



CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401
Fax: (541) 582-0937 • website: cityofrogueriver.org

REGULAR COUNCIL MEETING THURSDAY, JULY 24, 2025 6:00 P.M.

This meeting is also available for attendance by phone or internet via <https://join.freeconferencecall.com/rogueriver>:

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CALL TO ORDER

PLEDGE OF ALLEGIANCE

INVOCATION - Lucas Bradburn, Creekside Bible Church

ROLL CALL

AGENDA

APPROVAL OF MINUTES:

June 26, 2025

COMMITTEE REPORTS:

Community Relations: Chamber of Commerce Liaison
Community Relations: Community Center Representative
Emergency Communications of Southern Oregon
Finance Committee
Planning Commission Liaison
Rogue Valley Area Commission on Transportation
Rogue Valley Council of Governments
Rogue Valley Metropolitan Planning Organization

(City Councilor Barb Hilty)
(City Councilor Barb Gregory)
(City Administrator Ryan Nolan)
(City Councilor Sherrie Moss)
(City Councilor Barb Gregory)
(City Councilor Sharie Davis)
(Mayor Pam VanArsdale)
(Mayor Pam VanArsdale)

PUBLIC INPUT: *Speakers will be allowed three (3) minutes*

NEW BUSINESS:

- 1 **Appointment** Consider Mayor's Appointment of James Dyck to the Tree City Committee.
- 2 **Ordinance** Consider adopting Ordinance 25-439-0, an Ordinance amending Park Rules for the City of Rogue River.
- 3 **Resolution** Consider approving Resolution 25-1456-R, a Resolution updating Council Rules by adding a Park Naming Policy.
- 4 **Committee** Consider accepting the July 10th, Tree City Committee Minutes.



OTHER BUSINESS:

ADJOURN

Public Participation: *Members of the public are welcome to attend Council meetings unless otherwise noted. Public participation by testimony or comment is only permitted on certain matters, the order and length of which shall be regulated by the Council's presiding officer. Any member of the public who fails to comply with the Council's rules of conduct or who causes a disturbance shall be asked to leave, and upon failure to do so, becomes a trespasser. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted.*

Access Assistance: *City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for the other accommodations for persons with disabilities should be made at least 48 hours before the meeting to City Administrator, Ryan Nolan, in person, Monday through Thursday, between 9:00 a.m. and 5:00 p.m., or via first class mail at PO Box 1137, Rogue River, OR 97537 or electronically at rnolan@cityofroqueriver.org.*

Meeting Violation: *Written grievances regarding violations of provisions of Public Meeting Law (ORS 192.610 to 192.705) may be submitted to City Administrator, Ryan Nolan, in person Monday through Thursday, between 9:00 a.m. and 5:00 p.m., or via first class mail at PO Box 1137, Rogue River, OR 97537 or electronically at rnolan@cityofroqueriver.org.*

Invocation Policy: *Any invocation that may be offered before the official start of the City Council meeting is the voluntary offering of a private citizen to and for the benefit of the Council pursuant to Resolution No. 23-1408-R. The views and beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council and do not necessarily represent their individual religious beliefs, nor are the views or beliefs expressed intended to suggest allegiance to or preference for any particular religion, denomination, faith, creed, or belief of the City Council or the City of Rogue River. No person in attendance at this meeting is or shall be required to participate in any invocation, and the decision whether or not to participate will have no impact on his or her right to actively participate in the public meeting.*

If you wish to speak regarding an agenda item, please sign in before the start of the meeting.

REGULAR COUNCIL MEETING MINUTES

THURSDAY, JUNE 26, 2025

6:00 P.M.

CALL TO ORDER: 6:02 PM

PLEDGE OF ALLEGIANCE

INVOCATION – Pastor Josh Keeton, Rogue River Calvary Chapel

ROLL CALL: Barb Gregory, via online, Sherrie Moss, Barb Hilty, Mark Minegar, Grace Howell, and Mayor Pam VanArsdale

ABSENT: Sharie Davis, excused

STAFF PRESENT City Administrator, Ryan Nolan, Recorder Diane Oliver, and Police Chief, Dave Rash

PRESS: Brian Mortensen with the Rogue River Press

AGENDA

APPROVAL OF MINUTES:

May 22, 2025

June 5, 2025

Move to approve the city council meeting minutes of May 22 and June 5th, 2025

Motion by Councilor Moss, seconded by Councilor Howell,

Vote: All ayes, none opposed, both sets of minutes are approved.

COMMITTEE REPORTS:

Community Relations: Chamber of Commerce Liaison City Councilor Barb Hilty reports no June meeting, however, there was a ribbon cutting ceremony for Resolute Integrative Health on June 20th that was a great celebration.

Community Relations: Community Center Representative City Councilor Barb Gregory reports there was no June meeting, however the Community Center will start the Rooster Crow kick off with dinner served tomorrow evening at 4:30PM.

Emergency Communications of Southern Oregon: City Administrator Ryan Nolan reports No update, however, we had the privilege of a wonderful presentation at the last city council workshop given by Tim Doney, Director of ECSO.

Finance Committee: City Councilor Sherrie Moss reports that between May 21st and June 20, 2025, the finance committee met five times, issuing a total of 105 checks and five electronic

CITY COUNCIL PACKET

JULY 24, 2025

payments totaling \$286, 074.74.

Planning Commission Liaison: City Councilor Barb Gregory reports that the June meeting was cancelled. The workshop this last week the commissioners worked on the PUD criteria with planner Onnie Heaters.

Rogue Valley Area Commission on Transportation: No report was given

Rogue Valley Council of Governments: Mayor Pam VanArsdale reports that there was a quick meeting the main part was the executive director's evaluation and Anne Maries was a glowing review. She does wear several hats in her job duties, and we all hope that RVCOG can hire more staff in the future even though they have employment challenges. There was also, discussion about giving assistance to the Curry County's finance department, but because they are not members, they discussed the fees that would be charged for that work.

Rogue Valley Metropolitan Planning Organization: Mayor Pam VanArsdale reports that there was a meeting today. Scott Chancey from Josephine County Transit gave an incredible presentation on the electric bus that caught fire back in December. The presentation really showed how worse the incident could have been if not for the way that the buses were parked which showed the spread of the fire could have been astronomical. There have only been four electric bus fires in the nation. The one in Grants Pass was the luckiest of them all.

PUBLIC INPUT: None

NEW BUSINESS:

Proclamation Mayor presents Rooster Crow Proclamation

Request Consider approving a funding request from Rogue Food Garden.
Move to approve the funding request from Rogue Food Garden in the amount of \$1,200.00 motion by Sherrie Moss, seconded by Grace Howell
Discussion on the motion-
Councilor Moss moves to amend the motion, changing the amount to award to \$1000.00 dollars.
seconded by Councilor Minegar
No discussion on the motion-
Vote:
Barb Gregory, yes
Sherrie Moss, yes
Barb Hilty, yes
Mark Minegar, yes
Grace Howell, yes
Ayes: Unanimous
Motion carries

Request Consider approving a request to use the city logo from the Wards Creek Restoration Initiative.

Nikki Murphy, PO Box 340, Rogue River, OR 97537 presented her presentation and showed the council her banner ideas

Discussion by councilors

Move to deny the request due to the fact that we do not have concise clear code for using the city logo, so at this time we do not honor the request for our city logo to be used on the banner “know your zone”. Motion by Councilor Gregory, seconded by Councilor Sherrie Moss.

Vote: All ayes: None opposed, the request to use the city logo is unanimously denied

Motion carries

Resolution Resolution 25-1455-R, a Resolution adopting a Master Fee Schedule for the City of Rogue River.

Move to adopt Resolution 25-1455-R adopting the Master Fee Schedule motion by Councilor Hilty, seconded by Councilor Howell

Discussion on the motion

Vote: Councilor Hilty, Yes
Councilor Gregory, Yes
Councilor Moss, Yes
Councilor Minegar, Yes
Councilor Howell, Yes
Motion Carries

Bid Award Convene as the Contract Review Board to consider awarding a bid for the 7th Street Fire Hydrant and Water Main Improvements Project.

Move to award a bid for the 7th Street Fire Hydrant and Water Main Improvements Project to CBC Cat and Backhoe INC in the amount of \$168,001.46 and to also authorize the City Manager for any additional change ordered up to \$17,000.00. Motion by Councilor Hilty, seconded by Councilor Moss

Discussion on the motion

Vote:
Councilor Gregory, Yes
Councilor Moss, Yes
Councilor Hilty, Yes

Councilor Minegar, Yes
Councilor Howell, Yes
Motion Carries

Ordinance

Consider adopting Ordinance 24-433-O, an Ordinance adopting FEMA BiOp standards in the City's Development Standards.

