



**DETROIT CITY COUNCIL
Regular Meeting Minutes
Tuesday, December 11, 2018**

CALL TO ORDER: Mayor Jim Trett called the meeting to order at 6:30 PM at City Hall, 160 Detroit Avenue N., Detroit, Oregon.

1. ROLL CALL – Councilor’s Present – Shelley Engle, Debby Ruyle, Greg Sheppard, Jim Trett, John Manthe and Ken Woodward. **Absent** – Vickie Larson-Hills **Staff Present:** Christine Pavoni City Recorder, Deborah Hastings City Clerk. **Citizens Present:** John Engle, Bob & Sandy Franz, Andrew Siegmund, Dean O’Donnell, Terry & Sharon Bonnett, and Chris & Sara Tardif.

2. PLEDGE WAS RECITED

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

4. ANNOUNCEMENTS -

5. APPROVAL OF MINUTES OF THE LAST MONTH - City Council Regular Meeting of October 9, 2018 – Councilor Manthe motioned to approve the minutes of October 9th, motion was seconded all in favor (6) Engle, Trett, Sheppard, Manthe and Woodward, Abstain (1) Ruyle. City Council Regular Meeting of November 13, 2018- Councilor Engle motioned to approve the minutes of November 13th, motion was seconded, all in favor; Engle, Ruyle, Trett, Sheppard, Manthe and Woodward, motion passed.

6. APPROVAL OF THE BILLS PAYABLE LIST FOR CURRENT MONTH – Councilor Manthe motioned to pay the bills, motion was seconded. Councilor Ruyle asked about two checks to OHA Cashier for cross connection, fees were \$195 and \$75. Recorder Pavoni explained that one is for a class and one is an annual fee. All in favor; Engle, Ruyle, Trett, Sheppard, Manthe and Woodward, motion passed.

7. UNFINISHED BUSINESS

7.1. Rotating Meeting Schedule – Councilor Ruyle reported on behalf of the fire department, that they are offering the chief position to someone and that they meet again on Thursday. They had two applicants for the second recruitment retention position that they would also be interviewing for. Mayor Trett reported the North Santiam Wastewater meeting report would be under the commissioner’s reports. He gave the dates for next month’s meetings, Wastewater meeting January 3, Federal Lakes January 16th and DLRABA and Detroit Lake Foundations on January 19th.

7.2. Update: 137 Patton Street Dangerous Structure – Mayor Trett reported this is going through the Attorney’s, no action.

7.3. City Attorney Vacancy – Mayor Trett stated at last month’s meeting council motioned to contract with COG for attorney services and that Attorney Bill Monahan will attend the January meeting to introduce himself and that the COG agreement needs to be signed by him tonight. After discussion council agreed to include in the agreement that it be reviewed each year.

7.4. ATV Ordinance Violations – Discussion was held regarding the ATV rules not being followed during the summer months and thinking of ideas to control it before the next season starts. Mayor Trett said that he would look into the cost of some decent vest and name tags for the enforcement officers.

7.5. Wayfinding Grant – Marion Cultural Development Corporation (MCDC) – Mayor Trett reported that the city was awarded the \$1,000 Wayfinding Grant from Marion Cultural Development to produce a flyer highlighting a couple of walking tours for the City, that COG applied for us. Councilor Sheppard stated we have two in the urban growth boundary. That he and Brad Peterson, the head trail guy at the Detroit Ranger District, brushed out the trail up to the top of the island, which is a possible one. That it's about two miles from downtown up to the summit. That there are two or three local trail clubs that come up and do maintenance and that one of them would be up on Friday the 21st to open up the rest of the trail. Mayor Trett said that he would be attending the grant award reception on January 10th in Salem.

7.6. Tree Settlement Documents – 200 Lakecrest – Mayor Trett stated the situation on 200 Lakecrest has been satisfied, that we received a settlement check of \$60,694.75 for trees that were cut down in city right of way. Council has two options, to deposit the check into the general fund under a new revenue line called litigation settlements and can begin doing things with it beginning of July or they can have the money available immediately by entering a supplemental budget process; that a decision has to be made. Discussion followed regarding the roof needing to be done on the public works building and if it would be stable until July. Councilor Manthe motioned to put the money into the general fund for the next fiscal year, motion was seconded, all in favor; Engle, Ruyle, Trett, Sheppard, Manthe and Woodward, motion passed.

