



CITY COUNCIL REGULAR MEETING

AGENDA

Tuesday, April 6, 2021 – 5:30 PM
ZOOM Meeting

1. **CALL TO ORDER -**
2. **CITY COUNCIL ROLL CALL -**
3. **DECLARATIONS OF CONFLICT OF INTEREST AND EX-PARTE CONTACT**
Conflict of Interest indicates a direct/indirect financial benefit, as defined by Oregon Government Standards and Practices Commission, from an agenda item and excludes any involvement in discussion or vote on the issue. Where a councilor is so involved with an issue such that they have prejudged the matter based on evidence or opinion not developed during the course of the record proceeding before the city, and it would be unfair for that councilor to vote on the application, that councilor should also exclude him/herself from any involvement in discussion or vote on the issue.
4. **ANNOUNCEMENTS -** Items not on the agenda but relevant to City business may be discussed by the Council at this meeting. Citizens are encouraged to attend all meetings of the City Council to ensure that they remain informed. Agenda items may be moved back if a Public Hearing is scheduled.
5. **APPROVAL OF MINUTES**
 - 5.1 City Council Special Session Feb. 23, 2021, City Council Special Session/Public Hearing Mar. 2, 2021 and City Council Regular Meeting Mar. 9, 2021 Minutes.
6. **APPROVAL OF BILLS PAYABLE LIST FOR CURRENT MONTH**
 - 6.1 Motion to approve bills not raising a conflict of interest
 - 6.2 Motion to approve any bills, which have raised a declaration of conflict of interest.
7. **UNFINISHED BUSINESS**
 - 7.1 Request for the City of Detroit to purchase Cluster Mailboxes
 - 7.2 Water Billing
 - 7.3 February 9, 2021 Minutes – Motion by Councilor Tesdal.
8. **NEW BUSINESS**
 - 8.1 DLRABA Request – Fireworks Over the Lake
 - 8.2 Appointing New Enforcement Officers
 - 8.3 Fill Open Planning Commission Position
 - 8.4 Request to Allow City Councilors to Contact the City Attorney Directly
 - 8.5 Budget Committee Update
 - 8.6 Request for a Chemical Toilet by Resident.
 - 8.7 Adopting Resolution 616
 - 8.8 Approval of Policy #F-2021-01-Federal Awards-Allowable Costs

- 8.9 City Council and Planning Commission Reminder to Register with Oregon Ethics – SEI
- 8.10 Allowing Additional RV's
- 8.11 Travel Salem Grant Application
- 8.12 Special Use of Detroit State Park for Detroit Residents
- 8.13 Approve Resolution 617

CORRESPONDENCE – City Recorder/City Clerk

- 8.14 **Letters Sent** – List for your information
- 8.15 **Letters Received** – List for your information

9. COMMISSION AND MAYOR'S REPORTS

- 9.1 Mayor's Report – Jim Trett – Update
- 9.2 Police and Safety Commissioner's Report
- 9.3 Street Commissioner's Report – Greg Sheppard
- 9.4 Water Commissioner's Report – Tim Luke
- 9.5 Building Commissioner's Report – Shelley Engle
- 9.6 Parks and Recreation Commissioner's Report – Eric Page
- 9.7 Emergency Preparedness Commissioner's Report – James Trett
- 9.8 Tourism Commissioner – Michele Tesdal
- 9.9 Planning Commission – Update
- 9.10 North Santiam Sewer Authority – Ken Woodward
- 9.11 Next Meeting – May 6, 2021. All Meetings will be Zoom meetings until further notice. By phone – 1-699-900-6833, Meeting ID – 83199000901# and Passcode – 751133#

10. PUBLIC COMMENTS – See “Request for Recognition” form for rules

Recommendation time for Presentations is 10 minutes. Presentations are point of interest/FYI, which an individual/organization might wish to bring before the Council for educational or actionable response.

Recommended time for Comments from the Public is 3 minutes. Comments from the public would include the registering of complaints or making comment on an agenda item.

11. ADJOURNMENT

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To request accommodations or services, please call 503-854-3496 or by e-mail at: detroit@wvi.com at least two business days in advance. Si necesita ayuda para comprender esta información, por favor llame

The City of Detroit is an equal opportunity employer



CITY COUNCIL SPECIAL SESSION/PUBLIC HEARING

Tuesday, February 23, 2021 – 5:30 PM

ZOOM Meeting

1. **CALL TO ORDER** - Mayor Trett called the meeting to order at 5:30 PM via ZOOM.
2. **CITY COUNCIL ROLL CALL - Councilors Present** – Councilor Page, Councilor Sheppard, Councilor Luke, Councilor Engle, Councilor Tesdal, Councilor Smith, Mayor Trett. **Staff present** – Kelly Galbraith City Recorder.
3. **DECLARATIONS OF CONFLICT OF INTEREST AND EX-PARTE CONTACT** – None.
4. **ANNOUNCEMENTS** – None.

5. PUBLIC HEARINGS TO DECIDE UPON THE FOLLOWING REQUEST: To consider a Conditional Use/Site Plan Review for a remodel and addition for a new Civic Community Building. Mayor Trett proposes to postpone public hearing. Mayor Trett would like to send plans to planning commission first.

5.1 **OPEN PUBLIC HEARING** - Mayor Trett proposes to postpone public hearing on property variance. Mayor Trett would like to send to planning commission first. Urgency for this hearing has passed. Councilor Page motions and Councilor Sheppard seconds motion. Motion to wait on public hearing is passed unanimously.

5.1.1 Hearing Disclosure is postponed.

5.1.2 Staff Report – McRae Carmichael, City Planner, COG is postponed.

5.2 **CLOSE PUBLIC HEARING**- Public hearing was postponed.

5.2.1 Mayor closes Public Hearing for City Council – postponed.

5.2.2 Decision – Motion- postponed.

6. UNFINISHED BUSINESS

6.1 1st and 2nd reading of Ordinance 266 – Mayor Trett reads Ordinance 266 and Councilor Luke motions to pass Ordinance 266. Motion is passed unanimously.

6.2 Councilor Smith talks about the Sherriff’s office regarding FEMA money and patrols in the canyon. Since March 13, 2021 FEMA has been covering 75% of the overtime cost for Marion County patrols in the canyon. On March 13, 2021 this will end and there will be no weekend patrols up in the canyon. Councilor Smith will need to send off requests to Marion County Commissioners to get the ball rolling before time lapses. Mayor Trett discusses a conference call he had with Governor Brown and Commissioner

Bethel discussing water issues. Talked about setting up task force that will meet to get water set up in Detroit. Councilor Engle asks will there being no patrol in the summer at Detroit Lake? Garrett Olson explains he will still be doing waterways. There will not be a dedicated person, but there will still be forest patrols.

- 7. WATER COMMISSION REPORT** – Councilor Luke asks if there is time to discuss the Water Commissioner Report? Mayor Trett would like to add to agenda. Councilor Engle makes motion to add report to agenda. Councilor Page seconds. Motion passed unanimously.

Councilor Luke discusses how he spoke to Mike Henry from HBH Engineering and time is of the essence for temporary water source. Councilor Luke asked HBH Engineering to provide a budget. If they have temporary water purification system sent from Utah to WesTech and get it installed by March 19, 2021 deadline they could have water online by March 19, 2021. In order to do this they would need the council to approve \$100,000 of the \$250,000 dollar contract to be approved now. Councilor Luke is also going to look at secondary sources of water. Councilor Luke motions to approve the \$100,000 out of the extra equipment fund of the insurance policy. Once approved he would distribute funds to HBH Engineering in order to get project started. Councilor Sheppard seconds motion. Councilor Page brings up questions about cost of temporary water system. Councilor Luke reads report from HBH Engineering about use of funds. The plan is to rent a temporary water purification system for three months. Councilor Page brings up he thought that the ECWAG grant was going to pay for temporary water filtration system. Councilor Luke discusses how USDA grant would pay for rent for three months and then they plan to buy water filtration system when ECWAG grant funds come in. He explains how \$45,000 would be for rental, \$4,000 would be freight and \$7,500 would be membrane used for permanent system. ECWAG grant funds has not come in yet and Detroit needs water now.

Matt Del Moro with HBH Engineering brings up that Federal agencies do not like to purchase temporary equipment. USDA funds will still be a while and need to get project started.

Councilor Page would like to know the monthly rate for rental and it is \$15,000 per month. Councilor Page brings up concerns if rental runs past three months and financial liability to the city. Matt Del Moro believes that FEMA would step in and help fund if rental goes past three months. He says city needs water now and can't wait. Councilor Page would like to know if the city is sacrificing size of water system in order to get it now? Matt Del Moro says the size has not changed and is big enough and should work. Kenneth Cannady Shultz adds that the system has plenty of capacity to supply city and marina.

Councilor Luke brings up that private residents can't start rebuilding houses because they don't have running water right now for fire suppression. New contract was proposed by HBH, but the city attorney is not comfortable with it at this point. If the contract is not approved, then there will be more waiting on water.

Councilor Engle brings up that she thought the temporary water system was to be shipped in December and would like to know why they are now getting a \$100,000 bill? Matt Del Moro talks about how WesTech is providing safe storage for the temporary system because Detroit did not have safe storage. Councilor Luke says it needs to be

done by March 19, 2021 or would have to renew new contract. \$50,000 would be for WesTech. \$45,000 would be for temporary shelter for the water system. They would need to have a contractor come out and set up shelter. Contractor says they can do this by March 19, 2021. Councilor Engle brings up that OHA says all 400 water meters need to be tested first. Kenneth Cannady Shultz says OHA has updated that to 17 samples that can be taken in one day. Results should be back by March 5, 2021. They will know by March 8, 2021 if system is cleaned out. Kenneth Cannady Shultz says fire flow will be 1000gal/min for one hour. Fire flow requirements will be met.

Councilor Page brings up using USDA grant for shelter. Matt Del Moro says shelter would be separate from USDA grant. Councilor Page would like to go over line items of the budget breakdown pulling from insurance. Councilor Luke says shelter would be \$8,500. Clean up and set up would be \$43,500. WesTech cost would be \$50,000. Membrane and first month rent and set up would be \$50,899. Heater supply would be \$10,500. Totals to be around \$104,000. Councilor Luke is hoping that the approval of \$100,000 now will cover costs until ECWAG grant funds come into play. Matt Del Moro is hoping that USDA will help cover second month rent and anything after.

7.1 Motion to approve by Mayor Trett. Councilor Smith seconds. Motion is passed unanimously.

8. **ADJOURNMENT** – Councilor Page motions to adjourn. Councilor Engle seconds. Motion passed unanimously. Meeting adjourned at 6:19 PM.

Signed:

James R. Trett, Mayor

Attest:

Kelly Galbraith, City Recorder



CITY COUNCIL SPECIAL SESSION/PUBLIC HEARING
Meeting Minutes
Tuesday, March 2, 2021

1. **CALL TO ORDER** – Mayor Trett called meeting to order at 5:36 pm via ZOOM.
2. **CITY COUNCIL ROLL CALL** – Mayor Trett, Councilor Smith, Councilor Engle, Councilor Tesdal, Councilor Page, Councilor Luke. **Absent** – Councilor Sheppard. **Staff Present** – Kelly Galbraith.
3. **DECLARATIONS OF CONFLICT OF INTEREST - None.**
4. **ANNOUNCEMENTS** – Commissioner Bethell said Councilor Smith reached out to her about funding from FEMA for law enforcement. FEMA was paying 75% and Marion County was paying 25% for overtime. Funding is expiring and request for extension has been made. Request for \$275,000 for March through October 2021. Commissioner Bethell would like public to know recreation is not open in the Canyon to visitors. The City is closed until they say they are open. North Fork is closed and is not safe yet. Trees are still falling and people need to be careful there are still hazards.
5. **OPEN MEETING FOR CONTRACT REVIEW BOARD-** Mayor Trett starts a recess for Councilors of the Detroit City Council. Mayor Trett opens meeting to Contract Review Board for exemptions to requirements for competitive bids for temporary water treatment plant under Detroit Municipal Code 3.04.030.
6. **PUBLIC HEARINGS TO DECIDE UPON THE FOLLOWING REQUEST:** To consider exemptions to requirements for competitive bids for projects to construct and operate a temporary water treatment plant for the community.

6.1.1 **MAYOR OPENS PUBLIC HEARING** – Mayor Trett calls meeting to order at 5:51 PM.

Roll Call – Councilor Engle, Councilor Page, Councilor Luke, Councilor Tesdal, Councilor Smith and Mayor Trett. Staff Present – Kelly Galbraith. Mayor Trett discusses what the public hearing is for and explains the reasons for alternatives with contractors with experience. Will get water to the city faster than with the competitive bidding process and that they must follow Municipal Code 3.04.030. City Engineering firm will provide a staff report and give recommendations.

Matt Del Moro from HBH Engineering discusses the plan for WesTech to provide equipment for water treatment plant. Talks about temporary shelter for temporary water plant. They are recommending Olson LLC for contracting.

Open bidding will delay water to the City of Detroit. Recommending that larger USDA contract be up for competitive bidding once water is restored to the city.

No comment from the public.

Councilor Engle makes motion for City Council to accept Contract Review Board to grant exceptions to the requirements of competitive bids based upon staff presentations and adopt the findings as the City Resolution of 614.

Councilor Page seconds. Motions passes unanimously.

6.2 MAYOR CLOSE PUBLIC HEARING – No comment from public.

6.2.1 Mayor closes Public Hearing for City Council.

6.2.2 Decision – Councilor Engle makes motion to adopt Resolution 614. Councilor Tesdal seconds. Motion to approve Resolutions 614 is passed unanimously. Councilor Luke motions to adopt Resolution 615. Councilor Tesdal seconds. Motion passes unanimously.

6.3.3 Adjournment of the Contractors Review Board at 5:59 PM. Mayor Trett reopens Contractors Review Board at 6:05 PM. Mayor Trett adjourns Contractors Review Board at 6:06 PM.

RECONVENE'S CITY COUNCIL MEETING

UNFINISHED BUSINESS

- 6.1 IGA between the State of Oregon (ODOT) – Motion from Councilor Page to accept IGA between City of Detroit and State of Oregon for tree removal. Councilor Smith seconds. Motion passes unanimously.
- 6.2 IGA between Marion County and the City of Detroit – Councilor Page makes motion to accept IGA. Councilor Motion passes unanimously.

Adjournment – Councilor Page makes motion to adjourn. Councilor Smith seconds. Motion passed unanimously. Meeting adjourns at 6:10 PM.

Signed:

Attest:

James R. Trett, Mayor

Kelly Galbraith, City Recorder



**CITY COUNCIL REGULAR MEETING
Tuesday, March 9, 2021 – 6:30 PM**

1. **CALL TO ORDER** – Mayor Trett called the meeting to order at 6:39 PM at MWVCOG Building, 100 High Street, Salem, OR.
2. **CITY COUNCIL ROLL CALL** - Mayor Trett, Councilor Tesdal, Councilor Engle, Councilor Luke, Councilor Page, Councilor Smith, Councilor Sheppard. **Staff Present** - Kelly Galbraith and Michelle Connor.
3. **DECLARATIONS OF CONFLICT OF INTEREST** – Councilor Luke and Councilor Smith would like to announce they are both members of Detroit Lake Foundation. This membership should not conflict with meeting.
4. **ANNOUNCEMENTS** – Mayor Trett would like to thank Mid-Willamette Valley Council of Governments for letting Council use meeting room. Would also like to welcome Scott Dadson the new Executive Director of MWVCOG.
5. **APPROVAL OF MINUTES**
 - 5.1 City of Detroit Special Session/Work Session of February 1, 2021 & Regular City Council Meeting February 9, 2021- Councilor Engle makes motion to accept minutes of both meetings. Councilor Page seconds. Motion passes unanimously.
6. **APPROVAL OF BILLS PAYABLE LIST FOR CURRENT MONTH**
 - 6.1 Motion to approve bills not raising a conflict of interest – Councilor Luke motions to approve bills not raising conflict of interest and bills that do raise declaration of conflict. Councilor Smith Seconds motion. Motions passes unanimously.
 - 6.2 Motion to approve any bills, which have raised a declaration of conflict of interest - Councilor Luke motions to approve bills not raising conflict of interest and bills that do raise declaration of conflict. Councilor Smith Seconds motion. Motions passes unanimously.

4.	PUBLIC HEARINGS TO DECIDE UPON THE FOLLOWING REQUEST: To consider a Conditional Use/Site Plan Review for a remodel and addition for a new Civic Community Building – Mayor Trett closes City Council Meeting at 6:44 PM to open Public Hearing Meeting.
4.1	OPEN PUBLIC HEARINGS
4.1.1	Mayor opens Public Hearing for City Council – Mayor Trett opens Public Hearing Meeting at 6:44 PM.
4.1.2	Hearing Disclosure Statement read – City Planner, McRae Carmichael goes over Disclosure Statement.

4.1.3 Staff Report – McRae Carmichael, City Planner, COG – McRae Carmichael goes over process of review. She goes over how to have testimony recorded. McRae Carmichael goes over Staff Report. Report date 3-3-2021 and hearing date of 3-9-2021. File number CU 20-01/SDR 21-01. Applicant and owner of property is Rich Duncan Construction and Detroit Lake Foundation. Property location is 345 Santiam Ave. W. The zoning is (RS) Residential Single-Family Zone. Request is for Conditional Use Permit for a Community Building and Government Office in RS Zone. The applicant had a pre-application conference on 11-18-2020. The Conditional Use and Site Plan Review application was received on 1-4-2021. The application was deemed complete on 1-25-2021. Notice was sent to property owners within 250 feet of the subject property on 2-4-2021. Held Planning Commission Meeting on 3-3-2021. The Planning Commission voted unanimously to adopt staff findings and recommend the City Council to approve application. The site is 1.7 acres. The impact to the site is low. HBH Engineering reviewed application and approved it. Application complies with all the applicable Land Use requirements. It meets all development requirements for site. Staff concludes that the submitted applications comply with the applicable decision criteria as conditioned. Staff recommends that the City Council adopt the findings in the Staff Report and approve. Councilor Tesdal asks if there is room for a fire truck in the building? McRae Carmichael would like to introduce the applicant to speak. Richard Rothweiler the architect on the project says it is big enough but believes the fire engines will be housed somewhere else. General parking for now. Councilor Tesdal would like to know if the building will be rented for City Offices. Richard Rothweiler goes over building plan for offices. Rich Duncan would need to answer questions about leases. Chris Tardiff from the foundation offers to answer any questions. Dave Danielson brings up question about site plan. McRae Carmichael shows site plan on screen.

4.2 CLOSE PUBLIC HEARINGS

- 4.2.1 Mayor closes Public Hearing for City Council at 7:12 PM.
- 4.2.2 Discuss recommendation from Planning Commission – Mayor Trett opens meeting at 7:12 PM.
- 4.2.3 Decision – Councilor Tesdal makes motion to approve application and adopt findings contained in staff report recommended by Planning Commission dated 3-3-2021 to the City Council for applications CU/SDR 21-01. Councilor Engle seconds motion. Motion is passed unanimously.

5. UNFINISHED BUSINESS

Remembrance Plaque for Harold Hills – Kelly Galbraith received a call from Melinda Hills a grandchild of Harold Hills and she would like to be notified when decision is made. Mayor Trett asks Kelly if family would

care if Council put this item off for a little bit. Family understands. Will continue in next agenda.

6. NEW BUSINESS

- 6.1 Request from Detroit Postmaster for City to Purchase Cluster Mailboxes - Patty Patterson the Detroit Postmaster requested City of Detroit to consider purchasing cluster mailboxes for the City. Detroit Post Office will open once power and water is restored. Councilor Engle would like to know if this is on USPS property. Kelly Galbraith says it is on City Right of Away. Postmaster would like City to pay for it. Councilor Luke brings up the question if the City really needs it? Post Office will open once utilities are on. Councilor Page would like to know why mail has not been rerouted to Idanha Post Office. Idanha is only open part time. Councilor Tesdal brings up question if they can use COVID funds for this. Councilor Engle makes motion to wait on decision for a month to learn more about funds. Councilor Smith seconds. Motion passed unanimously.
- 6.2 Water Billing – Kelly Galbraith brings up question about billing for water when homes are built. In the past if they have a meter, they get billed. Councilor Engle brings up that if homes are receiving a service, they should receive a bill. Councilor Luke agrees with Councilor Engle. If you have a meter and use water, you should receive a bill. Kelly brings up that there is a flat fee of \$60.00 even if you do not use water. Councilor Page brings up paying a minimum fee or there would be removal of meter. There is an ordinance in place for this. Councilor Page suggests following ordinance and not to change anything. He discusses ordinance. Councilor Luke thinks they may need more time to review ordinance. Councilor Tesdal suggests that they split it up. Low level charge for folks who have a meter but are not rebuilding. Councilor Smith suggests putting locks on meters instead of removing them. Councilor Page likes this idea. Kenneth Cannady-Shultz is already making plans of locking meters with zip ties. Mayor Trett would like to move to next meeting. Robert Henry, City Engineer discusses water plan they have put out. Goes over dirty water. Please do not boil water. Took 17 samples and 15 samples came back clean. Lab had problem with two due to quality of sample. Must resample these and get a clean sample. Phase III would be after the temporary water treatment plant is up and running. Hoping to have water by 4-15-2021.
- 6.3 FEMA Project Formulation/Grouping Standard or 428 Alternative – Councilor Engle brings up that the City of Detroit has two options for repairs for infrastructures. Councilor Engle goes over funding, challenges, and requirements. Project must be at least \$130,000 and applicant must accept a fixed cost plan. FEMA will accept case by case basis. FEMA does not provide public assistance for donated resources. FEMA is paying 75% of the cost 25% will be the responsibility of the State or Oregon. Maximum donated cost cannot be more than the State's share. The State has already let Council

know they do not have the 25% to fund. The 428 Alternative plan gives option of moving funds around. Standard option you can only use funds for specific work qualified. Councilor Tesdal brings up that the 428 Alternative would be much more flexible. Councilor Page brings up that they really need flexibility to move funds around. Councilor Page makes motion to opt for alternative 428 plan. Councilor Tesdal seconds. Motion passes unanimously.

- 6.4 Budget Calendar – Councilor Engle makes motion to accept Budget Calendar. Councilor Page seconds. Motion passes unanimously.
- 6.5 Open Planning Commission Seat – Councilor Smith makes motion to open Planning Commission seat. Councilor Page seconds. Motion passes unanimously.

CORRESPONDENCE – City Recorder/City Clerk

- 6.6 **Letters Sent** – None.
- 6.7 **Letters Received** – City is in receipt of letter from Shari Flanders and Harold Ellis Jr. City Attorney has been given letter and public will be notified of letter.

7. COMMISSION AND MAYOR'S REPORTS

- 7.1 Mayor's Report – Jim Trett – Mayor Trett received a handwritten book made by a worker at the Detroit Dam. Would like to make available to public and put on display in new Community Center. The Corps has found some issues with the spillways and a potential earthquake. Detroit Lake will not go to full pool this year. It will be down 5 feet.
- 7.2 Police and Safety Commissioner's Report – Councilor Smith would like to thank patrols up in the Santiam Canyon. Deputy Olson says things have been good in the area. A little trespassing. Will try to patrol as much as possible. Sergeant Wilkinson brings up that there is still a lot of debris in the area.
- 7.3 Street Commissioner's Report – Greg Sheppard – Councilor Sheppard says the streets in the City have taken a beating. City did not get any pavement done before the fires. He is still concerned about flooding.
- 7.4 Water Commissioner's Report – Tim Luke – Councilor Luke had a great meeting with HBH Engineering. Will be sending out letters and request forms to get water reconnected. Hoping to get temporary water system up and running.
- 7.5 Building Commissioner's Report – Shelley Engle – Councilor Engle testified in front of State Representatives. Running water is crucial for building in Detroit. Councilor Engle is still not receiving reports from Marion County.
- 7.6 Parks and Recreation Commissioner's Report – Eric Page – Councilor Page asks the question of getting a side by side?
- 7.7 Emergency Preparedness Commissioner's Report – James Trett – Continuing under Emergency Declaration.
- 7.8 Tourism Commissioner – Michele Tesdal – Councilor Tesdal would like Emergency Preparedness Crew to come in and talk about future. Councilor Tesdal is coming up with a team for Stakeholders Meeting.

