



City of Durham
CITY COUNCIL MEETING MINUTES
June 23, 2026

A. OPEN REGULAR COUNCIL MEETING.

Mayor Joshua Drake opened the regular council meeting at 7:31 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 (via Teams) & Administrative Assistant Wyatt Bean

Visitors: Washington County Sheriff's Office Undersheriff John Koch & Commander Tim Tannenbaum, Metro Councilor Gerritt Rosenthal, Metro District 3 Policy Advisor Jeff Kain, Metro Regional Investment Strategies Manager Michele Ruffin, and Mid-Willamette Valley Council of Governments Community Development Director McRae Carmichael

C. COUNCIL MINUTES.

Council considered adoption of May 26, 2026, City Council meeting minutes. Council President Gifford moved to approve the minutes as presented. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

MO 062326-01

D. CALENDAR OF MEETINGS & EVENTS.

Mayor Drake reviewed the upcoming calendar, including City Hall being closed Friday, July 3, 2026, in observance of Independence Day; Durham's 60th Anniversary and Independence Day Celebration on Saturday, July 4, 2026, from 12:30 p.m. to 2:30 p.m. at Durham Park; the regular Planning Commission meeting on Tuesday, July 14, 2026, at 7:00 p.m.; and the regular City Council meeting on Tuesday, July 28, 2026, at 7:30 p.m.

E. PUBLIC FORUM.

Mayor Drake opened the public forum and stated that speakers should identify themselves and limit comments to no more than three minutes.

Jackie Mathys spoke in support of her request to install a dog waste station inside the Durham Park off-leash area. She stated that the proposal did not request City funding, labor, or maintenance, and that volunteers would fund, install, empty, and maintain the station. She acknowledged staff concerns about long-term maintenance but stated that the station could be removed if it did not work.

Craig Mitchell stated that Durham Park is known for its off-leash area and is used by residents and visitors from nearby communities. He stated that the existing trash disposal options are too far from much of the off-leash area, which discourages convenient disposal of bagged dog waste. He also stated that the existing dumpster is oversized and attracts illegal dumping.

Bo Farmer stated that Durham's off-leash area is one of the best in the area and supported adding a waste receptacle within the off-leash area for convenience and cleanliness.

Sue Fuller asked for clarification regarding the deadline for submitting written comments and requested that meeting packets be posted earlier to allow more time for public review. She also spoke against the proposed City tree removal resolution, stating that Council should retain oversight over irreversible decisions such as tree removal. She expressed concern about removing trees in remote areas of the park unless they present high risk. Ms. Fuller asked whether the arborist's change in recommendation was in writing and suggested that independent arborist review could reduce the appearance of bias.

Tim Hall stated that he uses Durham Park frequently and supported the dog waste station proposal. He said the informal waste bag recently placed in the park had improved cleanliness and that convenient disposal reduces the likelihood that users will leave bagged waste behind. He stated that he would be willing to contribute toward the station's cost, maintenance, and supplies.

Sarah Harrington spoke remotely in support of the dog waste station. She stated that the informal bag has been used frequently and filled every two or three days, showing that park users will use a convenient disposal location. She stated that the arrangement has reduced dog waste left near the trail and asked the City to consider the proposal.

F. PLANNING COMMISSION MINUTES FROM JUNE 9th, 2026.

Council briefly discussed the June 9, 2026, Planning Commission minutes. Council members noted that the packet appeared to be missing a page or ended mid-sentence. City Administrator Parente apologized and stated that he would include the complete minutes in the July packet. He summarized that the Planning Commission had approved prior minutes, discussed the July 4 event, and received updates regarding potential planning service changes.

G. PRESENTATION BY WASHINGTON COUNTY SHERIFF'S OFFICE UNDERSHERIFF KOCH & COMMANDER TANNENBAUM.

Washington County Sheriff's Office Undersheriff John Koch and Commander Tim Tannenbaum presented the annual update, describing the Sheriff's Office as a countywide public safety partner serving cities, contract agencies, and unincorporated areas. They emphasized regional collaboration through shared specialty teams, training resources, and technology, noting that this approach helps address increasing service demands with limited resources. Commander Tannenbaum outlined key specialty teams, including crisis negotiation, crash reconstruction, canine, marine patrol, mental health response, search and rescue, and mobile field force, highlighting their roles in complex incidents and coordinated regional response.

The mental health response team pairs law enforcement with clinicians from LifeWorks Northwest and Washington County Behavioral Health to provide crisis intervention and connect individuals with services, reducing unnecessary jail involvement. Clinicians are embedded within teams, available during peak hours, and after-hours support, as needed. The mobile field force was described as supporting public safety while protecting constitutional rights during demonstrations.