7.7. Road Dedication 105 Patton Road – Recorder Pavoni stated that we need to find a better map showing exactly how much land belongs to us that is on the owners property. After discussion, Council said to contact a surveyor and have a survey done.

8. NEW BUSINESS

8.1. Certified Results for the November 6, 2018 General Election – Mayor Trett congratulated Councilors Engle, Sheppard and Manthe on winning their re-election and gave them the certificate of election. Mayor Trett stated there were two vacant seats and Eric Page got the most write in votes and Ken got second, that unfortunately both are part time citizens and the charter says we can only have two, so there is one empty seat. Councilor Sheppard commented that he thought they should revisit the charter and bring it up for election again to allow three part time councilors to be on council instead of two. That 75% to 80% of the property owners in town are part time homeowners. Mayor Trett asked Councilor Woodward if he would honor us by continuing to be our liaison to the sewer committee, that he knows that well and could serve us well if he would continue in that role. Ken responded that he would be honored and has always been proud to serve the community and intends to see this project all the way through for the people, and do his best. Dean O'Donnell asked about what Greg mentioned, how we would go about getting that back on the ballot, Mayor Trett said it would be discussed later on the agenda. Mayor Trett asked for a motion to accept the official receipt of the abstract of the November 6, 2018 election as the official election results. Motion was made by Councilor Manthe, motion was seconded, all in favor; Engle, Ruyle, Trett, Sheppard, Manthe and Woodward, motion passed. Mayor Trett stated that we do have verification from Eric Page to accept the position. Councilor Engle motioned that he is qualified, motion was seconded, all in favor; Engle, Ruyle, Trett, Sheppard, Manthe and Woodward, motion passed. Motion was made by Councilor Manthe to declare a full time position open on the council, motion was seconded, all in favor; Engle, Ruyle, Trett, Sheppard, Manthe and Woodward, motion passed.

8.2. Resolution No. 584 – A Resolution Establishing Water Rates – Mayor Trett reported the resolution is necessary due to the January 1, 2019 planned water increase. No changes other than the \$2.50 increase for every water account. Councilor Manthe motioned to accept resolution 584, motion was seconded. Mayor Trett added that this is to meet the conditions of

the loan for the water line replacements, all in favor; Engle, Ruyle, Trett, Sheppard, Manthe and Woodward, motion passed. Councilor Manthe reported bids would go out first of January and the first phase should be completed by June 28th.

8.3. Christmas Bonus for City Employees – Mayor Trett read memo from Recorder Pavoni asking council to grant the traditional \$50 Bi-Mart gift certificate for city employees, Deborah Hastings, Christine Pavoni, Bob Bruce and Rick Morgan and \$30 for building maintenance employee Kelly Galbraith. Councilor Manthe motioned to approve the request, motion was seconded, all in favor; Engle, Ruyle, Trett, Sheppard, Manthe and Woodward, motion passed.

8.4. Employee Request – Mayor Trett read memo from Recorder Pavoni asking permission to close the city office for half a day on Christmas Eve at 12:30 PM. After discussion, Councilor Engle motioned to approve closing city hall on Christmas Eve the entire day, motion was seconded. Councilor Ruyle asked Deborah if she would be taking a vacation day and she said yes. All in favor; Engle, Ruyle, Trett, Sheppard, Manthe and Woodward, motion passed.

9. CORRESPONDENCE –

10. COMMISSION AND MAYOR'S REPORTS

10.1. Mayor's Report – Jim Trett reported on the meetings he attended for the month. November 27th the Solid Waste Advisor Council. On December 3rd he met with Sean O'Day from COG that he would like to come up and do a councilor training at the February council meeting. On December 4th he attended Janet Carlson's retirement party. He said he had another meeting with Representative Sherrie Sprenger on the burn band enforcement legislation to try and put some bite into it. He said tomorrow he would be attending the Mid-Valley Mayor Coalition meeting.

10.2. Police and Safety Commissioner's Report – There was discussion regarding the sub-station in East Marion County, that it is going to take a while for that to get going. Shelley Engle said that she would be going to the Sheriff's Advisory Board meeting in February and would be able to report back.

