

# 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](http://www.donaldoregon.gov)

## **City Council Agenda Work Session & Executive Session Monday, August 2, 2021 at 6:45pm City Hall: 10710 Main Street NE, Donald, OR 97020**

**OPEN MEETING: 6:45 pm**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADD/DELETE AGENDA ITEMS**

**OPEN EXECUTIVE SESSION:** *Estimated Start Time: 6:45pm and Estimated End Time: 7:30pm*

**Executive Session: ORS 192.660(2)(a):** To consider the employment of a public officer, employee, staff member or individual agent

**COUNCIL COMMUNICATIONS/DISCUSSION ITEMS**

- I.** Council Recruitment: Resignation Letter Jan Olsen
- II.** Stormwater Utility Fee
- III.** Street Maintenance Utility Fee
- IV.** Police Update
- V.** Broadband Update
- VI.** Engineering/ Update on Infrastructure
- VII.** City Employee Handbook Annual Updates

**ADJOURN**

**Posted: 7/28/2021**



# 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

### Work Session & Executive Session

Monday, August 2, 2021 at 6:45pm

City Hall: 10710 Main Street NE, Donald, OR 97020

**OPEN MEETING:** Mayor Olmsted opened the Work Session meeting of the Donald City Council at on Monday, August 2, 2021 at 6:48pm.

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL:

*Council Present In-Person:* Mayor Rick Olmsted, Council President Katie Gonzalez, and Councilors: Troy Hellickson, Alysha Irvin, and Gerry Waller

*Council Present Remotely:* None. This meeting was not offered electronically.

*Council Absent:* Councilor Lauren Ostrander.

(One vacancy on Council)

*Staff Present In-person:* City Manager Heidi Bell

**ADD/DELETE AGENDA ITEMS:** Mayor Rick Olmsted added the Mayor's Declaration "In the Matter of Declaring a State of Emergency for the COVID-19 Outbreak".

**OPEN EXECUTIVE SESSION:** *Estimated Start Time: 6:45pm and Estimated End Time: 7:30pm*

Mayor Olmsted read the following statement:

The City of Donald will now meet in Executive Session for the purpose of ORS 192.660(2)(a). The Executive Session is held pursuant to ORS 192.660(2)(a), which allows the Council to meet in an Executive Session to consider the employment of a public officer, employee, staff member or individual agent. Representative of the news media and designated staff shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the room. Representatives from the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No decision may be made in Executive Sessions. At the end of the Executive Session, we will return to Open Session and welcome the audience back into the room. At this time, members of the public please exit the room. It is 6:52pm and the Executive Session is now open.

Mayor Olmsted ended the Executive Session and came back into Open Session at 7:50pm. He invited the public back, but there was no public.

- ✓ Councilor Hellickson motioned and Councilor Irvin seconded to direct Manager Bell to do a Request for Proposals to hire an interim city manager and present the responses to Council

for their selection. No discussion. Vote: 5-0-0. Motion carried.

- ✓ Council President Gonzalez motioned and Councilor Irvin seconded to invite the Mid-Willamette Council of Governments (COG) to come to the August 10<sup>th</sup> Council Meeting to present on their service to help fill the permanent role of City Manager. No discussion. Vote: 5-0-0. Motion carried.

### **COUNCIL COMMUNICATIONS/DISCUSSION ITEMS**

- I. Mayor's Declaration "In the Matter of Declaring a State of Emergency for the COVID-19 Outbreak". The Council collaboratively worked on editing this declaration. A copy is attached for the record.
- II. Council Recruitment: Resignation Letter Jan Olsen: City Manager Bell said that one application has been received. Mayor Olmsted said the deadline to apply is at the August 10<sup>th</sup> Council Meeting.
- III. Stormwater Utility Fee: Council discussed the intent and importance of this fee.
- IV. Street Maintenance Fee: Council discussed the intent and importance of this fee.
  - ✓ Councilor Hellickson motioned and Council President Gonzalez seconded to accept the Budget Committees' recommendation to accept the \$1 per month stormwater utility fee and for the new \$3 per month street utility fee. Manager Bell is to work with City Attorney Andrew Cole to draft the code for these fees. No discussion. Vote: 5-0-0. Motion carried.
- V. Police Update: Council discussed the short-term goal of contracting with Marion County Sheriff's Office (MCSO) for an overtime deputy to be in town. They also discussed the long-term goal and costs associated with hiring a MCSO deputy full-time for Donald.
- VI. Broadband Update: Manager Bell provided a summary of the broadband League of Oregon Cities conference she attended. She also put out a newsletter article asking people to volunteer to help the City get better broadband.
- VII. Engineering/ Update on Infrastructure: Council reviewed the spreadsheet for the cost for the new lagoon that was submitted by Tetra Tech, the City Engineer.
- VIII. City Employee Handbook Annual Updates: Council and Manager Bell discussed the proposed changes to the Employee Handbook. They include changes to accepting the City/County Insurance Services recommended changes, creation of a remote/telework policy, accepting the federal per-diem rate for travel reimbursement, and cleaning up the language for the holiday stand-by time for public works employees.

### **ADJOURN**


- ✓ Councilor Hellickson motioned and Councilor Irvin seconded to adjourn the meeting at 9:33pm. No discussion. Vote: 5-0-0. Motion carried.

Date: August 10, 2021

Signed:   
Rick Olmsted, Mayor

### **ATTEST**

Date: August 10, 2021

Signed:   
Heidi Bell, City Manager