



CITY OF DONALD
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City Council Action Agenda Summary May 14, 2019 at 6:45pm at City Hall

OPEN MEETING: Mayor Oxenford opened the meeting of the Donald City Council on May 14, 2019 at 6:45pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Mayor Brad Oxenford, Council President Gloria Nicholson, Councilors: Sheryl Glenn, Katie Gonzalez, and Gerry Waller.

Absent: Councilor Troy Hellickson

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

ADD/DELETE AGENDA ITEMS: Voting item was added to New Business for discussion of the Summer Market Event hosted by Jennifer Bankhead.

CORRESPONDENCE/PRESENTATIONS

CONSENT AGENDA

- I. City Council Action Agenda Summary: April 9, 2019
- II. Post on Website Marion County Sheriff Office, Police Logs/Stats: April 2019
- III. Post on Website Aurora Fire District Logs: April 2019
- IV. Check Register & Cash Sheet: April 2019
 - ✓ Council President Nicholson motioned and Councilor Glenn seconded to accept the Consent Agenda Items as presented: Vote 6-0-0. Motion carried.

CITIZENS/BUSINESS FEEDBACK: (Original forms included with the recording of this AAS)

Paper Feedback Form:

- Confidential: Non-street legal 4-wheeler at 12023 Chantal Street reported.
 - City Manager sent the residents a letter of the complaint and included a brochure on the State of Oregon’s ATV rules.

Online Feedback Form:

- Anonymous: Speeding traffic coming in on eastside of Main Street to railroad tracks. No sidewalks in this area.
 - Mayor Oxenford said the Traffic Safety Focus Group can take this into consideration.

OLD BUSINESS

- I. **Vote: Resolution No. 473-19: Lease of Real Property Owned by City of Donald to G.K. Machine, Inc.**
 - ✓ Council President Nicholson motioned and Councilor Glenn seconded to approve Resolution No. 473-19. Vote 6-0-0. Motion carried.
- II. **Vote: Resolution No. 474-19: Council Rules and Procedures**

Council will discuss this item at their June Council Meeting. In the meantime, Councilors will drop off any edits to City Hall for Council President Nicholson to make to the Rules.
- III. **Vote: Resolution No. 475-19: Sidewalk Program and Payment Plan Agreement Form**

There was discussion and it was decided to change the fourth bullet on Payment Plan Arrangement Form, adding the word “annual” to read “A \$100 *annual* administration fee”.

 - ✓ Councilor Gonzalez motioned and Councilor Waller seconded to approve Resolution No. 475-19, with the change to the Payment Plan Arrangement Form. Vote 6-0-0. Motion carried.
- IV. **Vote: Resolution No. 476-19: Creation of Focus Groups and Appointment of Councilor Liaisons**

Amended for “appointments” to be spelled correctly in the title.

 - ✓ Councilor Gonzalez motioned and Council President Nicholson seconded to approve Resolution No. 476-19. Vote 6-0-0. Motion carried.

NEW BUSINESS

- I. **Vote: New Home Occupation Business License: JB’s Custom Wares: 20855 Butteville Road**

Jennifer Bankhead provided information about what she creates such as custom printed

clothes, signs and home decor.

- ✓ Council President Nicholson motioned and Councilor Glenn seconded to approve the New Home Occupation Business License for JB's Custom Wares. Vote 6-0-0. Motion carried.

II. Vote: Street Closure Permit Application: Donald Tavern: 20791 Main Street

Councilor Gonzalez noted that it is the same weekend as graduation and could be a busy weekend with more people and kids in town.

- ✓ Councilor Scott motioned and Councilor Waller seconded to approve the Street Closure Permit Application for the Donald Tavern. Vote 6-0-0. Motion carried.

III. Vote: Resolution No. 477-19: Marion County Sheriff's Office: Police Services for Fiscal Year 2019-2020

- ✓ Councilor Scott motioned and Council President Nicholson seconded to approve Resolution No. 477-19. Vote 6-0-0. Motion carried. Discussion of if there are more shifts being picked-up for overtime.

