



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

REGULAR MEETING

Action Agenda Summary

Tuesday, July 9, 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, July 9, 2024 at 6:45 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

Council Absent: Mark Buzzard (excused).

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

ADD/DELETE AGENDA ITEMS:

1. Add: Review Item I: Marion County Building Logs: June 2024
2. Add: Review Item III: Water & Sewer Testing Reports: June 2024

PRESENTATIONS: None.

COMMUNITY MEMBER'S FEEDBACK:

- *Feedback Form: Curt Kipp, Rees St. NE, Donald, OR 97020:* Complaint of RV parked on Rees St. for extended period.
 - Manager Underwood summarized the next steps to resolving complaint and cited Donald's RV parking policy.
- *Feedback Form: Franklin Santiago, unknown address:* Complaint of multiple cars parked on Chantal St. for extended period.
 - Manager Underwood informed the Council that he investigated, but is uncertain which vehicles are in question. Manager Underwood will continue to monitor and report back to Council any findings.

PUBLIC HEARINGS: None

CONSENT AGENDA

I. Action Agenda Summaries: June 11, 2024, Regular City Council Meeting

II. Police Reports and Stats: June 2024

At the request of Mayor Olmsted, Sergeant Anderson and Officers Dan Marshall and Glen Bentley with the Hubbard-Donald Police Department shared their experiences so far while patrolling in Donald. Information regarding a bike helmet program, vacation house-check program and a vulnerable citizens program was shared and discussed.

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

The June 2024 Aurora Fire District Logs were not prepared in time for the Council meeting.

IV. Check Register & Cash Sheet: June 2024

V. Fiscal Year 2023-2024 Quarter 4 Budget Status Report:

There was discussion regarding the amount budgeted and received from Court Revenue.

VI. Sidewalk Project Payment Plan Progress Report

- ✓ Councilor Olsen motioned, and Councilor Johnson seconded to approve the Consent Agenda Items. No Discussion. Vote: 5-0-0. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

I. Vote: City-Sponsored Annual City-Wide Garage Sale Event & City Hall Garage Sale Items

Council and staff discussed the date and advertising for the Annual City-Wide Garage Sale. Manager Underwood informed Council that there will not be a map identifying the address of each sale, citing a lack of interest.

- ✓ Councilor Coffman motioned, and Councilor Olsen seconded to approve New Business Item I: Annual City-Wide Garage Sale Event & City Hall Garage Sale Items. There was discussion of advertising the event on Facebook. Vote: 5-0-0. Motion carried.

II. Vote: City-Wide Annual Clean-Up Day

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

- ✓ Council President Waller motioned, and Councilor Olsen seconded to approve the Annual City-Wide Clean-Up Day event date of September 14, 2024, from 8am to 12pm at the Wastewater Treatment Plant. No discussion. Vote: 5-0-0. Motion carried.

III. Vote: Deny, Suspend or Revoke Business License: Sun-Gro Horticulture Inc., 20824 Matthieu St. NE

At the request of Councilor Coffman, Manager Underwood explained the difference between revoking and suspending a business license.

- ✓ Councilor Coffman motioned, and Council President Waller seconded to suspend the Business License for Sun-Gro Horticulture, Inc. No discussion. Vote: 5-0-0. Motion carried.

COUNCIL COMMUNICATIONS

- I. **Council Discussion of Current Affairs in Donald:** At the request of Councilor Coffman, Manager Underwood provided an update to Council regarding the Fargo Sewer District. Council and staff also discussed the potential closing of Hazelnut Growers of Oregon.
- II. **Mayor’s Report:** Mayor Olmsted provided information on the upcoming Donald Daze Festival and Parade and reported that he received a complaint from a Donald resident concerning the amount of time trains stop on Main St.

REVIEW ITEMS

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

PUBLIC WORKS REPORT: Director Limones shared Public Works’ plans for preparing for the Donald Daze Festival & Parade. There was discussion on whether the Council wanted to participate in the festival and how they would do so.

CITY MANAGER REPORT: Manager Underwood referred to his memo that was included in the Council packet for prior inspection and the Council discussed.

ADJOURN

- ✓ Councilor Olsen motioned, and Councilor Coffman seconded to adjourn the regular meeting of the Donald City Council on Tuesday, July 9, 2024 at 7:58pm. No discussion. Vote: 5-0-0. Motion carried.

Date: August 13, 2024

Signed: **REDACTED FOR SECURITY**
REDACTED FOR SECURITY
 Rick Olmsted, Mayor

ATTEST:

Date: August 13, 2024

Signed: **REDACTED FOR SECURITY**
REDACTED FOR SECURITY
REDACTED FOR SECURITY
 Eric Underwood, City Manager

Respectfully submitted by Randi Meadors, Meadors Administrative Services.