



**DETROIT CITY COUNCIL
Regular Meeting Minutes
Tuesday, January 13, 2015**

CALL TO ORDER: Councilor Flanders called the meeting to order at 6:37 PM at City Hall, 160 Detroit Avenue N., Detroit, Oregon.

1. ROLL CALL – Council Present – Debby Ruyle, Jack Campbell Water Commissioner, Shari Flanders, Greg Sheppard Street Commissioner, Jim Trett, Emergency Preparedness Commissioner and Mark Messmer, Police & Safety Commissioner.

Councilors absent – None

Staff Present: Christine Pavoni City Recorder

Citizens Present: John Manthe, Bob & Sandy Franz, Jack Krill and Dani Pavoni

2. PLEDGE WAS RECITED

3. ANNOUNCEMENTS - 3.1. SWEARING IN OF ELECTED OFFICIALS -Greg Sheppard, Mark Messmer, Deborah Ruyle and Jack Campbell took the oath of office for Detroit City Councilors.**3.2. NOMINATE AND APPOINT MAYOR** – Councilor Trett nominated Shari Flanders for Mayor, motion was seconded, Aye (5) Ruyle, Campbell, Sheppard, Trett and Messmer, Abstain (1) Flanders, motion passed. Shari Flanders took the oath of office for Mayor.**3.3. WRITE-IN CANDIDATES NOVEMBER 2014 GENERAL ELECTION** – Mayor Flanders reported that Dean O'Donnell, who tied in the highest amount of write-in votes and subsequently emerged as the winner of a public drawing, declined the Council position. Councilor Trett motioned to declare the city council position vacant and direct staff to post a notice, motion was seconded, all in favor, Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed.**3.4. NOMINATE AND APPOINT COUNCIL PRESIDENT** – Mayor Flanders nominated Jim Trett as council president, motion was seconded, Aye (5) Ruyle, Campbell, Flanders, Sheppard and Messmer, Abstain (1) Trett, motion passed. Jim Trett took the oath of office for Council President.**3.5. APPOINTMENT OF COUNCIL COMMISSIONS BY MAYOR WITH CONSENT OF THE COUNCIL** – Mayor Flanders said she would like to keep everyone as is, that the Park and Recreation and Building Commissioners are the only two open. With council consent she would like Debby Ruyle to be Parks and Recreation Commissioner, motion was seconded, all in favor, Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed. Mayor Flanders motioned to leave everyone else as is, motion was seconded, all in favor Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed. **3.6. APPOINTMENT OF ORDINANCE ENFORCEMENT OFFICERS BY MAYOR WITH CONSENT OF THE COUNCIL** – Mayor Flanders stated the Current Officers are herself, Greg Sheppard, Mark Messmer, Jim Trett (Fire) Pat Carty and Harry Ellis to remain the same and motioned to add Jack Campbell, motion was seconded, all in favor, Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed. **3.7. APPOINTMENT OF PERSONNEL REVIEW BOARD MEMBERS BY MAYOR WITH CONSENT OF THE COUNCIL** – Mayor Flanders stated we have one current Board Member, Mark Messmer and two vacant and Jim Trett as an alternate. After discussion Mayor Flanders stated she would like to add Debby Ruyle as a personnel review board member and add Jack Campbell as an alternate with council consent, motion was seconded, all in favor, Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed. Mayor Flanders stated that end of February beginning of March, the personnel manual needs to be rewritten and the job descriptions need to be reviewed and rewritten. That they all need to get together with Christine and set a date. She also stated with consent of the council she would like to leave Jim Trett as the other alternate, motion was seconded, all in favor, Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed. **3.8. APPOINTMENT OF ALTERNATE PERSONNEL REVIEW BOARD MEMBER BY MAYOR WITH CONSENT OF THE COUNCIL** – Done under 3.7.**3.9. APPOINTMENT OF PLANNING COMMISSIONERS BY MAYOR WITH**