Councilor Tesdal said Detroit Lake is working on having fireworks at the Lake 7-3-2021.

- 7.9 Planning Commission – None.
 - 7.10 North Santiam Sewer Authority – Ken Woodward – NSSA would like to thank Shelley Engle for all the work she has done. The mission of the NSSA is to serve our communities of the North Santiam Canyon by creating and maintaining a wastewater solution that is geologically suitable and environmentally sustainable, financially feasible and politically viable.
 - 7.11 Next Meeting – April 1, 2021. All Meetings will be Zoom meetings until further notice. By phone – 1-699-900-6833, Meeting ID – 83199000901# and Passcode – 751133# - Plan to move the next meeting up to a sooner date.
- 8. PUBLIC COMMENTS** – No public comments.
- 9. ADJOURNMENT** – Councilor Sheppard makes motion to adjourn meeting. Councilor Smith seconds. Motion is passed unanimously. Meeting is adjourned at 8:39 PM.

Signed:

Attest:

James R. Trett, Mayor

Kelly Galbraith, City Recorder

MEMORANDUM

City of Detroit, Oregon
E-mail: detroit@wvi.com

March 30, 2021

RE: Request from Detroit Postmaster

TO: Detroit City Council

Dear City Council,

At the last City Council meeting, March 9, 2021, Councilors decided to wait on a decision for a month to learn more about COVID funds. The COVID funds of \$25,000 has not been spent as of yet. The City needs to incur the bill first and then we will be reimbursed. It has been discussed last year that the money would be spent on a audio/video equipment for the City Council meetings.

Thank You,

City of Detroit
Kelly Galbraith, City Recorder

Unfinished B.

detroit@wvi.com

From: Peterson, Patty C - Salem, OR <Patty.C.Peterson@usps.gov>
Sent: Wednesday, March 3, 2021 3:34 PM
To: detroit@wvi.com
Subject: RE: [EXTERNAL] RE: [City of Detroit Oregon Official Site |] Possible cluster boxes for street delivery

Good Afternoon Kelly,

Well how many would depend on how many customers would want street delivery. I am not sure what the population is at this time or what it will be in the future. There are several places to get them from. If you google multi-unit mailboxes or cluster mailboxes several options come up. I found a 16 unit box with 2 parcel lockers for \$1489.00. I am glad to hear that the idea will be at least presented.

Thank you,

Patty Peterson
Postmaster Mill City
101 SE Kingwood Ave
Mill City, Or 97360
503 897-2096

-----Original Message-----

From: detroit@wvi.com [mailto:detroit@wvi.com]
Sent: Wednesday, March 03, 2021 11:20 AM
To: Peterson, Patty C - Salem, OR <Patty.C.Peterson@usps.gov>
Subject: [EXTERNAL] RE: [City of Detroit Oregon Official Site |] Possible cluster boxes for street delivery

CAUTION: This email originated from outside USPS. STOP and CONSIDER before responding, clicking on links, or opening attachments.

Good Morning Patty,

I will be presenting your email to the City Council on Tuesday March 9th. I will need some information though. How many boxes do you think that we will need? Where do we get them and how much do they cost.

Thank you,

Kelly Galbraith, City Recorder
City of Detroit
PO Box 589
Detroit, OR 97342

-----Original Message-----

From: Patty Peterson <patty.c.peterson@usps.gov>
Sent: Wednesday, February 24, 2021 11:48 AM
To: detroit@wvi.com
Subject: [City of Detroit Oregon Official Site |] Possible cluster boxes for street delivery

Hi I am the Postmaster of Detroit. I talked to Mayor Jim Trett shortly after the wildfires hit our area. I was wondering if when the city is rebuilding that there would be some way for them to purchase some cluster mail boxes and place them either outside of the Post Office or at City Hall when rebuilding so that some of the customers their could have street delivery and be serviced by our Highway Contract route. Thank you for considering this. I look forward to hearing from you about this matter.

Sincerely,

Patty Peterson

Postmaster of Mill City, Gates, Detroit and Idanha

MEMORANDUM

March 30, 2021

City of Detroit, Oregon
E-mail: detroit@wvi.com

RE: Water Billing
TO: Detroit City Council

At the March 9, 2021 meeting, Mayor Trett asked for the topic to be moved to the next meeting. Staff would like to know how to proceed with the water billing. Does Staff bill the residents who have water (Phase I) only? Staff would like a decision at the April 6th meeting
Thank you,

CITY OF DETROIT
Kelly Galbraith, City Recorder

MEMORANDUM

March 30, 2021

City of Detroit, Oregon
E-mail: detroit@wvi.com

RE: Motion not finished at February 9, 2021 City Council Meeting

TO: Detroit City Council

At the February 9, 2021 City Council meeting, Councilor Tesdal made a motion to open the process to more candidates (for the vacant City Councilor seat). Second by Councilor Sheppard. Discussion followed without the motion made by Councilor Tesdal completed.

Kelly Galbraith, City Recorder

Vote: Ayes; Councilor Page, Councilor Engle, Mayor Trett. Nays; Councilor Tesdal, Councilor Luke, Councilor Sheppard.

Abstentions: None.

Motion failed due to lack of majority.

X City Attorney Monahan stated it appears the Council may have come to an impasse at this point. Council can continue debate to reach a resolution from the existing candidates. Council could also defer the conversation to a later date and consider soliciting additional information or consider opening the process to additional candidates.

Motion by Councilor Tesdal to open the process to more candidates. Second by Councilor Sheppard.

~~DIDNT FINISH MOTION~~

Councilor Tesdal stated it would be helpful to have a candidate that lives in Detroit join Council.

Councilor Page stated these are trying times without question, it is time for the Council to think deeply about the cohesion of Council. Todd Smith currently lives in town and has the energy to help, no disregard for Vickie.

Mayor Trett recognized Vickie Larson Hills to allow her to speak.

Vickie Larson Hills asked to secede from the process to allow Todd Smith to be appointed.

Motion by Councilor Page to appoint Todd Smith to Council. Second by Councilor Sheppard.

Vote: Ayes; 6. Nays; 0.

Abstentions: None.

Motion carried without dissent.

Councilor Engle thanked Vickie Larson Hills for all she has done for Detroit and for all she will continue to do for Detroit and especially for her graciousness in helping Council move forward at this time.

Councilor Page concurred, he stated this was a professional move and he welcomed her back to serve in the future.

4.1.2 Oath of Office

Recorder Galbraith issued the Oath of Office to Todd Smith.

5. APPROVAL OF MINUTES

5.1 City Council Reg. Meeting of January 12, 2021 & Special Session January 22, 2021.

Motion by Councilor Tesdal to approve the minutes from the January 12, 2021 meeting. Second by Councilor Page.

Vote: Ayes; 7. Nays; 0.
Abstentions: None.
Motion carried without dissent.

Mayor Trett called for a motion to approve the special meeting minutes.

Councilor Sheppard asked for a correction to be made. Jerry Wiley does not work for the Oregon Department of Forestry, he works for ODOT.

Motion by Councilor Page to approve the minutes from the January 22, 2021 meeting as amended. Second by Councilor Engle.

Vote: Ayes; 7. Nays; 0.
Abstentions: None.
Motion carried without dissent.

6. APPROVAL OF BILLS PAYABLE LIST FOR CURRENT MONTH

- 6.1 Motion to approve bills not raising a conflict of interest
- 6.2 Motion to approve any bills, which have raised a declaration of conflict of interest.

Motion by Councilor Page to pay the bills as presented. Second by Councilor Engle.

Councilor Tesdal asked how Councilors know what bills are being paid since they are not in the packet.

Recorder Galbraith stated the bills are sent by email by Christine.

Councilors Tesdal and Luke indicated they had not seen the bills.

Councilor Engle offered to forward the emails the other Councilors to ensure they received them.

Vote: no vote taken.

7. PUBLIC HEARINGS TO DECIDE UPON THE FOLLOWING REQUEST: To review an emergency ordinance to allow for temporary housing provisions for residents impacted by the fires in September 2020.

7.1 OPEN PUBLIC HEARINGS

7.1.1 Mayor opens Public Hearing for City Council
--

Mayor Trett noted the public hearing this evening was going to be a joint meeting with the Planning Commission, but there were not enough members available to form a quorum. Given the Planning Commission is not strictly required for this hearing the City Council will hold the hearing without the commissioners.

Mayor Trett opened the City Council public hearing for regarding Legislative amendment to the City of Detroit code for LA 20-01.
--

MEMORANDUM

City of Detroit, Oregon
E-mail: detroit@wvi.com

March 30, 2021

RE: Requesting permission
TO: Detroit City Council

DLRABA requesting permission to hold fireworks over the Lake on July 3, 2021.
Thank You,

City of Detroit
Kelly Galbraith, City Recorder

detroit@wvi.com

From: Dean ODonnell <mthigh97342@gmail.com>
Sent: Tuesday, March 9, 2021 9:19 PM
To: City Detroit
Cc: Michelle Tesdal; Lyndia Basl; Jamie Dobrowolski; Jessie Layman
Subject: 2021 Events

DLRABA is requesting permission from the City of Detroit to hold the Fireworks over the Lake on July 3rd , 2021 with a fundraising held on July 2. Forest Service and the Idanha/Detroit Fire Department have stated full support of the event. DLRABA will provide extra portable toilets in town. While discussions are being held on the Fishing Deby, No other events are planned at this time.

We are excited to bring normalcy back to Detroit.

Thanks
Dean ODonnell

Sent from my iPhone

MEMORANDUM

City of Detroit, Oregon
E-mail: detroit@wvi.com

March 30, 2021

RE: Appointing New Enforcement Officer
TO: Detroit City Council

Councilor Smith to speak about the topic.

Current Enforcement Officers:

Julie Gunderson, Harry Ellison, Kevin Hills, Shari Flanders, Debby Ruyle, John Manthe
and Jim Trett.

Thank You,

City of Detroit
Kelly Galbraith, City Recorder

MEMORANDUM

City of Detroit, Oregon
E-mail: detroit@wvi.com

March 30, 2021

RE: Fill Full-Time Resident Planning Commission Position
TO: Detroit City Council

Three candidates have applied for the full-time resident open planning commission position.

David Danielson – Staff has changed his address from 147 Patton St S to 210 Patton St S. so it is more in alignment with the other addresses on Patton St S. His mailing address is in Portland. He says he is a full-time resident.

Paul Kittelson – Full-time resident but now lives in Keizer temporarily until they re-build, their temporary address is in Keizer.

Please discuss whether the City Council is accepting of new mailing addresses due to the candidates being displaced. Since the Charter cannot be amended at this time can you even accept that their addresses are not in Detroit? Just to let you know, 4 out of the 5 full-time resident Councilors mailing addresses on their house tax statements are not in Detroit. So how important is the mailing address?

Thank You,

City of Detroit
Kelly Galbraith, City Recorder

March 24, 2021

Kelly Galbraith, City Recorder

City of Detroit Oregon

PO Box 589

Detroit, Oregon

Dear Kelly;

I would like to be considered for a position on the Detroit Planning Commission. I have lived in the Detroit area for approximately 50 years and have resided at 210 Detroit Road for the past 34 years. I have spent my professional career working in public service; first for the Detroit School District as an Instructional Assistant, then for the State of Oregon as a Child Protective Service Caseworker, Consultant and Trainer and more recently, as a Training Specialist and Workforce Development Manager for Portland State University.

Traveling from Detroit to Salem for work everyday made it difficult for me to engage in city sponsored activities. However, our family has always taken a role in helping out people in our community informally when we have had the means and opportunity to do so. After the fire, I made the decision to take an early retirement so I could be available for my family and my community to help rebuild our home and our town. I would appreciate the opportunity to be of service to our city by participating on the planning commission. I have a great deal of experience reading, interpreting and applying Oregon Administrative rules, policies and procedures. Although my experience has been in social services and not city planning, I do feel that I could be of assistance. I served on the Detroit City council in the early 90s for a short period of time, when there was a need for an interim councilor. I also have experience in community organizing, project management, and grant writing.

Sincerely;



v. Michelle Warden

PO Box 474

210 Detroit Road

Detroit, Oregon 97342

503-689-5037

Michellwarden292@hotmail.com

City of Detroit

Application for City Council or Planning Commission

Mr./Ms. (Mrs.) Valerie Michelle Warden Employer Portland State University

Home Address 210 Detroit Rd Business Address 626 High St. NE

Salem, Oregon 97301

Home Phone 503-689-5037 Business Phone 503-584-7106

Email Address Michelle.warden292c@hotmail.com

Do you live in the Detroit City Limits? Yes No If yes, how long? 34⁺ years
** Temporarily displaced*

Primary Resident Applicant - Please bring the following qualifying documentation

- Drivers License or State ID
- Voters Registration Card
- Any of the following: Federal & State tax return, car registration, property taxes, electric bill, or W2 form with the City of Detroit, Oregon mailing address

Non-Primary Resident Applicant - Please bring the following qualifying documentation

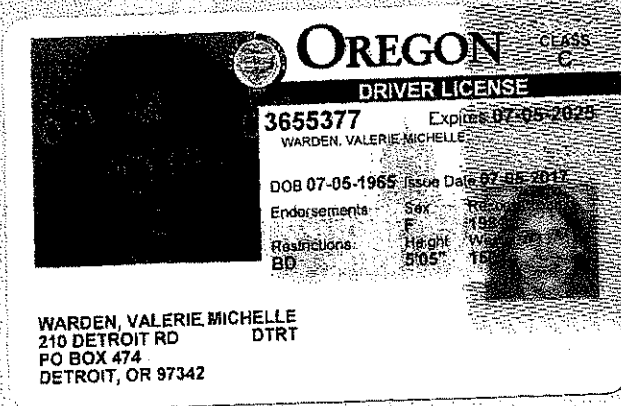
- Proof of part-time residency (home ownership, lease/rental agreement, water bill)
- Voters Registration Card

Special Qualifications Experience working in state and county government
project management - supervision - training - community outreach
+ organizing, fundraising, grant writing - review Oregon administrative
rules & procedures in order to interpret & apply and train -

Educational Background Masters of Social Work - Portland State University 2014
Bachelor of Arts - Psychology - Willamette University 1996
AAS - Human Services - Chemeketa Com College 1989

Community Activities and Offices Held Child Welfare Racial Equity Leadership team
Food & housing assistance - local community - Santiam Canyon Youth & Family
Alliance (early 90s) Detroit City Council - temp position (early 90s) Director/Volunteer
Coordinator - canyon crisis center - (early 90s)

Signature V. Michelle Warden Date 3-24-2021



0007185500



CONSUMERS POWER INC.

P.O. BOX 1180
6990 WEST HILLS ROAD
PHILOMATH, OR 97370

(541) 929-3124 • (800) 872-9036

885 1 AV 0.386
VALERIE M WARDEN
PO BOX 474
DETROIT OR 97342-0474

4 885
C-3 P-7

086610

Account Number 7185500	
Statement Date 07/27/2020	Due Date 08/20/2020

Billing Summary	
LAST MONTH'S BILL	\$98.00
PAYMENTS - THANK YOU	\$98.00 CR
BALANCE FORWARD	\$0.00
Current Charges	\$95.34
Low Income Assistance	\$0.05
Operation Round Up Amount	\$0.61
Account Balance	\$96.00

Page 1 of 1



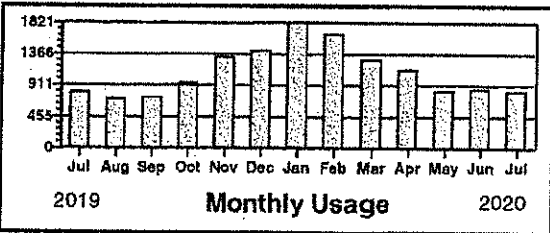
Any BALANCE FORWARD is subject to DISCONNECTION of services.

Messages

Summer energy savings tip from CPI: A great way to use that summer heat and lower your bill is by using a heat pump water heater. These hot water heaters efficiently transfer the heat from the air to heat the water, which lowers your electric bill. CPI also offers substantial rebates, so call or visit us online for more information.

Location 210 DETROIT AVE S - RESIDENTIAL

Meter	From	Through	Days	Type	End Read	Start Read	Mult	Usage	Code	Rate
06870SD	06/18/20	07/18/20	30	KWH	10662	9849	1	813		004
06870SD	06/18/20	07/18/20	30	KW	8.748		1	8.748		004



Detail of Charges - Electric

Basic Service Charge	\$23.50
KWH Revenue 813 kwh @ \$.0855	\$69.51
Detroit City Utility Tax 2.5%	\$2.33
Total This Service	\$95.34

Average KWH per Day: 27
This Month Last Year: 23

MARION COUNTY, OREGON PROPERTY TAX STATEMENT
 555 COURT ST NE, RM 2242
 PO BOX 2511
 SALEM, OR 97308
 503-588-5215

NEW ACCOUNT NO.
 598122

JULY 1, 2020 TO JUNE 30, 2021

REAL PROPERTY DESCRIPTION

CODE: 56070 ACRES: 0.19 PCL 101
 MAP: 105E01-CB-09400
 SITUS: 210 DETROIT RD S DETROIT
 LEGAL: HAMMOND ADDITION (B:6 L:4)

WARDEN, DONALD L & WARDEN, VALERIE M
 PO BOX 474
 DETROIT OR 97342

SANTIAM CANYON SCHOOL	738.77
LINN-BENTON-LINCOLN ESD	46.08
CHEMERKETA COM COL	94.50
GRAND TOTAL	
MARION COUNTY	457.23
DETROIT	174.13
MARION SOIL & WTR	7.56
MC EXT & 4-H SERV DIST	7.56
IDANHA FD	250.77
IDANHA FD. LOCAL OPTION	102.78
REGIONAL LIBRARY	12.36
GRAND TOTAL	
SANTIAM CANYON SCH BOND	325.22
CHEMERKETA COM COL BOND	39.33
GRAND TOTAL	

VALUES	LAST YEAR	THIS YEAR
REAL MARKET (RMV)		
LAND	60,000	60,000
STRUCTURES	243,380	258,530
TOTAL RMV	303,380	318,530
TOTAL ASSESSED VALUE	146,740	151,140
EXEMPTIONS		
NET TAXABLE:	146,740	151,140
TOTAL TAX:	2,220.53	2,256.39

NEW TAX ACCOUNT 598122 REPLACES ACCOUNT NUMBER R98122
 CHASE MANHATTAN MTG HAS REQUESTED THIS BILL. IF YOU'RE NOT
 SURE WHO SHOULD PAY THESE TAXES, CONTACT YOUR LENDER
 REF NO: 8888006144005

PREVIOUS DISCOUNTS	Disc. Due	Disc. Paid	Net Discount
2019	2,188.70	2,188.70	0.00
2020	2,256.39	2,256.39	0.00
Total	4,445.09	4,445.09	0.00

TOTAL DUE (After Discount and Pre-payments) 2,188.70

↑ Tear Here

Please include this coupon with payment. NO STAPLES, PAPER CLIPS, OR TAPE

Tear Here ↑

Please select payment option below:

- 3% Discount 2,188.70 No Additional Payment Due Mailing address change on back
- 2% Discount 1,474.17 Next Payment Due: 05/17/21
- Timester Option 752.13 Next Payment Due: 02/16/21

TAX ACCOUNT
598122
AMOUNT ENCLOSED
\$

DISCOUNT IS LOST & INTEREST APPLIES AFTER DUE DATE

MAKE CHECK PAYABLE TO:

264 - 000440 - 218870
 WARDEN, DONALD L & WARDEN, VALERIE M
 PO BOX 474
 DETROIT OR 97342

MARION COUNTY TAX COLLECTOR
 PO BOX 3416
 PORTLAND OR 97208-3416

24100005981220000075213000014741700002188703

County: MARION
User Name: Counter1, Marion

Voter Profile Report

Date: 3/24/2021 1:16:05 PM
Report No.: VR-008

Voter Information

Voter ID: 18617817

Voter ID: 18617817
Last Name: WARDEN

First Name: VALERIE

Middle Name: MICHELLE

Suffix: DOB: 1965

Registration Information

Party: Democrat
Last Trans Date: 09/25/2015
Precinct: 925

Status: Active
Original Reg. Date: 11/13/1986
Split: 1

Reasons: Update Registration Card
Effective Registration Date: 12/15/2009

Miscellaneous Information

Language

Gender

Comments

Residence Address: 210 S DETROIT RD DETROIT OR 97342
Mailing Address: PO BOX 474 DETROIT OR 97342

Districts

District Type

Name

Federal Statewide	Federal
Congressional	US Representative, 5th District
Statewide Partisan	Statewide Partisan
State Senator	Senate District 09
State Representative	House District 17
Statewide Nonpartisan	Statewide Nonpartisan
Circuit Court	Circuit Court District 03
District Attorney	District Attorney, Marion
Justice Of The Peace	Marion County Justice of the Peace
City	City of Detroit
Soil And Water	Marion Soil & Water
Community College	Chemeketa C.C.

