



CITY OF DONALD

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City Council

Action Agenda Summary

Tuesday, January 12, 2021 at 6:45pm

Due to COVID-19 Restrictions: City Council Meets via WebEx

Public Attendance is by Call or Video Only with WebEx

WebEx is a free service for the public to attend meetings. Directions for joining the meeting are below.

OPEN MEETING: Mayor Olmsted opened the regular City Council Meeting up at 6:45pm. The meeting was held electronically though WebEx.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Mayor Rick Olmsted, Council President Katie Gonzalez and Councilors: Rod Scott, Gerry Waller, Lauren Ostrander and Amanda McCracken

Absent: Councilor Troy Hellickson (excused)

Staff Present: Public Works Director Alonso Limones and City Manager Heidi Bell

OATH OF OFFICE FOR ELECTED MAYOR AND COUNCILORS: City Manager Bell led each individual in taking their oath for office.

- Rick Olmsted, Mayor
- Amanda McCracken, Councilor
- Lauren Ostrander, Councilor
- Rod Scott, Councilor

Mayor Olmsted held a moment of silence for the 192 Oregon victims who have died due to COVID *from January 1, 2021 to January 12, 2021.

STATE OF THE CITY ADDRESS:

Mayor Olmsted delivered the State of the City Address. It focused on three themes: Thanks, Concern and Hope. The Address can be listened to on the City's website.

REVIEW: Mayor's Rules & Council Rules of Procedure: Mayor Olmsted would like Council to review them for modification in a few months, as opposed to the January Meeting. This will allow the Council as a whole, and the new Councilors to experience a few meetings before setting rules. Council agreed. Mayor Olmsted stated that all ideas are valuable and to speak one at a time. Councilor Gonzalez stated that she would like the Council to revisit Chapter 7, Section 3: Statements to the Media, when they do review the rules in the future.

VOTE: Council President for 2021

Mayor Olmsted: stated that collectively the experience on the Council is very young. The average tenure is under two years.

- ✓ Mayor Olmsted nominated Councilor Katie Gonzalez for Council President. It was seconded by Councilor Ostrander. Councilor Gonzalez accepted the nomination. Mayor Olmsted called for other nominations. There were none. Vote: 6-0-0. Motion carried. Council President for 2021-2022 is Katie Gonzalez. She expressed her appreciation and thanks for the leadership role.

ADD/DELETE AGENDA ITEMS:

There were corrections made to the Council Contact and the Meeting Date sheets that were included in the packets. Updated sheets will be included in the February packets.

CORRESPONDENCE/PRESENTATIONS:

Manager Bell said that Fire Chief Williams was unable to attend.

COMMUNITY MEMBER'S FEEDBACK: None

PUBLIC HEARINGS: None

POLICE REPORT AND STATS:

City of Gervais Police Chief Mark Chase and the City Council discussed court, community policing and the included stats. There was also a follow-up about how police report statistics for race to the State; called "Stop Data". Discussion of calling the non-emergency line and that dispatch will determine the responding agency depending who is on-call. The Council thanked Chief for his work and service.

CONSENT AGENDA

- I. **Action Agenda Summaries: 12/8/2020 Regular Meeting and 12/8/2020 Executive Session**
 - Grammar errors that were corrected on the Regular Meeting AAS for 12/8/2020:
 - Page 1: "for" should be "to".
 - Page 2: remove "the", should be "lead" not "led" and should be "him" not "his".
- II. **Post on Website Aurora Fire District Logs: December 2020**
- III. **Check Register & Cash Sheet: December 2020**
- IV. **Quarter 2 Fiscal Year Report**
- V. **Sidewalk Project Payment Report**
 - ✓ Council President Gonzalez motioned and Councilor Ostrander seconded to accept the Consent Agenda with the stated grammar changes to the Action Agenda Summary for 12/8/2020 Meeting. Mayor Olmsted noted that the motion included posting the fire and police logs on the City's website. No discussion. Vote: 6-0-0. Motion carried.

