

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 AGENDA
Tuesday, August 10, 2021 at 6:45pm
At City Hall: 10710 Main Street NE
Public attendance is in-person only

OPEN MEETING: 6:45 pm

PLEDGE OF ALLEGIANCE

ROLL CALL

ADD/DELETE AGENDA ITEMS

INTERVIEW AND VOTE FOR NEW CITY COUNCILOR

OATH AND SWEARING IN OF NEW CITY COUNCILOR

COMMUNITY MEMBER'S FEEDBACK:

Comments are limited to three (3) minutes. You can appear in-person, submit a letter by dropping it off at City Hall, or emailing your statement to either mayorolmsted@donaldoregon.gov or manager@donaldoregon.gov prior to 3pm of the Council Meeting, for it to be read at the meeting.

PRESENTATIONS

- I. Willamette Falls and Landings Heritage Area: Board Member Jim Mattis

PUBLIC HEARINGS

POLICE REPORT AND STATS

CONSENT AGENDA

- I. Action Agenda Summaries: Regular Meetings: 6/8/2021 & 7/13/2021; Work Session 8/2/2021
- II. Post on Website Aurora Fire District Logs: July 2021
- III. Check Register & Cash Sheet: July 2021

OLD BUSINESS:

- I. Vote: Resolution No. 533-21: Support of the Willamette Falls & Landings Natl. Heritage Area
- II. Second Reading: Ordinance NO.: 178-2021: File No. 2021 Donald Development Code Update

NEW BUSINESS

- I. Vote: Budget Committee Application: Amy Nicholls
- II. Vote: Planning Commission Application: Nathan Earl
- III. Vote: Resolution No. 538-21: Adoption of Water System Master Plan
- IV. Vote: Resolution No. 539-21: Adoption of Employee Handbook Changes
- V. Vote: Resolution No. 540-21: Approve Contract with Marion Co. Sheriff's Dept. for Overtime Policing Services in the City of Donald

COUNCIL COMMUNICATIONS

- I. Council Discussion of Current Affairs in Donald
 - a. Follow-Up on City-Wide Garage Sale: August 6-8, 2021
 - b. Clean Up Day: September 11, 2021, 8am to 1pm
- II. Mayor's Report
- III. Donald Beautification Group Meeting Update

REVIEW ITEMS

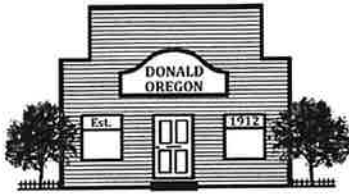
- I. Building Logs: July 2021
- II. Business License Renewals: July - September 2021
- III. Gas Logs: July 2021
- IV. Water & Sewer Testing Reports: July 2021
- V. Employee Safety Meeting Minutes: July 2021

PUBLIC WORKS REPORT

CITY MANAGER REPORT

ADJOURN

Posted: 8/3/2021



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City Council

Action Agenda Summary

Regular Meeting

Tuesday, August 10, 2021 at 6:45pm

At City Hall: 10710 Main Street NE

Public attendance was offered in-person only

OPEN MEETING: Mayor Olmsted opened the regular meeting of the Donald City Council at 6:47pm on August 10, 2021 in Donald City Hall, 10710 Main Street NE.

PLEDGE OF ALLEGIANCE

ROLL CALL

Council present in-person: Mayor Rick Olmsted, and Councilors: Troy Hellickson, Lauren Ostrander, Gerry Waller, and Alysha Irvin

Council absent: Council President Katie Gonzalez (excused)

At start of meeting there was one vacant Council position

Staff present in-person: Public Works Director Alonso Limones and City Manager Heidi Bell

Presenter: Jim Mattis via phone

ADD/DELETE AGENDA ITEMS: None

INTERVIEW AND VOTE FOR NEW CITY COUNCILOR: Mayor Olmsted asked the only candidate, Mark Buzzard, to make a statement about himself. Mr. Buzzard spoke about his personal background, career, experience volunteering, his extensive efforts campaigning against Governor Kate Brown, and his experience serving as the Ruth Street Home Owner's Association President. Mayor Olmsted stated that the Council positions are non-partisan and that he has never heard the term "republican or democrat" mentioned in the chambers while he has been the mayor or on council. Councilor Waller stated the Council is looking for someone to fill the position as the liaison for Emergency Management. Mr. Buzzard was open to learning. Councilor Ostrander asked about his willingness to dedicate time to meetings and volunteering. Since they recently have had several people resign off of the council. Mr. Buzzard confirmed. Mayor Olmsted reiterated the term of the position, and Mr. Buzzard acknowledged it.

