



City of Durham
CITY COUNCIL MEETING MINUTES
December 16, 2025

A. OPEN REGULAR COUNCIL MEETING.

Mayor Joshua Drake opened the regular council meeting at 7:30 PM at Durham City Hall.

B. ROLL CALL OF COUNCIL MEMBERS.

Councilors present: Mayor Joshua Drake, Council President Leslie Gifford, Councilors Gary Paul, David Streicher, and Sean Lee

Councilors absent: None

Staff present: City Administrator Jordan Parente

Visitors: None

C. COUNCIL MINUTES.

The Council considered approval of the minutes for the November 18, 2025 City Council Work Session and November 25, 2025 City Council Executive Session and Regular Meeting. Council President Gifford moved to adopt the minutes. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

MO 121625-01

D. CALENDAR OF MEETINGS.

Mayor Drake reviewed upcoming closures and meetings, including City Hall closures for the Christmas and New Year's holidays, the January 13, 2026 Planning Commission meeting, the January 14 City Council retreat and planning session, Martin Luther King Jr. Day closure on January 19, and the January 27, 2026 regular City Council meeting. City Administrator Parente clarified that the retreat date was part of the proposed holiday calendar and could be adjusted if needed.

E. PUBLIC FORUM.

The Mayor opened the Public Forum. No members of the public were present. The Mayor closed the Public Forum.

F. PLANNING COMMISSION UPDATE.

City Administrator Parente provided a detailed update on recent Planning Commission activity. He summarized approvals of Type G tree permits related to a minor partition on SW Ellman Lane, including the removal of several Douglas fir trees while maintaining required tree density values. He also described five Type E tree removal applications submitted by a Heron Grove resident, with four of the five being incorrectly processed. City Administrator Parente confirmed he is working with the applicant to ensure compliance with the Development Code, including having the applicant reapply for these four tree removal permit applications to ensure proper consideration under the correct permit type. City Administrator Parente also reported that the Middle Housing Land Division is currently under appeal, with a decision from the Hearings Officer expected by January 13, 2026.

G. RE-APPOINTMENT OF MARTHA RAINEY TO THREE-YEAR BUDGET COMMITTEE TERM.

The Council considered the reappointment of Martha Rainey to a three-year term on the Budget Committee. Council President Gifford moved to approve the reappointment. The motion was seconded by Councilor Paul and passed unanimously (5-0).

MO 1216225-02

H. A RESOLUTION UPDATING A MASTER FEE SCHEDULE FOR THE CITY OF DURHAM, OREGON.

Mayor Drake opened a public hearing on the proposed resolution updating the City's Master Fee Schedule. There were no public comments. The hearing was closed.

City Administrator Parente explained that the resolution addressed non-substantive corrections, including scrivener's errors, improving clarity, and ensuring accurate citations. He further explained that the resolution authorizes the City Administrator to correct future clerical errors without requiring Council action.

Following Council discussion, Council President Gifford moved to adopt the resolution updating the Master Fee Schedule, with Councilor Lee seconding. The motion passed unanimously (5-0).

MO 121625-03

I. 2026 MEETING AND HOLIDAY CALENDAR.

City Administrator Parente reviewed the proposed 2026 meeting and holiday calendar, including adjustments to Planning Commission meeting dates, discussion of potential work sessions held prior to regular Council meetings, and removal of the August regular City Council meeting. Council discussed scheduling challenges, availability, and the possibility of remote participation.

The Council also engaged in a preliminary discussion regarding a potential community celebration in 2026 to mark the City's 60th anniversary, including possible dates, formats, budget considerations, and coordination with newsletters and community partners. No formal action was taken.

J. TARDY LEGAL SERVICES – COUNCILOR STREICHER.

Councilor Streicher raised concerns regarding delays in legal services related to the tree ordinance, specifically the late delivery of draft materials prior to the November 18, 2025 work session. He expressed concern about efficiency, costs incurred to date, and the adequacy of review time. Councilor Streicher recommended formally requesting that the City's legal firm assign attorney Ashleigh Dougill to take primary responsibility for the city's legal services.

Council discussion followed regarding attorney experience, internal review practices, and administrative authority. City Administrator Parente indicated he could convey Council's direction to the firm. The Council reached consensus to proceed with a formal request through the firm's managing partner.

K. ADMINISTRATOR'S REPORT.

City Administrator Parente reported on the status of the City's audit, noting delays due to ongoing follow-up questions from auditors and the potential need for a filing extension if the audit is not completed prior to the end of the month. He also reported on recent code enforcement activity involving an unpermitted deck construction in Durham Heights and issuance of a violation letter, as well as the submittal of a demolition permit for a structure on another property for which a violation letter was sent. City Administrator Parente concluded with a year-end overview, noting progress on 2025 goals and the continued effort for the goals still in progress.

L. FINANCIAL REPORTS.

The Council reviewed financial reports, including approval of vendor checks numbered 17837 through 17854 totaling \$81,411.41 and payroll and EFTs totaling \$17,614.75 for October 2025, and November 2025 financial activity including vendor checks 17855 through 17862 totaling \$12,534.57 and payroll EFTs totaling \$16,047.30.

Council President Gifford moved to approve the financial reports and associated payments as presented. Councilor Streicher seconded. The motion passed unanimously (5-0).

MO 121625-04

M. COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS.

Council members exchanged brief informational comments, including holiday greetings, a brief update from Councilor Streicher on the Tigard Water Advisory Board, and general observations regarding interagency coordination.

N. ADJOURN.

Mayor Drake adjourned the meeting at 8:21 PM.

Approved:

Joshua Drake, MAYOR

Attest:

Jordan Parente, CITY ADMINISTRATOR/RECORDER