



CITY OF DONALD

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City Council Regular Meeting Action Agenda Summary Tuesday, February 11, 2020 at 6:45pm Donald City Hall, 10710 Main Street NE, Donald, OR

OPEN MEETING: Mayor Brad Oxenford opened the regular meeting of the Donald City Council on February 11, 2020 at 6:45pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Absent: Troy Hellickson (excused)

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

ADD/DELETE AGENDA ITEMS: Manager Bell requested to add Item VII under New Business: Support Letter for the I-5 Donald-Aurora Interchange Improvement Project, Marion County, Oregon for the City to show their support of the County's application for a federal I.N.F.R.A. Grant.

CORRESPONDENCE/PRESENTATIONS:

I. Recycle 2020: Recycling Audit Results for City of Donald:

Master Recycler Lauren Ostrander: Master Recycler Ostrander provided insight about the charts from the recycling audit that were included in the Councilor's packets. She gave a progress report of meeting with individuals in their homes, at their business and with the City staff to get recycling questions answered. It was suggested to her that she hold a class for the public sometime before the annual City-wide Clean Up Day.

II. City Audit: Fiscal Year 2018-2019: Audit Staff from Pauly Rogers and Co.:

Tracy Jones gave a report on the City Audit for the 2018-2019 audit year. She reviewed the Governing Board Letter with the Council. The result of the audit was an unmodified opinion, in other words it was a clean opinion with no reservations. She reviewed the modifications that will be needed in the future because of changes in rules, regulations and laws. She also gave a few suggestions for best practice type improvements.

COMMUNITY MEMBER'S FEEDBACK:

Paper Feedback Form: Val Koskela, 20976 Butteville Rd. Donald, OR: Council requested that staff send a copy of the Municipal Code about the height of weeds that get controlled to Ms. Koskela. Mayor Oxenford says he plans to follow up with her after the letter and code is sent.

In-Person: Neil Strathdee, Rees Street: He encouraged that some of the money the City received from the Marion County Economic Development Grant be used to support the Donald Hazelnut Festival (DHF). He gave information about the economic development power that festivals have on communities. He spoke about the DHF's struggles to muster up "people power" last year which resulted in no festival being held. He gave a summary about the DHF's activities planned for July 11, 2020 and made a request that the Council donate \$5,000 of the grant money to the DHF.

CONSENT AGENDA

I. Action Agenda Summaries: Regular Council Meeting 1/14/2020 & Special Session 1/16/2020 & Goal Setting 1/25/2020

II. Post on Website Marion County Sheriff Office, Police Logs/Stats: January 2020:
Councilor Scott provided a summary of the January Police Logs. He stated that there were seven days of service, 20 hours of time, two traffic stops, and two tickets issued.

III. Post on Website Aurora Fire District Logs: January 2020

IV. Check Register & Cash Sheet: January 2020:

Councilor Waller asked about the following checks that were written and Manager Bell provided information to the Council about the expenses.

- Check #12867: One Call Concepts for \$1.20. This is when a person in Donald calls for line locates. This is a charge from the utility notification center to dispatch the various utilities to respond to the request.
- Check #12875: Marion County Clerk for \$76.00: The City had a lien on 20905 Butteville Road, and it was paid off. The City had to pay a fee to the County to release the lien.
- Check #12887: Secretary of State for \$200: The City has to pay a fee to the State to file the Summary of Revenues and Expenditures Report, which is a component of the Audit.
- ✓ Councilor Waller motioned and Councilor Glenn seconded to approve the Consent Agenda Items as submitted. No discussion. Vote: 6-0-0. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

I. Vote: OLCC Application: Happy Street Market & Café (10750 Main Street NE):

- ✓ Council President Nicholson motioned and Councilor Glenn seconded to approve the OLCC application for Happy Street Market and Café at 10750 Main Street. No discussion. Vote: 6-0-0. Motion carried.

II. Vote: OLCC Renewals: Donald Tavern (10791 Main Street) and Donald Store (10750 Main Street)

- ✓ Councilor Waller motioned and Council President Nicholson seconded to approve the OLCC renewal for the Donald Tavern at 10791 Main Street. No discussion. Vote: 6-0-0. Motion carried.

III. Vote: New Business License: Cascadia Laundry: 10782 Cone Street:

The owners of Cascadia Laundry were present to provide background about their business and discuss their cliental. They are happy to be in Donald. Council thanked them for locating in Donald.

