

**CANYONVILLE CITY COUNCIL MEETING
WORK SESSION 6:00 P.M.
REGULAR SESSION CONVENES AFTER THE WORK SESSION
TUESDAY, JANUARY 16, 2024
COUNCIL CHAMBERS**

Christine Morgan, Mayor (12-31-2024)	Stephen Morgan, Councilor (12-31-2026)
Louise Barton, Council President (12-31-2024)	Luke Suhr, Councilor (12-31-2026)
Alan Freeman, Councilor (12-31-2024)	Suzie Rogers, Finance Deputy Recorder
Jerry O’Sullivan, Councilor (12-31-2024)	Dawn Bennett, Administrator/Recorder
Andrew Mather, Councilor (12-31-2026)	

WORK SESSION AGENDA

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE:**
- II. ROLL CALL**
- III. UNFINISHED COUNCIL BUSINESS:**
 - 1. Food/Vendor Truck/Cart Rules and Regulations Review**
- IV. CLOSE WORK SESSION**

REGULAR SESSION AGENDA

Regular Session convenes after the work session.

- V. AGENDA REVIEW AND ADDITIONS:**
- VI. CONSENT CALENDAR:**
 - 1. Minutes for Regular Meeting on December 18, 2023
- VII. REPORTS**
 - 1. Sheriff’s Office
 - 2. City Administrator
 - 3. Water and Wastewater Report
 - 4. Mayor’s Report
 - 5. Main Street Report
- VI. UNFINISHED COUNCIL BUSINESS:**
 - 1. Review of 2023 Goals
 - 2. Update on Public Improvement Projects
 - 3. Current abatements
- VII. NEW COUNCIL BUSINESS:**
 - 1. Resolution No. 707 – Appropriations Transfer
 - 2. CDBG Grant Update for Water Infrastructure Upgrade
- VIII. 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.
- IX. ANNOUNCEMENTS**

Planning Commission, February 14, 2024
Council Meeting, February 20, 2024
- X. MOTION TO ADJOURNMENT**

**CANYONVILLE CITY COUNCIL
MEETING MINUTES
REGULAR SESSION 7:00 P.M.
MONDAY, DECEMBER 18th, 2023**

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, Freeman, Morgan, O’Sullivan, and Suhr.
COUNCIL ABSENT: Councilor Mather.

STAFF PRESENT: [OB] Administrator/Recorder Bennett and Finance Deputy Recorder Rogers.

STAFF ABSENT: [OB] None.

III. AGENDA REVIEW AND/OR ADDITIONS:

Additions: None

IV. CONSENT CALENDAR:

1. Minutes for Work Session on October 30, 2023. Stand approved with corrections. Add the title of Planner to Janelle Evans.

2. Minutes for Regular Meeting on November 20, 2023. Stand approved with corrections to the following. Public Hearing 1, add “for Public Rights of Way”. Spell out CIS to read Citycounty Insurance Services. Public Hearing 2, add “Nuisances”. 3. Current Abatements, add an “s” to the word weed.

1. Request for Council to hear. Add to the final sentence to read: After lengthy discussion, the Council decided to table the decision *until February 2024 to give Staff time to research food truck ordinances in other Oregon cities.*

V. REPORTS

1. Sheriff’s office report.

This month in Canyonville the Sherriff’s office had 55 calls for service, 10 citations, 12 arrests, 16 reports and 2 DUI’s. The owner at 410 Leland Ave has been cited twice for nuisance violation.

2. City Administrator Report

Administrator Bennett gave the report.

3. Mayor’s Report

Mayor Morgan gave the report.

4. Main Street Report

No report

VI. UNFINISHED COUNCIL BUSINESS

1. Canyonville Library – City Hall Renovation Project 2023-2024

The new ADA compliant door for the library entrance will be installed on January 5th

2. Public Improvement Project Status

The City Engineer is preparing bid documents for the Hamlin bridge repair project.

