



# 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 Action Agenda Summary REGULAR MEETING

**Tuesday, November 12, 2024 at 6:45pm**  
Council & Staff at City Hall: 10710 Main St. NE  
Public Attendance at City Hall and via Zoom

**OPEN MEETING:** Mayor Rick Olmsted opened the regular meeting of the Donald City Council on Tuesday, November 2024 at **6:47 pm**.

### PLEDGE OF ALLEGIANCE

### ROLL CALL:

Council Present: Mayor Rick Olmsted, Councilors: Michael Coffman, Amanda Johnson, Jan Olsen and Mark Buzzard.

Council Absent: Council President Gerry Waller (excused) and Councilor Jenny Strathdee (excused).

Staff Present: City Manager Eric Underwood and Public Works Director Alonso Limones.

### ADD/DELETE AGENDA ITEMS:

1. Add: Community Member Feedback Form
2. Add: Community Member Feedback Form
3. Add: Cole Tait, P.C. Attorneys at Law Rate Increase Request
4. Delete: Presentations: City Annual Audit Report 2023-2024: Accuity LLC

### COMMUNITY MEMBER'S FEEDBACK:

1. Feedback Form: Alan Colton, 11218 Blueberry Loop NE: Complaint regarding the City's water quality.
  - o Director Limones explained the process for treating the City's drinking water and Council discussed. Director Limones will contact resident to explain testing process.
2. Feedback Form: Max Wright: Complaint of lighting at Pacific Lumber.
  - o Manager Underwood reported that he has contacted the owner of Pacific Lumber and reminded them that as a requirement of the Conditions of Approval for the project, shields are required on the light fixtures.

### CONSENT AGENDA

#### I. Action Agenda Summaries: October 8, 2024 Regular Meeting

## **II. Police Reports and Stats: October 2024**

Officer Heart with the Hubbard-Donald Police Department was in attendance and gave a brief overview of the monthly statistics and report from Hubbard-Donald Police Chief Parise.

## **III. Post on Website Aurora Fire District Logs: October 2024**

## **IV. Check Register & Cash Sheet: October 2024**

- ✓ Councilor Coffman motioned, and Councilor Johnson seconded to accept the Consent Agenda Items as presented. No discussion. Vote: 5-0-0. Motion carried.

**OLD BUSINESS:** None

## **NEW BUSINESS:**

### **I. Vote: Cole Tait, P.C. Attorneys at Law Rate Increase:**

Manager Underwood referred to a memo provided to the Council regarding City Attorney Andrew Cole's request for a rate increase and the Council discussed.

- ✓ Councilor Coffman motioned, and Councilor Olsen seconded to approve the proposed rate increase for City Attorney Andrew Cole. The Council discussed the desire to see a schedule reflecting any future rate increases.
- ✓ Councilor Coffman motioned, and Councilor Olsen seconded to approve the proposed rate increase for City Attorney Andrew Cole with the stipulation that a schedule for future rate increases be provided to Council. There was discussion on whether the city should seek to negotiate the rate increase amount. Vote: 4-1-0. Motion carried. Councilor Buzzard voted no.

## **COUNCIL COMMUNICATIONS**

- I. Council Discussion of Current Affairs in Donald:** There was discussion regarding reviewing the City's Code of Ordinances and Development Code to assess whether any changes are needed and when the Official Election results will be available.

## **II. Mayor's Report**

## **REVIEW ITEMS**

- I. Building Logs: October 2024**
- II. Business License Renewals: October to December 2024**
- III. Water & Sewer Testing Reports: October 2024**
- IV. Speed Reports: October 2024**
- V. Employee Safety Meeting Minutes: October 2024**

**PUBLIC WORKS REPORT:** Director Limones referred to his monthly report that was included in the Council packet for prior inspection and the Council discussed.

**CITY MANAGER REPORT:** Manager Underwood referred to his monthly report that was included in the Council packet for prior inspection and the Council discussed. Manager Underwood provided a brief update regarding the Fargo Sewer District and Water Well #3 project.

**ADJOURN**

- ✓ Councilor Coffman motioned, and Councilor Johnson seconded to adjourn the regular meeting of the Donald City Council on Tuesday, November 12, 2024, at 8:22pm. No discussion. Vote: 5-0-0. Motion carried.

Date: December 10, 2024

Signature:

REDACTED FOR SECURITY  
REDACTED FOR SECURITY

Rick Olmsted, Mayor

**ATTEST:**

Date: December 10, 2024

Signature:

REDACTED FOR SECURITY  
REDACTED FOR SECURITY  
REDACTED FOR SECURITY

Eric Underwood, City Manager

*Respectfully submitted by Meadors Administrative Services.*

