



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

Action Agenda Summary

Thursday, October 28, 2021 at 6:45pm

Council & Staff at City Hall: 10710 Main Street NE

Public Attendance was via WebEx

OPEN MEETING: Mayor Olmsted opened the Special Session meeting of the Donald City Council at 6:46pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

Council present in-person: Mayor Rick Olmsted, Councilors: Katie Gonzalez (Council President), Mark Buzzard, Alysha Irvin, Lauren Fisher, and Gerry Waller.

Council absent: Councilor Troy Hellickson, excused

Staff present in-person: Interim City Manager Eric Underwood and Public Works Director Alonso Limones

ADD/DELETE AGENDA ITEMS:

1. Addition of a revised Resolution 544-21 amending the date of a Council action from June 12, 2019 to June 12, 2018
2. Addition of a Letter of Acceptance from DEQ approving the City's Wastewater Facility Plan Update
3. Addition of staff memo for Resolution 544-21

Old Business Item I: Vote: Resolution No. 543-21: Approving a Contract with Haworth, Inc. for Mathieu St. Improvements

- ✓ Council President Gonzalez motioned and Councilor Irvin seconded to approve Resolution No. 543-21 as presented. Vote: 6-0-0. Motion carried.

Discussion: Alonso Limones, Public Works Director, reviewed the project scope and location of the project with Council and answered questions regarding funding, construction aspects and timing.

Additionally, there were questions about community feedback, pavement overlay details and potential flooding issues. A discussion was also had about semi-truck turning movement and protection of public infrastructure.

New Business Item I: Vote: Resolution No. 544-21: Adopting the 2021 Wastewater Facilities Plan Update

- ✓ Councilor Irvin motioned and ~~Councilor Gonzales~~ *Councilor Gonzalez seconded to adopt the

Wastewater Facilities Plan Update with the following edits:

- Revision of the third “Whereas” – changing the date of June 12, 2019 to June 12, 2018

Vote: 6-0-0. Motion carried as amended.

Discussion: Brief presentation given by City Engineer, Matt Huxley.

COMMUNITY MEMBER’S FEEDBACK: NONE

PRESENTATIONS: Matt Huxley, City Engineer, presented background information on the Wastewater Facilities Plan Update earlier in the meeting. This presentation was in reference to New Business Item I: Resolution No. 544-21: Adopting the 2021 Wastewater Facilities Plan Update.

PUBLIC HEARINGS: NONE

POLICE REPORT AND STATS: Mayor Olmsted stated that we have signed the contract with Marion County for police services and asked if we had heard anything back from them since we returned the agreement. Interim City Manager Underwood stated that we had not heard anything to date but a meeting was scheduled with the Enforcement Commander soon.

CONSENT AGENDA

I. Action Agenda Summaries: Special Session, 9/29/21: Executive Session, 9/29/21: Executive Session, 9/29/21

Discussion: It was mentioned that there was a discrepancy in the number of votes at the previous Council meeting and there was a discussion about being cognizant in the recording of votes at future Council meetings. Staff indicated that the minutes from the last meeting had been corrected to reflect the accurate vote count.

II. Post on Website Aurora Fire District Logs: September 2021:

III. Check Register & Cash Sheet: August 2021: The following checks were discussed:

- a. Check 13685: One Call Concepts: requested more information on that account
- b. Check 13692: VOID; asked about reason for void
- c. Check 13699: VOID (misprint); asked about reason for void and misprint (staff will research and follow up with Council)
- d. Check 13683: North Marion School District; not familiar with that line item and requested information (staff will research and follow up with Council)
- e. 222092721 (Credit Card): OAWU Conference; question about cost and what was included. It was stated that the Main Street Conference might also be included. Bring back breakdown.

IV. Q1: FY 21-22 Budget Status Report

- a. Mayor Olmsted was complimentary of the usefulness of the Report
- b. Question about the meaning of Revenues-In term – Mayor indicated that they are transfers to General Fund from other funds
- c. Question about Outside Services and an example was requested.
- d. Question about property tax services and a request for clarification.
- e. Water fund – clarification requested on “installation”
- f. Sewer fund – clarification on Lease of Land

- ✓ Councilor Irvin motioned and Councilor Waller seconded to accept the Consent Agenda, as amended (i.e.; Consent Agenda Item I). Vote: 6-0-0

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald

- a. **Street Saver Service Report:** Mayor Olmsted posed the question to the Council of how often they would like to see this report. A discussion ensued and the consensus was to make the reports available quarterly and to include it with the quarterly budget reports.
- b. **Councilor Waller: Making of the new Little Library and Food Pantry:** The one for the food pantry is done and the other three are still in progress.
- c. **Holiday Planning – Santa Sing-A-Long; Holiday Lighting Contest:** The Mayor mentioned the Holiday Parade and the intent of the Beautification Group to move forward in the planning for this event was discussed. There was also discussion about possibly doing letters for Santa.

II. Mayor's Report: Attended Aurora Fire Board meeting; Attended the French Prairie Forum. A brief summary of each meeting was given.

A question was asked about the status of the utility fees (\$3/mo. Street fee; \$1/mo. Storm water fee) – staff explained the status and the process moving forward.

A question was asked if there are people still in arrears as a result of a previous City program that allowed utility customers to skip payments due to COVID-19. Staff reported that there are not and everyone is caught up.

III. Focus Reports: The frequency of the meetings was re-visited and the Council was asked to consider how to move forward with Focus Groups.

IV. Donald Beautification Group Meeting Update: The fire hydrant project will start up again in spring; still discussing a potential scavenger hunt; the Main Street program was discussed at the last meeting.

A question was asked by Councilor Irvin about how much the city was charged for Clean-up Day. Staff will conduct an inventory of expenses for Clean-up Day and report back to the Council.

REVIEW ITEMS

- I. **Building Logs: September, 2021:**
- II. **Business License Renewals: September – November 2021:** Caught up through October
- III. **Gas Logs: September, 2021**
- IV. **Water & Sewer Testing Reports: September, 2021**
- V. **Employee Safety Meeting Minutes: September, 2021:** Thanks was given to staff by the Council for fixing the latch on the gate.

PUBLIC WORKS REPORT: The Public Works Director asked the Council if they would like to continue learning about the utility systems and, if so, which system would they like to learn about next. It was left to the discretion of the Public Works Director. Also, a brief discussion was had about what to do with leaves to prevent them from clogging up catch basins.

Questions were also asked about the security cameras that were recently installed.


CITY MANAGER REPORT: Interim City Manager Underwood referred to his monthly report that was included in the Council packet. Items covered were Code enforcement updates, Safe Routes to Schools Grants, Marion County Law Enforcement IGA, outreach to the County Commission, and Council Training. An announcement was also made about the groundbreaking ceremony in Woodburn for the new Amazon Fulfillment Center.

Mayor Olmsted asked about pavement patching on Main Street. Councilor Irvin asked about the status of the vacant seats on the budget committee, collection agency status, a noise complaint that was previously brought to the city, and police contract details.

ADJOURN


- ✓ Councilor Irvin motioned and Councilor Buzzard seconded to adjourn the Special Session meeting of the Donald City Council at 8:21pm. No discussion. Vote: 6-0-0. Motion carried.

Date: November 9, 2021

Signed: 
Rick Olmsted, Mayor

ATTEST

Date: November 9, 2021

Signed: 
Eric Underwood, Interim City Manager

* Indicates correction made prior to approval.