Move to continue this item to the city council meeting on September 25th at 6:00PM, motion by Councilor Hilty, seconded by Councilor Moss

Discussion on the motion

Vote:

Councilor Gregory, Yes
Councilor Moss, Yes
Councilor Hilty, Yes
Councilor Minegar, Yes
Councilor Howell, Yes
Motion Carries

Ordinance

Consider adopting Ordinance 25-438-O, an Ordinance removing the false alarm fees from the municipal code, so that they can be located entirely in the City's Master Fee Schedule.

Move to adopt this ordinance 25-438-0, motion by Councilor Moss, seconded by Councilor Howell

No discussion on the motion

Vote:

Councilor Gregory, Yes
Councilor Moss, Yes
Councilor Hilty, Yes
Councilor Minegar, Yes
Councilor Howell, Yes
Motion Carries

Committee

Consider accepting the June 12th, Tree City Committee Minutes.

Move to accept the Rogue River Tree City minutes of June 12th, motion by Councilor Hilty, seconded by Councilor Howell

Discussion on the motion

Vote all ayes, none opposed, motion carries

OTHER BUSINESS: A discussion took place regarding the truck parking behind Rays. The Pickle ball courts are getting a lot of use. A discussion regarding the Rooster Crow took place.

ADJOURN: Move to adjourn this meeting, motion by Councilor Howell, seconded by Councilor Minegar, Vote, all ayes, none opposed, meeting is adjourned at 7:09PM

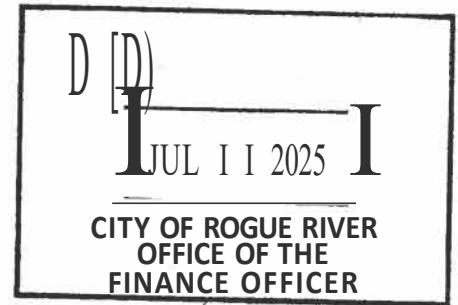
ATTEST:

Mayor Pam VanArsdale_____ Date_____

Diane Oliver, City Recorder_____



City of Rogue River Volunteer Registration Form



Thank you for your interest in volunteering for the City of Rogue River. We look forward to partnerships with volunteers to enable us to effectively serve the citizens of our community. In order to ensure the safety of our volunteers and protect the interests of the City of Rogue River, we require potential volunteers to complete this questionnaire form and participate in a background check. Thank you for volunteering.

Name	James Alan Dyck	Daytime Phone	[REDACTED]
Address	3533 Woods Creek Rd	Evening Phone	11 11 11
City/Zip	Rogue River 97537	Email	[REDACTED]

VOLUNTEER ACTIVITY

Please describe the type of volunteer work you are interested in performing or activity/event you wish to volunteer for.

... Q < t i l r) C ? , . . fu l t s e , b . . . , m
Community meetings, workday...

Please list the date(s) or range of dates for which you would like to volunteer.

1/2 YMA-a4

REFERENCES

Please list two references that are NOT related to you and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.

Name	Address	Phone Number	Relationship/Years Known
Joann Dixon	[REDACTED]	[REDACTED]	friend TCUSA ~10 years
Hilga Bush	[REDACTED]	[REDACTED]	

EMERGENCY INFORMATION

Name and contact information for the person(s) to reach in the event of an emergency.

Name	Phone Number	Relationship
Lyn Dyck	[REDACTED]	wife
Jamie Kriston	[REDACTED]	daughter

ORDINANCE NO. 25-439-O

AN ORDINANCE AMENDING ROGUE RIVER MUNICIPAL CODE TITLE 12, REVISING PARK RULES AND REGULATIONS WITHIN THE CITY OF ROGUE RIVER.

WHEREAS, the City of Rogue River strives to provide citizens with a safe, comfortable, and livable community; and

WHEREAS, the City of Rogue River has invested significant funds and hours into creating enjoyable recreational areas throughout the City; and,

WHEREAS, the City Council of the City of Rogue River seeks to clarify and update Park Rules and Regulations.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER ORDAINS AS FOLLOWS:

SECTION 1. Chapter 12.25 of the Rogue River Municipal Code shall be replaced in its entirety as follows:

Chapter 12.25

Park Rules and Regulations

12.25.010 Public parks.

Public parks shall include: Anna Classick Bicentennial Park, John F. Fleming Memorial Park, Coyote Evans Wayside Park, Ponderosa Memorial Park, Palmerton Park Arboretum, Plaza Park, and Rooster Park.

12.25.020 Rules and regulations.

The following rules and regulations are hereby established and are to be observed and enforced for the conduct of persons using or frequenting the public parks and public land of the city of Rogue River.

A. No person shall build a fire within any public park except in fireplaces as provided. Designated fireplaces shall not be operated within 15 feet of a combustible structure or combustible material. The maximum fuel package size is restricted to three (3) feet or less in diameter and two (2) feet or less in height. Portable stoves, in good operating condition, will be allowed in table areas. During fire season, as determined by Oregon Department of Forestry, only propane (or other gas or liquid) fueled cooking fires are allowed. The City Council may temporarily restrict or prohibit fires in otherwise allowed

situations due to high fire hazard conditions, and all persons shall observe such restrictions.

B. No person shall permit any dog to run at large within any public park or on public land and all dogs shall be kept in control on a leash at all times. Owners of dogs or other animals damaging or destroying park property or public land will be held liable for the full value of property damaged or destroyed. Owners of dogs that defecate on park property shall be responsible for cleaning up and depositing the material in the proper containers provided.

C. Flowers, shrubs, foliage, trees or plant life shall not be picked, cut, mutilated or removed from any park or public land area.

D. No person shall mutilate, deface, damage or remove any table, bench, building, sign, marker, monument, fence, fountain, faucet or other structure or cause or assist in doing any other of the above from any park or public area.

E. No person shall remove any dirt, stones, or rocks from any park or public area. Metal detecting is allowed provided that all metal detectorists:

1. Observe all federal and state antiquity laws.
2. Treat any found items of unusual value in accordance with the "Rights and Duties of Finders and Owners" defined in Chapter 98 of the Oregon Revised Statutes. Such items should be reported to City Hall so that they can be returned to the rightful owner if possible.
3. Remain respectful of other users' space and privacy at all times; do not interfere with or disrupt other park users and/or activities.
4. Probing the ground is limited to the use of an ice pick or screwdriver-like tool with a maximum blade or shaft length of 6 inches, or a knife with a blade under 3 inches in width.
5. Any area disturbed must be returned to its previous state and the ground carefully leveled and returned to its original condition as much as possible.

F. No bottles, cans, ashes, wastepaper, garbage, sewage, or other rubbish shall be left in the park or public land area except in receptacles designated for that purpose.

G. It shall be unlawful for any person to haul household or yard garbage, rubbish or trash to the city park and deposit the same in the park or public property or in the park trash containers.

H. No person shall hunt, pursue, trap, kill, injure, mutilate or disturb the habitat of any bird or animal.

I. No person shall discharge firearms, pellet guns, bows and arrows, slingshots or other types of weapons or instruments capable of injuring any person. Furthermore, no person

shall use or operate any power-propelled model rocket, drone aircraft, or glider. No drone shall be flown at a height of less than 400 feet in the airspace above city of Rogue River park land.

J. No person shall clean any fish in the bathrooms provided at the city parks.

K. No person shall ride, lead or drive any equine or other riding animals or permit any equine or animals (except dogs on leashes) to go upon any portion of any public park, without permission of the city council.

L. No dogs shall be permitted at Rooster Park without the permission of the city council.

M. No person shall:

1. Solicit the acquaintance of another.
3. Solicit fares.
4. Solicit subscriptions of food or moneys.

N. Smoking and tobacco use is prohibited.

1. Definitions.

a. "Electronic smoking cartridges" or "electronic smoking device liquid" means the part or accessory to an electronic smoking device that is heated, atomized, vaporized or through some other process, using an ESD, becomes airborne to facilitate inhalation of the product or its byproducts.

b. "Electronic smoking device" (ESD) means any electronic product that delivers nicotine or any other substance to the person inhaling from the device, including but not limited to an electronic cigarette, e-cigar, e-pipe, vape pen or e-hookah. "Electronic smoking device" includes any component, part, or accessory of such a product, whether or not sold separately. "Electronic smoking device" does not include drugs, devices, or combination products approved for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug and Cosmetic Act.

c. "Park" means any land owned by the City of Rogue River and designated as a park by the City Council.

d. "Smoke" and "smoking" mean inhaling, exhaling, burning, or carrying any lighted or heated smoking instrument in any manner. "Smoke" and "smoking" also include the use of an electronic smoking device which creates an aerosol, in any manner or in any form. A lighted smoking instrument includes an activated or "switched on" electronic smoking device.

e. "Smoking instrument" means any cigar, cigarette, pipe, electronic smoking device, weed, plant, or other tobacco or tobacco-like product or substance in any form.

