



# CITY OF DONALD

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## City Council Action Agenda Summary October 8, 2019 at 6:45pm at Donald City Hall

**OPEN MEETING:** Council President Gloria Nicholson opened the meeting of the Donald City Council on October 8, 2019 at 6:45pm.

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

*Present:* Council President Gloria Nicholson, Councilors: Sheryl Glenn, Gerry Waller, Troy Hellickson and Rod Scott.

*Absent:* Mayor Brad Oxenford and Councilor Katie Gonzalez (both excused)

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

### **ADD/DELETE AGENDA ITEMS:**

Items added:

1. Addition of three feedback forms under *Community Member's Feedback*

Item deleted:

1. Council communications, Item V: Municipal Court Judge Review Process

**CORRESPONDENCE/PRESENTATIONS:** None

### **COMMUNITY MEMBER'S FEEDBACK:**

*In-Person:* Greg Leo, Champoeg Rd.: Provided information on the CERT training that will be offered in Donald. It is a four-day class over Friday and Saturday for the next two weekends. Greg gave background information on the course and shared that this is a nationally recognized emergency preparedness group for natural disasters. They are hopeful that there will be a Donald CERT team to meet the needs of the residents after a natural disaster or large-scale emergency. He also reported that there was a great Traffic Safety meeting last week in Donald regarding implementation of safety measures on Ehlen/McKay road.

*Paper Feedback Form:* Anonymous, Rees St.: Council President Nicholson read the form aloud regarding a travel trailer that was parked for an extended amount of time on Chantal Court and that it was hooked up to utility services. Director Limones and City Manager Bell provided a summary of the Donald Municipal Code regarding parking and RVs. Director Limones visited the owner of the RV and it was moved. No further action needed since the issue was resolved.

*Paper Feedback Form:* Kay Ford, Ruth St.: Council President Nicholson read the feedback form aloud. Manager Bell stated that the area works as a natural water quality detention area for stormwater runoff. The Council wants the Mayor to read the feedback form and discuss steps with Manager Bell before they take action. An update will be provided to the Council in November.

*Online Feedback Form:* Retha Harwood, Cone St.: Council President Nicholson read the feedback form aloud regarding Harwood's complaints about the Public Works Department and responding to the pager for her septic tank issues. She stated that she is seeking reimbursement for the plumber that she called and that she can provide a video. The Council wants the Mayor to read the feedback form and discuss steps with Manager Bell before they take action. An update will be provided to the Council in November.

*Online Feedback Form:* Paul Heubel, Boulder, Colorado: Three minutes of the submission was read aloud. Council did not take any action.

## **CONSENT AGENDA**

- I. Action Agenda Summaries: Work Session September 3, 2019 & Regular Council Meeting September 10, 2019
- II. Post on Website Marion County Sheriff Office, Police Logs/Stats: August 2019 & September 2019

Councilor Scott announced that in September there were 18 hours of overtime coverage in Donald and one citation written.

- III. Post on Website Aurora Fire District Logs: September 2019
- IV. Check Register & Cash Sheet: September 2019
- V. Fiscal Year 2019-2020: Quarter I Financial Report

Council President Nicholson shared that she appreciated Accountant/Building Clerk Lisa Hassel's work to provide the Quarter I Financial Report. Council President Nicholson drew the attention of the Council to several items to lead a discussion about the City's revenues and expenditures for the first quarter.

- ✓ Councilor Scott motioned and Councilor Hellickson seconded to approve the Consent Agenda Items as submitted. No discussion. Vote: 5-0-0. Motion carried.