Oregon Centralized Voter Registration

I HEREBY CERTIFY THIS TO BE A TRUE, FULL
AND CORRECT COPY OF THE DOCUMENT NOW
ON RECORD IN MY OFFICE

Bill Burgess, County Clerk, Marion County

By *Julia Pezza* Deputy, Date 3-24-2021

County: MARION
User Name: Counter1, Marion

Voter Profile Report

Date: 3/24/2021 1:16:05 PM
Report No.: VR-008

Voter ID: 18617817

Voter Information

<u>Voter ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Suffix</u>	<u>DOB</u>
18617817	WARDEN	VALERIE	MICHELLE		1965
	Community College Zone	Chemeteta C.C., Zone 4			
	Education Service Zone	Linn-Benton-Lincoln ESD, Zone 1			
	Education Service	Linn-Benton-Lincoln ESD			
	School	Santiam Canyon School District #129			
	School Zone	Santiam Canyon S.D., 129J, Zone 2			
	Fire	Idanha-Detroit Rural Fire Protection District			

Absentee Addresses

<u>Absentee Type</u>	<u>Address</u>
----------------------	----------------

Petition Sign History

<u>Petition Number</u>	<u>Petition Title</u>
------------------------	-----------------------

Valid Signatures

Move History

<u>Effective Date</u>	<u>Residence Address</u>
-----------------------	--------------------------

I HEREBY CERTIFY THIS TO BE A TRUE, FULL
AND CORRECT COPY OF THE DOCUMENT NOW
ON RECORD IN MY OFFICE

Bill Burgess, County Clerk, Marion County

By Julia May Deputy, Date 3-24-2021

County: MARION
User Name: Counter1, Marion

Voter Profile Report

Date: 3/24/2021 1:16:05 PM
Report No.: VR-008

Voter ID: 18617817


Voter Information
Voter ID: 18617817 Last Name: WARDEN First Name: VALERIE Middle Name: MICHELLE Suffix: DOB: 1965

Alternate Names
Last Name: WARDEN First Name: VALERIE Middle Name: M Suffix:

Date	Election Description	Ballots
11/03/2020	November 3, 2020 General Election	Cast
05/19/2020	May 19, 2020 Primary Election	Cast
05/21/2019	May 21, 2019 Special District Election	Cast
11/06/2018	November 6, 2018 General Election	Cast
05/15/2018	May 15, 2018 Primary Election	Not Cast
01/23/2018	January 23, 2018 Special State Election	Not Cast
05/16/2017	May 16, 2017 Special District Board Election	Not Cast
11/08/2016	November 8, 2016 General Election	Not Cast
05/17/2016	May 17, 2016 Primary Election	Not Cast
05/19/2015	May 19, 2015 Special District Election	Cast
11/04/2014	November 4, 2014 General Election	Cast
05/20/2014	May 20, 2014 Primary Election	Not Cast
05/21/2013	Special District Election	Not Cast
12/04/2012	City of Detroit Emergency Election	Not Cast
11/06/2012	November 6, 2012 General Election	Cast
05/15/2012	May 15, 2012 Primary Election	Not Cast
11/22/2011	November 22, 2011 City of Detroit Recall Election	Not Cast
11/08/2011	November 8, 2011 Special Election	Cast
10/18/2011	Recall - City of Detroit	Not Cast
09/20/2011	Recall - City of Detroit	Not Cast
05/17/2011	May 17, 2011 District Election	Not Cast
11/02/2010	2010 General Election	Not Cast
05/18/2010	May 18, 2010 Primary Election	Cast
01/26/2010	January 26, 2010 State Special Election	Not Cast
12/15/2009	City of Detroit Recall	Cast

I HEREBY CERTIFY THIS TO BE A TRUE, FULL AND CORRECT COPY OF THE DOCUMENT NOW ON RECORD IN MY OFFICE

Bill Burgess, County Clerk, Marion County

BY  Deputy, Date 3-24-2021

County: MARION
User Name: Counter1, Marion

Voter Profile Report

Date: 3/24/2021 1:16:05 PM
Report No.: VR-008

Voter ID: 18617817

Voter Information

<u>Voter ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Suffix</u>	<u>DOB</u>
18617817	WARDEN	VALERIE	MICHELLE		1965
11/03/2009					Cast
05/19/2009					Not Cast
11/04/2008					Cast
05/20/2008					Cast
11/06/2007					Not Cast
05/15/2007					Not Cast
11/07/2006					Cast
05/16/2006					Not Cast
05/17/2005					Not Cast
11/02/2004					Cast
05/18/2004					Not Cast
02/03/2004					Cast
09/16/2003					Not Cast
01/28/2003					Cast
11/05/2002					Not Cast
09/17/2002					Cast
05/21/2002					Not Cast
03/12/2002					Cast
11/06/2001					Not Cast
09/18/2001					Not Cast
06/05/2001					Not Cast
05/15/2001					Not Cast
03/13/2001					Not Cast
11/07/2000					Cast
05/16/2000					Not Cast
11/02/1999					Not Cast
09/21/1999					Not Cast
08/17/1999					Cast
05/18/1999					Not Cast
03/09/1999					Not Cast

I HEREBY CERTIFY THIS TO BE A TRUE, FULL
AND CORRECT COPY OF THE DOCUMENT NOW
ON RECORD IN MY OFFICE

Bill Burgess, County Clerk, Marion County

By Janice Pegg Deputy, Date 3-24-2021

County: MARION
User Name: Counter1, Marion

Voter Profile Report

Date: 3/24/2021 1:16:05 PM
Report No.: VR-008

Voter Information

Voter ID: 18617817

Voter ID	Last Name	First Name	Middle Name	Suffix	DOB
18617817	WARDEN	VALERIE	MICHELLE		1965
11/03/1998	GENERAL-FEDERAL-STATE-COUNTY CITIES				Not Cast
09/15/1998	CITY OF SALEM;2 MEASURES				Not Cast
05/19/1998	BIENNIAL PRIMARY-FEDERAL-STATE-COUNTY CITY SALEM				Not Cast
03/10/1998	SPECIAL-CITY OF GATES GERVAIS SD				Not Cast
11/04/1997	SPECIAL-CITIES-COUNTY-STATE				Not Cast
09/16/1997	CITY OF GATES RECALL				Not Cast
05/20/1997	SPECIAL-SCH-CITIES-STATE				Not Cast
03/11/1997	DIRECTORS- CITY OF JEFFERSON CITY OF TURNER				Not Cast
12/10/1996	CITY OF HUBBARD-				Not Cast
11/05/1996	GENERAL-PRESIDENTIAL-				Cast
09/17/1996	SCH-CITY-FIRE--				Not Cast
05/29/1996	SILVER FALLS LIB. RECALL-				Not Cast
05/21/1996	BIENNIAL PRIMARY-				Not Cast
03/12/1996	PRES. PREF. PRIM.- SCH-CTY-CCC-UH-				Cast
01/30/1996	SPEC. SEN. GENERAL DETROIT RECALL-				Cast
12/05/1995	SPEC. SEN. PRIMARY-COUNTY-				Not Cast

Custom Information

Election Sig Issue zn - Sig Update - Dec 09

Contact Information

Audit Log	User Name	Modified Date	Effective Date	Description	Old Value	New Value
-----------	-----------	---------------	----------------	-------------	-----------	-----------

I HEREBY CERTIFY THIS TO BE A TRUE, FULL AND CORRECT COPY OF THE DOCUMENT NOW ON RECORD IN MY OFFICE

By Julia Vige Deputy, Date 3-24-2021
Bill Burgess, County Clerk, Marion County

City of Detroit
Application for City Council or Planning Commission

Mr./Ms./Mrs. David P Danielson Employer Danielson Contractors Inc
Home Address 137 Patton Rd S / 210 Patton Rd S Business Address 147 Patton Rd S
Detroit Oregon 97342
Home Phone 503=519-5135 Business Phone 503-762-2459 fax
Email Address ddanie7@msn.com

Do you live in the Detroit City Limits? Yes X No _____ If yes, how long? Purchased Property 2003

Primary Resident Applicant - Please bring the following qualifying documentation

- Drivers License or State ID
- Voters Registration Card
- Any of the following: Federal & State tax return, car registration, property taxes, electric bill, or W2 form with City of Detroit, Oregon mailing address

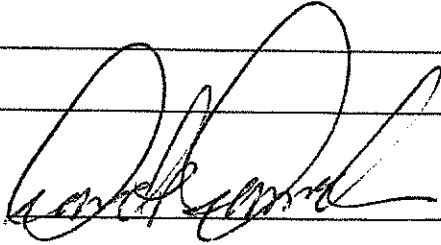
Non Primary Resident Applicant - Please bring the following qualifying documentation

- Proof of Part-time Residency (home ownership, lease/rental agreement, water bill)
- Voters Registration Card for Proof to vote in the City of Detroit

Special Qualifications Licensed General Contractor - State of Oregon/ Commercial Drivers Licence/
Licensed DEQ Septic Installer.

Educational Background High School Graduate 1980 David Douglas High School Portland Oregon/ Continuing
Education 1990 thru 2021 for Construction Trades thru Various Community Colleges. Portland Community-
Chemeketa Community College. Mt Hood Community College.

Community Activities and Offices held _____

Signature  Date 7-26-21

OREGON CLASS
A
COMMERCIAL DRIVER LICENSE

2493864 Expires **02-23-2023**
DANIELSON, DAVID PAUL

DOB **02-23-1961** Issue Date **02-23-2015**

Endorsements	Sex	Record Created
M	M	1876
Restrictions	Height	Weight
B	5'10"	246

DANIELSON, DAVID PAUL
210 S PATTON RD DTRT
5106 SE 99TH AVE
PORTLAND, OR 97266

County: MARION
User Name: Fuge, Julie

Voter Profile Report

Date: 1/25/2021 1:51:52 PM
Report No.: VR-008

Voter ID: 11520033

Voter Information

<u>Voter ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Suffix</u>	<u>DOB</u>
11520033	DANIELSON	DAVID	PAUL		1961

Registration Information

<u>Party</u>	<u>Status</u>	<u>Reasons</u>
Republican	Active	Update Address DMV
<u>Last Trans Date</u>	<u>Original Reg. Date</u>	<u>Effective Registration Date</u>
07/09/2019	10/07/1992	07/08/2019
<u>Precinct</u>	<u>Split</u>	
925	1	

Miscellaneous Information

<u>Language</u>	<u>Gender</u>

<u>Residence Address</u>	210 PATTON ST S DETROIT OR 97342
<u>Mailing Address</u>	5106 SE 99TH AVE PORTLAND OR 97266

Districts

<u>District Type</u>	<u>Name</u>
Federal Statewide	Federal
Congressional	US Representative, 5th District
Statewide Partisan	Statewide Partisan
State Senator	Senate District 09
State Representative	House District 17
Statewide Nonpartisan	Statewide Nonpartisan
Circuit Court	Circuit Court District 03
District Attorney	District Attorney, Marion
Justice Of The Peace	Marion County Justice of the Peace
City	City of Detroit
Soil And Water	Marion Soil & Water
Community College	Chemeketa C.C.

County: MARION
User Name: Fuge, Julie

Voter Profile Report

Date: 1/25/2021 1:51:52 PM
Report No.: VR-008

Voter ID: 11520033

Voter Information

<u>Voter ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Suffix</u>	<u>DOB</u>
11520033	DANIELSON	DAVID	PAUL		1961
Community College Zone		Chemeketa C.C., Zone 4			
Education Service Zone		Linn-Benton-Lincoln ESD, Zone 1			
Education Service		Linn-Benton-Lincoln ESD			
School		Santiam Canyon School District #129			
School Zone		Santiam Canyon S.D. 129J, Zone 2			
Fire		Idanha-Detroit Rural Fire Protection District			

Absentee Addresses

<u>Absentee Type</u>	<u>Address</u>
----------------------	----------------

Petition Sign History

<u>Petition Number</u>	<u>Petition Title</u>	<u>Valid Signatures</u>
2006-014	Allows Income Tax Deduction Equal To Federal Exemptions Deduction To Substitute For	Valid Sign

Move History

<u>Effective Date</u>	<u>Residence Address</u>
10/07/2016	5106 SE 99TH AVE PORTLAND OR 97266
10/11/2018	210 PATTON ST S DETROIT OR 97342
07/09/2019	5106 SE 99TH AVE PORTLAND OR 97266

County: MARION
User Name: Fuge, Julie

Voter Profile Report

Date: 1/25/2021 1:51:52 PM
Report No.: VR-008

Voter ID: 11520033

Voter Information

<u>Voter ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Suffix</u>	<u>DOB</u>
11520033	DANIELSON	DAVID	PAUL		1961

Alternate Names

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Suffix</u>
DANIELSON	DAVE	PAUL	
DANIELSON	DAVID	PAUL	

Voting History

<u>Date</u>	<u>Election Description</u>	<u>Ballots</u>
11/03/2020	November 3, 2020 General Election	Cast
05/19/2020	May 19, 2020 Primary Election	Cast
05/21/2019	Special District Election 2019	Not Cast
11/06/2018	November General Election 2018	Cast
05/15/2018	May 15, 2018 Primary Election	Not Cast
01/23/2018	January 23, 2018 Special State Election	Not Cast
05/16/2017	May 16, 2017 Special District Board Election	Not Cast
11/08/2016	November 8, 2016 General Election	Cast
05/17/2016	May Primary Election 2016	Cast
05/19/2015	Special District Election 2015	Not Cast
11/04/2014	November General Election 2014	Cast
05/20/2014	May Primary Election 2014	Not Cast
05/21/2013	Special District Election 2013	Cast
11/06/2012	November General Election 2012	Cast
05/15/2012	May Primary Election 2012	Cast
05/17/2011	Special District Election 2011	Cast
11/02/2010	November General Election 2010	Cast
05/18/2010	May Primary Election 2010	Not Cast
01/26/2010	January 2010 Special Election	Cast
05/19/2009	Special District Election 2009	Not Cast
11/04/2008	November General Election 2008	Cast
05/20/2008	May Primary 2008	Cast
11/06/2007	November Special Election 2007	Cast
05/15/2007	Special District Election 2007	Not Cast

County: MARION
User Name: Fuge, Julie

Voter Profile Report

Date: 1/25/2021 1:51:52 PM
Report No.: VR-008

Voter ID: 11520033

Voter Information

<u>Voter ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Suffix</u>	<u>DOB</u>
11520033	DANIELSON	DAVID	PAUL		1961
11/07/2006		November General Election 2006		Cast	
05/16/2006		May Primary 2006		Not Cast	
05/17/2005		MAY SPECIAL DISTRICT ELECTION 2005		Not Cast	
11/02/2004		NOVEMBER GENERAL ELECTION 2004		Cast	
05/18/2004		MAY PRIMARY ELECTION 2004		Cast	
02/03/2004		FEBRUARY SPECIAL ELECTION		Cast	
11/04/2003		NOVEMBER SPECIAL ELECTION		Not Cast	
09/16/2003		SEPTEMBER SPECIAL ELECTION 2003		Not Cast	
05/20/2003		MAY SPECIAL DISTRICT ELECTION		Not Cast	
01/28/2003		JANUARY SPECIAL ELECTION 2003		Not Cast	
11/05/2002		NOVEMBER GENERAL ELECTION 2002		Not Cast	
09/17/2002		SEPTEMBER SPECIAL ELECTION 2002		Not Cast	
05/21/2002		MAY PRIMARY ELECTION 2002		Not Cast	
05/15/2001		MAY SPECIAL DISTRICT ELECTION		Not Cast	
03/13/2001		SPECIAL DISTRICT ELECTION		Not Cast	
11/03/1998		NOVEMBER 1998 GENERAL ELECTION		Not Cast	
05/19/1998		MAY 1998 PRIMARY ELECTION		Not Cast	
03/12/1996		MARCH 1996 PRESIDENTIAL PREFERENCE PRIMARY ELECTION		Not Cast	
12/05/1995		DECEMBER 1995 SPECIAL PRIMARY ELECTION		Not Cast	
11/07/1995		NOVEMBER 1995 NON LISTED ELECTION		Not Cast	
05/16/1995		MAY 1995 SPECIAL ELECTION		Cast	
09/20/1994		SEPTEMBER 1994 NON LISTED ELECTION		Cast	

Custom Information

Contact Information

Audit Log

<u>User Name</u>	<u>Modified Date</u>	<u>Effective Date</u>	<u>Description</u>	<u>Old Value</u>	<u>New Value</u>
jfuge	07/19/2019	07/19/2019	Correspondence		Voter Notification Card Extracted.
cmoe	07/09/2019	07/08/2019	Effective Date	10/09/2018	07/08/2019

County: MARION
User Name: Fuge, Julie

Voter Profile Report

Date: 1/25/2021 1:51:52 PM
Report No.: VR-008

Voter ID: 11520033

Voter Information

<u>Voter ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Suffix</u>	<u>DOB</u>
11520033	DANIELSON	DAVID	PAUL		1961

Audit Log

<u>User Name</u>	<u>Modified Date</u>	<u>Effective Date</u>	<u>Description</u>	<u>Old Value</u>	<u>New Value</u>
cmoe	07/09/2019	07/08/2019	Precinct	4804	925
cmoe	07/09/2019	07/09/2019	Correspondence		Voter Notification Card Requested
cmoe	07/09/2019	07/08/2019	Residential Address	Std: 5106 SE 99TH AVE, PORTLAND OR 97266-3708	Std: 210 PATTON ST S, DETROIT OR 97342
cmoe	07/09/2019	07/08/2019	Mailing Address		5106 SE 99TH AVE, PORTLAND OR 97266
cmoe	07/09/2019	07/08/2019	Voter Status Reason	Update Address DMV	Update Address DMV
cmoe	07/09/2019	07/08/2019	County	MULTNOMAH	MARION
acanales2	10/16/2018	10/16/2018	Correspondence		Voter Notification Card Extracted.
dbrusie	10/11/2018	10/09/2018	Effective Date	10/05/2016	10/09/2018
dbrusie	10/11/2018	10/09/2018	Mailing Address	5106 SE 99TH AVE, PORTLAND OR 97266	
dbrusie	10/11/2018	10/09/2018	Residential Address	Std: 210 PATTON ST S, DETROIT OR 97342	Std: 5106 SE 99TH AVE, PORTLAND OR 97266-3708
dbrusie	10/11/2018	10/09/2018	County	MARION	MULTNOMAH
dbrusie	10/11/2018	10/09/2018	Precinct	925	4804
dbrusie	10/11/2018	10/09/2018	Voter Status Reason	Update Registration Card	Update Address DMV
dbrusie	10/11/2018	10/11/2018	Correspondence		Voter Notification Card Requested
ajones	10/10/2016	10/10/2016	Correspondence		Voter Notification Card Printed.
jacoleman	10/07/2016	10/05/2016	Alternate Names		DANIELSON,DAVID PAUL
jacoleman	10/07/2016	10/05/2016	Precinct	4804	925
jacoleman	10/07/2016	10/05/2016	Alternate Names		DANIELSON,DAVE PAUL
jacoleman	10/07/2016	10/05/2016	Name	DANIELSON, DAVE PAUL	DANIELSON, DAVID PAUL
jacoleman	10/07/2016	10/05/2016	Voter Status Reason	Update Clerical Administrative	Update Registration Card
jacoleman	10/07/2016	10/05/2016	Mailing Address		5106 SE 99TH AVE, PORTLAND OR

County: MARION
User Name: Fuge, Julie

Voter Profile Report

Date: 1/25/2021 1:51:52 PM
Report No.: VR-008

Voter ID: 11520033

Voter Information

<u>Voter ID</u>	<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Suffix</u>	<u>DOB</u>
11520033	DANIELSON	DAVID	PAUL		1961

Audit Log

<u>User Name</u>	<u>Modified Date</u>	<u>Effective Date</u>	<u>Description</u>	<u>Old Value</u>	<u>New Value</u>
					97266
jacoleman	10/07/2016	10/05/2016	Effective Date	10/07/1992	10/05/2016
jacoleman	10/07/2016	10/05/2016	County	MULTNOMAH	MARION
jacoleman	10/07/2016	10/05/2016	Residential Address	Std: 5106 SE 99TH AVE, PORTLAND OR 97266	Std: 210 PATTON ST S, DETROIT OR 97342
jacoleman	10/07/2016	10/07/2016	Correspondence		Voter Notification Card Requested
jentrekin	10/27/2015	10/07/1992	Drivers License	XXXXXXXX	XXXXXXXX
jentrekin	10/27/2015	10/07/1992	Voter Status Reason	Update Voter Notification Card	Update Clerical Administrative
samplec	03/07/2012	03/07/2012	Correspondence		Voter Notification Card Printed/Extracted.
samplec	02/28/2012	02/28/2012	Split	B	1
samplec	02/28/2012	02/28/2012	Precinct	4339	4804
mult_vnagarajan	01/31/2006	01/31/2006	Correspondence		Printed/Extracted.
mult_vnagarajan2	01/18/2006	01/18/2006	Correspondence		Printed/Extracted.
mult_vnagarajan	01/06/2006	01/06/2006	Correspondence		Printed/Extracted.
BPG	01/04/2006	12/12/2005	Correspondence		Printed/Extracted.
BPG	01/04/2006	12/12/2005	Correspondence		Printed/Extracted.
BPG	01/04/2006	12/12/2005	Correspondence		Printed/Extracted.
BPG	01/03/2006	12/12/2005	Correspondence		Printed/Extracted.
BPG	01/03/2006	12/12/2005	Correspondence		Printed/Extracted.
BPG	12/23/2005	12/12/2005	Correspondence		Printed/Extracted.

Dave Danielson Bio

1- Started Drywall Associates in 1982, Company grew to 50 Employees Home building and finishing projects became a specialty

2- Sheetrocked approx. 10 Floors in the US Bank Tower the Biggest A Grade Building in Portland.

3- Developed and operated First Hydraulic Spray Texture Machine in Portland, also worked with Binks mfg. for Prototyping Spray Guns & Tip.

4- 1995 Expanded into Excavation Services and Began working heavy Equipment and Dump Truck
5-Purchased Main Line Paving Equipment 1998 to 1999. Paved Several Large Projects for approx. 7 Years.

6- Designed and Built Track for Portland Karting Association in McMinnville Oregon

7- Constructed 20 New Homes in St Helens Oregon along with 200 Lot Subdivision. 1999 thru 2003

8- 2006 Experienced Cancer- Renal Cancer & Surgery June 2006 with ongoing Treatment for 10 Years.

9- 2016 Purchased Atomic Auto Body an Ongoing Small Business with Nephew Lucas Hamlin.

10- Projects of Interest / Management & Installation of Water Pump Station for Elkridge Subdivision.

11- Water Installation on Ridgecrest Subdivision approx. 242 Lots Mainline Distribution and Service Laterals.

12- Water Installation on Elkridge Subdivision approx. 400 Lots Mainline Distribution and Service Laterals

13- Managed Greenway Recycling 2004 & 2005 for Terrall Garrett. Dispatched & Owned 4 Garbage Truck

walking floor Trailers for Transferring from NW Portland to Wilsonville

14- Sewer Inspection with cctv and pressure testing of all infrastructure

15- Water leak detection and repair including pressure testing and isolation

16- Storm line and structure inspection and repair

NAHB Members

2/8/2021

February 8, 2021

Property Identification	
Old Account No.: R98131	Manufactured Home ID:
Account No.: 598131	Legal Description: HAMMOND ADDITION, BLOCK 6, LOT FR LTS 13 & 14, ACRES 0.09
Site Address: 147 PATTON ST S DETROIT, OR 97342	Subdivision: 36015 HAMMOND ADDITION
Map Tax Lot: 105E01CB09000	Related Accounts:
Owner: KELLAS, SONIA A 5106 SE 99TH PORTLAND, OR 97266	Linked Accounts:

Owner History			
Buyer	Seller	Sales Info	Deed Info
KELLAS, SONIA A 5106 SE 99TH PORTLAND, OR 97266	ELLIS, JULIA MAE PO BOX 495 WOODBURN, OR 97071	10/10/2002 \$20,000 38 - Value on assessment roll is a part total.	20130182 WD - WARRANTY DEED
ELLIS, JULIA MAE	ELLIS, JULIA MAE		08/14/2002 19680496 BS - BARGAIN & SALE DEED
ELLIS, JULIA MAE PO BOX 495 WOODBURN, OR 97071	JOHNSON, JELLY P	9/30/1997 \$12,500 12 - Deed resulting from pay-off on contract of prior year; exercise of an option entered into in a prior year - Satisfaction of contract.	14290400 RD - REEL DEEDS RECORDED 1974 AND AFTER
JOHNSON, JERRY W & JELLY 9450 54TH AVE NE SALEM, OR 97305	GARLAND, EARL T & THELMA	8/31/1993 \$4,500 20 - Miscellaneous - examples: distress sale, extraordinary financing, insignificant sale, either in price or value.	10970442 WD - WARRANTY DEED

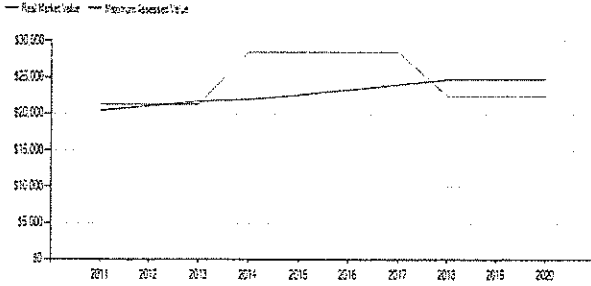
Property Details					
Legal Acreage: 0.09 acres	Property Code:	Levy Code Area: 12907120	Zoning: SF (Contact Local Jurisdiction)		
Property Class: 100	Mortgage Agent/Lender:	Miscellaneous Code:	Plat:		
Mortgage Account No.:		Exemption:	Expiration Date:		
Land Information:					
ID	Type	Acres	Sq Ft		
L1	RES - RESIDENTIAL	0.09	3690		
Improvements/Structures:					
ID	Type	Make/Model	Class	Area/Count	Year Built
No Improvement Details					

Value Information (per most recent certified tax roll)	
RMV Land Market:	\$22,500
RMV Land Spec:	\$0
Assess.:	
RMV Structures:	\$0
RMV Total:	\$22,500
SAV:	\$0
Exemption RMV:	\$0
Exemption RMV:	\$0

2/8/2021

Exemption Description: None
 MS Taxable: \$22,500
 MAV: \$24,780
 MSAV: \$0
 AV: \$22,500

Graph shows tax roll Real Market Value and Maximum Assessed Value of this property for past 10 years. For a detailed explanation, please see definition of Assessed Value above (hover over the "i").



