

City of Talent

OREGON PUBLIC MEETING LAW BEST PRACTICES &
COMMITTEES AND COMMISSIONS AUTHORITIES

Training Roadmap

Overview of Oregon Public Meeting Law (OMPL)

- Legal Requirements
- Virtual Meetings – HB 2560 (2022) / HB 2805 (2023)
- Serial Meetings - HB 2805 (2023)
- OGEC OPML Oversight – HB 4117 (2024)
- City of Talent Council Rules of Procedure / Hybrid Policy

Overview of City of Talent Committees and Commissions

- Adopted Governing Documents
- Scope of Authority
- Locally adopted rules/procedure/bylaws (when applicable)

Oregon Public Meetings

Legal Requirements & Best Practices

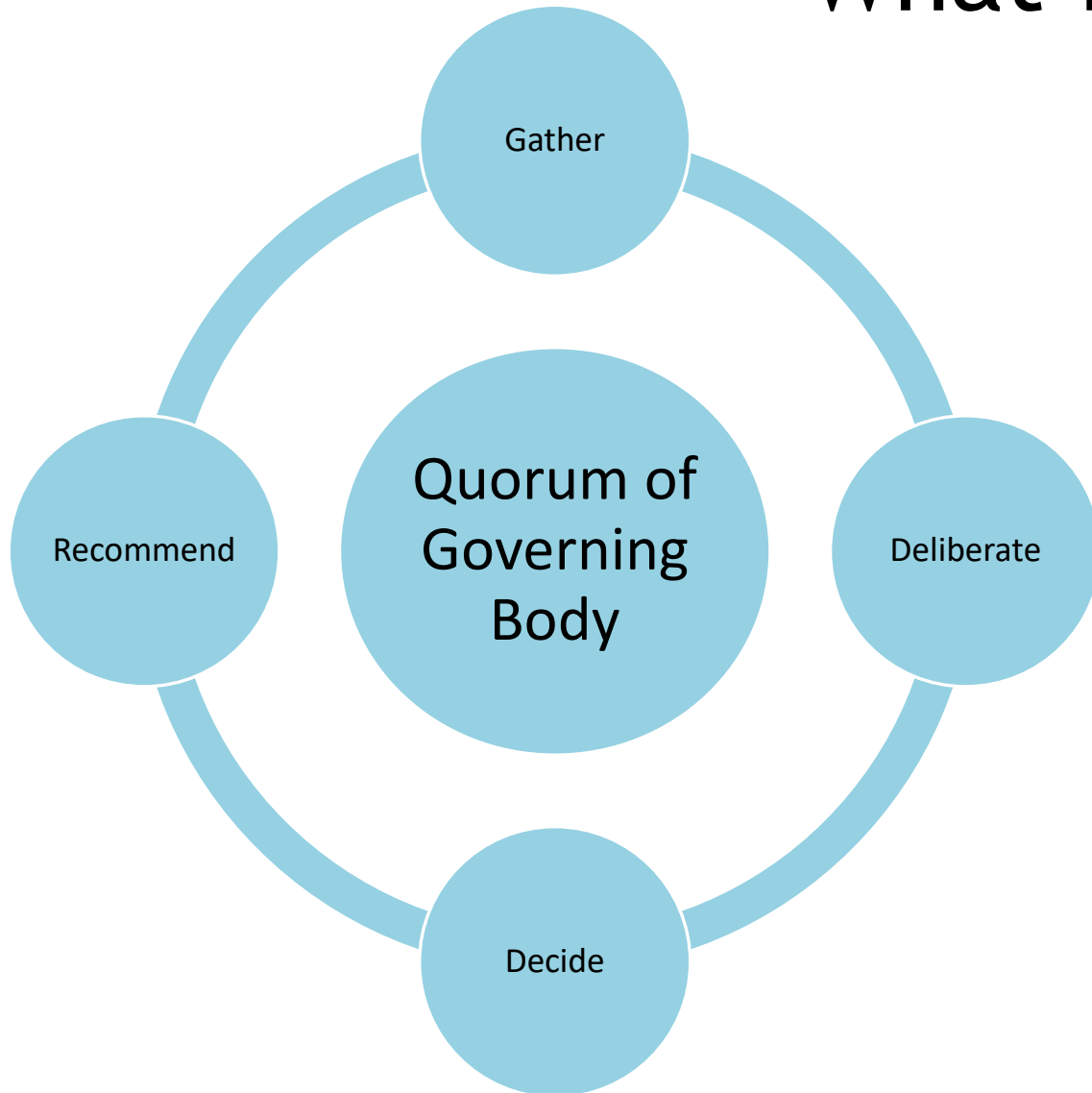
Overview of Oregon Public Meeting Law (OPML)





- Legal Requirements
- Virtual Meetings – HB 2560 (2022) / HB 2805 (2023)
- Serial Meetings - HB 2805 (2023)
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Public Meeting Legal Requirements

What is a Public Meeting?



-  No Secret Ballots
-  Committees & Subcommittees Count
-  Applicable to Electronic & Telephonic Meetings
-  Quorum Requirements Vary Among Governing Bodies

Public Meeting Legal Requirements

1. Notice

- Reasonably calculated to give actual notice to interested person and the media
- Must include a list of the principal subjects to be considered
- Must give at least 24 hours notice UNDER STATE LAW (unless it's an emergency)

