



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, September 10, 2024 at 6:45 pm

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

Public Attendance at City Hall and via Webex

OPEN MEETING: Mayor Rick Olmsted opened the regular meeting of the Donald City Council on Tuesday, September 10, 2024 at 6:45 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

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

ADD/DELETE AGENDA ITEMS: None

COMMUNITY MEMBER'S FEEDBACK:

- *Email: Neil Strathdee, Rees St.:* Complaints of bush impeding line of sight on corner of Huckleberry and Donald Rd. and an RV parked on Rees St. for extended period.
 - Manager Underwood provided the Council with updates on both issues stating that he spoke to the property owner and has requested they trim back the bush, and the owner of the RV was sent a letter from the City.

Mayor Olmsted moved to New Business II.

II. **Vote: Business License Application – Pacific Lumber**

Manager Underwood referred to City Planner Holly Byram's staff report recommending Council approve the Business License subject to Pacific Lumber receiving final building occupancy, as reviewed in partnership between the City of Donald, Marion County Building Department and the Aurora Fire Department.

Manager Underwood stated that all the Conditions of Approval have been met as outlined in the Notice of Decision by the Donald Planning Commission.

At the request of Mayor Olmsted, representative for Pacific Lumber explained their business operations.

- ✓ Councilor Coffman motioned, and Councilor Olsen seconded to approve the Business License for Pacific Lumber. No discussion. Vote: 6-0-0. Motion carried.

PRESENTATIONS: None

CONSENT AGENDA

I. Action Agenda Summaries: August 13, 2024 Regular Meeting

II. Police Reports and Stats: August 2024

Sergeant Anderson with the Hubbard-Donald Police Department was in attendance and informed the Council that Chief Parise was successful in obtaining a \$10,000 grant through CIS to acquire bodycams.

There was discussion regarding the monthly Police reports and the Council's desire to see the officer's activity logs from their patrols in Donald.

III. Post on Website Aurora Fire District Logs: August 2024

IV. Check Register & Cash Sheet: August 2024

At the Council's request, Manager Underwood provided details regarding the cost of the park gazebo and expected completion date for construction. Manager Underwood also explained that the cost of engineering provided by Tetra Tech is for the Water Well #3 project.

- ✓ Councilor Johnson motioned, and Councilor Coffman seconded to accept the Consent Agenda items as presented. No discussion. Vote: 6-0-0. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

I. Vote: City Council Appointment – Jenny Strathdee

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

- ✓ Council President Waller motioned, and Councilor Olsen seconded to appoint Jenny Strathdee to the vacant City Council seat with a term ending December 31, 2026. No discussion. Vote: 6-0-0. Motion carried.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald

Councilor Olsen shared that community members have made complaints to her regarding the City's website, the Elections and an unkept property located near the Post Office.

- Manager Underwood informed Council that the City has sent Code Enforcement letters to the property owner; next steps will be to cite the property owner into Municipal Court.
- The Council discussed the City's website and the discrepancies between the desktop and mobile version as well as recruitment for the City Clerk position at City Hall.
- The Council and Manager Underwood discussed what the City is legally allowed to do to help rectify the issue with candidates not being listed on the November Election ballot. Manager Underwood stated that the City can print a list of candidates and their respective office to be distributed by a volunteer. Council discussed having the City Attorney write a letter to the Marion County Elections office expressing the City's disappointment in their refusal to accept candidate paperwork due to the lack of communicating a clear deadline for submittals.

II. Mayor's Report

REVIEW ITEMS

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

PUBLIC WORKS REPORT: Director Limones referred to his report that was included in the Council packet for prior inspection and answered the Council's questions.

CITY MANAGER REPORT: Manager Underwood referred to his report that was included in the Council packet for prior inspection and the Council discussed. Manager Underwood shared that a resident suggested a Town Hall meeting to further discuss the recently implemented yard debris collection service. It was the consensus of the Council to not hold a Town Hall meeting to discuss yard debris service at this time.

ADJOURN

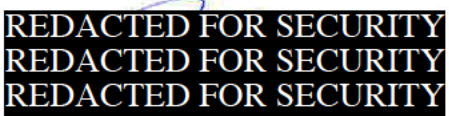
- ✓ Councilor Coffman motioned, and Councilor Johnson seconded to adjourn the regular meeting of the Donald City Council on Tuesday, September 10, 2024 at 8:21pm. No discussion. Vote: 6-0-0. Motion carried.

Date: October 8, 2024

Signed: 
Rick Olmsted, Mayor

ATTEST:

Date: October 8, 2024

Signed: 
Eric Underwood, City Manager

Respectfully submitted by Meadors Administrative Services