



# CITY OF DONALD

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## **City Council Work Session Action Agenda Summary Monday, July 1, 2019 at 6:30pm Donald City Hall**

**OPEN MEETING:** Mayor Oxenford opened the meeting of the Donald City Council on July 1, 2019 at 6:30pm for the Work Session.

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

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

Absent: Council President Gloria Nicholson (excused)

Staff Present: Public Works Director Alonso Limones and City Engineer Curt McLeod

Absent: City Manager Heidi Bell was not physically at the meeting but attended via telephone

### **REVIEW & DISCUSSION ITEMS:**

A packet of information was distributed for the Council's prior inspection. The Council reviewed the packet items including a memo, reports and documents. No motions or votes were taken on business items during the Work Session.

### **Water Master Plan: City Engineer, Curt McLeod**

City Engineer McLeod provided a handout, which was a summary of the Water Master Plan including the existing system, inventory of its components, needed infrastructure to serve the projected future population, and the costs for these needs. He said that it was submitted to Oregon Health Authority and was approved but we are waiting for the formal letter. Once he receives this letter then the Council can go through with their process to approve it. There was a conversation with the Engineer and the Council about the Plan. There was discussion about how to finance the needs that were listed in the Plan including the received grants. The engineered plan was paid for by a grant from Business Oregon.

### **Sewer Master Plan: City Engineer, Curt McLeod**

City Engineer McLeod provided a handout, which was a summary of the Sewer Master Plan including the existing system, inventory of its components, needed infrastructure to serve the projected future population, and the costs for these needs. He said that the Plan was submitted to the Department of Environmental Quality (DEQ) and received a formal approval letter. The Council can go through with their process to approve the Wastewater Master Plan. There was discussion about how to finance the needs that were listed in the Plan including the received grants. This engineered plan was paid for by a grant from Business Oregon. There was a discussion about the City processing the Fargo District's sewer and that the contract needs to be redone. (Councilor Gonzalez declared if there will be an easement needed for the new well site, that one of the surrounding neighbors is her relative.)

### **Proposed Changes to Employee Handbook: City Manager, Heidi Bell**

Manager Bell stated that she is working on three policy changes to the Employee Handbook. She is using policy samples from City-County Insurance Services' Pre-Loss legal. She estimates that it will be October before the proposed changes come to the Council. The three policy changes are:

- A work from home policy as approved by management.
- Strengthen the language regarding an exempt status employee.
- Allow for employees to donate their earned sick or vacation time to employees in need.

### **Focus Groups Newsletter Articles Schedule: Mayor Oxenford**

Manager Bell and the Council discussed the new format of the City newsletter that will start next month. The Council discussed that the Council's articles should be about the Focus Group that they represent. Mayor Oxenford will come up with the schedule for newsletter articles, which will coincide with their Focus Group report that is to be delivered at that month's Council meeting. However, anytime a Councilor wants to submit an article regarding other subjects for inclusion in the City newsletter they are welcome to do so. The Mayor will have a separate column space for a regular article in the City newsletter.

### **Goal Setting Meeting Expectations and Content: Mayor Oxenford**

Mayor Oxenford gave a PowerPoint presentation about goal settings including how to create a mission statement, goals and values (handout attached). The Goal Setting is on Saturday, July 27, 2019 from 10am to 2pm at Donald City Hall. The Planning Commission will also attend this Goal Setting.

Council Gonzalez announced that she will not be able to attend the October, November and December 2019 Council meetings.

**ADJOURN**

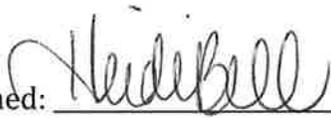
Councilor Hellickson motioned and Councilor Scott seconded to adjourn the Work Session at 7:50pm. No discussion. Vote: 6-0-0. Motion carried.

Date: July 9, 2019

Signed:   
Brad Oxenford, Mayor

**ATTEST:**

Date: July 9, 2019

Signed:   
Heidi Bell, City Manager

