



**DETROIT CITY COUNCIL**  
**Regular & Executive Session Meeting Minutes**  
**Tuesday, March 10, 2020**

**CALL TO ORDER:** Mayor 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** – Julie Gunderson, Eric Page, Vickie Larson-Hills, Jim Trett, Shelley Engle, John Manthe and Greg Sheppard. **Absent** - None **Staff Present:** Kelly Galbraith City Recorder, Bob Bruce Water Tech. **Citizens Present:** Bob and Sandy Franz, Will Ewing, not signed in; Chris & Sara Tardiff, Dean O’Donnell, Laura Harris, Matt Wilkinson MC Sheriff and Michelle Tesdal.

**2. PLEDGE WAS RECITED**

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

**4. ANNOUNCEMENTS – Laura Harris, Idanha-Detroit RFPD to speak about Firewise** – Laura talked about Idanha defaulting last year for Firewise and that ODF applied for a Firewise grant to do some land clearing and couldn’t get those because of Idanha being in default. They are hoping Idanha and Detroit can combine their Firewise Day, that it is already one Fire District for both, and that they would be talking with the Idanha council at their meeting tomorrow night. Discussion followed in regards to finding a place to hold it and having more than one dumpster, Mayor Trett asked Laura to give him a call and let him know what they say about it.

> **Fire Chief Will Ewing** reported that the pancake breakfast has been postponed due to the corona virus. He said they have been gearing up to stay in the loop and reporting with the Oregon Health Authority three times a week. He talked about the effects of the corona virus. Will also reported on the hazmat spill from a couple of weeks ago and that they were there about 9-hours helping them. He stated that the Fire Department now has 20 volunteers inside and outside the District and they are working on trying to upgrade their equipment.

> **Matt Wilkinson Marion County Sheriff** – Matt stated that he had worked up here many years and was promoted about three years ago and finally made his way back to the mountain where he’s always liked to be. He reported that Garrett Olson will be coming on for their Marine Patrol and that they have two Forest East District Deputies, Mark Ferron and Derick (inaudible).

**5. APPROVAL OF MINUTES OF THE LAST MONTH** – Councilor Manthe motioned to approve the minutes of February 11, 2020, motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

**6. APPROVAL OF THE BILLS PAYABLE LIST FOR CURRENT MONTH** – Councilor Manthe motioned to approve the bills, motion was seconded. Councilor Engle inquired about the check for \$488 to COG for Lakeview RV Park Review. Recorder Galbraith stated this was for an amendment for the conditional use to legally have 10-RV’s and explained that the owner paid the required deposit and we paid the planner out of that deposit. Councilor Page inquired about the \$589 for fuel tank replacement. Recorder Galbraith this was for the diesel tank that was in the back of the maintenance truck. When we had the maintenance done on the Kubota, they found rust in the gas tank, so we replaced the tank plus the pump. All in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed. No bills were in conflict.

**7. UNFINISHED BUSINESS**

**7.1. Rotating Meeting Schedule** – Fire Chief Will Ewing reported the **Fireboard** meeting was held on February 13, and they are working on repairing some issues from the past. **Federal Lakes** hasn’t met, **DLRABA’s** next meeting is on April 18<sup>th</sup>, Dean O’Donnell reported they are gearing up for the Fishing Derby and have received over \$3,000 in pre-registration already.

7.2. Public Works Building Restoration - Recorder Galbraith reported we have received one roof quote, one roof & siding quote and an electrical quote. That two other gentlemen came up in the last two weeks to do quotes for the roof and siding and we should be getting those soon. Regarding the grant, she said the person that was handling it moved on and right now they cannot find the pre-application she sent. That her understanding to begin with, we were going to get 55% of \$50,000, but it is 35% of what our actual costs are going to be on the maintenance building, which is roughly \$12,000. She said the first person that put in the roof and siding quote has called twice, because contractors are starting to get really busy now for the summer. That she talked to Christine and we have \$44,500 left from the fine money which is what this was allotted for. That according to the figures she has, it will cost \$36,650, which leaves \$7,860 in the contingency. She went over the quotes for council. Kelly stated that this has been going on for so long and if we wait everyone is going to be booked and then next year it will be going through getting quotes again, that this needs to be done. Kelly said that when the quotes come in if they are not separated (cost for roof & siding), she will ask them to do that. Mayor Trett motioned that bids for the repair of the public works building be in by 5 PM on March 24<sup>th</sup> and then council will have a special session on March 31<sup>st</sup> at 6:30 PM to award the bid. Discussion followed regarding the specifics of what kind of roof and siding we want. Council agreed that a membrane roof would be best. Motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

7.3. Adding Communication Conduit to the 2B Portion of the Detroit Water Replacement Project – Mayor Trett stated he would address this under his Mayor report.

7.4. Community Prosperity Initiative and Canyon Project - Recorder Galbraith reported that Jason Schneider from Economic Development sent an email saying that we were going to get a big check and that the commissioners want to present it at the Annual Town Hall meeting on April 8<sup>th</sup> at the Gates Firehall from 6 to 8 pm. Mayor Trett said that he would be attending and anyone else who wants to go is welcome.

