

**CANYONVILLE CITY COUNCIL MEETING  
REGULAR SESSION 7:00 P.M.  
MONDAY SEPTEMBER 19, 2022  
COUNCIL CHAMBERS**

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Jake Young, Mayor (12-31-2022)  
Louise Barton, Council President (12-31-2024)  
Ralph Johannessen, Councilor (12-31-2022)  
Michael Young, Councilor (12-31-2022)  
Andrew Mather, Councilor (12-31-2022)

Alan Freeman, Councilor (12-31-2024)  
Marcus Lowry, Councilor (12-31-2024)  
Suzie Rogers, Finance Deputy Recorder  
Dawn Bennett, Administrator/Recorder Interim

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**AGENDA**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE:**

**II. ROLL CALL**

**III. AGENDA REVIEW AND ADDITIONS:**

**IV. CONSENT CALENDAR:**

1. Minutes for August 15, 2022

**V. COUNCIL BUSINESS:**

1. Tree bids for Maple at 135 SE Main Street
2. Park Electrical pedestals
3. Pioneer Days Committee Meeting

**VI. REPORTS**

1. Sheriff's Office
2. City Administrator

**VII. ANNOUNCEMENTS**

Planning Commission, October 12, 2022  
Council Meeting, October 17, 2022

**VIII. ADJOURNMENT**

**CANYONVILLE CITY COUNCIL  
MEETING MINUTES  
REGULAR SESSION 7:00 P.M.  
MONDAY, AUGUST 15, 2022**

**REGULAR SESSION**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE:**

Council Mayor Young called the meeting to order at 7:00 p.m. and all joined in the Pledge of Allegiance and prayer.

**II. ROLL CALL:**

COUNCIL PRESENT: Mayor Young, Councilors Barton, Mather, Freeman, Johannessen, and Young.

COUNCIL ABSENT: Councilor Lowry.

STAFF PRESENT: Administrator/Recorder Bennett and Planner/Admin. Assist. Evans.

STAFF ABSENT: None.

**IV. AGENDA REVIEW AND/OR ADDITIONS:**

None.

**IV. CONSENT CALENDAR:**

1. Approval of consent calendar minutes for July 18, 2022.

**Councilor Barton moved, and Councilor Young seconded a motion to approve the consent calendar for July 18, 2022. Mayor Young, Councilors Barton, Young, Mather, Freeman, and Johannessen voted “yes.” No “nays.” The motion carried.**

**V. COUNCIL BUSINESS:**

1. **City Water Plant SCADA system – General Services Agreement with Control Systems NW LLC.**

Control Systems NW LLC has offered the city a 2-year General Services Agreement for providing on-call maintenance services since they installed the new SCADA system at the water plant. Services would only be billed per authorized workorders. The workorders would cover any labor, materials, and software support needed. Staff recommends the approval of this agreement with Control Systems.

**Councilor Barton moved, and Councilor Yung seconded a motion to approve the Mayor to sign CSNW 2-year General Service Agreement for providing on-call maintenance services for the Water Plants SCADA system. Mayor Young, Councilors Barton, Young, Mather, Freeman, and Johannessen voted “yes.” No “nays.” The motion carried.**

2. **ViewScada – Control Systems NW LLC.**

The City IT person, Water Plant operator, and the representative from Control Systems NW LLC suggested that the city utilize an application called ViewSCADA. The application allows the operator and CSNW representatives to view the SCADA system without logging into it from a remote device. It has a more secure Firewall then what is on any of the computers. There is an annual cost of \$1,380.00 which we can pay out of the recovery money from the state this year.

