



**DETROIT CITY COUNCIL  
Regular Meeting Minutes  
Tuesday, January 14, 2020**

**CALL TO ORDER:** Mayor Jim 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** – Eric Page, Julie Gunderson, Jim Trett, Greg Sheppard and John Manthe. **Absent** – Vickie Larson-Hills and Shelley Engle, with notice. **Staff Present:** Kelly Galbraith City Recorder, Deborah Hastings City Clerk, Rob Henry City Engineer. **Citizens Present:** Bob & Sandy Franz, Gary Spore, Chris and Sara Tardiff, (not signed in, Candy Page and Dean O’Donnell).

**2. PLEDGE WAS RECITED**

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

**4. ANNOUNCEMENTS –**

4.1. Senior Councilor Greg Sheppard opened nominations for Mayor. Councilor Manthe nominated Jim Trett, motion was seconded, all in favor; Page, Gunderson, Trett, Sheppard and Manthe, motion passed.

4.2. Oath of Office Kelly Galbraith, City Recorder – Kelly Galbraith took the oath of office as City Recorder.

4.3. Appoint Personal Review Board Members by Mayor with consent of the Council - Current Board Members: John Manthe Jr., Vickie Larson-Hills, one Vacant seat. Mayor Trett stated all commissioners would remain the same. Mayor Trett tabled filling the vacant seat until a later date.

4.4. Joshua from Census Bureau – Presentation, Census Bureau Recruitment – In late, presentation after 4.5.

4.5. Presentation – Rob Henry, HBH Engineering: Broadband Conduit Project - Rob informed council that they were supposed to take bids tomorrow for the phase 2B water project, but has been put off until next week, because up until this time they had been operating on the track of CPI and peak possibly co-locating the fiber optic conduit with the waterline trenches. He explained the details of what that entailed and the cost estimated they presented. CPI decided not to move forward with that, they felt they could do it cheaper, so no powerlines are going in. Mayor Trett stated that he had received an email from Danielle Gonzalez from Marion County and called a recess at 6:49 PM for five minutes so he could go over the email with Rob. Meeting reconvened at 6:50 PM. Mayor Trett explained that the reason for the break was that Danielle and Kenny (HBH) had been talking and then he and Danielle had talked and she sent out some information. He informed council this was for their consideration, that between Danielle and Kenny they ran the numbers, and if we wanted to install conduit in all areas with open trenching in the 2<sup>nd</sup> phase of the water project and performing some conduit-only trenching to extend all sweeps to edge of pavement the cost would be \$47,830 for us. It would be 11,000 Lineal feet (LF) of conduit installed. He stated that we do have that \$30,000 coming between now and July and another \$15,000 in July. He said that Danielle did talk to the CEO of CPI and the head of Peak and they are both saying that was a reasonable price and is a good investment because it shows the city wanting this to happen, and we would own it and could either sell it or lease it to whoever wants to come in, that those are some things to consider. Mayor Trett stated that CPI is out but CPI and Peak are kind of connected so they talk to each other and when they talked at that meeting they said if that is what the city wanted to do with the three checks, it is was a reasonable price in their mind and would be a sound investment. Recorder Galbraith informed council of the contract we have with Frontier until 2022 and that we wouldn’t be able to use it until then. Discussion followed regarding the city’s options. City Engineer Rob Henry said that this is not a substantial part of the bid, that they could always leave it in the bid and do a change order later if we decided to pull that out. Councilor Manthe motioned to table the decision on the highspeed conduit until the February

2020 meeting, motion was seconded, all in favor; Eric Page, Julie Gunderson, Jim Trett, Greg Sheppard and John Manthe, motion passed.

> Joshua from Census Bureau – Joshua reported that the United States is required to count its population every ten years, that they need to know how many people are living here and where they are living. They are gearing up to do that. He said they use this data for extremely important purposes and went through how the census data is used. He said the main ingredient they don't seem to have enough of to ensure the census is as accurate as absolutely possible is, census takers, office workers, IT Department with high speed internet possibly, to make sure everyone is counted. So, he is here hoping to find people who might be interested in coming to work for them on a temporary basis as census takers primarily.

## **5. APPROVAL OF MINUTES OF THE LAST MONTH**

5.0. Memo from former City Recorder Pavoni – Mayor Trett stated this is for council information only regarding clarification of what was reported last month for the enforcement officer list.

5.1. City Council Regular Meeting of December 10, 2019 – Councilor Manthe motioned to approve the minutes of December 10<sup>th</sup>, motion was seconded, all in favor; (4) Gunderson, Trett, Sheppard and Manthe, abstain (1) Page, motion passed.

