

Jim Trett, Mayor
Greg Sheppard, City Councilor
Eric Page, City Councilor
Tim Luke, City Councilor
Michele Tesdal, City Councilor
Todd Smith, City Councilor
Denny Nielsen, Councilor

Kelly Galbraith, City Recorder



City of Detroit, Oregon
City Council Work Session
Minutes
November 3, 2022
12:00 p.m.

Mailing Address:
P.O. Box 589
Detroit, Oregon 97342

(503) 854-3496

Email: detroit@wvi.com

City of Detroit
345 Santiam Avenue W.

Via Zoom

Meeting ID: 859 8355 5696 - Passcode: 039126

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- I. **Call to Order** – Mayor Trett called the meeting to order at 12:00 PM.
- II. **Council Roll Call** – Present – Mayor Trett, Greg Sheppard, Eric Page, Tim Luke, Michele Tesdal, Todd Smith & Denny Nielsen. Staff Present – Kelly Galbraith & Michelle Connor
- III. **Approval of Agenda** – Eric Page made a motion to approve the agenda, seconded by Todd Smith, all in favor, motion passed unanimously.
- IV. **Special Orders of Business**- None
- V. **Resolutions, Orders and Administrative Action**
 - a. Review of Ordinances – There was a lengthy discussion about amending Ordinance #236 to add golf carts. Some of the items discussed:
 - Should there be a permit for ATVs and golf carts? Yes
 - What should the fee be? TBD
 - Violations will be cited into Municipal Court? Yes
 - What should the sticker/permit size be? 10x10?
 - Penalties for no permit/violations? \$250?
 - Confirmation of Insurance coverage? Yes
 - Headlights/Tail lights? Yes
 - Enforcement? Enforcement Officer?

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- VI. Other Business** – Mayor Trett says at next week’s meeting they will talk about adding the 4th Tuesday of the month as a work session to work on other Ordinances.
- Michele Tesdal has been working on the Council Rules as part of the sub-committee. She wants to pass it on to Mayor Trett and Todd Smith as they are also part of the sub-committee for their review.
 - Mayor Trett confirmed after discussion with the LOC that we can meet on November 8th (Election Day).
 - Mayor Trett says the ability to stream meetings is up and working in the Council Chambers and future meetings will be on Facebook and YouTube.

VII. Upcoming Meetings

- a. Regular Session – November 8, 2022 at 6:30 p.m.

Adjourn. – Mayor Trett adjourned the meeting at 1:06 PM.

Signed:

Attest:

James R. Trett, Mayor

Kelly Galbraith, City Recorder

Jim Trett, Mayor
Greg Sheppard, City Councilor
Eric Page, City Councilor
Tim Luke, City Councilor
Michele Tesdal, City Councilor
Todd Smith, City Councilor
Denny Nielsen, Councilor

Kelly Galbraith, City Recorder



City of Detroit, Oregon
City Council Special Session
Minutes
November 18, 2022
3:00 p.m.
Via Zoom

Meeting ID 885 1142 9390
Passcode 215519

Mailing Address:
P.O. Box 589
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- I. Call to Order** – Mayor Trett called the meeting to order at 3:01 PM.
- II. Council Roll Call** – Present – Mayor Trett, Eric Page, Tim Luke, Michele Tesdal, Todd Smith, Denny Nielsen. Absent – Greg Sheppard. Staff Present – Kelly Galbraith & Michelle Connor.
- III. Approval of Agenda** – Mayor Trett wants to add item “c” under “Special Orders of Business” to have an ATV/Golf Cart discussion. Denny Nielsen made a motion to approve the agenda, seconded by Eric Page, all in favor, motion passed unanimously with Greg Sheppard absent with notice.
- IV. Special Orders of Business**
 - a. Detroit Lake Foundation and the City of Detroit Transfer of Property Agreement – There was no objections to the City of Detroit Transfer of Property Agreement with a couple of minor changes and it will become effective 1/1/2023.
 - b. Review and Decision of Ordinance 269, Council Rules – Michele Tesdal asked the Council to review Ordinance 269 and the changes recommended by the City Attorney. Denny Nielsen made a motion to adopt Ordinance 269 and the Council rules, seconded by Eric Page, all in favor, motion passed unanimously with Greg Sheppard absent with notice.
 - c. ATV/Golf Cart Ordinance – Mayor Trett reviewed the items that were discussed during the work session including:
 - Adding Golf Carts to the Ordinance.

- Requires permit to operate - fee \$100 4/1 through 3/31
- Penalty Fee \$250 (1st, 2nd & 3rd offense) Lose permit at 3rd offense.
- Visible rear permit
- Tail Lights/Head Lights & Mirror
- Enforcement

Eric Page made a motion to adopt the recommendations from the work session and ask staff to have an Ordinance written by the December 13, 2022 Council meeting, seconded by Denny Nielsen, all in favor, motion passed unanimously with Greg Sheppard absent with notice.

