



CITY OF OREGON CITY YOUTH ADVISORY COMMISSION AGENDA

Commission Chambers, 625 Center Street, Oregon City
Monday, January 08, 2024 at 7:00 PM

CALL TO ORDER

ROLL CALL

CITIZEN COMMENTS

DISCUSSION ITEM

1. Safe Routes to School Program by John Lewis, Public Works Director
2. Robert's Rules of Order
3. Minutes Approval
4. If I Were Mayor Contest

COMMUNICATIONS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the commission does not engage in discussion with those making comments.

Electronic presentations are permitted but shall be delivered to the clerk 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

ROBERT'S RULES OF ORDER CHEAT SHEET

Robert's Rules of Order is a manual of parliamentary procedures that governs most organizations with boards of directors. Robert's Rules of Order are a provision of each of the SMPS chapter's bylaws normally stated as the following:

"The rules contained in the most recent edition of Robert's Rules of Order shall provide the rules of procedure for the Chapter where they are not inconsistent with the provisions of the Articles of Incorporation or these bylaws."

TYPES OF MOTIONS

- **Main Motion:** Introduce a new item
- **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- **Privileged Motion:** Urgent or important matter unrelated to pending business
- **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
- **Motion to Table:** Kills a motion
- **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

EVERY MOTION HAS 6 STEPS

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

REQUESTING POINTS OF SOMETHING

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

TIPS AND REMINDERS FOR CHAIRPERSONS

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't overcommand.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

Source: www.boardeffect.com

Action	What to say	Can speaker be interrupted?	Need a second?	Can this be debated?	Can this be amended?	Votes needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair's decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	No	Yes	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by _____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a motion	"I move to table..."	No	Yes	No	No	Majority
Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
* Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of it scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.



CITY OF OREGON CITY YOUTH ADVISORY COMMISSION DRAFT MINUTES

Commission Chambers, 625 Center Street, Oregon City
Monday, May 08, 2023 at 7:00 PM

CALL TO ORDER

ROLL CALL

PRESENT: 18

Bella Bone, Bailey Brown, Henery Cardona, Gunnar Datria, Justin Evers, Melanie Gabriel, Hannah Gunderson, Julian Guerra-Molina, Alix Jenik, Myles Kinney, Landon Lu, Brianna Nizic, Samuel Upkes, Adam Marl, and Denyse McGriff.

STAFF: *Jarrold Lyman, Emma Worthge, and Tony Konkol.*

EXCUSED: *Alana Plaisance and Cambria Rich.*

ABSENT: *None*

CITIZEN COMMENTS

None provided.

DISCUSSION ITEM

1. The Youth Advisory Commission voted to approve the minutes of the April 10th, 2023 Meeting. The motion was moved by Julian Guerra-Molina and seconded by Brianna Nizic. The vote was unanimously approved.
2. Tony Konkol, the City Manager of Oregon City gave a presentation on DEI & City Governmental Structure. After a personal history of his background in Oregon City's government, Tony explained the levels of government, from local to federal. There was a lengthy discussion between Commission Members and Tony, pertaining to how each part of the government works together to create a cohesive city structure. Commission Members were very excited to possibly have the Oregon City Police Chief give a presentation at the next meeting.
3. Commission Members discussed their term limits, as were previously decided by the Mayor to be from September through June. Due to late start of the Commission, Members motioned to extend their terms through September of this year. The idea of adding a virtual attendance option for summer was brought up, to be discussed in-depth at a later meeting. The motion to approve the bylaws with the added September term limits was moved by Gunnar Datria, and seconded by Bailey Brown. The vote was unanimously approved.

- Bella Bone took the Oath of Office led by Mayor Denyse McGriff, and was sworn in.
4. Julian Guerra-Molina brought up that he attempted to email the middle school counselors in the Oregon City School District to gather information on the history class changes, and that his & his high school counselor's emails have been ignored. Denyse offered that she would attempt to find the curriculum supervisor for the ORSD. Commission Members have an idea to draft a formal letter to be presented to the School District when the new School Board member terms begin. Members were unsure if they want to complete one project or multiple, but would like to focus on one project for the summer. Next steps include gathering information on the middle school history class issue, and will bring it to the next meeting.

ADJOURNMENT

The meeting was adjourned, with the next Youth Advisory Commission meeting scheduled for June 12th, 2023.



