



CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401
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REGULAR COUNCIL MEETING THURSDAY, JANUARY 22, 2026 6:00 P.M.

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

Dial-in using your phone:

1-978-990-5207

Enter Access Code: 2145898

Or visit the website:

freeconferencecall.com

Enter Online Meeting ID: rogue river

CALL TO ORDER

INVOCATION - Dale Schaffner, Rogue River Assembly of God Church

PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA

SPECIAL ORDERS OF BUSINESS:

- 1 Message** Mayor VanArsdale to present the 2025 State of the City Message.

APPROVAL OF MINUTES:

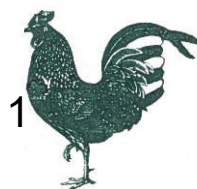
- 2 Minutes** Consider approving Regular City Council Meeting Minutes from December 18, 2025, and Special Council Meeting Minutes from January 8, 2026.

COMMITTEE REPORTS:

| | |
|--|---------------------------------|
| Community Relations: Chamber of Commerce Liaison | (City Councilor Barb Hilty) |
| Community Relations: Community Center Representative | (City Councilor Barb Gregory) |
| Community Relations: Rogue River School District #35 | (City Councilor Mark Minegar) |
| Emergency Communications of Southern Oregon | (City Administrator Ryan Nolan) |
| Finance Committee | (City Councilor Sherrie Moss) |
| Planning Commission Liaison | (City Councilor Barb Gregory) |
| Rogue Valley Area Commission on Transportation | (City Councilor Sharie Davis) |
| Rogue Valley Council of Governments | (Mayor Pam VanArsdale) |
| Middle Rogue Metropolitan Planning Organization | (Mayor Pam VanArsdale) |

- 3 Appointments** Consider approving the Mayor's Commission, Committee, and Council Assignment Appointments.

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



ORDINANCES & RESOLUTIONS:

- 4 **Resolution** Consider approving Resolution 26-1465-R, a resolution adopting a policy for the review, approval, and granting of support, sponsorship, “partnering”, or financial award using discretionary public funds for the City of Rogue River.
- 5 **Resolution** Consider approving Resolution 26-1466-R, a resolution establishing a fee schedule as provided in Ordinance No. 97-241-O, also known as RRMC Title 13.15, the City of Rogue River Water Ordinance, and rescinding Resolution No. 25-1445-R.
- 6 **Resolution** Consider approving, Resolution 26-1467-R, a resolution establishing a fee schedule as provided in Ordinance No. 98-275-O, also known as RRMC Title 13.10, the City of Rogue River Sewer Ordinance, and rescinding Resolution No. 25-1444-R.

PUBLIC HEARINGS: None

EXECUTIVE SESSION – ORS 192.660 (2)(a,b,c,d,e,f,g,h,i,j,k,l,m,n,o,p,q): {As/If Required}

ADMINISTRATIVE ACTION:

- 7 **Audit** Consider accepting the audit report and communication with those charged with governance from SENSIBA, LLP regarding the Cities 2024-2025 financial statements.
- 8 **Goals** Consider adopting goals for the 2026 year.

COMMITTEE MINUTES:

- 9 **Tree City** Consider accepting the January 8, 2026 Tree City Committee minutes.

OTHER BUSINESS:

COUNCIL MEMBER COMMENT:

MAYOR COMMENTS:

ADJOURNMENT

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@cityofrogueriver.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@cityofrogueriver.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.

ROGUE RIVER CITY COUNCIL MINUTES

THURSDAY, DECEMBER 18, 2025

CITY HALL COUNCIL CHAMBERS

CITY OF ROGUE RIVER, JACKSON COUNTY, OREGON

CALL TO ORDER The Regular Council meeting which was called to order by Mayor Pam VanArsdale at 6:00 p.m.

INVOCATION Tawny Moore, River Valley Church Rogue River

PLEDGE OF ALLEGIANCE Mayor Pam VanArsdale led the Council and audience in the Pledge of Allegiance

QUORUM **COUNCIL MEMBERS PRESENT:**
Mayor Pam VanArsdale
City Councilor Sharie Davis
City Councilor Barb Gregory (online)
City Councilor Barb Hilty
City Councilor Sherrie Moss
City Councilor Mark Minegar
City Councilor Grace Howell

COUNCIL MEMBERS ABSENT:
None

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

MEDIA PRESENT:
Brian Mortensen, Rogue River Press

A quorum was present, and due notice had been published.

SPECIAL ORDERS OF BUSINESS: None

APPROVAL OF MINUTES:

Move to accept the City Council November 20, 2025, minutes.

Motion by Councilor Moss, seconded by Councilor Minegar, all eyes, none opposed, minutes of November 20, 2025, are approved.

COMMITTEE REPORTS:

Community Relations; Chamber of Commerce Liaison: City Councilor Barb Hilty reports that

meeting was held Thursday December 18th where a vote for approval of hiring a company to generate an interactive digital walking map of Rogue River. It will include all businesses, non-profit organizations, recreational areas, and out-of-town locations. There will be monthly charge to have a pop-up box on the map. Christmas decoration meetings for 2026 will be setting up a meeting with the city to further discuss and plan for next year. The next chamber meeting will be on January 8th, 2026, at Columbia Bank.

Community Relations; Community Center Representative: City Councilor Barb Gregory says there is no report to give.

Emergency Communication of Southern Oregon (ESCO): City Administrator Ryan Nolan reports that there is training going on for two new hired staff. The radio project is complete and is expected to go live in July of 2026. ESCO has also decided to hold their meetings virtually so that they have a better chance to have a quorum. Police chief added that our radios will be live in our cars as soon as we get them running,

Finance Committee: City Councilor Sherrie Moss reports that between November 18th and December 12th, 2025, the finance committee met four times, issuing a total of seventy checks totaling \$221,577.91.

Planning Commission Liaison: Councilor Barb Gregory could not report on the meeting because she was traveling, however she gave a report on building permits for the months of November and December so far, 2 commercial structural permits, 2 residential mechanical permits, and 3 residential structural for a total of 7 permits in November. In December there were two residential mechanicals, and one for residential demolition for a total of three in the month of December so far. The total number of permits for the fiscal year is ninety-nine permits.

Planning Commission Update: Ryan Nolan reports that the last meeting included members of the Tree Committee where a discussion took place regarding the possible tree policy updates to the code and getting input from those members as we move forward before we present the changes to City Council.

Rogue Valley Area Commission on Transportation (RVACT): Councilor Sharie Davis reports there was no meeting.