Assessment History

Year	Improvements RMV	Land RMV	Special Mkt/Use	Exemptions	Taxable Assessed Value
2019	\$0	\$22,500	\$0/\$0	None	\$22,500
2018	\$0	\$22,500	\$0/\$0	None	\$22,500
2017	\$0	\$28,500	\$0/\$0	None	\$24,060
2016	\$0	\$28,500	\$0/\$0	None	\$23,360
2015	\$0	\$28,500	\$0/\$0	None	\$22,660
2014	\$0	\$28,500	\$0/\$0	None	\$22,020
2013	\$0	\$21,380	\$0/\$0	None	\$21,380
2012	\$0	\$21,380	\$0/\$0	None	\$21,140
2011	\$0	\$21,380	\$0/\$0	None	\$20,530
2010	\$0	\$21,380	\$0/\$0	None	\$19,940

Taxes: Levy, Owed

Taxes Levied 2020-21: \$317.49
 Tax Rate: 14.9291
 Roll Type: R
 Current Tax Payoff Amount: \$1,047.11

Year	Total Tax Levied	Tax Paid
2020	\$317.49	\$0.00
2019	\$322.06	\$0.00
2018	\$269.13	\$2.54
2017	\$307.71	\$307.71
2016	\$298.84	\$298.84
2015	\$290.54	\$290.54
2014	\$280.42	\$280.42

Tax Payment History

Year	Transaction ID	Tax Paid	Discount	Interest	Amount Paid	Date Paid
2018	19338	-\$2.54	\$0.00	\$0.65	\$3.19	6/3/2020
2017	19339	-\$307.71	\$0.00	\$114.88	\$422.59	6/3/2020

2/8/2021

Marion County Assessor's Property Reco

Year	Transaction ID	Tax Paid	Discount	Interest	Amount Paid	Date Paid
2016	19340	-\$2.82	\$0.00	\$1.40	\$4.22	6/3/2020
2016	50983	-\$296.02	\$0.00	\$134.31	\$430.33	11/19/2019
2015	310651	-\$3.37	\$0.00	\$1.48	\$4.85	8/10/2018
2015	167834	-\$287.17	\$0.00	\$153.02	\$440.19	5/23/2019
2014	310652	-\$278.98	\$0.00	\$156.17	\$435.15	8/10/2016
2014	472963	-\$1.44	\$0.00	\$0.56	\$2.00	4/17/2017

2/8/2021

February 8, 2021

Property Identification	
Old Account No.: P357771	Manufactured Home ID:
Account No.: 357771	Legal Description:
Situs Address: 137 PATTON ST S DETROIT, OR 97342	Subdivision:
Map Tax Lot:	
Owner: DANIELSON CONTRACTORS INC 5106 SE 99TH AVE PORTLAND, OR 97266	Related Accounts: R98118
	Linked Accounts:

Owner History			
Buyer	Seller	Sales Info	Deed Info
No Owner History			

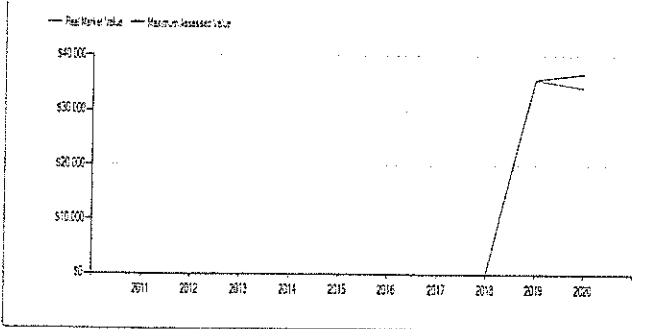
Property Details					
Legal Acreage:	Levy Code Area:				
Property Code: ZK04	12907120				
Property Class:	Zoning:				
	(Contact Local Jurisdiction)				
Mortgage Agent-Lender:	Miscellaneous Code:				
Mortgage Account No.:	Plat:				
	Exemption:				
	Expiration Date:				
Land Information:					
ID	Type	Acres	Sq Ft		
No Land Details					
Improvements/Structures:					
ID	Type	Make/Model	Class	Area/Count	Year Built
No Improvement Details					

Value Information (per most recent certified tax roll)	
RMV Land Market:	\$0
RMV Land Spec:	\$0
Assess.:	
RMV Structures:	\$34,251
RMV Total:	\$34,251
SAV:	\$0
Exemption RMV:	\$0
Exemption RMV:	\$0
Exemption Description:	None
M5 Taxable:	\$34,251
MAV:	\$36,835
MSAV:	\$0
AV:	\$34,251

Graph shows tax roll Real Market Value and Maximum Assessed Value of this property for past 10 years.
For a detailed explanation, please see definition of Assessed Value above (hover over the "I").

2/8/2021

Marion County Assessor's Property Rec



Assessment History					
Year	Improvements RMV	Land RMV	Special Mkt/Use	Exemptions	Taxable Assessed Value
2019	\$35,763	\$0	\$0/\$0	None	\$35,763

Taxes: Levy, Owed	
Taxes Levied 2020-21:	\$724.92
Tax Rate:	14.9291
Roll Type:	P
Current Tax Payoff Amount:	\$734.59

Year	Total Tax Levied	Tax Paid
2020	\$724.92	\$0.00
2019	\$511.91	\$511.91

Tax Payment History						
Year	Transaction ID	Tax Paid	Discount	Interest	Amount Paid	Date Paid
2019	51011	-5494.27	\$0.00	\$2.28	\$496.55	11/19/2019
2019	36348	-17.64	\$0.00	\$0.00	\$17.64	1/21/2020

City of Detroit

Application for City Council or Planning Commission

(Mr./Ms./Mrs.) PAUL M. KITTELSON Employer YORK CUSTOM MECHANICAL
Home Address 90 N TUMBLE DETROIT (PERMANENT) Business Address 4159 CHERRY ST KEIZER, OR
6137 HOGAN DR N KEIZER, OR 97305 (TEMPORARY)
Home Phone 503-409-9381 Business Phone 503-584-1771
Email Address PLORKIT@OUTLOOK.COM
Do you live in the Detroit City Limits? Yes No If yes, how long? 1.5 YEARS

Primary Resident Applicant - Please bring the following qualifying documentation

- Drivers License or State ID
- Voters Registration Card
- Any of the following: Federal & State tax return, car registration, property taxes, electric bill, or W2 form with the City of Detroit, Oregon mailing address (BURNED UP) WATER/ELECTRIC BILLS SINCE JUNE OF 2019

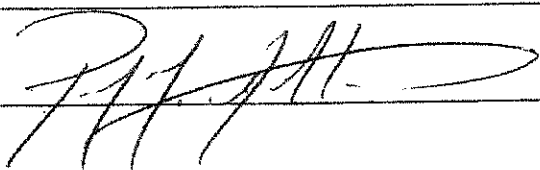
Non-Primary Resident Applicant - Please bring the following qualifying documentation

- Proof of part-time residency (home ownership, lease/rental agreement, water bill)
- Voters Registration Card

Special Qualifications COMMERCIAL/RESIDENTIAL PLUMBER 30 YEARS
GENERAL MANAGER SSP INDUSTRIES 5 YEARS
RAN FOR CITY COUNCIL 2020

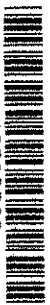
Educational Background HIGH SCHOOL DIPLOMA/NAVY-SEAMAN
COLLEGE-GENERAL STUDIES

Community Activities and Offices Held VOLUNTEER FOR CITY OF DETROIT WHEN NEEDED

Signature  Date 2-25-2021

BILL BURGESS
MARION COUNTY CLERK
PO BOX 14500
SALEM, OR 97309

RETURN SERVICE REQUESTED



18592280

As long as your residence address is:

**90 TUMBLE ST
DETROIT OR 97342-0041**

Your voting districts are:

Precinct: **925**
U.S. Cong: **5th Cong**
State Senate: **SS09**
State Rep: **SR17**
School: **129**
Ward

4285



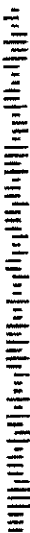
Non Profit Org
U.S. Postage
PAID
Permit No. 2358
Portland, OR

VOTER NOTIFICATION CARD

Date issued: 10/26/2020

Party: REP

Paul Michael Kittleson
6137 Hogan Dr N
Keizer OR 97303-7447



OREGON
DRIVER LICENSE

4410 7778775
KITTLESON
PAUL MICHAEL
* 90 N TUMBLE ST
DETROIT, OR 97342-0041

DOB: 03/10/1953
SEX: M
HAIR: BRN
EYES: BRN
HT: 5-09"
WT: 170 lb
HAIR: BLU

1009 07/10/1953
CLASS: B

NOT FOR REPRODUCTION

April 1, 2021

Property Identificaton

Old Account No.:

R98323

Account No.:

598323

Situs Address:

90 TUMBLE ST N DETROIT, OR 97342

Map Tax Lot:

105E01BC04500

Owner:

DAMME, DONNA & KITTELSON, PAUL

90 TUMBLE ST N

DETROIT, OR 97342

Manufactured Home ID:**Legal Description:**HAMMOND ADDITION, BLOCK 15, LOT 15, ACRES
0.12**Subdivision:**

36015 HAMMOND ADDITION

Related Accounts:**Linked Accounts:**

Owner History

Buyer	Seller	Sales Info	Deed Info
DAMME,DONNA & KITTELSON,PAUL 90 TUMBLE ST N DETROIT, OR 97342	DAHLSTROM,GARY J & DAHLSTROM,DEBORAH A PO BOX 8017 SALEM, OR 97303	6/27/2019 \$178,900 30 - Unconfirmed sale	42120499 WD - WARRANTY DEED
DAHLSTROM,GARY J & DAHLSTROM,DEBORAH A PO BOX 8017 SALEM, OR 97303	MADDOX,PAMELA K C/O DINGLE,MICHAEL & BOEHLER,SHIRLEY 5130 7TH AVE NE KEIZER, OR 97303	12/21/2010 \$69,500 20 - Miscellaneous - examples: distress sale, extraordinary financing, insignificant sale, either in price or value.	BCD BCD - OWNERSHIP TRANSFER
DAHLSTROM,GARY J & DAHLSTROM,DEBORAH A 2550 LANSING AV NE SALEM, OR 97301	BOEHLER,SHIRLEY 4927 CRATER AV N KEIZER, OR 97303	12/17/2010 \$69,500 33 - Confirmed sale, acceptable for use in ratio study.	32440298 WD - WARRANTY DEED
BOEHLER,SHIRLEY 4927 CRATER AV N KEIZER, OR 97303	HELEN HAGGERTY TRUST & HAGGERTY,ALAN W TR	2/7/2006 \$28,000 22 - Property sold not same as assessed (NOTE: see #28 for partial complete).	26270201 WD - WARRANTY DEED
HAGGERTY,HELEN ESTATE OF	HAGGERTY,HELEN ESTATE OF		02/07/2006 26040287 WD - WARRANTY DEED
HAGGERTY,HELEN ESTATE OF	HAGGERTY,HELEN		04/13/2001 17970019 DC - DEATH CERTIFICATE

Buyer	Seller	Sales Info	Deed Info
HAGGERTY,HELEN 5847 BATTLECREEK RD SE SALEM, OR 97306	KUENZI,EDWARD A & MARCE	11/15/1983 \$7,500 12 - Deed resulting from pay-off on contract of prior year; exercise of an option entered into in a prior year - Satisfaction of contract.	03270050 RD - REEL DEEDS RECORDED 1974 AND AFTER

Property Details

Legal Acreage:

0.12 acres

Property Code:**Property Class:**

100

Mortgage Agent-Lender:

CLG CORELOGIC TAX SVCS

Mortgage Account No.:

1192998574946

Levy Code Area:

12907120

Zoning:

SF (Contact Local Jurisdiction)

Miscellaneous Code:**Plat:****Exemption:****Expiration Date:****Land Information:**

ID	Type	Acres	Sq Ft
L1	RES - RESIDENTIAL	0.11	5000

Improvements/Structures:

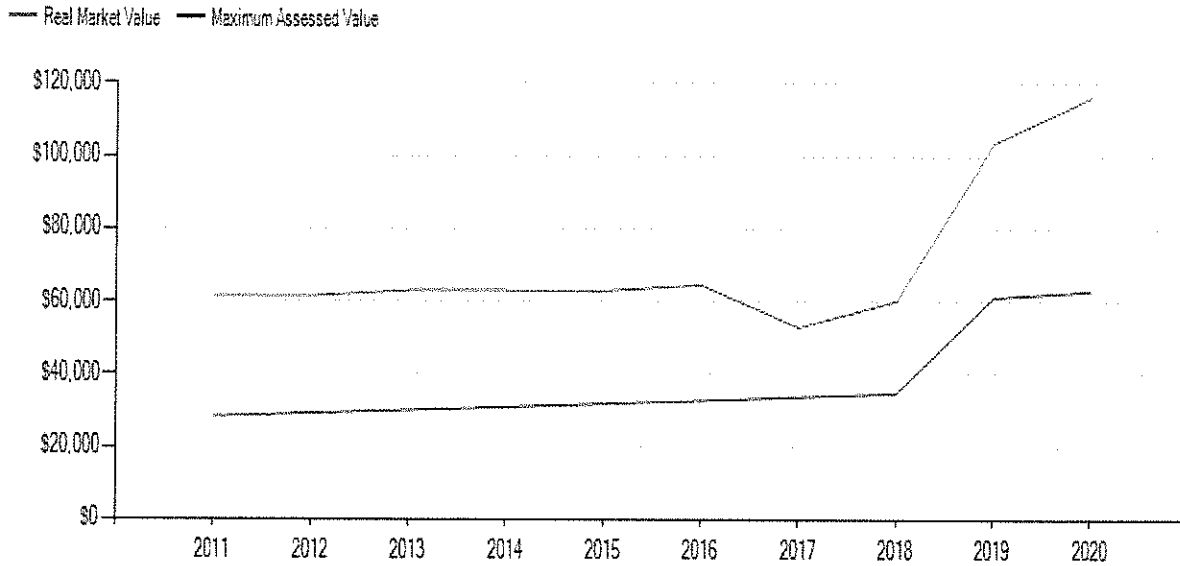
ID	Type	Make/Model	Class	Area/Count	Year Built
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No Improvement Details

Value Information (per most recent certified tax roll)

RMV Land Market:	\$60,000
RMV Land Spec.	\$0
Assess.:	
RMV Structures:	\$56,260
RMV Total:	\$116,260
SAV:	\$0
Exception RMV:	\$0
Exemption RMV:	\$0
Exemption Description:	None
M5 Taxable:	\$116,260
MAV:	\$63,030
MSAV:	\$0
AV:	\$63,030

Graph shows tax roll Real Market Value and Maximum Assessed Value of this property for past 10 years. For a detailed explanation, please see definition of Assessed Value above (hover over the "i").



Assessment History

Year	Improvements RMV	Land RMV	Special Mkt/Use	Exemptions	Taxable Assessed Value
2019	\$43,650	\$60,000	\$0/\$0	None	\$61,200
2018	\$10,190	\$50,000	\$0/\$0	None	\$34,830
2017	\$8,000	\$45,000	\$0/\$0	None	\$33,820
2016	\$6,090	\$58,500	\$0/\$0	None	\$32,840
2015	\$4,460	\$58,500	\$0/\$0	None	\$31,890
2014	\$4,600	\$58,500	\$0/\$0	None	\$30,970
2013	\$4,600	\$58,500	\$0/\$0	None	\$30,070
2012	\$2,960	\$58,500	\$0/\$0	None	\$29,200
2011	\$2,960	\$58,500	\$0/\$0	None	\$28,350
2010	\$4,400	\$58,500	\$0/\$0	None	\$27,530

Taxes: Levy, Owed

Taxes Levied 2020-21:	\$739.11
Tax Rate:	14.9291
Roll Type:	R
Current Tax Payoff Amount:	\$0.00

Year	Total Tax Levied	Tax Paid
2020	\$739.11	\$940.99
2019	\$926.12	\$926.12
2018	\$445.13	\$445.13
2017	\$432.51	\$432.51
2016	\$420.12	\$420.12
2015	\$408.51	\$408.51
2014	\$394.41	\$394.41

Tax Payment History

Year	Transaction ID	Tax Paid	Discount	Interest	Amount Paid	Date Paid
2020	3862951	-\$940.99	\$0.00	\$4.18	\$945.17	12/7/2020
2020		\$201.88	\$0.00	-\$0.90	-\$202.78	1/26/2021
2019	79128	-\$926.12	\$27.78	\$0.00	\$898.34	11/13/2019
2018	283058	-\$171.41	\$13.35	\$0.00	\$158.06	11/6/2018
2018	283052	-\$273.72	\$0.00	\$0.00	\$273.72	11/6/2018
2018	210820	\$273.72	\$0.00	\$0.00	-\$273.72	11/16/2018
2018	290406	-\$273.72	\$0.00	\$0.00	\$273.72	10/30/2018
2017	341759	-\$432.51	\$12.98	\$0.00	\$419.53	11/22/2017
2016	516848	-\$420.12	\$12.60	\$0.00	\$407.52	11/15/2016
2015	744144	-\$408.51	\$12.26	\$0.00	\$396.25	10/29/2015
2014	801950	-\$106.06	\$6.06	\$0.00	\$100.00	11/19/2014
2014	884111	-\$288.35	\$5.77	\$0.00	\$282.58	10/31/2014

From: Todd Smith <cod_smith@wvi.com>
Sent: Thursday, April 1, 2021 10:45 AM
To: Detroit; Trett1380
Subject: Fwd: MOU, Special Use and Application Review
Attachments: Application for temporary Special Use of Detroit State Parks.docx

Good morning,

Can we please add this to the agenda for Tuesday?

Thank you

From: "Ross" <ross@daylawpc.com>
To: "Todd Smith" <cod_smith@wvi.com>, "Jim Trett" <COD_Trett@wvi.com>, "Trett1380" <Trett1380@msn.com>
Sent: Wednesday, March 31, 2021 2:26:53 PM
Subject: RE: MOU, Special Use and Application Review

Councilor Smith-

What is the purpose of the use of these 12 spots? If I understand it correctly, the purpose is for permanent residents of Detroit who were displaced by the fire. Is that correct?

If I understand correctly, then attached is an application I prepared for your consideration.

Ross



Ross Day
Attorney at Law
Day Law, P.C.
P.O. Box 30148
Portland, Oregon 97294
T: 503-747-2705
F: 503-914-1892
E: ross@daylawpc.com

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PLEASE NOTE NEW ADDRESS AND NAME CHANGE

From: Todd Smith <cod_smith@wvi.com>
Sent: Wednesday, March 31, 2021 11:46 AM
To: Jim Trett <COD_Trett@wvi.com>; Trett1380 <Trett1380@msn.com>; Ross Day <ross@daylawpc.com>
Subject: Fwd: MOU, Special Use and Application Review

Ross,

Can you look these over and let me know if something needs to be altered? This is for temporary camp sites at the Oregon State Park in Detroit.

If you cannot please let me know and I can send to COG

Thanks Ross.

From: "Matthew Lawyer" <MLawyer@co.marion.or.us>
To: "Dbethell" <DBethell@co.marion.or.us>, "Todd Smith" <cod_smith@wvi.com>
Sent: Friday, March 26, 2021 4:53:40 PM
Subject: MOU, Special Use and Application Review

Todd,

Attached are the modified MOU, Special Use Permit and application for your legal representation with the COG to review. Please let me know how else we may be able to assist.

Once approved for use, I will turn the application into a PDF that users can fill in on the computer.

MEMORANDUM

City of Detroit, Oregon
E-mail: detroit@wvi.com

TO: Detroit City Council

RE: Request to allow City Councilors to contact City Attorney directly

As your finance officer, this issue is of great concern to me and should under no circumstances be allowed. The City's Municipal Code is clear on the matter:

2.11.120 General Procedures of the Council.

(1) All Commission projects shall be brought before the Council at open public meetings before any commitment of funds is made in the name of the City.

In everyday terms this translates to the following:

*If you do not have the authority to spend money directly,
you do not have the authority to seek service or advice that will generate a bill*

I did not think that giving seven officials carte blanche to city attorney advice at \$180 an hour is common practice, therefore I reached out to my former colleagues via the City Recorder Association ListServ. You may find the responses helpful. (*Attachment 1/3 Pages*).

Referring back to the Municipal Code, the responsibilities listed for the City Attorney appear simple:

2.50.012 Responsibilities. The duties of the city attorney shall include the following:

- (1) *[Repealed, Ord. #99, February 11, 1992]*
- (2) The rendering of legal advice to the city council when so requested, and at such other times as the city attorney may consider appropriate.
- (3) Assisting with the prosecution in the municipal court of persons charged with violations of city ordinances. *[Ord. #8 September 9, 1952]*

Please note that the language states “rendering of legal advice to the city council”, not to “city councilors”.

If a Councilor has a legal issue outside of regular city business, but pertaining to meeting law questions, council duties and such, the League of Oregon Cities (LOC) has legal staff on board to help you out. And it's free! (*Attachment 2/1 Page*).

Doing city business has not been easy or consistent since the fire; basic procedures got lost and forgotten because of emergency circumstances. Councilors had to jump in and roll-up their sleeves to save an almost impossible situation. Detroit will be in emergency mode for a long time to come. However, we cannot lose sight over basic city procedures, especially specific roles Council and staff are expected to uphold, by law and by expectation.

The Mid-Willamette Valley Council of Governments (COG) held a trainings class in Detroit just a few years ago. The trainings manual is comprehensive, educational, and easy to read. Please take the time to do so! (*Attachment 3/23 pages*).

Thank you,

CITY OF DETROIT
Christine Pavoni, Finance Officer

From: City Recorder <detroit@wvi.com>
Sent: Friday, March 26, 2021 11:58 AM
To: oamr@oamr.org
Subject: Councilor access to contracted city staff



Hello All,

It's been a long time since I last posted here. Since then, I have semi-retired from my city recorder position but still work part-time as finance officer, and... as many of you may know... our city (Detroit) burned down in the September wildfire storm. It's been hectic ever since.

I would like to hear from smaller towns if they have a policy regarding direct Council access to contracted city staff, such as an attorney. Do you let individual Councilors contact the city attorney as they please, for whatever reason, or do you have a protocol?

Thank you,
Christine Pavoni
City of Detroit Finance Officer

Sent from [Mail](#) for Windows 10

Hi Christine,

We contract with an attorney and only the City Administrator has access. Staff can contact the City Attorney with the City Administrator's permission.

Kathy Woosley

City Recorder/Planning

City of Cascade Locks

Hi Christine,

No, councilors should never have direct access to contractors. They should have to funnel the questions through staff, whether that be the City Manager, City Recorder or sometimes the Mayor when one of those positions is not available. This helps control the cost of the contractors by someone responsible for staying within budget. I know it seems harsh, but a clear chain of command needs to be in place and adhered to as this is part of the internal controls for controlling cost. Not to mention, reducing the potential for increased political conflict, especially in your case where people are stressed and tensions may run higher than normal.

I speak as a former City Manager and staffer.

Amber Mathiesen

Finance Director

Mid-Willamette Valley Council of Governments

Hi Christine,

No, they would not be allowed to contact our city attorney. They are to go through our City Manager and he would contact the staff member or contract service person.

Have a nice weekend,

Marcy M Moore

City Recorder/ Finance Manager

City of Clatskanie

75 S. Nehalem

PO Box 9

Clatskanie, OR 97016

We do not allow councilors to contact the attorney. Only the mayor or city recorder can.

Lori Paxton

City Recorder

Town of Butte Falls

PO Box 268

Butte Falls, OR 97522

We don't have a written policy, but the Mayor contacts the Attorney if needed when I am not around. Usually though, they ask me and then I ask the Attorney. If it is something in depth, I will schedule a time with the Attorney. It can get super costly if they contact at will. I believe, and our Council agrees also, that they should first start trying to get answers from me. If I cannot find the information or it needs an attorney attention, I contact the attorney and then pass the information on to all of Council. It is better that way so that everyone has the same information. Good Luck and have a great weekend!

