



# CITY OF ROGUE RIVER

133 Broadway • Box 1137 Rogue River, Oregon 97537 • (541) 582-4401  
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## REGULAR COUNCIL MEETING THURSDAY, FEBRUARY 26, 2026 6:00 P.M.

This meeting is also available for attendance by phone or internet via <https://join.freeconferencecall.com/roguecity>:  
Dial-in using your phone: 1-978-990-5207  
Enter Access Code: 2145898  
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Enter Online Meeting ID: roguecity

### CALL TO ORDER

INVOCATION – Rodger Coale, Pleasant Valley Cowboy Church

PLEDGE OF ALLEGIANCE

ROLL CALL

### AGENDA

#### SPECIAL ORDERS OF BUSINESS:

- 1 **Presentation** Brenda Bartlett, Sensiba LLC, will discuss 2024-25 financial audit report.

#### APPROVAL OF MINUTES:

- 2 **Minutes** Consider approving Regular City Council Meeting Minutes from January 22, 2026, and Special Council Meeting Minutes from February 19, 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)

#### CITIZEN-REQUESTED ITEMS:

- 3 **Park** Consider approving a request for Ride the Rogue event at Palmerton Park from Rogue River Greenway Foundation.



- 4 **Banner** Consider a request to hang a 'Ride the Rogue' event banner above Depot Street from the Rogue River Greenway Foundation.

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

**ORDINANCES & RESOLUTIONS:**

- 5 **Resolution** Consider approving Resolution 26-1468-R, a resolution updating the Committee Rules for the City of Rogue River, adding Fire District Liaison position.
- 6 **Ordinance** Consider adopting Ordinance 26-445-O, an ordinance revising the liquor licensing processing procedure for the City of Rogue River replacing Chapter 5.15 of the City of Rogue River Municipal Code in its entirety.

**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 **Appointment** Consider approving the Mayor's appointment to the Fire District Liaison position.
- 8 **Agreement** Consider approving the 2026 Annual Rooster Crow agreement with the Rogue River Kiwanis Club.

**COMMITTEE MINUTES:**

- 9 **Tree City** Consider accepting the February 12, 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](mailto: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 [molan@cityofrogueriver.org](mailto:molan@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.**



To City Council and Management  
City of Rogue River, Oregon

In planning and performing our audit of the financial statements of the City of Rogue River, Oregon (the “City”) as of and for the year ended June 30, 2025, in accordance with auditing standards generally accepted in the United States of America, we considered the City’s internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of City’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. We identified certain deficiencies in internal control that are communicated in our Independent Auditors’ reports related to the *Governmental Auditing Standards* and the *Uniform Guidance*. We did not identify any deficiencies in internal control that we consider to be material weaknesses, however we did detect significant deficiencies disclosed to you in a separate letter dated December 29, 2025. As discussed below, we identified certain matters involving the internal control and other operational matters that are presented for your consideration.

This letter does not affect our report dated December 29, 2025 on the financial statements of the City. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control or result in other operating efficiencies. Our comments are summarized as follows:

#### *Emergency Procurements*

During our work related to public procurement, we noted that documentation supporting emergency procurement purchases was not maintained in accordance with Oregon minimum standards. We recommend that management develop and implement a standard checklist and procedures to ensure that all emergency procurements are documented in writing. This should include maintaining records of quotations, bids, proposals, contracts, and supporting invoices or receipts, as well as clear justification for the procurement method used.

#### *Information technology access controls*

During our procedures related to documenting and understanding the City’s general internal controls, we noted that the City shares user access to the accounting system at the front desk. We recommend each person with access to the accounting system have a unique log in, and that user access is reviewed periodically to ensure that only current employees have access, and that the access is the minimum needed for their duties.

We believe that the implementation of these recommendations will provide the City with a stronger system of internal control while also making its operations more efficient. We will be happy to discuss the details of these recommendations with you at your convenience.

This communication is intended solely for the information and use of management and the board of directors and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

A handwritten signature in black ink that reads "Sensiba LLP". The signature is written in a cursive, flowing style.

Bend, Oregon

December 29, 2025



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.

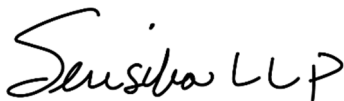
## **Other Information Included in Annual Reports**

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,

A handwritten signature in black ink that reads "Sensiba LLP". The signature is written in a cursive, flowing style.

Sensiba LLP  
Bend, OR

December 29, 2025

# ROGUE RIVER CITY COUNCIL MINUTES

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THURSDAY, JANUARY 22, 2026

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** Tony Camacho, Rogue River Assembly of God

**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  
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  
Michael Bollweg, Public Works Director

**MEDIA PRESENT:**

Brian Mortensen, Rogue River Press

**AUDIENCE:** Jackson County Commissioner Colleen Roberts

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

## **SPECIAL ORDERS OF BUSINESS:**

Mayor Pam VanArsdale presented the 2026 State of the City Message:

As we begin 2026, I'm proud to share the State of the City Message and reflect on our progress, challenges and vision for the future. Rogue River continues to thrive as a vibrant small community thanks to its dedicated team of volunteers, employees, businesses and caring citizens.

Our police department is once again fully staffed and became accredited with the Northwest Accreditation Alliance in 2025. Although not required by state law as the larger departments are,

Rogue River Police have affirmed their commitment to meet professional standards for best practices, improving performance, accountability, and community trust. All of our patrol vehicles (as well as all city buildings) are now equipped with defibrillator devices known as AEDs. Our 2nd annual National Night Out was a huge success again and included various fire and law enforcement agencies as well as local business participation. And our Chief, Dave Rash was recognized with an FBI National Academy Associates Award from the Portland FBI office for his many years of service with their organization, his dedication to professionalism in law enforcement and helping to protect and make the Oregon communities of Milwaukie, Hubbard and now Rogue River safe.

And because we appreciate and know the importance of keeping our police department, we continue to search for additional revenue to help maintain staffing, technological upgrades and reliable vehicles. An increase in the Public Safety Fee this year was a good beginning.

We also completed more updates and improvements to many of our functions, city ordinances, and regulations. Some of these were due to required legislation such as new parking rules, while others were for the convenience and benefit of our citizens. Our new city website now includes current agendas, meeting minutes and many other helpful links.

Wherever funding opportunities presented themselves we diligently applied and though we weren't always selected, we were successful in receiving a grant from Pacific Power for nearly all of those AED units and we also received a Small Cities Allotment Grant from the State for \$250,000 that will be used in our continued effort at improving sidewalk access around and near our schools.

Although we had hoped for the water reservoir project to begin construction in 2025, more work was needed on design and planning than we anticipated. The old adage "measure twice, cut once" comes to mind. The current timeline is to go out for bid in March with construction to follow soon after.

I'm sure that 2026 will bring both opportunities as well as challenges. Whatever those may be, we will face them together, unified and resolve to be The Best Rogue River that we can be.

Respectfully Submitted this 22nd day of January 2026.

***Mayor Pam VanArsdale***

**APPROVAL OF MINUTES:**

Move to accept the regular city council December 18<sup>th</sup>, 2025, and special council meeting minutes from January 8<sup>th</sup>, 2026.

Motion by Councilor Hilty, seconded by Councilor Howell

*Discussion on motion*

Councilor Davis made a correction to the Special meeting minutes; she did not vote on the last call for a vote due to technical difficulties of being online.

Move to amend the special meeting minutes to include the corrections, motion by Councilor Hilty seconded by Councilor Howell

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

**Both sets of minutes were approved.**

### **COMMITTEE REPORTS:**

**Community Relations; Chamber of Commerce Liaison:** City Councilor Barb Hilty reports that meeting was held on January 15<sup>th</sup>, and work is continuing on the design of the digital map for Rogue River. They will meet soon to start planning for Holiday decorations for 2026. The next meeting is Tuesday February 5<sup>th</sup> at the Red Dog.

**Community Relations; Community Center Representative:** City Councilor Barb Gregory was out of town for the meeting, however reports that the Director has officially stepped down.

**Rogue River School Board Liaison:** Councilor Mark Minegar reports that a new Physical Education teacher has been hired by the name of Morgan Kirkpatrick. The Jr/Sr Highschool has a great attendance record with a 12% improvement. The Third Graders have tested with a 21% increase in State testing. Bingo Night is Thursday January 29<sup>th</sup> from 5:30 PM -7PM that includes a silent auction. SVA has had four students graduate already, with thirty students OnTrack to graduate. Open House is set for Thursday January 29<sup>th</sup> 3:30PM-5:30PM. February 5<sup>th</sup> is a fieldtrip for the entire school at the Ice Rink in Medford. SVA has a spirit store open now. REACH has 222 students with a 95% attendance record. The Lego Robotic team got 2<sup>nd</sup> place qualifying in Medford, and 34<sup>th</sup> in the entire State.

**Emergency Communication of Southern Oregon (ECSO):** City Administrator Ryan Nolan reports that Radio Tower project is done, even though it's been a long process. We plan to go live by July 4<sup>th</sup>. February 11<sup>th</sup> there will be a board meeting.

**Finance Committee:** City Councilor Sherrie Moss reports that between December 13<sup>th</sup>, 2025, and January 16<sup>th</sup>, 2026, the finance committee met 5 times, issuing a total of 83 checks and 5 electronic payments totaling \$247,233.64.

**Planning Commission Liaison:** Councilor Barb Gregory gave a report on the total of building permits, and Planning Applications processed in 2025.

