



**DETROIT CITY COUNCIL
Regular Meeting Minutes
Tuesday June 13, 2017**

CALL TO ORDER: Mayor Trett called the meeting to order at 6:43 PM at City Hall, 160 Detroit Avenue N., Detroit, Oregon.

1. PLEDGE WAS RECITED

2. ROLL CALL – Councilor’s Present – Debby Ruyle, Keith Munn, Jim Trett, Greg Sheppard, John Manthe and Mark Messmer **Councilors Absent** – Vicki Larson-Hills with notice **Staff Present:** Christine Pavoni, City Recorder and Deborah Hastings, City Clerk. **Citizens Present:** Chris Kidd, Jack Krill, Oliver Layman, John & Sandi Elwood, David Layman and Elaine DeGeorge

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

4. ANNOUNCEMENTS – Elaine DeGeorge: Permission to use 135/145 Detroit Ave N. and 150 Patton Rd N. property for RV parking during solar eclipse event. Elaine presented council with a drawing where four RVs would be parked on 150 Patton and six RVs on 135 & 145 Detroit Avenue N. for one week Tuesday to Tuesday for the Solar Eclipse. They will be self-contained and she will bring up her on porta potty and run a white picket fence along the front of her property on Detroit Avenue. That there would be no campfires and would have security.

Sandi and John Elwood: Permission to use 210 Forest Ave property for RV parking during solar eclipse event. John presented council with a drawing of 30 squares 20x20 for RV, tents or parking for his lot. That he is going to have a dumpster and a porta potty. That they will allow campfires in an approved fire pit and abide by whatever the forest service allows at that time. Assistant Fire Chief stated whatever the Forest Service they will mimic, in general if they want campfires they are fine with it as long as it got the clearance.

5. APPROVAL OF MINUTES OF THE LAST MONTH - City Council Regular Meeting of May 9, 2017 Budget Committee Meeting of May 10, 2017. Councilor Manthe moved to approve the minutes motion was seconded, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed.

6. APPROVAL OF THE BILLS PAYABLE LIST FOR CURRENT MONTH – Recorder Pavoni reported that Ace Chemical just went up \$61 per month that they checked with other companies and said that is in line with what they charge. She asked if council wanted staff to start looking around or not bother with it since we would be getting rid of them soon. Council asked that staff make some phone calls for different prices. All in favor of paying the bills, Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed.

7. UNFINISHED BUSINESS

7.1. Rotating Meeting Schedule – Assistant Fire Chief Krill reported the Fire Department budget meeting would be on the 21st. And that they are coordinating with DLRABA with the fireworks. Mayor Trett reported the next DLRABA meeting would be on July 15 and the Federal Lakes meeting would be on July 19th at the Gates Fire Hall.

7.2. Code Amendment Updates – Mayor Trett reported we need two Councilors, two Planning Commissioners and two Citizens at large to join the team, which also includes the City Planner, City Recorder and members of various State and County agencies. Committed so far are Kevin Hills and Elaine DeGeorge for Planning Commission, Jay Seymour and Brian Sparks Citizens at large and still need two City Councilors. Councilor Manthe and Mayor Trett volunteered for council. Recorder Pavoni went over the date and times.

7.3. Eclipse August 21, 2017 – Mayor Trett went through issues that were discussed at the May council meeting. Liability and Insurance cost for paid parking and the release and hold harmless form. As long as there is no camping we are automatically covered. The only ones needing to sign the release and hold harmless form is volunteers. Police coverage for Friday through Monday of the event; Councilor Messmer reported Sgt. Parise from Marion County Sheriff’s office said they hadn’t made out the schedules yet but believes it’s going to be everybody on deck. That he know we’ll at least have one Forest Service guy, plus one guy out in the boat and probably at least one more officer up here. Christine asked if he talked to him about patrol for the Fireworks, and he said he told him as always, but nothing formal. Regarding the repair on the fence, Messmer said he has fence fabric if Rick and Bob wants to use it, they can have it. Christine stated that

