



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

Work Session

Tuesday, September 7, 2021 at 6:45pm

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

Page #

OPEN MEETING: 6:45 pm

PLEDGE OF ALLEGIANCE

ROLL CALL

ADD/DELETE AGENDA ITEMS

COUNCIL COMMUNICATIONS/DISCUSSION ITEMS

- | | | |
|-------------|---|-----------------|
| I. | Meeting with Scott Dadson, Executive Director of the Mid-Willamette Valley Council of Governments to discuss City Manager Profile | 2-7 |
| II. | Vote: Resolution No. 539-21: Employee Handbook Annual Updates | 8-9+ 8/31 email |
| III. | Clean Up Day: September 11, 2021 from 8am to 1pm | 10-11 |
| IV. | Council Discussion of Current Affairs in Donald | |

ADJOURN

Posted: 8/31/2021



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City Council

Action Agenda Summary

Work Session

Tuesday, September 7, 2021 at 6:45pm

City Hall: 10710 Main Street NE

Public attendance was offered in-person only

OPEN MEETING: Mayor Olmsted opened the regular meeting of the Donald City Council at 6:47pm on September 7, 2021 in Donald City Hall, 10710 Main Street NE.

PLEDGE OF ALLEGIANCE

ROLL CALL

Council present in-person: Mayor Rick Olmsted, and Councilors: Troy Hellickson, Gerry Waller, Alysha Irvin, and Mark Buzzard (at 9:01pm).

Council absent: Council President Katie Gonzalez (excused) and Councilor Lauren Ostrander (excused)

Staff present in-person: City Manager Heidi Bell

Presenter: Executive Director of the Mid-Willamette Valley Council of Governments (COG) Scott Dadson

ADD/DELETE AGENDA ITEMS

COUNCIL COMMUNICATIONS/DISCUSSION ITEMS

I. Meeting with Scott Dadson, Executive Director of the Mid-Willamette Valley Council of Governments to discuss City Manager Profile

The Council and ED Dadson discussed having the rules and reasonings for having an "open" or "closed" hiring process for the city manager position. Council reviewed the included rough draft City Manager Profile that was included in their packets for prior review, and gave ED Dadson feedback. They reviewed the salary scale for the City Manager position and heard regional statistics for pay. They discussed the screening, interviewing, and hiring processes for the city manager process. Councilors are to get any edits for the Profile to ED Dadson by Thursday, September 9, 2021 at 1pm. A final draft of the Profile will be ready on Friday, September 10 for the City to post on the website for public inspection. Mayor Olmsted will phone call both Council President Gonzalez and Councilor Ostrander to notify them of the next steps with the hiring of the city manager position.

They also discussed the process for finding an interim, including the daily-rate for pay. There was discussion about the expectations and the contract provisions of an interim city manager.

- ✓ Councilor Hellickson motioned and Councilor Irvin motioned for a three-minute break. No discussion. Vote: 5-0-0. Motion carried. Council was back in session at 8:39pm.

II. Resolution No. 539-21: Employee Handbook Annual Updates

Manager Bell submitted a list of updates to the Council for review, which is included with this AAS for the record. Council will vote on Resolution No. 539-21 at their regular Council Meeting on September 14, 2021.

III. Clean Up Day: September 11, 2021 from 8am to 1pm

Manager Bell and the Council reviewed the "to do" list and the volunteer assignments to get ready for Cleanup Day.

IV. Council Discussion of Current Affairs in Donald

Manager Bell spoke about the little libraries and the perishable foods that are appearing. Councilor Hellickson discussed the status of the new little libraries that he is making and his design. He received a donation from Beaverton Cabinets.

Councilor Buzzard came in at 9:01pm. Council and Manager gave him an update on the meeting.

Mayor reported that there was an actual "Porch Pirate" with actual video, it is posted on Facebook. Mayor has urged them to report it to Marion County Sheriff's Office.

ADJOURN

- ✓ Councilor Hellickson motioned and Councilor Waller seconded to adjourn the meeting at 9:13pm. No discussion. Vote: 5-0-0. Motion carried.

Date: September 14, 2021

Signed: 
Rick Olmsted, Mayor

ATTEST

Date: September 14, 2021

Signed: 
Heidi Bell, City Manager