



CITY OF DONALD
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City Council
REGULAR MEETING
Action Agenda summary
Tuesday, January 10, 2023

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

OPEN MEETING: Mayor Olmsted opened the regular meeting of the Donald City Council on Tuesday, January 10, 2023 at 6:45pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Present In-Person: Mayor Rick Olmsted, Council President Gerry Waller and Councilors: Mark Buzzard, Jan Olsen, Amy Nichols and Neil Strathdee.

Staff Present In-Person: Public Works Director Alonso Limones, City Manager Eric Underwood.

OATHS OF OFFICE FOR ELECTED MAYOR AND COUNCILORS

City Manager Eric Underwood administered the oaths of office for the newly elected officials:

- Rick Olmsted, Mayor
- Jan Olsen, Councilor
- Neil Strathdee, Councilor
- Gerry Waller, Councilor

Mayor Olmsted went into Executive Session at 6:52pm.

Council came out of Executive Session at 7:15pm and continued the Regular meeting.

ADD/DELETE AGENDA ITEMS

1. Add New Business I(a): Vote: City Council President

COMMUNITY MEMBER'S FEEDBACK:

Karl Wade, Cone St.: Mayor Olmsted read aloud the feedback form submitted complaining of speeders through Donald. Lieutenant Hunter with the Marion County Sheriff's Office explained what traffic violations are enforceable on private streets such as Cone St. It was suggested that Mr. Wade speak with the property owner of Country Edge Estates.

PRESENTATIONS:

I. Permanent Policing Services Proposal: MCSO, Nicholas Hunter, Lieutenant
City Manager Underwood summarized the details of the policing services levy placed on the May 2022 ballot. Lieutenant Hunter was asked to provide Council with an updated proposal including a training timeline, contracting and startup costs and materials and services. The difference between

the first-year costs and subsequent years were discussed. The current contract for Policing Services with M.C.S.O. was discussed and how that contract would be affected if the Policing Services Levy were to pass. Council expressed the need to educate the community on what tax payers would be getting for their money. City Manager Underwood stated that if the Council wishes to move forward with placing a Levy on the Ballot, a Special Meeting would be needed for Council to approve by Resolution the ballot title.

- ✓ Councilor Buzzard motioned and Council President Waller seconded to move forward with placing a Levy for Policing Services on the May 2023 ballot. No discussion. Vote: 6-0-0. Motion carried.

PUBLIC HEARINGS: None

POLICE REPORT AND STATS

The different call types were discussed.

Mayor Olmsted called for a recess at 8:00pm; confirmed by Council President Waller and Councilor Buzzard. Council reconvened at 8:06pm.

STATE OF THE CITY ADDRESS

Mayor Olmsted gave the State of the City Address where he spoke on three areas: Thanks, challenges and moving forward. Mayor Olmsted thanked the volunteers, City Council, Planning Commission and City Staff. Mayor Olmsted cited challenges facing the City and State. Moving forward, the City will continue to pursue grants, forgivable loans and other resource avenues.

Mayor moved to New Business VIII.

VIII. Vote: Support for WES Extension Wilsonville to Salem Study Bill

Manager Underwood referred to his memo that was included in the Councilors packets for prior inspection. Greg Leo, serving at the Government Relations Consultant for the City of Wilsonville was in attendance and addressed the Council on the proposed study bill. The study would determine the feasibility of extending the WES commuter rail service to communities in the Northern Willamette Valley.

- ✓ Councilor Buzzard motioned and Councilor Strathdee seconded to support legislature to conduct a study of the WES Extension to the Northern Willamette Valley. No discussion. Vote: 6-0-0. Motion carried.

Mayor moved to New Business II.

II. Vote: Planning Commission Appointment

Manager Underwood referred to his memo that was included in the Councilors packets for prior inspection. The applicant, Alice Bentz was in attendance and provided the Council with her background and previous experience on the Planning Commission.

- ✓ Council President Waller motioned and Councilor Olsen seconded to appoint Alice A. Bentz to the Donald Planning Commission with a term ending December 31, 2025. Councilor Strathdee and Buzzard thanked the applicant for applying and expressed that the knowledge and experience Ms. Bentz will bring to the Planning Commission is very valuable. No discussion. Vote: 6-0-0. Motion carried.

CONSENT AGENDA

- I. **Action Agenda Summaries: December 5, 2022 Work Session, December 13, 2022 Regular Meeting**
- II. **Post on Website Aurora Fire District Logs: December 2022**
- III. **Check Register & Cash Sheet: December 2022**
- IV. **Quarter 2 FY '22-'23 Report**
- V. **Sidewalk Project Payment Plan Report**
 - ✓ Councilor Strathdee motioned and Councilor Olsen seconded to approve the Consent Agenda Items as presented. No discussion. Vote: 6-0-0. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

Mayor Olmsted moved to New Business Ia.

Ia: Vote: Council President

Mayor Olmsted called for nominations for Council President for the year 2023.

- Councilor Waller nominated herself.
- Councilor Olsen nominated Neil Strathdee.

