



A. EXECUTIVE SESSION TO REVIEW CITY ADMINISTRATOR

B. OPEN REGULAR COUNCIL MEETING. Mayor Keith Jehnke opened the meeting at 7:32 PM at Durham City Hall.

C. ROLL CALL OF COUNCIL MEMBERS. *Councilors present:* Mayor Keith Jehnke, Council President Joshua Drake, Councilors Chuck Van Meter, Leslie Gifford (on Zoom) and Gary Paul

Councilors absent: None

Staff present: City Administrator Jordan Parente and Administrative Assistant Becky Morinishi

Visitors: None

D. COUNCIL MINUTES. Councilor Gifford moved to approve the minutes from the May 28, 2024 City Council meeting. Councilor Paul seconded the motion. The vote passed (5-0).

MO 62524-01

E. Mayor Jehnke read the CALENDAR OF MEETINGS.

- No July meeting of the Durham Planning Commission
- **Thursday, July 4th, 2024**, City Hall Closed in observance of Independence Day
- **Tuesday, July 23rd, 2024**, Regular Meeting of the City Council at 7:30 PM

F. PUBLIC FORUM. None

G. PLANNING COMMISSION UPDATE. Mr. Parente updated the Council on the June 4th, 2024 Planning Commission meeting. He informed the Council that there were three separate households requesting to remove a total of seven trees and all were approved by the Planning Commission. Mr. Parente said that staff was preparing for the first Tree Committee meeting that was scheduled for Wednesday, July 10th, 2024. He noted that the Planning Commission had requested that Council reconsider the directive to not allow the Tree Committee Chair to vote due to the even number of members, but that it was no longer an issue because one of the five resident members of the Committee had to withdraw, leaving the Committee at 7 members.

Mr. Parente said that he had met with the City Attorney, City Engineers, and City Planner to discuss Middle Housing and how it is applied alongside the Durham Development Code in middle housing development proposals. The developer of an approved 9-Lot single family subdivision is inquiring about building multi-unit townhomes with a shared driveway. Clarification is needed on whether a shared driveway is sufficient, or if the development requires street access. The City will need to consult with the Department of Land Conservation and Development (DLCD) for clarification.

H. MOTION FOR SALARY OF CITY ADMINISTRATOR. Councilor Drake moved to increase City Administrator Jordan Parente's salary for Fiscal Year 2024/2025 by 1.5% to \$91,350 and amend Mr. Parente's employment contract as follows:

- Increase the advance written notice and severance pay for termination without cause to six (6) months.
- Pay Mr. Parente the cash equivalent of 50% of the amount of the cost of City-paid monthly health insurance premiums so long as Mr. Parente elects not to accept said health insurance coverage. From July 1, 2024 through December 31, 2024, the monthly amount will be \$422.30. From January 1, 2025 through June 30, 2025, the monthly amount will be \$488.69.
- Increase Mr. Parente's yearly paid vacation time to three (3) weeks (15 days).
- Additionally, the Council agreed to allow Mr. Parente to choose to be reimbursed up to \$100/month for the use of his personal cellphone for City business, or to purchase a cell phone and monthly plan totaling up to \$100/month to be paid by the City.

Councilor Paul seconded the motion. The vote passed (5-0).

MO 62524-02

I. BUDGET PUBLIC HEARING. Mayor Jehnke opened the Budget Public Hearing at 7:43 pm. No public was present. Mayor Jehnke closed the Budget Public Hearing at 7:45 pm.

J. BUDGET CONSENT AGENDA. Councilor Gifford moved to approve the Budget Consent Agenda. Council President Drake seconded the motion. The motion passed (5,0).

- **Minutes of April 30th, 2024, Budget Committee Meeting.**
- **RESOLUTION 664-24: A RESOLUTION OF THE DURHAM CITY COUNCIL DECLARING THE CITY OF DURHAM'S ELECTION TO RECEIVE STATE REVENUES.**
- **RESOLUTION 665-24: A RESOLUTION ADOPTING A BUDGET, MAKING APPROPRIATIONS, CATEGORIZING AND LEVYING TAXES FOR BUDGET FISCAL YEAR 2024-2025 FOR THE CITY OF DURHAM, WASHINGTON COUNTY, OREGON.**

MO 62524-03

K. ADMINISTRATOR'S REPORT

- City Administrator Parente informed the Council that Durham Heights had submitted Building Permits for 17 houses.
- Mr. Parente told the Council that he would be attending the Oregon City/County Management Association (OCCMA) conference on June 26th and 27th, 2024.
- Mr. Parente informed the Council that the City would be paying \$5,500 for work on the Ki-A-Kuts Bridge in partnership with the other co-owners of the bridge. Additionally, the City would be paying Sav-A-Tree \$13,678.00 for tree maintenance services in Durham City Park and the treed lot.

L. FINANCIAL REPORTS.

- Councilor Gifford moved to approve payroll checks 684-685, vendor checks 17525-17548, and electronic fund transfers totaling \$5,927.91. Council President Drake seconded the motion. The vote passed unanimously (5-0).

MO 62524-04

M. COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS. The Councilors agreed to cancel the August 27th, 2024 City Council meeting.

N. ADJOURN. Mayor Jehnke adjourned the meeting at 8:12 PM.

Approved:

KEITH JEHNKE, MAYOR

Attest:

JORDAN PARENTE, CITY ADMINISTRATOR/RECORDER