



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, June 10, 2025 at 6:45pm
Council & Staff at City Hall: 10710 Main St. NE
Public Attendance at City Hall and via Zoom

OPEN MEETING: Mayor Houdyshell opened the regular meeting of the Donald City Council on Tuesday, June 10, 2025 at 6:46 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Council Present: Mayor James Houdyshell, Council President Jan Olsen, Councilors: Michael Coffman, Abby Hungate, Amanda Johnson and Gabrielle Plunkett.

Council Absent: Jenny Strathdee (excused).

Staff Present: City Manager Eric Underwood, Public Works Director Alonso Limones, Admin Assistant Linda Hansen, City Planner Holly Byram, MWVCOG.

ADD/DELETE AGENDA ITEMS:

None.

COMMUNITY MEMBER'S FEEDBACK:

A complaint was received regarding water coloration. City Manager Underwood said that he would follow up with the individual via email.

PRESENTATIONS: None.

PUBLIC HEARINGS:

- I. **Election to Receive State Revenues for FY 2025-2026.** The public hearing was opened by Mayor Houdyshell at 6:53 pm and closed at 6:54 pm. There were no objections and no testimony.
- II. **Adoption of City of Donald Budget for FY 2025-2026.** The public hearing was opened by Mayor Houdyshell at 6:55 pm and closed at 6:56 pm. There were no objections and no testimony.
- III. **Concurrent Land Use File(s) #ANX 2024-01, CPMA 2024-01, ZC 2024-01, PAR 2024-01. 20774 Matthieu Street NE. Applicants Peter and Rosie Ivanov.** Mayor Houdyshell opened the public hearing for Concurrent Land Use File(s) #ANX 2024-01, CPMA 2024-01, ZC 2024-01, PAR 2024-01 at 20774 Matthieu Street NE at 6:58 pm. City Planner Holly Byram read aloud the public hearing script which detailed the appeal process, substantive criteria upon which this case will be decided and the process and procedures

for the public hearing. Mayor Houdyshell proceeded to ask the audience whether there were any challenges to the declarations made, nor not made by any member of this body to the published notices, or to the jurisdiction of the City Council to consider this matter. There were none. City Planner Byram presented the staff report, briefly explained the four land use actions and stated that the Planning Commission recommended approval. She also covered the conditions of approval, including the delay in connection to City water and sewer until the sewer capacity becomes available. The enacting Ordinance will also include a LOU which is an overlay that limits the type of development until there is additional sewer capacity. Marie Hollady from AKS then walked the Council through a PowerPoint presentation, showing the various land use actions that were being requested by the applicant.

The public hearing was opened by Mayor Houdyshell at 7:33 pm. There wasn't any testimony and Mayor Houdyshell closed the hearing at 7:35 pm. The Council then discussed the request and was told that any future development on the property would require a new application which would come before the Planning Commission for approval.

- ✓ Motion by Councilor Hungate, seconded by Councilor Coffman, to reopen the Public Hearing. No discussion. Vote: 6-0-0. Motion carried.

The public hearing was reopened by Mayor Houdyshell at 7:40 pm. The Councilors then asked Public Works Director Limones about water capacity for future development. The Mayor closed the public hearing at 7:43 pm.

- ✓ Motion by Councilor Coffman, seconded by Councilor Strathdee to approve Concurrent Land Use File(s) #ANX 2024-01, CPMA 2024-01, ZC 2024-01, PAR 2024-01 at 20774 Matthieu Street NE as presented. No discussion. Vote: 6-0-0. Motion carried.

The Ordinance to enact the approved land use applications will be presented at the July City Council meeting.

- ✓ Motion by Councilor Johnson, seconded by Councilor Coffman, to take a five minute break. No discussion. Vote: 6-0-0. Motion carried.

CONSENT AGENDA

- I. Action Agenda Summaries: Work Session, May 5, 2025; Regular Meeting May 13, 2025; 2025 Budget Committee Meeting
- II. Police Reports and Stats: May 2025
- III. Post on Website Aurora Fire District Logs: May 2025
- IV. Check Register & Cash Sheet: May 2025

Mayor Houdyshell reopened the meeting at 7:53 pm. There were some questions about items on the Consent Agenda and City Manager Underwood shared that the best practice would be to remove those items from the Consent Agenda for discussion separate from the Consent Agenda.

- ✓ Motion by Council President Olsen, seconded by Councilor Coffman, to remove the check

register from the Consent Calendar. No discussion. Vote: 6-0-0. Motion carried.

- ✓ Motion by Councilor Johnson, seconded by Council President Olsen to remove the police report from the Consent Agenda. No discussion. Vote: 6-0-0. Motion carried.
- ✓ Motion by Councilor Coffman seconded by Council President Olsen, to approve the Consent Agenda without the check register and police report. No discussion. Vote: 6-0-0. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

Mayor Houdyshell introduced Hubbard/Donald Police Officer Montes, who read the Chief's report to the Council. The Council directed staff to add "Agency Report" to the Community Member's Feedback at the beginning of future Council Meetings.

