

# CITY OF DONALD

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

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[www.donaldoregon.gov](http://www.donaldoregon.gov)

## City Council

### AGENDA

#### REGULAR MEETING

**Tuesday, June 8, 2021 at 6:45pm**

**Due to Social Distancing Restrictions: Councilors choose to meet either in City Hall or by 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: 6:45 pm**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADD/DELETE AGENDA ITEMS**

**COMMUNITY MEMBER'S FEEDBACK:** Comments are limited to three (3) minutes. To speak directly to the Council by phone or video, using Webex. Webex is free for our users. Instructions to connect are below. You can submit a letter by dropping it off at City Hall or emailing your statement to either [mayorolmsted@donaldoregon.gov](mailto:mayorolmsted@donaldoregon.gov) or [manager@donaldoregon.gov](mailto:manager@donaldoregon.gov) prior to 3pm of the Council Meeting, for it to be read at the meeting.

*To Submit Written Testimony:* Must be received prior to 4pm on Tuesday, June 9, 2021

- You may write a letter to the Council and drop it through the door slot at City Hall; or
- Email a statement to [Manager@donaldoregon.gov](mailto:Manager@donaldoregon.gov)

*To Give Oral Testimony:* Via Webex Meetings by video or phone call (see instructions at bottom of agenda)

- Starting at 6:15pm people will be allowed to phone call into the meeting. Each caller will be asked their name, intention for giving testimony, and then muted. If giving testimony your address is required.
- During the Public Testimony and General Comments portion of the meeting callers will be allowed to speak. Time limits are enforced. (Note: Public Testimony is 5 minutes, during the public hearing)

**PRESENTATION:** Shawn Ostrander: What is Fiber Internet and Why is it Important?

#### **PUBLIC HEARINGS:**

- I. Election to Receive State Shared Revenue: Fiscal Year 2021-2022
- II. Adoption of City of Donald Budget: Fiscal Year 2021-2022

**POLICE REPORT AND STATS:** April 2021 and May 2021

#### **CONSENT AGENDA**

- I. Action Agenda Summaries: Regular Meeting: May 11, 2021, Budget Training: May 13, 2021, Budget Committee Meeting: May 18, 2021
- II. Post on Website Aurora Fire District Logs: May 2021
- III. Check Register & Cash Sheet: May 2021

#### **OLD BUSINESS**

- I. Vote: Updates to Mayor's Emergency Declaration for COVID-19
  - a. Reopening of the Donald Community Center
- II. Vote: Request for Financial Support to N. Marion Regional Tourism for Mobile Kiosk
- III. Vote: Renewal of Intergovernmental Agreement with Gervais Police Department

## NEW BUSINESS

- I. Vote: Resolution No. 528-21: Fee Schedule for Certain Administrative Services & Utility Billing
- II. Vote: Resolution No. 529-21: City Eligible for State Share Revenue
- III. Vote: Resolution No. 530-21: City Elect to Receive State Share Revenue
- IV. Vote: Resolution No. 531-21: Fiscal Year 2021-2022: City Budget: Adopting, Making Appropriations & Imposing/ Categorizing Taxes: Approve property taxes at rate of \$0.8752/\$1,000 of assessed value for the permanent tax levy and in the amount of \$20,092 for the General Obligation Bond
- V. Vote: Resolution No. 532-21: Verizon Public Safety Priority Preemption Plan for City Cell Service
- VI. Vote: Support for Med-Project: City Hall Site for Mail-Back Program

## COUNCIL COMMUNICATIONS

- I. Council Discussion of Current Affairs in Donald
  - a. City-Wide Garage Sale -August 6-8, 2021
- II. Establishing New Focus Groups and Discussion on Assignments/Interests
- III. Mayor's Report
- IV. Donald Beautification Group Meeting Update

## REVIEW ITEMS

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

## PUBLIC WORKS REPORT

## CITY MANAGER REPORT

## ADJOURN

Posted: 6/1/2021

## Webex Video and Phone Instructions for Public

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By emailing [manager@donaldoregon.gov](mailto:manager@donaldoregon.gov) you can receive the meeting invitation in an email, including a hyperlink to join the meeting by video. If you need more information about Webex, call City Hall. Webex starts 10 minutes before meeting.