7.5. Council Commissions Duties – Mayor Trett reported the draft has been completed for council commissioners job descriptions. He proposed they take the month to look at them and address them next month.

7.6. Establishing Council Rules for the City of Detroit – Mayor Trett stated, without objection they look at this next month also.

7.7. Quotes on Portable Room Divider – Discussion was held regarding the kind of divider to purchase. It was agreed to purchase two 13-foot screenflex portable room dividers. Councilor Engle volunteered to get color samples and bring them to the next meeting and make a decision.

7.8. Detroit Clean-Up Day – Recorder Galbraith informed council that staff is finding it difficult to find a place for the dumpsters, that in the past we have had it across from Detroit Market and where the city park is now located. That it was mentioned in the pre-construction meeting that the contractor may ask Rick & Lyndia, who lease the parking lot across from Detroit Market to stage some of their equipment. Staff would like to have the cleanup day on June 6<sup>th</sup> before school gets out. She also reported the garbage box cost this year being \$1,030.50 which was \$765 in 2018, and Pacific Sanitation will donate a yard debris box for the cleanup day. That staff could ask Lyndia and Rick if we could use part of the parking area to put the dumpsters for one day. She said based on the cost and difficulty of finding a place for the cleanup if they still wanted to have it. Discussion followed with Councilor Page volunteering to talk with Kim Fowler about having the clean up on his property.

## **8. NEW BUSINESS**

8.1. Job Opening Approval for City Clerk – Councilor Larson-Hills motioned to approve the opening of the city clerk position for hire and approve the city clerk job description as written, motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

8.2. Personnel Review Board Recommendation for Hire – Public Works Maintenance Position 2 – Recorder Galbraith stated this agenda item was a mistake and shouldn't be in here.

8.3. Adopting Resolution 602 – Mayor Trett stated resolution 602 is approving the corrective action plan implemented as a result of the fiscal year 2018-2019 annual audit. Councilor Page motioned to adopt resolution 602, motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

> Request from water department to replace the water meters – Bob Bruce Water Tech, reported that most of the meters are at their 20-year life span and explained that a lot of the summer homes meters freeze causing them to expand, then when it thaws out, the chamber inside won't turn and water is running through

them that is not being accounted for. He said he has 2-inch meters on the water mains and the math didn't add up for the usage off the meter oppose to what went through the 2" meter on the main and after summer was over, that water loss dropped off, so the meters aren't reading correctly. That with all the improvements being done on the distribution system he highly suggested replacing the meters with what money we have left, so we get an accurate count of our water loss. Bob explained the details on the difference between ultrasonic meters vs mechanical meters and the cost difference. Councilor Manthe added, after the water project is done we will roughly have \$200,000 left. Bob said there are also a couple of other things he would like to get done. After discussion council asked that the cost and priority of each project be written down for them to look at the next meeting.

8.4. Response from City Attorney Regarding Code Enforcement Officer Job Description – There was discussion regarding the attorney's concerns of having code enforcement officers being volunteers and not paid employee's and for the personal safety and liability for the city when council members carry out this function without support of a sheriff's deputy. After discussion, Councilor Page motioned that the Sheriff's office be asked to attend the next meeting to discuss possible staffing for enforcement, motion was seconded. Fire Chief Will Ewing informed council how Toledo handles its code enforcement by contracting out once a week to handle complaints, then goes out and looks for code violations. Mayor Trett amended the motion to include staff contacting the City of Toledo to ask how they do it privately and what they pay. All in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

8.5. Water Meters – Discussed under 8.3.

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

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

10.1. Mayor's Report – Jim Trett reported that he, Councilor Page and Recorder Galbraith attended a meeting on February 24th with Danielle Gonzales Marion County, regarding the broadband conduit. He said that council voted last month not to proceed with the conduit installation on project 2B of the water project. Danielle called and said the county might have an extra \$30,000 to throw at it and would leave us about \$16,000 to pay towards it. Danielle said the \$6,000 engineering fee from HBH, to have them send it to the county and they can decide if that can be paid or not. He said Councilor Page suggested we go to the bankruptcy attorney, because Frontier is in bankruptcy and ask to be removed from the bankruptcy, which would bring everything back to us. Jim said he has a meeting with our attorney about that on Thursday. Then we hear from Kenny (HBH) that WAVE Northwest Fiber who is going to taking over Frontier has said they are going to fund the whole project for putting the conduit in with the 2B project. Jim said he contacted Danielle and she was going to confirm that with them. He said that he was going to be talking with the attorney tomorrow and talk about if we should proceed with trying to get out of the bankruptcy, which may give us more leverage with WAVE. Councilor Page explained why this could be a large bargaining chip for the city. Discussion followed.