I. Vote: Resolution No. 598-25: Election to Receive State Revenues

- ✓ Motion by Council President Olsen, seconded by Councilor Plunkett to approve Resolution No. 598-25: Election to Receive State Revenues. No discussion. Vote: 6-0-0. Motion carried.

II. Vote: Resolution 597-25: Amending the Master Fee Schedule

- ✓ Motion by Councilor Johnson, seconded by Councilor Coffman to approve Resolution No. 597-25: Amending the Master Fee Schedule. No discussion. Vote: 6-0-0. Motion carried.

III. Vote: Resolution 599-25: Adopting the FY 2025-2026 Budget, Making Appropriations, Imposing and Categorizing the Tax

- ✓ Motion by Councilor Coffman, seconded by Council President Olsen to approve Resolution 599-25: Adopting the FY 2025-2026 Budget, Making Appropriations, Imposing and Categorizing the Tax. No discussion. Vote: 6-0-0. Motion carried.

IV. Vote: Resolution No. 600-25: Adopting the City Council Goals

City Manager Eric Underwood provided a quick summary of the goals that were established by the Council at their facilitated Goal Setting Meeting.

- ✓ Motion by Councilor Coffman, seconded by Council President Olsen to approve Resolution 600-25: Adopting the City Council Goals. No discussion. Vote: 6-0-0. Motion carried.

V. Vote: Resolution No. 601-25: Establishing a Mission Statement, Vision, and Values for the City of Donald.

- ✓ Motion by Councilor Johnson, seconded by Council President Olsen to approve Resolution 601-25: Establishing a Mission Statement, Vision, and Values for the City of Donald. No discussion. Vote: 6-0-0. Motion carried.

VI. Vote: Resolution No. 602-25: Master Services Agreement with the Mid-Willamette

Valley Council of Governments

City Manager Underwood briefly outlined the documents provided by the MWVCOG. There was a question about a couple of places where the affiliate rate listed was lower than the member rate for services. There was a request that the City Manager request clarification from the COG on the apparent discrepancy.

- ✓ Motion by Councilor Coffman, seconded by Councilor Plunkett to approve Resolution 602-25: Master Services Agreement with the Mid-Willamette Valley Council of Governments. No discussion. Vote: 6-0-0. Motion carried.

VII. Vote: Resolution No. 603-25: A Resolution Approving the Intergovernmental Agreement Between the City of Donald and the City of Hubbard for Law Enforcement Services, Repealing Resolution No. 586-24

City Manager Underwood mentioned that this IGA was in the goals adopted by the Council and this IGA is now in perpetuity.

- ✓ Motion by Council President Olsen, seconded by Councilor Hungate to approve Resolution 603-25: A Resolution Approving the Intergovernmental Agreement Between the City of Donald and the City of Hubbard for Law Enforcement Services, Repealing Resolution No. 586-24.

VIII. Vote: Road Closure Permit for Donald Daze Festival Event – Donald Daze Hazelnut Festival Committee

City Manager Underwood mentioned that the completed application lacked one closure request that is usually submitted and that it was late to add any other road closures.

- ✓ Motion by Councilor Johnson, seconded by Councilor Coffman, to approve the road closure permit for Donald Daze Festival Event requested by the Donald Daze Hazelnut Festival Committee, contingent on Marion County approval. No discussion. Vote: 6-0-0. Motion carried.

COUNCIL COMMUNICATIONS

- I. Council Discussion of Current Affairs in Donald:** Council President Olsen stated that the City should be more aware of what vehicles need a permit.
- II. Mayor's Report:** None.

REVIEW ITEMS

- I. Building Logs:** Not available yet.
- II. Business License Renewals:** May 2025 to July 2025
- III. Sewer Testing Reports:** May 2025
- IV. Speed Reports:** May 2025
- V. Employee Safety Meeting Minutes:** May 2025

PUBLIC WORKS REPORT: PW Director Limones stated that Public Works has been monitoring irrigation discharge. There have been comments about the water not being clear. The suggestion

was made to have an article in the newsletter about flushing hot water tanks and treating toilets.

CITY MANAGER REPORT: City Manager Underwood shared that Loren Sanitation rates would be going up 7%. The Council would like the Loren's representatives to come to the July City Council meeting.

He shared that he had a meeting with Gary Grossen about Harvest Gardens and they may have identified a path forward for irrigation discharge, exploring a different option. Councilors observed a porta-potty and someone working on crops on the Harvest Garden property.

August 16 was agreed on as the date to have the first Community Conversation.

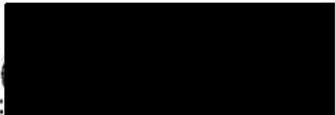
City Manager Underwood then shared that he was one of four finalists for the Troutdale City Manager search.

The wifi cut out at 8:58 pm.

ADJOURN


- ✓ Motion by Councilor Coffman, seconded by Councilor Plunkett, to adjourn the regular meeting of the Donald City Council on Tuesday, June 10, 2025 at 9:02 pm. No discussion. Vote: 6-0-0. Motion carried.

Date: July 8, 2025

Signed: 
Jan Olsen, Council President

ATTEST:

Date: July 8, 2025

Signed: 
Eric Underwood, City Manager

