



**DETROIT CITY COUNCIL  
Regular Meeting Minutes  
Tuesday, January 8, 2019**

**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, John Manthe, Greg Sheppard, Jim Trett, and Vickie Larson-Hills (in at 6:35 PM), Eric Page. **Absent** –None **Staff Present:** Christine Pavoni City Recorder, Deborah Hastings City Clerk. **Citizens Present:** Bob & Sandy Franz, Dave & Barb Shively, Bob Goddard, Ed Davenport, Bill Monahan, Candy Page, Lex Johnson, Elaine DeGeorge, David Layman, Ken Woodward, Lyndia Basl and Will Ewing. Not signed in; Barbra Ryan-Baxter, Lisa Peasley, Debby Ruyle and Kevin Hills.

**2. PLEDGE WAS RECITED**

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

**4. ANNOUNCEMENTS** – 4.9. Was moved up from the agenda, Mayor Trett introduced Bill Monahan the City’s new Attorney. Mr. Monahan introduced himself and gave a brief history of his background.

> Mayor Trett introduced Will Ewing the new Fire Chief for Detroit & Idanha. Will gave a brief background of his history. He reported it’s his third week here and is working on a lot of things going on with the department, that he is here to help fix that and to do recruit.

4.1. Swearing in of Elected Officials – The following councilors were sworn in by Recorder Pavoni and they each took the oath of office. Greg Sheppard – 4 year term (*Primary*), Shelley Engle – 4 year term (*Non-Primary*), John Manthe Jr. – 4 year term (*Primary*), Eric Page – 2 year term (*Non-Primary*)

4.2. Nominate and Appoint Mayor – Councilor Manthe nominated Jim Trett, motion was seconded, all in favor; Engle, Manthe, Sheppard, Trett, Larson Hills and Page. Jim Trett took the oath of office.

4.3. Nominate and appoint Council President – Councilor Sheppard nominated Shelley Engle, motion was seconded, Councilor Engle nominated Greg Sheppard, he declined. All in favor for Shelley Engle, Aye; Engle, Manthe, Sheppard, Trett, Larson Hills and Page, motion passed. Shelley Engle took the oath of office.

4.4. Appointment of Council Commissions by Mayor with consent of the Council; Mayor Trett stated the change he would like to make is appoint Shelley Engle as Building Commissioner, Vickie Larson-Hills as Police and appoint the Parks & Recreation commission to Eric Page, all others would stay the same. Councilor Manthe motioned to accept the commissions as assigned, motion was seconded, all in favor; Engle, Manthe, Sheppard, Trett, Larson Hills and Page, motion passed.

4.5. Appointment of Personnel Review Board Members by Mayor with Consent of the Council

Current Board Members: Vickie Larson-Hills, John Manthe Jr., and one vacant – Councilor Larson-Hills stated that one of the pieces they learned from COG is, whoever is Council President is the lead person on that team (the go between). Recorder Pavoni responded that isn’t in the city’s code or personnel manual. Councilor Larson-Hills & Councilor Manthe agreed the Board would only need to meet once a quarter to work on the personnel manual. Debby Ruyle had been working on that and she said it’s about 80% done. Recorder Pavoni stated that we need to define the council president’s involvement more. She asked if it was CIS not COG that gave them that information and Vickie said yes. Christine added that if that’s the case then it needs to be incorporated into our policies. Discussion followed. Councilor Engle motioned to table the discussion until they have more information, motion was seconded, all in favor; Engle, Manthe, Sheppard, Trett, Larson Hills and Page, motion passed.

4.6. Appointment of Alternate Personnel Review Board Member by Mayor with Consent of the Council;

Current: Shelley Engle. Also tabled.

4.7. Appointment of Planning Commissioners by Mayor with Approval of Majority of the Council (2-Yr Term)

Current Commissioners, Dean O’Donnell, Kevin Hills, Elaine DeGeorge, Dave Layman and Ed Davenport.