The city is waiting for the Knoll Terrace engineer to provide storm water calculations for the water tank project at Knoll Terrace.

The city is waiting to hear from Douglas County and the Winston planner regarding storm drain mapping.

The O'Shea water line utility work and easement agreement has been signed.

3. **Current Abatements**

Officer Schwenn cited the owners of 410 Leland and 440 Mill St for nuisance violations. Two vehicles have been removed at 670 N. Main and they are working on the scrap metal pile. The U-Haul on Leland was moved out of the right of way.

VII. **NEW COUNCIL BUSINESS**

1. **O'Shea Bid Award**

Two bids were received for the O'Shea Water Line Relocation project. Knife River bid: \$57,314.00 and Black Pearl bid: \$93,485.00. **Councilor Barton moved, and Councilor O'Sullivan seconded a motion that The City of Canyonville Council accepts both quotes and awards the contract to the lowest bidder, LTM Inc. dba Knife River Materials, in the amount of \$57,314.00 and authorizes the mayor to sign the contract. Mayor Morgan, Councilors Barton, Freeman, Morgan, O'Sullivan, and Suhr voted "yes." No "nays." The motion carried.**

2. **Stagecoach hazardous tree**

Two bids were received for the hazardous tree removal on Stagecoach. Kevin's Family Tree Service: \$1,800.00 and Limb Walker Tree Service: \$3,250.00. **Councilor Barton moved, and Councilor Freeman seconded a motion to award the bid to the lowest bidder, Kevin's Family Tree for \$1,800.00 for the removal of the entire tree. Mayor Morgan, Councilors Barton, Freeman, Morgan, O'Sullivan, and Suhr voted "yes." No "nays." The motion carried.**

3. **City streets asphalt patch repair**

Two bids were received for asphalt repair on several city streets. Gosselin Construction: \$8,474.00 and Umpqua Valley Paving: 8,498.00. The council discussed the bids, Umpqua Valley Paving's bid is slightly higher, however, their method of patching will end up covering a larger surface of asphalt. **Councilor Barton moved, and Councilor Suhr seconded a motion to award the bid to Umpqua Valley Paving for \$8,498.00 for the repair to sections of Oak, Sunset, Main, Kramer, 4th Place, and Crest/Canyonview Streets and authorize the mayor to sign the contract. Mayor Morgan, Councilors Barton, Freeman, Morgan, O'Sullivan, and Suhr voted "yes." No "nays." The motion carried.**

4. **Employee cell phone stipend and use policy**

During Union negotiations the Council agreed to allow employees to use their personal cell phones and receive a stipend of \$30 a month. It was agreed that the city will create an employee cell phone policy. **Councilor Barton moved, and Councilor Morgan seconded a motion to adopt the new employee cell phone stipend and use policy that has been approved by the IBEW Union representative. Mayor Morgan, Councilors Barton, Freeman, Morgan, O'Sullivan, and Suhr voted "yes." No "nays." The motion carried.**

5. **Food Truck information**

Administrator Bennett presented a list of standards that should be considered before allowing food trucks/carts to come into Canyonville. The council decided to have a workshop to discuss the options further before deciding. The food truck workshop will be held in Council Chambers on January 16th, 2024, at 6pm.

6. **Nuisance violation – 430 S. Main St & 110 SW 5th St.**

Staff have received several complaints regarding 430 S. Main and 110 5th St. alleging that the subject property violates chapters 8.040.070B and 8.04.075 of the Canyonville Municipal Code. After several requests and certified letters, Mr. Maniaci has not abated the nuisance.

Councilor Freeman moved, and Councilor Barton seconded a motion to have staff take the necessary steps to have Mr. Maniaci cited in Municipal Court for the violation of Chapter 8.040.07B and Chapter 8.04.075 of the Canyonville Municipal Code on his 430 S. Main St and 110 5th St property. Mayor Morgan, Councilors Barton, Freeman, Morgan, O’Sullivan, and Suhr voted “yes.” No “nays.” The motion carried.

