



**DETROIT CITY COUNCIL**  
**Regular Meeting Minutes**  
**Tuesday, December 13, 2016**

**CALL TO ORDER:** Acting Mayor Jim Trett called the meeting to order at 6:31 PM at City Hall, 160 Detroit Avenue N., Detroit, Oregon.

**1. ROLL CALL – Council Present** – Sandy Franz Building Commissioner, Jack Campbell Water Commissioner, Jim Trett Acting Mayor & Emergency Preparedness, Greg Sheppard Street Commissioner, John Manthe Commissioner at Large and Mark Messmer Police & Safety. **Councilors Absent** – Debby Ruyle Parks Commissioner **Staff Present:** Deborah Hastings City Clerk. **Citizens Present:** Steve Galbraith, Keith Munn, Andrew Chapman, Jack Krill and Bob Franz

**2. PLEDGE WAS RECITED**

**3. DECLARATIONS OF CONFLICT OF INTEREST AND EX-PARTE CONTACT** - None

**4. ANNOUNCEMENTS** - None

**5. APPROVAL OF MINUTES OF THE LAST MONTH** - Councilor Manthe motioned to approve the minutes of the November 8, 2016 meeting, motion was seconded, all in favor; Franz, Campbell, Trett, Sheppard, Manthe and Messmer, motion passed.

**4. APPROVAL OF THE BILLS PAYABLE LIST FOR CURRENT MONTH** – Councilor Manthe motioned to pay the bills, motion was seconded, all in favor; Franz, Campbell, Trett, Sheppard, Manthe and Messmer, motion passed.

**6. UNFINISHED BUSINESS**

7.1. Rotating Meeting Schedule – Fire Department – Assistant Fire Chief Jack Krill reported the next Board Meeting would be tomorrow night at 6 PM. **DLRABA** – Councilor Franz reported that the Detroit Rocks project has been going on for approximately 2-months, is very successful and continues to expand. They are also expanding so that businesses can support the project too by sponsoring Detroit Rocks or they too can have Detroit Rocks to hide within their business and that there would be a price with that.

7.2. Flashing Light Update: Pedestrian Crossing Hwy 22 & Forest - Acting Mayor Trett reported that the company doing the installation has a problem the RRFPs that were approved with ODOT. They are not functioning in the field and the contractor is waiting to hear from them on how to fix it. Councilor Campbell stated that what he gathered is that the pole isn't tall enough. The Mayor added it is not something we can take care of it's between the contractor and ODOT so until they get clearance we have to wait.

7.3. Hazard Tree 445 Clester – Acting Mayor Trett reported at the last meeting they agreed to pay Steve Galbraith \$500 to take the tree down, which was not what he said. That he was asked to put in writing what he would do and the price, and that and he has agreed to fall the tree and cut into 16" rounds for \$900. There was discussion about clean up and the wood. The Snowmobile Club and Eric Page agreed to do the cleanup for each getting half the wood. Eric Page asked who was going to do the stump grinding. Steve responded he could cut the stump really low to the ground. Councilor Messmer commented that the tree is a public safety issue, isn't just taking the tree down to ground level enough on city property. Councilor Manthe motioned to have Steve Galbraith take the tree down, motion was seconded to let Steve take the tree down for \$900 and that he would cut to the ground as close as possible. Councilor Messmer stated that if the stump proves to become an issue we could look at it at a later date. Galbraith confirmed city would call Frontier to get phone line down and Eric Page to take down his fence. All in favor; Franz, Campbell, Trett, Sheppard, Manthe and Messmer, motion passed.

7.4. Resolution No. 561 – A Resolution Approving Intergovernmental Agreement with Oregon Department of Revenue for Marijuana Tax Collection – Acting Mayor Trett read resolution 561 by title, Councilor Campbell motioned to approve resolution 561, motion was seconded, all in favor; Franz, Campbell, Trett, Sheppard, Manthe and Messmer, motion passed.

7.5. Ordinance No. 247 – An Ordinance Amending the City of Detroit Zoning and Comprehensive Plan Maps – Zone Change 345 Santiam Ave. from Commercial to Residential – Acting Mayor Trett read ordinance 247 in

full and then by title only. Councilor Franz motion to approve ordinance 247, motion was seconded, all in favor; Franz, Campbell, Trett, Sheppard, Manthe and Messmer, motion passed.