- ✓ Councilor Waller motioned and Councilor Ostrander seconded to approve Mark Buzzard to the Donald City Council to fill the vacancy with the term ending 12/31/2024. No discussion. Vote: 5-0-0. Motion carried.

OATH AND SWEARING IN OF NEW CITY COUNCILOR:

Mark Buzzard was sworn in by Manager Bell as a Donald City Councilor, by taking the traditional Donald City Councilor Oath.

Mayor Olmsted moved New Business Items I and II next on the night's agenda.

NEW BUSINESS

- I. **Vote: Budget Committee Application: Amy Nicholls:** Ms. Nicholls introduced herself and expressed her interest in serving on the Donald Budget Committee. The term ends on 12/31/2024.
 - ✓ Councilor Hellickson motioned and Councilor Ostrander seconded to approve Amy Nicholls to the Donald Budget Committee. No discussion. Vote: 6-0-0. Motion carried.
- II. **Vote: Planning Commission Application: Nathan Earl:** Mr. Earl introduced himself and expressed his interest in serving on the Donald Planning Commission. The Planning Commission sent him to the Council for confirmation. The term ends on 12/31/2022.
 - ✓ Councilor Ostrander motioned and Councilor Waller seconded to Nathan Earl to the Planning Commission. No discussion. Vote: 6-0-0. Motion carried.

Mayor Olmsted moved the Presentation and Resolution for the Willamette Falls and Landings Heritage Area to this time.

PRESENTATIONS

I. Willamette Falls and Landings Heritage Area: Board Member Jim Mattis

Jim Mattis the immediate Past President was on the phone with the Council and gave background about the organization, their mission, and future work to get the area recognized as a National Heritage area through the National Parks Association. The Council engaged in a Q/A period with him to learn about the organization.

- ✓ Councilor Hellickson motioned and Councilor Irvin seconded to approve Resolution No. 533-21. No discussion. Vote: 6-0-0. Motion carried.

OLD BUSINESS

I. **Vote: Resolution No. 533-21: Support of the Willamette Falls & Landings Natl. Heritage Area**

- ✓ Councilor Hellickson motioned and Councilor Irvin seconded to approve Resolution No. 533-21. No discussion. Vote: 6-0-0. Motion carried.

COMMUNITY MEMBER'S FEEDBACK:

Letter: Ruth Drewery: 10982 Rees St: Mayor Olmsted asked Director Limones if the Drewery's door was opened when PW hung a red tag at her door, and to explain the process for hanging red tags. Director Limones described the process taken, and that Drewery's tag was posted on the front door knob and the door was not opened.

Paper feedback form: Anna King: 12001 Chantal St.: Mayor Olmsted stated that in regards to her letter he sees two issues:

- 1) Having parties during the COVID-19 pandemic, but the City has no authority to control this issue.
- 2) The complainer should call the Marion County Non-Emergency phone number at the time that the issue is happening. The Sheriff's Office is better to respond to this issue, than the City employees for safety and timing reasons.

Manager Bell will follow-up with Ms. King to remind her of the importance of calling the non-emergency number when the complaint is happening.

Paper feedback form: Anonymous: Council read the form and Manager Bell said that the City was taking action.

Manager Bell reported that staff had delivered several letters for violation of long grass, which is always done this time of the year because of heightened fire dangers.

Council asked Manager Bell to report back on what is happening with the vision clearance issue of the fir trees on Butteville Road, at the SE intersection of Cone Street.

Council requested that PW Director look at the curb heights on Main Street since the repaving.

PUBLIC HEARINGS: None

POLICE REPORT AND STATS: No reports since the City is not in a contract with any policing services for extra coverage at this time. There was discussion about the contract with Marion CO Sheriff's Office for overtime shifts.

CONSENT AGENDA

- I. Action Agenda Summaries: Regular Meetings: 6/8/2021 & 7/13/2021; Work Session 8/2/2021**
- II. Post on Website Aurora Fire District Logs: July 2021**
- III. Check Register & Cash Sheet: July 2021:**

There was discussion about a few of the charges that Manager Bell answered, including that the acronym *ROW* means right of way, a check for a refund of an overpayment of a closed water/sewer account, what services are covered by Willamette Security, and that Civic Pay is the name of the water/sewer online bill pay program.

- ✓ Councilor Irvin motioned and Councilor Waller seconded to approve the consent agenda items. No discussion. Vote: 6-0-0. Motion carried.

OLD BUSINESS:

- II. Second Reading: Ordinance NO.: 178-2021: File No. 2021 Donald Development Code Update**

Mayor Olmsted gave a summary of the code update. Since new Councilor Buzzard had not received a full copy of the Ordinance beforehand Manager Bell read the Ordinance aloud.

