



## CITY OF DONALD

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[www.donaldoregon.gov](http://www.donaldoregon.gov)

### City Council

#### Minutes

#### REGULAR MEETING

**Tuesday, July 8, 2025 at 6:45pm**

Council & Staff at City Hall: 10710 Main St. NE

Public Attendance at City Hall and via Zoom

**OPEN MEETING:** Council President Olsen opened the regular meeting of the Donald City Council on Tuesday, July 8, 2025 at 6:48 pm.

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL:

*Council Present:* Council President Jan Olsen, Councilors: Michael Coffman (arrived after the roll call), Abby Hungate, Gabrielle Plunkett and Jenny Strathdee.

*Council Absent:* Mayor James Houdyshell (excused) and Amanda Johnson (excused).

*Staff Present:* City Manager Eric Underwood, Admin Assistant Linda Hansen (via Zoom), City Planner Holly Byram, MWVCOG.

#### ADD/DELETE AGENDA ITEMS:

None.

#### COMMUNITY MEMBER'S FEEDBACK/AGENCY REPORT:

City Manager Underwood shared three complaints that had been received:

1. Harvest Garden concern about loud car and barking dog. It was commented that HG has an HOA.
2. Barking corgis on Rees St. City Manager Underwood will request cooperation.
3. Stray cats in the city. Organizations were mentioned that might be able to help with the situation.

Officer Montez read Police Chief Parise's Police Report and fielded comments and questions.

**PRESENTATIONS: Loren's Sanitation.** Shawn Edmonds and Marcus Gerber from Loren's Sanitation shared information about the upcoming sanitation rate increase and the rationale for it.

#### PUBLIC HEARINGS:

- I. **Establishment of a Development Moratorium.** The public hearing was opened by Council President Olsen at 7:26 pm and closed at 7:27 pm. There was no testimony. The Council then briefly discussed the moratorium, asking a few questions of City Manager Underwood, who shared that finding acreage to irrigate is the biggest issue.

## **CONSENT AGENDA**

- I.** Minutes: Regular Meeting June 10, 2025
- II.** Police Reports and Stats: May & June 2025
- III.** Post on Website Aurora Fire District Logs: June 2025
- IV.** Check Register & Cash Sheet: June 2025, May 2025 Check Register
- V.** FY 2024-25 Quarter 4 Financial Reports
- VI.** Sidewalk Payment Plan Progress Report

Councilor Hungate requested that the June 10 Minutes be removed from the Consent Agenda.

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

## **OLD BUSINESS: None**

## **NEW BUSINESS**

Councilor Hungate requested a couple of edits to the Minutes from June 10. She had been sworn in at the May meeting, but her swearing in was mentioned in the June minutes as well. Also, Councilor Strathdee was noted in the Minutes as being present and also as being absent. She had been absent from that meeting.

Agenda.

- ✓ Motion by Councilor Hungate, seconded by Councilor Plunkett, to approve the June 10 Minutes as amended. No discussion. Vote: 5-0-0. Motion carried.

### **I. Vote: Appointments to Planning Commission**

- ✓ Motion by Councilor Plunkett, seconded by Councilor Strathdee, to appoint Michael McLoughlin to the vacant Planning Commission seat. No discussion. Vote: 5-0-0. Motion carried.
- ✓ Motion by Councilor Plunkett, seconded by Councilor Hungate, to appoint Ben Rose to the vacant Planning Commission seat. No discussion. Vote: 5-0-0. Motion carried.

### **II. Vote: Business License: Oregon's Indoor Shooting Range – Donald, LLC. 10791 Oak St.**

It was mentioned that a Conditional Use Permit was approved by the Planning Commission for this location at the June Planning Commission meeting. Only cosmetic upgrades are planned at the moment. City Manager Underwood mentioned that the business had recently changed from an LLC to Inc, but that everything else is the same. The expected grand opening date is August 9, 2025.

- ✓ Motion by Councilor Coffman, seconded by Councilor Hungate, to approve the Business License for Oregon's Indoor Shooting Range – Donald, Inc. No discussion. Vote: 5-0-0. Motion carried.

