

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

AGENDA * REGULAR MEETING

Tuesday, July 13, 2021 at 6:45pm

At City Hall: 10710 Main Street NE

Public attendance is in-person only

- I. **OPEN MEETING: 6:45 pm**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **ADD/DELETE AGENDA ITEMS**
- V. **COMMUNITY MEMBER'S FEEDBACK:**
 - a. Comments are limited to three (3) minutes. You can appear in-person, submit a letter by dropping it off at City Hall, or emailing your statement to either mayorolmsted@donaldoregon.gov or manager@donaldoregon.gov prior to 3pm of the Council Meeting, for it to be read at the meeting.
- VI. **PRESENTATIONS:**
 - a. Willamette Falls and Landings Heritage Area: Board Member Jim Mattis
 - b. System Development Fees: Steve Donovan, Donovan Enterprises
- VII. **PUBLIC HEARINGS**
 - a. The public hearing on this matter will be conducted in accordance with the rules of the Donald Development Code Section 3.205: City File #LA-2021-01: Legislative Amendments to the Donald Development Code Ordinance
- VIII. **POLICE REPORT AND STATS**
- IX. **CONSENT AGENDA**
 - a. Action Agenda Summaries: Regular Meeting: 6/8/2021 and Special Meeting 6/29/2021
 - b. Post on Website Aurora Fire District Logs: June 2021
 - c. Check Register & Cash Sheet: June 2021
 - d. Quarterly Four Report: End of Fiscal Year 2020-2021
- X. **OLD BUSINESS: None**

XI. NEW BUSINESS

- a. Vote: Resolution No. 533-21: Support of the Willamette Falls and Landings National Heritage Area
- b. Vote: Resolution No. 534-21: 2021 System Development Charges: Water Wastewater, Stormwater, Transportation, and Parks
- c. First Reading: Ordinance NO.: 178-2021: File No. 2021 Donald Development Code Update
- d. Vote: Home Occupation Application: 20933 Brentwood Ct.: Gerry Waller, Forrest Creations
- e. Vote: Resolution No. 535-21: Adopt Public Works Standards
- f. Vote: Resolution No. 536-21: Approve 2021 Focus Groups
- g. Vote: Resolution No. 537-21: Update to Council Rules of Procedure: Council Meeting Date
- h. Vote: Updates to City Staff Salary Schedule

XII. COUNCIL COMMUNICATIONS

- a. Council Discussion of Current Affairs in Donald
 - i. City-Wide Garage Sale -August 6-8, 2021
 - ii. Clean Up Day: Set Date
- b. Mayor's Report
- c. Donald Beautification Group Meeting Update

XIII. REVIEW ITEMS

- a. Building Logs: June 2021
- b. Business License Renewals: June – August 2021
- c. Gas Logs: June 2021
- d. Water & Sewer Testing Reports: June 2021
- e. Employee Safety Meeting Minutes: June 2021

XIV. PUBLIC WORKS REPORT

XV. CITY MANAGER REPORT

XVI. ADJOURN

**Posted: 7/6/2021
Reposted: 7/7/2021**



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City Council

Action Agenda Summary

Regular Meeting

Tuesday, July 13, 2021 at 6:45pm

At City Hall: 10710 Main Street NE

Public attendance was in-person only

OPEN MEETING: Mayor Olmsted opened the regular meeting of the Donald City Council at 7:49pm on July 13, 2021 in the Donald City Hall, 10710 Main Street NE.

PLEDGE OF ALLEGIANCE

ROLL CALL

Council present in-person: Mayor Rick Olmsted, Council President Katie Gonzalez, Councilors: Troy Hellickson, Alysha Irvin, Jan Olsen, Lauren Ostrander, and Gerry Waller

Council absent: None

Staff present in-person: City Manager Heidi Bell and Public Works Director Alonso Limones

Presenter: Steve Donovan

ADD/DELETE AGENDA ITEMS

Mayor Olmsted added to the agenda:

- The Action Agenda Summary for June 8, 2021
- The June 2021 Building Logs

Manager Bell announced the removal from the agenda the following items:

- Presentation: Willamette Falls and Landings Heritage Area: Board Member Jim Mattis
- Resolution No. 533-21: Willamette Falls and Landings Heritage Area: Board Member Jim Mattis

Mayor Olmsted moved the presentation for Steve Donovan to the top of the agenda, and Resolution No. 534-21 to immediately follow Mr. Donovan's presentation.

COMMUNITY MEMBER'S FEEDBACK:

Building Complaint: Anonymous: 20800 Ruth St: There was discussion that the Ruth Street HOA also asked the violator to remove the shed from his front yard. It was moved it to the back yard. The City's deadline for them to report to the City is August 1, 2021.

PRESENTATIONS:

- Willamette Falls and Landings Heritage Area: Board Member Jim Mattis:** This presentation was requested by Mr. Mattis to be rescheduled for August Council meeting.

b. System Development Fees: Steve Donovan, Donovan Enterprises: Mr. Donovan presented his reports that were included in the packet for the Council to review prior to the meeting. There was discussion about Donald's anticipated growth, the Harvest Gardens project and the SDCs for developers to pay to the City.