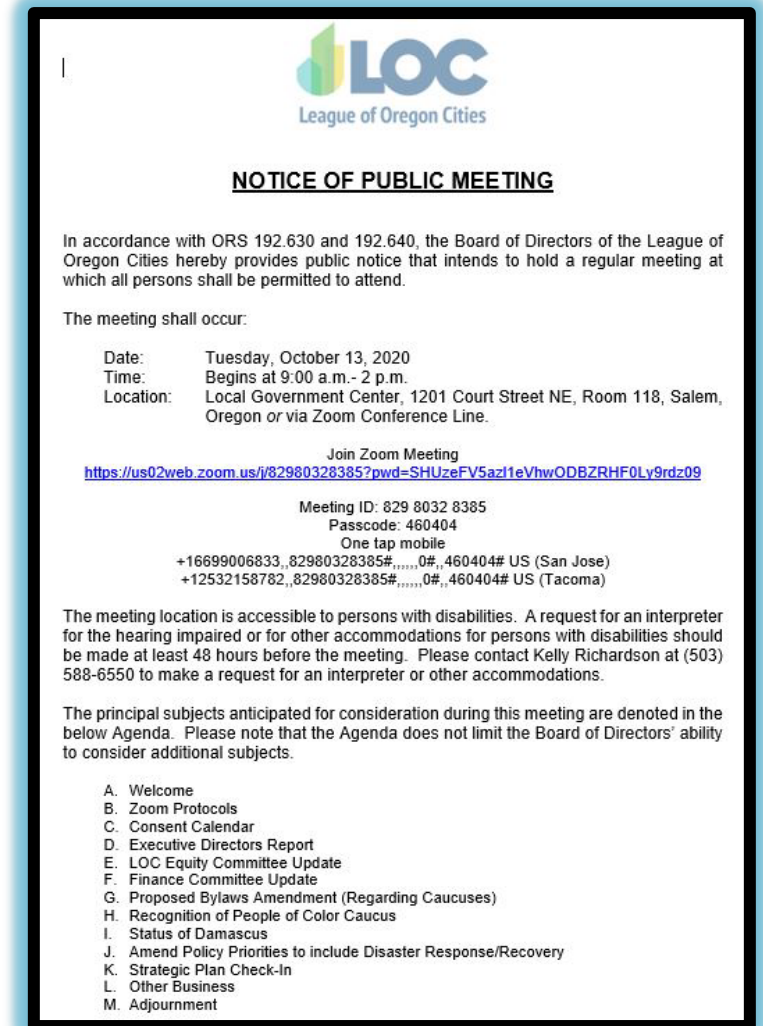
2. Be held within the city's jurisdiction

3. Be held in an accessible location

- Accommodations must be made for all types of disabilities
- The location of the meeting cannot discriminate against persons

4. Minutes of the meeting must be taken

- May be written, audio, digital or video
- Must include all members present and all motions made and their outcomes
- The votes of each member
- Substance of any discussion & reference to any document discussed



The image shows a document titled "NOTICE OF PUBLIC MEETING" from the League of Oregon Cities (LOC). The document is enclosed in a blue border. At the top, there is the LOC logo and the text "League of Oregon Cities". Below the logo, the title "NOTICE OF PUBLIC MEETING" is centered. The main body of the document contains the following text: "In accordance with ORS 192.630 and 192.640, the Board of Directors of the League of Oregon Cities hereby provides public notice that intends to hold a regular meeting at which all persons shall be permitted to attend." This is followed by "The meeting shall occur:" and a list of details: Date: Tuesday, October 13, 2020; Time: Begins at 9:00 a.m. - 2 p.m.; Location: Local Government Center, 1201 Court Street NE, Room 118, Salem, Oregon or via Zoom Conference Line. Below this, there is a "Join Zoom Meeting" section with a URL: <https://us02web.zoom.us/j/82980328385?pwd=SHUzeFV5azl1eVhwODBZRHF0Ly9rdz09>. The Zoom meeting details include: Meeting ID: 829 8032 8385; Passcode: 460404; One tap mobile: +16699006833,82980328385#,,,,,0#,460404# US (San Jose) and +12532158782,82980328385#,,,,,0#,460404# US (Tacoma). A paragraph states: "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 before the meeting. Please contact Kelly Richardson at (503) 588-6550 to make a request for an interpreter or other accommodations." Another paragraph states: "The principal subjects anticipated for consideration during this meeting are denoted in the below Agenda. Please note that the Agenda does not limit the Board of Directors' ability to consider additional subjects." Finally, there is a list of agenda items: A. Welcome; B. Zoom Protocols; C. Consent Calendar; D. Executive Directors Report; E. LOC Equity Committee Update; F. Finance Committee Update; G. Proposed Bylaws Amendment (Regarding Caucuses); H. Recognition of People of Color Caucus; I. Status of Damascus; J. Amend Policy Priorities to include Disaster Response/Recovery; K. Strategic Plan Check-In; L. Other Business; M. Adjournment.

City of Talent Public Meeting Requirements

- Charter Chapter IV, Section 13: Authorizes adoption of rules to govern meetings.
 - Council Rules of Procedure, adopted June 2019
 - Roberts Rules of Order
 - *Applies to any subcommittee of Council*
 - Quorum
 - Attendance
 - Agenda
 - Minutes

RESOLUTION NO. 19-995-R

A RESOLUTION ESTABLISHING COUNCIL RULES OF PROCEDURE GOVERNING THE PROCESS TO BE FOLLOWED IN THE CONDUCT OF CITY BUSINESS; AND RESCINDING RESOLUTION 12-879-R.

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TALENT, OREGON,

WHEREAS, ORS 192.610-192.710 establishes the framework for the conduct of any public meeting held by a city council in the State of Oregon;

WHEREAS, the City Council of the City of Talent desires to define in more detail how the council conducts its business and the procedures to follow in that process;

NOWTHEREFORE, BE IT RESOLVED that the Common Council of the City of Talent hereby adopts the attached Council Rules of Procedures to be followed in the conduct of City business at all duly noticed meetings of the council.

Duly enacted by the City Council in open session on June 5, 2019 by the following vote:

AYES: 5 NAYS: 1 ABSTAIN: 0 ABSENT: 0



Gabriella Shahi, City Recorder and Custodian of City records

Policies for Hybrid City Council Meetings Revised November 2022

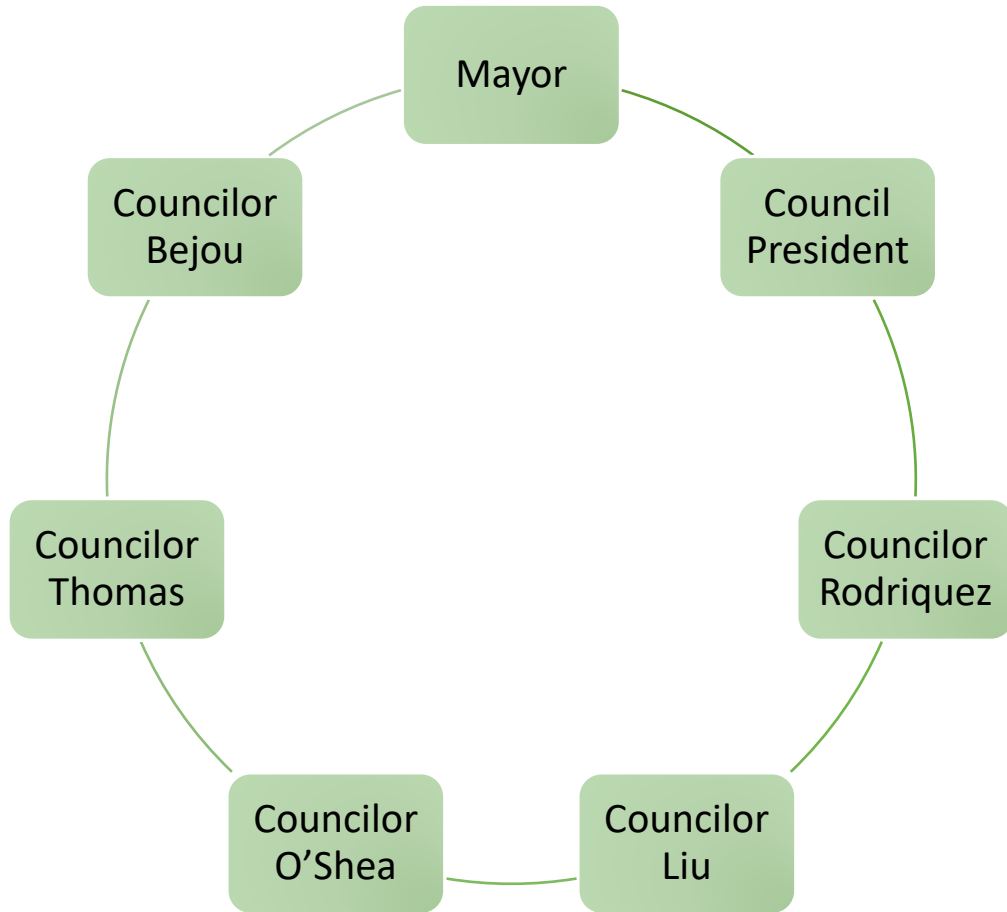
The policy below covers the conduct of hybrid City Council meetings (both in-person and remote participation). These administrative policies supplement the City Council Rules of Procedure.

•Hybrid City Council Meetings Policy: Addresses hybrid participation conduct.

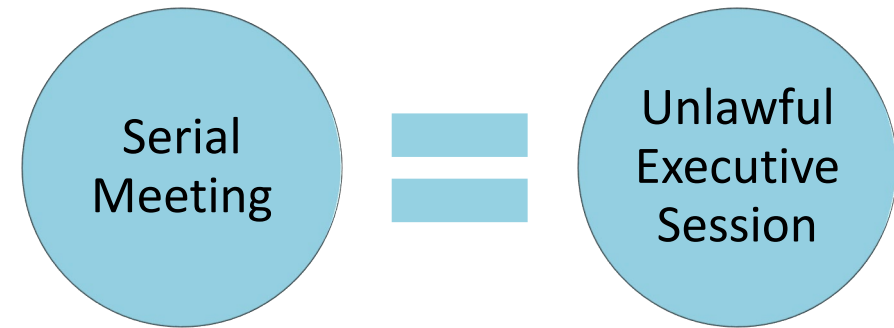
- Adopted November 2022
- Participation
 - Mayor/council members
 - Staff
 - Public
- Chat/Interactive features

Virtual Public Meetings

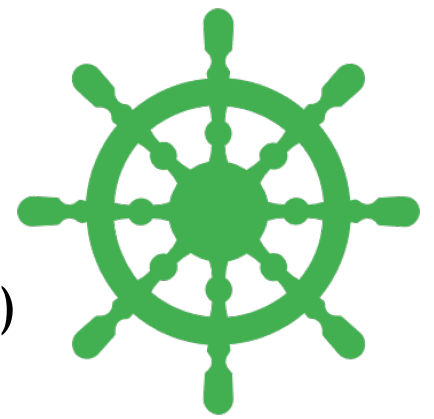
- ORS 192.670 (HB 2560, 2021) - Meetings by Means of Telephone or Electronic Communication.
 - Requires government agencies, whenever possible, to **allow the public to remotely attend public meetings** – through telephone, video or other electronic means – as well as give the public the ability to testify remotely.
 - Purpose is to make most public meetings (excludes executive sessions) remotely accessible when it’s “reasonably possible.”
 - *Effective January 1, 2022.*
 - ORS 192.610(1) (HB 2850, 2023) “Convening” definition amended to include:
 - (a) Gathering in a physical location; (b) **Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants**; (c) Using serial electronic written communication among participants; or (d) Using an intermediary to communicate among participants.
 - *Effective September 24, 2023.*
- *Important for serial meetings



Serial Meetings



Serial Meetings



- Initially created by caselaw: *Handy v. Lane County* (Oregon Supreme Court, 2016)
- HB 2805 (2023) - addressees serial meeting concerns
 - ORS 192.610(7)(a): “. . . the **convening** of a governing body of a public body for which a quorum is required in order to make a decision or **deliberate** toward a decision on any matter.”
 - ORS 192.610(1): **Convening**: “(a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communication among participants; or (d) Using an intermediary to communicate among participants.”
 - ORS 192.610(3): **Deliberation**: “discussion or **communication** that is part of a decision-making process”
 - Exceptions to OPML: ORS 192.690(1)(m) - **Communications**: “between or among members of a governing body that are:
 - (A) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the governing body;
 - (B) Not related to any matter that, at any time, could reasonably be foreseen to come before the governing body for deliberation and decision; or
 - (C) Non-substantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.”