Rogue Valley Council of Governments: Mayor Pam VanArsdale reports the meeting was a presentation on a building project where 6 permanent affordable homes will be built in Ashland through what is called "A Community Land Trust". It is an interesting concept where a non-profit buys the land through grants, and they work with a contractor to build affordable housing. They will then sell the homes to individuals, but not the land. This will allow for the cost of the homes to sell in the \$200,000.00 range in Ashland. If the owner decides to sell later, they can only sell at a fixed increase in value, so there is no huge profit to be made so that it remains affordable. This organization would like to expand to other communities, so we will stay tuned in!
In the meeting they also appointed a Senior Advisory Council and voted to increase the Directors' wages to be more in line with the similar positions around the State as they were not keeping up.

Middle Rogue Metropolitan Planning Organization (MRMPO): Mayor Pam VanArsdale reports there was not a meeting due to a lack of agenda items.

Rogue River School Board Liaison: Councilor Mark Minegar reports that REACH has a chili cookoff coming up on January 31st, 2026, at 5:30PM held at the Wild River Pub in the banquet room. The elementary school decorated several Christmas Trees as a fundraiser. The trees are on display at several businesses in town that will later be auctioned off where the proceeds will benefit the school. They also held a Winter Concert that was held today at 1:00PM, and again this evening at 6:00PM. The Rogue River Jr. High and High School have an average daily attendance rate of 91.59% which is a new high for them. The seniors are on track with a 91.6% chance of graduating, another high statistic especially being a small school. They are working real life work in the curriculum, for instance math and cooking, and measuring skills. In the last week and a half, they have had three new students enroll, three from outside the school district. They currently have eighty-eight students enrolled with six kids listed as homeless. The meeting ended abruptly, and Councilor Minegar did not give those details.

PUBLIC INPUT: None, however, the mayor did add that Commissioner Colleen Roberts had planned on being here tonight, but she had another meeting knowing it would run over. She wishes us all a Merry Christmas holiday and will try to see us in January. The mayor also shared that Commissioner Roberts will be running for another term!

ORDINANCES & RESOLUTIONS:

Consider approving agreement for funds for improvements on Depot Street and Rogue River Highway, through 24-27 Statewide Transportation Improvement Program, No. 73000-00052826.

Moved by Hilty, seconded by Moss approving agreement for funds for improvements on Depot Street and Rogue River Highway, through 24-27 Statewide Transportation Improvement Program, No. 73000-00052826.

Discussion on the motion

Vote: Davis, yes
Howell, yes
Minegar, yes
Hilty, yes
Moss, yes
Gregory, yes

Motion passes

Consider adopting Ordinance No. 25-443-O, Emergency Operations Plan Update (Ordinance and Exhibit A)

Moved by Moss, seconded by Howell to adopt Ordinance No. 25-443-O, Emergency Operations Plan Update (Ordinance and Exhibit A)

Discussion on the motion

Vote: Davis, yes
Howell, yes
Minegar, yes
Hilty, yes
Moss, yes
Gregory, yes

Motion passes

Consider adopting Ordinance No. 25-444-O, an update to Hunter Communications Franchise.

Moved by Minegar, seconded by Howell to adopt Ordinance No. 25-444-O, an update to Hunter Communications Franchise.

Discussion on the motion

Vote: Davis, yes
Howell, yes
Minegar, yes
Hilty, yes
Moss, yes
Gregory, yes

Motion passes

Consider adopting Ordinance No. 24-433-O, an Ordinance adopting FEMA BiOp standards in the City's Development Standards.

There was a discussion to continue this agenda item until March or April of 2026 this time. There is a likely a chance that there may be some major changes coming from the Federal Government.

Moved by Hilty and seconded by Howell to continue this item No. 24-433-O, an Ordinance adopting FEMA BiOp standards in the City's Development Standards to the city council meeting on March 26th, 2026, at the city council meeting.

Vote: Davis, yes
Howell, yes
Minegar, yes
Hilty, yes
Moss, yes
Gregory, yes

Motion passes

EXECUTIVE SESSION – ORS 192.660: None

ADMINISTRATIVE ACTION:

Consider accepting resignation from Tree City Committee Laura Jones

Moved by Hilty, seconded by Moss to accept the resignation of Laura Jones from Tree City Committee effective November 18th, 2025.

No discussion on the motion

Vote: All ayes, none opposed, the resignation from Laura Jones has been accepted
Motion carries

REVIEW OF COMMITTEE MINUTES:

There were no minutes from Tree City Committee as the meeting was cancelled.

OTHER BUSINESS:

COUNCIL MEMBER COMMENT: Councilor Barb Hilty asked if there could be some training on Land Use decisions for the council workshop. Councilor Hilty also asked for an update on our reservoir project. Nolan reports that the plans are being reviewed by our city engineer, Mark Reagles, and Michael Bollweg for last minutes comments. As soon as that buckled up, we will go to the bid process.

Nolan reminded the councilors about the Jail tour coming up in February. Also, tomorrow evening

Is the city sponsored dinner at 4:30pm at the Community Center.

MAYOR COMMENTS: The mayor has us all join her in wishing Barb Gregory a Happy Birthday with a song! The mayor wished us all a blessed Yule Solstice, Merry Christmas, Happy New Year, a bright Kwanzaa, and an incredibly happy Hanukkah! We will see you all next year!

POLICE CHIEF COMMENT: We unfortunately had an auto accident, and the young driver did not survive, and was the first deployment of our new AED. Our department participated in Christmas activities with CASA, helping to spread Christmas cheer by being in a parade, shopping with cop. The Christmas tree lighting was fabulous; our Chief stayed for the entire celebration. The day before that, he was in Eagle Point for their Christmas parade. Next year it would be nice if Rogue River had one. There was discussion about celebrating Christmas next year by closing the Street. Councilor Howell had a question regarding a check that was signed, and who it was for.

We discussed the future meetings in January. The council decided January 8th, 15, and the 22nd For the normal city council meeting.

ADJOURNMENT There being no further business to come before the City Council and upon motion duly made (Moss), seconded (Howell) and carried, the meeting adjourned at 6:50 p.m.

Mayor Pam VanArsdale _____ Date _____

ATTEST:

Diane Oliver
City Recorder

CITY OF ROGUE RIVER
SPECIAL COUNCIL MEETING
THURSDAY, JANUARY 8, 2026
11:00 A.M.

CALL TO ORDER- Mayor Pam VanArsdale called the meeting to order at 11:00AM

PLEDGE OF ALLEGIANCE- Mayor Pam VanArsdale led the council in the pledge

ROLL CALL Councilor Barb Gregory, online, Councilor Sherrie Moss, Councilor Barb Hilty, Counselor Mark Minegar, Councilor Sharie Davis, and Mayor Pam Van Arsdale

ABSENT Councilor Grace Howell

STAFF Ryan Nolan, City Administrator, Paige Chick, Finance Officer, Jacquelyn Bunick, City Attorney

PRESS: Brian Mortensen with the Rogue River Press

AGENDA

NEW BUSINESS:

Resolution Consider approving Resolution 26-1464-R a Supplemental Budget increasing the appropriations approved out of the Government Debt Service Fund, and reducing the unappropriated ending balance, in order to pay the actual payments on existing ODOT loans.

