



CITY OF DONALD

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City Council

Action Agenda Summary

Tuesday, February 14, 2023 at 6:45pm

Council & Staff at City Hall: 10710 Main St. NE

Public Attendance at City Hall and via Webex: Webex details at end of Agenda

OPEN MEETING: Mayor Rick Olmsted opened the regular meeting of the Donald City Council on Tuesday, February 14, 2023 at 6:45pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Present In-Person: Mayor Rick Olmsted, Councilors: Neil Strathdee, Sheryl Glenn and Mark Buzzard.

Council Absent: Council President Gerry Waller, Councilors: Amy Nichols and Jan Olsen (all excused).

Staff Present In-Person: City Manager Eric Underwood, Public Works Director Alonso Limones and Administrative Coordinator Randi Meadors.

OATH OF OFFICE: City Manager Eric Underwood gave the Oath of Office to Sheryl Glenn who then took her seat on the City Council.

ADD/DELETE AGENDA ITEMS

1. **Add: Building Logs: January 2023:** Added for the record are the January 2023 Marion County Building Logs.

Mayor Olmsted moved to Presentations.

PRESENTATIONS: City Website ADA Implementations

Administrative Coordinator, Randi Meadors presented to the Council plans to implement ADA standards to the City of Donald's website.

Mayor Olmsted moved to Old Business I.

OLD BUSINESS:

I. Donald Community Center Property Future Use

Council discussed the demolition of the Donald Community Center that took place on Monday, February 13, 2023. Jenny Strathdee and Krista Fogelson with the Donald Beautification Group presented to the Council options for the property and encouraged the Council to retain the land and revamp it into an outdoor sitting park.

COMMUNITY MEMBER'S FEEDBACK

Feedback Form: Dale McClure, Cone St: Complaint of broken-down cars, vehicles blocking driveway, accumulation of garbage and drug use. Council discussed each reported issue and determined that City Manager Underwood and Public Works Director Limones will first need to determine the address of the property in question, then inspect and send property owners a code enforcement letter if warranted. If the property remains out of compliance, the property owners can be cited into the Donald Municipal Court for code violations.

Feedback Form: Ashley Ferrick, Oak St.: Safety alert regarding cars going around Oak St. speed bump, into right-of-way where pedestrians walk and the main water shut off for the property is located. The Council and City Staff discussed the exact location of the speed bump and possible remedies for the problem.

PUBLIC HEARINGS: None

POLICE REPORT AND STATS

There was discussion regarding the Police Reports and Stats and the Council's previous decision to include them in Consent Agenda Items.

- ✓ Councilor Strathdee motioned and Councilor Glenn seconded to post the January 2023 Police Stats to the City's website. Vote: 4-0-0. No discussion. Motion carried.

CONSENT AGENDA

I. Action Agenda Summaries: January 10, 2023 Regular Meeting

Mayor Olmsted noted that Council President Waller's term is through the year 2024 and should be corrected on the Action Agenda Summary to reflect such.

II. Post on Website Aurora Fire District Logs: January 2023

III. Check Register & Cash Sheet: January 2023

Councilor Strathdee asked what the deposits reflected on the cash sheet are from. Manager Underwood replied that the deposits are from money collected for Utility accounts.

- ✓ Councilor Strathdee motioned and Councilor Buzzard seconded to approve the Consent Agenda Items with the correction made to the January 10, 2023 Action Agenda Summary to include Council President Waller's term through the year 2024. Vote: 4-0-0. No discussion. Motion carried.

NEW BUSINESS

I. Vote: Resolution No. 567-23: Referring a Bond Measure to the May 16, 2023 Election Ballot for Permanent Policing Services provided by Marion Co. Sheriff's Office for FY 2023-2028.

Manager Underwood referred to his memo and the ballot title that was included in the Councilors' packet for prior inspection. There was discussion surrounding the total cost of the five-year levy, the inclusion of a police vehicle in the total amount and the training timeline for the dedicated Donald officer.

- ✓ Councilor Glenn motioned and Councilor Strathdee seconded to approve Resolution No. 567-23: A Resolution calling an election to submit to City voters the question of authorizing a \$1,023,140 Local Option Levy for Permanent Policing Services. No discussion. Vote: 4-0-0. Motion carried.

II. Vote: Resolution No. 568-23: Amending Resolution 547-22 regarding City of Donald's System Development Charges.

Manager Underwood referred to his memo that was included in the Councilors' packet for prior inspection.

- ✓ Councilor Glenn motioned and Councilor Strathdee seconded to approve Resolution No. 568-23: Amending Resolution 547-22 regarding Water, Sewer, Park, Stormwater and Transportation System Development Charge Fees. No discussion. Vote: 4-0-0. Motion carried.

III. Vote: Resolution No. 569-23: Amending the City of Donald's System Development Charges

Manager Underwood referred to his memo that was included in the Councilors' packet for prior inspection. Mayor Olmsted asked why the Water & Sewer improvement fees for Harvest Gardens is \$0. Manager Underwood explained that the fees reflected are because Harvest Gardens will be paying for the infrastructure by constructing lagoon #5 to serve the homes built in phase 3 and beyond. Director Limones added that if the infrastructure to serve new construction is already available, then they would pay the SDC fee in full, but in the case of Harvest Gardens, they are paying for the infrastructure to provide services such as water & sewer.