Serial Meetings



- Why should you care?
 - ORS 244.350 - Penalty
 - Up to \$1,000
 - No indemnity from public body
 - Advice of counsel defense available
 - ORS 192.680 circuit court remedy remains an option
- What can you do?
 - Socialize; attend educational trainings; discuss city business items; use city manager to be the go-between
- What can you NOT do?
 - Deliberate or discuss city business when there is a quorum and that meeting/discussion has not been publicly noticed
 - Cannot “reply all” on city business emails

HB 2805 “Training”

- Oregon Government Ethics Commission (OGEC): New training requirement.
 - ORS 192.700(2)(a): “Every member of a governing body of a public body with total expenditures for a fiscal year of \$1 million or more **shall attend or view training** prepared under this section at least once during the member’s term of office and shall verify the member’s attendance using the method prescribed by the commission.”
- Grievance Process:
 - Grievance filed with public body within 30 days
 - Acknowledge and respond within 21 days
 - Deny allegations;
 - Admit allegations but deny violation; or
 - Admit allegations, admit violation, and cure violation
 - Copy OGEC with response
 - Grievance is condition for filing OGEC complaint
 - Current Rulemaking ongoing --- **more to come.**

HB 2805 “Training”

- ORS 192.700(2)(a): “Every member of a governing body of a **public body with total expenditures for a fiscal year of \$1 million or more** shall attend or view training prepared under this section **at least once during the member’s term of office** and shall verify the member’s attendance using the method prescribed by the commission.”
 - Outstanding Question: Training required for body with \$1 million budget - governing body or public body (commissions/committees)?
 - Outstanding Question: Person serving on more than one governing body - what is their “term” for training purposes?
- **More to come** from OGEC Rulemaking....stay tuned!

What Happens if a Public Meeting Does Not Comply with OPML?

- The Oregon Government Ethics Commission (OGEC) hears complaints and renders decisions about allegations of impermissible ethics, executive sessions, and all provisions of public meeting laws.
- HB 4117 (2024): Effective March 20, 2024.



Public Comment = Protected Speech

- **U.S. Constitution - First Amendment**
 - Ensures that “debate on public issues should be uninhibited, robust and wide open.”
- **Oregon Constitution - Article 1, Section 8**
 - Not Permitted: Content-based restrictions on speech
 - Permitted: Reasonable time, place, manner restrictions

Citizens have enormous First Amendment interest in directing speech about public issues to those who govern their city.

Time, Place, Manner Restrictions



Dictate the time for public comment.



Dictate the location where public comment is made.



Limit the topic of the comment



Dictate the length of time for public comment



All speakers treated EQUALLY.

City of Talent Council Rules of Procedure

- Adopted June 5, 2019
- Applies to Council and any subcommittee of council
- Addresses various time, place, manner restrictions applicable to public meetings

Section 5. Order of Business.

A. Regular meetings shall be conducted in the following order of business, subject to the right of the Mayor, with Council consent, to alter the order of business:

1. Call to Order/Roll Call.
2. Community Announcements.
3. Speakers Heard on Non-Agenda Items. The purpose of this item is to allow speakers to address the Council on matters related to city government and that are properly the subject of Council consideration. Speakers may address the Council for up to five minutes, unless the Presiding Officer, prior to the non-agenda item period, decides to allocate less time. Speaker comment shall not exceed the established time limitation unless the Council votes to suspend the rules. The Council shall not act on issues raised during the non-agenda item portion of the agenda. Issues raised during this period can be added to a future agenda by agreement of the Council during the Other Business portion of the meeting.
4. Public Presentations. Presentations are limited to fifteen minutes unless prior arrangements with the Presiding Officer or City Manager have been made.
5. Public Hearings. All public hearings shall be subject to the notice requirements specified in city ordinance and/or state law. In the absence of any local or state requirements, a Notice of Public Hearing shall be published in a local newspaper at least seven days prior to the hearing. A copy of the Notice of Public Hearing shall also be posted at Town Hall and on the city website at least seven days prior to the hearing. The purpose of public hearings is to: 1) provide input to the Council in the form of information and opinions from affected parties and members of the public; and 2) provide an opportunity for residents to be involved in municipal affairs. Public hearings may be continued to another meeting date as long as specified notice requirements are met.

D. Any member of the public that wishes to address the Council must fill out a Speaker Request form and give it to the City Recorder prior to the appropriate agenda item. Speakers must state their name and address for the record and adhere to the time limits set by the Presiding Officer. Speakers must also sit at the speaker table and use the microphones provided in order to facilitate the recording of the meeting.

City of Talent Hybrid Public Meetings

Policies for Hybrid City Council Meetings Revised November 2022

The policy below covers the conduct of hybrid City Council meetings (both in-person and remote participation). These administrative policies supplement the City Council Rules of Procedure.

I. Participation by Mayor or Council Members

The Mayor and Council members are expected to participate in-person for hybrid City Council meetings. Participation by Zoom is limited to five times per year absent a successful motion to suspend the rules in recognition of special circumstances. Staff requests at least 48-hour notice if a member will be participating via Zoom.

II. Participation by Staff

The City Manager and City Recorder are expected to participate in-person for hybrid City Council meetings. Other staff members may participate remotely if they have reliable internet connections, and a camera and microphone, so that they can be clearly seen and heard if called upon.

III. Participation by the Public

Registering to Speak

Individuals who wish to speak live during City Council meetings or public hearings may do so in person, via telephone, or via internet (Zoom). Those who wish to speak must register in advance by contacting the City Recorder at 541-535-1566 or email publictestimony@cityoftalent.org before 5pm on the day of the Council meeting to leave a message that includes their name, the agenda item or issue they wish to address, and whether they will be participating in person or remotely by computer or phone.

Taking Comments at Meeting

At the Mayor's discretion, in-person and remote attendees may be invited to comment on agenda items after registered speakers have made their comments.

Procedure for Acknowledging Speakers

Registered speakers will be invited to speak before the Mayor takes comments from attendees. The order of registered speakers will be (1) those who are present in-person, (2) those who are present remotely. If the Mayor invites attendees who have not registered to comment, first the Mayor will first acknowledge those who are present in-person and then those who are present virtually.

- Adopted November 2022
- Supplemental Adopted Rules for Council and Subcommittees.
- Expected to participate in person
- Time/Place/Manner Restrictions:
 - Public Comment: pre-registration for virtual/telephonic participation.
 - Chat, Q&A , other interactive features disabled for hybrid meetings.

Can the Public Participate in Meetings?

