



**TALENT CITY COUNCIL REGULAR  
COUNCIL MEETING AGENDA TOWN  
HALL  
November 2, 2016 – 6:45 P.M.**

*Study Session, Regular Council & TURA meetings are being digitally recorded and will be available on the City website*

The City Council of the City of Talent will meet in Regular Session at 6:45 PM Wednesday, November 2<sup>nd</sup> in the Town Hall, 206 E. Main Street. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the City Recorder at 541-535-1566, ext. 1012.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the study session and/or meeting.

**REGULAR COUNCIL MEETING- 6:45 PM**

*Anyone wishing to speak on an agenda item should complete a Public Comment Form and give it to the City Recorder. Public Comment Forms are located at the entrance to the meeting place. Anyone commenting on a subject not on the agenda will be called upon during the "Citizens Heard on Non-agenda Items" section of the agenda. Comments pertaining to specific agenda items will be taken at the time the matter is discussed by the City Council.*

**1. Call to Order/Roll Call**

**2. Pledge of Allegiance**

**3. Community Announcements**

**4. Public Hearings**

*Public hearings are conducted under a prescribed procedure depending on the topic. The presiding officer will conduct the hearing in accordance with those procedures which will allow for public input at the announced time.*

**4.1 None**

**5. Citizens Heard on Non-Agenda Items**

*Limited to 5 minutes or less per Mayoral discretion*

**6. Public Presentations**

*Items that do not require immediate Council action, such as presentations, discussion of potential future action items. Time limited to 15 minutes per presentation unless prior arrangements have been made.*

**6.1 None**

**7. Consent Agenda**

*The consent agenda consists of items of a repeating or routine nature considered under a single action. Any Councilor may have an item on the consent agenda removed and considered separately on request.*

<b>7.1</b>	<b>Approval of Regular Council Meeting Minutes for October 19, 2016.....</b>	Page 3-8
<b>7.2</b>	<b>Acknowledge Receipt of the Parks Commission Minutes for October 12, 2016.....</b>	Page 9-10

**8. Regular Agenda**

*Citizens will be provided the opportunity to offer comments on action items after staff has given their report and if there is an applicant, after they have had the opportunity to speak. Action items are expected to result in motions, resolutions, orders, or ordinances.*

- 8.1 Second Reading of Ordinance 16-929-O, an Ordinance amending the Planning Commission membership structure .....Page 11-14**
- 8.2 Ordinance 16-931-O, an Ordinance codifying the Together for Talent Committee.....Page 15-22**

**9. Information Items**

- 9.1 None**

**10. City Manager & Other Department Reports**

*Items for discussion by the City Manager and Department Heads as needed.*

**11. Other Business**

- 11.1**

**12. Mayor and Councilor - Committee Reports and Councilor Comments**

Rogue Valley Area Commission on Transportation – Mayor Stricker (alternate)  
 Together for Talent Committee – Councilor Collins  
 Metropolitan Planning Organization – Mayor Stricker  
 Planning Commission – Councilor Wise & Mayor Strickker (alternate)  
 Public Art Advisory Committee – Councilor McManus  
 Parks Commission – Mayor Stricker  
 Traffic Safety & Transportation Commission – Councilor Harrison  
 Rogue Valley Council of Governments – Councilor McManus & Mayor Stricker (alternate)  
 Talent Historical Society – Councilor Abshire  
 Harvest Festival Committee – Councilor McManus  
 Economic Development - Councilor Pederson & Council McManus  
 Chamber – Councilor Pederson

**13. Adjournment**

**The City of Talent is an Equal Opportunity Provider**

***Note: This agenda and the entire agenda packet, including staff reports, referenced documents, resolutions and ordinances are posted on the City of Talent website ([www.cityoftalent.org](http://www.cityoftalent.org)) in advance of each meeting.***

***In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.***



**TALENT CITY COUNCIL  
REGULAR COUNCIL MEETING DRAFT MINUTES  
TOWN HALL  
October 19, 2016 – 6:45 P.M.**

***Study Session, Regular Council & TURA meetings are being digitally recorded and will be available on the City website***

The City Council of the City of Talent will meet in Regular Session at 6:45 PM Wednesday, October 19<sup>th</sup> in the Town Hall, 206 E. Main Street. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to the City Recorder at 541-535-1566, ext. 1012.

The City Council reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the study session and/or meeting.

**REGULAR COUNCIL MEETING- 6:45 PM**

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**1. Call to Order/Roll Call**

**Members Present**

**Councilor McManus**

**Councilor Harrison**

**Councilor Abshire**

**Councilor Pederson**

**Councilor Wise**

**Members Absent**

**Mayor Stricker**

**Councilor Collins**

**2. Pledge of Allegiance**

**3. Community Announcements**

- **Due to Mayor Sticker’s absence Councilor President Pederson would run the meeting.**
- **Councilor Pederson spoke that there will be a Business Leaders Reception on October 27<sup>th</sup> from 6-8:30 PM.**

**4. Public Hearings**

*Public hearings are conducted under a prescribed procedure depending on the topic. The presiding officer will conduct the hearing in accordance with those procedures which will allow for public input at the announced time.*

**4.1 None**

**5. Citizens Heard on Non-Agenda Items**

*Limited to 5 minutes or less per Mayoral discretion*

**None.**

**6. Public Presentations**

*Items that do not require immediate Council action, such as presentations, discussion of potential future action items. Time limited to 15 minutes per presentation unless prior arrangements have been made.*

**6.1 None**

## **7. Consent Agenda**

*The consent agenda consists of items of a repeating or routine nature considered under a single action. Any Councilor may have an item on the consent agenda removed and considered separately on request.*

- 7.1 Approval of Regular Council Meeting Minutes for September 21, 2016**
- 7.2 Acknowledge Receipt of the payables**
- 7.3 Acknowledge Receipt of Draft Planning Commission Minutes for September 22, 2016**

**Councilor McManus moved to approve the Consent Calendar. Councilor Abshire seconded. Councilor Pederson repeated the motion. Discussion: None. All Ayes. Motion passed unanimously.**

## **8. Regular Agenda**

*Citizens will be provided the opportunity to offer comments on action items after staff has given their report and if there is an applicant, after they have had the opportunity to speak. Action items are expected to result in motions, resolutions, orders, or ordinances.*

### **8.1 Approve Noise Permit for Day of the Dead Celebration**

City Manager, Tom Corrigan gave a brief Staff report and spoke that Staff recommends approval.

