



**CITY OF DONALD**  
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**City Council**

**Minutes**

**REGULAR MEETING**

**Tuesday, December 9, 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, December 9, 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 and Jenny Strathdee.

*Council Absent:* None.

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

**ADD/DELETE AGENDA ITEMS:** None.

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

Mayor Houdyshell invited Sergeant Anderson to provide an update on police activity. Sgt. Anderson said that citizen contact is very important to the Hubbard Donald Aurora Police Department. The Councilors shared that they appreciated the officer participation at the Santa Sing-along.

City Manager Eric Underwood shared two citizen complaints that had been received and explained the follow-up provided by the City. Councilors expressed some concerns about the lighting at Capital Lumber.

**PRESENTATION:** Portland General Electric (PGE) Larry Bekkedahl, Senior VP, Advanced Energy Delivery and Wendy Veliz, Senior Local Government Affairs Manager were in attendance and shared a presentation with the Council with information about PGE projects and initiatives, including the availability of energy assistance programs.

**PUBLIC HEARINGS:** None.

**CONSENT AGENDA**

- I. Minutes: Work Session Meeting November 3, 2025
- II. Minutes: Regular Meeting November 4, 2025
- III. Police Reports and Stats: October & November 2025
- IV. Post on Website Aurora Fire District Logs: October & November 2025
- V. Check Register: November 2025

**VI. Cash Sheet: October & November 2025**

- ✓ Motion by Councilor Coffman, seconded by Councilor Olsen, to approve the Consent Agenda as presented. No discussion. Vote: 6-0-0. Motion carried.

**OLD BUSINESS: Discussion – Interfund Loan Interest Rate**

City Manager Underwood shared the current Local Government Investment Pool (LGIP) rate on deposits. There was some discussion regarding the amount of interest that should be charged internally when the water fund borrows from the sewer fund and what that would do to water rates in the future. There was a request to get more numbers prior to the next Council meeting so that the Councilors can understand how the interest rate charged internally will impact the water rate payers.

**NEW BUSINESS**

**I. Vote: Employee Recognition – Annual Staff Accomplishments**

City Manager Underwood explained the spreadsheet of staff accomplishments and goals and recommended that staff be recognized for their efforts going above and beyond and suggested an award of \$350/FT employee and \$175 for the half-time employee.

- ✓ Motion by Councilor Olsen, seconded by Councilor Coffman, to approve the Employee Recognition amounts as recommended. No discussion. Vote: 6-0-0. Motion carried.

**II. Vote: Planning Commission Appointment – John Jones**

City Manager Underwood stated that the Planning Commission had approved the application of John Jones for the vacant Planning Commission seat. Jones shared that he owns the Oregon Indoor Gun Range in Donald and tries to be a good community member.

- ✓ Motion by Councilor Coffman, seconded by Councilor Hungate, to appoint John Jones to the Planning Commission. No discussion. Vote: 6-0-0. Motion carried.

**COUNCIL COMMUNICATIONS**

- I. **Council Discussion of Current Affairs in Donald:** Councilors are excited about the progress on the Donald Café construction. The success of the Santa Sing-along was also mentioned.
- II. **Mayor's Report:** Mayor Houdyshell mentioned that he had met with Mayor Asher and Mayor Rostocil to discuss the naming of the Hubbard Donald Aurora Police Department. He also participated in the Santa Sing-along.

**REVIEW ITEMS**

- I. Building Logs: October & November 2025
- II. Business License Renewals: November 2025 to January 2026
- III. Employee Safety Meeting Minutes: November

**PUBLIC WORKS REPORT:** Water samples were sent to the EPA as required by federal law. No contaminants were found in the previous test. An old septic tank was removed from the Donald Café property. Public Works is in the process of relocating and reconnecting equipment that had been mounted on PGE poles.

**CITY MANAGER REPORT:** City Manager Underwood outlined the infrastructure report, which was one of the City Council's new requests in the Council goals. The holiday lighting contest was

discussed, and councilors were encouraged to note their favorite lighting display and a back up second place and bring that information to the January council meeting. The 2025 preliminary population estimate for Donald is 1158 people. The Donald Code of Ordinances has been updated. The Employee Handbook updates are provided for Council review. A Resolution to approve them will be part of the January meeting.

## **ADJOURN**

- ✓ Motion by Councilor Olsen, seconded by Councilor Coffman, to adjourn the regular meeting of the Donald City Council on Tuesday, December 9, 2025, at 8:57 pm. No discussion. Vote: 6-0-0. Motion carried.

Date: January 13, 2026

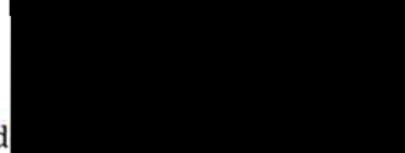
Signed

 Jan Olsen, Council President

## **ATTEST:**

Date: January 13, 2026

Signed

 Eric Underwood, City Manager

