



**DETROIT CITY COUNCIL
Regular Meeting Minutes
Tuesday, December 10, 2019**

CALL TO ORDER: Mayor Trett called the meeting to order at 6:33 PM at City Hall, 160 Detroit Avenue N., Detroit, Oregon.

1. ROLL CALL – Councilor’s Present – Julie Gunderson, Jim Trett, Greg Sheppard, John Manthe and Shelley Engle. **Absent** – Eric Page and Vickie Larson-Hills **Staff Present:** Deborah Hastings City Clerk and Kelly Galbraith Deputy Recorder **Citizens Present:** Ken Woodward, Debby Ruyle, AJ and Shannon Huy and Lyn Schultz

2. PLEDGE WAS RECITED

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

4. ANNOUNCEMENTS – Request to speak, Debby Ruyle – Debby stated that the Community Christmas party for Idanha and Detroit would be on Friday the 13th at the meeting hall and across the street at the Lodge. That it starts at 4:30 and is dark around that time and asked if they could close the street from 4 to 7:30 PM. Motion was made by Councilor Manthe to approve closing the street from 4 to 8 PM, motion was seconded. After discussion, decision was made that it be closed from Connors to the end of the meeting hall building, all in favor; Julie Gunderson, Jim Trett, Greg Sheppard, John Manthe and Shelley Engle, motion passed.

> Mayor Trett informed council that Christine is not here that Kelly is stepping up and beginning her role that becomes official on January 1st, where she will assume duties of City Recorder and Christine will step into her role as Financial Management.

5. APPROVAL OF MINUTES OF THE LAST MONTH - City Council Regular Meeting of November 12, 2019 – Councilor Engle motioned to approve the minutes of November 12th, motion was seconded, all in favor; Julie Gunderson, Jim Trett, Greg Sheppard, John Manthe and Shelley Engle, motion passed.

6. APPROVAL OF THE BILLS PAYABLE LIST FOR CURRENT MONTH – Councilor Manthe motioned to approve the bills, motion was seconded, all in favor; Julie Gunderson, Jim Trett, Greg Sheppard, John Manthe and Shelley Engle, motion passed.

7. UNFINISHED BUSINESS

7.1. Rotating Meeting Schedule – Fire Department: Board member Lyn Schultz reported the Fire Department and Snowmobile would be having their Christmas party on Saturday the 14th. Mayor Trett moved the **Sewer Task Force** report to 7.6. Mayor Trett reported the **Federal Lakes** meeting is January 15 and **DLRABA** followed by the Detroit Lake Foundation is scheduled for January 18th.

7.2. Road Dedication 105 Patton Road – Mayor Trett read Lee Layman’s acceptance letter for the lot line adjustment. He added a variance would also need to be approved. Deputy Recorder Galbraith added it would be a variance type 3, so will include a public hearing with planning commission and city council, so it probably won’t be done until February council meeting.

7.3. Ballot Measure for Charter Change – Mayor Trett reported this would be on the May 2020 ballot and work will begin in January/February.

7.4. Public Works Building Restoration – Mayor Trett reported staff has requested quotes from three Electricians. One quote was from a contractor to replace the roof and siding. More quotes are expected and staff will update council as they come in.
7.5. Code Amendments – Mayor Trett reported the RV component of the most recent development code amendment process was referred back to the planning

Commission for review. They had a work session October 22nd to work on it. They are currently in recess and will re-convene on January 21st.

7.6. Intergovernmental Agreement Creating the North Santiam Sewer Authority – ORD 263 – Mayor Trett stated ordinance 263 would first be read in full and then by title only. That the agreement would be read in full with the help of Councilor Engle. He added that Danielle Gonzalez of Marion County sent this out and there were some small changes in the agreement, which he pointed out and read. Mayor Trett read in full ordinance 263, an ordinance of the City of Detroit ratifying the creation of the North Santiam Sewer Authority in accordance with an ORS 190 intergovernmental agreement and declaring an emergency. He and Councilor Engle took turns reading the Intergovernmental agreement until read in full. He then read ordinance 263 by title only. Councilor Engle motioned they agree to ordinance 263 creating an intergovernmental agreement, motion was seconded, all in favor; Julie Gunderson, Jim Trett, Greg Sheppard, John Manthe and Shelley Engle, motion passed.

> Mayor Trett called on Ken Woodward for the sewer update – Ken reported they are reviewing the North Santiam Joint Sewer Project engineering, master planning and design for wastewater facilities, and will vote on it at their next meeting. He said he wants to make sure the communities informed, that is the responsibility of the engineers, that they have 80-hours set aside for that. Discussion followed with Councilor Engle stating, as director of communications for the water/sewer authority, she would propose they do a town hall on a Saturday in the spring, and that it would be a presentation not a Q & A.

7.7. Public Works Position II – Mayor Trett reported that the person they decided to hire last month choose to decline and asked if there was an update. Deputy Recorder Galbraith said that we have two applicants that she, the personal review board and Councilor Sheppard would be interviewing on Saturday.

7.8. ODOT Small City Allotment Grant Agreement – Mayor Trett reported the draft SCA grant was approved by council at the last meeting and he would be signing the final agreement tonight. Discussion followed regarding where the location of the pedestrian path would be on Forest Avenue.

