



CITY OF DONALD

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City Council

Minutes

REGULAR MEETING

Tuesday, October 14, 2025, at 6:45pm

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

OPEN MEETING: Mayor Houdyshell opened the regular meeting of the Donald City Council on Tuesday, October 14, 2025 at 6:45 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Council Present: Mayor Houdyshell, Council President Jan Olsen, Councilors: Michael Coffman, Abby Hungate, Gabrielle Plunkett.

Council Absent: Councilors Amanda Johnson (not excused) and Jenny Strathdee (excused).

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

ADD/DELETE AGENDA ITEMS:

Fire Report and Budget Financial Report shared hard copy in color. A feedback form was added and North Marion County Economic Development Strategic Plan was mentioned but not in the packet and that is now provided. The order of the New Business items was changed to consider the shorter items first and leave the discussion item for the end of the New Business.

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 mentioned that a car was stolen from Donald. The vehicle has been recovered and the investigation is ongoing.

Manager Underwood then shared a complaint that had just been submitted about overgrown vegetation that he and Public Works Director Limones will be following up on.

CONSENT AGENDA

- I. Minutes: Regular Meeting September 9, 2025
 - II. Police Reports and Stats: September 2025
 - III. Post on Website Aurora Fire District Logs: September 2025
 - IV. Fiscal Year 2025-2026 Q1 Budget Status Report and Check Register & Cash Sheet: September 2025
- ✓ Motion by Councilor Coffman, seconded by Council President Olsen, to approve the Consent Agenda as presented. No discussion. Vote: 5-0-0. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

I. Discussion: Regional Economic Development Strategy.

City Manager Underwood introduced Brendan Buckley, a consultant with Johnson Economics, hired through a Ford Family grant secured by the City of Woodburn for the nine cities in the North Marion County area. A regional plan has been drafted for the area and now a discussion will take place with each individual city about the city's vision for its economic development. Local trends in Donald include employment in the following sectors: agriculture, construction, manufacturing and wholesale trades such as warehousing and distribution. There are 550 jobs in town, and most employees are commuting in to town to work.

There was discussion about how the group would like Donald to be known and what types of businesses would like to be seen in town in the next 20 years. Renovating the electric station and railroad was mentioned, along with businesses that support employees that work in town. A vision statement will be drafted as a starting point for discussion.

Strengths, weaknesses, opportunities and threats (SWOT) analysis was facilitated next. Mr. Buckley first shared the results from the regional analysis of strengths which included diverse industrial base and workforce, labor market, natural resources, good quality of life, transportation connectivity and access and supportive business environment and partnerships, then asked which might not be applicable to Donald. Transportation is great for those with their own vehicles but not so good for the elderly and those without their own transportation. Donald has trade sector industries but is weak on tourism and partnerships with businesses or having a Chamber of Commerce or other business group. The Mayor mentioned that there are a lot of informal partnerships and communication going on between businesses in town and that they support each other with work. City Manager Underwood felt that partnerships with the City could be improved.

A couple of people mention that the skilled workforce in the trades could be improved. The idea of having a Chemeketa satellite campus teaching the trades was shared and discussed.

Challenges mentioned included that housing availability is somewhat limited, especially affordable housing for individuals working in the community. Connecting to transit systems is lacking but also expensive for a City to become part of. Infrastructure limitations on further growth include lack of sewer capacity, adequate water supply, infrastructure repairs. There are only two remaining parcels ready for economic development that are within the current urban growth boundary.

Opportunities and threats were shared from the regional report and compared to what Donald experiences. Mr. Buckley will synthesize what he heard at the meeting and create a draft for the Donald Council to review.

II. Vote: Business License Approval Beard Bro. Card Co. LLC

City Manager Underwood stated that City Planner Byram's staff report recommended approval of the Business License for Beard Bro. Card Co. LLC.

- ✓ Motion by Councilor Plunkett, seconded by Council President Olsen, to approve the Beard Bro. Card Co. LLC application. No discussion. Vote: 5-0-0. Motion carried.

III. Vote: Resolution 606-25: National Incident Management System (NIMS)

City Manager Underwood described the benefits of being part of the NIMS and introduced Marion County Emergency Management Director Greg Walsh. He mentioned that a contractor has been hired to work with each city in the county to prepare an emergency operations plan for each city,

which will then be aligned with the County's plan so that they can support the city in the event of an emergency. Being NIMS compliant is a requirement for some grants that are available. Employees and Council Members will need to take periodic required trainings.

- ✓ Motion by Councilor Coffman, seconded by Councilor Hungate, to approve Resolution No. 606-25 National Incident Management System (NIMS) as amended, correcting the date and a typo. No discussion. Vote: 5-0-0. Motion carried.

COUNCIL COMMUNICATIONS

- I. **Council Discussion of Current Affairs in Donald:** The Hubbard Donald Police Department has hired two new officers and will also cover the City of Aurora, who was previously contracting with Marion County.

The City has filed for arbitration regarding the Fargo sewer situation with Marion County. Donald is still pursuing an outfall study as a way of improving sewer capacity. DEQ has not offered solid guidance.

- II. **Mayor's Report:** Mayor Houdyshell mentioned that he met with Secretary of State Tobias Reed, Marion County Commissioner Bethell and Representative Christine Drazan. It was an opportunity to meet them and learn about resources and how we can best work together. He will meet with the other Marion County Commissioners in the future.

REVIEW ITEMS

- I. **Building Logs:** September 2025.
- II. **Business License Renewals:** September-November 2025
- III. **Employee Safety Meeting Minutes:** September.

PUBLIC WORKS REPORT: Public Works Director Limones stated that the sewer lagoons are at a good level for the winter and the goals were met. He recently attended the Backflow/Cross Connection Conference, which was very informative and helpful. He received the required CEUs to renew his Cross Connection License. Slurry seal was completed on Crisell Street. Total Maximum Daily Load (TMDL) discussion is taking place with DEQ to clarify the temperature requirement and if it applies to Donald.

CITY MANAGER REPORT: City Manager Eric Underwood informed the group about the Planning Commission decision at the September 25, 2025 meeting regarding a Site Plan Review submitted by Pacific Lumber requesting that the pathway they were originally required to build for connectivity would be rescinded due to safety concerns with the location of the pathway and the access it would provide to the property which has industrial uses taking place. The Planning Commission removed the requirement to build the walking path, but instead required that the \$150,000 in the bond would be delayed until future development on Butteville and used for improvements at that time.

Chair Hall has vacated his seat on the Planning Commission due to no longer having a business in Donald.

Work is being done on refreshing the City's website.

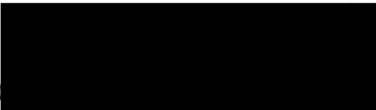
ADJOURN

- ✓ Motion by Councilor Plunkett, seconded by Councilor Hungate, to adjourn the regular

meeting of the Donald City Council on Tuesday, October 14, 2025, at 8:52 pm. No discussion.
Vote: 5-0-0. Motion carried.

Date: November 4, 2025

Signed

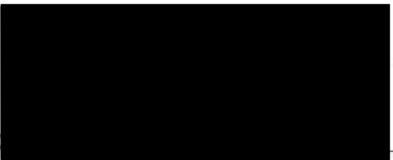


Jan Olsen, Council President

ATTEST:

Date: November 4, 2025

Signed



Eric Underwood, City Manager