**Rogue Valley Area Commission on Transportation (RVACT):** Councilor Sharie Davis was unable to attend, Mayor Pam VanArsdale reports that the governor's transportation bill will go to the voters. EV registration will increase. ODOT is predicting 400 positions may be terminated.

**Rogue Valley Council of Governments:** Ryan will go to next week's meeting in place of Mayor VanArsdale.

**Middle Rogue Metropolitan Planning Organization (MRMPO):** Mayor Pam VanArsdale reports we received \$3,081.00 grant from leftover COVID money to be used for a planning project to improve bicycle, pedestrian, and transit safety in the Depot Street and Rogue River Highway area.

**Appointments:** Consider approving the Mayor's Commission, Committee, and Council Assignment Appointments to include; Paul Allen as Planning Commission Alternate with a term ending in January 2029, reappointment of Mike Hammond to Budget Committee position number 3 with a term ending in January of 2029, and reappointment of Dannie Moss to Budget Committee position 6 with a term ending in January of 2029.

Move to approve all the Mayor's Commissions, Committee's and Council assignment appointments

Motion by Councilor Moss, seconded by Councilor Howell

No discussion on the motion

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

**Motion to approve the Mayor's appointments passed unanimously.**

Paul Allen, our new Planning Commission Alternate, is in the audience this evening and was congratulated.

**PUBLIC INPUT:**

*John Hart of 1200 Fielder Creek Road in Rogue River 97537 spoke about his opposition on ICE, the immigration and customs enforcement.*

*Paul Kraetssch of 350 Beechwood Drive in Grants Pass 97526 spoke about his opposition ICE, the immigration and customs enforcement.*

**ORDINANCES & RESOLUTIONS:**

**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.

Moved by Hilty, seconded by Gregory to approve **Resolution 26-1465-R** 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.

*Discussion on the motion*

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

**Resolution 26-1465-R was approved.**

**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.

Moved by Gregory, seconded by Minegar to approve **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.

*Discussion on the motion*

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

**Resolution 26-1466-R was approved.**

**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.

Moved by Moss, seconded by Howell to approve **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.

*Discussion on the motion*

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

**Resolution 26-1467-R was approved.**

**EXECUTIVE SESSION – ORS 192.660:** None

**ADMINISTRATIVE ACTION:**

**Audit** Consider accepting the audit report and communication with those charged with governance from SENSIBA, LLP regarding the Cities 2024-2025 financial statements.

Moved by Hilty, seconded by Minegar to approve the audit report and communication with those charged with governance from SENSIBA, regarding the Cities 2024-2025 financial statements.

*Discussion on the motion*

Motion amended by Hilty and seconded by Minegar to include the “LLP” in the motion, approving the audit report and communication with those charged with governance from SENSIBA, LLP regarding the Cities 2024-2025 financial statements

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

**The 2024-2025 annual audit report was approved.**

**Goals** to adopt goals for the 2026-27 year.

Move to approve the Goals for the 2026-2027 Year  
Motion by Hilty, seconded by Howell

*Discussion on the motion*

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

**The goals for the 2026-2027 year were approved.**

**REVIEW OF COMMITTEE MINUTES:**

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

Moved by Moss, seconded by Howell to accepted the Tree City Committee meeting minutes of January 8<sup>th</sup>, 2026.

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

**The Tree City Committee minutes for January 8<sup>th</sup>, 2026 were accepted.**

**OTHER BUSINESS:** City Administrator Nolan advised the council that it'll be good practice to sign the Council Rules once a year, so make sure and sign them before you leave tonight. We have legislative letters going out regarding the ODOT'S 50/30/20 Split of the Highway Fund. February 7<sup>th</sup> is the FFA'S beef feed event. We have invited Noah Robinson and Alek Skarlatos to join us at our table. There is FFA funding that is being threatened. On February 5<sup>th</sup> we're going on a jail tour.

**COUNCIL MEMBER COMMENT:** Councilor Moss, and Barb Hilty reported that they have received a couple of compliments on how the city has taken care of neighbors in town.

**MAYOR COMMENTS:** There was discussion regarding the conference in Pendelton. There was also, a discussion regarding the new traffic signs that are up in town.

**ADJOURNMENT:** There being no further business to come before the City Council and upon a motion duly made (Gregory), seconded (Howell) and carried (Vote: Davis, yes; Howell, yes; Minegar, yes; Hilty, yes; Moss, yes; and Gregory, yes) the meeting adjourned at 7:02 p.m.

Mayor Pam VanArsdale \_\_\_\_\_ Date \_\_\_\_\_

**ATTEST:**

Diane Oliver  
City Recorder

\_\_\_\_\_

**CITY OF ROGUE RIVER**  
**SPECIAL COUNCIL MEETING**  
**THURSDAY, FEBRUARY 19, 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, Councilor Sherrie Moss, Councilor Barb Hilty, Counselor Mark Minegar, Councilor Grace Howell, Councilor Sharie Davis, and Mayor Pam Van Arsdale

**STAFF** Ryan Nolan, City Administrator, Paige Chick, Finance Officer, Diane Oliver, City Recorder, Michael Bollweg, Public Works Director

**PRESS:** Brian Mortensen with the Rogue River Press

**AGENDA**

**NEW BUSINESS:**

**Emergency** Consider approving emergency expenditure regarding Ward's Creek bank stabilization adjacent to City wells at 2<sup>nd</sup> Street Shop property.

Motion by Hilty, seconded by Howell approving emergency expenditure of up to \$45,000 towards Ward's Creek bank stabilization adjacent to City wells at 2<sup>nd</sup> Street Shop Property.

*Discussion on the motion*

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

Motion passes

**Request** Consider providing a letter of support from the Wards Creek Restoration Initiative.

Motion by Gregory, seconded by Minegar approving providing the Wards Creek Restoration Initiative a letter of support, as drafted by the City Administrator, for a Ford Foundation Grant application.

*Discussion on the motion*

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

Motion passes

**OLCC** Consider providing a local government recommendation regarding a Temporary Permit, for a special event at the Rogue River Community Center by Sundance Distilling.

Motion by Moss, seconded by Howell approving providing a local government recommendation of approval for the OLCC application from Sundance Distilling.

*Discussion on the motion*

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

Motion passes

**OLCC** Consider providing a local government recommendation regarding a Change of Owner license, for River Station LLC.

Motion by Hilty, seconded by Gregory approving providing a local government recommendation of approval for the OLCC application from River Station LLC.

*Discussion on the motion*

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

Motion passes

**Park Use** Consider approving a request for commercial sales in Rooster Park from Girl Scouts of Oregon, Rogue River Troop 301-84.

Motion by Moss, seconded by Howell approving commercial sales at Rooster Park by the Girl Scout Troop.

*Discussion on the motion*

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

Motion passes

**Executive Session:** None

**OTHER BUSINESS:** None

**ADJOURN:** There being no further business to come before the City Council and upon motion duly made (Hilty), seconded (Moss) and carried, the meeting adjourned at 11:10 a.m.

Mayor Pam VanArsdale \_\_\_\_\_ Date \_\_\_\_\_

**ATTEST:**

Diane Oliver  
City Recorder

---



PO Box 1439, Rogue River, OR 97537  
info@rogueivergreenway.org  
[www.rogueivergreenway.org](http://www.rogueivergreenway.org)  
1-800-541-0925

FAX:

Date: 01/23/26 Number of pages: 6

From: Lesley Orr, 2026 Ride The Rogue Event Coordinator

Phone Number: 707-218-4025

To: Ryan Nolan  
City of Rogue River

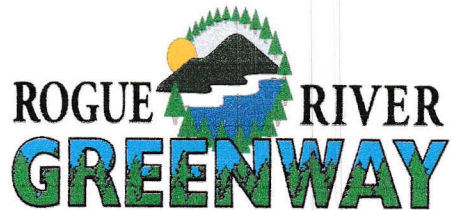
Phone Number: 541-582-4401

Fax Number: 541-582-0937

Regarding: 2026 Ride the Rogue

Greetings,  
Please see the included letter to the Rogue River City Council and the Application for  
Palmerton Park

Lesley Orr  
2026 Ride the Rogue event coordinator



PO. Box 1439, Rogue River, OR 97537  
[info@roguerivergreenway.org](mailto:info@roguerivergreenway.org)  
[www.roguerivergreenway.org](http://www.roguerivergreenway.org)  
1-800-541-0925

01/23/26

Rogue River City Council  
City of Rogue River  
133 Broadway  
Rogue River, OR 97537

Rogue River City Council:

The Rogue River Greenway Foundation is preparing to hold the 2026 Ride the Rogue and we are requesting a waiver of fees for the use of Palmerton Park for the Sept. 26 2026 event. We will be at the park on the afternoon of September 25<sup>th</sup> doing our set-up and onsite registration. We return to the park at approximately 7:00am on the 26<sup>th</sup> for the actual event which will conclude at approximately 5:00pm.

I am also writing to request permission to sell and serve beer and/or wine at the event. In addition to asking permission to serve beer and/or wine we are asking that the OLCC fees be waived. We were granted permission to serve alcohol in past years and our participants have been very appreciative. The outside licensed OLCC approved vendor for this year's event is Weekend Brewery, 1863 Washington Blvd, Grants Pass, Or 97526 541-507-1862.

We would also ask to have our 2026 Ride The Rogue banner hang in Rogue River from August 30<sup>th</sup> to September 27<sup>th</sup>. The Foundation acknowledges that they are responsible for the costs of hanging the banner and including the City of Rogue River as an additional insured party on our Liability insurance. Copy will be provided to the Council by June 1.

The support of the City of Rogue River, it's staff and the local community are key to the success of the Ride The Rogue events in the past and in the future. On behalf of the Rogue River Greenway Foundation Board, I thank you.