Chela Sanchez- PO Box 470, Talent. Ms. Sanchez gave an overview of the importance of the Day of the Dead Race.

**Councilor Harrison moved to approve the Noise Permit for Day of the Dead Celebration. Councilor Wise seconded. Councilor Pederson repeated the motion. Discussion: None. All Ayes. Motion passed unanimously.**

### **8.2 Second Reading of Ordinance 16-925-O, An Ordinance prohibiting the uncontrolled growth of noxious vegetation and repealing 14-873A-O**

Community Development Director, Zac Moody gave a brief Staff report.

**Councilor Wise moved to adopt the second reading of Ordinance 16-925-O, An Ordinance prohibiting the uncontrolled growth of noxious vegetation and repealing 14-873A-O. Councilor Abshire. Councilor Pederson repeated the motion. Discussion: Pederson not in support and to his reasons why. Councilor McManus, Councilor Abshire and Councilor Harrison: YES. Councilor Wise: NO. Motion passed 3/1.**

### **8.3 Ordinance 16-929-O, an Ordinance amending the Planning Commission membership structure**

Mr. Moody gave a Staff report.

Council discussed quorum options.

**Councilor Wise moved approve Ordinance 16-929-O, an Ordinance creating a Planning Commission for the City of Talent prescribing their powers and duties and establishing the terms of office of their members repealing Ordinance 09-849-O, and to amend to the quorum to consist of a majority of seated members no less than 3. No second. Motion died.**

**Councilor Wise moved to approve Ordinance 16-929-O, an Ordinance creating a Planning Commission for the City of Talent prescribing their powers and duties and establishing the terms of office of their members repealing Ordinance 09-849-O. Councilor Harrison seconded. Councilor Pederson repeated the motion. Discussion: Councilor McManus spoke he is not in favor of the number of members and explained his reasons why. He spoke would like 5 with no alternate members. Councilor Wise spoke that he agreed that** 4

there should not be alternates and to make it a quorum of 3 but would still like a Commission of 7 members. Councilor Abshire, Councilor Harrison and Councilor Wise: YES. Councilor McManus: NO. Motion passed 3/1.

#### 8.4 Joseph Park as a Pollinator Park

Mr. Corrigan gave a Staff report.

**Councilor Harrison moved to approve Joseph Park as a Pollinator Park. Councilor McManus seconded. Councilor Pederson repeated the motion. Discussion: None. All Ayes. Motion passed unanimously.**

#### 8.5 Direct Staff to reallocate funds for an immediate install of wireless cameras at the Skate Park.

Mr. Corrigan gave a Staff report. Councilor Wise asked what the cost would be. Mr. Corrigan answered \$6300.

**Councilor Harrison moved to direct Staff to reallocate funds for an immediate install of wireless cameras at the Skate Park. Councilor McManus seconded. Councilor Pederson repeated the motion. Discussion: None. Councilor McManus, Councilor Abshire and Councilor Harrison: YES. Councilor Wise: NO. Motion passed 3/1.**

#### 8.6 Changes to the Parks Master Plan

Mr. Corrigan gave a Staff report.

**Councilor Wise moved to direct Staff to make the recommended changes from the Parks Commission. Councilor Abshire seconded. Councilor Pederson repeated the motion. Discussion: None. All Ayes. Motion passed unanimously.**

Mr. Corrigan spoke to remind other Commissions and Committees to get their goals to Council soon.

#### 8.7 Parks Commission Goals

**Council acknowledged by consensus receipt of the Parks Commission Goals.**

### 9. Information Items

#### 9.1 Homegrown and Medical Marijuana

Mr. Moody gave a Staff report.

Councilor Pederson questioned items: 10-B, 10-D, 10-E1, 10-E4, 11-B. Mr. Moody spoke that he would look into his questions.

#### **Public Input:**

Emily Berlant – 110 S. North St. Talent – Ms. Berlant spoke in favor of creating guidelines to promote safety and public wellbeing with homegrown and medical marijuana. She spoke regarding the language in the Ordinance.

#### 9.2 Budget Transfer

Mr. Corrigan gave a Staff report.

### 10. City Manager & Other Department Reports

*Items for discussion by the City Manager and Department Heads as needed.*

City Manager, Tom Corrigan gave City and Department reports:

- Chief Whipple is in training this week. Lieutenant Snook is on vacation.
- Staff members met with and Alex Campbell from the Governor's office. One thing discussed was when we will know what we will be getting from OLCC. Mr. Campbell spoke that he would look into it.
- The Dollar General is looking to open the 1<sup>st</sup> week in February.
- There will be two new restaurants opening in Talent-Piece of Pizza and Pump House Burgers.
- Cantina Vita has been bought out. The new owner will be here at the November 16<sup>th</sup> Council Meeting for the OLCC Permit. The place will be called "Sweet Beet Depot"
- There will be an Open House at City Hall on Wednesday, October 26<sup>th</sup> from 4-6 PM.

- Front Street is moving along 1/3 of the sidewalk has been poured. RH2 will be coming to do the punch list soon.
- Staff is working on the Financial Software.
- RARE Participant, Norah Owings attended an energy symposium last week.
- The Town Hall Ramp will be installed October 24<sup>th</sup> -28<sup>th</sup>.
- Franchise agreements will be coming to Council soon. Pacific Power will be one of the first ones worked on.
- Halloween treats will be available at City Hall on the 31<sup>st</sup>.
- The City Received a letter from Pacific Power regarding Blue Sky funding (*see attached*).

