



**CITY OF DONALD**  
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**City Council**  
**Action Agenda Summary**  
**REGULAR MEETING**  
**Tuesday, January 14, 2025 at 6:45pm**  
Council & Staff at City Hall: 10710 Main St. NE  
Public Attendance at City Hall and via Zoom

**OPEN MEETING:** Council President Gerry Waller opened the regular meeting of the Donald City Council on Tuesday, December 10, 2024 at 6:45pm.

**PLEDGE OF ALLEGIANCE**

**PRESENTATIONS:**

- **Oath of Office: Jim Houdyshell:** Jim Houdyshell took the Oath of Office and took his seat as Mayor.
- **Oath of Office: Gabrielle Plunkett:** Gabrielle Plunkett took the Oath of Office and took her seat as City Councilor.
- **Oath of Office: Amanda Johnson:** Amanda Johnson took the Oath of Office and took her seat as City Councilor.
- **Oath of Office: Michael Coffman:** Michael Coffman took the Oath of Office and took his seat as City Councilor.
- **Annual Audit Report: Accuity, LLC:** Glenn Kearns with Accuity, LLC was in attendance and gave a summary of the City's annual audit report and the Council discussed.

**ROLL CALL:**

*Council Present:* Mayor James Houdyshell, Council President Jan Olsen, Councilors: Amanda Johnson, Michael Coffman, Gabrielle Plunkett, Gerry Waller, and Jenny Strathdee.

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

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

**COMMUNITY MEMBER'S FEEDBACK:**

*Feedback Form: Bonnie Lee:* Complaint of increased semi-trucks using Jake brakes on Donald Rd.

- Manager Underwood explained to the Council that Donald Rd. and Main Street are under Marion County's jurisdiction. The Council instructed Manager Underwood to work with Marion County to see what solutions are available.

## CONSENT AGENDA

- I. **Action Agenda Summaries: December 10, 2024 Regular Meeting**
- II. **Police Reports and Stats: December 2024:** The Council requested that abbreviations be defined in the “call type” column of the report.
- III. **Post on Website Aurora Fire District Logs: December 2024**
- IV. **Check Register & Cash Sheet: December 2024:** There was discussion regarding a third payroll check for the month of December and an annual tank monitoring fee from Thomson Gas.
- V. **Budget Status Report:** Council requested that the Budget Status Report reflect a total amount budgeted and total amount spent for each budget category.
- VI. **Sidewalk Report:** Manager Underwood provided a summary of the Sidewalk Improvement Project for the new Councilors.
  - ✓ Councilor Coffman motioned, and Councilor Johnson seconded to accept the Consent Agenda Items as presented. No discussion. Vote: 7-0-0. Motion carried.

**OLD BUSINESS:** None

## NEW BUSINESS

- I. **Vote: City Councilor Appointment**
  - a. **Vote: Council President**

Mayor Houdyshell called for nominations for Council President:

- Councilor Waller nominated herself to serve as Council President.
- Mayor Houdyshell nominated Councilor Olsen to serve as Council President.
- Councilor Olsen nominated Jenny Strathdee to serve as Council President.

Mayor Houdyshell asked those nominated if they accept the nominations:

- Councilor Waller accepted the nomination.
- Councilor Olsen accepted the nomination.
- Councilor Strathdee gracefully declined the nomination.

Manager Underwood asked the Council to write down their selection. Manager Underwood tallied the votes and announced the results as follows:

- Three votes in favor of Councilor Waller serving as Council President.
- Four votes in favor of Councilor Olsen serving as Council President.
- One Councilor did not cast a vote.
- ✓ Councilor Coffman motioned, and Councilor Johnson seconded to appoint Jan Olsen as the Council President for 2025. No discussion. Vote: 6-0-1. Motion carried. Councilor Olsen abstained from voting.

- II. **Vote: Appointment of Budget Officer**

- ✓ Councilor Waller motioned, and Councilor Coffman seconded to appoint City Manager Eric Underwood to serve as the Budget Officer. No discussion. Vote: 7-0-0. Motion carried.

Manager Underwood announced that the City is actively recruiting to fill seats on the Budget

Committee and asked the Council to please help with recruitment.

### **III. Vote: Holiday Lighting Competition Award**

Manager Underwood referred to page 35 of the Council packet which reflected each Councilor's selections for first, second and third place winners for the annual Holiday Lighting Competition.

Director Limones announced the following winners:

- 1<sup>st</sup> Place: 11006 Chantal Ct. with 5 votes
- 2<sup>nd</sup> Place: 20961 William St. with 3 votes
- Honorable Mention: 11013 Rees St.

Winners of the competition will be notified by City staff and receive credits on their utility accounts.

## **COUNCIL COMMUNICATIONS**

### **I. Council Discussion of Current Affairs in Donald:**

Councilor Coffman requested that increasing patrol hours for the Hubbard-Donald Police Department be a topic of discussion at the 2025 Budget Committee meeting.

Councilor Waller announced she will be forwarding an email invitation she received to the Council regarding an upcoming ODOT Transportation meeting.

### **II. Mayor's Report:**

Mayor Houdyshell reported that he has received complaints regarding the City's water, primarily in the West side of Donald and the Council discussed.

## **REVIEW ITEMS**

### **I. Building Logs: December 2024**

### **II. Business License Renewals: December 2024 to February 2025**

### **III. Water & Sewer Testing Reports: December 2024**

### **IV. Speed Reports: December 2024:** There was a brief discussion regarding the position of the radar speed signs and at what distance the signs register speeds.

### **V. Employee Safety Meeting Minutes: December 2024**

**PUBLIC WORKS REPORT:** At the request of Mayor Houdyshell, Director Limones explained the filtration system at the Water Treatment Plant and how Public Works resolved an issue with the sand separator.

Manager Underwood informed the Council that the City was successful in receiving an extension for the Water Well project.

**CITY MANAGER REPORT:** Manager Underwood referred to his memo that was included in the Council packet for prior inspection and the Council discussed.

## **ADJOURN**

- ✓ Councilor Coffman motioned, and Councilor Waller seconded to adjourn the regular meeting of the Donald City Council on Tuesday, January 14, 2025 at 8:20pm. No discussion. Vote: 7-0-0. Motion carried.

Date: February 11, 2025

Signed: **REDACTED FOR SECURITY**  
James Houdyshell, Mayor

**ATTEST**

Date: February 11, 2025

Signed: **REDACTED FOR SECURITY**  
**REDACTED FOR SECURITY**  
**REDACTED FOR SECURITY**  
Eric Underwood, City Manager

*Respectfully submitted by Meadors Administrative Services.*