We appreciate your consideration and thank you for your continued support. You may contact me with any further questions, concerns or actions that you require at 707-218-4025 by email at [cyclerogueriver@gmail.com](mailto:cyclerogueriver@gmail.com) or at the web addresses listed above.

Sincerely,

Lesley Orr  
2026 Ride The Rogue Event Coordinator



# CITY OF ROGUE RIVER

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

## PARK PAVILION RESERVATION NO. 26-

Reservation Date: 9/25 - 9/26 Name of group/party: Rogue River Greenway Foundation  
Name of person making deposit: Lesley Orr  
Address: 1800 SW T St Grant Pass OR 97526 Cell/Home: 707-218-4025  
Business: \_\_\_\_\_

*(Please provide an address for deposit return if different from listed above)*

Arrival time: 9:00am 9/25 Departure Time: 5:00pm 9/26 (Area must be vacated by sunset unless otherwise indicated)  
Rehearsal Date/Time: N/A Wedding Ceremony Time: N/A  
Anticipated number of people attending the event: 350 Amplified music (large speakers):  Yes  No  
Special considerations/equipment/electricity: park Building for storage  
Parking/Traffic Plan: Details attached

Area reserved must have a representative of the group on the site by the time listed above.  
Area not occupied by representative by stated arrival time shall be declared open to the public.

**ALL OTHER AREAS OF THE PARK ARE OPEN TO OTHER VISITORS,  
AND PROTECTED UNDER ORS 105.682 - RECREATIONAL IMMUNITIES**

Damage/Cleaning Deposit: \$100.00

Date paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt # \_\_\_\_\_

Entire Park Reservation Fee: \$500.00

Date paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt # \_\_\_\_\_

*\*requires City Council Approval; 10 days prior to mtg*

Date submitted: \_\_\_\_\_ Park Requested: \_\_\_\_\_

If the event is canceled less than thirty (30) days from the reservation date, all fees will be retained by the City.

**PLEASE BE ADVISED THAT PARKING IS LIMITED** - (be sure to read parking information provided with application )  
over 20 attendees requires a Parking/Traffic Plan to be submitted

**IN CASE OF EMERGENCY DIAL 911, OR CALL PUBLIC WORKS AT 541.659.6144**

Lesley Orr  
Applicant's Signature

1/23/26  
Date

cycleroqueriver@gmail.com  
E-Mail Address (print clearly)

**For Office Use Only:**

CANCELLATION Date: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

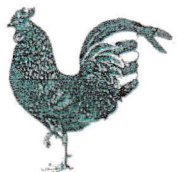
Reason: \_\_\_\_\_ Taken by: \_\_\_\_\_

DEPOSIT REFUND: Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ Auth: \_\_\_\_\_



We are an AA/EOE and comply with Section 504 of the Rehab. Act of 1973

"Home of the National Rooster Crowing Contest"



**PARK RESERVATION REPORT**  
(For Public Works Use Only)

RESERVE SIGN INSTALLED: YES \_\_\_ NO \_\_\_

POWER ON: YES \_\_\_ NO \_\_\_

**CONDITION OF PARK BEFORE EVENT:**

RESTROOMS \_\_\_\_\_

PICNIC AREA \_\_\_\_\_

POWER \_\_\_\_\_

PARKING LOT \_\_\_\_\_

TRASH \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE SIGNATURE

DATE

**CONDITION OF PARK AFTER EVENT:**

RESTROOMS \_\_\_\_\_

PICNIC AREA \_\_\_\_\_

POWER \_\_\_\_\_

PARKING LOT \_\_\_\_\_

TRASH \_\_\_\_\_

VANDALISM - EXPLAIN: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE SIGNATURE

DATE

*For Office Use Only:*

REFUND: YES \_\_\_ NO \_\_\_ DATE \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

## Rogue River Park Reservation – Parking and Traffic Control

### Additional Parking:

Parking Volunteers managed by Mark Reagles (usually 6 to 8 volunteers)

### Locations outside the park:

Rogue River Assembly of God

Rogue Valley Community Church

Columbia Bank

additional parking will be identified if registration exceeds expect 300 to 350.

Traffic Control: Provided by Jackson County Search and Rescue volunteers.

Signage and volunteers located at key intersection for vehicle and cyclist safety. Detailed maps will be available at a later date if needed.



WEEKEND	CANOPY 10 X 10
TAYLOR'S	10 X 20
ODOT	12 X 12 <del>15 X 15</del>
RVCOG	12 X 12 <del>15 X 10</del>
REGISTRATION	12' X 24'

You Are Here

BANNER

Parking



# Memo

**To:** City Council  
**From:** Ryan  
**Date:** February 3, 2026  
**Re:** Ride the Rogue Park Use Request

---

The City has received a request to use Palmerton Park for, Ride the Rogue, a weekend bicycle ride event. The organizer of the proposed event is The Rogue River Greenway.

The request includes exclusive use of the park from noon on September 25<sup>th</sup> through 5pm on September 26<sup>th</sup>. The request also includes approval to have approved and licensed alcohol sales.

The organization has asked that the City waive the \$500 per day park reservation fee.

Use of the entire park, alcohol sales, and waiver of fees requires Council approval.

**City of Rogue River Park Reservation Policy**

**Section 1. Fees and Requirements.** No sooner than January 1 of each year the City of Rogue River shall accept reservations for public parks for the calendar year. The following day fees shall be charged, and policies applied, to individuals or groups reserving a public park (or area within a public park):

AREA REQUESTED	COUNCIL APPROVAL REQUIRED	CERTIFICATION OF LIABILITY INSURANCE REQUIRED REC'D	PAYMENT	DAMAGE/ CLEANING DEPOSIT	PARKING/ TRAFFIC PLAN REQUIRED
CONTRACT USE (Entire Park, Seasonal Use, consecutive use)	YES	YES	TBD UPON CONTRACT	TBD UPON CONTRACT	IF OVER 20 PEOPLE
<b>PAVILION RESERVATIONS</b>					
PALMERTON PARK PAVILION	NO	NO	N/A	\$100.00	IF OVER 20 PEOPLE
ROOSTER PARK PAVILION	NO	NO	NA	\$100.00	IF OVER 20 PEOPLE

Resolution No. 24-1429-R

AREA REQUESTED	COUNCIL APPROVAL REQUIRED	CERTIFICATION OF LIABILITY INSURANCE REQUIRED REC'D	PAYMENT	DAMAGE/ CLEANING DEPOSIT	PARKING/ TRAFFIC PLAN REQUIRED
<b>ENTIRE PARK RESERVATIONS</b>					
COYOTE EVANS PARK	YES	YES	\$500 / day	No Deposit / Agreement covers	IF OVER 20 PEOPLE
ANNA CLASSICK PARK	YES	YES	\$500 / day	No Deposit / Agreement covers	IF OVER 20 PEOPLE
FLEMING MEMORIAL PARK	YES	YES	\$500 / day	No Deposit / Agreement covers	IF OVER 20 PEOPLE
<b>PLAZA PARK</b>	Only City Sponsored Events				
ROOSTER PARK	YES	YES	\$500 / day	No Deposit / Agreement covers	IF OVER 20 PEOPLE
PALMERTON PARK	YES	YES	\$500 / day	No Deposit / Agreement covers	IF OVER 20 PEOPLE
PONDEROSA PARK	YES	YES	\$500 / day	No Deposit / Agreement covers	YES
CUSTOMER PROVIDED EQUIPMENT (BOUNCE HOUSE, RIDES, SLIP-N-SLIDE)	NO	YES	N/A	No Deposit / Agreement covers	SITE PLAN REQUIRED

**Section 2. Additional Requirements.**

1. Use of Amplified Sound, Rental of Entire Park, and Sales of Alcohol Require Council Approval.
2. A written request for Council Approval must be submitted a minimum of 10 days prior to the scheduled council meeting.
3. Any uses in a City Park which; permit alcohol, require fees for entrance, reserve entire park, or include sales of any kind require certificate of liability insurance.
4. Certificates of Liability Insurance must provide coverage in the amount of \$2,000,000 per occurrence naming the City of Rogue River as an additional insured.





# Memo

**To:** City Council  
**From:** Ryan  
**Date:** February 3, 2026  
**Re:** Ride the Rogue Banner Request

---

The City has received a request allow the Ride the Rogue Foundation to place a banner over Depot Street from August 30<sup>th</sup> to September 27<sup>th</sup>.

Approval to hang a banner over Depot Street requires Council approval.

## City of Rogue River Banner Policy

### Section 1. Banner Criteria.

1. The activity is sponsored or endorsed by the City of Rogue River; and,
2. The activity is two weeks or shorter in duration and open to the general public; and,
3. The activity is located within the Rogue River School District (District #35); and,
4. The banner may contain the name and/or logo, date and time, and general location of the event. Banners may not include any advertising, commercial message, brand or product name, or other information about the event such as cost, directions, etc; and,
5. The right-of-way is approximately 50 feet (pole to pole). The banner must be a minimum of 20 feet and maximum of 40 feet wide. The banner must be a minimum of 2 feet and a maximum of 4 feet in height. The banner must be mesh material, or have 8" wind cuts in the banner on 4 foot off set centers. The banner must have a vertical clearance of at least 20 feet above the roadway; and,
6. The banner may not be erected or maintained if it interferes with, imitates, or resembles any official traffic control device or attempt or appears to attempt to direct the movement of traffic;

prevent the driver of a motor vehicle from having a clear and unobstructed view of official traffic control devices and approaching or merging traffic; have any lighting, unless such lighting is shielded to prevent light from being directed at the highway or is of such low intensity or brilliance as not to cause glare or to impair the vision of the driver of a motor vehicle; or are otherwise a traffic hazard.

