



**DETROIT CITY COUNCIL
Regular Meeting Minutes
Tuesday, May 12, 2020**

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 – 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 and Kevin Hills **By Phone-** Rick & Debbie Morgan and Ken Woodward

2. PLEDGE WAS RECITED

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

4. ANNOUNCEMENTS – Mayor Trett moved **8.1.** up on the agenda regarding Marion County law enforcement for possible staffing – Sgt. Matt Wilkinson stated that he brought Lt. Chris Baldrige to help with the presentation. He also introduced Deputy Olson who has taken over the Marine Patrol. Lt. Baldrige went through what the annual cost would be to hire a full time Deputy and what those fees entailed. His suggestion for the city was to have an amount in the annual budget to use for peak times when the city needs them most, because they don’t want to have to lay someone off if the city decides they can’t afford them the next year. Discussion followed regarding the IGA between the City and Marion County Sheriff’s and the possibility of including the surrounding cities of Detroit in sharing with the cost for more coverage. Lt. Baldrige to leave his contact information for any questions.

> Mayor Trett also moved up agenda item **8.3.** for the HBH Engineering’s project update – City Engineer Kenny Cannady-Schultz brought the financial report to go over with the council members and where the contractor is with the phase 2 water project. He reported the project started at 1.6-7 million dollars and they had approved three change orders that has added up to 0 dollars on the overall contract. However, this contract is not just for water, it also includes a portion that is being funded by Northwest Fiber. So, when looking at the change orders that has been added to the water project, the overall change comes to just about a \$60,000 increase thus far. In summary this is largely work that has been added to 1st, 2nd, 3rd, 4th and Lakecrest. As road conditions arose they had to make some modifications to what would be put in the ground. He said the big reason he is here tonight is they are looking at how to spend our remaining about \$370,000 worth of loan money. In order to do that, they’ve gone ahead and reached out to our Funding Agencies and they have dispersed the loan funding in a way that they were not expecting. There is a portion of the loan money that is forgivable and a portion that isn’t, that the vast majority of that forgivable loan has already been dispersed, that is typically not how that works, but it’s a benefit to the city because essentially you are using the money that you aren’t going to have to pay back. So, there’s not as big of a need to zero out the loan funding as there would be if this followed a more typical pattern where they spend your non forgivable money first and they start going into to the money you have to pay back. So that’s a little bit of a Boo for the city. He added we have applied for this money and have received it so they would like to finish it out that there are some fairly high priority jobs that need to be done. One that arose in the last few days is two of our PRV’s (pressure reducing valves) on Hill Street, that manage the pressure coming from the tank from this side of town. That it is still functioning but we no longer have a backup. Not an Ideal situation for long term. Also, the large PRV on Front Street S. Kenny explained what would happen if the PRV’s were not replaced. These are considered urgent fixes, and we are currently looking at the cost. That

they think it will be around \$15,000 for both. Councilor Page asked if the city would be using the same contractor at this time and Kenny said that is not known at this time. He talked about the current meters being replaced with the ultrasonic meters, and the benefits. That the cost to replace all the meters is \$196,965.98. Kenny said for the extra boring, the City Finance Officer provided documentation that we have system development fees of \$75,000 that we can apply to projects and the only project would be for the bore across the highway. Kenny stated that HBH recommends expanding our loan funding. Discussion about paving overlay of the streets, and the price were brought up. Kenny responded that the contractor would like to start as soon as possible on 1st 2nd 3rd 4th and Lakecrest. Councilor Larson/Hills brought up safety issues and holes in the streets. Kenny responded that safety is the responsibility of the contractor and their liability, that if the city got involved then it would become the city's liability. Additional safety concerns were discussed. Kenny explained how much time is being spent daily trying to make sure that the contractors are doing the job correctly. Councilor Page asked him if we needed to allocate some money and bring someone on board? Discussion followed, about the financial aspects of paying another inspector for the remainder of the project. Mayor Trett asked Kenny the specifics on acquiring additional loan money mentioned earlier in his report. Lengthy discussion followed with Kenny explaining the details of the process. Councilor Page motioned to move forward with retaining additional supervision on this project to tap into that SDC fund. After discussion motion was amended by Councilor Larson-Hills to use the SDC fund to cover the extra bore under Hwy 22 at Forest Avenue, motion was seconded by Councilor Sheppard, all in favor: Aye: Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe, Engle. Motion Passed. Councilor Larson-Hills motioned that we allocate available loan funding to fund additional inspection on our water project, Councilor Manthe second the motion. After discussion Councilor Larson-Hills withdrew the motion. Councilor Larson-Hills motioned to use \$30,000 of freed up money in our loan fund, to fund for an additional inspector for the water project, seconded by Councilor Manthe. All those in favor: Aye: Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe, Engle, motion passed. Councilor Engle motioned they agree with the city engineer's recommendation to replace both the PRV release valves and 405 new ultrasonic water meters for a total of approximately \$211,000, seconded by Councilor Manthe. Discussion followed regarding the water meter replacement, as well as the additional loan funding, and the possibility of someone else replacing the meters. After discussion it was decided for Kenny to come back to the next meeting to report if we are going to need the additional funding to finish out the project. All in favor: Aye: Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe, Engle motion passed.