OLD BUSINESS

I. Vote: Council to Address Any Needed Updates to Mayor's Emergency Declaration

a. Past Due Water/Sewer Bills: Charging Fees & Processing Shut-Offs:

Manager Bell presented information for the Council and asked if Council was still supportive of staff restarting the water and sewer bills delinquent customer processes. There was much discussion about how to handle this in a fair, transparent and consistent matter that is easier for staff to carryout. The Council acknowledged how hard it will be for delinquent customers to get caught up but that the Council is responsible for ensuring that City's bills are getting paid.

- ✓ Council President Gonzalez motioned and Councilor Scott seconded that to have delinquent

customers pay a minimum of their monthly bill, plus a \$100 to get caught up and be granted with one extra month of leniency if people fail to pay. There was discussion about the amount customers should pay for payment plans, nonprofit services to help customers, what happens if people don't pay, shutting off water services during COVID, and staff labor. Vote: 6-0-0. Motion carried.

Manager Bell stated that the Council at the December meeting decided to ask the new Council if they wanted to support raising the water and sewer rates as per the Rate Study. Rates are usually raised annually in July but in 2020 it didn't happen to be supportive of the unknown economy due to COVID. The Budget Committee decided that the Council should revalue this at the December meeting. Manager Bell asked for the Council to be conscious about the new Rate Study and that it will most likely suggest another rate increase to happen in July. Discussion about waiting for the Rate Study and doing it all at once in July, or doing a little increase now and as well as the one in July.

- ✓ Councilor Scott motioned and Mayor Olmsted seconded to wait to increase the water and sewer fees until after the results of the Rate Study. Discussion ensued about the timeline and the need to collect money for the water and sewer systems. Discussion about smaller increases is digestible as opposed to large increases for the water and sewer bills. There was discussion about the importance of communicating the need for the increases to the public and what to expect from the Rate Study. Vote: 1-5-0. Motion failed. *(Voting Nay: Mayor Olmsted, Council President Gonzalez and Councilors Waller, Ostrander, and McCracken)

More discussion about rates, including that increases are never popular but the proposed amount is more digestible at \$2.55 per month for base bill.

- ✓ Council President Gonzalez motioned and Councilor McCracken seconded to start the rate increase in April 2021 as presented. (Giving the customers two months of notice.) Vote: 5-1-0. Motion carried. *(Councilor Scott dissenting vote)

Council wished Council President Gonzalez Happy Birthday!

b. Extension of Administrative Policy: COVID-19 Emergency Leave Policy:

Manager Bell provided background and explained that the policy ended December 31, 2020. Although no staff has taken this leave, COVID still persists and she would like to keep the policy just in case it is needed. Councilor Waller provided editing of the document for Manager Bell to update. There are no proposed changes from the previous version, which was given as a template to cities by CIS.

- ✓ Council President Gonzalez motioned and Councilor Waller seconded to accept the extension of the Novel COVID-19 Emergency Leave Policy, with grammar changes accepting the good faith that Councilor Waller and Manager Bell worked on and the end date would be decided upon vote by the City Council. No discussion. Vote: 6-0-0. Motion carried.

c. City Hall Walk-Up Window:

Manager Bell said that staff is in City Hall during working hours, but typically only one staff person at a time. The others are working remotely. The public is still not allowed inside, but served through the walk-up window. It was too complicated to have public hours because people come whenever, so they are served when they come. She encourages people to phone call for information that can be done via phone, instead of in-person.

- ✓ Councilor Scott motioned and Councilor Ostrander seconded to adopt the proposed changes to the Mayor's Emergency Declaration as presented. There was discussion about the closure of the basketball court and what to do to prevent people from playing since it is against

COVID rules. There was discussion about basketball courts still closed as per State law, although people still continue to play. Signs should be reinstalled. Discussion of taking the nets or the hoops down. Questions regarding the City's liability for allowing people to play basketball surfaced. Manager Bell will contact CIS and report back to the Council regarding the findings on any legal responsibilities and/or what other cities are doing. Vote: 6-0-0. Motion carried.

