



CITY OF OREGON CITY YOUTH ADVISORY COMMISSION AGENDA

City Hall Mt. Hood Room, 625 Center St., Oregon City, OR 97045
Monday, September 8, 2025 at 7:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
 - Register to provide electronic testimony (email hschmidt@orc.org or call 503-496-1510 by 3:00 PM on the day of the meeting to register)
 - Email hschmidt@orc.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)
-
-

1. CALL TO ORDER AND ROLL CALL

2. OATH OF OFFICE

- a. Youth Advisory Commission Oath of Office

3. PUBLIC COMMENTS

Please see the public comment guidelines below.

4. DISCUSSION ITEMS

- a. Introductions and Ice Breaker
- b. Overview of OCMC Chapter 2.62 and Youth Advisory Commission Bylaws
- c. Public Meeting Policies and Robert's Rules of Order

5. ELECTIONS

- a. Staff Report - Youth Advisory Commission Elections

6. GOAL ALIGNMENT SESSION

- a. 2024-2025 Youth Advisory Commission Term Accomplishments/Feedback
- b. Working Group SMART Goals

7. COMMUNICATIONS

- a. September Staff Report
- b. Youth Advisory Commission Volunteer Form

8. APPROVAL OF MINUTES

- a. June 9, 2025 Youth Advisory Commission Meeting Minutes

9. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

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.

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](#) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.



OATH OF OFFICE



I, BETTIE CHAPPELL, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

BETTIE CHAPPELL
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, COLE SOLARI, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

COLE SOLARI
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, DONALD BREDEHOEFT, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

DONALD BREDEHOEFT
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, ELYJAH MCFARLAND, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

ELYJAH MCFARLAND
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, EMMA ARTMAN, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

EMMA ARTMAN
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, EVAN CONLEY, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

EVAN CONLEY
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, GABY RYSDAM, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

GABY RYSDAM
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, HADLEY TAYLOR, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

HADLEY TAYLOR
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, HYRUM FREESTONE, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

HYRUM FREESTONE
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, JACK SOLARI, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

JACK SOLARI
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, JUSTIN EVERS, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

JUSTIN EVERS
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, MAXWELL BISHOP, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

MAXWELL BISHOP
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, MCKENZIE GILMORE, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

MCKENZIE GILMORE
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, MYLES KINNEY, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

MYLES KINNEY
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



OATH OF OFFICE



I, SYDNEY MCFARLAND, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Oregon, along with the Oregon City Municipal Charter and Code. I will to the best of my ability, faithfully perform the duties of Youth Advisory Commissioner of Oregon City during my incumbency thereof.

SYDNEY MCFARLAND
Youth Advisory Commissioner

DENYSE C. MCGRIF
Mayor

ADAM MARL
City Commissioner

Date: September 8, 2025



CITY OF OREGON CITY

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To: Youth Advisory Commission **Agenda Date:** September 9, 2024
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 4.b. - Overview of OCMC Chapter 2.62 and Youth Advisory Commission Bylaws

EXECUTIVE SUMMARY:

Oregon City Municipal Code (OCMC) Chapter 2.62 and the Youth Advisory Commission Bylaws govern the Youth Advisory Commission as a whole. Please review the attached documents and make yourself aware of your responsibilities as a Youth Advisory Commissioner.

BACKGROUND:

The Youth Advisory Commission was initially established under Ordinance No. 22-1006 in November of 2022 when the Youth Advisory Commission was incorporated into the Oregon City Municipal Code under Chapter 2.62. Since then, Chapter 2.62 has been amended through Ordinance No. 23-1003, where the number of Youth Advisory Commission members was changed to "At least nine youth members..."; and again, through Ordinance No. 24-1006 where stipulations were added about member eligibility for those who reside outside Oregon City limits. The City Commission approved Ordinance No. 24-1006 on August 7, 2024, which now states "No more than two seats may be occupied by students living outside of Oregon City limits,".

In 2025, the City of Oregon City received 16 eligible applicants for the Youth Advisory Commission, with the majority of the applicants living outside the City limits but attending high schools within Oregon City. Ordinance No. 25-1011 was presented to the City Commission in August 2025 and amends the OCMC Chapter 2.62.020 to read "The majority of members must live within Oregon City limits, while the remaining members must be enrolled in a high school located within the city limits,". This amendment better adheres to accepting a more diverse membership of students on the Youth Advisory Commission. Please note that Ordinance No. 25-1011 is attached with Exhibit A and B for your reference in lieu of the current Chapter 2.62 since the City Commission will be conducting the final reading of Ordinance No. 25-1011 on September 3, with the ordinance going into effect on October 3, 2025.

Along with the OCMC, the Youth Advisory Commission is governed by their Bylaws. The Youth Advisory Commission Bylaws are approved internally by the Youth Advisory Commission and amendments do NOT need to go before the City Commission. The most recent amended Youth Advisory Commission Bylaws are attached and were amended on June 9, 2025.

STAFF RECOMENDATION:

Staff recommends that the Youth Advisory Commission assigns an individual or working group to edit the Youth Advisory Commission Bylaws to incorporate all necessary information from OCMC Chapter 2.62 into the Bylaws so that there is one clear cohesive document for the Youth Advisory Commission to read that properly states all roles, responsibilities, and governing policy behind the Youth Advisory Commission. This would make communication more coherent and clearer to current and future Youth Advisory Commission members.

ORDINANCE NO. 25-1011

AN ORDINANCE OF THE CITY OF OREGON CITY EXPANDING ELIGIBILITY FOR YOUTH ADVISORY COMMISSIONERS TO INCLUDE MORE MEMBERS WHO DO NOT RESIDE WITHIN CITY LIMITS BUT ATTEND A HIGH SCHOOL WITHIN CITY LIMITS

WHEREAS, The City Commission created the Youth Advisory Committee (YAC) under Ordinance No. 22-1006; and subsequently amended by Ordinance No. 23-1003; and Ordinance No. 24-1006; and

WHEREAS, The City received a majority of applications for the 2025-2026 Youth Advisory Commission from youth who reside outside of the city limits but still attend a high school within the city limits; and

WHEREAS, the City of Oregon City values the contributions of all youth who are engaged in the community, and recognizes that allowing participation from students who attend high school within the City, regardless of residence, enhances representation, inclusivity, and civic engagement; and

WHEREAS, The proposed amendments to the Oregon City Municipal Code (OCMC) 2.62 allows for more diverse participation of youth who attend school within the City while still adhering to the majority of members needing to live within the city limits.

NOW, THEREFORE, OREGON CITY ORDAINS AS FOLLOWS:

Section 1. The City Commission adopts the added language underlined in red and strikes the language stricken in black within Exhibit A and fully incorporated in Exhibit B.

Read for the first time at a regular meeting of the City Commission held on the 20th day of August 2025, and the City Commission finally enacted the foregoing ordinance this 3rd day of September 2025.

DENYSE C. MCGRUFF
Mayor

Attested to this 3rd day of September 2025,

Approved as to legal sufficiency:

Jakob S. Wiley, City Recorder

City Attorney

Chapter 2.62 – Youth Advisory Commission

2.62.010 – Created.

There is created a Youth Advisory Commission for the City of Oregon City having the duties and responsibilities provided in this chapter.

2.62.015 – Purpose.

The Oregon City Youth Advisory Commission is created to provide local students a voice in their municipal government, build an understanding of governance and leadership and to provide opportunities to engage and serve the community. The Youth Advisory Commission shall be guided by the belief that local involvement at a young age is crucial to ensuring a well- informed and engaged citizenry in the future and to provide an opportunity for members to become equipped with the knowledge and leadership skills necessary to become active contributors in the community now and in the future.