**Meeting Number/Access Code: 182 002 3033 Password: 97020**

### 4 Ways to Join the Meeting:

- **Auto Connect:** Click the Button on the City's website to join immediately. The button can be found either on the Council Meetings page or on the City's Home Page.
- **Online:** Into a web browser type:  
<https://cityofdonald.my.webex.com/cityofdonald.my/j.php?MTID=maca6fcc3df23f4436592a819fe6adbed>
- **By Phone:** Dial 1-408-418-9388 U.S. Toll Free
- **Video System:** Dial 1820023033@webex.com or dial 173.243.2.68 and enter meeting number



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**City Council  
Action Agenda Summary  
Regular Meeting  
Tuesday, June 8, 2021 at 6:45pm**

**Due to Social Distancing Restrictions: Councilors choose to meet either in City Hall or by Webex.  
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**OPEN MEETING:** Mayor Olmsted opened the regular meeting of Donald City Council on Tuesday, June 8, 2021 at 6:45 pm at the City Hall. The meeting was available to the public by Webex. Webex is a free service for the public.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

*Present: In-Person:* Mayor Rick Olmsted, Council President Katie Gonzalez, Councilors: Alysha Irvin

*Present: Remote:* Councilors: Jan Olsen, Lauren Ostrander, Troy Hellickson, and Gerry Waller

*Absent:* None

*Staff: In-Person:* City Attorney Andrew Cole and City Manager Heidi Bell

*Staff: Remote:* Public Works Director Alonso Limones

**ADD/DELETE AGENDA ITEMS:** None

**COMMUNITY MEMBER'S FEEDBACK:**

*Paper Feedback Form:* Frank Vanderwood: 20820 Butteville Rd. NE, Donald, OR 97020: Manager Bell said that staff would investigate the complaint and pursue any code violations.

**PRESENTATION:** Shawn Ostrander: *City of Donald- Internet access, and speeds.* The City Council had previously requested Ostrander to give them information about broadband. The Council was impressed by the student's presentation and thanked him for volunteering.

**PUBLIC HEARINGS:**

**I. Election to Receive State Shared Revenue: Fiscal Year 2021-2022:**

Mayor Olmsted opened the public hearing regarding the City to elect to receive state shared revenue for fiscal year 2021-2022 at 7:10 pm. He read the following questions:

- I need to ask if there are any objections to the notice that was published? None.
- Are there any objections to the jurisdiction of this body to hear and consider this matter? None
- Are there any declarations of conflict of interest or bias by any member of this body? None
- Does anyone wish to challenge the declarations made, or not made, by any member of this body? None

- He asked to accept testimony from audience and callers. There was none.

He closed this public hearing at 7:13pm.

## II. Adoption of City of Donald Budget: Fiscal Year 2021-2022

Mayor Olmsted opened the public hearing regarding the City of Donald's Budget for fiscal year 2021-2022 at 7:14pm. He read the following questions:

- I need to ask if there are any objections to the notice that was published? None.
- Are there any objections to the jurisdiction of this body to hear and consider this matter? None
- Are there any declarations of conflict of interest or bias by any member of this body?
  - Mayor Olmsted, Councilor Gonzalez and Councilor Irvin declared that they read posts on Facebook about the proposed water and sewer increases, and proposed rates for storm and road maintenance, but they all claimed that these posts have not created a bias for them.
- Does anyone wish to challenge the declarations made, or not made, by any member of this body? None
- He asked to accept testimony from audience and callers. There was none.

He closed this public hearing at 7:15pm

**POLICE REPORT AND STATS:** April 2021 and May 2021

### CONSENT AGENDA

- I. Action Agenda Summaries: Regular Meeting: May 11, 2021, Budget Training: May 13, 2021, Budget Committee Meeting: May 18, 2021
  - a. There was a correction on page 2 of the May 11, 2021 AAS. The votes were recorded incorrectly. It should reflect that Councilors Hellickson and Ostrander voted Yes.
- II. Post on Website Aurora Fire District Logs: May 2021
- III. Check Register & Cash Sheet: May 2021
  - ✓ Council President Gonzalez motioned and Councilor Olsen seconded to approve the Consent Agenda as amended. No discussion. Vote: 7-0-0. Motion carried.