2. Prohibition. No person may utilize or consume any tobacco or smoking product, not limited to tobacco, or smoke, or carry any lighted smoking instrument, in any park.

O. No person shall, erect signs, markers or inscriptions of any type within the park without permission from the city council.

P. No person in the park may, without written permission of the city council:

1. Operate a concession, either fixed or mobile.

2. Solicit, sell or offer for sale, peddle, hock, barter, swap, or vend, or provide any goods, wares, merchandise, food, liquids or services.

3. Advertise any goods or services by any means whatsoever or distribute any circulars, notices, leaflets, pamphlets or written or printed information of any kind.

Q. No overnight camping will be permitted unless authorized in writing by the city council,

R. The consumption of alcoholic beverages is prohibited within public parks without the written permission of the city council. The city council may grant permission to consume alcoholic beverages in special cases when a group reserves a park for a specific purpose. In all cases the city will require proof of liquor liability insurance in the amount of \$1,000,000 per occurrence and in a form that names the city as an additional insured prior to granting permission to consume alcoholic beverages within a public park.

S. Except as authorized by the city council, no person shall use any device that amplifies sound.

T. Motor vehicles are required to park only in designated areas. The city police are hereby authorized to remove, or cause to be removed and stored, any vehicle left unattended in a public park (any vehicle removal shall be done in compliance with State law).

U. Persons using bicycles, skateboards, roller skates and similar contrivances shall only use these devices on roads or in parking areas.

V. Any person violating any of the provisions of this article shall upon conviction thereof be punished by a fine of not less than \$25.00 nor more than \$1,000.

W. In order to enforce all rules and regulations, and to maintain a sanitary and orderly appearance in city parks and on public land, any city police officer is vested with the authority to require all persons using said park to abide by the rules and regulations and has full authority to issue a citation.

SECTION 2. Severability Clause

If any portion of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the Ordinance.

ADOPTED by the Common Council of the City of Rogue River on this 24th day of July 2025.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 24th day of July 2025.

ATTEST:

Pam VanArsdale
Mayor

Diane Oliver,
City Recorder

RESOLUTION NO. 25-1456-R

A RESOLUTION ADOPTING RULES OF THE COMMON COUNCIL FOR THE CITY OF ROGUE RIVER, OREGON.

WHEREAS, the Common Council of the City of Rogue River desires to provide the residents and taxpayers of the City the highest degree of loyalty, integrity and good faith; and

WHEREAS, the Council is responsible for administering the affairs of the City honestly and economically, exercising their best care, skill and judgment for the benefit of the residents and taxpayers; and

WHEREAS, the Council has the inherent right to make and enforce rules to ensure compliance with those laws generally applicable to public bodies; and

WHEREAS, the Council has found it necessary to adopt a policy regarding the use of the City Seal and the City Logo; and

WHEREAS, the Council has decided to place the Park Naming Policy in the Council Rules;

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER, OREGON, does hereby adopt the Rules of the Common Council as presented in Exhibit 'A' to this resolution.

PASSED by the Common Council of the City of Rogue River on this 28th day of August 2025.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 28th day of August 2025.

Pam VanArsdale
Mayor

ATTEST:

Diane Oliver
City Recorder

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SECTION 1 - AUTHORITY

1.1 Authority - The Charter of the City of Rogue River provides that the Council shall adopt rules for the government of its members and proceedings. The following rules shall be in effect upon their adoption by the Council until they are amended or new rules are adopted. These rules shall be presented to all Council members during the first work session in January of odd-number years following general elections. Within 30 days of taking office, each appointed or elected Council member shall sign that they have reviewed and received a copy of these rules. The City Recorder shall retain the signature copy. As used herein, the term "Council" includes the Councilors and the Mayor. The term "Council members" shall include the Mayor.

SECTION 2 - GENERAL RULES

2.1 Open Meetings – All meetings will be held in accordance with the Oregon public meeting requirements of Oregon law. No final action by the Council shall have legal effect unless the motion, and the vote by which it is disposed of, take place at a proceeding that is open to the public. Pursuant to state law, in any public meeting of the Council or any other public body, telephonic or other virtual access and attendance shall be provided to the extent reasonably possible. If oral and/or written comments or testimony is allowed, virtual or electronic oral or written testimony shall be provided to the extent reasonably possible.

2.2 Ethics – All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the Council shall refrain from:

- A. Disclosing confidential information.
- B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.

Councilors shall conduct themselves as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefitting any individual or special interest group at the expense of the City as a whole. Councilors should likewise do everything in their power to insure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, social station or economic position.

2.3 Quorum – A majority of the members currently serving on the Council, excluding vacant seats, shall constitute a quorum, but no less than three Council members may meet and compel attendance of absent members as prescribed by Council rules.

2.4 Rules of Order – Robert's Rules of Order Newly Revised, 12th Edition shall govern all Council proceedings unless they conflict with these rules. The Mayor will act as parliamentarian with support from the City Attorney when present.

2.5 Suspension of Rules – The vote to suspend the Rules of Procedure (including Robert's Rules of Order Newly Revised, 12th Edition) requires a two-thirds majority vote of those members of the Council who are present, except as set forth in Section 6.1(o). If the motion is carried by a two-thirds vote, then the rules are suspended for that item only.

2.6 Address by Council Members – Every Council member desiring to speak to an issue will address the Presiding Officer and upon recognition, will confine remarks to the issue under debate. Council members questioning, seeking clarification, or soliciting a recommendation from staff will direct the concern to the City Administrator. The City Administrator may respond as requested or redirect the inquiry to a member of the staff.

2.7 Seating Capacity and Safety Requirements – The safe occupancy and seating capacity of the Council chambers as determined by the fire marshal shall be posted within the Council chambers. The limitations on occupancy and seating shall be complied with at all times. Aisles and emergency exits shall be kept clear at all times.

2.8 Building Access – For building security purposes, Council members shall abide by applicable employee building access policies, including, but not limited to the allowance of visitors in the employee-only sections of City Hall.

2.9 Personnel Policies and Other Regulations – As approved by Council, certain personnel policies are applicable to Council members. Copies of the personnel policies and other rules or policies that apply to Council members will be provided to Council members prior to taking office and when amended.

SECTION 3 – COUNCIL MEETINGS

3.1 Regular Meeting –

A. The Rogue River City Council will meet in regular session on the fourth Thursday of each month at 6:00 p.m. in the Council Chambers or at another place in the City which the City Council designates. If such date falls on a legal holiday (per state statute), the meeting shall be held on the following Thursday, or the prior Thursday if the month has no additional Thursdays, at the usual hour and place.

B. Training sessions may be held outside of the City's jurisdictional limits, provided no deliberations toward a decision are made.

C. Interjurisdictional meetings may be held outside of the City's jurisdictional limits, but should be held as close as practical to the City, and such meetings shall be located within the jurisdictional boundaries of the other government entity.

D. No Council meeting shall be held at any place where discrimination on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.

3.2 Work Session – The Rogue River City Council may hold a work session, or workshop, on the first Thursday of each month in the Council Chambers or at another

time or place in the City in which the City Council designates. Such sessions shall allow the City Council an opportunity to review forthcoming projects of the City, determine goals for the ensuing year, receive progress reports on current programs or projects, or to hold open discussions on any City-related subject, provided that all discussions thereon shall be informal with no formal action taken. Work sessions shall be open to the public; however, an opportunity for public comment will only be allowed at the discretion of the Presiding Officer or by a majority vote of the Council members present.

3.3 Special Meeting – The Mayor may call a special Council meeting at Mayor's own discretion, and shall call a special meeting at the request of three Council members. Any special meeting shall occur as provided under state law. Special meetings of the Council may also be held at any time by the common consent of all the members of the Council.

3.4 Electronic Meetings - Normally, all Council meetings or work sessions shall be held in-person. However, upon Council motion, Council may schedule a future meeting or work session partially or totally electronically upon a showing of a particular need.

3.5 Emergency Meeting - An emergency meeting of the City Council may be called by the Presiding Officer, at the request of three Council members, or by the City Administrator on less than 24 hours' notice provided that an actual emergency exists. The minutes of the meeting must describe the emergency justifying less than 24 hours' notice and why the meeting could not be delayed. Attempts will be made to contact the media. The emergency meeting may be held partially or totally electronically if necessary as determined by the Presiding Officer, or if the Presiding Officer is not available, by the City Administrator.