7.6. Ordinance No. 248 – An Ordinance Amending Ordinance No. 234 (Clester Road Restricted Parking) – Acting Mayor Trett read ordinance 248 in full and then by title only. Councilor Campbell motioned to approve ordinance 248, motion was seconded, all in favor; Franz, Campbell, Trett, Sheppard, Manthe and Messmer, motion passed.

7.7. FLAP Grant Project Memorandum of Agreement – Acting Mayor Trett stated basically waiting until the January meeting to approve and sign the agreement would hold up the process and for this reason it would help for council to approve the current draft of the MOA and give the Mayor permission to sign the final version when it is available and approve changes if any. Councilor Messmer moved to approve, motion was seconded, all in favor; Franz, Campbell, Trett, Sheppard, Manthe and Messmer, motion passed.

7.8. Tiny Homes – Acting Mayor Trett stated the issue keeps coming up and the State is still trying to figure out what they're going to do, this is for information only. Discussion followed in regards to people not being able to do the tiny homes until the state makes some changes.

7.9. Snow Removal Contract – Kevin Hills – Acting Mayor Trett stated that the city approved and signed the annual snow removal contract with Kevin's Backhoe Service on November 8<sup>th</sup>. That he called earlier this week to let us know that he cannot bring his own backhoe back into town due to a long term job at the coast and if he has to rent one it's going to be \$900 a month. Since he has to pay this amount regardless of use, he's wondering if the city would be willing to share the cost with him during potential months of no plowing. After discussion, Council decided against the request and for staff to let Kevin know.

7.10. Eclipse August 21, 2017 – There was a lengthy discussion. Acting Mayor Trett stated that he would check with the County and the State regarding added patrols up this way and if not encourage them to do so.

7.11. SDC Amendments – Acting Mayor Trett reported that HBH Engineering has been contracted to work on the City's System Development Charges (SDC) amendments and methodology. That we asked them to include Park SDC's into the plan and because the entire park is funded with grant money we cannot charge SDC's. No capital improvements are planned at this time for the park which also means we cannot charge SDCs. However, HBH will include park SDCs for future use, meaning we cannot charge it now, but if appropriate in the future it is there.

## **8. NEW BUSINESS**

8.1. Bikeway Signs in Detroit – Acting Mayor Trett reported that with the flashing light almost being finished, the Scenic Bikeway folks are eager to complete the path through Detroit to the end station at the former school by installing bikeway signs. Commissioner Sheppard, Rick Morgan and City Recorder have been working with Ranger Grady McMahon and State Park's Alexandra Phillips to determine where the signs should be installed. Alex already ordered the signs which the city has agreed to install. City Clerk Hastings stated as with the FLAP grant memorandum of understanding to not have to wait a month, ask Council to approve the draft now and give the Mayor permission to sign the final version when it comes in and approve any changes. Councilor Messmer moved to approve, motion was seconded, all in favor; Franz, Campbell, Trett, Sheppard, Manthe and Messmer, motion passed.

8.2. Acceptance of November 8, 2016 Election Results – Acting Mayor Trett reported that he was elected for a 4 year term, Vickie Larson 4 years, Keith Munn 4 years and John Manthe 2 years. Councilor Campbell motioned to accept the election results, motion was seconded, all in favor; Franz, Campbell, Trett, Sheppard, Manthe and Messmer, motion passed.

8.3. Classes/Conferences – Acting Mayor Trett stated there is a conference coming up, Elected Essentials 2017 in Happy Valley and that it is really important that council members attend that. That Keith Munn is signed up and Vickie isn't available until after April. He told John if he could go would be great and John said that he went to the last one. Trett went through other dates and places. That the class is free, that he might be attending and encourage other councilors to go if they can.

8.4. Christmas Bonus for City Employees – Motion was made and seconded to approve a \$50 Bi-Mart gift certificate for Deborah Hastings, Christine Pavoni, Bob Bruce and Rick Morgan and a \$30 gift card for Paul Lee. All in favor; Franz, Campbell, Trett, Sheppard, Manthe and Messmer, motion passed.