8. NEW BUSINESS

8.1. Discrimination and Harassment Free Workplace Policy – Mayor Trett stated that the Oregon Legislature adopted Senate Bill 479 and 726 which require action by each public employer by January 1, 2020. Staff requested a template for a harassment ordinance from CIS, our insurance people. They sent it up today and then said we also need to have one for pregnancy accommodation too, so there are two ordinances that have to be read in full and then by title only. Mayor Trett with the help of Councilor Engle read **Ordinance 262** in full, an ordinance adopting Oregon legislature senate bill 479 and 726; providing a discrimination and harassment free workplace policy and declaring an emergency. Mayor Trett read ordinance 262 by title only. Councilor Gunderson motioned to accept ordinance 262 as written, motion was seconded, all in favor; Julie Gunderson, Jim Trett, Greg Sheppard, John Manthe and Shelley Engle, motion passed. Mayor Trett read **Ordinance 264** in full, an ordinance adopting Oregon house bill 2341 and house bill 593; Oregon pregnancy accommodation policy and declaring an emergency. He then read by title only. Motion made by Councilor Engle to adopt ordinance 264, motion was seconded. Mayor Trett pointed out an error in house bill number 593 it should be 2593. motioned to amend house bill number from 593 to 2593, motion was seconded, all in favor; Julie Gunderson, Jim Trett, Greg Sheppard, John Manthe and Shelley Engle, motion passed

8.2. Christmas Bonus for City Employees – Mayor Trett read memo from Recorder Pavoni asking council to grant the traditional \$50 Bi-Mart gift certificates for city employees; Deborah Hastings, Christine Pavoni, Bob Bruce, Kelly Galbraith and Brenda LeBlanc. Councilor Manthe motioned to approve the fifty dollars, motion was seconded, all in favor; Julie Gunderson, Jim Trett, Greg Sheppard, John Manthe and Shelley Engle, motion passed

9. CORRESPONDENCE – No questions or comments on letters sent or received.

10. COMMISSION AND MAYOR'S REPORTS

10.1. Mayor's Report – Jim Trett reported on meetings he attended over the last month. Small Cities meeting in Willamina on the 14th, Mid-Valley Area Committee on Transportation on the 20th in Salem. On the 21st the Marion County Local Emergency Planning Committee also met in Salem. Tomorrow he would be attending the Mid-Valley Mayor's Coalition in Independence, on the 12th the Solid Waste

Management Advisory Council and on the 19th he'd be at the Local Emergency Planning Committee meeting.

10.2. Police and Safety Commissioner's Report – Julie informed council that she was having a problem because of there not being a job description for her commission. She got one from the Oregon Department of Justice of what a police commissioner for small cities should be doing, and she asked if she could use that one or if someone else wanted to come up with something, that we really need one. Mayor Trett responded maybe they should be looking at job descriptions for all the commissioners and talk to COG and the Attorney to make sure what we're doing is ok. Julie stated she would appreciate that, that she is in a quandary now as to where she should be going with this. Moving on with her report Julie reported the phone is going again and has it turned on all the time in case she gets a call. She said the code enforcement is her main concern right now because we aren't doing anything with it. That after she gets the job description then she can go ahead and move forward in setting up the code enforcement part of it. That right now it's being done by complaint related and explained the process. Julie stated in regards to getting a dedicated Deputy, she said she has already had a meeting with the Sheriffs and they told her the only way now, because the county has cut down on the number of officers and they are really spread thin, is on an annual contract. The lowest number they quoted her was \$180,000, and feels we don't need an annual contract except for a very short time in the summer. That in October there were eight calls to the Sheriff. In November the first call was on November 10th and the last call was on November 25th, that the city doesn't need and shouldn't ask the citizens to fork out that kind of money when we really don't need it. That she doesn't feel we need another meeting with the Sheriffs, that this is not what we need at this time. Councilor Engle stated that she noticed we have two Enforcement Officers, Shari Flanders and Kevin Hills from the information she got on the last phone list. Debby Ruyle said she was an Enforcement Officers and Staff added some of the councilors are also Enforcement Officers that's on the list. Julie asked councilors if they were sworn in because Christine couldn't find the paperwork and said that councilors who want to be enforcement officers need to get sworn in, because the paperwork is not on file. Councilor Engle asked if someone had to live here and be around to be able to be useful as a code enforcement officer. Julie stated that is why she wants to get a schedule set up so we do have enforcement officers available. Councilor Engle stated in regards to the descriptions, she liked the idea of having COG look at this and help us create jobs for all of them, because they are familiar how we work, the size of our community and who we have available. Mayor Trett said he felt it would make it a lot easier to ask COG and the attorney to help us.

10.3. Street Commissioner's Report – Greg Sheppard reported since our grant project runs up against the highway right of way, we will have to comply with the ADA compliant ramp at the flashing crosswalk, so it may add a little more to the cost. That he needs to meet with the person in charge of that to find out more.

10.4. Water Commissioner's Report – John Manthe reported on water use and consumption. There was discussion on the high usage for water unaccounted for, John is going to talk to Bob about it. Meters were read December 2nd, no leaks were found. He said plans for the second phase of the water project is almost complete and should go out to bid sometime in January. This part of the construction will be larger than last years.

10.5. Building Commissioner's Report – Shelley Engle reported we had three permits, one commercial and two residential.

10.6. Parks & Rec Commissioner's Report – Eric Page absent, no report

10.7. Emergency Preparedness Commissioner's Report – No report

10.8. Commissioner At Large – Vickie Larson-Hills absent, no report

10.9. Planning Commission – No report, in recess

11. PUBLIC COMMENTS – None

12. ADJOURN – Councilor Manthe motioned to adjourn, motion was seconded, all in favor; Julie Gunderson, Jim Trett, Greg Sheppard, John Manthe and Shelley Engle, motion passed. Meeting closed at 8:09 PM.

Signed:

Attest:

James R. Trett, Mayor

Kelly Galbraith, Deputy Recorder