

**City of Durham**  
**CITY COUNCIL MINUTES**  
**March 27, 2018**

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- A. OPEN REGULAR COUNCIL MEETING.** Mayor Schirado opened the Durham City Council meeting at 7:30 PM at Durham City Hall.
- B. ROLL CALL.** *Council Present:* Gery Schirado, Chris Hadfield, and Chuck Van Meter  
*Council Absent:* Leslie Gifford and Keith Jehnke  
*Staff Present:* City Administrator Linda Tate  
*Public:* Barb Braken, Kingsgate resident; Linda Hobbs, Kingsgate resident; Dick Finlayson, Kingsgate resident; Lucas Vanoudenhaegen, HTC Race Series
- C. FEBRUARY 27, 2017 COUNCIL MINUTES.** Councilor Van Meter moved to approve the minutes of the February 27, 2017 City Council meeting. Councilor Hadfield seconded the motion. The minutes were approved unanimously (3-0). **MO 032718-1**
- D.** Mayor Schirado read the **CALENDAR OF MEETINGS.**  
Tuesday, **April 3, 2018**, Regular Meeting of the Planning Commission at 7:30 pm, Durham City Hall  
Tuesday, **April 24, 2018**, Regular Meeting of the City Council at 7:30 pm, Durham City Hall  
Tuesday, **April 24, 2018**, First Budget Committee meeting at 6:30 pm, Durham City Hall
- E. PUBLIC FORUM.** None.
- F. PLANNING COMMISSION UPDATE.** No meeting in March.
- G. REQUEST FOR OVERNIGHT SPECIAL USE PERMIT IN PARK.** Tate presented a request from organizers of the Tualatin Crawfish Festival for a Special Use Permit for an overnight relay race through Durham City Park on August 3, 2018, from 10:00 pm to 10:00 am. Lucas Vanoudenhaegen, HTC Race Series stated that the midnight relay race is proposed to change things up with the festival. The race is a fundraiser for Tualatin Youth Sports. He stated that they would put out construction lights powered by three generators to light the course and holiday lights as decorations. The race is proposed to go around the dog park only. Vanoudenhaegen stated that onlookers would be directed to stay in at Tualatin Park. He stated that they would have staff directing runners and onlookers.
- Mayor Schirado requested that the race organizers prevent participants and onlookers from using the upper park including the parking lot. Vanoudenhaegen stated that they could place "no event parking" signs in the parking lot and station staff in the upper park.
- Councilor Hadfield asked if the generators are quiet. Vanoudenhaegen stated that the generators are small, portable, and somewhat quiet. They use them in the sleeping fields at Hood to Coast Race and do not get complaints about them.
- Councilor Hadfield moved to approve the special use permit for the Crawfish Midnight Relay on August 3, 2018, with the condition that no use of the upper park area or parking lot or parking in the Kingsgate neighborhood. Councilor Van Meter seconded the motion. The special use permit was approved unanimously (3-0). **MO 032718-2**

**H. PRESENTATION BY MAP YOUR NEIGHBORHOOD.** Barb Braken, Linda Hobbs, Dick Finlayson presented an update of the Map Your Neighborhood efforts in Durham.

Barb thanked the City of Tigard and Tualatin for sponsoring her, Linda Hobbs and Judy Arthur in the 8-week CERT training last year. Last Spring, the MYN Committee organized a community emergency preparedness and disaster training meeting at the Tualatin Library. Approximately 80 Durham neighbors attended. She thanked the Tualatin Library for providing free meeting space. She thanked Chris Hadfield for opening the meeting. The presenters included City of Tualatin Police Department, TVF&R, and Washington County 911, Washington County Public Health, and Tigard CERT representatives. Each presenter built upon the urgency of individual disaster preparations. A favorite quote of the evening, "YOYO-You're On Your Own."

Linda Hobbs provided information about the efforts of the MYN Committee organizers to gather and disseminate preparedness information from residents. Barb Braken discussed the Committee's goal for 2018 is to complete the remaining neighborhood cluster contacts and encourage all clusters to meet socially at least once to continue to get to know their neighbors and update their preparedness plans. Dick Finlayson will reach out the Durham business community in April and May to gather contact information, identify supplies that they have or need, and inventory potential triage space.

Barb Braken forwarded concerns from residents about the lack of an emergency operation plan for the City. She stated that the Cities of Tualatin, Tigard, and Lake Oswego have plans. She requested that the City develop a plan. She suggested that Washington County or other agencies might have grants that the City could get to offset the cost of developing a plan.

Mayor Schirado responded that the City had investigated its responsibilities for disaster response. The City had meetings with Scott Porter, the Washington County Emergency Manager and representatives from TVF&R. Porter and TVF&R representative advised the City that it is under the umbrella of the Washington County Emergency Management. They advised that a separate emergency response plan for Durham would be redundant. Tate stated that emergency management plans are operation procedures for the Public Works, Fire, and Police Departments in case of a large-scale emergency. Because outside agencies oversee these responsibilities in Durham, there is not a need for a Durham Emergency Operation Plan.

Barb Braken requested \$150 from the City to communicate further with Durham residents about disaster preparedness and first aid, CPR and HAM radio training. Mayor Schirado requested that she submit a written proposal outlining how the City funds would be spent for consideration.

**I. DISCUSSION OF DONATION TO THE FAMILY JUSTICE CENTER OF WASHINGTON COUNTY.** Mayor Schirado requested that the City Council consider a donation of \$500.00 to the new Washington County Family Justice Center. Councilor Hadfield asked if the donation was an annual contribution. Mayor Schirado said he would find out if the Justice Center is seeking on-going funding or a one-time donation.

Councilor Van Meter moved to approve a donation of \$500.00 to the Washington County Family Justice Center for FY17-18. Councilor Hadfield seconded the motion. The donation was approved unanimously (3-0). **MO 032718-3**

**J. ADMINISTRATOR'S REPORT.** Tate reminded Councilors to file their State Ethics Report.

Tate scheduled the Peace Pole dedication ceremony for June 30, 2018. Donuts and coffee will be served.

**K. FINANCIAL REPORTS.** Councilor Van Meter moved to approve the financial reports for February 2018, payroll checks 534-535, vendor checks 16170 to 16189, and electronic fund transfers totaling \$5,080.73. Councilor Hadfield seconded and the motion passed (3-0).

**MO 032718-4**

**L. COUNCIL COMMENTS.** Councilor Van Meter announced that he would not be at the next City Council meeting or the first Budget Committee meeting.

**M. EXECUTIVE SESSION TO CONSIDER PERFORMANCE REVIEW OF CITY ADMINISTRATOR.** Mayor Schirado adjourned the regular meeting of the City Council at 8:40 and opened an executive session to consider the performance review of the city administrator.

**N. REGULAR MEETING ADJOURNED AT 8:40 PM.**

**Approved:**

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**GERY SCHIRADO, MAYOR**

**Attest:**

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**LINDA TATE, CITY ADMINISTRATOR/RECORDER**