



CITY OF DONALD

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Regular City Council Meeting Action Agenda Summary August 13, 2019 at 6:45pm at City Hall

OPEN MEETING: Mayor Oxenford opened the regular meeting of the Donald City Council on August 13, 2019 at 6:45pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Absent: Council President Gloria Nicholson (excused)

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

ADD/DELETE AGENDA ITEMS:

1. Under *Correspondence/Presentations*: Kristin Stein, regarding the Census 2020.
2. Under *New Business*: Addition of *II*: Community Member of the Month nomination letter.
3. Under *Review Items*: *Item I*: The Building Log report from Marion County was placed at the Councilor's seats since it was too late to make it for inclusion in the Councilor's packets.
4. Under *Review Items*: *Items IV*: Edge Report for wastewater was placed at the Councilor's seats since it was too late to make it for the inclusion in the Councilor's packets.

CORRESPONDENCE/PRESENTATIONS: Kristin Stein gave a presentation regarding the Census Bureau 2020. Her PowerPoint presentation was submitted for the City's record and will be posted on the City's website.

CITIZENS/BUSINESS FEEDBACK:

Paper Feedback Form: Kay Ford's form was read aloud by Mayor Oxenford. She was concerned that the berry briars from County Edge Estates were growing through the fence and coming onto Ruth Street. Mayor Oxenford and Manager Bell made contact with the property manager for Country Edge Estates asking that he cut them back. Mayor Oxenford inspected and saw that the briars were cut and he will follow up with Mrs. Ford.

CONSENT AGENDA

- I. Action Agenda Summaries: Work Session: June 6, 2019; and Regular City Council Meeting: July 9, 2019

Manager Bell noted two amendments to the June 6, 2019 Work Session.

- a. Under *Adjourn*: Adding the word "Nicholson" in front of "Council President"
- b. Under *New Business, Section V*: Removing the word "are".

- II. Post on Website Marion County Sheriff Office, Police Logs/Stats: July 2019

- III. Post on Website Aurora Fire District Logs: July 2019

- IV. Check Register & Cash Sheet: July 2019

- a. There was discussion about filling the vacancy for the new Public Works Maintenance Worker position.

- ✓ Councilor Gonzalez motioned and Councilor Hellickson seconded to approve the Consent Agenda Items with the stated amendments to the Action Agenda Summary for the June Work Session. No discussion. Vote: 6-0-0. Motion carried.

OLD BUSINESS

- I. **Vote: Resolution No. 484-19: Adoption of Water System Master Plan Update by Curran-McLeod Inc.**

- ✓ Councilor Hellickson motioned and Councilor Glenn seconded to approve the Water Master Plan as presented in Resolution No. 484-19: *Adoption of Water System Master Plan Update*. No discussion. Vote: 6-0-0. Motion carried.

NEW BUSINESS

- I. **Vote: Donald City Signs: Donation from GK Machine**

Manager Bell recounted the work that the Donald Beautification Group had been engaged with for this project. She read an email that was received from two members of the DBG regarding their concerns for the sign including the size of the lettering and colors. The Council discussed these issues. They would like to see the "Welcome to the City of Donald" lettering made large and to make sure that the lettering will stand out and "make it pop". They were all very gracious for the donation and wanted to send a big thank you to GK Machine for the donation and to the DBG members for their work.

- ✓ Councilor Hellickson motioned and Councilor Waller seconded to approve the City's new welcome sign design but with the guidance that the lettering should pop/stick out and to accept the donation from GK Machine. Also motioning to say "A BIG Thank You!" for the donation. No discussion. Vote: 6-0-0. Motion carried.

- II. **Community Member of the Month:** (This item was added to the meeting because a nomination letter was received prior to the meeting.)

Mayor Oxenford reminded everyone that this program should be called "Community Member of the Month" because at the Goal Setting Meeting it was decided to recognize not just citizens for their great work and donations to the City but that the city officials want to be able to give recognition to anyone that does something great and valuable for the City of Donald. Mayor Oxenford read the nomination letter that for Steve Khule (should be Butler)

that was submitted by Jack Lindsey. The Council agreed that Steve's hard work should be recognized.

- ✓ Councilor Scott motioned and Councilor Glenn seconded to approve Steve Butler as Community Member of the Month for September 2019. No discussion. Vote: 6-0-0. Motion carried.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald

- a. Discussion of Cleanup Day and volunteering for Friday, September 6th for curbside pickup at 10am and then the Cleanup Day on Saturday, September 7, 2019 from 8am to 1pm at the Sewer Treatment Plant. Council will encourage neighbors to help to neighbors get their garbage and yard debris to the curb for volunteers to pick up. The Council discussed having this be a part of an effort called the "Clean Up Donald Campaign". People can walk their streets and pick up litter, leave it in trash bags and the volunteers will pick it up on Friday morning. Mayor Oxenford will write an article about the "Clean Up Donald Campaign" for the Donald newsletter and social media.
- b. Council also discussed the Santa's Sing-a-Long event, including a date and adding activities to the night's event. A group will form to give more attention to this event.
- c. Discussion of the September Work Session agenda.

II. Report on Donald Beautification Group (DBG) Work: Councilor Waller

- a. Restroom building permits were issued by Marion County. Then Manager Bell and Councilor Waller completed paperwork and ordered the restroom with Romtec. It should be around eight weeks before the kit is delivered.
- b. The next steps and concepts of "Tire-land" was discussed.
- c. Mayor Oxenford stated his appreciation for the DBG's efforts.

III. Mayor's Report

- a. He has taken the information from the Goal Setting Workshop in July and combined like-ideas under goals and produced a new goal worksheet. Manager Bell provided feedback and he will review that and then present it at the September Work Session for feedback from the Councilors and Commissioners. It is to be adopted at the September Council Meeting.

REVIEW ITEMS

- I.** Building Logs: July 2019 – There was no discussion. (At Councilor's seat)
- II.** Business License Renewals - Council asked about the officially expired business licenses and would like to see an update in the Friday Journal if businesses has or has not paid.
- III.** Gas Logs: July 2019 - Discussion of the new-to-the-City (used) Chevy Colorado. Council was happy that it only cost \$2,200. New tires and rims were needed. The City logo on the doors and the safety lightbar on top will be added soon.
- IV.** Water & Wastewater Testing Reports: July 2019 – There was no discussion.
- V.** Employee Safety Meeting Minutes: July 2019 – There was no discussion.

PUBLIC WORKS REPORT

Public Works Director Limones went over his report that was included in the Council packets for prior review. PW Director Limones told the Council about a problem that occurred when he setup a new water service on the end of Ehlen Street. It resulted in one customer not having water service overnight and into the next day. The Council decided that they wanted to send a City Thank You Card to acknowledge the inconvenience for the customer.

CITY MANAGER REPORT

City Manager Bell went over her report that was included in the Council packets for prior inspection. Manager Bell reminded Council about the CIS Social Media Training from Katie Kammer on October 7th at 6:30 pm at the Donald Fire Hall. She will invite the Planning Commissioners and staff to attend. It will most likely be opened up to other nearby cities too. Councilor Gonzalez requested that the Social Training be audio recorded. Councilor Hellickson will write an article for the Newsletter announcing the CERT classes that will be held in Donald.

ADJOURN

- ✓ Councilor Hellickson motioned and Councilor Scott seconded to adjourn the meeting of the Donald City Council at 8:25pm. No discussion. Vote: 6-0-0. Motion carried.

Date: September 10, 2019

Signed: 
Brad Oxenford, Mayor

ATTEST

Date: September 10, 2019

Signed: 
Heidi Bell, City Manager