



CITY OF DONALD

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City Council Action Agenda Summary June 11, 2019 at 6:45pm at City Hall

OPEN MEETING: Mayor Oxenford opened the meeting of the Donald City Council on June 11, 2019 at 6:45pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Absent: Councilor Rod Scott (excused)

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

ADD/DELETE AGENDA ITEMS

There was an addition to Consent Agenda Item I to include the Action Agenda Summary from the City Council Executive Session Meeting on May 14, 2019. It was noted that the June Council Agenda and the June Work Session AAS dates conflicted, the correct date is Thursday, June 2, 2019.

CORRESPONDENCE/PRESENTATIONS

- ODOT – I5: Donald-Aurora Interchange Improvement project (This presentation occurred after the last New Business item on the Council’s Agenda.) The project leaders Anna Henson, Senior Project Leader with ODOT and Ed Chamberland with David Evans and Associates gave an update on this project since their last visit to the Donald City Council. A packet was handed out (attached). More info can be found on ODOT’s website:
<https://www.oregon.gov/odot/projects/pages/project-details.aspx?project=19062>

PUBLIC HEARINGS WITH PUBLIC TESTIMONY

- ✓ Councilor Gonzalez motioned, and Council President Nicholson seconded to allow for five minutes of public testimony for tonight’s public hearings. No discussion. Vote: 6-0-0. Motion carried.

Electing to Receive State Shared Revenue: Fiscal Year 2019-2020

Mayor Oxenford read aloud the Public Hearing script and opened the public hearing for the election to receive state shared revenue at 6:48pm. There were no objections to the notice that was published. There were no objections for this body to hear and consider this matter. There were no declarations of bias or conflict. Mayor Oxenford asked for public testimony. There was none. Mayor Oxenford closed this public hearing at 6:51pm. There were no questions from the Council.

Adoption of City of Donald Budget: Fiscal Year 2019-2020

Mayor Oxenford read aloud the Public Hearing script and opened the public hearing for the Donald Budget Fiscal Year 2019-2020 at 6:53pm. There were no objections to the notice that was published. There were no objections for this body to hear and consider this matter. There were no declarations of bias or conflict. Mayor Oxenford asked for public testimony.

Jan Olsen, Rees Street: Raised three questions. 1) she asked if the police are in breach of their contract with the City since the approximately \$34,000 that is budgeted is not completely spent? 2) she asked if the budgeted money for police that was not being utilized was melded into the code enforcement funding? 3) she asked if the new employee, Maintenance Worker, that is funded at approximately \$16 per hour; had any allowances for retirement or health care coverage. Is that considered into your budget?

Mayor Oxenford and Manager Bell responded to her three questions. 1) Mayor said that the Sheriff's Office is about 21 people short in staffing and cannot require people to work overtime to fill the Donald shifts. He said that the Sheriff's Office did fill the vacancy of the North Marion County/French Prairie area deputy position and that person will start July 1. This should give more police presence in Donald. 2) There was discussion that besides the PGE Privilege tax the other money used to fund policing for the year comes from the General Fund's revenue sources like property taxes. 3) Yes, Maintenance Worker position is funded for benefits, including retirement and health care in the new budget.

There were no other questions from the public, council or staff. Mayor Oxenford closed the public hearing closed at 6:59pm.

CITIZENS/BUSINESS FEEDBACK: Please fill out a Speaker Card and limit comments to three (3) minutes

In-Person: Greg Leo, Champoeg Road, Aurora OR: He announced that he is working on providing CERT trainings to the area. He recognized that Councilor Hellickson was appointed as the liaison for the Focus Group on Emergency Management and he said that the CERT training will be a good fit for his group. Mr. Leo said that his goal is to teach three CERT classes in the next coming months, with 30 citizens and he asked Councilor Hellickson to help him promote the classes. Mr. Leo would like to encourage people to do an emergency planning activity called “map your community process” to understand where there are people with significant needs are in your neighborhoods. He also gave an update on Traffic Safety HB 3213: which was next headed to the Senate for approval and he provided its significance. Lastly, he encouraged everyone to come to the Butteville Store fundraising events this summer, including Bingo. The money will be used to pay off the new air condition unit for the Butteville Store.

