



CITY OF DONALD
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City Council
Minutes
REGULAR MEETING
Tuesday, September 9, 2025, at 6:45pm
Council & Staff at City Hall: 10710 Main St. NE
Public Attendance at City Hall and via Zoom

OPEN MEETING: Mayor Houdyshell opened the regular meeting of the Donald City Council on Tuesday, September 9, 2025 at 6:45 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Council Present: Mayor Houdyshell, Council President Jan Olsen, Councilors: Michael Coffman, Abby Hungate, and Jenny Strathdee.

Council Absent: Councilor Amanda Johnson (excused), Councilor Gabrielle Plunkett (excused).

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

ADD/DELETE AGENDA ITEMS:

None. It was mentioned that an amended agenda had been posted and provided to the Council, with the addition of New Business item II, approvals for three new business licenses.

COMMUNITY MEMBER'S FEEDBACK/AGENCY REPORT:

Mayor Houdyshell invited Officer Montez to give the Hubbard Donald Police Report. Officer Montez read Chief Parise's report to the Council and shared that there are now six officers total on the Hubbard Donald Police Force.

Community Member Feedback: Debbie Wiles shared that she felt that her water meter hasn't been reading correctly for seven or eight years and requested an investigation.

Community Member Feedback: Debi Moiser stated that her June bill says that she used 33,000 gallons, but the next two months the consumption was normal. She doesn't think that she could have used 33,000 gallons in one month.

City Manager Underwood shared a suggestion that had been received; to paint yellow lines in front of postal boxes so people don't park vehicles or trailers in front of them. It was mentioned that this would be a budget issue and would need to be coordinated with the post office. There isn't currently a method of enforcement.

City Manager Underwood then shared an incident that the police addressed regarding a noise complaint.

CONSENT AGENDA

- I. Minutes: Regular Meeting August 12, 2025
- II. Police Reports and Stats: August 2025
- III. Post on Website Aurora Fire District Logs: August 2025
- IV. Check Register & Cash Sheet: August 2025
 - ✓ Motion by Councilor Coffman, seconded by Councilor Hungate, to approve the Consent Agenda as presented. No discussion. Vote: 5-0-0. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

I. Vote: Resolution No. 605-25: A Resolution to Sell City Surplus Property Consisting of Public Works Equipment. There were a few questions about how the tractor would be sold and where the proceeds from the sale would go.

- ✓ Motion by Councilor Coffman, seconded by Councilor Hungate, to approve Resolution No. 605-25, A Resolution Declaring Certain City Owned Property as Surplus Property and Authorizing the City Manager to Solicit Sale of Said Property. No discussion. Vote: 5-0-0. Motion carried.

II. Vote: Business License Approvals

- a. **Capital Lumber Company:** City Manager Underwood stated that Capital Lumber Company is located at the former GK property. The staff report recommends approval of this business license after the final Certificate of Occupancy is issued by Marion County Building Inspection. There was some discussion about the timing of the issuance of the license, whether or to wait until the final certificate of occupancy was issued. The consensus was that the temporary certificate of occupancy allows the business to run.
 - ✓ Motion by Councilor Coffman, seconded by Councilor Strathdee, to approve the Capital Lumber Business License application. No discussion. Vote: 5-0-0. Motion carried.
- b. **Fred Eichler Construction, Inc.:** City Manager Underwood gave a brief overview of the staff report on the Fred Eichler Construction, Inc. staff report and stated that the staff report recommends approval without conditions.
 - ✓ Motion by Council President Olsen, seconded by Councilor Hungate, to approve the Fred Eichler Construction, Inc. Business License application. No discussion. Vote: 5-0-0. Motion carried.
- c. **Eichler Construction Group, Inc.:** Mayor Houdyshell then asked for a motion to approve Eichler Construction Group Inc.'s application for a Business License.
 - ✓ Motion by Council President Olsen, seconded by Councilor Coffman, to approve the Eichler Construction Group, Inc. Business License application. No discussion. Vote: 5-0-0. Motion carried.

COUNCIL COMMUNICATIONS

- I. **Council Discussion of Current Affairs in Donald:** There was a discussion regarding the meter concerns raised in the Community Member's Feedback portion of the meeting. PW

Director Limones stated that Debi Moiser's meter had been replaced at City expense and that the high water usage was a one-month event. Council requested that the City Manager communicate with the resident regarding the meter replacement at City expense as well as informing her that while she is gone, she could get her water shut off for a nominal fee or put a lock on the outside spigot.

Councilor Coffman expressed interest in collaborating with other cities on events such as the bike rodeo. It was mentioned that volunteerism may be key as we can't contribute financially to events.

- II. Mayor's Report:** Mayor Houdyshell mentioned that he is reviewing the proposed contract for the City Manager prior to its review by the City Council.

REVIEW ITEMS

- I. Building Logs:** July & August 2025.
- II. Business License Renewals:** August - October 2025
- III. Employee Safety Meeting Minutes:** Fire Extinguisher Training in August.

PUBLIC WORKS REPORT: Public Works Director Limones reported that the Public Works staff is continuing to lower the lagoon, emptying septic tanks and testing backflow devices. The DEQ is allowing 1" of water/week/acre which is less irrigation than was previously done. The lagoons started at 10' and 13' and the goal is to get them down to 2' by the first week of October.

CITY MANAGER REPORT: City Manager Eric Underwood shared that he had talked with Representative Lewis about the water and sewer infrastructure needs. Representative Lewis also suggested talking with Senator Fred Girod about the infrastructure funding that is needed.

There was some discussion about moving the November City Council meeting, since it falls on Veteran's Day, November 11. It was decided to move the meeting a week earlier, to November 4. There will be a City Council Work Session on both October 6 and November 3.

Volunteers were requested for the Clean-Up Day on Saturday September 13 and all of the councilors present were willing to help.

ADJOURN

- ✓ Motion by Council President Olsen, seconded by Councilor Hungate, to adjourn the regular meeting of the Donald City Council on Tuesday, September 9, 2025, at 8:25 pm. No discussion. Vote: 5-0-0. Motion carried.

Date: October 14, 2025

Signed: _____

James Houdyshell, Mayor

ATTEST:

Date: October 14, 2025

Signed: _____

Eric Underwood, City Manager