APPROVAL OF MAJORITY OF THE COUNCIL (2-YR TERM) Mayor Flanders stated the current Commissioners to be reappointed and oath to be taken at first Planning Commission meeting of the year are, Dean O'Donnell, Eric Page, Kevin Hills and John Hankins and made a motion they appoint those four people as our planning commission, motion was seconded, all in favor, Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed. **3.10. COUNCIL WORKSHOP FOR DETROIT CITY COUNCIL AND IDANHA CITY COUNCIL** Tuesday, February 10, 2015 at 1:00 PM with Jenny Messmer, Deputy Director of the Mid-Willamette Valley Council of Governments. Mayor Flanders asked council to mark their calendars to be here for the council training.

4. DECLARATIONS OF CONFLICT OF INTEREST AND EX-PARTE CONTACT - None

5. APPROVAL OF MINUTES OF THE LAST MONTH - Councilor Trett motioned to approve the Detroit City Council regular meeting minutes of Tuesday, December 9, 2014, motion was seconded, all in favor, Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed.

6. APPROVAL OF THE BILLS PAYABLE LIST FOR CURRENT MONTH- Councilor Trett motioned to pay the bills, motion was seconded, all in favor, Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed.

7. UNFINISHED BUSINESS - > Mayor Flanders moved the Oregon Federal Lands Access Program 7.7.up on the agenda. The following information was provided to council regarding the Oregon Federal Lands Access Program grant by Recorder Pavoni for discussion. A city panel met with Detroit Ranger District Representatives Dani Pavoni and Grady McMahan to discuss the possibility of submitting a joint application to start developing the city park, make improvements to the Detroit flats, and build a trail to connect the two locations. Councilor Ruyle is working on pricing of restrooms and kiosks for the park, and Councilor Sheppard is estimating the parking area and bike/pedestrian path costs. Staff is getting quotes to evaluate the septic tank and drainfield area at the park. Mayor Flanders stated that Dani Pavoni is working on quotes and is basically doing all the leg work as far as writing up all the descriptions and most of the grant work and that the panel will meet again on the 20th to see where they are. Councilor Campbell stated that we have to come up with 10%, Mayor Flanders said we're including the cross walk, that would be part of the match. She added there could be different things they could use for a match and that the Forest Service could actually apply for a transit occupancy tax (TOT) grant to help with the match too. That they are using the bikeway in that they need parking, they need a place to go to, which includes the forest and the lake, which is on Forest Service (managed) property. Councilor Campbell commented that he felt it is a wise plan to move forward, that there are going to be some cost involved as far as maintenance but overall it will benefit the community. Mayor Flanders stated that in the agreement it could be shared costs it just has to show we're contributing and it would keep the flats free. She said If awarded, the monies would be available in 2017 she asked if there were any other questions they could ask Dani when she comes in.

7.0 Clester Road Issues: Revocable License Agreement; Restricted Parking Zone – Mayor Flanders reported this would stay on the agenda until completed. The To Do list is: order signs, create an application form, create decals and mail the letter of explanation and application form to Clester Road residents. Recorder Pavoni stated this would be started in February. Councilor Campbell stated that he knows someone who does decals and could have them contact her for some pricing. Mayor Flanders stated that she could create the application form if she (Christine) lets her know what she wants on it.

7.1 Rotating Meeting Schedule – Councilor Trett reported on the Fire Department. He said that they look the best they ever have in terms of responding to calls and having staff available. That they are beginning to roll two units on calls. They may be in line for a new command rig from the State Surplus, John Manthe has been the contact. The bay door was damaged again and received a bid to get it fixed. He asked for council permission to get a touch pad combination on the door for their volunteers, because they have to be able to get into the equipment. After discussion Councilor Campbell motioned to grant permission to Jim Trett to put it in, motion was seconded, all in favor, (5) Ruyle, Campbell, Flanders, Sheppard and Messmer, Abstain (1) Trett, motion passed. Sandy Franz reported on the DLRABA meeting. They are working on the Fishing Derby 1,000 hats were ordered. There are new people working on the event this year, Paul O'Donnell and Lyndia Basl will be the chairs. Bob Franz added they are starting to recruit donations. Councilor Messmer added the new Bikeway Event was also talked about. Mayor Flanders asked if anyone had any questions for Dani Pavoni about the grant, she recapped what council talked about for Dani. Dani stated that she is getting letters of support from a variety of people and finding a lot of different sources for a potential match,

which includes a \$60,000 match for the crosswalk. A lengthy discussion followed regarding the plans for the Visitor Portal, Bikeway and Day Use Enhancements.