Motion by Moss, seconded by Hilty approving Resolution 26-1464-R a Supplemental Budget increasing the appropriations approved out of the Government Debt Service Fund, and reducing the unappropriated ending balance, in order to pay the actual payments on existing ODOT loans.

Discussion on the motion

Vote: Davis, yes
Howell, absent
Minegar, yes
Hilty, yes
Moss, yes
Gregory, yes

Motion passes

Executive Session

The Rogue River City Council will meet in executive session in accordance with ORS 192.660(2)(e) in order to conduct deliberations with people designated by the governing body to negotiate real property transactions.

The Mayor stated, I will now suspend the Special Meeting of the City Council, any audience members other than staff and news media will be asked to temporarily exit the Council Chambers. The City Council will meet in an executive session for the purpose of meeting with certain persons for deliberations of certain matters. The executive session is held pursuant to ORS 192.660(2)(e) to consult with staff and legal counsel regarding potential deliberations regarding the purchase of real property. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

At 11:03 a.m. the Mayor suspended the Special Meeting and opened the Executive session. Attendance included; Councilor Barb Gregory, online, Councilor Sherrie Moss, Councilor Barb Hilty, Counselor Mark Minegar, Councilor Sharie Davis, and Mayor Pam Van Arsdale, Ryan Nolan (City Administrator), Paige Chick (Finance Officer), Diane Oliver (City Recorder), Jacquelyn Bunick (City Attorney), and Brian Mortensen with the Rogue River Press. The Council discussed the potential purchase of real property with staff and legal counsel. The Mayor closed the executive session and reconvened the Special Meeting at 11:32 a.m.

Negotiation Authorization

Council will consider authorizing the City Administrator to negotiate real property transactions.

Motion by Hilty, seconded by Minegar authorizing the City Administrator to negotiate real property transactions.

Discussion on the motion

Vote: Davis, yes
Howell, absent
Minegar, yes
Hilty, yes
Moss, yes
Gregory, yes

Motion passes

OTHER BUSINESS: None

ADJOURN: There being no further business to come before the City Council and upon motion duly made (Hilty), seconded (Minegar) and carried, the meeting adjourned at 11:35 a.m.

Mayor Pam VanArsdale _____ Date _____

ATTEST:

Diane Oliver
City Recorder

CITY OF ROGUE RIVER CITY COUNCIL POSITIONS

| Position # | Name, Address, Phone | Appointment/ Election | Term Expires |
|------------|------------------------------|---------------------------------|--------------|
| Mayor | Pam VanArsdale [REDACTED] | Elected November 2024 | January 2029 |
| 1 | Sharie Davis [REDACTED] | Elected November 2022 | January 2027 |
| 2 | Grace Howell [REDACTED] | Elected November 2024 | January 2029 |
| 3 | Mark Minegar [REDACTED] | Appointed February, 27, 2025 | January 2027 |
| 4 | Barb Hilty [REDACTED] | Elected November 2024 | January 2029 |
| 5 | Sherrie Moss [REDACTED] | Elected November 2022 | January 2027 |
| 6 | Barb Gregory [REDACTED] | Elected November 2024 | January 2029 |

MAYOR 4-YEAR TERMS

CITY COUNCIL 4-YEAR TERMS, EVEN / ODD POSITION EXPIRE EVERY 2-YEARS

CITY OF ROGUE RIVER PLANNING COMMISSION POSITIONS

| Position # | Name, Address, Phone | Appointment/ Re-appointment | Term Expires |
|------------|-------------------------------|--------------------------------|--------------|
| 1 | Jay Chick [REDACTED] | Appointed January 2025 | January 2029 |
| 2 | Dee Copley [REDACTED] | Appointed January 2025 | January 2029 |
| 3 | Dean Stirm [REDACTED] | Appointed March 2023 | January 2027 |
| 4 | Ed Hudson [REDACTED] | Appointed March 27, 2025 | January 2027 |
| 5 | Jonna Strauss [REDACTED] | Appointed January 2025 | January 2029 |
| Alternate | Vacant | | January 2029 |
| Alternate | Brandy Lockwood [REDACTED] | Appointed September 2024 | January 2027 |
| Liaison | Barb Gregory [REDACTED] | Appointed January 2025 | January 2027 |

CITY OF ROGUE RIVER BUDGET COMMITTEE POSITIONS

| Position # | Name, Address, Phone | Appointment/ Re-appointment | Term Expires |
|------------|------------------------------|--------------------------------|--------------|
| 1 | Steven O'Brien [REDACTED] | Appointed January 2025 | January 2028 |
| 2 | Deborah Daves [REDACTED] | Appointed January 2024 | January 2027 |
| 3 | Mike Hammond [REDACTED] | Appointed March 2023 | January 2026 |
| 4 | Terri Mendonca [REDACTED] | Appointed January 2025 | January 2028 |
| 5 | John Bond [REDACTED] | Appointed March 2024 | January 2027 |
| 6 | Dannie Moss [REDACTED] | Appointed March 2023 | January 2026 |
| 7 | Vacant | | January 2026 |

ALL 3-YEAR TERMS, STAGGERING TERMS SO THAT 2-POSITIONS EXPIRE EVERY YEAR!

**CITY OF ROGUE RIVER
TREE CITY, USA, COMMITTEE**

| Position # | Name, Address, Phone | Appointment/ Re-appointment | Term Expires |
|------------|---------------------------|--------------------------------|--------------|
| 1 | JoAnn Dixon [REDACTED] | Appointed January 2025 | January 2029 |
| 2 | Vacant | | January 2029 |
| 3 | Dee Copley [REDACTED] | Appointed January 2023 | January 2027 |
| 4 | Helga Bush [REDACTED] | Appointed January 2025 | January 2029 |
| 5 | James Dyck [REDACTED] | Appointed July 24, 2025 | January 2027 |

ALL 4-YEAR TERMS, STAGGERING TERMS SO THAT POSITION ALTERNATE

**CITY OF ROGUE RIVER
COUNCIL COMMITTEE APPOINTMENTS**

| | |
|---|--------------------------------------|
| Community Relations: Chamber of Commerce Liaison | Barb Hilty |
| Community Relations: Community Center Representative | Barb Gregory |
| Community Relations: School Board Liaison | Mark Minegar |
| Emergency Communications of Southern Oregon | Ryan Nolan (Pam VanArsdale) |
| Finance Committee | Sherrie Moss*, Grace Howell |
| Planning Commission Liaison | Barb Gregory |
| Rogue Valley Area Commission on Transportation | Sharie Davis (Pam VanArsdale) |
| Rogue Valley Council of Governments | Pam VanArsdale (Barb Hilty) |
| Middle Rogue Metropolitan Planning Organization | Pam VanArsdale (Ryan Nolan) |
| Legislative Committee | Barb Hilty*, Sherrie Moss |

ALL 2-YEAR TERMS (starting in January of odd numbered years), ALTERNATES IN PARENTHESIS
*Chair

RESOLUTION NO. 26-1465-R

A RESOLUTION ADOPTING A POLICY FOR THE REVIEW, APPROVAL, AND GRANTING OF SUPPORT, SPONSORSHIP, “PARTNERING”, OR FINANCIAL AWARD USING DISCRETIONARY PUBLIC FUNDS FOR THE CITY OF ROGUE RIVER, OREGON.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER, OREGON.