**11. Other Business**

**11.1 None**

**12. Mayor and Councilor - Committee Reports and Councilor Comments**

Rogue Valley Area Commission on Transportation – Mayor Stricker (alternate)  
 Together for Talent Committee – Councilor Collins  
 Metropolitan Planning Organization – Mayor Stricker & Councilor Cooke (alternate)  
 Planning Commission – Councilor Wise & Councilor Abshire (alternate)  
 Public Art Advisory Committee – Councilor McManus  
 Parks Commission – Mayor Stricker  
 Traffic Safety & Transportation Commission – Councilor Cooke  
 Rogue Valley Council of Governments – Councilor McManus & Mayor Stricker (alternate)  
 Talent Historical Society – Councilor Abshire  
 Harvest Festival Committee – Councilor McManus  
 Economic Development - Councilor Pederson & Council McManus  
 Chamber – Councilor Pederson  
 Talent Charter Review – Councilor Cooke

Councilor McManus (*left at 8:30 PM*).

Councilor Abshire had no announcements.

Councilor Pederson announced the Economic Development Committee will be meeting on the 24<sup>th</sup> to discuss the Business Leaders Reception.

Councilor Wise announced the Planning Commission Meeting is next week. He also announced he attended the first Civil Rights Ad-Hoc Committee Meeting and spoke that it went well.

Councilor Harrison announced that Traffic Safety and Transportation Commission meets next Thursday.

**13. Adjournment**

**The Council Meeting was adjourned at 8:50 PM.**

**Respectfully submitted by:**

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**City Recorder, Melissa Huhtala**

**Attest:**

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**City Manager, Tom Corrigan**

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October 14, 2016

RE: 2016 Blue Sky funding award – City of Talent Community Center Solar Project

Dear Tom Corrigan:

Congratulations! On behalf of our participating Blue Sky customers, Pacific Power is pleased to inform you that you've been selected to receive a Blue Sky funding award of up to \$59,186 to help advance your solar project at 104 East Main Street Talent, OR.

Funding for your project is made possible by customers enrolled in the Blue Sky renewable energy program. You can learn more about the program at [pacificpower.net/bluesky](http://pacificpower.net/bluesky).

In order to receive Blue Sky funding, Pacific Power requires that you make a commitment to meet certain requirements, milestones and deliverables as outlined in the attached **memo of understanding**. Your project funding award is contingent upon your agreement to the terms set forth herein.

Blue Sky funding will be provided once the project is complete and Pacific Power has received all documentation required to verify project completion. A copy of this letter and the attached memo of understanding should be given to your project manager and contractor so they are aware of all program requirements.

If you agree to all of the conditions set forth in the memo of understanding, please sign and initial where indicated. Please email a copy of the letter, signed memo of understanding to [blueskyprojects@pacificpower.net](mailto:blueskyprojects@pacificpower.net) by **October 28, 2016**.

We look forward to partnering with your organization to boost renewable energy in the region.

Sincerely,



Scott Bolton  
Vice President, External Affairs and Customer Solutions

Paul Hadella  
10/12/2016

**Minutes**  
**Parks and Recreation Commission Meeting,**  
**September 14, 2016 - 6:30 PM – City Hall, City of Talent**

- I) Call to Order/ Roll Call** – Commissioner Paul Hadella (Chair) called the meeting to order. Present at Roll Call were Commissioners: Gorden Mobley, Jenica Faye, Lady Vanderlip, Kathleen Sharrar. Absent was Kittie Harrison and Linda Heerema. Present was City Manager, Tom Corrigan, and Mayor Darby Stricker.
- II) Consent Calendar** – Minutes from the July meeting were reviewed. We did not meet in August (because of not meeting quorum) so there were no August minutes. **Motion** made to accept minutes made by Commissioner Mobley and seconded by Commissioner Sharrar. All in favor.
- III) Public Comment** – Jim Thompson of 255 Colver Rd, with Bee City subcommittee and Together for Talent, shared that a new IPM draft is coming. More detail that specifically addresses issues that weren't covered at all in the older draft, including the requirement of specifying that locations be included in PARs (Pesticide Application Report), will be included. Dolly Warden at 255 Colver Rd, representing Bee City, is in favor of Joseph Park becoming a pollinator garden. There is a Nov 5<sup>th</sup> class at 101 S Bartlett, Medford.
- IV) Staff Park Report and Financial Report** – Tom Corrigan said that Darren is doing a great job with public works. Ryan Martin, the new finance director, said he would do a report and quarterly update for the commission soon. The city is working on requests to do more involved maintenance on the Bear Creek Greenway; also, there is potential for access to the greenway south of Creel. DOT owns the majority of the property that would provide south access to the greenway from Hwy 99 (which is in the master plan). The city is considering having two splash pads, one that is recycling the water and another that stores the water and is then used as sprinklers for Chuck Roberts Park. Chair Hadella suggested that the commission do the Parks Tour soon so that we can create CIPs (which will be evaluated based on their connection to the master plan).
- V) New Business:**
- A. Plan for Harvest Festival 2016**  
The commission intends to have a booth and engage the public on a survey about goals and/or expenditures for parks. It was proposed that the survey could be done on SurveyMonkey and some tablets could be supplied at the booth. Disc golf is one idea. We could also get public opinion on the proposed tax that would put a 3% tax on recreational marijuana retail sales for the first 5 years 3% to go towards Parks maintenance. Council will seek public input for what to do with the tax. Melissa can send the informational brochure that contains the proposal.
- B. Review No-Spray Policy at Talent Commons/Old Town Parks**  
This has been revisited for the last few years. Public Works commented that the man who weeds around the clock tower is exceptionally effective at keeping that area weed free. ORMI does research on alternatives to pesticides that can be effective and areas don't need to be designated "no spray." Reconsidering one year agreement for "no spray" has been tabled to the next meeting, until Together for Talent redefines their team so they can carry out the agreement as it stands. Rianna Koppel will make the request of Together for Talent volunteers.
- C. Discuss cameras at Old Town Park skate park**  
Security at the park is an issue, and the security cameras are functioning intermittently at best. Cellular signal can transmit to Police Department for monitoring. Main entrances will be open but the side entrances will be closed. Some trees have been removed for visibility. 2 cameras on cellular signals are

recommended. **Motion** to direct city staff to prioritize upgrade or replacement of skate park cameras at Old Town Park by Kathleen Sharrar. Vanderlip second. All in favor. The commission will continue to prioritize this in goals and mission.