**9. CORRESPONDENCE** – City Recorder, City Clerk – No questions or comments on letters sent or received.

## **10. COMMISSION AND MAYOR'S REPORTS**

10.1. Mayor's Report – Jim Trett reported on the Mid-Valley Regional Solution Meeting in Salem, and received word from the Army Corps of Engineers regarding phase 1, the dig out of the Marina's. Their letter said no permits were required. That that was the last word needed, all other agencies had already approved phase 1. Which means this year they can put in more pilings which will allow the docks to go out further and new gangplanks. Phase II would be the actual dig out, big question now is where all that dirt is going to go. But that both Marinas are hoping to do phase I this year. The Marine Board has given the Marina's a grant to do

phase I and Business Oregon also gave them a grant. Councilor Sheppard stated they were talking about putting a breakwater kind of a harbor out at the island and breakwater out by Kanes and some wildlife islands out in the lake. Trett responded that he asked James, our Regional Solutions contact, at the meeting if they had talked to the Forest Service because they are the ones who did that plan and he said they haven't but they are going to. Trett said they plan on being done with phase II in 2017-2018. At the meeting they put out the Mid-Valley Region Solutions priorities and projects. The North Santiam Canyon Community Economic & Development is like number two on their list. After that meeting he attended a meeting in Dayton and they are more involved with Main Street Oregon, which he felt was more for DLRABA. They work with communities to revitalize their community, the downtown area. City Clerk Hastings stated we are a member. Discussion followed about what they do and the grants they have available. Trett stated the next quarterly Mayor's coalition meeting would be on December 14 in Independence.

10.2. Police and Safety Commissioner's Report – Mark Messmer stated that he attended the Marion County Sheriff's Advisory Committee meeting. They are about to begin construction on a 30,942 square foot building on campus. It is going to be a combination to help the firemen, the patrol/probation offices, which are going to move out of the trailers on site into a permanent situation and the transitions center is going to be rolled into this. They have received \$99,000 grant for body cams and are in the process of working out the policies on it, and should be implemented in the next 6-8 months. Mark stated they still need some people that they are down three in the enforcement division, down four in the jail division. He added that they do now have 22 female officers, up from 13. Most of the applicants have been local, that they still have a very strong cadet program, but the reserve program is pretty light, that they only have three reserve officers. Keith Munn of 100 2<sup>nd</sup> Street reported a notice came up on Nextdoor today that they came up with a 411 text number for anyone who wants to report something anonymously. He added people also need to call Marion County to report a formal complaint because if you don't call they won't bring people up here, that that depends on our phone calls to them.

10.3. Street Commissioner's Report – Greg Sheppard reported that we need to start updating our street signs. He said we have \$7,000 for snowplowing that comes out to about 81-82 hours of plowing.

10.4. Water Commissioner's Report – Jack Campbell reported on the water use and consumption for the month of November from Water Tech Bob Bruce. Meter were read on November 30<sup>th</sup> and no leaks were found on the customer side, it was a quite month, all else ok. Jack also reported on a letter from the Drinking Water State Revolving Fund. The letter of interest determination notice was received. Our project scored forty-two and considers it eligible for DWSRF assistance. Our project has been added to their project priority list and will be placed on their website and go through their 30-day public notice process. Provided there are no comments specific to our project, Business Oregon's Infrastructure Finance Authority (IFA) will be notified that the project may proceed in the funding process. Jack stated that with funding the whole project we're looking at probably a \$10-11 dollar increase. Acting Mayor Trett stated for anyone who wants to look at it, there is the North Santiam Canyon infrastructure community health assessment regarding sewer systems for the canyon. That they are proposing alternative three, which he went over. He also read an email from Ken Woodward regarding the project.

10.5. Building Commissioner's Report – Sandy Franz reported permits issued for November were two residential mechanical permits and one residential plumbing. These permits were also finalized in November.

10.6. Parks & Rec Commissioner's Report – No report

10.7. Emergency Preparedness Commissioner's Report –

10.8. Planning Commission – INACTIVE

10.9. Sewer Committee – Report done after water report

**11. ADVISORY COMMITTEE REPORTS** - Federal Lakes Recreation Committee for Detroit Lake  
Next meeting Wednesday, January 18, 2017 at 6:30 PM – Gates Fire Hall

**12. PUBLIC COMMENTS** – None

**13. ADJOURN** – Councilor Campbell motion to adjourn, motion was seconded, all in favor; Franz, Campbell, Trett, Sheppard, Manthe and Messmer, motion passed. Meeting adjourned at 7:47 PM.

Signed:

Attest:

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Jim Trett, Acting Mayor

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Deborah Hastings, City Clerk