

CITY OF DONALD
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City Council
Minutes
REGULAR MEETING
Tuesday, November 4, 2025, at 6:45pm
Hybrid Meeting at City Hall: 10710 Main St. NE and via Zoom

OPEN MEETING: Council President Olsen opened the regular meeting of the Donald City Council on Tuesday, November 4, 2025 at 6:49 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Council Present:, Council President Jan Olsen, Councilors: Michael Coffman, Abby Hungate, Amanda Johnson.

Council Absent: Mayor Houdyshell (unexcused), Councilors: Gabrielle Plunkett (excused) and Jenny Strathdee (excused).

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

ADD/DELETE AGENDA ITEMS: None.

COMMUNITY MEMBER'S FEEDBACK/AGENCY REPORT:

Council President Olsen invited Officer Montes to give the Hubbard Donald Police Department report. He read the Chief's report, highlighting the new mission, vision and values statement that the Police Department recently worked on.

CONSENT AGENDA

- I.** Minutes: Work Session Meeting October 6, 2025
- II.** Minutes: Regular Meeting October 14, 2025
- III.** Check Register: October 2025
 - ✓ Motion by Councilor Coffman, seconded by Councilor Johnson, to approve the Consent Agenda as presented. No discussion. Vote: 4-0-0. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

I. Vote: Business License Renewal Cadence Change

City Manager Underwood told the Council that he would like to streamline the Business License renewals to take place annually at the end of the calendar year instead of renewing throughout the year on the anniversary date of the original approval of the business license. This would allow for

better use of staff time and more efficiency in how the license renewals are handled. There were some questions about the timing of the renewals near the end of the year and what the grace period would look like.

- ✓ Motion by Councilor Coffman, seconded by Councilor Johnson, to approve the Business License Renewal Cadence Change to annually at the end of each calendar year. No discussion. Vote: 4-0-0. Motion carried.

COUNCIL COMMUNICATIONS

- I. **Council Discussion of Current Affairs in Donald:** A Councilor wondered if Hubbard or Aurora have a Farmer's Market. Canby has one and he felt that it would be good for Donald to have a Farmer's Market. The City Manager said that the Council had set multi-year goals, but next year could review progress and possibly tweak the goals and add a Farmer's Market to the list, possibly removing something else as an objective.
- II. **Mayor's Report:** None.

REVIEW ITEMS

- I. **Business License Renewals:** October-December 2025
- II. **Employee Safety Meeting Minutes:** October.
- III. **Information on Comprehensive Bookkeeping/Pamela Greenawalt Home Occupation**

PUBLIC WORKS REPORT: Public Works Director Limones shared that the Case tractor sold for \$8500. He explained that there were two mowers from about 2010 that the department no longer needed, one of which isn't operable and mentioned that they are below the value threshold of \$5000 which would require the Council to declare them surplus.

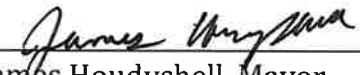
CITY MANAGER REPORT: City Manager Eric Underwood mentioned that two businesses outside of the Donald city limits did a hot tap to check on using the Fargo line but didn't actually tap in. He re-emphasized the sewer moratorium to them, which doesn't allow any additional connections to the sewer.

City Manager Underwood mentioned that his contract ends January 11, 2026 and he has supplied the Mayor with a draft contract to the Mayor for his review before it comes before the Council.

ADJOURN


- ✓ Motion by Councilor Coffman, seconded by Councilor Johnson, to adjourn the regular meeting of the Donald City Council on Tuesday, November 4, 2025, at 7:39 pm. No discussion. Vote: 4-0-0. Motion carried.

Date: December 9, 2025

Signed: 
James Houdyshell, Mayor

ATTEST:

Date: December 9, 2025

Signed: 
Eric Underwood, City Manager