

**CANYONVILLE CITY COUNCIL MEETING  
REGULAR SESSION  
MONDAY, APRIL 15, 2024  
COUNCIL CHAMBERS**

---

Christine Morgan, Mayor (12-31-2024)  
Louise Barton, Council President (12-31-2024)  
Alan Freeman, Councilor (12-31-2024)  
Jerry O'Sullivan, Councilor (12-31-2024)  
Michael Young, Councilor (12-31-2026)

Stephen Morgan, Councilor (12-31-2026)  
Luke Suhr, Councilor (12-31-2026)  
Valerie O'Sullivan, Administrative Assistant  
Dawn Bennett, Administrator/Recorder

---

**REGULAR SESSION AGENDA**

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

**II. ROLL CALL**

**III. AGENDA REVIEW AND ADDITIONS:**

**V. CONSENT CALENDAR:**

1. Minutes for Regular Meeting on March 18, 2024

**VI. REPORTS**

1. Sheriff's Office
2. City Administrator
3. Water and Wastewater Report
4. Mayor Report
5. Main Street Report

**VII. UNFINISHED COUNCIL BUSINESS:**

1. Current abatements
2. City Wide Clean-up update

**XI. NEW COUNCIL BUSINESS:**

1. Douglas County Sheriff's contract
- 2.

**X. QUESTIONS AND COMMENTS FROM THE AUDIENCE:**

At this time, anyone wishing to address the City Council concerning items of interest not included on the agenda may do so. The person addressing the Council shall proceed to the podium and, when recognized by the Mayor, give his/her name and address for the record. All remarks shall be directed to the whole City Council.

**XI. ANNOUNCEMENTS**

Planning Commission, May 8, 2024  
Budget Committee, May 6, 2024  
Council Meeting, May 20, 2024

**XII. MOTION TO ADJOURNMENT**

**CANYONVILLE CITY COUNCIL  
MEETING MINUTES  
REGULAR SESSION  
TUESDAY, MARCH 18, 2024**

**REGULAR SESSION**

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

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

**II. ROLL CALL:**

COUNCIL PRESENT: Mayor Morgan, Councilors Barton, O’Sullivan, Morgan, Suhr, Young, and Freeman.

COUNCIL ABSENT: None.

STAFF PRESENT: Administrator/Recorder Bennett and Administrative Assistant O’Sullivan.

STAFF ABSENT: None.

**III. AGENDA REVIEW AND ADDITIONS:**

Mayor Morgan asked to add her report on Forest Glen as #3 under new council business.

**IV. CONSENT CALENDAR:**

1. Minutes for Regular Meeting on February 20, 2024, stand approved.

**V. REPORTS**

**1. Sheriff’s Office**

This month in Canyonville the Sheriff’s Office received calls that resulted in 14 reports taken, 6 arrests, 2 warrants, 13 citations written, and 1 drug/1 DUII arrest. There was 1 traffic stop and 1 crash. Sargeant Schwenn explained to the Council that he is trying to determine what type of penalty can be used for prohibited camping other than writing a citation that they will never go to court for.

**2. City Administrator**

Administrator Bennett gave an update to the Council regarding sewer, street, park, office, and update on all the public works projects.

**3. Mayor’s Report**

Mayor Morgan gave her Mayors report.

**4. Main Street Report**

None.

**VIII. PUBLIC HEARING**

\*\*Public Hearing was opened at 7:24 pm.

Consider the proposed Ordinance No. 668 of the Canyonville Municipal Code Amending Chapter 5:  
Adding Section 24 Mobile Food Units Regulations.

There was no public comment.

\*\*Public Hearing was closed at 7:26 pm.

**IV. UNFINISHED COUNCIL BUSINESS**

1. Ordinance No. 668 – Chapter 5 Section 24 – Mobile Food Units Regulations.

**Councilor Barton moved, and Councilor Young seconded a motion to adopt Ordinance No. 668 of the Canyonville Municipal Code Amending Chapter 5 adding section 24 Mobile food unit rules and regulations with the requested changes. Mayor Morgan, Councilors Barton, O’Sullivan, Freeman, Morgan, Young, and Suhr voted “yes.” No “nays.” The motion carried.**

**2. Current Abatement Status**

Three of the nuisance properties have been cited in municipal court. An abandoned car removed from South Main Street. Ray Brown is working on the cleanup of 670 N Main. Mr. Maniaci has asked for a court date.

**IX. NEW COUNCIL BUSINESS**

**1. Proclamation of City-Wide Cleanup.**

Mayor Morgan read the Proclamation of a City-Wide Cleanup for the Month of April.

**2. Chemeketa Community College Occupational Skills Training Program.**

Administrator Bennett explained how the training program worked, how it worked out in other cities, and there is no cost to the city to have the trainee.