- ✓ Council Scott rescinded his motion for Council President Gonzalez to make a motion.
- ✓ Council President Gonzalez motioned and Councilor Scott accepted the Emergency Declaration as presented on pages 53 and 54 of the Council Packet, with the provision that the City Staff seeks out other entities' basketball court procedures and reports back to the Council. No further discussion. Vote: 6-0-0. Motion carried.
- ✓ Council President Gonzalez motioned and Councilor Scott seconded to take a break, resuming at 8:59pm. No discussion. Vote: 6-0-0. Motion carried.

NEW BUSINESS

I. Vote: Holiday Lighting Contest Winners:

Councilors came with their choices for first and second place. Alonso took the tallies of the Councilor's votes.

Councilor Scott asked that the runner-ups be recognized in the newsletter. PW Director Limones took the Councilors votes for first and second place. He tallied the votes and announced:

5 votes for 20957 Crisell Street

4 votes for 11011 Rees Street

Runner-Ups: 11013 Chantal Court and 11105 Main Street #27

- ✓ Council President Gonzalez motioned and Councilor McCracken seconded to award first place and a \$50 prize to 20957 Crisell Street and second-place with a \$25 prize to 11011 Rees Street. No discussion. Vote: 5-0-0.

***Note:** At around 9:30 pm there was a major disruption and several Councilor's connections were dropped. Councilor Scott's internet connection was lost temporarily during this discussion and he did not vote, but he rejoined right before New Business Item 2.

II. Vote: Appoint City Manager Heidi Bell as Budget Officer for Fiscal Year 2021-2022

- ✓ Council President Gonzalez motioned and Councilor Waller seconded to approve Manager Bell as the Budget Officer for Fiscal Year 2021-2022. No discussion. Vote: 6-0-0.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald

Council discussed dates for Work Sessions and a Goal Setting Meeting. Mayor Olmsted will work on these dates with the Councilors. Council President Gonzalez raised the question about holding in-person meetings, this led to a conversation. Mayor Olmsted stated that he will make a decision prior to the next meeting but he will take people's thoughts into consideration.

a. PGE Green House Gas Emissions, Zero-Net by 2040 Program Review/Response:
No discussion.

b. League of Oregon Cities: Virtual City Day:
Mayor Olmsted and Manager Bell are attending.

II. Focus Group Reports: Postponed until next month.

III. Mayor's Report: In the interest of time, no report.

IV. Council Goals:

To be discussed at a later meeting, perhaps a Work Session instead of a weekend meeting.

V. 2021 Newsletter Article Signup:

Councilors told Manager Bell which months they wanted, and she will randomly assign the remaining months.

VI. Donald Beautification Group Meeting Update:

Manager Bell gave a summary of the last meeting's activities.

REVIEW ITEMS

I. Building Logs: December 2020

II. Business License Renewals: December to February 2021

III. Gas Logs: December 2020

IV. Water Testing Report: December 2020

V. Employee Safety Meeting Minutes: December 2020

PUBLIC WORKS REPORT: Public Works Director Alonso Limones referred to his monthly report that was included in the packets for prior inspection. Councilor Scott asked about the next steps for the well process. The well siting report was discussed and the permitting needs.

CITY MANAGER REPORT: Manager Bell asked for questions regarding her included report. She stated that the City staff is unable to hold court for traffic fines and she will work with the City of Gervais to have the citations held at the Gervais Court. Donald will no longer receive any of citations revenue but also will not have any of the responsibilities and labor associated with this change. This will be reviewed in the future for reversal. She stated budget proposals are due to her by February 1st. There was discussion about holding in-person Council Meetings. She read a thank you letter from Love Santa Inc., about the Council's monetary donation to the non-profit during the holiday season for gifts and food to our local area residents in need.

ADJOURN


- ✓ Councilor Scott motioned and Council President Gonzalez seconded to adjourn the meeting at 10:08 pm. No discussion. Vote: 6-0-0. Motion carried.

Date: February 9, 2021

Signed: 
Rick Olmsted, Mayor

ATTEST:

Date: February 9, 2021

Signed: 
Heidi Bell, City Manager

*Indicates changed before adoption.