*Dawn Russ
City Recorder
City of Glendale*

Here in Reedsport, we would channel that request. Meaning that the councilor/Mayor would come to the City Manager with the question and the CM would reach out to counsel.

Thank you.

*Courteney Halstead
Dep. City Recorder/Exec. Assistant/Main Street Liaison
City of Reedsport*



Legal Inquiry Line

The LOC's Legal Research Department provides information and technical assistance to elected and appointed officials of member cities who have questions about their duties, city operations, city governance, and various state statutes. This service is not a substitute for seeking legal advice, and the LOC does not provide legal representation services to its members. However, our attorneys will assist members in answering questions about best and common practices, statutory requirements (such as public meetings law, local government budget law, election law, etc.) and how to find other LOC, state, or federal resources to assist them in overcoming challenges and meeting their community's goals.

As a matter of policy, the LOC does not give legal advice and will not answer questions about the lawfulness of another official's conduct or that of a member city. Members should know that the LOC does not:

1. Provide litigation services;
2. Comment or take sides on disputes between cities (although mediation and interpersonal relations training may be offered);
3. Comment or take sides on disputes involving conflicts between public officials (although mediation and interpersonal relations training may be offered);
4. Provide advice on individual, personal or private matters not directly affecting or relating to member cities; and/or
5. Provide advice to members of the general public.

The Member Inquiry Line is typically open Monday through Friday, between the hours of 8 a.m. to 5 p.m. Occasionally the Legal Member Inquiry is closed; this typically occurs on government holidays and during major LOC events like the Annual Conference or Elected Essentials training.

To contact the Member Inquiry Line, please call 503-588-6550 or email the LOC General Counsel pmulvihill@orcities.org or Assistant General Counsel jhafner@orcities.org



League of Oregon Cities

Legal Inquiry Line

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Governance 101 Lesson Outline

First Edition

2019

**Mr. William Monahan, JD
General Counsel**

**Mr. Sean E. O'Day, JD
Executive Director**

Mid-Willamette Valley Council of Governments

**100 High Street SE, Suite 200
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www.mwvcog.org

1. **Forms of Government In Oregon.** There are five primary types of government in Oregon, each with its own primary purpose, governance structure, and funding: State, Counties, Cities, Special Districts, Regional Governments
2. **Sources of Government and Individual Authority.** The Constitution of the United States does not mention local governments. Instead, the Tenth Amendment reserves authority-giving powers to the states. It is not surprising, then, that there is a great diversity in state-local relations between, as well as within, states. This means that to speak of local government in the United States is to speak of more than fifty different legal and political situations.
 - a. **Dillon's Rule.** Dillon's Rule is derived from the two court decisions issued by Judge John F. Dillon of Iowa in 1868. It affirms the previously held, narrow interpretation of a local government's authority, in which a substate government may engage in an activity only if it is specifically sanctioned by the state government. Dillon's Rule was challenged by Judge Thomas Cooley of the Michigan Supreme Court in 1871, with the ruling that municipalities possess some inherent rights of local self-government. Cooley's Rule was followed for a short time by courts in Indiana, Iowa, Kentucky and Texas until the U.S. Supreme Court upheld Dillon's Rule in 1907 (*Hunter v. City of Pittsburgh*) and again in 1923. Since then, the following tenets have become a cornerstone of American municipal law and have been applied to municipal powers in most states:
 - A municipal corporation can exercise only the powers explicitly granted to them
 - Those necessarily or fairly implied in or incident to the powers expressly granted
 - Those essential to the declared objects and purposes of the corporation, not simply convenient, but indispensable
 - b. **Home Rule.** The ability of local governments to respond effectively to local conditions in the late 1800s was severely limited by Dillon's Rule; no local action could be undertaken without permission from the state legislature, which only met for short, biennial sessions. As such, Dillon's Rule generally requires that local officials spend a considerable amount of time lobbying the state legislature to approve bills granting local authority and disapprove bills imposing restrictions on them.

The inflexibility of this system is the reason that many states began to adopt "home rule" provisions in the early 1900s that conferred greater authority to their local governments. Home rule is a delegation of power from the state to its sub-units of governments (including counties, municipalities, towns or townships or villages). That power is limited to specific fields, and subject to constant judicial interpretation, but home rule creates local autonomy and limits the degree of state interference in local affairs.

- In Oregon, local governments that have adopted a home rule charter cannot criminally prohibit what the state allows nor allow what the state prohibits. With respect to civil enactments, local control is supreme unless preempted by state law. Such state law preemptions must be clear and unambiguous, and the test for whether a local enactment is preempted is whether compliance with both state and local law is impossible.

c. **Individual Authority.** Individually, local government officials lack authority except for what's provided for by charter or when delegated to them by the vote of the governing body. Put differently, the power to act rests with the governing body as a whole, which is exercised through a majority vote and public officials lack inherent independent authority not set out in a charter.

3. **Roles and Responsibilities.** There are many challenges in local government today and solutions available. Some key challenges that city council members face, both new and experienced, are worth reviewing and discussing, including:

a. Understanding roles – council has responsibility for policy making, conducting council meetings (including public hearings), selecting the administrator (and other public officials defined in the charter) providing general direction, and a host of other responsibilities.

b. Understanding the city's own form of government - forms of local government are determined by the charter. Over half the cities in Oregon have a council-manager form of government. It is important to know the language and meaning of your city's charter as there may be unique features to your charter and form of government.

c. Council-manager form typically has a council, a mayor (member of council who may or may not have a vote on decisions – depending on the charter), a manager/administrator/recorder – and citizens. The typical organizational chart shows the citizens at the top and in descending order the mayor and council. Administrator, and staff in their departments. Other officials appointed by the council are usually defined in the charter such as city attorney, recorder, municipal judge and possibly others.

d. Role of council – act as a body to make decisions. Council members as individuals do not have authority to make decisions and obligate the city. Together the council may:

1. act as legislative body – adopting laws (ordinances), adopting the budget

2. engage in policy making – plan for the future of the community – strategic planning, visioning. The goal is to prioritize community issues and needs – from goal setting to visioning – keeping things fresh while promoting the community's future.

3. act as a hiring authority - hire positions identified in the charter, provide goals, feedback, performance review. Regular reviews, information sharing, or goal settings are recommended with the officials who report directly to the council – including contractors like the city attorney, municipal court judge, etc.

e. **Decision Making Processes**

1. **Types of Decisions:** City councils typically make three types of decisions: legislative, administrative and quasi-judicial. The rules that apply to each are different:

a. Legislative decisions constitute law or policy and are generally afforded deference by the courts. An example is ordinance adoption. The city charter will identify the process that must be followed.

- b. Administrative decisions generally carry out or implement previously adopted law or policy. Courts will be less lenient in reviewing administrative decisions to assure that they comply with the policy that they are to implement. Examples include: hiring, firing, contracting, etc. Administrative actions are often handled by motion/resolution (a resolution is just a written motion).
 - c. Quasi-judicial decisions take place when the council must operate in a manner similar to a court and must comply with specific procedures for conducting hearings. The courts will review such decisions rather strictly to assure that elements of due process were met. Examples include: licensing, appeal or challenges of local contracting decisions, personnel decisions, and land use decisions. When acting in a quasi-judicial role, councils must avoid ex-parte contacts (and disclose on the record any that do occur), not be biased (must remain impartial or recuse) and declare any conflicts of interest. In a quasi-judicial matter, actions are often taken in the form of an order.
2. Parliamentary Procedure: There is no statute governing the parliamentary procedure of city councils. Therefore, councils can determine what procedural rules to employ. Some cities adopt Robert's Rules of Order or other model rules of procedure. Other cities draft and adopt their own procedural rules, which can be tailored to their own needs. It is recommended that cities adopt their own rules, because Robert's Rules of Order is intended primarily for large legislative bodies which need detailed rules to maintain order. Small councils are generally better served by custom rules designed locally specifically to meet the needs of the council.
 3. Council rules: Council rules (or guidelines) should contain the regular meeting date, time and place, the format of the agenda, identification of the person responsible for preparing the agenda, the decorum and participation obligations of the public and Council members, penalties for disrupting a meeting, etc. A recommended practice is that councils at least annually review and revise as necessary the rules. By bringing the rules into view at a council meeting each year, the council can make sure that all participants are aware of the rules and have an opportunity to give input to make them better.
 4. Forms of Action: Cities normally act by use of ordinances, resolutions and motions, and orders.
 - a. Ordinances: Ordinances are generally used to adopt law or policy. They are subject to statutory adoption processes found in the charter. That statutory adoption process must be strictly followed, or the ordinance may be found invalid. Ordinances are prepared in advance of council consideration and require careful wording to meet charter requirements. An ordinance generally becomes effective by operation of law thirty (30) days after passage. If an ordinance contains an emergency clause, it may become effective immediately. When an emergency clause is used, the true emergency must be identified and stated. Ordinances are subject to initiative and referendum laws. The thirty-day period that is in place before an ordinance becomes law is intended to allow citizens the right to determine whether there should be a challenge of the council decision. When an emergency is properly established and stated, the opportunity to gather signatures to challenge an ordinance is lost.

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- b. Resolutions: Resolutions are normally used to express policy or opinion of the Council or to approve an action such as a contract or major expenditure of funds. A resolution should not be used for adoption of law or policy that applies to the residents of the City, however, a resolution should be used for the adoption of internal regulations such as personnel rules. Resolutions are usually prepared in advance of the meeting in which they are adopted.
 - c. Motions: Motions are simply devices to place a matter before the council for consideration. It is a procedural device rather than a written document. Motions should not be used to adopt or approve a matter that will have lasting effect beyond the meeting itself.
 - d. Consensus: sometimes a council merely wants to make an informal action to show that the majority of council agree on a position. Council may reach "consensus" to provide the staff with general direction that it wishes to proceed with respect to a matter. For instance, council may reach consensus to seek a grant, initiate a study, or explore a topic.
5. Quorums: Councils must have a quorum in order to meet. A quorum is more than fifty percent (50%) of the members of the entire council. City charters will typically define a quorum. A meeting of less than a quorum is not an official meeting, nor is it governed by open meetings laws. When a council member declines to vote, the quorum is generally not affected.
6. Voting: Normally, it takes a majority vote of the Council members present to adopt a motion, resolution or ordinance or take any other action. The city charter will typically define what is required to take an action. But, typically, a majority vote is defined as more than half of the votes cast by persons legally entitled to vote, excluding abstentions, at a regularly called meeting at which a quorum is present. A council member may choose to abstain from voting, unless prohibited by local rules. When abstaining, the council member should state for the record her or his reason for abstaining. Local rules should be consulted regarding the ability to abstain.
- f. Mayor's role – the mayor's role may be enhanced or limited by the charter. Typically, the mayor is:
- 1. the leader of the council who presides over the city council's meetings. The mayor votes in most communities, however, many city charters require that the mayor vote only in the case of a tie vote.
 - 2. the presiding officer who is responsible for maintaining an effective and efficient council meeting, keeping the discussion on topic, maintaining order, recognizing speakers, and leading the council as it listens and considers citizen input in a respectful manner.
 - 3. responsible for preparing or coordinating the preparation of council agendas with the administrator.
 - 4. authorized to independently, or with the consent of council, appoint citizens to city committees.

Governance 101 Lesson Outline

5. responsible for signing ordinances and resolutions. In addition, often Council authorizes the mayor to sign grant applications and other city obligations authorized by the council.
 6. the primary day to day contact between the council and the city administrator. The mayor and administrator often will have more meetings during a month than the administrator has with other council members for the purpose of coordinating the agenda, etc.
 7. the city official citizens often see as having more authority than he or she has. The citizens often make initial contact with the mayor on their issues and concerns. They expect the mayor to act. So, the mayor often has the role of explaining how the city functions, what authority the mayor, council, and staff have, and how issues should be raised to the city.
 8. recognized as the “face” of the community representing the city at special events – city functions, civic activities, sometime business events.
 9. responsible for representing the city at regional events. However, she or he may assign one or more tasks to another member of council who might have the time, interest, expertise, etc. to best represent the city.
- g. Administrator/manager/recorder role – whoever is the lead “Chief Executive Officer” for the city is also the “Top Advisor” to the city council, and primary day to day contact with citizens. Within these roles, the official has some key responsibilities:
1. CEO – prepares the budget for city council review and action, is responsible for all personnel issues (hiring, goal setting, supervising, counseling, terminating) other than those appointed by the council, and carries out the council’s direction including the city’s strategic plan and vision. The administrator is responsible for efficiently utilizing the resources of the community while fairly administering service delivery to all citizens.
 2. Top Advisor – provides the council with quality information that is complete, objective, and accurate about the operations of the city, provides quality staff analysis and assessment of issues and actions under consideration by the council including the pros and cons of council taking alternative actions, makes policy recommendations to the council so council can make informed decisions, and informs the council of issues that arise or are developing which are likely to impact the community. The administrator strives to keep the council aware so when issues “blossom” the council has confidence that staff has been working on issues to protect the city’s interests. Both the administrator and council work to avoid surprises.
 3. Primary day to day contact – while citizens often reach out to the mayor or a member of council to report an issue, the administrator is most often the person who has actual authority to act. So, the administrator is usually the best person for the public to approach with an issue in order to make sure that issues are brought to the attention of the appropriate official at the city. Following this practice may aid in getting an issue identified in the city system, addressed promptly within the city’s protocols, recorded in city records, and, where necessary, directed to the city’s attorney, insurer, or other party with responsibility for taking action.

- h. Citizens role – citizens have a primary role in city procedures and actions as they report concerns, provide input to council decisions, participate in city committees, recommend actions by council, provide input to council in strategic planning and visioning, provide the financial resources that the city needs to operate in the form of taxes, fees, licenses, etc., and vote for local elected officials. Through these functions, the citizens form and express opinions that influence the direction of the community.
 - i. Shared responsibility -- The Council and Administrator work together to conduct open and effective meetings, encouraging citizen involvement and participation while maintaining order and decorum. The challenge is to conduct city business in the open while maintaining the governing body's effectiveness as it considers issues on a variety of topics and makes decisions. This is not easy as all councils operate with built in resource constraints as well as the personal needs of individual members of the city council. Some councils only have the ability to hold one meeting per month while others routinely schedule two or more regular meetings and sometimes special meetings. When schedules require that council business be conducted and completed a limited number of meetings under strict time constraints, efficiency is a priority. But a balance must be struck so meetings and council business are carried out while:
 - 1. At all times, maintaining the public trust
 - 2. Conducting business in the open, except where an executive session is allowed and required
 - 3. Respecting the rights of the public – encouraging and expanding opportunities for citizen involvement
 - 4. Obtaining public input – in meetings, correspondence, etc. (social media)
 - 5. Communicating the reasons for council decisions to the public
4. **Elected Official/Staff Relationships** – what each need from the other. It is a partnership requiring open communication, equal city council access to information, regularly scheduled one on one meetings to develop and maintain relationships, effort to work as a team, support for each other, development of ways to stay informed (no surprises) such as: annual retreats and training, council ground rules and procedures, weekly updates, email blasts of city news, etc. Typically, when asked what they require from the other in order to form the most effective team, common ideas and concerns are expressed by a member of council or manager, such as:
- a. what council needs –
 - 1. good quality information and alternatives in order to make the best decisions
 - 2. complete and concise reports
 - 3. adequate time on agendas to review and discuss issues before making decisions
 - 4. timely updates on progress being made to implement projects
 - 5. timely heads up on issues that come to the attention of the administrator, particularly those raised by citizens

6. information about emergency situations in the community as they develop and are addressed
 7. problems encountered implementing council directions
 8. advance notice (if possible) of a need to alter course (sooner than later) after council makes a decision expecting a particular result
- b. what the city administrator needs –
1. heads up when a council member plans to raise a new issue
 2. council members routinely read their council packets and forward questions and concerns in advance of meetings
 3. council members inform staff when not able to attend meetings and share their personal schedules so staff is aware when the full council will not be present at a city council meeting and can factor that in to agenda building allowing for maximum council participation
 4. regular open and clear direction and feedback
 5. on behalf of themselves and their staff members, an administrator also needs flexibility in how council expects that something will be carried out rather than overly specific direction and expectations
 6. staff needs discretion to exercise professional judgement and non-interference in personnel issues.
- c. Preserving the safety of citizens, city council members and staff while they are conducting the city's business in public places is a growing concern. Together, the staff and council need to plan for how to deal with situations at public meetings where safety is threatened. Emergency assessment and preparation should be undertaken to identify how a threat will be acted upon properly. Resources (publications, training, exercises, site evaluations and suggestions for physical alterations) are available so proper planning for incidents can be accomplished before a community is faced with such a challenge.
5. **Elections**– a session on elections could easily consume an entire day to go over all the rules and restrictions that apply. For the purpose of this training, a few topics will be covered that must be kept in mind when a city council is conducting its business.
- a. Citizen initiated actions:
1. City actions may be challenged not only through legal actions (appeals, court) but also through the methods of initiative or referendum. Local voters can initiate an action to establish a local law through the initiative process. Following state law, an initiator can draft a measure to submit to the voters that proposes local legislation, including a proposition or question. Some initiatives are directed at revising a city charter.
 2. Actions by the city council that are legislative in nature, can be referred to the voters. For example, a legislative change of the comprehensive plan can be referred by the council.

3. Through the referendum process, the voters require that a legislative action of the council is placed before the voters so the voters can decide whether the action will go into effect. This does not apply to administrative actions such as the setting of fees.
 4. When an initiative petition or referendum is submitted, the city recorder will work with the initiator(s) by giving guidance how to submit a ballot title that conforms to state law. ORS Chapter 250 prescribes the form of ballot titles and the process to be followed to place a matter before local voters. A ballot title must go through a process of review that involves input from the city attorney to assure that the ballot title meets state law. Once a ballot title is prepared and certified, the initiator(s) can go out to obtain the required number of signatures to place a measure on the ballot. The voters decide whether to adopt the ballot title.
- b. City initiated actions:
1. A city council can, on its own initiative, refer a matter to the voters to decide rather than the council act on its own. This is called the referral process.
 2. In the case of proposed changes to the city charter, the only way to change a charter is through a public vote. A city council can go through a limited or full charter review and propose changes to the charter for voter approval. A ballot title accompanied by the proposed charter changes may be placed before the voters.
 3. A city council may place an advisory measure before the voters. This is a non-binding question where a council uses a ballot title to solicit opinion on a question.
 4. A city council can place a money measure, such as local option levy or general obligation bond, before the voters for approval.
- c. Restrictions on Political Activity. When a local measure is before the voters, city council members and staff must be careful to follow Chapter 260, the Oregon Election Law. Restrictions apply on political campaigning by public employees. Essentially, public employees may not engage in political activities while on the job. They are prohibited from using their work time to support or oppose measures, candidates, recalls, or petitions. Elected officials are prohibited from directing their employees to engage in political activities. Elected city officials are not public employees and are not subject to the limitations that apply to employees.

When local initiatives, referendum or referrals are taking place in a city, caution must be exercised as:

- Public employees may produce and distribute advocacy material about a referral prior to the measure being certified to the ballot. Actions of public employees during the planning stages, before a measure is certified, are not subject to the limits of ORS 260.432.
- Public employees may use work time to draft ballot titles. A public employee with an official responsibility like the city recorder, or a city attorney can perform limited official functions as required by their office.

- Once a ballot measure is certified, a public employee may not:
 - ask voters to support a local ballot measure
 - post material to an official city web site other than information about the election process
- Public employees can tell other employees about the possible effects of a measure as long as the information they present is impartial and balanced. But they cannot encourage public employees to support or oppose a measure.

The Secretary of State Elections Division is available to provide assistance whenever a local measure, referendum, or referral is taking place. Upon request, the Division will review documents of a city to give advice on whether a document is impartial and complies with ORS 260.432. But a document must be submitted and reviewed before publication or distribution in order to obtain safe harbor protection. This protection means that if the Division receives a complaint about a document, the complaint will be rejected as long as what was published is exactly what was submitted for review and all recommended changes were made.

6. **Ethics.** All public officials in Oregon must comply with ORS 244. The Oregon Government Ethics Law. The Law is administered by the Oregon Government ethics Commission which handles any ethics complaint against public officials. The Commission staff are available to provide advice and training to public officials. If an official seeks advice from a staff member concerning a personal issue, they are advised to contact the staff and provide complete and accurate details about the matter from which the issue arises. In addition, it is important that the issue be raised with the Commission staff before the public official takes the action. If the Commission staff provides advice, the public official must follow the advice exactly in order to avoid potential penalty should an issue arise later concerning the official's action.

a. Who is a "Public Official"? "[A]ny person who when an alleged violation of this chapter occurs, is serving the State of Oregon or any of its political subdivisions or any other public body as defined in ORS 174.109 as an elected official, appointed official, employee or agent, irrespective of whether the person is compensated for the service."

b. The ethics law covers several areas:

- Prohibited use of office
- Conflicts of interest
- Gifts
- Nepotism
- Outside employment
- Subsequent employment (after leaving public office)
- Statement of Economic Interest (annual filing responsibility)
- Lobbying

- Executive sessions
- c. Prohibited use of office:
- General Rule: a public official cannot use their public position:
 - For financial gain or avoidance,
 - Promise of future employment,
 - By using confidential information gained through their public office, or
 - By representing an interest before their governing body for a fee.
 - What is “financial gain or avoidance”? Public officials cannot use or attempt to use their official position or office to obtain financial gain or avoid financial detriment for themselves, a relative or a household member. There is no minimum for the amount gained or avoided.
 - Chapter 244 defines relative and members of households. Over the years, these definitions have changed. At this time, relative is defined as a public official’s:
 - Spouse
 - Child or child-in-law
 - Parents or stepparents
 - Siblings and stepsiblings
 - In-laws (spouse’s child, spouse’s parent, spouse’s sibling)
 - Legal support obligation (anyone for whom the official has a legal support obligation)
 - Beneficiary of benefits received from the official’s public employment; and/or
 - any individual from whom the candidate receives benefits arising from that individual’s employment.
 - A member of a public official’s household is defined as any person who resides with the public official or candidate.
 - What is not “financial gain”? There are certain exceptions under Oregon’s Ethic Law:
 - an official compensation package
 - honoraria that is received related to the public official’s position, up to a maximum of \$50
 - reimbursement for approved expenses
 - unsolicited awards for professional achievement
 - certain gifts – up to a maximum of \$50 in a calendar year from a single source reasonably known to have a legislative or administrative interest. A legislative or administrative interest is “[A]n economic interest, distinct from that of the general

Governance 101 Lesson Outline

public, in: any matter subject to the decision or vote of the public official acting in the public official's capacity as a public official; or any matter that would be subject to the decision or vote of a candidate who, if elected, would be acting in the capacity of a public official."

- contributions to a legal expense trust fund
- d. Conflict of Interest. A conflict of interest is participation of a public official in an official action that would or could result in a financial benefit to the public official, a relative or a business in which either are associated. It is important to know the difference between a "potential conflict of interest" and an "actual conflict of interest" as the responsibilities of the public official are different for each and they must be properly followed to protect the official.
 - Potential conflict of interest – when the action taken by the public official **could** have a financial impact on that official, relative or business. If an official has a potential conflict, they **must announce or disclose the conflict**.
 - Actual conflict of interest – when the action taken by the public official **would** have a financial impact on that official, relative or business. If an official has an actual conflict, they **must announce or disclose the conflict and recuse** themselves from the matter.

How an **elected** official should disclose a conflict of interest:

- Publicly announce the nature of the conflict at the meeting in which the issue is to be discussed. The announcement should take place as soon as the conflict is known by the official
- The notice must be recorded in the official records of the public body (typically the meeting minutes)
- An announcement of the conflict must be made at each meeting or on each occasion the issue is discussed or debated.

Public employees who have a conflict of interest have a different responsibility to disclose a conflict. A public employee must:

- Provide a written notice to the person who appointed or employed them
- Must describe the nature of the conflict and request that the appointing authority or employer dispose of the matter by assigning someone else to the task or instruct the employee on how to proceed with the matter.
- Notice must be provided each subsequent time the conflict arises.

