



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

DONALD CITY COUNCIL SPECIAL MEETING

Minutes

Tuesday June 16, 2026 at 6:45pm

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

OPEN MEETING: Mayor Houdyshell opened the City Council Special Meeting on Tuesday June 16, 2026 at 6:45 pm. He then asked for a moment of silence for St. Helen's Administrator John Walsh and his family.

PLEDGE OF ALLEGIANCE

ROLL CALL:

City Council Present: Mayor James Houdyshell, Council President Jan Olsen, Councilors: Michael Coffman, Abby Hungate, Gabrielle Plunkett, Jenny Strathdee and Richard Wright (arrived 7:10 pm).

City Council Absent: None.

Staff Present: City Manager Eric Underwood, Public Works Director Alonso Limones, Admin Assistant Linda Hansen and Contract Attorney Andrew Cole.

ADD/DELETE AGENDA ITEMS: A bit more information will be included in New Business III.

NEW BUSINESS:

I. Discussion & Decision: City Manager Recruitment Process

City Manager Eric Underwood stated that there were options for the City Manager recruitment process and outlined them briefly. He introduced McRae Carmichael and Eileen Stein from the Mid-Willamette Valley Council of Governments (MWVCOG). McRae then shared options that the MWVCOG can provide to facilitate the recruitment of a City Manager. There was some discussion about what a more formal process versus an informal process would look like. Linda Hansen will be the point person for the recruitment process and a Council Work Session was scheduled for July 6, led by the MWVCOG.

- ✓ Motion by Councilor Coffman, seconded by Councilor Plunkett, to approve working with the MWVCOG for the City Manager Recruitment Process. No discussion. Ayes: Coffman, Houdyshell, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

II. Vote: Transition Period Staff Pay Increase

City Manager Underwood stated that after his departure, the staff team would be working together to keep the City running instead of hiring an interim manager. Public Works Director Alonso Limones will be taking the lead. He requested that the Council grant all of the City staff a 10% wage increase during the interim period, which would still be significantly lower than the City Manager salary. A Councilor asked why a 20% wage increase wouldn't be given, since that would still be less than the City Manager's salary. It was then suggested that a 15% increase be granted as a compromise.

- ✓ Motion by Councilor Wright, seconded by Councilor Coffman, to approve a 15% wage increase for all City staff during the interim period until a new City Manager begins working. No discussion. Ayes: Coffman, Houdyshell, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

III. **Vote: Waiver of Street Closure Permit Fee for Festival Committee**

City Manager Underwood explained that the Donald Daze Festival Committee was requesting a Parade Permit fee waiver.

- ✓ Motion by Councilor Coffman, seconded by Councilor Strathdee to approve a waiver of the street closure parade fee for the Donald Daze Hazelnut Festival Committee. No discussion. Ayes: Coffman, Houdyshell, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

II. COMMUNICATIONS:

I. **Council Discussion of Current Affairs in Donald**

None.

II. **Mayor's Report**

None.

CITY MANAGER REPORT

City Manager Underwood will be starting work for the City of Hubbard next week, but will return for the arbitration hearing, which is scheduled for July 7. The Council wished him well.

ADJOURN

Motion by Councilor Coffman, seconded by Councilor Plunkett, to adjourn the Special Meeting. No discussion. 7-0-0. Mayor Houdyshell adjourned the Special Meeting of the Donald City Council on Tuesday June 16 at 7:39 pm.

Date: July 14, 2026

Signed: _____

Jan Olsen, Council President

ATTEST:

Date: July 14, 2026

Signed: _____

Alonso Limones, Interim City Manager