



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

Special Meeting Agenda

Wednesday, September 29, 2021 at 7:00pm

Council & Staff At City Hall: 10710 Main Street NE

Public Attendance via WebEx: Details At Bottom of Agenda

OPEN MEETING: 7:00 pm

PLEDGE OF ALLEGIANCE

ROLL CALL

ADD/DELETE AGENDA ITEMS

CONSENT AGENDA

- I. Action Agenda Summary: Regular Meeting: 9/14/2021

NEW BUSINESS

- I. Vote: Accept Letter of Intent with Harvest Gardens
- II. Presentation and Vote: Accuity, LLC: City Audit FY 20-21: Presentation at 7:30pm
- III. Vote: New Business License Application: Platinum Auto Detailing and Tints, LLC.
- IV. Vote: Resolution No. 543-31: Contract with Haworth Construction for Matthieu Street Improvements

OLD BUSINESS:

- I. Vote: Resolution No. 540-21: Contract with Marion Co. Sheriff's Dept. for Overtime
- II. Second Reading and Vote: Ordinance NO. 179-2021: Amending multiple sections of the Donald Development Code: Definitions, Food Cart Procedures, Downtown Mixed-Use Zone Civic Space, Fences along Main Street, Portable Signs, Residential Design Standards, Public Noticing on Site, and other minor Code Clean Up Items

CITY MANAGERS REPORT

ADJOURN

Posted: 9/24/2021 – Reposted 9/27/2021

Webex Video and Phone Instructions for Public

By emailing manager@donaldoregon.gov you can receive the meeting invitation in an email, including a hyperlink to join the meeting by video. If you need more information about Webex, call City Hall. The Webex meetings are available starting 10 minutes before meeting.

Meeting Number/Access Code: 2559 506 9737

Password: 97020

Ways to Join the Meeting:

- **Auto Connect:** [Click the Button on the City's website to join immediately.](#) The button can be found either on the Council Meetings page or on the City's Home Page.
- **Online:** Type into a web browser:
<https://cityofdonald.my.webex.com/cityofdonald.my/j.php?MTID=ma1dc8c1023054644730d083ee52bf855>
- **By Phone:** Dial 1-408-418-9388 U.S. Toll Free
- **Video System:** Dial 25595069737@webex.com

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Heidi Bell, 503-678-5543.



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**City Council
Special Session
Action Agenda Summary
Wednesday, September 29, 2021 at 7:00pm
Council & Staff at City Hall: 10710 Main Street NE
Public Attendance was via WebEx**

OPEN MEETING: Mayor Olmsted opened the Special Session meeting of the Donald City Council at 7:18pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

Council present in-person: Mayor Rick Olmsted, Council President Katie Gonzalez, and Councilors: Mark Buzzard, Alysha Irvin, Troy Hellickson, and Gerry Waller.

Council absent: Councilor Lauren Ostrander (excused)

Staff present in-person: City Manager Heidi Bell and Public Works Director Alonso Limones.

Staff present via WebEx: City Attorney Andrew Cole and City Engineer Matt Huxley

Other Attendees: Scott Dadson, Executive Director of the Mid-Willamette Valley Council of Governments and City Auditor Glen Kearns

ADD/DELETE AGENDA ITEMS: None

Mayor Olmsted moved New Business Item I to this point in the meeting.

Vote: Accept Letter of Intent with Harvest Gardens

Attorney Cole presented to the Council the drafted Letter of Intent between the City and Harvest Gardens. He explained that this is an important step for moving the construction of the water and sewer infrastructure forward.

- ✓ Councilor Hellickson motioned to accept the Letter of Intent between the City and Harvest Gardens. At this point, Attorney Cole stated that the signature on the letter should be from Mayor Olmsted, not the Attorney's signature. Councilor Hellickson continued his motion to update the Letter of Intent to remove the Attorney's signature line and replace it with a place for Mayor Olmsted to sign. Then there was a second by Council President Katie Gonzalez. No further discussion. Vote: 7-0-0* 6-0-0. Motion carried.

Mike Mader with Harvest Gardens thanked the City Council for the approval and pushing the project forward to meet the pending construction deadlines.

Mayor Olmsted moved New Business Item II to this point in the meeting.

Presentation and Vote: Accuity, LLC: City Audit FY 20-21: Presentation at 7:30pm

Mr. Kerns presented the information regarding their process for auditing the City's financial process and their findings. He stated that the City is in a great shape for solvency, because typically cities should have a minimum of three months, the average is six months, but Donald is at nine to 16 months. The City received the best rank possible: an unmodified opinion. They provided two minor notes, that did not rise to the level of a weakness or deficiency.

Mayor Olmsted thanked the* Lisa and Heidi for their hard work and good audit, and the City Staff for their creativity for making the most out of small revenue streams. Council President Gonzalez stated that because it is a small staff, it continues to be very critical for the Council to continue to look at the reports included in the Council packets and ask questions.

CONSENT AGENDA

I. Action Agenda Summary: Regular Meeting: 9/14/2021

- ✓ Councilor Irvin motioned and Councilor Hellickson seconded to approve the Action Agenda Summary from 9/14/2021. No discussion. Vote: 5-0-1. Motion carried.

NEW BUSINESS

I. Vote: New Business License Application: Platinum Auto Detailing and Tints, LLC.

- ✓ Councilor President Gonzalez motioned and Councilor Irvin seconded to approve the New Business License Application for Platinum Auto Detailing and Tints, LLC and staff is to send a copy of the sewer ordinance with the business license. No discussion. Vote: 6-0-0. Motion carried.

Vote: Resolution No. 543-31: Contract with Haworth Construction for Matthieu Street Improvements

- ✓ Councilor Hellickson motioned and Councilor Waller seconded to postpone Resolution No. 543-13 to the October Meeting. No discussion. Vote: 6-0-0. Motion carried.

OLD BUSINESS:

I. Vote: Resolution No. 540-21: Contract with Marion Co. Sheriff's Dept. for Overtime

There was discussion about the contents of the contract, changes overtime and the background.

Councilor Ostrander entered the meeting at 7:56pm.

- ✓ Council President Gonzalez motioned and Councilor Irvin seconded to approve Resolution No. 540-21 as presented. No discussion. Vote: 7-0-0. Motion carried.

At this time the Council suspended the Special Meeting to start into an Executive Session.

The Council resumed the Special Meeting at 10:04pm.

II. Second Reading and Vote: Ordinance NO. 179-2021: Amending multiple sections of the Donald Development Code: Definitions, Food Cart Procedures, Downtown Mixed-Use Zone Civic Space, Fences along Main Street, Portable Signs, Residential Design Standards, Public Noticing on Site, and other minor Code Clean Up Items

Mayor Olmsted conducted the second reading of Ordinance NO. 179-2021.

Manager Bell confirmed that the Ordinance had been posted in three public places including the bulletin boards at the Community Center, City Hall, and Hometown Park, as well as on the City's website. She confirmed that the Councilor's had received a copy for inspection prior to the meeting.

Mayor Olmsted confirmed that no Councilor wanted it read in full.

- ✓ Councilor Hellickson motioned and Councilor Waller seconded to approve Ordinance NO. 179-2021. No discussion. Vote: 7-0-0. Motion carried.

CITY MANAGERS REPORT

Manager Bell referred to her report that was included in the Councilor's packets for prior inspection.

ADJOURN

Mayor Olmsted ended the Special meeting at 10:09pm.

Date: October 28, 2021

Signed: 
Rick Olmsted, Mayor

ATTEST

Date: October 28, 2021

Signed: 
Eric Underwood, Interim City Manager

* Indicates correction made prior to approval.