**OLD BUSINESS:** None

## **NEW BUSINESS**

- I. **Vote: Community Member of the Month: Tammy Oxenford (nominated by Karl & Kay Wade)**  
Council President Nicholson read aloud the nomination form.
  - ✓ Councilor Waller motioned and Councilor Glenn seconded to approve Tammy Oxenford as the Community of the Month. Vote: 5-0-0. Motion carried.
- II. **Vote: Resolution No. 488-19: Receiving the Oregon Department of Land Conservation and Development 2019-2021 Grant Young Memorial Planning Assistance Grant.**  
Council President Nicholson provided a summary of this grant and read its title aloud.
  - ✓ Councilor Hellickson motioned and Councilor Scott seconded to approve Resolution No. 488-19. No discussion. Vote: 5-0-0. Motion carried.
- III. **Vote: Resolution No. 489-19: Intergovernmental Agreement for Municipal Court Services.**  
Manager Bell gave a summary of her recent work on this project. Council directed her to set up a meeting with the potential judge so that they can meet her since the judge position works for the Council, as per the City's Charter.
  - ✓ Councilor Scott motioned and Councilor Hellickson seconded to table the motion to

November 12, 2019. No discussion. Vote: 5-0-0. Motion carried.

## **COUNCIL COMMUNICATIONS**

### **I. Council Discussion of Current Affairs in Donald**

Council President Nicholson and Councilors Scott and Glenn reported that there was a Traffic Safety Meeting on Thursday, October 3, 2019 at the Donald Community Center. Councilor Scott said that there are a lot of ideas on the table and that the group is making progress but government moves slow and it is just taking time.

Councilor Scott also reported that he is working on reducing the speed limit on the east end of Main Street to perhaps 25 mph.

### **II. Report on Donald Beautification Group Work: Councilor Waller**

Waller: the park restroom kit will be delivered on October 31 and the playground equipment will be ordered soon.

Scott and Waller reported on the costs for adding a pickleball court to the Skate Park. They will propose it for the next budget year.

Scott thanked PW Operator Jesus Rios for trimming the bushes at the Skate Park.

### **III. Focus Group Reports:**

Councilors Hellickson and Glenn reminded everyone that the CERT Classes start soon and to register.

Councilor Waller said she continues to work with the DBG on park updates.

### **IV. Business License Code Update:**

Manager Bell provided information about the next steps for bringing the Municipal Code into compliance for marijuana businesses, since there is a pending application and the voters approved in 2016 for marijuana businesses in Donald.

### **V. ~~Municipal Court Judge Review Process:~~ This was removed from the night's agenda.**

### **VI. Mayor's Report:** No report

## **REVIEW ITEMS**

- I. Building Logs: August & September 2019:** No comments.
- II. Business License Renewals:** Council President Nicholson stated that it is really going to help City Clerk Randi Meadors with not having to contact people with home occupations to keep up their business licenses because we keep her busy and she does a great job for us.
- III. Gas Logs: September 2019:** Council President Nicholson stated that she appreciates all the work that Public Works (Limonos and Rios) does to keep the gas logs current and the transparency that they provide.
- IV. Water & Wastewater Testing Reports: September 2019:** Council President Nicholson noted that Rios did the water samples and that he has a good trainer, Director Limones. She said it is good for the City to have another person to do it and it was another good report.
- V. Employee Safety Meeting Minutes: September 2019:** There was discussion but no action.

## **PUBLIC WORKS REPORT:**

Director Limones referred to his monthly report that was included in the Councilor's packet for prior inspection. He gave a presentation on how a backflow device works, its significance to Donald and why they are important.

**CITY MANAGER REPORT:**

Manager Bell referred to her monthly report that was included in the Councilor’s packet for prior inspection. There was discussion about the Social Media Training and the Council directed Manager Bell to get the CIS template/sample social media policy. Council President Nicholson reminded everyone about the Inclusion Training that will be provided by CIS at the December Work Session. The Santa Sing-A-Long “to-do” list was also discussed.

**ADJOURN**

- ✓ Councilor Scott motioned and Councilor Waller seconded to adjourn the meeting of the Donald City Council at 7:59pm. No discussion. Vote: 5-0-0. Motion carried.

Date: November 12, 2019

Signed:   
Brad Oxenford, Mayor

**ATTEST:**

Date: November 12, 2019

Signed:   
Heidi Bell, City Manager