In-Person and Paper Feedback Form: Mark Buzzard, Ruth Street: He spoke about the possible addition of chlorine or fluoride to the water system. He said he is representing quite a few residents today and referred the Councilors to the petition that he submitted to City Hall prior to the Council Meeting for inclusion in the Council’s packets. He read aloud from papers that were also previously submitted and included into the Council packets. (Mayor allowed him an extra 50 seconds to wrap up). He stated that a lot of people are concerned regarding the health effects of adding chlorine or fluoride to the water system. He visited many homes in Donald and only two people didn’t sign his sheets.

In-Person and Paper Feedback Form: Abby Hungate, Ruth Street: She spoke about the possible addition of chlorine or fluoride to the water system. She is opposed to having either added. She is ok if it needs to be added as a temporary solution to kill bugs in the water system, however Donald has great water and does not have bugs or the requirement to have chlorine added to the system. She stated that chlorine is very good at its job killing the bad bugs but that also means it kills the beneficial bugs, which help people’s intestinal tracks. She spoke about the benefits of good intestinal bacteria and the possible relation to food allergies that are on the uptick. She was concerned for any hardships that it might cause for the old, young and people with compromised immune systems. She stated that it is not worth taking the risks. She gave information regarding the

public outreach process that her and Mr. Buzzard were involved in. She reported on comments that people made on the citizen-maintained Facebook pages as well. She concluded by stating that she is “very passionate about this”.

Online Feedback Form: Pam Greenwalt, Williams ST: stated for no fluoride and chlorine in the water system.

Paper Feedback Forms: Betty and Dale McClure, Cone Street, Mark Buzzard, Ruth Street and Todd Deaton, Cone Street. The paper feedback forms were read aloud regarding a property on Cone Street. The feedback forms considered the property to be a public nuisance and listed specifics. The complainers requested that the City does something to remedy the problem.

CONSENT AGENDA

- I. City Council Work Session: 5/8/2019, Council Action Agenda Summary: 5/14/2019, Budget Training 5/9/2019 & Budget Committee Meeting 5/21/2019. The Council requested that the following amendments be made to the records:
 - a. The Work Session occurred on 5/2/2019 not 5/8/2019 as wrote on tonight’s Agenda
 - b. The Executive Session AAS was added to the Agenda. The draft was included in the Councilor’s packets for prior reading and approval.
 - c. Councilor Nicholson noted that on page two of the Budget Committee Meeting it reports “N. Nicholson” but it should be “G. Nicholson”.
- II. Post on Website Marion County Sheriff Office, Police Logs/Stats: May 2019
- III. Post on Website Aurora Fire District Logs: May 2019
- IV. Check Register & Cash Sheet: May 2019
 - ✓ Council President Nicholson motioned and Councilor Glenn seconded to accept the Consent Agenda Items with the amendments to the various action agenda summaries. No discussion. Vote: 6-0-0. Motion carried.

OLD BUSINESS

- I. **Vote: Addition of Chlorine to Donald Water System:** Mayor Oxenford stated that the Council wanted to ask the public broad open-ended questions about the addition of chlorine and/or fluoride to the water system. He said that he read each online survey response as

they were submitted. Overall, he was encouraged by the amount of responses. Councilor Gonzalez stated that she was the reason why the question regarding fluoride came up. She was curious if the addition of fluoride was ever discussed in Donald. The City was approached by a business regarding the addition of chlorine.

- ✓ Councilor Hellickson motioned and Councilor Waller seconded not to add chlorine to the drinking water. No discussion. Vote: 6-0-0. Motion carried.

(Manager Bell reminded the Council that if there is no motion, then an item dies.

However, Council can vote no on items to show their passion or make a statement.)