**3. Emmert Forest Glen Recap and Service Termination.**

Mayor Morgan gave Council a recap of the ongoing problems at Emmert Forest Glen from the date the notice of closure was posted to date. The council deliberated on leaving the utility services on or shutting them off. It was Councils decision to turn services off on May 1, 2024 if not paid in full.

**Councilor Barton moved, and Councilor Young seconded a motion to terminate water services to Forest Glen Senior Residence and the former Forest Glen Hospital/Clinic May 1, 2024. Mayor Morgan, Councilors Barton, O’Sullivan, Freeman, Morgan, Young, and Suhr voted “yes.” No “nays.” The motion carried.**

**X. ANNOUNCEMENTS**

Planning Commission, April 10, 2024  
Council Meeting April 15, 2024

**XI. ADJOURNMENT**

**Councilor Barton moved, and Councilor Young seconded a motion adjourn the meeting at 8:13 pm. Mayor Morgan, Councilors Barton, O’Sullivan, Freeman, Morgan, Young, and Suhr voted “yes.” No “nays.” The motion carried.**

**The meeting was adjourned at 8:13 pm.**

ATTEST:

\_\_\_\_\_  
Christine Morgan, Mayor

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



## **ADMINISTRATIVE REPORT**

### **April 2024**

**Office:** Staff are working diligently with CCD to get our Sam.gov account activated. We need this activation to apply for the CDBG funding for the water line upgrade. The Sam.gov site was changed at the beginning of 2023, and it is very difficult now to get renewed.

All staff are working on finishing up the budget to be ready for May 1, 2024, for delivery to the budget committee.

Good news! Governor Kotek signed Senate Bill 1576 that restores recreational immunity for improved trails in Oregon. CIS previously advised cities and counties to close their improved trails due to the Fields v. City of Newport court decision. At least all trails and recreational opportunities can be opened once again and remain open until the expiration date of January 1, 2026. The Senate is already working on a "once and for all" fix by 2025.

**Park:** Pacific Power sent the city a letter stating the meter base had a safety issue and we had 30 days to get it fixed. Someone tried pulling the meter box off the pole which pulled the box away from the conduit. Staff are having the meter box on the pole by the bathrooms moved to the bathroom wall.

**Streets:** It is the season, with the warm weather, that the public works crew is mowing and weed eating around town.

Respectfully submitted,

Dawn Bennett  
City Administrator

ADMINISTRATIVE REPORT  
PUBLIC IMPROVEMENT PROJECT STATUS  
APRIL 2024

The City's public improvements projects update:

**Hamlin Bridge Repair:** *The engineers have finished the bid documents, and the advertisement for bids will be published in two newspapers, the Roseburg News and the Portland Daily Journal of Commerce. Bids will be opened on May 8, 2024, after 2:00 pm.*

**Safe route to school:** The County has identified 5 locations where the water line and storm drain conflict. The engineer estimated it would cost about \$25,000 per location to lower the water lines. The total project would cost the City \$150,000.00. An even larger concern is the City having vertical elbows in their pressure water system, which they typically try to avoid. The vertical elbows will require substantial thrust blocks, and be difficult for the City to maintain in the future when addressing leaks etc. We have proposed that they lower their storm drains or use flexible piping to run under the water lines in the conflicted areas. I spoke with the County, and they assured me they really don't want to make us move the lines. The engineers are working to come up with an alternative solution. *Nothing has changed with this project.*

**City's Main Street water line improvements: Remember** that the City is trying to dovetail our project to provide main line connections outside of the newly paved street so we can do our water line upsizing on the side streets. This project was expected to cost \$310,00.00 but if we can coordinate it with the County's work, we could reduce the cost to \$215,300.00. *The city engineers are on plans for this project.*

**Knoll Terrace Reservoir:** AT the February 8, 2024, meeting the owner indicated he was in a hurry to get this project completed and that it needed to be completed by the end of March. He instructed his engineer to provide the required information by February 16, 2024. The City still has not received the required information and I have contacted the project manager. He said he has tried several times to contact the property owner and has received no response. The ball is in their court right now. Our engineers say they can review it very quickly when they get the information. *City or city engineers have not heard anything more on this project.*

**O'shea raw water line:** *Public Works staff has been trying to figure out why we cannot get water to flow from O'Shea Reservoir to the water plant. They have been walking the line, checking blow offs, and looking at the dam area for blockage. Mr. Falks' hired hand while talking with one of the public works personnel said that they had shut a valve off which stopped the waterflow to the water plant. Once the valve was turned on the water started flowing to the water plant. Staff had no idea that there was a valve in the O'Shea line other than the one at the reservoir. This is the type of thing that must be documented and drawn on the maps so future personnel have knowledge of.*

**Community Development Block Grant:** The City submitted an application for the Phase 1 water system improvements. Phase 1 consists of upgrading the 2" lines at the north end of town to 6" lines. Once the application is submitted, there will be a lot of additional paperwork

the state will require. These grants are federal money and have a lot of hoops to jump through but the City will benefit tremendously from the grant.

