



DETROIT CITY COUNCIL
Detroit City Council Regular Session & Planning Commission Special Session
Joint Public Hearing Meeting Minutes
Tuesday, February 11, 2020

1. CITY COUNCIL CALL TO ORDER: Council President Shelley Engle called the City Council meeting to order at 6:35 PM

ROLL CALL – Eric Page, Vickie Larson-Hills, Julie Gunderson, Greg Sheppard, John Manthe and Shelley Engle (Mayor Jim Trett in at 6:39 PM)

PLANNING COMMISSION CALL TO ORDER: Chair Kevin Hills called the special session to order at 6:35 PM

ROLL CALL – Kevin Hills, Michelle Tesdal and Elaine DeGeorge, absent: Dean O'Donnell

Staff Present: Kelly Galbraith City Recorder, Deborah Hastings City Clerk and Lisa Brosnan City Planner **Citizens Present:** Bob Goddard, Lyn Schultz, Debby Ruyle, Ken Woodward and Tim Luke

2. PLEDGE WAS RECITED

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

4. PUBLIC HEARINGS TO DECIDE UPON THE FOLLOWING REQUEST: Proposal is for a Class C Variance to Section 2.2.4(B) of the Detroit Development Code to allow for a two-foot setback where a fifteen-foot setback is required.

OPEN PUBLIC HEARINGS – Council President Engle opened the Public Hearing for City Council at 6:37 PM and Kevin Hills opened the Public Hearing for the Planning Commission at 6:38 PM. City Planner Lisa Brosnan read the Hearing Disclosure Statement for the record. Mayor Trett took over the meeting at 6:39 PM. He asked the public if there were any objections to the notice that was sent in this case or for the jurisdiction of the council to hear and decide this case, there were none. He asked council if there were any declarations of ex-parte contact, conflict of interest, or bias, there were none. Mayor Trett turned the meeting to Lisa Brosnan City Planner from the Council of Governments for the staff report. Lisa stated that this is a request for a variance to section 2.2.4 (B)(1) of the Detroit Development Code to allow for a 2-foot setback to a yard that is adjacent to a street in the Multi-Family zone where the standard would be 15-feet. The applicant is the City of Detroit, whereas the owner is Lesley Karen O'Leary/Lee Layman. She said this is considered a Class C, Type 3 procedure, where the planning commission will make recommendation to the council and council will make the decision on the application. She said that certain criteria have to be considered, that the proposed areas will not be detrimental to the purpose of the code or any other city policies or standards. She said the reason for this request is to provide adjacent right of way to the city through a lot line adjustment. The lot line adjustment is dependent on the granting of this variance. The right of way is necessary in order to construct a new waterline along Patton Road to loop the water system as part of the water improvement project and the objective is to improve water quality and the efficiency of the city's water system. Lisa went through the criteria and base upon the submitted application she said the applicable criteria has been met and staff recommends approval of VAR 2019-03. Mayor Trett asked for any **Proponent(s) Testimony;** Debby Ruyle asked the location for the variance, which is at 105 Patton Road. **Opponent(s) Testimony;** None, **Neutral Testimony;** None, **Questions from the Public;** None, **Questions from Planning Commission;** None,

Questions from City Council; Discussion was initiated by Councilor Engle regarding the setback area and the property line going across Patton Road. **Applicant Summary/Rebuttal;** None

CLOSE PUBLIC HEARINGS - Mayor Jim Trett closed Public Hearing for City Council and Planning Commission Chair Kevin Hills closed the Public Hearing for the Planning Commission at 6:48 PM.

PLANNING COMMISSION – Commissioner DeGeorge motioned to adopt the findings contained in the Staff Report and make a recommendation to the City Council to approve the request for Variance 19-03,

motion was seconded, all in favor; DeGeorge, Hills and Tesdal, motion passed. Planning Commission closed its special session.

CITY COUNCIL – Councilor Manthe motioned to approve the recommendation from the Planning Commission and adopt the findings and approve the application, motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Engle and Manthe, motion passed.

5. ANNOUNCEMENTS – Mayor Trett informed council that Sean O’Day had left the COG and Lisa Brosnan added that Renata has taken over as Director. The COG dinner will be on the 19th at the Keizer Community Center, cost is \$35 for anyone who would like to attend.

5. APPROVAL OF MINUTES OF THE LAST MONTH – Councilor Manthe motioned to approve the minutes of the City Council Regular Meeting of January 14, 2020, motion was seconded, all in favor; (6) Page, Gunderson, Trett, Sheppard, Engle and Manthe, abstain (1) Larson-Hills she was absent for that meeting, motion passed.

6. APPROVAL OF THE BILLS PAYABLE LIST FOR CURRENT MONTH – Motion was made by Councilor Manthe to pay the bills, motion was seconded, 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 Board**, no report next meeting February 13th. **Federal Lakes** next meeting would be in April. **Sewer Task Force**, Ken reported they held a work session today at Gates firehall, that everyone is on board, Gates will vote on the 20th. He reminded council that once the North Santiam Sewer Authority is formed, each cities council will have to select two people to be on the board. Councilor Engle added that this won’t happen until the ORS 190 is signed by Gates, then they become officially the North Santiam Sewer Authority, hopefully the first part of March. Discussion followed.

