



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 Action Agenda Summary Tuesday, January 14, 2020 at 6:45pm Donald City Hall, 10710 Main Street NE, Donald, OR

OPEN MEETING: Mayor Brad Oxenford opened the regular meeting of the Donald City Council on January 14, 2020 at 6:46pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Absent: None

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

STATE OF THE CITY ADDRESS BY MAYOR BRAD OXFENFORD: Mayor Brad Oxenford gave his State of the City Address.

ADD/DELETE AGENDA ITEMS: Councilor Scott provided a summary of the police logs that included one log from November and several logs from December.

CORRESPONDENCE/PRESENTATIONS: None

COMMUNITY MEMBER'S FEEDBACK:

Paper Feedback Form: Valerie Koskela, Butteville Rd.: Her concern was the adjacent alleyway next her property having weeds. She is no longer able to take care of it and stated that someone else needs to keep up with it. PW Director Limones had met with Ms. Koskela and took pictures in case the Council would like to see them.

In-Person: Ward Fredrick, Main Street: He spoke about the Main Street Sidewalk Project and his desire for the City to give more funding for property owners to make improvements.

In-Person: Donna Hammang, Feller Street: She spoke about the Main Street Sidewalk Project and her desire for the City to give more funding for property owners to make improvements.

Letter: Kerrie Rodriguez, Main Street: Gave a plea for the Council to give more financial support to property owners for the installation of the ADA ramps.

Paper Feedback Form: Ed and Barb McGee: Sunny Vista Ct: Complaint about their neighbor but it was solved via the Property Manager.

CONSENT AGENDA

- I. **Action Agenda Summaries: Council Work Session 12/2/19 & Regular Council Meeting 12/10/19**
- II. **Post on Website Marion County Sheriff Office, Police Logs/Stats: December 2019:**
Seargant Don Parise was in attendance and gave a summary about the up-tick in deputies working overtime shifts for Donald.
- III. **Post on Website Aurora Fire District Logs: December 2019**
- IV. **Check Register & Cash Sheet: December 2019**
- V. **Quarter 2 Report for Fiscal Year 2019-2020 (City Revenues vs. Expenses)**
- VI. **Annual System Development Charges Report for 2019**
 - ✓ Councilor Hellickson motioned and Councilor Waller seconded to approve the Consent Agenda Items as submitted. No discussion. Vote: 7-0-0. Motion carried.

OLD BUSINESS

I. Vote: Funding of Sidewalk Project Main Street from Butteville Road to Railroad

Discussion about the City supporting different funding options, including extending the payment plan for longer than five years.

- ✓ Councilor Scott motioned and Council President Nicholson seconded to have a special meeting on this topic in the future. Discussion that the meeting needs to be soon. Vote: 4 ayes, 3 nays and 0 abstains. Nays: Councilors Gonzalez, Waller and Hellickson. Motion carried.

Council directed Manager Bell to prepare a payment plan option that demonstrates monthly payments at ten years payback. Council decided to add this to the agenda for the Special Meeting on Thursday.

Mayor Oxenford recessed the Council meeting for three minutes for Manager Bell and PW Director Limones to post for the Special Meeting Agenda for Thursday, January 16, 2020 with this business item included.

NEW BUSINESS

I. Vote: Resolution No. 491-20: Intergovernmental Agreement: Marion CO: Community Prosperity Initiative

There was discussion around how to spend the grant money. Council President Nicholson's Focus Group: Economic Development will spearhead this effort.

- ✓ Councilor Gonzalez motioned and Councilor Scott seconded to approve Resolution No. 491-20. No discussion. Vote: 7-0-0. Motion carried.

II. Vote: Overstreet Banner Application for Fire District 63 Bingo: Bingo on March 7, 2020

- ✓ Councilor Hellickson motioned and Councilor Glenn seconded to approve the Overstreet Banner Application for Fire District 63 Bingo night on March 7, 2020 contingent upon on the insurance review and also to waive the \$20 over street banner fee. No discussion. Vote: 7-0-0. Motion carried.

III. Vote: Holiday Lighting Contest

Each Councilor stated who they chose for first-place and second-place winners for the Holiday Lighting Contest. PW Director Limones kept tally.

Councilor Scott: 20812 Ruth & 11009 Chantal CT

Councilor Waller: 20800 Butteville RD & 10628 Cone ST

Council President Nicholson: 20800 Butteville RD & 20959 Crisell ST

Mayor Oxenford: 12004 Chantal ST & 20956 Butteville RD

Councilor Gonzalez: None. Councilor Gonzalez was out of town during the contest.