VIII. QUESTION AND COMMENTS FROM THE AUDIENCE

No comments from the audience

IX. ANNOUNCEMENT

Food Truck Workshop January 16th at 6pm regular Council Meeting will follow.

X. ADJOURNMENT

Councilor Barton moved, and Councilor O’Sullivan seconded a motion to adjourn the meeting at 8:06 pm. Mayor Morgan, Councilors Barton, Freeman, Morgan, O’Sullivan, and Suhr voted “yes.” No “nays.” The motion carried.
Meeting adjourned at 8:06 pm

ATTEST: [OB]

Christine Morgan, Mayor

Dawn Bennett, City Administrator/Recorder

ADMINISTRATIVE REPORT
January 11, 2024

Street: Jeremy and Jay have been very busy with leaf pickup and street sweeping around town. Jay cleaned up all the junk on the north side of City Hall and behind City Hall. Jay has started maintaining the city fleet along with working on creating a schedule for performing maintenance annually.

Homeless Camping: Staff continue to educate citizens and business owners about calling the Sheriff's non-emergency phone number regarding the homeless camping out in front of their business or residence. There have been a few citations given to those camping on the sidewalks.

Water: We are waiting on Knife River to return the signed paperwork for the O'Shea water line. The heavy rains and rise in the creek more debris is coming down Canyon Creek and plugging up the intake to the water plant. Chris spent several hours Wednesday morning removing all the debris.

Office: Suzie has been working with the auditors on the 2022-2023 audit. It looks like they are very close to completing the audit.

Janelle and I have started working with CCD, Business Oregon, and Dyer Partnership on applying for a CDBG grant for the water infrastructure upgrade. We are pushing hard to get everything completed and turned in by the deadline of April 29, 2024. This will be a very tight schedule that will consume much of our time to meet.

I have started work on the 2024-2025 budget that will also take a great deal of my time to meet the deadline of May 1, 2024.

Valerie and I are working on inputting the new water rates.

FYI: Since September last year we have been posting the Council Agenda packet on the website for everyone to be able to view and print out if they wish.

Sewer: Both sewer plant operators were sick with covid the week between Christmas and New Years. There will not be a report on the sewer plant this time.

Park: A new coat of paint is being applied to the park restroom's interior.

Respectfully submitted,

Dawn Bennett
City Administrator

Memo

To: City Council
From: Mayor Christine Morgan
Date: Written January 9, 2024 for January 16, 2024 Council Meeting
Re: MAYOR'S REPORT

- City Administrator/Recorder Dawn Bennett and I met January 8th for our monthly Agenda Review meeting. We discussed setting up draft agendas for each month in 2024 as a helpful tool in working toward our City Council goals and to ensure important projects/items from past council meetings/annual projects aren't forgotten or slip through any cracks. I learned Emily, our city attorney has moved on from the firm we have under contract. Dawn is to contact the firm and get our new person on board so the three of us can have an on-line meeting concerning items in our Employee Handbook. City/County Insurance Services (CIS) may have required changes. Dawn may speak to this in her report. We discussed the Safe Routes to School and she was to have spoken with Douglas County regarding the utility issues the day after our meeting on the 8th. We agreed April 27th looks to be a good day for the Spring Cleanup; the same format of volunteers and getting the word out would be utilized.
- Representative Christine Goodwin's Multi-Agency Commission (MAC, Riddle and Canyonville are the participants): January 16 is the next meeting, 10 a.m. at the Riddle School District office. Sgt Dan Schwinn of DCSO will be speaking to us about what law enforcement can and cannot do as far as enforcing ordinances and statutes in our communities. The three focus points of this meeting will be trespass, curfews for minors and drugs in public areas. Any interested people may attend this meeting.
- Oregon Main Street meets again January 31st.
- Canyonville Chamber of Commerce met upstairs at Umpqua Bank for their December and January meetings but should be back meeting at El Paraiso February 8th. It's time to renew Chamber memberships. Replacement lids for the new trash cans should be here soon.
- Education of our citizens and downtown core businesses continues with regard to our Prohibitive Camping Ordinance; calls continue to be made to the Sheriff's office non-emergency line for code enforcement. I am seeking information and wisdom from several sources on how we can move our chronic offenders off our city streets.
- Next council meeting is Tuesday, February 20, 2024 (because of Presidents Day on the 19th)

