



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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

*Council Present:* Mayor James Houdyshell, Council President Jan Olsen, Councilors: Michael Coffman, Abby Hungate, Jenny Strathdee and Richard Wright.

*Council Absent:* Councilor Plunkett (excused).

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

**PRESENTATIONS: Holiday Lighting Awards**

Mayor Houdyshell announced that Ryan and Tawni Carr of 11019 Rees St NE are the winners of the Residential category and Fire Tacos is the winner of the Business Category of the Holiday Lighting Contest. Council President Olsen volunteered to deliver the certificates to the winners.

**North Marion Tourism Collaborative (NMTC)** Several representatives from the North Marion Tourism Collaborative spoke to the Council, including Jamie Zamrin from the Woodburn Economic Development Department who spoke about the collaborative support for the communities that the NMTC provides. Kaylah Maxwell then spoke about the governance of the NTMC. Selwyn Sampson, another board member, talked about the operational funding strategy. Sam Bauman-Kaluf, Chair of the Board, discussed agritourism, the importance of strong partnerships and destination strategy.

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

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

Mayor Houdyshell invited Officer Yakis to give the police report prior to the presentations. Officer Yakis shared that a stolen vehicle had been found and a suspect was arrested. A person with a felony arrest warrant was also in the vicinity but they were not able to arrest the individual.

City Manager Eric Underwood stated that he had checked out 21086 Ehlen St NE after another Feedback form had been submitted regarding the property. There were no visible code issues when

he drove out there. Council President Olsen said that she was concerned about a RV parked at the corner of Rees and Huckleberry.

**PUBLIC HEARINGS:** None.

**CONSENT AGENDA**

- I. Minutes: January 6, 2026, Special Meeting
- II. Minutes: January 13, 2026, Regular Meeting
- III. Police Reports and Stats: January 2026
- IV. Post on Website Aurora Fire District Logs: January 2026
- V. Check Register and Cash Sheet: January 2026

- ✓ Motion by Council President Olsen, seconded by Councilor Coffman, to approve the Consent Agenda as presented. No discussion. Ayes: Houdyshell, Olsen, Coffman, Hungate, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

**OLD BUSINESS:** None.

**NEW BUSINESS**

**I. Vote: Budget Calendar for FY 2026-27**

City Manager Underwood highlighted the proposed Budget Calendar and mentioned that there are three Budget Committee members currently with four vacancies on the Committee, with no applications received thus far.

- ✓ Motion by Councilor Coffman, seconded by Councilor Strathdee, to approve the Budget Calendar for FY 2026-27 as presented. No discussion. Ayes: Houdyshell, Olsen, Coffman, Hungate, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

**II. Vote: Resolution 609-26; Council Rules of Procedure**

City Manager Underwood explained that the updated version was prepared after Council review and direction to come back with a Resolution to adopt. Councilor Hungate mentioned a couple of typos that needed to be corrected.

- ✓ Motion by Councilor Coffman, seconded by Councilor Hungate, to adopt the Council Rules of Procedure as amended. No discussion. Ayes: Houdyshell, Olsen, Coffman, Hungate, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

**III. Vote: Resolution 610-26; Interfund Loan from the Sewer Fund to the Water Fund for Water Service Line Replacement Project**

City Manager Underwood explained that Resolution 610-26 will allow the water service line replacement to begin with funds borrowed from the Sewer Fund. It was clarified that the interest rate would be 1% per year, paid in a lump sum at the end of the loan.

- ✓ Motion by Council President Olsen, seconded by Councilor Coffman, to approve Resolution 610-26; Interfund Loan from the Sewer Fund to the Water Fund for Water Service Line Replacement as presented. No discussion. Ayes: Houdyshell, Olsen, Coffman, Hungate, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

#### **IV. Resolution 611-26; System Development Charges (SDC) Annual Adjustment**

City Manager Underwood explained that the SDC annual adjustment is meant to keep pace with inflation and that the proposed increase of 2.8% will become effective July 1, 2026.