3.6 Executive Session – Executive sessions shall be held in accordance with Oregon law. Matters discussed in executive session shall be exempt from public disclosure pursuant to state statutes. Executive sessions shall be closed to all persons except the City Council; persons reporting to Council on the subject of the executive session; the City Administrator unless directed otherwise by the Council; City staff persons as allowed by the City Council to attend; news media representatives, unless excluded by the Public Meeting Law (e.g.; media representatives may be excluded for discussions regarding labor negotiations); and other persons authorized by the City Council to attend. No elected official who declares an actual conflict of interest on a topic to be discussed in executive session shall remain in the room during such executive session discussion.

Prior to opening an executive session the Presiding Officer or City Attorney shall:

- announce the purpose of the executive session,
- the state statute authorizing the executive session,
- and a notification to all present, including the media, that matters discussed in executive session are, limited to the purpose and state statute authorizing the session, and are not to be disclosed or reported to the public.

An executive session may be held during any open meeting for which proper notice has been given or outside of any regular meeting when properly noticed. No formal or final action may be taken during an executive session, but an opinion or consensus of the

Council may be gathered.

3.7 Cancellation of Meeting - Upon a majority vote of the members of the City Council present, a meeting (or workshop) may be cancelled when deemed appropriate. The Charter requires one regular meeting be held each month. Notice of cancellation shall be posted at City Hall, on the City's web site and social media sites, distributed to members of the media, and to citizens requesting notice. Any meeting (or workshop) which lacks a quorum of Councilors shall be considered cancelled.

3.8 Notice of Meeting – The City Recorder shall provide:

- notice of the time,
- place, and
- agenda items for any gathering of the Rogue River City Council.

Notice shall be posted on the City's website, City's social media site, delivered by email, mail or otherwise to members of the media, and other interested persons upon written request. Notice shall be given at least 24 hours prior to the meeting to members of the governing body, the public and media for any special meeting, unless the meeting is considered an emergency as defined by law. Notice of executive sessions shall cite the specific law that authorizes the executive session.

3.9 – Americans With Disabilities Act – All meetings of the Council shall be held in compliance with the Americans with Disabilities Act.

3.10 – Attendance Duty - It is the duty of each member of the City Council to attend all meetings of the Council. The Charter provides in Chapter VII Section 28 that a Council office will be deemed vacant upon their absence from the City for 30 days without the consent of the City Council, or their absence from meetings of the Council for 60 days without like consent. Consent will be given for good cause.

Good cause shall include, but is not limited to:

- Illness;
- Family obligations;
- Employment requirements;
- Scheduled vacations; or
- Other City business

Telephonic, video or internet ("electronic") attendance may be considered "in attendance" as long as it can be ensured that all comments, testimony, discussions, staff information and deliberations are available fully and equally.

This provision is automatically waived at any time a federal, state or local emergency declaration affecting all or a part of the City is in effect. Council members shall notify the City Recorder if they will appear in person or electronically. In such case, no quorum is required to be physically present so long as the required quorum is physically and/or virtually present.

3.11 – Excused Absence – When any Council member cannot attend a meeting of the Council, the member shall notify the Presiding Officer prior to the meeting. If there are no objections from other Council members, the Presiding Officer may announce the absence is for good cause and the absence shall be listed in the minutes as excused. If the City Council determines the absence is not for good cause, the absence shall be listed in the minutes as unexcused.

3.12– Agendas – The City Administrator shall prepare an agenda (to be approved by the Mayor) for every regular meeting, and, if requested by the presiding officer, for every special meeting.

A. Agendas and packets for meetings shall be distributed to the council at least three (3) days preceding the meeting.

B. No council approval shall be required for an agenda of any meeting.

C. The City Administrator may place routine items and items referred by staff on the agenda without council approval or action.

D. The City Administrator may remove any items on the agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under announcements/ proclamations.

E. A member of the council who wishes to have an item placed on the agenda shall advise the City Administrator at least one week prior to the meeting.

3.13– Other Appointed Officers –

A. City Recorder. The City Recorder shall be the parliamentarian and shall advise the Presiding Officer on any questions of order. Additionally, the City Recorder shall keep the official minutes of the council.

B. City Administrator. The City Administrator should attend all meetings of the council and is permitted to participate in any discussion; however, the City Administrator has no authority to cast a vote in any decision rendered by the council.

C. City Attorney. The City Attorney shall attend meetings of the council at the request of the City Administrator, or at least two Council Members, and will, upon request, give an opinion, either written or oral, on legal questions.

SECTION 4 – THE PRESIDING OFFICER

4.1 Mayor – The Mayor shall preside at all regular, work sessions, special meetings and executive sessions of the City Council and shall be the recognized head of the City for all ceremonial purposes. The Mayor shall cast a vote only in case of a tie. The Mayor shall have authority to preserve order, enforce the rules of the City Council, and determine the order of business under the rules of the City Council. In the absence of the Mayor, the Mayor Pro Tem shall serve as the Presiding Officer. If both the Mayor and the Mayor Pro Tem are absent from the meeting, the following procedure shall be utilized to determine who is the Presiding Officer for that meeting:

A. The City Recorder shall call the Council to order and call the roll of the members.

B. Those members of Council present shall elect, by majority vote, a temporary Presiding Officer for the meeting.

C. Should either the Mayor or the Mayor Pro Tem arrive, the temporary Presiding Officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.

D. The Presiding Officer shall vote only in case of a tie. The Presiding Officer shall have authority to preserve order, enforce the rules of the City Council, and determine the order of business under the rules of the City Council.

4.2 Mayor Pro Tem – The Council shall elect a Mayor Pro Tem from its members by a vote of a majority of Council members. This shall occur at the first meeting of the Council in each odd-numbered year or before the position has been vacant for sixty (60) days. Any Councilor may be nominated, including the current Mayor Pro Tem. In the event that no candidate receives a majority vote, a second vote will be conducted. The first place candidates shall be nominated. If there is only one first place candidate, such candidate and all second place candidates shall be nominated. If no candidate receives a majority vote, the candidates in the second vote will draw lots to determine the Mayor Pro Tem.

When the Mayor is unable to perform the functions of the office, the Mayor Pro Tem shall act as Mayor. The Mayor may assign other duties to the Mayor Pro Tem. If the Mayor Pro Tem wishes to do so, they may initiate a motion for all prepared resolutions, orders and ordinances unless another Councilor has requested to do so or initiates the action. When the Mayor Pro Tem serves in the Mayor's place as presiding officer, the Mayor Pro Tem shall cast a vote only in case of a tie.

SECTION 5 – DECORUM AND ORDER

5.1 Presiding Officer – During Council meetings, the Presiding Officer shall enforce the rules of the Council. In addition, the Presiding Officer has the authority to preserve decorum and decide all points of order, subject to appeal to the Council. The Presiding

Officer shall enforce order and the rules set forth herein.

5.2 Council Members –

A. During Council meetings, Council members shall preserve order and decorum, confine themselves to questions or issues then under discussion, and shall not by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these Rules.

B. Council members shall not engage in personal attacks and shall not impugn the motives of any speaker at any time.

C. Council members shall at all times when dealing with members of the public, other Council members or staff conduct themselves in a manner appropriate to the dignity of their office.

D. Council may determine by simple majority the appropriateness of a particular event or action. However, no Council member will be required to take part in an event or action that they believe inappropriate or undignified.

E. The Mayor is the official spokesperson for the Council. Unless specifically authorized by the Mayor or the Council, Councilors shall not make any representations on behalf of the City. However, nothing shall prevent the Mayor or a Councilor from expressing their own individual thoughts and opinions when specifically identified as not a representation of the City or the Council's position.

5.3 Staff and Public – Members of the administrative staff, employees of the City and other persons attending Council meetings shall observe the same rules of procedure, decorum and good conduct applicable to the members of the Council. This shall include written communications.

5.4 Removal of Any Person – If any person in attendance becomes disorderly the Presiding Officer may call for a recess, request that audience and/or Council Members temporarily leave the Council Chambers, and may even suggest adjourning the meeting. If any person makes threatening remarks or takes threatening actions against another person in attendance they may be asked to leave or be escorted out of a Council meeting.

SECTION 6 – ORDER OF BUSINESS AND AGENDA

6.1 Order of Business - The general rule to the order of business at regular meetings of the City Council will be:

A. **Call to Order** – The Presiding Officer shall call the meeting to order.

B. **Invocation** – The Presiding Officer shall call on a previously scheduled individual to provide an invocation, when available.

C. **Flag Salute** – The Presiding Officer or designee may lead the Council and audience in the Pledge of Allegiance.

D. **Roll Call** – The City Recorder shall call the name of each Council member

and note each Council member's attendance or absence in the record, under the guidelines as set forth in Section 3.10 and 3.11 to establish a quorum is present to conduct business.