WHEREAS, the City Council is responsible for the public funds of the citizens of the City of Rogue River; and,

WHEREAS, the City receives State Shared Revenue from the State of Oregon and generates revenue through the Transient Lodging tax, portions of which may be utilized as discretionary funds to support Council Goals; and,

WHEREAS, the City Council seeks to assure the citizens that discretionary funds are going to recipients with the capacity and integrity to provide quality community services; and,

WHEREAS, the City Council wants to ensure that any granting of public support or awarding of public funds is done in a manner which supports the adopted Goals of the Council; and,

WHEREAS, the City Council seeks to adopt a policy that provides public benefit to the community in an open and fair process, while maintaining proper financial stewardship of all discretionary funds.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts a Policy to address requests for Sponsorship, Funding, Partnership, or Support as follows:

City of Rogue River Sponsorship, Funding, Partnership, or Support Policy

Section 1. Eligibility Criteria.

To be eligible for funding:

1. The activity is located within the City of Rogue River or provides the citizens of Rogue River with community, environmental, or social services; and,
2. The activity directly provides the community services(s) for which the City funds are sought; and,

3. The activity is not financially dependent upon receiving City support to meet budget and operational requirements; and,
4. The recipient is a recognized entity under the rules of the Secretary of State of the State of Oregon, the Federal Internal Revenue Service.

City discretionary funds may not be used for any of the following activities unless expressly requested by a City Council Member by motion, and approved by a vote of the Council:

1. Individuals; or,
2. For profit-organizations; or,
3. Political Action Committees (PAC), political candidates, or political campaigns; or,
4. The payment of outstanding debts; or,
5. Support of any organization that does not serve the broader community; or,
6. General operating expenses or expenses to support the ongoing operation of the applicant, including, but not limited to, salaries, utilities, and rent expenses.

Section 2. Request process.

1. The requesting parties shall submit a funding request to City Hall including the following information:
 - a. Legal name and address of the potential awardee; and,
 - b. Requested date of award; and,
 - c. Detailed description of request, to include what service(s) will be provided to the Citizens of Rogue River, including goals, timeline, and expected outcomes; and,
 - d. The total amount requested (or specifics of request); and,
 - e. An annual budget for the requesting organization, to include donations and grants received or expected to be received; and,

- f. A completed W-9 form <https://www.irs.gov/pub/irs-pdf/fw9.pdf> .
2. The City budget process allows for a public hearing to consider requests for the use of State Revenue Sharing funds. The budget process also includes discussion on the use of transient lodging taxes of which a portion have been dedicated to public relations use by the City Council. As the City Council uses the annual budget process to determine the spending for the upcoming fiscal year, requests for funding in a fiscal year should be received by April 1st of the year preceding the fiscal year the request would be granted in order to receive the best chances of being awarded. If funds are available requests made after April 1st, may be considered by the City Council, however applicants should be aware that funds have already been allocated once the fiscal year has begun.

Section 3. Approval process.

1. Complete requests will be submitted to the City Council for approval; and,
2. The City Council will review the request to determine if the request meets the criteria for use of discretionary funds, and to determine if the service provided is in line with an adopted Council Goal, and to determine if the service will benefit citizens of Rogue River; and,
3. The City Council will also review the available budgeted discretionary funds available in the budget year to determine if any funds are left to support the request; and,
4. If the request is approved by the Council (approval must include specific amount) staff will be directed to send a check to the requestee using the W-9 form information included in the request. If the request is for some kind of in-kind support, or letter of support, or “partnership” staff will be directed by Council to follow up to supply the requested support.

Section 4. Use of Funds, and Reporting on the Use of Funds.

1. Funding should be used strictly for the purpose outlined in the application. Any deviation from the intended use may result in failure to approve any future requests.
2. The City may request that funding be publicly acknowledged in print, on the municipal website, or at event, based on the value and significance of the funding.
3. Recipients of funding exceeding \$500 will be expected to provide a written report to the City Council within 12 months of receiving the funding. The

report should detail the outcome of the funding and how the funds were used.

4. If the recipient can not utilize the funds as expressed in the request, the funds should be reimbursed to the City within 12 months.

Section 5. Additional Considerations

The City is under no obligation to approve any requested sponsorship. The City Council reserves the right to deviate from the policy and criteria contained herein when it believes it is the City's best interest to do so.

RESOLUTION NO. 26-1466-R

A RESOLUTION ESTABLISHING A FEE SCHEDULE AS PROVIDED IN ORDINANCE NO. 97-241-0, ALSO KNOWN AS ROGUE RIVER MUNICIPAL CODE TITLE 13.15, THE CITY OF ROGUE RIVER WATER ORDINANCE, AND RESCINDING RESOLUTION NO. 25-1445-R.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER, OREGON.

WHEREAS, the City Council has determined that the water rates shall be adjusted to continue the effective operation and maintenance of the system; and,

WHEREAS, the City Council has acquired funding through the Business Oregon Safe Drinking Water Revolving Loan Fund to make needed improvements to the City's water system by building two new reservoirs, installing new fire hydrants and installing radio read water meters throughout the city; and,

WHEREAS, The City Council has determined that an increase of \$7.25 for the average monthly water bill over the next 4 years is necessary to assure repayment of the SDWRLF Loan and to maintain the current system, broken down it is an increase of \$1.10 for the minimum (up to 500 cubic feet), and \$.15 for consumption (each additional 100 cubic feet of water) each year through 2029; and,

WHEREAS, the City Council has determined that it is essential that funds be set aside for future water capital improvements; and,

WHEREAS, the City Council has determined that twenty (20%) percent of the revenue from water sales shall be set aside to pay the Water Revenue Bond Debt Service payment with the remainder to the Water Improvement Reserve Fund for future Water Capital Improvement Projects.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rogue River, Oregon, that pursuant to Ordinance No. 94-241-0, also known as Rogue River Municipal Code 13.15, the schedule of fees, rates and charges be adopted as follows:

SECTION 1. Monthly Water Service Charges:

A. Residential:

1. Single Family Dwellings:

a. For water served to single family dwellings using five-hundred (500) cubic feet per month or less, \$24.45 month.

b. For water served to single family dwellings using more than five-hundred (500) cubic feet per month, \$24.45 per month plus an additional 3.65 or each one-hundred (100) cubic feet or portion thereof used in excess of five-hundred (500) cubic feet.

