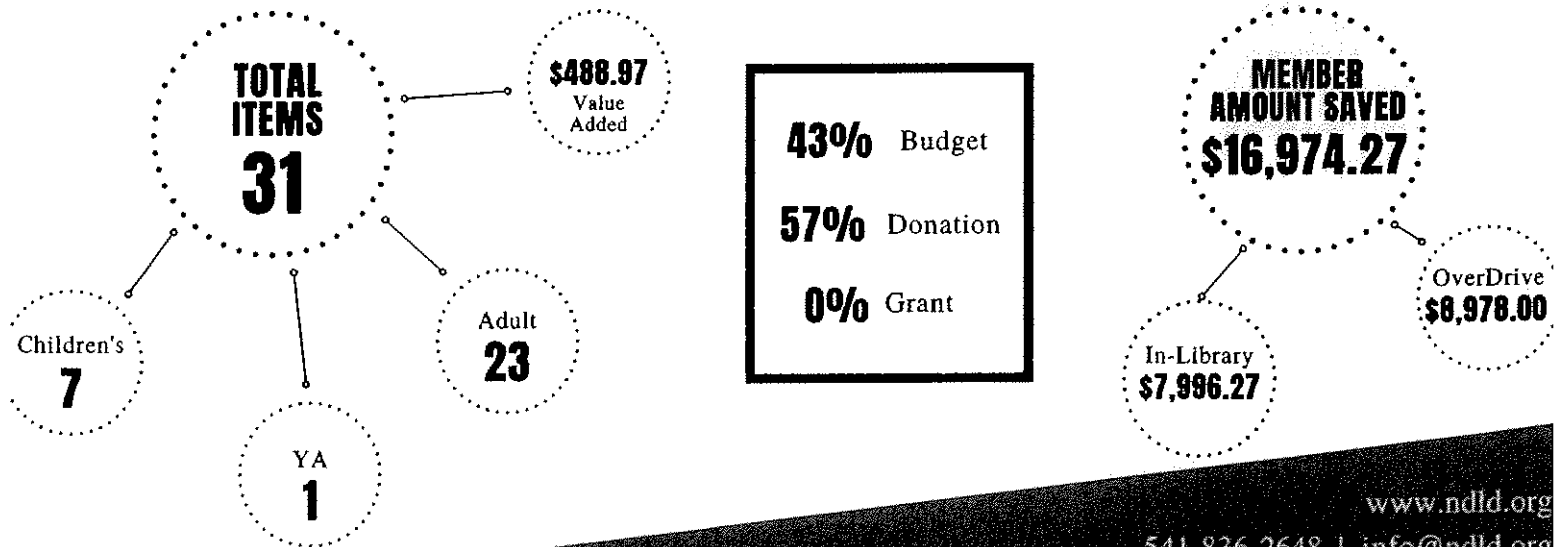
North Douglas Library District

APRIL 2024 STATISTICS

Mildred Whipple Library



NEW ITEMS ADDED

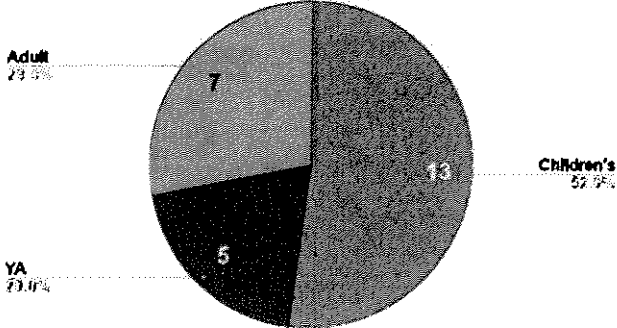


North Douglas Library District APRIL 2024 STATISTICS

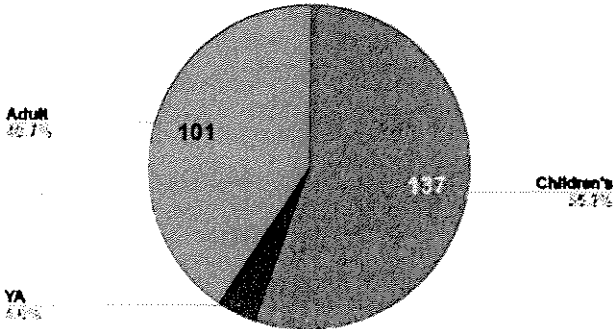
Mildred Whipple Library



PROGRAMS



PROGRAM ATTENDANCE



SOCIAL MEDIA



492
Followers
450 Page Likes



136
Followers



13
Followers

Total Posts
All Platforms

4

Total Engagement
All Platforms

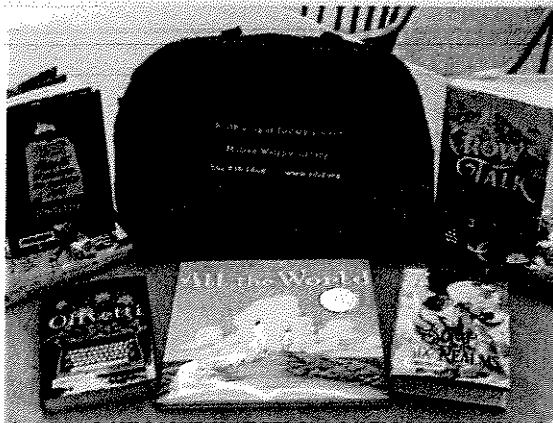
70

Total Reach
All Platforms

670

LIBRARY SNAPSHOT

SERVICE SPOTLIGHT: BOOK DELIVERY



- Did you know the North Douglas Library District provides **FREE** monthly book deliveries?
- **Who can participate?** This service is open to any NDLD cardholder living within the North Douglas Library District boundaries who is unable to make regular open hours for any reason.
- **How does it work?** Book deliveries are the first Wednesday of each month. New books are dropped off on your porch at a scheduled time and any waiting library returns are picked up. This is a contactless delivery, so patrons do not need to be home during the delivery time.
- **How do I sign up?** Contact the Mildred Whipple Library (541-836-2648) or email info@ndld.org. Place reserves for materials through the library's catalog (<https://ndld.biblionix.com/catalog/>) or let library staff know what materials you'd like that month.

www.ndld.org

541-836-2648 | info@ndld.org

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

CIVIC CENTER ADVISORY COMMITTEE

April 2024 City Council Update

1. City Administrator Stevens requested the Civic Center Advisory Committee make a recommendation to the Council and Budget Committee for a Civic Center Reserve Fund expense allocation for the 2024-2025 fiscal year. The Civic Center Reserve Fund is for capital improvements and, according to City Administrator Stevens, currently sits between \$110,000 and \$120,000 and is earning close to 5% daily compounding interest.
2. The Civic Center Advisory Committee would like to recommend the Council and Budget Committee keep a minimum of \$100,000 in the Civic Center Reserve Fund. If the Reserve Fund is at \$110,000 the Committee recommends \$10,000 be allocated to capital projects during the next fiscal year. If the Reserve Fund is closer to \$120,000, the Committee recommends up to \$20,000 be allocated to capital projects during the next fiscal year.