2.62.020 – Membership.

The Youth Advisory Commission shall consist of at least nine youth members and one non-voting City Commissioner to be appointed by the Mayor:

- A. Members of the Youth Advisory Commission shall be high school students at the time of swearing in and shall reside within the city limits of Oregon City or attend a school within Oregon City limits.
 - ~~No more than two seats may be occupied by students living outside of Oregon City limits.~~
 - The majority of members must live within Oregon City limits, while the remaining members must be enrolled in a high school located within the city limits.
- B. Any vacancy shall be filled by the Mayor, at their sole discretion, for the unexpired portion of the vacated term.
 - A vacancy can be filled by the discretion of the Mayor but must be filled if the total number of Youth Advisory Commission members drops below nine.
- C. The term of service shall be considered from September through June and there are no term limits.
- D. Appointed Youth Advisory Commission members may be re-appointed for a second term without an interview at the discretion of the Mayor. A Youth Advisory Commission member must participate in a recommitment interview with the Mayor after serving two consecutive terms.
- E. The chairperson, vice chairperson and all new members shall be sworn in at the first regular meeting of the term by the Youth Advisory Commission's City Commission liaison.

2.62.030 – Election of officers.

The Youth Advisory Commission, at the beginning of each term, shall elect a chairperson and vice chairperson, who shall hold the positions for one term of service. The chairperson and the vice chairperson shall be a junior or senior in high school.

2.62.040 – Chairperson

The chairperson is responsible for running the Youth Advisory Commission meetings, assigning tasks and working with the staff to set the upcoming agendas.

2.62.050 – Vice Chairperson.

The vice chairperson is responsible for taking meeting minutes and providing financial updates as applicable. The vice chairperson shall serve as chair during Youth Advisory Commission meetings in the event of the chairperson's absence.

2.62.060 – Quorum and Meetings.

- A. A majority of appointed members shall constitute a quorum.
- B. If a quorum is present, all matters shall be decided by a vote of the majority present.
- C. The Youth Advisory Commission shall meet at least once a month.
- D. All meetings shall be open to the public and public meeting laws shall apply.

2.62.070 – Youth Advisory Commission Member Responsibilities.

- A. Review and prepare strategies addressing issues of interest to students in the greater Oregon City community, including topics such as drug and alcohol abuse, bullying, driver safety or any other topic determined to be of importance by the Youth Advisory Commission.
- B. Members shall participate in an annual goal alignment session at the beginning of each term.
- C. Members shall be responsible for completing tasks and projects as assigned.
- D. Individual members of the Youth Advisory Commission shall attend at least three community service events per term.
- E. The Youth Advisory Commission shall organize a minimum of one community event or project to engage the larger Oregon City youth community per term.
- F. The Youth Advisory Commission shall prepare an annual report at the end of the term to present to the City Commission detailing the accomplishments, challenges, areas for improvement and goals for the future.

2.62.080 – Code of Conduct and Expectations

Members of the Youth Advisory Commission shall be held to the highest standards of citizenship, scholarship and participation. The Code of Conduct details shall be stipulated in the Youth Advisory Commission Bylaws.

2.62.091 – Expenditures

The Youth Advisory Commission shall have no authority to make any expenditure on behalf of the City or to obligate the City for payment of any sums of money unless the City Manager or City Commission, as appropriate, authorizes such expenditure.

Chapter 2.62 – Youth Advisory Commission

2.62.010 – Created.

There is created a Youth Advisory Commission for the City of Oregon City having the duties and responsibilities provided in this chapter.

2.62.015 – Purpose.

The Oregon City Youth Advisory Commission is created to provide local students a voice in their municipal government, build an understanding of governance and leadership and to provide opportunities to engage and serve the community. The Youth Advisory Commission shall be guided by the belief that local involvement at a young age is crucial to ensuring a well- informed and engaged citizenry in the future and to provide an opportunity for members to become equipped with the knowledge and leadership skills necessary to become active contributors in the community now and in the future.

2.62.020 – Membership.

The Youth Advisory Commission shall consist of at least nine youth members and one non-voting City Commissioner to be appointed by the Mayor:

- A. Members of the Youth Advisory Commission shall be high school students at the time of swearing in and shall reside within the city limits of Oregon City or attend a school within Oregon City limits.
 - The majority of members must live within Oregon City limits, while the remaining members must be enrolled in a high school located within the city limits.
- B. Any vacancy shall be filled by the Mayor, at their sole discretion, for the unexpired portion of the vacated term.
 - A vacancy can be filled by the discretion of the Mayor but must be filled if the total number of Youth Advisory Commission members drops below nine.
- C. The term of service shall be considered from September through June and there are no term limits.
- D. Appointed Youth Advisory Commission members may be re-appointed for a second term without an interview at the discretion of the Mayor. A Youth Advisory Commission member must participate in a recommitment interview with the Mayor after serving two consecutive terms.
- E. The chairperson, vice chairperson and all new members shall be sworn in at the first regular meeting of the term by the Youth Advisory Commission's City Commission liaison.

2.62.030 – Election of officers.

The Youth Advisory Commission, at the beginning of each term, shall elect a chairperson and vice chairperson, who shall hold the positions for one term of service. The chairperson and the vice chairperson shall be a junior or senior in high school.

2.62.040 – Chairperson

The chairperson is responsible for running the Youth Advisory Commission meetings, assigning tasks and working with the staff to set the upcoming agendas.

2.62.050 – Vice Chairperson.

The vice chairperson is responsible for taking meeting minutes and providing financial updates as applicable. The vice chairperson shall serve as chair during Youth Advisory Commission meetings in the event of the chairperson's absence.

2.62.060 – Quorum and Meetings.

- A. A majority of appointed members shall constitute a quorum.
- B. If a quorum is present, all matters shall be decided by a vote of the majority present.
- C. The Youth Advisory Commission shall meet at least once a month.
- D. All meetings shall be open to the public and public meeting laws shall apply.

2.62.070 – Youth Advisory Commission Member Responsibilities.

- A. Review and prepare strategies addressing issues of interest to students in the greater Oregon City community, including topics such as drug and alcohol abuse, bullying, driver safety or any other topic determined to be of importance by the Youth Advisory Commission.
- B. Members shall participate in an annual goal alignment session at the beginning of each term.
- C. Members shall be responsible for completing tasks and projects as assigned.
- D. Individual members of the Youth Advisory Commission shall attend at least three community service events per term.
- E. The Youth Advisory Commission shall organize a minimum of one community event or project to engage the larger Oregon City youth community per term.
- F. The Youth Advisory Commission shall prepare an annual report at the end of the term to present to the City Commission detailing the accomplishments, challenges, areas for improvement and goals for the future.

2.62.080 – Code of Conduct and Expectations

Members of the Youth Advisory Commission shall be held to the highest standards of citizenship, scholarship and participation. The Code of Conduct details shall be stipulated in the Youth Advisory Commission Bylaws.

2.62.091 – Expenditures

The Youth Advisory Commission shall have no authority to make any expenditure on behalf of the City or to obligate the City for payment of any sums of money unless the City Manager or City Commission, as appropriate, authorizes such expenditure.