7.2 Flashing Light Update: Pedestrian Crossing Hwy 22 & Forest Ave – Mayor Flanders reported we are still waiting to hear from ODOT. Recorder Pavoni pointed out in the agreement it sounds like they are going to do the work and the city's engineer is supposed to do it. That she would get back to them to get it clarified. Mayor Flanders stated this would stay on the agenda until it is done.

7.3. Transient Occupancy Tax Potential Increase and Food & Beverage Tax Suggestion – Mayor Flanders read memo from Recorder Pavoni, that council motioned for staff to send out a questionnaire to those affect and conduct a public hearing at the following regular council meeting. March or April is the earliest possibility to schedule a public hearing to allow for enough prep and research time. Mayor Flanders stated this would stay on the agenda.

7.4. Debris burning at former Grade School – Mayor Flanders stated the first round of burning was a great success and this Saturday they didn't burn. She added that just in case the burning would no longer be an option over time, staff looked at the cost of dumpsters. It is estimated to cost between \$17,000 to \$22,000 which we don't have. An option Kevin came up with is transporting it out of here and taking it up to a property in Idanha, but then we'd lose all our scrap, which is one thing we were counting on to help with the match. She said there were no complaints about the burn, that they are working on the rest of the fine details and hopefully it could commence. Councilor Campbell asked if some of the people who helped with removing the scrap could help with removing the scrap now out of the burn area, so the city gets the proceeds from it. Mayor Flanders said anyone volunteering has to sign the city's release and hold harmless form. Discussion followed, Mayor Flanders said Kevin is heading up that project they could also talk to him.

7.5. Charter Amendments – There was discussion in regards to postponing the charter change for the May 2015 election because of the cost and move it for the May 2016 election. Councilor Campbell motioned to postpone this to the 2016 May ballot, motion was seconded, all in favor, Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed. This will stay on the agenda to keep it on the radar.

7.6. Quotes to Paint City Hall Exterior – There was discussion regarding the quotes to have city hall painted. Mayor Flanders asked if we could get additional quotes from whoever painted Kelly's Lumber and the gas station in Mill City that she thinks the same person painted both. Hobbs Painting out of Silverton and Paul Wiederhold were also mentioned for quotes. Staff will look into.

7.7. Oregon Federal Lands Access Program – Done earlier in the meeting

8. NEW BUSINESS

8.1. Request to purchase boiler from former grade school building – Mayor Flanders stated that Eichler Farms would like to buy the boiler for the going rate on scrap price, that they would weigh it on their truck scale. After discussion Councilor Messmer moved to approve, motion was seconded, all in favor, Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed.

8.2. City Records Destruction Request – Mayor Flanders stated she needs a motion for the destruction of the records listed, Councilor Trett moved they authorize the destruction of items listed on the request, motion was seconded, all in favor, Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed.

8.3. OLCC License Renewals – Mayor Flanders read memo from Recorder Pavoni reporting that in the past council has opted for option 3 to take no action. Councilor Campbell motion for option 3 take no action, motion was seconded, all in favor, Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed.

8.4. City Day at the Capitol February 26, 2015 – Councilor's Campbell & Trett volunteered to go.

8.5. Catalyzing Community Prosperity Seminar – Oregon Gardens Feb 3-5, 2015 - Mayor Flanders reported what the seminar was about. Mayor Flanders said she would go and Councilor Trett will let Christine know.