- E. **Special Orders of Business** – Oaths of office, awards, proclamations, and agenda items that are of special importance to the Council may be treated as Special Orders of Business. Special Orders of Business agenda items take precedence over all other items except Flag Salute, at the discretion of the Presiding Officer.
- F. **Approval of Minutes** – Minutes of previous City Council meetings shall be reviewed and potentially approved by the Council.
- G. **Committee Reports** – Reports by City committee members and appointments to City committees.
- H. **Citizen-Requested Items** – Requests received from citizens at least 7 days prior to the Council Meeting and approved by the City Administrator and Mayor shall be added to the agenda for review/consideration.
- I. **Public Comments** – An opportunity for members of the audience shall be given to address the Council on any matter, other than those issues on the agenda or scheduled for public hearing, during this portion of the meeting. Written comments or communications will be acknowledged for the record by the writer's name, city of residence, and topic/subject line. Public comments shall be limited to 3 minutes.
- J. **Ordinances and Resolutions**
- K. **Public Hearings** – A public hearing shall be held on each matter required by state law or City policy. Written and oral testimony shall be heard prior to Council action. (Procedures for public hearings are addressed in Section 10 of these procedures.)
- L. **Executive Session** - As necessary the Council shall go into Executive Session in accordance with properly noticed and announced cause.
- M. **Administrative Action** – Items that require formal action or Council direction.
- N. **Review of Committee Minutes** – At the regular monthly meeting the Council shall have an opportunity to review and vote to accept committee minutes from the previous month.
- O. **Other Business** – Time provided for members of the Council or City staff to bring new or old matters before the Council. These matters need not be specifically listed on the agenda, but formal action on these matters will be deferred until a subsequent Council meeting. This rule may be suspended ONLY if the matter is deemed urgent by two-thirds majority vote of the Council members present and cannot wait until the next special or regular City Council meeting. A motion to reconsider a previous motion may be acted upon without suspension of the rules, as outlined in Section 11.6.
- P. **Council Member Comment** - Time provided for members of the Council to

briefly present items related to the City. Each Council member is encouraged to limit remarks to 3 minutes or less.

Q. Mayor Comments

- R. Adjournment** – Following completion of all matters listed on the agenda, the Presiding Officer shall declare the meeting adjourned following a motion, second, and vote confirming adjournment. Councilors are encouraged to request adjournment if necessary (adjournment is preferable to Councilors leaving the meeting unannounced for short restroom breaks, phone calls, etc.)

The Presiding Officer may adjust the Order of Business.

6.2 Recess – If there are no objections from the Council members, the Presiding Officer may recess any meeting of the Council. The Presiding Officer shall announce the time in which the meeting shall reconvene.

6.3 Agenda Distribution – General practice will be copies of agendas and packets for regular meetings shall be distributed not later than three (3) calendar days prior to the meeting to members of the Council, staff, news media, and interested citizens who have requested the agenda. Council members with questions, concerns or suggestions are encouraged to communicate those to the City Administrator no later than one (1) day before the meeting.

6.4 Placing an Item on the Agenda – The City Administrator will prepare and the Mayor shall approve agenda items.

6.5 Special Accommodations – All Council meeting agendas shall contain proper notice of the City's intent to conduct the meeting in accordance with the Americans With Disabilities Act and that persons needing accommodations may contact the City Recorder 48 hours prior to the meeting time to request the necessary accommodations. Such notice shall provide the telephone number and email address at which the City Recorder may be contacted.

SECTION 7 – WRITTEN COMMUNICATIONS

7.1 Written Communications –

A. Anonymous and unsigned written communication shall not be introduced in Council meetings.

B. Written testimony concerning any public hearing on the agenda will be included in the agenda packet or placed on the dais.

C. The City Administrator may, in the City Administrator's discretion, bring any matter raised by any communication to the attention of the Council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the Council, and making a recommendation for Council action.

D. The City Council may direct staff to address an issue raised in written communications and may, as appropriate, request a staff report to Council setting forth recommendations for addressing the issue raised.

SECTION 8 – CONFLICT OF INTEREST OR OTHER DISQUALIFICATIONS

8.1 Conflict of Interest – In every case in which a Council member is faced with a potential conflict of interest or an actual conflict of interest as defined in state law, the nature of the conflict must be disclosed during the public meeting and recorded in the minutes. If an actual conflict of interest exists, the Council member, after disclosing the conflict, shall remove themselves from the Council Chambers and refrain from both participation in the discussion and the vote on the issue. However, if the Council member is a direct party on the issue, they will be allowed to remain in the Council Chambers.

8.2 Bias – In quasi-judicial cases, Council members should recuse themselves from any decision or discussions if they have a prejudice or prejudgment of the facts to such a degree that the Council member is incapable of rendering an objective decision on the merits. Members of the Council should avoid voicing an opinion prior to the testimony.

8.3 Ex Parte Contact – Ex Parte communications only apply in a quasi-judicial case. Members of the Council should avoid any communication outside of the public hearing with any party, including other Council members. A site visit is not considered an ex parte contact unless there is communication with an outside party or if information is gained from the visit that could be a factor in Council's decisions. Any ex parte contact, including the nature of the contact and the information obtained, should be disclosed at the beginning of the public hearing, and again at each continued public hearing.

SECTION 9 – PUBLIC COMMENT

9.1 Public Comment Generally –

A. Any member of the general public wishing to address the Council on a matter of public concern may do so at the time set for public comment during each regular session of the Council.

B. If any group of three or more persons sharing a common viewpoint on any subject wishes to address the Council during the time for public comment, the group shall select a spokesperson who shall present the views of the group to the Council. The Council, in its sole discretion, may request to hear the views of additional speakers from the group. Additional support for the views of the group, in the form of petitions, letters, videotapes, etc. may be presented to the Council for consideration at the conclusion of the spokesperson's remarks.

C. If physically present, participants must use a microphone and state their name and City of residence for the record prior to addressing Council.

D. Comments will be limited to three minutes. No yielding or ceding of time is allowed.

E. The Council may request further information be presented to the Council on such date and in such manner as it deems appropriate.

F. Council members may, after obtaining the floor, address the speaker during public comment. Council members shall use restraint when exercising this option. The speaker shall be limited to three (3) minutes to answer questions. The Council may extend the time at their discretion. The Presiding Officer may intervene if a Council member or the speaker is violating the spirit of this rule.

G. Speakers may present electronic audio or visual material during the time permitted for their comment. Speakers may utilize City-provided audio or visual equipment located in the Council Chambers as a part of their comment, but must provide the materials in a readable format to City staff prior to the meeting (generally three days) so that it may be installed on the City's equipment to avoid a delay or disruption of the meeting.

H. Items brought before the Council from the public during public comment may be referred to the staff for appropriate action and a report returned to the Council, if requested. Such procedure should not prevent the staff, Mayor, or City Council from answering directly to a citizen inquiry at the time it is brought before the Council.

I. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.

9.2 Roster - All persons or groups wishing to address the Council during the time set for public comments shall, prior to the convening of the meeting, sign the roster provided by the City Recorder, indicating the name of the person, the city of residence, and the subject of public concern on which the person or group wishes to address the Council. Those who have not signed the roster may address the Council at the discretion of the Presiding Officer.

9.3 Complaints and Suggestions to the Council - When any citizen brings a complaint before or makes a suggestion to the Council, other than for items already on the agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

(1) If the issue is legislative, and if the Council finds such complaint or suggestion may indicate the need for a change to an ordinance or resolution of the City or the adoption of a new ordinance or resolution, the Council may refer the matter to the City Attorney, the City Administrator or an advisory body for study and recommendation.

(2) If administrative, and the complaint or suggestion involves administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the City Administrator, the Presiding Officer shall then refer

the complaint directly to the City Administrator for their review if the complaint has not already been reviewed. The Council may direct the City Administrator to report to the Council when their review has been made.

9.4 Council Shall Carefully Consider All Comments – All Council members should give those presenting comments their undivided attention. Councilors should refrain from engaging in sidebar conversations. Councilors shall not use their cell phones during meetings, unless it is an emergency. Councilors shall announce to the Common Council if they are expecting emergency calls.

SECTION 10 – PUBLIC HEARINGS

10.1 Public Hearings - A public hearing shall be held on each matter required by state law, City policy or as directed by the City Council. The Presiding Officer shall preside over the hearing and announce the type of hearing and the guidelines for the hearing. The Presiding Officer shall declare the hearing to be open and invite the City Administrator or member of the staff to present the staff report together with any petitions, letters, or written comments on the matter.

10.2 Testimony for Non-Land Use Hearings – Members of the audience may present oral testimony on the matters scheduled for public hearing. The Presiding Officer will call forth members of the audience who have signed up to present testimony under the guidelines specified at the opening of the hearing. If appropriate, the Presiding Officer may first ask those persons in favor of the matter to come forward, with those speaking in opposition coming after, and those with general comments or questions following.