City of Canyonville

City of Canyonville
250 N. Main Street
P.O. Box 765
Canyonville, OR 97417

Phone 541 839 4258
Fax 541 839 4680

Memo

To: Mayor and City Council
From: Dawn Bennett, City Administrator
Date: January 11, 2024
Re: Review of 2034 Goals

On March 13, 2023, the City Council, at a special meeting, set goals for working on projects throughout 2023 and into the future. It is coming up to a year since these goals were set and this month is a good time to review the goals. I have included a list of the city projects and their deadlines for completion.

The following projects have been completed:

1. A new Homeless Ordinance was completed by June 30, 2023. There were two amendments to the ordinance that were adopted after the June 30, 2023, deadline.
2. Staff continue to replace the radio read meters as needed.
3. The nuisance abatement ordinances have been updated and adopted.
4. Staff is pursuing funding for the water distribution system and will keep Council updated as to the process.
5. The council approved a water rate increase of \$10.00 per EDU and increased the overage to \$3.35 per 100 cubic feet.

The goals for 2024 are as follows:

1. New sidewalk ordinance.
2. Painting the City Hall building and replacing the broken panes in the upstairs windows.
3. Have staff or a contractor look under the roof panels and the soffit boards (underside the awning) of the awning to see how much deterioration there is and determine what the next step is to replace or repair the awning.
4. Schedule the time for running a video camera down the sewer lines, especially the line that crosses canyon creek near the fish ladder.
5. Have staff and city engineers look at a couple of the damaged streets the city has and look at options for how to fix them. Geary Street would be one of the first streets to look at.

City of Canyonville

Pioneers of the Past

250 N. Main Street
PO Box 765
Canyonville, OR, 97417

Pioneers of the Future

Ph. (541) 839-4258
Fax (541) 839-4680

e-mail city@cityofcanyonville.com

City Projects

Projects with deadlines

- | | |
|--------------------|---|
| June 30, 2023, | New Ordinance for Homeless people dictated by law to be in place by July 1, 2023 |
| October 31, 2025, | Repair of the Hamlin Bridge grant expires January 10, 2025. |
| September 1, 2025, | The City is required by DEQ to have all the storm water system outfalls inspected by 2024 and a map prepared by 2025. |

Ongoing

In the late 1990's the City installed new radio read meters in the City. These meters have exceeded their 10-year life span and are starting to need repair or total replacement. Last year staff fixed or replaced approximately 50 meters. Staff anticipates having to replace at least that many this next year.

Future Projects

- | | |
|--------------------|---|
| Ordinance Updating | Update current nuisance abatement ordinances. City Administrator will look at how other cities handle their nuisance abatements. Once the changes have been made the Council must vote on the new ordinance. |
| New Ordinance | A new sidewalk and right of way ordinance must be created by the City Administrator. This has been requested by the city's insurance company. They have asked to have this in place right away. Project having this done by summer of 2024. |

City Hall Building

The awning on the front of the City Hall Building is in need of replacement as it is deteriorating. Staff has been trying to get contractors to come bid on the project, but we are having trouble getting anyone to come and give us an estimate. We would like to do this project the summer of 2023. The library group is applying for a grant for this project.

The back of the City Hall Building needs to be painted the same as the rest of the building. The timeline on this project will be determined on whether we can find a painting company that wants to do it. Looking at summer of 2023 or 2024.

