



CITY OF DONALD

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City Council Action Agenda Summary March 12, 2019 at 6:45pm at City Hall

OPEN MEETING: Mayor Oxenford opened the meeting of the Donald City Council on February 12, 2019 at 6:45pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Present: Mayor Oxenford, Council President Gloria Nicholson, Councilors: Gerry Waller, Sherly Glenn and Troy Hellickson.

Council Absent: Councilor Katie Gonzalez and Council President Gloria Nicholson left prior to the start of the public hearing.

Staff Present: City Manager Heidi Bell, Public Works Director Alonso Limones and City Planner Holly Byram

ADD/DELETE AGENDA ITEMS:

Mayor Oxenford added the Proclamation for April Child Abuse Prevention Month. This request was submitted by Sergeant Don Parise, Marion County Sheriff's Office. Mayor Oxenford announced that the presentation from CAPS will be tabled until the April City Council meeting since the presenter is out sick.

CORRESPONDENCE/PRESENTATIONS:

- ODOT Presentation Aurora-Donald I-5 Interchange Improvements –Anna Henson and Bill gave a presentation with handouts. They presented the top two alternatives for the interchange. There will be stakeholder meetings that the City of Donald official(s) will attend. There will also be public meetings in the future. The City will post info on the website, when it is available.
- Capital Asset and Pavement Services Inc. with Paul Wigowsky– Tabled until April's City Council Meeting.

CONSENT AGENDA:

- I. City Council Action Agenda Summary: February 12, 2019
- II. Post on Website Marion County Sheriff Office, Police Logs/Stats: February 2019: Sergeant Parise

spoke about happenings at the Sherriff's Office. He also reported that they are hopeful to fill the French Prairie position during the summer 2019.

III. Post on Website Aurora Fire District Logs: February 2019

IV. Check Register and Cash Sheet: February 2019

V. Report: Community Development Program Expenses

- ✓ Council President Nicholson motioned and Councilor Waller seconded to accept the consent agenda items as presented. No discussion. Vote: 6-0-0. Motion carried.

CITIZENS CONCERNS:

Online Feedback Form: Jan Olsen, Rees Street: attached. Mayor Oxenford is writing a newsletter article with history on the well.

Feedback Form: Renato Gomez Ronquillo, Blake Court: attached. Mayor Oxenford will follow up.

Council President Nicholson left the meeting.

PUBLIC HEARING:

I. CPMA 2019-01/ZC 2019-01: City-initiated proposal to rezone 28 properties abutting Main Street from C-Commercial Zone to DMU – Downtown Mixed Use Zone. The package also includes a proposal to rezone the two properties under City Hall from R7 – Single Family Residential Zone to P – Public Zone, and to change their underlying Comprehensive Plan Map land use designation from Residential to Public.

Mayor Oxenford stated that City Planner Holly Byram was on a phone call and would join the Council meeting afterwards. The Council continued their meeting and held the public hearing after Old Business.

OLD BUSINESS:

I. **Vote: Council Rules: Update on Next Steps:**

Discussion was held about the next steps. Review of the changes that Council President Nicholson had made since the last meeting.

II. **Vote: Resolution No. 468-19: Employee Handbook Updates:**

- ✓ Councilor Hellickson motioned and Councilor Scott seconded to approve Resolution No. 468-19. No discussion. Vote: 5-0-0. Motion carried.

III. **Vote: Mayor Cell Phone Stipend:**

Mayor Oxenford declared an actual conflict of interest and directed Manager Bell to answer questions and lead the discussion. Manager Bell said that Mayor Oxenford donated an iPhone 4s to the City and that he would use that phone for City Business.

- ✓ Councilor Scott motioned and Councilor Waller seconded to approve Mayor Oxenford to have a City cell phone plan not to exceed \$50 per month and for it to be paid for by the City Manager's credit card.

PUBLIC HEARINGS WITH PUBLIC COMMENTS/TESTIMONY:

- *Amending the Donald Comprehensive Plan Map to Change the Land Use Designation from Residential to Public for the Two Properties Under the Donald City Hall.*
- *Amending the City of Donald Zone Map, to Change the Zoning on 28 Properties Abutting Main Street in Downtown Donald from C-Commercial Zone to DMU-Downtown Mixed Use Zone, and to Change the Zoning on the Two (2) City Hall Properties from R7-Single Family Residential Zone to P-Public Zone.*

Mayor Oxenford opened the public hearing for File No. CPMA 2019-01/ZC 2019-01 at 6:46 pm. City Planner Byram read the legally required language for a land-use public hearing into the record including how to appeal or submit documents into the record.

