CANYONVILLE CITY COUNCIL

MEETING MINUTES

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

**TUESDAY JUNE 15, 2020**

**SPECIAL SESSION**

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

Mayor Young called the meeting to order at 7:03 p.m. and all joined in the Pledge of Allegiance and prayer.

**II. ROLL CALL:**

COUNCIL PRESENT: Mayor Young, Councilors Coleman, Barton, Freeman, Woods, and Young.

COUNCIL ABSENT: Councilor Johannessen.

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

STAFF ABSENT: None.

**III. CONSENT CALENDAR:**

1. Minutes for March 16, March 30, and May 11, 2020.

**Councilor Barton moved, and Councilor Freeman seconded a motion to approve the minutes for March 16, March 30, and May 11, 2020. Mayor Young, Councilors Coleman, Young, Freeman, Woods, and Barton voted “yes”. No “nays”. The motion carried.**

**IV. PUBLIC HEARINGS:**

7:11 p.m. Mayor Young opened the public hearing for establishing use of State Revenue Sharing Funds.

There was no public present and no comments.

7:12 p.m. Mayor Young closed the public hearing for establishing use of State Revenue Sharing Funds.

1. **Use of State Revenue Sharing Funds.**

**Resolution No. 675 to Establish Eligibility to Receive State Revenue Funds.**

**Resolution No. 676 declaring the City’s intent to receive State Revenue Funds.**

Resolution No. 675 certifies that the City provide four or more municipal services. The City

provides police protection, street maintenance, sanitary sewer service, storm drains, planning-

zoning-subdivision control, and water service.

Resolution No. 676 declares the City’s intent to receive State Revenue Funds.

**Councilor Barton moved, and Councilor Freeman seconded a motion to adopt Resolution No. 675, establishing the City’s eligibility to receive State Revenue Funds and Resolution No. 676 declaring the City’s intent to receive the funds.** **Mayor Young, Councilors Coleman, Young, Freeman, Woods, and Barton voted “yes”. No “nays”. The motion carried.**

7:16 p.m. Mayor Young opened the public hearing for the 2020-2021 Proposed Budget.

There was no public present and no comment.

7:17 p.m. Mayor Young closed the public hearing for the 2019-2020 Proposed Budget.

1. **Change to Sewer Fund #07 to account for the purchase of equipment required for Phase II upgrade.**

As part of the upgrade for the sewer treatment plant the contractor included $20,000.00 for the

purchase of office equipment and $40,000.00 for the purchase of lab equipment. It was recently

decided that it would be more cost effective to have the contractor issue a check to the City for

the full amount and staff will do the purchasing. If the City does not spend all the money for

the equipment they can utilize the unspent money for additional work that was not included in

the upgrade. One of the projects that can utilize the money is painting of the old buildings to

match the new buildings.

Since the contractor will be issuing a check to the City, we need a way to track this specific

money outside of the project. The only way we can do that is to change the Sewer Fund budget.

We have added a new line item to the revenue and to the capital outlay in the Sewer Fund.

Oregon Budget law allows the Council to change a budget that was approved by the Budget

Committee provided the increase does not exceed 10% of the Revenue or Expenses. The

proposed change would only increase the revenue and expenditures by 5%.

It is staff’s recommendation that Council proceed with the change to the budget. All the

pertinent information has been changed to reflect the additional line items.

**Councilor Young moved, and Councilor Barton seconded a motion to proceed with the proposed changes to the 2020-2021 proposed budget. Mayor Young, Councilors Freeman, Coleman, Wood, Young, and Barton voted “yes”. No “nays”. The motion carried.**

1. **Resolution No. 677 Adopting the 2020-2021 Budget, Making Appropriations, Imposing Taxes, and Categorizing Taxes.**

Council was presented with the 2020-2021 City Budget that was proposed by the Budget

Committee and sent to the Council for approval with the additional line items added in the Sewer

Fund. Resolution No. 677 adopts the 2020-2021 City Budget, makes appropriations, imposes

taxes, and categorizes taxes.