- ✓ Councilor Gonzalez motioned and Councilor Waller seconded to approve the business license for Cascadia Laundry, 10782 Cone Street. No discussion. Vote: 6-0-0. Motion carried.

IV. Vote: Support Letter for a Woodburn Regional Tourism Committee Grant Application:
Councilor Scott's name was misspelled so Director Limones left the room to make the correction before Council signed the letter.

- ✓ Councilor Gonzalez motioned and Councilor Glenn seconded to sign and submit the support letter to Travel Oregon for the Woodburn Regional Tourism Committee with the spelling corrected for Councilor Scott's first name. No discussion. Vote: 6-0-0. Motion carried.

V. Vote: Resolution No. 493-20 to adopt Council and Planning Commission's 2020 Goals:

- ✓ Council President Nicholson motioned and Councilor Scott to second Resolution No. 493-20. No discussion. Vote: 6-0-0. Motion carried.

VI. Vote: Resolution No. 494-20: Adoption of annual C.P.I. for Budgeting Purposes:

- ✓ Councilor Gonzalez motioned and Council President Nicholson seconded to approve Resolution No. 494-20. No discussion. Vote: 6-0-0. Motion carried.

VII. Vote: Support Letter for the I-5 Donald-Aurora Interchange Improvement Project, Marion County, Oregon for the County's application for a federal INFRA Grant.

Councilor Scott's name was misspelled so Director Limones left the room to make the correction before Council signed the letter.

- ✓ Council President Nicholson motioned and Councilor Waller seconded to sign and submit the support letter for the I-5 Donald-Aurora Interchange Improvement Project, Marion County, Oregon Marion County's 2020 I.N.F.R.A. Grant Application, with the spelling corrected for Councilor Scott's first name. No discussion. Vote: 6-0-0. Motion carried.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald:

- a. Councilor Gonzalez created her first Community Calendar. It is already posted on the community boards and the City's website.
- b. Councilor Gonzalez is finalizing the survey results for the Santa's Sing-a-Long event and it will be in the next month's Council packet.
- c. Council President Nicholson reported that she, Councilor Glenn and Councilor Scott will attend the next Friends of French Prairie Meeting. Councilor Scott is speaking about the Donald Emergency Response Team "D.E.R.T.". They will give a summary of the meeting at the March Council meeting.

II. Report on Donald Beautification Group Work: Councilor Waller:

Councilor Waller gave a summary of the last Donald Beautification Group (DBG) meeting. The DBG is busy planning the Little City Hall park dedication. It will be on April 11, 2020 at 12pm. The dedication will coincide with the Arbor Day week of events that Commissioner John Crawford is working on. She is working on the invitation for the dignitaries. The Tire-Land features and the sunshades might not be installed for the event. There was discussion about the contest to name this park. The contest application will be included in the March water bills. The DBG will recommend to

the Council the naming of the park for approval and it will be announced at the ribbon cutting.

III. Focus Group Reports:

Economic Development: Council President Nicholson reported that she's been receiving great ideas for how to spend the Marion County Economic Development Grant money.

IV. Mayor's Report:

He attended the CERT group's meeting last Saturday that was held at the DCC. The group picked a name "DERT" Donald Emergency Response Team. DERT is looking for more people to be involved in this local emergency management group.

REVIEW ITEMS

- I. **Building Logs: January 2020**
- II. **Business License Renewals**
- III. **Gas Logs: January 2020**
- IV. **Water Testing Reports: January 2020**
- V. **Employee Safety Meeting Minutes: January 2020**

PUBLIC WORKS REPORT:

Director Limones referred to his monthly report that was included in the Councilor's packet for prior inspection. The Council commended him for recognizing the importance of cross-training.

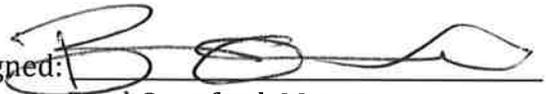
CITY MANAGER REPORT:

Manager Bell referred to her monthly report that was included in the Councilor's packet for prior inspection. She announced that it is time for Director Limones and her annual review. She is thinking about doing a "360 review".

ADJOURN

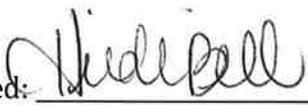
- ✓ Councilor Scott motioned and Council President Nicholson seconded to adjourn the meeting of the Donald City Council at 8:04 pm. Vote: 6-0-0. Motion carried.

Date: March 10, 2020

Signed: 
Brad Oxenford, Mayor

ATTEST:

Date: March 10, 2020

Signed: 
Heidi Bell, City Manager