Mayor Trett made a motion to reappoint the current planning commissioners, motion was seconded, all in favor; Engle, Manthe, Sheppard, Trett, Larson Hills and Page, motion passed. Commissioners Elaine DeGeorge, Dave Layman and Ed Davenport were sworn in.

**4.8. Us Bank Accounts – Signature Cards to be signed by new Councilor(s)** – Mayor Trett stated that Eric Page needed to sign the signature cards after the meeting.

**4.9. Introduction** – Bill Monahan, City of Detroit's new legal counsel contracted through Mid-Willamette Valley Council of Governments (COG). This was moved under announcements at the beginning of the meeting.

**5. APPROVAL OF MINUTES OF THE LAST MONTH-** Mayor Trett stated they had a discussion with our new attorney on who could vote at a time like this and that everybody can. So even though you weren't here for the meeting as a new councilor and feel you would like to vote you can or you can abstain, but everyone is qualified to vote. He pointed out corrections in the minutes that were made before the meeting for the City Council Regular Meeting of December 11, 2018. Councilor Larson-Hills also pointed out that she was absent at the last meeting in December and her name needed to be removed throughout the minutes as being present. Councilor Engle motioned to approve the minutes as corrected, motion was seconded, all in favor; (5) Engle, Manthe, Sheppard, Trett, and Larson Hills. Abstain (1) Eric Page, motion passed. Councilor Manthe motioned to approve the special session minutes of December 21, 2018, motion was seconded, all in favor; (4) Trett, Sheppard, Manthe and Larson-Hills, abstain (2) Engle and Page, motion passed.

**6. APPROVAL OF THE BILLS PAYABLE LIST FOR CURRENT MONTH** – Councilor Manthe motioned to approve paying the bills not raising a conflict of interest, motion was seconded. Councilor Page commented being new on board, that not having any knowledge of what the city's financial disposition is, it's a little difficult for him to approve the bills payable. He asked if the rest of council was up to speed on the financial status of the City of what was in the bank and what was budgeted for. Mayor Trett stated it is in the budget and the budget is approved every May for the fiscal year. Clerk Hastings to get him a copy of the budget. Recorder Pavoni reported that she is still a little behind on the financial reports, that council asked to receive those once a quarter and that the audit was just done and they would all be getting a copy of that report. Question came up on the process for informing CPI of street lights being out, discussion followed. All in favor; Page, Larson-Hills, Trett, Sheppard, Manthe and Engle, motion passed.

## **7. UNFINISHED BUSINESS**

**7.1. Rotating Meeting Schedule** – Ken Woodward and Mayor Trett reported on the **North Santiam Wastewater** meeting held on January 2rd. Ken reported that he met with Marion County, Claudia Hill, DEQ. He said he received an intergovernmental agreement by email today from Danielle Gonzalez an agreement that she would like everyone to review. If everyone agrees to it we notify her and they would then draft a formal copy that council would vote on. The agreement asked each city to have no more than two representatives to be designated for decision making purposes on the task force. Mayor Trett added that they met with Danielle and Mid-Willamette Valley Council of Governments (COG). That the County has approached COG about becoming involved in this project, that their meeting yesterday was to try and figure out what their role would be. Jim stated that they are at a point where they have hired an attorney to form the special district, which Marion County is going to pay for, for a while. That they don't want to write checks to the attorney but to the task force, which is what Ken is talking about. Mill City is looking at being the ones that money would go to, so they could write the checks for the attorney, because their books are already set up for it. It was decided yesterday if that didn't work, COG said they could act in that position of receiving and sending out money. Councilor Engle explained how the District would work more in detail, discussion followed. Mayor Trett reported the **Federal Lakes** meeting for January 16 has been canceled and would have it in April for when the Corps comes up with their new idea for the Lake. **DLRABA** meets on the 19<sup>th</sup> of this month. Recorder Pavoni asked if the intergovernmental agreement could wait until next month and Mayor Trett said yes they just need to review it for any changes and bring back to the meeting next month.