There are exceptions from disclosure when:

- the conflict arises from membership or interest held "in a particular business, industry, occupation, or other class" that was a prerequisite for holding the public position,
- the financial impact of the official action would impact the public official, relative or business to the same degree as other members of an identifiable group or "class", or

Governance 101 Lesson Outline

- the conflict arises from a position or membership in a nonprofit section 501(c) corporation.

Caution: a “class” must be defined by the Ethics Commission for an exception to apply.

- e. Gifts – a gift under Oregon’s Government Ethics Law is “[S]omething of economic value given to a public official, a candidate or a relative or member of the household of the public official or candidate:
- without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others on the same terms and conditions; or
 - for valuable consideration less than that required from others who are not public officials or candidates.”

There are exceptions to the gift restrictions:

- something received from relatives or household members
- reasonable expenses paid by certain entities (see statute for specifics)
- reasonable food, travel or lodging expenses (see statute for specifics)

There are several things that are not gifts:

- admission, food and beverages at a reception, meal or meeting held by an organization where the public official represents his or her governmental body
- food, beverage and entertainment that is incidental to the main purpose of the event
- food or beverage consumed by the public official acting in an official capacity in association with a financial transaction or business agreement (such as a closing, borrowing or investment transaction for the government body)
- an unsolicited token or award of appreciation in the form of a plaque, trophy, etc. with a resale value of under \$25
- anything of economic value offered, solicited or received as part of the usual and customary practice of the recipient’s private business or the recipient’s employment or position as a volunteer with a private business, corporation, or other legal entity operated for economic value
- informational material related to the performance of official duties
- waiver or discount of registration expenses or materials provided at a continuing education event that the public official may attend to satisfy a professional licensing requirement
- legal defense trust fund contributions
- campaign contributions

- f. Statement of Economic Interest (SEI). All public officials, city managers (or principal administrator), municipal judges and planning commissioners, among others, in office as of April

Governance 101 Lesson Outline

15 of a year must file a Statement of Economic Interest with the Oregon Government Ethics Commission. The form can be completed online and must be completed by April 15 or penalties are assessed for late filing. The SEI requires a public official to disclose:

- business interests
- sources (but not amount) of income
- ownership interests in real property other than the principal residence
- honoraria received in excess of \$15 in value
- name of lobbyists associated with business interests
- name of entities in which the public official received over \$50 to participate in certain activities (noted above as exceptions to gift restrictions)
- entities or individuals with a legislative or administrative interest

Note: the Oregon Government Ethics Commission has resources available online at its website: www.oregon.gov/OGEC and can be reached by telephone at 503-378-5105. Again, as stated above, ethics advice and guidance can be provided by the Commission staff. A city's city attorney is also a resource and can provide some guidance, however public officials are not provided protection from enforcement based on advice received from their attorney. Protection might be obtained by consulting Commission staff, as long as the official provides accurate information about their issue and follows the advice of the Commission staff.

7. Public Meeting Law

- a. Purpose of the Law: The purpose of the Oregon Public Meetings Law is to assure that meetings of public bodies are open to the public, so that the public will know of the activities and actions of its public officials. See ORS 192.610 to 192.690. The city must meet four requirements for the conduct of public meetings:
 - provide notice
 - hold the meeting within the public body's jurisdiction
 - hold the meeting in an accessible location, and
 - prepare and maintain minutes of the meeting
- b. What is a Meeting? A meeting is a convening of any quorum of any governing body for which a quorum is required to make or deliberate toward a decision on any matter, or to gather information. The typical meeting of a governing body is for the purpose of deciding or deliberating upon a public issue. Decisions must be made in public. Secret ballots are prohibited as all votes must be recorded in the public record. Unless these criteria are met, the meeting is not a public meeting and the open meetings law does not apply. However, the Oregon Supreme Court's 2018 decision in Tri-County Metropolitan Transportation District of Oregon v. Amalgamated Transit Union Local concluded that the Public Meeting Law also applies to some governing body decision-making that does not occur in a meeting. The issue of "serial

Governance 101 Lesson Outline

meetings” arose several years ago. In the TriMet case the Court found that serial meetings are not permitted.

Some settings where more than one council member is present are not considered meetings. In these settings, however, cautions should be taken to avoid creation of a meeting or giving the public reason to believe that the council is conducting a meeting:

- If less than a quorum of a council meets to discuss an issue, typically it is not a public meeting.
 - If a quorum of a Council meets for a reason other than deliberation or decision on a public issue (e.g. a party, a seminar, a reception, etc.) it is not a public meeting.
 - If a quorum meets for a reason other than deliberation or decision on a public issue, but then engages in such discussion, the meeting becomes a public meeting and would be unlawful unless proper notice had been given.
- c. Public Notice: The law requires that public notice be given of the time and place of meetings. This includes regular, special, emergency meetings and workshops, as well as meetings of subcommittees and advisory committees established by the governing body.
- Notice must be reasonably calculated to give actual notice to interested persons, including news media that have requested notice.
 - The same notice must be given if a meeting is to only include an executive session. Any notice of an executive session must also include the specific statutory provision authorizing the executive session. If a regular, special or emergency meeting is to be held which will include an executive session, the notice of executive session should be included in the notice along with the statutory authority.
 - Notice must include a list of the principal subjects anticipated to be considered at the meeting. The agenda does not need to go into detail about subjects scheduled for discussion; but should be sufficiently descriptive so that interested persons will have an accurate picture of the anticipated agenda topics.
 - The law does not require that every proposed item of business be described in the notice, but rather a reasonable effort to inform the public of the nature of the more important issues to be considered. Additional subjects may be considered at the meeting, even though not included in the notice.
 - The goal of the notice requirement is to provide general notice to the public at large and actual notice to specifically interested persons.
 - The council should adopt a resolution designating particular media where notices will be placed. Typically, cities do this at the first meeting of the year as they identify the newspaper of general circulation that will list city notices.

Types of Notices: Paid display advertising is not required, and the governing body does not have a duty to be absolutely certain that the notice is published.

- d. **Public vote and minutes:** All official actions by governing bodies must be taken by public vote. The results of such vote, including how each council member voted on each issue, must be recorded in the minutes. Secret ballots are prohibited. Failure to record a vote is not a ground to reverse the decision without a showing of intentional manipulation of the voting.
- e. **Minutes and Record Keeping:** Written minutes or audio or video recording is required for all meetings. Minutes need not be verbatim transcripts, nor are tape recordings required. Minutes, in whatever form, must give a true reflection of the matters discussed at the meeting and the views of the participants. Governing bodies must prepare minutes and have them available to the public within a reasonable time after the meeting. Minutes must be made available to the public even though not formally approved by the council. Minutes must be retained for at least one year. Minutes of executive sessions are not public records. Written minutes must include:
- Members present.
 - Motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
 - Results of all votes and the vote of each member by name.
 - The substance of any discussion on any matter.
 - Reference to any documents discussed at the meeting.
- f. **Meeting Types and Control of Meetings –** The charter will define when and how often a city must meet in a regular meeting to conduct city business. Some city charters provide for at least one meeting per month while others provide for more. Cities may hold additional meetings in order to conduct city business. Additional scheduled meetings other than regular meetings may be called work sessions or study sessions. These additional meetings require proper notice and minutes and may take place before or after a regular council meeting or on a separate day or night. Often, cities use these meetings to discuss new initiatives, to meet with boards and committees, to perform goal setting, and many other tasks where the council wishes to conduct business in a less formal setting than a regular meeting.

In addition, a city may hold other types of meetings, each with its own unique characteristics:

- **Special Meetings:** Special meetings require at least 24 hours' notice. Such notice should include a press release, email or telephone call to the media, particularly media that has requested prior notice. Special meeting notice should also include telephone, email, letter or fax notice to other interested persons.
- **Emergency Meetings:** Emergency meetings may be held on less than 24 hours' notice. An actual emergency must exist, and the minutes must describe the emergency, which justifies less than 24 hours' notice. Notice of an emergency meeting must be "appropriate to the circumstances," which should at least include a reasonable attempt to contact the media and other known interested persons. Caution: an actual emergency on one item does not permit consideration of other items at the emergency meeting. Work schedule conflicts or inconvenience of council members is not a justification for an emergency meeting.

Governance 101 Lesson Outline

g. Other rules that apply to public meetings:

- Space and location of meetings: The governing body is responsible to assure that there is adequate room for public attendance. Unexpected overflow crowds need not be accommodated, but reasonable efforts should be made to allow unexpected crowds to attend. If a city expects attendance for a scheduled meeting will cause an overflow of the regular council chambers, it is advisable to plan in advance to secure an alternative space suitable for the meeting. Advance effort often results in more effective meetings.
- Meetings must be held within the geographic boundaries of the city. Note: there is an exception when two cities are conducting a joint meeting. In this case, the meeting obviously can only be held in one of the cities. Both cities must publish notice of the meeting and prepare minutes.
- Public meetings may be held in private places, such as restaurants or residences, if adequate notice of the location is given so that interested persons may attend, and accommodations can be made for public attendance.
- Meetings may not be held where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced.
- Regarding disabilities, the law requires that public meetings must be held in places accessible to individuals with mobility and other impairments. In addition, good faith efforts must be made to provide needed interpreters for hearing-impaired persons. A hearing-impaired person requesting an interpreter must give the governing body at least 48 hours' notice.

h. Public Attendance and Participation: The Public Meetings Law requires that attendance be allowed, but not participation by the public. Public participation or input can be disallowed on all but the following three issues:

- Employment of a public officer.
- Determination of standards to be used in hiring a chief executive officer.
- Determination of standards to be used in evaluating the employment-related performance of a chief executive officer.

i. Control of Meetings: The presiding officer has the inherent authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Council rules should identify how public participation will be handled and the public should be informed and aware of the rules. The First Amendment of the United States Constitution guarantees freedom of speech and prohibits content-based restrictions on speech by a government. However, a city may impose restrictions that apply to time, place and manner of speech.

City councils, as well as commissions, can adopt rules that allow the presiding officer to control meetings and:

1. dictate the time during a meeting when the public can comment,

Governance 101 Lesson Outline

2. regulate or disallow public input,
3. establish when during a meeting the public can address council,
4. limit public input to certain topics on the agenda or to relevant points, and
5. establish and regulate time limits for such input.

When a city adopts rules that it plans to apply to regulate the time, place and manner of speech at a meeting, it should take steps to inform the public in advance of meetings. This can be accomplished in numerous ways such as publishing the rules in the council rules and guidelines, publishing them in city notices, noting the restrictions on the city web page, or posting the restrictions in the public meeting room.

- A person who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.
 - A city council can adopt disorderly conduct rules and prohibit people from engaging in violent or threatening behavior, making unreasonable noise, or disturbing a lawful assembly. In order to remove a disruptive person, actual disruption of the council's ability to conduct the meeting must occur. Offensive conduct that does not disrupt the meeting must be allowed.
 - Courts have ruled that there is no constitutional free speech violation if an arrest was for disorderly conduct that had as its objective the prevention of some harm within its power to prevent.
 - Cities should take great caution when taking action to suspend a disruptive person from future public meetings. The Oregon Federal District Court has ruled that cities cannot "prospectively exclude individuals from future public meetings merely because they have been disruptive in the past." If a person has made threats to public safety, however, might be an exception.
 - If a person is disruptive at a public meeting, councils are advised to seek assistance from law enforcement to make any decision whether a person should be removed from a meeting. Council can call for assistance, but a trained law enforcement officer who has authority and experience to act should make any decision to remove a disruptive person who is preventing the city council from conducting public business.
 - Members of the public cannot be prohibited from unobtrusively recording public meetings.
 - Smoking is banned at public meetings at meetings places that are rented, leased or owned by the city.
- j. Executive Sessions: Councils may meet in executive (closed) sessions only under certain, statutorily-authorized situations. There are civil penalties for violation of executive session laws. The following are among the permissible purposes for executive session:
- Employment of public officers, employees and agents.

- Discipline of public officers and employees.
- Performance evaluations of public officers and employees.
- Labor negotiator consultations.
- Labor negotiations.
- Consideration of exempt public records.
- Consultation with legal counsel regarding litigation.
- Real property transactions.
- Public investments.

There are also several rules and procedures that a city must follow in order to properly utilize the executive session privilege including:

- No executive session may be held for the purpose of taking any final action or making any final decision. But preliminary decisions (for example: whether to offer to purchase property, what to propose as the city's offer in collective bargaining) can be made in executive session.
- Executive sessions may be called during a regular, special, or emergency meeting for which proper notice has been given. Also, a meeting may be called which is only an executive session. The presiding officer must first announce the statutory authority for the executive session before going into session.
- The media cannot be excluded from an executive session, except for sessions regarding labor negotiations. Media representatives in attendance at an executive session should be instructed not to report or disclose matters discussed at the session. If such instruction is not given, the media may disclose the discussions. The presiding officer may prohibit the media from recording an executive session.

It is important to recognize who is a member of the media. The media includes news-gathering representatives (i.e., reporters) of news media that ordinarily report activities of the public body, or ordinarily report matters of the nature under consideration by the public body. Oregon has a unique law related to allowing media into executive sessions. In recent years the issue of bloggers being members of the media has become an issue since news media is not defined in the statute.

Note: Compliance of nondisclosure requirements by the media is based primarily on cooperation, not on the imposition of any penalties.

- An executive session is a meeting that is closed to certain persons. Other persons (such as staff or consultants) are allowed to attend if invited by the council. The council can invite people to attend and participate, however, caution should be exercised as there must be an expectation that the executive session proceedings will be confidential.

- k. **Committee Meetings:** The open meetings law also applies to committees established by the Council which have either decision or recommendation authority delegated by the Council. The law does not apply to staff meetings.
 - l. **Enforcement:** Enforcement of the Public Meetings Law may be by litigation brought by an interested person to force compliance or to determine the applicability of the law to meetings. A decision made in a meeting that violates the Public Meeting Law may be ratified at a subsequent meeting that complies with the law, and a recommendation made by a committee in violation of the public meetings law can be ratified by the council in accepting the recommendation at an open meeting. Normally, courts will not void a decision made at an improper public meeting without a finding of intentional conduct. In addition, the Oregon Government Ethics Commission may consider complaints against public officials for violation of executive session laws and may impose civil penalties of up to \$5,000.
- 8. Public Records Law** The purpose of the Oregon Public Records Law is to assure that all records of a public agency, with some exceptions, are available for inspection and copying by the public. A public record is any information that is prepared, owned, used or retained by the city. The record must relate to an activity, transaction, or function of the city. All records of this type are public records. Any information that is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements, or needs of the city are public records.
- a. Every person has a right to inspect any non-exempt public record of a public body in this state. The intent, identity, motivations, or need of the person requesting the records are irrelevant. (Exception: under personal privacy exemption, motive may be relevant.)
 - b. Public records law applies to all public bodies but may also apply to private bodies established by public agencies or other groups which are the functional equivalent of a public body.
 - c. What is a public record? A public record includes any writing or information relating to the conduct of the public's business in any form whatsoever, including handwriting, typewriting, printing, photographs, recordings, maps, files, computerized information, e-mail, and virtually any other method of recording information.
 - There is no duty to create a public record, only to disclose it.
 - Public records are not just documents prepared by the public body, but rather include any information owned, used, or in the possession of the public body.
 - d. **Inspection of Public Records:** The duty to disclose public records is on the custodian of those records. The custodian must supply reasonable opportunities for inspection of records in the office of the custodian during normal business hours to persons seeking access to such records. The custodian has a reasonable time to respond to a records request and may take time to consult with legal counsel prior to disclosure. The custodian must provide reasonable facilities for a person to inspect and make notes or abstracts from the records.
 - The custodian may charge persons the cost of copying or locating public records, but rates for such charges should be determined by the council in advance. Fees for copying or inspection may be waived if such reduction or waiver is in the public interest because

making the record available primarily benefits the general public. There are statutory regulations governing such fee waivers or reductions.

- A person has a right to a copy, and even obtain a certified copy upon request.
 - Originals of public records should never be released by the custodian. Such original records should always be protected, and the custodian may impose reasonable requirements to insure such protection.
 - The law does not include the right to rummage through file cabinets, file folders, computers, or other information sources. Exempt material in otherwise public records may be deleted or blacked out.
- e. Destruction of Public Records: It is a crime to unlawfully destroy public records. The State Archivist has the authority to adopt regulations governing retention and destruction of public documents, and records should not be destroyed without first checking those regulations.
- f. Exemption of Public Records from Disclosure: The following public records may be exempt from disclosure:
- Public records pertaining to litigation,
 - Trade secrets,
 - Criminal investigation material,
 - Tests and examination material,
 - Business records required to be submitted,
 - Real estate appraisal information,
 - Employee representation cards,
 - Civil rights investigation material,
 - Unfair labor practice complaints,
 - Debt collection agency investigation records,
 - Personnel discipline actions,
 - Computer programs,
 - Unsafe workplace investigation materials,
 - Residence address of electors,
 - Internal advisory communications,
 - Personal privacy exemption,
 - Public employee addresses and telephone numbers,

- Confidential information submitted by citizens,
 - Documents exempted by federal law, and
 - Others
- g. Voluntary Disclosure of Exempt Records: Some exempt records may nevertheless be disclosed at the discretion of the city.
- h. Enforcement: A person denied the right to inspect or obtain a copy of a public record may petition the city attorney for release of the record. The city may seek the advice of its attorney prior to denial of an inspection request. Upon receipt of a petition for review to the city attorney, the attorney will ask the city for a copy of the record for review. The city should provide a copy to its attorney with an explanation justifying denial of disclosure. The city attorney has seven days to deny or grant the petition, and failure of the attorney to decide within the seven-day period constitutes denial of disclosure. If the city attorney denies disclosure, the petitioner may seek judicial review. If the city attorney orders disclosure, against the denial by the city, the city may give notice and file suit in Circuit Court for a judicial determination.
- i. What is not a public record? Certain things are not public records, including, but not limited to:
- Extra copies of a document that the city preserves only for convenience or reference,
 - stacks of publications,
 - messages that are on voice mail or on other telephone message storage and retrieval systems, and
 - spoken communication that is not recorded.

detroit@wvi.com

From: Alissa Angelo <aangelo@ci.stayton.or.us>
Sent: Monday, March 29, 2021 8:23 AM
To: City Recorder
Subject: RE: [OAMR] Councilor access to contracted city staff

Hi Christine,

In the past, it was a free for all. When we contracted with a new firm (Local Government Law Group), they set the expectation that only limited people could contact them. They originally only wanted the Mayor and City Manager to contact them. However, we expanded that to include the Council President.

Hope that is helpful!

Alissa Angelo

Administrative Services Manager
City of Stayton
(503) 769-3425

From: Oamr <oamr-bounces@oamr.org> **On Behalf Of** City Recorder
Sent: Friday, March 26, 2021 11:58 AM
To: oamr@oamr.org
Subject: [OAMR] Councilor access to contracted city staff

Hello All,

It's been a long time since I last posted here. Since then, I have semi-retired from my city recorder position but still work part-time as finance officer, and... as many of you may know... our city (Detroit) burned down in the September wildfire storm. It's been hectic ever since.

I would like to hear from smaller towns if they have a policy regarding direct Council access to contracted city staff, such as an attorney. Do you let individual Councilors contact the city attorney as they please, for whatever reason, or do you have a protocol?

Thank you,
Christine Pavoni
City of Detroit Finance Officer

Sent from Mail for Windows 10

detroit@wvi.com

From: Joanna Bilbrey <jbilbrey@myrtleecreek.org>
Sent: Monday, March 29, 2021 8:44 AM
To: City Recorder
Subject: RE: [OAMR] Councilor access to contracted city staff

Good morning Christine,

For Myrtle Creek, it is the City Administrator who contacts the City Attorney. We do not allow direct private access by Councilors.

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Thank you,
Christine Pavoni
City of Detroit Finance Officer

Sent from [Mail](#) for Windows 10

MEMORANDUM

City of Detroit, Oregon
(503) 854-3232
E-mail: detroit@wvi.com

March 16, 2021

RE: Porta-potty

TO: Detroit City Council

The City has received a request for a chemical toilet.

1. Written request (attached) from Joene Runkle to place one chemical toilet on their property at 130 4th Street from May 1, 2021 through October 31, 2021.

Thank You

City of Detroit

By: _____
Kelly Galbraith, City Recorder

MEMORANDUM

City of Detroit, Oregon
(503) 854-3496
E-mail: detroit@wvi.com

March 26, 2021

RE: Budget Committee Update

TO: Detroit City Council

To date, only one citizen has responded to the City's outreach to serve on the Budget Committee.

Please appoint **Mr. Greg Dyke** to the Budget Committee. He is a registered voter in the City of Detroit.

<p>COUNCIL: The first Budget Committee Meeting is Friday, May 14, 2021 at 5:30 PM. Please make sure you are able to attend this mandatory meeting.</p>
--

Thank You,

City of Detroit
Christine Pavoni, Finance Officer

**City of Detroit
20201-2022 Final Budget Committee**

CITIZENS

CITY COUNCIL

Greg Dyke	Jim Trett
	Eric Page
	Greg Sheppard
	Shelley Engle
	Michele Tesdal
	Tim Luke
	Todd Smith

MEMORANDUM

March 11, 2021

City of Detroit, Oregon
E-mail: detroit@wvi.com

TO: Detroit City Council

RE: Resolution No. 616 – A Resolution creating new budget line items for the Rebuilding Fund to accept a \$1 Million USDA ECWAG Grant

This grant was awarded to the City to provide a temporary water treatment facility capable of meeting the immediate needs of the community that is returning to the City.

In order to receive or spend any non-budgeted grant funds, Council must formally adopt appropriation of such funds.

Thank you,

CITY OF DETROIT
Christine Pavoni, Finance Officer

CITY OF DETROIT, OREGON

RESOLUTION NO. 616

A RESOLUTION CREATING NEW BUDGET LINE ITEMS FOR THE WATER FUND TO ACCEPT A \$1 MILLION USDA ECWAG GRANT

WHEREAS, the City of Detroit’s approved 2020/21 fiscal year budget requires additional budget line items to accept an unexpected grant from the United States Department of Agriculture to provide a temporary water treatment facility capable of meeting the immediate needs of the community that is returning to the City after the devastating wildfire event of September 8, 2020.

BE IT HEREBY RESOLVED AS FOLLOWS:

Section 1:

1. Line Item 30OR-50 – Resources - Rebuilding Fund: USDA - ECWAG Grant, is herewith created.
2. Line Item E30-500 – Expenditures – Rebuilding Fund: USDA - ECWAG Grant, is herewith created.

Section 2: The funding to be received shall be appropriated for Fiscal Year 2020-21 as follows:

1. REBUILDING FUND RESOURCES	
30OR-50 USDA: ECWAG Grant	\$1,000,000
2. REBUILDING FUND EXPENDITURES	
E30-500 USDA: ECWAG Grant	\$1,000,000

PASSED BY THE COMMON COUNCIL OF THE CITY OF DETROIT, Marion County, Oregon this ____ day of March, 2021 .

Effective date: Upon approval Ayes____ Nays____ Absent____ Abstain____

ATTEST:

Signed: _____
James R. Trett, Mayor

Kelly Galbraith, City Recorder

MEMORANDUM

March 11, 2021

City of Detroit, Oregon
E-mail: detroit@wvi.com

TO: Detroit City Council

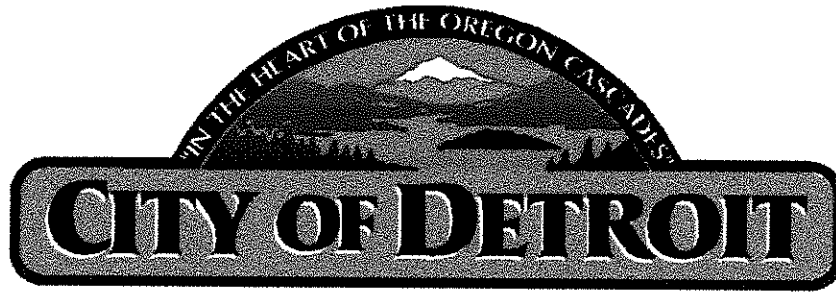
RE: Policy #F-2021-01 - Federal Awards – Allowable Costs

Per the City's auditor, Policies and Procedures over federal spending is a requirement under Uniform Guidance. The City did not have such a policy in place.