7.2. Public Works Building Restoration – Recorder Galbraith reported the pre-application was sent to the USDA Community Facilities Grant Program, if approved they will send a more involved application in which they will be asking for three quotes for the repairs. Only one quote has been received for the roof and siding and two quotes for the electrical and one for the roof its self. She said if work is to be done this year then we will have to move on it and get two more quotes. Tim Luke stated that he would get us some contacts for quotes.

7.3. Adding Communication Conduit to the 2B Portion of the Detroit Water Replacement Project – Mayor Trett asked Recorder Galbraith to give the report. She stated that she had been trying to get more information from HBH regarding the engineering costs for the pre-construction work they did which, the City did not approve for them to do, and that she nor Christine knew anything about it until mid-or late December. R&G wanted \$75,000 for the construction of putting in the PVC conduit and have come down to \$47,500 and the Engineering is \$11,880. That council has to make a decision on this before the pre-construction meeting for the phase 2B water project, which will probably be in a couple of weeks. She said the money we are getting from the Prosperity Initiative and Canyon Project for \$45,000, the first \$15,000 of that, they have to pick and choose from the list in exhibit A and B, that it doesn’t include as she could see, that it would cover the engineering for the conduit they’ve already done. A lengthy discussion followed regarding the cost and the pro and cons of having the conduit put in. Recorder Galbraith asked council what they wanted to do about the money HBH says we owe that the city council didn’t approve. Discussion followed. Mayor Trett asked to do this in two separate motions, one for the conduit and the other on how they are going to address the \$6,000. He asked for a motion on proceeding with installation of conduit for the cost of \$47,500. Motion was made by Councilor Engle to decline the opportunity to lay conduit at this time (on project 2B of the water project), motion was seconded, all in favor; Aye: Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

Councilor Larson-Hills motioned that we consult with the City Attorney on our liability for that \$6,480 bill and ask if it would be advisable for us to write a letter to HBH, motion was seconded, all in favor; Aye: Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

7.4. Community Prosperity Initiative and Canyon Project – first \$15,000 – Mayor Trett stated that we will get \$30,000 and then another \$15,000 sometime in July. He said that this is for Economic Development. A shelter for the Park was discussed. Mayor Trett added that it is okay to sit on this until they figure out what they really want to do, that they don’t have to come up with something right away. Recorder Galbraith pointed out that on page 3, 4.4.4. it tells you when the payments will be made and that the initial \$15,000 of the \$30,000 paid upon signed agreement must be spent according to 4.4.1., as well as instruction in exhibit B. That it seems like in exhibit B they want us to get together with other cities and maybe put our money together. That the \$15,000 has to be one of the three things on the list. Councilor

Manthe motioned this be table until the March meeting, Mayor Trett added so we can get more information, motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

7.5. Council Commissions Duties – in progress – Recorder Galbraith stated they she finished them this afternoon. Councilor Manthe motioned to table this until the next meeting, motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

7.6. Establishing Council Rules for the City of Detroit – Councilor Manthe motioned this be table until next month, motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

7.7. Code Amendments – Mayor Trett read a memo from Recorder Galbraith asking council to ask the planning commission to make a decision on just the RV/Open Camping/Tent amendments (the RV component that city council referred back to the planning commission) first, and if found necessary then consider the other amendments to the access and circulation and permit/decision making procedures at a later date, that Maryann Hills added those into her draft of the RV/Open camping/tent amendments at the planning commission meeting. Mayor Trett stated council referred the RV Code back to the planning commission and that it sounds like a lot of other things got added. Recorder Galbraith commented that the access and circulation and the permit making decision procedures could be done at a later date, that the thing is, we've been going through this RV code for a long time now and if we could just get the RV done first, then we can go on to the grading permit and then the next thing, that it is too much at a time. Discussion followed. Councilor Manthe motioned to ask the planning commission to only consider the RV code/open camping tent amendments to the code and the others to be discussed at a later time, motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

8. NEW BUSINESS

8.1. Resolution 601 Amending the Adoption Date of Resolution 600 – Mayor Trett informed council that the adoption date needs to be changed in order to publish the receipt of ballot title to allow a voter seven business days to file a petition with the circuit court should they choose to do so. Councilor Manthe motioned to approve the change from January 14, 2020 to February 11, 2020 by amending resolution 600, motion was seconded. Discussion followed, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

8.2. Firewise Grant Application \$500.00 – Due 02-26-2020 – There was discussion regarding having the dumpster on Firewise Day or having a Firewise information forum where we serve lunch to the citizens that attend. Councilor Manthe motioned to have the dumpster same as last year, motion was seconded. Clerk Hastings informed council that this year is Detroit's turn to have the city-wide cleanup and Pacific Sanitation would supply a free dumpster for yard debris. Mayor Trett stated that motion is on the floor by Councilor Manthe and seconded, to apply for the Firewise grant for \$500, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed. Council agreed to have the two dumpsters for yard debris this year, one on Firewise Day in May and the other on the clean-up day. Discussion followed on when to hold the Clean-up day. Staff asked if this could be brought back at the next meeting as a place has to be found to hold the cleanup. This was table until the March meeting.