**Councilor Barton moved, and Councilor Freeman seconded a motion to approve the use of the ViewSCADA application and pay the annual fee of \$1,380.00. Mayor Young, Councilors Barton, Young, Mather, Freeman, and Johannessen voted “yes.” No “nays.” The motion carried.**

**3. Meter Installation & Inspection Cost Increase – Ordinance No. 655.**

Staff has calculated the current cost of a meter, additional materials (such as meter box, mxu, saddle, etc.), and the county fee. At present we are charging the customer \$600.00 up front, before installation, and then a month or two later billing out the remaining cost to the customer. Lots of times the customer is not too happy to find he still owes some on the meter after all work has been completed on the project.

Staff would like the Council to adopt Ordinance no. 655 increasing the water meter hook-up charge to \$1,050.00 for covering all the cost of the meter, materials, and county fee.

**Councilor Barton moved, and Councilor Young seconded a motion to adopt Ordinance No. 655 increasing the water meter hook-up charge to \$1,050.00 for covering the ¾” meter cost, additional materials cost, and the \$200.00 paid to the County. Mayor Young, Councilors Barton, Young, Mather, Freeman, and Johannessen voted “yes.” No “nays.” The motion carried.**

**4. Hill St. Pump Station Generator Install Bids.**

The Generator at the Hill Street Pump Station needs to be brought online to guarantee that customers water pressure does not drop below the 20 PSI during a power outage. The generator will be installed onto a concrete slab then a 3-phase manual transfer switch installed and wired into the electrical panel. There were two bids received for this project as follows:

Gosselin Construction	\$22,500.00
Hannigan Electric LLC	\$16,086.52

One difference between these two bids is that Gosselin Construction will construct a 5’ x 10’ slab and Hannigan Electric LLC will construct a 10’ x 15’ slab.

**Councilor Barton moved, and Councilor Freeman seconded a motion to accept Hannigan Electric LLC bid for \$16,086.52 for the Hill Street Pump Station generator installation and authorize the Mayor to sign the agreement. Mayor Young, Councilors Barton, Young, Mather, Freeman, and Johannessen voted “yes.” No “nays.” The motion carried.**

**VI. REPORTS:**

**1. Sheriff’s Office Report.**

Last month the Sheriff’s office received 242 calls for service. Of those calls they had eighteen police reports, ten arrests. They had seventeen traffic stops with two resulting in citations given and 4 fugitives caught.

**2. Administrator’s Report.**

The work on the new SCADA system for the water plant is finished. John is taking online classes for cross connection and August 18 will go to Portland for the test. August 1<sup>st</sup> John and Brian met with Rebecca Templin from OHA to take a survey of the Water Plant.

The Measure for the banning of Psilocybin-related businesses within the City of Canyonville is now at the Douglas County Election Office to be placed on the November 8,2022 election.

Knife River has finished the paving project on Canyon Street, and it looks great.

Staff has submitted the Small City Grant application for the Hamlin Bridge project.

The air conditioner unit drain line at the Sewer Plant office plug and water ran down the wall. Staff tried unplugging the line to no avail, so they had to call Pacific Air and they were able to fix it.

**VII. ANNOUNCEMENTS:**

Planning Commission Meeting - Wednesday, August 10, 2022

Council Meeting –Monday, August 15, 2022

**VIII. ADJOURNMENT:**

Council President Barton adjourned the meeting at 7:25 p.m.

After the meeting Mayor Young presented Janelle Evans with a plaque for her 13 years of service as City of Canyonville's City Administrator.

ATTEST:

\_\_\_\_\_  
Jake Young, Mayor

\_\_\_\_\_  
Dawn Bennett, City Administrator/Recorder Interim



# Memo

**To:** Mayor and City Council  
**From:** Dawn Bennett, Administrator/Recorder Interim  
**Date:** Sept 14, 2022  
**Re:** Tree Trimming/Removal Bids

The office received a complaint on July 20, 2022, from the tenant of 135 SE Main Street about a large maple tree in the city right of way that is hanging over her garage and feels it needs to be removed.