II. Vote: Addition of Fluoride to Donald Water System: Mayor Oxenford stated that we will not be adding any fluoride to the water system. No motion was made by Council.

III. Vote: Resolution No. 474-19 Adoption of Council Rules of Procedure:

- a. Councilor Gonzalez proposed that the annual Goal Setting be moved to the 4th Saturday of January instead of the third Monday of January since that conflicts with a federal holiday, Martin Luther King Day. Council agreed.
 - b. Mayor Oxenford requested that Council President Nicholson change Chapter 7 “Statements” to say “Positions”. She had already made the changes. Mayor Oxenford said that Councilors should be able to report facts to the media (including on social media), without the consent of the Council. Example “come to the focus group meeting on January 1st at 3pm” could be considered a statement and Councilors should be allowed to promote this information. He also said that Councilors should be able to be helpful and make a post on social media to direct a person to find information on the City’s website. This should not require permission from the Council. He thought that the word “position” would more accurately reflect the need for this rule. The council agreed.
- ✓ Councilor Hellickson motioned and Councilor Glenn seconded to approve Resolution No. 474-19 as amended. No discussion. Vote: 6-0-0. Motion carried.

NEW BUSINESS

I. Vote: Fill Vacant Seat on the Planning Commission: Jim Peters (Seat Expires: 12/31/2020)

Mr. Peters was in attendance and gave information on his background and interest in the position. There were no questions for Mr. Peters. Council President Nicholson said she knows him but doesn’t believe that there is a bias or conflict of interest that needs to be

declared. She said he is a very good prospect.

- ✓ Council President Nicholson motioned and Councilor Waller seconded to accept the Planning Commission's recommendation to appoint Jim Peters to the vacant Planning Commission seat with the expiration date of 12/31/2020. No discussion. Vote: 6-0-0. Motion carried.

II. Vote: Resolution No. 478-19: Contract for Land Use Planning Services with the Mid-Willamette Valley Council of Governments

- ✓ Councilor Gonzalez motioned and Council President Nicholson seconded to approve Resolution No. 478-19. No discussion. Vote: 6-0-0. Motion carried.

III. Vote: Resolution No. 479-19: Fee Schedule for Certain Administrative Services & Utility Billing

Manager Bell submitted an additional page "71b" to be included in the record. This is the form that is sent out in customer's water/sewer bills as a five-year budget plan. Councilor Waller pointed out that on the water/sewer information page to new customers that there is a typo. It should read "tested" not "testing".

- ✓ Council President Nicholson motioned and Councilor Glenn seconded to approve Resolution No. 479-19. With the grammar noted to be changed to say "tested". No discussion. Vote: 6-0-0. Motion carried.

IV. Vote: Resolution No. 480-19: City Eligible for State Share Revenue

- ✓ Councilor Gonzalez motioned and Council President Nicholson seconded to approve Resolution No. 480-19. No discussion. Vote: 6-0-0. Motion carried.

V. Vote: Resolution No. 481-19: City Elect to Receive State Share Revenue

- ✓ Councilor Waller motioned and Councilor Glenn seconded to approve Resolution No. 481-19. No discussion. Vote: 6-0-0. Motion carried.

VI. Vote: Resolution No. 482-19: Fiscal Year 2019-2020: City Budget: Adopting, Making Appropriations & Imposing/ Categorizing Taxes: Approve property taxes at rate of \$0.8752/\$1,000 of assessed value for the permanent tax levy and in the amount of \$18,674 for the General Obligation Bond

Councilor Gonzalez stated her appreciation for the City staff and their ability to make the slight adjustments that were made during the Budget Committee Meeting process.

- ✓ Councilor Gonzalez motioned and Council President Nicholson seconded to approve Resolution No. 482-19. No discussion. Vote: 6-0-0. Motion carried. Mayor Oxenford stated his appreciation for the citizens that were involved in the process and took their

time to serve on the Budget Committee (several were in attendance).