10.3. Street Commissioner's Report – Greg Sheppard reported he would like to start getting bids for paving next month. And we're getting ready for winter by getting snow poles by all the hydrants.

10.4. Water Commissioner's Report – John Manthe reported on water use and consumption. Meters were read on November 30th, that although water unaccounted for is high it's better than it has been in a long time. HBH is working on the final drawings for the first phase of the distribution lines. He said that Bob went to school from December 3rd to the 6th which gave him the CEU's he needed for his certificates. Discussion followed.

10.5. Building Commissioner's Report – Mayor Trett reported for Vickie Larson-Hills. For the month of November there were three permits issued, one residential structural, one residential electrical and one commercial mechanical. For final inspections there were three residential mechanical, one commercial electrical and one residential structural.

10.6. Parks & Rec Commissioner's Report – Debby Ruyle reported the parks are technically done. They put the lights in today, the bathrooms last week. She said they can't plant, that the Forest Service does the planting and won't plant until March because they don't want everything to freeze. But the grass is all planted. Mayor Trett reported he is still in contact with the State Surplus and they are on the lookout for a gator with the water tank. Debby added that we will be posting for the park position in two days. Discussion followed regarding running electrical to the maintenance building and security cameras. Terry Bonnett stated they are working on the installation of the flag pole, that anything over 7 feet we have to get a permit from Marion County.

10.7. Emergency Preparedness Commissioner's Report – No report

10.8. Planning Commission – Kevin Hills- In recess until January

10.9. Sewer Commission – Ken Woodward reported they hired an attorney out of Eugene. That she is very knowledgeable on setting up special districts. That they have a resolution that has to be signed and approved by two councilors from each city acknowledging we hired an

attorney. It will then go to Marion County to show them we have an attorney to go forward with the special district. That Marion County is paying for all of the attorney fees for a year, and Councilor Engle added that's because they can only budget for one year at a time. He updated council on things being worked on at the sewer meetings. Discussion followed. Council in agreement that Jim Trett and Ken Woodward to sign Resolution.

10.10. Personnel Review Board – Debby Ruyle, Vickie Larson-Hills, and John Manthe Jr. –

Councilor Ruyle reported they have been meeting monthly. All employee evaluations have been done and went over a timeline for future evaluations. She stated they are recommending to council a salary increase of \$1.00/hr for the City Recorder, City Clerk, Water Technician and Street Maintenance worker and 50 cents an hour increase for the building maintenance worker to come into effecting on January 1st 2019, that the city recorder says that our budget can support these increases. Councilor Manthe motioned to approve the raise, motion was seconded, all in favor; Engle, Ruyle, Trett, Sheppard, Manthe and Woodward, motion passed. Debby Ruyle stated they also recommend that they add a part time 24-hour per hour position to the City of Detroit, the title would be Deputy City Recorder and explained what some of the duties would be. And that the position be offered in-house first, which is following our policies and if no one applies then it would be opened to the public. Ideally the position would start January 2nd with a salary of \$15.00 per hour. No health, retirement or life insurance will be offered. Councilor Manthe motioned to add the position of Deputy City Recorder in-house at \$15 per hour 24-hours per week, motion was seconded, all in favor; Engle, Ruyle, Trett, Sheppard, Manthe and Woodward, motion passed.

> Councilor Sheppard asked to revisit the discussion regarding a charter change. Recorder Pavoni said he wouldn't cost anything if they put it on the ballot in an even year. Odd year we would have to pay, which the cost would depend on how much is on the ballot, that it could be very little or several hundred dollars. Mayor Trett motioned to table this until the February meeting, motion was seconded, all in favor; Engle, Ruyle, Trett, Sheppard, Manthe and Woodward, motion passed.

11. PUBLIC COMMENTS –

12. GOOD BYES AND THANK YOU TO OUTGOING COUNCILORS – Councilor Ruyle and Woodward were given certificates of appreciation for serving on council by the Mayor.

13. ADJOURN – Councilor Manthe motioned to adjourn, motion was seconded, all in favor; Engle, Ruyle, Trett, Sheppard, Manthe and Woodward, motion passed. Adjourned at 7:55 PM.

Signed:

Attest:

James R. Trett, Mayor

Christine Pavoni, City Recorder