Youth Advisory Commission Bylaws

Last amended June 9, 2025

1. Creation

- a. The Oregon City Youth Advisory Commission (YAC) was established under Ordinance No. 22-1006 and subsequently modified by Ordinance No. 23-1003.
- b. The purpose of the YAC is to “provide local students a voice in their municipal government, build an understanding of governance and leadership and to provide opportunities to engage and serve the community. The Youth Advisory Commission shall be guided by the belief that local involvement at a young age is crucial to ensuring a well informed and engaged citizenry in the future and to provide an opportunity for members to become equipped with the knowledge and leadership skills necessary to become active contributors in the community now and in the future.” (Ord. No. 24-1006, OCMC 2.62.015)

2. Membership

The Youth Advisory Commission shall consist of at least nine youth members and no more than 15 members. One non-voting City Commissioner to be appointed by the Mayor:

- a. The YAC membership criteria are described in the Oregon City Municipal Code (OCMC) 2.62.020.
- b. The term of service is officially considered from September through June, but the existing YAC members may continue to meet informally from June through September as needed.

3. Officers

- a. The YAC shall elect a chairperson and vice chairperson at the beginning of each term. The YAC have the option to elect a secretary who would be responsible for taking meeting minutes at the YAC meetings.
 - i. The staff liaison will be responsible for supplementing the meeting minutes at the YAC meetings to ensure sufficient Minutes are recorded.
- b. The chairperson shall act as the chair of the YAC, unless unavailable. If the chairperson is unavailable, the vice chairperson shall act as chair of YAC meetings.
- c. If an officer submits a resignation from their position of chairperson or vice chairperson, the YAC members may immediately vote to appoint a new officer.
- d. If neither the chairperson nor vice chairperson are present at a certain meeting, the YAC shall select a chair pro tem from the members present.

4. YAC Goals and Updates

- a. The YAC may from time to time adopt goals, work plans, or priorities. These goals must not conflict with the City Commission's goals and budget allocations.
- b. Each year, the YAC chairperson and vice chairperson shall provide an update to the City Commission on the YAC's activities and plans or at other appropriate times.
- c. The YAC shall table at least three community events per session to help promote their goals and events.

5. Date, Time, and Locations of Meetings

- a. Regular meetings of the YAC shall be held on the second Monday of each month from September through June, unless another date is selected for a specific meeting.
- b. Summer meetings of the YAC shall be held on the second Monday of each month, or at a time convenient to enable maximum participation determined by the staff liaison.
- c. Special meetings may be called as needed for tours, activities, or to address other issues that could not be discussed at a regular meeting.
- d. YAC meetings shall be held at 7:00 PM, unless another time is selected for a specific meeting.
- e. YAC meetings shall be typically held at Oregon City – City Hall located at 625 Center St, Oregon City, OR 97045. This rule does not prevent the YAC from meeting at another location for a special purpose or for the convenience of its members.

6. Agendas, Minutes, and Decisions

- a. The staff liaison or designee shall prepare agendas in consultation with the YAC members and City Commission liaison as needed.
- b. Standard YAC agendas shall generally take the following form. Variations from this standard agenda may be utilized as convenient.
 - i. Roll Call
 - ii. Discussion Items
 - iii. Working Group Break-Out Session
 - iv. Communications
 - v. Minutes
 - vi. Adjournment
- c. Minutes shall be prepared for each meeting which shall contain at least the members present at the meeting, the substance of any discussion, all motions and votes taken, and a reference to any documents discussed at the meeting.
 - i. Minutes shall not be verbatim and contain only a summary of the primary points and arguments raised in the discussion.

- ii. Minutes shall be approved at a subsequent meeting by a vote of the YAC. If amendments are requested by any member of the YAC, those amendments must also be approved by the YAC at the time of adoption. The YAC may request the minutes returned after any amendments are incorporated for further review and approval.
- d. The YAC may make decisions in the following ways:
 - i. Consensus – no vote is taken, but specific issues may be decided leading to a final decision.
 - ii. Acclamation vote – a vote is taken by all members being asked if they favor, are against, or abstain from a decision. In such case as the decision is not unanimous, the YAC shall conduct a roll call vote.
 - iii. Roll Call – Each member’s vote is recorded in the record.
- e. Official Actions - YAC may utilize the following methods of making formal actions (reports, recommendations, requests, recognitions)
 - i. Letters to be signed by the chairperson
 - ii. Approval of the document in question
 - iii. Resolution (possibly incorporating exhibits) – resolutions approved by the YAC shall be titled “YAC Resolution” followed by the four-digit year and an assigned number. (e.g. 2023-01)

7. Accessibility

- a. Meetings of the YAC shall not be broadcast or live streamed online. Remote participation in the meetings shall be provided to the extent required by ORS 192 and existing City resources.
- b. The staff liaison will attempt to accommodate any other accessibility issues as they arise to improve access and participation for all community members.

8. Code of Conduct

Members of the YAC shall be held to the highest standards of citizenship, scholarship and participation.

- a. It is considered inexcusable for YAC members to have ANY unexcused absences and may have no more than 3 excused absences. An absence shall be considered excused provided advanced notice of 24 hours is provided to the chairperson and staff liaison or is determined to be excused by the chairperson and staff liaison.
- b. Absences may be made up for by attending a City of Oregon City commission, advisory board, or committee meeting within 30 days of the absence.
- c. Members shall remain in good standing at their school by maintaining passing grades and abiding by the school code of conduct.
- d. Violations of the code of conduct and expectations of this section shall be reviewed by the member, chairperson, vice chairperson, City Commission

liaison, staff liaison and the Mayor with a goal of improving the performance and participation of the member.

- e. The Mayor shall have the sole discretion to determine if a member shall be removed from the YAC.
- f. YAC members may speak with the staff liaison or the City Commission liaison if a member has any questions or concerns with the Code of Conduct.

9. Interpretation and Authority

- a. Any issues not addressed by these bylaws shall be resolved by considering City policies, the OCMC, the board and committee orientation manual, other pertinent documents or policies, or the Robert's Rules of Order.
- b. These bylaws shall not be interpreted to supersede and are subordinate to any prior or subsequently adopted changes to documents referenced in Section 9(a) above.

10. Revisions to the Bylaws

The YAC shall review their bylaws at the first meeting of every term and the fifth meeting of every term to ensure that all members are made aware of expectations and processes. From time to time, the YAC may recommend changes to its bylaws.

Public Meetings Law

The Oregon State Bar is subject to the Public Meetings Law by virtue of ORS 9.010⁽¹⁾. The Public Meetings Law gives effect to Oregon's policy of open decision-making by the state's public bodies; in furtherance of that policy, the law requires that meetings at which decisions about the public's business is made are open to the public; that the public has reasonable notice of the time, place, and agenda for the meetings; and that the meetings be accessible to persons wishing to attend.

The Public Meetings Law applies to all meetings of a quorum of the Board of Governors. It also applies to meetings of the Board's standing and other committees for which a quorum is required to make a decision or a recommendation to the Board.

The Public Meetings Law is a public attendance law, not a public participation law. The right of the public to attend does not include the right to participate by giving testimony or comment.

Voting

- All official action must be taken by a public vote.
- The vote of each member must be recorded.
- If written ballots are used, each ballot must identify the member voting and the vote must be announced.

Minutes

Minutes must be kept of all public meetings, either in writing or by sound, video, or digital recording. The minutes must include at least the following:

- The names of members present,
- Motions and other proposals offered, and their disposition,
- The results of all votes and the vote of each member by name,
- The substance of the discussion on any matter (a true reflection of the matters discussed and the views of the participants), and
- A reference to any document discussed at the meeting.

Minutes are public records even before they are approved, although they can be marked as "draft" or otherwise to indicate their status.

