



CITY OF DONALD

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DONALD CITY COUNCIL STRATEGIC GOAL SETTING 2025

Minutes

Saturday April 5, 2025 at 9:00 am

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

OPEN MEETING: Beth Wytoski opened the goal setting session at 9:00 am.

ROLL CALL:

City Council Present: Mayor James Houdyshell, Council President Jan Olsen, Councilors: Michael Coffman, Amanda Johnson, Gabrielle Plunkett and Jenny Strathdee.

Staff Present: City Manager Eric Underwood.

Other Present: Beth Wytoski, Mid-Valley Regional Solutions Coordinator for Marion, Polk and Yamhill Counties, office of the Governor.

GOAL SETTING SESSION

Wytoski stated that goal setting aids in getting a strategic plan in place. Quick responses aren't always made in a strategic way. Goals tend to remain steady for about 5 years, with objectives changing annually. Underwood shared that when he started with Donald there were 13 goals, which was a lot to pay attention to.

The benefit of strategic planning includes creating a forward-focused shared workplan which improves communication along with the ability to track progress. This can improve access to resources. It can also help to break down long-term goals into practical pieces and communicate the progress with citizens.

She then covered a snapshot of what the City of Donald accomplished in FY 2023-24 under the areas of Public Safety, Health & Well Being, Secure Reliable Infrastructure, Access & Mobility, Economic Stability, Climate Action, Diversity, Equity & Inclusion and Internal Operations.

Shem mentioned that Strategic Goals need to be RAD: Realistic, Authentic and Durable, not partisan and that will stand the test of time.

Objectives should be SMART: Specific, Measurable, Achievable, Relevant and Time-Bound. Goals and objectives make it clear what the City Manager should focus on. Goals should be things that staff can accomplish. Underwood added that the amount of resources that are available and the community's level of participation need to be considered. Objectives will be ranked for timeliness.

Wytoski said that the group will be creating a list of Objectives and then rank them according to priority, with 1 being something that should be accomplished in the next budget year; 2 should be accomplished in the next 2-4 budget years; 3 are long term objectives, with funding needed and will

be five or more years in the future; 4 are routine efforts that are expected year over year with 5 being wish list items. Council or staff turnover doesn't change the list, it provides marching orders. She then provided some examples of prioritizing objectives around a scenario.

Wytoski proposed potential goals to consider, which could be edited.

- A. Support the health and safety of our community.
- B. Maintain secure, resilient, and reliable infrastructure to support current and future residents, visitors, and business operations.
- C. Improve accessibility through transportation facility planning and construction.
- D. Promote a thriving, sustainable, business-friendly local economy.
- E. Protect a clean, healthy and sustainable environment.
- F. Create a community that is welcoming and friendly through inclusive strategies.

The topic of the limitations of the sewer system and lagoons was discussed, with Underwood saying a meeting with all interested parties would take place April 14.

- A. The contract with the Hubbard Police was discussed. Underwood mentioned that the Hubbard police patrol more than the contracted number of hours and that the contract is reasonably priced. They also handle traffic court, keeping the revenues from court. PGE franchise fees help to pay for the police services. A three-year contract with Hubbard Police was mentioned as an objective or some sort of a long-term contract. Emergency planning was another topic under this goal. Wytoski mentioned some funding potentially available from Oregon Emergency Management (OEM) to work on this goal.
 - a. Re-establish a CERT qualifying event.
 - b. Collaborate with the Fire Department to facilitate a Stop the Bleed training.
 - c. Develop an Emergency Response Plan.
 - d. Negotiate a long-term contract with Hubbard for police services. Work towards amending the police contract to include code enforcement.
 - e. Plan a "go bag" instructional event.
 - f. Assistance for Code Compliance. Reporting can be submitted online currently. A conversation ensued regarding how to best handle code compliance.
- B. Infrastructure needs were discussed, including speed bumps and painting lines to make the streets look narrower which tends to make drivers slow down along with other traffic calming strategies.

Underwood shared some concerns about DEQ changing requirements needed for the wastewater system upgrades, with Wytoski setting up a visit for August to brainstorm and problem solve with a variety of agencies to attend. Reports to the Council will keep them informed.

- a. Complete construction on Well #3.
- b. Expand wastewater facilities.
 - i. Construct an additional lagoon. Already have the land for the lagoon but don't have the land available for irrigation.
 - ii. Present to Council other options for discharge.
 - iii. Schedule an infrastructure tour.

- c. Identify funding sources for Water Master Plan.
- d. Identify funding sources for Sewer Master Plan.
- e. Create a monthly infrastructure report for Council.
- f. Construct drinking water Well #4.
- g. Replace water filters.
- h. Develop a savings plan for infrastructure match.
- i. Identify funding sources for a Parks Master Plan.


C. Transportation Facility Planning

- a. Safe crossing plan.
- b. Initiate traffic calming measures.
- c. Report to Council regarding “last mile transportation”, connection service to public transport, especially for vulnerable populations that need to go to medical appointments and shopping. Surveys, town halls and other options for gauging needs were discussed.
- d. Transportation Management Plan in place.

D. Create a community that is welcoming and friendly to everyone.

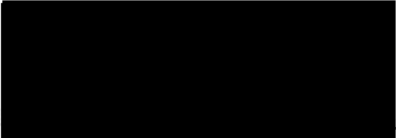
The time went by quickly and there was a conversation about having Wytoski return to facilitate further before the group enters budget season. Underwood said that a May 5 Work Session is being planned to discuss the Moratorium concept. The decision was made to continue the Goal Setting session at the Council meeting on Tuesday April 8 during the Manager’s Report portion of the meeting.

Date: May 13, 2025

Signed: 
James Houdyshell, Mayor

ATTEST:

Date: May 13, 2025

Signed: 
Eric Underwood, City Manager