2. Multiple Family Dwellings: For water served to duplexes, apartment houses, mobile home parks, or other multiple family dwellings, the following applicable minimum charge for the first dwelling unit:

| <u>Service Size:</u> | <u>Minimum Charge:</u> |
|-----------------------------|-------------------------------|
| 3/4" water meter | \$ 24.45 |
| 1" water meter | \$ 38.35 |
| 1½" water meter | \$ 53.35 |
| 2" water meter | \$ 68.35 |
| 3" water meter | \$ 101.00 |
| 4" water meter | \$ 128.60 |
| 6" water meter | \$ 188.00 |
| 8" water meter | \$ 252.55 |

and an additional charge of \$24.45 for each unit in excess of the first unit and an additional charge of \$3.65 for each one-hundred (100) cubic feet or portion thereof used each month in excess of the number of units multiplied by the five-hundred (500) cubic foot minimum.

SECTION 2. Commercial and Industrial: For water served to commercial and industrial establishments, the applicable minimum charge for the first unit of business:

| <u>Service Size:</u> | <u>Minimum Charge:</u> |
|-----------------------------|-------------------------------|
| 3/4" water meter | \$ 30.80 |
| 1" water meter | \$ 38.35 |
| 1½" water meter | \$ 53.35 |
| 2" water meter | \$ 68.35 |
| 3" water meter | \$ 101.00 |
| 4" water meter | \$ 128.60 |
| 6" water meter | \$ 188.00 |
| 8" water meter | \$ 252.55 |

and an additional charge of \$30.80 for each unit in excess of the first unit and an additional charge of \$3.65 for each one-hundred (100) cubic feet or portion thereof used each month in excess of the number of units multiplied by the five-hundred (500) cubic foot minimum.

SECTION 3. Hotel and Motel Units: Recreation Vehicle Spaces: A hotel and motel unit is defined as a rental unit that is designed for occupancy by transients for lodging or sleeping for a period of less than thirty (30) consecutive days; and a recreational vehicle space is defined as a space for rent by a vacation trailer or other vehicular or portable unit that is either self-propelled or towed or is carried by a motor vehicle intended for human occupancy and is designed for vacation or recreational purposes, but not residential use. For water served to hotel and motel units and recreational spaces, the following applicable minimum charge for the first unit or space:

| <u>Service Size:</u> | <u>Minimum Charge:</u> |
|----------------------|------------------------|
| 3/4" water meter | \$ 30.80 |
| 1" water meter | \$ 38.35 |
| 1½" water meter | \$ 53.35 |
| 2" water meter | \$ 68.35 |
| 3" water meter | \$ 101.00 |
| 4" water meter | \$ 128.60 |
| 6" water meter | \$ 188.00 |
| 8" water meter | \$ 252.55 |

and an additional charge of 75% of the residential fee equaling \$18.35 for each unit in excess of the first unit and an additional charge of \$3.65 each one-hundred (100) cubic feet or portion thereof used each month in excess of the number of units multiplied by the five-hundred (500) cubic foot minimum. For any space rented for more than thirty (30) consecutive days, an additional residential charge of \$24.45 for each unit in excess of the first unit and an additional charge of \$3.65 for each one-hundred (100) cubic feet will be charged.

SECTION 4. Deposit for Service: A deposit shall be charged for each unit served by the water department. The deposit will be applied to the account after one (1) year of continuous service provided the customer has maintained good credit with the water department for twelve (12) consecutive months. If the customer's account becomes delinquent after the deposit has been applied, the water department or its authorized representative may demand a new deposit be collected to reestablish credit.

For a SFD (Single Family Dwelling), the deposit is \$75.00.

For any account with multiple units, the deposit is three (3) times the minimum charge for that property. \$1,000.00 will be the maximum deposit required from this calculation.

SECTION 5. Users Outside the City Limits: For water service users outside of the city limits of the City of Rogue River, the charge shall be twice the amount charged users within the city limits.

SECTION 6. Re-connection Fees: In all instances where water has been turned off because of delinquent accounts, a service charge of \$50.00 shall be imposed for the restoration of service.

SECTION 7. Annual Increase: In January of each year an annual adjustment will be implemented. Through 2029, the increase will satisfy requirements to meet repayment of SDWRLF loan fees. Other years, the Engineering New Record (ENR) figure, determined by averaging of Construction Costs, Building Costs and Materials Cost, will be used. If the ENR results in a negative amount, no adjustment will be made.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rogue River, Oregon, that the minimum monthly water charges described herein shall

apply to all property connected to the City water system. Vacancies shall not affect the minimum monthly charge.

BE IT FURTHER RESOLVED that Resolution No. 25-1445-R dated January 23rd, 2025 is hereby rescinded.

PASSED by the Common Council of the City of Rogue River on this 22nd day of January 2026.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 22nd day of January 2026.

Pam VanArsdale
Mayor

ATTEST:

Diane Oliver
City Recorder

RESOLUTION NO. 26-1467-R

A RESOLUTION ESTABLISHING A FEE SCHEDULE AS PROVIDED IN ROGUE RIVER MUNICIPAL CODE 13.10 THE CITY OF ROGUE RIVER SEWER ORDINANCE, AND RESCINDING RESOLUTION NO. 25-1444-R.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER, OREGON.

WHEREAS, Ordinance No. 98-275-O, adopted by the Common Council on June 23, 1994, also known as RRMC 13.10, as amended, provides that all fees, rates and charges for services shall be set by resolution; and,

WHEREAS, the City has determined that the average monthly usage per equivalent dwelling unit or EDU is five-hundred-eighty-seven point seven (587.7) cubic feet, based upon the average water used by residential users from November 1995 through April 1996; and,

WHEREAS, the City has established EDU equivalents for existing commercial customers based upon their water usage from November 1995 through April 1996 as shown on the Rogue River User Fee Analysis; and,

WHEREAS, the City Council has determined that the sewer rates shall be adjusted to continue the effective operation and maintenance of the system; and,

WHEREAS, the Engineering News Record (ENR) Construction Price Index for November 2025 equaled to one and six tenths (1.6%) percent; and,

WHEREAS, the City is required to charge an average monthly rate per EDU as a condition of approval on the City's loan and grant funds from Rural Development.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rogue River, Oregon, that pursuant to Ordinance No. 98-275-O, the schedule of fees, rates and charges be adopted as follows:

Section 1. Monthly Sewer Service Charges:

A. Residential Service: For residences, multiple dwellings (per unit), trailers and mobile homes (per space) and used as residences, the basic minimum monthly charge shall include up to three hundred (300) cubic feet of water used, and an additional usage charge shall apply for every hundred (100) cubic feet of water used over three hundred (300) cubic feet. During the months of May through October, the charge for monthly sewer service will not exceed the average monthly charge for that user during the preceding months of November through April, except that the incremental rate increases will apply.