*One of the big hoops we are hitting right now is the reviewing of our Sam.gov account. CCD and city staff have been working hard to get the documentation needed that Sam.gov will accept to activate our account again. The Sam.gov account is required when federal or state funding is being applied for.*





**WATER PLANT REPORT**  
**February 15 - March 15**  
**2024**

**Finished Water = 5,380,000 (gallons)**

**Metered Water = 3,549,583 (gallons)**

**Water Loss = 34%**

**WTP:** Multiple “zero-read” meters were replaced within this time period. Some of which haven’t been functional since 2019. It’s an ongoing battle, but we are getting there!

Another leak was found and replaced on Frontage Rd. in front of the Seventh Day Adventist church. This is the 6<sup>th</sup> repair on this line in the last year and I think it’s time to bite the bullet and replace it. (Even though it is several hundred yards long and only services 1 customer)

The O’Shea Service line repair was completed by Knife River in this time period as well. However, we have yet to get any water from it to the water plant. Air or some other obstruction has kept it from working properly since the repair was made.

**City Paid Water (cubic feet):**

Pioneer Park	<b>0</b>
Wastewater treatment plant	<b>1,499</b>
Community Park	<b>0</b>
Water treatment plant	<b>1,540</b>
City Hall irrigation	<b>0</b>
City Hall domestic	<b>1,395</b>
Fire District meter #2	<b>303</b>
Fire District meter #1	<b>1,489</b>
Cemetery	<b>26</b>
<b>Total = 6,252 cubic feet =</b>	
<b>46,746.96 gallons</b>	

**Telephone Costs:**

Telephone	\$118.88
Hill Drive Telemetry	\$10.97
Internet	\$119.00

**Power Costs:**

Water treatment plant	\$1314.72
Hill Drive pump station	\$435.16
Hill Drive reservoir	\$18.22
Generator natural gas	\$22.04

**Chemical Costs:**

**Sodium hypochlorite	\$813.45
Aluminum sulfate	\$412.10
MOE 108 polymer	\$165.19
N-300 polymer	\$2.15

*\*\*includes monthly delivery fee*

**Monthly Average Treated Water Statistics:**

Ph 7.56    Temperature Celsius 11.5c    NTU’s 0.027

**Daily Average Production (gallons): 179,333**

**Man Hours at Plant: (approx.)                      180**

Respectfully submitted: Chris Panner



# **Canyonville**

## **Wastewater Treatment Plant**

### **MARCH 2024 Report**

#### **Process Summary**

**In the month of March, the wastewater treatment plant processed approximately 11.11 million gals. of treated effluent.**

**The wastewater treatment plant Operators have processed 11.12 tons of dry bio solids and 265,500 gallons of liquid bio solids thru the screw press.**

**Total rainfall for the month of March totaled 4.91 inches.**

**March 5th was the highest recorded rainfall at 0.66 inches.**

**Please keep in mind that these recordings only reflect our valley floor readings, operators have to look at projected forecasts for higher elevations, i.e. snowfall in the surrounding mountains affecting our lower basin. We as operators, have to take into account the snow melts as possible I & I and infiltration to the wastewater management plant. Having done that, we have been wasting more activated sludge in conjunction with flow increase and adjusting screw press chemical and speed to match.**

## **Maintenance**

**Operators completed Their Daily and monthly scheduled maintenance using the computer maintenance program.**

**Out of scope maintenance for the month of March.**

**Jason Short has been training at the sewer plant and with his help, I have been able to do a lot of preventative maintenance and any needed repairs. Jason is training to become a WWTP operator through a Chemeketa college program at no expense to the City of Canyonville. During the month of March repairs were made to an Alum pump in the bulk storage room that is used in the summer months for treatment of nutrients. Other repairs/maintenance have been completed as follows: Shaft packing repaired on polymer pump in screw press room, new pump tubing on the UVT system, pressure washer repair for cleaning secondary screening system, repair and maintenance was done to the backup generator, and Jay repaired the riding mower pulleys also.**

**The screw press has been adjusted accordingly to account for extra flows, both chemically and mechanically. Screw press has been operating 3 to 4 times a week consistently and keeping digester basins at a minimum to accommodate any extra influx.**

