



CITY OF DONALD

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City Council Action Agenda Summary February 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: Katie Gonzalez, Gerry Waller, Sherly Glenn and Troy Hellickson.

Appointed: Councilor Rod Scott (see below)

Council Absent: None

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

ADD/DELETE AGENDA ITEMS

VOTE: Appoint City Councilor to Open Seat and Oath of Office:

Applicants for the vacant council seat were Rick Olmsted and Rod Scott. Mayor Oxenford asked each applicant to speak about their interest in joining the council and what they did to prepare for the meeting.

Manager Bell led a roll call vote:

- Councilor Hellickson: Rod Scott
- Councilor Glenn: Rod Scott
- Councilor Gonzalez: Rick Olmsted
- Council President Nicholson: Rod Scott
- Councilor Waller: Rick Olmsted
- Mayor Oxenford: Rod Scott

Manager Bell led the Oath of Office for new Councilor Scott.

CORRESPONDENCE/PRESENTATIONS: Michael Aloi, Compliance Manager with Pauly, Rogers and CO., P.C. He gave a presentation on the audit team's findings regarding the fiscal year 2017-2018 audit. The auditor reviewed the letter to the management, answered councilor's questions and provided a timeline for the upcoming audit process for fiscal year 2019-2020. The Councilors received the audit and the supplemental reports prior to the presentation.

CONSENT AGENDA

- I. City Council Action Agenda Summary: January 8, 2019
 - II. Post on Website Marion County Sheriff Office, Police Logs/Stats: January 2019
 - III. Post on Website Aurora Fire District Logs: January 2019
 - IV. Check Register and Cash Sheet: January 2019 and Amended Cash Sheet from January 2019
- ✓ Councilor Gonzalez motioned and Councilor Glenn seconded to accept the Consent Agenda Items as presented. Mayor Oxenford provided information about the previously discussed police log that reported a 12-hour shift. He also reported that Sgt. Parise is digging into the police stats to see if there is any overlap in the incidents that were reported for thefts. Vote: 7-0-0. Motion carried.

CITIZENS CONCERNS: None.

OLD BUSINESS:

- I. **Vote: City-Wide Stop Sign Program (Tabled from January 2018):** The Council decided to discontinue this program.

NEW BUSINESS:

- I. **Vote: Planning Commission Seats**
 - a. Daniel Afonin: Term 12/31/2021
 - b. John Crawford: Term 12/31/2020

Applicant Daniel Afonin was in attendance and discussed his interest in the position. Manager Bell announced that Applicant John Crawford sent his apologies, but he could not be in attendance because of a medical appointment. The Council confirmed the applicants but swapped the expiration dates of the candidates that were recommended by the Planning Commission.

- ✓ Councilor Gonzalez motioned and Councilor Hellickson seconded to confirm the recommendation from the Planning Commission by appointing Daniel Afonin to seat on the Donald Planning Commission with the expiring on 12/31/2021 term. No discussion. Vote: 7-0-0. Motion carried.

- ✓ Councilor Gonzalez motioned and Council President Nicholson seconded to confirm the recommendation from the Planning Commission by appointing John Crawford to seat on the Donald Planning Commission with the expiring on 12/31/2020 term. No discussion. Vote: 7-0-0. Motion carried.

II. **Vote: Business License Application for Donald Store, 10750 Main Street**

- ✓ Council President Nicholson motioned and Councilor Waller seconded to approve the Business License for the Donald Store. No discussion. Vote: 7-0-0. Motion carried.

III. **Vote: OLCC Annual Renewal: Donald Tavern**

- ✓ Council President motioned and Councilor Waller seconded to approve the OLCC renewal permit for the Donald Tavern. No discussion. Vote: 7-0-0. Motion carried.

IV. **Vote: Council Rules, Updated 2019 Version: *Tabled to next month.***

Mayor Oxenford announced that Council President and Councilor Waller worked on a draft of the Council Rules and that it is printed for the Councilors at their seat. There was discussion about the proposed edits and the group added a few more changes. Council President Nicholson will make the next round of edits and Manager Bell will send it for legal review.

V. **Vote: Mayor City-Cell Phone Allowance**

Mayor Oxenford explained that he does not have a personal phone, just a work phone and needs to keep his work phone separate. He stated that he would refrain from voting since it would be to his benefit as Mayor. He stated that if the Council did not approve it, he would pay it. The Council discussed the importance of the Mayor having a phone and being available for City business and the public. Manager Bell reviewed her memo and stated that the money would come out of the Community Development Program, Council Discretionary line. She requested that the Council set a limit, it was decided that \$50 would be reasonable. It was discussed what services come with the pre-pay plan. If the \$50 is too restrictive then the Mayor is to inform the Council and the amount will be reviewed. The monthly amount is to be paid with by the City Manager credit card and reported on the monthly check register.

- ✓ Councilor Gonzalez motioned and Councilor Waller seconded to allow Mayor Oxenford to receive a monthly cell phone allowance not to exceed \$50 per month and for it to be paid for directly with the City Manager credit card. No discussion. Vote: 6 yes votes, 0 no votes and 1 abstain vote (Mayor Oxenford). Motion carried.

VI. **Vote: Resolution No. 468-19: Annual Employee Handbook Updates *Tabled until March 2019***

Manager Bell reviewed the memo that was in the Council packets and provided a summary of the four details. The Council was in favor of the having an unpaid medical leave policy, but Manager Bell said that it was still under review by CIS Pre-Loss Team and she would bring the finalized version next month for Council's approval. The Council also reviewed changes to bereavement leave, edits to

correct text errors and changes to state laws. Councilor Gonzalez was not in favor of changing the bereavement leave to be five paid days; currently it is at three paid days. State law now requires at leave five to be given but does not require the days to be paid.