Except as stated otherwise, all testimony will be limited to three minutes per person. The Presiding Officer may further limit testimony if a speaker persists in being threatening and disorderly, or abusive, following a warning to that effect from the Presiding Officer. Upon being recognized by the Presiding Officer, any member of the Council or the City staff may ask questions of any speaker, subject to the same provisions set forth in Section 9.1(F). Upon closure of the hearing, no further testimony will be allowed unless the Council allows written testimony to be submitted by a date certain.

10.3 Quasi-Judicial Land-Use Proceedings –

A. Scope of Review. All quasi-judicial land use proceedings shall be new (de novo).

B. Conflicts of Interest.

1. A member of the Council shall declare any potential conflict of interest and shall continue to participate in discussion and voting in a quasi-judicial land use proceeding.

2. A member of the Council shall declare an actual conflict of interest and shall not participate (unless required to create a quorum) in a discussion or vote in a quasi-judicial land use proceeding if:

a. The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the City Charter.

b. The member was not present during the public hearing; provided however, the member may participate and vote if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.

C. Ex Parte Contacts/Bias

1. Members of the Council shall reveal the nature of any ex parte contacts or bias with regard to the proceeding at the commencement of any quasi-judicial land use proceeding.

If such contact/bias impairs the member's impartiality, and the member feels they cannot make an unbiased decision, the member shall state this fact and abstain from participation and voting in the matter.

D. Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.

E. The decision of the Council shall be based on the applicable standards and criteria as set forth in the City's Development Code, the City's Comprehensive Plan, and, if applicable, any other land use standards and criteria imposed by state law or administrative rule.

F. The proponent, any opponents, and/or City staff may submit to the Council a set of proposed written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.

G. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:

1. Land Use Hearing Disclosure Statement. The Presiding Officer or their designee shall read the land use hearing disclosure statement, which shall include:

a. A list of the applicable criteria;

b. A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulation which the person believes to apply to the decision;

c. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the Council and the parties an opportunity to respond to the issue precludes appeal to the Land Use

Board of Appeals based on that issue; and

d. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.

2. Call for ex parte contacts/bias/conflict of interest. The Presiding Officer or their designee shall inquire whether any member of the Council has had ex parte contacts, has bias, or has an actual or potential conflict of interest. Any member of the Council announcing an ex parte contact or conflict shall state for the record the nature of the contact or conflict. See Section 10.3(B) and (C).

3. Staff summary. Planning staff shall present a summary and recommendation concerning the proposal.

4. Presentation of the Case.

5. Applicant's case. Twenty minutes total.

6. Persons in favor. Three minutes per person.

7. Persons opposed. Three minutes per person.

8. Other interested persons. Three minutes per person.

9. Rebuttal. Ten minutes total. Rebuttal may be presented by the applicant. The scope of rebuttal is limited to matters which were introduced during the hearing by parties other than the applicant.

10. Close of hearing. Subject to state law, the Presiding Officer shall close the hearing if there are no further questions from Council. The Record may be left open pursuant to state law. The timeframe for submittals to the Record shall be clearly announced prior to close of the hearing.

11. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.

12. Findings and Order/Ordinance. The Council shall approve or deny the application.

a. The Council shall adopt findings to support its decision.

b. The Council may incorporate findings proposed by the applicant, the opponent or staff in its decision.

13. Continuances. Council shall grant continuances as required by state law. However, nothing in this section shall restrict the Council, in its

discretion, from granting additional continuances. Any continuance requested by the applicant shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

10.4 Legislative Land Use Matters –

A. Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:

1. Call for abstentions. Inquire whether any member of the Council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.
2. Staff summary. Staff shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
3. Presentation of the Case.
 - a. Persons in favor. Three minutes per person.
 - b. Persons opposed. Three minutes per person.
 - c. Other interested persons. Three minutes per person.
4. Close of hearing. No further information shall be received after the close of the hearing, except for written materials allowed by Council to be submitted prior to the close of the Record.
5. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
6. Reopening hearing. Prior to adoption of an Ordinance relating to a legislative land use matter, and upon majority vote of the Council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

10.5 Attorney Representation – Any person attending a hearing has the right to be represented by an attorney.

10.6 Appeal Fee – An appeal fee established by the City Council shall be required to defray costs incidental to the proceedings and shall be paid at the time of filing an appeal. The appeal fee shall be determined by the City Council.

SECTION 11 – ORDINANCES, ORDERS, RESOLUTIONS, AND MOTIONS

11.1 Form – All Ordinances, Orders, and Resolutions shall be presented to the Council.

11.2 Signing Of Official Documents - The Mayor shall sign all records of proceedings approved by the Council. The Mayor shall have no veto power and shall sign all ordinances passed by the Council within five days after their passage. After the Council approves a bond of a City officer or a bond for a license, contract, or proposal, the Mayor shall endorse the bond. The Mayor Pro Tem shall perform these functions whenever the Mayor is unable to perform the functions herein.

11.3 Enactment of Ordinances – All ordinances will be enacted pursuant to Section 4 of the Rogue River City Charter except that if the Mayor is unable to perform the functions of the office, the Mayor Pro Tem shall act as Mayor pursuant to Section 3.3 of the Rogue River City Charter, including, but not limited to, signing of ordinances, resolutions and other documents.

11.4 Motion – Any Council member making a motion to be considered by the Council shall state the motion with clarity, specificity, and brevity so the matter is clearly understood.

11.5 Procedures In Handling Parliamentary Motions –

- A. To make a motion, a Council member may state the motion by saying, "I move" and stating the action to be taken.
- B. Another Council member seconds the motion. This can be done without being recognized by the Presiding Officer. If no member seconds the motion, it does not come before the meeting; it "dies" for lack of a second and the Presiding Officer calls for the next item of business. Any motion shall be reduced to writing if requested by a member of the council. There is no discussion allowed prior to the second, except that any member may request clarification of the motion. A second does not necessarily mean that the member favors the motion. It can be that the member simply wants the motion brought on the floor for discussion.
- C. The Presiding Officer states the question on the motion. This procedure is necessary for the motion to come before the Council. No debate can take place until the Presiding Officer states the motion is on the floor. Mover may withdraw the motion at any time up to the vote. It is unnecessary for the Presiding Officer to ask the member who seconded the original motion to withdraw the second. Withdrawal of the motion by general consent takes precedence to the second.
- D. Any Council member may request a friendly amendment to the motion. If the mover and the second accept and there is no objection by any Council member, the motion goes forward as amended. If there is an objection, or the friendly amendment is not accepted by both the mover and the second, a formal motion to amend may be made.
- E. No motion shall be received when a question is under debate except for the

following:

1. To lay the matter on the table;
 2. To call for the question (also known as “call for the previous question”;
 3. To postpone;
 4. To refer; or
 5. To amend.
- F. A motion to be withdrawn by the mover at any time without the consent of the council.
- G. Amendments are voted on first, then the main motion if voted on as amended.
- H. A member of the Council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
- I. A “call for the question” is intended to close the debate on the main motion; does not require a second and is not debatable. This is a method a Councilor may use when it appears that discussion has gone on long enough and the majority of the Council may be ready to vote on the motion. Once the presiding officer recognizes a call for the question a vote must be taken to determine if the majority is ready to end deliberation and move on to a vote on the motion.
1. A call for the question fails without a majority vote.
 2. Debate on the main subject resumes if the motion fails.

11.6 Motion for Reconsideration - A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.

- A. No motion shall be made more than once.
- B. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the council.

11.7 Debate - The following rules shall govern the debate of any item being discussed by the council:

- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C. The member of the council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

SECTION 12 – VOTING

12.1 Voting - Unless a different voting requirement applies, the concurrence of a majority of the members of the Council in attendance, voting when a quorum of the Council is present shall decide any question before the Council. The Presiding Officer shall only vote on a question before the Council in the event of a tie. It is considered inappropriate for members to explain their action during the voting.

12.2 Abstentions – Any Council member abstaining should state the reason for the abstention. Abstentions should not be used if the member does not believe enough information is available. An abstention does not count as either an affirmative or negative vote and shall not be counted toward the number of votes required to pass or reject a motion.

12.3 Methods of Voting - The standard is the voice vote, however the Presiding Officer may decide the type of vote unless directed otherwise by a majority of the Council.

- **Voice Vote**: This is the standard method when no more than a majority vote is required. The ayes are called for first and then the nays.
- **Show of Hands**: This can be used as an alternative to a voice vote, in verifying an inconclusive voice vote or when a two-thirds vote is required for adoption.
- **Vote by Written Ballot**: This is another method that is normally used only in cases of elections or a matter where initial confidentiality is needed. Each Council member shall place their signature on the ballot and the results (including each Council member's specific vote) must be made public immediately following the vote.
- **Roll Call**: In this method, the City Recorder calls the name of each Council member and the Council member responds with their vote on the matter. Council members will be called by position number, with the Mayor being called last. Roll Call votes shall be used for Public Hearings, Ordinances, and Resolutions.