The windows in the City Hall Building need to be repaired or replaced. All the upper windows need to be repaired and the lower windows in the front replaced. The upper windows have not been repaired due to the fact that a scissor lift is needed and the window companies do not have one. Project the summer of 2023 or 2024. The library group is applying for a grant for this project.

Out at the kiosk area there is a need for a more appealing and easy maintenance look. There are a couple of groups that are looking at this project to deal with. The library group is applying for a grant for this project.

Water upgrade

Pursue funding for upgrading the City's water distribution system and treatment plant. The water master plan has established two phases for the upgrade. Phase 1 was listed as \$5.3 million in 2015 when the plan was completed. With the inflation it will cost considerably more now. Phase 1 includes a new package treatment plant and upgrade of the substandard 2" water mains on Johnson, James, Mac, Phillips, Oak, Wilson, Reed, Harrison, First, Pine, Boyd, and Carlisle Street. They need to be upgraded to 6" lines to provide adequate fire protection. Additional fire hydrants are also need for those areas.

Water Rate increase

Average rate increase based on the number of customers for Canyonville results in approximately a \$4.50 increase

per million dollars spent. Example based on the original anticipated cost for phase 1 the rate would need to be raised by approximately \$20.00 just to cover the loan repayment.

Sewer

Although the City upgraded the wastewater treatment plant the project did not include any work in the collection system. As far as staff knows the lines have never been inspected for possible leaks. The City's sewer lines are incredibly old so there is a good chance that there are some in need of repair. Sometime in the near future a project to video the lines needs to be completed. Because of the time involved this may need to be contracted out.

There is also one sewer line crossing Canyon Creek by the fish ladder that has a belly in it and needs to be replaced. The project cost was estimated at \$850,000 in 2019. There are other sewer lines crossing Canyon Creek that need to be videoed to ensure they are not leaking into the creek. Leaking into the creek can result in a DEQ fine.

Streets

There are quite a few gravel streets that need to be regraded and graveled. The City does not have the equipment or expertise to regrade streets. In some cases, such as Geary St. it would require engineering from our City Engineer and contracting the work with a qualified company. Just for the work that was done by the park which was basically an overlay of the paving it cost \$134,750.00. After that project we only have about \$179,600.00 left in the capital improvement fund for the streets. It has taken 10 years to build up this fund and once all the money is spent it will take a long time to accumulate enough to do a project.

PUBLIC IMPROVEMENT PROJECT STATUS

January 16, 2024

The City's public improvements projects update:

Hamlin Bridge Repair: Right now, the engineers are working on the water infrastructure upgrade and the coordination with the County project.

Safe route to school: We met with the County on Wednesday, January 10, 2024, to get an update on how the project is coming along and if they are keeping in contact with the City engineer on the City's water line project. The City engineer came up with a project to install water line stubs from the Main Street water main at the intersection of each of the affected streets. The City's water master plan includes upgrading all the 2" water lines to 6" water lines on Johnson, Mac, Philips, Oak, Wilson, and Reed Street.

Right now, the County is waiting on the Army Corp of Engineers to make a wetlands determination on the area where the water feature is setting on. Pacific power must relocate some power poles and some gas lines need to be moved. The County is working on minimizing the need for the City to relocate their city water lines by splitting the storm piping to go around them. They are pushing work on the design phase so the project will be all ready to go once the wetlands determination is given. The County is keeping in contact with the City engineer so that they can coordinate with us for the installation of the water line stubs.

Knoll Terrace Reservoir: The City is still waiting for a few additional details from the Knoll Terrace engineers. The City's big concern is whether the existing storm drains are sufficient in the event of a failure of the tank. Although the storm drains are private on the property they do enter the City's system and could cause flooding in other areas.

Staff has received some comments that the City has been holding up this project because our engineers are not responding promptly. This is totally false. Our engineers have always responded within a few days.

