



CITY OF DONALD

10710 Main Street N.E. • P.O. Box 388 • Donald, OR 97020-0388

Phone 503-678-5543 • Fax 503-678-2750

www.donaldoregon.gov

City Council Regular Meeting Action Agenda Summary Tuesday, March 10, 2020 at 6:45pm Donald City Hall, 10710 Main Street NE, Donald, OR 97020

OPEN MEETING: Mayor Brad Oxenford opened the regular meeting of the Donald City Council on March 10, 2020 at 6:45pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Mayor Brad Oxenford, Council President Gloria Nicholson, Councilors: Troy Hellickson, Sheryl Glenn, Katie Gonzalez, Gerry Waller and Rod Scott.

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

ADD/DELETE AGENDA ITEMS

City Manager Bell informed the Council that a Community Member who wishes to speak under Community Member's Feedback needed to leave the meeting momentarily. Manager Bell asked that in the event the individual is not back for the Community Member's Feedback portion of the meeting, if they could speak later in the meeting when and where it made most sense. Council agreed.

Manager Bell shared that she received phone calls earlier in the day from Councilor Waller and Nicholson informing her that there were grammatical and formatting errors found in the accepted changes version of the employee handbook that was included in the Councilor's packets. Manager Bell explained that she just wanted the Council to have a copy to read for content.

CORRESPONDENCE/PRESENTATIONS: None

COMMUNITY MEMBER'S FEEDBACK:

Paper Feedback Form: Ben Zimmer, 21076 Butteville Rd., Donald, OR: Mayor Oxenford read aloud the feedback from that was included in the Councilor's packets along with photos. Mr. Zimmer made a presentation to the Council. Mayor Oxenford would like to have a discussion with City Manager Bell, Director Limones and the City Attorney to come up with next steps. Mayor Oxenford will share at next Council meeting what those steps are.

CONSENT AGENDA

- I. Action Agenda Summaries: Regular Council Meeting 2/11/2020**
- II. Post on Website Marion County Sheriff Office, Police Logs/Stats: February 2020**
- III. Post on Website Aurora Fire District Logs: February 2020**
- IV. Check Register & Cash Sheet: February 2020**

- ✓ Councilor Scott motioned and Councilor Hellickson seconded to approve the Consent Agenda Items as submitted. No discussion. Vote: 7-0-0. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

I. Vote: New Business License: DP Plumbing Inc: 10749 Oak St. #6

- ✓ Councilor Hellickson motioned and Councilor Scott seconded to approve the New Business License Application for DP Plumbing located at 10749 Oak St. #6. No discussion. Vote: 7-0-0. Motion carried.

II. Vote: Budget Committee Appointments for three-year terms

Two applications for two open seats on the Donald Budget Committee were received. Manager Bell shared that one applicant, Alysha Irvin was in attendance at the moment and that the other Wendy Scharich sends her apologies, but will not be able to make the start of the meeting.

Mayor Oxenford asked Alysha Irvin if there was anything that she wanted to say to the Council? Alysha shared that she applied for the Budget Committee because she wanted to get more involved with the Community, that Donald is a wonderful little town and she has lived here for three years.

Councilor Scott and Councilor Waller thanked Alysha for applying

- ✓ Council President Nicholson motioned and Councilor Waller seconded to approve Alysha Irvin to the Donald Budget Committee. No discussion. Vote: 7-0-0. Motion carried.

III. Vote: Resolution No. 495-20: Employee Handbook Update

Manager Bell shared that there were many changes at the State level that inspired the updating of all Employee Handbooks.

Councilor Gonzalez asked for clarification on specific changes to the handbook, specifically about the donated time and what “per incident” means and what the max amount of time a staff member can be gone.

Council held discussion regarding the remote-work policy.

- ✓ Council President Nicholson motioned and Councilor Glenn seconded to approve Resolution No. 495-20 approving a revised Employee Handbook. No discussion. Vote: 7-0-0. Motion carried.

IV. Vote: Resolution No. 496-20: Council Rules of Procedure

Council President Nicholson shared that on page 111 she does not like the font formatting on number three and would like it unjustified.

- ✓ Councilor Hellickson motioned and Councilor Gonzalez seconded to approve Resolution No. 496-20. No discussion. Vote: 7-0-0. Motion carried.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald

Councilor held discussion about the Center Street Market, the Happy Street Market and the anticipation of the Fire Tacos Food Cart opening.

Manager Bell provided an update on current City projects including the Main Street Sidewalk Project.

At this point in the meeting, Budget Committee applicant Wendy Scharich entered the meeting. Council went back to Agenda New Business Item II: Budget Committee Appointments to three-year terms.,

Wendy shared that she was on the City Council in the late 80's, early 90's.

The Council thanked Wendy for applying.