IV. Second Reading and Vote: Ordinance NO. 174-2019: *Amending the Donald Comprehensive Plan Map to change the land use designation from Residential to Public for the two properties under Donald City Hall*

Mayor Oxenford asked if any councilor wanted the ordinance to be read aloud. No one did. He asked if all Councilors received a copy in advance of the meeting. They did. He asked if copies were posted for the public. Manager Bell said they were posted on the City website and the three community boards: City Hall, Community Center and at the Little City Park. Mayor Oxenford read aloud the title of Ordinance NO. 174-2019.

- ✓ Council President Nicholson motioned and Councilor Gonzalez seconded to approve Ordinance No. 174-2019. Vote 6-0-0. Motion carried.

V. Second Reading and Vote: Ordinance NO. 175-2019 *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 City Hall Properties from R7-Single Family Residential Zone to the P-Public Zone.*

Mayor Oxenford asked if any councilor wanted the ordinance to be read aloud. No one did. He asked if all Councilors received a copy in advance of the meeting. They did. He asked if

copies were posted for the public. Manager Bell said they were posted on the City website and the three community boards: City Hall, Community Center and at the Little City Park. Mayor Oxenford read aloud the title of Ordinance NO. 175-2019.

- ✓ Councilor Glenn motioned and Council President Nicholson seconded to approve Ordinance No. 175-2019. Vote 6-0-0. Motion carried.

New Item Added

VI. *Summer Market Event at Donald Community Center:*

Jennifer Bankhead presented the idea of having a Vendor Event, called the Summer Market during the City-Wide Garage Sale. She requested to use the Donald Community Center (DCC) inside and outside space to setup vendors. Mrs. Bankhead would like to try to work with the Church on Main Street to also get vendors in their greenspace. She provided details of the event and a plan to donate money to the DCC. The Council asked Manager Bell for information on insurance requirements. Bell will work with Mrs. Bankhead and the City's Insurance Agent to ensure that proper coverage is provided for the City. Mrs. Bankhead requested that the City Council waive the requirement for the vendors to possess City business licenses, including the business license fee for this one-time event. Council agreed.

- ✓ Councilor Waller motioned and Councilor Scott seconded to approve the waiving of the business license fees for the vendors during the Summer Market event contingent upon approval of event insurance as per the City Insurance Agent. No discussion. Vote: 6-0-0. Motion carried.

COUNCIL COMMUNICATIONS

- I. Council Discussion of Current Affairs in Donald
 - a. Councilor Gonzalez asked Mayor Oxenford to provide more information about his expectations for Focus Groups regarding reporting at Council Meetings. The Council will discuss this at the June Work Session.
- II. Report on Donald Beautification Group (DBG) Work: Councilor Waller reviewed the included DBG agenda.
- III. Mayor's Report
 - a. Mayor Oxenford reported that he served on the interview panel to fill the Sheriff's Office North Marion Deputy vacancy. He said that possibly by the end of the week

they will identify the candidate that was selected. The start date is TBD.

REVIEW ITEMS

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

PUBLIC WORKS REPORT: Public Works Director Limones referred to his report that was included in the Council Packet. He gave an update on two water leaks that happened at County Oaks Estates. He provided an update on the Skate Park repair project and that it is completed. Councilors complimented him on the hanging street flower baskets and banners.

CITY MANAGER REPORT: City Manager Bell referred to her report that was included in the City Council Packet. She directed people to the report on FirstNet City cell phones. The Council confirmed having a Work Session on June 4, 2019, at 6:30pm at Donald City Hall. The Mayor will work with City Manager Bell on setting the Work Session agenda including reviewing the online water survey results.

ADJOURN:

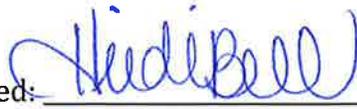
- ✓ Council President Nicholson motioned and Councilor Scott seconded to adjourn the meeting at 7:53pm. No discussion. Vote: 6-0-0. Motion carried.

DATE: June 11, 2019

Signed: 
Brad Oxenford, Mayor

ATTEST:

DATE: June 11, 2019

Signed: 
Heidi Bell, City Manager