



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

City Council

Minutes

REGULAR MEETING

Tuesday, January 13, 2026, at 6:45pm

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

OPEN MEETING: Council President Olsen opened the regular meeting of the Donald City Council on Tuesday, January 13, 2026, at 6:45 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

Council Absent: Mayor Houdyshell (excused).

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

PRESENTATION: Annual Audit Report; Accuity LLC

Glen Kearns provided an overview of the audit report ending June 2025, complimenting the staff who did the work on the audit and offering an unmodified or clean opinion, stating that the City is in solid financial shape. The findings mentioned are housekeeping items.

ADD/DELETE AGENDA ITEMS: None.

COMMUNITY MEMBER'S FEEDBACK/AGENCY REPORT:

Council President Olsen invited Officer Yakis to give the police report. The Hubbard-Donald-Aurora Police Department is in the process of hiring a seventh officer. There was a burglary call on a vacant property on Butteville Rd. The officers were assisted by Woodburn police to handle the situation.

City Manager Eric Underwood mentioned that the police had let the City know that someone was camping on City property that was being leased to a business. The lessee was asked to handle the conversation and the situation is resolved.

PUBLIC HEARINGS: None.

CONSENT AGENDA

- I. Minutes: Regular Meeting December 9, 2025
- II. Minutes: Executive Session December 16, 2025
- III. Police Reports and Stats: December 2025
- IV. Post on Website Aurora Fire District Logs: December 2025
- V. Fiscal Year 2025-26 Quarter 2 Budget Status Report – Cash Sheet/Check Register

- ✓ Motion by Councilor Coffman, seconded by Councilor Plunkett, to approve the Consent Agenda as presented. No discussion. Vote: 5-0-0. Motion carried.

OLD BUSINESS: Water Service Line Repair Project Interfund Loan Interest Rates

City Manager Underwood shared the memo prepared by Donald Accountant Lisa Hassel. It outlined simple interest rates, paid at the end of the loan, in the examples. The City Manager explained the concept and answered questions, stating that paying interest in this way wouldn't impact the ratepayers. There was a consensus that 1% simple interest should be paid on the money borrowed from the sewer fund. Staff will prepare a Resolution for consideration at the February Council meeting.

NEW BUSINESS

I. Vote: Planning Commission Appointments

City Manager Underwood stated that the Planning Commission unanimously recommended reappointment of Commissioners Rick Olmsted and Ben Rose.

- ✓ Motion by Councilor Coffman, seconded by Councilor Hungate, to reappoint Rick Olmsted as Planning Commissioner. No discussion. Vote: 5-0-0. Motion carried.
- ✓ Motion by Councilor Hungate, seconded by Councilor Plunkett, to reappoint Ben Rose as Planning Commissioner. No discussion. Vote: 5-0-0. Motion carried.

II. Vote: City Council Appointments

It was decided to consider this appointment earlier than listed in the agenda. City Manager Underwood explained that three applications had been submitted for the one vacant City Councilor seat, with a term expiration date of December 31, 2028. Each of the three applicants, Richard Wright, Zech Boeckman and Amy Nicholls, was given the opportunity to speak. It was stated that those not selected as Councilor were encouraged to apply for the vacant seats on the Budget Committee. The Council went through two rounds of voting, with Richard Wright receiving three votes on the second round of voting.

- ✓ Motion by Councilor Plunkett, seconded by Councilor Hungate, to appoint Richard Wright to the vacant City Council seat. No discussion. Vote: 5-0-0. Motion carried.

City Manager Underwood issued the oath of office to Richard Wright, who then took his seat at the dais.

III. Vote: Resolution 608-26; Employee Handbook Annual Revisions

City Manager Underwood explained that the redline version was shared with the Council last month for their review.

- ✓ Motion by Councilor Plunkett, seconded by Councilor Coffman, to approve Resolution 608-26; Employee Handbook Annual Revisions as presented. No discussion. Vote: 6-0-0. Motion carried.

IV. Appointment of Budget Officer

City Manager Underwood explained that the Charter requires the Council to appoint a Budget Officer, and he recommended that they appoint the City Manager as the Budget Officer.

- ✓ Motion by Councilor Coffman, seconded by Councilor Plunkett, to appoint City Manager Eric Underwood as the Budget Officer for the FY 2026-27 Budget Process. No discussion. Vote: 6-0-0. Motion carried.

V. Holiday Lighting Competition Award

It was requested by City Manager Eric Underwood that Councilors write down the address of their top choice for the winner of the holiday lighting competition. The suggestion was made that there be a top business and top residence award. Fire Tacos was selected as the winner of the Business award and 11019 Rees was selected as the Residential winner. They will be mentioned in the newsletter and an invitation to the February Council Meeting to receive a certificate of recognition.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald: There was conversation about the lighting at Capital Lumber being bright near a residential area, with the City Manager mentioning that all of the lights with the exception of one are on Marion County property. It was mentioned that the lighting at the Propane business is also bright. The Donald Café construction is progressing well and the City has approached the owners with the suggestion that a mural be painted on the east side of the building.

II. Mayor's Report: None.

REVIEW ITEMS

- I.** Building Logs: December 2025
- II.** Business License Renewals: December 2025 to February 2026
- III.** Employee Safety Meeting Minutes: None.

PUBLIC WORKS REPORT: Final reports have been submitted to the DEQ regarding irrigation, complying with the permit. Holiday lighting is being inventoried and will likely be repaired in-house. Many sewer alarms went off during the heavy rains. The Stormwater Master Plan will identify problem areas. Public Works is installing two service laterals for the Donald Café.

CITY MANAGER REPORT: City Manager Underwood mentioned that the Council Rules and Procedures haven't been updated and adopted since 2021. He outlined the changes in the redlined version, with Councilors making some comments about the proposed changes. A Resolution will be brought to the Council in February to adopt the changes. Donald has been designated as a Tree City USA for the 6th year in a row. The Tree Board will plan Arbor Week activities. Underwood has been appointed to the League of Oregon Cities' Water & Wastewater Policy Committee for a 2-year term. Interviews are taking place for the City Clerk position.

ADJOURN

- ✓ Motion by Councilor Coffman, seconded by Councilor Plunkett, to adjourn the regular meeting of the Donald City Council on Tuesday, January 13, 2026, at 8:23 pm.
No discussion. Vote: 6-0-0. Motion carried.

Date: February 10, 2026

Signed: 
James Houdyshell, Mayor

ATTEST:

Date: February 10, 2026

Signed: 
Eric Underwood, City Manager