**D. Discuss pollinator garden at Joseph Park**

City staff is all behind the idea. They would like to supply the infrastructure (fencing, signs, older benches, rocks for accent) and the volunteers would plant what they deem appropriate and maintain the plantings. The volunteers are confident they can get plants from the Talent Garden Club and it was suggested that some local nurseries may donate some. Public works can be consulted with a basic concept of drip irrigation. Rianna Koppel at 225 West Rapp Rd, shared that the transformation of the garden could be in phases. The City's insurance carrier assures us that because the park will have appropriate signage there shouldn't be concerns about people or pets entering the garden. **Motion** made to recommend to direct staff to develop a plan to make Joseph Park into a Pollinator garden. Commissioner Vanderlip motioned and seconded by Commissioner Mobley. All in favor.

**VI) Ongoing Business:**

- A. Discuss Master Plan revisions. Commissioner Hadella discussed proposed master plan revisions including reclassification of several parks. These revisions will be reviewed by the commission and then put forth for a public hearing at the Parks commission meeting and City Council meeting. Commissioner Hadella will email the link to the Master Plan document to the commissioners.

**VII) Council Liaison Report – None**

**VIII) Committee Reports – None**

**IX) TNR Suggestions – None**

**X) Other – None**

**XI) Items for Next Month's Agenda - None**

**XII) Adjournment – Meeting adjourned by Commissioner Hadella at 8:33pm**

**TALENT ORDINANCE #16-929-O**

**AN ORDINANCE CREATING A PLANNING COMMISSION FOR THE CITY OF TALENT PRESCRIBING THEIR POWERS AND DUTIES AND ESTABLISHING THE TERMS OF OFFICE OF THEIR MEMBERS AND REPEALING ORDINANCE #849.**

The City of Talent Ordains as follows:

**Article 1. Purpose**

To encourage citizen involvement by amending the Planning Commission’s membership structure, increasing voting membership to seven (7) members and removing alternate status and to mitigate potential quorum issues which could cause a conflict with State Land Use Laws.

**Article 2. Repeal**

Ordinance No. 849, as amended is hereby repealed.

**Article 3. Adoption**

Exhibit “A”, attached and incorporated herein by reference, is adopted.

**Article 4. Effective Date**

This ordinance shall take effect 30 days after adoption.

Duly enacted by the City Council in open session on November 2, 2016 by the following vote:

Ayes:            Nays:            Abstain:            Absent:

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Melissa Huhtala, City Recorder and Custodian of City records

**TALENT ORDINANCE #~~09-84916-929-O~~**

**AN ORDINANCE CREATING A PLANNING COMMISSION FOR THE CITY OF TALENT PRESCRIBING THEIR POWERS AND DUTIES AND ESTABLISHING THE TERMS OF OFFICE OF THEIR MEMBERS AND REPEALING ORDINANCE #~~472849~~.**

SECTION 1. [Planning Commission Created] Pursuant to ORS 227.010 through 227.090, there is hereby created a Commission to be primarily involved in community planning and development issues and to have those powers and duties specified in ORS 227.090 and more specifically outlined in the Talent zoning ordinance, subdivision ordinance and other City regulations. This Commission shall be known as the Planning Commission.

Section 2. [Duties and Responsibilities] The Planning Commission is an appointed citizen body with the primary responsibility of providing recommendations to the Mayor and City Council regarding the overall direction of land use planning which include:

1. Periodically review the City's Comprehensive Plan and land use regulations and make recommendations to the City Council on public processes, studies, and potential revisions to the Plan and regulations.
2. Work in conjunction with other City Commissions, Boards, Committees and members of the Planning Commission to ensure coordination of various elements of the Comprehensive Plan and land use regulations.
3. Conduct public hearings and make recommendations to the City Council on planning issues and legislative changes to land use regulations and ordinances.
4. Render quasi-judicial decisions on land use applications and appeals of administrative land use decisions as prescribed by the Talent Zoning Ordinance and Oregon state law.
5. Foster public awareness and involvement in all aspects of land use planning in the community.
6. Except as otherwise set forth by the City Council, the Planning Commission may exercise any or all of the powers and duties enumerated in ORS 227.090 et. seq., as well as such additional powers and duties as are set forth herein.

Section 3. [Membership – Compensation] -The Planning Commission shall consist of ~~five~~ ~~(5)~~~~seven~~ (7) members to be appointed by the Mayor with the consent of the City Council. One (1) member may live outside the city limits of Talent, but must live within the City's acknowledged urban growth boundary. Commission members shall receive no compensation. The Mayor or appointed City Councilor are designated as ex-officio members and may sit with the Commission but shall have no vote thereon.

Section 4. [Terms of Office – Vacancies]- Terms of office on the Commission shall be four (4) years and shall expire on December 31 of the fourth year. Members ~~and Alternates~~ shall initially be appointed to serve for two, three or four years with the term assignments staggered so as to not to have more than ½ of the membership terminating in one year. A vacancy shall be filled by the Mayor with the consent of the City Council and that appointee shall serve the unexpired portion of the term.