**Submitted by,**

**Rob Siegrist**

**Keith Riddle**

## KUBOTA MBR OPERATOR WORKSHOP

I recently attended a workshop and troubleshooting class held by the American based, Kubota multinational corporation. The class was held in Pocatello Idaho. I felt that I should write this report detailing my experience and the importance of the two-day workshop. Unfortunately, it seems that some people think that it was an unnecessary class for me to attend, hopefully this report will clarify the importance of working knowledge I received as a Kubota plant operator for my own wastewater treatment facility in the City of Canyonville. The Kubota Corp. was gracious enough to hold the class at no charge to any city municipalities attending, the hotel room for the two-day class was also paid for by Kubota. 3/19/24 at 11:00 am was registration and lunch provided (by Kubota), 1pm-4:30pm started with MBR basics as there were many operators unfamiliar with membrane bioreactor plants. There were approximately 60 operators in attendance, only 4 including myself actually operated MBR plants. MBR basics was a detailed overview of the membranes, mechanical workings of pumps, finished water quality expectations and disinfection using power point projections and white boards. The second part of the class focused on how to troubleshoot any problems at an MBR plant, at this time the instructors answering operator feedback and problems we may have had at our MBR plants. I actually had received a text from my supervisor during this discussion period about a Membrane alarm at that moment, I was able to look at my SCADA program immediately with the ipad that I had brought that is linked directly to the plant. The instructors reviewed the alarm and used it as a training guide for the class and fixed the alarm at my plant. After that session we discussed how other MBR plants are operated along with the benefits of MBR upgrades to other types of wastewater facilities like Trickling filter plants, Lagoon plants, and multiple types of activated sludge plants. After the class Kubota treated everyone to dinner at a nearby restaurant.

Day 2, 7:30am. Breakfast was provided in the classroom while all of the operators talked about their individual plants and operating issues they have had to see if others have had similar problems. Class officially started at 8:30 and the first topic was using the control system to be proactive. This covered understanding the SCADA program (Supervisory Control and Data Acquisition). The instructor, who was Peter Cook our Scada technician for Canyonville, went over using trends on the system to help forecast any potential problems and the ability to use past trends to optimize plant performance and treatment. This can be a great asset when issues may arise due to excessive I & I because of large amounts of rainfall for example. The session continued with an overview PLC's, VFD's,

Turbidity meters, PH in the anoxic chamber, along with PH and Dissolved Oxygen in the pre aeration basin. At 12:00pm the class concluded. Several operators including myself drove to American Falls Idaho for a tour of their upgraded MBR plant. The plant operators were extremely knowledgeable and explained step by step the plant process, it was very helpful for me to actually see another MBR plant operating and was able to gain some insight into certain areas of my own plant to pay special attention to as far as preventative maintenance and overall operation. After the tour was also able to tour a very large plant in west Boise Idaho. This plant was more of a standard activated sludge plant with several recent upgrades. I was able to talk with operators at both tours about chemical treatment for processing sludge as both operate a similar screw press as the one in the Canyonville plant. In conclusion I would just like to add that this trip was an excellent opportunity for me as an operator to learn even more about my own plant here in Canyonville.

I hope this report will shed some light to anyone who has been ill informed on the importance of continued operator training.

Keith Riddle.



American Falls Plant









## Memo

**To:** City Council  
**From:** Mayor Christine Morgan  
**Date:** April 15, 2024  
**Re:** MAYOR'S REPORT

---

- City Administrator/Recorder Dawn Bennett, other City staff and I have met numerous times via in person, telephone and email concerning Forest Glen. Bennett and I also met April 8th for our monthly Agenda Review meeting.
- Concerning the front kiosk area near the Veterans Memorial, the best time to start this project is after school is out; this area is used as a bus stop for Days Creek Charter School. Therefore, demolition and restoration will most likely commence in early June.
- Planning for our city-wide cleanup day April 27 is progressing. Members of Canyonville Main Street, the Chamber of Commerce and citizens have volunteered. Valerie prepared flyers and the proclamation which were in the last water bill and flyers have been posted around town. I've begun to pick up trash around town; this has proved to be a "conversation starter" and a positive thing and I've encouraged others to join in when they're out for a walk.
- A couple of Canyonville Oregon Main Street members met with tribal members concerning the Tribes proposal to build a visitor center at their rest stop; this project is in the early stages but is an exciting project! Main Street is still looking to place a small visitor center in downtown Canyonville.
- Canyonville Chamber of Commerce continues to work in conjunction with Canyonville Main Street concerning the newly purchased garbage cans and the Adopt-a-Block program.
- Forest Glen: I have had many, many conversations with state agencies, utility providers, volunteers at Forest Glen, former employees of Forest Glen, at least five rehousing agencies, Rep. Christine Goodwin, the owner of Forest Glen, the former lessee and the proposed lessee. Forest Glen has scheduled another community meeting for April 18<sup>th</sup> at 5:30 p.m. I will be out of town that day but will have a prepared statement that will be read.
- Bennett's performance review will not be this month as our attorney has not responded to numerous requests related to the process.



