



CITY OF DONALD

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www.donaldoregon.gov

2020 Staff Accomplishments

CH= City Hall, WTP = Water Treatment Plant, STP= Sewer Treatment Plant

- Annexation into the City's limits Harvest Gardens: including holding public hearings by the Planning Commission and City Council during the Pandemic
- Compliance with COVID-19 regulations for the workplace
- Setting up City Hall to serve the public through the "walk-up" window
- Plexiglass at City Hall Counter and Council Chambers
- Relocated copier machine
- Repairs at WTP buildings new siding and paint
- Repairs at STP buildings new siding, windows, floor, window blinds, and paint
- Transferred line replacement Fargo line to lagoon #3
- Installed a table for the potassium permanganate chemical at the WTP/safety upgrade
- Sidewalk project on Main Street- Sidewalk Construction. Setup of payment plans and liens setup. Communications with property owners.
- Two SCA grant for Matthieu St improvement – applying for and paperwork for receiving
- Hired a new team member and trained for PW- Sean!
- Fixed park shed building's roof
- Added gravel around STP fence
- Built fence at Oak Street area
- Fixed fence at STP lagoons and increase security
- Installed utility sink PW garage to build efficiency
- Relocated City hall sign, fence, irrigation line, and water services for sidewalk project
- Installed new playground equipment at sand park
- Installed meters in vault sump pumps STP
- Created tool to fix 5 main valves in main lines for water and sewer
- Installed water/sewer payment drop off wall box at CH
- Fixed three fire hydrants that were damaged
- Invented tool to removed duck weed from sewer lagoons
- New Business: Planning and Building for Premier Propane – Matthieu Street
- New Homes: Planning and Building: 20864 Main St and 21056 Ehlen Steets
- Harvest Garden project phase 1 planning
- Well replacement and water right work and planning – Staff assisted with Water Siting Study

- Provided support translated forms in Spanish City forms and others
- Setup a Municipal Court
- New police contract with City of Gervais
- Provided assistance in court for Spanish speakers.
- Installed doorbell at City Hall
- New restroom at City Park/Grant Paperwork/Filing for reimbursement
- Replaced walking boards at Lagoons
- Replaced water reservoir #2 reading board (water level gauge)
- Provided facilities tour to Fall City of the STP
- Location of Marion CO emergency trailer at STP
- Oregon Assoc. of Water/Wastewater Utilities (OAWU) Webinar Conference
- PW Team webinars taken -through OAWU and CIS
- Added extra parking space behind City Hall
- Worked with DIP sewer system issues (Pumping tank, grease and extra flow)
- Set up online credit card payment system with Springbrook
- Created new lines in payroll to track potential Covid19 claims
- Reviewed rules and tracked Covid19 related expenses
- Signed up to receive Federal grant funds related to Covid19; 3 requests processed (CRF Funds)
- Created Sidewalk Loan Schedule to track payment plans
- Reviewed ORS rules regarding Municipal Court Fines and Assessments; created Court Fine tracking forms to process assessments
- Received training on new 1099 process with IRS
- Created Budget Forecast Report and Q1 Comparison Report for Council
- Updated Planning charges tracking log and submitted to council for rate updates
- Created Quarterly Wage Excess Wage form for reporting payroll taxes
- Created Staff Review for Zoning Compliance form
- Worked with the COG to update City address map
- Updated Employee Bulletin Boards with new state and federal employment posters
- Started new leasing and maintenance contracts for new City Hall copier
- Created and implemented an entire Municipal Court to process code compliance citations and traffic citations
- Procured two different Diversion Programs for Traffic Citations
- Translated City of Donald forms to Spanish and made available to public.
- Completed first draft of rewriting Business License code.
- Created excel tracker to keep track of code compliance and community member's feedback
- Created Code Compliance citation
- Flag pole agreement with Holland Fabrication
- Staff updates/review with Master Plans for Water and Wastewater
- Hired a new City Engineering firm
- Hired a new Audit firm
- Held electronic meetings for DBG

- Wrote/Managed Mayor's Declaration for COVID
- DEI Training
- Highest ranked (clean) audit report
- Positive recruitment for budget committee members
- Helped setup of community food pantry (in place of little library #2)
- Learned about bonding requirements for public improvement projects
- Heidi appointed to a Board Member position for the Oregon City Manager Association
- Setup financial assistant programs for residential and business COVID relief
- Supported the community scavenger hunts
- Setup/Cancellation of Clean up day
- Installation of Skate Park Rules Sign
- Worked (continue to do) to provide support for businesses in relation to COVID information, external grants, and requirements
- Tree City USA work with Commissioner Crawford and State
- Wrote letter of support for I5 Donald-Aurora Interchange – Work with regional rep to provide feedback to State on importance of improvements. Work with other cities and counties in region to provide comments throughout the year on this topic.
- Responsive to court case – working through the needs of the attorney, insurance and judge
- Setup Webex for City Meetings
- Joined the Rural Tourism Studio – Woodburn-Based Group
- Amendments to the Employee Handbook, and COVID policies added
- Center Market business recruitment and planning/building
- Food Cart renewal application – Fire Tacos
- Worked through several nuisance/code compliance violations for RVs
- Maintained a productive workplace during the Pandemic

Thank you, Council, for your believe and to help get this work done. Your positive support is what allows us the space to get so much done. – City Staff