Section 5. [Officers] -The Planning Commission shall, at its first meeting of each calendar year, elect a Chair and Vice-Chair. The Chair and Vice-Chair shall be appointed members. The Planning Commission secretary shall be the ~~Planning Director~~Community Development Director or appointee. The Chair and Vice-Chair positions shall be rotated so that the same commissioner does not hold the same office for two (2) consecutive years.

Section 6. [Duties of Chair and Vice Chair] -The Chair shall preside at all meetings, set the agenda, recommend the creation of sub-committees, appoint members to such sub-committees as are authorized and shall sign Final Orders of the Talent Planning Commission within ten (10) working days of the Planning Commission decision, unless directed otherwise by the Planning Commission. The Vice Chair shall perform the duties of the Chair in the absence of the Chair and such other duties as may be assigned by the Chair. The Chair or Vice Chair shall preserve order and decorum at Planning Commission meetings and with the consent of the Planning Commission announce reasonable time limits. The Chair or designated appointee shall summarize the issues to be addressed and the applicable criteria to be applied prior to the public hearing testimony.

Section 7. [Minutes – Report] –The secretary shall keep an accurate record of all Commission proceedings, including written minutes of all meetings. A written Planning Commission report shall be made monthly to the City Council summarizing all Commission activities and action. A copy of the minutes of each Planning Commission meeting shall be delivered to the City Recorder for filing and said minutes shall be a public record and available for public inspection.

Section 8. [Quorum – Meetings – Rules] ~~For Legislative matters, three (3) members of the Commission shall constitute a quorum and for Quasi-Judicial matters, four (4) members of the Commission shall constitute a quorum, but in no case shall more than one non-resident Commissioner vote on any such matters. The Chair, at a regular or special meeting, shall fill the vacancies on the Planning Commission with Alternate members for the purpose of making up a quorum. A meeting quorum shall consist of four (4) members, regardless of vacancies.~~ -The Commission shall adopt rules or procedures consistent with the law. The Commission meetings shall include at least one (1) regularly scheduled meeting per month, unless canceled at the direction of the Chair due to lack of Commission business or other reason.

Section 9. [Alternate Members] ~~Not more than three (3) Alternate members shall be appointed by the Mayor with consent of the City Council. One (1) Alternate member may be a non-resident of Talent but must reside within the acknowledged urban growth boundary. Members shall serve with no compensation for terms of two (2) years, which~~

~~shall expire on December 31<sup>st</sup> of the second calendar year. Alternate members are ex-officio members and may sit with the Commission. The Alternate member's primary function shall be to assist the Planning Commission, as requested, and members shall be encouraged to attend all Planning Commission meetings. In the case of an absenteeism or vacancy on the Commission, the Chair, with consent of the Commission, shall appoint an Alternate member to occupy the vacant position on a meeting by meeting basis. That Alternate member shall have the same rights and voting privileges as the absent Commissioner. In instances where a legislative matter, general discussion or study session is scheduled, the Chair shall request Alternate members' attendance and participation in the discussion.~~

Section 10.9. [Removal From Commission] -If a member of the Planning Commission ~~or Alternate~~ should, without valid reason, miss three (3) regular Commission meetings within the same calendar year, that member shall be subject to removal from the Commission. In addition, a Commissioner may be removed for misconduct, conflict of interest or non-performance of duty. Such removal shall be by the Mayor with consent of the City Council, following a public hearing. This process may be initiated by the City Council or by a recommendation from the Planning Commission.

Section 11.10. [Repeal of Ordinance #472849] Ordinance #472849, ~~as amended,~~ which was ~~initially~~ adopted on ~~November 19, 1986~~May 6, 2009, is repealed.

DRAFT Ordinance Together for Talent

AN ORDINANCE CODIFYING TOGETHER FOR TALENT COMMITTEE

WHEREAS the City Council of Talent, Oregon, desires to codify the creation of Together for Talent Committee in the Talent Municipal Code

THE CITY OF TALENT DOES ORDAIN AS FOLLOWS:

A new Chapter is hereby established to read as follows:

~~Section 1 [Together for Talent created]. There is hereby created an advisory committee to the Talent City Council to be known as the Together for Talent Committee. The primary purpose of the Together for Talent Committee shall be to assist and advise make recommendations to the City of Talent Talent City Council in preserving and enhancing the quality of life in Talent.~~

~~Section 2 [General Duties and Responsibilities]. Together for Talent Committee is an appointed citizen body with the responsibility for providing recommendations to the Mayor and City Council on direction, planning, and policy~~ on matters pertaining to general sustainability of the City of Talent, including but not limited to: promoting sustainability; honoring the City’s agricultural heritage; promoting gardening and increasing the tree canopy; utilizing integrated pest management practices and natural pollination; reducing waste generated by the community; preparing for the impacts of climate change; and generally improving the appearance and livability of the City. As used in this ordinance, “Sustainability” is defined in means the biologic sense of scientific methods that remain diverse and productive indefinitely, but also in the broader sense of preserving and maintaining community resources. The Committee shall have the authority to adopt bylaws that govern the Committee’s meetings and proceedings.

~~Thus, the work of the Committee is achieved mainly through the involvement of community volunteers.~~

The Committee shall also perform such other related duties as may be assigned by the Council, which may include, but not be limited to, the following:

1. Assist in creating the City’s Clean Energy Action Plan to reduce energy use and transition Talent to clean energy sources, such as solar; and perform periodic review of said Plan.
2. Review and work with the City Emergency Manager on the City Emergency Operations Plan, with special regard to coordinating volunteers from trained and informed groups such as Map Your Neighborhood and CERT (Community Emergency Response Team) with emergency personnel from Talent City Police, Jackson County Sheriff’s Office and Jackson County County Fire District 5.
3. Compile data to assist City policy making in the preservation of designated heritage and significant trees; landscaping to support pollinators; reducing waste; and, in coordination with Parks and Recreation, organizing volunteers for maintenance work on trails and city parks.
4. Make recommendations to the City Council on potential revisions and future delivery of services by the City of Talent as pertains to sustainability.