### OLD BUSINESS

#### I. Vote: Updates to Mayor's Emergency Declaration for COVID-19

**Reopening of the Donald Community Center:** The Council engaged in a discussion with City Attorney Andrew Cole and Manager Bell about the reopening of the Donald Community Center. There was also a conversation about the reopening of City Hall. There was a long conversation about holding events at the Community Center including city liability, doing a health screening/questionnaire, responsibilities for cleaning and sanitizing and other related issues regarding the public and COVID-19 regulations.

- ✓ Councilor Hellickson motioned and Councilor Ostrander seconded to reopen the Community Center starting Monday, June 28, 2021 with updates to the Community Center Reservation Application to be completed by City Attorney Cole. The application should be amended to uphold the following restrictions: the responsible person will have individuals complete a health screening/questionnaire on the attendees and return them to City Hall to be kept for 10 years, the responsible person is to ensure that all attendees wear masks at all times, and

that people are social distant. The reservations are for only 5 people in parties, 3 days between reservations, and Manager Bell is to update the cleaning and sanitization list.

No discussion. Vote: 7-0-0. Motion carried.

- ✓ Councilor Irvin motioned and Council President Gonzalez seconded to take a 10-minute break at 8:35pm. No discussion. Vote: 7-0-0. Motion carried.

There was discussion about concerns regarding the public and staff vaccinations.

- ✓ Motion by Councilor Olsen and second by Councilor Ostrander to open City Hall to the public. Discussion continued about the pros and cons of re-opening City Hall and vaccinations of the staff and public. There was discussion about reopening City Hall with requirements for masks and number of people allowed in lobby.

Vote: Council President Gonzalez: No

Councilor Waller: No

Councilor Irvin: No

Councilor Ostrander: Yes

Councilor Olsen: Yes

Councilor Hellickson: No

Mayor Olmsted: No

Vote: 2-5-0. Motion failed.

There was discussion about incentives for employees to get the COVID-19 vaccine and if cities, or employers, can change employment policies regarding requirements for vaccines. There was discussion about State regulations for basketball courts.

- ✓ Council President Gonzalez motioned and Councilor Irvin seconded for Manager Bell to update the Mayors' Emergency Declaration for COVID-19 to mirror the State's regulations for basketball courts. No discussion. Vote: 7-0-0. Motion carried.

## **II. Vote: Request for Financial Support to N. Marion Regional Tourism for Mobile Kiosk**

The Council revisited giving financial support to the N. Marion Regional Tourism's project: a mobile kiosk. There was discussion about pros and cons of the kiosk were discussed, economic growth/business support, and the requested \$500.

- ✓ Council President Gonzalez motioned and Councilor Hellickson seconded to donate \$500 to the North Marion County Tourism Collaboration Mobile Kiosk Project. There was discussion about the kiosk seeming to be a frivolous expense because of the needing money for the well. Vote: 4-3-0. (No: Mayor Olmsted, Councilor Olsen and Councilor Ostrander.) Motion carried.

## **III. Vote: Renewal of Intergovernmental Agreement with Gervais Police Department**

Mayor Olmsted announced that the Gervais City Council voted 2-3, which was to not renew the policing contract with the City of Donald. The contract will end on June 30, 2021. Council briefly discussed other policing options, including the Budget Committee's vote of sending a vote to the people for a bond. The Council directed Manager Bell to setup a Work Session on Tuesday, June 29, 2021 at 6:45pm. Work Session topics include public infrastructure funding and police bonding.

### **NEW BUSINESS**

#### **I. Vote: Resolution No. 528-21: Fee Schedule for Certain Administrative Services & Utility Billing**

- ✓ Councilor Hellickson motioned and Councilor Olsen seconded to approve Resolution No. 528-21 as proposed. No discussion. Vote: 7-0-0. Motion carried.