3. The Civic Center Advisory Committee recognizes that there are a multitude of both capital and maintenance projects at the Civic Center waiting for funding. The Committee recommends projects that exceed either the Reserve Fund or Maintenance budgets are funded through grant opportunities, of which Committee members are willing to help the City of Drain with informational gathering during the grant process for specific Civic Center projects.
4. The Civic Center Advisory Committee wishes to make the Civic Center more accessible to the community and preserve this space as a community asset. This next fiscal year we will be focusing on 3 goals: 1) Reducing Civic Center electricity costs, 2) Minimizing and/or removing barriers to community usage of the Civic Center space, and 3) Increasing the building's emergency preparedness.
5. The Committee requests Committee inclusion and input into any Civic Center project that the City of Drain and/or Council chooses to proceed with. The Committee would also like to recommend the following capital and maintenance projects as priorities for the Civic Center for the next fiscal year:
 - a. Reducing Civic Center electricity costs:
 - i. Proceed with City-recommended ODOE Grid Resilience Grant Program, which is a 100% covered grant for both solar and solar storage, plus engineering.
 - ii. Update and/or replace the shades and blinds in the building to child-safe, commercial-grade options.
 - iii. Find a solution for UV protection on the windows.
 - iv. Begin updating interior light fixtures to LED.
 - b. Minimizing and/or removing barriers to community usage of the Civic Center space:
 - i. Updating Community Hall tables over the next 3 years.
 - ii. Adding a freezer to the kitchen.
 - iii. Updating the bathrooms, including adding changing stations.

CIVIC CENTER ADVISORY COMMITTEE

April 2024 City Council Update

- iv. Evaluating rental costs.
 - v. Replacing the “Civic Center” exterior building letters and updating the wording to “Civic Center & Library”.
 - vi. Refinishing the Community Hall floor.
 - vii. Fixing the front steps.
 - viii. Updating the front parking lot’s ADA parking space to be in compliance with ADA law and State of Oregon requirements.
 - c. Increasing the Civic Center’s emergency preparedness:
 - i. Note: Many of the projects for the other two goals are also steps towards increasing the Civic Center’s emergency preparedness. For example, the ODOE grant would provide stored solar electricity in the case of a power outage and adding a freezer to the kitchen would provide additional food storage and flexibility during emergencies.
6. Our next meeting is Wednesday, May 1st, at 6:15 PM in the Civic Center Meeting Room.