Storm Drain Mapping: There has been no communication from the Winston planner, or the County as it is working on the data entry for the mapping and would be letting them know where she is at in the project.

O'shea raw water line: Happy! The surveyors from Dyer will be at the site to survey the new route of the O'shea water line on Tuesday, January 16, 2024. Work is anticipated to start sometime during the week of January 22, 2024. Once work has begun Knife River has 30 days to complete the project.

Memo

To: Mayor and City Council
From: Dawn Bennett, Administrator/Recorder Interim
Date: January 11, 2024
Re: Current Abatement Status

410 Leland owner cited a second time as it looked like no attempt had been made to clean up area.

440 Mill Street working on cleaning up the area, so a second citation was not given.

Talked with the owner of 241 Leland Avenue to remove lumber out of the right of way.

Once the minutes from December 2023 meeting are signed the nuisance at 430 S. Main St. will be turned over to the Sheriff's office to cite Mr. Maniaci.

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	MESSY And fire Hazzard	Had meeting with Deputy Schwenn about citing the owner. Deputy will visit residence	Cited	N/A	N/A	Court date 9/19/2023 fined	
17/80	7/21/2023	670 Main Street	Debris, weeds, junk cars	Dawn spoke to Ray 7/25/2023 about his mothers 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.	8/8/2023 11/08/2023				
17/81	7/21/2023	613 Main St	trashed in yard, cars and motorhome. 9/6/2023 cars and motorhome gone. A pile of debris is in the yard yet.	Abatement letter written to property owner. Letter was returned from USPS, hand delivered by public works employee 7/28/2023 letter written to home owner requesting abatement by Aug 4th.	7/21/2023 9/29/2023		N/A	N/A	
17/82	7/21/2023	520 Main St	weeds & noxious growth next to road- Fire hazzard	Owner cut down weeds.	7/21/2023	N/A	N/A	N/A	10/5/2023
17/83	7/21/2023	Reed Street	untagged car on property	spoke to property owner and the car was tagged with a 72hr notice for towing. Car moved & property maintained 7-26-23	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	8/31/2023
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		
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
Comp #	Date	Location		Nature of Complaint	Action	1st letter DATE	letter 2 CERT	Council Mtg	Hearing Date	Completion Date
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		
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	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	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 (Bills 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					
	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
	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

Memo

To: Mayor and City Council
From: Dawn Bennett, Administrator/Recorder Interim
Date: January 11, 2024
Re: Resolution No 707 – Transfers of Appropriations within the General Fund

The City received a letter from the auditor that the cost of the 2022-2023 fiscal year audit increased to \$26,500.00. When the budget was approved by Council at the June 2023 Council meeting staff budgeted for the same cost as 2021-2022 audit. Also, the last payment for the 2021-2022 audit was paid out of the 2023-2024 budget due to receiving the invoice after June 30, 2023.

The Public Officials conference/training and meals/mileage expenditures will be over budget as it was unforeseen that the Mayor would have the opportunity to attend the Oregon Mayors Association Conference. The city budgets money in these expenditures so that any Council person and Mayor may attend any training or conferences.

Budget law provides the cities with the ability to transfer appropriations within a fund from contingency to expenditures via ORS 294.463, as long as the transfer is no more than 15% of the total funded appropriations.

Resolution No 707 authorizes a transfer of appropriations of \$16,100.00 from Contingency to Public Officials-Conference & Training \$320.00, Meals & Mileage \$120.00, and Auxiliary-Audit Services \$15,660.00. This transfer is 1.5381% of the total General fund appropriations.

Options:

1. Approve Resolution No 707 authorizing a transfer of appropriations within the General Fund for Audit Services and Public Officials (17) conference and meals expenditures.
2. Deny approving Resolution No 707 authorizing a transfer of appropriations within the General Fund.

