



# CITY OF DONALD

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## **City Council Regular Meeting Action Agenda Summary Tuesday, May 12, 2020 at 6:45pm via Webex Online Meeting**

**OPEN MEETING:** Mayor Brad Oxenford opened the regular meeting of the Donald City Council on Tuesday, May 12, 2020 at 6:45pm. This meeting was held electronically using the online program Webex. The public was served notice on the meeting's agenda about how to attend, listen, deliver information and/or participate in this meeting. Using Webex is free of charge.

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

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

*Absent:* None

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

### **COMMUNITY MEMBER'S FEEDBACK: None**

**ADD/DELETE AGENDA ITEMS:** Mayor Oxenford item the following items to the agenda:

- I. Community Member of the Month Nomination: Caldwell was added to New Business, Item VII.
- II. Wastewater Testing Reports from 4/14/2020, 4/20/2020 and 4/30/2020 were added to Review Items, Item IV.

### **CORRESPONDENCE/PRESENTATIONS: None**

**PROCLAMATION:** Mayor Oxenford read the proclamation in the Matter of Proclaiming April as Mental Health Awareness Month. The Council discussed the importance of mental health during the COVID-19 Pandemic. Councilor Gonzalez reported on local resources for people. The Proclamation will be hung on the community boards and on the City website with the resource list.

- ✓ Councilor Gonzalez motioned and Council President Nicholson seconded to approve the proclamation. No discussion. Vote: 7-0-0. Motion carried.

### **CONSENT AGENDA**

- I. **Action Agenda Summaries: Regular Council Meeting 4/21/2020**
- II. **Post on Website Marion County Sheriff Office, Police Logs/Stats: April 2020**
- III. **Post on Website Aurora Fire District Logs: April 2020**
- IV. **Check Register & Cash Sheet: April 2020**

- ✓ Councilor Hellickson motioned and Councilor Scott seconded to approve the Consent Agenda with the amendment to reflect in the AAS for April 21, 2020 that under Community Member Feedback the address reported for Zimmer should be on Ehlen Road, not Butteville Road as it was reported. No further discussion. Vote: 7-0-0. Motion carried.

## **OLD BUSINESS**

### **I. Vote: Resolution No. 489-19: Intergovernmental Agreement for Municipal Court Services:**

Council President Nicholson noted that the May 2020 addendum IGA has typos, should be “pro-tem” not “pro-term”. Council directed Manager Bell to double check the contract price on the agreement, but she can go forward with the signing. There was discussion about paying by session instead of hourly.

- ✓ Councilor Hellickson motioned and Councilor Waller seconded to approve Resolution No. 489-19 with the amendments to correct the contract typo to read “pro-tem” and Manager Bell checking the price on the agreement. No discussion. Vote: 7-0-0. Motion carried.

### **II. Vote: Resolution No. 499-20: Intergovernmental Agreement: Marion CO: Emergency Response Trailer**

- ✓ Council President Nicholson motioned and Councilor Scott seconded to approve Resolution No. 499-20 as submitted. No discussion. Vote: 7-0-0. Motion carried.

## **NEW BUSINESS**

### **I. Vote: Resolution No. 500-20: Correction to Resolution No. 490-19: Accepting Grant Money for Street Fund:**

Manager Bell stated that she needed to officially give testimony by presenting Resolution No. 500-20, which is needed to correct a typographical error that originally appeared on Resolution No. 490-19. The error was that the Resolution reported the change be made to the Water Fund, but should have been the Street Fund.

- ✓ Council President Nicholson motioned and Councilor Gonzalez seconded to approve Resolution No. 500-20 as submitted. No discussion. Vote: 7-0-0. Motion carried.

### **II. Vote: Resolution No. 501-20: Marion County Sherriff's Office Contract Fiscal Year 2020-2021:**

Council discussed that the maximum amount of \$50,000 is not desirable, this is the amount needed to sustain the same level of coverage as the past few years. Councilor Scott requested a meeting with the Mayor and Marion CO Sheriff's Office to review the “hot spots” for traffic in town. Council discussed the speeding issues in town.