# Memo

**To:** Mayor and City Council  
**From:** Dawn Bennett, Administrator/Recorder Interim  
**Date:** APRIL 12, 2024  
**Re:** Current Abatement Status

---

Have not heard anything from the court on 410 Leland or 440 Mill Street.

Sergeant Schwenn and I will be at the court hearing for 430 S. Main (the Maniaci building)

Ray Brown hauled off all the scrap metal and tires, cleared out the building, and removed the last vehicle from 670 N. Main.

A letter was sent to 460 Main Street regarding the broken greenhouse. We did attempt to contact the last renter to see if they could help with the removal. He let us know that he would not help, and the owner has dementia.

Complaints came in about potholes on 180 Long St. and 4<sup>th</sup>/Mill. Public works temporarily filled the potholes with gravel until we can set up another patch paving job.

Comp #	Date	Location	Nature of Complaint	Action	1st letter DATE	letter 2 CERT	Council Mtg	Hearing Date	Completion Date
17/78	7/19/2023	287 James Street	Keeping goats, chickens, and rooster	Sent letter regarding municipal code 8.04.020 and permit required for keeping of animals. Also let them know that roosters are not allowed within city limits. Rooster gone but they have to come in for a permit for animals.	7/5/2023	N/A	N/A	N/A	8/22/2023
17/79	7/19/2023	123 Pruden Hill	MESSI And fire Hazzard	Had meeting with Deputy Schwen about citing the owner. Deputy will visit residence Dawn spoke to ray 7/27/2023 about his mother's property as Lillian is 99 and not able to do the work. Two of the three vehicles have been moved. Pile to right of building is a scrap metal pile. This pile will be removed after the first of the year. Talked with Ray on 3/14/2024 and he is working on getting a load together of scrap metal for a truck to haul off. Several loads were hauled and cars are gone.	Cited	N/A	N/A	Court date 9/19/2023 fined	Court fined the owner
17/80	7/21/2023	670 Main Street	Debris, weeds, junk cars trashpiled in yard, cars and motorhome.	Abatement letter written to property owner. Letter was returned from USPS; hand delivered by public works employee 7/28/2023	8/8/2023 11/08/2023	3/14/2024 called	N/A	N/A	N/A
17/81	7/21/2023	613 Main St	9/6/2023 cars and motorhome gone. A pile of debris is in the yard yet.	letter written to home owner requesting abatement by Aug 4th. Owner cut down weeds.	7/21/2023 9/29/2023	N/A	N/A	N/A	1/5/2024
17/82	7/21/2023	520 Main St	weeds & noxious growth next to road- Fire hazzard	spoke to property owner and the car was tagged with a 72hr notice for towing. Car moved & property maintained 7-26-23	7/21/2023	N/A	N/A	N/A	10/5/2023
17/83	7/21/2023	Reed Street	untagged car on property	Public Works crew was made aware and will work on this when time permits	7/20/2023	N/A	N/A	N/A	7/26/2023
17/84	7/21/2023	250 Main St	trees are overgrown, not maintained in ornamental fashion	Public Works crew was made aware and will work on this when time permits	7/25/2023	N/A	N/A	N/A	8/10/2023
17/85	7/21/2023	250 Main St	bird poop on the plaza	Public Works crew was made aware and will work on this when time permits	7/25/2023	N/A	N/A	N/A	8/22/2023
17/86	7/21/2023	Canyonville School	tall grass/ fire hazzard	A letter was written to the school district informing them of this complaint and complaint 17/87	7/21/2023	N/A	N/A	N/A	7/31/2023
17/87	7/21/2023	Canyonville School	Weeds in rocks on the street side	A letter was written to the school district informing them of this complaint and complaint 17/86	7/21/2023	N/A	N/A	N/A	8/23/2023
17/88	7/21/2023	Fry's Auto Body	Broken down car and various objects around the property	Janelle will address the issue with their conditional use permit. Called and explained situation they have put tarp over vehicle.	7/28/2023	N/A	N/A	N/A	8/17/2023
17/90	7/21/2023	Bead Mecca 423 Main St	Trash and inventory stacked in building- fire hazzard	Made a phone call to Ms. Landell 7/27/2023 regarding complaint she is going to take care of it. Sent letter. Owner hung curtains in windows.	8/15/2023	N/A	N/A	N/A	9/30/2023
17/91	7/21/2023	"brown building" (430 S Main)	Parking trailer in spots in front of building	Upon inspection there was no parking violations to report to the sheriffs office. Complaint Unfounded	N/A	N/A	N/A	N/A	N/A
17/92	7/21/2023	"brown building" (430 S Main)	debris and garbage all over the property	Letter sent to both occupants and building owner. Cert mail returned. Talking with attorney for steps to abatement.	7/25/2023	8/4/2023 RETURNED	12/18/2023	Cited into Court - Court date 4/16/24	N/A