- ORS only requires only public *attendance*
- ORS does not require public *participation*
 - Exceptions: land use and budget hearings
- City of Talent: Allows both public attendance and public participation.
 - Council Rules of Procedure, Section 5
 - 5 minutes for non-agenda item comment



City of Talent Public Comment Procedures

- Council Rules of Procedure, Section 6 - Discussion of Business
 - Presiding Officer may recognize commentor
 - Individual speaking must be recognized by presiding officer
 - Commentor must fill out speaker request form, provide it to city recorder
- Council Rules of Procedure, Section 5 - Order of Business
 - Non-Agenda Items: shall not exceed five minutes
- Council Rules of Procedure, Section 6 - Discussion of Business
 - Speaker Request Form filled out; state name/address; adhere to time limit; use microphones and speak at table

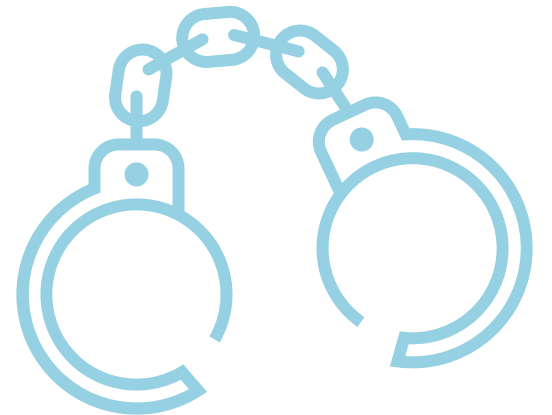
Can We Remove People From Public Meetings?

- Yes - If they are actually disrupting the meeting
- Offensive conduct that does not disrupt a meeting may be allowed
- Before You Do: Consult with City Attorney and CIS



Can We Arrest People Who Disrupt Public Meetings?

- Yes
- Law enforcement determines if elements of Disorderly Conduct met
- In Oregon, Disorderly Conduct includes disturbing lawful assemblies like a city council meeting



Can We Suspend People From Attending Future Council Meetings?

- Probably Not
- Federal courts have consistently held that councils cannot prospectively exclude individuals from public meetings just because they disrupted previous public meetings
- Before You Do: Consult with City Attorney and CIS.



How Can You Help Your Meeting Run Smoothly?

1. Read your packet before the meeting
2. Share questions with staff before meeting
3. Know and follow your Rules of Procedure
4. Arrive on time
5. Be curious about your fellow council/committee members thoughts
6. Listen to others and share your ideas
7. Focus on the policy being discussed, not the people discussing it
8. Keep cell phones and other distractors off the dais

City of Talent Committees & Commissions

Overview of City of Talent Committees and Commissions

- Adopted Governing Documents
- Scope of Authority
- Locally adopted rules/procedure/bylaws (when applicable)

Committees/Commissions

1. Together For Talent Committee
2. Urban Forestry Committee
3. Architectural Review Committee
4. Public Arts Committee
5. Planning Commission
6. Parks & Recreation Commission
7. Economic Development Committee
8. Traffic Safety & Transportation
Commission
9. Budget Committee
10. Harvest Festival Committee

City of Talent Commission Application and Appointment Policy

- Charter and City Council Rules of Procedure allow for appointment of members to subcommittees.
- City of Talent has elected an application for commission or committees.
- Appointment policy adopted July 2018 outlining process city will follow for filling vacancies.



City of Talent Commission & Committee Appointment Policy
(adopted by Council 7/3/2018)

If a vacancy occurs on a City of Talent commission, committee, or advisory body, staff will place a vacancy notice on the City of Talent website, including the name and duties of the commission, committee, or advisory body, and the term of service for the vacant position(s). A notice will also be posted at City Hall, on the Talent Library Bulletin Board, and, if time allows, in the FLASH newsletter. The initial notice period will be two weeks. The notice period may be extended as needed in order to secure sufficient applicants for the position(s) available.

Staff will send completed applications to the Mayor and the applicable Commission/Committee for review. Applicants will be interviewed by the Mayor and the Commission/Committee. The Commission/Committee will make a recommendation to the Mayor, who will, if so desired, then make an affirmative recommendation to appoint at a Council meeting. Mayoral appointments, including the term of the appointment(s), will be placed on the Consent Agenda for Council. Re-appointments to a Commission or Committee will be made by the Mayor with approval from Council without the need for Mayor or Commission/Committee interviews.

In the case of a newly-constituted commission, committee or advisory body without appointed members, applicants will be interviewed by the Mayor and the applicable Council liaison, after which the Mayor will recommend to Council for approval any initial appointments.

<small>For Office Use Only Date received:</small>	
City of Talent 110 East Main Street • P.O. Box 445 • Talent, OR 97540 Phone: (541) 535-1566 • Fax: (541) 535-7423	
Application for Commission or Committee	
Position Applied For: _____	Date: _____
Name: _____	
Address: _____	
City: _____ State: _____ Zip: _____	
Mailing Address (if different): _____	
Contact Phone: _____ E-mail: _____	
Current Occupation: _____ <small>(If retired or unemployed, state your general or past profession)</small>	
How long have you lived in Talent? _____ <small>(If you do not know if you live inside the city limits or urban growth boundary, please view the official zoning map at City Hall.)</small>	
How long have you lived in Jackson County? _____	
Are you an employee of the City of Talent, an occasional or potential contract employee, or do you have any other real or potential conflict of interest in working or serving in this capacity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe: _____	
I believe that I am qualified for and should be considered for the above position(s) for the following reasons (attach additional sheet if necessary): <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

Together For Talent Committee

- Authority: Ordinance 16-930-0
 - Adopted December 2016
- Type of Committee: Advisory
- Number of Members: 7 - 11 members appointed
- Terms: 2-years
- Purpose: recommendations to Council related to sustainability of Talent; other duties as assigned.
- Meetings: Once per month
- Quorum: simple majority of total number of voting members (no less than 4)
- *Rules adopt OPML

ORDINANCE 16-930-O
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 make recommendations to the Talent City Council 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" means the biologic sense of scientific methods that remain diverse and productive indefinitely, but also in the broader sense of preserving and building community. The Committee shall have the authority to adopt bylaws that govern the Committee's meetings and proceedings.

The Committee shall also perform such other related duties as may be assigned by the Council.

Section 2 [Membership, Compensation & Terms of the Committee Members]. The Together for Talent Committee shall consist of at least seven (7) and no more than eleven (11) members appointed by the Mayor and confirmed by the City Council. Each for a two-year term with position numbers running from 1-11. Terms will overlap so that three committee members' terms expire on the last business day in December 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. Two (2) members may live outside the Talent city limits. Committee members shall receive no compensation. The Mayor shall appoint a Council Liaison member of the Committee, but shall have no vote and shall not count toward a quorum.