Executive Session

An executive, or "closed," session is a public meeting that is closed to certain persons while the public body deliberates on certain matters. Executive sessions are not the same as meetings and proceedings that are exempt from the Public Meetings Law altogether, such as judicial proceedings and meetings of the State Lawyers Assistance Committee. Executive sessions must comply with all applicable provisions of the Public Meetings Law, while exempt proceedings need not.

The Public Meetings Law allows for executive session in a variety of circumstances; those that typically apply to the bar are sessions to:

- Consider the employment of specific candidates for executive director,
- Deliberate with agents designated to negotiate real property transactions for the bar,
- Discuss the contents of any public record that is exempt from disclosure,
- Consult with legal counsel concerning the bar's rights and duties in pending or anticipated litigation, and
- Review and evaluate the performance of the executive director, except that discussion of the executive director's salary may not be held in executive session.

Regardless of the basis for the executive session, the board or other body must return to open session to take any final action or make a final decision.

The Public Meetings Law does not define "final action" or "final decision," but the fact that further action or further decisions may be needed does not make any particular action or decision less final. Two factors are relevant in determining whether an action is final: The nature of the proposed decision, and the purpose of the statutory authorization for executive session. A decision to spend money is rarely appropriate for

executive session. When the finality of a decision is less clear, consideration should also be given to the rationale for the executive session and whether a public announcement of the proposed decisions will frustrate the policy behind the executive session or seriously compromise further action that must be taken. When in doubt, prudence suggests making the action or decision in open session.

Convening an Executive Session

An executive session may be called during any regularly scheduled, special, or emergency meeting for which due notice has been given. When the body is ready for executive session, the presiding officer must announce the statutory authority for the executive session prior to going into executive session. The announcement should identify any persons other than news media who may remain and, if final action is anticipated, when the open session will resume. If media are present, the presiding officer should indicate any matters to be discussed in executive session that may not be disclosed.

Attendance at Executive Session

The Public Meetings Law expressly permits representatives of the media to attend executive sessions. The rationale is that it offers them background information that will enhance their understanding of the final decisions and their ability to keep the public better informed. However, the public body may require that the media not report specific information discussed during the executive session. Absent such a directive, the media is entitled to report without limitation, which may frustrate the purpose of having the executive session. At the same time, the nondisclosure requirement should be no broader than necessary to serve the body's needs. The media cannot, in any event, be forbidden from reporting the general nature of the discussion or the statutory basis for the executive session.

"Representative of the media" is not defined in the Public Meetings Law but is interpreted by the Attorney General to mean reporters of media that generally report on the activities of the body or matter of the nature under consideration.

Other than representatives of media, executive session are generally closed to all but members of the governing body and persons reporting to the body about the subject of the executive session or who are otherwise involved in the matter. The governing body may, however, invite others to attend without losing the executive character of the session.

Effect of Violation

A person who is affected by any decision made in contravention of the Public Meetings Law may seek injunctive or declaratory relief to require compliance with or prevent violations of the law. Improperly taken actions are not void, but if a court finds that the violation resulted from intentional disregard of the law or willful misconduct by a quorum of the body, the court may void the decision if no other equitable relief is available. At the court's discretion, a successful plaintiff may be awarded attorney fees and costs. Those attorney fees and costs will be the personal obligation of any member who is found to have engaged in willful misconduct.

If the violation is also a violation of the Government Standards and Practices Act, civil penalties may also be assessed against individual members of the governing body, unless they acted on the advice of the public body's legal counsel.

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

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To: Youth Advisory Commission **Agenda Date:** September 8, 2025
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 5.a. – Staff Report – Youth Advisory Commission Elections

EXECUTIVE SUMMARY:

As stated in Chapter 2.62 of the Oregon City Municipal Code (OCMC) and the Youth Advisory Commission Bylaws, a chairperson and vice chairperson must be elected at the first meeting of each term. The Youth Advisory Commission may also choose to elect a secretary.

BACKGROUND:

"The Youth Advisory Commission, at the beginning of each term, shall elect a chairperson and vice chairperson, who shall hold the positions for one term of service. The chairperson and the vice chairperson shall be a junior or senior in high school," (OCMC Chapter 2.62.030)

"The chairperson is responsible for running the Youth Advisory Commission meetings, assigning tasks and working with the staff to set the upcoming agendas," (OCMC Chapter 2.62.040).

"The vice chairperson is responsible for taking meeting minutes and providing financial updates as applicable. The vice chairperson shall serve as chair during Youth Advisory Commission meetings in the event of the chairperson's absence," (Chapter 2.62.050).

"The YAC have the option to elect a secretary who would be responsible for taking meeting minutes at the YAC meetings," (Youth Advisory Commission Bylaws).

STAFF RECCOMENDATION:

Staff recommends appointing a past member of the 2024-2025 Youth Advisory Commission to hold the position of chairperson for the 2025-2026 term.



CITY OF OREGON CITY

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To: Youth Advisory Commission **Agenda Date:** September 8, 2025
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 5.a. – 2024-2025 Youth Advisory Commission Term Accomplishments/Feedback

EXECUTIVE SUMMARY:

The Youth Advisory Commission should reference the list of past projects completed in the 2024-2025 term to help steer the 2025–2026 goals of the Youth Advisory Commission. I have also included a document that outlines the End of Term Evaluation Feedback that was gathered at the end of last term.

BACKGROUND:

Please refer to the attached documents.

2024 – 2025

Youth Advisory Commission Term Accomplishments

The Youth Advisory Commission identified youth nicotine addition as the top priority that they wanted to address within the Oregon City community for the 2024-2025 term. The Chair, Julian Guerra Molina took on the role of leading this initiative for the 2024-2025 Youth Advisory Commission term.

The Commission also created three working groups to address other high priority issues of concern within the community. Please refer below to the details and accomplishments of each identified working group:

Youth Houselessness Working Group: *Melanie Gabriel, Jack Solari, and Max Bishop*

- Working group is dedicated to learning about the youth houseless issue within the Oregon City community and addressing the needs of the houseless community.
- The Homeless Solutions Coalition of Clackamas County presented to the Youth Advisory Commission and discussed the planned construction of the Caring Place and informed the commissioners of the epidemic of youth houselessness within Clackamas County.
- Members of the working group held a meeting with Kennan Moore, Second Home Regional Coordinator of Clackamas County to gain a better understanding of the issue of youth houseless within Oregon City.
- Members sent a survey to non-profit and government organizations, inquiring about the issues that youth houselessness individuals face today. This data will be used to brainstorm solutions that the working group can potentially implement in the future.

Youth Election Involvement Working Group: *Justin Evers, Myles Kinney, Sydney McFarland, and Gaby Rysdam*

- Working group is dedicated to advocating to lower the voting age to 16 for School Board elections so students have a voice in what effects them.
- Members have been collaborating on drafting a letter of support to bring before the City Commission.
- Members have been following the status of House Bill 3012 this legislative session, which would permit an individual who is 16 or 17 years of age and registered to vote to cast a ballot in school district elections.
- Members received a presentation from the Clackamas County Clerk to become more informed on the election process within Clackamas County and become informed on the complexities with lowering the voting age to 16 for school board elections.

Youth Physical and Mental Health Working Group: *Elyjah McFarland, Cole Solari, Desiree Hanson, Hyrum Freestone, and Sofia Weis*

- Working group is dedicated to advocating for youth physical and mental health.