Since we do not have an ordinance addressing who is responsible for the maintenance of the trees within the city right-of-way staff needed to contact City County Insurance (CIS) to see if the city or the adjacent landowner were responsible to take care of this tree. The city's risk management representative said that since we do not have an Ordinance addressing this issue the city is responsible for trimming or removal of the tree.

We have received estimates from the following tree companies:

	<u>Trimming Tree</u>	<u>Tree Removal</u>
Cowboy Tree LLC	\$1,600.00	\$2,100.00
Happy Hills Tree Service LLC	\$1,000.00	\$1,600.00
Kevin's Family Tree Service	(recommend removal)	\$1,170.00-1,560.00

Cowboy Tree LLC will top and trim dead limbs or remove the entire tree with clean up. Happy Hills Tree Service LLC will clean out dead wood and trim back from garage/power poles/shape or they will cut the tree in sections with clean up. Kevin's Family Tree Service recommends removing the tree, did not give us an estimate for trimming.

The lowest bid for removing the entire tree is Kevin's Family Tree Service and the lowest bid for trimming the tree is Happy Hills Tree Service LLC. As you can see by the one picture the entire center of the tree looks to be dead. It is staff's recommendation to have the entire tree removed.

City County Insurance representative highly encourages the City to adopt an Ordinance establishing that any owner of land that abuts up to any City right of ways shall be responsible for the maintenance of these right of ways. As you can see what the cost is for just one tree, just think of all the trees that are in the City's right of ways. Most cities have an Ordinance in effect already making the adjacent land owner responsible. I am working on an Ordinance that I will bring to Council at the next meeting.

Options:

1. Award Kevin's Family Tree Service with the removal of the maple tree at 135 SE Main Street for a cost ranging between \$1,170.00 to \$1,560.00.
2. Award Happy Hills Tree Service LLC with the trimming of the maple tree at 135 SE Main Street for a cost of \$1,000.00.
3. Award Happy Hills Tree Service LLC with the removal of the maple tree at 135 SE Main Street for a cost of \$1,600.00.
4. Award Cowboy Tree Service LLC with the trimming of the maple tree at 135 SE Main Street for a cost of \$1,600.00.
5. Award Cowboy Tree Service LLC with the removal of the maple tree at 135 SE Main Street for a cost of \$2,100.00

Receptionist@cityofcanyonville.com

# City of Canyonville

Pioneers of the Past  
Pioneers of the Future

RECEIVED  
JUL 21 2022

250 N Main Street

Ph. (541) 339-4253

Fax (541) 339-4530

PO Box 755

Canyonville, OR, 97417

BY: .....

Received by: \_\_\_\_\_

Complaint Against: City of Canyonville

Street Address: 135 SE main street

Nature of Complaint: Very large maple tree - overgrown and is hanging over garage at 3000 address. Tree is in need of removal!

Name Printed: Lynn R FREEMAN

Signature: [Signature] Date: 7-20-22

Mailing Address: PO. Box 1233 Canyonville, OR 97417

Phone: 541-761-4558

This information can be disclosed upon public request. Initial LRF

I request this information to be held in confidence under ORS 192-502(4). As part of this request I believe, I can make this written complaint to the City because I am not required under law to make this statement. I further, feel the public interest would suffer by the disclosure of my identity. Please do not disclose my identity to the public. I understand legal action or law may force the City to disclose my name or identity.

Signed [Signature]

\*\*\*\*\*

Findings:	<input type="checkbox"/> Substantiated	<input type="checkbox"/> Unsubstantiated	<input type="checkbox"/> Unable to Substantiate
Actions:	<input type="checkbox"/> Violation Letter	<input type="checkbox"/> Citation # _____	<input type="checkbox"/> Penalty _____
Follow up Action:	<input type="checkbox"/> Findings Notice to Complaint	<input type="checkbox"/> 2 <sup>nd</sup> Violation Letter	

9-7-2022













2000

0

100.01

200.0 Feet

1" = 100'