Councilor Glenn: 20812 Ruth ST & 20800 Butteville RD

Councilor Hellickson: 20800 Butteville RD & 11009 Chantal ST

Results: 4 votes for 20800 Butteville Road and 2 votes for 11009 Chantal CT and 20812 Ruth ST

- ✓ Councilor Scott motioned and Councilor Hellickson seconded to award \$25 each to 11009 Chantal CT and 20812 Ruth Street who tied for second-place and \$50 to 20800 Butteville Road for first-place in the Holiday Lighting Contest. No discussion. Vote: 7-0-0. Motion carried.

IV. Vote: Appoint City Manager Heidi Bell as Budget Officer for Fiscal Year Budget 2020-2021

- ✓ Council President Nicholson motioned and Councilor Waller seconded to appoint City Manager Heidi Bell as Budget Officer for Fiscal Year Budget 2020-2021. No discussion. Vote: 7-0-0. Motion carried.

V. Vote: Approve Budget Calendar for Fiscal Year 2020-2021

- ✓ Councilor Scott motioned and Council President Nicholson seconded to approve the Budget Calendar for Fiscal Year 2020-2021. No discussion. Vote: 7-0-0. Motion carried.

VI. Vote: Community Member of the Month: February 2020: Deborah Guptill

Mayor Oxenford read aloud the nomination form for the Community Member of the Month for Deborah Guptill.

- ✓ Council President Nicholson motioned and Councilor Glenn seconded to appoint Deborah Guptill as Community Member of the Month for February 2020. No discussion. Vote: 7-0-0. Motion carried.

VII. Vote: Right of Entry for City Properties: 10710, 10730 and 10790 Main Street

- ✓ Councilor Gonzalez motioned and Council President Nicholson seconded to allow City Manager Bell to sign the Right of Entry agreements for City Properties 10710, 10730 and 10790 Main Street regarding the Main Street Sidewalk Project. No discussion. Vote: 7-0-0. Motion carried.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald

Councilor Gonzalez reported that she is working on her goal setting project for developing a community

calendar. If anyone has an event to share with the community and that are open to the public to please email her the details.

II. Focus Group Reports

Councilor Hellickson reported on the status of the trailer from Marion County Emergency Management and that a contract will need to be signed by the City to accept the trailer. Councilor Hellickson also reported that their CERT group had their first meeting. Councilor Scott is the Donald-CERT leader and will organize future meetings. Councilor Scott and PW Director Limones will meet to discuss emergency management needs for the City.

Councilor Waller and PW Director Limones provided an update on the the Little Park. The weather has caused the construction crew delays for providing utilities and pouring the foundation. Councilor Waller will apply for another restroom for the Skate Park. She reported that she has researched what goes into a Parks Master Plan and will apply for a grant to do this work too.

III. Donald Beautification Group Meeting Report

Councilor Waller gave a report on the DBG's work and said they met last night. They will have a dedication of the new park equipment by mid-March at the Little Park. Councilor Waller is sending out invitation to dignitaries. The DBG is coming up with a strategy for a contest to name the park but are shy away from naming after a specific person.

IV. Mayor's Report

Mayor Oxenford emailed a link to the Councilors to use an online calendar called "Team Up" and encouraged people to use it. He discussed the sign he wants to add at the Skate Park to recognize the N. Marion High School's National Art Society for their installations over the years.

REVIEW ITEMS

- I. Building Logs: November & December 2019**
- II. Business License Renewals**
- III. Gas Logs: December 2019**
- IV. Water Testing Report: Dec. 2019**
- V. Employee Safety Meeting Minutes: Dec. 2019**

PUBLIC WORKS REPORT

PW Director Limones referred to his monthly report that was included in the Councilor's packet for prior inspection and reviewed work items. He will include in the budget the amount of money needed to repair the holiday street lights for next year. He has worked a lot on the recruitment process for the new City Engineering Firm.

CITY MANAGER REPORT

Manager Bell referred to her monthly report that was included in the Councilor's packet for prior inspection. Manager Bell complimented PW Director Limones on a recent conversation with an OAWU employee because he provided her with positive remarks for the outstanding upkeep of the Public Works facilities and the properties that he does for the City. Manager Bell shared that tomorrow is the employee meeting where employees will share their short-term and long-term goals and begin budgeting for the next fiscal year. She had a meeting today for the grant with Governor Brown's office

for the pilot project. She stated that she is proud to work for the City of Donald where so many people give back; whether it be their time, money, thoughtfulness or care. It takes a village to make a City!

ADJOURN

- ✓ Councilor Hellickson motioned and Councilor Scott seconded to adjourn the meeting of the Donald City Council at 8:48pm. No discussion. Vote: 7-0-0. Motion carried.

Date: February 11, 2020

Signed: 
Brad Oxenford, Mayor

ATTEST:

Date: February 11, 2020

Signed: 
Heidi Bell, City Manager