**Commented [LAS1]:** Where are you with codification? Do you actually have a code yet or are you still working off what is really a collection of ordinances? If it is the latter, then the references to the Municipal Code should be removed and this can be a stand-alone ordinance until it is included in the code along with all the other ordinances through the codification process. If you do have a code, this will not require a whole new chapter. Presumably, you would just insert this language in the Chapter that outlines all the other City commissions and committees.

**Commented [LAS2]:** This language is deleted because it seems unnecessary and redundant. The fact that it is an appointed citizen body is covered elsewhere, and the mission of the committee is more particularly described in what was previously Section 2.

**Commented [LAS3]:** Note: this is a pretty broad and varied mission. That is not necessarily a bad thing, but the Council may want to consider whether it wants to narrow the focus of this Committee.

**Commented [LAS4]:** I don’t completely understand this sentence. I think it is trying to say that sustainability means sustainability in the sense of diverse and productive natural and biological processes as well as sustainability in the sense of preserving and maintaining community resources, but I’m not sure. Can you clarify?

5. Make recommendations to the City Council for modifications of or additions to existing ordinances, policies, and practices that help promote sustainability in the City of Talent.

6. Work in conjunction with other City commissions, boards, and committees to help ensure coordination of various elements of the Clean Energy Action Plan, sustainability programs, and other related activities.
7. Conduct public meetings and make recommendations to the City Council on sustainability issues and ordinances.
8. Make recommendations for capital improvements, programs, and policies that will help increase the use of renewable energy, decrease the use of energy, reduce waste, promote water conservation, and help our community prepare for the impacts of climate change.
9. Review and comment on fund-raising efforts and donations made on behalf of the City of Talent's Together for Talent Committee.
10. Foster public awareness and citizen volunteer involvement in all aspects of the City of Talent's Together for Talent Committee and subcommittees.
11. Develop a clean energy plan leading to a climate action plan to prepare Talent for the impacts of climate change and develop strategies and action plans to reduce greenhouse gases.
12. Review changes and additions planned for city parks and properties from the point of view of pollinators, and make appropriate suggestions for City policy.
13. In coordination with city departments, ensure that the city's Tree City, Bee City, and EPA Green Power Community designations are maintained.

Section 23 [Membership, Compensation]. The Together for Talent Committee shall consist of at least seven (7) members and no more than eleven (11) members appointed by the Mayor and confirmed by the City Council, including those grandfathered in from the former Together for Talent committee; subsequent members shall be recommended by the existing Committee, then appointed by the Mayor with the consent of the City Council. Two (2) members may live outside the Talent city limits. Committee members shall receive no compensation. The Mayor or a City Council member appointed by the Mayor shall serve as an ex officio member of the Committee, but shall have no vote and shall not count toward a quorum.

Section 34 [Terms of Office, Vacancy]. Terms of office Committee members shall be appointed for a period of two (2) years. A committee member's term of office and shall expire on the last business day in June of the second year. Any vacancy shall be filled based on a recommendation by the existing Committee to by appointment by the Mayor, with the consent of the City Council, for the unexpired portion of the term.

Section 45 [Officers]. The Together for Talent Committee shall, at its first meeting of each new fiscal year beginning in July, elect from the Committee's members a Chair, Vice Chair, and Secretary.

Section 56 [Duties of Chair and Vice Chair]. The Chair shall preside at all meetings, set the agenda, and recommend the creation of subcommittees, and approve members to each subcommittee, as are authorized. The Vice Chair shall perform the duties of the Chair in the absence of the Chair, and such other duties as may be assigned by the Chair. The Chair or Vice Chair shall preserve the decorum at Committee meetings.

Section 67 [Minutes]. The Secretary shall keep an accurate record of all Together for Talent proceedings, including written minutes of all meetings. A copy of the approved minutes of each Together for Talent Committee meeting

**Commented [LAS5]:** None of this is necessary to include in the ordinance creating the committee. The Council can ask and/or assign the Committee to do any of these tasks (even without this language in the ordinance), as long as the tasks fit within the articulated mission of the Committee (if there is a task the Council specifically wants the Committee's help with and it does not fit within the Committee's mission as articulated above, I recommend that the Council amend the Committee's mission to encompass that task).

I recommend not getting into this much detail in the ordinance because: a) it is unnecessary; and b) as time passes, these tasks may be completed or the focus of the Committee may shift and it may cause confusion to have these tasks specifically listed in the ordinance.

**Commented [LAS6]:** The Council can allow the Committee to fluctuate between 7 and 11 members, but that creates an administrative burden for staff because they have to keep track of quorum requirements and it creates the possibility of tie votes due to an even number of committee members. It also makes it difficult to stagger member terms (see comment below).

**Commented [LAS7]:** Recommend deleting this language because it is unwieldy. Even if this language is deleted, the Mayor and Council are free to (although not required to) appoint the current members of Together for Talent to the Committee.

**Commented [LAS8]:** This is a policy call for Council. Do you want the Mayor and/or a Councilor to serve on the Committee? Do you want that person to have a vote?

**Commented [LAS9]:** Does this make sense in terms of the City's other commissions and committees? If all other terms expire at the end of the calendar year, the Council may want to set these terms to expire at the end of the calendar year as well for administrative efficiency. Does the Council want to stagger terms so that the whole membership of the Committee doesn't change at the same time? If yes, I recommend just picking a number of committee members (i.e. 7, 9, or 11), rather than allowing the Committee to fluctuate between 7 and 11.

**Commented [LAS10]:** If the Council moves terms to a calendar year basis, this section should be amended to provide that officers will be elected in January.

**Commented [LAS11]:** Does the Council want the Committee to create subcommittees? Subcommittees will also need to comply with the public meetings law, so that will create more meetings and more work (noticing, minutes, etc.) for staff.

shall be signed by the Chair and delivered to the City Recorder for filing, and said minutes shall be a public record and available for public inspection.