## **Section 2. Application Requirements.**

1. Banner applications are accepted no sooner than January 1<sup>st</sup> for the following year.
2. The applicant must provide the dimensions of the banner and a design layout showing the contents/design of the banner.
3. The application must arrange to have the banner hung by a licensed (City business license) contractor who provides the City with a certificate of liability insurance specifically covering the hanging and removing of the banner. The policy must include generally liability coverage of at least 2 million dollars.
4. Applications must be submitted at least 10 days prior to a regularly scheduled City Council meeting prior to the requested installation date. And must include the requested date of installation and date of removal.
5. The banner must be hung and removed on the dates approved.
6. The applicant must submit a certificate of liability insurance, specifically covering the time period the banner is hung across the City street, listing the City as additionally insured. The policy must include generally liability coverage of at least 2 million dollars.



# Memo

**To:** City Council  
**From:** Ryan  
**Date:** February 20, 2026  
**Re:** Fire District Liaison

---

The Council has discussed adding a new liaison position, a Council member who would serve as a conduit between the fire district board and the City Council. The Council Rules lay out all of the approved City Council liaison and representative positions. A draft Resolution that could serve to update the Council Rules by adding this position is attached.

The Jackson County Fire District #1 (Rogue River Fire District) Board currently holds board meetings on the second Wednesday of every month at 7:30 am. The meetings are held at the fire district office but are always available to view via Zoom. The agendas, minutes and information for board meetings are available to the public.

If the Council wants to move forward with this position Resolution 26-1468-R could be approved updating the Council Rules. Liaisons are appointed by the Mayor and confirmed by the Council. Following the creation of the position the Mayor would appoint a Councilor (appointments require Council approval) to fill the position.

## **RESOLUTION NO. 26-1468-R**

**A RESOLUTION ADOPTING A RULES OF PROCEDURE FOR ALL CITY COMMISSIONS, COMMITTEES, COUNCIL LIAISONS, AND OFFICIAL CITY REPRESENTATIVES FOR THE CITY OF ROGUE RIVER, OREGON, AND RESCINDING RESOLUTION 25-1463-R.**

**WHEREAS**, Commissions and committees play an important role in city governance by assisting the City in addressing specific issues in detail, lending professional expertise, facilitating community decision-making and serving as a conduit between citizens, City staff and the City, and;

**WHEREAS**, the City Council has determined that a need exists to establish Rules of Procedure to clarify requirements of all City committees, commissions, liaisons, and official City representatives, and;

**WHEREAS**, the City Council has determined that a Fire District Board Liaison is a new City Council Liaison position the Council has determined would be beneficial to the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ROGUE RIVER, OREGON**, that the Rules of Procedure for all City Commissions, Committees, Council Liaisons, Official City and Representatives for the City of Rogue River be adopted as follows:

### **RULES OF PROCEDURE FOR CITY COMMISSIONS, COMMITTEES, COUNCIL LIAISONS, AND OFFICIAL CITY REPRESENTATIVES**

#### **ARTICLE 1 - GENERAL COMMITTEE AND COMMISSION PROCEDURES**

#### **ARTICLE 2 - CITY COMMISSIONS**

Section 1.0 Planning Commission

#### **ARTICLE 3 - CITY COMMITTEES**

Section 1.0 Budget Committee

Section 2.0 Finance Committee

Section 3.0 Safety Committee

Section 4.0 Tree City Committee

Section 5.0 Contract Review Board

Section 6.0 Local Board of Appeals (Building Code)

Section 7.0 Ad Hoc Committees

#### **ARTICLE 4 - CITY COUNCIL LIAISONS**

Section 1.0 Planning Commission Liaison

Section 2.0 Rogue River Chamber of Commerce Liaison

Section 3.0 Rogue River School District #35 Liaison

Section 4.0 Jackson County Fire District #1 (Rogue River Fire District) Liaison

## **ARTICLE 5 - CITY REPRESENTATIVES**

Section 1.0 Rogue Valley Council of Governments Representative

Section 2.0 Rogue Valley Area Commission on Transportation Representative

Section 3.0 Middle Rogue Metropolitan Planning Organization Representative

Section 4.0 Emergency Communication of Southern Oregon Representative

Section 5.0 Rogue River Community Center Representative

## **ARTICLE 1 - GENERAL COMMITTEE AND COMMISSION PROCEDURES**

The following procedures apply to all committees and commissions:

A. Robert's Rules of Order Revised shall be used as a guide in the conduct of Committee and Commission meetings. These rules of order may be relaxed at the discretion of the presiding officer to simplify and clarify matters before the body. Robert's Rules of Order Revised for small boards applies to any group with fewer than 12 members.

B. All committees shall keep minutes and/or shall record the proceedings of their meetings. A report shall be presented to the City Council during the committee report section of the Council agenda by the appointed Council Liaison or Representative. The committee chair or their designate shall be responsible for providing a written record to the City Recorder within one week of the meeting. The record should contain the following, at a minimum:

1. Date, time, location and name of group meeting;
2. The name of those present;
3. Any motions made and seconded;
4. Results of votes (who made the motion and the vote total);
5. Issues that need to be forwarded to the City Council;
6. The date, time and location of the next meeting;
7. The substance of any discussion on any matter; and
8. Subject to ORS 192.410 through 192.505, relating to public records, a reference to any document discussed at the meeting.
9. Residency shall be determined using voter registration records of Jackson County.

C. Unless otherwise indicated in the City Charter or Municipal Code, the following applies to all committees and commissions:

1. The members of a committee or commission shall not at any time receive compensation for their service.
2. The term of office for a committee member shall be for two year terms. Terms shall begin in January of odd numbered years and end in December of even numbered years, unless otherwise required to fill a vacancy.
3. The Council Liaison or City Representative shall serve for a two-year term as appointed by the Mayor each January of odd numbered years. The Council Liaison will be a non-voting member.
4. Should any member resign or be removed from office as provided in this chapter, a replacement member shall be appointed by the Mayor and confirmed by a vote of the Council, to fill the unexpired term of the replaced or resigned member.

5. A quorum for the conduct of business shall consist of a simple majority of the voting members, unless otherwise indicated.

6. At the first meeting of each year, each Committee and Commission shall select from among its members a Chairperson, Vice-Chairperson and a Secretary who shall serve at the pleasure of the Committee. The Council Liaison shall not hold any office of this committee or commission. City Representatives shall hold board membership as appointed, and may hold such office on the board as so elected.

7. A committee or commission that has been inactive for a period of time may need to reappoint members upon their reactivation. At such time, the terms may be staggered at the discretion of the Mayor to ensure that not all members' terms expire at the same time.

8. The City Administrator may recommend to the Mayor the reactivation of a committee or commission.

9. A member of any committee, commission, liaison role, or City Representative may be removed by the mayor, with consent of the city council, for the following reasons:

- a. Neglect of obligation.
- b. Misconduct in office.
- c. Incompetence.
- d. Dereliction of duty.
- e. Nonattendance at three public hearings, meetings, and/or study sessions (workshops).
- f. Other good causes determined by the mayor and the city council in their discretion to be in the best interests of the city of Rogue River.

D. All governing bodies of a public body are subject to Oregon's Public Meeting Laws.

1. Governing bodies include any committee or commission which has authority to make decisions for or recommendations to the City Council. All such committees or commissions shall hold all meetings in compliance with all requirements of Oregon's Public Meeting Laws.

2. Committees and commissions which are not considered governing bodies would include; those tasked with collecting information only, those which serve as an advisory committee to staff, those which make no final decision for the City, and those which make no formal recommendation to the City Council. Committees and commissions which are not considered governing bodies would not be require to hold meetings in compliance with all Oregon Public Meeting Laws.

E. All committees, commissions, liaisons, and representatives of the City are subject to Oregon's Government Ethics Laws.

## **ARTICLE 2 – CITY COMMISSIONS**

**SECTION 1.0 Planning Commission** (Planning Commission Rules found in the Rogue River Municipal Code Chapter 2.15)

## **Purpose**

The Planning Commission was established by the City Council to act as a quasi-judicial body to review land use decisions within the City. The commission is authorized by Oregon State Statute and shall adhere to all Oregon Land Use Law and shall conduct all reviews and recommendations in adherence to the City of Rogue River's adopted comprehensive land use plan and implementing ordinances.

## **SECTION 1.1 Membership**

A. Appointment of Members. The Planning Commission shall consist of five members who are not officials or employees of the city. The mayor, with the approval of the City Council, shall appoint members to the Planning Commission. All members of the Planning Commission shall reside within the city limits of Rogue River.

B. Appointment of Alternate Members. The mayor, with approval of the City Council, may appoint two alternate members to the Planning Commission. In the event a regular member of the Planning Commission is absent, an alternate member shall become a voting member while the regular member is absent.

C. Membership. No more than two regular or alternate members of the Planning Commission shall be engaged principally in or be a member of any partnership, nor be a principal or officer of any corporation whose principal operation is buying, selling or developing real estate. No more than two voting members shall be engaged in the same occupation, trade, business or profession.

## **SECTION 1.2 Terms of Office**

Planning Commission members shall serve a term of four years from the first calendar day of the year of appointment. The initial appointment of some members shall be for other specified terms in order to establish an equal expiration of terms every two years. Their successors shall hold office for four years. The City Recorder shall be responsible for maintaining a current roster of Planning Commission members and terms of office.