V. Upcoming Meetings

- a. Regular Session – December 13, 2022 6:30 PM
- b. Marion County/Detroit City Council work session November 22, 2022 6:00 PM

VI. Adjourn – Tim Luke made a motion to adjourn, seconded by Todd Smith, all in favor, motion passed unanimously with Greg Sheppard absent. Meeting adjourned at 3:35 PM.

Signed:

Attest:

James R. Trett, Mayor

Kelly Galbraith, City Recorder



Jim Trett, Mayor
Greg Sheppard, City Councilor
Eric Page, City Councilor
Tim Luke, City Councilor
Michele Tesdal, City Councilor
Todd Smith, City Councilor
Denny Nielsen, Councilor

Kelly Galbraith, City Recorder

City of Detroit, Oregon
City Council Reg
Session/Public Hearing
Minutes
November 8, 2022
6:30 p.m.

Mailing Address:
P.O. Box 589
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Meeting ID: 868 2430 7023 - Passcode 957073

- **Call to Order** – Mayor Trett called the meeting to order at 6:30 PM and let the Pledge of Allegiance.
- **Council Roll Call** – Present – Denny Nielsen, Greg Sheppard, Eric Page, Tim Luke, Michele Tesdal, Todd Smith and Mayor Trett. Staff Present – Kelly Galbraith and Michelle Connor.
- **Approval of Agenda** – Eric Page made a motion to approve the agenda, seconded by Michele Tesdal, all in favor, motion passed unanimously.
- **Special Orders of Business** - None
- **Committee Reports** - None
- **Public Comments** - None
- **PUBLIC HEARING** – LAND USE AND SUPPLEMENTAL BUDGET AND CREATING NEW BUDGET LINE ITEMS FOR WATER FUND

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- **OPEN PUBLIC HEARING** – Mayor Trett recessed the Council meeting at 6:33 PM and opened the Land Use Public Hearing and Amy Dixon, City Planner, read the Staff Report.
- In the Matter of Conditional Use/Property Line Adjustments for 110 Santiam Ave W.
- Property Line Adjustment to Re-Configure Lots/Conditional Use – 110 Santiam Ave. W.
- Council Discussion and Decision – There was some discussion around broader uses of the property since it is zoned CG but located near SF zone. Amy Dixon confirmed the property will remain zoned CG and that a single-family home is a Conditional Use of the CG zone.

CLOSE PUBLIC HEARING - Mayor Trett closed the Public Hearing and reopened the Council Session at 6:57 PM. Eric Page made a motion to approve the Conditional Use/Property Line Adjustments for 110 Santiam Ave W. and the Property Line Adjustment to Re-Configure Lots/Conditional Use – 110 Santiam Ave. W., seconded by Tim Luke, all in favor, motion passed unanimously.

OPEN PUBLIC HEARING – Mayor Trett opened the Public Hearing at 7:00 PM

- Resolution 646 – A Resolution Adopting a Supplemental Budget for Changes to the The Fiscal Year 2022-2023 Adopted Budget – Kelly Galbraith pointed out there in an error in the dates of Resolution 646 & 647.
- Resolution 647 – A Resolution Creating New Budget Line Items for the Water Fund To Accept a \$3 Million American Recovery Plan Act Coronavirus State Fiscal Recovery Funds from the State of Oregon as a Pass-Through Agency from the U.S. Department of the Treasury – Project: City of Detroit Drinking Water System

Kelly Galbraith explained these steps are necessary to receive the \$3M ARPA grant for the Water Fund.

CLOSE PUBLIC HEARING – Mayor Trett closed the Public Hearing and reopened the Council Session at 7:02 PM. Denny Nielsen made a motion to approve Resolution 646 and Resolution 647, seconded by Eric Page, all in favor, motion passed unanimously.

Resolutions, Orders and Administrative Action

- a. Authorization to Hire a surveyor to Describe City Owned Lot 7200 and 6900 – Amy Dixon explained that after the survey there will be a Resolution to dedicate these remnant lots as part of the City Right of Way. Michele Tesdal made a motion to hire a surveyor, seconded by Greg Sheppard. Tim Luke asked about putting a limit on the cost? It was suggested to table this until Kelly Galbraith can get an estimate on the cost. Michele withdrew her motion along with Greg

Sheppard. Eric Page made a motion to table this until a Special Session, seconded by Denny Nielsen, all in favor, motion passed unanimously.

