



**CITY OF DETROIT**  
**Special Session Minutes**  
Tuesday, December 22, 2020 – 4:00 PM  
Mid-Willamette Valley City of Government Building  
100 High Street SE, Salem, Oregon  
ZOOM Meeting

1. Call to Order – Mayor Jim Trett called the Special Session meeting to order at 4:20pm via ZOOM Meeting.
2. Roll Call: Councilors Present – Jim Trett, Eric Page, Shelley Engle, Vickie Larson-Hills. Staff Present – Kelly Galbraith, Michelle Connor. **Absent** – John Manthe, Julie Gunderson, and Greg Sheppard
3. Discussion - Rental of Temporary Office for City Administration – Kelly Galbraith found some office space in Stayton. It is \$975 per month plus \$50 in utilities. The landlord is real flexible. He said we can do a 6 month lease and then month to month after that or 3 months. He is very willing to help us in any way. The space is downstairs, ADA compliant, and Christine would have her own office where it is quiet because she needs it quiet when she's working on financials and the budget. We need space for more than one file cabinet, more than one phone line and this would give us the space. We also don't currently have our own printer other than a small little Canon. We can use the COG printer but we can't print from our computers to that printer. It takes more time to put it on a flash drive and walk to other room to print. It will also be more convenient for people bringing in their building plans. We can have a table out there to review them and send them on their way a lot easier than we can in our current space. Shelley Engle inquired about whether a copier will be provided and Kelly explained that we will lease one like we did before the fire. Vickie Larson-Hills asked about internet service and Kelly said there is SCTC service already set up in the office and we already have an account with them. The space has just been remodeled and painted. It's a little small but will work for us. It is located by the ARCO and Dairy Queen in Stayton. It can be accessed from Martin St. in the front or the parking lot in the back. Our insurance will be paying the lease and the utilities. We have received part of our content money from the insurance company (about \$37,000) to replace desks, file cabinets and supplies. Mayor Trett added that we are still having trouble getting the modular from Sweet

Home moved. They called and said they found axles and tires but when he went up to Mill City he saw that the site needs to be totally prepped, leveled and needs gravel. He also said we need someone to take it apart, transport and put it back together so we started looking at options. Kelly Galbraith said the realtor explained that there are no options available for office space. There are retail spaces but they are just open rectangular spaces and some were upstairs and not ADA compliant. Mayor Trett added that COG will still let us hold council meetings there if needed because we would not be able to in Stayton. Vickie Larson-Hills made a motion that we move forward with the month to month rental on the office space, seconded by Eric Page. All in favor, Jim Trett, Eric Page, Shelley Engle, Vickie Larson-Hills, motioned passed. Kelly Galbraith asked if we can have Thursday (Christmas Eve) off. No one will be in the COG building that day. Mayor Trett did not have a problem with it and suggested we take it as Christmas Bonus. Shelley Engle motioned we approve making 12/24/20 a vacation/holiday for City of Detroit staff, seconded by Eric Page, all in favor – Jim Trett, Eric Page, Shelley Engle, Vickie Larson-Hill, motion passed.

4. Adjourn - – Eric Page motioned to adjourn, motion was seconded by Vickie Larson-Hills, all in favor; Jim Trett, Eric Page, Shelley Engle and Vickie Larson-Hills, motion passed. Meeting adjourned 4:34 PM.

Signed:

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James R. Trett, Mayor

Attest:

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Kelly Galbraith, City Recorder