



CITY OF DONALD
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City Council
Minutes
SPECIAL MEETING
Tuesday, January 6, 2026, at 6:45pm
Hybrid Meeting at City Hall: 10710 Main St. NE and via Zoom

OPEN MEETING: Mayor Houdyshell opened the special meeting of the Donald City Council on Tuesday, January 6, 2026 at 6:45 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

Council Absent: None.

Staff Present: City Manager Eric Underwood, Contract Attorney Andrew Cole and Admin Assistant Linda Hansen.

ADD/DELETE AGENDA ITEMS: None.

COMMUNITY MEMBER'S FEEDBACK/AGENCY REPORT: None.

PUBLIC HEARING: Extension of the Development Moratorium

The Mayor opened the public hearing at 6:46 pm. City Manager Eric Underwood explained that this public hearing would take place to discuss the extension of the first moratorium, which was instituted July 8, 2025. This extension would add six months to the moratorium, extending it through July 8, 2026. Attorney Andrew Cole outlined the situation with the sewer capacity as well as what the DEQ requirements are to lift the moratorium. There is a need for adequate irrigable land to expand the sewer capacity, and it is hard to know the exact amount of land needed due to saturation amounts and types of crops to be grown. Councilors discussed the situation and a question was raised about the date mentioned in Exhibit A 2. (c), which will need to be amended to July 14, 2020 and not July 8, 2025. The Public Hearing was closed by the Mayor at 7:11 pm.

CONSENT AGENDA: None.

OLD BUSINESS: None.

NEW BUSINESS

I. Vote: Resolution 607-26: A Resolution to Extend the Development Moratorium

- ✓ Motion by Councilor Coffman, seconded by Councilor Olsen, to approve Resolution 607-26 to extend the Development Moratorium through July 8, 2026 with the date in Exhibit A 2. (c) amended to July 14, 2020. No discussion. Vote: 6-0-0. Motion carried.

II. Vote: Extension of the City Manager Employment Agreement

City Manager Underwood is requesting an extension of his current contract for up to three months while a long-term contract is being negotiated. He explained that a contract provides the City Manager with some flexibility and protection that a regular employee doesn't have, including protection from interference from the Council.

- ✓ Motion by Councilor Coffman, seconded by Councilor Hungate, to approve an extension of the City Manager employment agreement with Eric Underwood for three months. No discussion. Vote: 6-0-0. Motion carried.

III. Vote: Method of Negotiation for Renewal of Employment Agreement with the City Manager

There was considerable discussion regarding the method of negotiation for renewal of the employment agreement with the City Manager. City Manager Underwood stated that OGEC has said that it is a conflict of interest for him to prepare his own employment agreement. Councilors requested a copy of the current employment agreement and a copy of the City's step schedule for employees. The Mayor stated that he preferred to table the topic for the time being, understand what OGEC means regarding whether contract negotiations can take place in an executive session and consider options at a future meeting. There was consensus that the topic should be tabled for a future meeting in the next month or two.

COUNCIL COMMUNICATIONS: None.

EXECUTIVE SESSION

I. Executive Session: ORS 192.660(2)(i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. Mayor Houdyshell read the script pertaining to the executive session and exited the public meeting.

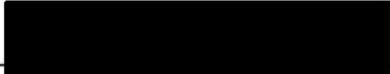
The Council entered the executive session at 7:51 pm.

The Council exited the executive session at 8:04 pm.

ADJOURN

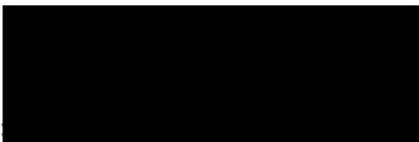
- ✓ Motion by Councilor Olsen, seconded by Councilor Coffman, to adjourn the special meeting of the Donald City Council on Tuesday, January 6, 2026, at 8:04 pm. No discussion. Vote: 6-0-0. Motion carried.

Date: February 10, 2026

Signed: 
James Houdyshell, Mayor

ATTEST:

Date: February 10, 2026

Signed: 
Eric Underwood, City Manager