



CITY OF DONALD

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City Council

Action Agenda Summary

Tuesday, August 11, 2020 at 6:45pm

Due to Social Distancing Restrictions: City Council Can Met In-Person at City Hall and 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 Brad Oxenford opened the regular meeting of the Donald City Council on Tuesday, August 11, 2020 at 6:45 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Present: Mayor Brad Oxenford, Council President Gloria Nicholson (Phone Call), Councilors: Sheryl Glenn, Katie Gonzalez, and Rod Scott (Webex).

Absent: Councilors Troy Hellickson and Gerry Waller (excused)

Staff Present: City Manager Heidi Bell and Public Works Director Alonso Limones (Webex).

ADD/DELETE AGENDA ITEMS: None

CORRESPONDENCE/PRESENTATIONS: None

COMMUNITY MEMBER'S FEEDBACK:

Paper Feedback Form: June McConkey, 10899 Blake Ct.: Mayor Oxenford read her letter aloud. She had a complaint about the blackberry bushes growing through the fence from her neighbor's property. Blackberries are controlled through the municipal code as noxious plants. Manager Bell included an email in the packet that summarized the steps staff had taken to resolve the issue.

PUBLIC HEARINGS: None

CONSENT AGENDA

I. Action Agenda Summaries: Regular Council Meeting: July 14, 2020

There were three edits:

- a) Page 9: 3rd line, 1st bullet: misspelling of "bringing" not "brining"
- b) Page 10: Old Business #1: there is a missing "were" in the sentence.
- c) Missing the motion to approve Clean Up Day.

II. Post on Website Aurora Fire District Logs: July 2020

III. Check Register & Cash Sheet: July 2020

- ✓ Councilor Gonzalez motioned and Councilor Glenn seconded to approve the Consent Agenda Items with the three edits to the AAS for the July 14, 2020 meeting. No discussion. Vote: 5-0-0. Motion carried.

OLD BUSINESS

I. Vote: Update to Emergency Declaration

- a) **Chalk the Walk Event:** Council directed Manager Bell to have the group provide a statement to the Council requesting the location and explain how they will follow COVID policies. The Council needs more information before approval.
- b) **Past Due Water/Sewer Bills:** Council held a discussion about what to do with the past due water and sewer bills rising and yet the financial issues around COVID continue. The Council agreed that something must be done to try to reduce the amount owed to the City. They weighed pros and cons of different approaches.

Council directed Manager Bell that for the next bill cycle to print the past due accounts on colored paper with some sort of indication that the account is past due. No shut-offs are to be done and no fees added, at this time. Payment plans should be encouraged for those that are far behind and cannot pay the full balance. The Council will reconsider their approach at the next meeting. They would like a progress report for their next regular meeting.

NEW BUSINESS

I. Vote: Resolution No. 511-20: Accepting COVID-19 Grant Money from CARES Act

- ✓ Councilor Glenn motioned and Council President Nicholson seconded to approve Resolution No. 511-20: Accepting COVID-19 Grant Money from the CARES Act. No discussion. Vote: 5-0-0. Motion carried.

II. Vote: New OLCC Liquor License Application: Center Market: 10801 Main Street, Unit C, Donald OR

- ✓ Council President Nicholson motioned and Councilor Scott seconded to approve the New OLCC Liquor License Application for the Center Market at 10801 Main St., Donald, Oregon. No discussion. Vote: 5-0-0. Motion carried.

III. Vote: New Business License Application: Meltar Supply: 10751 Oak St. #2:

Business owner Tara Kramer gave a presentation about her business to the Council. She attended via Webex. The Council thanked her for opening a business in Donald.

- ✓ Councilor *Scott motioned ~~Scott~~ and Councilor Glenn seconded to approve the New Business License Application for Meltar Supply, 10751 Oak St. #2, Donald, Oregon as recommended by City Planner. No discussion. Vote: 5-0-0. Motion carried.

