



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

Tuesday, September 14, 2021 at 6:45pm

Council & Staff at City Hall: 10710 Main Street NE

Public Attendance was via WebEx

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Council present in-person: Mayor Rick Olmsted, Councilors: Mark Buzzard, Alysha Irvin, Troy Hellickson, Lauren Ostrander, and Gerry Waller.

Council absent: Council President Gonzalez, excused

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

ADD/DELETE AGENDA ITEMS: None

The Council heard a presentation from Scott Dadson, Executive Director of the Mid-Willamette Valley Council of Governments regarding their work in helping Donald with hiring an interim and permanent Donald City Manager.

Mayor Olmsted moved Old Business Item III to this time of the meeting.

Old Business Item III: Vote: Resolution No. 541-21: Contract with Mid-Willamette Valley Council of Governments: HR Services for hiring of interim city manager & permanent city manager

- ✓ Councilor Hellickson motioned and Councilor Irvin seconded to approve Resolution No. 541-21 as presented. No discussion. Vote: 6-0-0. Motion carried.

Mayor Olmsted moved New Business Item II to this time of the meeting.

New Business Item II: Vote: Adopt the City Manager Profile as Presented by Scott Dadson, Executive Director of the Mid-Willamette Valley Council of Governments: This was moved to earlier in the meeting.

Council discussed the rounds of editing that had been done and various duties and assignments by the Council.

- ✓ Councilor Hellickson motioned and Councilor Waller seconded to approve the City Manager Profile with the following edits:
 - Minor grammar edits that were submitted to Director Dadson by Mayor and Councilors.
 - Updating a sentence to read "Donald is looking for an outgoing person who can gain

community support while encouraging community members to get involved in any of the numerous projects and groups happening in Donald.”

- o Setting the salary range for the City Manager position at \$77,653.41 to \$87,857.71.

There was discussion before the vote: Councilor Ostrander asked what happens if we need to make changes to this Profile later? Director Dadson responded that in 30 days he will review with the Council to see if there are needed changes to the Profile based on the response to the position. The application will remain open until filled, with a first review on a set date yet to be determined.

Manager Bell noted that the drafted Profile was posted on the City’s website, with the ability for the public to provide feedback. No feedback was submitted.

The interim City Manager position deadline was 9/13/2021, there are six applicants and Director Dadson will review to see if any are acceptable candidates and work with Mayor on next steps.

COMMUNITY MEMBER’S FEEDBACK:

Letter Submitted: Ruth Drewery: 10982 Rees St.: Her letter was submitted to the Councilors in their packets for review.

PRESENTATIONS: Scott Dadson, Executive Director of the Mid-Willamette Council of Governments presented earlier in the meeting.

PUBLIC HEARINGS: None

POLICE REPORT AND STATS: Mayor Olmsted stated that we have not heard back from the Sheriff’s Office for the overtime shift contract.

CONSENT AGENDA

- I. **Action Agenda Summaries: Regular Meeting: 8/10/21, Work Session: 8/17/21, Work Session 9/7/2021**
 - II. **Post on Website Aurora Fire District Logs: August 2021:**
 - a. There was discussion of the Pulse Point program, which allows the public to see where the Fire District is going and why.
 - b. There was an announcement and inquiry about the Aurora Fire Chief’s status regarding a letter that he wrote to the community about his leadership with the Fire District regarding vaccination of employees.
 - III. **Check Register & Cash Sheet: August 2021:** The following checks were discussed:
 - a. Check 13628: Cole Tait (City Attorney): about why there were reimbursable amounts.
 - b. Check 13630: Great Western Sweeping: Street sweeping is done on the last Monday of the month, and it is in the newsletter’s calendar.
 - c. Check 13637: Old Republic Group: Annually the City purchases a bond for public employees.
 - d. Check 13653: State of Oregon: This is the state’s share of people paying their payment plan amounts for traffic court.
- ✓ Councilor Irvin motioned and Councilor Hellickson seconded to accept the Consent Agenda as presented. No discussion. Vote: 6-0-0. Motion carried.

OLD BUSINESS:

I. **Vote: Resolution No. 539-21: Employee Handbook Annual Changes**

This item was presented and discussed at the September Work Session.

- ✓ Councilor Waller motioned and Councilor Hellickson seconded to accept Resolution No. 539-21 revision of the Donald Employee Handbook. Councilor Ostrander asked for a brief review of the proposed changes. Mayor Olmsted handed her a memo from the Work Session for her to review. There was discussion of Juneteenth, being a new federal holiday. Vote: 6-0-0. Motion carried.

II. **Vote: Resolution No. 540-21: Contract with Marion Co. Sheriff's Dept. for Overtime**

Mayor Olmsted stated that we reached out again today regarding the contract for overtime services with the Sheriff's Office, but, again, no response.

III. **Vote: Resolution No. 541-21: Contract with Mid-Willamette Valley Council of Governments: HR Services for hiring of interim city manager & permanent city manager:** This item was moved to earlier in the meeting.