Undersheriff Koch also reviewed technology initiatives, including body cameras, in-car video, drones, license plate readers, and AI-assisted reporting. He noted that drones can improve response efficiency and safety, with broader deployment expected later in the year. He also discussed policies governing transparency and data use for license plate readers. Koch provided an update on the Washington County Jail, noting ongoing capacity challenges as they continue to fully reopen, with long-term expansion planning underway to improve facilities and services.

Koch thanked Council for supporting the public safety levy, which funds specialty teams, jail operations, and related services. He said individuals arrested by municipal agencies are housed at the county jail and noted that the levy also supports a transport unit assisting partner agencies during peak periods.

H. PRESENTATION BY METRO COUNCILOR ROSENTHAL.

Metro Councilor Gerritt Rosenthal presented an update on Metro activities and introduced Metro Regional Investment Strategies Manager Michele Ruffin and Policy Advisor Jeff Kain. He described Metro District 3 and Metro's regional responsibilities, including transportation, housing, land use, garbage and recycling, parks and natural areas, the Oregon Zoo, and regional venues. He also noted Metro's role in public safety and supportive housing services.

Councilor Rosenthal discussed Metro's Future Vision process, a long-range effort to understand regional priorities over the next 50 years, with outreach planned at community events and an emphasis on youth participation. He noted survey responses in nearby Tualatin highlighting walkability, natural environment, cleanliness, affordability, and safety.

Ms. Ruffin updated Council on parks and nature work, including habitat restoration, park operations, and community investments. She stated that Metro has protected over 20,000 acres and provides grant and local share funding. Councilor Rosenthal noted the relationship between the parks bond and local option levy and the need to consider future funding as the levy nears expiration. Ms. Ruffin also discussed housing programs, including the 2018 Affordable Housing Bond and 2020 Supportive Housing Services measure, noting progress toward exceeding housing targets and building regional service infrastructure. Councilor Rosenthal stated that bond funds are largely allocated, and future housing efforts will require policy decisions, including possible adjustments to the supportive housing measure.

Councilor Rosenthal described Metro's support for economic development through data, transportation, grants, tourism, and coordination. He discussed regional venues such as the Expo Center, Oregon Convention Center, and Portland's. He also noted ongoing transportation efforts, including the regional transportation improvement program and Interstate Bridge Replacement project.

Mayor Drake asked about the housing tax, and Councilor Rosenthal clarified it applies only within the Metro District in Oregon. He also stated that revenues remain stronger than projected, despite differing views on the tax. Council thanked Metro representatives for the update.

I. MCRAE CARMICHAEL MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS.

McRae Carmichael, Executive Director of the Mid-Willamette Valley Council of Governments, introduced the organization and described services that could support Durham. She stated that the Council of Governments is a membership-based organization serving Marion, Polk, and Yamhill Counties, cities and districts. Affiliate membership is available outside the boundary for \$500 annually, with services provided on a fee-for-service basis.

Ms. Carmichael explained the organization offers planning, land use, grant writing/administration, legal, business lending, interim city management, recording, budgeting, audit, bank reconciliation, and accounting services. She noted that it supports many small cities without full-time planning staff and could assist Durham on an interim or contract basis, including identifying and applying for grants such as park funding.

Council asked about affiliate members and grant services. Ms. Carmichael stated there are about 10 affiliate members and that the organization has assisted various governmental and nonprofit entities. She confirmed that staff can help identify and write grants. In response to City Administrator Parente, she said the organization can assist with accounting and connect Durham with subcontractors for

system development charge methodology, though it does not prepare SDC methodology directly. Council thanked Ms. Carmichael for the presentation.

J. INSTALLATION OF DOG WASTE STATION AT DURHAM PARK – COUNCILOR STREICHER.

Councilor Streicher said he requested this agenda item so Council could decide it without delay. He noted that park users carry waste long distances to receptacles. Volunteers have offered to fund, install, and maintain the waste station, with the City retaining the right to remove it if not maintained.

City Administrator Parente discussed the current disposal arrangement, noting that existing waste receptacles are maintained by Pride Disposal and the City of Tigard. City Administrator Parente stated that installing a dog waste station creates expectations and Durham does not have staff capacity to service it, should volunteer maintenance decline. Council discussed whether such expectations exist with the informal bag near the off-leash area already and if removing it would worsen conditions.

Council President Gifford noted that Durham Park is not solely a dog park and that many speakers were not residents. Councilor Paul expressed concern that it may not address the issue at hand if dog users who don't use the current receptacles also don't utilize the new one. Councilor Lee stated that, with volunteers handling all aspects of the station, the impact on the City could be minimal if conditions were clear, including the City's right to remove it. Council discussed placing the station near the existing informal bag location and identifying volunteer contacts.