5.2 Special Session Meeting of December 20, 2019- Councilor Manthe motioned to approve the special session minutes of December 20<sup>th</sup>, motion was seconded; all in favor; (4) Gunderson, Trett, Sheppard and Manthe, abstain (1) Page, motion passed.

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

## **7. UNFINISHED BUSINESS**

7.1. Rotating Meeting Schedule – Mayor Trett reported the Federal Lakes meeting had been canceled, Dean O'Donnell said their quarterly meeting would be on Saturday at 10 AM. Mayor Trett reported the Sewer Task Force next meeting is on February 6<sup>th</sup>.

7.2. Road Dedication 105 Patton Road – Mayor Trett reported that the owner has signed the class C variance application and the lot line adjustment application and the city planner will process the applications and then will go to the planning commission for review and then a public hearing will come before council.

7.3. Ballot Measure for Charter Change-Adoption of Resolution 600 – Mayor Trett reported council needs to adopt resolution 600, which is a referral of the proposed charter amendment to voters at the primary election on May 19, 2020. Mayor Trett read resolution 600 by title, that this would allow council to expand up to three second homeowners to serve on the council. Councilor Manthe motioned to adopt resolution 600, motion was seconded, all in favor (4) Page, Trett, Sheppard and Manthe, Nay; (1) Gunderson, motion passed.

7.4. Public Works Building Restoration – Mayor Trett read memo from Recorder Galbraith that RFQ's were sent out to three electricians on December 1<sup>st</sup> and haven't had any responses yet. One quote was received to date for the replacement of the siding and the roofing and expects to receive one more shortly.

7.5. Code Amendments – Mayor Trett reported that the RV component of the most recent code amendments were referred back to the planning commission for review. They had a work session in October and will reconvene this month on the 28<sup>th</sup>.

7.6. Intergovernmental Agreement Creating the North Santiam Sewer Authority – ORD 265 and Repealing ORD 263.- Mayor Trett read the changes in the IGA and then read Ordinance 265 by title an ordinance of the City of Detroit repealing ordinance 263 and ratifying the creation of the North Santiam Sewer Authority in accordance with an ORS 190 intergovernmental agreement and declaring an emergency. Motion was made by Councilor Page to adopt Ordinance 265 and repeal Ordinance 263, motion was seconded, all in favor; Aye Page, Gunderson, Trett, Sheppard and Manthe, motion passed.

## **8. NEW BUSINESS**

8.1. Council Commissions Job Descriptions – Mayor Trett reported as requested in the last council meeting, the job descriptions for the commissioners are currently being worked on and staff hopes to have them finished by the February meeting.

8.2. Donation to the League of Oregon Cities – Mayor Trett stated this is a membership thing, that last year the city donated \$50. That it goes towards scholarships towards an annual meeting the League has. We have received the scholarship for the last three years of him attending the Oregon Mayors Association meetings,

and it is a huge value. Councilor Manthe motioned to donate \$100, motion was seconded, all in favor, Aye; Page, Gunderson, Trett, Sheppard and Manthe, motion passed.

8.3. Establishing Council Rules for the City of Detroit – Mayor Trett stated that he would like to start discussion on establishing council rules. Because of the volume of documents the city has of past history before them, he suggested they table this until the February meeting so they could all look through it. Councilor Page motioned this be table until the February city council meeting, motion was seconded, all in favor, Aye; Page, Gunderson, Trett, Sheppard and Manthe, motion passed.

8.4. Marion County IGA: Economic Development Fund- Mayor Trett reported this is the inter-governmental agreement between Marion County and the City of Detroit for Community Prosperity Initiative and Canyon Project fund. It says Marion County is going to give us basically \$15,000 for economic development but there is a second check for \$15,000 which is a total of \$30,000 and then we would receive another one in July of 2020 for another \$15,000 and then another check in July of 2021 for another \$15,000. It conceivably could go another two years but are only guaranteeing these three, a total of \$45,000. Recorder Galbraith pointed out that exhibit A is what the goals are on what we can spend the money for, Councilor Manthe stated if he reads it right there is very little we can't use it for. Mayor Trett said the big thing they have to do once they decide how we want to spend the money, we have to contact Danielle and her co-worker Cooper and let them know what we want to do. Recorder Galbraith added that the city has to meet with Cooper each year and then send a letter for what we are using the money for. Councilor Manthe motioned to enter into the Intergovernmental agreement between Marion County and the City of Detroit, motion was seconded, all in favor, Aye; Page, Gunderson, Trett, Sheppard and Manthe, motion passed. Discussion followed regarding how the money could be managed or spent on where the money should go, and it was suggested a committee or forum could be formed consisting of business people and citizens.