A roll call vote was conducted:

- Councilor Buzzard voted for Councilor Waller.
 - Councilor Olsen voted for Councilor Strathdee.
 - Councilor Waller voted for Councilor Waller.
 - Mayor Olmsted voted for Councilor Waller.
 - Councilor Nichols voted for Councilor Strathdee.
 - Councilor Strathdee voted for Councilor Waller.
- ✓ Council Waller was appointed as Council President for the year 2023 *and 2024.

Mayor Olmsted moved to New Business III

III. Vote: Appoint Budget Officer for Fiscal Year 2023-2024

City Manager Underwood referred to his staff report that was included in the Councilor's packets for prior inspection.

- ✓ Council President Waller motioned and Councilor Buzzard seconded to appoint City Manager Eric Underwood as the Budget Officer for Fiscal Year 2023-2024. Councilor Strathdee accredited the City's clean audit to Eric's management skills. Vote: 6-0-0. Motion carried.

IV. Vote: Community Member of the Year for 2022

There was discussion about the two nomination forms received nominating Jenny Strathdee & Valley Ag. Councilor Strathdee stated that he will abstain from voting due to the conflict of interest.

- ✓ Councilor Olsen motioned and Council President Waller seconded to select Jenny Strathdee as the 2022 Community Member of the Year. No discussion. Vote: 5-0-1. Motion carried. Councilor Strathdee abstained.

V. Vote: Community Member of the Month for December 2022

Council discussed whether both nominees, Valley Ag. and the Aurora Rural Fire Dept. could be selected as Co-Community Members of the Month for December 2022.

- ✓ Council President Waller motioned and Councilor Buzzard seconded to select the Aurora Rural Fire Dept. and Valley Ag. as Co-Community Members of the Month for December 2022. No discussion. Vote: 5-0-1. Motion carried. Mayor Olmsted abstained from voting.

VI. Vote: Holiday Lighting Contest Winners

Each Councilor casted their votes for first, second and third place winner for the Holiday Lighting Contest. Public Works Director Limones tallied the votes and announced the winners as follows:

- ✓ 1st Place: 20957 Crisell St. awarded \$50.00
- ✓ 2nd Place: 10881 Main St. awarded \$25.00
- ✓ 3rd Place: 11021 Chantal St. awarded \$25.00

VII. Vote: Business License: Thompson Gas, 20833 Matthieu St.

City Manager Underwood referred to Administrative Coordinator Meadors' memo that was included in the Councilor's packets for prior inspection. A citizen in the audience who works at Propane Northwest (dba Thompson Gas) asked clarifying questions and asked to get a copy of the most recent notice mailed to Thompson Gas. The citizen reported that he will take the notice to his manager in an effort to get the license renewal fee paid.

- ✓ Councilor Strathdee motioned and Councilor Buzzard seconded to suspend the Business License for Thompson Gas if they do not pay renewal fee and final notice fee by January 31, 2023. The citizen member, Malcolm Bentz asked when he could pick up the notice. No further discussion. Vote: 6-0-0. 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 Meet & Greet Coffee meeting in Salem, OR where he met Congresswoman Salinas and shared with her the needs of Donald and that he looks forward to working with her and her staff in the future.

IV. Donald Beautification Group Meeting Update

Mayor Olmsted recapped the December Santa's Sing-A-Long event. Council President Waller thanked all the volunteers and complimented them on their hard work and success.

REVIEW ITEMS

I. Building Logs: December 2022

Councilor Strathdee asked if the City receives any of the money from the Marion Co. Building permits reported in the monthly building logs. Public Works Director Limones responded no.

II. Business License Renewals: December 2022 to February 2023

III. Water Testing Report: December 2022

IV. Employee Safety Meeting Minutes: December 2022

PUBLIC WORKS REPORT: Public Works Director Limones referred to his monthly report that was included in the Councilor's packets for prior inspection. Director Limones shared that he has taken

the initiative to update the original 1980 Operation and Maintenance Manual for the City's Water System. Director Limones was happy to report that the annual testing of the 400 backflow devices hailed no needed repairs; Director Limones attributed this success to the Public Works team and their efforts to perform regular preventative maintenance. The speed radar sign reports were discussed.

CITY MANAGER REPORT: City Manager Underwood referred to his monthly report that was included in the Councilor's' packets for prior inspection. Manager Underwood updated the Council on the Well #3 project, the Donald Community Center and citations issued for the upcoming Municipal Court session.

There was some discussion regarding planning an annual goal setting meeting and setting a date. It was the overall consensus of the Council to have the goal setting Thursday, February 23, 2023.

Mayor Olmsted moved to New Business I.

I. Vote: City Councilor Appointment

- ✓ Councilor Olsen motioned and Councilor Strathdee seconded to appoint Sheryl Glenn to the vacant City Council seat with the term expiring December 31, 2024. No discussion. Vote: 6-0-0. Motion carried.

ADJOURN

- ✓ Councilor Buzzard motioned and Councilor Olsen seconded to adjourn the regular meeting of the Donald City Council at 9:21pm. No discussion. Vote: 6-0-0. Motion carried.

Date: February 14, 2023

Signed: 
Mayor, Rick Olmsted

ATTEST:

Date: February 14, 2023

Signed: 
City Manager, Eric Underwood

Respectfully submitted by Randi Meadors, Administrative Coordinator

* Indicates correction made prior to approval.