



CITY OF DONALD

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City Council

Minutes

REGULAR MEETING

Tuesday, June 9, 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, June 9, 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, Jenny Strathdee and Richard Wright.

Council Absent: None.

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

ADD/DELETE AGENDA ITEMS: City Manager Eric Underwood explained that Business License Renewals would be removed from the City Council agendas in the future, due to the renewals all taking place at the end of each calendar year going forward. There won't be any more renewals until close to the end of calendar year 2026.

COMMUNITY MEMBER'S FEEDBACK/AGENCY REPORT: City Manager Underwood shared two Feedback forms. One stated that they felt that Hometown Park is outdated and they would like to see it redone. The second form expressed concern about three vehicles parked on Chantal St. and City Manager Underwood stated that issue had been resolved. The Police Chief's Report was then read to the Council by Officer Bobb. He also shared that there was a new number for the non-emergency dispatch. The Council requested that staff include that information in the upcoming newsletter.

PRESENTATIONS: Arbor Day Coloring Contest winner Daniel Fogelson was presented with a certificate and his artwork was returned to him. Krista Fogelson was then recognized as Community Member of the Year for 2025.

PUBLIC HEARINGS:

I. Election to Receive State Revenues for FY 2026-27

Mayor Houdyshell opened the Election to Receive State Revenues Public Hearing at 7:08 pm. There were no comments. The Public Hearing was closed at 7:09 pm. There was no discussion.

II. Adoption of City of Donald Budget for FY 2026-27

Mayor Houdyshell opened the Donald Budget Public Hearing at 7:09 pm. There were no comments. The Public Hearing was closed at 7:10 pm. There was no discussion.

III. Moratorium Extension Public Hearing

Mayor Houdyshell opened the Moratorium Extension Public Hearing at 7:10 pm. There were no comments. The Mayor closed the Public Hearing at 7:11 pm. The Council asked a brief question about progress being made towards ending the moratorium.

CONSENT AGENDA

- I. Meeting Minutes: Regular Meeting April 14, 2026, Special Meeting April 28, 2026, Budget Committee Meeting May 14, 2026 and Infrastructure Tour Minutes June 1, 2026
 - II. Police Reports and Stats: April & May 2026
 - III. Post on Website Aurora Fire District Logs: April & May 2026
 - IV. Check Register & Cash Sheet: April & May 2026
 - V. Approving a Contract with Donovan Enterprises, Inc. for the Water/Sewer and SDC Rate Studies.
- ✓ Motion by Councilor Hungate, seconded by Councilor Wright, to remove Item V. Approving a Contract with Donovan Enterprises from the Consent Agenda. No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried. Item V from the Consent Agenda will be considered under New Business XI.
 - ✓ Motion by Councilor Coffman, seconded by Councilor Hungate, to approve the Consent Agenda as amended. No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

OLD BUSINESS: None.

NEW BUSINESS

I. Vote: Resolution No. 614-26: Revising the Land Use Fee Schedule for Land Use Actions in Accordance with Municipal Code 150.02 and Repealing Resolution No. 515-20

City Manager Underwood explained that this Resolution would be slightly adjusting some of the Land Use fees for FY 2026-27.

- ✓ Motion by Councilor Plunkett, seconded by Councilor Coffman, to approve Resolution No. 614-26: Revising the Land Use Fee Schedule for Land Use Actions in Accordance with Municipal Code 150.02 and Repealing Resolution No. 515-20 as presented. No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

II. Vote: Resolution No. 615-26: Amending the Master Fee Schedule and Repealing Resolution No. 597-25

The Council learned that bulk water may be denied when the city is experiencing high water demands or drought.

- ✓ Motion by Councilor Plunkett, seconded by Councilor Hungate, to approve Resolution No. 615-26: Amending the Master Fee Schedule and Repealing Resolution No. 597-25

as presented. No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

III. Vote: Resolution No. 616-26: Election to Receive State Revenues

- ✓ Motion by Councilor Coffman, seconded by Councilor Olsen, to approve Resolution 616-26; Election to Receive State Revenues. No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

IV. Vote: Resolution No. 617-26: Adopting the FY 2026-2027 Budget, Making Appropriations, Imposing and Categorizing the Tax

City Manager Underwood noted the correction to the septic tank pumping line.

- ✓ Motion by Councilor Plunkett, seconded by Councilor Wright, to approve Resolution No. 617-26: Adopting the FY 2026-2027 Budget, Making Appropriations, Imposing and Categorizing the Tax as presented. No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

V. Vote: Resolution No. 618-26: Revising Wholesale Sewer Treatment Rates Charged to the Fargo Interchange Sewer District

City Manager Underwood noted that this was the first rate increase to Fargo in five years. The goal is to get the rates closer to covering the costs of servicing the Fargo District, with the rate study to help with that goal.