Mayor Oxenford asked if there were objections to the notice that was published. There was none. Mayor Oxenford stated that typically declarations of ex-parte contact, conflict of interest or bias are called for but since this is a Comprehensive Plan Amendment and a Zone Change that means that these applications apply to all residents generally within the City of Donald; and so, declarations of ex-parte contact, conflict of interest or bias do not generally apply. However, if anyone has anything to say, please feel free to do so. There were no comments. Planner Byram read her staff report. Planner Byram is working with City Attorney Andrew Cole to draft the ordinances for reading and approval of the City Council; one for the Zone Change of City Hall and one for the Comprehensive Plan Map Amendment for the geographic location assignment of the Downtown Mixed Use Zone. There were no questions for the staff.

Mayor Oxenford called for public testimony regarding this case.

In support of the application: None

In opposition of the application: None

Neither for nor against the application (neutral): None.

Mayor Oxenford closed the public hearing at 7:40pm.

- ✓ Councilor Waller motioned and Councilor Glenn seconded to adopt the findings in the staff report and approve the concurrent CPMA and ZC applications, directing staff to prepare enacting ordinances for the City Council's consideration. No discussion. Vote: 5-0-0. Motion carried.

NEW BUSINESS

I. Vote: Budget Committee Applications: Fill Five Vacancies:

Mayor Oxenford had each of the applicants state their name and share their interest in the position. Applicants (listed in alphabetical order by last name) Malcolm Bentz (had a prior commitment but came to the beginning of Council Meeting and introduced himself and interest in the position), Donna Hammang, Cindy Johnson (withdrew her application when she introduced herself stating that she felt she did not have enough qualifications to serve), Daroll Nicholson (husband of Council President Nicholson), Donald Saxton, Dawn Scheller and Marleen Scott (wife of Councilor Scott).

- ✓ Councilor Scott motioned and Councilor Hellickson seconded to appoint Donna Hammang to the Budget Committee with a term expiration date of December 31, 2020. No discussion. Vote: 5-0-0. Motion carried.
- ✓ Councilor Waller motioned and Councilor Glenn seconded to appoint Dawn Scheller to the Budget Committee with a term expiration date of December 31, 2021. No discussion. Vote: 5-0-0. Motion carried.
- ✓ Councilor Hellickson motioned and Councilor Glenn seconded to appoint Daroll Nicholson to the Budget Committee with a term expiration date of December 31, 2022. No discussion. Vote: 5-0-0. Motion carried.
- ✓ Councilor Waller motioned and Councilor Scott seconded to appoint Donald Saxton to the Budget Committee with a term expiration date of December 31, 2022. No discussion. Vote: 5-0-0. Motion carried.
- ✓ Councilor Waller motioned and Councilor Hellickson seconded to appoint Marlene Scott to the Budget Committee with a term expiration date of December 31, 2022. (Councilor Scott declared an actual conflict of interest and did not participate in discussion or voting.) No discussion. Vote: 4-0-0. Motion carried.

II. Vote: Resolution No. 470-19: Street Tree List (addition of two native trees to the small tree list):

- ✓ Councilor Waller motioned and Councilor Glenn seconded to approve Resolution No. 470-19. No discussion. Vote: 4-1-0: Yes: Mayor Oxenford and Councilors Hellickson, Glenn and Waller. No: Councilor Scott. Motion carried.

III. Vote: Resolution No. 471-19: Consumer Price Index for 2019: CPI-W Pacific Size, Class B/C:

Manager Bell commented that the numbers for February 2019 are still not known so it is a good month to use. The numbers should be available by late March 2019 to use for budgeting.

- ✓ Councilor Scott motioned and Councilor Hellickson motioned to approve Resolution No. 471-19. No discussion. Vote: 5-0-0. Motion carried.

IV. Vote: Price Quotes for Little City Park Restroom – State Grant Project (combined with Item V.):

V. Vote: Price Quotes for Contractor for Little City Park Restroom and Site Prep Work:

Councilor Waller presented the information on Items IV and V together, since they are a part of the same project. The Council discussed the specs of the public restroom, the park grant's budget restraints and overall concerns. Councilor Waller led this discussion and provided answers to the councilors. There was discussion about the contractor's bid since they are less than \$2 a part. The staff and council have previously used Valley Pacific Construction services and were satisfied.