RESOLUTION NO. 707

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CANYONVILLE
AUTHORIZING TRANSFERS OF APPROPRIATIONS WITHIN THE GENERAL FUND
FOR AUDIT SERVICES AND PUBLIC OFFICIALS (17) CONFERENCE AND MEALS
EXPENDITURES**

WHEREAS, the Audit Services in the Administration (10) department and conference and meals expenses in the Public Officials (17) department of the General fund for the adopted City of Canyonville budget for Fiscal Year 2023-2024 did not anticipate as many expenses during this fiscal year, and

WHEREAS, part of the 2021-2022 Audit Expenses were paid out of the Budget 2023-2024, and

WHEREAS, it was unknown that the cost of auditor services would increase for the 2022-2023 audit until after the 2023-2024 budget had been approved, and

WHEREAS, the budgeted amount for the public official conference and meals expense line did not cover the actual expenses of the conference and meals cost for the Mayor to attend the 2023 OMA Conference, and

WHEREAS, the contingency funds are set up for such unanticipated expenditures, and

WHEREAS, ORS 294.326(4) allows a governing body to make expenditures beyond the amount budgeted after the enactment of an appropriate appropriation resolution authorizing expenditures in excess of an amount budgeted for occurrences that could not have been foreseen at the time the budget was prepared.

NOW, THEREFORE, BE IT RESOLVED that the following Intra-fund transfers between appropriations is authorized for the following line items and funds:

<u>General Fund Account</u>	<u>Current Budget</u>	<u>Change</u>	<u>Adjusted Budget</u>
Administration	\$519,870.00	\$-0-	\$519,870.00
Library	\$ 4,170.00	\$-0-	\$ 4,170.00
Park	\$ 22,100.00	\$-0-	\$ 22,100.00
Community Project	\$ 1,200.00	\$-0-	\$ 1,200.00
Public Officials	\$ 2,225.00	\$440.00	\$ 2,665.00
Conference & Training 01-17-62500 (\$320.00)			
Meals & Mileage 01-17-64150 (\$120.00)			
So. Co. Community Center	\$ 3,800.00	\$-0-	\$ 3,800.00
Municipal Court	\$ 7,000.00	\$-0-	\$ 7,000.00
Planning	\$ 12,500.00	\$-0-	\$ 12,500.00
Auxiliary (Audit Services 01-60-62425)	\$321,449.00	\$ 15,660.00	\$337,109.00
Contingency *	\$152,441.00	\$(16,100.00)	\$136,341.00
Total Apportionments	\$1,046,755.00	\$-0-	\$1,046,755.00

*Contingency transfer as a % of adopted appropriations = 1.5381%

Adopted by the City Council on the 16th day of January 2024.

Signed by the Mayor this _____ day of _____, 20____.

ATTEST:

Christine Morgan, Mayor

Dawn Bennett, City Administrator/Recorder

Memo

To: Mayor and City Council
From: Dawn Bennet, City Administrator
Janelle Evans Planner/Administrative Advisor
Date: January 10, 2024
Re: Phasing for Canyonville water upgrade

Background:

Administrator Bennett and I have begun strategizing on the funding options for the water upgrades listed in the master plan. The master plan outlines a phase 1 project which includes work on the distribution lines and necessary upgrades to the treatment plant and process.

One of the best options for the City is to apply for a Community Development Block Grant. These grants are available to Cities in Douglas County which have been listed as a distressed community. The maximum grant is \$2.5 million which can be utilized for a project. We met with the City Engineer, Coos Curry Douglas Development (CCD) and Business Oregon to discuss the possibilities. As a result of that meeting everyone agreed that the most advantageous avenue for the City would be to separate the project into two phases. Phase 1 would be a project to upgrade all the required water mains which would cost approximately \$2.3 million and phase 2 would be approximately \$5.7 million for the new package plant, pump station upgrade, water tank repairs and misc. upgrades. Attached is a detailed breakout with costs for each phase.

