



CITY OF DONALD

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City Council ACTION AGENDA SUMMARY REGULAR MEETING

Tuesday, February 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, February 11, 2025 at 6:45pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

Council Present: Mayor James Houdyshell, Council President Jan Olsen, Councilors: Jenny Strathdee, Amanda Johnson and Gabrielle Plunkett.

Council Absent: Michael Coffman (excused) and Gerry Waller (excused).

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

ADD/DELETE AGENDA ITEMS:

1. Add: City Manager's Report: Additional information.

COMMUNITY MEMBER'S FEEDBACK: None.

PRESENTATIONS: None

PUBLIC HEARINGS: None

CONSENT AGENDA

- I. **Action Agenda Summaries: January 14, 2025 Regular Meeting**
- II. **Police Reports and Stats: January 2025**
- III. **Post on Website Aurora Fire District Logs: January 2025**
- IV. **Check Register & Cash Sheet: January 2025**

- ✓ Council President Olsen motioned, and Councilor Johnson seconded to approve the Consent Agenda items as presented. No discussion. Vote: 5-0-0. Motion carried.

OLD BUSINESS: None

NEW BUSINESS

- I. **Vote: Planning Commission Appointment Recommendations to City Council:**

Manager Underwood referenced the applications included in the Council packet for prior review.

Both applicants were in attendance to answer the Council's questions and expressed their desire to

continue to serve the City of Donald.

- ✓ Councilor Johnson motioned, and Councilor Plunkett seconded to appoint Rick Olmsted to the Donald Planning Commission. No discussion. Vote: 5-0-0. Motion carried.
- ✓ Council President Olsen motioned, and Councilor Johnson seconded to appoint Cammi Hungate to the Donald Planning Commission. No discussion. Vote: 5-0-0. Motion carried.

II. Vote: Budget Calendar for 2025-2026:

Manager Underwood recommended the Council approve the presented Budget Calendar for Fiscal Year 2025-2026. Council President Olsen requested Budget Committee recruitment flyers be provided to disperse to the community and shared on social media.

- ✓ Councilor Johnson motioned, and Council President Olsen seconded to approve the Budget Calendar for Fiscal Year 2025-2026. No discussion. Vote: 5-0-0. Motion carried.

III. Vote: Resolution 593-25; System Development Charges Annual Adjustment:

Manager Underwood referred to his memo provided in the Council packet for prior review.

- ✓ Councilor Johnson motioned, and Council President Olsen seconded to approve Resolution 593-25, with grammatical corrections made to “whereas” statements. Discussion of Councilor Johnson amending her initial motion to include corrections.
- ✓ Councilor Johnson motioned, and Council President Olsen seconded to approve Resolution 593-25 with the following amendments: the 6th “whereas” statement should include a comma in the first dollar figure and dollar signs (\$) before both referenced dollar amounts. No further discussion. Vote: 5-0-0. Motion carried.

IV. Vote: Resolution 594-25; Ballot Drop Box IGA:

At the Council’s request, Manager Underwood provided a synopsis of the proposed Intergovernmental Agreement.

- ✓ Councilor Plunkett motioned, and Council President Olsen seconded to approve Resolution 594-25. No discussion. Vote: 5-0-0. Motion carried.

COUNCIL COMMUNICATIONS

I. Council Discussion of Current Affairs in Donald:

At the request of Mayor Houdyshell, Officer Hart of the Hubbard-Donald Police Report informed the Council of the recent swearing-in of Officer Montez to the force and the department’s current hiring efforts.

Council President Olsen shared that she attended the “Day at the Capitol” event in Salem and encouraged others to attend as it was a great learning opportunity and very informative.

II. Mayor’s Report:

Mayor Houdyshell shared that he has been working closely with Manager Underwood and Director Limones to address the water quality complaints the City has received.

REVIEW ITEMS

I. Building Logs: January 2025

II. Business License Renewals: January 2025 to March 2025:

There was discussion regarding the process and procedures for Business Licenses that do not renew their license by the expiration date.

III. Water & Sewer Testing Reports: January 2025

IV. Speed Reports: January 2025

V. Employee Safety Meeting Minutes: January 2025:

Manager Underwood summarized the January Employee Safety Meeting and provided more information on ongoing code violations, including the City's plan to cite two properties into Municipal Court at the end of March.

PUBLIC WORKS REPORT: Director Limones referred to his report that was included in the Council packet for prior inspection and provided more information on Public Works efforts to remedy community complaints regarding water quality and the Ryan Creek Outfall Study.

CITY MANAGER REPORT: After providing information and costs to the Council, Manager Underwood asked the Council to consider contracting with the Council of Governments (C.O.G) to facilitate the City' annual goal setting meeting. Due to the expense, members of the Council expressed their indifference to the proposal that the C.O.G. facilitating the goal setting meeting. Manager Underwood then declared that the City of Woodburn's City Administrator has expressed their ability to facilitate the goal setting meeting at no cost.

Council and Manager Underwood discussed the mandatory Public Meetings Law Training scheduled for March 31, 2025 at City Hall. However, if a Councilor is unable to attend the meeting at City Hall, there will be an opportunity to attend the same training on April 1, 2025 at the C.O.G.

Manager Underwood recapped the options available to the Council as it pertains to the annual goal setting meeting and Mayor Houdyshell called for a motion.

- ✓ Council President Olsen, and Councilor Johnson motioned to contract with the Woodburn City Administrator to facilitate Donald's annual goal setting meeting. Vote: 4-1-0. Councilor Plunkett voted nay. Motion carried.

There was clarifying discussion regarding the dates for the Public Meeting Law, the Annual Goal Setting meeting and if the motion should include a contingency plan in the event the Woodburn City Administrator is no longer available. Manager Underwood summarized what is included with the C.O.G. facilitating the goal setting meeting, and explained how the cost would be divvied up amongst funds.

The Council discussed increasing efforts to get nominations for the Community Member of the Month nominations and whether restructuring the Community Member of the Month program is needed. It was the consensus of the Council to introduce a "helper highlights" section to the monthly newsletter highlighting individuals or groups in the community who go above and beyond in helping their fellow community members.

Manager Underwood introduced the possibility of the City working with Loren's Sanitation to implement additional cardboard recycling opportunities by placing a receptacle at the Donald Skate Park. After brief deliberation, it was the consensus of the Council not to pursue further discussion

with Loren's Sanitation.

Manager Underwood provided details regarding the Arbor Day Celebration planned for April 26, 2025. Council President Olsen volunteered to supervise an activity at the event where children of the community could paint clay pots. Manager Underwood encouraged the Council to attend the February Tree Board meeting to share their ideas and participate in planning the celebration.

ADJOURN

- ✓ Councilor Johnson motioned, and Councilor President Olsen seconded to adjourn the regular meeting of the Donald City Council on Tuesday, February 11, 2025 at 8:09pm. No discussion. No vote.

Date: March 11, 2025


Signed:


James Houdysnen, Mayor

ATTEST

Date: March 11, 2025

Signed:


Eric Underwood, City Manager

Respectfully submitted by Meadors Administrative Services.