CIVIC CENTER ADVISORY COMMITTEE

May 2024 City Council Update

1. City Administrator Stevens told the Civic Center Advisory Committee that there is about \$2,000 remaining in the Civic Center budget for this fiscal year. Since updating the Community Hall tables has been brought up by multiple City, Committee, and community members, City Administrator Stevens suggested starting the process to replace these tables during the remainder of this fiscal year. These tables are heavy, difficult to maneuver on the storage carts, and can damage the Hall floors and storage room door frame if not handled carefully.
2. The Civic Center Advisory Committee would like to proceed with replacing the Community Hall tables. The Committee would like to order a new table as an example for any interested community member to be able to give feedback on, since community members most frequently rent the Hall. Having community members approve the replacement table will hopefully build excitement and increase future Community Hall rentals once the tables are replaced.
3. The Committee would also like to share their disappointment in how the priority projects for the Civic Center were presented during the April 23 Budget Hearing. The Civic Center Advisory Committee did not recommend that the cement/concrete be the focus of the reserve fund during the next fiscal year. The Committee recommended the reserve fund budget for next year be focused on other projects, as outlined in the report given during the April Council meeting. The Committee would like to have the concrete be grant-funded after searching for better solutions to fix the concrete, not temporarily patch it. Another copy of our April Council report has been included with this month's report.
4. The Civic Center Advisory Committee has also never agreed to get bids for projects on behalf of the City of Drain. The Committee has offered to assist City of Drain staff members with some informational gathering, but obtaining bids for projects is not within the scope of volunteer work and should remain an employee responsibility.
5. Our next meeting is Wednesday, June 5th, at 6:15 PM in the Civic Center Meeting Room. Public involvement is welcome and encouraged.

7. COUNCIL BUSINESS

A. Ord 407 Second Reading & Approval (by title only)

MOVE _____
SECOND _____

Unanimous _____
Opposed _____

ORDINANCE NO. 407

**AN ORDINANCE AMENDING THE DRAIN PUBLIC IMPROVEMENT
CODE TO PROVIDE A SEWER CLEANING POLICY**

RECITALS:

WHEREAS, the City's insurance carrier, City County Insurance Services, recommends a sewer cleaning policy for both public and privately owned sewer lines.

WHEREAS, sewer blockages occur due to accumulation of material in lines, broken lines, tree roots, old drain lines, and unsuitable substance in lines such as kitchen fats, grease, sand, mud, clay, diapers, toys, and/or baby wipes.

NOW, THEREFORE, THE CITY OF DRAIN ORDAINS AS FOLLOWS:

The Drain Public Improvement Code is amended to provide:

Section 7.227 Sewer Cleaning Policy.

- (1) The City of Drain shall clean, maintain and repair all sewer main lines and the portion of service lines located in the City right-of-way.
- (2) A private property owner shall clean, maintain and repair privately owned sewer service lines.
- (3) Grease, oil and sand interceptors shall be installed as referred to in Section 7.220(8).
- (4) In the event of a plugged sewer service line the following procedures will be followed:
 - a. The City shall be notified of the blockage and City personnel will be dispatched to investigate the problem.
 - b. City personnel will check the main line upstream and downstream of the blockage to ensure that the sewer main line is not blocked or plugged.
 - c. If the sewer main line is blocked, City personnel shall clean the line and return it to normal operations and check private service lines to ensure they are operating properly and are in good working condition.
 - d. If the private service line is blocked, City personnel will contact and notify the resident or business and the property owner of the problem or possible defects in the line.
 - e. City personnel shall clean the private service line if the private service line blockage is caused by a main line blockage. City personnel will request written authorization from the property owner granting access to the property and waiving the City and its personnel from any damages. Work will be performed at an existing sewer cleanout located on the exterior of the building.
 - f. If no cleanout exists, City personnel shall not enter into property owner's building to

perform cleaning work on private sewer service lines.