- ✓ Councilor Hellickson motioned and the Councilor Scott seconded to award the restroom kit to Romtec for \$19,783.83 and Valley Pacific Construction for \$49,875.00. Staff is to report to the Council if any price exceeds these amounts.

VI. Vote: Business License Application for Hazelnut Growers of Oregon – 21260 Butteville Rd.:

- ✓ Councilor Scott motioned and Councilor Hellickson seconded to approve the business license for Hazelnut Growers of Oregon. No discussion. Vote: 5-0-0. Motion carried.

VII. Vote: Business License Application for Wilco Distribution – 21256 Butteville Rd.:

- ✓ Councilor Scott motioned and Councilor Waller seconded to approve the business license for Wilco Distribution. No discussion. Vote: 5-0-0. Motion carried.

VIII. Vote: Business License Application for Euro Machines USA – 10670 Main St. NE:

- ✓ Councilor Scott motioned and Councilor Hellickson seconded to approve the business license for Euro Machines USA. No discussion. Vote: 5-0-0. Motion carried.

IX. Vote: OLCC Permit: Donald Store:

- ✓ Councilor Scott motioned and Councilor Glenn seconded to approve the OLCC Permit for the Donald Store. No discussion. Vote: 5-0-0. Motion carried.

COUNCIL COMMUNICATIONS:

I. Council Discussion of Current Affairs in Donald:

- a. Discussion of adding chorine and/or fluoride in drinking water

Since Councilor Gonzalez was absent the Council tabled this discussion until the April City Council meeting. The staff is to send the Council the memos from Oregon Association of Water Utilities when they come in regarding chorine and fluoride in water.

- b. Councilor Hellickson asked about the status of the Skate Park Bowl and when the work will be completed. Public Works Director Limones said that he just sent off an insurance packet to another company and is waiting for a reply.
- c. Councilor Scott stated that the tablet is not working for him and other councilors shared their laments about the tablets (some councilor were fine with them). It was suggested to take the remaining money in the community development program and to budget money in the next fiscal year and use it to buy tablets for councilors. Mayor Oxenford asked if the Planning Commissioners in the audience struggled with the tablets but they said that they were fine with the current tablets. (There were three Planning Commissioners in the audience.)

II. Mayor's Report:

- a. Review of Mayor's Communication Survey Results: this was tabled until the April City

Council meeting since Council President Nicholson left earlier in the meeting. She had done the tabulation of the work and the Council wanted her to be present.

- b. He proposed the idea of each councilor spearheading a "Focus Group". The seven Focus Groups are Community Communication (he will lead this group), Community Quality of Life and Health, Community Cooperation, Grant Proposals, Public Health and Safety (including helping with disaster planning), Traffic Safety and "Marketing" (he will come up with a different name for this Focus Group). He said that more information on Focus Groups will come out but he would like each Councilor to be thinking about what they would be interested in leading. Each Focus Group will meet with the public a few times a year and report back to the Council. The Councilor will research topics, attend meeting and lead the City in this specific topic.

III. Report on Donald Beautification Group (DBG) Work:

Councilor Waller reported that there will be a guest speaker at the March 18, 2019 meeting. It is Sheri Stuart from the Main Street Oregon Program and that people should plan to attend. The DBG meets the third Monday of the month at 6:30 pm at Donald City Hall.

REVIEW ITEMS

- I. Building Logs: February 2019
- II. Business License Renewals: February 2019 to April 2019
- III. Gas Logs: February 2019
- IV. Water Testing Reports: February 2019
- V. Employee Safety Meeting Minutes: February 2019

PUBLIC WORKS REPORT:

Director Limones reviewed his included report.

CITY MANAGER REPORT:

Manager Bell reviewed her included report.

ADJOURN

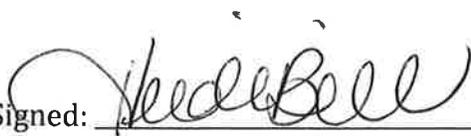
- ✓ Councilor Hellickson motioned and Councilor Scott seconded to adjourn the meeting at 9:03 pm.

Date: April 9, 2019

Signed: 
Gloria Nicholson, Council President

ATTEST:

Date: April 9, 2019

Signed: 
Heidi Bell, City Manager