



**DETROIT CITY COUNCIL  
Regular Meeting Minutes  
Tuesday, June 9, 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, Vickie Larson Hills, Julie Gunderson, Jim Trett, Greg Sheppard, John Manthe, and Shelley Engle. **Absent** - None **Staff Present:** Kelly Galbraith City Recorder and Heidi Lamb City Clerk **Citizens Present:** Bob & Sandy Franz, Dean O’Donnell, Damon Foust, Chris, Sara Tardiff. **By Phone-** None.

**2. PLEDGE WAS RECITED**

**3. DECLARATIONS OF CONFLICT OF INTEREST AND EX-PARTE CONTACT**

**4. ANNOUNCEMENTS**

4.1 Adoption of Resolution 606 – Mayor Trett read resolution 606 by title, certifying Municipal Services Provided by the City of Detroit, Oregon, Under Oregon Revised Statute. – A motion was made by Councilor Engle to adopt resolution 606, Councilor Manthe seconded, all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson motion passed.

4.2 Adoption of Resolution 607 – Mayor Trett read resolution 607 by title, declaring the City’s Election to Receive State Revenues- Motion was made by Councilor Manthe to adopt resolution 607, Councilor Sheppard seconded the motion, all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson, motion passed.

4.3 Adoption of Resolution 608 – Mayor Trett read the Resolution by title, adopting Budget, Making Appropriations, Imposing the Tax, and Categorizing the Tax for the Fiscal Year 2020-2021. – A motion was made by Councilor Manthe, Councilor Gunderson seconded the motion all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson, motion passed.

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

5.1. City Council Regular Meeting May 12, 2020. – Councilor Manthe motioned to accept the meeting minutes for May 12<sup>th</sup>, Councilor Gunderson seconded the motion, all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson, motion passed.

5.2. Budget Public Hearing June 5, 2020 Minutes. – Councilor Manthe motioned to accept budget public hearing minutes, Sheppard seconded the motion, all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson, motion passed.

**6. APPROVAL OF THE BILLS PAYABLE LIST FOR CURRENT MONTH**

6.1 Motion to approve bills not raising a conflict of interest. - Councilor Manthe motioned to pay the bills, Gunderson seconded the motion, all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson, motion passed.

6.2 Motion to approve any bills, which have raised a declaration of Conflict of Interest. None

**7. UNFINISHED BUSINESS**

7.1 Rotating Meeting Schedule - Damon Foust from the Fire Department informed council that the fireboard meeting is scheduled for June, 11<sup>th</sup> at 5 pm, Damon encouraged people to tune in via Facebook, and the link is on the website he also mentioned that if you come in person to please wear a facemask. Federal Lakes meeting was canceled for May 17<sup>th</sup>.

Mayor Trett discussed where to put the North Santiam Sewer task force-Mill City at on the rotating meeting schedule, it was decided to be put under the commission report. Councilor Engle reported that the North Santiam Sewer task force had a meeting on Thursday, June 4<sup>th</sup>, the City of Gates signed the IGA for the North Santiam Sewer authority. Because of COVID-19 revenue from the Oregon lottery wasn't as much as it should have been. The project is now eight months behind. Discussion followed regarding appointing two council members for the North Santiam sewer authority. The North Santiam Sewer Authority is scheduled to have a meeting on July 2<sup>nd</sup>, 2020 at 6 pm in Mill City at the City Hall. This meeting is every first Thursday of the month. This meeting is open to the public.

7.2 Public Works Building Restoration- Mayor Trett reported that the roofing has been completed. They left some tarp hanging down off the back building which we will be removing. The fascia boards as well as the eaves will have to be painted. The siding has also been completed. The wood beams that extend out of the building will have to be scrapped and painted. The electrical has been completed as well. Councilor Engle brought up the subject about the possibility of putting the fire truck in the public works building, discussion followed councilor Engle requested that this topic be put on the next meeting agenda.

7.3 Community Prosperity Initiative and Canyon Project – Mayor Trett reported staff received a call from Danielle Gonzales from Marion County Economic Development letting us know that we will not receive the \$15000.00 in July due to dollars spent on COVID-19. We should receive it at a later date.