Comp #	Date	Location	Nature of Complaint	Action	1st letter DATE	letter 2 CERT	Council Mtg	Hearing Date	Completion Date
17/93	7/21/2023	495 W 1st St (Emmert Forest Glen)	Weeds, overgrown bushes & trees, broken signage	letter written to owner requesting abatement by Aug 4th	7/21/2023	N/A	N/A	N/A	8/27/2023
17/94	7/21/2023	corner of Byron & Canyonville Riddle Rd	tall grass next to road (maybe right of way)	letter written to home owner requesting abatement by Aug 4th	7/21/2023	N/A	N/A	N/A	8/12/2023
17/95	7/21/2023	609 Canyonville-Riddle Road	tall grass next to road (maybe right of way)	letter written to home owner requesting abatement by Aug 4th. Owner was out of state but will take care of grass.	7/21/2023	N/A	N/A	N/A	8/12/2023
17/96	7/21/2023	651 Canyonville-Riddle Road	tall grass next to road (maybe right of way)	letter written to home owner requesting abatement by Aug 4th	7/21/2023	N/A	N/A	N/A	8/12/2023
17/97	7/27/2023	581 Maple Court (corner of Maple Ct and Canyon Creek Dr)	Old motor home been there for 2 weeks with people living in it. Now has sewer hose attached to trailer with the other end laying on the ground. Also all belongings in garbage bags along the fence	letter and photos sent to property owner. Complainant called and said that the motorhome and the garbage bags of stuff have been removed 8-3-23	7/27/2023	N/A	N/A	N/A	8/3/2023
17/98	7/28/2023	Frontage road	Homeless camping in the right-of-way and local resident is worried about a fire starting	This is state owned property. Public works spoke to ODOT worker about problem and concerns and they are going to ask them to move on	7/31/2023	N/A	N/A	N/A	N/A
17/99	7/31/2023	Frontage Rd	Homeless camping in the right-of-way and local resident is worried about a fire starting	This is state owned property. Public works spoke to ODOT worker about problem and concerns and they are going to ask them to move on	7/31/2023	N/A	N/A	N/A	N/A
18/01	7/31/2023	Maniaci Building (430 S Main)	Garbage piled outside of building, rats seen	letter sent to both property owner & tenant see 17/92. This matter is out of our hands and in the county's. Talking with the attorney as to how to go forward with abatement.	7/25/2023	11/8/2023	12/18/2023	Cited into Court - Court date 4/16/24	
18/02	8/21/2023	623 N Main(675 N Main)	Tall weeds that need mowed	Researched address, found owner and that he is deceased, no one can do anything with the fire danger at extreme.	9/29/2023	N/A	N/A	N/A	11/8/2023
17/39	reopen	410 Leland Av	Debris/junk all over property	reopening this old complaint due to property condition. Handed over to Sheriff's Dept to cite. They will check each week and if the nuisance has not been cleaned up they will be cited again.	9/29/2023	9/29/2023	10/16/2023	Cited on 12/29/2023 & 12/13/2023	
17/30	reopen	440 Mill St	Debris/junk all over property	reopening this old complaint due to property condition. Handed over to Sheriff's Dept to cite. They will check each week and if the nuisance has not been cleaned up they will be cited again.	9/29/2023	9/29/2023	10/16/2023	Cited on 12/29/2023 & 12/13/2023	
18/03	10/3/2023	153 Drifters Loop	Raw sewage leaking on ground	Letter sent to home owner, landlord, and property owner	10/3/2023	N/A	N/A	N/A	10/5/2023
18/04	10/11/2023	241 Leland Av	Junk piled up all over property	Letter sent to property owner	10/15/2023		N/A	N/A	12/14/2023
18/05	11/8/2023	484 1st St (Bill's Towing)	Trucks & trailers parked on First St making it hard for motorists to see	Letter sent asking for no parking on the outside of the fence on First St	11/8/2023	N/A	N/A	N/A	11/15/2023
18/06	11/9/2023	Oak Street	3 complaints received regarding potholes on Oak st causing damage to vehicles	City Administrator spoke to public works employees regarding potholes 11/09/2023 Potholes were temporarily filled with gravel. Potholes have been patched.	11/9/2024	N/A	N/A	N/A	3/1/2024