**7.2. Update: 137 Patton Street Dangerous Structure** – Mayor Trett reported our Attorney sent the owners a letter and is waiting to hear back from him, if he doesn't hear back he may take more affirmative action. Discussion followed. Council agreed that we let our Attorney know that they want him to take more affirmative action.

**7.3. ATV Ordinance Violations** – Mayor Trett stated they've talked about the enforcement officers needing to be identified a little easier and passed around some samples. Councilor Page talked about the enormous

amount of work the planning commission did to get this into play in the beginning and knew that there were going to be some potential issues sometime down the road, and that doing a permit process was talked about at great length and feels some consideration needs to be taken to look into that again. So that people know from entry level what the rules are and if not obeyed they would lose their permit privilege. Mayor Trett said we have asked the state and they said we cannot permit, that is their job. That the city does have code enforcement officers and can write tickets. Councilor Page suggested a workshop be held to discuss the issue. Discussion followed. Educating the public is a priority for safety and letting people know citations will be enforced this year. This to remain on the agenda to continue to be worked on.

7.4. Wayfinding Grant – Marion Cultural Development Corporation (MCDC) – Mayor Trett reported the city received the \$1000 grant to produce a flyer highlighting a couple of walking tours for the city and will be available at the stores and around town. He said we have already identified a couple of trails that could be on it. He report that he would be attending the grant award reception in Salem on January 10<sup>th</sup> to accept the money.

7.5. Road Dedication 105 Patton Road – Recorder Pavoni reported that we are waiting on the surveyor, that is what is holding it up right now, then the Attorney will move forward with the paperwork.

## **8. NEW BUSINESS**

8.1. Resolution No. 560, A Resolution Creating a New Budget Line Item & Transfer of Funds – Mayor Trett reported with the creation of two new positions, Deputy Recorder and Parks Maintenance Person, rearranging appropriations within the general fund is required for the second half of the fiscal year 2018-2019. Money held in the general operating contingency for unforeseen expenditures now needs to be moved and disbursed to personnel services within the general fund. Councilor Manthe motion to accept resolution 560 creating a new budget line item and transfer funds, motion was seconded, all in favor; Page, Larson-Hills, Trett, Sheppard, Manthe and Engle, motion passed.

8.2. OLCC License Renewals – Mayor Trett reported that OLCC sends a license renewal for council review with three options to consider every year. In the past they have opted to recommend approval and do nothing. Councilor Manthe motioned to do nothing, motion was seconded, all in favor; Page, Larson-Hills, Trett, Sheppard, Manthe and Engle, motion passed.

8.3. Mental Health First Aid: training proposal – Councilor Larson-Hills stated that she is certified to train in mental health first aid which is a worldwide organization. That she would like to offer an 8-hour class and open it up for city staff, council members and Fire Department, anyone that would want to attend. She said she would look into a grant to pay for the books. Where she feels it would be helpful, it trains people the aspects of what mental health is and how to intercede with someone who is having a mental health crisis. Discussion followed.

**9. CORRESPONDENCE** – No questions on letters sent or received. Mayor Trett commented on a letter from the public health division letting us know our water quality is great, a kudos to our water department.

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

10.1. Mayor's Report – Jim Trett reported on his activities for the month. He attended the Mid Valley Mayor's Coalition on December 12th. He said COG is going to be lobbying some bills during legislation this year, in the past they had left that up the League of Oregon Cities. On December 18<sup>th</sup> he attended COG Board of Directors meeting in Salem. On December 21<sup>st</sup> there was a City Council executive session meeting and a congratulation to Kelly Galbraith for accepting the position of the Deputy City Recorder. He said he attended the COG meeting in Marion County yesterday. The Marion County Board of Commissions has a breakfast once a month to talk about what's happening in the county, which he will be attending on Thursday. The 19<sup>th</sup> will be the DLRABA meeting. Jim reported that he's been working with Representative Sherry Sprenger on putting some bite into a Marion County Fire Defense Board's burn ban, they issue a burn ban and have no way to enforce it. That Representative Sprenger is expecting the bill that will be introduced into legislature that will give law enforcement the ability to site someone burning illegally when a burn ban is in effect. On January 24<sup>th</sup> for anybody that would like to attend, is City Day at the Capitol.