- g. If the main line is found to be clear and the private sewer service line is plugged, the property owner shall contact a sewer line cleaning business (plumber, etc.) for assistance. City personnel may provide names and phone numbers of sewer cleaning businesses in the area; however, they will refrain from making recommendations.
- h. If the sewer line cleaning business and City personnel determine that the blockage is located in the city right-of-way, the City will reimburse the property owner for the City's portion of the cost.
- i. In cases of extreme emergencies and a sewer cleaning business cannot respond, City personnel may, with prior written authorization from the property owner, clean and remove the blockage of the private sewer service line. The property owner will be billed accordingly for these services.
- j. As referred to in Section 7.215 (10), special equipment may be required to limit the damage caused by a sewer backup or blockage. The City may require a sewer cleanout and a backwater valve be installed on a private sewer service line as defined in the State Uniform Plumbing Code requirements.
- k. City personnel shall not discuss fault or liability with the property owner. If property damage occurs, City personnel shall document details and procedures and contact City's insurance carrier for further instructions. Also, City personnel shall abide by the Department of Environmental Quality notification requirements.

THIS IS THE SECOND READING AND APPROVAL OF THIS ORDINANCE BY THE CITY OF DRAIN OREGON CITY COUNCIL, ON THIS 10TH DAY OF JUNE 2024.

Erin Sparhawk, Mayor

Jeni Stevens, City Administrator

Staff Report - Discussion

June 10, 2024

Agenda Item	Water Pipeline to Yoncalla	
From	Jeni Stevens	City Administrator

SUMMARY

Yoncalla and North Douglas Fire and EMS have approached Drain about exploring the possibility of a water pipeline to Yoncalla and potentially out to Rice Hill. With fire mitigation a huge priority in the state and Yoncalla's need for water a few months out of the year, they would like to know if the Council is agreeable to them exploring the possibility.

If the Council is agreeable, the only cost to Drain would be occasional staff time to answer questions. The City of Yoncalla would lead all grant writing efforts and pay for any inspections needed to see if this would be a possibility.

PREVIOUS COUNCIL ACTION

I have not found any documentation, but I have been told that the Council, years ago, did agree to this pipeline. Where the project stalled is unclear.

STAFF RECOMMENDATION

If it is determined that Drain could provide water, at certain times, this would be another way for the City to produce income that doesn't come from our citizens. Staff recommend letting this option be explored.

POTENTIAL MOTIONS, ACTIONS & OPTIONS

No motion is necessary.

FINANCIAL IMPACT

None



Drain Community Cleanup Metal Recycling Event



Clean up your home, yard, and neighborhood!

Hosted by the City of Drain and Radius Recycling



Saturday
June 29th
9AM - 2PM



FREE!

708 S CEDAR STREET

Recycle your old metals!

Accepted Items:

- **Appliances:** stoves, washers, dryers (Must remove all electrical components first. No items containing refrigerant)
- **Metals** (Aluminum, copper, brass, steel, tin, zinc, other alloys)
- **Electrical parts & motors**
- **Cable and wire**
- **Car parts**
- **Lead-acid batteries**
- **Bicycles**
- **Metal roofing**

NOT Accepted Items:

- **Household trash**
- **Hazardous waste & chemicals**
- **Flammable materials**
- **Propane tanks**
- **Refrigerators**
- **Fluids** (oils, gasoline, antifreeze, hydraulic fluid, gear oil, grease, refrigerant, etc.)
- **Fluorescent lights**
- **Paint cans**
- **Non-metals** (tires, wood, yard debris, concrete, asphalt, glass, rubber, etc.)

No signup required. Item pickup will not be available for this event. *Thank you for your understanding.*

Interested in recycling metal items that are not accepted at this event? Call Radius Recycling: **541-686-0515** to inquire about recycling at their Eugene facility.

Questions about this event?
Contact the City of Drain:
541-836-2417

10. INFORMATIONAL ITEMS

a)New City Hall Design

Staff Report – Information

June 10, 2024

Agenda Item	New City Hall Design	
From	Jeni Stevens	City Administrator

SUMMARY

As we start preparing to design the new city hall, there are items that need to be discussed to determine the size of the new city hall. I would like to have a discussion in the today and again in the July meeting to get feedback on wants and needs for the new city call from the Council and citizens. Here are a few questions that can help guide the design of the building and floor space.

1. Should the new City Hall have Council Chambers in it like the original City Hall?
2. Is off-street parking necessary or a priority?
3. Are there any community convening spaces needed?
4. Does the City want to offer any rentable office space?
5. Should the new City Hall be built with space for unknown future growth or needs?
6. What else is needed or wanted in the new City Hall?

THINGS WE KNOW

1. D.C. Sheriff's Office would like to continue having office space in the new City Hall.
2. A one-story building would fit the Sheriff's Office, a Parole and Probation office (if they want space), a large conference room (20 people), a front entrance that would have space for community and Chamber of Commerce information and provide room to add two to three cubicles for additional personnel, if that became necessary. It would not allow for Council Chambers, off-street parking, community spaces, or unknown future growth or needs.