- ✓ Councilor Hellickson motioned and Councilor Ostrander seconded to approve Resolution No. 534-21: 2021 System Development Charges: Water Wastewater, Stormwater, Transportation, and Parks. No discussion. Vote: 7-0-0. Motion carried.

Mr. Donovan told the Council that he wants to come back in November or December about doing conservation rates for the water system.

PUBLIC HEARINGS

a. The public hearing on this matter will be conducted in accordance with the rules of the Donald Development Code Section 3.205: City File #LA-2021-01: Legislative Amendments to the Donald Development Code Ordinance.

Mayor Olmsted opened the public hearing regarding City File #LA-2021-01: Legislative Amendments to the Donald Development Code Ordinance at 7:12 pm. He read the following required questions to the Council and then to the audience:

1. I need to ask if there are any objections to the notice that was published? There were none from Council or audience.
2. Are there any objections to the jurisdiction of this body to hear and consider this matter? There were none from Council or audience.
3. Are there any declarations of conflict of interest or bias by any member of this body? There were none from Council or audience.
4. Does anyone wish to challenge the declarations made, or not made, by any member of this body? There were none from Council or audience.
5. He asked to accept testimony from audience and callers. There were none from Council or audience.

Planner Byram delivered the Staff Report that is included with this AAS for the record. There was discussion about Goal 12 having a Scribner's Error. Councilor Irvin will give the edits for these errors to staff for correction. These types of errors are allowed for updating. There was discussion on the environmental changes, they are not requirements, but instead just encouragements.

There were no proponents. There were no people in opposition.

Mayor Olmsted asked for anyone to speak who had a neutral stance.

- Mark Buzzard: Ruth Street, question about the marijuana business permitting. The zone change for the marijuana dispensaries to be only in the commercial zone, not the downtown mixed use zone. He asked what are the benefits to Donald? Would it create revenue, or a revenue loss?
 - Mayor Olmsted provided some background on the approval/election of marijuana businesses in Donald.
 - Councilor Hellickson provided background on the marijuana dispensary that formally was approved, but never opened.
 - It was confirmed that a dispensary would bring local revenue to the city, but limiting the

location thereby limits the potential revenue for the City.

Mayor Olmsted ended the public hearing on 7:51pm. Mayor called for additional discussion. There was none.

- ✓ Councilor Irvin motioned and Council President Gonzalez seconded to approve the Development Code Amendments package, referenced as file #LA-2021-01, with the amendment of reordering the number of the Goals: Goal Number 12 should be Goal Number 11. Mayor thanked the PC for their hard work on the issue, Planner Byram and the City staff for their hard work too. No further discussion. Vote: 6-1-0. Mayor Olmsted opposed. Motion carried.

Mayor Olmsted moved the reading of the ordinance to follow.

Mayor Olmsted read asked the Council if anyone wanted the Ordinance read in full, they did not. He confirmed that the Councilors had received the Ordinance prior to the meeting for inspection. Mayor Olmsted confirmed that the Ordinance had been posted one week prior to the meeting on the City's website and on the three city-owned bulletin boards: the Donald Community Center, City Hall, and the Donald Hometown Park. Mayor Olmsted again asked if anyone wanted it read in full. No one wanted the Ordinance read in full. The Ordinance was read by title only.

POLICE REPORT AND STATS: June 2021. Discussion of any outstanding business for traffic court.

CONSENT AGENDA

- a. Action Agenda Summaries: Regular Meeting: 6/8/2021 & Special Meeting 6/29/2021**
The June 8, 2021 Regular Meeting Council AAS is to be reviewed and voted on at the August Council Meeting.
- b. Post on Website Aurora Fire District Logs: June 2021**
- c. Check Register & Cash Sheet: June 2021:** The Council reviewed several checks with Manager Bell including a void check, and the engineering bill.
- d. Quarterly Four Report: End of Fiscal Year 2020-2021:** Council thanked Accountant Hassel for her work on the Q4 report.

Note: Council President Gonzalez briefly stepped out of the room at 8:03pm, returning in by 8:04pm.

- ✓ Councilor Irvin motioned and Councilor Waller seconded to accept the Consent Agenda. No discussion. Vote: 7-0-0. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

- a. Vote: Resolution No. 533-21: Support of the Willamette Falls and Landings National Heritage Area: Postponed:** Moved to August Council Meeting
- b. Vote: Resolution No. 534-21: 2021 System Development Charges: Water Wastewater, Stormwater, Transportation, and Parks:** Moved to earlier in the meeting
- c. First Reading: Ordinance NO.: 178-2021: File No. 2021 Donald Development Code Update:** Moved to earlier in the meeting
- d. Vote: Home Occupation Application: 20933 Brentwood Ct.: Gerry Waller, Forrest Creations:** Councilor Waller recused herself from the vote and discussion for a vote. She did provide clarification when the Council had questions about the home owner's association

allowing the home occupation. There was confirmation that the HOA supports the application.