**ALL TABLED UNTIL FURTHER NOTICE**

7.4 Council Commissions Duties

7.5 Establishing Council Rules for the City of Detroit

7.6 Quotes on Portable Room Divider

7.7 Response from City Attorney Regarding Code Enforcement Officer Job Description

> Council decided 7.4 and 7.6 to be discussed at the next meeting.

7.10 TOT Committee Recommendations to Council- Mayor Trett asked if the fireworks were going to be canceled? Discussion followed regarding where the state would be with the reopening due to COVID-19 conclusion was the fireworks are going to be canceled. Discussion followed Councilor Engle motioned to approve the request from DLRABA to award \$600 for the Detroit rocks and to keep the rest of the monies in reserve until the time that it's needed. Councilor Manthe seconded the motion, all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson, motion passed.

7.11 IGA between Marion County and the City of Detroit- Mayor Trett read the memorandum from the City Recorder Kelly Galbraith, which is an amendment to extend the term and establish the new hourly rate range of the current agreement for patrol services. Discussion followed, Councilor Gunderson motioned to approve the IGA between Marion County and the City of Detroit. Councilor Vickie Larson Hills seconded the motion, all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson, motion passed. Mayor Trett asked if council wanted deputies up here for the July 4<sup>th</sup>? Discussion followed. Councilor Gunderson motioned to have deputy patrol over the July 4<sup>th</sup> weekend, Councilor Vickie Larson Hills seconded the motion, discussion followed with making recommendations for the days and times the deputies would be in town. The motion was not finished.

7.12 ATV Ordinance- Councilor Gunderson brought up concerns about the ATV ordinance. Discussion followed regarding who is a code enforcement officer and how to enforce this ordinance. Councilor Page suggested that 7.7 Response from City Attorney regarding Code Enforcement Officer job description be discussed at the July City Council meeting. Instead of 7.4 Council Commissions Duties. Discussion followed. Councilor Manthe asked Council for clarification on the reader board on Highway 22. The Councilor was informed that this reader board is located in Mill City.

7.13 May Primary Election – Ballot Measure 24-443 Adopt an Amendment to the Charter Clarifying Residency. – Mayor Trett informed that this did not get voted for on the ballot.

7.14 Added – Mayor Trett asked if we have a motion to reappoint Ken Woodward and Shelly Engle for the North Santiam sewer authority? Councilor Manthe motioned, Councilor Sheppard seconded the

motion all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson, motion passed.

## **8. NEW BUSINESS**

>8.1 Renewal of the Oregon Public Works Emergency Response Cooperative Assistance Agreement- Mayor Trett read the Renewal of Oregon Public Works Emergency Response Cooperative Assistance Agreement. Councilor Larson Hills motioned, Councilor Manthe seconded the motion, all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson, motion passed.

8.2 HBH Progress Report -Council members discussed the water project, and where its headed and their concerns as well as the safety concerns for the community. Council decided that it would be a good idea to meet with the engineering company HBH. Council decided to have a work session meeting for June 11<sup>th</sup> Mayor Trett, Councilor Sheppard, Councilor Manthe, Councilor Page, to be present along with Kelly Galbraith City Recorder, and Heidi Lamb City Clerk.

8.3 Annual Attorney Services Contract with Mid-Willamette Valley Council of Governments- Mayor Trett reported that the City's attorney's fees would be going up by \$15.00 an hour for a total of \$165.00 an hour. Councilor Larson Hills motioned to approve the contract as written to retain the City attorney. Councilor Gunderson seconded the motion. all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson, motion passed.

8.4 Annual Contract for Land Use Planning Services with Mid-Willamette Valley Council of Governments- City Recorder Kelly Galbraith, reported that the fees would be going up for this service and that we need to raise our land use fees. Councilor Manthe motioned to approve the Annual Contract for Land Use Planning Services with Mid-Willamette Valley Council of Governments. Councilor Manthe motioned, Councilor Engle seconded the motion all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson, motion passed.