VII. Vote: Resolution No. 483-19: Accept Grant Money for Housing & Community Services Dept. Workforce Housing Agreement.

Manager Bell submitted a printed copy of the City's reservation letter for the \$195,000.

- ✓ Councilor Hellickson motioned and Councilor Waller seconded to approve Resolution No. 483-19. No discussion. Vote: 6-0-0. Motion carried.

VIII. First Reading: Ordinance No. 176-2019 The Design and Construction Standards for Public Works Construction in the City of Donald, Oregon

Mayor Oxenford asked if any Councilors wanted the ordinance to be read aloud in full. No one did. He asked if all Councilors received a copy in advance of the meeting. They did. He asked if copies were posted for the public. Manager Bell said they were posted on the City website and three community boards: City Hall, Community Center and at the Little City Park. Mayor Oxenford read aloud the title of Ordinance No. 176-2019.

At this time, ODOT gave a presentation on the progress of their work to update the Donald-Aurora I-5 Interchange. A copy of the presentation is attached for the City's record.

COUNCIL COMMUNICATIONS & FOCUS GROUP REPORTS

I. Council Discussion of Current Affairs in Donald

- a. Focus Group Report: Traffic Safety – Councilor Rod Scott: this item was moved to the July Council Meeting since Councilor Scott was absent.

II. Report on Donald Beautification Group Work: Councilor Waller

- a. Councilor Waller said that she turned in the required year-end progress report for the Park's grant to the State. She said that all the grant money will be spent next fiscal year and the City will receive the refund in the next fiscal year too. The restroom kit will come in September or October. She thanked PW Director Limones because he made a map that details all the measurements for the current playground equipment. The next DBG meeting is Monday, June 17, 2019 at 6:30 pm at City Hall.
- b. Summer Crafts fun dates are June 19th, July 3rd, July 17th, August 7th and August 21st at 12:30pm at the DCC, they happen after the free lunch program for the kids.

III. Mayor's Report

- a. Mayor Oxenford reported on the Mayor's Coalition Meeting that was in Dayton that he attended. He invited the Councilors to attend those meetings as well. He said it was

a good opportunity to meet other Mayors of cities of various sizes and that essentially all cities has the same problems, but some cities have more money than others. It is good to share each other's contact info and then serve as a resource for projects and city business.

REVIEW ITEMS

- I.** Building Logs: May 2019
- II.** Business License Renewals:
Manager Bell provided an update to the Council about the Final Notices two Businesses received. Country Oaks Estates paid their renewal fee and has been issued their City of Donald Business License. Auric Solar based out of Tualatin has not picked up their certified letter yet. Their business license expired May 11, 2019. Manager Bell said that there was an overlap in the mail with when County Oak Estates picked up the certified letter and that they had already sent their business license fee, so the \$10 fee was not collected.
- III.** Gas Logs: May 2019
- IV.** Water & Wastewater Testing Reports: May 2019
- V.** Employee Safety Meeting Minutes: May 2019

PUBLIC WORKS REPORT

Public Works Director Limones referred to his report that was included in the City Council packet. They applauded him for his high achievements during the regular State inspection of the Water Plant.

CITY MANAGER REPORT:

City Manager Bell referred to her report that was included in the City Council packet. She asked everyone to please sign a thank you card for Neil Strathdee since he donated the TV for the Council Chambers. She reported that there is a Pre-Application Meeting this Thursday for a potential new residential development in the City. The Council would like to have paper packets delivered to their homes in addition to the electronic one emailed out. Mayor Oxenford will stick to just an electronic packet.

ADJOURN

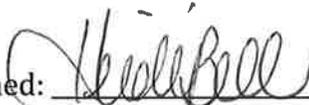
- ✓ Councilor Hellickson motioned and Council President Nicholson seconded to adjourn the meeting at 8:35pm. No discussion. Vote: 6-0-0. Motion carried:

Date: July 9, 2019

Signed: 
Brad Oxenford, Mayor

ATTEST:

Date: July 9, 2019

Signed: 
Heidi Bell, City Manager