- ✓ Motion by Councilor Coffman, seconded by Councilor Olsen, to approve Resolution No. 618-26: Revising Wholesale Sewer Treatment Rates Charged to the Fargo Interchange Sewer District as presented. No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

VI. Vote: Resolution No. 619-26: Approving a Master Services Agreement with the Mid-Willamette Valley Council of Governments and Repealing Resolution No. 602-25

City Manager Underwood shared the MWVCOG rates, which are raised annually. Donald uses the MWVCOG for Land Use Planning and possibly the upcoming City Manager recruitment.

- ✓ Motion by Councilor Wright, seconded by Councilor Coffman, to approve Resolution No. 619-26: Approving a Master Services Agreement with the Mid-Willamette Valley Council of Governments and Repealing Resolution No. 602-25 as presented. No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

VII. Vote: Resolution No. 620-26: Approving the Extension of the Moratorium on Development Based on Limited Sanitary Sewer Capacity

City Manager Underwood stated that this was the second extension of the Building Moratorium and would extend it from July 8, 2026 to Jan. 8, 2027. DLCD had received a 14-day notice of public hearing.

- ✓ Motion by Councilor Plunkett, seconded by Councilor Olsen, to approve Resolution No. 620-26: Approving the Extension of the Moratorium on Development Based on Limited Sanitary

Sewer Capacity as presented. No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

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

City Manager Underwood said that the Street Closure Permit has been reviewed by City Staff and is contingent on approval by Marion County.

- ✓ Motion by Councilor Coffman, seconded by Councilor Plunkett, to approve the Road Closure Permit for Donald Daze Festival Event – Donald Daze Hazelnut Festival Committee contingent on approval by Marion County. No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

IX. Vote: Road Closure Permit for Donald Daze Festival Event – Donald Tavern

City Manager Underwood explained that Donald Tavern had requested that Williams St. be closed from 7 am – 9 pm for a beer garden and entertainment in conjunction with Donald Daze. Public Works Director Limones will coordinate barricades.

- ✓ Motion by Councilor Coffman, seconded by Councilor Olsen, to approve the Road Closure Permit for Donald Daze Festival Event – Donald Tavern. No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

X. Vote: New Business License – SunGro Horticulture

City Manager Underwood explained that the Business License for SunGro Horticulture was revoked a couple of years ago, so they need to start over with obtaining a business license. They had vacated the property after the revocation and then recently returned to the property and are storing items at that site. The Council requested information on the property owner's name and clarification regarding the work that is taking place on the property.

- ✓ Motion by Councilor Olsen, seconded by Councilor Plunkett, to deny the Business License Application for SunGro Horticulture. No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

XI. Vote: Approving a Contract with Donovan Enterprises, Inc. for the Water/Sewer and SDC Rate Studies

Councilor Hungate requested a clarification on a word on Page 48 Section B, last sentence of first paragraph, "our" or "or".

- ✓ Motion by Councilor Coffman, seconded by Councilor Hungate, to approve a Contract with Donovan Enterprises, Inc. for the Water/Sewer and SDC Rate Studies as amended. No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

COUNCIL COMMUNICATIONS

- I. **Council Discussion of Current Affairs in Donald:** The Council appreciated the Infrastructure Tour given earlier in the month.

- II. Mayor's Report:** The Mayor mentioned that he is working with the City Manager and staff on changes that the City Manager will discuss.

REVIEW ITEMS

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

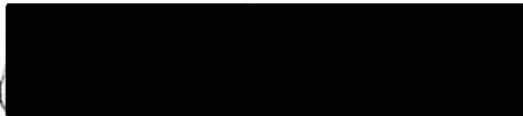
CITY MANAGER REPORT: City Manager Underwood shared that the Marion County Community Prosperity Grant (\$20,000) is being used to electrify the gazebo and upgrade Wi-Fi and security cameras. This project is scheduled to be completed by the end of June. The Garage Sale dates this year are August 7, 8 and 9. He also told the Council that they are considered mandatory reporters for suspected child abuse and should notify the Oregon Department of Human Services of any suspected child abuse that they encounter. He shared that elections filing opened on June 3, and Administrative Assistant Linda Hansen will be point of contact.

He stated that this will be his final regular Council meeting but will be at the Special City Council meeting on June 16 with the Mid-Willamette Valley Council of Governments to discuss the process of replacing him as City Manager. He said that working for Donald has been a great experience for him and he is grateful for the opportunity.

ADJOURN

- ✓ Motion by Councilor Coffman, seconded by Councilor Plunkett, to adjourn the regular meeting of the Donald City Council on Tuesday, June 9, 2026, at 8:21 pm.
No discussion. Ayes: Houdyshell, Coffman, Hungate, Olsen, Plunkett, Strathdee, Wright.
Nays: None. Abstain: None. Vote: 7-0-0. Motion carried.

Date: July 14, 2026

Signed: 
Jan Olsen, Council President

ATTEST:

Date: July 14, 2026

Signed: 
Alonso Limones, Interim City Manager