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

**THIS MAP IS NOT TO BE USED FOR NAVIGATION**



Cowboy Tree LLC  
PO Box 419  
ROSEBURG, OR 97470  
541-672-0906  
yourtreeneeds@gmail.com



## Estimate

### ADDRESS

City of Canyonville  
135 SE Main St,  
Canyonville, OR 97417  
541-761-4228

ESTIMATE # 4983

DATE 07/20/2022

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DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Tree Pruning</b> Top and trim dead out of Maple tree with clean up	1	1,600.00	1,600.00
	<b>Tree Removal</b> Or Remove Maple tree with clean up	1	2,100.00	2,100.00

This amount due upon completion unless previous arrangements have been made. A finance charge of 2% per month (Annual percentage 24% per year) will be charged on past due accounts.

TOTAL

**\$3,700.00**

Accepted By

Accepted Date

COWBOY TREE LLC  
CCB 169038  
PO Box 419  
Roseburg, OR 97470  
541-672-0906  
yourtreeneeds@gmail.com



**Happy Hills Tree Service, LLC**  
 2354 Castle Avenue, Roseburg  
 541-671-3275  
 CCB#: 213729

**Estimate**

**INVOICE  
 20066**

TO City of Canyonville

JOB ADDRESS Access from Post Office  
 Canyonville

DATE 8/22/22 Good 90 days  
 TRAVEL TIME 541-580-5472  
 ARRIVED AT: \_\_\_\_\_ LEFT AT: \_\_\_\_\_

HOURS	DESCRIPTION	RATE PER HOUR	AMOUNT
	Trim sickly maple by power pole		
	> Clean out dead wood		
	> Trim back from garage & power pole & shape		\$1,000
	Chip all brush & rake up		
	Remove sick maple		
	> Piece down & leave low-cut stump		
	> Chip brush & haul wood		\$1,600
	Leave work zones raked & clean		
	TOTAL		<del>1</del>

PAYMENT DUE UPON RECEIPT. Its a pleasure working with you. Thank You for your business.

*[Signature]*

THANK YOU

DATE 8-26-22

PROPOSAL SUBMITTED TO:

NAME  
City of Canyonville

ADDRESS

WORK TO BE PERFORMED AT:

ADDRESS

DATE OF PLANS

ARCHITECT

PHONE NO.

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Remove Maple tree over blue and  
white house across from Unyqua Bank.  
Estimate is \$1,170.00, Maximum cost  
would be \$1,560.00.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the plans and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of 1,170.00 Dollars (\$ 1,560.00) with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

Per

# Memo

**To:** Mayor and City Council

**From:** Dawn Bennett, Administrator/Recorder Interim

**Date:** Sept 14, 2022

**Re:** Park Electrical Pedestals (Stanchions)

Hannigan Electric LLC was asked by staff to check all the electrical power pedestals (stanchions) in the park for good working conditions. Upon their inspection all but four of the pedestals needed breakers replaced and updated to code. The estimated cost of the repairs for eleven pedestals was \$2,565.00.

Staff talked with Mayor Young and the decision was made that these repairs were needed and had to be completed before the Pioneer Days Festival dates for safety reasons. So, the estimate was signed, and the work has been completed.

There is still one pedestal (stanchion) that needs to be replaced or taken offline. I have asked Jeremy to get a bid from Hannigan Electric LLC for the pedestal work and I hope to have it for you at the meeting. Once you review the estimate you can decide to repair it or lock it off.

Options:

1. Approve the bid and have Mayor Young sign it.
2. Decline the bid and lock off the pedestal.



# Memo

**To:** Mayor and City Council  
**From:** Dawn Bennett, Administrator/Recorder Interim  
**Date:** Sept 14, 2022  
**Re:** Pioneer Days Committee Meeting

On September 14, 2022, the Pioneer Days Committee met to go over any changes that need to be made for the 2023 Pioneer Days Celebration. There were some issues that I had with how Pioneer Days was setup this year. Suzie and I decided to attend the meeting to see if we could fix these issues with the committee.