12.4 Unanimous Consent - For minor matters, the Presiding Officer may use unanimous consent as a voting method if it appears that all of the Council members present agree. If any Council member objects, a formal vote shall be taken.

12.5 Voting Required - Every member of the Council that is present when a question is addressed shall vote for or against the question, unless they abstain for just cause (conflict of interest, bias, etc.).

12.6 Voting Results - The City Recorder shall announce the voting result. This step is always included to ensure Council and the public have an understanding of the outcome. If a motion ends in a tie, the Presiding Officer shall cast the determining vote.

SECTION 13 – MINUTES

13.1 Recording of Minutes - Minutes are the official record of the City Council meetings. They record the substance of a meeting and are a clear, accurate, concise, informative record of the proceedings. Minutes will generally follow the chronological order of items considered during a meeting. Minutes are not a verbatim transcript, and the meeting does not have to be sound recorded unless otherwise required by law. For practical purposes, however, it is general practice to sound record the meetings of the City Council for back-up reference. Reporting actions taken is the single most important segment of the final minutes. The minutes are to include, at a minimum:

- A. Kind of meeting (regular, special, work session, etc.)
- B. The name of the body meeting (City Council, Urban Renewal Agency, Budget Committee, etc.)
- C. Date of the meeting and place where it is held.
- D. Name and title of Presiding Officer (usually the Mayor).
- E. All motions (main, amendments, withdrawals, etc.), with dispositions, with the name of the mover and, if applicable, the name of the Council member who seconded the motion.
- F. Members present.
- G. Proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
- H. Results of all votes and the vote of each member by name, including abstentions.
- I. The substance of any discussion on any matter.
- J. The name and city of residence, if available, on any person appearing before the City Council to offer testimony, and the substance of such testimony.
- K. Exhibits or written testimony subject to ORS 192.311 to 192.338.
- L. Reference to the appropriate ORS section under which an executive session was held.
- M. The signature of the individual taking the minutes.
- N. Signature line for the Mayor.

13.2 Distribution of Minutes - Draft minutes are distributed to the City Council with the agenda on which those minutes appear as an item for approval. However, because they are generally completed in draft form prior to distribution of the agenda packets, the draft

minutes are available for earlier review should the need arise.

13.3 Correction and Approval of Minutes - Approval of the minutes usually take place at the next regular meeting following the date of the minutes under approval. If minor changes are made to the minutes, a Council member may offer such amendment prior to the motion to approve. For extensive amendments, the minutes should be pulled off the agenda for consideration and direction given to staff to correct the minutes for the next meeting agenda.

If a Council member has a concern over the reporting of minutes, it is that Council member's responsibility to review the recording of the meeting and bring corrections forward to the City Council at the next regular meeting with the recording cued, ready to be played, if necessary. It is not appropriate to expend staff time when only one member of Council is requesting the review.

13.4 Reading of Minutes - Unless the reading of the minutes of the previous Council meeting is requested by a majority of the Council, such minutes may be approved without reading if copies thereof have been previously furnished to each Council member.

13.5 Executive Session Minutes - Minutes from Executive Sessions held pursuant to state statute will be kept in the form of a tape recording. No transcription or no written minutes of the Executive Session will be made unless otherwise required by law.

SECTION 14 – PROCLAMATIONS

14.1 Request for Mayor's Proclamations – Requests from organizations or citizens requesting proclamations that proclaim a specified date or dates to recognize the efforts of various community groups and individuals on certain projects, shall be filed with the City Recorder. Upon receipt, the City Recorder will notify the Mayor of the request. If the Mayor approves the request, the City Recorder will prepare the proclamation for the Mayor's signature. The Mayor may also make proclamations at the Mayor's own discretion without a request.

14.2 Reading of Proclamations - It will be at the discretion of the Mayor if a proclamation will be read at a City Council meeting or presented to the organization or group. It is preferred that a representative of the requesting organization be present to receive the proclamation.

SECTION 15 – INTERACTIONS WITH STAFF AND CITY ATTORNEY

15.1 Staff - All members of the Council shall respect the separation between the Council's role and the City Administrator's responsibility by:

- a) Not interfering with the day-to-day administration of City business, which is the responsibility of the City Administrator.
- b) Refraining from actions that would undermine the authority of the City Administrator or a Department Director.

- c) Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the City Administrator.

1. Questions from individual members of the Council requiring significant time or resources (two hours or more) shall normally require approval of the Council.

2. Members of the Council shall normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by members of the Council acting in their individual capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.

15.2 City Attorney - Council members who seek advice from the City Attorney regarding issues relating to the legal duties and responsibilities of individual Councilors in the discharge of their duties and responsibilities as members of the Council, may direct their inquiries to the City Administrator who will engage the City Attorney. Such matters could include the ethical obligations of individual Councilors, including the disclosure of personal conflicts of interests and similar issues. Councilors are cautioned to be judicious in utilizing City Attorney time and resources without direction of the entire Council. The City Attorney is not the personal attorney of any Councilor or City Employee; the City Attorney represents the City of Rogue River. A councilor may make additional requests of the City Attorney with a concurrence of the majority of the council.

SECTION 16 – INTERNAL OVERSIGHT

16.1 Internal Oversight - The Council has the right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. The council may enforce these rules and ensure compliance with city ordinances, charter and state laws applicable to governing bodies. If a member of council violates these rules, city ordinances, the city charter or state laws applicable to governing bodies, the council may take action to protect the integrity of the council and discipline the member with a public reprimand.

The Council may investigate the actions of any member of Council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the city charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

Should any Council member act in any manner constituting a substantial violation of these rules, City Ordinance or Charter, or other general laws, the remaining Council members may issue a censure or memorandum of concern.

SECTION 17 – COUNCIL VACANCIES/APPOINTMENTS

17.1 Vacancy of Council Position – Section 28 and 29 of the Rogue River City Charter outlines circumstances in which a Council position may become vacant. Vacant elective offices shall be filled by appointment. A majority vote of the remaining members of the Council shall be required to validate the appointment. Upon validation, the appointee's term of office shall begin and continue throughout the unexpired term of the predecessor.

17.2 Vacancy of Mayor Position – In the event the office of the Mayor becomes vacant, the Mayor Pro Tem shall become Mayor. A new Mayor Pro Tem shall be nominated accordingly from the remaining members of the Council. The Council then shall appoint a Councilor to fill the vacancy as set forth below.

17.3 Declaration of Vacancy – If required by the Charter, the vacant position shall be declared vacant by Resolution.

17.4 Process for Appointment – Vacant elective offices in the City shall be filled by appointment by the Mayor and approved by a majority of the incumbent City Council members. The appointee's term shall begin immediately upon his/her appointment and shall continue until the beginning of the year following the next general biennial election and until his/her successor is qualified, and his/her successor for the unexpired term shall be chosen at the next general biennial election after said appointment. During the temporary disability of any officer or during his/her absence temporarily from the City for any cause, his/her office may be filled Pro tem in the manner provided for filling vacancies in office permanently.

SECTION 18 – CITY COUNCIL GOAL/WORK PLAN SETTING

18.1 Council Goal/Work Plan Setting –

- A. Goal Setting/Work Plan Parameters. The Council shall set Capital Improvement Plan goals at each budget cycle. The goals shall include Short Term Goals that the Council plans on completing within the next 12 months and Long Term Goals that the Council plans to work on during the next five years, but will take longer to complete than 12 months. In addition, the Council will review an annual work plan each February and may also set a work plan for projects that Council has determined to be priorities for the short or long term.
- B. Adoption. Council Goals/Work Plan shall be adopted at a regular meeting of the Rogue River City Council no later than the regular session in April of the year.
- C. Reporting. The City Administrator shall provide a report of progress of Council Goals and Mayor shall provide a report of progress of Council Work Plan in the quarterly.

SECTION 19 – CITY COUNCIL TRAINING/AFFILIATION MEETINGS

19.1 Council Member Training – All Council members are expected to attend at least one City affiliated training seminar/conference per calendar year. Such trainings might include:

- League of Oregon Cities Annual Conference
- League of Oregon Cities Elected Officials Training Sessions
- Rogue Valley Council of Governments New City Councilor Training
- Oregon Government Ethics Trainings
- Department of Land Conservation and Development Trainings
- State of Oregon Emergency Management

19.2 Mayor's Training – In addition to the above expectation, the Mayor is expected to represent the City at the annual conferences of the Oregon Mayor's Association.

19.3 Reimbursement Allowance – Within budget constraints, training costs directly connected with the above conferences or the Council members' City committees are reimbursable. Any reimbursement allowance must comply with City of Rogue River Personnel Policies, and must be pre-approved by the City Administrator.