**Commented [LAS12]:** Will the Secretary really take minutes or is that something that City staff will do?

Section 78 [Quorum, Meetings, Rules and Procedures, Number of Meetings]. A simple majority of the total number of voting members of the Committee shall constitute a quorum ~~for scheduled meetings. No Committee action or plan of action shall take place outside of a scheduled meeting with a quorum present.~~ A quorum is required in order for the Committee to conduct any business. The Committee shall adopt rules and procedures consistent with city ordinances and this resolution. The Committee meetings shall include at least one (1) regularly scheduled meeting per month, unless canceled at the direction of the Chair due to lack of Committee business or other good reason. Meetings may be run informally in accordance with Oregon laws, the latest edition of Roberts Rules of Order, and/or ~~in accordance with~~ the Together for Talent Committee bylaws.

**Commented [LAS13]:** If the Council sets the number of Committee members, the Council can also specify the number of members that constitute a quorum (i.e. four members constitute a quorum for a committee of seven).

**Commented [LAS14]:** Do other city committees and commissions adopt their own rules and procedures?

Section 89 [Alternate Members]. Not more than two (2) alternate members ~~shall be recommended by the Committee and~~ appointed by the Mayor with the consent of the City Council. Such members shall serve with no compensation for ~~at the~~ term of two (2) years, which shall expire on the last business day of June of the second calendar year after appointment. The alternate members' primary function shall be to assist the Committee, as requested. In the case of prolonged absenteeism of more than three (3) sequential scheduled meetings of the Committee, the ~~Chair~~ Mayor, with the consent of the ~~Committee~~ Council, shall appoint ~~one of an~~ alternate members to occupy the vacant position on a meeting-by-meeting basis. That alternate member, once in place as a full member of the Committee, shall have the same rights and voting privileges as the absent committee member and is required to attend meetings regularly.

**Commented [LAS15]:** See my comments above re setting terms on a fiscal versus calendar year.

**Commented [LAS16]:** I am unclear whether absence from three sequential regular meetings creates a vacancy or whether that just allows an alternate to step in sometimes. I recommend calling it a vacancy and permanently appointing someone else because it is cleaner. Does the Council want alternates at all? Or does the Council just want the Mayor to appoint a new member to fill the vacancy if one comes up?

Section 910 [Removal from Committee]. If a committee member or alternate should, without valid reason, miss three (3) regularly scheduled sequential Committee meetings within the same fiscal year (July 1 through June 30), that member shall be subject to removal from the Committee. In addition, a committee member may be removed for misconduct, with the consent of by the City Council, following a public hearing. This process may be initiated by the City Council or by a recommendation from the Together for Talent Committee.

**Commented [LAS17]:** See comments above on immediate vacancy and fiscal year versus calendar year.

**Commented [LAS18]:** What constitutes misconduct?

Section 101 [Committee members, the term of a committee member for which the committee member has been appointed by the Mayor]. A minimum of seven (7) and maximum of eleven (11) committee members shall be appointed by position number running from one to eleven, each for a 2-year term. Terms will overlap so that three committee members' terms expire on the last business day in June of the second calendar year after his or her appointment. Candidates for committee member will be designated by the numbers of the Committee seats which they seek; further, one candidate may only apply for one position at the time of a vacancy.

**Commented [LAS19]:** See comments above re overlap of terms and how that is easier if the Council designates a specific number of members. Once the Council decides whether it wants to designate a specific number of members or allow the Committee membership to fluctuate between 7 and 11, we will need to add language to the ordinance clarifying that the first term of some number of the members of the Committee will either be one year or three years so that terms are staggered.

Section 12 [New Subcommittees]. A subcommittee may be added to the Together for Talent Committee after a written recommendation by an existing member is made prior to a scheduled meeting. Only at a scheduled meeting, with a quorum present, can a vote to add a subcommittee take place.

**Commented [LAS20]:** See my comments above re subcommittees.

Section 12 [By-Laws]. See attached [to come once the ordinance is settled on].

**Commented [LAS21]:** Bylaws should not be attached to the ordinance because then they are a part of the ordinance and can only be amended by another ordinance adopted by the City Council. Since the bylaws only govern the Committee, they can be adopted and amended by the Committee rather than the Council.

**8 F5 : H' MINUTES**  
**TOGETHER FOR TALENT COMMITTEE MEETING**  
**October 4, 2016**  
**Town Hall**

Called to order at 3:06 pm, adjourned at 5:00 pm.

**Present:** Dorian Hastings, Jim Thompson, Mark Smith-Poelz, Rianna Koppel, Charles Roome, Dolly Warden, members; Christina Collins, City Council Liaison. Guest: Norah Owings, Mayor Darby Stricker.

**Minutes:** September minutes not approved, will be amended and approved at next meeting.

**Weed Team and Adopt A Sidewalk:**

Dolly and Jim attended the Parks and Recreation committee meeting. The committee is waiting for a T4T member to take on responsibility as the leader or liaison to the Weed Team. In order for the Parks and Recreation committee to continue to extend the agreement for no-spray within certain city parks, leadership and organization will be necessary for a subcommittee through T4T. Dorian said that Helga Motley has volunteered to lead the Weed Team. Dolly will contact Meadowsweet and Helga. Charles will work together as a liaison.