CITY OF OREGON CITY

YOUTH ADVISORY COMMISSION

DRAFT MINUTES

Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Monday, June 12, 2023 at 7:00 PM

CALL TO ORDER

ROLL CALL

PRESENT:

Bella Bone, Bailey Brown, Gunnar Datria, Justin Evers, Melanie Gabriel, Julian Guerra-Molina, Alix Jenik, Myles Kinney, Brianna Nizic, Samuel Upkes, Alana Plaisance, Cambria Rich, and Adam Marl.

STAFF: *Emma Worthge and Captain Shaun Davis*

EXCUSED: *Henery Cardona, Hannah Gunderson, Landon Lu*

ABSENT: *None*

DISCUSSION ITEM

1. Captain Shaun Davis gave a tour of the new Oregon City Police Department facilities. He answered many questions from the YAC commission members on a variety of topics, including the role of policing in society and how young people can get involved in law enforcement. A Q&A session was held after the tour, where the Captain explained his background and upcoming promotion to Police Chief of Oregon City.
2. Next steps on the YAC project were discussed, including hearing future updates from Mayor Denyse McGriff's meeting with the Oregon City School District Superintendent.
3. Emma Worthge led a discussion on the upcoming Juneteenth Event that the Oregon City Library is holding. Greg Williams, Director of the Oregon City Library, asked for members of the YAC to read John Lewis' "Together, You Can Redeem the Soul of our Nation" essay as part of the event. Hannah Granderson, Julian Guerra-Molina, Myles Kinney, Bailey Brown, and Justin Evers all indicated that they would like to read and be representatives of the YAC at the Juneteenth Event.

ADJOURNMENT

The meeting was adjourned, with the next Youth Advisory Commission meeting scheduled for July 10th, 2023.



CITY OF OREGON CITY YOUTH ADVISORY COMMISSION DRAFT MINUTES

Commission Chambers, 625 Center Street, Oregon City
Monday, August 14, 2023 at 7:00 PM

CALL TO ORDER

Vice Chair Gunnar Dautria calls the meeting to order at 7:05 PM.

ROLL CALL

PRESENT: 10 –

Henry, Sam, Bri, Nannah, Myles, Gunnar, Bella, Justin, Jullian, and Melanie (last names not stated)

STAFFERS:

Denise Toyooka, Jarrod Lyman, Emma Worthge, and Adam Marl

CITIZEN COMMENTS

There were no public comments.

DISCUSSION ITEM

1. Parks & Recreation Department Master Plan: Denise Toyooka, Oregon City Parks & Recreation
 - a. Project Discussion
 - i. Presented 8 core areas with maps that showed where services are needed in the community.
 - ii. Survey showed high and low priority projects.
 1. High priority = bringing people together
 2. Low priority = youth programs
 - a. Mentioned/questioned by Jullian/Myles
 - iii. Vision for project = inclusivity, impactful, sustainability.
 - iv. Mission = to serve the community
 - v. Income, staffing, maintenance, marketing
 - vi. Questions about the survey
2. Project Discussion for a Mental Health Fair
 - a. Summary of the last meeting progress

- b. Student mental health fair possibility, to be held at the Library (Melanie)
 - c. Issues with marketing (Melanie)
 - d. Older conservative people might not understand (William)
 - e. Offering parents resources to help children
 - f. Connect with Oregon City Together (Emma)
 - g. Date: October 7th from 2 PM to 5 PM
 - h. Possibilities for booths/performances/speakers to have at the event
 - i. Food for event (food trucks, KONA Ice)
- 3. Next Session discussion
 - a. Voted for virtual meeting on August 21st 2023 at 7:00 PM (Motioned by Julian and seconded by Myles)
 - 4. Emma is moving to Bend
 - 5. Approved Minutes from the previous meeting (Motioned by Julian and seconded by Sam)
 - 6. Jullian questions what positions get paid
 - 7. Information about future cultural events in Oregon City

COMMUNICATIONS

- 4. Staff Liaison Update

ADJOURNMENT

The meeting was adjourned at 8:34 PM with the next Youth Advisory Commission meeting scheduled for August 21st 2023 to be held virtually.



CITY OF OREGON CITY YOUTH ADVISORY COMMISSION DRAFT MINUTES

Commission Chambers, 625 Center Street, Oregon City
Monday, December 11, 2023 at 7:00 PM

CALL TO ORDER

Call to order by Chair Brianna Nizic at 7:05 PM.