- ✓ Councilor Strathdee motioned and Councilor Glenn seconded to approve Resolution No. 569-23: Amending Water, Sewer, Park, Stormwater and Transportation System Development Charge Fees. No discussion. Vote: 4-0-0. Motion carried.

IV. Vote: Resolution No. 570-23: A Resolution Awarding the Matthieu Street, Phase 2 Project to Haworth, Inc.

Manager Underwood referred to his memo and the bid tabulation sheet that was included in the Councilors' packets for prior inspection. There was discussion regarding how the City's engineer estimated the cost of construction at approximately \$450,000, while Haworth bid the project a little more than half that, which is closer to what the City had budgeted for the project.

- ✓ Councilor Buzzard motioned and Councilor Glenn seconded to approve Resolution No. 570-23: Awarding the Matthieu St. Phase 2 Project to Haworth Construction, Inc. No discussion. Vote: 4-0-0. Motion carried.

V. Vote: OLCC Renewals for Donald Tavern, Center Market and Happy Street Market & Café

Manager Underwood referred to his memo that was included in the Councilors' packet for prior inspection. Mayor Olmsted mentioned the previous complaints of motorcycles at the Donald Tavern and the closing of the Happy Street Market.

- ✓ Councilor Strathdee motioned and Councilor Glenn seconded to renew the OLCC Licenses for the Donald Tavern and Center Market. No discussion. Vote: 4-0-0. Motion carried.

VI. Vote: Approval of FY '23-'24 Budget Calendar

Manager Underwood referred to his memo that was included in the Councilors' packet for prior inspection highlighting the Budget Committee meeting date and the need for five Budget Committee members.

- ✓ Councilor Buzzard motioned and Councilor Glenn seconded to approve the Budget Calendar for FY '23-'24. No discussion. Vote: 4-0-0. Motion carried.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald

II. Focus Group Reports

III. Mayor's Report

Mayor Olmsted shared that he attended a town-hall meeting in Salem at Chemeketa Community College where Senator Wyden and Congresswoman Salinas were present. He also attended another meeting at Chemeketa where Senator Merkley was present. As a result of those meetings, Congresswoman Salinas will be visiting Donald on Friday, February 17, 2023 at 2:15pm at the Donald Fire Hall. The City Managers and Councilors of Aurora, Hubbard, St. Paul and Gervais have also been invited to attend.

The Mayor shared that on Wednesday, February 22, 2023 Senator Merkley's Field Representative will be touring Donald in an effort for the Mayor and Manager Underwood to share the needs and vision for Donald.

IV. Donald Beautification Group Meeting Update

REVIEW ITEMS

I. Building Logs: January 2023

Placed at each Councilor's seat were the January 2023 Marion County Building Logs.

II. Business License Renewals: January 2023 to March 2023

III. Water Testing Report: January 2023

IV. Employee Safety Meeting Minutes: January 2023

PUBLIC WORKS REPORT: Mayor Olmsted shared that he and Manager Underwood attended the quarterly LOC meeting in Dayton. There was discussion around the City's septic tank pumping schedule and how Donald is 100% backflow protected. Director Limones shared with the Council his experience from attending a training in Seattle, WA on water-part installation and new technology.

The radar-speed sign reports were discussed. Included in the Councils' packets, there should have been two reports, one showing Main St. and Butteville Rd., however, the Main St. report was mistakenly included twice. Councilor Strathdee suggested comparing the first reports generated from the radar speed signs to the most recent to get a more accurate overview as to the successfulness the signs are at reducing speeds into City limits. Director Limones will include a report in the March Council packet.

There was discussion regarding Director Limones' safety topic report given at the January 2023 employee meeting.

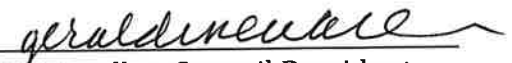
CITY MANAGER REPORT: Manager Underwood referred to his report that was included in the Councilors' packet for prior inspection. There was discussion about the City-issued tablets and whether they are being utilized by the Council. It was the general consensus of the Council that the tablets are not being used. There was discussion about using personal devices for city-related business and how that relates to Public Record Laws.

There was discussion about the Planning Commission's recent approval of City File SDR: 2022-02, Site Development Review for Pacific Lumber and an overview of the project as well as an update provided by Manager Underwood on the Harvest Gardens project.

ADJOURN


- ✓ Councilor Strathdee motioned and Councilor Glenn seconded to adjourn the regular meeting of the Donald City Council at 8:35pm. No discussion. Vote 4-0-0. Motion carried.

Date: March 14, 2023

Signed: 
Gerry Waller, Council President

ATTEST

Date: March 14, 2023

Signed: 
Eric Underwood, City Manager

Respectfully submitted by Randi Meadors, Administrative Coordinator

