CITY OF DONALD
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DONALD CITY COUNCIL
WORK SESSION
Minutes
Monday July 6, 2026 at 6:45pm
Hybrid Meeting at City Hall: 10710 Main St. NE and via Zoom

OPEN MEETING: Council President Jan Olsen opened the City Council Work Session on Monday July 6, 2026 at 6:45 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:
City Council Present: Council President Jan Olsen, Councilors: Michael Coffman, Abby Hungate, Gabrielle Plunkett and Jenny Strathdee.

City Council Absent: Mayor James Houdyshell (unexcused) and Councilor Richard Wright (unexcused).

Staff Present: Interim City Manager Alonso Limones, Admin Assistant Linda Hansen and MWVCOG Contract City Manager Recruitment Staff Eileen Stein and McRae Carmichael.

ADD/DELETE AGENDA ITEMS: None

DISCUSSION ITEMS:

I. **City Manager Recruitment Process and Documents (MWVCOG)**
Interim City Manager Alonso Limones introduced Eileen Stein and McRae Carmichael from the MWVCOG to facilitate the Work Session. They stated that the Work Session would be divided into three parts:

1. Process and Schedule
2. Job Profile
3. Interview Questions

1. Process and Schedule: The timing of the process can be expanded or contracted, as needed. The Job Announcement and documents will be posted on July 15 after approval of final documents at the City Council meeting on July 14. Interviews may be conducted by the Council in Executive Session, which would be noticed. The Council stated that they would like to see all of the applications submitted and would like the MWVCOG staff to flag the top candidates. An August 7th deadline for

submission of applications was mentioned, with the Council gathering on August 17 to consider the applications.

2. Job Profile: It was decided that the preference would be to have a City Manager who lived within 30 minutes' drive of Donald, and to have the wording that would be encouraged but not required. The desire was someone who would fulfill a Community Service role, with the expectation that they would work in person at City Hall included on the Job Description.
3. Interview Questions: The Council reviewed the potential interview questions provided by the MWVCOG and found them to be excellent questions. The challenge would be in narrowing them down to just a handful to use for the first interview round. They requested to be provided with a Word version of the questions and will be reviewing them and selecting their top questions, responding to Admin Assistant Linda Hansen who will compile them and communicate with the MWVCOG staff.

ADJOURN

Motion by Councilor Coffman, seconded by Councilor Hungate, to adjourn the work session. Council President Olsen adjourned the work session of the Donald City Council on Monday July 6, 2026 at 7:47 pm.

Date: July 14, 2026

Signed: Jan M Olsen, Council President
Jan Olsen, Council President

ATTEST:

Date: July 14, 2026

Signed: _____
Alonso Limones, Interim City Manager