a sign at the entrance saying, "not responsible for theft or damage" will be put up and will also be put on the tickets. Mayor Trett stated that Christine spoke with Dave Shelton regarding signs, that he has tons of orders from other cities and would like to do a mass order, so they need to figure out how many is needed. Recorder Pavoni also asked do we want to say that violators will be towed away or do we want to fine them ourselves through our ordinance. Council agreed city to fine them, Christine said this means we need enforcement officers out. Signs regarding parking limitations on some of the city streets were discussed. Councilor Sheppard to do survey of what streets need signs and how many. Assistant Fire Chief Krill stated they need 16 feet minimum to get a fire truck through with another car coming out. After we know how many signs we need, Christine to find out how much it's going to cost. Councilor Manthe motioned that to approve to spend money on no parking signs for during the eclipse based on the needs determined by Street Commissioner Sheppard, motion was seconded. Councilor Ruyle added if we could also get parking signs with arrows directing people to the parking at the park site. Council agreed, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed. Mayor Trett read memo from Recorder Pavoni to council that two people are needed for two 6hr/day split shifts for a total of 90 hours, Thursday through Monday from 8 am to 8 pm and earlier on Monday, one to collect the money and the other to direct the cars. Council discussed key points from City Records memo. Discussion followed. It was determined Rick and Bob could park cars during their regular work hours. Staff to put together a shift calendar so volunteers could fill in and then figure out when and how long we need to hire for. Recorder Pavoni asked if she and Deborah could not make it to work Friday and or Monday, if it would be necessary to have the office open. Councilor Munn motioned to close city hall with pay on Friday, August 18th and Monday, August 21st, due to the eclipse, motion was seconded. Councilor Ruyle stated that she would feel much better if they said, "If traffic warrant's it". Further discussion followed. Mayor Trett stated that he has a motion to amend the motion to close the office the 18th and 21st of August if traffic warrant's it, motion was seconded, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed. Mayor Trett voting on motion to close the office Friday, August 18th and Monday, August 21st if traffic warrants, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed.

7.4. SDC Amendments – Mayor Trett reported that HBH engineering is working on the SDC methodology, which is expected to be completed by end of June and a public hearing date is set for the September 12, city council meeting.

7.5. Tourism Promotion Committee – Mayor Trett read memo from Recorder Pavoni saying that this was brought up at the budget committee meeting. That Elaine DeGeorge suggested this committee some time ago to review and provide recommendations to the council regarding grant applications promoting tourism in Detroit based on the Silverton model. Elaine explained her views on the TOT money and how it's spent and how they do it in Silverton. She volunteered to be on the committee. Mayor Trett moved to instruct city staff to set up a resolution for the creation of a TOT committee and bring back to the next meeting for a vote, motion was seconded, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed.

7.6. Idanha-Detroit RFPD Facility Joint Use Agreement Review (postponed) – Still being worked on.

8. NEW BUSINESS

8.1. 2018 Special City Allotment – Mayor Trett stated a motion is needed to approve the required ODOT SCA Resolution to submit with the application that Street Commission Sheppard is working on, motion was made by Councilor Sheppard to approve the 2018 Special City Allotment Resolution, motion was seconded, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed.

8.2. Resolutions No. 565, 566, 567 – Mayor Trett reported that these three resolutions are an important part of the budget cycle. Number 565 & 566 are necessary to receive state shared revenues and resolution 567 adopts the budget for fiscal year 2017-18. He read each resolution by title only. Motion to approve resolution 565 was made by Councilor Messmer, motion was seconded, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed. Motion was made by Councilor Munn to approve resolution 566, motion was seconded, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed. Motion was made by Councilor Munn to approve resolution 567 to adopt the budget, motion was seconded, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed.

8.3. Resolution No. 568 Multi-Jurisdictional Hazard Mitigation Plan – Mayor Trett stated that the city is required to have a Hazard Mitigation Plan to receive FEMA money and open grant opportunities. That the city received the final draft that was approved by FEMA which has to be adopted by the city. The Mayor read by title, motion was made by Councilor Messmer to approve resolution 568, motion was seconded, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed.

8.4. ODOT Flexible Service Maintenance Agreement Renewal – Councilor Manthe motioned to approve the agreement, motion was seconded, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed.

8.5. Marion County Sheriff's Office Patrol Services Agreement Renewal – Councilor Manthe motion to approve the agreement, motion was seconded, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed.

8.6. OLCC License Renewals – All OLCC licensed businesses have paid the required city fee.

8.7. Mass Gathering Applications (2) – Fireworks over the Lake submitted by DLRABA and Fireworks Fundraiser submitted by John and Sandi Elwood. – Motion made by councilor Manthe to approve the mass gathering applications and waive the fee, motion was seconded, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed.

8.8. Pre-Audit Meeting – Mayor Trett reported that Christine would like permission to attend the pre-audit meeting on June 14th, that the class is free but would like reimbursed for gas. Councilor Manthe motioned Christine be reimbursed for mileage, motion was seconded, all in favor; Ruyle, Munn, 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 the Mayor of Independence invited us to participate in their parade on the morning of the 4th and the Mayor of Portland also invited all the Mayor's to walk with him in the parade, which he couldn't make. Jim also reported he applied for the grant to go to the Mayor's Conference again this year.

10.2. Police and Safety Commissioner's Report – Mark Messmer reported he was unable to attend the Sheriff's advisory committee meeting last month because we had council meeting that same night. That he will be participating on an interviewing and hiring committee later in the month.

