



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
Regular Meeting
Action Agenda Summary
Tuesday, April 21, 2020 at 6:45pm via Webex Online Meeting**

OPEN MEETING: Mayor Brad Oxenford opened the regular meeting of the Donald City Council on Tuesday, April 21, 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.

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.

COMMUNITY MEMBER'S FEEDBACK: Comments are limited to three (3) minutes.

Online Feedback Form: Rick Olmsted, 11017 Chantal St., Donald, OR: Form was read aloud by Mayor and Council directed Manager Bell to write a newsletter article on the subject of people blocking the sidewalks for pedestrians with their vehicles.

Online Feedback Form: Patricia Gomez: 21066 Ehlen Street, Donald, OR: regarding cars parked on the City's ROW on Ehlen Street, where no parking is allowed. Also, trash flowing onto her property. Council directs Manager Bell to send the violator to municipal court.

Follow Up From Last Month's Paper Feedback Form: Ben Zimmer, 21076 Ehlen St., Donald, OR: Council directs Manager Bell to send the violator to municipal court.

ADD/DELETE AGENDA ITEMS: None

CORRESPONDENCE/PRESENTATIONS: None

PROCLAMATION: Mayor Oxenford in the Matter of Proclaiming April Child Abuse Prevention Month. Mayor read the proclamation aloud. The Council supported it with a vote.

- ✓ Councilor Gonzalez motioned and stated that when we are out on our walks that we need to be alert and report any suspected cases of child abuse or neglect. She stated, that during the COVID-19 outbreak the State has received far fewer reports than normal. Council President Nicholson seconded the motion. No further discussion. Vote: 7-0-0. Motion carried.

CONSENT AGENDA

- I. **Action Agenda Summaries: Regular Council Meeting 3/10/2020 & Special Meeting 3/16/2020**

- II. **Post on Website Marion County Sheriff Office, Police Logs/Stats: March 2020**
- III. **Post on Website Aurora Fire District Logs: March 2020**
- IV. **Check Register & Cash Sheet: March 2020**
- V. **Quarter 3 Finance Report**

✓ Council President Nicholson motioned and Councilor Glenn seconded to approve the Consent Agenda Items as submitted. No discussion. Vote: 7-0-0. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

I. Vote: Delay Sidewalk Payments for Property Owners affected by COVID-19

Council discussed the best approach for extending the payment plans for property owners that have suffered financial losses due to the COVID-19 outbreak. They acknowledged that someone might have a financial loss now, or in the future, and they want to be supportive. They amended the Payment Plan Agreement Form to have a check box and read "I would like to request a payment plan delay of ___ (1-6) months from the City Manager. The COVID-19 Pandemic has had an adverse financial effect on my business, my family or myself. Extensions may also be approved on a case-by-case basis by either the City Manager and Mayor or (in the absence of the City Manager) the Mayor and Council President.

✓ Councilor Hellickson motioned and Councilor Waller seconded to extend the payment plan for the sidewalk project for all property owners that are financially affected by COVID-19 and allowing for approval on a case-by-case basis by the City Manager and Mayor or the Mayor and Council President. No discussion. Vote: 7-0-0. Motion carried.

II. Vote: Updates to City of Donald Emergency Declaration regarding COVID-19 Pandemic

The Council amended the Emergency Declaration from March 16, 2020 regarding the COVID-19 Pandemic by adding the following:

- a. Closure of City Parks.
- b. Suspension of City business meetings or public meetings, unless social distancing measures can be upheld.
- c. Suspension of the Main Street Sidewalk Program's Payment Plan for property owners whose financial or physical health has been affected by COVID-19 and offering them an extended repayment plan.
- d. WHEREAS, The Mayor of Donald has the authority and discretion to update the list of preventative measures to the City's operations and services, at any time, in order to prevent further spread of COVID-19 with the intent to be responsive to the needs of the Donald community members or employees.
- e. The new expiration section reads "*that initially began on March 16, 2020 and continues until revoked by the Donald City Council.*"

✓ Councilor Hellickson motioned and Councilor Scott seconded to amend the Emergency Declaration regarding the COVID-19 as presented. No discussion. Vote: 7-0-0. Motion carried.

