



**City of Durham**  
**CITY COUNCIL MEETING MINUTES**  
**April 28, 2026**

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**A. OPEN REGULAR COUNCIL MEETING.**

Mayor Joshua Drake opened the regular council meeting at 8:05 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 and Administrative Assistant Wyatt Bean

**C. COUNCIL MINUTES.**

Council considered adoption of the City Council work session minutes from February 10, 2026, and March 24, 2026.

Council President Gifford moved to approve the City Council work session minutes from February 10, 2026. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

**MO-CC-042826-01**

After the vote, City Administrator Parente noted that the March 24, 2026, City Council meeting minutes had not been included in the agenda packet. He stated that they were nearly complete but required confirmation of the seconder for a motion related to the Master Fee Schedule. Council agreed that Councilor Paul seconded the motion. City Administrator Parente stated March 24, 2026, minutes would be amended and placed on the next agenda for consideration.

**D. CALENDAR OF MEETINGS & EVENTS.**

Mayor Drake reviewed the calendar of upcoming meetings and events, including the May 12, 2026, Planning Commission meeting, the May 25, 2026, City Hall closure for Memorial Day, and the May 26, 2026, regular City Council meeting. City Administrator Parente noted that a work session had also been tentatively scheduled for 6:30 p.m. on May 26 but stated that it might not be needed depending on Council's remaining budget or work session needs, which council affirmed.

**E. PUBLIC FORUM.**

Mayor Drake opened the public forum for matters not appearing elsewhere on the agenda. No members of the public were present in person or on Teams and no public testimony was received. Mayor Drake closed the public forum.

**F. PLANNING COMMISSION MEETING MINUTES.**

The Planning Commission meeting minutes from April 14, 2026, were included in the meeting packet. City Administrator Parente noted Councilor Streicher's request to only answer questions and not rehash the minutes. He added the Planning Commission approved a tree removal request.

**G. RESOLUTION 695-26: A RESOLUTION OF DURHAM CITY COUNCIL CERTIFYING DURHAM'S ELIGIBILITY STATUS FOR THE RECEIPT OF STATE-SHARED REVENUES UNDER ORS 221.760.**

Council considered Resolution 695-26, certifying the City's eligibility to receive state-shared revenues under ORS 221.760. Council President Gifford moved to approve Resolution 695-26, and Councilor Lee seconded the motion. The motion passed unanimously (5-0).

**MO-CC-042826-02**

**H. RESOLUTION 696-26: A RESOLUTION OF DURHAM CITY COUNCIL AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AND ACCEPT A HOUSING PLANNING ASSISTANCE GRANT.**

Council considered Resolution 696-26, authorizing the City Administrator to execute and accept a Housing Planning Assistance Grant with the Oregon Department of Land Conservation and Development for the City of Durham Conforming Development Code Update. Council President Gifford moved to approve Resolution 696-26, and Councilor Paul seconded the motion. The motion passed unanimously (5-0).

**MO-CC-042826-03**

**I. FIRST READING OF ORDINANCE 27X-26: AN ORDINANCE PROVIDING FOR LICENSING OF TRADES, SHOPS, OCCUPATIONS, PROFESSIONS, AND BUSINESSES FOR THE PURPOSES OF REVENUE AND REGULATION; PROVIDING THE METHOD OF ISSUING LICENSES; PROVIDING PENALTIES; AND REPEALING ORDINANCE 201-00 & 217-04.**

City Administrator Parente introduced the first reading of Ordinance 27X-26 and asked Administrative Assistant Bean to summarize the proposed business license ordinance. Administrative Assistant Bean explained that the ordinance would repeal and replace Ordinance 201-00 and Ordinance 217-04, modernize and consolidate the City's business license regulations, clarify administrative rules, and update language related to business licenses, ownership changes, licensees, material changes, and prohibited activities. He noted that a key change would be removing the fee amounts from the ordinance and establishing them by resolution, allowing the City to update business license fees through the Master Fee Schedule.