Basic minimum charge per EDU: \$ 36.40
Additional usage charge \$ 2.40

For new users who have not established a water usage history for the months of November through April, the monthly sewer charge will be a flat monthly fee as follows until a winter usage history has been established:

Basic minimum charge per EDU: \$ 42.75

Section 2. Commercial Service: For commercial, business and professional establishments, including churches and fraternal community organizations, schools, laundromats, hotels and motels, and all other commercial establishments, the basic minimum monthly charge shall apply for each EDU and shall include up to three-hundred (300) cubic feet of water used per EDU, and an additional usage charge shall apply for every one-hundred (100) cubic feet of water used over three-hundred (300) cubic feet allowed per EDU. During the months of May through October, the charge for monthly sewer service for a user will not exceed the average monthly charge to that user during the preceding months of November through April, except that the incremental rate increases will apply. For existing commercial customers, the EDU equivalents have been established based upon their water usage from November 1995 through April 1996, as shown on the Rogue River User Fee Analysis.

Basic minimum charge per EDU: \$ 36.70
Additional usage charge: \$ 2.40

For new users who have not established a water usage history for the months of November through April, the monthly sewer charge will be a flat monthly fee per EDU as follows based upon DEQ guidelines for on-site facilities, until a winter water usage history has been established.

Basic minimum charge per EDU: \$ 42.75

Section 3. Recreational Vehicle Spaces: A recreational vehicle space is defined as a space for rent for a period of less than thirty (30) consecutive days by a vehicle with or without motive power, which is designed for human occupancy and to be used temporarily for recreational, seasonal or emergency purposes at a rate of 75% of the basic minimum residential fee.

Basic minimum charge per space: \$ 27.50
Additional usage charge: \$ 2.40

For new users who have not established a water usage history for the months of November through April, the monthly sewer charge will be a flat monthly fee as follows until a winter usage history has been established at a rate of 75% of the basic minimum residential fee:

Basic minimum charge per space: \$ 32.05

Section 4. Users Outside of the City Limits: The charge for sewer users outside of the corporate limits of the City of Rogue River shall be twice the amount charged like users within the City limits.

Section 5. Deposit on Service: New accounts for sewer service shall pay, in advance, a deposit. The customer's deposit will be applied to the account after one (1) year of continuous service provided the customer has maintained good credit with the sewer department for twelve (12) consecutive months. If the customer's account becomes delinquent after the deposit has been applied, the sewer department or its authorized representative may demand a new deposit to reestablish credit.

For a SFD (Single Family Dwelling), the deposit is \$115.00.
For any account with multiple units, the deposit is three (3) times the minimum charge for that property. \$1,000.00 will be the maximum deposit required from this calculation.

Section 6. Re-evaluation of Commercial EDU's and rates: The City will re-evaluate the average monthly usage per EDU and the EDU values assigned to each commercial account annually and adjust the rates and EDU assignments accordingly.

Section 7. Annual Increase: In January of this year an annual adjustment from the November Engineering New Record (ENR) by averaging Construction Costs, Building Costs and Materials Cost will be implemented. If the ENR results in a negative amount, no adjustment will be made.

BE IT FURTHER RESOLVED that Resolution No. 25-1444-R dated January 23rd, 2025, is hereby rescinded.

PASSED by the Common Council of the City of Rogue River on this 22nd day of January 2026.

SUBMITTED TO AND APPROVED by the Mayor of the City of Rogue River on this 22nd day of January 2026.

Pam VanArsdale
Mayor

ATTEST:

Diane Oliver
City Recorder



City Council and Management
City of Rogue River

We have audited the financial statements of the City of Rogue River as of and for the year ended June 30, 2025, and have issued our report thereon dated December 29, 2025. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated March 28, 2025, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (US GAAP). Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the system of internal control of the City of Rogue River (the City) solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

We obtained an understanding of internal controls to assess the impact on determining the nature, timing and extent of audit procedures, and we have established an overall materiality limit for audit purposes. We conducted formal discussions among engagement team members to consider how and where the financial statements might be susceptible to material misstatement due to fraud or error.

We used this knowledge and understanding, together with other factors, to first assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provided us with parameters within which to design the audit procedures for specific account balances and classes of transactions.

Our risk assessment process at the account-balance or class-of-transactions level consisted of:

- An assessment of inherent risk (the susceptibility of an assertion relating to an account balance or class of transactions to a material misstatement, assuming there are no related controls); and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk (the risk that a material misstatement could occur in an assertion and not be prevented or detected on a timely basis by the company's internal control).

We then determined the nature, timing and extent of tests of controls and substantive procedures necessary given the risks identified and the controls as we understand them.

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit was based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm, have complied with all relevant ethical requirements regarding independence. Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, without our permission no partner or professional employee of Sensiba LLP is permitted to own any direct financial interest or a material indirect financial interest in a client or any affiliates of a client. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with Firm policy. In addition, our policies restrict certain non-audit services that may be provided by Sensiba LLP and requires audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

Significant Risks Identified

Under auditing standards, a significant risk is defined as an identified and assessed risk of material misstatement that, in the auditors' professional judgment, is close to the upper end of the spectrum of inherent risk. As part of the risk assessment process, we are required to determine whether any risks identified are significant risks. In exercising this judgment, we exclude the effects of identified controls related to the risk, and consider the following area: risk of fraud; whether the risk is related to recent significant economic, accounting, or other developments and, therefore, requires specific attention; the complexity of transactions; whether the risk involves significant transactions with related parties; the degree of subjectivity in the measurement of financial information related to the risk, especially those measurements involving a wide range of measurement uncertainty; and whether the risk involves significant unusual transactions

We identified the following significant risks:

- Payroll: one of the largest expenditures for the City, payroll is complex and subject to errors due to that complexity.
- Charges for services in the water and wastewater funds: areas where cash may be coming into the accounting system are higher risk due to their potential for fraud.
- Management override of internal controls is a presumed significant risk.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City are included in Note 1 to the financial statements. New significant accounting policies include the implementation of Governmental Accounting Standards Board Statement (GASB) 101 - *Compensated Absences* (GASB 101). The standard improves the accounting and financial reporting of compensated absences for paid leave earned by employees such as vacation, sick leave, parental leave, military leave and jury duty. Additionally, the City implemented GASB Statement 102 - *Certain Risk Disclosures*, which requires governments to disclose vulnerabilities from concentrations or constraints that could have a substantial financial impact. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

- The proportionate share of the net pension obligation unfunded actuarial liability related to the City's participation in the Oregon PERS system, including estimated deferred inflows and outflows expected to be included in pension expense in future periods.
- The compensated absence liability and related adjustment to the prior year net position for governmental activities and in the water and wastewater funds.

