



CITY OF DONALD
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City Council
Action Agenda Summary
REGULAR MEETING
Tuesday, October 8, 2024 at 6:45pm
Council & Staff at City Hall: 10710 Main St. NE
Public Attendance at City Hall and via Zoom

OPEN MEETING: Mayor Rick Olmsted opened the regular meeting of the Donald City Council on Tuesday, October 8, 2024 at 6:45pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Council Present: Mayor Rick Olmsted, Council President Gerry Waller and Councilors: Mark Buzzard, Jan Olsen, Michael Coffman, Amanda Johnson and Jenny Strathdee (after taking Oath of Office).

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

ADD/DELETE AGENDA ITEMS

1. Amendment to the Oath of Office to reflect correct date.
2. Add: Consent Agenda Item II: Police Reports and Stats: September 2024
3. Add: Consent Agenda Item III: Aurora Fire District Logs: September 2024

Mayor Olmsted moved to Presentations

PRESENTATIONS: Oath of Office for Newly Appointed Council Member – Jenny Strathdee:
Jenny Strathdee read aloud the Oath of Office and took her seat on Council.

COMMUNITY MEMBER'S FEEDBACK:

- *Anonymous:* Complaint of white, Ford F250 with flat tire parked for significant amount of time on Ernst St.
 - Manager Underwood informed Council that he contacted the Marion County Police Department to run a check on the license plate. A tow notice was placed on the vehicle, and it was promptly removed.
- *Diane and Doug Nimrod, 20930 Feller St.:* Complaint of stray kittens and dogs barking, coming onto property and running loose.
 - Manager Underwood informed Council that the City has not had the opportunity to address the issue with the property owner.

CONSENT AGENDA

I. Action Agenda Summaries: September 10, 2024 Regular Meeting

II. Police Reports and Stats: September 2024

Officer Bently with the Hubbard-Donald Police Department was in attendance, provided a summary of the September Police Report and Statistics and answered the Council's questions.

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

IV. Check Register & Cash Sheet: September 2024

- ✓ Councilor Coffman motioned, and Councilor Olsen seconded to accept the Consent Agenda Items as presented. No discussion. Vote: 7-0-0. Motion carried.

After the motion was made, it was realized that the Council did not discuss Consent Agenda Item V: Fiscal Year 2024-2025 Quarter 1 Budget Status Report.

V. Fiscal Year 2024-2025 Quarter 1 Budget Status Report

There was a brief discussion regarding the line items Postage as well as Insurance and Bonds in the Water Fund. Mayor Olmsted explained that the City's Accountant purchased all the City's pre-stamped utility billing envelopes before there was a postage price increase. Manager Underwood explained how the City determined the amount budgeted for Insurance and Bonds.

- ✓ Councilor Johnson motioned, and Councilor Coffman seconded to accept the Fiscal Year 2024-2025 Quarter 1 Budget Status Report. No discussion. Vote: 7-0-0. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

I. Vote: Letter of Support - North Marion Tourism Collaborative:

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

- ✓ Council President Waller motioned, and Councilor Johnson seconded to approve a letter of support to the North Marion Tourism Collaborative. No discussion. Vote: 7-0-0. Motion carried.

II. Vote: Revised Salary Schedule - Administrative Assistant:

Manager Underwood referred to his memo that as included in the Council packet for prior inspection and answered the Council's questions.

- ✓ Council President Waller motioned, and Councilor Olsen seconded to accept the Revised Salary Schedule. No discussion. Vote: 7-0-0. Motion carried.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald:

At the Council's request, Director Limones provided details regarding the City's Emergency Response Plan, particularly as it pertains to providing clean drinking water.

Council President Waller shared that she attended the first meeting of the Mid-Willamette Valley Area Commission on Transportation and summarized the meeting's discussion.

Councilor Olsen shared that there will be a meet and greet held at the Donald Fire Hall on October

26, 2024, from 2pm to 4pm where the community can meet with the candidates running for local office. Councilor Olsen personally went door-to-door with invitations to the event.

II. Mayor’s Report:

Mayor Olmsted shared that he attended a U.S. E.P.A. meeting via Zoom concerning lead-free water. It was announced a nation-wide project to reduce the amount of lead in drinking water to 15ppm to 10ppm and to eliminate all lead pipes in municipal drinking water systems.

Director Limones shared that the city recently completed an inventory of the City’s water service lines, as required by O.H.A., which revealed that there are no lead pipes.

REVIEW ITEMS

I. Building Logs: September 2024

II. Business License Renewals: September to November 2024

III. Water & Sewer Testing Reports: September 2024

Director Limones shared that due to the increase in the City’s population, O.H.A. now requires the city to submit two water samples per month for testing.

There was discussion of the radar speed reports. At the request of Council, Director Limones will include an additional report in the November Council packet to show what times during the day there is rise in speeders; this information will then be shared with the Hubbard-Donald Police.

IV. Employee Safety Meeting Minutes: September 2024

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

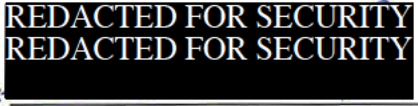
At this time in the meeting, a community member was allowed to speak. The community member expressed their deep appreciation for the newly formed Hubbard-Donald Police Department.

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

ADJOURN

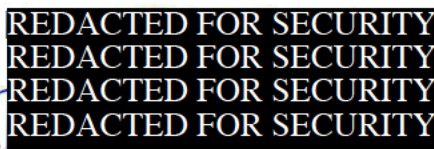
- ✓ Councilor Strathdee motioned and Councilor Johnson seconded to adjourn the regular meeting of the Donald City Council on Tuesday, October 8, 2024 at 8:00pm.

Date: November 12, 2024

Signature: 
Rick Olmsted, Mayor

ATTEST:

Date: November 12, 2024

Signature: 
Eric Underwood, City Manager

Respectfully submitted by Meadors Administrative Services.