10.2. Police & Safety Commissioner's Report – Shelley Engle reported on the top call for Detroit that she receives from Marion County Sheriff's office. That traffic stops and violations have gone down from the fall and suspicious activity has gone down, but burglary has gone up.

10.3. Street Commissioner's Report – Greg Sheppard reported he is getting ready to get bids for paving Patton S, Detroit Rd. S, and Deer Street, from the ODOT Small City Allotment grant for \$150,000. That he has been waiting until the water project is done on those streets, maybe May or June.

10.4. Water Commissioner's Report – John Manthe reported bids went out for the water project late December and will be opened on January 24<sup>th</sup> that the pre-bid conference meeting would be on the 17<sup>th</sup>. He reported on water use and consumption for the month of December and that we received a good report from the health department that our water is great. Two high usages were found when meters were read on December 28<sup>th</sup> and the owners were notified. Communications to Breitenbush and Silver Bullet went down and Portland Engineering was called. Two cell modems were not working and were replaced, they sent us used ones to keep the cost down. Next year all three modems will need to be replace to 4G modems because Verizon will not support the 3G modems that we currently have.

10.5. Building Commissioner's Report – Vickie Larson-Hills reported there was one permit withdrawn on a commercial structure on December 6<sup>th</sup>, that it was applied for on November 6, 2017. There were two electrical permits issued in December, one residential and one commercial. Two permits were finalized, one commercial electrical and one residential structural.

10.6. Parks & Rec Commissioner's Report – Debby Ruyle reported the project manager and the contractors would be here tomorrow to go over the sprinkler system and septic system. Recorder Pavoni said they told her it would be at least another two weeks before they hand everything over. Debby said that Siegmund's excavation has generously offered to maybe bring up some big rocks for the day park and might see if they would also bring some for the city park. That earlier this month, someone drove over the grass area at the flats, so the bigger rocks would make it harder for people to get in and drive on. She said she is waiting to hear what he is offering and then she would run it by the forest service. Discussion followed on when the rest of the landscaping would get done. Debby also reported that they would be doing interviews on Friday for the parks maintenance person.

10.7. Emergency Preparedness Commissioner's Report – Mayor Trett reported that he spent a lot of time on the phone with Greg Adams with ODOT, regarding the landslide. Councilor Engle added between her and Jim they tried to keep people informed on social media. Discussion followed.

10.8. Planning Commission – In recess. Kevin Hills was sworn in and took the oath of office for planning commissioner.

**11. PUBLIC COMMENTS** – Mayor Trett started a conversation regarding high speed internet that Danielle Gonzalez is also working on for the County. That she is in negotiations with a company that's going to start doing that and when they heard about the sewer project they said if we can make the ditch a little wider they can start laying fiber optics now, it's a lot cheaper. He said they are trying to find somebody to help her negotiate, which is in the works. Councilor Engle added that what she's really hoping is to find somebody in Detroit like a representative to help her be the communicator from Detroit for this broadband. Councilor Larson-Hills said that she would be interested in being that person. Mayor Trett will give Danielle her contact information.

> Lyndia Basl stated with the new bike thing (national scenic bikeway) from Estacada to Detroit if we are going to put up any bike racks. Discussion followed, the city to see if any bike racks are at maintenance shed.

> Bob Franz Reported that he spoke with CPI and if someone has a streetlight out to let the city know so they can report it, that CPI doesn't want to hear from everyone.

**12. ADJOURN** – Councilor Manthe motioned to adjourn, motion was seconded, all in favor; Page, Larson-Hills, Trett, Sheppard, Manthe and Engle, motion passed. Adjourned at 8:15 PM.

Signed:

Attest:

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James R. Trett, Mayor

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Christine Pavoni, City Recorder