



# CITY OF DONALD

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## City Council

### Action Agenda Summary

Tuesday, March 9, 2021 at 6:45pm

**Due to Social Distancing Restrictions: Councilors choose to meet either in City Hall or by Webex  
Public Attendance is by Call or Video only, with Webex**

*Webex is a free service for the public to attend meetings. Directions for joining the meeting are below.*

**OPEN MEETING:** Mayor Rick Olmsted opened the regular meeting of the Donald City Council at 6:45pm. The meeting was held via Webex. Council President Katie Gonzalez met at City Hall and others attended electronically.

### PLEDGE OF ALLEGIANCE

### ROLL CALL

*Present:* Mayor Rick Olmsted, Council President Katie Gonzalez and Councilors: Troy Hellickson, Lauren Ostrander, Amanda McCracken, Rod Scott and Gerry Waller.

*Absent:* None

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

Mayor Olmsted held a moment of silence for the 273 people in Oregon, reported from the Oregon Health Authority, that have died from COVID-19 since the last City Council meeting on February 9, 2021.

### ADD/DELETE AGENDA ITEMS

1. Manager Bell requested that New Business Items 1 and 2 be moved to after the presentations so that Steve Donovan can hear the voting results. Council agreed.
2. Community Member Feedback Form from Tammy Oxenford.
3. Updated pie chart from Gervais Police Department.

### CORRESPONDENCE/PRESENTATIONS:

#### I. Five Year Water and Sewer Rate Study: Steve Donovan, Donovan Enterprises, Inc

Mr. Donovan introduced himself to the Council, including that he has been working for the City since 2016 when he did the water/sewer rate studies. Doing the rate deferment with the water and sewer rates during the last year has caught up to the financials. Mr. Donovan reviewed his slide show presentation that was included in the Council packets for early review, and included with this AAS.

#### II. Fargo Rate Study, Steve Donovan, Donovan Enterprises, Inc

Mr. Donovan presented a slide show on the Fargo rates; this was included in the Council's packets that was included for prior review, and included with this AAS.

#### III. Water, Wastewater, Stormwater, Transportation, and Parks System Development Charge Update: Steve Donovan, Donovan Enterprises, Inc

### Summary Notes from Presentation:

- The Water, Sewer and Parks SDCs are not ready for moving forward until the population forecasts are figured out for the Master Plans. It will be a later meeting, estimated three months for the State Agencies to weigh-in on the population numbers.
- These SDCs for Transportation and Storm Water are ready, and prices are known, but they will be presented for a vote at the April Council Meeting.

### **NEW BUSINESS**

#### **I. Vote: Resolution No. 520-21: Accepting Fargo Rate Report and Adopting Rate**

- ✓ Councilor Scott motioned and Councilor Ostrander seconded to approve Resolution No. 520-21 as proposed. No discussion. Vote: 7-0-0. Motion carried.

#### **II. Vote: Resolution No. 521-21: Adopting ENR for System Development Charges: Water, Wastewater, Storm, Transportation and Parks and increase the SDCs' Administration Fee from 2% to 5%.**

- ✓ Councilor Scott motioned and Councilor McCracken seconded to approve Resolution No. 521-21 as proposed. No discussion. Vote: 7-0-0. Motion carried.

Council decided to take roll call votes during the electronic meetings.

### **COMMUNITY MEMBER'S FEEDBACK:**

*Emailed Form:* Tammy Oxenford: Cone Street: She recommended that the City should setup dumpsters for people to put debris in from the Ice Storm. She said that they should be located at the Sewer Treatment Plant. She stated that the City has money and should pay for it with CARES Act money. She said that this will help people with limited funds.

**PUBLIC HEARINGS:** None

**POLICE REPORT AND STATS:** Manager Bell stated that her and Councilor Scott discussed the police invoice and she reached out to Chief Chase to better understand the invoice. There recently has been two officers on duty at the same time because of training and, the number of hours should be doubled. The newly trained officer will be a regular in Donald.

Manager Bell is to add discussion of continuing with Gervais Police Department on the April 1, 2021 Work Session Agenda.

Manager Bell is to discontinue the police invoice being posted on the City's website.

A new updated pie chart was available for the Council.

### **CONSENT AGENDA**

- I. Action Agenda Summaries: Regular Meeting February 2021**
- II. Post on Website Aurora Fire District Logs: February 2021:** The Ice Storm stats would be included in this batch.
- III. Check Register & Cash Sheet: February 2021**

There was discussion about the State assessment share for the municipal court costs.

  - ✓ Councilor Hellickson motioned and Councilor Scott seconded to accept the Consent Agenda as presented. No discussion. Mayor conducted a roll call vote, and all voted in favor. Vote: 7-0-0. Motion carried.

## OLD BUSINESS

### I. **Vote: Update to Mayor's Emergency Declaration**

Discussion of when to reopen City activities and buildings will be discussed later. Manager Bell is to include the info chart from State about COVID Risk Levels, this will help to frame the conversation.