City Administrator Parente explained that staff intended to bring the fee resolution forward with the second reading because business license renewal notices are sent in June. He also stated that staff intended to consolidate business license fees, building permit fees, and other City fees into a more complete Master Fee Schedule. Council discussed the existing fee amounts, potential increases, and comparisons to neighboring cities. Councilor Streicher questioned whether the City should charge more for larger businesses, noting that a \$200 fee for businesses with more than 50 employees appeared low. Staff stated that the packet reflected existing fees and that proposed changes would be presented with the fee resolution. Council requested comparable information from nearby cities for the next meeting and discussed whether fees should be based on number of employees or full-time equivalents.

Council also discussed the proposed exemption for people 16 years of age or younger operating a part-time business with annual gross income below a specified amount. Councilor Paul questioned whether the \$500 threshold was too low, and Council discussed practical examples such as youth lawn mowing or similar small activities. Council reached consensus to revise the proposed threshold to \$2,500. Council also discussed the blank fine amount for door-to-door solicitation violations where no-solicitation signage is posted. City Administrator Parente stated that the provision would likely serve more as a deterrent than a frequent enforcement tool, and Council reached consensus to set the proposed fine at \$500.

Council President Gifford moved to approve the first reading of Ordinance 27X-26. Councilor Lee seconded the motion. The motion passed unanimously. The motion passed unanimously (5-0).

**MO-CC-042826-04**

**J. PROPOSED CITY TREE REMOVAL: DEAD & DYING TREES IN DURHAM PARK.**

City Administrator Parente presented a memorandum requesting authorization to remove dead and dying trees in Durham Park, including eight declining birch trees near the north end of the Schirado Nature Loop and one dead cottonwood near the junction toward Cook Family Park. He explained that two trees had already been removed after a park user reported trees falling onto the path, and that the remaining proposed removals were based on prior recommendations from the City arborist. The trees had been marked with ribbon.

Councilor Streicher stated that he supported removing the cottonwood because of its proximity to the trail and potential hazard to trail users but opposed removing the birch grove at this time. He stated that dead or declining trees in remote natural areas can provide habitat, that their roots may help stabilize the bank near Fanno Creek, and that the birch trees did not appear to present an immediate hazard.

Council discussed the condition and location of the trees, whether removal could benefit healthier vegetation, and the importance of avoiding unnecessary tree removal. Mayor Drake suggested postponing the item so Council members could visit the site before acting. Council agreed to bring the item back at the next meeting after members had an opportunity to inspect the marked trees. No formal action was taken.

**K. CHANGE OF AUDITORS - COUNCILOR STREICHER.**

Councilor Streicher raised concerns regarding the City's audit services, noting that the final audit had been received approximately four months late and that an earlier draft included outdated or inaccurate footnotes. He stated that the delay and draft errors raised concerns about the quality and continuity of service, the burden on staff, and the credibility of the City's financial statements. He summarized research he had conducted on auditors used by other small Oregon cities and recommended that the City consider bids from other audit firms.

City Administrator Parente stated that the City had worked with Pauly Rogers for more than 30 years and that the City's accountant had cautioned that it may be difficult to secure a new auditor for the current fiscal year because audit firms typically plan their schedules earlier. He stated that Durham's cash-basis audit may be easier to schedule but noted that the timing for seeking quotes is generally toward the end of the calendar year. Mayor Drake asked whether staff had raised concerns with the auditor, and City Administrator Parente confirmed that they had.

Council President Gifford stated that she had spoken with Roy Rogers, who acknowledged the issue, said it had been resolved, and indicated it would not happen again. Councilor Lee recommended that Council formally express its concerns in writing and review alternatives so the City would be prepared to change auditors if similar issues occur in the next fiscal year. Council discussed cost considerations, the need to balance service quality with budget constraints, and the possibility of obtaining quotes from other firms. Council provided direction for staff to send a letter documenting the City's concerns.