Management's estimate of the pension obligation is based on an actuarial valuation provided by Oregon PERS and audited by independent auditors engaged by Oregon PERS. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

GASB 101 requires management to estimate the amount of compensated absences liability to be reported at year-end. This estimate involves the use of key assumptions and methodologies, including employee leave balances, expected usage patterns, and applicable pay rates. The most significant change with the new standard is that it replaces the leave-type-specific approach of the previous standard with a unified model for recognizing and measuring all types of compensated absences for example sick leave resulting in broader applicability and significantly larger reported liabilities. The standard also required restatement of prior year net position as if the standard had been in place on June 30, 2024, amounting to \$38,052 for governmental funds and \$11,681 for the proprietary funds. As with all significant estimates, there is a degree of uncertainty inherent in the process, and actual results may differ from those estimated.

For these estimates, we evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the City's financial statements relate to the Oregon PERS unfunded pension liability, an estimate described above and the implementation of compensated absences as described above.

Significant Unusual Transactions

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. No such transactions were identified during the course of our audit.

Identified or Suspected Fraud

We have not found any fraud involving senior management or other fraud that causes a material misstatement of the financial statements, no illegal acts came to our attention and there were no disagreements with management or other serious difficulties encountered in performing the audit.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following material misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management:

- Unrecorded accounts receivable in the Street Fund of \$30,345
- Reclassification of various revenue posted to the wrong funds, \$11,683
- Unrecorded accounts receivable in the general fund of \$16,522
- Changes to accounts payable and cash, \$30,348

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Circumstances that Affect the Form and Content of the Auditor's Report

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditor's report. Our auditors' report includes an emphasis of a matter related to the implementation of GASB 101 and its impact on beginning net position. Our opinion was not modified related to that matter.

Representations Requested from Management

We have requested certain written representations from management, which were provided to us in a letter dated December 29, 2025.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters. To Our knowledge, there were no such consultations with other accountants.

Related Party Transactions

We evaluated the accounting and disclosures associated with identified related party relationships and whether the effects of those relationships and transactions were appropriately identified, accounting form and adequately disclosed in the financial statements.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City’s auditors.

Communication of Internal Control Deficiencies

We have communicated certain internal control deficiencies identified during the course of our audit in a separate letter to management and City Council dated December 29, 2025.

Other Information Included in Annual Reports

Pursuant to professional standards, our responsibility as auditors for other information, whether financial or nonfinancial, included in the City’s annual reports, does not extend beyond the information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the information, and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the City Council and management of the City of Rogue River and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,



Sensiba LLP
Bend, OR

December 29, 2025

**City of Rogue River
2025-2026 Goals and Policies**

COMMUNITY VISION

Rogue River is a unique community where different generations live, learn, have fun and support each other.

Rogue River is a community with an inviting vibrant downtown that serves as its core, where people can shop, live, dine, work, recreate, and just be together.

Rogue River is a community where new growth blends with the existing community and reflects a traditional rural atmosphere.

Rogue River is a community that values and preserves the natural resources: trees, open space, clean water, fish and the river.

Rogue River is a community that feels like family where people know and support each other.

MISSION STATEMENT

The City of Rogue River strives to provide its citizens with a safe, comfortable and stable economic environment for the benefit of all its citizens. This will be accomplished by careful management of budget resources, which will help ensure the highest quality of life at all economic levels, as well as safe neighborhoods, well-maintained facilities, and clean commercial and industrial development.

POLICY GOALS AND OBJECTIVES
Infrastructure

The City will strive to expand and improve the water, wastewater, street, storm drain and park systems through the implementation of approved scheduled public improvement projects in accordance with the City's Capital Improvement Programs.

1. To provide for additional water capacity and plan for other scheduled capital improvements.

Rationale: The City will plan for projected growth to provide adequate services for the community.

2. To actively pursue and support approval of additional freeway access, which was the subject of Phase I of the Interstate-5 Corridor Study conducted by the Oregon Department of Transportation.

Rationale: The single freeway access to Interstate-5 is complicated by a railroad crossing and a major intersection. An additional freeway access would improve traffic flow.

3. To implement the Transportation Plan solutions to improve traffic flow and intersection congestion.

Rationale: Traffic flow is a major concern of the community. Traffic flow has continued to increase steadily because construction has continued at a steady pace. This traffic flow depends upon Rogue River's traffic circulation patterns and its ability to access Interstate-5 efficiently.

4. To pursue alternative solutions to improve traffic flow at high traffic intersections, such as the Depot and Pine Street intersection.

Rationale: Intersections have been targeted as problem traffic areas.

5. To propose and implement additional revenue streams to help fund street maintenance.

Rationale: Growth brings added burdens to existing streets and additional funding is needed to adequately maintain them.

Environment

The City will make every effort to protect and conserve all components of the environment.

1. To monitor and maintain the wastewater facility to ensure it operates at a level in conformance with the standards established by the National Pollutant Discharge Elimination System Permit.

Rationale: The citizens have made a major investment in this facility, and the City must ensure the continued maintenance and efficient performance of the system.

2. To maintain community pride in our Tree City, USA, by continuing to find means to protect and maintain our urban forest by regulating the planting, maintenance, protection, and control of trees and removal of dead, diseased and noxious trees.

Rationale: Trees reduce soil erosion, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife. They are a renewable resource giving us paper, wood for building our homes, fuel for heating our homes and countless other wood products. They increase property values, enhance the economic vitality of business areas, and beautify our community.

3. To promote recycling by supporting recycling efforts and further educating the public.

Rationale: As the area grows, it is more important than ever to continue to work together to meet the ever expanding recycling needs of our community. We accomplish this goal in partnership with our sanitation company, local businesses and our citizens.

4. To promote clean air by maintaining our leaf pickup program and burn day requirements.

Rationale: Our leaf pickup and composting program, which is offered to the public at no charge, has significantly improved the air quality of the City.

5. To promote clean water by implementing the City's Storm Water Management Plan.

Rationale: The City's relationship and dependency on the rivers and streams in our area demand that action be taken to prevent opportunities that would negatively impact aquatic habitat, diminish recreational opportunities, and increase the likelihood of flooding.

Public Safety and Crime Prevention

The City will strive to foster a safe community.

1. To provide security for the citizens in the form of adequate regulation, law enforcement and emergency preparedness.

Rationale: A sense of well-being is enhanced by a feeling of order and safety.

2. To continue to support the education, enforcement and recovery of drug abuse created problems that impact our community, state, and nation through empathic, though thorough, policing efforts.