Section 3 [Terms of Office, Vacancy]. Committee members shall be appointed for a period of two (2) years. A committee member's term of office shall expire on December 31st of the second year. Any vacancy shall be filled by appointment by the Mayor, with the consent of the City Council, for the unexpired portion of the term.

Section 4 [Officers]. The Together for Talent Committee shall, at its first meeting of each new fiscal year

Urban Forestry Committee

ORDINANCE NO. 2019-958-O
AN ORDINANCE CODIFYING THE CITY OF TALENT
URBAN FORESTRY COMMITTEE

WHEREAS the City Council of Talent, Oregon desires to codify the creation of the Talent Urban Forestry Committee in the Talent Municipal Code.

THE CITY TALENT DOES ORDAIN AS FOLLOWS:

A new Chapter is hereby established to read as follows:

Section 1. [Urban Forestry Committee Created] There is hereby created a Committee to be known as the Urban Forestry Committee. Its primary purpose shall be to assist and advise the City of Talent in the planning and developing of tree establishment, protection and preservation strategies consistent with the Tree City USA guidelines.

Section 2. [General Duties and Responsibilities] The Urban Forestry Committee is an appointed citizen body with the primary responsibility of providing recommendations to the Mayor and City Council on direction, planning and policy on matters pertaining to Tree City USA activities, tree planting care and establishment, and protection of public street trees. Duties and responsibilities of the Urban Forestry Committee shall be as follows:

A. To conduct an inventory of public properties and city rights-of way in need of tree plantings, recommend priorities for planting efforts, and provide a written report yearly to the City Council.

B. To develop and recommend to the City Council for its adoption, a master list of approved street tree species suitable for planting along the streets of the City, along with recommended and prohibited species for other locations and uses. Such lists shall be reviewed periodically and incorporated into the Talent Zoning Code.

C. To develop and recommend to the City Council for its adoption, policies for the planting, care and protection of public trees throughout the City.

D. To promote public knowledge and understanding of the value of urban tree canopy and street tree planting programs and requirements, and support community engagement through volunteer opportunities.

E. To work with city staff on Tree City USA planning and documentation requirements including the annually updated *City of Talent Urban Forestry Plan* and planning Arbor Day events.

F. To conduct an inventory and map the locations of "heritage trees" within the city.

- Authority: 2019-958-O
 - Adopted October 2019
- Type of Committee: Advisory to Mayor and Council
- Number of Members: 5 members; 2 alternates
- Terms: 2 years
- Purpose: Provide recommendations to Council on direction, planning, policy of tree planting, care, establishment, protection
- Meetings: Once per month
- Quorum: 3 voting members

Architectural Review Committee

- Authority: TMC 18.175.030, 18.175.070
 - Adopted 2006
- Type of Committee: Advisory
- Purpose: Advises city planner and planning commission on all matters related to Design Review and Historic Preservation

18.175.030 Architectural review committee.

The architectural review committee acts as advisor to the city planner and the planning commission on all matters covered by this chapter. Refer to TMC [18.175.070](#) for description of the committee's composition and its role in design review. [Ord. 851 § 3; Ord. 817 § 8-3L.720, 2006.]

18.175.070 Historic landmark commission – Powers and duties.

The planning commission is designated as the city's historic landmark commission, and shall have the review authority for all provisions and activities covered within this chapter.

- The commission, in consultation with the architectural review committee, may develop and publish, or adopt, written and graphic guidelines and example materials to clarify the criteria in this chapter and to assist applicants in developing complete and viable applications.
- Employing the procedures and criteria in TMC [18.175.040](#), in consultation with the architectural review committee, the commission shall periodically identify and evaluate the historic resources of Talent to update and maintain the survey of historic and cultural resources. At such time as surveys are being conducted, owners of the subject properties shall be notified and invited to provide comment and input.
- Employing the procedures and criteria in this chapter, in consultation with the architectural review committee, the commission shall, as necessary, maintain and revise the landmarks register, by adding or deleting properties.
- Employing the procedures and criteria in this chapter, in consultation with the architectural review committee, the commission shall review and act upon applications for the alteration, relocation, or demolition of Talent landmarks, and/or the exterior alteration, relocation, or demolition of historic resources of statewide significance.
- Employing the procedures and criteria in this chapter, in consultation with the architectural review committee, the commission shall review and act upon applications for alteration, relocation, or new construction in the Old Town. [Ord. 851 § 3; Ord. 817 § 8-3L.740, 2006.]

Public Arts Committee

RESOLUTION NO. 12-873-R

A RESOLUTION ESTABLISHING THE CITY OF TALENT PUBLIC ARTS COMMITTEE AND REPEALING RESOLUTION 06-727-R

WHEREAS, the City Council for the City of Talent wishes to acknowledge the importance of officially establishing the Talent Public Arts Committee, and

WHEREAS, the City Council wishes to define the responsibility of this committee and to acknowledge the importance of preserving and promoting public art in the City of Talent, and

WHEREAS, this committee will consist of five voting members to include chair, co-chair, secretary and two other voting members plus two alternates. These voting members are to be confirmed by City Council and elected annually serving two year terms. The City Council recognizes that county residents living outside the City limits but spending time in Talent may have an interest in participating as well, and

WHEREAS, the city council recognizes no more than 2 voting members living outside city limits will have voting privileges.

WHEREAS, the City Council recognizes that City is dedicated to art and culture will realize significant and important contributions to the unique character of the City of Talent, and

WHEREAS, the City Council recognizes the importance of involving all those citizens who wish to participate in furthering these interests, and

WHEREAS, the City Council will commit a limited amount of City staff time and resources to this committee, and

WHEREAS, the City Council wishes to define the responsibility of this committee to focus attention on creating a supportive atmosphere for promoting public art while advising the City Council on planning and recommending public art and programs, and

WHEREAS, the Talent Public Art Committee shall prepare certain bylaws to govern committee activities and standards that shall be submitted for the consideration and approval of City Council, and

WHEREAS, the City Council recognizes the importance that art and culture will continue to contribute to the unique character of our city by attracting businesses and individuals who wish to support this atmosphere.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Talent Oregon that the Council creates the new Talent Public Arts Committee as a standing committee in the City of Talent that will serve at the pleasure of the Council. Due to the nature and the mission of this committee there will be no limits as to the number of non-voting committee members, and number of months that individual citizens may serve on this committee. The chair, with the consent of the voting members of the committee will appoint non-voting committee members.