Councilor Streicher moved to allow installation of a volunteer-supported dog waste station near the existing informal bag location, subject to City approval of the exact site, with volunteers responsible for all costs, supplies, maintenance, and the City retains discretion to remove it if concerns arise. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

MO 062326-02

K. BUDGET CONSENT AGENDA.

Council considered the budget consent agenda, including April 28, 2026, Budget Committee meeting minutes, Resolution 702-26 declaring the City's election to receive state revenues, and Resolution 703-26 adopting the Fiscal Year 2026-2027 budget, making appropriations, categorizing and levying taxes.

City Administrator Parente stated that the Budget Committee had approved the budget and that the consent agenda included the related minutes, the resolution to receive state revenues, and the resolution adopting the budget and levying taxes for the fiscal year. Councilor Lee noted that Resolution 703-26 contained an incorrect reference to Fiscal Year 2025-2026 and asked for it to be corrected to Fiscal Year 2026-2027.

Council President Gifford moved to adopt the budget consent agenda with corrected Resolution 703-26 reflecting Fiscal Year 2026-2027. Councilor Streicher seconded the motion. The motion passed unanimously (5-0).

MO 062326-03

L. RESOLUTION 704-26 TO SIGN IGA WITH TUALATIN FOR POLICING SERVICES.

Council considered Resolution 704-26 approving an intergovernmental agreement with the City of Tualatin for police services. City Administrator Parente stated the proposed one-year agreement is approximately \$195,000, an increase from the current year but less than Tualatin's earlier request. He noted Durham's projected property tax revenue of about \$140,000 is insufficient to cover policing, requiring use of savings. He will explore longer-term options to increase and fund public safety, such as a public safety levy or traffic cameras.

City Administrator Parente said the City Attorney recommended IGA language clarify that Durham funds a police position and that Durham matters should be prioritized, while Tualatin retains operational discretion. Mayor Drake asked about Tualatin's discretion. Mr. Parente confirmed Durham receives 24/7 service, but operational discretion remains through the chain of command. Council discussed the need for a dedicated officer, with Councilor Lee stating continuous coverage is more important than a strict one-to-one assignment. Council agreed to proceed with the current language for the one-year agreement while staff continue negotiations for a long-term agreement solution.

Councilor Paul moved to adopt Resolution 704-26 approving the IGA with Tualatin for policing services. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

MO 062326-04

M. RESOLUTION 705-26 TO SIGN IGA WITH TUALATIN FOR MUNICIPAL COURT SERVICES.

Council considered Resolution 705-26 approving an intergovernmental agreement with the City of Tualatin for municipal court services. City Administrator Parente stated that the agreement provides a court of record for Durham code violations and other matters requiring municipal court services. He explained that the agreement includes a 90% Tualatin-10% Durham fee split for some matters and that Tualatin receives 100% of traffic citation revenue under current arrangements. He stated that staff had added traffic camera language because the issue was not addressed in the draft. Tualatin countered with a request for 10% of traffic camera revenue, should cameras be installed.

City Administrator Parente stated that staff would like to continue discussing traffic-related revenue splits and prosecution responsibility, particularly if the City installs traffic cameras and whether Tualatin could prosecute those violations. Councilor Lee stated that traffic camera revenue might reasonably be split 90/10 in Durham's favor, while current traffic violations handled by Tualatin could continue under a different split. Council agreed that staff should continue discussions on the identified issues.

Council President Gifford moved to adopt Resolution 705-26 approving the IGA with Tualatin for municipal court services, with direction for staff to continue working with Tualatin on the fee split and other identified issues. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

MO 062326-05

N. PROPOSED CITY TREE REMOVAL RESOLUTION AND DEAD & DYING TREES REQUEST.

Council considered the proposed City tree removal resolution and the request regarding dead and dying trees in Durham Park. City Administrator Parente explained that the proposal aimed to address challenges of applying the current hazard-tree framework in the park. The absence of permanent targets in parks, like buildings, effectively means no trees meet the "hazard-tree" standard and the City Administrator has no authority to remove trees that pose risks to users. He also noted that past public notice efforts have been hindered by people who remove tree marking ribbons and paint.

Council discussed whether to revise the existing resolution. Mayor Drake questioned whether a hazard-tree finding is required or if Council approval alone is sufficient. Councilor Streicher stated that the current resolution allows the City Administrator to remove trees posing immediate danger or rated high risk by an arborist, with other removals requiring Council review. He emphasized that the current resolution reflects prior deliberation and supports oversight, especially near Fanno Creek where bank stability may be affected. Mayor Drake said a revision was unnecessary and that the current process could address the request. Councilor Lee agreed that the resolution and tree removal decision were separate and suggested establishing a consistent process for arborist review and documentation.