- Spoke privately with Representative Annessa Hartman about the mental health crisis that youth currently face.
- Members of the Youth Advisory Commission received a tour of Rivercrest Park from the Deputy Director of Parks and Recreation, Tom Kissinger. Deputy Director Kissinger also provided information about the youth programming available through the Parks and Recreation Department and the working group members identified that Parks and Rec lacked programming catered toward teens and young adults.
- Metro presented on the Nature in Neighborhoods Community Choice Grants. Members have plans to submit their park ideas and attend the Idea Generating Workshop at the Oregon City Library on June 7, 2025.
- The Youth Advisory Commission held a special meeting to provide feedback on the Suicide Prevention Coalition of Clackamas County's Youth and Young Adult Action Team's suicide prevention app.

Below are a list of events the youth attended and the accomplishments that the Youth Advisory Commission had as a whole over the 2024-2025 term:

1. Networking World Café

Members of the Youth Advisory Commission attended a networking event put on by the Clackamas County Prevention Coalition and Northwest Family Services where members were able to learn about the numerous resources available to youth and adults who are struggling with drug addiction. Members emphasized how grateful the organizations were for their participation as youth within the community.

2. Clackamas River Water Providers Watershed Tour

On October 5, 2024, members of the Youth Advisory Commission attended a watershed tour of four water treatments plants within the Clackamas River Water Providers service area, including South Fork Water Board.

3. Sister City Welcome Dinner

On Monday, October 14, members of the Youth Advisory Commission helped welcome Tateshina Sister City to Oregon City at a welcome dinner at the Pioneer Community Center.

4. Clackamas Community College Indigenous Peoples Day

Youth Advisory Commission members assisted the City of Oregon City distribute City information at Clackamas Community College's Indigenous People's Day on October 13, 2025.

5. Resolution 25-05

On behalf of the Youth Advisory Commission, Chair Julian Guerra Molina formally requested that the City Commission create and pass Resolution in support of banning flavored tobacco products and protecting Oregon City youth from a lifetime of nicotine addiction at the City Commission meeting on January 7, 2025.

Resolution 25-04 was then created and presented for approval in front of the City Commission on February 5, 2025. Resolution 25-04 received unanimous approval from the City Commission

6. 2025 Oregon Youth Summit

All 13 members of the Youth Advisory Commission attended the League of Oregon Cities City Day at the Capitol on January 28, 2025. Members heard from state legislators and met with Representative Annessa Hartman. Members also connected with other youth commissions at the event to learn about ongoing projects.

Participating youth organizations:

1. Oregon City
2. Lake Oswego
3. Tigard
4. Happy Valley
5. Hillsboro
6. Eugene
7. Gresham
8. Cornelius
9. Hermiston

7. “If I Were Mayor...” Contest

Youth Advisory Commission Members assisted with advertising the local City contest and they also judged the contest at a special meeting held on March 31, 2025. The City received:

- 1 multimedia presentation
- 31 essay submission
- 25 poster submissions

Frances Ashney – 1st place poster

Sophie Crockett – 2nd place poster

Miriam Wolf – 3rd place poster

Paisley McWilliams – 1st place essay

Justin Evers – 1st place multimedia presentation (2nd place in OMA state level)

The Chair of the Youth Advisory Commission assisted the Mayor in presenting the contest winners their awards at the City Commission meeting held on April 16, 2025.

8. Spring Forward Community Resource Fair

Youth Advisory Commission members tabled a booth at the Spring Forward Community Resource Fair on March 8, 2025. They distributed brochures at the event to help inform the

community of who they are and what they do for the community. They also advertised for youth participation within the “If I Were Mayor...” Contest.

9. 2025 Cancer Action Day

On April 1, 2025, Youth Advisory Commissioners joined the American Cancer Society to lobby for Senate Bill 702. Members met with 8 legislatures and/or their staff members and provided a hook, sink, and link approach to lobbying for SB 702.

1. Senator Anthony Broadman
2. Representative Annessa Hartman
3. Senator Mark Meek
4. Representative Christine Drazan
5. Senator Daniel Bonham
6. Senator Rob Wagner
7. Representative Ben Bowman – Majority Leader
8. Representative Julie Fahey – Speaker of the House

Before attending the 2025 Cancer Action Day, members participated in a training session held by the American Cancer Society to help prepare them for their hook, line, and sink. During each meeting, members rotated on taking on the role of providing the hook, line, and sink of their lobbying speech to advocate for each legislature’s support on SB 702.

10. Abernethy Creek Park Native Planting

Members of the Youth Advisory Commission partnered with the Greater Oregon City Watershed Council to conduct a native pollinator planting at Abernethy Creek Park after school, on April 18, 2025.

11. Suicide Prevention App Listening Session:

In partnership with the Clackamas Education Service District, the Suicide Prevention Coalition of Clackamas County’s Youth and Young Adult Action Team created a smartphone app to share information and resources regarding youth suicide prevention. The Youth Advisory Commission held a special meeting on April 21, 2025, to provide feedback on the app’s content, design, accessibility, and name. The Suicide Prevention Coalition of Clackamas County’s Youth and Young Adult Action Team will return to the Youth Advisory Commission once they have incorporated the feedback and provide an update on the launch of the app next term.

12. SB 702 Public Hearing

The Chair and Vice Chair of the Youth Advisory Commission testified in front of the Senate Finance and Revenue Committee to advocate for the passage of SB 702 on May 21, 2025. Chair, Julian Guerra Molina, and Vice Chair, Myles Kinney testified as part of a youth panel and each member had 2 minutes to complete their testimony.

2024-2025 Youth Advisory Commission Presentations:

November 2024:

- Processes of the City of Oregon City Government - Tony Konkol, City Manager
- Clackamas County Tobacco Prevention and Education Program - Marc Czornij, Clackamas County Health, Housing & Human Services Program

December 2024:

- Homeless Solutions Coalition of Clackamas County

January 2025:

- Overview of the Role and Authority of Advisory Commissions in Oregon City - Jakob Wiley, City Recorder

March 2025:

- Tour of Rivercrest Park and Youth Programming - Tom Kissinger, Parks and Recreation Deputy Director

April 2025:

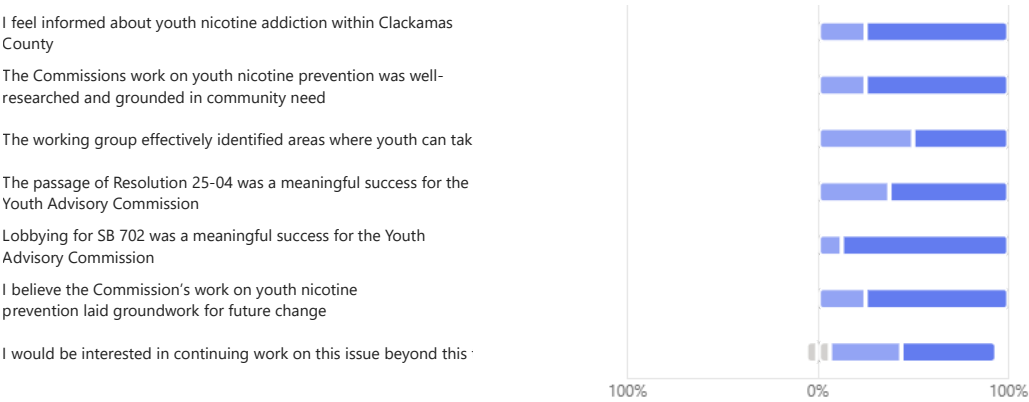
- Nature in Neighborhoods Community Choice Grants – Jasiel Lopez, Metro Community Involvement Specialist
- Suicide Prevention App Listening Session

May 2025:

- Clackamas County Elections - Catherine McMullen, Office of the County Clerk

3. Please evaluate the Youth Advisory Commission's efforts in addressing youth nicotine addiction this term:

Strongly Disagree Disagree Neutral Agree Strongly Agree

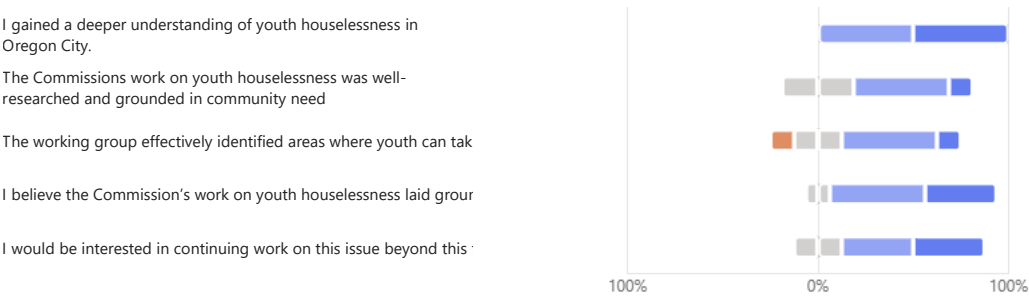


4. Please provide any further comments/feedback related to the Youth Advisory Commissions efforts in addressing youth nicotine addiction this term:

4 Responses

5. Please evaluate the Youth Advisory Commission's efforts in addressing youth houselessness this term:

Strongly Disagree Disagree Neutral Agree Strongly Agree

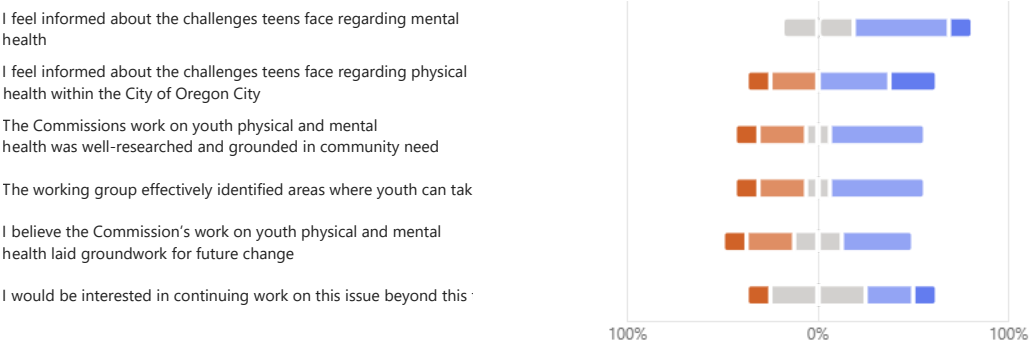


6. Please provide any further comments/feedback related to the Youth Advisory Commissions efforts in addressing youth houselessness:

4 Responses

7. Please evaluate the Youth Advisory Commission's efforts in addressing youth physical and mental health this term:

Strongly Disagree Disagree Nuetral Agree Strongly Agree

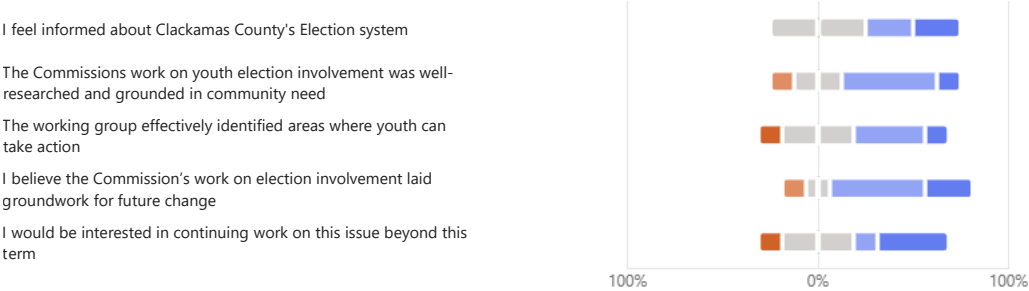


8. Please provide any further comments/feedback related to the Youth Advisory Commissions efforts in addressing youth physical and ment al health:

4
Responses

9. Please evaluate the Youth Advisory Commission's efforts in addressing youth election involvement this term:

Strongly Disagree Disagree Nuetral Agree Strongly Agree

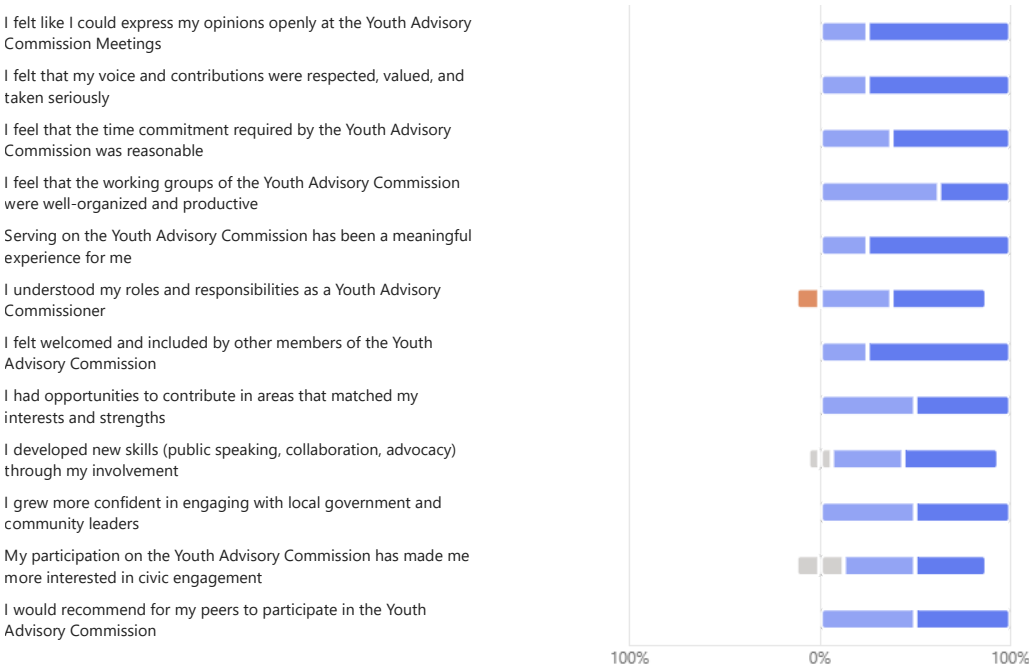


10. Please provide any further comments/feedback related to the Youth Advisory Commissions efforts in addressing youth election involvem ent

4
Responses

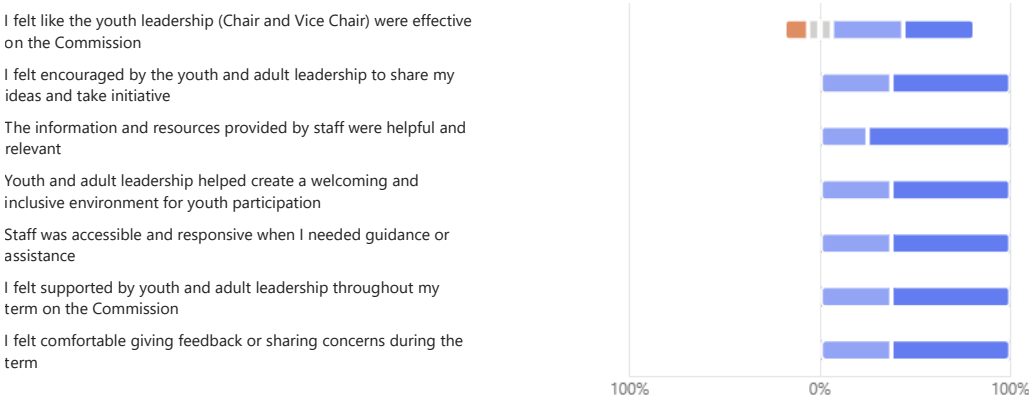
11. Feedback and General Experience on the Youth Advisory Commission