### II. **Resolution No 518-21: Court Services Moving to City of Gervais, Amend Contract (Postponed to 4/13/21)**

## NEW BUSINESS

*Note: New Business Items I and II were heard immediately following the presentations.*

### I. **Vote: Budget Committee Applications**

Two applications were received for the two open positions. One from Toshia Weese and one from Jan Olsen. Toshia Weese sent Manager Bell an email stating that she would be unable to make this meeting because she was at work, but acknowledged that she would be able to make the Budget Committee Meeting because dates were far enough in advance for her to plan. Council held a discussion of the applicants.

- ✓ Councilor Ostrander motioned and Council President Gonzalez seconded to accept the applications for the Budget Committee positions from Toshia Weese and Jan Olsen. No discussion. Mayor Olmsted conducted a roll call vote and all voted in favor. Vote: 7-0-0. Motion carried.

### II. **Vote: Resolution No. 523-21: Adoption of 2021 Council Rules of Procedure**

Manager Bell noted an error on the Council Rules of Procedure's Cover Page. It should read "Resolution No. 523-21" not "Resolution No. 522-21". This will be corrected by Staff.

- ✓ Councilor Hellickson motioned and Councilor seconded to Waller adopt Resolution No. 523-21 the updated Council Rules of Procedure. No discussion. Mayor Olmsted conducted a roll call vote and all voted in favor. Vote: 7-0-0. Motion carried.

### III. **Vote: Community Members of the Month**

The Council discussed the three nominations for Community Member of the Month: Loren's Sanitation and GK Machine for their help with tree debris clean-up from the Ice Storm and Sarah and Naomi Fogelson (kids) for their work on the Donald Beautification Group, including setting up the fire hydrant painting project.

- ✓ Councilor President Gonzalez motioned and Councilor Ostrander seconded to combine Loren Sanitation and GK Machine as Community Members of the Month for April and Fogelson kids as Community Members of the Month for May 2021. Mayor Olmsted conducted a roll call vote and all voted in favor. Vote: 7-0-0. Motion carried.

## COUNCIL COMMUNICATIONS

### I. **Council Discussion of Current Affairs in Donald**

- (a) Councilor Scott stated that the City needs to start considering that there is not enough policing and we need to start thinking about how to charge for police. He questions if there are other funding options for collecting money for police. Mayor Olmsted gave input about policing costs. There was discussion about the cost for the flashing speeding signs that are posted when people enter a town, they cost roughly \$5,000-\$7,000 each.
- (b) Councilor McCracken stated that the City has a website; but, asked why there is no social media presence? There was discussion about social media for the City and the amount of work that it can take up.

*Council President Gonzalez lost her Webex connection at 9:01pm.*

## **II. Focus Group Reports**

### **III. Mayor's Report**

Mayor Olmsted reported that he attended a Marion County Community Round Table with Congressman Kurt Schrader. It was a virtual meeting. It is an opportunity to directly ask for needs that cities have and could be met with federal dollars. He stated that Donald is drilling a well, that it is expensive, and that any funds would be helpful and appreciated. He encouraged the Councilors to attend it next year.

*Council President Gonzalez joined by phone at 9:08pm*

## **IV. Donald Beautification Group (DBG) Meeting Update**

- A. Council President Gonzalez said she read in the DBG minutes that the State Park Grant ran out of money for purchasing a baby changing table for the restroom at the Donald Hometown Park. The Council discussed the need for purchasing this since this Park serves little kids. Manager Bell will look into the costs and funding for the changing table.

## **REVIEW ITEMS**

- I. Building Logs: February 2021**
- II. Business License Renewals: February -April 2021**
- III. Gas Logs: February 2021**
- IV. Water Testing Report: February 2021**
- V. Employee Safety Meeting Minutes: February 2021:** Due to the weather events in February the Employee Meeting was cancelled. The next Employee Meeting was set for (3/10/2021).

**PUBLIC WORKS REPORT:** Public Works Director Limones referred to his monthly report that was included in the Councilor's packets for prior inspection. He asked the Council about what color to paint the Donald Community Center. The Council decided to send the decision to the DBG. He reported that today Sean Beauchamp resigned from his position, without notice.

**CITY MANAGER REPORT:** Manager Bell referred to her monthly report that was included in the Councilor's packets for prior inspection. She discussed the possibility of having an incentive for employees to get the COVID vaccine. She will do research with CIS to see what is recommended. There are new City Signs renderings that Connie Bradley at GK is doing that will have "Welcome to Donald" added to the new signs at the bottom. She reported that Planning Commissioner Vice Chair Neil Strathdee has suggested that Tree City USA also be added to the new City Signs. There was discussion about the DBG putting together a few options and including them in the *Donald Monthly Record* for voting. She reported that her annual review was completed by Mayor Olmsted and thanked the Councilors for contributing to the process. She remarked that she completed PW Director Limones annual review and that it was positive.

Manager Bell and Public Works Director Limones thanked Councilor Ostrander for the two \$10 gift cards for cupcakes. They plan to use them to buy cupcakes the next time there is an employee event that is held in-person.

## **ADJOURN**

- ✓ Councilor Scott motioned and Councilor Waller seconded to adjourn the meeting at 9:23pm. No discussion. Vote: 7-0-0. Motion carried. Mayor Olmsted ended the meeting and thanked


everyone for their hard work and dedication to the City.

Date: April 13, 2021

Signed:   
Rick Olmsted, Mayor

**ATTEST:**

Date: April 13, 2021

Signed:   
Heidi Bell, City Manager