Duly enacted by the City Council in open session on (date here) by the following vote:

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 1

Melissa Huhtala
ATTEST: Melissa Huhtala, City Recorder and Custodian of City Records

- Authority: 12-873-R
 - Adopted March 2012
- Type of Committee: Advisory
- Number of Members: 5 voting members, 2 alternates
- Terms: 2 years
- Purpose: Promote public art and advise council on planning and recommending public art and programs
- Quorum: Majority vote of members voting
- *Adopted Bylaws
- *Adopt OPML

Planning Commission

- Authority: 16-929-0
 - Adopted November 2016
- Type of Committee: Advisory
- Number of Members: 7 members
 - Ex officio mayor or appointed council may sit on but have no vote
- Terms: 4 years
- Purpose: Provide recommendations to Mayor/Council regarding overall direction of land use planning
- Meetings: 1 monthly
- Quorum: 4 members regardless of vacancies
- *ORS derived authority

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: 4 Nays: 0 Abstain: 0 Absent: 2



Melissa Huhtala, City Recorder and Custodian of City records

Parks and Recreation Commission

ORDINANCE NO. 19-953-O

AN ORDINANCE REPEALING ORDINANCE NOS. 14-871-O AND 10-853-O RELATING TO THE PARKS AND RECREATION COMMISSION AND REPLACING WITH ORDINANCE NO. 19-953-O.

WHEREAS the City Council of Talent, Oregon desires to codify the creation of the Parks and Recreation Commission in the Talent Municipal Code.

THE CITY TALENT DOES ORDAIN AS FOLLOWS:

A new Chapter is hereby established to read as follows:

Section 1. [Parks and Recreation Commission Created] There is hereby created a Commission to be known as the Parks and Recreation Commission. Its primary purpose shall be to assist and advise the City of Talent in the planning and development of city parks, and facilities, and recreation program and cultural programs.

Section 2. [General Duties and Responsibilities] The Parks and Recreation Commission is an appointed citizen body with the primary responsibility of providing recommendations to the Mayor and City Council on direction, planning and policy on matters pertaining to the acquisition and development of public parks, greenways, open spaces, recreational programs and cultural facilities, and to make such other recommendations to assist the Council in developing and preserving aesthetic, recreational and cultural values that serve the public interest. It shall also perform such other related duties as may be assigned by the Council, which may include, but not be limited to:

1. Perform periodic reviews of the Parks Master Plan.
2. Compile data to assist city policy making in the preservation and beautification of parks, recreational areas, and aesthetic areas in the City of Talent.
3. Make recommendations to the City Council on potential revisions and future delivery of services by the City of Talent as they pertain to Parks and Recreation.
4. Make recommendations to the City Council for modifications or additions to existing ordinances, policies and practices that help promote and make available recreational opportunities in the City of Talent.
5. Work in conjunction with other city commissions, boards, and committees to help ensure coordination of various elements of the Parks Master Plan, recreation programs and cultural programs.
6. Conduct public meetings and make recommendations to the City Council on Parks and Recreation issues and ordinances.
7. Make recommendations for capital improvements and operations relating to the City of Talent's parks and recreation programs facilities.
8. Review and comment on fundraising efforts and donations made on behalf of the City of Talent's parks and recreation programs.
9. Foster public awareness and involvement in all aspects of the City of Talent's parks and recreation programs and facilities.

- Authority: 19-953-O
 - Adopted June 2019
- Type of Committee: Advisory
- Number of Members: 5 voting members
 - Mayor/Councilor appointed is ex-officio and has no vote and does not count towards quorum
 - 2 alternate members appointed: can be appointed to count towards quorum and vote
- Terms: 2 years
- Purpose: Provide recommendations to Mayor/Council on direction, planning, and policy matters related to parks, greenways, open spaces, recreational programs
- Quorum: 3 voting members
- *Adopt Roberts Rules of Order

Economic Development Committee

- Authority: 17-937-0
 - Adopted October 2017
- Type of Committee: Advisory
- Number of Members: 7 members
 - 2 ex-officio appointed members, no vote, not counted towards quorum.
- Terms: 2 years
- Purpose: Advise and recommend to Mayor/Council on direction of planning and policy on matters pertaining to city's economic development goals
- Meetings: 1 monthly meeting
- Quorum: 4 voting members
- *Adopted Roberts Rules of Order

ORDINANCE NO. 17-937-O

AN ORDINANCE CODIFYING THE ECONOMIC DEVELOPMENT COMMISSION

WHEREAS the City Council of Talent, Oregon desires to codify the creation of the Economic Development Commission in the Talent Municipal Code.

THE CITY TALENT DOES ORDAIN AS FOLLOWS:

A new Chapter is hereby established to read as follows:

Section 1. [Economic Development Commission Created] There is hereby created a Commission to be known as the Economic Development Commission. Its primary purpose shall be to assist and advise the City of Talent in the planning and developing of economic strategies.

Section 2. [General Duties and Responsibilities] The Economic Development Commission is an appointed citizen body with the primary responsibility of providing recommendations to the Mayor and City Council on direction, planning and policy on matters pertaining to the policies that support downtown redevelopment, encourage employment growth and that further the City's long-range economic development goals.

Purpose: The Economic Development Commission will provide recommendations to the City Council on how to support and encourage: the retention and expansion of existing businesses; a favorable environment to attract and maintain new businesses that align with Talent's other community development goals; and the development of commercial and industrial land, with preference in all cases for businesses that improve livability, support clean energy efforts for a healthy natural environment, and/or bring jobs with wages above the Jackson County average to Talent. In support of these goals, the Commission will maintain active communication with Talent's business community to stay informed of opportunities to be responsive to the business community's current and future needs.

Section 3. [Membership – Compensation]. The Economic Development Commission shall consist of 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. Commission members shall receive no compensation. Two (2) City Council members shall be appointed by the Mayor shall serve as ex-officio members of the Commission, but shall have no vote and shall not count toward a quorum.