Strongly Disagree Disagree Neutral Agree Strongly agree



12. Feedback and General Experience with Leadership on the Youth Advisory Commission

Strongly Disagree Disagree Neutral Agree Strongly agree



13. What have been some highlights of your service on the Youth Advisory Commission? What did you enjoy most?

7
Responses

14. What were some of the challenges you experienced on the Youth Advisory Commission? What did you enjoy least?

7

Responses

15. What would you suggest improving for future terms (communication, event planning, community involvement)?

7

Responses

16. What additional support from the youth leaders (Chair/Vice Chair) would have helped you succeed more in your role?

7

Responses

17. What additional support from adult leaders (Staff/Mayor/City Commissioner) would have helped you succeed more in your role?

7

Responses

18. What skills or knowledge did you gain during your time on the Youth Advisory Commission?

7

Responses

19. Would you like for there to be more gatherings organized for the Youth Advisory Commission that includes families and significant others?



20. What project/s would you like to see the Youth Advisory Commission take on next term?

7
Responses

21. Other Comments/suggestions:

3
Responses



CITY OF OREGON CITY

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To: Youth Advisory Commission **Agenda Date:** September 8, 2025
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 6.b. – Working Group Smart Goals

EXECUTIVE SUMMARY:

Last term the Youth Advisory Commission created four top priorities that they wanted to address. The first was

- Youth Nicotine Addiction

This first priority was addressed by the Commission as a whole with the Chair leading the initiatives. The other three priorities were broken into working groups with 3-5 members assigned to each group:

- Youth Houselessness
- Youth Election Involvement
- Youth Physical and Mental Health

The 2025-2026 Youth Advisory Commission must decide if they would like to continue working on these priorities, assign members to working groups, and create informed SMART Goals based off the feedback from last year.

BACKGROUND:

Please reference the SMART Goal attachment and the 2024-2025 Youth Advisory Commission End of Term Evaluation for more information to help you make informed decisions.

SMART Goal Alignment Session

Goal	Explanation	Answer
Specific	• What is the Goal? • Who is this goal intended to impact?	
Measurable	• How will this goal be measured – Quantitatively or qualitatively? • What tools or methods will be used to measure the success of the goal?	
Attainable	• Is this goal attainable? • What will the Youth Advisory Commission need to attain this goal?	
Relevant	• Is this goal relevant to the purpose of the Youth Advisory Commission? • How meaningful is this goal on a scale of 1-10?	
Time-Bound	• What is the timeframe for this goal? • Is this goal feasible to accomplish by the end of the term? • Is this a long-term goal to be continued by future Youth Advisory Commissions?	



CITY OF OREGON CITY

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To: Youth Advisory Commission **Agenda Date:** September 8, 2025
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 7.a. – Staff Liaison Updates

1. Community Events/Volunteer Opportunities

Oregon City Ivy League Ivy Pull

- Look at the attached flyer for more information or visit <https://www.oregoncity.org/3123/Oregon-City-Ivy-League>. Email Hannah Schmidt at hschmidt@oregoncity.org to RSVP.
 - Saturday, September 20
9 a.m. – 12 p.m.
Water Board Park
921 Waterboard Park Road

LoveOne

- Oregon City Brax Laundry & Shower Event – Wednesday, September 24, 6 p.m. – 8 p.m.
 - For more information about the event, including access to sign up to volunteer, visit the link:
<https://www.signupgenius.com/go/20F094BA8AC28A7FDO-48541282-brax#/>



WATER BOARD PARK IVY PULL

SEPT 20

🕒 9 A.M. - 12 P.M.

📍 921 Waterboard Park Road

**EMAIL TO RESERVE
YOUR SPOT!**

👤 Hannah Schmidt
Community Engagement
Specialist

✉ hschmidt@orccity.org

AGE RESTRICTION

You must be 13 years or older to volunteer for this event. Those under the age of 18 must be accompanied by their guardian or an adult group leader if associated with a youth organization.

WHAT TO BRING

This event is BYOT (Bring Your Own Tools). The City will have extra resources provided on site but it is suggested that you bring:

- Loppers
- Clippers
- Iron and wire rakes
- Tarps
- Wheel barrows/wagons
- Water bottle

AVAILABLE ONSITE

- Porta-potty
- Snacks
- Water
- Coffee



CITY OF OREGON CITY

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

To: Youth Advisory Commission **Agenda Date:** September 8, 2025
From: Hannah Schmidt, Community Engagement Specialist

SUBJECT:

Item 7.b. - Youth Advisory Commission Volunteer Form

EXECUTIVE SUMMARY:

As a Youth Advisory Commission member, you are an official volunteer for the City of Oregon City. Please read the volunteer form attached with your parent/guardian and bring the completed form with you to the meeting on September 8. This form requires a signature from the Youth Advisory Commission member and their parent/guardian to be considered complete.



CITY OF OREGON CITY VOLUNTEER AGREEMENT

CITY EMPLOYEE COMPLETES THIS SECTION

1. VOLUNTEER POSITION/PROGRAM

Community Event Volunteer

2. CITY EMPLOYEE NAME

Hannah Schmidt

3. CITY EMPLOYEE TITLE

Community Engagement Specialist

4. CITY EMPLOYEE EMAIL ADDRESS

hschmidt@orc.org

5. Description of volunteer service to be performed:

Youth Advisory Commission members are expected to attend monthly meetings at Oregon City Hall Mount Hood Room through their term of service from September 2025 to June 2026. Special meetings may occur. Members are expected to review Agenda Packets in advance of scheduled meetings. Communication with Youth Advisory Commission members will occur via email and group/individual texts. Members are expected to attend at least three community events within Oregon City and contribute to at least one community project throughout their term. It is considered inexcusable for Youth Advisory Commission members to have ANY unexcused absences and may have no more than three excused absences. An absence shall be considered excused provided advanced notice of 24 hours is provided to the chairperson and staff liaison or is determined to be excused by the chairperson and staff liaison. Absences may be made up for by attending a City of Oregon City commission, advisory board, or committee meeting within 30 days of the absence. Members shall remain in good standing at their school by maintaining passing grades and abiding by the school code of conduct. Violations of the code of conduct and expectations of this section shall be reviewed by the member, chairperson, vice chairperson, City Commission liaison, staff liaison and the Mayor with a goal of improving the performance and participation of the member. From time to time there may be additional activities, meetings and events that Youth Advisory Commissioners will be asked to participate in, which may include riding in a City vehicle with an authorized City of Oregon staff driver.

6. Check all that apply:

☐ Valid Driver's License Required

☐ Background Check Required

☐ Medical Clearance Required

RELEASE AND WAIVER LIABILITY

7. Please read the information below and check each box to indicate you understand and consent to each topic.

☐ I, the Volunteer, release and forever discharge and hold harmless The City of Oregon City and its directors, officers, employees, and agents from any and all liability, claims, and demands of whatever kind of nature that arise now or in the future from the services I provide to The City. I understand and acknowledge that this Release discharges The City Of Oregon City from any liability or claim that I may have against The City of Oregon City with respect to bodily injury, personal injury, illness, death, property damage, or other injury that may result from the services I provide to The City or occurring while I am volunteering.