IV. Vote: Resolution No. 512-20: Gervais-Donald Police Contract:

This contract and resolution were not yet ready for Council approval. The Council will most likely hold a Special Meeting in a few weeks with this on the agenda.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald

- a. **City-Wide Clean Up Day Event:** The event was reviewed. In Manager Bell's absence Mayor Oxenford will serve as the Program Manager for this event and answer any questions that come up. Other assignments for tasks were handed out.

- b. **Council Rules Review: Social Media Posting:** Council held a discussion on the current rules for social media posts.
- c. **RV Parking Regulations: Municipal Code 72.20:** Council reviewed this section of the Code and since summer is coming to end, suspect that there will be less RV issues.
- d. **Diversity and Equity Training Opportunities for Councils:** Council discussed the importance of this training. Mayor will look into State programs on this topic for City Council, Planning Commission and staff to attend. In the meantime, the resource list that was provided should be a good start for reading.
- e. **Email Issues: Spam:** Councilor Gonzalez reported on her project with the spam issues in the City email program. Manager Bell included a how-to for people to use to get their spam mail issues resolved.

II. Focus Group Reports

- a. **Public Safety, Councilor Scott:** Requested that a solar powered speed sign be placed by County Oaks Estates. He reported that it will cost between \$3,000 to \$5,000. There was discussion about the process and possible funding solutions. He also requested that the City wait to request that ODOT does a speed study until houses are built in the Harvest Gardens PUD.
- b. **Public Health and Civic Engagement: Councilor Gonzalez:** She provided an update on the COVID numbers for the State, Marion County and why Donald's zip code is not reported. She provided local numbers for workplace outbreaks. Council held a discussion on the meaning of these numbers and testing results. She also gave a report on the North Marion Service Group's work. She reported information on the Census Workers being in town. She will post the City's website link for information about running for local office on Facebook. She reported that there are blue reflectors at fire hydrants that seem to be coming off. Council President Nicholson said that she will report this to the Fire Chief and follow-up with the City staff.

III. **Mayor's Report:** No report.

IV. **Donald Beautification Group Meeting Update from July 27, 2020:** The Council reviewed the DBG items included in the packet. Manager Bell said that the DBG is coming up with ideas of how to spend the \$1,180 from the Ford Family Foundation.

REVIEW ITEMS

- I. **Building Logs: July 2020**
- II. **Business License Renewals: July to September 2020**
- III. **Gas Logs: July 2020**
- IV. **Water and Wastewater Testing Report: July 2020**
- V. **Employee Safety Meeting Minutes: July 2020**

PUBLIC WORKS REPORT

Public Works Director Limones referred to his monthly report that was included in the Councilor's packets for prior inspection. Mayor Oxenford and PW Director discussed a 55-mph sign that is missing and the County's role in replacing it. Councilor Scott requested an update on the well project. PW Director said the report is still being worked on by GSI.

CITY MANAGER REPORT

City Manager Bell referred to her monthly report that was included in the Councilor’s packets for prior inspection. Councilor Gonzalez reported that there are chips in the new sidewalk/curb areas. She will send pictures to Manager Bell, which will be forwarded on to the County. She reminded that Council that she will be out for the month of September and if they want to have a meeting then City Clerk Randi Meadors will attend the meeting to take the minutes. PW Director Limones will answer what questions he can during the meeting but otherwise take the questions and work with Manager Bell after she returns to work to get the questions answered for Council. There was discussion about a sign at 21100 Butteville Road and its content. There was discussion about Terry Wyatt’s past business license that Council turned down in a vote and what the status of that property is today. Manager Bell will follow up on both of these concerns.

ADJOURN

- ✓ Councilor Gonzalez motioned and Councilor Glenn seconded to adjourn the regular meeting of the Donald City Council at 8:54 pm. No discussion. Vote: 5-0-0. Motion carried.

Date: August 26, 2020

Signed: 
Brad Oxenford, Mayor

ATTEST:

Date: August 26, 2020

Signed: Heidi Bell Digitally signed by Heidi Bell
Date: 2020.08.31 09:20:03
-07'00'
Heidi Bell, City Manager

* Indicates ammendments made to the proposed draft made by the Council. The ammendments were approved by a vote at the August 26, 2020 Special Session meeting.