## **SECTION 1.3 Meetings**

The Planning Commission shall meet at least once a month. Meetings of the Planning Commission shall be open to the public. Notice of each meeting shall be mailed or faxed to newspapers of local circulation, and posted in at least two conspicuous locations in the city. To the extent possible, notice shall be provided to interested parties.

A majority of the members of the Planning Commission shall constitute a quorum. The Planning Commission cannot meet or conduct business if a quorum of members is not present. Meetings other than at regularly scheduled times may be:

- A. Announced at the prior meeting;
- B. Set by the chair; or
- C. Set at the request of at least three members of the Planning Commission.

## **SECTION 1.4 Duties**

The Planning Commission shall have the powers and duties which are now or may hereafter be assigned to it by city Charter, ordinance or resolution of the city and

general laws of this state. The Planning Commission has been granted authority by the City Council to make decisions on specific land use applications within the City of Rogue River. The duties of the Planning Commission shall include the following:

A. To review, hear at public hearing, and recommend to City Council the following matters:

1. Amendments to the text of the comprehensive plan.
2. Amendments to the general land use map of the comprehensive plan.
3. Amendments to the urban growth boundary.
4. Amendments to the text of RRMC Title 17.
5. Amendments to the future and/or existing zoning maps.
6. Subdivision, planned unit development and conversion plan applications.
7. Final plats on all subdivisions.
8. Annexations.

B. The Planning Commission may recommend to the City Council any planning concepts or proposed measures, in conformance with the comprehensive plan, designed to enhance the future growth, development and beautification of the municipality in order to secure to the city and its inhabitants proper sanitation, service from public utilities (sewer, water, street); and such regulations as may be advisable for promotion of the health, safety and welfare of the citizens of the city.

C. The Planning Commission shall review and make decisions on the following land use applications:

1. Appeals of staff decisions.
2. Administrative permits.
3. Nonconforming uses.
4. Variances.
5. Conditional use permits.
6. Site plan reviews.

The Planning Commission is a governing body of the City of Rogue River and shall hold all meetings in full compliance with all Oregon Public Meeting Laws.

## **ARTICLE 3 – CITY COMMITTEES**

### **SECTION 1.0 Budget Committee**

#### **Purpose**

The budget committee serves as the City's fiscal planning advisory committee. Each City is required to establish a budget committee in accordance with Oregon Revised Statute 294.414.

### **SECTION 1.1 Membership**

The Budget Committee by law is composed of the governing body and an equal number of electors appointed by the governing body. An elector is a qualified voter who, for example, has the right to vote for a ballot measure submitted by the local government. If, after a good faith attempt, the governing body cannot find a sufficient

number of registered voters who are willing to serve, the budget committee becomes those who are willing plus the governing body. If no willing electors can be found, the governing body is the budget committee. The appointive members of the budget committee cannot be officers, agents or employees of the local government. An agent, generally, is someone who is authorized to act for the local government, or who can make commitments or sign contracts in the name of the local government. This is sometimes a grey area if an appointee candidate already serves on other advisory committees or commissions of a local government. If you are in doubt about whether a particular person is an agent, consult your legal counsel.

Spouses of officers, agents or employees of the local government may serve on the budget committee if they are qualified electors and not themselves officers, agents, or employees.

### **SECTION 1.2 Terms of Office**

Appointive members of the budget committee are appointed for three-year terms. The terms must be staggered so that about one-third of the terms end each year.

Appointed budget committee members may be reappointed for additional terms, at the discretion of the governing body.

If an appointive member of the budget committee is unable to complete the term, or resigns before the term is over, the governing body must appoint another elector to serve out the unexpired portion of the term. There is no provision in budget law for “stand-by” or “alternate” appointed members.

All members of the budget committee have equal authority. Each member’s vote counts the same. Any member can be elected by the committee as its chair.

### **SECTION 1.3 Meetings**

The budget committee must have a quorum present to hold a meeting. A quorum is a majority of the total membership of the committee. For example, if the budget committee has ten members, six must be present to hold a meeting.

The budget committee elects a presiding officer from among the members at the first meeting. The budget committee also hears the budget message at its first meeting. One of the committee’s most important duties is to hear and consider any testimony presented by the public about the budget.

The budget committee reviews and, if a majority of the committee feels it is necessary, revises the proposed budget submitted by the budget officer. The committee generally studies the budget by comparing the two previous years’ actual data, the current budgeted data, and the figures proposed by the budget officer. The budget committee may reduce or increase the estimates of resources and requirements proposed by the budget officer. Among the most common items discussed are the questions of taxation (how much?) and allocating revenues and expenditures (where will the spending occur?). If the amount of tax revenue needed to balance the budget exceeds the local government’s existing taxing authority, the committee may decide that the additional amount needed should be requested from the voters in the form of a local option tax. If the committee decides to stay within its existing taxing authority, and other resources cannot be found, then the committee must reduce budgeted requirements to balance the budget. The committee must ultimately balance each fund and approve the

budget. Committee members may not discuss or deliberate on the budget outside of a public meeting.

The committee may ask questions of the executive officer or other staff, and request additional information. The committee is entitled to receive any information it needs to make decisions about the budget.

Any budget committee action requires the affirmative vote of a majority of the total budget committee membership. For example, if only six members of a 10-member committee are present, they have the quorum necessary to meet, but they all must vote in favor of any proposed action to achieve the required majority.

The budget committee may approve the budget at the first meeting. However, it could take several meetings to do so. When the budget officer prepares the budget calendar, several budget committee meetings can be scheduled. The public notice then can include the date, time and place of each of the meetings. If more meetings are needed than were scheduled, give notice of those meetings in the same manner as notice of meetings of the governing body or by one or more of the publication methods used for the initial budget committee meetings.

#### **SECTION 1.4 Duties**

The budget committee meets publicly to review the budget document as proposed by the budget officer. The committee receives the proposed budget and the budget message and holds at least one meeting in which the public may ask questions about and comment on the budget. Notice of the first meeting held for these purposes must be published in a specific way. The committee must eventually approve the budget and, if ad valorem property taxes are required, approve the amount of tax or the rate per \$1,000 of assessed value for each levy that will be certified to the assessor.

The budget committee may meet from time to time throughout the year at the governing body's discretion for purposes such as training. All of these meetings are open to the public and notice of the meeting must be given in the same manner as notice for meetings of the governing body, or through one of the local budget law publication methods. Take care not to discuss specifics of the ensuing year's budget at these informal meetings until the notice requirements for the first budget committee meeting have been satisfied.

The Budget Committee makes formal recommendations to the City Council and is therefore a Governing Body of the City of Rogue River and shall hold all meetings in full compliance with all Oregon Public Meeting Laws.

#### **SECTION 2.0 Finance Committee**

##### **Purpose**

The Finance Committee has been created by the City Council to provide financial oversight and to continue ongoing review of financial transactions to ensure appropriate fiduciary responsibility of the assets invested by the citizens of Rogue River.

#### **SECTION 2.1 Membership**

While the Mayor and City Administrator are approved as authorized signers on all bank accounts of the City, and authorized to enter into agreements and approve certain

expenditures. The Finance Committee is made up of two City Councilors who also serve as approved signers on all bank accounts. Members shall be appointed by the Mayor and confirmed by a vote of the Council. The Mayor shall appoint one member as Chair of the committee.

### **SECTION 2.2 Terms of Office**

The term of office for a committee member shall be for two year terms. Terms shall begin in January of odd numbered years and end in December of even numbered years, unless otherwise required to fill a vacancy.

### **SECTION 2.3 Meetings**

Finance Committee members shall be ready and available upon notification from City staff to review and sign for all City expenditures near the 15<sup>th</sup> and 30<sup>th</sup> of each month.

### **SECTION 2.4 Duties**

Following staff preparation of all invoices and statements Finance Committee members will be tasked with reviewing the paying of all bills by reviewing coded invoices and associated prepared payments. Finance Committee members should report any questions or concerns to the City Administrator. During the monthly Council meetings the Chair of the Finance Committee will give a report for the previous month's transactions.

The Finance Committee makes no final decision for the City and is not tasked with making formal recommendations to the City Council. This committee serves as an advisory committee to staff and is therefore not considered a Governing Body of the City of Rogue River and is not required to conduct meetings as a public body, or to comply with all Oregon Public Meeting Laws.

### **SECTION 3.0 Safety Committee**

#### **Purpose**

City Administration created the Safety Committee to comply with Oregon Revised Statute and Worker Compensation Insurance requirements. The purpose of the committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health.

### **SECTION 3.1 Membership**

Membership should be made up of employees with at least 4 members. The City must have an equal number of employer-selected members and employee elected or volunteer members. If both parties agree, the committee may have more employee-elected or volunteer members. Management can select a supervisor to represent them. Employees can also elect a supervisor to represent them. The safety committee members must:

- A. Have a majority agree on a chairperson.
- B. Be compensated at their regular rate of pay.

- C. Have training in the principles of accident and incident investigations for use in evaluating those events.
- D. Have training in hazard identification.
- E. Be provided with meeting minutes.
- F. Represent major activities of City business.

### **SECTION 3.2 Terms of Office**

Members should serve a minimum of one year, when possible.

### **SECTION 3.3 Meetings**

The safety committee must meet (on company time for employees) as follows:

- A. Quarterly in situations where employees do mostly office work.
- B. Monthly for all other situations (except the months when quarterly work site inspections are performed).

