

City of Durham
CITY COUNCIL MINUTES
June 28, 2022

- A. OPEN REGULAR COUNCIL MEETING.** Mayor Schirado opened the meeting at 7:36 PM via Zoom.
- B. ROLL CALL OF COUNCIL MEMBERS.** *Councilors present:* Mayor Gery Schirado, Council President Chris Hadfield and Councilors Leslie Gifford, and Keith Jehnke
Councilors absent: Councilor Chuck Van Meter
Staff present: City Administrator Linda Tate and Administrative Assistant Becky Morinishi
Visitors via Zoom: Barbara Bracken of Map Your Neighborhood
- C. COUNCIL MINUTES.** Councilor Gifford moved to approve the minutes from the May 24th City Council meeting. Mayor Schirado seconded the motion. The vote was unanimous (4-0).
MO 062822-01
- D. EXECUTIVE SESSION MINUTES.** Councilor Jehnke moved to approve the minutes from the May 24th Executive Session . Councilor Gifford seconded the motion. The vote was unanimous (4-0).
MO 062822-02
- E.** Mayor Schirado read the **CALENDAR OF MEETINGS.**
- **Monday, July 4, 2022,** City Hall will be closed in observance of Independence Day
 - **Tuesday, July 5, 2022,** Regular Meeting of the Planning Commission at 7:30 PM via Zoom
 - **Tuesday, July 26, 2022,** Regular Meeting of the City Council at 7:30 PM via Zoom
- F. PUBLIC FORUM.** No members of the public were present.
- G. PLANNING COMMISSION UPDATE.** No comments from Council on draft minutes for the June 7 meeting.
- H. UPDATE ON COMMUNICATION HUB FROM MYN/CERT AND REQUEST FOR INCREASE IN EXPENDITURE.** At the October 22, 2019 City Council meeting, the Council voted unanimously to approve \$676 to set up a communications hub for the MYN/CERT for Durham. Mayor Schirado noted that \$676 had been approved, but that receipts totaling \$853.25 had been submitted by Barbara Bracken for reimbursement. Bracken was invited to present information about the additional monies spent. Bracken noted that since the approval in 2019, prices on the required items had increased. For example, a marine battery that was \$90 in 2019 is now \$135 and a tripod that was \$50 is now \$60. In addition, Bracken explained that MYN/CERT had originally worked with Charlie Benson, who had put together the list of supplies. Because Benson has moved and is no longer involved with the project, MYN/CERT had to find someone else to build the board. Covid made finding someone difficult which added to the delay. Once the board was finished, Bracken discovered that the antenna did not work well due to trees. A taller antenna was required, along with protective equipment, such as gloves, tape, tarps and vests plus tools to build the board. Bracken said she was happy to answer any additional questions.

Councilor Hadfield asked if there would be additional costs to maintain the communication hub. Bracken responded that a marine battery lasts 5-7 years, so it would eventually need to be replaced. Also, there could be incidental costs, such as lost fittings that would need to be replaced. She noted that costs would be minimal. Bracken also mentioned that other CIO's have a \$1500 triage center with cots and other emergency items, but that would be a separate purchase, not a cost directly related to the communication hub. City Administrator Tate asked if the other batteries listed would need to be replaced too. Bracken stated that they were part of the backup system and would not need to be replaced unless they were used. She offered to absorb the costs since she believes this is very important because Durham is under-prepared for an emergency. Bracken raised concerns that Durham is not part of the Washington County Emergency Management Cooperative. Tate noted that, although Durham is not a member of the cooperative, it is still represented in the cooperative by Washington County who covers Durham in their Emergency Management Program.

Schirado asked for clarification on the extraneous supplies that were not part of the communication hub as originally proposed. Bracken responded that these items are part of setting up and maintaining the hub, and that if it is a problem, she will absorb these costs. Hadfield commented that he thinks Durham should pay the extra costs and expressed appreciation to Bracken for her work on this. Councilor Jehnke agreed. Bracken stated that she would like to have each councilor come to see the hub and consider getting trained to use it. MYN/CERT is looking for Durham residents who have a ham radio license and others who would like to be trained to use the radio. Tate noted that an article with this information will be going out in the July newsletter.