5. APPROVAL OF MINUTES OF THE LAST MONTH – 5.1. City Council Regular Meeting. April 14th 2020 -Councilor Manthe motioned to approve the minutes of April 14, motion was seconded by Councilor Page, all in favor: Aye: Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe, Engle motion passed. **5.2.** City Council Special Session of April 28, 2020 - Councilor Manthe motioned to approve the minutes of April 28th, 2020 motion was seconded by Councilor Page, all in favor: Aye: Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe, Engle motion passed.

6. APPROVAL OF THE BILLS PAYABLE LIST FOR CURRENT MONTH - Councilor Page Motioned to approve to pay the bills, motion was seconded by councilor Manthe, all in favor: Aye: Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe, Engle motion passed.

UNFINISHED BUSINESS

7.1. Rotating Meeting Schedule - Mayor Trett reported the dates for the Fire Board meeting Thursday May 14th, Federal Lakes Wednesday May 17th and DLARBA July 18th 2020. Mayor Trett stated that without objection he would like to move the Sewer Task Force report to the rotating meeting schedule from the commissioner's report. Recorder Galbraith was asked to confirm the Federal Lakes meeting date.

7.2. Public Works Building Restoration- Mayor Trett reported the roof on the public works building is complete and Recorder Galbraith added that the metal started going up today for the siding. That the Electrician is a couple of weeks out.

7.3. Adding Communication Conduit to the 2B Portion of the Detroit Water Replacement Project – Mayor Trett reported that Northwest Fiber has the contract which hasn't been received yet, but when it comes in it will be signed.

7.4. Community Prosperity Initiative and Canyon Project - Recorder Galbraith reported the Community Prosperity Initiative & Canyon project money would be available on July 1, 2021 and we can start to plan on how to use the money.

> All Tabled Until Further Notice– 7.5 through 7.8

7.5. Council Commissions Duties

7.6. Establishing Council Rules for the City of Detroit

7.7. Quotes on Portable Room Divider

7.8. Response from City Attorney Regarding Code Enforcement Officer Job Description

7.9. Water Meters - Mayor Trett stated the water meters were discussed earlier in the meeting.

7.10 Detroit Clean Up Day/ Firewise day is scheduled for June 6th – There was discussion for the cost of the dumpsters. Mayor Trett stated that Councilor Page received permission from Kim Fowler to use the lot at the former high school for June 6th and asked council if they wanted to postpone, cancel, or continue with the plan to have the cleanup. Recorder Galbraith, informed council of the Firewise dumpsters needing to be watched so that no garbage is dumped into them to avoid additional costs. Lengthy discussion followed regarding the security of the dumpsters. City staff to contact Pacific Sanitation if a dumpster could be brought up on Saturday instead of Friday and hold the clean up on Sunday. After discussion, consensus was to hold the city cleanup on June 6th, and find out if the dumpster could be picked up Sunday night.

8. NEW BUSINESS

8.1. Sheriff Deputy Matt Wilkinson to speak about possible staffing for enforcement – Discussed under announcements.

8.2. TOT Committee Recommendations to Council- Councilor Engle pointed out the effective dates are a possible typo on the Marion County IGA. Mayor Trett reported that the TOT committee recommended a total grant of \$12,500 for new events and ventures attracting tourism and recommended that DLRABA receive \$4,000 for the Detroit Lake Cruz-in, DLRABA – Detroit Rocks \$600, DLRABA-Fishing Derby \$725, DLRABA – Fireworks over the lake \$1,000. Elaine DeGeorge, get lost in the Mountains Billboard to be place in the Portland area \$7,900 plus set up fees and cost for photos. Discussion followed Council went through each application for the grant funds. Councilor Engle motioned to table the recommendations from the TOT committee until the June meeting. Motioned seconded by Councilor Larson-Hills discussion all in favor: Aye: Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe, Engle motion passed.