### **SECTION 3.4 Duties**

The Safety Committee must keep written records of each safety committee meeting for three years that include:

- A. Names of attendees.
- B. Meeting date.
- C. All safety and health issues discussed, including tools, equipment, work environment, and work practice hazards.
- D. Recommendations for corrective action and a reasonable date by which management agrees to respond.
- E. Person responsible for follow up on any recommended corrective actions.
- F. All reports, evaluations, and recommendations made by the committee.

The safety committee must establish procedures for conducting workplace safety and health inspections. Persons trained in hazard identification must conduct facility inspections quarterly.

In addition to the above requirements, the safety committee must:

Work with management to establish, amend, or adopt accident investigation procedures that will identify and correct hazards;

Have a system that allows employees an opportunity to report hazards and safety and health related suggestions;

Establish procedures for reviewing inspection reports and for making recommendations to management;

Evaluate all accident and incident investigations and make recommendations for ways to prevent similar events from occurring;

Make safety committee meeting minutes available for all employees to review; and,

Evaluate management's accountability system for safety and health, and recommend improvements. Examples include use of incentives, discipline, and evaluating success in controlling safety and health hazards.

The Safety Committee is comprised of staff and not considered a Governing Body of the City of Rogue River. This Committee is not required to comply with Oregon Public Meeting Laws.

#### **SECTION 4.0 Tree City Committee**

##### **Purpose**

The City of Rogue River has been recognized as a Tree City USA by the National Arbor Day Foundation. To maintain status as a Tree City USA the City with assistance from the Tree City Committee participates in planned tree maintenance, tree plantings, and tree education.

#### **SECTION 4.1 Membership**

Membership shall be comprised of five members, appointed by the Mayor and approved by Council. While preference should be given to City residence, experts or volunteers with unique experience residing in the greater area shall be eligible to serve.

#### **SECTION 4.2 Terms of Office**

Members shall serve a term of four years. The initial appointment of some members shall be for other specified terms in order to establish staggered expiration of terms every two years. Their successors shall hold office for four years.

#### **SECTION 4.3 Meetings**

Meetings to be held as needed.

#### **SECTION 4.4 Duties**

Committee members should be available for consultation and advice in the planting and care of trees on City property. This committee shall assist City staff in completing annual Tree City USA reporting requirements. This Committee serves as an advisory committee to the Public Works Director and other staff assigned to the Tree City USA reporting program. This Committee shall have no authority to award contracts, employ contractors, dispose of City assets, nor accept new assets on behalf of the City.

This committee is an advisory committee to staff. As a committee advising staff this committee is not considered a Governing Body of the City of Rogue River and is not required to comply with Oregon Public Meeting Laws.

#### **SECTION 5.0 Contract Review Board**

(Contract Review Board Rules found in the Rogue River Municipal Code Chapter 3.10)

##### **Purpose**

The Contract Review Board is created to carry out the provisions of proper procurement and contracting policies of the State of Oregon and the City of Rogue River. The City has created this local board pursuant to ORS 279A.065(6), as the City has adopted their own Rules of Procurement in Chapter 3.10 of the RRMC.

**SECTION 5.1 Membership**

The City Council shall serve as the Local Contract Review Board.

**SECTION 5.2 Terms of Office**

Terms of office shall be guided by the approved terms for City Councilors and Mayor.

**SECTION 5.3 Meetings**

Meetings of the Local Contract Review Board shall occur as necessary to comply with local and state procurement and contracting regulations. The Mayor and City Administrator shall schedule all meetings in accordance with Oregon Public Meeting Laws as well as Procurement and Contracting Rules and Laws.

**SECTION 5.4 - Duties**

The Local Contract Review Board has all the rights, powers, and authority necessary to carry out the provisions the Chapter 3.10 of the RRMC in completing purchases and awarding contracts within the rules of the City of Rogue River and the State of Oregon.

**SECTION 6.0 Local Board of Appeals** (Building Code Rules and Appeal Requirements found in the Rogue River Municipal Code Chapter 15.05 through 15.50)

**Purpose**

In accordance with Oregon Administrative Rules (OAR 918-020-0230, 0250, 0260) any City that facilitates building permits and has a designated Building Official must adopt an appeal process to accommodate any appeal of a discretionary decision of the Building Official.

**SECTION 6.1 Membership**

The Planning Commission, with the addition of the Jackson County Building Official serving as an additional voting member, and the City Building Official serving as a non-voting ex officio expert member shall serve as the local board of appeals for any appeal of a building permit.

**SECTION 6.2 Terms of Office**

Terms of office shall be guided by the approved terms for Planning Commission members.

**SECTION 6.3 Meetings**

Meetings shall occur as needed pending appeal of any Building Official discretionary decision. The Building Official and City Administrator shall schedule any required meeting in conformance with requirements found in Chapter 15.30 of the RRMC.

**SECTION 6.4 Duties**

The local board of appeals shall hear and decide appeals of orders, non-

discretionary decisions, or determinations made by the Building Official relative to the application, enforcement, and interpretation of provisions of the City Building Code which are not governed by the State Building Code, and to review appeals of technical and scientific determinations regarding any provision of the specialty codes regulated by the City.

### **SECTION 7.0 Ad Hoc Committees**

#### **Purpose**

The City Council may appoint Ad Hoc Committees as approved by a majority vote of the Council. Any such vote should incorporate the purpose of the committee.

### **SECTION 7.1 Membership**

The City Council shall clarify membership requirements and appointments to any ad hoc committee by a majority vote of the Council.

### **SECTION 7.2 Terms of Office**

The City Council shall approve terms of office for any ad hoc committee by a majority vote of the Council.

### **SECTION 7.3 Meetings**

The City Council shall provide guidance to any ad hoc committee upon formation related to the expectations of ad hoc committee meetings.

### **SECTION 7.4 Duties**

The City Council shall provide guidance related to expected duties of an ad hoc committee upon formation. Upon formation the City Council should clarify if any ad hoc committee is tasked with making decisions for the City or with providing recommendations to the Council.

If the committee is tasked with making decisions or making formal recommendations then it shall be subject to Oregon's Public Meeting Laws. If the ad hoc committee is tasked only with the collection of information or to serve as an advisory committee to staff (when staff have authority to make final decisions) the ad hoc committee will not be considered a public body and will not be required to comply with all Oregon Public Meeting Laws.

## **ARTICLE 4 - CITY COUNCIL LIAISONS**

### **SECTION 1.0 – Planning Commission Liaison**

#### **Purpose**

The Planning Commission Liaison serves as a conduit informing the Planning Commission of activities taking place at the Council level, and most importantly informing the City Council about the happenings at Planning Commission meetings.

### **SECTION 1.2 Membership**

The Planning Commission Liaison shall be a sitting City Council member.

### **SECTION 1.3 Terms of Office**

The term of office for the Planning Commission Liaison shall be for two year terms. Terms shall begin in January of odd numbered years and end in December of even numbered years, unless otherwise required to fill a vacancy.

### **SECTION 1.4 Meetings**

The Planning Commission Liaison shall generally attend all City Council and Planning Commission meetings. With guidance from the City Administrator the Liaison may choose to recuse themselves from certain Planning Commission Meetings were there may be agenda items which are likely to be appealed to the City Council.

### **SECTION 1.5 Duties**

The Planning Commission Liaison should be prepared to inform the Planning Commission of any information the City Council is aware of that may be of interest to the Planning Commission including comments received at public meetings related to land use. Most importantly the Planning Commission Liaison shall prepare a report of all Planning Commission meetings and present that to the Council at the monthly Council Meeting.

## **SECTION 2.0 Rogue River Chamber of Commerce Liaison**

### **Purpose**

The Chamber of Commerce Liaison serves as a conduit informing the Chamber of activities taking place at the Council level, and most importantly informing the City Council about the happenings at Chamber meetings.

### **SECTION 2.1 Membership**

The Chamber of Commerce Liaison shall be a sitting City Council member.

### **SECTION 2.2 Terms of Office**

The term of office for the Chamber of Commerce Liaison shall be for two year terms. Terms shall begin in January of odd numbered years and end in December of even numbered years, unless otherwise required to fill a vacancy.

### **SECTION 2.3 Meetings**

The Chamber of Commerce Liaison shall attend all City Council and Chamber of Commerce meetings.

### **SECTION 2.4 Duties**

The Chamber of Commerce Liaison should be prepared to inform the Chamber of Commerce of any information the City Council is aware of that may be of interest to the Chamber. Most importantly the Chamber of Commerce Liaison shall prepare a report of all Chamber of Commerce meetings and present that to the Council at the monthly Council Meeting.

### **SECTION 3.0 Rogue River School District #35 Liaison**

#### **Purpose**

The School District Liaison serves as a conduit informing the School District Board of activities taking place at the Council level, and most importantly informing the City Council about the happenings at School District Board meetings.

#### **SECTION 3.1 Membership**

The School Board Liaison shall be a sitting City Council member.

#### **SECTION 3.2 Terms of Office**

The term of office for the School Board Liaison shall be for two year terms. Terms shall begin in January of odd numbered years and end in December of even numbered years, unless otherwise required to fill a vacancy.

#### **SECTION 3.3 Meetings**

The School Board Liaison shall attend all City Council and School Board meetings.

#### **SECTION 3.4 Duties**

The School Board Liaison should be prepared to inform the School District Board of any information the City Council is aware of that may be of interest to the School District. Most importantly the School District Liaison shall prepare a report of all School Board meetings and present that to the Council at the monthly Council Meeting.

### **SECTION 4.0 Jackson County Fire District #1 (Rogue River Fire District) Liaison**

#### **Purpose**

The Fire District Liaison serves as a conduit informing the Fire District Board of activities taking place at the Council level, and most importantly informing the City Council about the happenings at Fire District Board meetings.

