



# CITY OF DONALD

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## City Council Work Session

### AGENDA

**Thursday, May 2, 2019 at 6:30pm at City Hall**

**OPEN MEETING:** Mayor Oxenford opened the meeting at 6:30 pm at Donald City Hall.

#### **PLEDGE OF ALLEGIANCE**

#### **ROLL CALL**

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

Staff Present: City Manager Heidi Bell

#### **REVIEW & DISCUSSION ITEMS:**

A packet of information was distributed for the Council's prior inspection. The Council reviewed the packet items including memos and documents. Mayor Oxenford led discussion on the agenda items. No motions or votes were taken during the Work Session.

- **Focus Groups and Councilor Assignments:** Council refined the name of the proposed Focus Groups and announced their interest to be either lead liaisons and/or alternates for specific Focus Groups. The final decision will come before the Council at the May Council Meeting.

<b>Focus Group</b>	<b>Lead Liaison</b>	<b>Alternate</b>
Community Communication	Mayor Oxenford	
Civic Engagement & Public Health	Councilor Gonzalez	Councilor Waller
Grant Proposal and Writing	Councilor Waller	Councilor Scott
Public Works	Councilor Glenn	Councilor Hellickson
Emergency Management	Councilor Hellickson	Councilor Glenn
Parks and Recreation	Councilor Waller	Councilor Scott
Traffic Safety	Councilor Scott	Councilor Glenn
Economic Development	Council President Nicholson	Mayor Oxenford

- **Proposed Council Rules & Procedures:** Council President Nicholson lead a discussion about the proposed Council Rules of Procedure that was included for editing. The Councilors worked on editing

the rules to make them represent current practices and rules. Councilors are to read the rules and edit on the paper copy, then drop them off at City Hall for Council President Nicholson to collect and make the final edits. Then she will make a final draft to be put into the Council's May packet for adoption by resolution.

- **Mayor's Communication Survey Results:** The Council reviewed the Mayor's Communication Survey and the tables that the City Manager included in the packets. The top results included that the Mayor communication via the current newsletter to the community (33%) or a special insert in the water/sewer bills (20%). That there are no issues with the current communication between the residents and the City Manager. The community would like the Council to place priority on policing (29 responses) and development of city parks/recreational opportunities (26 response).
- **Set Goal Setting Meeting Date(s), Time(s) and Content:** Manager Bell previously handed out the current goals and encouraged the Council to start brainstorming ideas for the Goal Setting meetings. There was discussion about "SMART" (specific, measurable, achievable, realistic and time-based) goals. She will collect the ideas and consolidate them to see if there is a theme. The Mayor will give Manager Bell several dates and times to setup the goal setting meeting(s) and then she will put out a Survey Monkey for people to vote. The Planning Commission will be included in the date/time selection survey.

Mayor Oxenford said he really appreciated the time people are taking to come to this extra meeting time to come to this work session.

## ADJOURN

Council President Nicholson motioned and Councilor Hellickson seconded to adjourn the Work Session at 8:40pm. No discussion. Vote: 7-0. Motion carried.

Date: June 11, 2019

Signed:   
Brad Oxenford, Mayor

## ATTEST:

Date: June 11, 2019

Signed:   
Heidi Bell, City Manager