Rationale: Drug abuse impacts the very core of communities and families, as such we will thoroughly educate and enforce drug laws to protect our community and the families of Rogue River.

Rationale: The drug problems that plague the nation, as well as our own community, must be combated constantly, and we must strive to attack this situation with vigilance.

3. To strive to cooperate and coordinate with other governmental agencies in an effort to provide maximum services to the citizens of Rogue River.

Rationale: Law enforcement agencies at the local, county, and state levels are operating with limited resources. A cooperative and carefully coordinated relationship between agencies will assure that they operate with maximum efficiency.

4. To promote crime prevention through education and community programs such as the Neighborhood Watch Program, and National Night Out.

Rationale: Police-citizen cooperation directly results in more control over crime and maintains peace and order. The community must be an active partner. Through greater citizen responsibility, and by providing citizens with an opportunity to contribute individually and collectively to public safety, we can improve the quality of life for our residents.

Quality of Life

The City strives to maintain a high quality of livability for the residents of the City.

1. To deliver the finest municipal services available in the most cost effective and efficient

manner.

Rationale: The City constantly faces the struggle to provide quality municipal services and meet unfunded state and federal mandates with limited and declining resources.

2. To promote parks, open space and recreation activities for youth and adults.

Rationale: Parks, open space and recreation opportunities are valued highly by citizens of our community. The City is over one square mile in size and currently owns six and maintains seven parks within the City limits. The City currently provides 8.5 acres of park land for every 1,000 residents. With a national average of 10.8 acres of park land per 1,000 people per park district (ie. city, county, park and recreation district), the City should undergo careful planning to assure that an adequate amount of open space is preserved as our population increases. A goal of 10 acres of park land per 1,000 people is an appropriate target for preservation of public open space.

3. To encourage and support downtown retail and entertainment activities.

Rationale: The future of the downtown area is of major concern to the City. Emphasis must be placed on this area to ensure that it develops into a vibrant core of the community. In partnership with business leaders, the City encourages and supports downtown activities and improvements in an effort to maximize the economic benefit to the community and improve the amenities available to the citizens.

4. To update the Comprehensive Plan.

Rationale: To meet the needs and desires of the community and to assure that growth takes place in a manner consistent with statewide planning goals and blends with the desires of the community as outlined in our Strategic Plan.

5. To increasingly use computerization and technology to obtain and maintain available information for management, policy decision making, and the public.

Rationale: Technology is an asset in this information age of higher demands and dwindling resources.

6. To continue to review and update land use rules, regulations, and Ordinances relating to development.

Rationale: It is imperative that comprehensive development rules, regulations and Ordinances be in place in order to properly process land division development applications. Managed and orderly growth will protect the quality of life and the traditional rural atmosphere of the City.

7. To continue close cooperation between the City, School District, Fire District, and other community and volunteer groups within the City.

Rationale: Cooperation and teamwork within the community leads to a stronger sense of closeness with one another with positive results to the citizens.

8. To continue to review and update the City's Charter, operational policies and

procedures.

Rationale: In order for the City to continue to operate effectively and efficiently, these policies and procedures need to be updated periodically.

9. To seek communication methods that will keep the community informed of City activities and projects.

Rationale: In order to keep the community informed of City activities, communication lines need to be broadened which will result in a better informed community and increase community involvement.

**City of Rogue River
2025-2026 Goals and Policies**

BUDGET AND FINANCIAL POLICIES

Financial management policies shall maintain a balanced relationship between debt service requirements and current operation costs, manage growth of the tax base, actively seek alternative funding sources, minimize interest costs, and maximize investment returns.

1. Assure that current operating revenue is sufficient to support current operating expenditures, while giving high priority to funding capital assets with one-time revenues.

Rationale: Utilizing one-time revenues such as grants to fund on-going expenditures results in incurring annual expenditure obligations which may be unfunded in future years. Using these one-time revenues to fund capital assets better enables future administrations to cope with the financial problems when these revenue sources are discontinued.

2. Provide adequate contingency reserve appropriations not less than ten (10%) percent of the General Fund and ten (10%) percent of the Water, Sewer and Street Funds to allow for unforeseen expenditures.

Rationale: Adequate contingency appropriations provide the City with the ability to address unforeseen expenditures.

3. Use grant funds as much as possible to provide for future capital improvements, allowing revenue to build reserves and avoid increasing indebtedness.

Rationale: Every effort must be made to plan and provide for necessary capital improvement projects. With careful thought and planning, many projects can be funded with development fees, grant funds, intergovernmental revenues, user fees and excess revenues to avoid the incurrence of debt.

4. Annually review fee schedules to assure that revenues adequately support the full cost of providing the service.

Rationale: Fees should grow at a rate that keeps pace with the cost of providing the service.

5. Actively pursue state and federal grants to provide additional resources.

Rationale: Utilizing outside revenue sources whenever possible relieves the local citizens of some of the financial burden and improves the local economy.

6. Reserve a minimum of twenty-percent (20%) of the revenue received from water sales for future capital improvements and debt repayment.

Rationale: The City's water rights are inadequate. Purchasing water rights from Lost Creek and an upgrade to the City's water treatment plant will increase fire protection and provide for additional reserve as the City continues to grow.

January 8, 2026 Minutes of RR Tree City USA committee meeting.

Jim Dyck opened the meeting at 1:08pm

Present were Jim Dyck, Dee Copley, JoAnn Dixon.

Officers for 2026 were chosen by unanimous vote:

Jim Dyck Chair

Helga Bush Vice Chair

Dee Copley Secretary Pro Tem

Discussion regarding new committee members: Sharon Laack and Ed Oliver. Jim will contact them.

Discussion to put a request in the RR Press for a committee member. Jim to follow up with Diane at City RR.

Reviewed all of City of RR 4.0 code regarding the Tree City Committee.

Reviewed the current Grants Pass code regarding Street Trees: Dee to research on the UC Davis website the specific types of Ash and Elm and Locust on the list to determine if they are the invasive type. If so we would not want them on the approved list.

Update to November meeting of Mike Bollweg and Jim Dyck: The list of trees needing work at Palmerton Park was sent to Tate Tree Service for a bid and Jim and JoAnn to meet with Public Works at their Monday Jan. 12 meeting at 10am to advise. Tate will be able to start work 1/12/26 as well.

It was agreed that Dee shall inform the Planning Commission of the progress the TCUSA committee has made on suggested changes to city code and our suggested list of trees and get feedback and tentative dates for final suggestions from the committee to the Planning Commission at the next meeting (01/13/26) . TCUSA would like to obtain a more up to date list from Talent City before our final list goes to RR Planning Commission.

A motion was made to adjourn by JoAnn D seconded by Dee C and adjournment was at 2:18pm.

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 August 28th, 2025 by Resolution 25-1456-R. 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