**II. Vote: Resolution No. 529-21: City Eligible for State Share Revenue**

- ✓ Councilor Waller motioned and Councilor Irvin seconded to approve Resolution No. 529-21. There was discussion about the ORS requirement of a city to be located within a county having more than 100,000 inhabitants, which qualifies Donald since Marion County had more than that. Vote: 7-0-0. Motion carried.

**III. Vote: Resolution No. 530-21: City Elect to Receive State Share Revenue**

- ✓ Councilor Hellickson motioned and Councilor Olsen seconded to approve Resolution No. 530-21. No discussion. Vote: 7-0-0. Motion carried.

**IV. Vote: Resolution No. 531-21: Fiscal Year 2021-2022: City Budget: Adopting, Making Appropriations & Imposing/ Categorizing Taxes: Approve property taxes at rate of \$0.8752/\$1,000 of assessed value for the permanent tax levy and in the amount of \$20,092 for the General Obligation Bond**

Councilor Waller noted that the Budget Booklet's Budget Message should be amended to read: "February 2022 and August 2021" instead of February 2021 and August 2020. Manager Bell noted that the General Fund: Community Development Department Grid: should be updated to remove the word "grant". The changes will be made prior to printing.

- ✓ Councilor Waller motioned and Councilor Hellickson seconded to motion that the Donald city Council approves Resolution No. 531-21 adopting the budget as amended for the 2021-2022 fiscal year in amount of \$4,257,087. Furthermore, that the Donald City Council approve property taxes for the 2021-2022 fiscal year at the rate of \$0.8752/\$1,000 of assessed value for the permanent tax levy and in the amount of \$20,092 for the General Obligation Bond Levy. No discussion. Vote: 7-0-0. Motion carried.

**V. Vote: Resolution No. 532-21: Verizon Public Safety Priority Preemption Plan for City Cell Service**

- ✓ Councilor Hellickson motioned and Councilor Olsen seconded to approve Resolution No. 532-21. No discussion. Vote: 7-0-0. Motion carried.

**VI. Vote: Support for Med-Project: City Hall Site for Mail-Back Program**

- ✓ Council President Gonzalez motioned and Councilor Irvin seconded to motion to participate in the non-profit Med-Project LLC by authorizing City Manager Bell to register Donald City Hall as a Distribution Center, and distributing the pre-paid medication disposal envelopes to our community members. No discussion. Vote: 7-0-0. Motion carried.

**COUNCIL COMMUNICATIONS**

**I. Council Discussion of Current Affairs in Donald**

**a. City-Wide Garage Sale -August 6-8, 2021**

- ✓ Councilor Irvin motion and Councilor Olsen seconded to support the City-Wide Garage Sale event and to promote social distancing guidelines. No discussion. Vote: 7-0-0. Motion carried.

**II. Establishing New Focus Groups and Discussion on Assignments/Interests**

The Council will finalize the Focus Groups during their Work Session, or a Special Session, on June

29, 2021 at 6:45pm.

**III. Mayor's Report:** Mayor Olmsted waived his report in the interest of time.

**IV. Donald Beautification Group Meeting Update**

The Agenda and Minutes for the DBG were included in the packets. Councilor Waller will be the first to paint a fire hydrant. The DBG will meet next Monday and approve people's submitted fire hydrant painting applications.

**REVIEW ITEMS**

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

**PUBLIC WORKS REPORT:** Public Works Director Limones referred to his monthly report that was included in the Councilor's packets for prior inspection. The Council thanked the Public Works team for all they do and the painting the skate park bowl.

**CITY MANAGER REPORT:** Manager Bell referred to her monthly report that was included in the Councilor's packets for prior inspection. There was a discussion of code enforcement.

**ADJOURN**

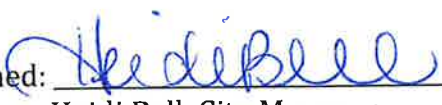
- ✓ Councilor Olsen motioned and Councilor Ostrander seconded to motion to adjourn at 10:35pm. No discussion. Vote: 7-0-0. No discussion.

Date: August 10, 2021

Signed:   
Rick Olmsted, Mayor

**ATTEST**

Date: August 10, 2021

Signed:   
Heidi Bell, City Manager