- ✓ Councilor Gonzalez motioned and Councilor Glenn seconded to approve Wendy Scharich to the Donald Budget Committee. No discussion. Vote: 7-0-0. Motion carried.

At this point in the meeting, Council went back to Community Member's Feedback.

a. Municipal Code Changes for Business Regulations

Council held discussion about the proposed Business Regulations changes. It was decided to call them "Business Registration" instead of license or permit. The City Council would still like to see new Business Registration Applications and the City Planner's recommendation. Newly processed applications will go under Agenda Review Items with the Business License Renewals. If the City Planner recommends the application be denied, then City Council will vote; otherwise, approval will be handled by City Staff. There were other Business Registration regulations determined. City Manager Bell, along with the City Attorney and City Clerk will draft a new Business Registration Code with changes implemented for the City Council to review at a later date.

b. Status Report on Municipal Court

The review of the Municipal Code being done by Judge Coukoulis to be completed by Wednesday, March 11, 2020. City Manager Bell will provide City Council of status in this week's edition of the Friday Journal.

II. Report on Donald Beautification Group Work: Councilor Waller

Councilor Waller informed the Council and those in attendance that the next Donald Beautification Group meeting is on March 23, 2020. Councilor Waller provided an update on Park Restroom Project, Park Dedication and Tire Land. The Park Dedication date has changed and the new date is to be determined.

There was discussion surrounding the park restroom installation and how the current contractor sub-contracts some of the work.

Manager Bell shared that the tree that was donated from the Aurora Fire Department's Annual Bingo Night (Coral Japanese Maple) is not on the approved street tree list. Manager Bell contacted the Oregon Forestry Department who shared that that particular tree is very susceptible to disease and requires specific, careful maintenance. The Council will decide at their April meeting where the tree is to be planted. It was suggested that in the meantime, Councilor Scott contact Planning Commissioner Crawford to see if he is willing to take care of the tree until it can be planted.

Councilor Gonzalez shared that she has created a Community Calendar. City Clerk Meadors has put the calendar on the City's website and community boards. Councilor Gonzalez asked that if anyone knows of or would like an event added to the Calendar to please contact her.

III. Focus Group Reports

a. Economic Development Grant Discussion: Council President Nicholson

Council President Nicholson shared that she has been working on gathering information for the use of the grant money the City received for Economic Development. Council President Nicholson will complete her research, as well as gathering price quotes and will present at either the April City Council Work Session or Regular Council meeting.

Councilor Gonzalez shared that she was not aware that there was going to be an April City Council Work Session until she received her packet. City Manager Bell said that it is safe to assume that there will be a meeting every month.

IV. Mayor's Report

Mayor Oxenford gave a report on the Audit Firm selection process and how the Selection Committee arrived at their selection. Ultimately the decision was based on their fit for the City of Donald, commitment to providing the best service and their IT services. Council authorized Manager Bell to negotiate contract.

REVIEW ITEMS

I. Building Logs: February 2020

II. Business License Renewals

Councilor Scott shared that there was a typo for Valley Agronomics; registration expiration should say 2021.

III. Gas Logs: February 2020

Councilor Scott shared that he did the calculations and the Ford F350 only gets 6 m.p.g.

IV. Water Testing Report: February 2020

V. Employee Safety Meeting Minutes: February 2020

PUBLIC WORKS REPORT:

Director Limones referred to his monthly report that was included in the Councilor's packet for prior inspection. Councilor Hellickson asked Director Limones how it was going working with a three-man crew. Director Limones said it has been going really well, especially with all the projects that are happening. This also allows Director Limones to focus more on Management, Emergency Management and Code enforcement.

Council President Nicholson asked how long it had been since the speed bumps in Donald have been painted. Director Limones responded that it has been a couple years but as the weather gets warmer this will be a project to be completed.

Councilor Scott said that he appreciated the update on the Well Project that was included in Director Limones' monthly report. Councilor Scott requested that an update be provided in every Public Works Monthly report, even if there is nothing new to report.

CITY MANAGER REPORT:

Manager Bell referred to her monthly report that was included in the Councilor's packet for prior inspection. Manager Bell shared that she and Director Limones were able to negotiate the Well GSI down to \$10,000 and is continuing to research other Oregon Well resources. There will be a new Wastewater and Water Master Plan presented to the Council by the new City Engineer at a later

date that will address the well issues.

The Council thanked City Manager Bell and Director Limones for their service and congratulated them on celebrating their anniversaries with the City.

ADJOURN

- ✓ Councilor Gonzalez motioned and Councilor Scott seconded to adjourn the meeting of the Donald City Council at 9:12pm. Vote:7-0-0. Motion carried.

Date: April 21, 2020

Signed: 
Brad Oxenford, Mayor

ATTEST:

Date: April 21, 2020

Signed: 
Heidi Bell, City Manager