- ✓ Motion by Council President Olsen, seconded by Councilor Wright, to approve Resolution 611-26; System Development Charges Annual Adjustment as presented. No discussion. Ayes: Houdyshell, Olsen, Coffman, Hungate, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

#### **V. Resolution 612-26; North Marion Tourism IGA**

City Manager Underwood stated that the North Marion Tourism Collaborative is a great example of working together and collaboration. There were some questions about a kiosk that predated City Manager Underwood. It was emphasized that the IGA is about support for the group and not financial commitment.

- ✓ Motion by Councilor Coffman, seconded by Councilor Wright, to approve Resolution 612-26; North Marion Tourism IGA as presented. No discussion. Ayes: Houdyshell, Olsen, Coffman, Hungate, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

#### **VI. Vote: Executive Officer Performance Review Criteria**

Contract Attorney Andrew Cole stated that pre-existing neutral criteria should be applied to the City Manager review and he provided a sample review sheet which was included in the packet. Previous City Manager reviews had been very informal. The mayor had also shared a review sheet with the Council. The Council asked whether staff could be asked to fill out an evaluation sheet as well. There was consensus that no vote would be taken on the criteria and that the Council would like to edit the forms to create an evaluation form using questions from both forms as well as having the City Manager complete a self-evaluation and have the staff complete and submit an anonymous evaluation. The attorney would then compile the responses in a randomized way so that the respondents remain anonymous. A special Work Session for Tuesday February 17 at 6:45 pm to work on preparing the evaluation documents with Andrew Cole also in attendance was scheduled. The mayor stated that City Manager Underwood would receive retroactive pay back to January 11 for the step he should have received at that time and didn't, due to his existing contract being extended for three months.

#### **VII. Vote: Council Appointment for City Manager Contract Negotiations**

Mayor Houdyshell suggested that Councilor Wright, who has a background in contract negotiations, be appointed to handle the contract negotiations with City Manager Underwood and there was consensus that Attorney Cole should also be present.

- ✓ Motion by Councilor Coffman, seconded by Councilor Hungate, to appoint Councilor Richard Wright, along with Attorney Andrew Cole, to act as negotiation agents for the City Manager contract. No discussion. Ayes: Houdyshell, Olsen, Coffman, Hungate, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

#### **COUNCIL COMMUNICATIONS**

- I. **Council Discussion of Current Affairs in Donald:** Councilor Coffman thanked City Manager Underwood and Public Works Director Limones for following up on his email regarding a sewer situation.

- II. **Mayor's Report:** Mayor Houdyshell mentioned that GK will have an Open House in July at its new facility. He stated that he has been working on learning the right way to review the City Manager without anyone getting on the wrong page.

**REVIEW ITEMS**

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

**PUBLIC WORKS REPORT:** A question was asked about a home where the water has been shut off due to a large leak. The Mayor and City Manager will talk about how to best handle the situation. Public Works Director Limones explained the need for fiber internet for the Public Works office.

**CITY MANAGER REPORT:** City Manager Underwood shared that the city is now fully staffed after hiring Cecilia Hassel as full-time City Clerk in a competitive process. He mentioned that he continues to seek funding for infrastructure projects and submitted a letter of support for lower matches for grants for small cities.

The Mayor mentioned that notes taken digitally at Council Meetings should be emailed to City Manager and Admin Assistant so that there is a digital time stamp, as per public meeting laws.

**ADJOURN**

- ✓ Motion by Councilor Coffman, seconded by Councilor Strathdee, to adjourn the regular meeting of the Donald City Council on Tuesday, February 10, 2026, at 8:42 pm. No discussion. Ayes: Houdyshell, Olsen, Coffman, Hungate, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

Date: March 10, 2026

Signed: \_\_\_\_\_

James Houdyshell, Mayor

**ATTEST:**

Date: March 10, 2026

Signed: \_\_\_\_\_

Eric Underwood, City Manager