### **III. Vote: Ordinance 184-2025: An Ordinance Proclaiming the Annexation of a Portion of Property to the City of Donald with Amendments to the Comprehensive Plan Land Use Designation Map, and Zone Map**

City Manager Underwood stated that this Ordinance will enact the four recent concurrent

land use actions for 20775 Matthieu St NE. A request was made by Councilor Plunkett to read the Ordinance by title only for this first reading.

- ✓ Motion by Councilor Coffman, seconded by Councilor Strathdee, to approve Ordinance 184-2025: An Ordinance Proclaiming the Annexation of a Portion of Property to the City of Donald with Amendments to the Comprehensive Plan Land Use Designation Map, and Zone Map. No discussion. Vote: 5-0-0. Motion carried.

#### **IV. Vote: Resolution 604-25: Development Moratorium**

City Manager Eric Underwood read the staff report regarding the Development Moratorium.

- ✓ Motion by Councilor Coffman, seconded by Councilor Plunkett to approve Resolution 604-25: A Moratorium on Development Pursuant to ORS 197.505-197.540 Based on Limited Sanitary Sewer Capacity. No discussion. Vote: 5-0-0. Motion carried.

#### **V. Vote: Annual Clean-Up Day (Date & Time)**

City Manager Eric Underwood suggested September 13 as a date to consider for the Annual Clean-Up. The dates in the example flyer would be updated.

- ✓ Motion by Councilor Plunkett, seconded by Councilor Coffman to approve September 13, 2025 as the date for the Annual Clean-Up Day. No discussion. Vote: 5-0-0. Motion carried.

### **COUNCIL COMMUNICATIONS**

- I. Council Discussion of Current Affairs in Donald:** There was a brief recap of the complaint about barking dogs as well as a follow-up conversation about the city's water clarity. City Manager Underwood stated that the City is looking into possible infiltration through pinholes in the water lines, which are 45 years old.
- II. Mayor's Report:** None.

### **REVIEW ITEMS**

- I. Building Logs:** May & June 2025.
- II. Business License Renewals:** June 2025 to August 2025
- III. Employee Safety Meeting Minutes:** June 2025

**CITY MANAGER REPORT:** City Manager Underwood said that the City-wide Garage Sale would be held August 1-3. The City isn't participating this year because it doesn't have any items that it needs to sell. People may email [admin@donaldoregon.gov](mailto:admin@donaldoregon.gov) to get their sales listed on the City website and community boards. Security cameras are being considered at the Gazebo property and a grant will be applied for through CIS. Underwood is talking with PGE about electrical service at the Gazebo Park to facilitate the use of the cameras.

There had been one complaint about the use of a jake brake on Donald Rd so the City Manager has been talking with police to see who enforces a rule against their use in the area. A work session could be held to discuss the topic. There would need to be signage, an Ordinance, approval by the Oregon Transportation Commission, outreach and an enforcement plan.

He then mentioned a recent Oregon Government Ethics Commission (OGE) interpretation of a law, which states that employees and volunteers such as Council and Board Members shouldn't receive food and beverages from the City during meetings. He will talk to our attorney about how to view the topic.

The Community Conversation is being planned for Saturday August 16 at 3 pm as a way of working to engage the community. It is hoped that all of the Councilors and the Mayor will be there and there will be conversation starters available to help get feedback on what is working well in Donald and what isn't. Watermelon will be served.

City Manager Underwood mentioned that he was elected to be a member of the North Marion Tourism Board. The Sun Grow property is for sale.

#### **ADJOURN**

- ✓ Motion by Councilor Coffman, seconded by Councilor Plunkett, to adjourn the regular meeting of the Donald City Council on Tuesday, July 8, 2025 at 8:57 pm. No discussion. Vote: 5-0-0. Motion carried.

Date: August 12, 2025

Signed

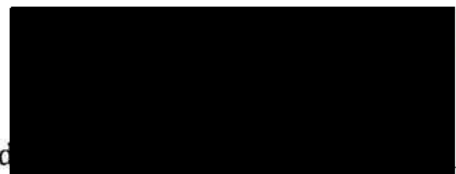


Jan Olsen, Council President

#### **ATTEST:**

Date: August 12, 2025

Signed



Eric Underwood, City Manager