> Jim reported on the meetings he attended and what was talked about. Small cities meeting in Jefferson on February 13<sup>th</sup>. February 19<sup>th</sup> COG's annual meeting, February 20<sup>th</sup> the Emergency Management Advisory Council meeting, February 27<sup>th</sup> the local Emergency Planning Committee in Salem and on the 5<sup>th</sup> of March the Sewer Committee meeting.

10.2. Police and Safety Commissioner's Report – Julie Gunderson reported on how many calls were made into the Sheriff's office for February. She talked about an encounter she had with a suspicious person on Hill Street and trespassing on neighbor's property. She had called the neighbor no one was suppose to be there, so she called the Sheriff, before the Sheriff got there the neighbor got home and decided he didn't want the Sheriff to come up, that the back door was open but didn't notice anything was missing, so she called the Sheriff back and cancelled. She and Councilor Manthe both reported on other incidents of this person trespassing on other people's property. Julie asked how this is to be responded to. Sheriff Wilkinson responded for the community to continue reporting and talked about law enforcement assistant diversion trying to connect these individuals to resources to help them, but is tough being so far away for them to engage in these resources and is also a volunteer bases on their behalf. Julie stated if they are really serious about looking into hiring a Sheriff, we really need to look at how we are going to finance it. Mayor Trett said we would be looking at that next month.

10.3. Street Commissioner's Report – Greg reported the bill for the snow plowing in January was a little over \$2,300 dollars. He also reported he would be getting together with our engineer regarding the east Forest Avenue paving project, which will be in two phases. That it has to have a survey but Rob our Engineer needs to get more information then after the survey we will start getting some bids.

10.4. Water Commissioner's Report – John Manthe that OAWU came up with their electronic equipment and found the leak at the park at 2.8 gallons per minute, which was on the sprinkler line so it could be shut off, until it gets fixed. Also, they figure we're losing a couple hundred thousand gallons on the ODOT line. He reported on water use and consumption. He reported the pre-construction meetings was on March 4th for the second phase of the distribution lines and work should start soon.

10.5. Building Commissioner's Report – Shelley Engle reported there were three residential permits issued, two electrical and one dwelling.

10.6. Parks & Rec Commissioner's Report – Eric Page reported the lawn was fertilized today and weed control was finished. That we are going to do some wildflower seeding in some of the bed areas.

10.7. Emergency Preparedness Commissioner's Report – Jim Trett reported he would be attending the Oregon preparedness conference in Sun River on the 16<sup>th</sup> thru the 19<sup>th</sup> and that he has been receiving about 20 updates a day regarding the corona virus from various agencies.

10.8. Commissioner At Large – Vickie Larson-Hills stated just to add to the layer of the corona virus, the Governor has declared a State of Emergency, which is going to bring more resources to our medical personal. That this is way more complicated than the flu, that a lot of people are thinking it's not a big deal but it really is. That it is really important for you to know when your using your hand sanitizers make sure you're using the 60% or more alcohol, and stay home if your sick and wash your hands. She asked if staff was going to put any signs at city hall, letting them know not to come in if they're sick, and recommended that we do.

10.9. Planning Commission – Kevin Hills reported they worked on the RV ordinance the last three months, and the planning commission is recommending to council not to make any changes. Councilor Gunderson asked about a letter received from Maryann Hills regarding this. Planning Commissioner Tesdal stated that she and Maryann worked on trying to make the code more understandable and address some issues. That everybody wanted to keep it the same and thought it would be too expensive to change it to make it better and also to allow people to keep what they wanted and there are other things in there they wanted to address but the council only wanted to hear about the RV/Tents. But Maryann would still like to make the code more understandable and fix some issues that we get complaints on. They would like to do that at a later date but the cost kept coming up, but if they could take the changes from beginning to end to fix the code issues. Recorder Galbraith stated there are other issues we have that are more critical right now like excavation. The city engineers do not feel comfortable enforcing a code that isn't right and they have a list of things they have concerns about. Also, we can submit changes to the code twice a year. That she told Maryann that she would put this in the file to look at and then get it done all together.

10.10. North Santiam Canyon Joint Wastewater Project – Ken Woodward absent. Mayor Trett reported that the project is on hold per Ken. Mayor Trett and Councilor Engle talked about weather or not we could still get the \$400,000 next year for planning and development without Gates on board.

**11. PUBLIC COMMENTS** – None

**12. EXECUTIVE SESSION:** Mayor Trett closed the regular meeting to go into executive session, to consider the employment of a public officer, employee, staff member or individual agent per ORS 192.690 (2) (a). Executive session is closed to the public

**13. OPEN REGULAR MEETING-** Mayor Trett reopened the regular meeting at 8:41 PM.

**14. DECISION-** Councilor Manthe motioned they hire Aaron Gray for the Street Maintenance position, motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

**15. ADJOURN** – Councilor Manthe motioned to adjourn, motion was seconded, all in favor; Page, Larson Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed. Meeting adjourned 8:42 PM.

Signed: \_\_\_\_\_  
James R. Trett, Mayor

Attest: \_\_\_\_\_  
Kelly Galbraith, City Recorder