☐ I understand that The City does not assume any responsibility for or obligation to provide financial or other assistance to me, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability by The City beyond what may be offered freely by The City in the event of injury or medical expenses incurred by me.

☐ I understand that acting as a volunteer involves certain risks, including but not limited to, serious injury and death. I am voluntarily participating in the activities with knowledge of the danger involved and I agree to accept all risk of participation.

☐ I grant and convey to The City all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by The City in connection with my providing volunteer services to The City.

☐ As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Oregon and that this Release shall be governed by and interpreted in accordance with the laws of the State of Oregon. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected. By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

PRINTED YOUTH ADVISORY COMMISSIONER NAME:

SIGNATURE

DATE

PARENTAL/GUARDIAN CONSENT

8. FIRST NAME

9. LAST NAME

10. PHONE NUMBER

11. EMAIL ADDRESS

12. STREET ADDRESS, APT #

13. CITY

14. STATE

15. ZIPCODE

16. I confirm that I am the parent/guardian of the underaged volunteer named above. I give permission for _____ to conduct the volunteer duties described above and consent to all the stipulations under the Release and Waiver Liability section.

SIGNATURE

DATE



CITY OF OREGON CITY YOUTH ADVISORY COMMISSION DRAFT MEETING MINUTES

City Hall Commission Chambers, 625 Center St., Oregon City, OR 97045
Monday, June 9, 2025 at 7:15 PM

1. **CALL TO ORDER AND ROLL CALL**

Chair Julian Guerra Molina called the meeting to order at 7:17 p.m.

PRESENT: 13

Desi Hanson, Elyjah McFarland, Gaby Rysdam, Hyrum Freestone, Julian Guerra Molina, Justin Evers, Max Bishop, Melanie Gabriel, Myles Kinney, Sydney McFarland, Commissioner Adam Marl, and Mayor Denyse McGriff.

STAFF: *Hannah Schmidt, Community Engagement Specialist*

EXCUSED: *Jack Solari and Cole Solari.*

ABSENT: *Sofia Weis*

2. **PUBLIC COMMENTS**

No public comments were provided.

3. **DISCUSSION ITEMS**

- a. Hannah Schmidt reminded the commission that they review the bylaws at least once every term. She noted that last year, the commission had instructed to review the bylaws in the fifth week, but they were reviewing them now due to scheduling conflicts.

Hannah Schmidt emphasized that there was currently no maximum number of Youth Advisory Commissioners within the bylaws or code, only a minimum. She suggested that solidifying a maximum number would be helpful for staff and commissioners moving forward, especially as they had already received several applicants. She mentioned that last year, 13 was discussed as the ideal number.

Julian Guerra Molina, who was not going to be part of the commission next year, encouraged the returning members to base their decisions on what worked and what didn't from this year and last year.

Gaby Rysdam suggested focusing on the discussion about setting a maximum number of commissioners, as brought up by Hannah Schmidt.

Justin Evers proposed amending the bylaws to allow for flexibility in meeting dates. After some discussion, the following motion was made:

Justin Evers moved to amend part 5(a) from "regular meetings of the YAC shall be held on the second Monday of each month from September through June" to "regular meetings of the YAC shall be held on the second Monday of each month unless another date is selected for a specific meeting from September through June." Myles Kinney seconded the motion. The motion passed unanimously.

The Commission also discussed setting a maximum number of members. After deliberation, the following decisions were made:

Desi Hanson moved to set a maximum of 15 members for the Youth Advisory Commission. Elyjah McFarland seconded the motion. The motion passed with a majority vote of nine to one.

Justin Evers moved to make the minimum of 9 members visible in the bylaws. Myles Kinney seconded the motion. The motion passed unanimously.

4. WORKING GROUP BREAK OUT SESSION

- a. The commission broke into working groups to reflect on their accomplishments and challenges during the term. They used SMART goal reflection sheets to evaluate their progress. The working groups discussed their achievements, challenges faced, and potential goals for the next term. They also reflected on the importance of setting realistic standards and understanding the limitations and capabilities of the commission.

5. COMMUNICATIONS

- a. Myles Kinney provided an update on Senate Bill 702A, which was still in the Senate Finance Committee. He mentioned that a working group session was scheduled for Wednesday, June 11th, where a decision might be made to move the bill to the Senate floor.

Myles Kinney and Julian Guerra Molina had previously given testimony to the committee, presenting the Youth Advisory Commission's position. They discussed the amendments proposed to the bill, including one that Myles described as a "protest amendment" that would essentially make the bill useless by allowing sales to those over 21.

The Commission discussed the arguments for and against the bill, including concerns about the impact on small businesses and the cultural significance of

hookah in some communities. They also talked about the importance of education and involvement of youth in understanding the impacts of nicotine addiction.

The Commission generally felt that they had completed their goal regarding youth nicotine addiction advocacy. They discussed potential future actions, such as advocating at the county level.

- b. Clackamas County Tobacco Prevention Program - Jack Solari: This item was not discussed as Jack Solari was not present at the meeting.
- c. Hannah Schmidt provided updates on several opportunities for the commission members:
 - Oregon Youth Tobacco Webinar on Wednesday, June 18th.
 - Youth Advisory Board Research Study, encouraging members to participate in a 30-minute Zoom interview.
 - Ivy League work party at Waterboard Park on June 21st.
 - Honorary Page Program with Representative Annessa Hartman's office.
 - Upcoming events: First City Celebration on July 26th and National Night Out on August 5th.
 - Concerts in the Park following July 4th.

Hannah Schmidt encouraged members to email her if they were interested in any volunteer opportunities over the summer.

- d. Myles Kinney and Julian Guerra Molina mentioned that they had presented the annual Youth Advisory Commission report to the City Commission on June 4, 2025.

6. GENERAL BUSINESS

- a. Hannah Schmidt introduced a survey for the Commission members to evaluate their experience during the 2024-2025 term. She emphasized the importance of providing honest and critical feedback, as it would be anonymous and crucial for planning the next year.

Hannah Schmidt gave the commission about 10 minutes to complete the survey during the meeting, encouraging those who needed more time to finish it later. She stressed the value of getting responses from all 13 members to have a comprehensive understanding of their experiences.

- b. Hannah Schmidt congratulated Melanie Gabriel, Desi Hanson, and Julian Guerra Molina on their graduation. She expressed appreciation for their service,

especially noting Melanie Gabriel's and Julian Guerra Molina's involvement since the commission's beginning, and Desi Hanson's valuable perspective as a new member.

Hannah Schmidt also acknowledged the accomplishments of the entire Youth Advisory Commission during the term, highlighting their dedication, momentum, and increased volunteer involvement compared to previous years.

As recognition of their work, Hannah Schmidt presented each member with a copy of the resolution passed by the City Commission for supporting a state ban on flavored nicotine and synthetic flavored tobacco products, signed and stamped by the Mayor.

Commissioner Adam Marl and Mayor McGriff also expressed their gratitude to the graduating seniors and the entire Commission for their engagement and contributions.

7. APPROVAL OF MINUTES

- a. The Commission reviewed the minutes from the May 12, 2025 meeting.

Justin Evers moved to approve the minutes for May 12, 2025. Hyrum Freestone seconded the motion. The motion passed unanimously.

8. ADJOURNMENT

Myles Kinney, Vice Chair, adjourned the meeting at 9:10 PM, concluding the final meeting of the 2024-2025 Youth Advisory Commission term.

Hannah Schmidt, Community Engagement Specialist
Date Approved: _____