SECTION 20 – PARK NAMING POLICY

20.1 Introduction - The purpose of this policy is to provide guidance to those that have an interest in the naming or renaming of the city's parks or recreational facilities. Assigning a name to parks and recreational facilities is a powerful and permanent identity for a public place or facility. The naming and renaming of parks or recreational facilities often requires significant resources in terms of changing names on signs, maps, and literature. In addition, excessive and constant name changing can be the source of confusion to the public.

20.2 Policy Statement - The policy of the city is to reserve the naming or renaming of parks or recreational facilities for circumstances that will best serve the interests of the city and ensure a worthy and enduring legacy for the city's park and recreation system. The purpose of this chapter is to ensure that the naming or renaming of parks or recreational facilities is approached in a consistent manner. To this end the city supports consideration of naming requests within the broad categories listed in Section 20.3 through 20.5.

20.3 Historic Events, People and Places - The history of a major event, place or person may play an important role in the naming or renaming of a park as communities often wish to preserve and honor the history of a city, its founders, other historical figures, its Native American heritage, local landmarks and prominent geographical locations, and natural and geological features through the naming of parks.

20.4 Outstanding Individuals - The city has benefited, through its historical evolution, from the contributions made by many outstanding individuals. This category is designed to acknowledge the sustained contribution that has been made by such individuals to the city.

20.5 Major Gifts - Over the years, the city has benefited from the generosity of some of its residents, businesses, and foundations. On occasion, the significance of such donations may warrant consideration being given to requests from either the donor or another party to acknowledge such a gift by naming the gift or donation.

20.6 Definitions

“City” is the city of Rogue River, Oregon.

“City council” is the city council members of the city of Rogue River, Oregon.

“Donation” means a donation of property, goods or cash generally with no expectation of return. If the gift is contingent upon a special request, it is made subject to condition.

“Naming” means the permanent name assigned by city council via a resolution to a given park, recreational facility, tree(s) or other donations.

“Parks” means all traditionally designed parks, gardens, natural open spaces, and specialized parks under the stewardship of the city.

“Recreational facilities” means major structures such as pavilions, gazebos, bridges, plazas, tennis courts, sports fields, and fountains located within lands under the stewardship of the city.

20.7 General Guiding Principles - In considering proposals for the naming or renaming of a park or recreational facility, the following general principles will be taken into account either collectively or individually. When naming a new park or recreational facility, the proposed name will:

- A. Engender a strong positive image.
- B. Be appropriate, having regard to the park's/recreational facility's location or history.
- C. Have historical, cultural or social significance for future generations.
- D. Commemorate places, people or events that are of continued importance to the city, region, state, or nation.
- E. Have symbolic value that transcends its ordinary meaning or use and enhances the character and identity of the park or recreational facility.
- F. Have broad public support.

G. Shall not result in the undue commercialization of the park or recreational facility if it accompanies a corporate gift.

20.8 Renaming a Park or Recreational Facility

A. Proposals to rename parks or recreational facilities, whether for a major gift or community request, are not encouraged. Likewise, names that have become widely accepted by the community will not be abandoned unless there are compelling reasons and strong public sentiment from the broader community for doing so. Historical or commonly used place names will be preserved wherever possible.

B. Naming or Renaming Parks or Recreational Facilities for Outstanding Individuals.

1. Naming or renaming a park or recreational facility for an outstanding individual is encouraged only for those who have been deceased for at least three years (this provision can be waived at the council's directive) and where that person's significance and good reputation have been accepted in the city's, state's or nation's history. In considering the naming or renaming of a park or recreational facility after a deceased person, priority will be given to those who made a sustained and lasting contribution to:

- a. The city's park and recreation system.
- b. The city of Rogue River.
- c. The state of Oregon.
- d. The nation.

2. The naming of a park or recreational facility after people who may have lost their lives due to war or a tragic event will be considered only after the shock of such event has lessened within the community.

20.9 Naming or Renaming for Historic Events, People, and Places - When a park or recreational facility is associated with or located near events, people, and places of historic, cultural or social significance, consideration will be given to naming that park or recreational facility after such events, people, and places. In considering such proposals, the relationship of the event, person or place to the park or recreational facility must be demonstrated through research and documentation.

20.10 Naming for Major Donations - From time to time, a significant donation may be made to the city that will add considerable value to the city's park and recreation system. On such occasions, recognition of this donation by naming a new park or recreation facility in honor of or at the request of the donor will be considered. As a guideline, the threshold for considering the naming of a park or recreational facility will include one or more of the following:

- A. Land for the majority of the park was deeded to the city.
- B. A minimum 60 percent contribution of the capital construction costs associated with developing the park or recreational facility.

C. Provision of a minimum 20-year endowment for the continued maintenance or programming of the park or recreational facility.

Donors seeking naming rights for major donations with respect to an individual will be encouraged to follow the principles that apply to naming a park for an outstanding person. Exceptions to this will be considered on their own merits. The city reserves the right to rename any park or recreational facility if the person for whom it is named turns out to be disreputable or subsequently acts in a disreputable way. Naming parks or recreational facilities with a company name is not permitted. Corporate logos, insignias, brands or direct advertising text shall not be used in park or recreational facility naming text.

20.11 Other Considerations - To minimize confusion, parks will not be subdivided for the purpose of naming unless there are readily identifiable physical divisions such as roads or waterways. However, naming of specific major recreational facilities within parks will be permitted; under these circumstances such names should be different from the park name to avoid user confusion. All signs that indicate the name of a park or recreational facility shall comply with city's graphic and design standards. Specialized naming signage will not be permitted.

20.12 Naming Text - As the city operates a diverse park system, it is important that the naming text assist in communicating the type of development and use. Therefore, the following terms will be applied as part of the naming process:

A. "Park" applies to all parks that have been or will be developed primarily for recreational purposes. Such parks usually involve a high degree of landscape and recreational facility development.

B. "Nature Park" applies to all parks where the primary purpose is the conservation of the natural environment. Such parks generally will have little or no development.

C. "Plaza" applies to spaces that have been designed and developed as inviting areas where people can meet and be together.

20.13 Requests for Naming or Renaming of Parks or Recreational Facilities - All requests for the naming or renaming of a park or recreational facility shall be made in writing to the city. Requests should contain the following minimum information:

A. The proposed name.

B. Reasons for the proposed name.

C. Written documentation indicating community support for the proposed name.

D. Description and map showing location and boundaries of the park.

E. If proposing to name a facility within a park, include a description and map showing the location of the facility.

F. If proposing to rename a park or facility, include justification for changing an established name.

G. If proposing to name a park or facility after an outstanding person, include documentation of that person's significance and good reputation in the city's, state's or nation's history.

20.14 Assessing and Approving Naming or Renaming Requests - Upon receipt of a naming request by the city, the proposal will be considered by a standing committee that is composed of a staff member of the public works department, a city council member, a member from the Woodville Museum Board, and a member of the city of Rogue River planning commission. This committee shall:

- A. Review the proposed request for its adherence to the policies of the city.
- B. Ensure that supporting information has been authenticated, particularly when an individual's name is proposed.
- C. Present a written recommendation to the city council.

City council acceptance of the name shall require a minimum of five affirmative votes by the city council.

SECTION 21 – USE OF CITY SEAL AND CITY LOGO

21.1 Use of City Seal - The City Seal is the property of the City.

The City Seal should only be used on documents and property that reflect official City business, ownership, or endorsement, and to identify persons duly elected or appointed to a City position or office.

The City Administrator and his or her designee shall have authority to decide whether the City Seal should be used on documents.

21.2 Use of City Logo - The City logo is the property of the City. City policy only allows or permits City logo use on City owned, created, or licensed materials, documents, equipment, products, signs, or property. Use of the City logo should be limited to City sponsored or endorsed activities.

The City logo should only be used on documents and property, and for programs that reflect official City business, ownership, or endorsement. In deciding the manner by which the city's logo may be utilized, the City shall endeavor to protect the City's brand, reputation and credibility by preventing use of the insignia in such a manner as to suggest City endorsement of commercial events, political issues, products and other uses that are prohibited by law.

The City Administrator and his or her designee may determine the appropriateness of the use of the City logo on City produced materials. For all other requests to use the City logo the City Council shall have authority to decide whether the City logo should be used as a sign of partnership, endorsement, or sponsorship.

SECTION 22 – MISCELLANEOUS

22.1 Amendments to Council Rules - Amendments to these rules shall be made by resolution.

22.2 Captions - All captions used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of these Council Rules of Procedures.

Signature Page

The foregoing Council Rules were adopted by the City Council on _____, 2024 by Resolution _____. By signing below the Council members affirm they have read and received a copy of these rules.

City Council:

Mayor

Mayor Pro Tem

Councilor

Councilor

Councilor

Councilor

Councilor