VII. Vote: Engagement Letter for City Audit: Pauly, Rogers and CO: Fiscal Year 2018-2019

There was discussion about the issues that have concerned the staff and the council before regarding the company's timeliness of work. Manager Bell recommended continuing with the company because of the price and that the City was assigned to a new audit team this year.

- ✓ Councilor Hellickson motioned and Councilor Scott seconded to approve the engagement letter from Pauly, Rogers, and CO. to initiate the fiscal year 2018-2019 City of Donald Audit. No discussion. Vote: 7-0-0. Motion carried.

VIII. Vote: Resolution No. 469-19: Agreement with the Mid-Willamette Council of Government (COG) Agreement for Downtown Mixed-Use Zone and Rezone of City Hall from Residential to Public

Manager Bell reviewed her enclosed memo and stated that this resolution was needed to officially approve the COG doing the planning work for the DMU and rezone project. Contracts for service require council approval via a resolution. Manager Bell read aloud two corrections to the resolution and contract. On the resolution, the third "whereas" should state "2019" and not "2018". The other correction is to the contract, it says last day of the month and refers that August has 30 days but August has 31 days.

- ✓ Council President Nicholson motioned and Councilor Glenn seconded to approve Resolution No. 469-19 as amended. No discussion. Vote: 7-0-0. Motion carried.

COUNCIL COMMUNICATIONS

I. Mayor's Report & Communication Survey Discussion

Mayor Oxenford reported on the following topics:

- a. He met with Marion County's Sergeant Don Parise and discussed why there were only six hours of police coverage from last month. Part of the reason is that the Marion County Sheriff's Office is short 19 deputies in general plus there are other over-time opportunities that are more desirable to deputies than picking up overtime shifts in Donald. Mayor stated that the Sheriff's Office is looking to fill the French Prairie Deputy role.
- b. He met with the newly elected Aurora Mayor and discussed local issues. In the future, there may be an opportunity to partner on some projects.
- c. He asked the Councilor if they would like to have a work session prior to the Council meeting to help get through some of the larger discussion items. The Council was in general receptive to this idea.
- d. He suggested that he would like to explore having a few council committees with councilors

serving as the committee's chair i.e. a grant committee and a public safety committee.

- e. He suggested the City buy a flat panel TV for the Council Chambers that would be used during meetings to display maps, packet information and presentations. He has asked Manager Bell to get price quotes and try to budget for it in the next fiscal year.

II. **Report on Donald Beautification Group (DBG) Work**

Councilor Waller reported the following:

- a. The DBG is a group of volunteers that want to help other people in Donald.
- b. They are working on getting more businesses to join.
- c. They are working on recruiting other people in town to join.
- d. Gave a status update on the Park Grant from the State to put a restroom and play equipment at the Little City Park. She put out requests for contractor price quotes to build the restroom kit. She will have a grid for the Council at the next meeting to show restrooms kit prices and the contractor prices.
- e. Planning Commission Don Saxton is working on a matrix for the Commission to review and later it will be incorporated into a brochure for public street tree list in time for the sidewalk project on Main Street. The Planning Commission is updating the small tree list to add a few native trees.
- f. The DBG is discussing becoming a part of the Main Street Oregon Program and expects to have a presentation soon on this topic.
- g. The DBG meets regularly on the third Monday of the month at 6:30pm at Donald City Hall, please join.

III. **Council Discussion of Current Affairs in Donald**

- a. Councilor Gonzalez asked if there was any interest in adding fluoride to the drinking water. She has done research and notes that about 75% of cities are adding fluoride to the drinking water. She said that mostly it is all large cities that add it to the water. She addressed that there was a lot of debate about it when Portland brought it up. She said it came up when she was visiting with people in Donald. It will be placed on a future agenda as a discussion item. Public Works Director Limones is to investigate the modifications to the water system and ask the State if there are any issues.

IV. **Policy Change for Consumer Price Index:**

City Manager Bell noted that there was a lot of reading material that was included in the Council packets and provided background and why this effects Donald. It will be added to a later agenda as a voting item.

REVIEW ITEMS

- I. Building Logs: January 2018
- II. Business License Renewals: January 2019 through March 2019
- III. Gas Logs: January 2019
- IV. Water Testing Report: January 2019
- V. Employee Safety Meeting Minutes: January 2019

PUBLIC WORKS REPORT:

Public Works Director Limones reviewed his included report. Councilor Hellickson led discussion on the issues surrounding the crack in the concrete at the Skate Park. Ultimately, it is a little job but requires someone with insurance because of this it is hard to find a contractor to come to Donald to do this work.

CITY MANAGER REPORT:

Manager Bell reviewed her included report. She said that she is meeting with developers on future and current planning projects. She provided background on the well issue from the fall in 2018. There are two city wells. She said that during that time, well technicians did an analysis on one of the wells and the technician declared that the parts had major defects and the costs to fix outweigh the costs to drill/build a new well. There was discussion about the issues of this being a today problem, not a future problem and the urgency around it. The Council decided to have Manager Bell work with Public Works Director Limones and City Engineer Curt McLeod to figure out the next steps for another well, including costs. Manager Bell announced that with the appointment of Rod Scott to Council that there is a vacancy on the Planning Commission and people should help with recruitment. She announced that after reviewing the communication surveys with Mayor Oxenford that he will have a monthly article in the City newsletter.

ADJOURN

- ✓ Council President Nicholson motioned and Councilor Hellickson seconded to adjourn the meeting at 9:40 pm. No discussion. Vote: 7-0-0. Motion carried.

Date: March 12, 2019

Signed: 
Brad Oxenford, Mayor

ATTEST:

Date: March 12, 2019

Signed: 
Heidi Bell, City Manager