- b. Close out City of Detroit Distribution System Replacement Safe Drinking Water Revolving Loan Fund – Matt Del Moro explained that now that the construction is done the unused portion of the loan needs to be closed out in order to not accrue any additional interest. Eric Page made a motion close out the City of Detroit Distribution System Replacement Safe Drinking Water Revolving Loan Fund loan, seconded by Michele Tesdal, all in favor, motion passed unanimously.
- c. - Authorize HBH to Begin Preparing Rate Study – Matt Del Moro explained that a rate study is needed as the Marion County Recovery Fund will be used to supplement the water income for this fiscal year but it must be self-sufficient by July 2023. Matt will check with FEMA to get an estimate on what the study will cost before the December meeting. Denny Nielsen made a motion to table preparing a rate study until next months meeting, seconded by Greg Sheppard, all in favor, motion passed unanimously with Tim Luke not available.
 - Authorize CPI to Install Three Phase Cables, Equipment, Transformers – Eric Page made a motion to authorize CPI to install three phase cables, equipment, and transformers, seconded by Michele Tesdal, all in favor, motion passed unanimously with Tim Luke not available.
 - Authorize Winterization Cost for the Breitenbush Pump Station - Matt Del Moro says it will be \$4500 to build and set the enclosure. Eric Page made a motion to authorize up to \$4500 for winterization cost for the Breitenbush pump station, seconded by Michele Tesdal, all in favor, motion passed unanimously.
- d. Request for Application for CDBG Funds – Discussion and Decision – Kelly Galbraith said she received an application for a community block grant. After discussion it was determined the City would not qualify. Michele Tesdal made a motion to table applying for a community block grant until the next meeting, seconded by Eric Page, all in favor, motion passed unanimously.
- e. Approval of Ordinance 269 and/or City Council Rules – Michele Tesdal would like the City Attorney to review it and then the Council could vote on it at the next Special Session.
- f. Review Snow Plow Agreement – Kelly Galbraith said the rates have gone up and briefly reviewed the contract. Eric Page made a motion to accept the snow plow agreement, seconded by Greg Sheppard, all in favor, motion passed unanimously.
- g. Denny Nielsen made a motion to hold a Special Session November 18, 2022 at 3:00 PM to discuss some of the issues discussed here this evening, seconded by Todd Smith, all in favor, motion passed unanimously.
- h. Detroit Civic Center Transfer – Without objection it was decided to discuss this at the Special Session on November 18, 2022.

- **Consent Agenda**

- a. Approval of the Minutes of the Detroit City Council – Regular Session, October 11, 2022.
- b. Approval to Pay Bills
 - Eric Page made a motion to approve the Consent Agenda, seconded by Michele Tesdal, all in favor, motion passed unanimously.

- **Staff Reports**

- a. Marion County Community Development Manager – N/A
- b. HBH Engineering – Matt Del Moro reported they are now closing out the pavement repair project. They are currently working on Scott Ave. and hope to have a few nice days this week or next to finish. The archeological (inaudible).
- c. City Recorder – No report
- d. City Clerk – No report
- e. Planning – Amy Dixon reported that Mcrae is working on the code change and anticipates bringing them to the Council by the first of the year.
- f. Marion County Sheriff – No report
- g. USFS – No report
- h. Idanha - Detroit Rural Fire Protection District – Laura Harris – (inaudible) You no longer have to report open burning to the fire department. She recommends being safe about it and calling the DEQ open burn line at 877-982-0011. She gave a reminder to check your smoke alarms, sleep with doors closed and sweep your chimneys.
- i. North Santiam Sewer Authority – Denny Nielsen reported that Brian Nicholas gave an update of the sewer project at last night’s meeting. The project manager that was hired for the canyon sewer project is Chris Ino (sp?). Marion County will be meeting with the Council on 11/22/22 to discuss the “Fast Track” project for Detroit and meeting with the business community on 12/13/22.

- **Councilor’s Report**

- Greg Sheppard – Prep work was done on Scott St. before the paving. We still have contaminated pipe left by R&G on the corner of 2nd and Patton St. Greg says we should get a load of sand for the park to help with erosion control. We should find out later this month if we get the \$250,000 SCA grant for walkway and paving on E. Forest Ave.

Eric Page – We produced 1,424,400 gallons of water in October and accounted for 1,245,806. We continue to have some meter reading issues. (inaudible). There was a major leak down by Kane’s Marina over the weekend. (inaudible). We are currently engaged with Hert Rental for an emergency generator at the treatment plant. Eric thinks it would be a good idea to purchase a generator and have it up there. The boil water notice for west of town should be up within the next 24 hours.

Tim Luke – No report

Michele Tesdal – She is still waiting to put the Parks Committee together until she hears more about what they will do with the park. Michele met with the Forestry Dept. regarding the cost of maintaining the Flats. They agreed to provide all the supplies if we continue to maintain them. They will also provide an additional dumpster.

Todd Smith – Reminder to be prepared for winter driving.

Denny Nielsen – Denny spoke with Kelly Weise regarding the downtown visioning project and she has completed the RFP. They plan to interview contractors by year's end.

- **Mayor's Report** – Mayor Trett has an \$8,000 quote for sound deadening in the Council chambers. He is looking for funding from outside sources. He also asked them to look into a piece of equipment for the hearing impaired that would allow them to hear better. The cost is \$2,700. Marion County was prepared to assist with drinking water during the last water line break if needed. Our new Water Technician, Derek Willett has been doing a great job at all the things being thrown at him. This will be the last Zoom meeting in the Council Chamber. We will now be broadcast on YouTube on our website and Facebook.
- **Other Business** - None
- **Upcoming Meetings**
 - a. Regular Session – December 14, 2022 at 6:30 p.m. City Hall Chambers

Close Council Meeting – Eric Page made a motion to adjourn, seconded by Todd Smith, all in favor, motion passed unanimously.

ADJOURN – Meeting adjourned at 8:36 PM.