IV. **Second Reading and Vote: Ordinance NO. 178-2021: Amending Sections of the Donald Development Code Ordinance: Definitions, Food Cart Procedures, Downtown Mixed-Use Zone Civic Space and Marijuana Provisions, Fences along Main Street, Portable Signs, Residential Design Standards, Public Noticing on Site, and other minor Code Clean Up Items**

Councilor Ostrander requested that the Planning Commission be directly notified about the change of decision and the why. Manager Bell stated that it was shared in they *Friday Journal*, as well as in the September 2021 Newsletter for the public to be informed. Mayor Olmsted will reach out to Planning Commission Chair Cammi Hungate to inform her of the decision.

NEW BUSINESS

I. **First Reading: Ordinance NO. 179-2021: Amending multiple sections of the Donald Development Code: Definitions, Food Cart Procedures, Downtown Mixed-Use Zone Civic Space, Fences along Main Street, Portable Signs, Residential Design Standards, Public Noticing on Site, and other minor Code Clean Up Items**

Manager Bell stated that the Council Agenda was written to specifically show the words of both ordinances so that the public could see the "marijuana provisions" was missing.

No Councilor wanted the ordinance read aloud in full.

Manager Bell confirmed that the Ordinance was provided to each Councilor prior to the meeting. She confirmed that the Ordinance was posted on the three community boards (DCC, Hometown Park, and City Hall), as well as on the City's website. Manager Bell noted that on the agenda she made sure that both titles' text was included in full, to help further express the missing of the "marijuana provisions". All provisions were met for the Council to read Ordinance NO. 179-2021 by title only. Mayor Olmsted read Ordinance NO. 179-2021 by title.

II. **Vote: Adopt the City Manager Profile as Presented by Scott Dadson, Executive Director of the Mid-Willamette Valley Council of Governments:** This was moved to earlier in the meeting.

III. **Vote: Resolution No. 542-21: Contract with Valley Credit Service Inc.**

There was discussion of various needs that the City has to use the collection agency.

- ✓ Councilor Ostrander motioned and Councilor Waller seconded to approve Resolution No.

542-21. No discussion. Vote: 6-0-0. Motion carried.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald

- a. **Street Saver Service Report:** Mayor Olmsted gave a summary of the Street Saver program. Manager Bell stated gave a summary of the included report. Councilor Hellickson stated the importance of doing road preventative maintenance. The next City Budget should be able to fund at least some preventative maintenance for the roads. There was discussion of how the software works.
- b. **Councilor Hellickson: Making of the new Little Library and Food Pantry:** There was discussion of the Little Library and Food Pantry locations. The Civic Engagement and Public Health Focus Group Liaison Councilor Irvin will work with the Parks Focus Group Liaison Waller to assist Councilor Hellickson with choosing the location of boxes.
- c. **Clean Up Day: September 11, 2021 -8am to 1pm:** The Council provided after-the-event feedback for next year.
 - They liked having the cash donation box in the open because it was a fun way to thank people for the donation.
 - They want to figure out how to get more people to use this event.
 - They would like Accountant Lisa Hassel to do a total donations report.
 - Have Clean Up Day be at a regular time/weekend of September, so that a big banner across Main Street can be used for advertng.
 - Offer shredding
 - Offer pharmacy drop off. Next year, do this with the MED envelope program
 - Offer SHARPS box. This can be done Aurora Fire
 - They wanted to see more people use the recycling.
 - Perhaps coordinating a free item swap – people put free stuff out for trading around.
 - Councilor Ostrander shared that she was so proud of all the council being there.

II. **Mayor's Report:** Mayor Olmsted reported that Manager Bell and he received scholarships for an Infrastructure Summit hosted by Business Oregon for attending a virtual conference.

III. Focus Reports

IV. Donald Beautification Group Meeting Update

REVIEW ITEMS

- I. **Building Logs: July - August 2021:** There was discussion about the included report and how to read the information, and what the City collects. There was also discussion about at what point the City collects the System Development Charges and where the Councilor's can see the amounts coming in. Manager Bell reported the SDCs can be seen on the quarterly reports, or the annual SDC report that is required by the ORS.
- II. **Business License Renewals: August – October 2021**
- III. **Gas Logs: August 2021**
- IV. **Water & Sewer Testing Reports: August 2021**

V. Employee Safety Meeting Minutes: August 2021

PUBLIC WORKS REPORT: Public Works Director Limones referred to his monthly report that was included in the Councilor’s packets for prior inspection. There were no comments for him. He did a “show and tell” of about water meters, including how the meters are read automatically.

Mayor Olmsted reported that Harvest Gardens is going to be doing their frontage improvements in the coming days, including landscaping and sidewalks.

CITY MANAGER REPORT: Manager Bell referred to her monthly report that was included in the Councilor’s packets for prior inspection. There was discussion regarding the newsletter and articles. There was notification to the Council about HGO’s sewer violations. She also gave information about the upcoming virtual Main Street Oregon conference, encouraging people to go.

ADJOURN


- ✓ Councilor Ostrander motioned and Councilor Hellickson seconded to adjourn the regular meeting of the Donald City Council at 9:16pm. No discussion. Vote: 6-0-0. Motion carried.

Date: September 29, 2021

Signed: 
Rick Olmsted, Mayor

ATTEST

Date: September 29, 2021

Signed: 
Heidi Bell, City Manager