✓ Councilor Hellickson motioned and Councilor Olsen seconded to

No discussion. Vote: 6-0-0. Motion carried.

e. Vote: Resolution No. 535-21: Adopt Public Works Standards

✓ Councilor Waller motioned and Councilor Hellickson seconded to approve Resolution No, 535-21. No discussion. Vote: 7-0-0. Motion carried.

f. Vote: Resolution No. 536-21: Approve 2021 Focus Groups:

✓ Councilor Irvin motioned and Councilor Olsen seconded to accept Resolution No. 536-21. No discussion. Vote: 7-0-0. Motion carried.

g. Vote: Resolution No. 537-21: Update to Council Rules of Procedure: Council Meeting Date:

Through discussion it was confirmed that Council meetings will continue to be on the second Tuesday of the month, with Work Sessions dates to be reserved on the first Monday of the month. Both meetings are to be held at 6:45pm.

h. Vote: Updates to City Staff Salary Schedule

✓ Councilor Hellickson motioned and Council President Gonzalez seconded to move the Operator position to Grade 25 on the Salary Scale for starting, and then subsequent Operators with Certifications to be move up one Grade. There was discussion about starting levels, certifications, and recruitment for the Operator position. Vote: 7-0-0. Motion carried.

Mayor Olmsted asked about the accountant job description and work.

✓ Councilor Hellickson motioned and Councilor Irvin seconded to set the Accountant II position at Grade 39. There was discussion of the market rate for a public accountant. Council directed Manager Bell to ensure that there are two different job descriptions, distinguishing between Accountant I and Accountant II. Vote: 7-0-0. Motion carried.

Council President Gonzalez asked that the Council see an informal salary study for city employees.

COUNCIL COMMUNICATIONS

Council President Gonzalez stepped out at 9:01pm, returned at 9:03pm.

a. Council Discussion of Current Affairs in Donald

i. City-Wide Garage Sale -August 6-8, 2021

ii. Clean Up Day: Set Date

1. Council decided to have clean up day on September 11, 2021. 8am to 1pm or until dumpsters are full.
2. Mark Buzzard will also help for volunteering cleaning up.
3. Council President Gonzalez will be unavailable.
4. Curb-side pickup: Saturday, September 11 at 6am, volunteers for this are to meet at 5:45am.
5. Manager Bell to confirm that Mike Mader from GK can be the "cruncher".

iii. Council Reports:

Councilor Ostrander presented her neighborhood's National Night Out. Everyone is invited to attend. The Aurora Fire and Marion CO Sheriff's Office will both attend. She is the actual host of the event; it is not a City sponsored event. In the future as the event is grown a street closure permit could be beneficial to remove the traffic off the roads.

b. Mayor's Report

- Mayor Olmsted discussed an Economic Development Meeting that he and Manager Bell attended with County Commissioner Cameron and the County's Economic Development Staff.
- Council President Gonzalez presented information about a meeting that she attended with Mayor Olmsted, and Manager Bell about restarting the overtime contract with Marion CO Sheriff's Office. At the meeting there was discussion about both a long-term solution for a full-time position, and in the short-run an overtime contract. The Sheriff's Office will come back to the City with the per hour amount. There was discussion of some changes that could happen to the contract this time around.

c. Donald Beautification Group Meeting Update

Councilor Waller presented on the projects that the DBG is working on. The next meeting is on Monday, July 19, 2021 at 6:30pm, via Webex.

REVIEW ITEMS

- a. **Building Logs: June 2021**
- b. **Business License Renewals: June – August 2021**
- c. **Gas Logs: June 2021**
- d. **Water & Sewer Testing Reports: June 2021**
- e. **Employee Safety Meeting Minutes: June 2021**


PUBLIC WORKS REPORT: Public Works Director Limones referred to his monthly report that was included in the Councilor's packets for prior inspection. Councilor Hellickson requested that "Public Works Show-and-Tell" of parts/equipment be brought back. Director Limones said that he is looking for a Dodge Ram, long flatbed trailer with a ramp that drops, because around Friday night (9-10pm) someone hit the fire hydrant at the DCC with that truck description. Mayor Olmsted reported that there was a Pulse Point about that time on a nearby street. Councilor Ostrander commented on the Skate Park graffiti and wondered if there was ever a discussion for authorizing city-allowed graffiti.

CITY MANAGER REPORT: City Manager Bell referred to her monthly report that was included in the Councilor's packets for prior inspection. There was discussion about the construction activities on the horizon. There was discussion about her being a finalist for the City Manager of Sheridan job.

ADJOURN

- ✓ Councilor Hellickson motioned and Councilor Ostrander seconded to adjourn the meeting. No discussion. Vote: 7-0-0. Motion carried.

Date: August 10, 2021

Signed: 
Rick Olmsted, Mayor

ATTEST

Date: August 10, 2021

Signed: 
Heidi Bell, City Manager