18/07	10/6/2023	748/750 S Main St	Disagreement between Chambers and Kovachy about property	This was found to be a civil matter and nothing that the City has jurisdiction over.	N/A	N/A	N/A	N/A	N/A	N/A
18/08	11/20/2023	223 James St	Shed's to close to property line	This was found to be a civil matter and nothing that the City has jurisdiction over. Mauldins talked with neighbor and matter was resolved	N/A	N/A	N/A	N/A	N/A	N/A
24/01	1/16/2024	150 Johnson St	pothole on street and people are going around and making his yard a mess	Sent public works to check 1/18/24. Jay filled all potholes on Johnson.	N/A	N/A	N/A	N/A	N/A	N/A
24/02	2/6/2024	514 S Main St	Green Geo Parked on road for over a week with an occupant sleeping, urinating, defecating, and doing drugs in & near vehicle	Dawn called Deputy Schwenn and he will check into it for us.	N/A	N/A	N/A	N/A	N/A	2/8/2024
24/03	2/8/2024	300 James St	things parked on the city right of way blocking neighbors from being able to access their property. Digging in right of way to level spot for camp trailer	Sent out public works to verify and take pictures. Officer Schwenn contacted owner and gave a date trailer had to be moved onto their property.	2/8/2024		N/A	N/A	N/A	3/11/2024
24/04	3/24/2024	460 Main St	Broken down greenhouse material on property	Letter sent to owner	3/8/2024					
24/05	3/24/2024	"brown building" (430 S Main)	Trailer full of trash	This property owner is already slated for a courtdate in April 16th	N/A	N/A	N/A	Cited into Court - Court date 4/16/24		
24/06	3/26/2024	4th & Mill	Large hole in the street	Given to public works. Hole filled with gravel for now						
24/07	3/20/2024 4/3/2024	180 Long St	Road in disrepair/ Potholes!	3/20 given to public works. Holes were filled with gravel for now. Customer returned and asked how to get a road fixed correctly. I told him that public works had graveled the holes for now since weather didn't permit asphalt at this time. He stated he would be attending council meeting	3/20/2024	N/A	N/A	N/A	N/A	N/A



# Memo

**To:** Mayor and City Council  
**From:** Dawn Bennett, City Administrator/Recorder  
**Date:** April 12, 2024  
**Re:** City-wide Clean Up

---

## BACKGROUND:

The Community Clean Up Day is set for Saturday, April 27, 2024, from 8 am to 4 pm at City Hall. A flyer has been placed in the water/sewer bill envelope listing what will be allowed to be dumped and what is not allowed, along with the date, time, and place. The flyer has been placed on facebook and in businesses in town.

The City will be paying for one dumpster rental and South Umpqua Disposal will cover the other dumpster rental.

There is a volunteer sign-up sheet for four time slots. Volunteers will be available to pick up any allowed items from seniors or citizens that are unable to get to City Hall. The clean-up day flyer is attached.





# CANYONVILLE CITY WIDE CLEANUP

A DUMPSTER WILL BE PROVIDED FOR CANYONVILLE RESIDENTS

SATURDAY APRIL 27<sup>TH</sup> 8AM TO 4PM @ CITY HALL (250 N Main St)

Take this time to clean up your home, yard, and neighborhood!

The citywide clean-up is free of charge and limited to the citizens of Canyonville.

(Be prepared to show proof)

ASSISTANCE AVAILABLE FOR SENIORS UPON REQUEST

ANY QUESTIONS CONTACT CITY HALL AT 541-839-4258

---

**THESE ITEMS WILL ONLY BE ACCEPTED IF SEPARATED: COMPUTERS, MONITORS, TV's, APPLIANCES, PAINT**

**THE FOLLOWING ITEMS WILL NOT BE ACCEPTED: ANTIFREEZE, CONCRETE, DIRT, EXPLOSIVES, HAZARDOUS WASTE, OIL, ROCK, RAILROAD TIES, TIRES, HOUSEHOLD GARBAGE**

# CANYONVILLE CITY WIDE CLEAN UP DAY VOLUNTEER SIGN-UP SHEET

Saturday, April 27<sup>th</sup> from 8:00 to 4:00

## 8:00 to 10:00 am

Chris Morgan - greeter  
Steve Morgan  
Dave Carleton - Paint  
Brandi Gross - Electronics (2 pickups)  
Matt Briggs - dump bed truck  
Shellie Briggs  
Bruce Knowlton

## 10:00 to 12:00 noon

Chris Morgan - greeter  
Matt Briggs - dump bed truck  
Shellie Briggs  
Brandi Gross - Electronics (2 pickups)  
Dave Carleton - Paint  
Bruce Knowlton