- ✓ Councilor Hellickson motioned and Councilor Glenn seconded to approve Resolution No. 501-20 as submitted. No discussion. Vote: 7-0-0. Motion carried.

### **III. Vote: Resolution No. 502-20: Public Works Standards Change: Allowing Temporary Easement: Right of Way:**

There was clarification on the process for this temporary easement into the public right of way, which includes Council approval of each one.

- ✓ Councilor Scott motioned and Council President Nicholson seconded to approve Resolution No. 502-20 as submitted. No discussion. Vote: 7-0-0. Motion carried.

**IV. Vote: Granting a Temporary Easement in Right of Way for Flag Pole on east side of 10691 Main Street NE:**

There was discussion about the location of the easement at 10691 Main Street NE and the future of sidewalks in this area. The Council discussed changing the term of the easement from 1 year to 6 months' notice to the property owner for removal of the flag lot. Mayor Oxenford suggested and the Council agreed that the flags allowed should only be the United States America or the State of Oregon.

- ✓ Councilor Hellickson motioned and Councilor Scott seconded to approve the granting of a Temporary Easement in the Right of Way for Flag Pole on the east side of 10691 Main Street NE with a six months' notice to the property owner for removal. No discussion. Vote: 7-0-0. Motion carried.

**V. Vote: Resolution No. 503-20: Change "Traffic Safety" Focus Group to "Public Safety"**

- ✓ Council President Nicholson motioned and Councilor Glenn seconded to approve Resolution No. 503-20 as submitted. Councilor Gonzalez clarified that the responsible liaisons are to stay the same. Vote: 7-0-0. Motion carried.

**VI. Vote: Set Deadline for Completion of the Little City Hall Park Restroom**

- ✓ Councilor Hellickson motioned and Councilor Waller seconded to set the deadline for the completion of the Little City Hall Park Restroom of July 3<sup>rd</sup> and Manager Bell is to notify the contractor. No discussion. Vote: 7-0-0. Motion carried.

**VII. Vote: Nominate Carolyn Caldwell as Community Member of the Month for June:**

- ✓ Councilor Gonzalez motioned and Council President Nicholson seconded to approve the nomination of Carolyn Caldwell as the May 2020 Community Member of the Month. No discussion. Vote: 7-0-0. Motion carried.

**COUNCIL COMMUNICATIONS**

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

There was a discussion about how to move forward for reopening City Hall to the public and other reopening items during the COVID-19 Pandemic. The target date is June 15<sup>th</sup>. An update was provided on the general status of Marion County and the COVID-19 infection rate.

**II. Focus Group Reports**

**III. Mayor's Report**

**REVIEW ITEMS**

**I. Building Logs: April 2020**

**II. Business License Renewals: April to June 2020**

**III. Gas Logs: April 2020**

**IV. Water Testing Report: April 2020**

**V. Employee Safety Meeting Minutes: April 2020**

**PUBLIC WORKS REPORT:** Director Limones referred his monthly report that was included in the Councilor's packet for prior inspections.

**CITY MANAGER REPORT:** Manager Bell referred to her monthly report that was included in the

Councilor's packet for prior inspection. There was discussion of the online utility payments system.

**ADJOURN**

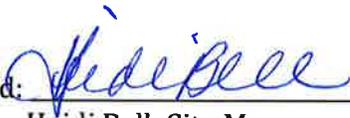
- ✓ Councilor Scott motioned and Council President Nicholson seconded to adjourn the regular meeting of the Donald City Council at 8:20pm. No discussion. Vote: 7-0-0. Motion carried.

Date: June 9, 2020

Signed:   
Brad Oxenford, Mayor

**ATTEST**

Date: June 9, 2020

Signed:   
Heidi Bell, City Manager