In order to maximize the City's grant funding, the City should apply for the CDBG grant and complete that project before doing a one stop for the larger Phase 2 project. The CDBG grant will also be split into two parts which means two separate grant applications will need to be submitted. The first application will be for approximately \$400,000 which will cover the design work, environmental reviews, and grant administration. Once all the environmental permits have been obtained and the design has been completed, which can take up to a year, then the City can apply for the construction grant.

CCD proposed the following timeline:

- 1/11/24 Formal meeting to discuss the 2024 Spring CDBG Application Interest.
- 1/11/24 Notice of Public Hearing submitted to Business Oregon for approval.
- 1/29/24 Special City Council meeting discussing the CDBG grant application.
- 1/30/24 Minutes, Affidavit of Publication submitted to Business Oregon and a CDBG intake form requested.
- 1/30/24 Access to the intake portal is granted.
- 2/02/24 Intake form submitted/reviewed. This process can take up to 10 business days to complete.
- 2/16/24 Access to the application portal is granted.
- 3/29/24 CDBG draft grant submitted to Business Oregon for Technical Assistance Review.
- 4/12/24 CDBG draft grant returned to City with recommendations on how to make the application more competitive.
- 4/29/24 CDBG final grant submitted to Business Oregon.

In order to meet the deadline, the Council will need to vote on the following decisions.

1. Approve the proposed amendment to the original Phase 1 project listed in the Facility.
2. Agree to hold a special Council meeting on January 29, 2024, to hold the required public hearing on the application.
3. Authorize Administrator Bennett to sign all the appropriate paperwork for the grant.

Phase 1 water upgrade distribution

project	location	description	Cost
E	Alder Lane, Hamlin	Replace 4" with 8" 680 ft	\$ 263,061.00
G	NW Johnson St.	Replace 2" with 6" 450 ft	\$ 191,593.00
H	NW Mac St	Replace 2" with 6" 485 ft	\$ 152,068.00
I	NW Philips St.	Replace 2" with 6" 420 ft	\$ 111,003.00
J	NW Oak St	Replace 2" with 6" 400 ft	\$ 200,717.00
K	NE Wilson St	Replace 2" with 6" 550 ft	\$ 193,114.00
L	NW Reed St.	Replace 2" with 6" 425 ft	\$ 95,797.00
M	NW Harrison St	Replace 2" with 6" 525 ft	\$ 152,058.00
N	1st St	Replace 2" with 6" 480 ft	\$ 188,552.00
O	SE Elliot	Replace 3" with 6" 1,350 ft	\$ 305,637.00
P	SW Pine St	Replace 2" line with 6" 200 ft	\$ 97,317.00
Q	Boyd St.	Replace 2" line with 6" 650 ft	\$ 170,305.00
R	Byron	connect existing 8" lines 80 ft	\$ 39,535.00
S	NW Carlisle St	Replace 2" galvanized line with 2" PVE*	\$ 115,564.00
			\$ 2,276,321.00
	fire hydrants	install new hydrants	\$ 145,000.00 bal left for grant

Phase 2 water upgrade distribution

project	location	description	Cost
A	Water Treatment plant	new package plant	\$ 3,454,765.00
B	Raw Water Intake	repair vault and improve screen	\$ 66,906.00
C	Stanton Park connect	Connect the 12" line with 8" line from Stanton Park Rd to Klenke	\$ 173,346.00
D	James St.	Replace Steel 10" leaking pipe from Gross Loop to Reynolds tank	\$ 468,340.00
F	Reynold Access Rd. from Reynold St	8" line leaks needs replaced	\$ 468,340.00
T	Hill Pump Station	upgrade pumps	\$ 217,443.00
U	various locations	install new hydrants	\$ 284,349.00
V	Hill Tank	Repair maintenance and Cathodic Protection	\$ 258,499.00
W	Reynolds Tank	Repair maintenance and Cathodic Protection	\$ 366,461.00
			\$ 5,758,449.00