III. Vote: New Business License Application: Bear Electric: 10680 Main St

- ✓ Councilor Scott motioned and Council President Nicholson seconded to approve the business license for Bear Electric. No discussion. Vote: 7-0-0. Motion carried.

IV. Vote: Resolution No. 497-20: System Development Charges

- ✓ Council President Nicholson motioned and Councilor Scott seconded to approve Resolution No. 497-20. No discussion. Vote: 7-0-0. Motion carried.

V. Vote: Resolution No. 498-20: Accept Contract with Accuity for City Auditing Services

- ✓ Council President Nicholson motioned and Councilor Glenn seconded to approve Resolution No. 498-20. No discussion. Vote: 7-0-0. Motion carried.

VI. Vote: Resolution No. 499-20: Intergovernmental Agreement: Marion CO: Emergency Response Trailer

Council directed Manager Bell to contact Marion County regarding questions of liability and insurance for CERT volunteers and the City property. They gave her other questions that they have for the County to respond to regarding the contract. There was discussion about locating the trailer on private property instead of public property.

- ✓ Councilor Scott motioned and Councilor Glenn seconded to table Resolution No. 499-20 to the May Council Meeting. No discussion. Vote: 7-0-0. Motion carried.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald

a. Status Report on Municipal Court from Judge Lori Coukoulis

Council reviewed the report from Judge Coukoulis and directed Manager Bell to carry forward with the recommended changes to the Municipal Code and the judge's contract for court.

II. Focus Group Reports

a. Economic Development: Council President Nicholson

Council President Nicholson requested to present information on the economic development grant money that the City received from Marion County at a work session so that there could be more time devoted to a conversation on how to spend the money. She has a few ideas that she will share at the May 4, 2020 Work Session.

b. Civic Engagement and Public Health: Councilor Gonzalez

The Mayor, fellow Councilors and Manager Bell expressed their gratitude for all the work that Councilor Gonzalez has done to educate and help the public during the Coronavirus Pandemic. She gave information about resources that the County and locals have setup up. She converted one of the Little Libraries outside of City Hall into a "Community Cupboard" with food and personal hygiene items for people to give and take as they need. Councilor Waller (vice liaison for this Focus Group) continues to make face masks and put a few in at a time for people. Councilor Gonzalez also reviewed the local efforts to setup a Meals on Wheels and the need to find someone to coordinate this program for the Donald area. She setup an information/resource communication board on the windows at the Community Center, and links to this information are posted on the City's website. She reported that she has not been contacted by anyone local for help with a COVID-19 related need. If anyone has a need, or wants to be involved with Meals on Wheels, they could contact her at CouncilorGonzalez@DonaldOregon.gov.

III. Mayor's Report: No report. He is available to anyone that needs him, or anything.

REVIEW ITEMS: The following items were reviewed at the Council Meeting. There were no comments.

- I. Building Logs: March 2020**
- II. Business License Renewals: March to May 2020**
- III. Gas Logs: March 2020**
- IV. Water Testing Report: March 2020**
- V. Employee Safety Meeting Minutes: March 2020**

PUBLIC WORKS REPORT: Director Limones called into the meeting for this portion because there was an electrical issue at the Water Treatment Plant. He gave an update on the electrical issue at Water Plant and that PGE was dispatched. The Council had reviewed his monthly report that was included in the Councilor's packet for prior inspection.

CITY ENGINEER REPORT: The Council stated that they liked the report, found it useful and hope to see it continue quarterly.

CITY MANAGER REPORT: Manager Bell referred to her monthly report that was included in the Councilor's packet for prior inspection. The Council directed Manager Bell to not follow the Water Rate Study and increase the utility bills on July 1. Instead they would like to readdress the possible increase starting on January 1, 2021. This action was taken due to the COVID-19 Pandemic and the City's Emergency Declaration. The Council directed Manager Bell to setup the Budget Committee Meeting with the public hearings outdoors, following strict social distancing and people wearing masks.

ADJOURN

- ✓ Council President Nicholson motioned and Councilor Glenn seconded to adjourn the regular meeting of the Donald City Council at 8:15 pm. Vote: motion carried.

Date: May 12, 2020

Signed: 
Brad Oxenford, Mayor

ATTEST:

Date: May 12, 2020

Signed: 
Heidi Bell, City Manager