Section 4. [Terms of Office – Vacancy]. Terms of office shall be for a period of two (2) years and shall expire on December 31 of the second year. Any vacancy shall be filled by the Mayor, with the consent of Council, for the unexpired portion of the term.

Section 5. [Officers]. The Economic Development Commission shall, at its first meeting of each calendar year, elect from its appointed members a Chair and Vice-Chair.

Transportation Safety and Transportation Committee

ORDINANCE NO. 15-885-O

AN ORDINANCE REPEALING ORDINANCE 91-543 (AS AMENDED BY 92-564, 97-625, 97-627, 99-660, 03-737, 03-741, 03-745, 05-783, 13-870-O), CONTROLLING VEHICULAR AND PEDESTRIAN TRAFFIC AND PROVIDING PENALTIES.

THE CITY OF TALENT ORDAINS AS FOLLOWS:

Section 1. Short Title. This ordinance may be cited as the "Talent Uniform Traffic Ordinance."

Section 2. Applicability of State Traffic Laws. Oregon Revised Statutes, chapter 153, and the Oregon Vehicle Code, ORS chapters 801 and 822, are adopted by reference. Violation of an adopted provision of those chapters is an offense against this city.

Section 3. Definitions. In addition to the definitions contained in the Oregon Vehicle Code, the following mean:

Bus Stop - A space on the edge of a roadway designated by sign for use by buses loading or unloading passengers.

Loading Zone - A space on the edge of a roadway designated by sign for the purpose of loading or unloading passengers or materials during specified hours of specified days.

Person - An individual, firm, partnership, association or corporation.

Street - The terms "highway", "road", and "street" shall be considered synonymous, unless the context precludes such construction. "Street" includes alleys and both public and private streets.

Taxicab Stand - A space on the edge of a roadway designated by sign for use by taxicabs.

Traffic Control Device - Any sign, signal, marking or device placed, operated or erected by order of the Traffic Safety and Transportation Commission for the purpose of guiding directing, warning or regulating traffic.

Traffic Lane - That area of the roadway used for the movement of a single line of traffic.

Traffic Safety and Transportation Commission - Responsible authority designated to review transportation related issues and, when appropriate, determine where traffic safety measures shall be implemented on all highways, roads, streets, pedestrian trails and alleys, other than state and county highways, within the boundaries of the incorporated City limits.

- Authority: 15-885-O
 - Adopted August 2015
- Type of Committee: Council authority delegated
- Number of Members: 1 chair; 5 voting members consisting of 1 council member, public works/city engineer, chief of police, community development director and no less than 2 nor more than 3 community members
- Terms: 3 years
- Purpose: acts on behalf of council to make decisions related to powers enumerated in Section 4(B) of Ordinance
- Appeals go to council

Budget Committee

- Authority: 13-895-R
 - Adopted May 2013
 - Type of Committee: Advisory
 - Number of Members: 6 councilors and up to 6 electors
 - Terms: Staggered three-year term*
 - Purpose: To review and approve preliminary budget for upcoming fiscal year to Council.
 - Meetings: At least one prior to end of fiscal year
 - Quorum: Majority of total membership of committee (7 required to conduct business)*
- *ORS derived authority

RESOLUTION NO. 13-895-R

A RESOLUTION DEFINING BUDGET COMMITTEE MEMBERSHIP AS THE SIX MEMBER CITY COUNCIL AND AN EQUAL NUMBER OF CITIZENS AT LARGE.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TALENT, OREGON.

WHEREAS ORS 294.414 (2) states the Budget Committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, the electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee".

WHEREAS ORS 294.311(20) states "Governing body" means the city council, board of commissioners, board of directors, county court or other managing board of a municipal corporation including a board managing a municipally owned public utility or a dock commission and;

WHEREAS the City of Talent Charter Section 7 states As of January 1, 2005, the council consists of six City councilors nominated and elected from the city at large or, in case of one or more vacancies in the Council, the council members whose offices are not vacant.


WHEREAS If the number of members of the governing body is reduced or increased by law or charter amendment, the governing body of the municipal corporation shall reduce or increase the number of appointive members of the budget committee so that the number thereof shall be equal to but not greater than the number of members of the governing body and;

WHEREAS the Budget Committee shall at its first meeting after its appointment elect a presiding officer from among its members.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Talent hereby defines the Budget Committee members as the six member City Council and an equal number of citizens at large.

Duly enacted by the City Council in open session on May 1st, 2013 by the following vote:

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 0



Melissa Huhtala, City Recorder and Custodian of City records

Harvest Festival Committee

RESOLUTION NO. 06-729-R

A RESOLUTION ESTABLISHING THE CITY OF TALENT HARVEST FESTIVAL COMMITTEE

WHEREAS, the City Council for the City of Talent wishes to acknowledge the importance of officially establishing a Harvest Festival Committee; and

WHEREAS, the City Council wishes to define the responsibility of this committee to plan, coordinate and execute the annual Harvest Festival held in September each year; and

WHEREAS, the City Council recognizes the importance of involving all those citizens who wish to participate in the organizing of this event; and

WHEREAS, the City Council recognizes that county residents living outside the City Limits but spending time in Talent may have an interest in participating in such events.

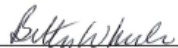
WHEREAS, the City Council will commit City staff time to assisting in the coordination of this event; and

WHEREAS, the City Council will commit a limited amount of City resources to this event;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Talent, Oregon that the Council creates the Talent Harvest Festival Committee as a standing committee in the City of Talent that will serve at the pleasure of the Council. Due to the nature and the mission of this committee there will be no limits as to the number of committee members, number of years that individual citizens may serve on this committee. nor will there be a residency requirement.

Duly enacted by the City Council in open session on January 18, 2006 by the following vote:

AYES: 6 NAYS: 0 ABSTAIN: 0 ABSENT: 0



Betty Wheeler, City Recorder and Custodian of City records

- Authority: 06-729-R
 - Adopted January 2006
- Type of Committee: Standing/Advisory
- Number of Members: No limits as to number
- Terms: No limits as to term service
- Purpose: Plan, coordinate, execute Harvest Festival held annual in September

Questions?



Contact Information

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