8.6. US Bank Accounts – Signature Cards – Mayor Flanders stated permission needs to be given for new Councilor Debby Ruyle to sign checks for the US Bank checking account and the System Development charge account. Mayor Flanders motioned to let Debby sign, motion was seconded, all in favor (5) Campbell, Flanders, Sheppard, Trett and Messmer, Abstain (1) Ruyle, motion passed.

9. CORRESPONDENCE – City Recorder, City Clerk – No question on letters sent or received.

10. COMMISSION AND MAYOR'S REPORTS

10.1 .Mayor's Report – Shari Flanders nothing to report

10.2 .Police and Safety Commissioner's Report – Mark Messmer nothing to report. Councilor Trett reported there was a break in on Lewis, nothing was taken but everything was thrown all over.

10.3. Street Commissioner's Report – Greg Sheppard reported that a lot of work has been done using the Kubota on street work and culverts. That they are working on trading in the brush hog for some other attachments.

10.4 .Water Commissioner's Report – Jack Campbell read Water Tech Bob Bruce's report for the month of December on water usage and consumption. Meters were read on December 31st, no major leaks were found. The ODOT line used 132,000 gallons that is unaccounted for because of the ongoing leak, which still hasn't surfaced. Usage posted after meters were read was only 578,000 gallons, yet total water leaving the plant was 2,207,700 gallons. Gallons out of the slow sand filter and the gallons out of the distribution flow meter was a difference of 340,000 gallons. One or both meters may need to be calibrated. Slow sand filter A was put back on line this month, all else is well. Discussion followed regarding the water unaccounted for. Possible attachments for the Kubota were also discussed.

10.5 .Building Commissioner's Report – Sandy Franz did the building report for council. She reported permits issued for the month of December were, one electrical, one plumbing and two final inspections for residential property, all were for the same address.

10.6. Parks & Rec Commissioner's Report – Debby Ruyle reported that Christine sent her a link to the Oregon Parks and Recreation Department, that their grant cycle just opened in January. She said she talked to a lady Marilyn, who owns part of a house here and used to work for the State of Oregon in the grants and was able to give her some information and may be a person she can access. She said there is a webinar on February 14 and a live workshop on February 6. There is funding available for small and large grants. They do development rehabilitation acquisition, acquisition and development, acquisition, development and planning and to actually develop. The large grants are due April 1st the small grants are May 1st, it is a 20% match for cities under 5,000 population. The small grants are a maximum of \$75,000, the larger grants other than land acquisition has a maximum of \$750,000. Christine had told her this could be something COG could help with. Recorder Pavoni added that in the park plan there are phases we could go for. Debby asked Mayor Flanders if she might have time after the 20th meeting to get together and look at it, Mayor Flanders agreed. Discussion followed regarding all the projects going and how goals need to be set.

10.7 .Emergency Preparedness Commissioner's Report – Jim Trett reported the Fire Board meeting set for tomorrow night had been canceled

10.8. Planning Commission – Dean O'Donnell not present/commission been in recess

10.9. Sewer Committee – Kim Fowler, not present

10.10. Charter Amendment Committee (See 7.5) Members: Jack Campbell, Greg Sheppard, Dean O'Donnell, Kevin Hills, Vickie Larson, Bob Franz

11. ADVISORY COMMITTEE REPORTS - Federal Lakes Recreation Committee for Detroit Lake
Next meeting Wednesday, January 21, 2014 at 6:30 PM – Location TBA

12. PUBLIC COMMENTS – Dani Pavoni comment that the highway to Estacada is closed. That they are allowing local traffic unescorted and people are probably sneaking by. That she read the Engineers are putting a design together with ODOT to redesign and construct and do the work in fall of 2015.

13. ADJOURN – Councilor Trett motion to adjourn, motion was seconded, all in favor, Ruyle, Campbell, Flanders, Sheppard, Trett and Messmer, motion passed.

Attest

Signed: _____
Sharyl Flanders, Mayor

Christine Pavoni, City Recorder