8.5. Amendment to the Mid-Willamette Valley City of Government and the City of Detroit – Recorder Galbraith reported that this was for invoices that exceeded the \$3,000 in the agreement for the road dedication on Patton Road. Mayor Trett added so the cost came in larger than expected so they need to approve the changes from the \$3,000 agreement to a maximum of \$5,000 to cover the higher cost. Mayor Trett read the amendment agreement. Motion was made by Councilor Page that they agree to those changes, motion was seconded, all in favor, Page, Gunderson, Trett, Sheppard and Manthe, 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 he met with Sean O'Day at the COG to talk about employee reviews, evaluations. His first recommendation was to have the City Recorder do the evaluations on employees and then have an evaluation in front of the Personal Review Committee. They discussed when those should take place, hire dates etc. That he, Kelly and Christine also had a conversation and Sean agreed they should be done beginning middle of February and ending no later than the end of March. The reason being, by the end of March is so that if any raises are given Christine would have that information before she does the budget. Mayor Trett reported on the meetings and or events he attended. On the 10<sup>th</sup> the Mayor's Coalition meeting, on the 13<sup>th</sup> was the Community Christmas party. Marion County Sheriff's Office and Linn County Toys for Tot supplied gifts for all the kids. Council of Government Board meeting on the 17<sup>th</sup>, he also attended the local emergency planning committee on the 19<sup>th</sup>, on the 20<sup>th</sup> was the special session meeting where they made a job offer to a candidate who applied. And last Friday he met with Danielle and Rob regarding the broadband and that he and Danielle had a short meeting yesterday. Jim informed council that the Council of Governments annual dinner would be February 19<sup>th</sup> in Keizer and is open to anyone who wants to go, that it is a great networking opportunity. He is attending and maybe Shelley, the cost is \$35.00.

10.2. Police and Safety Commissioner's Report – Julie Gunderson passed out a report for the number of calls, responses, arrival time average and actual crimes for 2019 in the city to council. She stated that we really don't have a lot of crime up here and don't need a dedicated Deputy annually. She said we will get the code enforcement up and going. In the summertime & weekends when we don't have coverage like for the 4<sup>th</sup> of July, we will do some patrols and get some type of uniform type thing to look a little more official, such as a windbreaker with the city name on it. She talked about the permit parking on Clester and enforcing it. Discussion followed.

> Mayor Trett added to his report that the city received from the National Firewise USA program, the certificate of recognition acknowledging that they city successfully completed the Firewise USA program annual requirements for 2019 as a participating site in good standing throughout the 2020 calendar year. He said that Detroit and Idanha are the only Firewise communities in Marion County.

10.3. Street Commissioner's Report – Greg Sheppard reported that he drove around with Andrew Siegmund this last weekend, talking about some of the problem areas for plowing. He said we had two plows up today and thinks we probably spent around \$1,000 to \$1,200 out of the \$7,000 snow budget. Greg stated that he is looking for a surveyor to do a survey on Forest Avenue to do the paving and walkway project.

10.4. Water Commissioner's Report – John Manthe stated meters were read on December 30<sup>th</sup> and reported on water use and consumption. He said that what's really bugging him and Bob is we lost a million and a half gallons of water and don't know where it is. Street Commissioner Sheppard asked if Bob could check around and make sure all the snow poles were up before we get a large amount of snow.

10.5. Building Commissioner's Report – No report, Councilor Engle absent

10.6. Parks & Rec Commissioner's Report – Eric Page stated that he took a look around the park a couple of weeks ago and it is looking considerably better, that most of the weeds are out of there now and the grass is showing some consistency. He reported that there is another leak in the lady's restroom and Kelly is on top of that guy about getting it fixed, which has been an ongoing issue.

10.7. Emergency Preparedness Commissioner's Report – Jim Trett, No report except ongoing training meetings.

10.8. Commissioner At Large – Councilor Larson-Hills absent

10.9. Planning Commission – In recess

10.10. North Santiam Canyon Joint Wastewater Project – Ken Woodward absent

**11. PUBLIC COMMENTS** – Dean O'Donnell talked about the divider in the meeting hall needing replaced, that he did some research on this and thinks between the City, the Can Can Club and DLRABA, we can put a new folding portable wall up, which would be more functional and safer. He said the quote he got was \$1,000 and we could get volunteers to help tear out the old one. Mayor Trett asked Kelly if we could look into that and she said she would get a couple more quotes.

**12. ADJOURN** – Councilor Manthe motioned to adjourn, motion was seconded, all in favor, Page, Gunderson, Trett, Sheppard and Manthe, motion passed. Adjourned at 7:53 PM.

Signed:

Attest:

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James R. Trett, Mayor

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Kelly Galbraith, City Recorder