## 12:00 to 2:00 pm

Chris Morgan - greeter  
Dave Carleton - paint  
Theresa Carleton  
Brandi Gross - Electronics (2 pickups)  
Matt Briggs - dump bed truck  
Shellie Briggs  
Bruce Knowlton

## 2:00 to 4:00 pm

Chris Morgan - greeter  
Dave Carleton - paint  
Theresa Carleton  
Sandy Kelley  
Mike Kelley



# Memo

**To:** Mayor and City Council  
**From:** Dawn Bennett, City Administrator/Recorder  
**Date:** April 11, 2024  
**Re:** DC Sheriff Contract – Intergovernmental Agreement

---

BACKGROUND:

The City of Canyonville entered into a new Intergovernmental Agreement with the Douglas County Sheriff's Department to provide law enforcement services for the citizens of Canyonville in 1998. A new agreement was drafted in 2006 which provides for a yearly extension of the original contract and a yearly increase in the fee based on the Consumer Price Index. In 2018 a new agreement was entered into which also provided for annual extension of the contract and yearly increase in the fee. For the fiscal year July 1, 2024 to June 30, 2025, the fee will increase by 4% making the total contract cost \$223,167.39. This is the 6<sup>th</sup> extension of the Sheriff's contract with the City.

It is the staff's recommendation that the Council authorize the Mayor to sign the 5th extension agreement.

OPTION:

1. Authorize the Mayor to sign the 6th extension of the Sheriff's Intergovernmental Agreement for law enforcement services in the amount of \$223,167.39.
2. Decline to authorize the Mayor to sign the 6th extension of the Sheriff's Intergovernmental Agreement for law enforcement services in the amount of \$223,167.39.
3. Table the issue and direct staff to do additional research.

**SIXTH EXTENSION OF INTERGOVERNMENTAL AGREEMENT FOR  
LAW ENFORCEMENT SERVICES WITH CANYONVILLE**

This sixth contract extension ("sixth extension") is made on the \_\_\_\_ day of \_\_\_\_\_, 2024, between DOUGLAS COUNTY, a political subdivision of the State of Oregon ("County") and CITY OF CANYONVILLE, a municipal corporation organized and existing under the law of the State of Oregon ("City").

On or about July 11, 2018, County and City entered into a contract, filed in the Douglas County Court Journal on July 11, 2018, under recording No. CJ 2018-0681 ("original contract"). The parties then entered into a first extension of contract, filed in the Douglas County Court Journal on June 12, 2019, under recording No. CJ 2019-0672 ("first extension"); a second extension of contract, filed in the Douglas County Court Journal on August 27, 2020, under recording No. CJ 2020-0888 ("second extension"); a third extension of contract, filed in the Douglas County Court Journal on June 9, 2021, under recording No. CJ 2021-0532 ("third extension"); a fourth extension of contract filed in the Douglas County Court Journal on June 8, 2022, under recording No. CJ 2022-0530 ("fourth extension"); and a fifth extension of contract filed in the Douglas County Court Journal on May 24, 2023, under recording No. CJ 2023-0583 ("fifth extension"). The original contract, first extension, second extension, third extension, fourth extension, fifth extension and this sixth extension together shall be referred to as "this agreement."

**COUNTY AND CONTRACTOR AGREE:**

**1. EXTENSION:** The term of this agreement is extended to June 30, 2025, subject to early termination as otherwise provided.

**2. PAYMENT:** For the fiscal year of July 1, 2024 to June 30, 2025, the City of Canyonville agrees to pay the County the sum of \$223,167.39. The City of Canyonville shall make quarterly payments of \$55,791.85 within 60 days of receipt of the invoice from the County.

\\ \

\\ \

\\ \

\\ \

\\ \

\\ \

\\ \

\\ \

**3. ENTIRE AGREEMENT:** Except as modified herein, the terms and conditions of the original contract and all prior extensions and modifications shall apply.

**CITY OF CANYONVILLE**

By \_\_\_\_\_  
Title \_\_\_\_\_  
Print Name \_\_\_\_\_  
Date \_\_\_\_\_

**REVIEWED AS TO CONTENT**

By \_\_\_\_\_  
Douglas County Sheriff  
Date \_\_\_\_\_  
Coding \_\_\_\_\_

**BOARD OF COUNTY COMMISSIONERS  
DOUGLAS COUNTY**

By \_\_\_\_\_  
Chair  
By \_\_\_\_\_  
Commissioner  
By \_\_\_\_\_  
Commissioner  
Date \_\_\_\_\_

**REVIEWED AS TO FORM**

By \_\_\_\_\_  
Office of County Counsel  
Date \_\_\_\_\_