The lack of a policy will show up as a finding in the 2020-21 audit and disappear in the years to follow if attached Policy F-2021-01 is approved.

Thank you,

CITY OF DETROIT
Christine Pavoni, Finance Officer



City of Detroit Financial Policies

Title: Federal Awards – Allowable Costs

Policy #: F-2021-01



I. POLICY STATEMENT

It is the policy of the City of Detroit that all federal awards are subject to the established requirements as set forth by the federal government in the Uniform Guidance for Federal Awards (Uniform Guidance) and other laws and regulations as required by the Federal Award Agreement and the granting agency.

II. DEFINITIONS

Federal Award: Federal Financial Assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, or a cost-reimbursement contract under federal acquisition regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity.

Federal Award Agreement: The instrument setting forth the terms and conditions of a Federal Award. The instrument is a grant agreement, cooperative agreement or any other agreement providing Federal Financial Assistance, or a cost-reimbursement contract awarded under federal acquisition regulations.

Federal Financial Assistance: Assistance that non-federal entities receive to administer a Federal Award in the form of: grants, cooperative agreements, non-cash contributions, donations of property, direct appropriations, food commodities, loans, loan guarantees, interest subsidies or insurance.

III. RESPONSIBILITIES

Every department director and each employee or agent of the City who has authority to receive or expend Federal Financial Assistance is responsible for compliance with this policy. Each is responsible for ensuring that the costs associated with Federal Awards are allowable in accordance with the purpose of the Federal Award Agreement and in compliance with all applicable laws and regulations.

IV. GENERAL GUIDELINES

The total cost of a Federal Award is the sum of allowable direct and allocable indirect costs, less any applicable credits. Costs must meet the following criteria to be allowable under Federal Awards:

1. Be necessary and reasonable for the performance of the Federal Award and be allocable (chargeable or assignable) to that Federal Award in accordance with the relative benefits received.
2. Conform to any limitations or exclusions set forth in the Uniform Guidance or in the Federal Award Agreement as to type or amount of cost items.
3. Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the City.
4. Be given consistent treatment. A cost may not be assigned to a Federal Award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal Award as an indirect cost.
5. Be determined in accordance with Generally Accepted Accounting Principles (GAAP).
6. Not be included as a cost or used to meet cost-sharing or matching requirements of

- any other federally financed program in either the current or a prior period.
7. Be adequately documented.
 8. Comply with the general cost provisions of the Uniform Guidance, 2 CFR Section 200.420. Examples of unallowable costs include, but are not limited to: alcohol, bad debts, contributions and donations, entertainment costs, goods and services for personal use, lobbying, organization costs associated with incorporation fees, and selling and marketing costs (except for prior approval of federal awarding agency).
 9. Receive prior written approval for certain items of cost as outlined in the Uniform Guidance, 2 CFR Section 200.407.

V. CLASSIFICATION OF COSTS

All costs associated with Federal Awards shall be classified as direct or indirect costs. All allowable costs should be included in the budget or the financial plan of the Federal Award Agreement. Disallowed costs will not be charged to the Federal Award.

1. Direct Costs – Those costs that can be identified specifically with a particular cost objective or that can be directly assigned to such activities easily and with a high degree of accuracy. Examples include, but are not limited to, payroll costs of employees who work directly on the Federal Award, materials and other expenses incurred in direct relation to administering the Federal Award, and subrecipient expenses.
2. Indirect Costs – Those costs incurred for a common or joint purpose benefitting more than one cost objective and/or not readily assignable to the cost objective benefitted. For example, administrative costs charged to the grant based on a cost allocation plan or approved indirect cost rate would be considered indirect costs.
3. Disallowed Costs – Those costs that the federal awarding agency or pass-through entity determines to be unallowable, in accordance with applicable federal statutes, regulations, and terms and conditions of the Federal Award. To determine whether a cost is allowed or disallowed, refer to 1) the Federal award Agreement and 2) section 200.420-475 General Provisions for Selected Items of Cost under the Uniform Guidance for Federal Awards. If unable to determine whether the cost is allowed or disallowed, contact the federal awarding agency or granting agency administering the Federal Award for further clarification.

VI. ADMINISTRATIVE CHARGES ON FEDERAL AWARDS

Administrative charges must be allocated as a reimbursable cost or in-kind cost to maintain consistency in the application of administrative charges.

1. Departments will include administrative charges in the grant application in accordance with the City's approved cost allocation plan and/or indirect cost rate.
2. Administrative charges will be included in the budget of the Federal Award approved by the awarding agency.
3. If the Federal Award Agreement prohibits administrative charges or has a cap on those types of costs, the department will be responsible for including those costs as

an in-kind match against the Federal Award.

VII. PERIODIC REVIEW

This policy will be reviewed by the Finance Officer at least every three years.

VIII. RESOURCES

The following are additional resources in relation to this policy:

1. Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Title 2, Code of Federal Regulations, Part 200 (2 CFR 200))
2. Office of Management and Budget (OMB) Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments (2 CFR 225)
3. OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments
4. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

IX. EFFECTIVE DATE

This policy shall become effective upon receipt of all signatures.

Policy F-2021-01 approved by the Detroit City Council on this ____ Day of March, 2021.

James R. Trett, Mayor

Date

Christine Pavoni, Finance Officer

Date

Kelly Galbraith, City Recorder

Date

MEMORANDUM

City of Detroit, Oregon
E-mail: detroit@wvi.com

March 30, 2021

RE: SEI Filing with the Ethics Commission
TO: Detroit City Council

Please be aware that you need to file an SEI with the Ethics Commission by April 15th if you haven't already done so. Below is the link. The site has a tutorial for you if you need help.

<https://www.oregon.gov/ogec/training/Pages/SEI-Filer-Training.aspx>

City of Detroit
Kelly Galbraith, City Recorder



Training

In-Person / On-Site Training
(/ogec/training/)

(/ogec/)

Home (/ogec/Pages/default.aspx) > Training (/ogec/training/Pages/default.aspx) > SEI Filer Training

Site Navigation

SEI Filer Training

SEI FILERS

ORS 244.050 requires individuals holding certain public positions to file a Statement of Economic Interest (SEI) report with the Oregon Government Ethics Commission (Commission). In general, persons who hold the following positions are required to file:

Certain statewide elected officials, legislative officials, judicial officers and candidates for the above-named positions. Other required filers include elected city or county officials, members of city or county planning, zoning or development commissions, managers or principal administrators of a city or county, the chief administrative officer and financial officer of each common and union high school district, ESD and community college, members of the board of commissioners of ports, certain state agency directors, and members of certain boards and commissions. See ORS 244.050 (https://www.oregonlegislature.gov/bills_laws/ors/ors244.html) for a complete list of filers.

SEI filers are required to file an annual SEI report if they are seated and hold their position on April 15th of any given year. The information to be reported reflects activity from the preceding calendar year; for instance, if seated on April 15th of 2020, the SEI report would include information relating to the 2019 calendar year. This applies even if the person did not hold their position during the preceding calendar year.

IMPORTANT NOTES: SEI reports are due on or before April 15th of each year. In mid-March of each year, an e-mail will issue from the Commission's Electronic Filing System (EFS) to all persons required to file an SEI report, advising that the filing window is open. The notification is sent based on information the Jurisdictional Contact and the SEI filer accounts provide.

There is no grace period or extension allowed if the 15th falls on a weekend or holiday. The EFS is available 24-hours a day, 7-days a week.

Each public body has a Jurisdictional Contact (JC). The JCs are responsible for providing instruction to and explaining the requirements of ORS 244.050, ORS 244.060, ORS 244.070 and ORS 244.090 to each newly elected or appointed public official serving the public body, in which they are employed, who is required to file a verified statement of economic interest (SEI) report under ORS 244.050. This assistance includes, providing the Oregon Government Ethics Commission (OGEC) with current contact information for their jurisdictional members by establishing and maintaining an accurate and up-to-date listing of their jurisdictional members in the Electronic Filing System (EFS) provided by the OGEC. JCs must ensure that the listing of their jurisdictional members, within the EFS, are accurate and up-to-date by February 15th of each year.

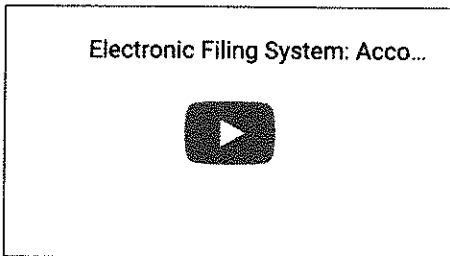
INSTRUCTIONAL GUIDE

SEI Filer - EFS Instructional Handout Guide

(/ogec/training/Documents/Training%20Resource%20Charts%20%26%20Materials/2019%20SEI%20Filers%20EFS%20Instruction')

VIDEO TUTORIAL

This video will guide Statement of Economic Interest (SEI) filers in creating and setting-up their account profiles within the Electronic Filing System (EFS) provided by the OGEC.



ADDITIONAL RESOURCES

2021 JC & SEI Filer Resource Flyer

(<https://www.oregon.gov/ogec/training/Documents/Training%20Resource%20Charts%20%26%20Materials/2019%20JC%20EFS%20Instructional%20Handout%20Guide.pdf>)

2021 JC & SEI Filer Resource Flyer ([/ogec/training/Documents/2021%20JC%20SEI%20Filer%20Resource%20Flyer.pdf](https://ogec/training/Documents/2021%20JC%20SEI%20Filer%20Resource%20Flyer.pdf))

Help us improve! Was this page helpful?

Quick Links

[Meetings \(/ogec/about-us/Pages/meetings.aspx\)](https://ogec/about-us/Pages/meetings.aspx)

[Commission Calendar \(/ogec/about-us/Pages/Commission-Calendar.aspx\)](https://ogec/about-us/Pages/Commission-Calendar.aspx)

[Commission Newsletter \(/ogec/about-us/Pages/Commission-Newsletters.aspx\)](https://ogec/about-us/Pages/Commission-Newsletters.aspx)

Contact Info

Oregon Government Ethics Commission

3218 Pringle Road SE, Suite 220 Salem, Oregon 97302-1680

Phone: (503) 378-5105 / Fax: (503) 373-1456 E-mail: ogec.mail@oregon.gov (<mailto:ogec.mail@oregon.gov>)

Website: www.oregon.gov/OGEC (/OGEC)

About Oregon

[Oregon.gov \(https://www.oregon.gov\)](https://www.oregon.gov)

[State Employee Search \(https://employeeesearch.dasapp.oregon.gov\)](https://employeeesearch.dasapp.oregon.gov)

[Agencies Listing \(https://www.oregon.gov/pages/a_to_z_listing.aspx\)](https://www.oregon.gov/pages/a_to_z_listing.aspx)

[Accessibility \(https://www.oregon.gov/pages/accessibility.aspx\)](https://www.oregon.gov/pages/accessibility.aspx)

[Privacy Policy \(https://www.oregon.gov/pages/terms-and-conditions.aspx\)](https://www.oregon.gov/pages/terms-and-conditions.aspx)

[Supported Browsers \(https://www.oregon.gov/pages/supported-browsers.aspx\)](https://www.oregon.gov/pages/supported-browsers.aspx)

[↑ Back to Top](#)

Select Language

Powered by [Google Translate \(https://translate.google.com\)](https://translate.google.com)

detroit@wvi.com

From: Elizabeth Smith <detroitna.elizabeth@gmail.com>
Sent: Tuesday, March 30, 2021 10:19 PM
To: MicheleTesdal; detroit@wvi.com
Subject: Travel Oregon Grant/Tourism Committee

Hello Councilor Tesdal,

I wanted to reach out to you because I received a call tonight regarding Travel Oregon. The call didn't make any sense, so I wanted to come to you directly.

The conversation said that you had filled out paperwork on behalf of the City of Detroit. Is that accurate? Can you confirm the date of Council approval for the application of this grant? Grants come with obligations the City must fulfill. Has this been vetted and approved by Council? I do not see any record regarding this action?

In addition, have you created your own committee for Tourism outside of the Council?

Whatever information you could share with me would be greatly appreciated.

If people wanted to be a part of the committee, what was the process to apply?

Your responsibility is to serve the community of Detroit in a fair and transparent manner. Your only power is as a full "Council." None of you have independent authority to spend City funds nor in-debt the City. Please act accordingly and respect your oath of office.

* City Staff: Please copy all Council and enter this into the record as public testimony. I am more than happy to show up and testify as well.

Thank you,

Elizabeth Smith
220 Boulder

Select Language ▼

Application

Collaborate

Detroit: A diamond-in-the-rough.

Process: 2021 Competitive & Recovery Grants Program

Contact Info

Request

Applicant:

Kelly Galbraith
detroit@wvi.com
503-854-3496
PO Box 517
Detroit, OR 97342 Marion

Contact Email History

Organization:

City of Detroit
93-0570394
503-854-3496
PO Box 517
Detroit, OR 97342

i If your organization information does not appear correct, please contact the funder. Thank you.

Application

Document Viewer

Application Packet

Question List

i Fields with an asterisk (*) are required.

✓ Project Overview & Narrative Questions (400-word maximum ...)

I have read the final Grant Guidelines posted on Mar. 2, 2021*

2021 Travel Oregon Competitive & Recovery Grants Guidelines

- Yes
 No

Project Category*

Please note: FOR-PROFIT entities are ONLY eligible to select the Tour Operators/Guides/Outfitters category.

Select one:

- Outdoor Recreation
 Business District/Main Street

- Ticketed/Paid Events and Attractions
- Tour Operators/Guides/Outfitters

Tourism Region*

Select the tourism region(s) your grant project impacts:

- Central Oregon
- Eastern Oregon
- Mt. Hood/Gorge
- Oregon Coast
- Portland Region
- Southern Oregon
- Willamette Valley
- Statewide

Project Name*

Detroit: A diamond-in-the-rough.

Grant Amount Requested*

\$ 5,000.00

Total Project Cost*

\$ 6,500.00

Project Description*

Describe the project for which funding is requested (detail how the project will provide a COVID-19 appropriate visitor experience).

Our community was affected in March of 2020 by the State Mandated Shut Down which negatively impacted many services in Detroit's business community. The Covid-19 pandemic and then the Labor Day wildfires' utter devastation dealt the final blow to the businesses in our community. Therefore, the City of Detroit is requesting funding for a 3-D digital rendering of Detroit's downtown core area. This is just a vision, what the buildings look like will not be a requirement. However, if we could just give the people a glimpse into the possible future of the town look, then that image just might imprint and focus many towards the same direction and hope.

The city plans on putting an opinion poll and comment section on their website. We would like to ask questions such as, "what did you love about Old Detroit", and "what services would you like to see developed in new Detroit". In addition to the planned 3-D renderings, we will also write and place English and Spanish verbiage that describes city history and vision for future of Detroit. We will place these items on multiple social media and local news papers to show how Detroit could look after when buildings are rebuilt.

We could generate interest with our new rendering and then perhaps folks will pass through and take note of the health benefits provided by the lake, rivers and streams, hiking, snowmobiling, and

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Need*

Describe the need for your project.

The Beachie Creek and Lionshead wildfires in September 2020 left our community a burned-out shell of what we were. 80% of our downtown core was lost, as well as 90% of our homes. It was devastating, but we are determined to gather as a community to begin the rebuild in 2021. This event was widely covered by all the Oregon television stations as well as other news media and it that may have left a negative impact on tourists. We are aware that the Detroit Lake Recreation Area is centrally located and serves the Willamette Valley, the greater Portland metropolitan area, and Central Oregon. We still have multiple state and Federal campgrounds, boat landings, and beautiful lake/river land access surrounding us. But what we need now is a new infrastructure and a plan to attract and support tourists; we would like to entice them into slowing down, say 'hello' and enjoy the natural assets we have in place while rebuilding to a more natural looking city. Our town is full of obvious scars (and many of us carry fear), but with purpose, stamina and financial backing, Detroit Lake City can change splendidly right in front of people's eyes. This city has the potential to sparkle and shine just like our lake does. We have a chance to show the all who are interested, through our social media, how this diamond-in-the-rough will be formed.

We will strive relentlessly to plan, execute, and communicate to our townsfolk and visitors, the new "Detroit Lake" experience by starting with this grant. A virtual rendering will be our starting and turning point from a static condition to a regrowth situation.

1,303 characters left of 4,000

DEI*

How does your project advance your destination in welcoming visitors and locals with diverse ethnic, racial and cultural backgrounds and varied abilities?

The recreational opportunities and the sheer beauty of the snow-capped mountains, numerous waterfalls, the lake, hiking trails, the campgrounds, ATV trails, and breath-taking views, provide something to do for everyone.

People from different countries quite often make Detroit Lake city a stop. We hear many different languages spoken downtown, at the docks and on the boats that are anchored close by. It is a true joy to see people from other countries enjoying our Oregon life. Often, we have noticed that people are nervous about strolling our streets or making eye-contact at first, but a gracious look and responsive smile helps break down most cultural divides. We are all equal and we should strive to be good to our brothers and sisters of all races and ethnicities. When we drill down to the core of the human condition, we need to remember we are all just seeking to find an enjoyable path as we travel through life and we can be better together as a team.

The community has also sponsored fishing derbies, car shows, music festivals, "Fireworks Over the Lake," and a Mud Run, in order to further attract visitor attendance for participation and benefit of all. By their very nature, our activities are available to everyone with no regard to their ethnic, racial, cultural backgrounds, varied abilities, or age. For example, with the fishing derby we have the 5-year-old that just caught his first trout to the 65-year-old fishing veteran grandfather that took him fishing.

As a town surrounded by the expansive beauty of the Western Cascades, Detroit's passion is preserving and enhancing the natural environment, while providing a pleasant atmosphere for humans to enjoy. With efforts to maximize green space and the new mountainous viewing opportunities

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Timeline*

Describe the timeline for execution of your project. Include any foundational work completed or underway. Highlight any potential issues to the timeline that could inhibit project completion by Nov. 30, 2021.

February: Appoint a city councilor as the Tourism Commissioner.

March 1 – May 31: Solicit ideas for theme of Detroit's downtown area.

June 1 - September 30: Develop a digital rendition of The Vision for the business district of Detroit.

October 1 – November 15: Put digital rendition and verbiage on social media sites and local news papers.

3,658 characters left of 4,000

Permitting*

All required permits for this project have been secured.

- Yes
 No
 n/a – project does not require permitting

Project Deadline Acknowledgement*

As an applicant I understand that, if awarded funding, my project must be completed by Nov. 30, 2021 and that Travel Oregon will not authorize a timeline extension for this project. If my project is not complete by

Nov. 30, 2021, any unspent grant funds must be returned to Travel Oregon and no further disbursement of remaining funds will occur.

I confirm acceptance and acknowledgement of the project completion deadline.

Affirmation Signature*

As of the date of this grant application, I affirm that all information submitted is true and accurate, and confirm that the project can be completed by November 30, 2021.


Michele Tesdal - Tourism Commissioner

✓ Required Supporting Documents

NOTE: You can only upload a single file in each upload field. For example, all support letters must be combined into a single document to upload. [Learn more about how to combine documents into a single pdf.](#)


Entity's Federal W-9 Form*

Please upload your entity's Federal W-9 Form. The form must be filled out completely, signed and dated.

W-9 Detroit.pdf [1.1 MiB] 

Grant Budget*

It is required that applicants use the grant budget template provided here.


Grant-Budget-21.xlsx [38.1 KiB] 


Before submitting your application, please triple-check that you have uploaded all of the required documentation.

✓ Optional Documents

Do you have additional supporting upload materials that might be helpful for the Review Committee?

Examples include: letters of support, architectural drawings, site plans, quotes/screenshots showing product costs.

Tourism letter of support - Can-Can Group.docx [16.2 KiB] 

DLF letter of support.docx [59.0 KiB] 

City of Detroit Rendering Proposal.pdf [290.2 KiB] 

Detroit Avenue - Post Fire.jpg [817.6 KiB] 

From: Travel Oregon <administrator@grantinterface.com>
Sent: Wednesday, March 31, 2021 3:52 PM
To: detroit@wvi.com
Subject: 2021 Competitive & Recovery Grants Program Application Submission Received

Dear Kelly Galbraith,
Thank you for submitting your grant application for Travel Oregon's 2021 Competitive & Recovery Grants Program.

This email serves as confirmation that your application has been received. The grants team will review your submission and notify you if there are questions or needed clarification on your project.

If you have additional questions, please contact Courtney Brie Doss at Courtney@TravelOregon.com or Grants@TravelOregon.com.

Sincerely,

Travel Oregon

Applicant Information

Kelly Galbraith

PO Box 517
Detroit, OR 97342
503-854-3496
detroit@wvi.com

Organization: City of Detroit

Form Name: Travel Oregon Competitive & Recovery Grants Program
Process Name: 2021 Competitive & Recovery Grants Program
Project Name: Detroit: A diamond-in-the-rough.



Alex Danilich
503.750.9357
alex@pdximaging.com
www.pdximaging.com

City of Detroit
Laurie Gatley
503.639.6780
lsk@lskgraphics.com

Proposal Date: March 30, 2021

Project: City of Detroit Rendering

This project calls for (1) rendered overview of the proposed 1 to 2 story buildings making up the town which will be one full block extending out to a 'T'.

- Gas Station
- 2 Marinas
- 2 Motels
- 3 Restaurants
- Post Office
- City Hall
- Hardware Store
- 2 Grocery + a couple of retail stores
- Park w/stage
- Real estate office
- Church

Scope includes modeling the exterior and landscape of the proposed building structures as per design direction provided by the architectural drawings. These exterior views will be merged with a photographed backplate (provided by PDX Imaging) to ensure a photorealistic quality. The scope includes custom modeling and detailing of retail spaces which will feature people moving through the space and other various entourage (merchandise) to activate the scene.