**L. FINANCIAL REPORTS.**

Council considered the April 2026 financial reports, vendor checks 17913 through 17927 totaling \$34,262.36, and EFTs and payroll totaling \$18,218.65. Council President Gifford moved to approve the financial reports and payments as presented. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

**M. ADMINISTRATOR'S REPORT.**

City Administrator Parente reported that the Family Peace Center event was scheduled for April 30 from 5:00 p.m. to 7:00 p.m. and that Council had been invited. He stated that the City had submitted its \$250,000 Small City Allotment grant application on April 15 for street improvements on Rivendell, Woody End, and Arkenstone, which he described as among the City's streets most in need of resurfacing. He also reported that Tigard Water District had contacted the City about a future water project on Peters Road, which provides an opportunity to bring the street up to City standards.

City Administrator Parente reported that the Governor had vetoed House Bill 4177 related to public meetings and serial meetings. He also summarized the April 25 bulky waste pickup and tree lot events, stating that the events appeared successful and that volunteers focused on laurels near the Rivendell side of the tree lot. Mayor Drake stated that the area looked improved and that the path had been widened.

City Administrator Parente discussed several intergovernmental agreements. He stated that a Tualatin Life reporter had contacted the City regarding the Tualatin Police IGA. He also discussed two Metro IGAs, including an encampment cleanup agreement that raised concerns because Metro requested a broad indemnity clause. He stated that the City Attorney was reluctant to recommend approval of that provision because encampment cleanups can involve significant legal risk, which this clause would place on the City rather than Metro. He also noted that the Metro Local Share IGA must be completed before the City can proceed with using the grant funds for the proposed ADA parking and access improvements.

City Administrator Parente stated that staff would bring forward a fee resolution to consolidate City fees into a single Master Fee Schedule, including building fees. He explained that Tualatin planned a 5% building permit fee increase and was also considering an additional 20% increase, and that Durham's IGA with Tualatin requires the City to mirror Tualatin's costs because Durham remits 80% of building permit fees to Tualatin. He stated that staff would recommend noticing and adopting the fee adjustment in one action effective July 1.

City Administrator Parente reported that staff was also preparing an updated building ordinance and hoped to bring it to Council in May. He also described an issue with the City's online municipal tree permit submission process and stated that staff are working to fix it. He invited Council to review the updated tree permit webpage and provide feedback.

Council discussed whether a May 26 work session would be needed. Based on the budget meeting earlier that evening and the remaining workload, Council generally agreed that the work session was unnecessary, and that the regular meeting could proceed at 7:30 p.m. City Administrator Parente also noted that he might need to attend the June 23 meeting remotely due to a family matter.

City Administrator Parente asked for direction regarding the City's July 4 celebration, which would also recognize Durham's 60th anniversary. Council discussed holding a modest midday gathering at Durham Park with possibly ice cream, hot dogs, historical City information, and potential participation by TVF&R, law enforcement, Metro, Pride Disposal, Clean Water Services, or local businesses. Council discussed cost estimates and possible sponsorships. Council generally supported planning within a \$2,000 City budget while staff explored sponsorships and lower-cost options.

**N. COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS.**

Councilor Paul reported on the Metropolitan Area Communications Commission (MACC) negotiations with Comcast. He stated that MACC was operating under a one-year extension while negotiations continued. MACC is seeking a higher percentage of gross revenue and Comcast is offering a lower amount. He explained that even a small percentage difference represented a significant amount of revenue to member jurisdictions. Councilor Paul also reported that MACC was considering new revenue options as cable subscriptions decline, including a possible tax on streaming services. He stated that any such tax would require approval by the member jurisdictions and that MACC was seeking direction on whether to continue gathering information. Council generally expressed interest in receiving more information.

**O. ADJOURN.**

Mayor Drake adjourned the meeting at 9:27 PM.

**Approved:**

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**Joshua Drake, MAYOR**

**Attest:**

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**Jordan Parente, CITY ADMINISTRATOR/RECORDER**