**Harvest Festival Report, T4T Booths:**

The Zero Waste subcommittee will be debriefing later to offer a full report. Three vendors chose not to come to the festival because of the ban on plastics, either because they chose not to use available alternatives or felt that there were no appropriate alternatives. They were all snack vendors and 2 of the 3 planned to sell products that other vendors sold using paper. All of the regular food vendors who applied were able to comply, most of whom had participated previously without using plastic. Information and games were available at the booth about zero waste. Successful by-products of the Zero Waste booth included the washing of all utensils, 25 gallons of food waste, 25 gallons of glass, 35 gallons of recyclable materials, and 45 gallons of redeemable cans. 1550 gallons of waste will be going to the landfill and approximately 158 gallons of recyclable material was collected (food waste, glass, commingled/recycling material and redeemable bottles and cans). We had a total of 16 volunteers including 8 Master Recyclers that staffed the booth, the Waste Station and washed the silverware and glasses. Bee City participated in the parade, along with the big BEE sculpture. Bee City had a booth and gave out information on pollinators. Also, they had activities for children including making pollinator masks and beeswax candles. They gave out information on pollinators and plants. They also gave out information on the Tree City and Wagner Creek groups and took sign ups for these groups. Community members and city counselors handed out seeds. 200 packets of seeds from Siskiyou Seeds were distributed.

**Clarification on Microsoft expenses in budget report:**

Our remaining total for this fiscal year is \$1,644.99. The budget is cannot be itemized by sub-committee with our current software. T4T has spent \$197.42 through the fiscal year to date

(through 8/31/16). New software will be installed in November, and T4T will work with the Financial Director to itemize budget expenses by sub-committee to track our budget.

#### **Discussion on Direction of Staff:**

Mayor Stricker gave clear directions to T4T regarding recent communications between committee members and city staff before the Harvest Festival. In order to contact city staff, T4T members must direct communications through our council liaison, Council Collins. Only the city council can direct city staff operations. City staff is not required to respond to emails, phone calls, or other communications from T4T members or any other committee member or citizen, and T4T members are encouraged to utilize our council liaison for actionable items or communication with city staff.

#### **Clean Energy Plan:**

Rogue Climate Talent members have been revising the CEP and have structured a new draft that will include a one-year plan, a vision, and long-term goals for the city. They have identified holes and assigned tasks. Mark and other RCT members will work with our council liaison to gather necessary data from the city. October 30<sup>th</sup> will be the deadline for the final version of this draft, so the draft can be presented to T4T on November 1<sup>st</sup> for review. Members of the CEP subcommittee will meet before the next T4T meeting to finalize.

#### **Together for Talent Ordinance update:**

The ordinance will be presented before City Council on October 19<sup>th</sup>. T4T went through the ordinance together point by point with the lawyer's comments in order to offer recommendations to council. T4T members are encouraged to be present at the October 19<sup>th</sup> meeting to give recommendations to council on the ordinance.

By and large, the Together for Talent committee felt that most of the lawyer's suggestions and comments were good ones, but wanted to put the following before the Council:

1. In the section on "**sustainability**," in our wording we wanted to honor the request of Elizabeth Zwick that the spirit in which Together for Talent operates continues to strive to achieve goals through volunteers and community involvement—the "community resources" referenced.
2. Under **Section 2, Membership**, the committee discussed the various options for how many members the committee should have. Because opinion was divided, it was put to a vote, and a majority wanted the Council to consider leaving the section as it is, with a variable number of people. The rationale behind this was to leave room on the committee to bring experts onto the committee as voting members.
3. Under **Section 8, Quorum, Meetings, Rules and Procedures**, the Committee requests that the language remain as is: that a simple majority of voting members shall constitute a quorum.
4. Under **Section 9, Alternate Members**, the Committee requests that wording be clarified to reflect the intention—that members shall be replaced if their absence at three sequential meeting is "**unexcused**." We would not like to see members lose their status if they are ill, must tend to a family emergency, or the like.

5. Regarding **Section 10, removal from the committee**, we were advised that the specifics of “misconduct” be outlined in by-laws.

City law states that our current body (T4T) will have first priority to recommend members for appointment to the T4T committee if the ordinance is ratified. T4T also acquiesced to the recommendation that our member elections would be held in January, like other committees, and not June, as it is currently. By-laws for T4T will be written after council adopts the proposed ordinance. If by-laws are attached to the ordinance, the by-laws can only be changed through council. By-laws have to be in alignment and not conflict with the ordinance. By-laws can be reviewed by the city lawyer. T4T can review the by-laws for other committees that we could use

### **Subcommittee Reports:**

- **Bee City USA**

City Council is expected to review the proposed milkweed ordinance tomorrow evening. Bee City members Jim Thompson, Rianna Koppel, and Dolly Warden reported that they weeded the pollinator garden on September 21st. Zac Moody, City Development Director, will present an updated city code about noxious vegetation. Our City Mayor said that all city code enforcement is complaint driven. Residents will be fined if noxious vegetation is above 6” rather than the previous 10”. Dolly and Rianna from Bee City USA Talent met with Heather Armstrong and students at Talent Middle School to give advice and information about designing pollinator gardens throughout the next year. Bee City meets every 2<sup>nd</sup> Tuesday of the month at Jim’s house.

- **Waste Reduction (Zero Waste Team)**

The team will be meeting at 4 pm later this week to discussing upcoming art projects, and working with schools. Recology is accepting plastic clamshells again.

- **Friends of Trees**

The seedlings at the Tree Nursery are growing and have made it through the summer. No upcoming work parties have been scheduled.

- **Emergency Preparedness**

Charles is arranging a meeting with the mayor, sheriff, city police, city manager, fire chief, Kitty Harrison and others to determine responses and create a city plan to be utilized during emergency events. Other programs in the area include Map Your Neighborhood and Ashland’s CERT.

- **Clean Energy Plan**

A draft of the revised CEP will be presented at the next T4T meeting. Rogue Climate Talent and subcommittee members will be meeting during October to finalize.

### **Announcements:**

The next Rogue Climate Talent meeting will be Thursday, October 13<sup>th</sup> at 6 pm at the New

Community Center. There will be a presentation from Seeds From The Sol.

Mark is resigning from Together for Talent.

Our next meeting will be Tuesday, November 1<sup>st</sup>, at 3 pm at City Hall.

Submitted by Rianna Koppel, Secretary

\_\_\_\_\_, Dorian Hastings, Chair