



CITY OF DONALD
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City Council
Minutes
REGULAR MEETING
Tuesday, March 10, 2026, 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, March 10, 2026, at 6:45 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Council Present: Mayor James Houdyshell, Councilors: Michael Coffman, Abby Hungate, Gabrielle Plunkett and Richard Wright.

Council Absent: Council President Jan Olsen (excused) and Jenny Strathdee (excused).

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

PRESENTATIONS: None

ADD/DELETE AGENDA ITEMS: None.

COMMUNITY MEMBER'S FEEDBACK/AGENCY REPORT: Cassie Hammond spoke to the Council, stating that she would like to head up a project to increase the size of the food pantry, using the existing post. The Mayor suggested coming to the next meeting with a sketch and plans for the new pantry box so that the plans could be approved by the Council. City Manager Underwood said that the new box would become City property.

City Manager Underwood shared a feedback form that was submitted online, with no contact information. He explained that the City wouldn't be able to extend the sidewalk as requested due to the cost and that there is an alternative safe route available. The requested speed limit change is on a County road and that request would need to be made to Marion County. Redoing the playground at Hometown Park has been considered and the City is saving funds to do so.

PUBLIC HEARINGS: None.

CONSENT AGENDA

- I.** Minutes: February 10, 2026, Regular Meeting
- II.** Minutes: February 24, 2026, Special Work Session & Executive Session
- III.** Police Reports and Stats: February 2026

- IV. Post on Website Aurora Fire District Logs: February 2026
- V. Check Register and Cash Sheet: February 2026

- ✓ Motion by Councilor Coffman, seconded by Councilor Wright, to approve the Consent Agenda as presented. No discussion. Ayes: Houdyshell, Coffman, Hungate, Plunkett, Wright. Nays: None. Abstain: None. Vote: 5-0-0. Motion carried.

OLD BUSINESS: None.

NEW BUSINESS

I. Vote: Business License – The Donald Café, LLC

City Manager Underwood highlighted the Business License application submitted for The Donald Café, LLC by Joan and Darren Monen, reviewing the staff report and recommendation for approval.

- ✓ Motion by Councilor Coffman, seconded by Councilor Wright, to approve the Business License Application for The Donald Café, LLC, with issuance to take place after the final certificate of occupancy is received. No discussion. Ayes: Houdyshell, Coffman, Hungate, Plunkett, Wright. Nays: None. Abstain: None. Vote: 5-0-0. Motion carried.

II. Vote: Oregon Liquor & Cannabis Commission License – The Donald Café, LLC

City Manager Underwood shared that the Council needs to recommend that The Donald Café be approved for a liquor license by the OLCC. The OLCC will require liquor to stay on the premises.

- ✓ Motion by Councilor Hungate, seconded by Councilor Coffman, to recommend approval of a liquor license for The Donald Café to OLCC. No discussion. Ayes: Houdyshell, Coffman, Hungate, Plunkett, Wright. Nays: None. Abstain: None. Vote: 5-0-0. Motion carried.

III. Vote: City Manager Review Criteria

Mayor Houdyshell noted that the grading was included as requested, but that not all of the requested changes were included, specifically a numerical value for each option to select from on the sheet, a place to insert the score for each criteria and a place for the final score.

- ✓ Motion by Councilor Coffman, seconded by Councilor Wright, to approve the City Manager Review Form as amended, with numbers included for each option, a place for the evaluators to mark their score and a place for the total at the bottom. A discussion then took place about the cumulative scores and how to interpret those scores. City Manager Underwood stated that the narratives are more helpful than a number. Councilor Coffman rescinded the original motion.
- ✓ Motion by Councilor Coffman, seconded by Councilor Wright, to approve the City Manager Review Form as amended, with numbers included for each option, a place for the evaluators to mark their score and a place for the total at the bottom. In addition, a place for the cumulative score and the average score should be added at the bottom. No discussion. Ayes: Houdyshell, Coffman, Hungate, Plunkett, Wright. Nays: None. Abstain: None. Vote: 5-0-0. Motion carried.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald: The Oregon Government Ethics

Commission (OGEC) has been updated by the legislature to allow food to be provided at public meetings. The Council discussed several areas where citizens were reaching out to provide support to individuals in need, including the desire to enlarge the food pantry box. Help was provided to a person with a water leak. Councilor Wright mentioned a neighbor who has been catching feral cats and having them spayed. The decision was made not to have another work session regarding a possible chicken Ordinance. A concern about lighting was raised again, with the main concern being lighting that is located in Marion County.

- II. **Mayor's Report:** Several citizens have talked with the Mayor about their concerns and he is passing those on to the City Manager.

REVIEW ITEMS

- I. Building Logs: February 2026
- II. Business License Renewals: February 2026 to April 2026
- III. Water & Sewer Testing Reports: February 2026
- IV. Employee Safety Meeting Minutes: February 2026

PUBLIC WORKS REPORT: Public Works Director Limones answered a question about varnishing at the skate park, which isn't a concern. He is working on the Consumer Confidence Report and getting seal coating quotes. The water sampling done for EPA in June and December were all well below standards. He has documented quotes for the water line replacement project, with much of the work being done in-house.

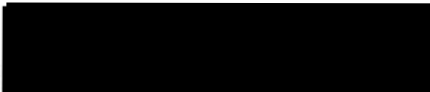
CITY MANAGER REPORT: City Manager Underwood has been talking with Senator Merkley about funding as well as discussing Donald's needs with Representative Salinas. He has also been discussing loan options for a match for a grant. He then covered the Infrastructure Progress Report, outlining the updated format and sharing that the cost of completing projects as designed has risen significantly. \$700,000 is needed to complete the Well #3 project as designed. He is hoping to go to bid to finish a reduced project to get Well #3 operational. Not every detail is included on the sheet, with the notes likely sparking some conversation. Fargo is in the middle of depositions.

ADJOURN

- ✓ Motion by Councilor Coffman, seconded by Councilor Wright, to adjourn the regular meeting of the Donald City Council on Tuesday, March 10, 2026, at 8:48 pm.
No discussion. Ayes: Houdyshell, Coffman, Hungate, Plunkett, Wright. Nays: None. Abstain: None. Vote: 5-0-0. Motion carried.

Date: April 14, 2026

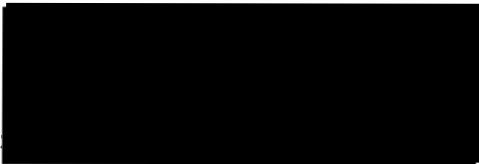
Signed:


James Houdyshell, Mayor

ATTEST:

Date: April 14, 2026

Signed:


Eric Underwood, City Manager