8.3. Quotes on Portable Room Divider – There was discussion regarding the samples of various types of room dividers that staff included in their meeting packets. After discussion, staff was asked to look for something more permanent for safety.

8.4. FY 2020/2021 Budget Calendar – Councilor Engle informed council that she would not be able to attend the budget meeting on May 8th, she would be on vacation. Councilor Larson Hills stated she could attend the May 8th meeting but at a later time. It was decided to change the time to 5:30 instead of 3:00. All councilor could attend on June 5th at 3:00. Motion was made by Councilor Manthe to adopt the budget calendar with the change, motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

8.5. Annual Backflow Testing Update – Council information only, no discussion

8.6. Liquor License Renewal – Councilors were given the list of annual liquor license holders from the Oregon Liquor Control Commission to review and consider. Councilor Manthe motion they do option 1, nothing, motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

8.7. Deborah Hastings – Retirement Plans – Mayor Trett read letter from City Clerk Hastings, informing council she would be retiring effective June 27, 2020.

9. CORRESPONDENCE – No comments or questions on letters sent or received.

10. COMMISSION AND MAYOR’S REPORTS

10.1. Mayor’s Report – Jim Trett reported the next two months are going to be busy with Small Cities meeting, also will be attending a conference in March for Oregon prepared, emergency preparedness kind of stuff.

10.2. Police and Safety Commissioner’s Report – Julie Gunderson reported on the calls that were made for the month. She said she looked at the last fourth of July statistics for the weekend, looking into private security and the estimate was \$4,000 to 8,000 for two of them for two days. There were ten calls and only one response by the Sheriffs for a welfare check. Everything else was for traffic violations, parking on Clester which is ours to take care of and a few things on highway 22. She said that what she is looking at is we really have to do something about code enforcement. Everything in our procedures is perfect according to Marion County. That the first thing they need to do is get a job description for our code enforcement officers. She passed out a description to be reviewed for next month’s meeting, then they can move along with tightening up with code enforcement and do a lot of things that need to be done, especially on the fourth of July weekend that we can do ourselves. Discussion followed about patrolling, Julie stated that if they really want to do patrolling then they would have to think about a city car or possibly having magnetic signs identifying city enforcement. But number one is to get everyone on board on what a code enforcement officer is. After discussion, Councilor Manthe motioned to send the Code Enforcement Officer job description to the Attorney, motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

10.3. Street Commissioner’s Report – Greg Sheppard reported he’s been working on getting information together to do a survey on the Forest Avenue ODOT grant in the near future. He stated that he thinks we spent a couple thousand on snowplowing last month, that we haven’t received the bill yet.

10.4. Water Commissioner’s Report – John Manthe reported meters were read on January 31st and no major leaks were found. He reported on water use and consumption, that unaccounted water for was up 400,000 gallons higher than last month. He and Bob (Water Tech) thinks it might be that some of the meters aren’t working and they all need replaced. Concerns were brought forth by Councilor Page in regards to all the money we just spent on replacing waterlines and the water unaccounted being higher, that he feels we should be looking at this a little closer rather than just throwing more money into it blindly without knowing what’s going on. Discussion followed about finding where the loss is coming from, such as having someone come up with equipment for leak detection. Council was in agreement that Water Tech Bob Bruce make this a priority in finding the water loss.

10.5. Building Commissioner’s Report – Shelley Engle reported for December and January, there were three residential permits and one commercial.

> Councilor Engle stated, that back to exhibit B where they were talking about how to spend that \$60,000, they do not have to pick one of the three listed, that in the last paragraph it says, the list is not intended to be comprehensive of acceptable uses of this money. Other allowable use options shall be designed through joint determination of the City and Marion County.

10.6. Parks & Rec Commissioner’s Report – Eric Page, nothing to report this month

10.7. Emergency Preparedness Commissioner’s Report – Jim Trett no report

10.8. Commissioner At Large – Vickie Larson-Hills, nothing to report

10.9. Planning Commission – Discussed earlier in the meeting

10.10. North Santiam Canyon Joint Wastewater Project – Ken Woodward reported earlier in the meeting

> Letter from Shari Flanders about Lodging Tax- Will look at next month.

11. PUBLIC COMMENTS – Tim Luke commented that he would love to see this town put as much as they can into the businesses, so the city could grow, that economic development is a really substantial thing for him and he wants to see this town do good and be here for his family.

12. ADJOURN – Councilor Manthe motioned to adjourn at 8:35 PM, motion was seconded, all in favor; Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe and Engle, motion passed.

Signed:

Attest:

James Trett, Mayor

Kevin Hills, Planning Commission Chair

Kelly Galbraith, City Recorder