- ✓ Councilor Hellickson motioned and Councilor Irvin seconded to approve Ordinance NO. 178-2021. During discussion, Mayor Olmsted stated that he voted in opposition after the first reading because Donald is a city that struggles to obtain funds for city business, and it restricts the potential for marijuana dispensaries by about 80% if they are not allowed in the Downtown Mixed Use Zone, only in the Commercial Zone. He continued that in theory we have a potential avenue to receive tax revenue, but now we are restricting it, which doesn't make sense. Council discussed Mayor's Olmsted's perspective and agreed. They would like notification, sending it back to the Planning Commission and notification to City Planner Byram. They would like to have a response back to the Council about how to proceed within 30-days.
 - Councilor Hellickson rescinded his motion.
- ✓ Councilor Ostrander motioned and Councilor Hellickson seconded to send the development code back to the Planning Commission, expressing that the Council would like to see the

Downtown Mixed Use Zone continue to allow for marijuana dispensaries, Manager Bell is to follow-up on this issue with City Planner Holly Byram for guidance on moving forward, and then the Council is to review the issue at their September 14, 2021 Council Meeting. There was discussion if there have been other applications for marijuana dispensaries, besides the most recent one. Manager Bell said no. Vote: 6-0-0. Motion carried.

NEW BUSINESS

- III. Vote: Resolution No. 538-21: Adoption of Water System Master Plan:** Council sent their thanks to the City staff for their hard work.
 - ✓ Councilor Hellickson motioned and Councilor Irvin seconded to approve Resolution No. 538-21. No discussion. Vote: 6-0-0. Motion carried.
- IV. Vote: Resolution No. 539-21: Adoption of Employee Handbook Changes:** Manager Bell said the changes were reviewed by City-County Insurance Services. The resolution is expected with the handbook at the September Council Meeting.
- V. Vote: Resolution No. 540-21: Approve Contract with Marion Co. Sheriff's Dept. for Overtime Policing Services in the City of Donald:** Mayor Olmsted provided a summary of the process for short-term overtime shifts, including that the City is asking for dedicated times in the short-term contract. The contract is expected at the September Council Meeting.

COUNCIL COMMUNICATIONS

- I. Council Discussion of Current Affairs in Donald**
 - a. Follow-Up on City-Wide Garage Sale: August 6-8, 2021:** Councilor Irvin will gauge the public's input about the City-Wide Garage Sale event by posting a reaction survey on Facebook.
 - b. Clean Up Day: September 11, 2021, 8am to 1pm:** Manager Bell is to see if she can get an e-waste box for the event. Event flyers should be posted in the next few days.
- II. Mayor's Report: Mayor Olmsted reported that there is a League of Oregon Cities Quarterly Regional Meeting in Mt. Angel this Thursday, August 12th.** He encouraged and invited a city councilor to go since he is already committed and Manager Bell has municipal court to attend.
- III. Donald Beautification Group Meeting Update:** There was discussion about COVID-19 regulations for the DBG's upcoming Hometown Park Dedication on Saturday, August 28.
 - 12-and younger are required to be accompanied by their parent or guardian.
 - City will have masks available for people, optional to be worn.
 - The event is planned to be held outside only.
 - If at the Bike Rodeo they are giving away free helmets, try to get some to drop off kids that can't attend, and then the City will drop-off a free helmet to their house, if one is requested.

REVIEW ITEMS

- I. Building Logs: July 2021**
- II. Business License Renewals: July – September 2021**
- III. Gas Logs: July 2021**
- IV. Water & Sewer Testing Reports: July 2021**

V. Employee Safety Meeting Minutes: July 2021

PUBLIC WORKS REPORT: Public Works Director Limones referred to his monthly report that was included in the Councilor's packets for prior inspection. Director Limones did a "show and tell" of a water meter. He also spoke about the septic tank pumping process. There was discussion about wipes that get caught-up in the septic tanks and that there should be education included in the "Welcome to Donald" packets about the danger of wipes in the sewer system. PW will start sending letters to homes that have wipes in their tanks that are noted during routine inspections, or if they are called out for emergencies.

CITY MANAGER REPORT: City Manager Bell referred to her monthly report that was included in the Councilor's packets for prior inspection.

ADJOURN

- ✓ Councilor Hellickson motioned and Councilor Irvin seconded to adjourn the meeting at 10:11pm. No discussion. Vote: 6-0-0. Motion carried.

Date: September 14, 2021

Signed: 
Rick Olmsted, Mayor

ATTEST

Date: September 14, 2021

Signed: 
Heidi Bell, City Manager