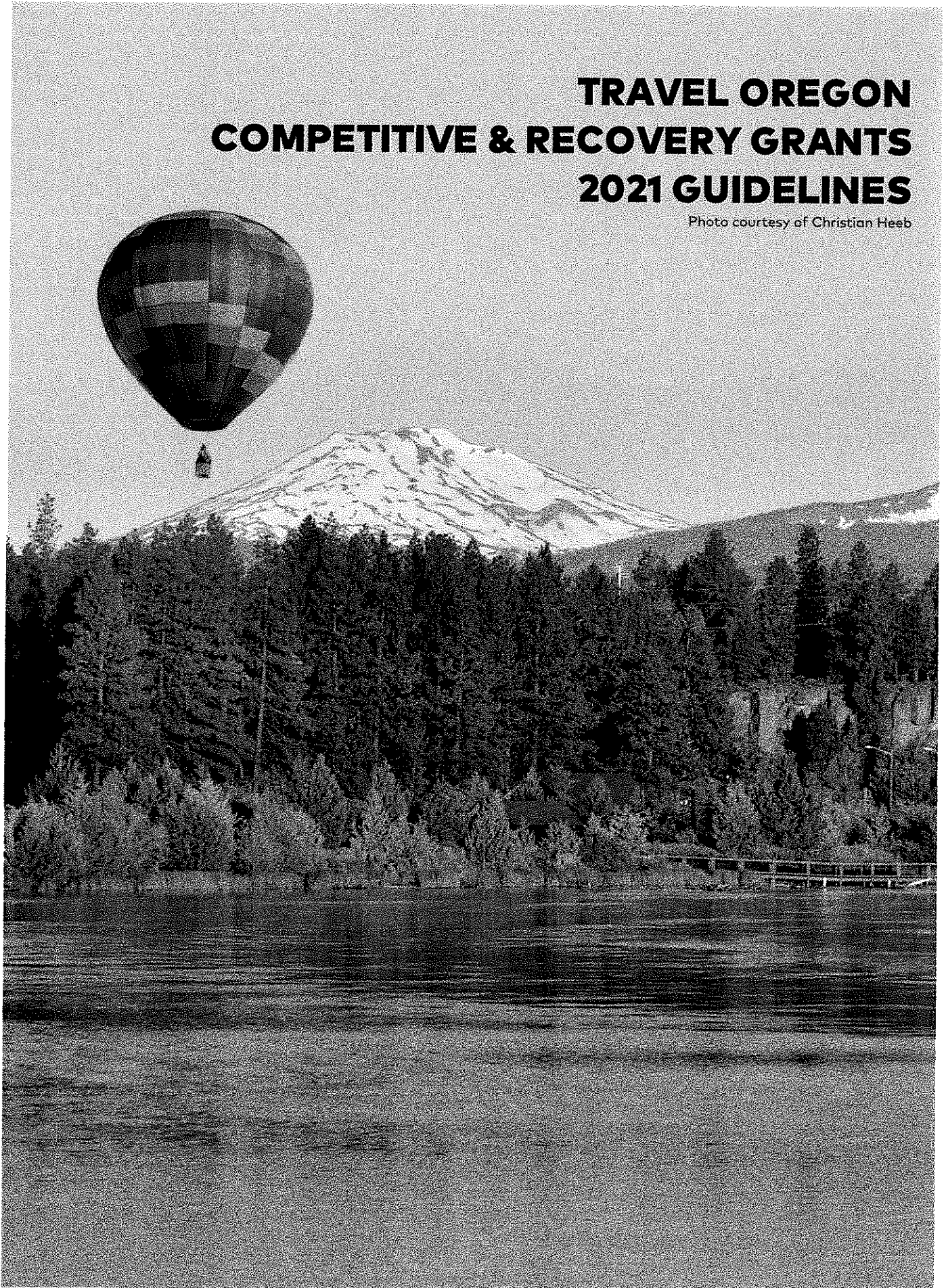
Budget Details:

\$5,000

Delivery of Final Image: TBD

TRAVEL OREGON COMPETITIVE & RECOVERY GRANTS 2021 GUIDELINES

Photo courtesy of Christian Heeb



I. PROGRAM INTENT

TRAVEL OREGON'S MISSION AND GRANTS PROGRAM OUTLINE

The mission of Travel Oregon is to inspire travel that drives community enhancement and economic development. Through innovation and partnerships, we share the stories of Oregon's people and places, deliver world-class experiences, strengthen the industry, work to ensure all travelers feel welcome and preserve Oregon's way of life and its natural places. As we enter the peak visitor season amidst the ongoing COVID-19 pandemic, recommendations from state and federal public health officials continue to affirm that, in addition to protocols like wearing a face cover and maintaining physical distance, in social settings it is better to spend time outdoors rather than indoors.

Travel Oregon believes improved infrastructure is needed to enhance and expand the visitor experience over both the short and long-term and that these enhancements can help in economic recovery efforts.

Total funding available for the Competitive & Recovery Grants program is \$2.3 million. Requests up to \$100,000 will be accepted, depending on project type. No cash match is required. Projects must be completed by November 30, 2021.

II. ELIGIBILITY

ENTITY ELIGIBILITY

Eligible applicants include those listed below that are *doing business* in Oregon and can demonstrate direct work in support of improving the economic impacts of Oregon's travel and tourism industry:

- Local government
- Port districts
- Federally-recognized tribes
- Non-profit entities registered with the Oregon Secretary of State's Office
- Oregon-based tour operators, guides and outfitters

PROJECT ELIGIBILITY

Eligible projects must be focused on the infrastructure needed to create or provide a COVID-19 appropriate visitor experience. Project categories include:

1) OUTDOOR RECREATION

Eligible projects include:

- Trail development and improvements (includes wayfinding/signage/kiosks).
- Recreation site improvements and stewardship (includes wayfinding/signage/kiosks).
- Water recreation (includes access points/wayfinding/mile markers/signage).
- Cycling infrastructure (includes repair stations, restrooms, seating)
- Garbage/waste management solutions.
- Parking/transportation strategies and solutions.

2) BUSINESS DISTRICT/MAIN STREET

Eligible projects include:

- Creation of outdoor public spaces for people to sit, eat, drink and patronize businesses safely, and following state guidelines.
- Wayfinding enhancements.
- Clean-up/beautification in a business district.

3) TICKETED/PAID EVENTS AND ATTRACTIONS

Eligible projects include:

- Online ticketing systems.
- Virtual streaming.
- Hand-washing stations.
- Restroom facilities.
- Amenities for outdoor programming.
- Wayfinding/interpretive signage.

4) TOUR OPERATORS/GUIDES/OUTFITTERS

Eligible projects include:

- Configuration of vehicles/watercraft to maximize spacing.
- Safety placards or messaging.
- New or existing enhancements to online booking technology.
- Personal protective equipment.

III. FUNDING

REQUESTS FOR FUNDING

No match is required for any funding request. Applications that show additional funds provided through cash or in-kind contributions may be given preference.

Requests for funding differs depending on project category:

OUTDOOR RECREATION – requests up to \$100,000

BUSINESS DISTRICT/MAIN STREET – requests up to \$100,000

TICKETED/PAID EVENTS AND ATTRACTIONS – requests up to \$50,000

TOUR OPERATORS/GUIDES/OUTFITTERS – requests up to \$15,000

IV. REVIEW OF APPLICATIONS; DECISION TO AWARD

The application process is open from 8 a.m. PST on Mar. 15 until 5 p.m. PST on Mar. 31. No applications or materials will be accepted after the 5 p.m. PST deadline. Award decisions will be announced by April 30 via email. Applications will be reviewed and decisions to award will be made based on the following:

- Demonstrates an immediate need for the project.
- Demonstrates the ability to complete the project in the required timeline (by Nov. 30, 2021).
- Demonstrates that applicant and project meet the eligibility requirements of Section II and Section III and that the application is complete and contains all information required by these grant guidelines.
- Preference given to projects that demonstrate they ensure accessibility and inclusion of all visitors, including under-represented communities.
- Preference given to entities with required permitting (if needed) secured.

Travel Oregon reserves the right to award grants in amounts totaling less than all funds that are available under the Competitive & Recovery Grants Program, to award a different amount than is requested in a grant application, to make changes to the Grant Guidelines or to cancel the Competitive & Recovery Grants Program in its entirety.

V. GRANT CONTRACTS

Applicants who are awarded a grant will enter into a contract with Travel Oregon, which includes agreements to comply with all guideline requirements and to complete the project as approved.

FUNDING USE/BUDGET AND TIMELINES

Grant recipients shall maintain accurate records of how dollars are spent and must agree to provide Travel Oregon with access to these records in a timely manner, when requested. Grant recipients are required to spend awarded funds by November 30, 2021. Any unspent funds will be returned to Travel Oregon.

GRANT REPORTS

Required reports will be submitted through Travel Oregon's online grant management system.

Project Status Report

Recipients are required to provide a final project budget, receipts to show proof of usage of funds, a written account of how the grant funds were used and the impact of the grant dollars. The Project Status Report is due by December 15, 2021.

GRANT FUNDS DISBURSEMENT

Any grant funds not used as approved shall be returned to Travel Oregon pursuant to the grant contract. Projects must be completed within the approved grant timeline. Following approval and execution of contract, an initial disbursement of 90% of the grant award will be sent to recipient. Final disbursement of funds will be sent once the project is complete, the Project Status Report has been submitted and the final budget and proof of spending documentation is reviewed and approved by Travel Oregon.

VI. QUESTIONS

View the Competitive & Recovery Grants Program [Frequently Asked Questions page](#) for commonly asked questions. Submit additional questions via email to Grants@TravelOregon.com. Please be aware that email response time may be delayed, but questions will be answered as quickly as possible.

VII. GRANT TIMELINE

March 15, 2021 (8 a.m. PST) – Online application opens

March 31, 2021 (5 p.m. PST) – Online application closes

April 30, 2021 – Competitive & Recovery Grants application status notification

November 30, 2021 – Project completion deadline (grant funds spent)

December 15, 2021 – Project Status Report due (final budget, proof of spending, written account of how grant funds were used and the impact of the grant dollars)

VIII. GRANT APPLICATION CHECK LIST

REQUIRED MATERIALS

Before beginning the online application, we encourage applicants to gather all information and/or documents required to submit the application:

- ✓ Entity's Federal W-9 Form – form must be complete, signed and dated
- ✓ Project Budget (must be completed on required form)

View the application questions before you begin.

Refer to the Competitive & Recovery Grants Program Frequently Asked Questions page for troubleshooting.

ONLINE APPLICATION

The Competitive & Recovery Grants application will be available for completion and submission beginning at 8 a.m. PST on Mar. 15. All applications must be completed and submitted online by 5 p.m. PST on Mar. 31.

Access the online application (beginning Mar. 15) here: <https://www.grantinterface.com/Home/Logon?urlkey=otc>

Applicants who have previously applied for Travel Oregon Competitive Grants or the COVID-19 Emergency Response Grant may use their existing password to log on. Once logged into your applicant dashboard, you can access the application by selecting “Apply” in the top navigation. All other applicants will need to select “Create New Account” to begin.

All submissions are final. Be sure to triple-check your work prior to submitting the application.

detroit@wvi.com

From: cpavoni@wvi.com
Sent: Tuesday, March 30, 2021 10:58 AM
To: detroit@wvi.com
Subject: Travel Oregon Grant

<https://www.grantinterface.com/Home/Logon?urlkey=otc>

Login: detroit@wvi.com

PW: Detroit4Ever!

Application for temporary Special Use of Detroit State Parks

The City of Detroit, in cooperation with the Oregon State Parks and Recreation Department, has secured the temporary use of twelve (12) camp sites at the Detroit Lake State Park. These sites are available on a first-come, first served basis for permanent residents of the City of Detroit.

For purposes of this application, the head of household must be a permanent resident of the City of Detroit. For purposes of this application, "permanent resident" means a person who resides more than six (6) months of any calendar year in the City of Detroit, who receives mail at a City of Detroit address, whose driver's license address lists a City of Detroit street address, and who is registered to vote in the City of Detroit.

Please provide **ALL** of the information requested below.

For Office Use Only:

 Date Received

 Time Received

 Initials

1. First Name:		Last Name:	
2. City of Detroit Street Address:			
3. Phone Number:		4. Email Address:	
5. Total Number of People in Household:		6. How Many People Will Be Staying With You?	
7. Names and Ages of People Staying With You at Detroit Lake State Park: (note: Detroit Lake State Park policy prohibits more than eight (8) people occupying one space)			
<u>Name:</u>		<u>Age</u>	
a.		8. Are ADA Accommodations required? (circle one) YES NO	
b.			
c.		9. Do you have pets? (circle one) YES NO	
d.			
e.			
f.			
g.		11. What is the make and model of your vehicle?	
h.			
10. Do you have a recreational vehicle, travel trailer, fifth wheel trailer, or other form of shelter to occupy the camp site? (circle one)		YES NO	

12. Please attach proof of primary residency within the City of Detroit. Acceptable documentation includes photocopy of driver's license or other government issued identification, voter registration, utility bills, or tax returns showing the City of Detroit as your primary address.	
13. Have you begun rebuilding your home? (circle one) YES NO	
14. If No, why not?	
15. Have you applied for permits to rebuild your home? (circle one) YES NO	16. What is your permit status? (circle one) Permits Approved Permits Applied For No permits in process
17. If your permits have been approved, please attach a copy of the approved permit(s).	
18. What is your timeline for rebuilding your home? a. Anticipated Start Date: b. Anticipated Finish Date:	
19. Do you currently have an agreement with a licensed Oregon contractor to begin rebuilding your home? (circle one) YES NO	
20. First and Last months space fee will be required upon completion of the special use permit with Detroit State Park. The monthly rate will be approximately \$750 and will be prorated appropriately. Are you able to pay these fees prior to occupancy? (circle one) YES NO	
21. By applying for and possibly accepting of this temporary use through a special use permit, do you acknowledge that you will have no claim to residency of the Detroit State Parks or any other State, County, Public or Private property? (circle one) YES NO	
22. By applying for and possibly accepting of this temporary use through a special use permit, do you acknowledge that this special use permit shall not extend beyond December 31, 2021? (circle one) YES NO	

APPLICATION CONTINUES ON NEXT PAGE

<p>23. Have you reviewed the attached "Courtesy Guide" for Detroit Lake State Park? (circle one)</p> <p style="text-align: center;">YES NO</p>
<p>24. Have you reviewed the attached Appendix B, which are the rules and regulations for the use of Oregon state parks? (circle one)</p> <p style="text-align: center;">YES NO</p>
<p>25. Do you agree to follow the rules of Detroit Lake State Park, as outlined in both the attached "Courtesy Guide" and Appendix B? (circle one)</p> <p style="text-align: center;">YES NO</p>

I certify, by my signature below, that all of the information I have provided in this application is true and complete to the best of my knowledge. I further certify that I have read and understand the rules and regulations applicable to my use of Detroit Lake State Park, and that I may be subject to removal from Detroit Lake State Park if I am determined to be in violation of the applicable statutes, rules and/or regulations.

I further agree that once my home in the City of Detroit, Oregon is rebuilt, I will immediately vacate the campsite assigned to me, and that I will ensure any other persons staying at the campsite will also vacate the campsite immediately.

I further agree that I will immediately notify the City of Detroit, Oregon once the campsite is vacated, so that another resident of the City of Detroit may use the Detroit Lake State Park as a temporary residence while their home is being rebuilt.

I further agree that I will not sublet, rent, or otherwise allow any other person other than those persons specifically listed in this application from residing, staying, or lodging in the campsite assigned to me under this application. I will immediately notify the City of Detroit should circumstances change and persons other than those listed on this application are residing in the campsite assigned to me.

Finally, I acknowledge that this application does not create a landlord-tenant relationship between myself and any person residing at the campsite with me, and the City of Detroit, Oregon and/or the State of Oregon.

Signature

Date

Printed Name

WELCOME TO DETROIT LAKE STATE PARK

Courtesy Guide

- **NUMBER OF VEHICLES and RECREATIONAL VEHICLES** – There is a limit of **one** RV and **two** vehicles per site. Each vehicle will be issued parking permits. Permits cannot be exchanged between other vehicles. Your assigned vehicle permit will be valid at Mongold Day Use Area as well.
- **OCCUPANTS PER SITE** – Limit of 8 people per site.
- **PARKING** - All motor vehicles and RVs must park on the pavement of the campsite. Overflow parking is available for vehicles that do not fit and is specifically assigned to campsite. Please do not park on roads, open dirt areas or vacant campsites.
- **VISITORS** - All visitors must check in at the booth. A temporary pass is required if staying less than 15 minutes. If site does not have 2 vehicles assigned and visitor is staying the day, a \$5 Day Use Pass will be issued. A Day Use visitor will be considered a 2nd vehicle for that day.
- **QUIET HOURS** - Quiet Hours are from 10pm to 7am. This includes TV's and radios outside of RVs. Please keep the noise to a minimum during this time.
- **GENERATORS** – Generator use is not allowed in the campground.
- **PETS** - All pets must be kept under physical control or in RV at all times. If tethered in campsite, they must not be able to reach trails or road. Tether/leash cannot be longer than 6ft. Do not leave pets unattended in campsite. It is your responsibility to clean up after your pets; doggy bags are available at the visitor center and multiple locations in the campground.
- **BICYCLES** - Children under 16 years old must wear a helmet in the campground. Please obey posted traffic signs, speed limits. Bikes are not allowed on the restroom paths.
- **TRASH COMPACTORS AND RECYCLING STATIONS** - are located in loops D and F. Please deposit **ONLY** campground garbage in the compactor.
- **CAMPFIRES** – All firewood must be contained within the fire ring. Please do not throw cans, bottles, plastic, food or cigarettes into the fire ring. For safety, please keep fires low and do not leave fires unattended. Please do not collect and burn driftwood.
- **SMOKING** - of tobacco products is allowed in designated campsites **ONLY**. Marijuana use is not allowed in State Parks.
- **WILDLIFE** – please do not feed the wildlife.
- **OTHER RULES** - You can find a list of the other rules on signs posted throughout the park. If you have any questions or concerns, please contact Authorized Park Representative.

Appendix B

736-010-0020

General Regulations

- (1) The director may establish seasons, overnight lengths of stay, camper checkout times and procedures to adjust daily park property opening and closing times, and portions of a park property that are permanently closed or limited to specific uses or activities by the public. These may differ from park property to park property and from time to time, but shall be indicated on the state park website, published maps, brochures, the current state parks guide booklet, or on posted signs at the park property.
- (2) Unless otherwise specifically established by the director the following apply:
 - (a) The maximum length of stay for campers is 14 consecutive nights in a 17 night span. After three nights out of the park, campers may return to start a new stay.
 - (b) The maximum length of stay for hiker/biker sites is three consecutive nights in a seven night period per park.
 - (c) Unless otherwise posted or specifically open for an event or activity, the hours of operation for a day use area are dawn to dusk.
- (3) The director, by written agreement, may cooperatively exercise jurisdiction and authority over a park property with a county, city, or political subdivision thereof for the purposes of enforcing state park rules, and applicable state, county or city laws.
- (4) A person shall observe and abide by all instructions, warnings, restrictions, and prohibitions on posted signs and notices and from park employees.
- (5) A park manager or park employee may seek compliance from the public with any state park rule.
- (6) A park manager or department enforcement officer may order any person that violates any state park rule to leave a park property.
- (7) A park manager or a department enforcement officer may exclude a person that violates any state park rule from the park property or multiple park properties for a specified period of time.
- (8) A peace officer may seek compliance from the public with any state park rule and may order a person who violates one or more state park rules to leave a park property.
- (9) A peace officer may exclude or recommend that the park manager exclude a person who violates any state park rule; federal, state, county, or city law; or court order from a park property or multiple park properties for a specified period of time.
- (10) A park manager or designated park employee may protect the safety or health of the public or protect park resources. This authority includes actions that may temporarily:
 - (a) Permit or limit specific activities or uses in designated portions of a park property;
 - (b) Designate a location within a park for a single use to avoid conflicts between users;
 - (c) Restrict access to or close an entire park property;

(d) Restrict access to or close a portion of a park property; or

(e) Exclude a person from a park property.

(11) A person excluded from a park property may contest the exclusion notice by filing a written appeal within seven days of the exclusion date. The person excluded must submit the appeal to the District Manager responsible for the park where the notice of exclusion was issued.

(12) The following situations are criminal trespass in the second degree, a Class C misdemeanor, per ORS 164.245:

(a) A person ordered to leave a park property that remains present as a visitor;

(b) A person excluded from a park property that enters or remains present as a visitor;

(c) A person enters a closed or restricted portion of a park property; and

(d) A person engages in an activity that has been specifically prohibited or restricted at a park property or a portion of a park property.

Statutory/Other Authority: ORS 390.050, 390.121 & 390.124

736-010-0022

Violations and Fines

(1) Violation of a state park rule is a Class D violation unless otherwise specified in this division.

(2) Vehicular violations in a park property are classified per the Oregon Vehicle Code, ORS chapters 801 to 826, unless further specified in this division.

(3) Violations that disturb or damage park resources are Class A violations.

(4) Violations that constitute criminal trespass per OAR 736-010-0020 are Class C violations.

(5) Each occurrence of a violation of a state park rule shall be considered a separate offense.

(6) Violations of state park rules are punishable, upon conviction, by a fine as provided in ORS chapter 153 with the exception of the following specific violations:

(a) Violations of OAR 736-015-0030(3)(a), parking without displaying a valid parking permit when required, are Class D violations with a specific fine of \$60;

(b) Violations of OAR 736-010-0026(1)(b), failure of persons under 16 years to wear protective headgear, are Class D violations with a specific fine of \$60;

(7) With the exception of those specific fines set forth in section (6), enforcement officers shall cite on the presumptive fine amounts established by ORS chapter 153.

Statutory/Other Authority: ORS 153 & 390

Statutes/Other Implemented: ORS 153.018, 390.050, 390.111 & 390.990

History:

736-010-0025

Motor Vehicles

- (1) All park area roadways are considered public roadways and all provisions of the Oregon Vehicle Code, ORS chapters 801 to 826 are applicable and enforceable on such roadways.
- (2) Motorists must comply with motor vehicle regulatory signs posted on park properties.
- (3) Motor vehicles, trailers, or other vehicles shall be operated only on public roadways and in other portions of park properties designated for motor vehicle use by signs or park employees.
- (4) Where not otherwise posted, motor vehicles may not be operated within a park property at speeds in excess of 25 miles per hour. Violation of this rule is a Class B violation.
- (5) Motor vehicles, trailers, or other vehicles shall be parked only in designated parking areas.
- (6) The department may have a vehicle towed at the owner's expense if a vehicle is parked in a fire lane, roadway, campsite, entry way, driveway, closed area, or other location in a manner that threatens park resources, impedes park operations, or safety, or any combination thereof.
- (7) Abandoning a vehicle or leaving a vehicle unattended for 72 hours or more at a park property without permission from the park manager is prohibited and is a Class B violation. Vehicles abandoned for 72 hours or more or vehicles owned by a person who has been excluded from the park property or who is in violation of criminal trespass may be towed at the owner's expense.
- (8) Parking a motor vehicle or a trailer overnight in a day use area is prohibited without written permission of the park manager or designated park employee and such vehicles are subject to towing at the owner's expense.
- (9) Unlicensed motorized vehicles, except department service vehicles, may not be operated in park properties unless otherwise posted, with the exception of other power-driven mobility devices operated within the constraints established in section 11.
- (10) A person may only operate an Off-Highway Vehicle (OHV) on park property:
 - (a) In designated off-highway riding areas or on park roadways which are signed for OHV use.
 - (b) During those seasons and hours of operation which are established by the park manager.
 - (c) Below the maximum permissible decibel level as published on the state park website on July 1, 2013.
- (11) The park manager or a park employee designated by the manager will allow the use of other power-driven mobility devices by individuals with mobility disabilities, in areas open to the public unless it is determined that the device cannot be operated in accordance with legitimate safety concerns for the operator, park visitors, park resources and park facilities. In determining if the device can be operated in a safe manner the manager or designee will consider the following criteria:
 - (a) The type, size, weight, dimensions, and speed of the device;
 - (b) The facility's volume of pedestrian traffic (which may vary at different times of the day, week, month, or year);

(c) The facility's design and operational characteristics (e.g., whether its service, program, or activity is conducted indoors, its square footage, the density and placement of stationary devices, and the availability of storage for the device, if requested by the user);

(d) Whether legitimate safety requirements can be established to permit the safe operation of the other power-driven mobility device in the specific facility or area; and

(e) Whether the use of the other power-driven mobility device creates a substantial risk of serious harm to the immediate environment or natural or cultural resources, or poses a conflict with applicable state laws and regulations.

Statutory/Other Authority: ORS 390.124

CITY OF DETROIT, OREGON

RESOLUTION NO. 617

A RESOLUTION CREATING NEW BUDGET LINE ITEMS TO ACCEPT FEMA FUNDS

WHEREAS, the City of Detroit's approved 2020/21 fiscal year budget requires additional budget line items to accept FEMA rebuilding funds after the devastating wildfire event of September 8, 2020 destroyed approximately 75 percent of the City of Detroit.

BE IT HEREBY RESOLVED AS FOLLOWS:

Section 1:

1. Line Item 30OR-60 – Resources - Rebuilding Fund: FEMA – FEMA Funding, is herewith created.
2. Line Item E30-600 – Expenditures – Rebuilding Fund: FEMA – FEMA Expenses, is herewith created.

PASSED BY THE COMMON COUNCIL OF THE CITY OF DETROIT, Marion County, Oregon this ____ day of April, 2021 .

Effective date: Upon approval

Ayes____ Nays____ Absent____ Abstain____

ATTEST:

Signed: _____
James R. Trett, Mayor

Kelly Galbraith, City Recorder