The following issues that we covered at the meeting were:

1. The beer garden must be entirely fenced with one entrance and security must be at the entrance to check ID's.
2. Bouncy houses must provide certificates of insurance to the city.
3. No booth for smashing vehicles or anything, better known as rage smashing, as a vendor for liability reasons.
4. City received a complaint bathroom floor seemed not to be cleaned.

The committee was very sorry for not realizing these were issues for the city. They will make sure this is all taken care of next year. I explained to them that the park application states that the city must be provided with a vendor list seven days before the start of the event. It is also the responsibility of the committee to obtain certificates of insurance from each vendor for their records. They agreed that they would do this next year.

I have agreed to make it to the meetings going forward regarding the parade, parking & booths, entertainment, and beer garden. This way we can be sure that all requirements are met and there are not any unknown liabilities to the city.

This is basically an FYI for Council.

## **ADMINISTRATIVE REPORT SEPTEMBER 19, 2022**

### **COMPLAINTS:**

We have received three complaints about junk and unlicensed vehicles in residential areas in town. Two of the complaints we have sent the first letter out with either some compliance or more junk and/or vehicles added. We sent out the second letter certified mail and after the deadline passes the next step will be asking Council if they want to continue with a hearing. The first letter is being sent out for the third complaint. Also, the vehicle on 5<sup>th</sup> street with no license plate was towed away and Jeremy is working on getting the abandoned vehicle on Main Street in front of Papa Morgans tagged and towed away as an abandoned vehicle.

### **WATER:**

John Raines has his certification in distribution 1 and is now a cross-connection control specialist.

Several water leaks were repaired in our distribution system last month. The water plant is operating more efficiently since the installation of the new SCADA system.

We also need to get our engineers out here to see about putting Baffles in the clear well this winter.

The Lead and Copper Rule applies to all community (CWS) and non-transient (NTNC) public water systems. EPA adopted revisions to the Lead and Copper Rule in 2021 that include a requirement for public water systems to conduct inventories of service lines and to identify service line material type. The intent of the service line inventory requirement is to identify those service lines made of lead so that they can be scheduled for removal and replacement. John has completed the lead and copper test with 10 of our residents participating.

### **SEWER:**

Last spring Rural Development requested a yearly walk through of the new sewer plant, to make sure everything is working properly, as they financed the Phase II upgrade. The City Engineer, Rural Development Representative, Sewer Operator and I walked through the entire plant making a list of things that were not functioning correctly. The City Engineer is now wanting to do a close out inspection of the items on the list to make sure all have been repaired.

### **Pioneer Days Festival:**

Canyonville had another successful Pioneer Days Festival. Public Works came on Saturday and set up blockades for the parade. After the parade they picked up the blockades and cleaned up any debris along the roadway.

### **CCA Property Sale:**

Staff received the lien search for the CCA properties. Looks like the sale will finally go through.

### **Street:**

Zipty Fiber will be working on their overhead lines and running lines where needed underground throughout the city. They estimate they will be starting work around January. Janelle and Rob met with the Zipty representative to go over the plans on the streets they will be doing the boring under the road. Janelle will be placing conditions on the right of way permit. The conditions she will be setting are as follows: city must be notified 48 hours in advance of any boring, any possible conflict with city utilities needs prior approval, no boring after 4:00 pm or on weekends, and no street cutting unless specifically approved. They did say they would do potholes for depth of utilities before boring. We have asked Jeremy, when he goes out to do the one calls, to let Rob and Janelle know of any concerns he has with the boring versus our utilities.

### **Park:**

Last Thursday staff found a broken pipe in the park. The break was at the meter, and they had to close the bathrooms until the break could be repaired. They are hoping to get it repaired by Monday.

Respectfully submitted,

Dawn Bennett  
City Administrator Interim