



**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**  
**Action Agenda Summary**  
**REGULAR MEETING**  
**Tuesday, March 11, 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, March 11, 2025 at 6:47pm.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

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

*Council Absent:* Councilors Gerry Waller (excused), Gabrielle Plunkett (excused) and Amanda Johnson (excused).

*Staff Present:* City Manager Eric Underwood and Public Works Director Alonso Limones.

**ADD/DELETE AGENDA ITEMS:**

1. Delete: New Business V: Integrator of Record contract.
2. Add: New Business V: Motion to continue the previously scheduled public hearing on concurrent applications #ANX 2024-01, #CPMA 2024-01, #ZC 2024-01, and #PAR 2024-01 to the next regular City Council meeting on April 8, 2025 at 6:45pm.

**COMMUNITY MEMBER'S FEEDBACK:** None

**PRESENTATIONS:** None

**PUBLIC HEARINGS:** None

**CONSENT AGENDA**

- I. **Action Agenda Summaries: February 11, 2025 Regular Meeting**
- II. **Police Reports and Stats: February 2025:** Sergeant Anderson with the Hubbard-Donald Police Department was in attendance and provided a summary of the February 2025 Police Reports and Stats and the Council discussed.
- III. **Post on Website Aurora Fire District Logs: February 2025:** At the Mayor's request, Aurora Rural Fire District board member Rick Olmsted provided the Council with an update of the Fire District's current affairs.
- IV. **Check Register & Cash Sheet: February 2025**

- ✓ Councilor Coffman motioned, and Council President Olsen seconded to approve the Consent Agenda items as presented. No discussion. Vote: 4-0-0. Motion carried.

**OLD BUSINESS:** None

**NEW BUSINESS**

- I. **Vote: Arbor Day Activities:** The Council discussed the Arbor Day activities proposed by the Donald Tree Board. Manager Underwood informed the Council that instead of a scavenger hunt, community members will be asked to post on social media pictures of themselves hugging a tree. Council President Olsen volunteered again to host a clay pot painting event at the park gazebo as part of the Arbor Day festivities.
  - ✓ Councilor Strathdee motioned, and Councilor Coffman seconded to approve the Arbor Day activities proposed by the Donald Tree Board with the addition of the “hug a tree” photos and the clay pot painting activities. No discussion. Vote: 4-0-0. Motion carried.
- II. **Vote: Appointment of Budget Committee Members:** Council discussed the two Budget Committee applications received and the processes and procedures in the event there are remaining vacancies on Budget Committee.
  - ✓ Council President Olsen motioned, and Councilor Coffman seconded to appoint Alice Bentz to the Donald Budget Committee. No discussion. Vote: 4-0-0. Motion carried.
  - ✓ Councilor Coffman motioned, and Council President Olsen seconded to appoint Rick Olmsted to the Donald Budget Committee. No discussion. Vote: 4-0-0. Motion carried.
- III. **Vote: Community Member of the Month:** Manager Underwood referred to the Community Member of the Month nomination received for Mike Holland.
  - ✓ Council President Olsen motioned, and Councilor Coffman seconded to appoint Mike Holland as the March 2025 Community Member of the Month. No discussion. Vote: 4-0-0. Motion carried.
- IV. **Vote: Resolution No. 595-25 Utility Billing Credit for Holiday Lighting Competition:** The Council and Manager Underwood briefly discussed the accuracy of the address listed to receive an honorable mention. Manager Underwood will verify the address and report back to the Council.
  - ✓ Councilor Coffman motioned, and Councilor Strathdee seconded to approve Resolution No. 595-25: Utility Billing Credit for Holiday Lighting Competition with the possible amendment to the “honorable mention” address. No discussion. Vote: 4-0-0. Motion carried.
- V. **Vote: Motion to continue the previously scheduled public hearings on concurrent applications #ANX 2024-01, #CPMA 2024-01, #ZC 2024-01, and #PAR 2024-01 to the next regular City Council meeting of April 8, 2025 at 6:45pm.**
  - ✓ Council President Olsen motioned, and Councilor Coffman seconded to continue the previously scheduled public hearing on concurrent applications # ANX 2024-01, CPMA 2024-01, ZC 2024-01, and PAR 2024-01 to the next regular City Council meeting of April 8, 2025 at 6:45pm. No discussion. Vote: 4-0-0. Motion carried.

**COUNCIL COMMUNICATIONS**

- I. **Council Discussion of Current Affairs in Donald:** Council President Olsen shared that she has heard community concerns regarding the selling of Country Oaks Estates and the Council discussed.
- II. **Mayor's Report:** Mayor Houdyshell reported that he met with the Mayor of Aurora and continues to work with community regarding water quality complaints.

**REVIEW ITEMS**

- I. **Building Logs: February 2025**
- II. **Business License Renewals: February 2025 to April 2025**
- III. **Water & Sewer Testing Reports: February 2025**
- IV. **Speed Reports: February 2025**
- V. **Employee Safety Meeting Minutes: February 2025**

**PUBLIC WORKS REPORT:** Director Limones and the Council discussed Public Works efforts to improve the City's drinking water quality, plans to perform a slurry seal treatment of Feller St., and emergency service line locate calls received by Public Works.

**CITY MANAGER REPORT:** Manager Underwood and the Council discussed having a special Work Session on March 17, 2025 to discuss a possible moratorium on development, updating the City's population signs, the Donald Planning Commission's approval of a Conditional Use Permit, and the security of the City's ARPA funding for the water well #3 project.

Manager Underwood informed the Council that along with Woodburn and Hubbard, the City of Donald received an award from the Mid-Willamette Valley Council of Governments for its efforts to promote and grow the local business economy in partnership with the North Marion Business Service Alliance.

**ADJOURN**

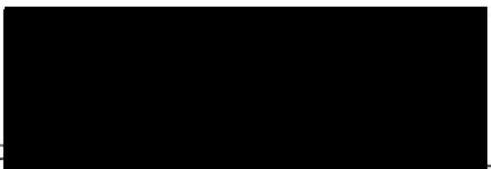
- ✓ Councilor Coffman motioned, and Council President Olsen seconded to adjourn the regular meeting of the Donald City Council on Tuesday, March 11, 2025 at 8:04 pm. No discussion. Vote: 4-0-0. Motion carried.

Date: April 8, 2025

Signed:   
James Houdyshell, Mayor

**ATTEST:**

Date: April 8, 2025

Signed:   
Eric Underwood, City Manager

*Respectfully submitted by Meadors Administrative Services.*