



CITY OF DONALD

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DONALD CITY COUNCIL

WORK SESSION

Minutes

Tuesday February 24, 2026 at 6:45pm

Hybrid Meeting at City Hall: 10710 Main St. NE and via Zoom

OPEN MEETING: Mayor Houdyshell opened the City Council Work Session on Tuesday February 24, 2026 at 6:48 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

City Council Absent: Councilor Michael Coffman (excused).

Staff Present: City Manager Eric Underwood, Admin Assistant Linda Hansen and Contract Attorney Andrew Cole.

ADD/DELETE AGENDA ITEMS: None

DISCUSSION ITEMS:

I. Executive Officer Performance Review Criteria

The Mayor asked Councilor Wright to share what he had learned about performance review criteria. Councilor Wright mentioned that he didn't have the City Manager job description to align the performance review criteria with the job description. City Manager Underwood passed out his current job description. The merits of the various performance evaluation tools were discussed and whether or not to weigh any of the categories. There was consensus that the City Manager and staff should use the same performance review criteria as the City Council. The Council would like to see the City Manager's self-assessment and staff's evaluation of the City Manager completed prior to filling out the review documents themselves. The Council will approve the evaluation/review forms at the March 10, 2026 Council meeting and requested that the City Manager and staff complete the evaluation forms by March 13, returning them to the City's contract attorney. Councilors were told that they are welcome to communicate with City staff regarding the City Manager's performance.

He would then share those with the Council, who would complete their evaluation

documents by March 18, with an Executive Meeting to take place on Tuesday March 24 at 6:45 pm.

Subsequently, once the City Manager's contract has been negotiated, the Council will vote on accepting it in a future public meeting.

Mayor Houdyshell closed the regular session at 7:52 pm.

EXECUTIVE SESSION

Mayor Houdyshell opened the Executive Session under ORS 192.660(2)(h): To consult with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed at 7:52 pm.

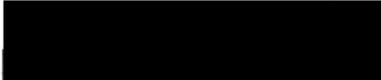
Mayor Houdyshell closed the Executive Session at 8:42 pm.

ADJOURN

Motion by Councilor Plunkett, seconded by Councilor Olsen, to adjourn the work session.

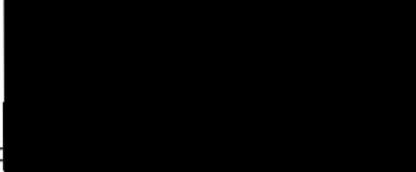
Mayor Houdyshell adjourned the work session of the Donald City Council on Tuesday February 24, 2026 at 8:42 pm.

Date: March 10, 2026

Signed: 
James Houdyshell, Mayor

ATTEST:

Date: March 10, 2026

Signed: 
Eric Underwood, City Manager