#### **SECTION 4.1 Membership**

The Fire District Board Liaison shall be a sitting City Council member.

#### **SECTION 4.2 Terms of Office**

The term of office for the Fire District Board Liaison shall be for two year terms. Terms shall begin in January of odd numbered years and end in December of even numbered years, unless otherwise required to fill a vacancy.

#### **SECTION 4.3 Meetings**

The Fire District Board Liaison shall attend all City Council and Fire District Board meetings.

#### **SECTION 4.4 Duties**

The Fire District Board Liaison should be prepared to inform the Fire District Board of any information the City Council is aware of that may be of interest to the Fire District. Most importantly the Fire District Liaison shall prepare a report of all Fire Board meetings and present that to the Council at the monthly Council Meeting.

### **ARTICLE 5 - CITY REPRESENTATIVES**

#### **SECTION 1.0 - Rogue Valley Council Of Governments Representative**

##### **Purpose**

The City Council has by vote approved partnership in a number of community and governmental organizations. As member organizations the City provides appointed voting board members and alternate board members to these organizations.

In 1968, under the provisions of Chapter 190 of the Oregon Revised Statutes, the Rogue Valley Council of Governments (RVCOG) was established by local jurisdictions to operate in Jackson and Josephine counties. Currently, RVCOG has 24 members: 15 local governments and 9 other entities (special districts and higher education). Elected and appointed representatives from each of the members serve on RVCOG's Board of Directors, which governs the organization at the policy level.

##### **SECTION 1.1 Membership**

Representatives (Voting Members) and Alternate members shall be either sitting Council members or Administrative or Department Head staff members. Appointments are made by the Mayor and approved by a majority vote of the Council.

##### **SECTION 1.2 Terms of Office**

The term of office for these Representatives shall be for two year terms. Terms shall begin in January of odd numbered years and end in December of even numbered years, unless otherwise required to fill a vacancy.

##### **SECTION 1.3 Meetings**

It shall be the duty of all appointed Representatives to attend all board meetings of their respective agency. In the event that the Representative is not able to attend it shall be their responsibility to inform the alternate member. The Alternate member shall attend all board meetings when required.

##### **SECTION 1.4 Duties**

Representatives shall prepare notes from each meeting attended and present a report to the City Council at the regular monthly meeting.

## **SECTION 2.0 Rogue Valley Area Commission on Transportation Representative**

### **Purpose**

The City Council has by vote approved partnership in a number of community and governmental organizations. As member organizations the City provides appointed voting board members and alternate board members to these organizations.

The Rogue Valley Area Commission on Transportation (RVACT) is an advisory committee to the Oregon Transportation Commission (OTC) representing the Rogue Valley area of Oregon (Jackson and Josephine Counties). RVACT was formed to strengthen partnerships in transportation planning, programming and development.

### **SECTION 2.1 Membership**

Representatives (Voting Members) and Alternate members shall be either sitting Council members or Administrative or Department Head staff members. Appointments are made by the Mayor and approved by a majority vote of the Council.

### **SECTION 2.2 Terms of Office**

The term of office for these Representatives shall be for two year terms. Terms shall begin in January of odd numbered years and end in December of even numbered years, unless otherwise required to fill a vacancy.

### **SECTION 2.3 Meetings**

It shall be the duty of all appointed Representatives to attend all board meetings of their respective agency. In the event that the Representative is not able to attend it shall be their responsibility to inform the alternate member. The Alternate member shall attend all board meetings when required.

### **SECTION 2.4 Duties**

Representatives shall prepare notes from each meeting attended and present a report to the City Council at the regular monthly meeting.

## **SECTION 3.0 Middle Rogue Metropolitan Planning Organization Representative**

### **Purpose**

The City Council has by vote approved partnership in a number of community and governmental organizations. As member organizations the City provides appointed voting board members and alternate board members to these organization's.

The Middle Rogue Metropolitan Planning Organization (MRMPO) is a transportation policy-making organization composed of representatives from local governments and transportation authorities. The MRMPO includes the cities of Gold Hill, Grants Pass, Rogue River, and adjacent parts of Josephine and Jackson Counties that are anticipated to become urbanized over the next 20 years. Its primary focus is to support local and regional problem solving.

The MPO Policy Committee, the organization's decision-making board, consists of elected officials from the member cities, Josephine and Jackson Counties, and the Oregon Department of Transportation (ODOT). The MRMPO is staffed by the Rogue Valley Council of Governments, a voluntary association of 24 local jurisdictions, special districts, and education institutions in southwestern Oregon's Jackson and Josephine Counties. Its primary focus is to support local and regional problem solving.

### **SECTION 3.1 Membership**

The City shall appoint an MRMPO Policy Committee Representative (Voting Member) and an Alternate member both of which shall be sitting Council members. The City shall also appoint an MRMPO Technical Advisory Committee Representative (Voting Member) and an Alternate member both of which shall be City staff members. Appointments to the MRMPO TAC shall be approved by the City Administrator.

### **SECTION 3.2 Terms of Office**

The term of office for these Representatives shall be for two year terms. Terms shall begin in January of odd numbered years and end in December of even numbered years, unless otherwise required to fill a vacancy.

### **SECTION 3.3 Meetings**

It shall be the duty of all appointed Representatives to attend all board meetings of their respective agency. In the event that the Representative is not able to attend it shall be their responsibility to inform the alternate member. The Alternate member shall attend all board meetings when required.

### **SECTION 3.4 Duties**

Representatives shall prepare notes from each meeting attended and present a report to the City Council at the regular monthly meeting.

## **Section 4.0 Emergency Communications of Southern Oregon Representative**

### **Purpose**

The City Council has by vote approved partnership in a number of community and governmental organizations. As member organizations the City provides appointed voting board members and alternate board members to these organizations.

Emergency Communications of Southern Oregon (ECSO) is located in Medford Oregon and serves the Rogue Valley. ECSO is a combined emergency dispatch facility and Public Safety Answering Point (PSAP) for all of the 9-1-1 lines in Jackson County and Crater Lake National Park.

### **SECTION 4.1 Membership**

Representatives (Voting Members) and Alternate members shall be either sitting Council members or Administrative or Department Head staff members. Appointments are made by the Mayor and approved by a majority vote of the Council.

#### **SECTION 4.2 Terms of Office**

The term of office for these Representatives shall be for two year terms. Terms shall begin in January of odd numbered years and end in December of even numbered years, unless otherwise required to fill a vacancy.

#### **SECTION 4.3 Meetings**

It shall be the duty of all appointed Representatives to attend all board meetings of their respective agency. In the event that the Representative is not able to attend it shall be their responsibility to inform the alternate member. The Alternate member shall attend all board meetings when required.

#### **SECTION 4.4 Duties**

Representatives shall prepare notes from each meeting attended and present a report to the City Council at the regular monthly meeting.

#### **SECTION 5.0 Rogue River Community Center Representative**

##### **Purpose**

The City Council has by vote approved partnership in a number of community and governmental organizations. As member organizations the City provides appointed voting board members and alternate board members to these organizations.

Rogue River Community Center is a non-profit service organization that provides recreational programs and services to Rogue River area residents.

#### **SECTION 5.1 Membership**

Representatives (Voting Members) members shall be either sitting Council members or Administrative or Department Head staff members. Appointments are made by the Mayor and approved by a majority vote of the Council.

#### **SECTION 5.2 Terms of Office**

The term of office for these Representatives shall be for two year terms. Terms shall begin in January of odd numbered years and end in December of even numbered years, unless otherwise required to fill a vacancy.

#### **SECTION 5.3 Meetings**

It shall be the duty of all appointed Representatives to attend all board meetings of their respective agency. In the event that the Representative is not able to attend it shall be their responsibility to inform the alternate member. The Alternate member shall attend all board meetings when required.

#### **SECTION 5.4 Duties**

Representatives shall prepare notes from each meeting attended and present a report to the City Council at the regular monthly meeting. The representative will be expected to attend board meetings of the Rogue River Community Center and participate as an acting board member representing the City of Rogue River.

**PASSED** by the Common Council of the City of Rogue River on this 26<sup>th</sup> day of February 2026.

**SUBMITTED TO AND APPROVED** by the Mayor of the City of Rogue River on this 26<sup>th</sup> day of February 2026.

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Pam VanArsdale  
Mayor

**ATTEST:**

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Diane Oliver  
City Recorder



# Memo

**To:** City Council  
**From:** Ryan  
**Date:** February 20, 2026  
**Re:** Liquor License Process Ordinance

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The Council has discussed amending the liquor license local government recommendation process to make it more timely and to give the Police Chief (who has access to pertinent police information) and staff the ability to process these applications.

The proposed Ordinance is in line with State law and similar to other recently adopted liquor license processing rules adopted by other cities.

Staff can create a revised administrative report to include information about new business licenses as well as liquor licenses to keep the Council up to date on new businesses in town.

If the Council wishes to task staff with processing liquor license applications they could choose to adopt the proposed Ordinance.

## **ORDINANCE NO. 26-445-O**

### **AN ORDINANCE AMENDING ROGUE RIVER MUNICIPAL CODE CHAPTER 5.15, REVISING LIQUOR LICENSING WITHIN THE CITY OF ROGUE RIVER.**

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

**WHEREAS**, the City of Rogue River strives to provide timely, efficient, and effective services to citizens and business owners; and,

**WHEREAS**, the City Council of the City of Rogue River seeks to clarify and update the liquor licensing process.

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

**SECTION 1.** Chapter 5.15 of the Rogue River Municipal Code shall be replaced in its entirety as follows:

#### **Chapter 5.15**

#### **Liquor Licenses**

##### **5.15.010 Purpose.**

These sections establish criteria for recommending to the Oregon Liquor Control Commission (OLCC) that it grant, deny, modify or renew liquor licenses for businesses within the city. This process is intended to make fair, effective, and efficient recommendations. These sections are necessary to ensure that premises licensed to sell or dispense liquor meet community expectations, and that such businesses are conducted in a lawful manner that does not unreasonably disturb the peace and tranquility of the city.

