



CITY OF DONALD

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City Council

Minutes

REGULAR MEETING

Tuesday, July 14, 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, July 14, 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 James Houdyshell (excused) and Richard Wright (excused).

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

ADD/DELETE AGENDA ITEMS: None.

COMMUNITY MEMBER'S FEEDBACK/AGENCY REPORT: Interim City Manager Limones mentioned that there were many complaint forms received by the City during the past month, most of them having to do with an RV that has been parked on Kalyca for an extended period of time. Candice Dery handed out a chronology of events and supporting documentation regarding the RV's extended parking on the street and went through the document with her public comment time as well as using Melissa Perryman's public comment time. Christine Olmsted spoke via Zoom, asking that the City's ordinances be enforced. There was concern expressed that fire trucks and school buses wouldn't be able to access the street. Interim City Manager Limones said that he would follow up and mentioned the possibility of a neighborhood meeting with the Council, a police representative and neighbors.

Public Comment regarding the recruitment of a new City Manager: Scott Olsen stated that the Mayor had suggested that he attend the meeting and said that he would like to be considered for the City Manager position. He provided handouts to the Council but collected them after being told it would be best for him to keep them, since the agreed upon process was to apply through the MWVCOG.

Agency Report: Officer Dan Marshall highlighted Chief Parise's Police report for the month of June.

PRESENTATION: Greg Leo, North Marion CERT; Josiah Almeyda, Marion County Emergency Management; and Lisette Cervantes, Marion County Public Health Emergency Preparedness gave a

presentation and overview of the Be 2 Weeks Ready Program, describing the role of Emergency Management and Health & Human Services in the event of a disaster and encouraging people to be prepared to take care of themselves for two weeks. Classes are available for additional training.

PUBLIC HEARINGS: None.

CONSENT AGENDA

- I. Minutes: June 9, 2026 Regular Meeting, June 16, 2026 Special Meeting and July 6 Work Session
 - II. Police Reports and Stats: June 2026
 - III. Post on Website Aurora Fire District Logs: June 2026
 - IV. Check Register & Cash Sheet: June 2026
 - V. FY 2025-26 Quarter 4 Financial Reports
- ✓ Motion by Councilor Coffman, seconded by Councilor Plunkett, to approve the Consent Agenda as presented. No discussion. Ayes: Coffman, Hungate, Olsen, Plunkett, Strathdee. Nays: None. Abstain: None. Vote: 5-0-0. Motion carried.

OLD BUSINESS: Vote: Sun Gro Business License Application

Interim City Manager Limones stated that the Council's questions regarding Sun Gro's application had been responded to and asked if there were any further questions. The Council requested some minor clarification.

- ✓ Motion by Councilor Coffman, seconded by Councilor Strathdee, to approve the Business License for Sun Gro Horticulture. No discussion. Ayes: Coffman, Hungate, Olsen, Plunkett, Strathdee. Nays: None. Abstain: None. Vote: 5-0-0. Motion carried.

NEW BUSINESS

I. Vote: Business License – Bella's Daycare

Interim City Manager Limones referenced the staff report prepared by contract planner Holly Byram. Administrative Assistant Linda Hansen explained that Bella's Daycare has been operating with a State childcare license but she didn't realize that she also needed a City of Donald Business License. The State license allows her to care for up to 15 children, but the Donald Development Code allows up to 10 children, unless a conditional use permit has been obtained.

- ✓ Motion by Councilor Coffman, seconded by Councilor Plunkett, to approve the Business License for Bella's Daycare subject to a 10-child capacity limit. No discussion. Ayes: Coffman, Hungate, Olsen, Plunkett, Strathdee. Nays: None. Abstain: None. Vote: 5-0-0. Motion carried.

II. Vote: City Manager Recruitment Documents and Process

Interim City Manager Limones read the staff report and introduced Eileen Stein from the MWVCOG, who suggested that the deadline for accepting applications should be extended to August 9 instead of August 7. She then went through proposed changes in the documents prior to posting the job opening for recruitment. Special Meetings/Executive Sessions were set for August 17 to determine which candidates would be interviewed and then on August 24 and if needed, August 25 for the interviews to take place.

- ✓ Motion by Councilor Coffman, seconded by Councilor Hungate, to approve the City Manager Recruitment documents as amended. No discussion. Ayes: Coffman, Hungate, Olsen, Plunkett, Strathdee. Nays: None. Abstain: None. Vote: 5-0-0. Motion carried.

III. Discussion and Decision: First Round Zoom City Manager Interview Questions

The Council expressed its preference for in-person interviews in the first round. Ms. Stein suggested not making any final decisions on the interview questions, and the consensus of the Council was that the questions provided were suitable to them. They were asked to let Ms. Stein or Admin Assistant Hansen know if they had any suggestions regarding the questions.

IV. Vote: Annual Clean-Up Day (Date & Time)

Interim City Manager Limones proposed that the annual clean-up day be scheduled for Saturday September 12, 8:00 am – noon, at the wastewater treatment plant.

- ✓ Motion by Councilor Plunkett, seconded by Councilor Coffman, to approve Saturday September 12, 2026, from 8:00 am – noon at the Wastewater Treatment Plant for Clean-Up Day. No discussion. Ayes: Coffman, Hungate, Olsen, Plunkett, Strathdee. Nays: None. Abstain: None. Vote: 5-0-0. Motion carried.

COUNCIL COMMUNICATIONS

- I. **Council Discussion of Current Affairs in Donald:** Parking by staff of The Donald Café on the gravel on the vacant lot next to the Café was brought up. Interim City Manager Limones said that an enforcement letter has been sent, letting them know what the code states and asking them to work with the City. The Council also said that the situation with the RV parking for an extended period of time, just moving slightly, made them feel that the code needs to be updated. A question was raised about Ms. Stein's time at the Council meeting. It is part of the fee that the City is paying the COG to handle the recruitment. The Council requested a future Work Session on vision clearance and fire department access relative to Kalyca.
- II. **Mayor's Report:** None.

REVIEW ITEMS

- I. Building Logs: June 2026
- II. Water & Sewer Testing Reports: June 2026
- III. Employee Safety Meeting Minutes: June 2026

PUBLIC WORKS REPORT: Public Works Director Limones stated that Phase I of the Waterline Replacement project has been completed. Brentwood Court will be the next area where work will take place. Irrigation from the sewer lagoon is going well. The Donald Café has water and sewer now, with some work still left to do before the certificate of occupancy is issued.

PUBLIC WORKS/INTERIM CITY MANAGER REPORT: Interim City Manager Limones encouraged the Council to read the written report as there won't be Monthly Highlights for July, due to his upcoming vacation. During his absence, Council President Olsen can help in an emergency in the absence of the Mayor.

ADJOURN

- ✓ Motion by Councilor Plunkett, seconded by Councilor Hungate, to adjourn the regular meeting of the Donald City Council on Tuesday, July 14, 2026, at 9:02 pm.
No discussion. Ayes: Coffman, Hungate, Olsen, Plunkett, Strathdee. Nays: None. Abstain: None. Vote: 5-0-0. Motion carried.

Date: August 17, 2026

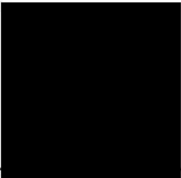
Signed: _____


James Houdyshell, Mayor

ATTEST:

Date: August 17, 2026

Signed: _____


Alonso Limones, Interim City Manager