



CITY OF DONALD

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City Council

Minutes

REGULAR MEETING

Tuesday, April 14, 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, April 14, 2026, at 6:45 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

Council Absent: Councilor Michael Coffman (excused).

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

PRESENTATIONS: Marcus Gerber from Loren's Sanitation spoke about the Oregon Recycling Modernization Act and then answered a few questions.

PROCLAMATION: The Mayor read the Arbor Day Proclamation, proclaiming that the City of Donald is recognized as a Tree City, USA member and to proclaim Arbor Week in Donald from Sunday, April 19, 2026 through Friday, April 24, 2026.

ADD/DELETE AGENDA ITEMS: New Business V. Fire Department Bingo Banner was added to the agenda.

COMMUNITY MEMBER'S FEEDBACK/AGENCY REPORT: Officer Yakis read the report from Police Chief Parise. The agency is still looking for a seventh officer and Officer Bobb is close to being able to patrol solo.

PUBLIC HEARINGS: None.

CONSENT AGENDA

- I. Minutes: March 10, 2026, Regular Meeting
- II. Minutes: March 31, 2026, Executive Session Meeting
- III. Police Reports and Stats: March 2026
- IV. Post on Website Aurora Fire District Logs: March 2026
- V. Check Register and Cash Sheet: March 2026

VI. FY 2025-26 Quarter 3 Financial Reports

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

OLD BUSINESS:

I. Discussion: Economic Development Strategic Plan Final Review

City Manager Underwood stated that this was the third meeting for the Economic Development Strategic Plan, funded by the Ford Foundation and introduced consultant Brendan Buckley. A regional plan was prepared first, then a plan individual to each city. He provided an overview of the Donald plan. Councilors had few comments, mentioning that they weren't in favor of greater density in general but were in favor of increased density in the Downtown Mixed Use (DMU) zone. There was consensus that the plan was ready to be finalized.

II. Discussion: Food Pantry Design

City Manager Eric Underwood review the food pantry upgrade that was submitted by Cassie Hammond. The existing pedestal will stay. There was some discussion about options, with the decision made to build two larger boxes that would be placed at City Hall, with two of the existing older boxes being sited at the Gazebo area as a little free library and the one remaining box being placed at Councilor Wright's property for use as a little free library. City Manager Underwood suggested bringing a completed box to a Council meeting before mounting it. It was agreed that the doors should be transparent. A suggestion was made that a locked slot be created so that citizens could request a food box.

NEW BUSINESS

I. Vote: Authorize the City Manager to Complete Forms Related to the Oregon Recycling Modernization Act (RMA) Fund Allocation

- ✓ Motion by Councilor Olsen, seconded by Councilor Wright, to authorize the City Manager to complete forms related to the Oregon RMA Fund Allocation. No discussion. Ayes: Houdyshell, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

II. Vote: Arbor Day Activities

City Manager Underwood requested that the Council approve the Arbor Day activities proposed by the Tree Board.

- ✓ Motion by Councilor Pluniatt, seconded by Councilor Olsen, to approve the proposed Arbor Day activities. No discussion. Ayes: Houdyshell, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

III. Vote: Resolution 614-26; Authorizing the Closure of the Debt Fund and Disposition of the Remaining Balance

City Manager Underwood explained that the bond was paid off and now the fund could be closed.

- ✓ Motion by Councilor Plunkett, seconded by Councilor Olsen, to approve Resolution 614-26; Authorizing the Closure of the Debt Fund and Disposition of the Remaining Balance. No

discussion. Ayes: Houdyshell, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

IV. Vote: Community Member of the Year

City Manager Underwood explained that Krista Fogelson had been nominated as the 2025 Community Member of the Year. The Community Member of the Year is presented with a certificate at a City Council meeting and a photo and article is placed in the City Newsletter.

- ✓ Motion by Councilor Wright, seconded by Councilor Hungate, to approve Krista Fogelson as Community Member of the Year for 2025. No discussion. Ayes: Houdyshell, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

V. Fire Department Bingo Banner

City Manager Underwood shared that the Fire Department hangs a banner every year for their Bingo Fundraiser and since they are a community partner of the City, the banner fee is waived for them.

- ✓ Motion by Councilor Olsen, seconded by Councilor Wright, to approve the Fire Department's request for a banner permit and to waive the fee. No discussion. Ayes: Houdyshell, Hungate, Olsen, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

COUNCIL COMMUNICATIONS

- I. Council Discussion of Current Affairs in Donald:** A follow up to the light concern regarding Propane NW was requested. City Manager Underwood has determined which business's light is the problem and has obtained contact information for the person to discuss the concern with.
- II. Mayor's Report:** The review of the City Manager has been completed and the Mayor has signed the paperwork for the next wage step. Councilor Wright mentioned that the contract is nearly complete.

REVIEW ITEMS

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

PUBLIC WORKS REPORT: Public Works Director Limones said that 27 out of 37 water line replacements have been completed thus far and he is hoping to complete the rest by the first week in May.

CITY MANAGER REPORT: City Manager Underwood said that PGE rates are going up. His work with Congresswoman Salinas' office for \$2.6 million for water well #4 was chosen to be submitted. The Marion County Community Prosperity Grant (\$20,000) will be used to electrify the gazebo and upgrade Wi-Fi and security cameras. This project is scheduled to be completed by the end of June.

There will be a special meeting on April 28 to revisit the City Council goals established last year and the City Manager contract should be available to be considered at that meeting as well.

EXECUTIVE SESSION

Mayor Houdyshell opened the Executive Session of the Donald City Council on April 14, 2026 at 8:36 pm under ORS 192.660(2)(h): To consult with Counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

ROLL CALL:

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

Council Absent: Councilor Michael Coffman (excused).

Staff Present: City Manager Eric Underwood, Contract Attorney Andrew Cole

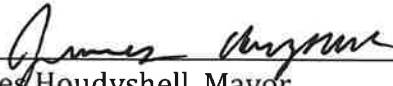
END EXECUTIVE SESSION

Mayor Houdyshell ended the Executive Session at 9:41 pm and the Council returned to the regular session.

ADJOURN

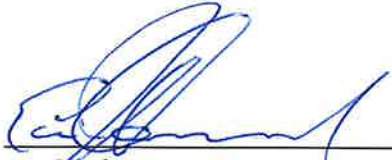
- ✓ Motion by Councilor Plunkett, seconded by Councilor Olsen, to adjourn the regular meeting of the Donald City Council on Tuesday, April 14, 2026, at 9:42 pm.
No discussion. Ayes: Houdyshell, Hungate, Plunkett, Strathdee, Wright. Nays: None. Abstain: None. Vote: 6-0-0. Motion carried.

Date: June 9, 2026

Signed: 
James Houdyshell, Mayor

ATTEST:

Date: June 9, 2026

Signed: 
Eric Underwood, City Manager