CANYONVILLE CITY COUNCIL

MEETING MINUTES

**REGULAR SESSION 7:00 P.M.**

**MONDAY, SEPTEMBER 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, Mather, O’Sullivan, and Suhr.

COUNCIL ABSENT: None.

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

 STAFF ABSENT: None.

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

Additions: None

**IV. CONSENT CALENDAR:**

 Minutes for 08-21-2023 Regular Council Meeting: **Stand approved.**

**V. REPORTS**

**1.** **Sheriff’s office report**.

This month in Canyonville the Sherriff’s office received 329 calls for service, 27 criminal complaints, 11 citations, 22 arrests and 24 traffic stops.

 **2. City Administrator Report**

City staff have been getting bids to fix the awning in the front of the city hall building. The awning companies should have a drawing for us soon. Douglas County Sheriff’s Deputies are working together with staff to enforce the homeless camping ordinance. Canyonville-Riddle Rd water leak has been repaired. City Public Works personnel will now work with the fire department when they flush hydrants in the city, to help prevent breaks in our water lines. The sewer plant operator and utility workers got one of the blowers working in the digester, this is a problem that Optimum could not figure out. The final report for Optimum will be given at the October Council Meeting.

**3. Mayor’s Report**

Mayor Morgan began her report with an apology to Councilor Andrew Mather for a remark she made publicly about him in a Facebook posting. Mayor Morgan met with Administrator Bennett for an agenda review and to talk about other City issues. These topics include the final Optimum report, the City website, and an overview of the City’s janitorial services. Mayor Morgan and Councilor Suhr attended Christine Goodwin’s Townhall meeting and the Canyonville Chamber of Commerce meeting. The City Hall Exterior and Grounds Improvement is still active and awaiting grants.

**5. Main Street Report**

 No Main Street report as August meeting was cancelled.

**VI. PUBLIC HEARING**

 **1.** Public hearing opened at 7:14pm to consider the proposed Ordinance amendment to the zoning Ordinance for off street parking, zoning violation and fence height regulation.

No conflicts of Interest or Ex-parte contacts. Janelle gave the staff report. There was no testimony from proponents and no testimony from opponents. This public hearing was closed to public comment at 7:25pm.

 The council discussed changing the word Director to Administrator.

**Councilor Barton moved, and Councilor O’Sullivan seconded a motion to Adopt the Planning Commission findings and recommendation regarding all 3 legislative amendments, off street parking, violation section and fence height restriction in the front yard. Mayor Morgan, Councilors Barton, Freeman, Morgan, Mather, O’Sullivan, and Suhr voted “yes.” No “nays.” The motion carried.**

 **2.** Public hearing opened at 7:27pmto consider the proposed Ordinance No. 663 of the Canyonville Municipal Code amending Chapter 8.24 Wrecked or Abandoned Vehicles.

No conflicts of Interest or Ex-parte contacts. Dawn gave the staff report. There was no testimony from proponents and no testimony from opponents. This public hearing was closed to public comment at 7:31pm.

 The council discussed that interest should be a 12% flat rate and the violation penalty charge be changed to no greater than $500.

 **Councilor O’Sullivan moved, and Councilor Freeman seconded a motion to Approve proposed ordinance 663 of the Canyonville Municipal Code amending chapter 824 Wrecked or Abandoned Vehicles and include a flat rate of up to 12% and a fine of up to $500. Mayor Morgan, Councilors Barton, Freeman, Morgan, Mather, O’Sullivan, and Suhr voted “yes.” No “nays.” The motion carried.**

**UNFINISHED COUNCIL BUSINESS**

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

Library did not receive the T-Mobile Grant. The Ford Family Foundation has permitted changes to the Good Neighbor Grant for swings and an LED sign for the library. Linda Joyce has resigned from the Library Board but will continue to help with grants. The library is having a food drive ahead of the holidays and will be having several family events during the Fall season.

 **2. Public Improvement Project Status**

Canyonville Riddle Rd water leak has been completed. The engineer for the Hamlin Bridge repair has all the permits needed through DEQ and can now continue to develop bid documents. Safe Route to School, although not a City project, the City will need to keep track of this project in order to coordinate work. When talking with the County about coordinating projects, they advised us that some of our utility lines conflict with their project and the City would be responsible for the cost of moving the utilities. Mayor Morgan asked to meet with Planner Evans to discuss this matter further. Knoll Terrace is proposing to establish a 67,000-gallon water tank for their residents. The O’Shea raw water line was approved at a cost of $90,776.00, this money will be coming from ARPA funds.

 **3. Current Abatements**

 The property at 744 Hamlin Dr is in the city’s urban growth boundary so we will need to find out if we can cite them. 123 Pruden Hill has a court date of Sept. 19, 2023. 613 N Main St has all but one car and motorhome to be moved and a pile of debris. The residents have moved out of 430 S Main St and Administrator Bennett will be speaking with the City attorney to find out how we move forward with the abatement. The owner at 623 N Main St is deceased, so staff is trying to find out who to contact for this property.

**VII**. **NEW COUNCIL BUSINESS**

1. **Water Rate Increase Update**

Staff have been working on spread sheets for all the meter rate codes that we have active in our system. This is a very time-consuming project as there are many different rates for the various sized meters. As the meter size increases the rate increase will create a significant jump in the water bill. This will be a long process in that we must make sure all our calculations are correct and the increase will be enough to get us where we want to be.

 **2. Janitorial Request for Quote Packet Review**

At the 2023 Budget Committee Meeting it was suggested that the City go out for a bid for Janitorial Services. Administrator Bennett put together a request for quote packet that consists of qualifications and requirements. Mayor Morgan said she thought that this is something that we don’t need to act on right now.

**Councilor Freeman moved, and Councilor Barton seconded a motion to approve the request for Janitorial Services form for the City of Canyonville. Mayor Morgan, Councilors Barton, Mather, Freeman, Morgan, O’Sullivan, and Suhr voted “yes.” No “nays.” The motion carried.**

**3. Letter from the Cow Creek Tribe**

 Kyle Reed, the Wildlife Mitigation Specialist for Cow Creek band of Umpqua Indians has been assigned to help with the Tribe’s “ Community Wildfire Defense Grant”. He is seeking letters of support for this project.

**Councilor Barton moved, and Councilor Suhr seconded a motion to send a letter of support for the Cow Creek Tribe’s Community Wildfire Defense Grant. Mayor Morgan, Councilors Barton, Mather, 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

**X. ANNOUNCMENT**

 Council Meeting October 16, 2023

 Planning Commission October 11, 2023

**XI. ADJOURNMENT**

**Councilor Barton moved, and Councilor O’Sullivan seconded a motion to adjourn the meeting at 8:07 pm. Mayor Morgan, Councilors Barton, Mather, Freeman, Morgan, O’Sullivan, and Suhr voted “yes.” No “nays.” The motion carried.**

 **Meeting adjourned at 8:07 pm**

ATTEST:

 Christine Morgan, Mayor

Dawn Bennett, City Administrator/Recorder