##### **5.15.015 Delegation of authority.**

The city council hereby delegates to the city administrator or designee (hereinafter, "city administrator") the authority granted to the city council pursuant to ORS 471.166 to investigate and review applications for the issuance of all liquor licenses and renewals of liquor licenses, and to make recommendations to the Oregon Liquor Control Commission.

##### **5.15.020 Forms.**

Applicants for OLCC licenses shall provide the city administrator with the appropriate OLCC license application forms. The city administrator may require additional

information appropriate for conducting the investigations required for city recommendations.

#### **5.15.030 Temporary licenses.**

The city administrator is authorized to approve applications for temporary OLCC licenses, such as special beer and special wine licenses. Such applications may be processed administratively after the fee established by city council has been paid. The city administrator may make an unfavorable recommendation to the OLCC if the city administrator finds that the applicant does not meet the criteria established by Section 5.15.060 of this chapter. Either the applicant or city administrator may refer an application to the city council for a public hearing.

#### **5.15.040 Regular licenses.**

The city administrator accepts new applications for regular OLCC liquor licenses only when the following conditions are met:

- A. All required forms are properly completed and in order;
- B. The applicant has obtained a city business license; and
- C. The processing fee established by city council resolution has been paid.

#### **5.15.050 Investigation.**

The city administrator shall coordinate an investigation of each application to determine the appropriate recommendation to the OLCC. The city administrator shall provide a copy of each application to the appropriate city departments for investigation and report. Reports from these departments must be included with the city administrator's unfavorable recommendation.

#### **5.15.060 City administrator recommendation.**

- A. The city administrator may make an unfavorable recommendation on any application based upon the following guidelines:
  - 1. Applicant has a habit of using alcohol or drugs to excess
  - 2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
  - 3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
  - 4. Applicant has demonstrated poor moral character
  - 5. Applicant has a poor record of compliance when previously licensed by OLCC
  - 6. Applicant is not the legitimate owner of the business

7. The business has a history of serious and persistent problems at this location. The problems can include:

- a. Obtrusive or excessive noise, music or sound vibrations
- b. Public drunkenness
- c. Fights or altercations
- d. Harassment
- e. Unlawful drug sales
- f. Alcohol or related litter

B. The city administrator is not able to consider the following issues when providing a local government recommendation (this does not prevent similar issues from being reviewed in land use approvals or business license application reviews) regarding any application:

- 1. Lack of parking
- 2. Increase in traffic
- 3. Too many licenses in a specific area (saturation)
- 4. Entertainment type – nude dancing, gambling, live bands, etc.
- 5. Increased noise
- 6. Zoning issues

C. The city administrator is authorized to file a favorable recommendation with the OLCC for all OLCC liquor license original applications and renewals which receive a favorable city recommendation.

**5.15.070 Fees.**

To pay for the reasonable and necessary expense of processing the written recommendation, the city council shall require the fees set by resolution in accordance to the proper fee schedule category of each applicant:

- A. Original application;
- B. Change of ownership or change in location or change in privilege applications; or
- C. Temporary applications or renewal.

**SECTION 2. Severability Clause**

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

**ADOPTED** by the Common Council of the City of Rogue River on this 26<sup>th</sup> day of February 2026.

**SUBMITTED TO AND APPROVED** by the Mayor of the City of Rogue River on this 26<sup>th</sup> day of February 2026.

ATTEST:

\_\_\_\_\_  
Pam VanArsdale  
Mayor

\_\_\_\_\_  
Diane Oliver,  
City Recorder

## **AGREEMENT**

**THIS AGREEMENT** made on the 26th day of February 2026, by and between the City of Rogue River, Oregon, hereinafter referred to as "City" and the Kiwanis Club of Rogue River, hereinafter referred to as the "Kiwanis Club of Rogue River."

### **WITNESSETH:**

**WHEREAS**, the last Saturday in June has been designated as the "NATIONAL ROOSTER CROWING CONTEST"; and,

**WHEREAS**, the Kiwanis Club of Rogue River are desirous of sponsoring, for the benefit of the public in general and the inhabitants of the City and environs, in particular activities affording entertainment for the public in keeping with the theme and spirit of "ROGUE RIVER'S NATIONAL ROOSTER CROWING CONTEST" and the regulations thereof in the sponsoring organizations.

**NOW, THEREFORE**, in consideration of the covenants hereinafter contained, it is hereby agreed between the Kiwanis Club of Rogue River as follows:

1. In conjunction with said "ROGUE RIVER'S NATIONAL ROOSTER CROWING CONTEST," the City authorizes the Kiwanis Club of Rogue River to supervise and conduct within the City limits during "ROGUE RIVER'S NATIONAL ROOSTER CROWING CONTEST" the following activities:

- A. Placement of "Rooster Crow" signage on City property from Monday June 22<sup>nd</sup> through Monday June 29<sup>th</sup>.
- B. Full use of Rooster Park from Thursday, June 25<sup>th</sup> through Monday June 29<sup>th</sup>, to include the use of amplified sound.
- C. The rental of vendor spaces for the purpose of selling food, soft drinks, ice cream, beverages and other confections.
- D. The rental of spaces for the purpose of games and amusements.
- E. The rental of children's amusement rides of small scale.
- F. The display and sale of art by local art groups.
- G. The sale of retail and wholesale merchandise.
- H. The conducting of a parade, musical entertainment, the Kid's Koop, Rogue River's National Rooster Crowing Contest, a car show, and any other activity that falls under the guidelines of 'ROGUE RIVER'S NATIONAL ROOSTER CROWING CONTEST".
- I. Street Closures to include: Closure of First Street from Oak Street to Pine for the entire event; Closure of Pine Street from the intersection of Pine and Main Street to the intersection of Pine and Fourth Street for the Car Show on Sunday, as well as temporary closure of streets associated with the Parade route.

2. Any sales of alcohol proposed on public property would require additional approval from the City Council, as well as conformance with all OLCC permit requirements.

3. It is specifically understood and agreed between the parties that all financial gains or losses sustained as a result of the aforesaid "ROGUE RIVER'S NATIONAL ROOSTER CROWING CONTEST" and conjunctive activities, shall be borne solely by the Kiwanis Club of Rogue River or any licensee conducting an authorized activity.

4. It is specifically understood and agreed between the parties that all City, County and State regulations shall be followed.

5. It is further agreed that the City shall not require business licenses for businesses/vendors who are operating solely for the purpose of operating a business or concession for the "ROGUE RIVER'S NATIONAL ROOSTER CROWING CONTEST" event.

6. It is agreed that the City shall coordinate street closures, traffic direction, bleacher placement, and general Rooster Park support during the event.

7. The Kiwanis Club of Rogue River agree to furnish proof of Comprehensive General Liability Insurance in the amount of two-million (\$2,000,000) dollars to indemnify the City as shall be required.

8. The Kiwanis Club of Rogue River agrees to reimburse the City for any costs incurred, at actual costs plus 15% administrative overhead for any substantial repairs, replacement, and extra-ordinary clean-up as a result of the event. Damages and costs shall be determined by the City of Rogue River Public Works Director.

9. This agreement expires January 31st, 2027.

**IN WITNESS THEREOF**, the parties hereto have set their hands and seals by and through their duly elected and authorized officers.

\_\_\_\_\_  
**Pam VanArsdale, Mayor**  
**City of Rogue River**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**David Rash, President**  
**Kiwanis Club of Rogue River**

**Date:** \_\_\_\_\_

TCUSA Meeting 02/12/26 Called to order at 11:01am  
Present: Jim Dyck, Helga Bush, Dee Copley, JoAnn Dixon,  
Michael Bollweg  
Guest: Ed Hudson

#### Old Business:

- Public Tree Ordinance Code changes is still in progress by the Planning Commission.
- The Ginkgo Tree at Fleming Park is receiving too much water when the irrigation is on.
- Helga and Jim reviewed the arborists work at Palmerton. Helga wrote a summary which included the Tree of Heaven issues.
- Elm tree beetle treatment was discussed. It will be ongoing for a few years.
- Feb. 11 workday at the park was productive.
- A surveyor will be needed to identify the property lines at Palmerton before work can be done to remove the Tree of Heaven and other invasives (Dee to get in touch with one of her several contacts).

#### New Business:

- “Interviewed” Ed Hudson as a candidate for position #5. He will let us know if he will accept that role at our April meeting.
- Michael briefed us on the fiscal year budget for 2026-7. He also mentioned upcoming projects that the City will need our input on: tree replacement in several areas of town and the water reservoir project. He reminded us that the City of RR will also host Cycle Oregon in Aug and Ride the Rogue in Sept which will involve the parks.
- February Work Days were scheduled: 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays 12-3pm.
- Publication in every month’s Tradin Crows is desired. Dee to connect with Emily at City RR.

- Spring Palmerton Park Tour date is Sunday April 12 1-3pm  
Jim will introduce JoAnn who will lead the tour. Publicity will be flyers, RR Press, Tradin Crows.

The next meeting will be March 12, 2026 at 11am in the council chambers.

The meeting was adjourned at 12:16pm.