ROLL CALL

PRESENT: 10

Brianna Nizic, Bailey Brown, Bella Bone, Alana Plaisance, Myles Kinney, Julian Guerra Molina, Justin Evers, Landon Lu, Hannah Granderson, Adam Marl, and Denyse McGriff

STAFF: *Hannah Schmidt, Jarrod Lyman, and James Graham*

EXCUSED: *Melanie Gabriel*

ABSENT: *Henry Gamos and Samuel Upkes*

CITIZEN COMMENTS

None provided.

DISCUSSION ITEM

1. Hannah Schmidt, the new Community Engagement Specialist, and city liaison for the Youth Advisory Commission introduced herself. All members in the room introduced themselves by name, grade, and an answer to why they joined the Youth Advisory Commission and what one of their favorite accomplishments has been. Two members commented on the success of the Mental Health Awareness Fair. Many others commented that they became involved in the Youth Advisory Commission because they were curious about the ins and outs of local city government.
2. James Graham, Director of Economic Development, presented information about the Talent Ready Program. This program is offered by the City of Oregon City's Economic Development Department and is a free and confidential employment support program. James handed out a copy of the 2023 Graduates newspaper from Oregon City News and emphasized the Talent Ready advertisement on the back so that whenever the time comes, all members have information to the program if they should need it.

3. All members present confirmed staying on the Youth Advisory Commission for a 2nd term. Cambria Rich reached out to Hannah Schmidt and relayed that they will no longer be able to be a member of the Youth Advisory Commission.

Julian moved to approve the September 11, 2023 minutes. Bailey seconded. Unanimous approval.

Bailey and Bella moved to amend the minutes of October 9, 2023 to correct their absence to excused. Landon also moved to have his absence in the minutes corrected to excused. Myles moved to revise the incorrect date posted on the second page of the minutes. Bailey moved to approve the minutes as amended. Bella seconded. Unanimous approval.

Bailey Brown moved to amend the minutes of November to correct her absence to excused. Adam moved to amend his last name, Henry's first name, and Committee to Commission in the November minutes. Julian moved to approve the minutes as amended. Myles seconded. Unanimous approval.

4. If I Were a Mayor Contest state deadline is April 5, 2024. It was decided that Friday, March 1, 2024 would be the deadline for the City of Oregon City local contest.

COMMUNICATIONS

Hannah Schmidt shared about the Bystander Intervention event that Mary Rose Foundation was holding on Tuesday, December 12, 2023 at 6:30 PM. Hannah will be starting a group chat to help remind Youth Advisory Commission members about meetings and events.

ADJOURNMENT

Being no further business, the meeting was adjourned at 8:30 PM.



IF I WERE MAYOR...

Item #4.

2023-24 STUDENT CONTEST

The Oregon Mayors Association and your city invite you to enter the "If I Were Mayor..." Contest

Share your creative ideas about what you would do as mayor.

Local winners are entered into the state contest for a chance to win a prize worth \$500!



LOCAL CONTEST DEADLINE: March 1, 2024

CONTEST RULES

- All submissions must be accompanied by a completed entry form. All forms for students under the age of 18 must be signed by the student's parent or guardian.
- Only one submission per student and one student per entry will be accepted at the state level.
- Previous statewide winners may participate, but are not eligible to receive a prize in the same category they previously won in. They are eligible to receive a prize in a new category.
- State level submissions become property of the Oregon Mayors Association (OMA).
- OMA retains the right to publish state-level entries along with the names and likeness of each student.
- League of Oregon Cities (LOC) employees and dependents are not eligible to enter.

First-place statewide winners will receive their prizes during the OMA Summer Conference, to be held July 18-20, 2024 in Klamath Falls at the Running Y Ranch.

CONTACT US

Posters - take a photo and save as a PNG, JPEG, or PDF file



- Open to students enrolled in grades 4 & 5 or being home-schooled at the same grade level for the 2023-24 school year.
- Students are encouraged to be creative and may use any art medium (paint, felt pens, colored pencils, pastels, crayons, 3D art, etc.).

Essays - formats allowed: Word, PDF, PowerPoint



- The essay contest is open to students enrolled in grades 6-8 or being home-schooled at the same grade level for the 2023-24 school year.
- Essays must be 500-1,000 words in length and typed.

Digital Media Presentations - formats allowed: MP4 or online video format



- Open to students enrolled in grades 9-12 or being home-schooled at the same grade level for the 2023-24 school year.
- Presentations must be one to three minutes in length and may be submitted via email.