



**DETROIT CITY COUNCIL**  
**Regular & Executive Session Meeting Minutes**  
**Tuesday, November 12, 2019**

**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:** Christine Pavoni City Recorder, Deborah Hastings City Clerk and Kelly Galbraith Deputy Recorder. **Citizens Present:** Debby Ruyle, Brenda LeBlanc, Shannon and AJ Huy, John Engle, Damon Faust, Lyn Schultz, Bob and Sandy Franz, Kevin Hills, Dean O’Donnell and Chris & Sara Tardiff

**2. PLEDGE WAS RECITED**

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

**4. ANNOUNCEMENTS** – Oath of Office – Julie Gunderson took the oath of office and was sworn in as a Detroit Ordinance Enforcement Officer.

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

5.1. City Council Regular Meeting of September 10, 2019 – Councilor Manthe motioned to approve the September minutes, motion was seconded, all in favor; Gunderson, Page, Larson-Hills, Trett, Engle, Manthe and Sheppard, motion passed.

5.2. City Council Regular Meeting of October 8, 2019 – Councilor Manthe motioned to approve the October 8<sup>th</sup> minutes, motion was seconded, all in favor; Gunderson, Page, Larson-Hills, Trett, Engle, Manthe and Sheppard, 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; Gunderson, Page, Larson-Hills, Trett, Engle, Manthe and Sheppard, motion passed.

**7. UNFINISHED BUSINESS**

7.1. Rotating Meeting Schedule – Fire Department. Damon Faust reported there hasn’t been much activity and have shifted their focus to training. Also are applying for grants for equipment and maybe possibly new housing for here in Detroit, which is a long slow process. DLRABA – Bob Franz reported their quarterly meeting would be in January. Federal Lakes – Mayor Trett reported the October meeting was canceled.

7.2. ATV Ordinance Violations – Council agreed this be taken off the monthly agenda and be put back on in May.

7.3. Road Dedication 105 Patton Road – Recorder Pavoni reported we are waiting on the home owners response and once she agrees to the swap, then we will go through the lot line adjustment and hopefully get it done before the end of the year, so the street project can move forward and get finished.

7.4. Ballot Measure for Charter Change – Mayor Trett stated this is to allow a third part time resident to serve on council to put on the May 2020 ballot. Councilor Gunderson stated there is a full council now as per requirement of the charter. She is the new full-time person and plans to run on the next general election. She felt this should be left as it is, because on a daily base’s city staff needs two councilors who can come in and sign off on permits, go on complaints, sign checks, etc. that right now on a good day there are three. It can get hard sometimes to conduct city business that needs done because we don’t have full time councilors.

She feels this is an important part of being a counselor, supporting the staff and people of the community. No discussion.

7.5 Public Works Building Restoration – Mayor Trett read memo from Deputy Recorder Galbraith regarding the work shop meeting held by the committee council appointed, to find out if the public works building should be repaired or replaced. Committee members were; Greg Sheppard, Chris Tardiff, John Manthe, Damon Faust, Ed Davenport and Dean O'Donnell. After having several contractors look at the property and with what the contractor suggested needed done, the committee determined that the building was structurally sound and all committee members were in favor of repairing the public works building. The only information regarding a quote was the labor cost of \$14,000, no solid estimates were given to the cost of the repair. Councilor Manthe motioned they repair the existing building and get quotes, motion was seconded. Councilor Engle asked if they could have quotes by the next meeting. Dean O'Donnell gave a couple of local contractor's names that would give us a bid, AA Concrete in Mill City and Mike Knapp a new local contractor, Mayor Trett said to also add Bob Goddard. All in favor; Gunderson, Page, Larson-Hills, Trett, Engle, Manthe and Sheppard, motion passed.

7.6 Code Amendments – Mayor Trett reported the RV component of the recent Development Code Amendments were referred back to the planning commission for review. They had a work session on October 22<sup>nd</sup> and are currently in recess and will reconvene on January 21<sup>st</sup>. Discussion followed regarding RV regulations for when they start working on the Dam project to relax the rules temporarily to allow for housing in town on when and how that should be implemented.

## **8. NEW BUSINESS**

8.1. City Recorder and Finance Officer Job Descriptions - Councilor Manthe motioned to accept the City Recorder and Finance Officer job descriptions, motion was seconded. Councilor Engle asked Recorder Pavoni for clarity, that if it was a given that she will be the new Finance Officer and if Kelly will take over her role or if it would be an open position where she would have to apply. Recorder Pavoni stated that she would be the new finance officer and that Kelly was hired with the recorder job in mind. All in favor; Gunderson, Page, Larson-Hills, Trett, Engle, Manthe and Sheppard, motion passed.

8.2. Current Client -Conflict Issue-Intergovernmental Agreement Creating the North Santiam Sewer Authority – Mayor Trett explained that Bill Monahan is not only our Attorney, but is also the Attorney for the other two cities involved, which is a conflict. For him to represent us council will need to agree to a waiver that says he can represent all three cities with the understanding that if a conflict does arise for one city, all three cities will have to go out and find a new attorney. Councilor Larson-Hill motioned to accept the waiver as written, motion was seconded, all in favor; Gunderson, Page, Larson-Hills, Trett, Engle, Manthe and Sheppard, motion passed.