Council then discussed the specific trees. Mayor Drake supported leaving trees leaning toward the creek but expressed concern about those overhanging the path. Councilor Streicher questioned removal if trees were not rated high risk. City Administrator Parente said the arborist warned that dead

trees over a path could create liability risks. Councilor Lee agreed liability was a key factor, and Council President Gifford noted that trees may still pose risks to park users, even if not threatening structures.

Council did not adopt the proposed tree removal resolution. Council President Gifford moved to authorize the City Administrator to cut the four alder trees near the path the arborist identified as creating a potential liability concern. Mayor Drake seconded the motion. The motion passed 4-1, with Mayor Drake, Council President Gifford, Councilor Paul, and Councilor Lee voting in favor and Councilor Streicher voting against.

MO 062326-06

O. FINANCIAL REPORTS.

Council considered the May 2026 financial reports and approval of vendor checks 17944 through 17956 totaling \$59,189.03 and EFTs and payroll totaling \$20,019.74. Council President Gifford moved to approve the financial reports and payments as presented. Councilor Lee seconded the motion. The motion passed unanimously (5-0).

MO 062326-07

P. ADMINISTRATOR'S REPORT.

City Administrator Parente reported he would restore the City tree removal resolution to the website after it was inadvertently removed. He also addressed public comments on agenda packet deadlines, noting submission deadlines are posted online. Materials are needed the week before Council packets are distributed, which is the Friday before the Council meeting. He acknowledged this does not give a lot of time for public review; however, state law only requires notice of agenda items.

City Administrator Parente reported receiving a written response from the City's auditor, Roy Rogers, and signing the audit engagement letter. The audit is scheduled for August and should be completed before the busy auditor season. Councilor Streicher requested the auditor's letter be shared, and City Administrator Parente agreed.

City Administrator Parente stated that accounting firm Merina & Company is discontinuing services after the current fiscal year. He noted this should cause minimal disruption as Administrative Assistant Bean handles much of the daily financial work and the accountant reconciles statements and oversees the audit process. He hopes to transition to Mid-Willamette Valley Council of Governments. Councilor Streicher asked why the firm was ending the relationship. City Administrator Parente said they expressed concerns relating to the City's past practice of transfers to the General Fund. Council discussed transfer methodology, documentation challenges in a small staff, and the need to clarify the accountant's concerns.

City Administrator Parente reminded Council that full police report data may contain protected information and should only be reviewed on public computers. He also reported that a Durham Park encampment had been posted with a 72-hour notice by Tualatin Police, which expired June 18, and that an arrest occurred at the time of posting.

City Administrator Parente stated that Administrative Assistant Bean will reach one year of service on August 4 and recommended moving him to step 4 one month early. He also updated Council on July 4 planning, noting the City has obtained a temporary restaurant license and plans to provide food, games and music. Council discussed logistics, including equipment needs.

COUNCIL ENTERED EXECUTIVE SESSION AT 10:02 PM.

- Q. EXECUTIVE SESSION ON ORS 192.660 (2) (h) – TO CONSULT WITH COUNSEL REGARDING LEGAL RIGHTS AND DUTIES OF A PUBLIC BODY WITH REGARD TO CURRENT LITIGATION OR LITIGATION LIKELY TO BE FILED.
- R. EXECUTIVE SESSION ON ORS 192.660 (2) (i) – TO REVIEW AND EVALUATE THE EMPLOYMENT-RELATED PERFORMANCE OF THE CHIEF EXECUTIVE OFFICER OF ANY PUBLIC BODY, A PUBLIC OFFICER, EMPLOYEE OR STAFF MEMBER WHO DOES NOT REQUEST AN OPEN HEARING

COUNCIL EXITED EXECUTIVE SESSION AT 11:04 PM.

S. CONSIDERATION TO ADJUST CITY ADMINISTRATOR SALARY

Council considered adjusting the City Administrator's salary. Council President Gifford moved to change City Administrator Parente's salary to \$100,000 plus the medical benefit cost-sharing. Councilor Streicher seconded the motion. The motion passed unanimously (5-0).

MO 062326-08

T. COUNCIL COMMENTS & MISCELLANEOUS INFORMATIONAL ITEMS.

Mayor Drake opened the item for Council comments and miscellaneous informational items. No comments were made.

U. ADJOURN.

Mayor Drake adjourned the meeting at 11:05 PM.

Approved:

Joshua Drake, MAYOR

Attest:

Jordan Parente, CITY ADMINISTRATOR/RECORDER