10.3. Street Commissioner's Report – Greg Sheppard reported he is working on the Small City Allotment grant application. That they let him put in three streets at the same time, Detroit Road, Deer Street and part of Forest Avenue E. He said he is also going to have the person who's been doing our striping for years, come and take a look at some of the worst parts of town and how much it would cost.

10.4. Water Commissioner's Report – John Manthe read report submitted from Water Tech Bob Bruce, on water use and consumption for the month of May. That water unaccounted for was 1,484,300 gallons and that we are waiting to hear on the loan to get the pipes fixed for the distribution system and that number will come down. A cell modem failed at Breitenbush intake, a new one was bought, programmed and installed. A flow meter also failed on one of the raw water pumps. Without this flow meter the pump would not run, a new one has been ordered. There was a water main break on Hill Street caused by tree roots. This is the 4th break on that line in four years due to tree roots. Emery & Sons were called to do the repairs on June 26th. The State will be coming to do a Sanitary Survey on June 26th of the water system, Bob is hoping to get another outstanding performance rating again. Recorder Pavoni added if he gets another outstanding performance, it doesn't have to be done again for five years, otherwise it is every three years, which costs a lot of money. Discussion followed regarding the ODOT line.

10.5. Building Commissioner's Report – Mayor Trett reported residential permits issued for the month of May were, 9 electrical, 1 mechanical and 2 structural. Residential permits with final inspection, 6 electrical and 1 mechanical. Commercial permits issued, 1 alarm or suppression system, commercial permits with final inspection 3 electrical and 1 structural.

10.6. Parks & Rec Commissioner's Report – Debby Ruyle reported on the 30% requirement of the plan review and public open house for the grant project with times and dates. Park Committee met today to go over parking for the eclipse at the park site. She is getting prices on material needed and added there are some areas that still has a bit of a drop and is not cost effective to bring in dirt, so they will block off those areas. That Rick thinks we can get 60-70 cars in. Matt Miller project manager for the park said there are some free plants and trees possibly available, Christine waiting to hear back. Debby also reported an environmental scientist came out a couple of days ago to check and make sure there aren't any environmental issues and that he was very impressed with how nice the property looked. Debby stated that she didn't know where we were regarding the stage, that evidently the stage from DLRABA got put over there. Councilor Munn asked if there was an issue with that and Recorder Pavoni stated it couldn't stay there for too long. He said it would probably stay there until they needed it again and explained that DLRABA had their stuff in Kim Flowers property and he's going to tear the building down so they needed to get their stuff out. Councilor Ruyle stated as long as they will move it when we need it moved and Councilor Munn responded they would move it when we needed it moved. Recorder Pavoni commented that it's not a permanent solution and they should have asked permission from Council and Councilor Munn said he was under the impression it was approved but that he is not DLRABA and it is just a temporary solution and when or if we want it moved he will move it. Council was in agreement with that.

10.7. Emergency Preparedness Commissioner's Report – Keith Munn reported the Hazard Mitigation Plan has been adopted now, but there are still some ongoing things that have to be done. There are things that need to be done for the near future and long term (within five years). When they meet next time probably in five years, they will have to have all the items formulated. Clerk Hastings stated there would be two meetings a year. Discussion followed.

10.8. Planning Commission – Inactive

10.9. Sewer Committee – Mayor Trett read an update report for the North Santiam Canyon Joint Wastewater Project from Ken Woodward. He said that the project is going forward. Mill City is realizing this project could be a major benefit to their community. Grady McMahan with the Forest Service would be participating in the meetings. This is a long process and getting involved is important. There are a lot of people behind the scene that are reassuring us that the money will be there along with the understanding that affordability is very important. What would you say to a \$52.00 a month sewer bill. Mill city had a \$34 -38 dollars monthly charge with nothing built into the monthly charge for future improvements. Now they are at \$42.00 per month while still needing important upgrades. Ken stated that he has taken a picture of the lake and will be meeting with a sign making company to see what it will cost to make lawn signs “Keep it Clean, Keep it Pristine, North Santiam Canyon Joint Wastewater Project”. It's a start.

11. Update ADVISORY COMMITTEE REPORTS - Federal Lakes Recreation Committee for Detroit Lake
Next meeting Wednesday, July 19, 2017 at 6:30 PM – Gates Fire Hall

12. PUBLIC COMMENTS – None

13. ADJOURN – Councilor Manthe motioned to adjourn, motion was seconded, all in favor; Ruyle, Munn, Trett, Sheppard, Manthe and Messmer, motion passed.

Signed:

Attest:

Jim Trett, Mayor

Christine Pavoni, City Recorder