8.3. 2020 City Allotments Program Awards Announcement – Forest Avenue E. – Councilor Sheppard reported we were awarded \$100,000 to pave Forest Avenue from Butte to Front Street. In addition, put in a five-foot-wide pedestrian path on the south side, that will tie into the flashing light. He said ODOT has been pretty good to us, that in the last two years they've given us a quarter million dollars. Councilor Engle asked if we have to have permission from any of the property owners to go five feet onto their property and Sheppard stated that he talked to a property owner and he didn't seem to have a problem with it but he wasn't sure where the property line were so we will probably have to get a survey. Councilor Sheppard stated he felt we should write ODOT a letter of thanks for supporting us the last couple of years. Councilor Engle officially thanked Commissioner Sheppard for his work on this. Motion was made by Councilor Larson-Hills to accept the draft contract as written, motion was seconded, all in favor; Gunderson, Page, Larson-Hills, Trett, Engle, Manthe and Sheppard, motion passed.

8.4. Business License Renewal Report – Mayor Trett stated there are 33 registered business.

> **Eric Page** – Asked now that they have established to repair the existing maintenance building if we could apply for the grant money, Recorder Galbraith responded yes.

8.5. Holiday Schedule Nov/Dec 2019 – Mayor Trett reported the dates for holiday and vacation schedule for November and December. November 11<sup>th</sup>, 28<sup>th</sup> & 29<sup>th</sup>, December 25<sup>th</sup> and January 1<sup>st</sup>. Motion was made by Councilor Larson-Hills to accept the vacation and holiday schedule for November and December as written, motion was seconded, all in favor; Gunderson, Page, Larson-Hills, Trett, Engle, Manthe and Sheppard, motion passed.

**9. CORRESPONDENCE** – Councilor Engle addressed an email received from Travel Salem 9.2.7. The Scenic Bikeway was not mentioned and felt it was important to have in there. Recorder Pavoni said we would have to leave something else off, that we are only allowed three. Discussion followed.

**10. COMMISSION AND MAYOR’S REPORTS**

10.1. Mayor’s Report – Jim Trett reported on October 20 & 21<sup>st</sup> he attended the first ever Infrastructure Summit at the Convention Center in Salem. The Santiam Canyon was mentioned many times in good ways, about some of things that’s been going on up here. Danielle Gonzalez our lead on the sewer project and broadband gave an hour presentation He said he also attended the Mid-Valley Mayor’s coalition in Carlton. On Thursday he would be attending the Small Cities meeting.

10.2. Police and Safety Commissioner’s Report – Julie Gunderson commented that she does not think it is a good idea for us to get involved with other Intergovernmental Departments for our police services. The only way we can get a dedicated Deputy up here is to include a wide range and for our specific purposes doesn’t think it is a good idea anymore. We need to concentrate on something just for Detroit, within our city limits. And the basis for everything we have is already set up in our regulations, that we have a court and an enforcement division. According to the League of Oregon Cities, a successful code enforcement has to be very organized and community motivated. The Justice Department is very into what’s called, community orientated police services (COPS program). Marion County Sheriffs would still be our police as they are now and we could put together a community service organization made up of volunteer citizens for Detroit. She asked if this was something they would be interested in doing. After discussion, council agreed sometime after the first of the year arrange to have Marion County Sheriff’s office come up and give a presentation on our options and the cost for a Deputy for Detroit and also the cost if we include Idanha or whoever else. Councilor Page commented that Kevin Cameron one of our County Commissioners has a very close working relationship with the Marion County Sheriff’s office and if we need to reach out to him to create this coordinated effort or a conversation with them in council, he thinks he would be happy to help. Mayor Trett said he would talk to him.

10.3. Street Commissioner’s Report – Greg Sheppard stated he wanted to get together with Andy Siegmund and talk about the snowplowing contract and go through all the streets. He reported we also have a lot of signs that need put up as soon as we get a public works employee. He said he is going to talk to ODOT about getting more snow poles because we have about seventeen new fire hydrants.

10.4. Water Commissioner’s Report – John Manthe reported on water use and consumption for the month of October. Meters were read on October 31<sup>st</sup> and one high user was found. He said a bear was also seen on the security camera at the water plant.

10.5. Building Commissioner’s Report – Shelley Engle reported there are four different homes with permits and one business. Things have been busy up on Guy Moore and Meyer and the new business on the Main Street. There was discussion regarding the trailer and porta potty sitting on the property at 200 Scott Avenue. The owner has council permission to have the trailer parked year-round but not for the porta potty. Staff was asked to follow through with the property owner.

10.6. Parks & Rec Commissioner’s Report – Eric Page stated the park looks great and thanked the can club for planting the four new trees. Debby Ruyle talked about making sure the trees get watered. Brenda Leblanc park Maintenance, reassured her they would be. Discussion followed.

10.7. Emergency Preparedness Commissioner’s Report – No report

10.8. Commissioner At Large – No report

10.9. Planning Commission – In Recess until January 21, 2020

**11. PUBLIC COMMENTS** – None

**12. CLOSE REGULAR SESSION 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). Mayor closed the regular meeting at 7:35 PM.

**13. OPEN REGULAR MEETING** – Mayor Trett reopened the meeting at 7:44 PM

**14. DECISION** – Councilor Manthe motioned to extend the street maintenance job offer to Billy Hampton, motion was seconded, all in favor; Gunderson, Page, Larson-Hills, Trett, Engle, Manthe and Sheppard, motion passed. Recorder Pavoni explained for part time employees working 24 hour per week, they get 3 ½ holiday’s per year and asked, where he is only going to work 16-hours per week what the city should offer. After discussion Councilor Engle motioned to offer 1½ paid holiday’s per year for a 16-hours per

week employee, motion was seconded, and he can pick which holidays. All in favor; Gunderson, Page, Larson-Hills, Trett, Engle, Manthe and Sheppard, motion passed.

**15. ADJOURN** – Councilor Manthe motioned to adjourn, motion was seconded, all in favor; Gunderson, Page, Larson-Hills, Trett, Engle, Manthe and Sheppard, motion passed.

Signed:

Attest:

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James R. Trett, Mayor

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Christine Pavoni, City Recorder