8.3. HBH Progress Report – Reported under announcements agenda item 4.

8.4. Marion County Community Development Block Grant- After discussion Councilor Page motioned to accept participation in the Marion County Community Development Block Grant. Motioned seconded by Councilor Sheppard. all in favor: Aye: Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe, Engle motion passed.

8.5. IGA between Marion County Sheriff's Office and the City of Detroit – Discussed under 8.2.

8.6. Council Seats Open for November 3, 2020 Election- Mayor Trett reported the open seats are himself, Julie Gunderson, Eric Page and Vickie Larson-Hill, and that the Packets would be available on June 12th at the city hall. The deadline to have completed signature sheets to city hall is on or before August 12th.

8.7. City Records Destruction Request- Mayor Trett read memo from Clerk Hastings stating the OAR (Oregon Admirative Rule) for the City's general records retention and the list of records requested to be destroyed. Motion was made by Councilor Manthe to approve the destruction of the stated records that were requested, motion was seconded by Councilor Page, all in favor, aye: Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe, Engle motion passed.

> Mayor Trett announced with the Census we need to make sure to encourage our residents to register on the Census, that each person brings in about \$1,000 for the city of Federal Funds. Councilor Engle added a statement be put on the water bill regarding the census.

9. CORRESPONDENCE – Councilor's Sheppard and Engle had questions regarding the hazard tree on Tumble. Discussion followed there is some confusion of who's property line the tree is actually on. Recorder Galbraith reported that the tree is supposed to be scheduled to come down on May 27th.

10. COMMISSION AND MAYOR'S REPORTS

10.1. Mayor's Report – Jim Trett reported LOC every Friday morning at 10:05 to 11:05 does an update with the Oregon health authority you can call for an update, Jim Trett to provide the number if anybody is interested. He stated that Marion County has submitted its plan to reopen phase one.

10.2. Police and Safety Commissioner's Report – Julie Gunderson reported that she was asked to patrol Clester parking. She said that she would start to do that on May15th on Clester that if you have a permit be sure to display it.

10.3. Street Commissioner's Report – Gregg Sheppard reported that he received a bid for the survey on Forest Avenue, he spoke with Rob Henry today and is waiting on another bid to come in for a survey.

10.4. Water Commissioner's Report – John Manthe reported that 432,000-gallon water leak was found on Clifford, which is half of our water loss. He reported on the water use and consumption for April. One small leak was found on the customer side when meters where read. He added with the water loss on the ODOT line of 250,000 gallons, once fixed will take care of most of the water unaccounted for.

Discussion followed.

10.5. Building Commissioner's Report – Shelley Engle reported that six residential permits where issued and one commercial permit. Three completed permits as well. Discussion followed regarding three RV pads at 225 Patton Rd and the regulations. Kelly to write letter to property owner.

10.6. Parks & Rec Commissioner's Report – Eric Page stated that there is nothing new to report.

10.7. Emergency Preparedness Commissioner's Report – Jim Trett stated that he wanted to add to his report that he was interviewed on OPB at the noon hour along with the Mayors of Florence and Redmond to talk about how it went over the weekend and that he made a trip to Mongold to see how thing were going with the opening of the boat ramp and that it went well.

10.8. Commissioner At Large – Vickie Larson-Hills stated that she had nothing to report and asked the City Clerk Heidi Lamb to introduce herself.

10.9. Planning Commission – In recess

10.10. North Santiam Canyon Joint Wastewater Project –Ken Woodward reported an update on Gates and they have until June 4th to sign the IGA. Discussion followed.

11. PUBLIC COMMENTS –

ADJOURN - Councilor Manthe motioned to adjourn at 8:50 pm motion was seconded by Councilor Page all in favor, aye: Page, Larson-Hills, Gunderson, Trett, Sheppard, Manthe, Engle motion passed.

Signed:

Attest:

James R. Trett, Mayor

Kelly Galbraith, City Recorder