**Councilor Young moved, and Councilor Barton seconded a motion to adopt Resolution No. 677 the 2020-2021 City Budget (with the additions to Sewer Fund), Making Appropriations, Imposing Taxes, and Categorizing Taxes. Mayor Young, Councilors Freeman, Coleman, Wood, Young, and Barton voted “yes”. No “nays”. The motion carried.**

**V. OTHER BUSINESS:**

**1. Resolution No. 678 Designating the Bulletin Boards at City Hall, Post Office, and Rays for**

**posting of Public Notices.**

Traditionally the City has posted the meeting agendas and public notices at three specific sites.

These sites are City Hall, Post Office, and Canyon Market. When posting the notices at

Canyon Market staff noticed they had placed a big dispensing machine in front of the board.

It is highly unlikely that any of the notices posted there have drawn attention from anyone so

I am suggesting that the location be changed to Ray’s Market.

It is not known how these locations were chosen, so I have prepared a Resolution No. 678 which

will establish Ray’s Market, City Hall, and the Post Office as the official posting locations for

City notices.

**Councilor Young, and Councilor Barton seconded a motion to adopt Resolution No. 678 which officially establishes Ray’s Market, City Hall, and the Post Office as the official posting locations for the City notices. Mayor Young, Councilors Coleman, Young, Freeman, Wood, and Barton voted “yes”. No “nays”. The motion carried.**

1. **Purchase of Park Security Cameras.**

In 2010 the City purchased a new security camera system for the park with grant money from

City County Insurance. The system was purchased from Umpqua Security and Alarm LLC for

$2,717.00. The system included 2-night vision camera’s, monitor, and a new 16 channel DVR

The system has never worked very well. Not very clear pictures of the people.

The system quit recording last fall and there have been no cameras in the park since then. We

Received several estimates on a new system that range from $3,000.00 to $7,000.00. Staff

found an inexpensive system through Costco for $799.00. This system does have a night vision

component and can be installed by staff. Staff say’s Point 9 and Ken’s Sidewalk Café have this

System and you can zoom in and read a license plate on a car far away.

Council felt that we do need security cameras in the park and that the Costco system would

work just fine.

**Councilor Young, and Councilor Barton seconded a motion to authorize the puchase of a HD\* Channel IP Security System from Costco in the amount of $799.00. Mayor Young, Councilors Coleman, Young, Freeman, Wood, and Barton voted “yes”. No “nays”. The motion carried.**

**VI.**  **REPORTS.**

1. Sheriff’s Report.

Sheriff’s office had 250 calls for service. They had 28 traffic stops, 17 subject stops, and 25

arrests. There were also 2 dui arrest, 2 narcotic arrest, and 6 warrants.

1. Administrator Report.

Douglas County has sent a request to the Governor for beginning phase 2 of the Covid19 reopening

process. Once we go to Phase 2 the office will open and there is a plexi glass barrier

constructed at the front desk. The office is not big enough to have 2 people stand six feet apart so

there will only be one person allowed in the office at a time.

So far there is no financial assistance coming through for the Cities or Counties revenue losses.

Sewer Upgrade is at a critical point right now as the treatment process is to be in place by

June 15, 2020 and is consuming all of Rob’s time. Staff has been having lots of training on different

pumps, valves, no potable water, ultraviolet treatment unit, crane operations, and backup generator.

Election time again and Mayor Young, Councilors Coleman, Barton, and Freeman terms end

12-31-2020.

We received a complaint regarding all the people living in the commercial office building at 110

Eckland. The building is zoned commercial not residential. The complainant made a good point

that there are no rear exits which makes it unsafe for residential use. A letter has been sent to the

property owner notifying him of the safety issue and advising him to begin procedures to remove

the tenants.

**VII. ANNOUNCEMENTS:**

Planning Commission Meeting, July 8, 2020, 7:00 p.m.

Council Meeting, July 20, 2020, 7:00 p.m.

**VIII. ADJOURNMENT** at 8:00 p.m.

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jake Young, Mayor

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Janelle Evans, City Administrator/Recorder