Schirado asked if the antenna is unstable and Bracken responded that it is not. It is a mobile antenna. Tate noted that it would be good to discuss mutual expectations regarding the communications board. Bracken agreed and also noted that there will be a Zoom presentation about individual preparedness on July 19th at 7 PM. Bracken is proud of the work that MYN/CERT is doing in the community. Hadfield moved to approve the additional amount of \$177.25, for a total of \$853.25. Jehnke seconded. The vote was unanimous (4-0). **MO 062822-03**

- I. BUDGET PUBLIC HEARING.** Mayor Schirado closed the regular meeting of the City Council at 8:04 PM and opened a Budget Public Hearing to give citizens a chance to comment on the use of State Revenue Sharing funds and any other budgetary issues related to the city budget for FY2022-2023 that was approved by the Budget Committee on April 26, 2022. No public was present so the Public Hearing was closed.

The Regular meeting of the City Council reconvened at 8:05 PM via Zoom.

- J. BUDGET CONSENT AGENDA.** Councilor Gifford moved to approve the budget consent agenda. Councilor Hadfield seconded the motion. The vote was unanimous (4-0). **MO 062822-04**

- **MINUTES OF BUDGET COMMITTEE MEETING (April 26, 2022).**
- **RESOLUTION 651-22, A RESOLUTION OF THE DURHAM CITY COUNCIL DECLARING THE CITY OF DURHAM'S ELECTION TO RECEIVE STATE REVENUES.**
- **RESOLUTION 652-22, A RESOLUTION ADOPTING A BUDGET, MAKING APPROPRIATIONS, CATEGORIZING, AND LEVYING TAXES FOR BUDGET FISCAL YEAR 2022-23 FOR THE CITY OF DURHAM, WASHINGTON COUNTY, OREGON.**

- K. RESOLUTION 653-22 A RESOLUTION OF THE DURHAM CITY COUNCIL APPROVING AN AGREEMENT FOR THE CITY OF TUALATIN TO PROVIDE BUILDING SERVICES FOR THE CITY OF DURHAM.** Councilor Hadfield noted that the IGA attachment A is not in his packet. City Administrator Tate noted that exhibit A of the resolution is the actual IGA that is included. Hadfield clarified that he was looking for the attachment that specified the current fees. Tate stated that the fees are not in the packet as they have not changed. Councilor Gifford moved to adopt Resolution 653-22, a resolution of the Durham City Council approving an agreement for the City of Tualatin to provide building services for the City of Durham. Councilor Jehnke seconded the motion. The vote was unanimous (4-0). **MO 062822-05**

- L. ORDINANCE 266-22, AN ORDINANCE ADOPTING AMENDMENTS TO THE COMPREHENSIVE PLAN AND DEVELOPMENT CODE OF THE CITY OF DURHAM, OREGON.** Second reading. Mayor Schirado noted that the Planning Commission had been wrestling with this for a while with the assistance of an outside agency and they did a good job. He does not feel this will change much in Durham. Councilor Gifford moved to adopt Ordinance 266-22, an ordinance adopting amendments to the Comprehensive Plan and Development Code of the City of Durham, Oregon. Councilor Jehnke seconded the motion. The vote was unanimous (4-0). **MO 062822-06**

M. ADMINISTRATOR'S REPORT

- Update on In-N-Out: Tualatin said there is nothing new to report. Council Gifford noted that she heard that the next In-N-Out will be in Roseburg, but that they are still pursuing opening a store in

the Portland Metro area. City Administrator Tate asked if the Council would still like monthly updates about In-N-Out. Mayor Schirado affirmed that they would.

N. FINANCIAL REPORTS.

- Councilor Gifford moved to approval payroll check 632, vendor checks 17091 to 17108, and electronic fund transfers totaling \$4,961.17. Councilor Hadfield seconded the motion. The vote was unanimous (4-0). **MO 062822-07**

O. COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS.

- Councilor Gifford requested no meeting to be held in August. Gifford moved to cancel the August meeting as long as nothing important comes up. Councilor Jehnke seconded. The vote was unanimous (4-0). **MO 062822-08**

P. ADJOURN. Mayor Schirado adjourned the meeting at 8:16 PM

Approved:

GERY SCHIRADO, MAYOR

Attest:

LINDA TATE, CITY ADMINISTRATOR/RECORDER