8.5 Adopting Resolution 609 and amending Resolutions 604 and 605- Mayor Trett read Resolution amending Resolution 604, declaring a local state of emergency due to the present COVID-19 pandemic and amending resolution 605, adding an expiration date to Resolution 604. Detroit City Council finds it necessary to amend Resolution 604 to say The State of Emergency as long as COVID-19 continues to pose an immediate and substantial threat to life, safety, health, or property in the City of Detroit. Any extension may be ratified by the City Council at a scheduled Council meeting and, the Detroit City Council finds it necessary to amend Resolution 605, a Resolution adding an expiration date to Resolution 604, to extend the expiration date to December 11, 2020, and, Therefore, be it resolved, Detroit City Council declares that Resolution 609 be approved to amend Resolution 604 and 605. Councilor Manthe motioned, Councilor Larson Hills seconded the motion all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson, motion passed.

8.6 Annual Saturday City Council Meeting – August 15, 2020- Annual Saturday meeting is scheduled for August 15<sup>th</sup> at 10 am at City Hall. Mayor Trett asked for Council's permission to have the City attorney present either by phone or in person.

**9.1 CORRESPONDENCE – 9.1 Letters Sent – 9.1 Letters received:** Councilor Engle started a discussion regarding RV codes and zoning for the City. Councilor Engle suggested that we contact the Land Use Planning Services with Mid-Willamette Valley to look at the zoning codes in neighborhoods and the zoning laws in the City of Detroit. Discussion followed. Councilor Gunderson agreed. City Recorder Kelly Galbraith informed the Council that once the water project is finished that she will sit down with Lisa from Land Use Planning Services and look at the development codes. Discussion followed regarding the RV code.

## **10.0 COMMISSION AND MAYOR'S REPORTS**

10.1. Mayor's Report – Trett reported that he has three conference calls for this week. County Commissioners are doing a meeting Thursday afternoon at 1:30 if anybody is interested, I will let you know how to tune in. They give updates they are pretty optimistic about going to phase 2 on Friday.

10.2. Police and Safety Commissioner's Report – Julie Gunderson reported, no Sheriff's report as of yet probably will not receive them until after COVID-19 or we are into phase 2 or Phase 3. There is a

court hearing scheduled on June 17<sup>th</sup> at 6:00 pm. Fire Department informed the Council that there is a great need for volunteers.

10.3. Street Commissioner's Report – Gregg Sheppard reported that we are in the process of a survey on Forest Ave for the paving and walkway project. Ultimately, we will have our topo maps by the end of the month. So, we can start getting some bids for the project.

10.4. Water Commissioner's Report – John Manthe reported on the water use and consumption for May. Meters were read on June 1<sup>st</sup> and found one large leak at the Detroit Marina (110,000) gallons. Seven new water meters were installed on vacant lots. Work continues on the new water lines. Water unaccounted for was high in part to filling the new mains and blowing off flushing with chlorine.

10.5. Building Commissioner's Report – Shelley Engle reported we have one building permit and two mechanicals, one electrical and four completed. The Public Works building permit has been approved.

10.6. Parks & Rec Commissioner's Report – Eric Page reported nothing on the Rec side, the parks are green and they are being used. The water leaks were fixed at the park and Eric asked if the bathroom roof has been repaired. Kelly Galbraith reported that she has been talking to CRX to fix the leak they are going to be sending someone else out to look at it. The water is on and the bathrooms are open. The park is being maintained. Discussion followed

10.7. Emergency Preparedness Commissioner's Report –

10.8. Commissioner At Large –Vickie Larson Hills had nothing to report. She reported for the planning commission.

10.9. Planning Commission – On recess

## **11. PUBLIC COMMENTS-**

**ADJOURN-** Councilor Manthe motioned to adjourn at 8:10 pm motion was seconded by Councilor Page all in favor: James Trett, Shelley Engle, Greg Sheppard, John Manthe, Eric Page, Vickie Larson Hills, Julie Gunderson, motion passed.

Signed:

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James R. Trett, Mayor

Attest:

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Kelly Galbraith, City Recorder